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Chief Executive

CABINET AGENDA

Date: Wednesday 16th March 2016

Time: 7.00pm

Venue: Council Chamber

This meeting will be webcast live on the internet.

Membership:

Councillor Riley	Chairman - Leader of the Council
Councillor Stanley	Finance and Resources
Councillor Dick	Health & Wellbeing
Councillor Mrs Egan	Homes and Customer Engagement
Councillor Howard	Waste, Floods and Water Management
Councillor Isaacs	Neighbourhoods and Safer Communities
Councillor Sharp	Responding to Challenge
Councillor Skipp	Environment and Leisure
Councillor Smith	Regeneration & Business Liaison

Cabinet Enquiries:
Reference:
Publication Date:

John Riley Ext 2417/Ann Horgan ext. 2413
8/2015/2016
Tuesday 8th March 2016

**AGENDA
PART I
(Business to be taken in public)**

1. Apologies

2. Members' Interests

3. Minutes

To approve the Minutes of the meeting held on 24th February 2016.

4. Forward Plan

To review the Forward Plan

5. Public Health and Wellbeing

5(a) Animal Boarding Establishments Licensing Policy

(Report of the Cabinet Member for Health and Wellbeing)

6. Environment

7. Transforming Our Community

7(a) Housing Service Report - Allocation Policy

(Report of the Cabinet Member for Homes and Customer Engagement)

7(b) Highways England Consultation Lower Thames Crossing

(Report of the Leader of the Council and the Cabinet Member for Regeneration and Business Liaison)

7(c) Consultation from Basildon Borough Council - Draft Local Plan

(Report of the Leader of the Council and the Cabinet Member for Regeneration and Business Liaison)

7(d) Consultation from Brentwood Borough Council - Draft Local Plan

(Report of the Leader of the Council and the Cabinet Member for Regeneration and Business Liaison)

8. Efficient and Effective Customer Focused Services

9. Matters to be referred from /to Policy & Scrutiny Committees

10. Matters to be referred from /to the Standing Committees

**PART II
(Business to be taken in private)**

(Item to be considered with the press and public excluded from the meeting)

There were no items known at time of preparation of the agenda.



CABINET

24TH FEBRUARY 2016

PRESENT:

Councillor Riley, Chairman	Leader of the Council
Councillor Stanley	Finance and Resources
Councillor Skipp	Environment & Leisure
Councillor Howard	Waste, Floods and Water Management
Councillor Isaacs	Neighbourhood and Safer Communities
Councillor Sharp	Responding to Challenge
Councillor Smith	Regeneration and Business Liaison

APOLOGIES:

Councillors Dick and Mrs Egan.

ALSO PRESENT:

Councillors: Acott, E. Egan, Hart, Hurrell, Ladzrie, Maclean, Mumford, Varker, Wood.

82. MEMBERS' INTERESTS:

There were none.

83. MINUTES:

The Minutes of the Cabinet meeting held on 20.1.2016 were approved and signed by the Chairman as a correct record.

84. FORWARD PLAN:

To comply with regulations under the Localism Act 2011, the Leader of the Council presented a revised Forward Plan to the meeting which outlined key decisions likely to be taken within the next quarter 2015. The plan was reviewed each month. A request was made for a progress report regarding the Masterplan for the John Burrows Recreation Ground.

Resolved – To note and approve the Forward Plan.

85. DISPOSAL OF HOUSING PROPERTY – 73 MAPLE WAY

Consideration of this item had been deferred for further information on the costs. Cabinet received a report containing information to enable

consideration of the disposal of 73 Maple Way a three bedroomed property part of the Council's housing stock. The property would require a complete refurbishment and repair of a structural defect to bring it to current decent homes standard.

Cabinet considered details of the options appraisal undertaken by the Housing Service. The financial details associated with the options were outlined in the Appendix presented under Part Two of the Agenda. (Exempt Information Paragraph 3 Local Government (Access to Information) (Variation) Order 2006.

The cost of repairs and refurbishment, which would have to be recovered through on-going rent, also the options for making changes to the property had been considered. These options remained outside the financial viability for the service.

The further options considered were:

- To refurbish the property to be fully adapted for use by a disabled family. This option was rejected due to the structural layout of the property.
- To consider an extension of the property to create a four bedroom property much needed within the Housing stock. This option was rejected due to associated costs and planning limitations.
- To consider an extension of the property to create 2 two bedroom properties. This option was rejected due to associated costs and planning limitations.

Cabinet considered a proposal to dispose of the property which could result in its the replacement depending on the use of capital receipts.

Resolved: To approve the option to dispose of 73 Maple Way for a sum not below a fair market valuation.

86. HOUSING REVENUE ACCOUNT (HRA) – 2016/17 RENT LEVELS, REVENUE BUDGET AND CAPITAL PLAN FOR 2016/17 AND 2015/16 REVISED

The Cabinet received a report submitting for the consideration Rent levels for Council dwellings and garages for 2016/17; HRA Revenue budget for 2015/16 (revised) and 2016/17 together with the HRA Capital Plan for 2015/16 (revised) and 2016/17.

Cabinet considered whether to apply the one year exemption for supported housing from the proposed 1% rent reduction .This would result in a rent reduction of 62p for all tenants as opposed to 91p for all tenants should the 1% reduction be applied overall.

Resolved:

1. That, subject to the final provisions of the Welfare Reform and Work Bill, currently passing through Parliament being enacted a rent reduction of 1% for all housing revenue account dwellings be agreed, resulting in an average reduction of £0.91 per week.
2. That garage rents are increased by £1.00 per week (excluding VAT).
3. That the HRA revenue budget for revised estimate 2015/16 and estimate 2016/17, as set out in Annexe A, is approved.
4. That the HRA capital plan for revised estimate 2015/16 and estimate 2016/17, as set out in Annexe B, is approved.

87. CORPORATE PERFORMANCE SCORECARD QUARTER 3 2015/16

The Cabinet received a report presenting performance figures for the Corporate Performance Scorecard for quarter 3, 1st October 2015 to 31st December 2015

Resolved: To note the report.

88. AUTHORITY TO REPRESENT THE COUNCIL

The Cabinet considered a report seeking authorisation to allow a member of the Council's Law Team presently employed by the Council to represent the Borough Council in proceedings before the Magistrates' Court and County Court.

Resolved:

That Mr Bradley Cooper – Trainee Solicitor be authorised to appear before the Magistrates' Court and County Courts to represent the Borough Council in legal proceedings pursuant to Section 223 Local Govt Act 1972 and Section 60(2) County Courts Act 1984:-

89. POLICY FRAMEWORK AND BUDGET SETTING FOR 2016/17

The Cabinet considered proposals and recommendations for the Council's Policy Framework and Budget Setting for 2016/17 for recommendation to the Special Council meeting to be held following the Cabinet meeting that evening.

Resolved: to recommend to Council:

Implementation of Council policies and related spending plans

1. That the Cabinet note the efficiency savings, cost reductions and additional income summarised in table 2.1.
2. That the Cabinet approves the continued funding of priority projects and other items of discretionary expenditure, as set out in table 9.1.
3. That the Cabinet notes the cost pressures and other budget increases (growth) as set out in table 9.2.
4. That subject to recommendations 1 to 3 above, the revenue spending plans for 2015/16 (revised) and 2016/17, set out in section 9, tables 9.3 (summary) and 9.4 (net services expenditure) of the accompanying report, are approved.

Capital spending plans and prudential indicators

5. That the capital spending plan described in section 11 of the accompanying report (tables 11.2 and 11.3) is approved in respect of 2015/16 (revised) and 2016/17.
6. That it is noted that as stated in paragraph 21 of section 11 of the accompanying report, and based on current plans and proposals, gross external borrowing is not expected to exceed the capital financing requirement in the current or forthcoming two financial years.
7. That as required by section 3 of the Local Government Act 2003 and the Prudential Code for Capital Finance in Local Authorities, the following Prudential Indicators are approved as set out in the appropriate sections of the accompanying report:

Prudential Indicator - Reference to sections 11, 12 and 13 of accompanying report	
Capital expenditure	Tables 11.2 and 11.3
Ratio of financing costs to net revenue stream	Table 11.4
Capital financing requirement	Table 11.5
Authorised limit for external debt	Table 11.6
Operational boundary for external debt	Table 11.7

Incremental impact of capital investment	Table 11.8
Housing Revenue Account limit on indebtedness	Section 11 para 33
Maturity structure of fixed rate borrowing - upper and lower limits	Table 12.2
Upper limits of fixed and variable interest rate exposures	Table 12.3
Maximum period and counterparty limits for specified investments	Table 13.1

8. That the Statement of Minimum Revenue Provision for 2016/17, as stated in paragraphs 34 to 36 of section 11 of the accompanying report is approved.
9. That no new capital proposals are allowed until:
 - the proposal has been evaluated in accordance with all relevant evaluation criteria;
 - the Cabinet has confirmed affordability and compliance with the Prudential Code for Capital Finance in Local Authorities;
 - the Cabinet has considered and approved details of the proposal.
10. That the policies and strategies supporting the budget framework and contained within the accompanying report are approved.

Statutory report of the Head of Resources

11. That as required by section 25 of the Local Government Act 2003, the report of the Head of Resources set out in section 16 of the accompanying report in respect of robustness of the estimates is noted.
12. That as required by section 25 of the Local Government Act 2003, the report of the Head of Resources set out in section 8 of the accompanying report in respect of the adequacy of proposed financial reserves is noted.

Statutory calculations in respect of the budget requirement & Council Tax as required by the Local Government Finance Act 1992, as amended ("the Act")

13. That as set out in section 5 of the accompanying report it is noted that acting under delegated authority and in consultation with the Cabinet Member responsible for Finance & Resources and the Head of Resources has calculated
 - a) a tax base for the Borough of Castle Point of 29,722 being the amount T required by section 31B of the Act; and
 - b) a tax base for Canvey Island to which a Town Council precept applies as 11,448.

14. That the following amounts be calculated for the year 2016/17 in accordance with sections 31 to 36 of the Act:

Ref	Amount £	Item
(a)	60,219,900	being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish (Town) Councils.
(b)	52,889,910	being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
(c)	7,329,990	being the amount by which the aggregate at 20(a) above exceeds the aggregate at 20(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the act)
(d)	246.62	being the amount at 20(c) above (item R), divided by item T (19(a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish (Town) precepts.
(e)	235,943	being the aggregate amount of the (Parish (Town) precepts) referred to in Section 34(1) of the Act.
(f)	238.68	being the amount at 20(d) above less the result given by dividing the amount at 20(e) above by item T (19(a) above), calculated by the Council in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates.

15. That the Cabinet recommends that Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, sets the aggregate amounts shown in the tables below as the amounts of Council Tax for 2016/17 for each part of its area and for each category of dwelling. This information is included within section 17 of the accompanying report:

Castle Point Borough Council Tax 2016/17, including and excluding Town Council precept, for each of the following categories of dwelling:

Band	Council Tax Including Town Council £	Council Tax Excluding Town Council £
A	172.86	159.12
B	201.67	185.64
C	230.48	212.16
D	259.29	238.68
E	316.91	291.72
F	374.53	344.76
G	432.15	397.80
H	518.58	477.36

16. To note that the County Council, the Policy Authority and the Fire Authority have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwelling in the Council's area, as indicated in the table below:

Band	Castle Point Borough Council £	Essex County Council £	Essex Fire Authority £	PCC for Essex £	Total Excluding Town Council £	Canvey Island Town Council £	Total Including Town Council £
A	159.12	753.42	45.12	101.40	1,059.06	13.74	1,072.80
B	185.64	878.99	52.64	118.30	1,235.57	16.03	1,251.60
C	212.16	1,004.56	60.16	135.20	1,412.08	18.32	1,430.40
D	238.68	1,130.13	67.68	152.10	1,588.59	20.61	1,609.20
E	291.72	1,381.27	82.72	185.90	1,941.61	25.19	1,966.80
F	344.76	1,632.41	97.76	219.70	2,294.63	29.77	2,324.40
G	397.80	1,883.55	112.80	253.50	2,647.65	34.35	2,682.00
H	477.36	2,260.26	135.36	304.20	3,177.18	41.22	3,218.40

17. To note that, in accordance with the requirements of section 52ZC of the Act the Council has determined whether its Relevant Basic Amount of Council Tax for 2016/17 is excessive.

For 2016/17, the relevant basic amount of council tax for Castle Point would be deemed excessive if the authority's relevant basic amount of council tax for 2016/17 is:

(a) 2%, or more than 2%, greater than its relevant basic amount of council tax for 2015/16;

and

(b) more than £5.00 greater than its relevant basic amount of council tax for 2015/16.

Ref	Amount £	Item
(a)	234.09	being the Relevant Basic Amount of Council Tax for 2015/16, excluding local precepts.
(b)	2.0%	being the percentage increase above which the Secretary of State has determined the Relevant Basic Amount of Council Tax for 2015/16 would be excessive.
(c)	238.77	being the amount above which the Relevant Basic Amount of Council Tax for 2016/17, excluding local precepts, would be excessive (rounded down to the nearest penny).
(d)	238.68	being the Relevant Basic Amount of Council Tax for 2016/17, excluding local precepts.

The Relevant Basic Amount of Council Tax for 2016/17 is therefore, not excessive and the duty to make substitute calculations and hold a referendum does not apply (Chapter 4ZA of Part 1 of the Act).

90. MATTERS TO BE REFERRED FROM/TO POLICY SCRUTINY COMMITTEES:

There were no matters.

91. MATTERS TO BE REFERRED FROM /TO THE STATUTORY COMMITTEES:

There were no matters.

Chairman



Castle Point Borough Council

Forward Plan

MARCH 2016

CASTLE POINT BOROUGH COUNCIL

FORWARD PLAN

MARCH 2016

This document gives details of the key decisions that are likely to be taken. A key decision is defined as a decision which is likely:-

- (a) Subject of course to compliance with the financial regulations, to result in the local authority incurring expenditure which is, or the savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates subject to a threshold of £100,000; or
- (b) To be significant in terms of its effects on communities living or working in an area comprising two or more Wards in the area of the local authority.

The Forward Plan is a working document which is updated continually.

