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**Chief Executive**

## **CABINET AGENDA**

**Date:** **Wednesday 18th June 2014**

**Time:** **7.00pm – N.B. TIME**

**Venue:** **Council Chamber**

**This meeting will be webcast live on the internet.**

### **Membership:**

<b>Councillor Riley</b>	<b>Chairman - Leader of the Council</b>
<b>Councillor Sharp</b>	<b>Responding to Challenge</b>
<b>Councillor Stanley</b>	<b>Resources and Performance</b>
<b>Councillor Skipp</b>	<b>Environment &amp; Leisure</b>
<b>Councillor Mrs Egan</b>	<b>Homes and Customer Engagement</b>
<b>Councillor Dick</b>	<b>Health &amp; Wellbeing</b>
<b>Councillor Howard</b>	<b>Canvey Island, Floods and Water Management</b>
<b>Councillor Isaacs</b>	<b>Neighbourhoods and Safer Communities</b>
<b>Councillor Smith</b>	<b>Waste &amp; Business Liaison</b>

<b>Cabinet Enquiries:</b>	<b>John Riley, ext. 2417</b>
<b>Reference:</b>	<b>8/2013/2014</b>
<b>Publication Date:</b>	<b>Tuesday 11th June 2014</b>

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

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**1. Apologies**

**2. Members' Interests**

**3. Minutes**

To approve the Minutes of the meeting held on 16th April 2014.

**4. Forward Plan**

To review the Forward Plan

**5. Environment - Civic Pride**

**5(a) The Waste (England and Wales) Regulations 2011(amended 2012) Review of Waste Collection Arrangements**

The Cabinet will be asked to consider a report.

*(Report of the Cabinet Member Waste Management & Business Liaison)*

**6. Regeneration and Homes**

**6(a) John H Burrows Hall and Recreation Ground**

The Cabinet will be asked to consider a report.

*(Report of the Cabinet Members Responding to Challenge & Environment & Leisure)*

**6(b) Draft New Local Plan Task & Finish Group**

The Cabinet will be asked to consider a report.

*(Report of the Leader of the Council)*

**7. Improving the Council**

**7 (a) Financial Update Report**

The Cabinet will be asked to consider a report

*(Report of the Cabinet Member Resources and Performance)*

**8. Community Safety**

**8 (a) Transforming Private Care in Essex 'The Heart of Patient Care '**

The Cabinet will be asked to consider a report on this discussion document

*(Report of the Cabinet Member Health & Wellbeing)*

**8 (b) New Community Forums**

The Cabinet will be asked to consider a report on this initiative

*(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**

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**PART II**

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

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

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There were no items known at the time of publication of this agenda



## CABINET

**16TH APRIL 2014**

### **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 Riley	Environment and Street Scene
Councillor Smith	Economic Development & Business Liaison

**APOLOGIES:** Councillor Isaacs.

**ALSO PRESENT:** Councillors Blackwell, S Cole, Mrs Freeman, Mrs Govier, Hart, Sharp, Tucker and Walter.

### **105. MEMBERS' INTERESTS**

Councillor S Cole disclosed a non-pecuniary interest in Agenda Item 5(a) as a member of the Royal British Legion.

Councillor Mrs Egan disclosed a disclosable pecuniary interest in Agenda Item 6(a) as an employee of the Salvation Army involved in one of the regeneration projects. As no decision was being taken, Councillor Mrs Egan remained in the Chamber during the debate on this item.

### **106. MINUTES**

The Minutes of the Cabinet meeting held on 19.3.2014 were approved and signed by the Chairman as a correct record.

### **107. 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 2014. The plan was reviewed each month.

Councillor Burch responded to a request to meet with the golf club by explaining that this would be premature and that the outcome of the review of the Leisure Strategy should be awaited.

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

## **108. CANVEY WAR MEMORIAL**

The Cabinet received a report on a proposal to replace the War Memorial at The Paddocks, Canvey Island with a new monument after consultation and support from a local community group.

Councillor Burch responded to comments on cost-sharing with Canvey Island Town Council and the Royal British Legion. The Cabinet member also explained that discussions were ongoing with officers about the arrangements for the annual Remembrance Service.

**Resolved:** To agree the replacement of the existing War Memorial with a rebuilt monument to the design shown in the report and which has been approved and supported by the local community group.

## **109. UPDATE ON REGENERATION MATTERS**

The Cabinet received a report on strategic regeneration initiatives underway during the first quarter of 2014, as well as those activities which support local businesses in Castle Point.

Councillor Smith responded to comments about the condition of roads within the Manor Road Trading Estate. The Cabinet noted that these were privately owned and a matter for the landowner.

**Resolved:** To note the progress underway on these initiatives, and to request that a further update report is made to the Cabinet for the next quarter.

## **110. SOUTH ESSEX LOCAL ENTERPRISE PARTNERSHIP (SELEP) – GROWTH DEAL AND STRATEGIC ECONOMIC PLAN**

The Cabinet received a report on the publication of the South Essex Local Enterprise Partnership (SELEP) Strategic Growth Deal and Economic Plan on 31 March 2014.

The Leader of the Council responded to questions and comments.

**Resolved:**

1. To note the publication of the SELEP's Growth Deal & Strategic Economic Plan
2. To welcome the proposals for investment in Castle Point in
  - access to Canvey Island
  - A129 Woodman's Arms junction
  - Northwick Road and Town Centre Canvey Island
  - Fair Glen junction as part of A127 corridor
3. To request that an update be given in summer 2014 on the Government's funding decision for the Plan

## **111. HOUSING PROGRESS REPORT**

The Cabinet received a progress report for the Housing Service for the quarter ending 31 March 2014.

Councillor Mrs Egan and Cabinet members commented on the refurbishment works at sheltered accommodations, notably Ozonia Gardens (formerly Chapman Court).

**Resolved:** To note the progress and achievements for the last quarter period and to request officers to provide future quarterly progress reports.

## **112. DISABLED FACILITIES GRANTS POLICY**

The Cabinet received a report seeking approval for a new Disabled Facilities Grants Policy, following consideration by the Wellbeing Policy and Scrutiny Committee.

Councillor Mrs Goodwin responded to comments on the process for applying for disabled facilities grants and the available budget.

**Resolved:** To approve the Disabled Facilities Grants Policy appended to the report.

## **113. ANNUAL REFRESH OF KEY STRATEGIES (RESOURCES)**

The Cabinet received a report seeking approval of the Human Resources (HR) Strategy and Workforce Plan and the Asset Management Plan (AMP).

**Resolved:** - To approve and adopt the strategies referred to in the report.

## **114. UPDATE ON SAFER COMMUNITIES INITIATIVES**

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

Members commented on the accuracy of the statistics of recorded incidents, anti-social behaviour at Roscommon Way, emergency procedures at the Calor Gas site and the impact on crime incidents as a result of part night street lighting.

**Resolved:**

To note the activities regarding neighbourhoods and safer community matters from the previous month as set out in the report.

**115. MATTERS TO BE REFERRED FROM/TO POLICY SCRUTINY COMMITTEES**

Wellbeing Policy Scrutiny Committee – Item 6(d) – Disabled Facilities Grants Policy.

**116. MATTERS TO BE REFERRED FROM/TO THE STATUTORY COMMITTEES**

There were no matters.

**Part 2**

**117. FLATS AT 35 LONG ROAD**

(Exempt Information under Paragraph 3 Local Government Access to Information) (Variation) Order 2006)

The Cabinet received a report seeking approval for negotiations to commence in respect of the purchase of flats at 35 Long Road, Canvey Island.

