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Chief Executive

CABINET AGENDA

Date: **Wednesday 17th July 2013**

Time: **7.00pm – N.B. TIME**

Venue: **Council Chamber**

This meeting will be webcast live on the internet.

Membership:

Councillor Mrs Challis OBE (Chairman)	Leader of the Council
Councillor Stanley (Vice Chairman)	Deputy Leader of the Council Corporate Policy, Resources and Performance
Councillor Burch	Leisure
Councillor Dick	Responding to Challenge
Councillor Mrs B. Egan	Homes and Customer Engagement
Councillor Mrs Goodwin	Health & Wellbeing
Councillor Howard	Waste Floods and Water Management
Councillor G. Isaacs	Neighbourhoods and Safer Communities
Councillor Riley	Environment and Street Scene
Councillor Smith	Economic Development & Business Liaison

Cabinet Enquiries:
Reference:
Publication Date:

John Riley, ext. 2417
2/2013/2014
Tuesday 9th July 2013

**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 19th June 2013

4. Forward Plan

To review the Forward Plan - *(Report of the Leader of the Council)*

5. Environment - Civic Pride

5(a) Car Parking Off – Street Parking Places Order Update

This report is presented to Cabinet following a request made at the last meeting.
(Report of the Cabinet Member Environment and Street Scene)

5(b) Waterside Farm Leisure Centre Refurbishment – Progress Report

The Cabinet will be asked to consider a report.
(Report of the Cabinet Member Corporate Policy Resources & Performance)

6. Regeneration and Homes

6(a) Housing Progress Report

The Cabinet will be asked to consider a report.
(Report of the Cabinet Member Homes and Customer Engagement)

6(b) Housing Service 2013/2014 Capital Maintenance Programme

The Cabinet will be asked to consider a report.
*(Report of the Cabinet Member Homes and Customer Engagement
Cabinet Member Corporate Policy Resources & Performance)*

6(c) Glebelands Appeal Decision - Implications for the New Local Plan

The Cabinet will be asked to consider a report.
(Report of the Leader of the Council)

6(d) Update on Regeneration Matters

*(Report of the Leader of the Council and the Cabinet Member Economic
Development and Business Liaison)*

7. Improving the Council

7(a) Financial Update

The Cabinet will be asked to consider a report.
(*Report of the Cabinet Member Corporate Policy Resources & Performance*)

7(b) Annual Report on the Treasury Management Service and Actual Prudential Indicators 2012/13

The Cabinet will be asked to consider a report.
(*Report of the Cabinet Member Corporate Policy Resources & Performance*)

7(c) Business Rates Pooling

The Cabinet will be asked to consider a report.
(*Report of the Cabinet Member Corporate Policy Resources & Performance*)

7(d) Corporate Scorecard Refresh 2013/14

The Cabinet will be asked to consider a report.
(*Report of the Cabinet Member Responding to Challenge
Cabinet Member Corporate Policy Resources & Performance*)

8. Community Safety

8(a) Update on Safer Communities Initiatives

The Cabinet will be asked to consider a report.
(*Report of the Cabinet Member Neighbourhoods and Safer Communities*)

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

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

PART II

(Business to be taken in private)

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



CABINET

19TH JUNE 2013

PRESENT:

Councillor Mrs Challis, OBE	Leader of the Council (Chairman)
Councillor Stanley	Corporate Policy, Resources and Performance
Councillor Burch	Leisure
Councillor Dick	Responding to Challenge
Councillor Mrs Egan	Homes and Customer Engagement
Councillor Mrs Goodwin	Health and Wellbeing
Councillor Howard	Waste, Floods and Water Management
Councillor Isaacs	Neighbourhood & Safer Communities
Councillor Riley	Environment and Street Scene
Councillor Smith	Economic Development & Business Liaison

APOLOGIES: There were none.

ALSO PRESENT: Councillors Mrs Govier, Hart, Mrs Iles, Ladzrie and Sharp.

1. MEMBERS' INTERESTS

Councillor Stanley disclosed a non-pecuniary interest in item 6(b) Minute 8 as a governor of Cornelius Vermuyden School.

Councillor Howard disclosed a non-pecuniary interest in items 5(a) 6(b) Minutes 4 and 8 as a Member of Essex County Council.

2. MINUTES

The Minutes of the Cabinet meeting held on 17.4.2013 were approved and signed by the Chairman as a correct record subject to an amendment to show that Cllr Howard had made a similar declaration to Cllr Riley as a member of Essex County Council

3. FORWARD PLAN

To comply with regulations under the Localism Act 2011, the Leader of the Council presented the Forward Plan to the meeting which outlined key decisions likely to be taken within the next quarter 2013. The plan was reviewed each month. Cabinet noted that a report would be made to July meeting on the response to consultation on the Off – Street Parking Places Order currently out to consultation.

Resolved – To note and approve the Forward Plan as amended.

4. CONTROL OF MAJOR ACCIDENT HAZARD (COMAH) SITES

The Cabinet received a report on the outcome of the County Council's scrutiny of off- site emergency planning requirements around the control of major accident COMAH sites across Essex.

Resolved: To refer the Essex County Council's Scrutiny report to the Environment Policy and Scrutiny Committee for examination.

5. DISABLED FACILITIES GRANTS POLICY REVIEW

The Cabinet received a report seeking approval of the Cabinet for a consultation exercise on a new Disabled Facilities Grants Policy.

The report also sought delegated authority, pending the approval of a new Disabled Facilities Grants Policy, for the Head of Environment following consultation with the Cabinet Member for Health and Well Being and the Head of Resources to determine urgent discretionary payments.

Resolved:

1. To note the content of this report and the attached draft Disabled Facilities Grants Policy;
2. To approve a consultation exercise on the draft policy and consideration by the Wellbeing Policy & Scrutiny Committee before being brought back to Cabinet to be formally adopted; and
3. To delegate authority to determine discretionary grants up to a maximum of £10k to the Head of Environment following consultation with the Cabinet Member for Health and Well Being together with the Cabinet Member for Corporate Resources Policy & Performance and the Head of Resources.

6. WEST WOOD MANAGEMENT PLAN 2012/13 UPDATE

The Cabinet received a report on progress made so far in the delivery of the West Wood Management Plan and to summarise the plans for the next year.

Resolved: To the contents of the report and agree to support the continued implementation of the West Wood management plan.

7. NEW LOCAL PLAN PROGRESS REPORT

The Cabinet received a report on progress which had been made in preparing the New Local Plan.

Resolved:

1. To note the delay caused to the preparation of a New Local Plan by the absence of a decision in relation to the appeal for Land off Glebelands in Thundersley.
2. To instruct the officers to report the outcomes of this appeal, and its implications for plan-making, at such time as the appeal decision is issued.

8. THE DEANES SCHOOL - ESSEX COUNTY COUNCIL CONSULTATION

The Cabinet received a report on a consultation currently underway by Essex County Council with regard to the proposed closure of The Deanes School.

In speaking to the report Cabinet members and other Councillors present spoke to oppose the closure stressing the value of the school to the community and the range of education provided by the school. Members felt that the proposal was premature.

Resolved:

The Cabinet notes the consultation document issued by Essex County Council regarding proposals to close The Deanes School from 31st August 2016, and issues a response opposing the closure based on the following to together with additional comments made at the meeting:

The Deanes School is a valued community asset in Thundersley and Hadleigh, and Castle Point Borough Council is disappointed that the County Council is considering its closure at this time.

The empirical data regarding school rolls set out in the consultation report is noted. This clearly indicates that The Deanes School has fallen out of preference in recent years compared to The Appleton and King John Schools. However, the closure of the school overlooks the opportunities available to improve the image and the performance outcomes of the school. Additionally, there are concerns that the closure of this school will place additional pressures on The Appleton and King John Schools which are large schools that already operate close to capacity.

The Council is concerned that the empirical data set out in the consultation document has a relatively short-term perspective, with longer-term calculations only including 'known' additional housing provision. Castle Point Borough Council is currently in the process of preparing a New Local Plan to cover the period to 2031. At this time, consideration is still being given to the location of housing provision beyond 2019, and therefore these housing sites are 'unknown' and are not reflected in the longer-term calculations included within the consultation document.

A number of potential sites are being considered for the accommodation of housing in the period beyond 2019 as part of the preparation of the New Local Plan. The majority of the sites being considered are within the Appleton/Deanes/King John School Group area, including a proposal for 450 homes immediately to the north of The Deanes School site on land to the east of Rayleigh Road.

Given that the Council has yet to conclude its work on the New Local Plan and determine the future location of housing provision in Castle Point, the decision to close The Deanes School is premature, and should not be made at this time. It should be a matter for review once the New Local Plan has been finalised. This will ensure education provision is aligned with housing growth.

Additionally, the Council is concerned that the impacts of this proposal on equality do not appear to have been assessed. There are concerns that a reduction in school places within the Appleton/Deanes/King John School Group area will increase competition for places, reducing parental choice. This may have a disproportionate impact on the equality of opportunity experience by some groups i.e. those with special education needs and those who experience deprivation.

The Council is pleased to see that the proposals affecting The Deanes School do not affect other important community facilities upon the site. The Council supports the retention of the community sports centre and nursery school on the site. The Council is also pleased to see that the relocation and reprovision of the Glenwood School will also go ahead separate to any decision made regarding The Deanes School.

9. LOWER THAMES CROSSING OPTIONS CONSULTATION

The Cabinet received a report on a consultation currently underway on options for a Lower Thames Crossing, and seeking authority from the Cabinet to respond to this consultation.

Cabinet did not support the recommendation contained in the report mindful of views expressed by neighbouring councils and meetings of partner organisations on the consultation that the proposals for a third crossing were premature until such time as options to allow the free flow of traffic through the Dartford Crossing and improvement of junction 30 /31 on the M25 were considered.

Resolved:

That the Department of Transport be advised that urgent consideration be given to allow the free flow of traffic through the Dartford Crossing and improvement of junctions 30/31 on the M25 before consultation was undertaken on an additional crossing

10. CORPORATE PERFORMANCE SCORECARD QUARTER 4 2012/13

The Cabinet received a report on cumulative performance figures for the Corporate Performance Scorecard for quarter 4, 1 April 2012 to 31 March 2013.

Resolved: To note the performance issues set out in section 5 of the report and the action being undertaken to review planning processes.

11. NEWPORT PAPER COMPANY LTD – CONTRACT FOR PROVISION OF A MATERIAL RECYCLING CENTRE FOR KERBSIDE COMINGLED WASTE COLLECTION

The Cabinet considered a report advising of a variation to the contract the Council has with Newport Paper Company Ltd following a global downturn in the value of comingled waste, the financial implications for the Council and seeking agreement to a drawdown to cover the reduction in recycling income.

Resolved: To note the contents of the report, and agree that the reduction in recycling income will be drawdown from General Fund reserves. The implications of this will be reflected in the next financial forecast report.

12. UPDATE ON SAFER COMMUNITIES INITIATIVES

The Cabinet considered an update report on the position concerning neighbourhood and safer community matters.

Resolved:

To note the current position with neighbourhoods and safer community matters as set out in the report.

13. MATTERS TO BE REFERRED FROM/TO POLICY SCRUTINY COMMITTEES

Agenda Item 5(a) (Minute No.4) – Control of Major Accident Hazard (COMAH) Sites was referred to Environment Policy & Scrutiny Committee

Agenda Item 5(b) (Minute No.5) –Disabled Facilities Grants Policy Review Was referred to Wellbeing Policy & Scrutiny Committee

14. MATTERS TO BE REFERRED FROM /TO THE STATUTORY COMMITTEES

There were no matters.

Chairman



Castle Point Borough Council

Forward Plan

JULY 2013

CASTLE POINT BOROUGH COUNCIL

FORWARD PLAN

JULY 2013

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	Lead Officer(s)
July & Sept 2013	<u>Off – Street Car Park: response to consultation</u>	Environment Civic Pride	Cabinet	Environment & Street Scene	Head of Environment
July 2013	<u>Newport Paper Variation of Contract and approval of use of reserves</u>	Environment Civic Pride	Cabinet	Deputy Leader of the Council Waste Floods &Water Management	Head of Environment
July 2013	<u>Hadleigh Town Centre Master Plan:</u>	Regeneration & Homes	Cabinet	Leader	Head of Neighbourhoods & Regeneration
Sept 2013	<u>Homelessness Strategy – for approval</u>	Regeneration & Homes	Cabinet	Homes and Customer Engagement	Head of Housing & Communities
July/Sept/Nov 2013	<u>Regeneration update</u>	Regeneration & Homes	Cabinet	Leader Economic Development	Head of Neighbourhoods & Regeneration
July 2013?	<u>New Local Plan: Evidence Base (Essex Demographic Forecasts Phase 4 and TGSE SHMA Review)</u>	Regeneration & Homes	Cabinet	Leader	Head of Neighbourhoods & Regeneration
July,Sept 2013	<u>Community Safety update</u>	Regeneration & Homes	Cabinet	Safer Communities	Head of Neighbourhoods & Regeneration
July,Sept/Nov 2013 Jan/March	<u>Financial Update</u>	All	Cabinet	Deputy Leader of the Council	Head of Resources

2014					
July 2013	<u>Treasury Management End of Year Report</u>	All	Cabinet	Deputy Leader of the Council	Head of Resources
Sept 2013	<u>Policy Framework and Budget Setting</u>	All	Cabinet	Deputy Leader of the Council	Head of Resources
Sept/Nov/Dec 2013	<u>Local Council Tax Support scheme</u>	All	Cabinet Council /Dec	Deputy Leader of the Council	Head of Resources
Sept 2013	<u>Statement of Accounts</u>	All	Council	Deputy Leader of the Council	Head of Resources
September 2013	<u>New Local Plan: Evidence Base (Transport Modelling Report and Local Wildlife Site Review)</u>	Regeneration & Homes	Cabinet	Leader	Head of Neighbourhoods & Regeneration
October 2013	<u>New Local Plan</u>	Regeneration & Homes	Cabinet	Leader	Head of Neighbourhoods & Regeneration
October 2013	<u>Regeneration update</u>	Regeneration & Homes	Cabinet	Leader Economic Development	Head of Neighbourhoods & Regeneration
October 2013	<u>Community Safety update</u>	Regeneration & Homes	Cabinet	Leader Economic Development	Head of Neighbourhoods & Regeneration
October 2013	<u>Treasury Management Mid Year Report</u>	All	Cabinet	Deputy Leader of the Council	Head of Resources
Oct 2013	New Corporate Plan	All	Cabinet	Leader	Head of Performance & Service Support

CABINET

17th July 2013

Subject: Off – Street Parking Places Order Update

Cabinet Member: Councillor Riley – Environment and Street Scene

1. Purpose of Report

The purpose of this report is to provide an update on the public consultation exercise that has been undertaken in respect of the draft Off Street Parking Places Order which proposes changes to the charging regime and waiting restrictions for the Council owned car parks.