Date	<u>Item</u>	Council Priority	Decision by Council/ Cabinet	Lead Member(s)	Lead Officer(s)
March /April 2016	<u>Report back from Health& Wellbeing Scrutiny Committee - Allocations Policy</u>	Health &Wellbeing	Cabinet	Homes &Customer Engagement	Head of Housing & Communities
March 2016	<u>Animal Boarding Establishments – Licensing Policy</u> – for approval	Efficient and Effective Customer Focussed Services	Cabinet	Health & Wellbeing	Head of Environment
March 2016	<u>Extension of Thorney Bay Car Park – report on consultation on Off Street Parking Places Order if required</u>	Environment	Cabinet	Environment	Head of Environment
April 2016	<u>The Smoke and Carbon Monoxide Alarm (England) Regulations 2015</u> Approval of penalty charges	Efficient and Effective Customer Focussed Services	Cabinet	Health & Wellbeing	Head of Environment
April 2016	<u>Private Sector Housing Regulatory Policy</u> – for approval	Efficient and Effective Customer Focussed Services	Cabinet	Homes &Customer Engagement	Head of Environment
April 2016	<u>John H. Burrows – Update on Master Plan progress</u>	Environment	Cabinet	Environment	Head of Environment
April 2016	<u>Waste Update (if required)</u>	Environment	Cabinet	Waste, Floods and Water Management	Head of Environment

April 2016	<u>Resources Strategies : To note revisions</u>	All	Cabinet	Resources &Performance	Head of Resources
April 2016	<u>'New' Padding Pool Concord Beach – Report on Tenders</u>	Environment	Cabinet	Environment	Head of Environment
April 2016	<u>Leisure Strategy Update</u>	Environment	Cabinet	Environment	Head of Environment
June 2016	<u>Treasury Management Report – Updates</u>	Efficient and Effective Customer Focussed Services	Cabinet	Resources &Performance	Head of Resources
February 2017	<u>Housing Revenue Account Rent Levels 2016/2017 Housing Capital Programme etc</u>	Transforming Our Community Efficient and Effective Customer Focussed Services	Cabinet	Homes &Customer Engagement	Head of Housing & Communities Head of Resources
February 2017	<u>Budget and Policy Framework</u> To make recommendations to Council on the Council tax and budget setting.	All	Cabinet/ Council	Resources &Performance	Head of Resources

CABINET

16th March 2016

Subject: Animal Boarding Establishments Licensing Policy

Cabinet Member: Council Dick – Health and Well Being

1. Purpose of Report

This report seeks the approval of Cabinet for a new Animal Boarding Policy and related licence conditions for the Council.

2. Links to Council's Priorities and Objectives

The new policy links to the Council's Environment and Public Health and Wellbeing priority.

3. Recommendations

That Cabinet approve the Animal Boarding Policy and related licence conditions.

4. Background & proposals

Castle Point Borough Council grants licences and regulates premises in accordance with the Animal Boarding Establishment Act 1963. Anyone who carries on a business boarding cats or dogs requires a licence to do so.

The purpose of the proposed document is to set out the Council's licensing policy on animal boarding and to provide interested parties with information and guidance. In relation to those licensed by the Council, it sets out the expectations and minimum standards expected.

The Council has based its animal boarding licensing regime on the following four principles

- To be responsible for the protection of welfare for all animals;
- To ensure that the welfare of domestic animals is implemented appropriately by the standards that promote the 'five needs', see 1.5 below;

- To ensure that the persons responsible for the management of animal welfare observe recognised standards of good practice;
- To ensure that, so far as it falls within legislative powers, the requirements of all animal-related legislation will be pro-actively enforced, where resources allow.

The Council also endorses the principle under the Animal Welfare Act of five freedoms for animals and in circumstances within its control, will endeavour to ensure they are met:

- ✓ Freedom from fear and distress – by ensuring conditions and treatment which avoid mental suffering.
- ✓ Freedom from hunger, thirst and malnutrition – by ready access to fresh water and a diet to maintain full health and vigour
- ✓ Freedom from pain, disease or injury – by prevention or rapid diagnosis and treatment
- ✓ Freedom from unnecessary constraint – by providing sufficient space to enable expression of normal behaviour, proper facilities and company of the animals own kind.
- ✓ Freedom from discomfort – by providing an appropriate environment including shelter and a comfortable resting area.

Kennels and Catteries (traditional boarding arrangements where the animals are housed temporarily in individual kennels / pens for a fee) have been licensed by the Council for a number of years. However the increasingly common practice of Home Boarding and 'day-care' has not previously been included within our licensing regime.

'Home Boarding' is where the dog will be boarded in the domestic home as if they were 'part of the family.' 'Day Care' operates in a similar way to a children's day crèche in a purpose built commercial premises.

The existing policy has been revised to include Home Boarding and day-care within the Council's licensing regime and new licence conditions have been produced to reflect the new practices. A copy of the proposed new Policy including new licence conditions have been placed in each of the Members' Group Rooms.

It is proposed that subject to Cabinet approval, that the policy and licensing conditions are implemented with immediate effect.

The new policy and licensing conditions will help to ensure the welfare of animals in the temporary care of business owners, provide useful information for business owners and other interested parties and assist the Council in meeting its obligations under the provisions of the Animal Welfare Act 2006.

6. Corporate Implications

(a) Financial Implications

The annual charge for an animal boarding licence is £192.

(b) Legal Implications

None associated with this report.

(c) Human Resources and Equality Implications

The Environmental Health Service is responsible for the administration and enforcement of animal boarding requirements. No additional staff resource will be required to implement the revised policy and conditions.

7. Timescale for implementation and Risk Factors

Subject to Cabinet approval of the policy and licence conditions, implementation will be with immediate effect.

Background Papers

None

Report Author: Simon Llewellyn, Environmental Health Operational Manager.



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**ANIMAL
BOARDING ESTABLISHMENTS
LICENSING POLICY**

ANIMAL BOARDING ESTABLISHMENTS ACT 1963

March 2016

Animal Boarding Establishment: Licensing Policy

Statement of Intent

1. Introduction

1.1 Castle Point Borough Council grants licences and regulates premises in accordance with the Animal Boarding Establishment Act 1963. Anyone who carries on a business boarding cats or dogs requires a licence to do so.

1.2 Under section 5 of the Animal Boarding Establishment Act 1963 the definition of an animal boarding establishment is interpreted as follows:

To the keeping by any person of a boarding establishment for animals shall, subject to the following provisions of this section, be construed as references to the carrying on by him at a premises of any nature (including a private dwelling) of a business of providing accommodation for other peoples animals.

1.3 The purpose of this document is to set out the Council's licensing policy on animal boarding and to provide interested parties with information and guidance. In relation to those licensed by the Council, it sets out the expectations and minimum standards set by the Council.

1.4 Castle Point Borough Council has based its animal boarding licensing regime on the following four principles:

- a) To be responsible for the protection of welfare for all animals;
- b) To ensure that the welfare of all domestic animals is implemented appropriately by the standards that promote the 'five needs', see 1.5 below;
- c) To ensure that the persons responsible for the management of animal welfare observe recognised standards of good practice;
- d) To ensure that, so far as it falls within legislative powers, the requirements of all animal-related legislation will be pro-actively enforced.

1.5 Castle Point Borough Council also endorses the principle under the Animal Welfare Act of five freedoms for animals and in circumstances within its control will endeavour to ensure that they are met:

- Freedom from fear and distress - by ensuring conditions and treatment which avoid mental suffering.
- Freedom from hunger, thirst and malnutrition - by ready access to fresh water and a diet to maintain full health and vigour.
- Freedom from pain, disease or injury - by prevention or rapid diagnosis and treatment.
- Freedom from unnecessary constraint - by providing sufficient space to enable expression of normal behaviour, proper facilities and company of the animal's own kind.

- Freedom from discomfort - by providing an appropriate environment including shelter and a comfortable resting area.

2. Legislation

2.1 The animal boarding establishment legislation enables the local authority, acting as the licensing authority, to draw up and implement licence conditions with the common principle to protect the welfare of the animals.

2.2 The main aims of the legislation are that:

- The animals will be kept in suitable accommodation at all times. Suitable accommodation takes into account the construction and size of the accommodation, the number of animals to be housed in it, facilities for exercising the animals, cleanliness and temperature, lighting and ventilation provisions.
- Suitable food, drink and bedding materials will be provided and that the animals are exercised and visited regularly.
- Steps are taken to prevent and control the spread of disease among the animals and that isolation facilities are in place.
- Adequate protection is provided to the animals in the case of fire and other emergencies.
- A register is kept. The register should contain a description of all animals received, their arrival and departure date and the name and address of the owner. The register should be available to be inspected at any time by a local authority officer, veterinary surgeon or practitioner.

Animal Welfare Act 2006

2.3 This Act is now the primary piece of legislation controlling the welfare of animals in England. It has established that reasonable welfare standards must be maintained whilst unifying all animal welfare legislation, including responsibilities falling to other enforcement agencies.

2.4 The Council will ensure that, so far as it falls within its powers, the requirements of all legislation relating to animal welfare will be robustly enforced to protect those boarded on licensed premises.

2.5 Where there is scope for interpretation the Authority will favour the option most beneficial to the welfare of the animals.

3. Existing Codes of Best Practice/Model Standard Conditions

3.1 In promoting the principle of best practice the Council's licence conditions will be drawn together as a **minimum standard** to be met using some of the existing CIEH model standard conditions as appropriate for the premises, codes of best practise and industry standards produced by specialist or expert organisations.

- 3.2 Additional conditions required to promote the 'five needs' may be imposed as necessary on specific licences on a case by case basis by the authorised licensing officer.

4. Compliance and Enforcement

- 4.1 Where possible, the aim of this Licensing Authority will be to adopt an educational and advisory role to facilitate the promotion of the aims of the Act and licensing policy but at the same time ensure business compliance with the relevant laws in place.
- 4.2 Where it is necessary or a serious issue has occurred and/or other interventions have failed, formal enforcement action will be considered to ensure the principal objectives of protecting animal health and welfare are achieved.
- 4.3 In selecting the appropriate approach to enforcement, the Licensing Authority will use a stepped approach before any formal action is taken.

5. Animal Boarding Establishments (By Type)

- 5.1 The Council authorises three types of licence for those conducting a business of:
- Animal boarding (commercial kennels and catteries).
 - Home boarding (domestic properties)
 - Dog day care/crèche (commercial purpose built premises only- non residential)
- 5.2 The Council will endeavour to ensure that in kennels, catteries and dog day care/crèches where dogs are present in larger numbers, that only suitably qualified, competent and experienced persons are granted licences who pose no risk to the animals they care for and that current best practice is used in assessing the acceptability of welfare standards within the licensed premises. Home boarding applicants will be expected to have had extensive direct experience of keeping or looking after dogs which will need to be evidenced or references provided.
- 5.3 Where necessary the licensing authority will consult with or seek specialist advice from a qualified veterinary surgeon, the RSPCA or any other recognised authority on the particular animals involved and the impact on their welfare to achieve this aim. The Licensing authority will have regard to the specialist advice given to it on these matters when making its determination.
- 5.4 **Kennels and Catteries**
- These premises provide the more traditional boarding experience of a kennel or cattery where animals are housed temporarily in individual kennels/pens for a fee. Some premises may also offer ancillary services to customers such as day care provision where the owners have given their consent for socialisation with other dogs to take place or for those dogs attending in a day care capacity at the kennel/cattery, or behaviour/puppy socialisation training and dog grooming services.

Dogs and cats will be accommodated in their own individual kennel or pen unless an owner has requested that their dogs /cats be boarded together. This request must be made in writing and recorded.

5.5 **Home Boarding**

Dogs boarded will live in the domestic home as if they were 'part of the family' when their owner is unable to care for them. The main activity relates to weekend/holiday cover or day care, dogs that do not suit a kennel environment or may be elderly or have a medical condition. In addition dogs may be kept at the home as part of a dog walking business for customers.

The licence holder will be expected to be available in the home during the time that the dog(s) is/are boarded and should not hold another job, leaving the dogs alone or with another carer. This type of licence may suit those who are retired, do not work or where the applicant works from home.

The maximum number of dogs that can be boarded within a household is six. The licensing officer will have regards to any other dogs already in the household, size of the accommodation/garden and location of the premises (impact on the local community/neighbours). Therefore the final number that can be boarded may be reduced.

5.6 **Dog Day Care/Crèche (Commercial Premises)**

This type of facility operates in a similar way to a children's day crèche in a purpose built **commercial** premises (non residential). The dogs are dropped off by their owners on their way to work and collected on the way home and are not kept on the premises overnight. The dogs are looked after during the day, fed, watered and exercised.

The number of dogs will be determined in consultation with the qualified vet, this number is likely to differ from premises to premises and the location of premises to other nearby residential homes will also be relevant to the decision made (pre-application informal advice from the Licensing Officer is advised).

There will be no overnight provision and the premises will generally operate between the hours of 7am and 8pm each day.

Commercial premises should preferably have a ratio of one fully qualified and trained staff member to six dogs.

Sufficient individual units or pens should be available for times when the dogs no longer wish to socialise with other dogs and enjoy 'down time'. One unit/pen for each dog boarded.

A separate isolation unit and facilities must be provided located well away from the main communal boarding/socialisation area. This should not double up as a unit/pen at other times.

It is suggested that a cap on the maximum number of dogs to be accommodated as commercial day crèche provision should be implemented to reduce the risk of spread of infectious disease and to prevent nuisance to neighbouring properties. This number would be determined by the Licensing Officer in consultation with a qualified veterinary surgeon and would reflect the fact that this is a purpose built commercial premises where greater numbers of dogs could be accommodated. The number would also reduce depending on different factors including whether the licence holder has their own dogs present in the day care facility.

5.7 Insurance

It is important to ensure that adequate public liability insurance is in place to protect the animal, owner of the animal, livestock and potential accidents caused by an escaping animal.

Full policy documentation must be made available and consent given by applicants/licence holders for the Authority to discuss any concerns with the relevant insurance company.

Insurance must cover as a minimum:

- death of a pet,
- accident caused by a pet boarded,
- injury to a pet, and
- infectious disease.

6. Advice for New Applicants

- 6.1 New applicants are advised to contact the Council's Environmental Health Officer at the earliest opportunity, preferably before an application is made. This allows the service to provide informal advice, as well as clarifying any areas of uncertainty.
- 6.2 The service can also signpost applicants to other legal requirements of a new licence holder, for example, planning permission or building control approval may be needed. Such guidance should be sought from the appropriate Council department.
- 6.3 In exceptional circumstances, a provisional licence may be issued where minor improvements need to be made before a full licence is granted. In these circumstances, the licence holder will be informed in writing of what action must be taken and the date for compliance. If compliance is not achieved by the prescribed date, the licence will be suspended until such time as compliance is achieved.