**Resolved:** To agree in principle to the purchase of a block of flats at 35 Long Road, Canvey Island for the purpose of new social housing and subject to all relevant legal, financial and probity issues being considered to the satisfaction of the Chief Executive.

Chairman



# **Castle Point Borough Council**

## **Forward Plan**

**JUNE 2014**



# **CASTLE POINT BOROUGH COUNCIL**

## **FORWARD PLAN**

**JUNE 2014**

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.

<b>Date</b>	<b><u>Item</u></b>	<b>Council Priority</b>	<b>Decision by Council/ Cabinet</b>	<b>Lead Member</b>	<b>Lead Officer(s)</b>
June 2014	<u>John H.Burrows</u> Report on investigations	Environment Civic Pride	Cabinet	Environment & Leisure	Head of Resources Head of Environment
June/Sept 2014	<u>Financial Update</u>	All	Cabinet	Resources &Performance	Head of Resources
July 2014	<u>New Corporate Plan</u>	All	Council	Leader	Head of Performance & Service Support
July 2014	<u>Leisure and Recreation Strategy</u>	Environment Civic Pride	Cabinet	Environment & Leisure	Head of Environment
July 2014	<u>New Local Plan Report on the formation of the T&amp;F Group</u>	Regeneration & Homes	Council	Leader	Head of Neighbourhoods & Regeneration
July 2014	<u>Report on SELEP Bids</u>	Regeneration & Homes	Cabinet	Leader	Head of Neighbourhoods & Regeneration
Sept 2014	<u>John H.Burrows</u> Report back on investigations from Place and Communities PSC	Environment Civic Pride	Cabinet	Environment & Leisure	Head of Environment
Sept 2014	<u>Statement of Accounts</u>	All	Council	Resources &Performance	Head of Resources
July/Sept/Nov 2014	<u>Local Council Tax Scheme</u>	Improving the Council	Council	Resources &Performance	Head of Housing & Communities Head of Resources

<b>Date</b>	<b><u>Item</u></b>	<b>Council Priority</b>	<b>Decision by Council/ Cabinet</b>	<b>Lead Member</b>	<b>Lead Officer(s)</b>
February 2015	<u>Budget and Policy Framework</u> To consider and make recommendations to Council on the Council tax and budget setting	Improving the Council	Cabinet/ Council	Resources &Performance	Head of Resources
February 2015	<u>Housing Revenue Account Rent Levels 2015/2016 etc</u>	Regeneration & Homes	Cabinet	Homes &Customer Engagement	Head of Housing & Communities Head of Resources
April 2015	<u>Resources Strategies :</u> <u>To note revisions</u>	Improving the Council	Council	Resources &Performance	Head of Resources

**CABINET**

**18th June 2014**

**Subject: The Waste (England and Wales) Regulations 2011  
(Amended 2012)  
Review of Waste Collection Arrangements**  
**Cabinet Member: Councillor Smith - Waste Management & Business  
Liaison**

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**1. Purpose of Report**

To consider the implications of The Waste (England and Wales) Regulations 2011 (amended 2012), and the outcome of the Technically, Environmentally, and Economically Practicable, (TEEP) test on the Council's current waste collection arrangements.

**2. Links to Council's Priorities and Objectives**

This report links with the Council priority Environment – Civic Pride

**3. Recommendations**

That the Cabinet:

- a) Notes the requirements of The Waste (England and Wales) Regulations 2011 (Amended 2012);
- b) Endorses the outcome of the TEEP assessment; and
- c) Endorses the continuation of the current household waste collection regime.

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**4. Background**

- 4.1 The Waste (England and Wales) Regulations 2011 (as amended 2012) are designed to implement the requirements of the EU Waste Framework Directive, Article 4 insofar as it applies to the handling and processing of certain recyclable materials. The essence of the Directive is to ensure that materials collected as recyclables, are indeed recycled, and do not unnecessarily find their way into landfill or are disposed of in another way.

- 4.2 It is therefore all about the quality of the material collected and the ability of materials processors to sort materials and provide high quality materials for subsequent use.
- 4.3 However, the Directive considers this requirement from the starting point that collection authorities should collect recyclable, and in particular paper, glass, plastic and metals as separate waste streams.
- 4.4 At first sight, this would appear to prevent the type of comingled collections that this Council, and indeed many others, provide. Comingled collections are used by collection authorities because they are effective. Residents are not burdened with a multiplicity of containers, there is no need for complex kerbside sorting at the point of collection and it has been demonstrated that comingled collections result in higher levels of participation and greater recycling performance.
- 4.5 However, whilst all that is the case, the EU Directive, as indicated above, is targeting the final product and not the manner of collection per se, there being concerns that the quality of materials collected is often poor, due to contamination, and instead of the materials being recycled, they are rejected and end up in landfill or being disposed of by some other means.
- 4.6 The Directive and the Regulations which translate that into law have therefore introduced what is known as TEEP. TEEP is the acronym for “Technically, Environmentally and Economically Practicable” and in forming a judgement about the type of collection methodology that should be used, a TEEP analysis has to be undertaken to demonstrate that it is not Technically, Environmentally and Economically Practicable to collect the four described waste streams separately.
- 4.7 It had been hoped that Government would, through DEFRA, issue guidance to Councils on how they should approach TEEP and the need for assessment. However, that guidance has not been forthcoming. Government has approached the issue partially through the introduction of a quality assessment programme for materials recovery facilities (MRFs) whereby they will have to routinely sample incoming feedstock and outgoing materials to demonstrate the levels of contamination of collected materials and the quality of the final product.
- 4.8 At the end of April, the Waste and Resources Action Programme (known as WRAP) published guidance on how to navigate through the TEEP process. This guidance was produced by a consortium of professional bodies with an interest in recycling. This process is very complex, and the process has to be carefully undertaken, since all local authorities who are using comingled collections or considering their introduction, must satisfy themselves that they have considered the requirements of the Directive and the Regulations and that, in the event that comingled collections continue or are introduced, they can demonstrate their rationale for doing so.
- 4.9 Given the complexity of this process, Plan B Management Solutions, the consultants who assisted the Council in the evaluation of the Grounds Maintenance and Street Cleansing tenders last year, have been commissioned to provide independent, technical advice in respect of the

Council's current collection regime and its ability to meet the requirements of TEEP ahead of the letting on the Council's new Recycling Services contract for the reception and reprocessing of comingled waste.

- 4.10 The Council's current contract with Newport Paper expires in October and the OJEU notice inviting expressions of interest in the new contract has already been published. The Pre Qualification Questionnaires will only be sent out once the TEEP assessment has been undertaken and Cabinet has endorsed its outcome and the recommendations therein about the future collection arrangements. This is to ensure that the new contract is tailored to suit our future needs.
- 4.11 The TEEP assessment undertaken by the Council's independent technical advisor has demonstrated that it is not technically, economically or environmentally practicable to collect the four affected waste streams separately from one another and from other waste types. The recommendation is that the Council continues, at this stage, with its current household waste collection methodology by separately collecting the glass from all other waste types, and collecting plastics, paper and metal comingled, and separate from other waste types.
- 4.12 With regard to commercial waste, the Council currently does not offer a recycling collection service. The outcome of the TEEP is that if the Council wishes to continue to provide a commercial waste collection service, then it must also provide a separate collection of dry recyclables on the same basis as the current household waste collection methodology. A review of the commercial waste collection service will be undertaken as part of the wider review of the waste management service which is currently underway.
- 4.13 The outcome of the TEEP assessment means that the Council can now proceed in the letting of its Recycling Services contract for the reception and onward reprocessing of comingled waste in the knowledge that the household waste collection service will meet the requirements of the new Regulations.