2. Links to Council's Priorities and Objectives

Environment – Civic Pride and Improving the Council.

3. Recommendations

It is recommended that Cabinet notes the content of this report.

4. Background

- 4.1 At its meeting on 15 March 2011 Cabinet resolved to refer off street car parking policy and charges to the Environment Policy Development Group (EPDG) for review.
- 4.2 The Council owns and operates a number of car parking facilities throughout the Borough. Historically these assets have been managed without a parking strategy to steer their provision and development.
- 4.3 The key issues and challenges which were identified during the review were:
- Lack of off-street parking policy to steer provision and management of off-street parking facilities

- Ad hoc/reactive management/maintenance and deteriorating condition of car parks with resultant need to upgrade car parking facilities
- Inconsistent charging policy across the borough
- Off-street car parks need to support local businesses/issues with long term parking
- General acceptance that it is reasonable to charge for parking
- Shortcomings of the Council's existing Off- Street Traffic Regulation Order in terms of car park usage.

4.4 Having acknowledged the key issues facing the Service, the following service objectives have been endorsed by Cabinet:

- Ensure the provision of well maintained and safe off-street parking facilities through improved asset management arrangements;
- Ensure a consistent charging regime is in place which is affordable and fair;
- Support local businesses by ensuring that Council operated car parks are being used for their intended purpose;
- Ensure suitable conditions are in place to control usage of Council operated car parks;
- Realise maximum benefit from the Council's car parking assets and to recognise their potential for development as brown field sites;
- Ease traffic congestion by ensuring that off-street parking provision and controls align with on- street parking availability and controls;
- Provide effective and targeted parking enforcement; and
- Effectively promote Council operated car parking provision in the borough.

4.5 Five key types of car parks based on intended usage have been identified. Namely these are;

- Town Centre Short Stay
- Long Stay
- Seasonal
- Commuter
- Council Facility

4.6 Each of the Council operated car parking facilities has been placed in one of these categories (Appendix 1) and Cabinet has endorsed the principle that there should be a consistent management approach to each of these car park types, as far as is practicable.

4.7 At its meeting in February 2013, Cabinet resolved to endorse the waiting restrictions, charges and charging hours as set out in Appendix 2 to the report and to consult on the proposals prior to endorsing the making of the Traffic Regulation Order.

4.8 Subject to the implementation of the proposed new charges, Cabinet also endorsed the use of Council reserves (up to £240k) to enable the refurbishment programme for all the Council's car parks to get underway and be completed as soon as is reasonably practicable.

- 4.9 Subsequent to the February Cabinet meeting the draft Off-street Parking Places Order was produced and the statutory Public Notice was placed in a local newspaper week commencing 10 June 2013. Copies of the Public Notice were posted in each of the Council owned car parks at the beginning of that week and on the Council Information Boards located across the Borough.
- 4.10 Seven drop in sessions were held throughout the Borough during the consultation period and officers and elected members were available to explain the rationale behind the changes to local residents and businesses and to receive feedback on the proposals.
- 4.11 The draft Order and the statement of reasons along with the details of the drop in sessions and the public notice were also made available on the Council's website. Elected members were offered the opportunity to deliver a flyer publicising the drop in sessions to local businesses and residents.
- 4.12 The public consultation period was scheduled to run until 4.30 p.m. on 8 July 2013. At the time of writing this report the consultation period is still ongoing. A verbal update report on the number of responses received will be provided at the meeting.
- 4.13 In view of the large number of objections received to date, the detailed analysis of the responses will take longer than had originally been envisaged. It is proposed that a further report detailing the key concerns that have been raised during the consultation period and the options available to the Council be presented to the September Cabinet meeting.

5. Corporate Implications

(a) Financial Implications

Any changes to the proposed charging regime will impact on the income generated. Further financial modelling will be required to assess the implications for the Council of any alternative charging options before they can be considered by Cabinet.

It had been proposed that £240k of reserves would be used in order to avoid any delay in starting the refurbishment programme. This decision will need to be reviewed in light of any changes to the proposed charging regime following the public consultation.

The model approved in February 2013 assumed a start date of July 2013, so in addition to any revisions to the charging regime there will also be an impact on the 2013/14 income and expenditure, which will be assessed when a revised implementation date is confirmed.

(b) Legal Implications

A new Off Street Order is required to be made if there are to be changes to the existing maximum stay periods, the hours during which charges will apply and the charges which will be applied.

If there are significant changes to the proposals set out in the Public Notice and draft Order then it might be necessary to issue a further Public Notice advising of the proposed changes.

(c) Human Resources and Equality Implications

Human Resources

None associated with this report.

Equality Implications

There are no plans to change the current policy whereby parking is made available free of charge for blue badge holders (with the exception of School Lane car park).

6. Timescale for implementation and Risk Factors

It had originally been proposed that the new Order and charging regime would take effect from 1 July 2013, but this was put back to 1 October 2013. The implementation date should the Council wish to continue with the draft Order will need to be reviewed once the consultation responses and the options available to the Council have been considered by Cabinet.

It is intended that a further report will be presented to the September meeting of Cabinet.

Background Papers

Information packs and presentations to EPDG on 18 October 2011, 14 December 2011, 26 January 2012 and 20 March 2012.

Cabinet report - 21 March 2012.

Report and information pack to Environment Policy & Scrutiny Committee on 22 October 2012

Presentation and information pack provided to Environment Policy & Scrutiny Committee on 22 January 2013.

Cabinet report – 20 February 2013

Report Author: Trudie Bragg, Head of Environment

Categorisation of Council owned/operated car parks

Seafront seasonal car parks

- Labworth large car park, Canvey Island
- Labworth small car park, Canvey Island
- Lubbins seafront, Canvey Island
- Thorney Bay, Canvey Island

• **Town centre car parks (Short stay)**

- Hart Road, Thundersley
- Homestead Road, Hadleigh
- Oak Road, Canvey Island
- Rectory Road, Hadleigh
- Essex Way, Benfleet
- Richmond Hall, Benfleet

Long stay car parks

- Richmond Avenue, Benfleet
- Castle Lane (Endway), Hadleigh

Commuter car parks

- School Lane, Benfleet

Car park associated with Council operated facility

- The Paddocks, Canvey Island
- Tewkes Hall, Canvey Island
- King Georges Playing Field, Canvey Island
- Canvey Heights (limited car parking)
- Swans Green Hall, Thundersley
- Woodside Park and Pavilion, Thundersley
- Council offices/Runnymede Pool and Hall, Kiln Road, Thundersley
- John H Burrows main car park, Hadleigh
- John H Burrows small car park, Hadleigh
- Smallgains, Canvey Island
- Brook Road Bowls Club, Benfleet
- Brook Road Pavilion, Benfleet
- Waterside Farm Leisure Centre, Canvey Island

CABINET

17th July 2013

Subject: Waterside Farm Leisure Centre Refurbishment - Progress Report

Cabinet Member: Councillor Stanley – Corporate Resources, Policy & Performance

1. Purpose of Report

To provide Cabinet with an update on the refurbishment works to Waterside Farm Leisure Centre and to announce the official opening date.

2. Links to Council's priorities and objectives

Leisure Services are not an explicit priority area for improvement for the Council but they do make an important contribution to the following ambitions:

- **Ambition 3: Regenerating our local economy and places**
- **Ambition 4: Having fun**
- **Ambition 5: Becoming Healthier**
- **Ambition 6: Feeling Safer**
- **Ambition 8: Developing stronger and more engaged communities**

3. Recommendation

That Cabinet note the information contained within this report.

4. Background - Cabinet Meetings held on the 7th March & 17th October 2012

Following an extensive consultation exercise with the Special Policy and Development Group, Cabinet at its meetings held on the 7th March and 17th October 2012, agreed to carry out the following refurbishment works to Waterside Farm Leisure Centre:

- All of the core essential works that were required to the facility
- The remodelling and refurbishment of the reception, offices and the old physiotherapy room/shop
- The refurbishment of the dry side changing rooms, sauna, and first aid room

- The remodelling and refurbishment of the wet side changing rooms
- The remodelling of the Olympic Bar area to create a flexible space for activities and meetings
- The extension of the New Horizons fitness suite into studio 3 (if structurally possible)
- The replacement of the pool hall roof and high level windows
- The demolition of the rear changing rooms
- The replacement of the astro turf with a new all weather sports pitch

Morgan Sindall were awarded the contract to carry out the refurbishment works and these commenced as planned.

5. Progress Summary

The works have progressed as planned and the facility will be re-opened to the public in accordance with the published timetable of August 2013.

All of the structural works to the facility are now complete therefore the focus over the remaining weeks will be concentrated on the final decoration works and staff training.

6. Grand Opening

The 'Grand Opening' ceremony will take place at 11 am on Friday 16th August 2013.

The doors will be opened to the general public at 2 pm on the same day.

7. Corporate & Service Implications

The refurbishment of Waterside Farm Leisure Centre will increase the options available to the Council for the future management and operation of the facility.

A small internal team was established to deliver this project. Good communication channels have ensured that the project will be delivered on time and within budget.

8. Financial implications

A total capital budget of approximately £5.4m was approved by Cabinet to undertake the refurbishment works. This sum covered both the cost of the works tendered and the fees payable to NPS. It is anticipated that the refurbishment will be delivered within budget.

The Council has secured the following grant funding & equipment:

- £430,000 from Veolia Pitsea Marshes Landfill Trust
- £12,000 from the Olympic Delivery Authority
- £4,417 from Aiming High for disabled people for the purchase of paralympic sports equipment, multi sensory toys and activity bags
- 2 pool hoists and one trampoline hoist

- Lottery funding to run a series of “Inspired by the Games” free taster sessions and a free sports festival. These will commence at the Castle Point Show on July 21st 2013 and will continue at Waterside Farm Leisure Centre in August and September 2013.

9. **Human resources, legal and equality implications**

Staffing resources have been kept constantly under review to ensure that customers and residents receive good, value for money services.

NPS were commissioned to procure on behalf of the Council a contractor and to project manage the Waterside repairs and refurbishment project.

An Equality Impact Assessment was completed prior to the approval of the project. This indicated that there was potential for a positive impact on the community. Full details of this are shown in the Equality Impact Assessment.

No health and safety issues have been reported.

10. **Timescale for implementation and risk factors**

The timescale agreed by Cabinet is detailed below.

Task	Approved Timescale
Special Cabinet Meeting to Approve Project (CPBC)	07/03/12
Lead-in Period (NPS/Successful Contractor)	26/03/12 to 06/05/12
Construction Phase (NPS/Successful Contractor)	07/05/12 to 26/07/13
CPBC Preparation & Training (CPBC)	July/August 2013
Re-opening of Facility (CPBC)	August 2013

In accordance with the original project plans the majority of Waterside has been closed to the public to enable the extensive works to take place. However, it has been possible to keep the New Horizons fitness suite, gymnasium and spinning room open at Waterside until mid June. At that point they were transferred to The Paddocks where they will remain until the facility is re-opened to the public.

The majority of the external facilities have been available throughout the refurbishment. The replacement of the astro-turf with an all weather sports pitch re-opened to the public on 3rd December 2012. Since the facility has been re-opened it has been in high demand and peak times are now fully booked. New flood lights are due to be installed in July to complete the project.

During the refurbishment most of the classes were either accommodated in the facilities that remained open or in other Council facilities. Swimming remained available at Runnymede Pool.

Member retention during the refurbishment has remained high on the agenda and a number of initiatives were therefore run throughout the project. The initiatives have included the purchase of new gym equipment and the provision of a broader range of class activities.

The new advertising campaign is going extremely well with new members very keen to join up in anticipation of the new facility. The majority of existing members have continued to use the facility. In view of this the Council has been able to keep memberships at an extremely high level which has been a massive achievement given the scale of the works undertaken.

11. Background Papers:

Copies of all of the following documents have previously been made available to Special PDG Members.

- NPS condition surveys & addendums October 2009 (Private Business)
- NPS Initial plan of works dated 22nd December 2009 (Private Business)
- NPS email confirming approach to works dated 23rd December 2009 (Private Business)
- Report to Cabinet 19th January 2010 – Review of the Leisure Service
- Report to Cabinet 25th May 2010 – Waterside Farm Refurbishment Programme
- Report to Cabinet 25th May 2010 – Leisure Facilities Refurbishment Programme
- Report to Cabinet 22nd February 2011 – Leisure Facilities Refurbishment Programme Update
- Skanska proposal (Private Business)
- Pre-refurbishment/demolition asbestos survey January 2011 (Private Business)
- NPS re-survey February 2011 (Private Business)
- Report to SPDG 9th March 2011 – Waterside Farm Leisure Centre
- Summary of NPS survey costs (Private Business) – Information provided to the private session of the Working Group on 14th March 2011
- Options presentation (Private Business) – Information provided to the private session of the Working Group on 18th April 2011
- Report to SPDG 10th May 2011 – Waterside Farm Leisure Centre
- Report to Cabinet 25th May 2011 – Waterside Farm Leisure Centre Refurbishment
- Report to Cabinet 7th March 2012 – Waterside Farm Leisure Centre Refurbishment
- Report to Cabinet 17th October 2012 – Waterside Farm Leisure Centre Refurbishment Update

Report Author: Devinia Board – Strategic Director (Transformation & Resources)

CABINET

17th July 2013

Subject: Housing Progress Report

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

1. Purpose of Report

To provide the quarterly progress report for the Housing Service for the quarter ending 30 June 2013.

2. Links to Council's priorities and objectives

The Housing service is explicitly linked to the Regeneration & Homes priority.

3. Recommendations

That Cabinet notes the progress and achievements for the last quarter period and requests officers to provide future quarterly progress reports.