6.4 Disqualification

An applicant must not be disqualified from any of the following at the time of the application:

- keeping an animal boarding establishment under the Animal Boarding Establishment Act 1963
- keeping a pet shop under the Pet Animals Act 1951
- Keeping a dog under the Protection of Animals (Cruelty to Dogs) Act 1933 or under the Protection of Animals (Cruelty to Dogs) (Scotland) Act 1934
- keeping animals under the Protection of Animals (Amendment) Act 1954
- Owning, keeping, being involved in the keeping or being entitled to control or influence the keeping of animals, dealing in animals or transporting or being involved in the transportation of animals under the Animals Welfare Act 2006.

7. Licence Duration

7.1 Unless legislation states otherwise, licences will be effective from **1st January until 31st December each year.**

7.2 All licences that have not been renewed by their expiry date of 31 December will cease to exist, a new application will have to be made and trading must cease until such time as a new licence has been granted. The individual would be committing an offence in keeping the animal without a valid licence in place.

8. Application Format

8.1 Applications and payment of the fee can be made by contacting Castle Point Borough Council, Telephone: 01268 882200 or refer to our website at: <https://www.castlepoint.gov.uk/>

8.2 Each application must be accompanied by the application fee. The following documentation may also be requested on application:

- A copy of the business insurance showing detail of the full cover in place
- A plan of the premises
- A copy of procedures/policies in place for fire evacuation and record keeping (to be checked on inspection)
- Staff training plan (not needed for home boarding)
- A copy of any animal health qualifications or training certificates held by the applicant
- Details of qualifications and experience of staff

8.3 An application will not be considered as valid until the prescribed application fee and all related documentation have been received.

- 8.4 Payment for veterinary inspections required either by legislation or by the Council in order to determine the application, must be made directly to the veterinary surgeon. A licence will not be issued until such time as the veterinary surgeon's account has been settled.

9. Policy Review and Amendments

- 9.1 This policy is implemented with effect from **December 2015** and will normally be reviewed on a 5 yearly basis in line with other licensing legislative requirements or as necessary so that amendments to legislation or further developments in animal welfare can be embodied in the policy.

- 9.2 Any significant amendment to this Policy will only be implemented after further consultation with the trade and the public. All such amendments to this Policy will be undertaken in accordance with the Council's Constitution or the purpose of this section, any significant amendment is defined as one that:

- A) is likely to have a significant financial effect on licence holders, or**
- B) is likely to have a significant procedural effect on licence holders, or**
- C) is likely to have a significant effect on the community.**

- 9.3 Any minor amendments to this policy or revisions due to legislative changes may be authorised by the Head of Environment in consultation with the relevant Portfolio holder and a revised version issued.

For the purpose of this section, any minor amendment is an amendment not defined as significant as shown in 9.2 of the policy.

10. Licence Conditions

- 10.1 Any animal boarding establishment licence issued by the Council will be subject to the licence conditions detailed in Appendix A to D of this Policy.
- 10.2 These conditions have been drawn together using the CIEH Model Standard Conditions for Animal Boarding Establishments and LACORS Home Boarding Establishments and are considered the minimum requirement for an establishment. Other conditions may be imposed as set out in paragraph 3.2 of this Policy.

Appendix A Licence conditions for dog boarding establishments (kennels)

Appendix B Licence conditions for a cat boarding establishment (cattery)

Appendix C Licence conditions for home boarding establishments (dogs)/ dog day care/crèche facility

Appendix D Licence conditions for home boarding establishments (cats)/ cat day care/crèche facility



LICENCE CONDITIONS FOR DOG BOARDING ESTABLISHMENTS

ANIMAL BOARDING ESTABLISHMENTS ACT 1963

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PREFACE

APPENDIX A

Unless otherwise stated, these conditions shall apply to all buildings and areas to which dogs have access and/or which are used in association with the boarding of dogs. The use of the term 'kennel' refers to both the sleeping and individual exercise area.

1.0 **NUMBER OF DOGS PERMITTED**

- 1.1 **The maximum number of dogs to be kept at any one time is specified on the Licence.** This relates to the number and size of the kennels. Each dog must be provided with a separate kennel except that 2 dogs from the same household may share a kennel with the written consent of the dog's owner.
- 1.2 Holding pens may be provided for temporarily kennelling a dog for not more than 24 hours. Holding pens, if provided must comply with conditions as required for main kennels except for conditions 8.03. Holding pens, must be a minimum area of 2.3 sq m (25 sq ft) and maximum height of 0.9 m (3 ft).
- 1.3 All dogs entering the establishment must wear a collar and tag identifying the name and address of the owner.
- 1.4 No animals other than dogs are to be boarded within the licensed facilities without the written approval of the local authority.
- 1.5 Stray dogs must not be boarded without the written approval of the local authority.

2.0 **GENERAL CONSTRUCTION**

- 2.1 The establishment must, at all times, be laid out and operated in accordance with an approved plan, annexed hereto. Before carrying out any alterations, plans must be submitted to be approved by the licensing officer of the local authority.
- 2.2 Wood must not be used in the exposed construction of walls, floors, partitions, door frames or doors in the dog kennelling area. Where it has been used in existing construction is must be faced with a durable, smooth, impervious material other than paint. There must be no projections liable to cause injury.
- 2.3 Where galvanised weld mesh is used the wire diameter must not be less than 2.0mm (14 standard wire gauge) excluding any covering and the mesh size must not exceed 5.0 cm (2").
- 2.4 Sleeping areas of kennels must be so insulated as to prevent extremes of temperature.
- 2.5 The construction must be such that the security of the dog is ensured. If kennels are open top they must be covered with suitable mesh.

3.0 WALLS

- 3.1 The interior surfaces of all walls of buildings must be of smooth impervious materials, capable of being easily cleansed.
- 3.2 Where concrete or other building blocks or bricks are used, they must be so rendered as to be smooth, impervious and must be resealed annually or as necessary.
- 3.3 Junctions between all vertical and horizontal sections must be coved. If impractical in existing premises, all joints must be sealed with waterproof flexible grouting.

4.0 FLOORS

- 4.1 Floors of all buildings and kennels must be of smooth, impervious materials, capable of being easily cleansed and must incorporate a damp proof membrane.
- 4.2 Floors of all kennels and related exercise areas must be laid to a minimum fall of 1 in 80 leading to a covered drainage channel, and must provide sufficient grip for the dog to walk or run without sustaining injury.
- 4.3 Drainage must not pass towards sides and partitions, so that contamination does not pass between kennels.
- 4.4 Large communal exercise areas must be suitably drained but need not comply with conditions 4.1 and 4.2.

5.0 CEILINGS

- 5.1 Ceilings must be constructed of smooth, impervious materials and be capable of being easily cleaned.

6.0 DOORS

- 6.1 Doors must be strong enough to resist impact and scratching and must be close fitting, and capable of being effectively secured.
- 6.2 Where metal bars and frame are used, they must be of suitable gauge (approximately 10-12mm) with spacing adequate to prevent small dogs escaping or becoming entrapped via nose or paw. Where plastic surfaced doors with metal edging are used, the strip metal edges must be adequately chamfered to prevent injury to the dog.
- 6.3 Door openings must be constructed such that the passage of water/waste is not impeded, or allowed to gather due to inaccessibility.
- 6.4 Doors must open inwards towards the kennel.

7.0 WINDOWS

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- 7.1 All windows which pose a security risk must be escape proof at all times. Such windows must be protected by weld mesh, or be made of reinforced glass, polycarbonate or other impact resistant material.

8.0 KENNEL SIZE, LAYOUT AND EXERCISE FACILITY

- 8.1 Each kennel must be provided with a sleeping area of at least 1.9 sq m (20 sq ft). Suitable bedding equipment which allows the Dog to be comfortable and which is capable of being easily and adequately cleaned and sterilised must be provided. Such equipment must be sited out of draughts. All bedding material must be maintained in a clean, parasite-free and dry condition.
- 8.2 Each kennel must be provided with an exercise area of at least 2.6 sq m (28 sq ft), which is separate from the bedding area and exclusive to that kennel, for free use by the dog at all times except when bedded down for the night. This exercise area must be roofed to a minimum of half the area, sufficient to give the dog protection against the weather. The remaining area must be covered with suitable mesh.
- 8.3 Kennels must have a minimum height of 1.8 m (6ft).
- 8.4 Kennels must open onto secure corridors or other secure areas so that dogs are not able to escape from the premises.
- 8.5 Exercise areas must not be used as bedding areas.

9.0 DRAINAGE

- 9.1 The establishment must be connected to mains drainage or an approved, localised sewage disposal system.
- 9.2 The interior floor of every kennel must be constructed so as to provide a proper fall to a covered drainage channel sited to take floor washings from each kennel and discharging to a trapped gully which connects to the foul drainage system.

10.0 TEMPERATURE IN PENS

- 10.1 The bedding area of the kennel must be maintained at a temperature of between 10 C (50 F) and 26 C (79 F).
- 10.2 In isolation kennels there must be a means of maintaining the temperature at a level suitable for the condition of the dog, and dependant upon veterinary advice. However, the temperature in the isolation kennel must not be allowed to rise above 26 C (79 F) or fall below 13 C (60 F).
- 10.3 A 'minimum - maximum' thermometer must be provided in each kennel block and isolation kennel.

11.0 VENTILATION

- 11.1 Permanent ventilation must be provided to the sleeping and exercise areas without the creation of excessive, localised draughts in the bedding area.

12.0 LIGHTING

- 12.1 During daylight hours lighting must be provided to exercise areas so that all parts of the area are clearly visible. Where practicable this must be natural light.
- 12.2 Artificial lighting must be provided in the exercise areas so that all parts of the area are clearly visible if these areas are to be used after daylight hours.
- 12.3 Lighting must be available at all times to sleeping areas so that all parts of the area are clearly visible.

13.0 CLEANLINESS

- 13.1 All kennels, corridors, common areas, kitchens etc must be kept clean and free from accumulations of dirt and dust and must be kept in such a manner as to be conducive to maintenance of disease control and dog comfort.
- 13.2 Each kennel must be cleansed daily. All excreta and soiled material must be removed from all areas used by dogs at least daily and more often if necessary.
- 13.3 All bedding areas must be kept clean and dry.
- 13.4 Each kennel must be thoroughly cleansed and disinfected upon vacation or every seven days whichever is the shorter. All fittings and bedding must also be thoroughly cleansed and disinfected prior to re-use.
- 13.5 Facilities must be provided for the proper reception, storage and disposal of all waste. Particular care should be taken to segregate clinical waste arising from the treatment and handling of dogs with infectious diseases and the final disposal route for all such waste must be incineration.
- 13.6 Arrangements must be made with the Waste Collection Authority or other waste management contractor authorised for the purposes of the duty of care for the removal of other wastes from the establishment under the Environmental Protection Act 1990. Foul wastewater must be disposed of by discharge to the approved drainage system.
- 13.7 All vehicles used by the establishment for the transportation of dogs must be kept clean. They must be fitted with cages of adequate size for the safe transportation of dogs and be provided with adequate ventilation. All vehicles must be secure.

14.0 FOOD AND WATER SUPPLIES

- 14.1 All boarded dogs must be adequately supplied with suitable food. Wholesome water must be available at all times and changed daily. Eating and drinking vessels must be secured to prevent spillage and be capable of being easily cleansed and sterilised and must be maintained in a clean condition.

14.2 Eating vessels must be cleansed after each meal.

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14.3 Drinking vessels must be cleansed at least once daily.

15.0 KITCHEN FACILITIES

15.0 Exclusive facilities (separate room or area) must be provided for the storage and preparation of food for the dogs.

15.2 Food storage and preparation areas must be hygienically constructed and be kept clean.

15.3 Where fresh and cooked meats are stored, refrigeration facilities must be provided, and food contamination must be avoided.

15.4 A sink with hot and cold water must be provided for the washing of food equipment and eating and drinking vessels. A separate wash-hand basin with hot and cold water must also be provided for staff use.

15.5 Containers must be provided for the storage of foods and shall be so constructed and kept in such good order, repair and condition as to be proof against insects and other pests.

15.6 Eating and drinking vessels must be provided; these must be of a material which is capable of being easily cleansed and sterilised.

16.0 DISEASE CONTROL AND VACCINATION

16.1 Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst dogs, staff and visitors.

16.2 Dogs boarded or resident must be accompanied by an up to date record of vaccination against distemper, kennel cough, hepatitis, parvovirus, leptospirosis and other relevant diseases. Vaccinations must have been completed at least 4 weeks before the first date of boarding. This record of vaccination must be kept on-site throughout the period that the dog is boarded. Evidence of recent broad spectrum de-worming must be provided for dogs which will have access to a communal exercise area. Four weeks is the maximum time necessary for vaccines to become fully effective. A short time period is acceptable if suitable veterinary evidence is provided based on manufacturers instructions.

16.3 Isolation facilities must be provided in the following minimum ratios:

- Establishments with fewer than 40 kennels:
One isolation facility for every 10 kennels or part thereof.
- Establishments with 40 or more kennels:
One isolation facility for every 10 kennels up to 40 kennels and thereafter one isolation kennel for every 20 kennels or part thereof.

16.4 These isolation facilities must be in compliance with the other boarding requirements but must be separate and physically isolated from the main kennels. This must be approximately 5m (15 ft). (See also temperature control).

- 16.5 Adequate facilities to prevent the spread of infectious disease between the isolation and other kennels, must be provided. These must include a disinfected foot dip and the provision of protective personal equipment for use only in the isolation facility. Hands must be washed after leaving the isolation facilities before visiting the other kennels. APPENDIX A
- 16.6 Isolation facilities must be available for the protection and isolation of bitches in season. Such facilities must prevent contact between the dogs.
- 16.7 Isolation facilities must be used where the presence of infectious disease is suspected, and when bitches are in season. Where stray dogs are accepted by the kennels they must be kept in a separate area away from boarded dogs. Isolation facilities must only be used for this purpose in exceptional circumstances i.e. where stray intake is minimal. Condition 16.5 would apply to staff handling strays.
- 16.8 Measures must be taken to keep establishments free of rodents, insects and other pests and dogs free of external parasites.
- 16.9 A veterinary surgeon must be called in case of signs of disease, injury or illness. Where any dog is sick or injured any instructions for its treatment which have been given by a veterinary surgeon must be strictly followed.
- 16.10 A well stocked first-aid kit suitable for use on dogs must be available and accessible on site.
- 16.11 A range of muzzles of varying sizes as well as a dog catching device, must be kept on site, and must be approved by the licensing officer of the local authority.