## **5. Corporate Implications**

### **(a) Financial Implications**

The cost of the independent TEEP assessment has been funded from within existing resources. If the Council had as a result of that assessment to change its collection methodology or if we were to be faced with a legal challenge to our collections arrangements sometime after 1 January next year, the costs are likely to be significant.

### **(b) Legal Implications**

The completion of the TEEP assessment and the associated documentation will need to be retained to demonstrate compliance with Regulation 13 of the Waste Regulations and to facilitate subsequent TEEP assessments.

Enforcement of the new Regulations, which become effective from 1 January 2015 will be the responsibility of the Environment Agency but given the lack of Government funding and guidance and the restructuring of the Environment Agency which is currently underway, it is unclear at this stage how these new requirements will be enforced. Any legal challenge to the Council's collections arrangements is probably more likely to come from a local resident than from the Environment Agency.

Having completed the TEEP assessment and demonstrated that it is not Technically, Environmentally and Economically Practicable to collect the four described waste streams separately, the Council can now proceed with the letting of its new Recycling Services contract for the reception and onward reprocessing of comingled waste.

To minimise the risk to the Council of legal challenge until further guidance is issued, it would be prudent to perform TEEP assessments where any significant changes to the Council's waste management services are planned or have occurred.

**(c) Human Resources and Equality Implications**  
None associated with this report.

**7. Timescale for implementation and Risk Factors**

The new Regulations become effective from 1 January 2015. However, without guidance from DEFRA on how to interpret the new requirements, individual authorities have to undertake their own assessments using the Route map issued by WRAP and in so doing the risk of legal challenge rests with them.

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**8. Background Papers**

TEEP Assessment for Castle Point, June 2014 – Plan B Management Solutions

**Report Author:** Trudie Bragg, Head of Environment

**CABINET**

**18<sup>th</sup> June 2014**

**Subject: John H Burrows Hall and Recreation Ground**

**Cabinet Member: Councillor Sharp – Responding to Challenge  
Councillor Skipp – Environment and Leisure**

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**1. Purpose of Report**

**To inform Cabinet of the following:**

- **Findings of a recent (May 2014) building condition survey commissioned in respect of the hall, intended to provide an up to date technical opinion on the condition of the property and the extent of works that would be required in order to return the property to a useable condition;**
- **Outcome of a tendering exercise, undertaken in order to obtain a reliable estimate of the cost of demolition of the hall;**
- **Possible short term solution for public conveniences provision through a partnership agreement with the Hadleigh and Thundersley Cricket Club.**

**2. Links to Council Priorities and Objectives**

**Environment – Civic Pride  
Regeneration and Homes**

**3. Recommendations**

- 1) **That the Cabinet refers this report concerning the findings/estimated costs of the recent building condition survey and the demolition tendering exercise including the financial implications to the Place and Communities Policy and Scrutiny Committee to identify a way forward in respect of the future of the hall for consideration by Cabinet ;**
- 2) **That the Cabinet approve the Council entering into an agreement with the Hadleigh and Thundersley Cricket Club which would allow public access to their toilet facilities at specified times in return for a one off payment of £3k this year to enable them to refurbish their ground floor toilet facilities and bring them up to a satisfactory standard;**



#### **4. Background**

- 4.1 JH Burrows Hall & Recreation Ground has been the subject of a number of reports to Cabinet and Members in recent years. These are referred to within the Background Papers section of this report and are not therefore reproduced here.
- 4.2 The most recent report to Cabinet in March 2014, resulted in approval for further investigations to be undertaken into the costs of demolition, landscaping and reinstatement of the Hall, for future consideration as part of the development of the Council's Leisure and Recreation Strategy. The same report also gave approval for the provision of temporary public conveniences in the park, subject to safeguarding and accessibility issues being addressed. These actions have been progressed and the findings set out within this report.

#### **5. Demolition**

- 5.1 In order to obtain a reliable estimate of the costs of demolition and reinstatement works, it was necessary for the Council to undertake a full tender exercise.
- 5.2 Eight companies were invited to tender against a detailed specification which included two options, demolition and reinstatement of building footprint area to tarmac or second option, grass. Six companies responded and returned tenders.
- 5.3 The lowest tender for both option, together with all other costs associated with demolition (e.g. disconnection of services, other fees and 10% contingency) are as follows:
- Option 1 – demolition and reinstatement to grass **£86,700**.  
Option 2 – demolition and reinstatement to tarmac **£98,000**.
- 5.4 Tender specifications included all aspects of demolition and making good including removal and satisfactory disposal of any identified asbestos. An asbestos survey was also commissioned and provided to all tenderers. Site visits were undertaken with each individual contractor prior to submission of tenders to ensure that prices were as well informed as possible.

#### **6. Building Condition Survey**

- 6.1 NPS were commissioned to undertake a detailed survey of the building which is attached to this report at Appendix 1. Schedules of works for each of the following options are set out within the report:

Option 1      Carry out essential repairs and remedial works to ensure the building meets current legislation and the building fabric is in satisfactory condition.

Plus furniture & soft furnishings    **£401,600**

Option 2      Carry out all necessary repairs and improvement works to provide a fully accessible, energy efficient, modern facility.

Plus furniture & soft furnishings    **£770,500**

- 6.2      To clarify, option 1 would effectively return the building to a satisfactory condition but would not include any modernisation or improvements works which would improve efficiency and operational aspects of the facility. Such works have been considered desirable in other Council owned and operated properties and have been incorporated wherever possible.
- 6.3      Full drainage and electrical surveys were not undertaken at this time and NPS have advised that there is evidence of some movement within the building which would require further investigation prior to any works being undertaken.
- 6.4      The costs stated in 6.1 above would be subject to a full tender exercise and allowance for contingency sums at (usual practice) 10%. A project plan and detailed specification would need to be established which may result in the identification of further costs.
- 6.5      On-going revenue implications of operating the facility once reinstated are estimated to be in the region of £50,000 to £55,000 per annum based on costs of other existing facilities and do not include debt servicing charges.

## **7.      Provision of public conveniences on site**

- 7.1      Cabinet at its March 2014 meeting resolved:  
*To approve the provision of temporary public conveniences in John H Burrows Park, subject to safeguarding and accessibility issues being addressed, at an estimated initial first year cost of £23,000, together with an annual maintenance cost estimated at £6,000.*
- 7.2      The original estimate of £23k was based on a basic converted metal container which would have provided a very temporary, albeit unattractive solution. However as it would not have satisfied the safeguarding and accessibility requirements that Cabinet specified, officers have been looking at alternative, fit for purpose options.
- 7.3      Quotes have been obtained for two possible options with the cheapest being for a Danfo unit costing in the region of £50k (including 10% contingency). This option would in effect provide a permanent solution and would satisfy DDA and safeguarding requirements. However as well as the capital cost being more than double that which Cabinet had agreed in principle, there would also be on-going revenue implications estimated to be in the region of £10k per annum based on the maintenance costs of other similar facilities within the Borough.
- 7.4      Also, until such time that it is known whether the hall is to be demolished or not, it is difficult to propose a suitable location for any standalone toilet facility. It should be noted that if the hall is to be demolished, any toilet facility will need to be at least 4m from the existing building to enable the safe demolition of the building to take place.