4. Background

- 4.1** The Housing Service taken the opportunity to review the changes and improvements of the last two years and to consider what is required to manage the housing stock in the future. The period covered by this report has continued to see improvements being made by the Service. This is a process of continuous change as the Service evolves to meet the challenges of ensuring that the stock meets the needs of Tenants. This report provides information on the progress being made and the achievements of the Service to date.

5. Summary of Achievements

5.1 Choice Based Lettings System

- 5.1.1** Following the introduction of changes to the Allocations Policy agreed at Cabinet in January 2013 there was a requirement for the system used for Choice Based Lettings to be upgraded. This upgrade was to allow for the changes to the local connection requirement and to enable better targeting of advertised properties for example where an adapted property was available.

- 5.1.2 As part of the upgrade to the system we have been able to introduce an on-line application process for the Housing Register to supplement and eventually replace the current paper based system.
- 5.1.3 Where a person requires support to make an application by using the on-line facility full support will be given to ensure that the application is made appropriately.
- 5.1.4 The change to the system also provides for full integration with the Housing Options Team which will take the place of files being passed between teams.
- 5.1.5 The preparations for the system upgrade have allowed the Team to undertake a review of the applications currently held on the Housing Register. The review is about making sure that the information held is accurate and that the applicant remains eligible for the Housing Register.

5.2 Responsive Repairs and Gas Servicing Contracts

- 5.2.1 The contracts with the current providers of these services both expire in March 2014.
- 5.2.2 The potential value of these contracts falls within the European Union procurement rules and the process has been commenced. The notice for expressions of interest has been published and the Pre-Qualification Questionnaire issued.
- 5.2.3 This procurement process is being managed by South Essex Homes.

5.3 Welfare Reforms

- 5.3.1 Contact continues to be made with tenants who are affected by the changes in welfare benefits. This includes the Under-occupancy charges, the Housing Benefit Cap and the introduction of Universal Credit.
- 5.3.2 Where tenants are working with the Service to minimise the impact of the changes all possible support is being provided to enable them to manage the process and to move at the earliest opportunity.

5.4 Right to Buy

- 5.4.1 Since 1 April 2013 the Council has completed on four sales under the Right to Buy legislation. These four sales have resulted in total income of £220k, of which, dependent upon any future adjustments based on sales levels, £77k could be used to support a minimum £257k expenditure on new developments of affordable housing.
- 5.4.2 The balance of the receipt is split between the Treasury, Local Authority General Fund as well as HRA receipts in respect of Self-financing debt compensation and administration allowance.

5.5 Tenant Survey

5.5.1 The annual Tenant Survey has now been completed and 321 (21% of tenants) returns were received:

- 76% of those who returned the survey were satisfied with the overall quality of their home.
- 69% were satisfied with their neighbourhood as a place to live.
- 68% had had cause to contact the Service in the last 12 months with 95% of them finding the staff helpful. 75% of those who returned the survey were satisfied with the way their enquiry was resolved.
- 74% of those who had received repairs in the last 12 months expressed overall satisfaction at the way the repairs had been dealt with.

5.5.2 The information provided shows that there is room for the service to continue improving. This information is a small reduction in satisfaction on the previous year and appears to be a direct result of increased expectations from the improvements being made. This will continue to be monitored.

5.6 Tenant Participation Compact

5.6.1 The Tenant and Leaseholder Group, together with Councillor Beverley Egan, have formalised an action plan for the current year. The action plan focuses on improving the communication with tenants and leaseholders through newsletters, involvement with forums and estate inspections.

5.6.2 The action plan (see Appendix A attached) will be monitored by the Group on a quarterly basis and the progress made reported to Cabinet.

6. Corporate Implications

a. Financial Implications

The works noted above have been undertaken within current Housing Budgets.

b. Legal implications

As the Landlord for 1,520 properties we have a duty to ensure that homes meet the appropriate standards.

c. Human resources and equality

The actions outlined in this report will be undertaken within available operational resources.

There are no direct equality implications at this stage from the information provided in this report. However, each individual project is subject to an Equality Impact Assessment as appropriate.

d. Timescale for implementation and risk factors

Monitoring of progress will be undertaken by Cabinet on a quarterly basis.

7. Background Papers:

Cabinet Report July 2012 – Housing Update.
Cabinet Report October 2012 – Housing Update
Cabinet Report January 2013 – Housing Update
Cabinet Report April 2013 – Housing Update

Report Author: Wendy Buck, Head of Housing & Communities

Tenant Participation Compact Action Plan 2013/14

<u>OBJECTIVE</u>	<u>KEY ACTIONS</u>	<u>HOW RESOURCED</u>	<u>KEY TIMESCALES</u>	<u>INTENDED OUTCOMES</u>
Monitor TPC and its impact on tenant and leaseholder involvement	Quarterly reports on progress and achievements to Cabinet	Housing Staff TPC Monitoring Group (Cabinet Member, TLG Chair & Head of H&C)	March 2014	TPC Monitoring Group meeting 4 times a year – July, Oct, Jan, April.
Improve communication with our customers	Maintain Monthly Tenant & Leaseholder Group Provide outreach session and exhibition on social housing in Castle Point Produce at least four newsletters per year Monitor Complaints process via TLG and benchmark against other authorities Produce an annual report on the progress of the TPC	Housing Staff Tenant and Leaseholder Group Reading Panel	March 2014 July 2013 March 2014 March 2014 March 2014	Monthly Meetings Castle Point Show Quarterly Newsletter Quarterly agenda item to TLG Annual Report to Cabinet

<u>OBJECTIVE</u>	<u>KEY ACTIONS</u>	<u>HOW RESOURCED</u>	<u>KEY TIMESCALES</u>	<u>INTENDED OUTCOMES</u>
Improve communication and customer engagement with leaseholders	Maintain quarterly Leaseholder Forum . Identify leaseholders' training needs and arrange training Produce Leaseholder Handbook	Tenant and Leaseholder Group Housing Staff	March 2014 March 2014 July 2013	Improved attendance of Leaseholders at Forum
Encourage and support the development of tenant and leaseholder involvement	Formalise Neighbourhood Voices Monitor budget for tenant and leaseholder engagement and include in newsletters	Housing Staff Tenant and Leaseholder Group Housing Revenue Account External training resources	March 2014	Active tenant groups or Neighbourhood voices across the Borough Report budget usage to TLG
Reinforce, strengthen and improve the working relationship between tenants, leaseholders and the Council	Carry out joint periodic inspections of housing amenity areas and garage areas Joint training/awareness sessions between tenants, leaseholders, Councillors and Housing staff	Housing Staff Tenants and leaseholders Councillors	September 2013 March 2014	Involve representatives in inspections Joint Training session provided

<u>OBJECTIVE</u>	<u>KEY ACTIONS</u>	<u>HOW RESOURCED</u>	<u>KEY TIMESCALES</u>	<u>INTENDED OUTCOMES</u>
Improve communication and customer engagement with tenants of sheltered housing	<p>Maintain Sheltered Housing Forum and ensure representatives from all schemes</p> <p>Involve residents in works resulting from sheltered housing review</p>	<p>Housing Staff</p> <p>Sheltered Housing Tenants</p>	<p>On-going</p> <p>March 2014</p>	<p>Sheltered Housing Forum minutes</p> <p>Involve representatives in Sheltered Housing Review</p>

CABINET

17th July 2013

Subject: Housing Service – 2013/14 Capital Maintenance Programme

**Cabinet Member: Councillor Mrs B Egan – Homes & Customer Engagement
Councillor Stanley – Corporate Policy, Resources and
Performance**

1. Purpose of Report

To provide Cabinet with the programme of capital maintenance works for the current financial year and to provide information on the current progress of capital projects.

2. Links to Council's priorities and objectives

The Housing service is explicitly linked to the Regeneration & Homes priority.

3. Recommendations

- **That Cabinet notes the content of this report.**

4. Background

- 4.1** A report was submitted to Cabinet in March 2013 which provided outline financial information for the Capital and Planned Maintenance Programme for the next five years.
- 4.2** The report advised Cabinet of the work that had been undertaken to review the condition of the Housing Stock to inform the capital programme. The outline financial information was provided together with information on the value of works required over the next five years to achieve an improved level of decent home provision.
- 4.3** This report provides more detailed information on the capital programme now in place for 2013/14.

5. Capital Programme 2013/14

- 5.1 As highlighted in March 2013 the principal areas of the expenditure over the next five years are in relation to works required in respect of decent homes. Over this period the stock condition survey indicated expenditure in the region of:

Kitchens	£2m
Bathrooms	£1.1m
Central heating	£0.7m
Rewiring	£0.5m
Insulation/Lighting/Smoke detectors	£1.2m

- 5.2 The level of spend now planned for this year is as follows:

Kitchens	£500k
Bathrooms	£300k
Central Heating	£50k
Electrics	£200k
Adaptations	£125k
Roofs	£300k
Chapman Court	£425k
Gowan Court	£410k (spend over 2013/14 & 14/15)
Communal works (balconies, door entry, paving etc)	£350k
Total budget for 2013/14	£2,660k

- 5.3 The procurement process for these works is being undertaken by South Essex Homes including preparation of specifications and tender documents, evaluation analysis and preparation of contract documents. This work is done in conjunction with the Housing and Legal Services of Castle Point Borough Council.

5.4 Kitchens and Bathrooms

The tender process for these works has been undertaken and the evaluation to select the Contractor is progressing. It is anticipated that this level of provision will enable us to refurbish approximately 120 kitchens including rewiring where required and approximately 100 bathrooms. These works would clear the backlog of kitchen and bathroom refurbishments identified by the stock condition survey. The Contractor should be commencing on-site work in August.

5.5 Central Heating

Due to the level of works done in recent years for replacement of boilers there is a limited number of properties in urgent need of replacement central heating. However, where essential works have been identified these will be carried out.

5.6 Electrics

The planned programme of electrical works will include rewiring and electrical upgrades where required in tenants homes and will also include upgrades to lighting in communal areas where required. Works within communal areas will require appropriate consultation to be undertaken with leaseholders within the block and this is currently being progressed. The tender process is planned to

take place following the leaseholder consultation and is expected to be in August. The properties for these works will be those identified as high priority by the stock condition survey.

5.7 Adaptations

The Housing Service manages the adaptations within the Housing Stock when requests are received from the Occupational Therapy Service (OTS). This is a demand led aspect of the capital programme and the Service is clearing a backlog of works from the 2012/13 year although it is anticipated that the current budget level will enable us to provide for all adaptation requests received at this point in time. A new contract for these works has now been finalised which will enable the Service to authorise works very quickly without the requirement to obtain a number of quotes for each request. Where the adaptation request has been identified as Critical this will be passed to the Contractor as soon as all the information is available from the OTS. All other requests will be reviewed according to the priority level which has been allocated, the level of works required and the circumstances of the individual. In all cases it will be necessary to ensure that the adaptation which has been requested by the OTS is possible and a structural survey may be required. The budget for adaptations will be closely monitored.

5.8 Roofs

The stock condition survey has identified some backlog works required to roofs across the stock. The tender process for roofs to be replaced is progressing and works will commence in September. The potential number of roofs to be replaced will depend on the property types and the information provided by the Contractor.

5.9 Chapman Court

Information on the progress of the refurbishment works at Chapman Court has previously been reported to Cabinet. The tender process and all leaseholder consultation has now been completed and the Contract has been awarded to Smith & O'Sullivan. Residents have been involved in the tender evaluation process. The Contractor will be commencing on site on 22 July 2013.

5.10 Gowan Court

The tender process for the refurbishment of Gowan Court has been split into two parts – the heating system renewal and the refurbishment of the bedsits. The tenders are now being evaluated and works should commence on site in August. This is an 18 month programme of works and we are working closely with residents to minimise disruption.

5.11 Communal Works

This provision allows for small areas of works that relate to individual blocks and estates to be undertaken and will be dealt with by individual specifications and requests for the required number of quotes according to the potential value of the works. The works which fall into these categories include for example paving and ramps which have been provided at Lawns Court, Benfleet, lift refurbishments at Westwood Court, Benfleet and Willalla House, Canvey Island.

6. Corporate Implications

a. Financial Implications

6.1 The works identified above can be delivered within existing and anticipated resources within the business plan, met in part by the reduction of HRA reserves and the Major Repairs Reserve, that have been built up over the period of the preparation of the stock condition survey.

6.2 The introduction of HRA self-financing has allowed greater funding to be given to the redevelopment of the existing council housing stock.

b. Legal implications

As the Landlord for 1,520 properties we have a duty to ensure that homes meet the appropriate standards.

Where works are expected to take impact on Leaseholders of the Council consultation will be undertaken in accordance with the Commonhold and Leasehold Reform Act 2002

Procurement of all contracts required to implement these works will be undertaken in accordance with the Council's Contract Procedure Rules and managed under the Service Level Agreement with South Essex Homes.

c. Human resources and equality

The works outlined will be undertaken within current operational resources.

The works being undertaken are based on the needs of the property and there is no equality impact although residents' circumstances will be considered and where appropriate support and assistance will be provided. Where adaptations are required to meet the needs of the resident these are progressed in conjunction with social services and are designed for that individual.

d. Timescale for implementation and risk factors

The capital and planned works programmes will run for five years and will be reviewed regularly based on up to date information received from the annual review of 20% of the stock.

7. Background Papers:

Cabinet Report, March 2013 – Housing Update Report

Cabinet Report, February 2013 – Housing Revenue Account (HRA) – 2013/14 Rent Levels, Revenue Budget and Capital Plan for 2013/14 and 2012/13 Revised.