17.0 REGISTER

- 17.1 A register must be kept of all dogs boarded. The information kept must include the following:-
- date of arrival and kennel number
 - name of dog, as well as any other identification mark such as microchip number or tattoo
 - description, breed, age and gender of dog
 - name, address and telephone number of owner or keeper
 - name, address and telephone number of contact person whilst boarded
 - name, address and telephone number of dog's veterinary surgeon
 - anticipated and actual date of departure
 - health, welfare and nutrition requirements.
 - A signed consent form by owner of animal allowing the animal to be treated, where necessary.
- 17.2 Records must be kept available for a minimum of 24 months and kept in such a manner as to enable an authorised officer to easily access such information. Where records are computerised, a hard copy must be kept. The register must also be available to members of staff of the establishment at all times.

18.0 IDENTIFICATION OF KENNELS

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- 18.1 Each kennel must be clearly and permanently numbered, and must carry a notice giving the name of the owner, the name and a description of the dog, its date of arrival and date of departure. Other relevant information such as feeding habits and frequencies, medicinal treatments etc may be stored on this fixture, but must not obscure the primary information.

19.0 SUPERVISION

- 19.1 A fit and proper person aged 18 or over must always be present to exercise supervision and deal with emergencies whenever dogs are boarded at the premises. Dogs must be visited at regular intervals, as necessary for their health, safety and welfare.

20.0 FIRE PRECAUTIONS

- 20.1 Appropriate steps must be taken for the protection of the Dogs in case of fire or other emergencies. The name, address and telephone number of the licensee must be permanently displayed on the premises and must also be logged with the police and fire authorities. Fire protection advice must be sought from the Fire Prevention Officer and implemented.
- 20.2 A proper emergency evacuation plan and fire warning procedure must be drawn up and posted on the premises. This must include an instruction as to where dogs are to be evacuated to in the event of a fire or other emergency.
- 20.3 Fire fighting equipment must be provided in accordance with any advice given by the Fire Prevention Officer.
- 20.4 All electrical installations and appliances must be maintained in a safe condition. There must be an automatic electrical cutout system on each block of kennels.
- 20.5 Heating appliances must not be sited in a location or manner where they may present a risk of fire, or risk to dogs.
- 20.6 Precautions must be taken to prevent any accumulation which may present a risk of fire.
- 20.7 There must be adequate means of raising an alarm in the event of fire or other emergency.

21.0 LICENCE DISPLAY

- 21.1 A copy of the licence and its conditions must be suitably displayed to the public in a prominent position in, on or about the boarding establishment.



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LICENCE CONDITIONS FOR CAT BOARDING ESTABLISHMENTS

ANIMAL BOARDING ESTABLISHMENTS ACT 1963

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PREFACE

Unless otherwise stated, these conditions shall apply to all buildings and areas to which cats have access and/or which are used in association with the boarding of cats. The term 'unit' relates to the individual unit of accommodation for each cat, including bedding and exercise area.

1.0 NUMBER OF CATS PERMITTED

- 1.1 The maximum number of dogs to be kept at any one time is specified on the licence. This relates to the number and size of the units. Each cat must be provided with a separate unit except that cats from the same household may share a unit with the written consent of the cat's owner, subject to unit size being adequate.
- 1.2 No animals other than cats are to be boarded within the licensed facilities without the written approval of the local authority.
- 1.3 Holding pens may be provided for temporarily holding a cat for not more than 24 hours. Holding pens, if provided must comply with conditions as required for main units except for conditions 8.03 and 8.04. Holding pens, must be a minimum area of 1.13 sq m (12 sq ft) and maximum height of 0.9 m (3 ft).

2.0 GENERAL CONSTRUCTION

- 2.1 The establishment must, at all times, be laid out and operated in accordance with an approved plan, annexed hereto. Before carrying out any alterations, plans must be submitted to the approved by the licensing officer of the local authority.
- 2.2 All units must be built on a concrete base with a damp proof membrane to Building Regulation standards.
- 2.3 All exterior wood must be properly treated against wood rot, e.g. Tanalised. No product to be used that contains any substance toxic to cats.
- 2.4 All internal surfaces used in the construction of walls, floors, partitions, doors and door frames to be durable, smooth and impervious. There must be no projections liable to cause injury.
- 2.5 Where galvanised weld mesh is used the wire diameter must not be less than 1.60mm (16 gauge weld mesh) excluding any covering and mesh size must not exceed 1.5cm (1").

- 2.6 Sleeping areas of units must be so insulated as to prevent extremes of temperature.
- 2.7 The construction must be such that security of the cat is ensured.
- 2.8 All areas to which cats have free access must be roofed with impermeable material.

3.0 WALLS

- 3.1 The interior surfaces of all walls of buildings must be of smooth impervious materials, capable of being easily cleansed.
- 3.2 Where concrete or other building blocks or bricks are used, they must be so rendered as to be smooth, impervious and must be resealed annually or as necessary.
- 3.3 Junctions between all vertical and horizontal sections must be coved. If impractical in existing premises, all joints must be sealed with waterproof flexible grouting.
- 3.4 Full height sneeze and hygiene screens between units must be provided. If there is a gap between units of at least 0.65m (2') then a sneeze and hygiene screen must be provided to a minimum height of 1.0m (3'3"). The same protection must be provided to adjoining raised shelving etc.

4.0 FLOORS

- 4.1 Floors of all buildings and units, must be of smooth, impervious materials, capable of being easily cleansed.
- 4.2 Floors of all units and related exercise areas must be laid to a minimum fall of 1 in 80 away from the sleeping area to a covered drainage channel. Drainage must not pass towards sides and partitions, so that contamination does not pass between units.

5.0 CEILINGS

- 5.1 Ceilings must be constructed of smooth, impervious materials and be capable of being easily cleaned.

6.0 DOORS

- 6.1 Doors must be strong enough to resist impact and scratching and must be close fitting, and capable of being effectively secured.

- 6.2 Where plastic doors with metal edging are used, the strip metal edges must be adequately chamfered to prevent injury to the cat.
- 6.3 Door openings must be constructed such that the passage of water/waste is not impeded, or allowed to gather due to inaccessibility. Doors must open inwards.

7.0 WINDOWS

- 7.1 All windows which pose a security risk must be escape proof at all times. Such windows must be protected by weld mesh, or be made of reinforced glass, polycarbonate or other impact resistant material.

8.0 UNIT SIZE, LAYOUT AND EXERCISE FACILITIES

- 8.1 Each unit must be provided with a sleeping area of at least 0.85 sq.m (9 sq. ft) for a single cat, or 1.5 sq.m (16 sq.ft) for up to a maximum of three cats from the same household. Suitable bedding equipment which allows the cat to be comfortable and which is capable of being easily and adequately cleaned and sterilised must be provided. Such equipment must be sited out of draughts. Bedding material must be maintained in a clean, parasite-free and dry condition.
- 8.2 The sleeping area must have a minimum height of 0.9m (3ft).
- 8.3 Each unit must be provided with an exercise area of at least 1.7 sq m (18 sq ft) for a single cat, or 3.0 sq m (32 sq ft) for up to a maximum of 3 cats, which is separate from the bedding area and exclusive to that pen. There must be a free and easy access for the cat between the bedding and exercise area at all times, except when bedded down for the night. This entire exercise area must be roofed.
- 8.4 Units must have a minimum height of 1.8 m (6ft).
- 8.5 Units must open onto secure corridors or other secure corridors or other secure areas so that cats are not able to escape from the premises.
- 8.6 Exercise areas must not be used as bedding areas.

9.0 DRAINAGE

- 9.1 The establishment must be connected to mains drainage or an approved, localised sewage disposal system.
- 9.2 The interior floor of every unit must be constructed so as to provide a proper fall to a covered drainage channel sited to take floor washings from

each unit and discharging to a trapped gully which connects to the foul drainage system.

10.0 TEMPERATURE IN PENS

- 10.1 The bedding area of the unit must be maintained at a temperature of between 10°C (50°F) and 26°C (79°F).
- 10.2 In isolation units there must be a means of maintaining the temperature at a level suitable for the condition of the cat, and dependent upon veterinary advice. However, the temperature in the isolation unit must not be allowed to rise above 26°C (79°F) or fall below 13°C (60°F).
- 10.3 A 'minimum – maximum' thermometer must be provided in each unit block and isolation unit.

11.0 VENTILATION

- 11.1 Permanent ventilation must be provided to the sleeping and exercise areas without the creation of excessive, localised draughts in the bedding area.

12.0 LIGHTING

- 12.1 During daylight hours lighting must be provided to exercise areas so that all parts of the area are clearly visible. Where practicable this must be natural light.
- 12.2 Artificial lighting must be provided in the exercise areas so that all parts of the area are clearly visible if these areas are to be used after daylight hours.
- 12.3 Lighting must be available at all times to sleeping areas so that all parts of the area are clearly visible.
- 12.4 A written training policy must be provided. Systematic training of staff must be demonstrated to have been carried out.

13.0 CLEANLINESS

- 13.1 All units, corridors, common areas, kitchens etc must be kept clean and free from accumulations of dirt and dust and must be kept in such a manner as to be conducive to maintenance of disease control and cat comfort.
- 13.2 Litter trays containing approved material, which are easy to clean and impermeable must be provided. These must be of an approximate

minimum dimension of 45 x 30 x 7.5 cm (18 x 12 x 3 inches). These must be emptied and cleaned in the morning and changed if necessary at any time during the day if found to be unduly soiled.

- 13.3 All bedding areas must be kept clean and dry.
- 13.4 Each unit must be thoroughly cleansed and disinfected daily. All fittings and bedding must also be thoroughly cleansed and disinfected prior to re-use.
- 13.5 Facilities must be provided for the proper reception, storage and disposal of all waste. Particular care should be taken to segregate clinical waste arising from the treatment and handling of cats with infectious diseases and the final disposal route for all such waste must be incineration.
- 13.6 Arrangements must be made with the Waste Collection Authority or other waste management contractor authorised for the purposes of the duty of care under the Environmental Protection Act 1990, for the removal of other wastes from the establishment. Foul waste water must be disposed of by discharge to the approved drainage system.
- 13.7 All vehicles used by the establishment for the transportation of cats must be kept clean. Cats must be transported in cages/baskets or boxes of adequate size and construction (including sneeze barriers to control and spread of infectious diseases), and be provided with adequate ventilation. All vehicles must be secure.

14.0 FOOD AND WATER SUPPLIES

- 14.1 All boarded cats must be adequately supplied with suitable food via at least two meals a day at approximately 8 hours apart. Wholesome water must be available at all times and changed daily. Eating and drinking vessels must be secured to prevent spillage and be capable of being easily cleansed and sterilised and must be maintained in a clean condition.
- 14.2 Eating vessels must be cleansed after each meal.
- 14.3 Drinking vessels must be cleansed at least once daily.

15.0 KITCHEN FACILITIES

- 15.1 Exclusive facilities (separate room or area) must be provided for the storage and preparation of food for the cats.
- 15.2 Food storage and preparation areas must be hygienically constructed and be kept clean.

- 15.01 Where fresh and cooked meats are stored, refrigeration facilities must be provided, and food contamination must be avoided.
- 15.02 A sink with hot and cold water must be provided for the washing of food equipment and eating and drinking vessels. A wash-hand basin with hot and cold water must also be provided for staff use.
- 15.03 Containers must be provided for the storage of foods and shall be so constructed and kept in such good order, repair and condition as to be proof against insects and other pests.
- 15.04 Eating and drinking vessels must be provided; these must be of a material which is capable of being easily cleansed and sterilised

16.0 DISEASE CONTROL AND VACCINATION

- 16.1 Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst cats, staff and visitors.
- 16.2 Cats boarded or resident must be accompanied by an up to date record of vaccination against infectious feline enteritis, feline respiratory disease and FeLV and other relevant diseases. Vaccinations must have been completed at least 4 weeks before the first date of boarding. This record of vaccination must be kept on-site throughout the period that the cat is boarded. Four weeks is the maximum time necessary for vaccines to become fully effective. A short time period is acceptable if suitable veterinary evidence is provided based on manufacturer's instructions.
- 16.3 Isolation facilities must be provided in the following minimum ratios:
- Establishments with fewer than 40 units:
One isolation facility for every 10 units or part thereof.
 - Establishments with 40 or more units:
One isolation facility for every 10 units up to 40 units and thereafter one isolation unit for every 20 units or part thereof.
- 16.4 These isolation facilities must be in compliance with the other boarding requirements but must be separate and physically isolated from the main units. This must be approximately 5m (15 ft). (See also temperature control). Isolation facilities must be used where the presence of infectious disease is suspected.
- 16.5 Adequate facilities to prevent the spread of infectious disease between the isolation unit and other units, must be provided. These must include a disinfected foot dip and the provision of protective personal equipment for use only in the isolation facility. Hands must be washed after leaving the isolation facilities before visiting the other units.

- 16.6 Measures must be taken to keep establishments free of rodents, insects and other pests, and cats free of external parasites.
- 16.7 The establishment's veterinary surgeon must be called in case of signs of disease, injury or illness. Where any cat is sick or injured any instructions for its treatment which have been given by a veterinary surgeon must be strictly followed.
- 16.8 A well stocked first-aid kit suitable for use on cats must be available and accessible on site.

17.0 REGISTER

- 17.1 A register must be kept of all cats boarded. The information kept must include the following:-
- date of arrival and unit number
 - name of cat, and any identification marks
 - description, breed, age and gender of cat
 - name, address and telephone number of owner or keeper
 - name, address and telephone number of contact person whilst boarded
 - name, address and telephone number of cat's veterinary surgeon
 - anticipated and actual date of departure
 - health, welfare and nutrition requirements.
 - a signed consent form by owner of animal allowing the animal to be treated, where necessary.
- 17.2 Records must be kept available for a minimum of 24 months and kept in such a manner as to enable an authorised officer to easily access such information. Where records are computerised, a hard copy must be kept. The register must also be available to members of staff of the establishment at all times.

18.0 IDENTIFICATION OF UNITS

- 18.1 Each unit must be clearly and permanently numbered, and must carry a notice giving the name of the owner, the name and a description of the cat, its date of arrival and date of departure. Other relevant information such as feeding habits and frequencies, medicinal treatments etc may be stored on this fixture, but must not obscure the primary information.

19.0 SUPERVISION

- 19.1 A fit and proper person aged 18 or over must always be present to exercise supervision and deal with emergencies whenever cats are boarded at the premises. Cats must be visited at regular intervals, as necessary for their health, safety and welfare.