- 7.5 Given the high cost of this option and the practical issues around siting of the unit, officers have explored other options and entered into discussions with both the Hadleigh and Thundersley Cricket Club and the RVS who both occupy on site facilities.
- 7.6 The RVS occupy their hall between 9.00 a.m. and 2.00 p.m. three days per week and are amenable to making their toilet facilities available for public use during these times.
- 7.7 The Hadleigh and Thundersley Cricket Club has offered to make its toilet facilities available at all times when matches and practice sessions are taking place; this includes weekends (Saturdays and Sundays) as well as some midweek evenings. They have also indicated that they would endeavour to make the toilet facilities available each weekday between 3.00 p.m. and 7.00.p.m. Their ground floor toilet facilities are in need of refurbishment and a one off payment to them would enable them to bring the facilities up to a satisfactory standard.
- 7.8 If this short term option was agreed, notices would be put up advising visitors that these facilities are available at specified times. The Council would continue to explore longer term options.

## **8. Corporate Implications**

### **a) Financial Implications**

#### **8.1 General financial statement**

The Medium Term Financial Forecast presented to Council in February 2014, indicates a significant funding gap in each financial year from 2015/16 which the Council must address in order to deliver a balanced budget.

The Council is already effectively committed beyond its means in future years i.e. spending funds it does not have, and will need to identify reductions to existing services.

The position with regard to Council reserves is also serious. Whilst at the current time reserves appear healthy, there are very real and significant financial risks which may or may not materialise in future years, particularly around planning appeals and associated legal costs. These risks, coupled with the projected budget gap, will result in a complete depletion of general reserves within the next four financial years.

A programme of work is currently underway which it is hoped will contribute towards closing the funding gap. However, until each financial year is balanced, it is the recommendation of the Council's s151 Officer that the Council should not enter into new and ongoing financial commitments.

#### **8.2 Specific financial information**

As detailed within the main body of the report.

To date the Council has incurred revenue costs in relation to the commissioning of condition and asbestos surveys, repairs/security works following vandalism and call out charges following the need to attend the hall out of hours.

There is no revenue or capital provision for any works associated with this report.

At the current time, it is felt unlikely that sufficient revenue income could be generated from a refurbished hall/changing facility in order to fully cover operating costs and there is a risk that users of the facility would merely transfer their custom from other Council run community halls. However there is a deficiency in changing facilities that needs to be addressed.

Provision of the facility is a discretionary function. but a lack of changing facilities does make it more difficult to hire sports pitches as it is usually a league requirement that basic changing facilities are provided.

On balance, the only financially viable option is to demolish the facility and return the area to grass and enter into an agreement with the cricket club to secure public access to short and long term toilet and changing facilities.

The report contains a viable, short-term option for provision of public conveniences within the budget already earmarked.

**b) Legal Implications**

- 8.3 The Council will abide by any restrictions which apply to the public open space and the rights enjoyed by other occupiers/users of buildings and land at John H Burrows Park and will strictly comply with any rules relating to the disposal of council owned land.

**c) Human Resources and Equality Implications**

**8.4 Human Resources**

The on-going revenue implications referred to at 6.5 above include provision of a caretaker.

Any decision to retain and refurbish the hall to either option 1 or 2 will require project management and council resources to deliver. The project is unplanned.

**8.5 Equality Implications**

John H Burrows Hall is currently an unused facility.

Option 2 within section 6.1 above includes disabled adaptation and works necessary to allow unrestricted access to the facility.

**d) IT and Asset Management Implications**

- 8.6 As set out within the main body of the report.

## **9. Timescale for Implementation and Risk Factors**

- 9.1 The tender price for demolition will hold for up to four months following which it will be necessary to re-run the tender exercise.
- 9.2 If a decision to demolish the property is taken promptly, works could be planned to take place after the summer school holidays to minimise disruption to park users. Works could be completed by the winter 2014. Specific time lines around refurbishment works would be determined as part of a detailed project plan.
- 9.3 There is a risk of further vandalism, particularly over school holidays, bank holidays and longer summer evenings although the Council has taken precautions to minimise this risk where possible.
- 9.4 The condition of the property will continue to deteriorate and associated costs of returning it to use will increase.

## **10. Background Papers:**

Cabinet on 15<sup>th</sup> January 2014 (Agenda item 6(c)); Cabinet on 18<sup>th</sup> September 2014 (Agenda item No 6 (c)); Cabinet on 18<sup>th</sup> January 2012 (Agenda item No 6 (c)) and the report presented to the Policy and Performance PDG on 19<sup>th</sup> March 2012 (Agenda item No 3); Cabinet on 20<sup>th</sup> June 2012 (Agenda item No 5a; item 3 Place & Communities PSC on 17<sup>th</sup> July 2012 and 7<sup>th</sup> October 2013; Agenda item 6 (e) Report and Supplementary Report to Cabinet 17<sup>th</sup> October 2012; Report to Cabinet on 15 January 2014 (Agenda Item No 6 (c); Member Brief – 27<sup>th</sup> February 2014; Cabinet on 19<sup>th</sup> March 2014.

**Report Author:** Chris Mills – Head of Resources

## OPTIONS APPRAISAL REPORT

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John H Burrows Hall

Rectory Road, Benfleet

May 2014



Report produced by:

Rachel Tedder, NPS London Ltd

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#### Appendix A: Existing Layout Plan

Revision	Date	Description	Originator	Authorised by	Date
<i>A</i>	<i>20/05/14</i>	<i>Client Issue</i>	<i>RT</i>	<i>TMc</i>	<i>20/05/14</i>

## **Options Appraisal Report**

**Property:**

John H Burrows Hall  
Rectory Road  
Benfleet  
Essex, SS7 2NQ

**Inspections by:**

Building Surveyor

Rachel Tedder (NPS London Ltd.)

Electrical Engineer

Daniel Smith (NPS London Ltd.)

Mechanical Engineer

Freddy Aye (NPS London Ltd.)

**Date of Inspection:**

30<sup>th</sup> April 2014

**Weather Conditions:**

Sunny, 20°C

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## **1.0 Scope of Instruction and Brief**

NPS London Ltd has been commissioned by Castlepoint Borough Council to carry out an inspection of John H Burrows Hall and provide an options appraisal report detailing the current condition of the property and the likely costs that will need to be expended in order to:

1. Carry out essential repairs and remedial works to ensure the building meets current legislation and the building fabric is in satisfactory condition for rental of the facility.
2. Carry out all necessary repairs and improvement works to provide a fully accessible, energy efficient, modern facility.

The inspection of the property will enable us to gain an understanding of the overall condition of the building and services as witnessed at the time of inspection.

## **2.0 Survey Date and Survey Limitations**

The Inspection was carried out on 30<sup>th</sup> April 2014. The weather was sunny and dry, circa 20 degrees Celsius.

The inspection of the Building, Mechanical and Electrical Services was non intrusive by nature, therefore, fixed items and fittings were not disturbed as part of inspection process. This includes items such as inspection chamber covers, which also, were not disturbed.

### 3.0 Brief Description of the Property

John H Burrows Hall is located within the John H Burrows recreation ground on Rectory Road, Benfleet.