Cabinet Report, March 2013 - Capital and Planned Maintenance Programme

Report Author: Wendy Buck, Head of Housing & Communities

CABINET

17th July 2013

Subject: Glebelands Appeal Decision – Implications for the New Local Plan

Cabinet Member: Councillor Mrs Challis, OBE – Leader of the Council

1. Purpose

- 1.1 To advise the Cabinet of the Glebelands appeal decision and its implications for the New Local Plan.**

2. Links to the Council's Priorities and Objectives

- 2.1 The New Local Plan contributes directly towards the Council's Regeneration and Homes and Environment-Civic Pride priorities. The way in which it is delivered will contribute towards the priority of Improving the Council.**

3. Recommendation

- 3.1 The Cabinet notes the outcome of the Glebelands appeal, and the implications for plan-making in Castle Point.**
- 3.2 The Cabinet welcomes the acknowledgement by the Secretary of State that the proposals constitute inappropriate development in the Green Belt, causing harm to its openness, character and appearance, and its purposes of preventing sprawl, preventing encroachment onto open countryside and preventing the merger of settlements. It notes his comments regarding the housing land supply position, but also welcomes his reaffirmation that these matters and particularly Green Belt reviews should be undertaken as part of the local plan process. The Cabinet therefore instructs officers to prepare a revised Local Development Scheme to enable such work to be undertaken.**
-

4. Background

- 4.1 At its meeting of June 2013 the Cabinet received a report regarding the delay in issuing a decision in relation to the appeal for Land off Glebelands in Thundersley (hereon in known as the Glebelands Appeal), and the implications which that delay was causing to the preparation of a New Local Plan. At that meeting, the Cabinet instructed officers to report the outcomes of the Glebelands Appeal, and its implications for plan-making, once the decision was issued.**

- 4.2 The Glebelands Appeal related to proposals for up to 165 homes on greenfield Green Belt land to the west of the urban area adjacent to the A130. The application was refused by the Council in early 2012 and was the subject of an appeal inquiry in December 2012. The inquiry was held in the Council Chamber and lasted for 2 weeks. The appeal was called-in by the Secretary of State, who reviewed the report of the Planning Inspector and issued a formal decision on the 26th June 2013.
- 4.3 The recommendation of the Planning Inspector was that on balance the harm to the Green Belt was outweighed by the limited housing land supply in Castle Point and that the appeal should be allowed. However, the Secretary of State dismissed the appeal due to the harm it would cause to the Green Belt, contrary to the recommendation of the Planning Inspector who felt that on balance the harm to the Green Belt was outweighed by the limited housing land supply in Castle Point and that the appeal should be allowed.

5. Implications of the Glebelands Appeal for Plan-making

- 5.1 The Secretary of State's decision and the Planning Inspector's Report provide commentary and opinion on a number of matters which are highly relevant to the plan-making process in Castle Point. They therefore have implications for how the Council proceeds with the preparation of a New Local Plan, and how it deals with matters associated with housing land supply and the Green Belt in particular.
- 5.2 **The Existence of the Green Belt:** A key part of the appellant's case was that the very existence of the Green Belt in Castle Point was in doubt, given that the Council had not saved policy GB1 of the 1998 Adopted Local Plan due to the repetition of national policy. The Planning Inspector concluded that when the 1998 Adopted Local Plan is read as a whole, the extent of the Green Belt in Castle Point must be as defined on the Proposals Map because policies GB2 to GB7, which are saved policies, could not operate otherwise. The Secretary of State agreed with this conclusion.
- 5.3 **Ongoing function of the Green Belt along the Borough's western boundary:** While the Planning Inspector felt that the openness of the Green Belt would be compromised, he did not feel that the removal of this site from the Green Belt would undermine the wider function of the Green Belt because the functional and visual value of the site was compromised by its location adjacent to the A130. He concluded that there would be no significant harm to the function, character and appearance of the Green Belt.
- 5.4 The Secretary of State disagreed with his Planning Inspector on this point; he concluded that the Green Belt along the borough's western boundary was open, and fulfilled the functions of preventing urban sprawl, preventing encroachment on the countryside and preventing neighbouring settlements from merging. He also indicated sympathy for the argument that the Green Belt in this location gave the impression of the A130 passing through the countryside rather than skirting an urban area. The Secretary of State felt that the proposal would result in a considerable level of harm to the Green Belt.

- 5.5 Clearly, divergent views remain in relation to the function of the Green Belt in this location, although the Secretary of State has clearly indicated a preference for its ongoing protection in order to prevent towns in south Essex from merging. This should be a consideration when seeking to identify housing sites as part of the New Local Plan.
- 5.6 **The need for housing land supply represents very special circumstances for permitting development in the Green Belt:** The Planning Inspector reached the conclusion that the boost to housing land supply and affordable housing provision offered by the proposal represented very special circumstances justifying the development of the appeal site.
- 5.7 The Secretary of State also disagreed with his Planning Inspector on this point. He concluded that in this particular case, the harm that would be caused to the Green Belt was not clearly outweighed by other considerations and that very special circumstances did not exist for permitting development on this site. However, in reaching this conclusion, he noted that the Council was working on a local plan, and had already acknowledged the need for Green Belt sites to be considered to meet the borough's housing requirement. He also recognised that the Council had acted to identify sites in the Green Belt to meet housing needs, using sound planning reasons. This therefore diminished the weight that could be attached to the appeal site in meeting such needs.
- 5.8 Both the recommendation of the Planning Inspector and decision of the Secretary of State recognise the need for additional housing land supply in Castle Point, but have taken a different view on the balance between protecting the strategic functions of the Green Belt and meeting housing land supply requirements. The importance of this balance should be recognised by the Council when seeking to identify housing sites as part of the New Local Plan.
- 5.9 **The appropriateness of the housing target of 200 homes per annum agreed by the Council in December 2012:** The Planning Inspector did not challenge the target of 200 homes per annum agreed by the Council in December 2012. However he was clear that this was a matter to be examined in detail as part of the plan-making process. He also considered that past under-delivery should be reflected in the calculation of the five-year housing land supply requirement. He therefore examined delivery in the period 2001 to 2012, and concluded that under-delivery in this period should be 'caught up' during the next five years. This is known as the Sedgefield Approach. Taking into account his views on the homes at Kings Park, as set out in paragraph 5.11 below., he calculated that the five year housing land supply requirement was 2,350 homes. This is almost double the housing land supply capacity agreed by the Council in December 2012.
- 5.10 The Secretary of State concurred with the findings of the Planning Inspector in this regard concluding that past delivery in Castle Point had been 'grossly inadequate' with an urgent need to make up for past failings in this respect. The Council will need to carefully consider how it deals with past delivery, and under-delivery, when setting out its housing target and supply policies in the New Local Plan to ensure that they accurately reflect these matters. The Thames Gateway South Essex Strategic Housing Market Assessment work will prove useful in this regard, as it will establish housing need taking account of past issues.

- 5.11 **Whether park homes at Kings Park can be included within the supply of residential homes:** The Planning Inspector questioned the inclusion of the park homes at Kings Park within past housing supply. He was of the view that they were not new dwellings and their inclusion in delivery calculations was not in the spirit of the National Planning Policy Framework (NPPF). He suggested that people living at Kings Park may not necessarily have chosen to live there in preference to bricks and mortar accommodation and that there was no evidence to support such a view. He also questioned the timing of the provision – i.e. had it occurred before 2001. He therefore sought to deduct all 504 caravans previously included within housing supply calculations since 2001 from the past delivery, thereby increasing the level of under-delivery during this period. He did however recognise that this matter may be worthy of further exploration through the examination of the New Local Plan.
- 5.12 Again, the Secretary of State agreed with the findings of the Planning Inspector in this regard. Given this conclusion, the Council will need to support the New Local Plan with evidence regarding the nature of accommodation at Kings Park, and also historical data related to its change from a holiday park to a residential park if the Council is to convince a future Planning Inspector of its role in housing supply within Castle Point.
- 5.13 **How caravans at Thorney Bay should be treated within housing supply calculations:** The Planning Inspector did not comment directly on the caravans at Thorney Bay. However, given his treatment of the park homes at Kings Park, it seems that he did not consider them part of the housing supply. Indeed, he did not deduct those to be removed at Thorney Bay through its redevelopment from the five-year housing land supply calculation which he carried out.
- 5.14 Given this conclusion, the Council will need to support the New Local Plan with evidence regarding the nature of accommodation at Thorney Bay, differentiating it from the accommodation at Kings Park. This will aid a future Planning Inspector in understanding the local differences between the two parks.
- 5.15 **The robustness of the five-year housing land supply agreed by the Council in December 2012:** As part of his report, the Planning Inspector reviewed the nine strategic sites agreed by the Council in December 2012. He accepted the criticisms regarding delivery made by the appellant in relation to those sites, and therefore he deducted all those sites without consent at that time from the five-year housing land supply. Additionally, he questioned the viability of 101 Point Road, Canvey and therefore also deducted that development.. As a result, the Planning Inspector concluded that the Council has a five-year housing land supply of just 333 homes. When compared with the supply requirement he calculated earlier (see paragraph 5.9 above) this represented just 0.7 years worth of supply. The Secretary of State also considered this to be a very significant shortfall
- 5.16 Accordingly in order for the Council to proceed with a New Local Plan, it is necessary for additional evidence to be collected from those land owners with strategic sites to demonstrate they can be delivered quickly. Where this evidence cannot be provided, the Council should consider whether alternative sites should be brought forward, or whether a phasing policy should be included within the plan to allow sites planned for later to come forward earlier in the plan period.

- 5.17 The implications of this appeal decision for plan-making in Castle Point are significant. It provides clear guidance on the matters that need to be adequately addressed if a New Local Plan for Castle Point is to be found sound.
- 5.18 The Secretary of State made clear that national policy is very clear that Green Belt reviews should be undertaken as part of the Local Plan process, and he recognised that the Council has made progress in identifying sites for inclusion within a five year housing land supply. He stated that the NPPF will act as a driver for the Council to put in place a New Local Plan quickly. In doing so he disagreed with the Planning Inspector, who believed that, having regard to the experience of the Core Strategy the Council's programme for preparing a New Local Plan was optimistic.

6. Next Steps

- 6.1 In reaching his decision, the Secretary of State saw no reason why the task of preparing a New Local Plan should not be accomplished easily or quickly. It is therefore necessary to agree a new Local Development Scheme setting out the timetable for achieving this.
- 6.2 It is also necessary to update the evidence base for the New Local Plan to reflect those matters emerging from the appeal decision. In particular, the Strategic Housing Land Availability Assessment annual review, required by paragraph 47 of the NPPF can now be finalised, as can the Annual Monitoring Report setting out the Council's housing supply figures and housing trajectory. Additionally, work has been undertaken on a report detailing the residential use of caravans in Castle Point. This report can now be finalised.

7. Legal Implications

- 7.1 There are no legal implications emerging directly from this report. It should however be noted that the appellant has the right to apply to the High Court to challenge the Secretary of State's decision within six weeks of the date of the decision. This period runs until the 7th August 2013.

8. Financial Implications

- 8.1 There are no financial implications emerging from this report. However, it should be noted that progressing the New Local Plan will incur costs that will be detailed when a revised Local Development Scheme is presented to the Cabinet.

9. Equality and Diversity Impacts

- 9.1 This report does not require a decision that will have an impact on equality or diversity.

10. Timescale for Implementation

- 10.1 A revised Local Development Scheme, along with updated evidence base documents will be presented to the Cabinet at its next meeting.

Report Author: Amanda Raffaelli, Senior Planning Policy Officer

CABINET

17th July 2013

Subject: Update on Regeneration Matters

Cabinet Member: Councillor Mrs Challis OBE Leader of the Council – Strategic Regeneration & Thames Gateway

Councillor Smith – Economic Development & Business Liaison

1. Purpose of Report

- 1.1 This report is to inform the Cabinet of the strategic regeneration initiatives underway during the second quarter of 2013, as well as those activities which support local businesses in Castle Point.**

2. Links to Council's priorities and objectives

- 2.1 The initiatives described in this report are directly linked to the Council's Regeneration & Homes priority – more local employment and the creation of business opportunities.**

3. Recommendations

- 3.1 That the Cabinet notes the progress underway on these initiatives, and requests that a further update report is made to the Cabinet for the next quarter.**
-

4. Background

- 4.1 One of the Council's four key priorities is Regeneration & Homes. Objectives within this priority are the creation of more local employment and business opportunities.**
- 4.2 This priority and these objectives form a key component of the work of the Castle Point Regeneration Partnership (CPRP). This partnership comprises public sector and private sector organisations whose shared vision for Castle Point is "a community where everyone can prosper be safe and live in a high quality environment". A key ambition below this high level vision is the regeneration of the local economy and places, through supporting the**

regeneration of town centres and key employment areas as well as assisting local businesses to grow and develop skills within the community.

- 4.3 In order to further its vision for Castle Point, the Regeneration Partnership published a Regeneration Framework entitled “Where Ambitions Come Alive” in 2008. This set out the key priorities on which the Partnership focused its work, and which was used to support successful bids for grant from central and regional government for master planning Canvey Island and Hadleigh town centres and for improvements to industrial estates.
- 4.4 The grant awarded to the Partnership has been used to prepare comprehensive master plans for Canvey Island town centre and Hadleigh town centre, as well as enhance industrial estates at Charfleets on Canvey Island and Manor Trading Estate in Thundersley.
- 4.5 The Cabinet receives a regular update on the activities of the Partnership and the significant regeneration initiatives underway in the borough. These include initiatives in order to regenerate the borough’s Town Centres, as well as to support local businesses, and these are more fully described in the attached Appendix. Particular highlights from the last quarter involve;
- *Castle Point Business Forum at Canvey Skills Campus – May 2013 – keynote speakers from the Skills Campus, DP World, Essex Broadband and Essex Apprenticeships.*
 - *Hadleigh Town Centre – traffic model results received and retention of main road layout recommended.*
 - *Canvey Town Centre – discussions underway with development partner and land owners on main town centre and edge of centre sites.*
 - *West Canvey –development opportunities under discussion with prospective developers at Northwick Road; part of Canvey Wick SSSI now managed by RSPB with Buglife.*

5 Corporate Implications

a. Financial Implications

- 5.1 The initiatives described in this report were funded through regional and government agencies to which claims were made for expenditure incurred.

b. Legal Implications

- 5.2 The Council on behalf of the Regeneration Partnership was the accountable body for the purposes of any government grant. Accordingly it ensured that all contracts and expenditure were in accordance with its procedures.

c. Human Resources & Equality Implications

- 5.3 There are no implications of this kind arising from the recommendations in this report.

d. Timescale for implementation & risk factors

- 5.4 It is recommended that the Cabinet receives regular updates on regeneration initiatives as described in this report together with any apparent risks which need to be managed at that time.

6. Conclusions

- 6.1 The Regeneration Partnership is continuing to pursue the ambitions described originally in the Regeneration Framework.
- 6.2 Furthermore officers continue to work with representatives of local businesses in order to provide any necessary advice as well as discussing potential initiatives that may improve their competitiveness as well as the local environment within which they operate.