20.0 FIRE PRECAUTIONS

- 20.1 Appropriate steps must be taken for the protection of the cats in case of fire or other emergencies. The name, address and telephone number of the licensee must be permanently displayed on the premises and must also be logged with the police and fire authorities. Fire protection advice must be sought from the Fire Prevention Officer and implemented.
- 20.2 A proper emergency evacuation plan and fire warning procedure must be drawn up and posted on the premises. This must include an instruction as to where cats are to be evacuated to in the event of a fire or other emergency.
- 20.3 Fire fighting equipment must be provided in accordance with any advice given by the Fire Prevention Officer.
- 20.4 All electrical installations and appliances must be maintained in a safe condition. There must be an automatic electrical cut-out system on each block of units.
- 20.5 Heating appliances must not be sited in a location or manner where they may present a risk of fire, or risk to cats.
- 20.6 Precautions must be taken to prevent any accumulation which may present a risk of fire.
- 20.7 There must be adequate means of raising an alarm in the event of fire or other emergency.

21.0 LICENCE DISPLAY

- 21.1 A copy of the licence and its conditions must be suitably displayed to the public in a prominent position in, on or about the boarding establishment.

1. INTRODUCTION

- 1.1 Unless otherwise stated, these conditions shall apply to all buildings and areas to which dogs have access and/or which are used in association with the boarding of dogs.

In most circumstances, relevant planning permission is required for the home boarding of animals, (Change of Use) and therefore the applicant must seek advice from the Planning Service of the Local Authority.

- 1.2 The Licensee must ensure that the establishment is covered by adequate and suitable public liability insurance and, where necessary, adequate and suitable employers liability insurance.
- 1.3 No dog registered under the Dangerous Dogs Act 1991 must be accepted for home boarding.
- 1.4 Dog hybrids registered under the Dangerous Wild Animal Act 1976 (e.g. Wolf Hybrids) are not to be accepted for home boarding.
- 1.5 Entire males, bitches in season and bitches due to be in season during the boarding, must not be boarded together or boarded with resident dogs.
- 1.6 Puppies under 6 months of age must not be boarded with other dogs, including resident dogs until completion of initial inoculations.

2. LICENCE DISPLAY

- 2.1 A copy of the licence and its associated conditions must be suitably displayed to the public in a prominent position in, on or about the premises, or made available to each boarder.

3. NUMBERS OF ANIMALS

- 3.1 The maximum number of dogs to be boarded at any one time shall be as specified in the licence document. The number is dependent on the size of property and individual circumstances.
- 3.2 Dogs must not be boarded with any cat, unless they normally live together in the same household.
- 3.3 Where there is a resident dog or cat kept at the household, written consent from the owners of the boarded dog must be gained following a trial familiarisation session.
- 3.4 Where dogs of different households are boarded together specific written consent of each household must be gained showing confirmation that they are content for their dogs to be boarded with others.
- 3.5 A mandatory, trial (documented) familiarisation session for all dogs must take place prior to stay.
- 3.6 You must provide details of all other animals that live within your home, i.e. pets. If the number of such animals increases you must inform Castle Point Borough Council within 7 days. Failure to do so may invalidate your licence and insurance. In those circumstances the Animal

Welfare Officer will review your case and may reduce the number of dogs you are licence to board.

4. CONSTRUCTION

- 4.1 Dogs must live in the home as family pets. There must be no external construction of buildings, cages or runs.
- 4.2 The premises shall have its own entrance and must not have shared access e.g. communal stairs.
- 4.3 There must be adequate space, light, heat and ventilation for the dogs.
- 4.4 As far as reasonably practicable all areas/rooms within the home to which boarded dogs have access, must have no physical or chemical hazards that may cause injury to the dogs.
- 4.5 There must be sufficient space available to be able to keep the dogs separately if required.
- 4.6 If a collection and delivery service is provided, a suitable vehicle with a dog guard or cage in the rear must be provided.

5. MANAGEMENT

5.1 TRAINING

- 5.1.1 A written training policy for staff must be provided. Systematic training of staff must be demonstrated to have been carried out.

5.2 CLEANLINESS

- 5.2.1 All areas where the dogs have access to, including the kitchen etc must be kept clean and free from accumulations of dirt and dust and must be kept in such a manner as to be conducive to maintenance of disease control and dog comfort.
- 5.2.2 All excreta and soiled material must be removed from all areas used by dogs at least daily and more often if necessary. Disposal facilities for animal waste must be agreed with the Licensing Authority.
- 5.2.3 All bedding areas must be kept clean and dry.
- 5.2.4 Facilities must be provided for the proper reception, storage and disposal of all waste. Particular care should be taken to segregate clinical waste arising from the treatment and handling of dogs with infectious diseases. The final route for all such waste shall comply with current waste regulations.
- 5.2.5 Measures must be taken to minimise the risks from rodents, insects and other pests within the premises.

5.3 FOOD AND WATER SUPPLIES

- 5.3.1 All dogs shall have an adequate supply of suitable food as directed by the client.
- 5.3.2 Fresh drinking water must be available at all times (unless advised otherwise by a veterinary surgeon) and the drinking vessel cleaned daily. The water must be changed at least twice a day.

- 5.3.3 Clients must be encouraged to provide each dog with its own bedding, bowls, grooming materials etc. These items must be cleaned regularly to prevent cross-infection. The Licensee however should also be able to provide extra bedding material.
- 5.3.4 Where necessary, eating and drinking vessels must be provided, and where so, they must be capable of being easily cleansed and disinfected to prevent cross-contamination. They must also be maintained in a clean condition. Feeding bowls must be cleaned or disposed of after each meal and each dog must be provided with its own bowl.
- 5.3.5 There must be separate feeding of dogs to minimise the likelihood of dispute and aggression.

5.4 KITCHEN FACILITIES

- 5.4.1 Airtight containers must be provided for the storage of dry foods. Uncooked food and the remains of opened tins must be stored in covered, non-metal, leak proof containers in the fridge.
- 5.4.2 All bulk supplies of food shall be kept in vermin proof containers.

5.5 DISEASE CONTROL AND VACCINATION

- 5.5.1 Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the dogs, staff and visitors.
- 5.5.2 Documentary proof must be provided that boarded and resident dogs have current vaccinations against Canine Distemper, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis (*L. canicola* and *L. icterohaemorrhagiae*) and Canine Parvovirus and other relevant diseases. The course of vaccination must have been completed at least four weeks before the first date of boarding or in accordance with manufacturer instructions. A record that this proof has been supplied must be kept on-site throughout the period that the dog is boarded.
- 5.5.3 Advice from a veterinary surgeon must be sought in case of signs of disease, injury or illness. Where any dog is sick or injured, any instructions for its treatment, which have been given by a veterinary surgeon, must be strictly followed.
- 5.5.4 A well-stocked first-aid kit suitable for use on dogs must be available and accessible on site.
- 5.5.5 The Licensee must be registered with a veterinary practice that can provide 24-hour help and advice. The clients own veterinary practice must be known and consulted if necessary.
- 5.5.6 Precautions must be taken to prevent the spread of fleas, ticks, intestinal parasites and other parasites in both boarded and resident dogs. Proof must be maintained of all routine and emergency treatment for parasites given to the dogs whilst at the premises.
- 5.5.7 The premises shall be treated for fleas and parasites with a veterinary recommended product as necessary.
- 5.5.8 Veterinary advice must be sought in relation to cleaning substances so that they or their fumes cannot be harmful to an animal.

5.6 ISOLATION AND CONTAGIOUS DISEASE OUTBREAK.

- 5.6.1 Dogs showing signs of any disease or illness shall be isolated from any other dogs until veterinary advice is obtained. There must sufficient facilities within the premises to ensure effective separation of any sick animal.

- 5.6.2 The Licensee must inform the Council as soon as possible if a dog develops an infectious disease.
- 5.6.3 Following an episode of infectious disease during any stay, the premises must undergo a reasonable quarantine period before new boarders are admitted. This period will be specified by the Animal Welfare Officer with advice from a veterinary surgeon.
- 5.6.4 The Council must be informed of any animal death on the premises. The Licensee must make arrangements for the body to be stored at a veterinary surgeons premises until the owners return unless directed otherwise by the owner or their representative. .

5.7 REGISTER

- 5.7.1 A register must be kept of all dogs boarded. The information kept must include the following:
- Date of arrival
 - Name of dog, any identification system such as microchip number, tattoo
 - Description, breed, age and gender of dog
 - Name, address and telephone number of owner or keeper
 - Name, address and telephone number of contact person whilst boarded
 - Name, address and telephone number of dog's veterinary surgeon
 - Anticipated and actual date of departure
 - Proof of current vaccinations, medical history and requirements
 - Details of any treatment administered whilst the dog is being boarded
 - Health, welfare nutrition and exercise requirements
 - Copy of written consent from the owner regarding boarding their dog with other dogs
- 5.7.2 Such a register is to be available for inspection at all times by an officer of Castle Point Council and/or a veterinary surgeon and all key members of staff at the establishment.
- 5.7.3 The register must be kept readily available for a minimum of 2 years and kept in such a manner as to allow an authorised officer easy access to such information.
- 5.7.4 If medication is to be administered, this must be recorded.
- 5.7.5 Where records are computerised, a back-up copy must be kept. The register must also be available to key members of staff of the establishment at all times.

5.8 SUPERVISION

- 5.8.1 A fit and proper person with relevant experience must always be present to exercise supervision and deal with emergencies whenever dogs are boarded at the premises. This person must not have any conviction or Simple and/or Formal Cautions for any animal welfare related offence.
- 5.8.2 Dogs must be visited at regular intervals, as necessary for their health, safety and welfare, and must not be left unattended for longer than 3 hours at a time and then not on a regular basis.
- 5.8.3 Where dogs are to be left unattended there must be separation of dogs from different households in secure areas.
- 5.8.4 No home where there are children under 5 years of age will be licensed.
- 5.8.5 Only people over 16 years of age are allowed to walk the dogs unsupervised in public places.
- 5.8.6 The occupier of the property must be aware of the location of the dogs in the property at all times.

5.9 EXERCISE

- 5.9.1 Dogs must be exercised in accordance with their owner's wishes. If dogs are taken off the premises, they must be kept on leads unless with the owners written permission.
- 5.9.2 There must be direct access to a suitable outside area. The area / garden must only be for use by the homeowner (not shared with other residents). The area must be kept clean.
- 5.9.3 The exercise/garden area of the premises and any other area to which the boarded dogs may have access, must be totally secure and safe. Fencing must be adequate to offer security to prevent escape and be safe, with no dangerous sharp objects or protrusions. Gates must be able to be locked.
- 5.9.4 If there is a pond at the premises, it must be suitably covered to prevent access by the dogs.
- 5.9.5 Dogs must wear a collar and identity tag during their time in boarding. The tag must display the name, address and telephone number of the boarding premises.
- 5.9.6 The Council must be informed on the next working day if a dog is lost.

5.10 FIRE / EMERGENCY PRECAUTIONS

- 5.10.1 Appropriate steps must be taken for the protection of the dogs in case of fire or other emergencies.
- 5.10.2 The occupier of the property must be aware of the location of the dogs in the property at all times.
- 5.10.3 Careful consideration needs to be given to the sleeping area for dogs to ensure that they can be easily evacuated in the event of a fire, without putting the occupiers of the property at risk.
- 5.10.4 A fire warning procedure and emergency evacuation plan – including details of where dogs are to be evacuated to in the event of a fire or other emergency - must be drawn up, brought to the attention of those involved in the home boarding arrangements and/or displayed in a prominent place on the premises. The Licensee must have suitable arrangements for the temporary boarding of dogs in the event that the licensed premises is rendered uninhabitable.
- 5.10.5 Fire detection equipment must be provided in accordance with general advice given by the Fire Safety Officer. The home must have at least 2 working smoke detectors located at the top & bottom of the staircase, or other appropriate location as advised.
- 5.10.6 All doors to rooms must be kept shut at night.
- 5.10.7 All electrical installations and appliances must be maintained in a safe condition. No dog must be left in a room with loose or trailing cables or wires.
- 5.10.8 All heating appliances must be free of risk of fire as is reasonably practicable. There must be no use of freestanding gas or oil appliances. Any other freestanding appliances must be kept in a safe, secure manner and should not be easily knocked over by boarding dogs.

ADVICE- Note, these are not conditions

Insurance

The licensee is advised to ensure that the establishment is covered by adequate and suitable public liability insurance, employer's liability insurance and pet insurance.

Planning Permission

The licence does not give any permission or approve any development under planning legislation. The licensee is advised to ensure that the business does not require planning permission by contacting the Planning Department at Castle Point Council. The Planning Department Duty Officer can be contacted on telephone: 01268 882200 opt 5, only on the following days and times: Monday and Friday 9am-1pm, and Wednesday 1pm- 5pm.

Nuisance Complaints

The licence does not give any exemption from the requirements of the Environmental Protection Act 1990 provisions on statutory nuisances, particularly those relating to odour and noise. The operator is advised to ensure that the business is run in such a manner as to ensure there are no grounds for complaint.

Health and Safety

The licensee is reminded of their responsibilities under the Health and Safety at Work Etc. Act 1974, in particular to the requirement for risk assessments. These assessments need to include for the potential impact of the business on those who are not their employees, especially family members including children.

Waste Disposal

All waste generated in the course of a business must be disposed of in accordance with current waste regulations.

**Animal Boarding Establishments Act 1963
Licence Conditions for Home Boarding/ Cat Day Care
v1.1 – January 2016**

1. INTRODUCTION

- 1.1 Unless otherwise stated, these conditions shall apply to all buildings and areas to which cats have access and/or which are used in association with the boarding of cats.

In most circumstances, relevant planning permission is required for the home boarding of animals, (Change of Use) and therefore the applicant must seek advice from the Planning Service of the Local Authority.

- 1.2 The Licensee must ensure that the establishment is covered by adequate and suitable public liability insurance and, where necessary, adequate and suitable employers liability insurance.
- 1.3 Entire males, queens in season and queens due to be in season during the boarding, must not be boarded together or boarded with resident cats.
- 1.4 Kittens under 6 months of age must not be boarded with any other cats, including resident cats unless it is their mother until completion of initial inoculations.

2. LICENCE DISPLAY

- 2.1 A copy of the licence and its associated conditions must be suitably displayed to the public in a prominent position in, on or about the premises, or made available to each boarder.