The building is two storey with a total Gross Internal Area of 880m<sup>2</sup> (535m<sup>2</sup> ground floor area and 345m<sup>2</sup> first floor area). The ground floor comprises a main hall, committee room, kitchen facilities, bar area and toilet facilities. The first floor can be accessed by stairs to the North and East elevations and comprises 9 nr. changing rooms, 2 nr. common rooms as well as kitchen, shower and WC facilities. There is a flat roof area above the ground floor hall.

The photograph below shows the location of John H Burrows Hall within the site of John H Burrows recreation ground and the vehicular access from Rectory Road.



Aerial Photograph – Hadleigh Hall

## 4.0 Condition of Building, Mechanical and Electrical Elements

### 4.1 Roofs

The roof was accessed via a cherry picker, which enabled a full survey of the main flat roof, tank room and canopy. It is assumed that the roof structure consists of a built-up felt flat roof with reinforced woodwool deck and 40mm P.U.R rigid insulation. There is evidence of previous patch repairs to the roof coverings particularly around internal down pipes.

The roof coverings to all areas have reached the end of their serviceable life with signs of de-bonding, blistering, blocked internal downpipes, missing downpipe traps and missing flashband and deterioration where edge trims are missing. Timber shiplap cladding to the tank house and underside of the entrance canopy is also beginning to deteriorate.

There is no lighting protection or mansafe system installed for safe access onto the roof and to maintain the tank room.



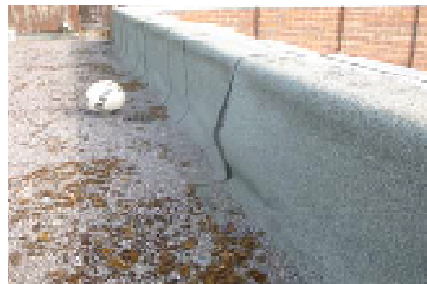
Exposed Woodwool Deck.



De-bonding and blistering roof coverings.



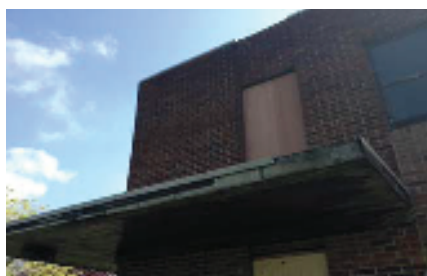
Damaged edge trims to perimeter.



Blistering roof coverings.



Damaged timber shiplap cladding to tank house on roof.



Rotten timber cladding to canopy and missing roof coverings.

## 4.2 External Walls, Windows & Doors

### 4.2.1 Walls

There are numerous brickwork related defects throughout the property with areas of repointing required on all elevations and some isolated areas of brickwork require repairs and replacement.

Some windows have been removed and openings either partially or fully bricked up creating unventilated rooms with no natural daylight. The brick infill's also do not appear to have any mechanical fixings in place and are therefore vulnerable of collapse.

### 4.2.2 Windows

Most windows have been boarded up so the inspection on the condition of the windows was carried out internally. Windows are single glazed timber framed units some incorporating louvers. The timber windows throughout the property are generally in poor condition with some defective framework either rotting or flaking paint work all of which require a complete overhaul and decorations or replacement. There are also a number of windows which will require re-glazing where missing/ broken.

In the interests of thermal comfort and energy saving it is recommended that they are replaced with double glazed units as well as to reduce any risk of problems associated with condensation.

Where windows have been cut down and partially bricked up they have no window cills installed and therefore leave the cavity exposed.

### 4.2.3 Doors

Most doors have been boarded up so the inspection on the condition of the doors was carried out internally. The external doors are solid timber some with vision panels and are generally in poor decorative order. Most of the doors on the ground floor have been vandalised and some timber frames have begun to deteriorate.



Windows boarded over.



Windows removed and bricked up.



Rotten timber frames and single glazed windows.



Damaged timber doors.



Rotten cills and frames.



Missing internal cills and no mechanical fixings to cavity walls.



Internal view of blocked up windows blocking light and natural ventilation.

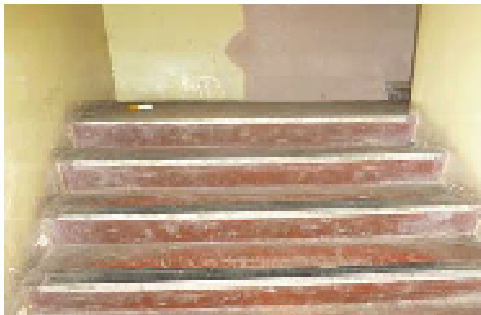


### 4.3 Floors and Stairs

All of the floor tiles or the bitumen used to fix the tiles down is found to contain Chrysotile. The floor coverings were generally in poor condition throughout the property with carpets and vinyl flooring nearing the end of their useable life. The concrete floor to the first floor and both sets of internal stairs is in poor decorative order. The quarry tiles in the first floor shower facilities require cleaning throughout and renewal of grout in some areas.

The parquet teak wooden flooring to the main hall has lifted around the perimeter of the room due to damp/ wet conditions, which is creating a health and safety hazard. The flooring is also looking very worn and tired.

Stair nosings to the rear and front of the property were also found to contain asbestos.



Decorations required to stairs & replacement of nosings required.



Decorations required to concrete flooring.



Parquet flooring uplifting to perimeter of the main hall.

### 4.4 Ceilings

There are a number of ceiling finishes throughout the property consisting of timber cladding in the entrance foyer and ground floor corridors which is in fair condition but requires decoration. Suspended ceiling tiles within the main hall, are also in fair condition but nearing the end of its useable life.

The textured ceiling finish to several rooms on the ground floor and all areas of the first floor contains asbestos and is in very poor condition in a number of areas. Many of these areas have become friable. There are also a number of inspection holes that have been cut in Changing Room 1 and circulation areas and should be carefully reinstated.

There is evidence of roof leaks due to the bulging and staining of the textured ceilings and water stains to the suspended ceiling tiles within the hall.



Suspended ceiling showing signs of water ingress.



Friable textured coated ceilings. Also signs of water ingress and mould growth.



Asbestos containing artex has become friable. Encapsulate & decorate as a minimum.

## 4.5 Internal Walls and Doors

### 4.5.1 Walls

All internal walls are masonry with either a plastered/painted finish or plastered/papered finish. The internal walls are generally in very poor condition throughout the property with numerous cracks, graffiti and missing/blown plaster.

There is evidence of structural movement within the walls resulting in a number of large cracks throughout the building. Further investigations are recommended.

### 4.5.2 Doors

All existing internal doors are of timber construction, some with vision panels others without; none of which have fire resisting qualities. Most of the internal doors also have visible impact damage. Ironmongery is also old and worn and not suitable for people with limited dexterity. The clear opening widths do not meet current standards as stated within the Building Regulations approved document M.



Cracking to internal walls and damaged Plaster.



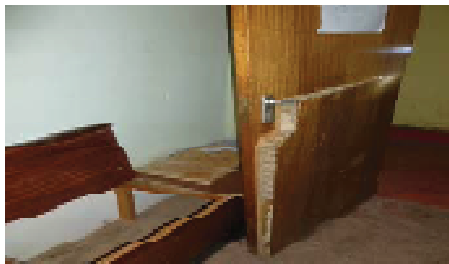
Further damage to plaster.



Damaged doors and missing/ broken glazing.



Internal doors do not have fire resisting properties.



Damaged door and broken ironmongery

#### 4.6 Fixed Furniture/ Fittings

There are 2 nr. kitchen areas and a bar/ servery within the property. The ground floor kitchen facility is in fair condition with some minor repairs required although fixed fittings and furniture are in a satisfactory condition.