Background Papers

None

Report Author: Steve Rogers – Head of Regeneration & Neighbourhoods

**Regeneration Update
Cabinet July 2013**

PROJECT	POSITION STATEMENT
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Draft v1 at 03.07.13

Strategic highways matters	<p>Work on Roscommon Way was completed and the road open to traffic at the end of 2011. Appropriate signage directing goods traffic is now being considered by the Highways Authority.</p> <p>The major upgrade of the Sadler's Farm interchange was completed in March 2013. The A13 Sadler's Farm to Tarpots Corridor works are also complete. A post-implementation review of the operation of the schemes and junctions will take place in the Autumn.</p>
Canvey Island	
Canvey Town Centre Master Plan	<p>The Canvey Island Town Centre Master Plan is now a key part of local planning policy after being reviewed by the Special Policy Development Group (SPDG) in March 2012, approved by the Cabinet in April 2012, and adopted in July 2012.</p> <p>Discussions are underway between the Castle Point Regeneration Partnership (CPRP), Aquila (the selected development partner) and relevant landowners in the town centre to enable comprehensive development schemes to come forward. Good progress is being made in discussions regarding the key strategic site and edge of centre enabling sites.</p>

**Regeneration Update
Cabinet July 2013**

PROJECT	POSITION STATEMENT
Canvey Skills Campus	<p>The Canvey Skills Campus was completed in December 2012, and a formal opening took place on 19th March 2013. It is scheduled to be fully operational for the 2013/4 academic year.</p> <p>Prospects Learning Foundation is the operator of the facility, and has extensive experience of similar facilities in Southend and Basildon. The focus of the curriculum is concerned with vocational qualifications, including construction skills, motor vehicle repair and maintenance, hair and beauty courses and personal health and care. The Centre will have a capacity of 230 users when fully operational and will have created 14 new jobs.</p>
Building Schools for the Future - Canvey	<p>The new Cornelius Vermuyden School and new Castle View School on Canvey are open and in use, providing state-of-the-art educational facilities.</p>
West Canvey	<p>Work continues on the land management of the former oil refinery site at West Canvey, also incorporating an adjacent area of land near to the Site of Special Scientific Interest (SSSI). The Homes & Communities Agency (HCA) has transferred the freehold interest of its part of the SSSI to the Land Trust, together with land for vehicular access and a car park from Northwick Road. The Land Trust has appointed the RSPB to manage the land on its behalf, taking into account advice from Natural England and from Bug Life. Operations to manage the nature conservation interest on the land are in hand.</p>

**Regeneration Update
Cabinet July 2013**

PROJECT	POSITION STATEMENT
	<p>The HCA is actively seeking to dispose of its interest in land at Northwick Road to allow a private developer to bring forward business park proposals. The site has the benefit of a long-standing planning permission.</p>
Hadleigh Matters	
<p>Hadleigh Town Centre Master Plan</p>	<p>The Hadleigh Town Centre Master Plan was referred to the Special Policy Development Group (SPDG) by Cabinet for it to consider how it can be taken forward as supplementary planning guidance. As part of its consideration, traffic matters were considered to be a key issue, and further information was requested.</p> <p>Accordingly further traffic study work was commissioned by the CPRP, and undertaken in the town centre during October 2012. The data from this survey has now been analysed, and Essex County Council as Highways Authority has indicated that it would not be able to support changes to the strategic route network as originally envisaged. The CPRP is now reviewing how the regeneration of the town centre can proceed in an alternative way.</p> <p>The Hadleigh Old Fire Station continues its successful new use as a community arts facility, and is the focus of other community events and uses.</p> <p>The Crown PH was purchased by the Borough Council in March 2011, given its pivotal location in the town centre regeneration plans. This site will form an integral part of the new development proposals for this part of the town centre.</p>

**Regeneration Update
Cabinet July 2013**

PROJECT	POSITION STATEMENT
Hadleigh Farm Olympic Legacy	<p>The successful Olympic Mountain Bike event took place on site in August - in a spectator survey of Olympic venue, Hadleigh was mentioned as one of the easiest venues to access.</p> <p>Proposals for a legacy facility are now being pursued by Essex County Council in partnership with the Salvation Army. The proposals involve the creation of permanent recreational trail facilities on land at Hadleigh Farm and land in the Hadleigh Country Park, construction of new permanent visitor centre and replacement business units on land at Sayers Farm; supporting permanent new ancillary infrastructure is to include car parking, access, landscaping and utility services.</p> <p>Funding for the project has recently been agreed by the County Council and it is anticipated that work will commence on site later in 2013.</p>
Business matters	
Castle Point Business Forum	<p>The most recent meeting of the Castle Point Business Forum took place on 30th May 2013 at the new Canvey Skills Campus. The introductory speech was given by Neil Bates of Prospects Learning Foundation, followed by an update from Tom Conroy regarding the DP World London Gateway port, a review of Essex Broadband from Phil Wilson and an introduction to the Essex apprenticeships scheme from Jim Wilkinson.</p>

**Regeneration Update
Cabinet July 2013**

PROJECT	POSITION STATEMENT
Thames Gateway Green Business Initiative	<p>The Thames Gateway Green Business Initiative was a three year project, and has now come to a conclusion. This has provided a co-ordinated range of support to individual businesses, including expert advice on making business “greener”, such as how to use products and services more efficiently, identifying carbon reduction solutions and providing small capital grants for investment in carbon reduction processes and equipment.</p> <p>The project has been successful in winning a number of awards in improving business awareness of environmental issues.</p> <p>Planning is now underway to seek European funding for a broader south Essex based project.</p>
Industrial Estates Improvements	<p>A programme of works has now been completed at the two main industrial estates. Work at Charfleets Trading Estate involved highway improvements, CCTV provision, entrance features to the estate and landscaping works. On-going maintenance works to the landscaping at the Charfleets northern approach have also been commissioned.</p> <p>Entrance feature works at the Manor Trading Estate have also been completed including CCTV column provision, kerbing and footway works.</p>
Local Enterprise Partnership	<p>The South East Local Enterprise Partnership (SELEP) (covering East Sussex, Essex, Kent, Medway, Southend and Thurrock) has considered and prioritised applications for project funding from the Government’s Growing Places Fund.</p>

**Regeneration Update
Cabinet July 2013**

PROJECT	POSITION STATEMENT
	<p>The SELEP has also created thematic groups to advise and promote strategic objectives (Thames Gateway, coastal communities, rural economy and strategic growth locations) and relevant enabling activities (such as transport infrastructure, broadband, skills, financial instruments and research into key industrial sectors).</p> <p>The Partnership has also created a Local Transport Body which is now responsible for the identification and promotion of the strategic regional transport priorities funded by the SELEP.</p>
Integrated County Strategy	<p>In order to ensure that the priorities for Essex are promoted at the regional level, work has been completed on an Integrated County Strategy for Essex. This document highlights key priorities of a County wide significance for investment.</p> <p>The Strategy sets out as its strategic focus three broad areas; Thames Gateway South Essex, key towns (Southend, Thurrock, Basildon, Harlow, Chelmsford and Colchester) and low carbon energy.</p> <p>Within those areas of focus priority themes (such as town centre improvements) and priority investments (such as supporting the delivery of the Thames Gateway port) have been established.</p> <p>A rolling investment fund has also been created by the County Council to support key projects.</p>

**Regeneration Update
Cabinet July 2013**

PROJECT	POSITION STATEMENT
Thames Gateway South Essex Planning & Transport Board	<p>The Thames Gateway South Essex authorities, transport and port operators meet on a quarterly basis, as the Thames Gateway South Essex Planning & Transport Board, to review key “flagship” projects in the sub-region and to ensure appropriate liaison across planning and transport schemes is achieved. This also provides an opportunity to advocate the case for investment in projects in the area, as well as ensure co-ordination and co-operation between highway and planning authorities in South Essex.</p> <p>Current strategic planning and highways matters include delivery of key strategic housing and employment sites, delivery of key transport improvements, consideration of the Lower Thames Crossing issues and aviation capacity matters.</p>

CABINET

17th July 2013

Subject: Financial Update

Cabinet Member: Councillor Stanley – Corporate Policy, Resources and Performance

1. Purpose of Report

This report presents the latest position in relation to the General Fund financial forecast for the period 2013/15 and contains the forecast itself at appendix 1.

This report is intended to:

- Provide Cabinet with the latest information on the future predicted cost of the Council's current spending plans.
- Inform Cabinet of performance in respect of the Council's current budget.
- Update Cabinet on developments of a financial nature, which may impact on the Council's financial forecast.

2. Links to Council's Priorities and Objectives

This report is linked to the Council's "Improving the Council" priority Sound and strategic financial management is essential in order to ensure that resources are available to support the Council's priorities and maintain or improve services.

3. Recommendations

That Cabinet note the report and approve the changes to the approved budget as set out in section 5.

4. Background & basis of the financial forecast

4.1 The Financial Planning Strategy is incorporated within the Policy Framework and Budget Setting report which is approved by Council in February each year. The strategy requires the submission of a financial forecast, enabling the Cabinet to monitor latest estimates of future spending and resources and take appropriate action to ensure that the Council's financial targets are met.

4.2 A full five year financial forecast is maintained by the Head of Resources for planning purposes, but due to the uncertainty around future government funding, only years up to and including 2014/15 are reported to Cabinet at the current

time. Once this uncertainty diminishes, reporting of the full five year forecast to Cabinet will resume.

4.3 The forecast shown at appendix 1 is based on the budgets approved by Special Council on 20th February 2013, updated for subsequent necessary changes, identified within section 5 of this report. The forecast shows:

- Line 7 – A balanced budget for the current financial year meaning that the Council is not reliant on the identification of savings or use of general reserves to support ongoing expenditure.
- Line 3 – That for years 2014/15 (and beyond) there is a need to identify cashable efficiency savings in order to balance the budget and maintain reserves at the minimum level recommended by the Head of Resources (**£1.1m**).
- Line 28 – A Council Tax increase of **1.96%** for 2013/14 and an assumption of a **2%** increase for 2014/15. **2%** is adopted throughout the financial forecast and reflects the level at which Government capped council tax increases for 2013/14.
- Line 17 – General Reserves at around **£3.2m**, at the end of 2013/14.

4.4 Detailed estimates have been produced for the years shown, based on the level of external funding allocated to the Council. The Council's financial plan beyond that reported here, assumes further reductions in external funding.

5. Changes to approved budgets

5.1 The following table summarises material changes which have been incorporated into the forecast shown at appendix 1.

	Description	£	Explanation
1	Budgets rolled forward from the previous financial year	1.4m	At the end of each financial year the Head of Resources grants approval for certain unspent budgets, meeting strict criteria, to be rolled forward for use in the new financial year.
2	External Funding – Business Rates	(109k)	Additional grant due to the Council following submission of a statutory return to central government in respect of likely business rates yield for 2013/14.
3	Grounds Maintenance and Street Cleansing Contract	(234k)	Ongoing savings arising from June 2013 following the retender of this contract.
4	Highways Rangers function	-	Transfer of function from Essex County Council from June 2013 for a 12 month period. £70k expenditure fully funded by ECC. Nil (net) financial impact.
5	Refuse & Recycling Co-mingled waste	148k	Relates to the Council's contract for recycling of co-mingled waste.

	contract		Subject to a separate report to Cabinet in June 2013 where approval was given to draw the reduction in recycling income down from General Fund Reserves.
6	Lease settlement	20k	Early settlement of lease arrangement with Castle Point Golf and Leisure. 2013/14 cost covered by reduction in budget for future years.

- 5.2 The incorporation of these items into the financial forecast has resulted in corresponding changes elsewhere within the financial forecast, including line 3 (savings target) and line 7 (contribution to/ (from) earmarked reserves).

6. Revenue/Capital Budgets “on-watch”

- 6.1 The following table highlights revenue or capital budgets, HRA or general fund, which are identified by the Head of Resources as “on-watch”. This term refers to expenditure and income budgets where there is reason to believe that performance may not meet expectations and where the impact on the Council’s overall financial plan is likely to be material.
- 6.2 For the purpose of this report, items will be included if they have a full year financial impact of **£50k** and/or are felt to be of particular interest to Cabinet.

Description	Predicted year end budget variance £	Background and action being taken
Other Car Parks - Fees & Charges	40k	<p>The financial plan currently assumes implementation of a new charging structure from summer 2013. A delay in implementation may result in the need to delay aspects of the car park refurbishment programme.</p> <p>The variance shown assumes an implementation delay of 3 months until October 2013.</p>

7. Key Financial Developments

Spending Review 2013

- 7.1 The Spending Review (SR) 2013 announcement was made on 26 June 2013 and sets out the government’s expenditure plans for 2015/16, including allocations to local government.
- 7.2 The following high level announcements were included within SR13:
- High Level: Reduction in DCLG Local Government budget in 2014/15 to £21.7bn from £23.9bn in 2013/14 (10% reduction).

- Funding to be made available for local authorities that choose to freeze their council tax in 2014/15 and 2015/16. For 2014/15 this will be funding at 1% for two years and for 2015/16 it will be 1% for one year.
- There will be a council tax referendum threshold in 2014/15 and 2015/16 of 2%.
- Public sector pay awards will be limited to an average of up to 1% in 2015/16.

7.3 Cabinet will be advised of the precise implications arising from SR13 once information specific to Castle Point is known.

Business Rates Pooling

7.4 Work has recently commenced in partnership with other Essex Authorities to explore the benefits of a Business Rates Pooling scheme. Under such an arrangement it will be possible for members of the pool to retain a greater proportion of their business rates revenue. If such a scheme were felt to be beneficial to this Council a further report will be made to Cabinet to seek approval to progress.

Local Council Tax Support Scheme LCTSS

7.5 Cabinet will recall a series of reports in the last financial year in relation to the local council tax support scheme which was adopted from the 1st April 2013. During the scheme development process for the first year, it was felt likely that a review of the scheme criteria, based on experience gained in year 1 and funding availability for year 2, would be undertaken. The Revenue Support Grant for the Council has been significantly reduced for 2014/15 and includes funding for the local scheme.

7.6 Work in this regard has commenced and it is intended to present a proposed year two scheme, pre-consultation, to the September meeting of Cabinet. Officers are aiming to present a final scheme for 2014/15 to the December Council meeting.