3. NUMBERS OF ANIMALS

- 3.1 The maximum number of cats to be boarded at any one time shall be as specified in the licence document. The number is dependent on the size of property and individual circumstances.
- 3.2 Cats must not be boarded with any dog, unless they normally live together in the same household.
- 3.3 Where there is a resident cat or dog kept at the household, written consent from the owners of the boarded cat must be gained following a trial familiarisation session.
- 3.4 Where cats of different households are boarded together specific written consent of each household must be gained showing confirmation that they are content for their cats to be boarded with others.
- 3.5 A mandatory, trial (documented) familiarisation session for all cats must take place prior to stay.
- 3.6 You must provide details of all other animals that live within your home, i.e. pets. If the number of such animals increases you must inform Castle Point Borough Council within 7 days. Failure to do so may invalidate your licence and insurance.

In those circumstances the Animal Welfare Officer will review your case and may reduce the number of dogs you are licence to board.

- 3.7 The Licensee will be required to make an assessment of the risks of home boarding to include the risk to or caused by children who are likely to be at the property.

4. CONSTRUCTION

- 4.1 Cats must live in the home as family pets. There must be no external construction of buildings, cages or runs.
- 4.2 The premises shall have its own entrance and must not have shared access e.g. communal stairs.
- 4.3 There must be adequate space, light, heat and ventilation for the cats.
- 4.4 As far as reasonably practicable all areas/rooms within the home to which boarded cats have access, must have no physical or chemical hazards that may cause injury to the cats.
- 4.5 There must be sufficient space available to be able to keep the cats separately if required.
- 4.6 If a collection and delivery service is provided, a suitable vehicle with a cat cage must be provided.

5. MANAGEMENT

5.1 TRAINING

- 5.1.1 A written training policy for staff must be provided. Systematic training of staff must be demonstrated to have been carried out.

5.2 CLEANLINESS

- 5.2.1 All areas to which the cats have access, including the kitchen etc must be kept clean and free from accumulations of dirt and dust and must be kept in such a manner as to be conducive to maintenance of disease control and cat comfort.
- 5.2.2 Suitably sited litter trays, which are easy to clean and impermeable must be provided at all times. These must be emptied and cleansed at least once a day and as necessary at any time during the day if found to be unduly soiled. A suitable material for litter must be provided.
- 5.2.3 All excreta and soiled material must be removed from all areas used by cats at least daily and more often if necessary. Disposal facilities for animal waste must be agreed with the Licensing Authority.
- 5.2.4 All bedding areas must be kept clean and dry.
- 5.2.5 Facilities must be provided for the proper reception, storage and disposal of all waste. Particular care should be taken to segregate clinical waste arising from the treatment and

handling of cats with infectious diseases. The final disposal route for all such waste shall comply with current waste regulations.

- 5.2.6 Measures must be taken to minimise the risks from rodents, insects and other pests within the premises.

5.3 FOOD AND WATER SUPPLIES

- 5.3.1 All cats shall have an adequate supply of suitable food as directed by the client.
- 5.3.2 Fresh drinking water must be available at all times (unless advised otherwise by a veterinary surgeon) and the drinking vessel cleaned daily. The water must be changed at least twice a day.
- 5.3.3 Clients must be encouraged to provide each cat with its own bedding, bowls, grooming materials etc. These items must be cleaned regularly to prevent cross-infection. The Licensee however should also be able to provide extra bedding material.
- 5.3.4 Where necessary, eating and drinking vessels must be provided, and where so, they must be capable of being easily cleansed and disinfected to prevent cross-contamination. They must also be maintained in a clean condition. Feeding bowls must be cleaned or disposed of after each meal and each cat must be provided with its own bowl.
- 5.3.5 There must be separate feeding of dogs to minimise the likelihood of dispute and aggression.

5.4 KITCHEN FACILITIES

- 5.4.1 Airtight containers must be provided for the storage of dry foods. Uncooked food and the remains of opened tins must be stored in covered, non-metal, leak proof containers in the fridge.
- 5.4.2 All bulk supplies of food shall be kept in vermin proof containers.

5.5 DISEASE CONTROL AND VACCINATION

- 5.5.1 Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the cats, staff and visitors.
- 5.5.2 Proof must be provided that cats boarded or resident have current vaccinations against infectious feline enteritis, feline respiratory disease and other relevant diseases. The course of vaccination must have been completed at least four weeks before the first date of boarding or in accordance with manufacturer instructions. A record that this proof has been supplied must be kept on site throughout the period that the cat is boarded.
- 5.5.3 Advice from a veterinary surgeon must be sought in the case of signs of disease, injury or illness. Where any cat is sick or injured, any instructions for its treatment, which have been given by a veterinary surgeon, must be strictly followed.
- 5.5.4 A well-stocked first-aid kit suitable for use on cats must be available and accessible on site.

- 5.5.5 The Licensee must be registered with a veterinary practice that can provide 24-hour help and advice. The clients own veterinary practice must be consulted if necessary.
- 5.5.6 Precautions must be taken to prevent the spread of fleas, ticks, intestinal parasites and other parasites in both boarded and resident cats. Proof must be maintained of all routine and emergency treatments for parasites.
- 5.5.7 The premises shall be regularly treated for fleas and parasites with a veterinary recommended product.
- 5.5.8 Veterinary advice must be sought in relation to cleaning substances so that neither they nor their fumes can be harmful to an animal.

5.6 ISOLATION AND CONTAGIOUS DISEASE OUTBREAK

- 5.6.1 Cats showing signs of any disease or illness shall be isolated from any other cats until veterinary advice is obtained. There must be sufficient facilities within the licensed premises to ensure effective separation of any sick animals.
- 5.6.2 The Licensee must inform the Licensing Authority on the next working day if a cat develops an infectious disease.
- 5.6.3 Following an episode of infectious disease during any stay, the premises must undergo a reasonable quarantine period before new boarders are admitted. This period will be specified by the Licensing Authority as agreed with their authorised veterinary surgeon.
- 5.6.4 The Licensing Authority must be informed of any animal death on the premises. The Licensee must make arrangements for the body to be stored at a veterinary surgeon's premises until the owners return.

5.7 REGISTER

- 5.7.1 A register must be kept of all cats boarded. The information kept must include the following:
- Date of arrival
 - Name of cat, any identification system such as microchip number, tattoo
 - Description, breed, age and gender of cat
 - Name, address and telephone number of owner or keeper
 - Name, address and telephone number of contact person whilst boarded
 - Name, address and telephone number of cat's veterinary surgeon
 - Anticipated and actual date of departure
 - Proof of current vaccinations, medical history and requirements
 - Health, welfare nutrition and exercise requirements
- 5.7.2 Such a register is to be available for inspection at all times by an officer of the Licensing Authority and veterinary surgeon.
- 5.7.3 The register must be kept readily available for a minimum of two years and kept in such a manner as to allow an authorised officer easy access to such information.
- 5.7.4 If medication is to be administered, this must be recorded.
- 5.7.5 Where records are computerised, a back-up hard copy must be kept. The register must also be available to key members of staff of the establishment at all times.

5.8 SUPERVISION

- 5.8.1 Only people over 18 years of age who are a fit and proper person with relevant experience must always be present to exercise supervision and deal with emergencies whenever cats are boarded at the premises. This person must not have any conviction or formal Cautions for any animal welfare related offence.
- 5.8.2 Cats must be visited at regular intervals, as necessary for their health, safety and welfare, and must not be left longer than three hours and then not on a regular basis.
- 5.8.3 Where cats are to be left unattended there must be separation of cats from different households in secure areas.

5.9 EXERCISE

- 5.9.1 Cats must not be allowed outside unless they are on leads, or with the owners written permission.
- 5.9.2 A double door system must be employed so that no cat has direct access to any external door in regular use.
- 5.9.3 Cats must wear a collar and identity tag during their time in boarding. The tag must display the address and telephone number of the boarding premises.
- 5.9.4 The Licensing Authority must be informed on the next working day if a cat is lost.

5.10 FIRE/EMERGENCY PRECAUTIONS

- 5.10.1 Appropriate steps must be taken for the protection of the cats in case of fire or other emergencies.
- 5.10.2 The occupier of the property must be aware of the location of the cats in the property at all times.
- 5.10.3 Careful consideration needs to be given to the sleeping area for cats to ensure that they can be easily evacuated in the event of a fire at night, without putting the occupiers of the property at risk.
- 5.10.4 A fire warning procedure and emergency evacuation plan (including details of where cats are to be evacuated to in the event of a fire or other emergency) must be drawn up, brought to the attention of those involved in the home boarding arrangements and/or displayed in a prominent place on the premises. The Licensee must have suitable arrangements for the temporary boarding of cats in the event that the licensed premises is rendered uninhabitable.
- 5.10.5 Fire detection equipment must be provided in accordance with general advice given by the Fire Safety Officer. The home must have at least two working smoke detectors, located at the top and bottom of the stairs or other appropriate locations.
- 5.10.6 All doors to rooms must be kept shut at night.

- 5.10.7 All electrical installations and appliances must be maintained in a safe condition. No cat must be left in a room with loose or trailing cables or wires.
- 5.10.8 All heating appliances must be free of risk of fire, as is reasonably practicable. There must be no use of free standing gas or oil appliances.
- 5.10.9 A relative, friend or neighbour within five minutes travelling time must have a spare set of keys and access to the premises in the case of emergency. These details must be made available to the Licensing Authority.

ADVICE- Note, these are not conditions

Insurance

The licensee is advised to ensure that the establishment is covered by adequate and suitable public liability insurance, employer's liability insurance (if applicable) and pet insurance.

Planning Permission

The licence does not give any permission or approve any development under planning legislation. The licensee is advised to ensure that the business does not require planning permission by contacting the Planning Department at Castle Point Council. The Planning Department Duty Officer can be contacted on telephone: 01268 882200 opt 5, only on the following days and times: Monday and Friday 9am- 1pm, and Wednesday 1pm- 5pm.

Nuisance Complaints

The licence does not give any exemption from the requirements of the Environmental Protection Act 1990 provisions on statutory nuisances, particularly those relating to odour and noise. The operator is advised to ensure that the business is run in such a manner as to ensure there are no grounds for complaint.

Health and Safety

The licensee is reminded of their responsibilities under the Health and Safety at Work Etc. Act 1974, in particular to the requirement for risk assessments. These assessments need to include for the potential impact of the business on those who are not their employees, especially family members including children.

Waste Disposal

All waste generated in the course of a business must be disposed of in accordance with current waste regulations.

CABINET

16th March 2016

Subject: Housing Service Report - Allocation Policy

Cabinet Member: Councillor Mrs B Egan – Homes & Customer Engagement

1. Purpose of Report

To consider recommendations from the Wellbeing Policy Scrutiny Committee to be held on 10.3. 2016 to proposed changes to the Allocation Policy to be effective from 1 April 2016.

2. Links to Council's priorities and objectives

The Housing Service is explicitly linked to the priorities of Public Health & Wellbeing, Transforming the Community, and Efficient and Effective Customer Focussed Services.

3. Recommendations

That Cabinet approves the Revised Allocation Policy to be effective from 1 April 2016.

4. Background

4.1. The current Allocation Policy was approved by Cabinet in January 2013 to take effect from April 2013. Since that time the demand on the service has been increasingly driven by the Welfare Reforms and a further review of the Allocation Policy has been required.

4.2. It had been agreed that the changes implemented in April 2013 would be reviewed to ensure the effectiveness of the Policy. During 2013/14 and on-going the Allocation Policy has been adhered to but further changes have been identified to ensure that we provide a fair and equitable process in the allocation of properties.

4.3. An Audit of the Allocation Policy undertaken in July 2015 resulted in the recommendation that the Policy should be reviewed in 2015/16. The Policy was required to be reviewed in line with:

- Other Council's policies
- Section 2.1 of 2012 DCLG guidance for local housing authorities on allocation of accommodation. This states that local authorities should make use of the powers of the Localism Act "to manage unrealistic

expectations by excluding people who have little or no prospect of being allocated accommodation”.

4.4. The Housing Service has now completed a period of consultation. This has been conducted by providing information of the proposed changes to the following groups:

- Castle Point elected Members (Members Brief and a briefing session)
- Housing Associations with properties within Castle Point where we have nomination rights
- New applicants for the Housing Register, applicants providing details of change of circumstances, applicants being reviewed
- Voluntary Sector organisations with mutual clients
- Advertised to those on the Housing Register via the HomeChoice bidding system.

4.5 The Allocation Policy is the prime document which supports the way the Council allocates social housing. Any allocation not in accordance with the Policy can be subject to challenge.

5. Proposals

5.1 A summary of the proposed changes to the Policy which have been the subject of the consultation is set out at Appendix A. The full Allocation Policy incorporating these changes has been made available in the Members Room.

5.2 The results of the consultation which closed on 4 March 2016 will be presented to the Wellbeing Policy and Scrutiny Committee on 10 March 2016. Any amendments resulting from that meeting will be tabled with the presentation of this report.

6. Corporate Implications

a. Financial Implications

The review of the Allocation Policy and the associated consultation has been undertaken within current resources and there are no financial implications as a result of the review.

b. Legal implications

The Allocation Policy is used in the process of allocating social housing and could be subject to challenge if not followed. There is a requirement for certain interested parties to be involved in any changes to the scheme and this has been followed and is noted in the report.

c. Human resources and equality

The actions outlined in this report have been undertaken within available operational resources.

There will be a full review of all current Housing Register applicants following the implementation of the revised Allocation Policy. This will be undertaken within available operational resources.

The Allocation Policy is supported by an Equality Impact Assessment which has been reviewed in respect of the revisions outlined.

d. Timescale for implementation and risk factors

The revised Allocation Policy will be implemented with effect from 1 April 2016.

There is a risk that without suitable eligibility criteria for the Housing Register applications will be received and accepted where the applicant can no longer apply at other authorities.

7. Background Papers:

Wellbeing Policy Scrutiny Committee – 10 March 2016

Report Author: Wendy Buck, Head of Housing & Communities

Summary of Major Changes to Allocation Policy February 2016

1. Split Allocation Policy and Choice Based Lettings Policy into separate documents for ease of use & review.

2. Work towards online applications being fully implemented.

Currently on-line applications are available and encouraged, but under used. The intention is to make the web based application the primary way to apply. Support is available and will continue to be given to those that require it.

3. Confirm when visits or interviews may be required (leaving supported housing, sheltered housing).

Currently, interviews are an under-utilised part of the process. In order to ensure we have full disclosure and understanding of tenants individual needs, especially where support is required (either from CP or another agency), an interview will be used as part of the application process.

4. Advise on potential mandatory Pre-tenancy Workshop attendance.

It is our intention to use a form of Pre-tenancy Workshop to inform and educate applicants. It is likely to cover the bidding and allocation process, what responsibilities are held by tenants and the Council's, how to be a good neighbour and to ensure good financial management and inclusion is undertaken. When any form of this is in place, it will be a requirement to attend as part of the application process.