The existing gas cooker in the kitchen is very old/ dated. It appears that the cooker is not provided with a flame supervision device.



First floor kitchen units looking worn & dated.



#### 4.7 Sanitary Services

The sanitary ware and cubicles throughout the building have become worn. Most of the porcelain sanitary services (i.e. wc's and wash hand basins) have been destroyed. The black toilet cisterns also contain asbestos and should be replaced.

Other fixed fittings such as toilet roll holders and occupancy indicators are missing and/ or broken.

The accessible toilet on the ground floor does not comply with the current building regulations and sanitaryware is dated.

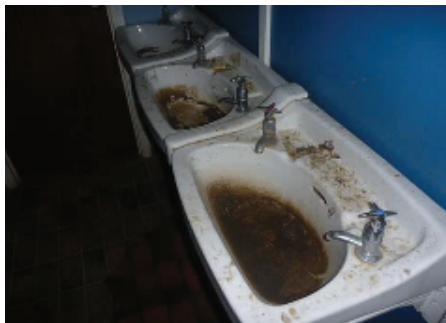
There is no accessible toilet or shower facility on the first floor of the building.



Cisterns contain asbestos and pans have been damaged.



Damaged wash hand basins.



Stained wash hand basins to male Showers.



Non-compliant sanitary ware to ground floor disabled WC.

#### 4.8 External Areas

There is a car park within the site which has 2no designated disabled spaces and a dropped kerb for level access into the building. The condition of the car park surfacing is in good condition, the footpath however is uneven, containing a number of cracks and vegetation.

Drainage has not been inspected. It is recommended that a drainage survey is carried out to ascertain the condition of the drainage.



Footpaths are uneven.



Paving slabs in poor condition.



Cracking to footpath and uneven surfaces.

#### 4.9 Access Throughout The Building

Access to the first floor is via 2 no sets of stairs within the building, there is no access for wheelchair users to the first floor. The lack of a lift discriminates against most disabled people with mobility difficulties.

The building generally lacks good way-finding signage to the various rooms and locations throughout the building.

#### 4.10 Mechanical Services

##### 4.10.1 Main Plant

The building is heated by Low Temperature Hot Water (LTHW) generated by 1 No. gas fired Remeha Quinta 65 boiler sited in the boiler room. From the boiler room, LTHW is pumped to panel radiators and fan convectors. The majority of the radiators are fitted with thermostatic radiator valves (TRVs). Although the boiler, flues, heating pumps, associated pipework and fittings all appear to be no more than 10 years old, in certain locations there were significant signs of corrosion. In particular, a leak originating from the boiler appears to be causing the bottom panel of the boiler to corrode as well as the pipework underneath the boiler. All the heating pipework in the boiler room is un-insulated.

Domestic hot water for the property is generated by a direct gas fired Andrews water heater. Corrosion was also evident in the hot water distribution

pipework. Like the heating pipework, all the hot water distribution pipework in the boiler room is un-insulated. In addition, galvanised fittings appear to have been used to connect pipework to the water heater. This is in breach of the Water Regulations as galvanise fittings can cause corrosion by galvanic action.

The boiler plant and hot water heater are fed from gas meter located within an un-ventilated meter/store room. Gas is also fed to the kitchen area. The kitchen gas supply does not appear to have a gas safety solenoid valve and interlock.

Most cold water outlets appear to be served from a cold water down service originating from a storage tank at roof level. The tank installation itself does not appear to comply with the Water Regulations. The existing tank is not provided with a secure fitting lid and does not appear to have screened vents. The tank housing was also found to be in a poor condition.

Drinking water outlets where provided appear to be served from the mains.

#### 4.10.2 Heating System Distribution

To provide heating, low temperature hot water from the boiler plant is pumped around the building to steel panel radiators and fan convectors.

The majority of the radiators appear to be provided with thermostatic radiator valves. A few of the thermostatic radiator valves however appear to have heads missing.

In the hall, each fan convector is provided with a wall mounted controller/thermostat. A few of these controllers/thermostats appear to have covers missing.

The heating distribution pipework is approximately 15-20 years old. In certain locations, the pipework has started to show initial signs of corrosion. In other locations the pipework appears to be inadequately supported with either missing or damaged brackets. Overall, the heating distribution system appears to be in a fair condition for its age.

#### 4.10.3 Hot and Cold Water Distribution

Hot and cold water distribution pipework is approximately 15-20 years old. As with the heating pipework, the hot and cold water distribution pipework overall appear to be in a fair condition for its age, with minor signs of corrosion in certain locations.

Ranges of showers are served from a single thermostatic shower valves and controls. Pipework runs from thermostatic shower valves/controls to shower fittings appear to exceed the recommendations. As a result, hot-water draw-off times are longer than recommended which increases the risk of Legionella.

#### **4.10.4 Ventilation**

The toilet and changing room areas are all naturally ventilated via opening windows on the external walls.

The main hall, G/F kitchen and bar areas are all mechanically ventilated. A fire damper installed in the bar ventilation ductwork appears to be in-correctly installed as the damper is not sealed properly to the building fabric.

As the building has been unoccupied for a prolonged period of time, the ventilation systems and fans will need to be overhauled and re-commissioned prior to re-occupation. The fire damper in the bar ventilation ductwork will also need to be re-installed correctly.

#### **4.11 Electrical Services**

##### **4.11.1 Incoming Supply and Distribution Boards**

The Electrical incomer is located within the electrical intake room located beside the ground floor toilets. It is assumed to comprise of a 200amp 3 phase supply derived from a local substation within the vicinity; there were no signs of any overloading. The Local Electricity authority for the property would be UK power Networks. The existing service cut-out looked to be in the age of 15+years and in a fair condition. Main earthing bond was not to the current regulations.

The main incomer consists of a three phase and neutral MCB distribution board, which serves the whole site; this is also linked to a Single phase 240v MCB distribution board. There was minimal Residual Circuit Device protection (RCD) to the distribution boards to comply with the current BS7671 regulations.

There is no identification to any of the circuits and no distribution charts.

The current earthing is not to the current requirements of BS 7671 and an upgrade would be required.

From the main distribution boards circuit wiring is taken to serve the various power and lighting circuits throughout the buildings. Local circuit wiring has been carried out either in Pyro cabling/single cores or in multi-cores within recessed/exposed conduits and in PVC mini-trunking, galvanised trunking or recessed into wall, the condition is satisfactory.

The cables are to the old non-harmonized colours in most cases and are coming to the end of their useful life expectancy. Some cables are loose from the wall and could be damaged. The fire retardant cabling pyro is deteriorating and would require replacement; it was unaware if the cabling has been damaged through damp in the potting joints.

The socket/switches and fused connection unit outlets are in a poor condition in the majority of the building. The majority of existing sockets either requires replacing, as the majority are past their useful life expectancy.

The building was not provided with any DDA (Disability Discrimination Act) provision and future consideration should be accounted for, for the use of the public.

#### 4.11.2 Lighting Installation

The general lighting installation comprises of mainly surface mounted linear fittings with open diffusers or polycarbonate. The luminaires throughout the site mainly fitted with T12 fluorescent lamps and T8. The Lighting circuits are all controlled by local switches.

The majority of the fittings are in a poor condition and are at the end of their useful life expectancy, these fittings would not provide adequate lighting levels to current standards. The diffusers have deteriorated in colour over the years and affect the light output also. T12 fluorescents are obsolete in today's market and replacements for these cannot be obtained.