Council Tax Technical Changes

7.7 Cabinet were briefed in February 2013 about changes brought about by the Local Government Finance Act 2012, which replaced certain Council Tax exemptions in respect of empty properties with a discount set by the Council. The changes effectively allow the Council freedom to vary the amount of discount granted thus varying the value of tax receivable on the respective properties.

7.8 The Cabinet agreed to maintain the “status quo” for 2013/14 but to consider options in time for possible adoption in 2014/15.

7.9 Work in this regard is in progress and a report will be presented to the September meeting of Cabinet.

Efficiency work programme 2013/14

- 7.10 The Council has a target to identify ongoing financial efficiencies to the value of **£1m**, in order to close the budget gap predicted for 2014/15 and contribute to balancing the budget in years 2015/16 and beyond.
- 7.11 A programme of work is already in place to support delivery of the target and is progressing well.

8. Financial Risk Factors

- 8.1 The budget report presented to the Cabinet meeting on 20th February and Special Council on the same night indicated some risk areas that the Cabinet should be mindful of until the position and risk relating to each has been clarified. These are shown in the table below together with three new risks where the financial and/or operational impact on the authority is not yet known.

Description	Explanation
Insurance Related Risks	<p>Provision has been made within the budget for the residual liability under a Scheme of Arrangement (SoA) entered into in 1994 following the demise of the Municipal Mutual Insurance Company.</p> <p>The Council has been notified that the SoA has been triggered but has not yet been requested to make payment.</p> <p>Other potential liabilities arising from insurance claims which may arise.</p>
Equal Pay Review	A full job evaluation exercise has not been carried out. No equal pay claims have been received by the Council.
Potential for incurrence of legal costs	<p>The Council anticipated an increase in the number of planning applications submitted. There is potential for a proportion of these applications not to be approved which may result in planning appeals and incurrence of associated legal costs and expenses.</p> <p>The outcome of litigation in relation to property searches – subject to strict confidentiality.</p>
Local Council Tax Support Scheme	<p>This is the first year of the locally determined, replacement scheme for Council Tax Benefits, which sees all financial risk (arising from changes in caseload) falling to the Borough Council and its precepting organisations (excluding the Town Council).</p> <p>As a result of the introduction of the scheme, a significant number of residents are required to pay a council tax bill, in whole or in part, for the first time.</p>
Welfare Reforms	Anticipated to result in a change in demand for some

(NEW)	council services.
Universal Credit (NEW)	<p>Centralisation of the administration and payment of benefit from 2014 to the DWP. The Borough Council is required to support the process of implementation and work in partnership with the DWP when the new arrangement is in place. Precise detail regarding the Council's involvement is unknown.</p> <p>The Council has also seen a reduction in Benefits Administration Grant from Central Government – implying an expectation that the Council will reduce its resources.</p>
New Homes Bonus (NEW)	<p>SR13 announced that £400m from the New Homes Bonus will be pooled within Local Enterprise Partnership areas to support strategic housing and economic development priorities. The Government plans to consult on the mechanism for requiring pooling which is intended to take effect from 2015/16.</p> <p>At the current time this Council, along with many others, uses funding from this source to support General Fund services. A requirement to pool may therefore mean a reduction in funding available direct to the Council.</p>

9. Annual Statement of Accounts 2012/13

The closure process for the last financial year is complete and the statement of accounts is currently under audit. A pre-audit summary of the accounts will be provided to all Members as part of the Members Brief. The General Fund, Housing Revenue Account and Capital Programme all closed the financial year in an under spent position and there were no significant difficulties or issues arising during the process.

10. Corporate Implications

a) Legal implications

This report is presented by me in my role as “section 151 officer” – the officer appointed to have responsibility for the Council's financial administration. It is my duty to ensure that the Council is regularly informed and updated on these matters.

b) Human Resources and equality implications

There are no Human Resource or equality implications arising directly from this report.

c) Timescale for implementation and risk factors

Risk factors inherent in the forecast are set out above.

Report Author: Chris Mills, Head of Resources

Background Papers:

- Policy Framework & Budget Setting 2013/14, incorporating the Financial Planning Strategy.

- Budget monitoring statements for the period April to May 2013.
- Government spending round 2013 (HM Treasury).

Medium term financial forecast		2012/13	2013/14	2014/15	Notes
Ref		£'000s	£'000s	£'000s	
	Current policies and service plans				
1	Detailed estimates	13,387	14,400	12,335	Draft budgets supported by detailed workings
2	Budgets rolled forward from previous financial year		1,448		
3	Savings and/or additional revenue income/grant funding to be identified			(512)	Required in order to deliver a balanced budget and maintain reserves at the minimum level recommended
4	Changes to base since budget set in Feb 2013		(50)	(260)	
5	Total net expenditure	13,387	15,798	11,563	
6	Contribution to/(from) Earmarked reserves	(1,006)	(3,296)	(1)	Includes application of reserves against backlog maintenance and Waterside Farm project and movement between years
7	Contribution to/(from) General reserves	69	181	0	A balanced budget is proposed for 2013/14. See also line 3
8	Net Budget before funding	12,450	12,683	11,562	
9	Collection Fund adjustment	(105)	(58)		
10	Capital and other grants and contributions	(98)	(1,562)	(1,116)	
11	New Homes Bonus (NHB)	(365)	(533)	(533)	
12	Council Tax support grant 2011/12 & 2012/13	(369)	(184)	(184)	Funding in respect of Council Tax freeze for 2011/12 (4 years) & 2012/13 (single year only)
13	Formula Grant & Retained Business Rates	(4,118)	(3,775)	(3,027)	As notified for 2012/13 through to 2014/15. Further reductions anticipated ongoing.
14	Council Tax Requirement	7,395	6,571	6,702	
	Reserves	£'000s	£'000s	£'000s	
15	General Reserves at start of year	2,952	3,021	3,202	
16	Contribution (to)/from General Fund	69	181	0	
17	General Reserves at year end	3,021	3,202	3,202	Minimum year end balance for General Reserves is £1.1m
18	Earmarked reserves at start of year	5,252	4,246	24	
19	Contribution (to)/from General Fund	(1,006)	(3,296)	(1)	The identification of savings and/or additional revenue income will be necessary in order to deliver a balanced budget and maintain reserves at or above the minimum recommended level, in years 2014/15 and beyond
20	Leaders priority fund		(14)		
21	VAT - partial exemption		(425)		
22	Grants received		(85)		
23	Priority initiatives fund		(346)		General Reserves will be applied in years where the budget is not balanced
24	Local Development Scheme/Local Plan		(56)		
25	Earmarked reserves at year end	4,246	24	23	
	Council Tax				
26	Permitted yield	7,395	6,571	6,702	Based on zero increase for 2012/13, 1.96% increase in 2013/14 and target increases of approximately 2% in future years (assuming 2% cap remains in place). The tax at band D does not include the amount charged by Canvey Island Town Council
27	Tax at band D	229.59	234.09	238.77	
28	Increase	0.00%	1.96%	2.00%	

CABINET

17th July 2013

Subject: Annual Report on the Treasury Management Service and Actual Prudential Indicators 2012/13

Cabinet Member: Councillor Stanley – Corporate Policy, Resources and Performance

1 Purpose of Report

The annual treasury report is a requirement of the Council's reporting procedures. It covers both the treasury activity and the actual Prudential Indicators for 2012/13.

The report meets the requirements of both the CIPFA Code of Practice on Treasury Management and the CIPFA Prudential Code for Capital Finance in Local Authorities. The Council is required to comply with both Codes through Regulations issued under the Local Government Act 2003.

2 Links to Council's priorities and objectives

The scrutiny and approval of the Council's Treasury Management activity is linked to the Council's objective of Improving the Council through sound financial management.

3 Recommendations:

- 1. That following scrutiny, the Treasury Management Activity Report for 2012/13 is approved.**
- 2. To approve the actual 2012/13 prudential indicators (shown at Annexe D).**

4 Background

- 4.1 The 2012/13 Treasury Management Strategy summarises the Council's obligations defined in the Code of Practice for Treasury Management in the Public Services, issued by the Chartered Institute of Public Finance and Accountancy (CIPFA).**

- 4.2 During 2012/13 the Council complied with its legislative and regulatory requirements.

5 Treasury Report for 2012/13 and scrutiny of treasury activity

- 5.1 As required by the Code, the activity report for 2012/13 is submitted at Annexe A for scrutiny by Cabinet.
- 5.2 It is important to ensure that the Council's treasury management activities are subject to a robust process of scrutiny. This report provides Cabinet Members with information on treasury management activity and variances in order to fulfil this process. The report has already been scrutinised at Audit Committee on 20th June.

6 Corporate Implications

a Legal implications

This report is presented by Chris Mills in her role as "section 151 Officer" – the Officer appointed by the Council to have responsibility for the Council's financial administration. Submission of such a report is a requirement of CIPFA's Standard of Professional Practice on Treasury Management.

Under the revised Code of Practice, Cabinet was nominated at Special Council 16th February 2010 to ensure effective scrutiny of the treasury management strategy and policies.

b Financial implications

There are no new implications.

c Human resources and equality implications

There are no new implications.

d Timescale for implementation and risk factors

No new targets applicable.

Report Author: Robert Greenfield - Accountant

Background Papers:

Chartered Institute of Public Finance and Accountancy: *Code of Practice for Treasury Management in the Public Services*.

CPBC: *Treasury Management Strategy Statement for 2012/13*.

CPBC: *Working paper: external loan calculation 2012/13*.

Treasury Management Activity Report for 2012/13

1 Introduction

- 1.1 This report summarises the Council's treasury management activity for 2012/13 and compares actual interest transactions with the revised estimates set for 2012/13.
- 1.2 The Council must comply with the Code of Practice on Treasury Management in the Public Services, issued by CIPFA and updated in 2011. The code requires the Council to annually set a Treasury Management Strategy. The strategy for the 2012/13 financial year was approved by Council on 22nd February 2012.
- 1.3 This report confirms that all Treasury Management activity during the year was undertaken in accordance with this strategy and in consultation, where appropriate, with our external advisers, Sector. The Council had no liquidity issues during the year.

2 The Economy

- 2.1 **Short-term interest rates.** The Bank of England base rate has remained at just 0.50% since March 2009 and the Council therefore continues to earn very low rates on its investments, while facing the challenge of increased counterparty risk, resulting in a significantly reduced number of counterparties that the Council can use.
- 2.2 After the end of the financial year on 9th May, Moody's the rating agency downgraded the Co-operative Bank plc's long-term rating to non-investment grade.
- 2.3 Consequently the Council withdrew the amount held in the Co-op Call account and the remaining accounts are currently only being used for transactional purposes. Officers will continue to monitor the situation closely, including the announcement of the plan to restore the Co-op's balance sheet through conversion of bonds to shares and sale of assets/other parts of the Co-operative group.
- 2.4 Officers are also currently finalising discussions with at least one other bank to set up a contingency account to be used as a backup account should it be required. Officers follow advice from our Treasury advisors but understand that very few authorities are opening a backup account.
- 2.5 In the event that the Co-op did fall into greater difficulty the actual financial risk to the Council is minimal. There may however be a period of operational disruption until the Council were able to switch its business to the secondary account. When a bank fails, and is taken into 'resolution', the UK banking authorities will take action to ensure the failed bank's customers can continue, or resume, their payments activity with minimal disruption. Bank recovery and resolution methods used in the past have resulted in little or no disruption to payments (source: Bank of England report).

3 Borrowing

- 3.1 A summary of external borrowing at 31st March 2013 is at Annexe B.
- 3.2 The Council operated within treasury limits and Prudential Indicators set out in the Council's Treasury Policy Statement and annual Treasury Strategy Statement throughout the year. The outturn for the Prudential Indicators is shown in Annexe D.
- 3.3 Annexe B - GF also shows that interest paid on borrowings and chargeable to General Fund exceeded budget by only £48 (0.0%) for the year. Annexe B - HRA shows that interest paid on borrowings and loan arrangement fees and chargeable to the HRA exceeded budget by only £21 (0.0%) for the year.

4 Investments

- 4.1 The Council's investment policy is governed by CLG Guidance, which was implemented in the annual Investment Strategy approved by Council on 22nd February 2012. The investment activity during the year conformed to the approved strategy, and the Council had no liquidity difficulties.
- 4.2 Annexe C summarises the Council's activities for the year relating to the temporary investment of surplus funds. The average daily balance increased from £14.4 million in 2011/12 to £17.1 million in 2012/13.
- 4.3 Annexe C also shows that the amount of interest received on these investments was over budget by £7,373 (11.7%). The average interest achieved was 0.41% compared to the 7-day LIBID average of 0.39%.

5 Benchmarking

- 5.1 Three benchmark indicators for 2012-13, explained in the Annual Treasury Management Strategy, are reported as follows:
- **Security – Weighted Credit Rating Score for the year of 6.19 exceeded the target of 4.**
 - **Liquidity – Weighted Average Life was at an extremely liquid level, averaging 1 day over the year.**
 - **Yield – Interest received on investments – Income was over budget, as reported in paragraph 4.3 above.**

6 Regulatory Framework, Risk and Performance

- 6.1 The Council's treasury management activities are regulated by a variety of professional codes, statutes and guidance, including:
- The Local Government Act 2003, and associated Statutory Instruments;

- The CIPFA Prudential Code for Capital Finance in Local Authorities;
 - The CIPFA Code of Practice for Treasury Management in the Public Services.
- 6.2 The Council has complied with all of the relevant statutory and regulatory requirements which require the Council to identify and, where possible, quantify the levels of risk associated with its treasury management activities. In particular its adoption and implementation of both the Prudential Code and the Code of Practice for Treasury Management means both that its capital expenditure is prudent, affordable and sustainable, and its treasury practices demonstrate a low risk approach.