5. Addition of further exemption from register to include "people that hold a tenancy with another LA or RP"

It is our view that those already in social housing (excluding our own tenants) have sufficient means to move to other locations/landlords by way of the Mutual Exchange route, and therefore they will no longer be eligible to apply for new housing by way of Castle Point's Housing Register.

6. Strengthening of Local Connection to

- i. Resident continuously in the Borough for the last 3 years and five of the last seven years
- ii. Currently working in the Borough for 16 hours per week or more, with contract for permanent employment, and in post for 6 months or longer and where it is unreasonable to continue to travel to work
- iii. Having a strong family connection with the Borough i.e. mother, father, brother, sister or adult children and who themselves have lived continuously in the Borough for 5 years or longer.
 - a. In this instance, evidence may be required that a current positive relationship exists
- iv. A strong family connection will be considered with dependant age children that live principally with their other parent, who are no longer part of your

household, unless there is evidence that the family moved to separate themselves because of Domestic Violence or other abuse.

7. Strengthening of advice given to applicants with No Fixed Abode

Include clarification that there is an on-going need to engage with the Council in order for banding priority to apply.

8. Further detail on those excluded due to Unacceptable Behaviour:

- a. Significant housing related debt which could be any of the following
 - i. significant rent arrears /use and occupations charges (equivalent to 8 weeks and above of rent/charges)
 - ii. housing benefit /housing related element of UC overpayments
 - iii. failing to adhere to the terms of an agreed payment plan in relation to rent arrears or other housing related debt
 - iv. court costs related to tenancy breaches
 - v. costs related to rechargeable repairs/appointments
 - vi. repayable rent deposits to the council
- b. conviction for illegal or immoral use of their home
- c. proven social housing fraud
- d. causing nuisance and annoyance to neighbours or visitors
- e. subject to Anti Social Behaviour Order, and ABC or similar penalty introduced under current, or future ASB legislation
- f. allowing condition of property to deteriorate beyond reasonable wear and tear
- g. being a perpetrator of DV or Hate Crime.

9. Clarification of supporting information required to support application

Details now required around relationships, where these are the source of the local connection; all medical conditions to be evidenced, where these are presented as a need for priority consideration; and full supporting documentation for financial statements.

10. Change to Band A criteria

- a) Change to Homeless definition to those, not intentionally homeless, with priority need that will be homeless within 28 days (formally all homeless applicants that were not intentional were Band A)

When a Homeless applicant has been allocated suitable long-term temporary housing, the statutory duty is satisfied in a more measured way resulting in less short-term moves

- b) Addition of those releasing a property with a disabled adaptation
Add to the Transfer Incentive Scheme to help ensure best use of stock.

11. Change to Band B criteria

- a) Addition of those with Homeless Duty, but in suitable long term accommodation. See 10a above

- b) Strengthening of those with work related reasons for a move to confirm must live outside of the borough, in confirmed long term work & unreasonable to continue to travel to maintain employment.

Recognising that living within a small borough such as Castle Point means that it is reasonable to travel within the borough without causing undue hardship in this situation.

12. Change to Band C criteria

Addition of those transfer applicants that have resided in a bedsit for 12 months
Formalising the recognition that those living in a bedsit for more than 12 months should have a higher priority than those living in a purpose built one bedroom property.

13. Clarification that those requiring a disabled adapted property will need to have the property viewed alongside an Occupation Therapist to ensure its long term suitability

There is a requirement to recognise the long term need of those requiring a disabled adapted (or suitable for adaption) property.

14. Clarification that those requiring a move due to severe Domestic Violence are unlikely to be offered housing within the Borough and will be assisted to pursue other options to ensure their long term safety and new tenancy sustainment

Where all other options (legal, sanctuary works) have been explored and a move is required, clarification that it may need to be out of Borough if the perceived threat is so high, due to the lack of properties (and turnover) within the Borough.

CABINET

16th March 2016

**Subject: Highways England Consultation
Lower Thames Crossing**

**Cabinet Member: Councillor Riley – Leader of the Council
Councillor Smith – Regeneration and Business Liaison;
Development Control Liaison**

1. Purpose of Report

- 1.1 This report advises the Cabinet of a current consultation exercise conducted by Highways England regarding proposals for a Lower Thames Crossing. This report also seeks the Cabinet's agreement to a suggested response to this consultation.**

2. Links to Council's Priorities and Objectives

- 2.1 Infrastructure planning both in Castle Point and surrounding areas contributes directly towards the Council's priorities of *Transforming our Community* and *Public Health and Wellbeing*.**

3. Recommendations

- 3.1 It is recommended that the Cabinet notes the current consultation from Highways England regarding proposals for a Lower Thames Crossing and agrees to submit a response as set out in Section 5 of this report.**
-

4. Background

The Consultation

- 4.1 On 26th January 2016, Highways England published a Consultation regarding proposals for a Lower Thames Crossing. It advises;

A Lower Thames crossing is needed to reduce congestion at the existing Dartford Crossing and support economic growth.

After careful assessment, Highways England proposes a dual carriageway connecting junction 1 of the M2 to the M25 between junctions 29 and 30. This crosses under the River Thames just east of Gravesend and Tilbury. We have developed 3 routes north of the river and 2 routes south of the river.

We now want to hear your views before a final decision is made by the government later this year.

- 4.2 The Consultation closes on 24th March 2016.

- 4.3 The detailed information associated with the consultation explains

For over 50 years, the Dartford Crossing has provided the only road crossing of the Thames east of London. It is a critical part of the UK's major road network carrying local, national and international traffic.

Congestion and closure of the existing crossing occurs frequently and this, together with a lack of alternative transport links, creates significant disruption and pollution. This impacts communities and businesses locally, regionally and elsewhere within the UK.

The removal of payment barriers and the introduction of electronic payments has recently improved traffic flow and journey times but does not address the need for increased capacity. Already carrying 50 million vehicles a year and with traffic volumes forecast to increase, the free flow improvements will only relieve congestion in the short-term and major improvements are needed to provide a long-lasting solution.

In addition to reducing delays for drivers, a new crossing could transform the region by providing a vital new connection across the Thames. It would stimulate economic growth by unlocking access to housing and job opportunities, and deliver benefits for generations to come. This would not only benefit the region but the whole of the UK, providing better journeys, enabling growth and building for the future.

- 4.4 The proposals for a new crossing have emerged following a series of earlier studies and assessments. Previously potential locations were considered at four locations;

- Option A in the vicinity of the existing Dartford Crossing
- Option B in the vicinity of the Port of Tilbury
- Option C to the east of Tilbury
- Option D to the west of Canvey

4.5 The current proposals have been formulated from Options A and C, as described below;

Following a series of studies and a public consultation in 2013, the Government commissioned Highways England, the operator of the country's motorways and major roads, to consider options at two locations. These are shown on the map overleaf, at the site of the current crossing, known as Location A, or a new crossing location further east, known as Location C.

At both locations we have developed engineering solutions and assessed them in terms of their economic, traffic, environmental and community impacts. The assessment has also taken into account the significant growth and development plans for the region. At Location C, three potential route options have been identified north of the river in Essex and two south of the river in Kent.

Having taken into account the existing conditions, the nature of the problems at Dartford and the needs and plans for the area, we are proposing a scheme which, in our view, best matches the objectives and balances the needs of road users, the community, the environment and business.

4.6 The scheme is in effect Option C, but there some important variations within that Option, as described below, and shown in Figure 1 overleaf;

We have developed three routes north of the river and two routes south of the river which meet the scheme objectives and on which we are seeking your views.

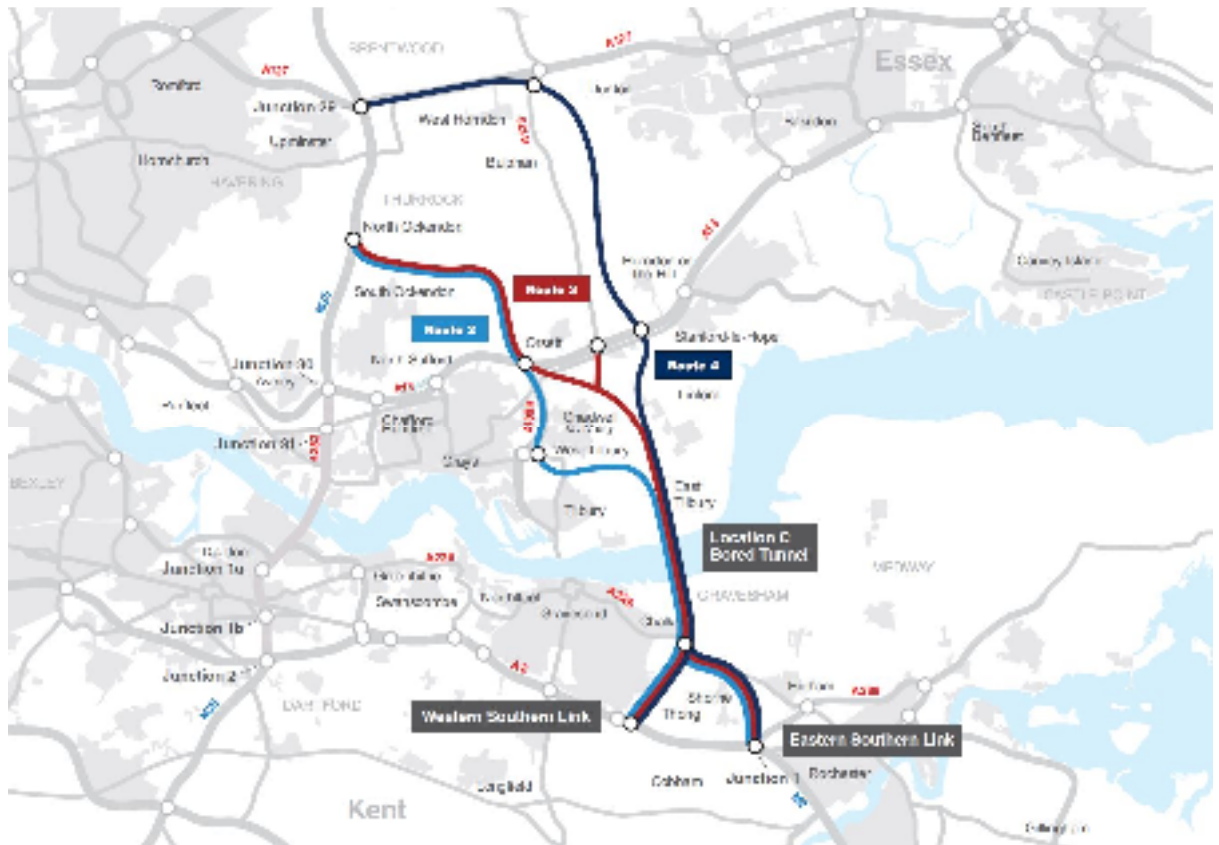


Figure 1 - The Route Map

5. Implications for Castle Point

- 5.1 In general terms, the provision of additional capacity to cross the Thames in south Essex is welcome. The existing crossing at Dartford is operating beyond design capacity and the performance of the crossing and network when coping with unforeseen incidents is significantly impaired. This in turn has significant consequences for residents and business in south Essex in terms of accessibility in and around the London and the south east.
- 5.2 However the provisions of additional crossing capacity in south Essex should also be concurrent with the provision of additional capacity further upstream in London. For many years proposals have been advanced, but never progressed, for additional river crossing capacity downstream of the Blackwell Tunnels; for example proposals were advanced for a bridge at Gallions Reach connecting the A406 North Circular Road to the A2. A crossing in this general location could provide capacity to serve journeys either originating or ending in east London, thereby relieving the existing crossing in Dartford of a proportion of its current traffic. The consultation papers acknowledge that work is presently underway on three potential crossings in east London (at either Silvertown, Gallions Reach or Belvedere), and a concurrent decision should be on this significant infrastructure at the same time as a decision on this project.

- 5.3 Turning now to the details of the current consultation, all of the proposed routes shown on Figure 1 will have consequences for accessibility in south Essex. Routes 2 and 3 have particular consequences for the A13, whilst Route 4 has consequences for both the A13 and A127.
- 5.4 For the A13, all routes create new intersections on the A13;
- **Route 2** involves a new intersection on the A13 between the A13/A128 Orsett Cock interchange and the A13/A1089 Baker Street interchange before connecting to the M25 motorway between junctions 30 and 29.
 - **Route 3** also involves the same new intersection on the A13 as well as a new connection to the A13/A128 Orsett Cock interchange before connecting to the M25 motorway between junctions 30 and 29. This route also proposes to close the westbound access from the A13 to the Orsett Cock interchange, as well as the eastbound access to the A13 from the Orsett Cock interchange. Westbound journeys on the A13 which seek to turn north onto the A128 would need to leave the A13 at the A13/A1014 Manorway interchange, and continue westbound on the A1013 (the former A13). Eastbound journeys from the A128 to the A13 would involve the same route.
 - **Route 4** involves a new intersection on the A13 between the A13/A1014 Manorway interchange and the A13/A128 Orsett Cock interchange before connecting to the A127 near to the A127/A128 Half Way House interchange, with four running lanes then provided both westbound and eastbound connecting to the M25 motorway at a reconfigured junction 29. Access to the new route would also be able to be taken directly from the A128. However the junction of the A127 with the B186 Warley Street will be closed, with a new access created to the B186 Warley Street from the junction 29 roundabout
- 5.5 For the A127, route 4, as described above, connects to the A127 near to the A127/A128 Half Way House interchange, before connecting to the M25 motorway at a reconfigured junction 29.
- 5.6 Whilst in principle the introduction of additional junctions may improve accessibility in south Essex, and create potential development opportunities, these new junctions could also create additional congestion on these two principal east-west routes in south Essex. There would need to be a significant improvement to the capacity of the A13 and A127 in order to avoid this consequence.
- 5.7 The provision of 4 running lanes on the A127 is welcome, but consideration should also be given to similar capacity improvements to the A127 east of the A128 to avoid this reduction of capacity from four lanes to two becoming a significant constraint.
- 5.8 The provision of additional running lanes on the A13 from the A13/A128 Orsett Cock interchange to the A13/A1014 Manorway interchange has already been programmed, but again but consideration should also be given to similar capacity improvements to the A13 east of the A13/A1014 Manorway

interchange to avoid this reduction of capacity to two lanes becoming a significant constraint.