The WC's to the ground floor generally contain surface mounted T12 luminaire. The luminaires have missing diffusers and are not suitable for a WC environment. The fittings are in a poor condition.

In some locations, cabling was left in a unsafe condition protruding from the ceiling where original luminaires use to be positioned, these would not to be safely terminated.

The emergency lighting and exit signage is not to the current BS 5266 requirements. There are standalone bulkhead fittings which are assumed to be emergency lighting. There is a central battery emergency lighting panel within the electrical intake room. The panel is in a poor condition and past its useful life expectancy. The Panel would require a complete upgrade and test to see if the system is still operational. There is no evidence to suggest that the emergency lighting has been tested.

Externally the lighting is minimal and consists of surface mounted bulkhead luminaires generally in a poor condition. The external lighting does not conform to the Dark Skies requirements and to the environment ILP (Institute of Lighting Professionals) reduction of obtrusive light.

General batten fittings are in poor condition and would not provide sufficient light output ratio through the diffuser.

All the current light fittings are not energy efficient and there are no energy efficient measures taken into account.

#### 4.11.3 Fire Alarm

Generally the fire alarm system is in a poor condition; the current system is not an automatic system and would not be adequate for public use. The system consists of surface mounted battery powered fire alarm detectors, the majority of these did not work. Also the fire alarm sounder was a manual wound bell at either end of the building this would not meet suitable audible levels of BS 5839 pt 1.

There were not any manual call points to alert public of a potential fire within the building at any of the external doors.

The building was not provided with any DDA (Disability discrimination act) provision and future consideration should be accounted for, for the use of the public.

#### 4.11.4 Security

There is a security system throughout the building comprising PIR's located at strategic points. It is assumed the current intruder alarm system is operational. The condition of the system is satisfactory with minor detection, but would require upgrading due to damaged PIR detectors.

There was no CCTV provision or any door access equipment provided for additional protection.

#### 4.11.5 Data/Telecoms

Current Data/telecoms installation is minimal with domestic telecoms provision and data.

#### 4.11.6 Lightning Protection

There was no lightning protection installed

## **5.0 Options Appraisal & Estimated Costs**

### **5.1 OPTION 1**

The minimal works required to ensure the building meets current legislation and the building fabric is in satisfactory condition for rental of the facility are as follows:

#### **5.1.1 Roofs**

We would recommend carrying out repairs to a maximum 25% of the existing roof coverings.

Refix Upvc downpipes and hopper heads where these have become loose/ damaged/ missing.

Pressure wash and CCTV survey internal rainwater pipes to confirm if they are clear of any blockages.

Repair and decorate timber cladding to the tank house and underside of canopy.

**Estimated Cost - £32,000**

#### **5.1.2 External Walls, Windows and Doors**

##### **5.1.2a Walls**

Remove graffiti and re-point approx 50m<sup>2</sup> of brickwork required on all elevations and replacement of approx 40no. bricks.

The brickwork infills to the first floor window openings (changing rooms) should be carefully removed and replaced with new windows and cills to provide natural light and ventilation to each of the rooms.

Carefully remove and reinstate brickwork infills to the remaining window openings and mechanically fix in place the brickwork installing cills where missing.

**Estimated Cost - £10,500**

##### **5.1.2b Windows**

Splice repairs are required to timber frames prior to decoration. The majority of low level panels require replacement and cills reinstated where missing/removed. Replace missing/ broken glazing and louvers to 8no. window units.

**Estimated Cost - £35,500**



#### 5.1.2c Doors

Ease, adjust and decorate external doors. Replace 1no fire exit door and ironmongery. The Fire Exit door to the South elevation requires replacement. West Elevation fire exit door is damaged and requires a replacement threshold cill.

**Estimated Cost - £1,100**

#### 5.1.3 Floors and Stairs

Decorate concrete first floor and 2no sets of stairs with suitable masonry paint and replace stair nosings. Provide a continuous handrail to either side of each set of staircases. Remove all vinyl and bitumen used to fix down the floor coverings and replace with non-slip floor coverings. Replace all carpets throughout the property. Quarry tiles to the shower facilities require cleaning throughout and renewal of grout in some areas.

General maintenance and upgrade works are required to the floor and stair areas throughout, cleaning tiled areas and replacing defective coverings.

General maintenance to the main hall parquet flooring is recommended. Replacing any damaged/ lifting wooden blocks then sand and seal.

**Estimated Cost - £55,000**

#### 5.1.4 Ceilings

Decorate timber cladding in the entrance foyer and ground floor corridors. The Carry out repairs and replace some damaged/ stained suspended ceiling tiles within the main hall.

Encapsulated textured finish ceilings as a minimum level of remedial work. Inspection holes have been cut in Changing Room 1 and should be carefully reinstated.

General maintenance and upgrade works are required to the ceiling areas throughout, redecorating timber cladding to entrance foyer and ground floor corridors and encapsulating and decorating all textured ceilings.

**Estimated Cost - £22,500**

#### 5.1.5 Internal Walls and Doors

##### 5.1.5a Walls

Plaster repairs and decorations to all walls are required as a minimum. Repairs are predominantly required in the first floor changing rooms and circulation spaces but also required to some ground floor areas.



#### 5.1.5b Doors

None of the existing doors have fire resisting qualities. We would therefore recommend that as part of the scheme all doors be replaced with purpose made fire doors with vision panels (except cupboards) providing a minimum 30 minutes fire resistance, as required by the building regulations. All new ironmongery is to be DDA compliant for people with limited dexterity.

**Estimated Cost - £33,000**

#### 5.1.6 Fixed Furniture/ Fittings

Minor repairs required to kitchen fittings on both ground and first floor. As the existing cooker appears not to have a flame supervision device, the existing cooker should be fitted with one or replaced.

**Estimated Cost - £12,000**

#### 5.1.7 Sanitary Services

The sanitary services require upgrading, which should include the replacement of the asbestos containing cisterns on the first floor as well as the wash hand basins in the Male Shower area. Toilets and wash hand basins to the ground floor public toilets have all been vandalised and destroyed and will require replacement.

Other fixed fittings such as toilet roll holders and occupancy indicators are missing and should be reinstated.

The accessible wc on the ground floor requires complete replacement of sanitary items and remodelling to comply with approved document M of the Building Regulations. It is also recommended that an accessible wc and shower facility is provided on first floor level.

**Estimated Cost – £10,000**

#### 5.1.8 External Areas

Footpaths are to be resurfaced to ensure an even and level approach to the property. Where dropped kerbs occur, tactile paving is to be used.

Disabled parking bays to be marked out to meet the building regulations requirements of approved Document M.

**Estimated Cost - £5,000**

#### 5.1.9 Access Throughout The Building

Signage and way-finding to be improved throughout the building.

**Estimated Cost - £500**

#### 5.1.10 Mechanical services

##### 5.1.10a Main Plant

Fix leak in boiler and replace bottom panel. – £600

Replace badly corroded pipework and fittings. Replace galvanise pipework fittings. Insulate all domestic hot and cold water and heating pipework in the boiler room. - £10,000

Re-commission boiler and hot water heater. - £1,000

Provide gas safety solenoid valve and mechanical ventilation system interlock for the kitchen gas supply. Install natural ventilation for the gas meter installation. - £6,500

Replace existing cold water storage tank, associated pipework and fittings. - £12,000

**Estimated Cost - £ 29,500**

##### 5.1.10b Heating System Distribution

Replace defective thermostatic radiator valves (TRVs).

