

# CABINET MEETING

The CABINET will meet at COMMITTEE ROOM 1, CAUSEWAY HOUSE, BOCKING END, BRAINTREE, ESSEX CM7 9HB on 13 SEPTEMBER 2010 at 19:15

## **Membership**

Councillor Graham Butland (Chairman) - Leader of the Council  
Councillor Nigel Harley – Deputy Leader / Enterprise & Culture  
Councillor Joanne Beavis – Customers and Community Support  
Councillor Michael Lager - Efficiency & Resources  
Councillor Lady Newton – Housing and Well-Being  
Councillor Wendy Schmitt – Clean, Green and Safe  
Councillor Roger Walters – Environment & Sustainability

## **Invitees**

Deputy Cabinet Portfolio Members:-

Councillor David Bebb - Customers and Community Support  
Councillor Nigel McCrea – Enterprise & Culture  
Councillor John McKee - Efficiency & Resources  
Councillor Robert Mitchell - Environment & Sustainability  
Councillor Claire Sandbrook – Efficiency & Resources  
Councillor Chris Siddall – Leader's Portfolio / Clean, Green and Safe  
Councillor Gabrielle Spray – Housing and Well-Being  
Councillor Tim Wilkinson – Enterprise & Culture

Other invitees:- Group Leaders, Local Committee Chairmen and the Chairman of the Overview and Scrutiny Committee

For enquiries on this agenda please contact:  
Eileen Self, 01376 551414

e.mail: [eileen.self@braintree.gov.uk](mailto:eileen.self@braintree.gov.uk)

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[www.braintree.gov.uk/Braintree/councildemocracy](http://www.braintree.gov.uk/Braintree/councildemocracy)

## **PUBLIC INFORMATION**

### **Question Time**

Immediately after the Minutes of the previous meeting have been approved there will be a period of up to 30 minutes when members of the public can speak about Council business or other matters of local concern. During this period, Councillors who have declared a personal and prejudicial interest in any item of business on the agenda may also speak as permitted by the Council's Code of Conduct for Members. Whilst members of the public can remain to observe the whole of the public part of the meeting, Councillors with a personal and prejudicial interest must withdraw whilst the item of business in question is being considered. Members of the public wishing to speak should contact the Democratic Services Officer on (01376) 552525 or email [eileen.self@braintree.gov.uk](mailto:eileen.self@braintree.gov.uk) prior to the meeting. The Council's "Question Time" leaflet explains the procedure and copies of this may be obtained at the Council's offices at Braintree, Witham and Halstead.

### **Health and Safety**

Any persons attending meetings are requested to familiarise themselves with the nearest available fire exit, indicated by the fire evacuation signs. In the event of a continuous alarm sounding, you must evacuate the building immediately and follow all instructions provided by the fire evacuation officer who will identify him/herself. You will be assisted to the nearest designated assembly point until it is safe to return to the building

### **Mobile Phones**

Please ensure that your mobile phone is switched to silent or is switched off during the meeting.

### **Webcast**

Please note that this meeting will be webcast.

## **INFORMATION FOR MEMBERS**

### **Declarations of Interests:-**

- To declare the existence and nature of any 'personal' or 'personal and prejudicial' interests relating to items on the agenda having regard to paragraphs 8 to 12 [inclusive] of the Code of Conduct for Members in Part 5 of the Constitution and having taken appropriate advice where necessary before the meeting.
- Any member with a 'personal and prejudicial' interest to indicate whether he/she intends to make representations in accordance with paragraph 12 (2) of the Code of Conduct as part of Question Time. *Note: A member with a personal and prejudicial interest must withdraw from the room or chamber whilst the item of business the subject of such prejudicial interest is being considered*