- 5.9 Finally the Council has for some time supported the concept of an additional access to and from Canvey Island to the A13 using the A13/A1014 Manorway interchange, the A1014 and a fixed link across Holehaven Creek to connect to Northwick Road, and then to the A130 Roscommon Way. Because the current proposals rely on a greater use of the A13/A1014 Manorway interchange for journeys which currently use the A13/A128 Orsett Cock interchange, there could well be significant additional pressure on this interchange which may undermine this Council's aspirations. It is suggested that the proposals consider and take into account the potential for the A13/A1014 Manorway interchange for journeys to and Canvey Island at some future date.

6. Corporate Implications

(a) Financial Implications

There are no financial implications for Castle Point Borough Council arising from the recommendations of this report.

(b) Legal Implications

There are no legal implications for Castle Point Borough Council arising from the recommendations of this report.

(c) Human Resources and Equality Implications

Human Resources

The recommendations of this report can be actioned within existing human resources.

Equality Implications

There are no equality implications arising from the recommendations of this report.

(d) IT and Asset Management Implications

There are no IT or asset management implications arising from this report.

7. Timescale for implementation and Risk Factors

- 7.1 Highways England seeks responses to its Consultation by 23rd March 2016.

Background Papers

Highways England Lower Thames Crossing Consultation January 2016

Report Author: Steve Rogers Head of Regeneration and Neighbourhoods

CABINET

16th March 2016

Subject: Consultation from Basildon Borough Council – Draft Local Plan

**Cabinet Member: Councillor Riley, Leader of the Council
Councillor Smith – Regeneration and Business Liaison;
Development Control Liaison**

1. Purpose of Report

- 1.1 This report advises the Cabinet of a consultation request from Basildon Borough Council, regarding its Draft Local Plan. This report also seeks the Cabinet's agreement to a suggested response to this consultation.**

2. Links to Council's Priorities and Objectives

- 2.1 Development planning both in Castle Point and surrounding areas contributes directly towards the Council's priorities of *Transforming our Community* and *Public Health and Wellbeing*.**

3. Recommendations

- 3.1 It is recommended that the Cabinet notes the consultation from Basildon Borough Council regarding its Draft Local Plan Report and agrees to submit a response as set out in Section 5 of this report.**
-

4. Background

The Basildon Draft Local Plan Consultation

- 4.1 Basildon Council has issued a Draft Local Plan for the period of 2014-2034, which identifies the Council's future plans for development and cross boundary strategic planning matters associated with this local plan.
- 4.2 The plan acknowledges the need for sustainable development in Basildon to support a growing population, and to ensure an active and vibrant economy.
- 4.3 The evidence for the plan also reveals constraints to growth such as areas of nature conservation value, and areas at risk from flooding. There are substantial areas of Green Belt which have maintained separation between settlements. Retention of strategic Green Belt corridors presents a constraint on future growth.
- 4.4 The plan has however identified sufficient sites to meet identified development needs. This has required the reallocation of Green Belt land for development. However care has been taken to ensure that these sites are less environmentally sensitive and allow the strategic Green Belt corridors to continue fulfil their function.
- 4.5 New and improved transport infrastructure and community facilities are proposed alongside new housing and employment development.
- 4.6 The principal features of the plan are as follows;
 - Housing –
 - Objectively assessed need of 15,260
 - 15,260 dwellings from 2014 to 2034 in total
 - 3,600 dwellings are to be affordable
 - 8,000 dwellings are to be located in the Green Belt
 - Green Belt
 - 63% of Basildon is classified as Green Belt
 - The Plan proposals reduce this to 58% a loss of 5%
 - Employment
 - 49 hectares of land designated for business use
 - 8,600 local jobs to be created
 - Five areas earmarked
 - Terminus Drive Pitsea
 - Gardiners Lane South Basildon (to also include housing a primary school and open space)
 - North and West of Ford Dunton
 - North of Dunton
 - East of Burnt Mills
 - 38 hectares of existing employment land
 - 11 hectares of Green Belt land to be designated
 - A127 Enterprise Corridor east to Burnt Mills and west to Dunton, supporting new/upgraded junctions on A127

- Transport
 - Improvements to
 - A127/A130 Fair Glen
 - Widening A13 and A127
 - Improvements to A132 Nevendon junction
 - Improvements to A127 Upper Mayne junction
 - Removal of A127 Fortune of War roundabout
 - New junction at A127/Pound Lane with link road to A130 Shotgate
 - South and west relief road to Billericay
 - Link road to Dunton from West Mayne
- Retail
 - 14,600 sq.m. of comparison goods floor space by 2021
 - 4,300 sq.m. of convenience goods floor space by 2021
 - In total 72,200 sq.m. of comparison goods floor space and 5,900sq.m. of convenience goods floor space by 2034
 - The Plan seeks to provide for a minimum of 84 Gypsy and Traveller pitches throughout the borough, and although it does not identify specific new sites sets out criteria against which planning applications would be judged.

4.7 The proposals advanced last year by both Basildon and Brentwood Councils for a Dunton Garden Suburb of between 4,000 and 6,000 dwellings are not being progressed at this time as Brentwood Council has not evidenced the sustainability of the location for Brentwood.

4.8 The Plan seeks to provide for a minimum of 104 Gypsy and Traveller pitches throughout the borough, and identifies 1 specific new site of 10 pitches (in Wickford) and 40 new sites of 62 pitches in the Green Belt; it also sets out criteria against which planning applications would be judged.

5. Implications for Castle Point

5.1 In general terms the Basildon Draft Local Plan is appropriate. It seeks to follow a strategy which meets objectively assessed needs, providing the required numbers of homes and jobs, whilst at the same time protecting the strategic function of the Green Belt, and aligned growth to improvements in infrastructure, especially transport.

5.2 There are a number of particular issues on which the Cabinet is recommended to respond.

5.3 Basildon Council is to be commended for developing a plan which will meet housing and employment needs. Furthermore the Plan's commitment to protecting the strategic Green Belt function to the east of Basildon, particularly between Pitsea, Bowers Gifford and the boundary with Thundersley is welcomed.

5.4 The transportation improvements contained in the plan which could have an impact on Castle Point are as follows;

- A127/A130 Fairglen interchange;

- Widening of the A127 in line with the A127 Corridor for Growth Strategy;
- Improvements to the A132 Nevendon junction;
- Improvements to the A13 in line with the A13 Route Management Strategy;
- The provision of a new grade separated junction on the A127 at Pound Lane, including a link road to the A130; and
- Individual junction improvement schemes including the A127 Dunton Interchange, Basildon and A13 Haywain junction, Vange.

5.5 Whilst there is a policy commitment to align the provision of growth with these improvements, it is essential to the general accessibility of this part of Essex that the planned measures must be at delivery stage before significant development commences on sites

5.6 The retail proposals within the Basildon Plan are appropriate, and could provide additional services and benefits for Castle Point residents and businesses - these include the following:

- Basildon Town Centre – where a mixed use development is planned including housing, a leisure centre, a further education college, mixed businesses, and open space provisions
- Laindon Town Centre – the current town centre will be redeveloped to allow for a mixed use development, which is projected to come forward during the first stage of the plan period. This development will include residential dwellings, a leisure centre, businesses, health, retail, and community uses.
- Pitsea Town Centre – protection of the primary and secondary retail frontages and street market area.

5.7 The Plan's policy regarding renewable energy infrastructure is also supported. Specific location(s) for such infrastructure have not been identified in the plan, but it suggests that it could be placed in the Green Belt. It is recommended that the assessment of any such proposals considers not only the harm to the landscape, ecology, or historic assets within Basildon but also the impacts on the neighbouring boroughs.

5.8 Finally in terms of housing numbers and as Castle Point is not able to meet its housing needs, it is recommended that Basildon Council is asked to consider meeting some of Castle Point's unmet need in the Basildon Plan.

6. Corporate Implications

(a) Financial Implications

There are no financial implications for Castle Point Borough Council arising from the recommendations of this report.

(b) Legal Implications

There are no legal implications for Castle Point Borough Council arising from the recommendations of this report.

(c) Human Resources and Equality Implications

Human Resources

The recommendations of this report can be actioned within existing human resources.

Equality Implications

There are no equality implications arising from the recommendations of this report.

(d) IT and Asset Management Implications

There are no IT or asset management implications arising from this report.

7. Timescale for implementation and Risk Factors

- 7.1 Basildon Borough Council seeks responses to its Draft Local Plan consultation by 24th March 2016.

Background Papers

Basildon Borough Council Draft Local Plan

Report Authors: Steve Rogers Head of Regeneration and Neighbourhoods and Andrea Pearson Planning Policy Officer.

CABINET

16th March 2016

Subject: Consultation from Brentwood Borough Council – Draft Local Plan

**Cabinet Member: Councillor Riley, Leader of the Council
Councillor Smith – Regeneration and Business Liaison;
Development Control Liaison**

1. Purpose of Report

- 1.1 This report advises the Cabinet of a consultation request from Brentwood Borough Council regarding its Draft Local Plan. This report also seeks the Cabinet's agreement to a suggested response to this consultation.**

2. Links to Council's Priorities and Objectives

- 2.1 Development planning both in Castle Point and surrounding areas contributes directly towards the Council's priorities of *Transforming our Community* and *Public Health and Wellbeing*.**

3. Recommendations

- 3.1 It is recommended that the Cabinet notes the consultation from Brentwood Borough Council regarding its Draft Local Plan Report and agrees to submit a response as set out in Section 5 of this report.**
-

4. Background

The Brentwood Draft Local Plan Consultation

- 4.1 Brentwood Council has issued a Draft Local Plan for the period of 2013-2033, which identifies the Council's future plans for development and cross boundary strategic matters associated with this local plan.
- 4.2 The Plan seeks to direct development growth to transport corridors and the urban locations which are well served by existing and proposed facilities. It plans to meet the housing needs of the Borough's population. The Plan seeks to expand and enhance Brentwood Town Centre. It seeks to safeguard the Green Belt. Finally the Plan seeks to optimise the benefits of Crossrail, and to secure the delivery of essential transportation schemes.
- 4.3 The spatial strategy seeks to direct development growth to the A12 transport corridor at Brentwood and Shenfield, and two strategic allocations along the A127 corridor – the Dunton Hills Garden Village and the M25 junction 29 Enterprise Park.
- 4.4 Green Belt comprises 89% of the land area of the borough and 15% will be removed from Green Belt to support the development allocations.
- 4.5 The Plan asserts that there is an objectively assessed housing need in Brentwood of 362 dwellings per annum, which equates to 7,240 over a 20 year plan period. A total of 7,240 dwellings are therefore proposed in the Plan, comprising some 1,300 in the urban areas, 1,300 on greenfield urban extensions in the Green Belt and 2,500 on a strategic site, with the balance made up by permissions, completions and windfalls.
- 4.6 The plan sets out to provide 5,000 new jobs and some 32.8 hectares of employment land. This would be at
- Brentwood Enterprise Park (Junction 29 M25)
 - Ingatestone by-pass
 - Childerditch Industrial Estate
 - Dunton Hills Garden Village
- 4.7 Additional retail floorspace is planned, comprising some 4,844 sq.m (net) comparison retail floorspace and 3,833 sq.m (net) convenience floorspace. 2,151 sq.m is planned to be concentrated in Brentwood Town Centre, with the majority of the remainder planned for locations in Dunton Hills and West Horndon.
- 4.8 The Plan seeks to provide for a minimum of 84 Gypsy and Traveller pitches throughout the borough, and although it does not identify specific new sites sets out criteria against which planning applications would be judged.
- 4.9 No specific policies relating to transport infrastructure improvements are contained within the Plan.

5. Implications for Castle Point

- 5.1 In general terms the preparation of the Draft Local Plan is to be welcomed. The strategy to be pursued appears to support sustainable development and growth, by ensuring that it is closely related to existing infrastructure and facilities. Furthermore the recognition in the Plan of the strategic role of Brentwood Town Centre and the significant influence of Crossrail is welcomed.
- 5.2 However there some concerns with aspects of the Plan and its evidence base. First the Plan is based on evidence suggesting that it is an independent Strategic Housing Market Area, but the relationship of the periphery of the borough to both Thurrock and Basildon does not suggest that this may be a robust assumption.
- 5.3 A significant proportion of the new housing sites are planned for locations outside the current urban areas of the borough. It is a laudable aim of the Plan is to protect the character of the suburban areas and villages; however, by directing new developments outside of these areas it is likely to give rise to issues concerned with sustainability. Travel and transport become significant issues, and there are no proposals within the plan for significant improvements in transport capacity to support dispersed growth, which in turn could have implications for the accessibility of neighbouring areas.
- 5.4 In terms of objectively assessed housing need, whilst a plan that will meet its needs is supported, there are concerns regarding the appropriateness of the locations of the strategic housing sites selected, for the reasons set out above.
- 5.5 As noted above, the Plan does not indict what transport improvements will be undertaken to accommodate the growth planned within its borough. Further work would be needed to identify what impacts the proposed developments will have on the existing transport networks, and how to mitigate these impacts.
- 5.6 For example the proposed development at Dunton Hills Garden Village involves:
- 2,500 new homes;
 - at least 5 ha of employment land;
 - local shops;
 - community facilities;
 - schools; and
 - healthcare services

The Plan acknowledges that this development would have an impact on the A127 Corridor, but it does not indicate what mitigation measures would be put in place.

- 5.7 The Plan's provision for Gypsy and Traveller pitches is supported; however the Plan states that, due to possible changes to the definition of Gypsy and

Travellers, this could change. It would be more prudent to deal with this uncertainty through a process of monitoring and review of the effectiveness of the Plan.

- 5.8 The Plan's policy regarding renewable energy infrastructure is also supported, as is its commitment to reduce CO2 emissions by 20%.

6. Corporate Implications

(a) Financial Implications

There are no financial implications for Castle Point Borough Council arising from the recommendations of this report.

(b) Legal Implications

There are no legal implications for Castle Point Borough Council arising from the recommendations of this report.

(c) Human Resources and Equality Implications

Human Resources

The recommendations of this report can be actioned within existing human resources.

Equality Implications

There are no equality implications arising from the recommendations of this report.

(d) IT and Asset Management Implications

There are no IT or asset management implications arising from this report.

7. Timescale for implementation and Risk Factors

- 7.1 Brentwood Borough Council seeks responses to its Draft Local Plan by 23rd March 2016.

Background Papers

Brentwood Borough Council Draft Local Plan

Report Authors: Steve Rogers Head of Regeneration and Neighbourhoods and Andrea Pearson Planning Policy Officer.