**Summary of General Fund Loan Transactions and Interest Payable (accrued daily)
for the year to 31st March 2013**

Annexe B - GF

Loan Transactions Activity for the Period

Type of Loan	Amount o/s 01/04/12 £	Loans Repaid £	Amount o/s 31/03/2013 £
Public Works Loan Board	7,325,112	0	7,325,112
Total	7,325,112	0	7,325,112

**Interest Payable
Comparison of Estimate with Actual**

Original Estimate 2011/12 £	Actual Interest 31/03/2013 £	Variance 31/03/2013 £	
400,400	400,448	-48	
400,400	400,448	-48	0.0%

Interest Rates

Average interest rate on Castle Point B.C.
loans outstanding for the year to 31/03/13 5.47%

Interest Rates	From	Range	To
Public Works Loan Board	3.700%		9.375%

Bank Base Rates

	%
11/01/2007	5.25
11/05/2007	5.50
06/07/2007	5.75
06/12/2007	5.50
07/02/2008	5.25
09/04/2008	5.00
08/10/2008	4.50
06/11/2008	3.00
04/12/2008	2.00
08/01/2009	1.50
05/02/2009	1.00
05/03/2009	0.50
31/03/2013	0.50

Summary of HRA Loan Transactions and Interest Payable (accrued daily) for the year to 31st March 2013

Annexe B - HRA

Loan Transactions Activity for the Period

Type of Loan	Amount o/s 01/04/12 £	Loans Repaid £	Amount o/s 31/03/2013 £
PWLB HRA	36,451,000	0	36,451,000
Total	36,451,000	0	36,451,000

Interest Payable Comparison of Estimate with Actual

Original Estimate 2012/13 £	Actual Interest 31/03/2013 £	Variance 31/03/2013 £	
1,085,400	1,085,421	-21	
1,085,400	1,085,421	-21	0.0%

Interest Rates

Average interest rate on Castle Point B.C.
loans outstanding for the year to 31/03/13 2.98%

Interest Rates	Range	
	From	To
Public Works Loan Board	2.310%	3.490%

Bank Base Rates

	%
11/01/2007	5.25
11/05/2007	5.50
06/07/2007	5.75
06/12/2007	5.50
07/02/2008	5.25
09/04/2008	5.00
08/10/2008	4.50
06/11/2008	3.00
04/12/2008	2.00
08/01/2009	1.50
05/02/2009	1.00
05/03/2009	0.50
31/03/2013	0.50

Summary of Temporary Investments and Interest Received (accrued daily) for the year to 31st March 2013

Type of Borrower	Amount Invested 01/04/2012 £	Investments Made in the Year £	Investments Repaid in the Year £	Amount Invested 31/03/2013 £	Carrying Amount 31/03/2013 £
Investments by Value:					
Debt Management Office	0	35,700,000	35,700,000	0	0
Local Authorities	0	0	0	0	0
Money Market Funds	10,400,000	45,363,361	43,563,361	12,200,000	12,203,595
Co-op Bank plc - Call Account	1,033,599	23,806,609	22,870,000	1,970,208	1,971,857
Building Societies	0	0	0	0	0
Total	11,433,599	104,869,970	102,133,361	14,170,208	14,175,452
Number of Investment Transactions:					
	Number	Number	Number	Number	
Debt Management Office	0	20	20	0	
Local Authorities	0	0	0	0	
Money Market Funds	16	45	39	22	
Co-op Bank plc - Call Account	6	140	137	9	
Building Societies	0	0	0	0	
Total	22	205	196	31	

Interest Received on Temporary Investments for the year to 31st March 2013

	£
Actual Interest Received	70,373
Original estimate	63,000
Variance	7,373 11.7%

Temporary Investments

Average Balance for the Year	17,121,389
Average Interest Rate for the Year	0.41%
Benchmark: Average 7-Day LIBID Rate	0.39%

Prudential Indicators

Indicator 1 - Key indicator of prudence - Gross Borrowing Requirement

"In order to ensure that over the medium term debt (i.e. gross external borrowing) will only be for a capital purpose, the local authority should ensure that debt does not, except in the short term, exceed the total of the capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current and next two financial years."

The requirement is currently expected to be met for the forthcoming two financial years, but for 2012/13 actuals there is a 0.46% excess of gross borrowing over the capital financing requirement, due to variations in timings of capital expenditure and debt repayments. This is not considered to be significant.

Indicator 2 - Capital Expenditure

	2012/13 Revised Estimate £000s	2012/13 Actual £000s
General Fund	4,327	3,322
Housing Revenue Account	1,400	1,110
Total	5,727	4,432

Indicator 3 - Indicator of Ratio of Financing Costs to Net Revenue Stream

	2012/13 Revised Estimate %	2012/13 Actual %
General Fund	5	6
Housing Revenue Account	30	31

This indicator shows financing costs such as interest charges and the minimum revenue provision as a percentage of the net General Fund and HRA revenue budgets.

Indicator 3B - Local Indicator of Ratio of Financing Costs to Net Revenue Stream

	2012/13 Revised Estimate %	2012/13 Actual %
General Fund	23	21
Housing Revenue Account	30	31

This is a variation on the above indicator, which includes in the financing costs any revenue contributions made to fund capital expenditure. There is a large figure for the General Fund calculation as a result of the Waterside Farm Sport Centre refurbishment project being included in the capital programme.

Indicator 4 - Indicator of Capital Financing Requirement (CFR)		
	2012/13 Revised Estimate £000s	2012/13 Actual £000s
General Fund	7,275	6,922
Housing Revenue Account	36,451	36,451
The CFR is a measure of the capital expenditure incurred historically by the Council that has yet to be financed.		

Indicator 5 - Incremental Impact of Capital Investment		
	2012/13 Revised Estimate £	2012/13 Actual £
Band D Council Tax	85.84	64.23
Average Weekly Housing Rents	0.00	0.00
This indicator shows how the changes in capital financing charges to revenue from year to year affect the Council Tax and Housing Rent for the year in question. There is a large figure for the 2012/13 calculation, again as a result of the Waterside Farm Sport Centre refurbishment project.		

Indicator 6 - Authorised Limit for External Debt		
	2012/13 Revised Estimate £000s	2012/13 Final £000s
Borrowing	46,994	46,994
Other Long -Term Liabilities	305	305
	47,299	47,299
This indicator shows the overall limit for total external debt, including allowances for changes in the CFR, contingencies, risks, unusual cash flow movements and so on.		

Indicator 7 - Operational Boundary for External Debt		
	2012/13 Revised Estimate £000s	2012/13 Final £000s
Borrowing	45,918	45,918
Other Long -Term Liabilities	305	305
	46,223	46,223
This indicator shows a similar calculation to the previous indicator, without all of the above allowances for contingencies, etc.		

Indicator 8 - Upper Limits of Fixed and Variable Exposure		
	2012/13 Revised Estimate £m	2012/13 Actual £m
Upper Limit - Fixed Rates	50	44
Upper Limit - Variable Rates	(5)	(11)
This indicator identifies upper limits for net investment / borrowing at variable and fixed rates. Currently all borrowings are at fixed rates and investments are generally at variable rates. Because of this the fixed rate limit is a positive amount and the variable rate is a negative amount. Both indicators were within the limits at year end.		

Indicator 9 - Maturity Structure of Fixed Rate Borrowing			
	Upper Limit %	Lower Limit %	Actual %
within 1 year	50	0	6
within 2 years	50	0	6
within 5 years	60	0	6
within 10 years	80	0	22
after 10 years	100	0	78
These gross limits are set to reduce the Council's exposure to large fixed rate sums falling due for refinancing.			

Indicator 10 - Housing Revenue Account limit on indebtedness	
The debt limit imposed by the Department for Communities and Local Government as at the date of implementation of self financing is £37,470,000. This limit of indebtedness exceeds the value of the HRA self financing settlement and therefore allows some flexibility to accommodate additional future investment.	

For further information on prudential indicators including revised estimates for 2012/13 please refer to sections 10 and 11 of the Policy Framework and Budget Setting report for 2013/14, presented to the Special Meeting of the Council on 20 February 2013.

CABINET

17th July 2013

Subject: Business Rates Pooling

Cabinet Member: Councillor Stanley – Corporate Policy, Resources and Performance

1. Purpose of Report

This report describes for Cabinet the potential benefits of the Council joining a Business Rates Pooling arrangement with other Essex Councils. The report seeks approval in principle to join an Essex wide scheme and to work with other Essex Authorities to develop scheme principles.

2. Links to Council's Priorities and Objectives

This report is linked to the Council's "Improving the Council" priority. Sound and strategic financial management is essential in order to ensure that resources are available to support the Council's priorities and maintain or improve services.

3. Recommendations

That Cabinet note the report and approve:

1. In principle to the Council joining a pool for non-domestic rates.
 2. That a scheme similar to that in existence in Suffolk be explored on the basis that no authority can be worse off in the pool than they would be outside it.
 3. That work on developing a county wide pool is supervised through the Essex Strategic Leaders & Finance Officers Group (ESLF).
-

4. Background

- 4.1 The Local Government Finance Act 2012 changed how local authorities are financed by introducing local retention of non-domestic rates (business rates). Previously any increase in non-domestic rates within an area has been paid directly into a central pool, with no benefit to the collection authority. The new funding mechanism allows authorities to retain some of the benefit from growth in non-domestic rates.
- 4.2 Furthermore, by combining in a pool with other local authorities, it is possible to retain an even greater proportion of growth to the benefit of all member

authorities. This option was considered in Essex for 2013/14 but was not pursued due to timeframe restrictions and the limited guidance.

- 4.3 Subsequently, Finance Officers across Essex have begun working together to explore the potential of such a mechanism going forward and have been particularly interested in the experiences of Suffolk, who implemented a pooling scheme which is indicated to have resulted in the retention of additional funds within the area of £2.4m.
- 4.4 The Suffolk scheme has been constructed on the basis that no authority can be worse off as a result of joining the pool and it is proposed to develop a scheme for Essex that closely follows the Suffolk model and minimises the amount of growth in non-domestic rates that is lost to the area and paid to the central pool.

5. The mechanics of the current funding mechanism in respect of NNDR

- 5.1 Under the new system of local business rate retention, some authorities collect more rates than the Government has determined they need in order to fund their activities. These authorities are required to pay over the excess to the central pool and are referred to as “Tariff” authorities. Most district councils are in this position and for Castle Point the tariff is £3.8m.
- 5.2 Conversely, those authorities with insufficient income in their own area receive payments from the central pool and are known as “top up” authorities. The most common group of authorities receiving top ups are county councils.
- 5.3 Where an authority sees growth in its non-domestic rates it has to pay a proportion of that growth into the central pool as a “levy”. The levy rate is calculated using the following formula:

$$\text{Levy rate} = 1 - \frac{\text{baseline funding level}}{\text{business rates base line}}$$

Using figures for Castle Point produces a levy figure of **67%**:

$$£1,977,127 / £5,818,563 = 0.33$$

$$1 - 0.33 = 67\%$$

- 5.4 The levy is capped at 50% and so this is the effective amount of growth that districts will be able to retain if they do not pool.

6. The financial benefit of pooling

- 6.1 In a pooling arrangement, the respective baseline funding levels and baselines for the member authorities are added together and treated as one “pool” for the calculation of the Levy.
- 6.2 The advantage of pooling results from the inclusion of a large “top up” authority in the levy calculation, which substantially boosts the baseline funding level relative to the business rates baseline.

6.3 For the Suffolk example, pooling resulted in only 8% of the area growth being lost to the central pool meaning that an additional **£2.4m** of growth will be retained in Suffolk in 2013/14.

6.4 This can be illustrated using their modelling figures:

	Growth retained no pool £m	Growth retained with pool £m	Gain / (loss) £m
Suffolk County Council	1.482	1.557	0.075
Suffolk Districts	2.963	3.613	0.650
Suffolk Pool Reserve	0	1.651	1.651
Central Government	2.963	0.587	(2.376)
Total Growth	7.408	7.408	

6.5 The Suffolk Pool Reserve comprises of **£1m** retained by the pool to cover any safety net payments that are subsequently required, and **£651k** earmarked to be spent on projects determined by the Suffolk Leaders and Chief Executives Group. If payments are not ultimately required to support any authority in the safety net the **£1m** will also become available for distribution to the pool members. These are principles of the Suffolk scheme and a scheme for Essex may or may not be different.

7. Key Aspects of the Suffolk Scheme

7.1 The Suffolk scheme provides a useful starting point for discussion, however, there are a number of pools across the country and in moving forward part of the work required is to evaluate different aspects from individual schemes so that the optimal mix can be adopted for an Essex wide scheme.

7.2 Examples from the Suffolk scheme are set out below:

- a) Each council will receive and make the same payments as though they had not pooled. This includes the treatment of growth in enterprise zones and new renewable energy schemes.
- b) If a district experiences a fall in business rates they have to absorb that fall, up to the level of the Government's safety net (this is the same as the Government scheme).
- c) The authority acting as banker receives the money from the other members and pays the net balance to the Government. The retained balance represents the net benefit of pooling.
- d) The banker will pay the equivalent of any safety net payments where needed during the year, to ensure that the Pool completely matches the position a member would have been in if they had not pooled. The payments are then offset against growth from other members when the year-end position is calculated.

- 7.3 A particularly crucial aspect to be considered is how the gain from pooling is to be shared. In Suffolk the financial gain from pooling is split on the following bases:
- a) In the first year of operation only, the first **£1m** will be retained to establish a reserve to fund potential future safety net payments. Transfers in future years will only be to the extent necessary to maintain a reserve of **£1m**.
 - b) The second **£1m** will be split 50% to district councils and 50% to the Leaders and Chief Executives Group.
 - c) Any benefit exceeding a) & b) will be split 40% to districts, 40% to Leaders and Chief Executives and 20% to the County Council.
 - d) The Chief Executives and Leaders Group will determine how the money allocated to them is to be spent.
 - e) If agreement cannot be reached on spending priorities under d) any unspent money will be distributed 60% to districts and 40% to the County.
 - f) Where money is distributed to districts under b), c) and e) this will be done on the basis of 50% of their spending baseline and 50% of their share of growth. This ensures that every district will be in a better position as a consequence of pooling.
- 7.4 Within Suffolk the Chief Executives and Leaders Group have agreed that their share of the funds will be used for infrastructure and business development, facilitating additional housing or to supplement resources for projects identified by the LEP to bring them to fruition more quickly. In Essex there is an Integrated County Strategy and the Chief Executives and Leaders may want to use their funds to support projects from that strategy. Such considerations will form part of the work going forward.