# **AGENDA**

<b>1. APOLOGIES FOR ABSENCE</b>			
<b>2. DECLARATIONS OF INTEREST</b>			
<b>3. PUBLIC QUESTION TIME</b>			
<b>4. MINUTES OF LAST MEETING</b>			
(i) To approve as a correct record the minutes of the meeting held on 14 <sup>th</sup> June 2010. (Copy previously circulated).			
<b>No</b>	<b>Title &amp; Purpose of Report</b>	<b>Executive Summary</b>	<b>Additional Papers</b>
<b>5. WE DELIVER EXCELLENT, COST EFFECTIVE AND VALUED SERVICES</b>			
5a	<b>Medium Term Financial Strategy - Update</b>  Presented by: Cllr M Lager Officer Contact: Trevor Wilson, Head of Finance	Page 1	Page 1
5b	<b>First Quarter Performance Management Report 2010/11</b>  Presented by: Cllr M Lager Officer Contact: Cherie Root, Head of Business Solutions	Page 5	Page 16
5c	<b>Community Housing Investment Partnership (Chip) Board Annual Funding Review 2010</b>  Presented by: Cllr Lady Newton Officer Contact: Joanne Albini, Head of Housing	Page 7	Page 46
5d	<b>Petition Against Increase in Parking Charges at Lockrams Lane Car Park, Witham</b>  Presented by: Cllr R Walters Officer Contact: Paul Partridge, Head of Operations	Page 10	
5e	<b>Office Accommodation**</b>  Presented by: Cllr M Lager Officer Contact: Christopher Fleetham, Corporate Director	Page 13	Page 55

<b>6. THE ENVIRONMENT IS CLEAN AND GREEN</b>			
6a	<b>Green Travel Plan</b>  <b>Presented by: Cllr R Walters</b> <b>Officer Contact: Mark Wilson, Climate Change Manager</b>	Page 19	Page 60
<b>7. HOUSING AND TRANSPORT MEET LOCAL NEEDS</b>			
7a	<b>Empty Homes Strategy</b>  <b>Presented by: Cllr Lady Newton</b> <b>Officer Contact: Tim Lucas, Housing Strategy &amp; Development Manager &amp; Alison Weavers</b>	Page 22	
<b>8. CABINET MEMBERS' UPDATES</b>			
<ul style="list-style-type: none"> <li>- to receive Cabinet Members' verbal reports on key issues within their portfolio</li> <li>• Witham Leisure Centre – Cllr Lady Newton.</li> <li>• Halstead Community Centre – Cllr Mrs Schmitt.</li> </ul>			
<b>9. REFERENCES FROM COUNCIL/COMMITTEES/GROUPS</b>			
9a	<b>Statement of Accounts 2009/10 - Reference from Audit Committee - Outcome of the external audit</b>  <b>Presented by: Cllr M Lager</b> <b>Officer Contact: Trevor Wilson, Head of Finance</b>	Page 24	
9b	<b>Section 106 Agreements - Managing Contributions - To receive recommendations from the Overview &amp; Scrutiny Committee</b>  <b>Presented by: Cllr M Gage</b> <b>Officer Contact: Steve Bore, Scrutiny Manager</b>	Page 26	
9c	<b>Witham Town Park (Off Maldon Road) - Use of Section 106 Funding</b>  <b>Presented by: Cllr T J W Foster</b> <b>Officer Contact: Jenny Claydon, Landscape Architect</b>	Page 28	

9d	<b>Update on Community Halls Review (Ref: Silver End Village Hall)</b>  <b>Presented by: Cllr T J W Foster</b> <b>Officer Contact: Sharon Wood, Community Halls Manager</b>	Page 29	
9e	<b>Growth Area Funding - Proposals for Expenditure (Ref: Allocation of Section 106 funds)</b>  <b>Presented by: Cllr N Harley</b> <b>Officer Contact: Peter Croft, Corporate Director</b>	Page 32	
<b>10. REPORTS/ DELEGATED DECISIONS/MINUTES TO BE NOTED</b>			
10a	<b><u>Minutes from Cabinet Sub Groups</u></b> To follow – For noting.  Performance Innovation and Efficiency Programme Board – 24 <sup>th</sup> August 2010.		
10b	<b>Cabinet Member Decisions made under Delegated Powers</b>  <b>Presented by:</b> Not applicable - For Noting Only  <b>Officer Contact:</b> Sharon Lowe, Assistant Chief Executive	Page 34	
<b>11. URGENT BUSINESS AUTHORISED BY THE CHAIRMAN</b>			
<b>12. EXCLUSION OF PUBLIC AND PRESS TO CONSIDER REPORTS IN PRIVATE SESSION – for reasons set out in Paragraph 3 of Part 1 of Schedule 12(A) of the Local Government Act 1972</b>			

**NOTE – Call in Procedure**

Key Decisions can be identified by the prefix\*\*. Any five Members of the Council may refer any key decision made on this Agenda to the Overview and Scrutiny Committee for 'call in'. This must be undertaken within six days of publication of the minutes. Any decisions made and not 'called in' by this date and time will become effective.

*The last page of the public agenda is numbered 40.*