8. Essex Strategic Leaders Finance Group (ESLF)

- 8.1 This group was established by the Essex Leaders and Chief Executives to take forward work on financial collaboration across the county. Any Chief Financial Officer, Chief Executive, Leader or Finance Portfolio Holder can attend. Essex County Council took the lead initially and the meetings were chaired by Cllr David Finch as their Finance Portfolio Holder.
- 8.2 Although the meetings are open to all, the core district members who regularly attend are Castle Point, Chelmsford, Colchester and Epping Forest. At the end of the group's first year the chairmanship moved to Cllr Paul Smith, the Finance Portfolio Holder from Colchester.
- 8.3 It is suggested that it would be appropriate for ESLF to take forward work on business rates pooling, since it is an already established, county wide

collaboration group. The group has already proved effective in overseeing the work on the introduction of Local Support for Council Tax.

- 8.4 The next meeting of ESLF is scheduled for 26 July and the group will be considering its work programme at that meeting. The agenda will include a report on Pooling. Representation from Castle Point will include the Leader, Chief Executive and the Head of Resources.

9. Use of LGFutures

- 9.1 Taking forward the work on pooling requires a dedicated and expert resource that can not be accommodated within any of the Essex authorities. LGFutures are an established and respected consultancy, who have worked with seven potential pooling groups, five of which became pools (Devon, Leicestershire, Lincolnshire, Nottinghamshire and Worcestershire). A quote has been obtained from LGFutures of £18,795 to provide 21 days work to take forward the pooling project. This work includes producing a report, modelling a number of different scenarios and the provision of an excel tool to allow the development of further options.
- 9.2 The quote was obtained by Chelmsford City Council on behalf of the Essex Finance Officers Association. At the time of writing this report the majority of authorities in Essex have confirmed satisfaction with the proposal and support the sharing of the fee equally amongst all participating authorities.

10. Corporate Implications

a) Financial implications

If all sixteen of the eligible Essex authorities participate, the cost to each authority will be **£1,175**. It is unlikely that the cost will exceed **£2,000** and this amount can be found from within existing budgets.

The benefits cannot be quantified as they will depend on the amount of growth in non-domestic rates in the pooling authorities during 2014/15. However, based on the modelling from the Suffolk scheme it is likely that the benefits will be substantially greater than the costs.

b) Legal implications

The Local Government Finance Act 2012 creates the ability for authorities to pool their non-domestic rates. In constructing a scheme it will be necessary to agree the terms of governance. This will be done as part of the work on constructing the pool but it is proposed to use the Suffolk scheme as a starting point.

c) Human Resources and equality implications

The Head of Resources will undertake work appropriate for Castle Point as part of her normal day to day responsibilities, liaising with key colleagues as appropriate.

d) Timescale for implementation and risk factors

There is a risk that by not pooling, the resources available to Essex authorities will not be maximised. The risk to each authority is limited by the scheme being

constructed so that no authority can be worse off than if they had remained outside the pool.

Report Author: Chris Mills, Head of Resources

Background Papers:

- LGFutures proposal for developing a pooling scheme across Essex.

CABINET

17th July 2013

Subject: Corporate Scorecard Refresh 2013/14

**Cabinet Member: Councillor Dick - Responding to Challenge
Councillor Stanley – Corporate Policy Resources
&Performance**

1. Purpose of Report

To seek Cabinet approval of the refreshed corporate scorecard for monitoring in 2013/14 and to update Cabinet on the progress of developing the Corporate Plan.

2. Links to Council's priorities and objectives

The Corporate Plan and scorecard are explicitly linked to all of the Council's priorities.

3. Recommendations

- That Cabinet approves the refreshed corporate scorecard as set out in Appendix 1.
- That Cabinet notes the progress in the development of the corporate plan

4. Background

- 4.1 Every quarter Cabinet receives a report on the performance of a basket of indicators which reflect the Council's corporate objectives and consider core service performance.
- 4.2 A new set of annual objectives have been developed, and are currently set out in the draft corporate plan, along with new proposed medium term aims. The corporate plan is currently subject to a consultation process and is being developed by the Place Policy and Resources Committee. It is due to be considered by full Council by the end of the year.

5. Report

Corporate Scorecard

- 5.1 Appendix 1 details the proposed performance indicators for the Corporate Scorecard. These have been developed in consultation with services to reflect the corporate objectives for 2013/14. They are also grouped around the proposed new medium term aims for the Council.
- 5.2 Cabinet should note that the refreshed scorecard is split into quarterly and annual performance indicators. It is proposed that annual indicators are removed from scorecard reports until they can be reported at the end of the financial year.
- 5.3 It is further proposed that the scorecard is flexible and takes into account any performance issues arising during the year. For example, if performance for a service area is significantly of target, but is currently not on the corporate scorecard, it may be appropriate to include such measures in future scorecard reports to ensure Cabinet are updated of any significant performance issues and any actions being taken to deal with these issues.

Corporate Plan

- 5.4 Appendix 2 sets out a Consultation timetable for the development of the Corporate Plan.
- 5.5 A considerable amount of work has been undertaken by members from the Corporate Resources and then Place and Communities Policy and Scrutiny Committees to develop the corporate plan. This includes refining the level of detail and consideration of the various objectives and targets contained within the plan. This work was undertaken during the spring and a consultation version was ready in June. The committee also considered and agreed the consultation programme as well as a public questionnaire.
- 5.6 Consultation is currently being undertaken with members, staff, partners and the community of Castle Point. Progress will be reported back to the Committee, and an analysis of consultation results is due to be considered by the committee in September. This will help the committee determine any further recommendations for the development of the plan, which will then be considered by Cabinet in the autumn before being endorsed by full Council in December. Once in place, the plan will be valid for several years until 2017, although it may be necessary to refresh the plan to take into account any new significant challenges that arise.

6. Corporate Implications

a. Financial Implications

The achievement of any objectives and targets will have financial implications and will have been considered as part of the development of service plans.

b. Legal implications

There are no explicit legal implications.
omeH

c. Human resources and equality

The achievement of any objectives and targets will have human resource implications and will have been considered as part of the development of service plans.

d. Timescale for implementation and risk factors

Timescales for the development of the Corporate Plan are set out in Appendix 2.

7. Background Papers:

Not Applicable.

Report Author: Craig Watts, Head of Performance & Service Support

Corporate Scorecard 2013/14

Proposed Performance Indicators

Public Health & Wellbeing

Suggested Indicator	Frequency of Monitoring	Previous Performance	Target	Responsible Officer
1. Satisfaction with sports and recreational facilities provided, i.e. (1) leisure centres, (2) all weather surface pitch,	Annual	Not Applicable	Baseline established	Diane Logue
2. Number of Incidents of Overall Crime	Quarterly	TBC	3828 (12/13) – 1% reduction in crime.	Helen Collins
3. Number of Incidents of Anti-Social Behaviour	Quarterly	1901	2414 (12/13) 2% reduction in ASB.	Helen Collins
4. Percentage of food premises that are awarded a score of at least 3 on the Food Hygiene Rating Scheme.	Quarterly	92%	90%	Simon Llewellyn

Environment

Suggested Indicator	Frequency of Monitoring	Previous Performance	Target	Responsible Officer
1. Percentage of streets inspected which are deemed to be unsatisfactory using Code of Practice for Litter and Refuse methodology.	Quarterly	12.2%*	Less than 10%	Stuart Jarvis
2. Flytips removed within one working day	Quarterly	93%	90%	Stuart Jarvis
3. Percentage of Household Waste Recycled	Quarterly	31%	30%	Ryan Lynch
4. Percentage of Household Waste Composted (including food waste)	Quarterly	25%	26%	Ryan Lynch

*The figures entered are for 2012/13 and therefore would have been produced from the monitoring processes undertaken under the old Street Cleansing Contract which were based on the now redundant NI195 National indicator.

Under the new Street Cleansing Contract we have refined the monitoring processes and therefore matching 2013/14's figures against 2012/13 may not be advisable. A better study of performance will be to base 2014/15 against 2013/14

Transforming our Community

Suggested Indicator	Frequency of Monitoring	Previous Performance	Target	Responsible Officer
1. Tenant satisfaction with repairs and maintenance	Quarterly	75%	80%	Wendy Buck / Yvonne Ray
2. Percentage of Voids completed within target time	Quarterly		95%	Wendy Buck / Yvonne Ray
3. Percentage of planning applications processed within target time limits for major, minor and other applications.	Quarterly	Major 38% Minor 41% Other 41%	Major 70% Minor 65% Other 80%	Kim Fisher

Efficient & Effective Services

Suggested Indicator	Frequency of Monitoring	Previous Performance	Target	Responsible Officer
1. Percentage of calls taken from customers by First Contact that are dealt with without the need to transfer to the back office.	Quarterly	94%	92%	Eddie Mosuro
2. Efficiency Target – to identify savings and budget reductions to the value of £1m for full year impact during 2014/15.	Annual	N/R	£1m reserves	Chris Mills

Corporate Plan

Draft Consultation Programme

Action	Consultees / Decision Makers	Date Dispatched / Considered	Date Response Received
Objective: Ensure Effective Member Consultation and Engagement in the Development of the Corporate Plan			
Consider Version 1	Resources Policy and Scrutiny Committee	19 th March 2013	23 rd April 2013
Consider Version 2.1	Resources Policy and Scrutiny Committee	23 rd April 2013	10 th May 2013
Consider Version 2.2 and draft questionnaire	Place & Communities Policy and Scrutiny Committee	3 rd June 2013	17 th June 2013
Consider Version 2.3	Draft copy of Corporate Plan to all Councillors, Officers and Partners.	By 17 th June 2013	29 th July 2013
Consideration of Consultation Feedback Received to Date.	Place & Communities Policy and Scrutiny Committee	30 th July 2013	24 th July 2013
Consideration of Final draft of Corporate Plan and Consultation Results	Place & Community Policy and Scrutiny Committee	10 th September 2013	10 th September 2013
Consideration of Corporate Plan by Cabinet	Cabinet	16 th October 2013	16 th October 2013
Endorsement by Full Council	Council	11 th December 2013	11 th December 2013

Appendix 2

Objective: Ensure Sufficient Public and Partner Consultation of the Corporate Plan			
Press release on the launch of the consultation process	Local Media	17 th June 2013	Consultation process to 29 th July
Questionnaire available on website	On Website	17 th June	29 th July 2013
	Castle Point Show	21 st July 2013	21 st July 2013
	Distribution through reception points etc	17 th June 2013	29 th July 2013
	Distribution to all LSP Partners	17 th June 2013	29 th July 2013
Discussed at LSP Executive	LSP Executive	June / July 2013 Date TBC	By 10 th September 2013
Analysis of Consultation Feedback Completed and Reported	EMT / Place & Communities Policy and Scrutiny Committee	By 10 th September 2013	September / October 2013
Objective: Ensure Sufficient Consultation with Staff			
Copy of Draft Corporate Plan and Questionnaire distributed to staff	Staff	17 th June	29 th July 2013
Learning Session for Staff	Staff	4 th July 2013	4 th July 2013
Briefing to OMT	Managers	July 2013	July 2013
Briefing Sessions by Managers to Staff through DMT's and Team Meetings	Staff	17 th June 2013	29 th July 2013
Analysis of Consultation Feedback Completed and Reported	EMT / Place & Communities Policy and Scrutiny Committee	10 th September 2013	10 th September 2013

CABINET

17th July 2013

Subject: Update on Safer Communities Initiatives

**Cabinet Member: Councillor G Isaacs
Neighbourhoods and Safer Communities**

1. Purpose of Report

- 1.1 This report is to update the Cabinet on the position with neighbourhood and safer community matters.**

2. Links to Council's priorities and objectives

- 2.1 The initiatives described in this report are directly linked to the Council's Community Safety priority – reducing levels of crime by working with the police and other parties – and the Improving the Council priority by engaging the community in local decision-making.**

3. Recommendation

- 3.1 That the Cabinet notes the activities regarding neighbourhoods and safer community matters from the previous month as set out in the report.**

4. Background

- 4.1 The Council is an integral partner in a number of key partnerships across the Borough.**
- 4.2 The Local Strategic Partnership (LSP) for Castle Point and Rochford works as an overarching strategic body ensuring the delivery of the Sustainable Community Strategy. In particular the "Feeling Safer" ambition involves the police, probation officers and other partners.**
- 4.3 The Community Safety Partnership (CSP) is a statutory partnership established by the Crime and Disorder Act 1998. It is a partnership between the police, local authorities, the probation service, health authorities, the voluntary sector, local residents and businesses. The**

Council is a leading partner in the Castle Point and Rochford Community Safety Partnership.

5. Progress and activities

- 5.1 Nick Alston, the Police and Crime Commissioner for Essex. held his first meeting in Castle Point on 27th June at Hadleigh Old Fire Station. The second one will be held on Thursday 7th November from 6.30pm–8.30pm at the Paddocks Community Centre on Canvey Island .
- 5.2 At the meeting it was noted that crime has fallen steadily in Castle Point over the last three years. There was 15% less crime in the last year which equates to 576 fewer incidences to which Police were called.
- 5.3 The biggest reduction has been in criminal damage and antisocial behaviour. From 1st June 2012 to 31st May 2013 there were 237 fewer criminal damage incidences reported than during the same time the previous year, which represents a decrease of nearly 33%. In addition there were 10% less antisocial behaviour incidents reported, a decrease of 232 offences.
- 5.4 However both Inspector Wood and the PCC stated that the statistics are based on reported crime and urged the public to make sure that if they knew of crimes or had any information, that they report it to the Police.
- 5.5 The LSP for Castle Point and Rochford held its summer open event on Saturday 29th June, also at the Hadleigh Old Fire Station. This was very well supported by partners, who took the opportunity to promote their services and achievements and attracted a good attendance.
- 5.6 Partners in the community safety field and other groups will also be promoting their activities at the Castle Point Show on 21st July from 11am at the Waterside Show Ground, Canvey Island.

6. Corporate Implications

a. Financial implications

- 6.1 There are no financial implications arising from the recommendations in this report.

b. Legal implications

- 6.2 There are no legal implications arising from the recommendations in this report.

c. Human resources and equality implications

- 6.3 There are no human resource or equality implications arising from the recommendations in this report.

d. Timescale for implementation and risk factors

6.4 The projects described in this report are on-going matters.

7. Conclusions

7.1 The Council continues to carry out regular engagement on a variety of matters to ensure the safety of communities in Castle Point.

Background Papers:

None

Report Author: Melanie Harris - Head of Partnerships and Safer Places