Replace defective wall mounted controllers/thermostats.

**Estimated Cost - £3,500**

##### 5.1.10c Hot and Cold Water Distribution

Replace thermostatic shower valves and controls.

Replace shower fittings.

**Estimated Costs - £5,500**

##### 5.1.10d Ventilation

Re-install fire damper in the bar ventilation ductwork to ensure that it is sealed properly to the building fabric.

Overhaul and re-commission the existing fans.

Install a commercial mechanical ventilation system in the kitchen.

**Estimated Costs - £27,000**

5.1.11 Electrical services

5.1.11a Incoming Supply and Distribution Boards

Upgrade existing earthing requirements to BS7671 regulations

Upgrade panels to accommodate residual circuit protection to all ring final circuits.

Replace defective damaged and end of useful life expectancy sockets, switches and fused connection units.

All circuits would need to be tested and confirm if existing cabling is satisfactory to be retained and reused.

**Estimated Cost - £10,000**

5.1.11b Lighting Installation

Replace all lighting consisting of T12 lamps and replace all defective and non-working lighting

Replace all emergency/exit lighting and central battery system to a operational level. Current condition and equipment is past its useful life expectancy and would require replacement.

External lighting, not sufficient and poor condition replace with new

All circuits would need to be tested and confirm if existing cabling is satisfactory to be retained and reused.

**Estimated Cost - £30,000**

5.1.11c Fire Alarm

The existing fire alarm system is inadequate for use. A new automatic/addressable system should be provided to meet with the current BS 5839-1:2013 fire detection and fire alarm systems for buildings.

Provide DDA compliancy, refuge alarm systems at the top of each stairwell and WC panic alarm systems for each accessible WC and shower facility.

**Estimated Cost - £12,000**

#### 5.1.11d Security

The existing intruder alarm system should be upgraded and all existing detectors repaired with door contacts to all external doors to a grade 2 standard.

**Estimated Cost - £5,000**

#### 5.1.11eData

Repair/replace existing data/telecoms equipment to original installation

**Estimated Cost - £2,000**

#### 5.1.11f Lightning Protection

Currently no lightning protection provided to the building, provide pulsar type protection and earth electrode puts to BS EN 62305 lightning protection standard.

**Estimated Cost - £10,000**

**Total Cost for Option 1 - £351,600**

## **5.2 OPTION 2**

In order for the building to be fully accessible, energy efficient and to achieve a more modern style the following works are recommended:

### **5.2.1 Roofs**

We would recommend removing all waterproofing and reinforced woodwool deck and replace with 19mm ply deck, self-adhesive vapour barrier and 130mm P.U.R insulation to meet current building regulations. Perimeter details to be raised where necessary and then cover with high performance felt.

Refix Upvc downpipes and hopper heads where these have become loose/ damaged/ missing.

Pressure wash and CCTV survey internal rainwater pipes to confirm if they are clear of any blockages.

Replace timber cladding to the tank house with Upvc.

**Estimated Cost - £93,000**

### **5.2.2 External Walls, Windows and Doors**

#### **5.2.2a Walls**

Remove graffiti and re-point approx 50m<sup>2</sup> of brickwork required on all elevations and replacement of approx 40no. bricks.

The brickwork infills to the first floor window openings (changing rooms) should be carefully removed and replaced with new windows and cills to provide natural light and ventilation to each of the rooms.

Carefully remove and reinstate brickwork infills to the remaining window openings and mechanically fix in place the brickwork installing cills where missing.

**Estimated Cost - £10,500**

#### **5.2.2b Windows**

Replacement of all windows with thermally broken double glazed aluminium units with insulated Trespa panels below where necessary.

**Estimated Cost - £65,000**

#### **5.2.2c Doors**

Replace all external doors with aluminium and double glazing. New ironmongery to be suitable for people with limited dexterity.

### **Estimated Cost - £6,500**

#### 5.2.3 Floors and Stairs

Decorate concrete first floor and 2nd sets of stairs with suitable masonry paint and replace stair nosings. Provide a continuous handrail to either side of each set of staircases. Remove all vinyl and bitumen used to fix down the floor coverings with non-slip flooring. Replace all carpets throughout the property. Quarry tiles to the shower facilities to be removed and replaced with more modern non-slip flooring.

Replace timber parquet flooring to main hall with a new sprung floor suitable for all types of sports and easy to maintain.

### **Estimated Cost - £74,500**

#### 5.2.4 Ceilings

Replace timber cladding in the entrance foyer and ground floor corridors with either new suspended ceiling tiles or plasterboard.

Replace existing suspended ceilings throughout with new.

Remove the textured ceiling finish (ACM) to numerous rooms on both the ground and first floor and replace with either new suspended ceiling tiles or plasterboard.

### **Estimated Cost - £51,500**

#### 5.2.5 Internal Walls and Doors

##### 5.2.5a Walls

Plaster repairs and decorations to walls are required throughout the property.

##### 5.2.5b Doors

None of the existing doors have fire resisting qualities. We would therefore recommend that as part of the scheme all doors be replaced with purpose made fire doors with vision panels (except cupboards, wc's, shower rooms and changing rooms) providing a minimum 30 minutes fire resistance, as required by the building regulations.

### **Estimated Cost - £33,000**

#### 5.2.6 Fixed Furniture/ Fittings

For a more modern kitchen replace all units and worktops to both ground and first floor kitchen areas. Replace existing cooker with new.

### **Estimated Cost - £23,000**

### 5.2.7 Sanitary Services

Works to include full replacement of all wc's, wash hand basins, showers and cubicles etc for a more up-to-date look.

The accessible wc on the ground floor requires complete replacement of sanitary items and remodelling to comply with approved document M of the Building Regulations. It is also recommended that an accessible wc and shower facility is provided on first floor level.

**Estimated Cost - £97,000**

### 5.2.8 External Areas

Footpaths are to be resurfaced to ensure an even and level approach to the property. Where dropped kerbs occur, tactile paving is to be used.

Disabled parking bays to be marked out to meet the building regulations requirements of approved Document M.

**Estimated Cost - £5,000**

### 5.2.9 Access Throughout the Building

To ensure the property is fully accessible to all, a passenger lift within a new extension and linked to the existing building is recommended to enable wheelchair users or members of the public with pushchairs etc to access the first floor of the property.

Signage and way-finding to be improved throughout the building.

**Estimated Cost - £71,500**

### 5.2.10 Mechanical Services

#### 5.2.10a Main Plant

Replace badly corroded pipework and fittings. Replace galvanise pipework fittings. Insulate all domestic hot and cold water and heating pipework in the boiler room. - £10,000

Replace existing boiler and water heater with new condensing type boiler and water heater. Replace existing pumps. - £15,000

Provide gas safety solenoid valve and mechanical ventilation system interlock for the kitchen gas supply. Install natural ventilation for the gas meter installation. - £6,500

Replace existing cold water storage tank, associated pipework and fittings. - £12,000

**Estimated Cost - £43,500**

#### 5.2.10b Heating System Distribution

Replace defective thermostatic radiator valves (TRVs).

Replace defective wall mounted controllers/thermostats.

Install radiator heat reflective panels.

**Estimated Cost - £4,000**

#### 5.2.10c Hot and Cold Water Distribution

Replace thermostatic shower valves and controls.

Replace shower fittings.

Where accessible, insulate hot water pipework outside the boiler room.

**Estimated Costs - £7,500**

#### 5.2.10d Ventilation

Re-install fire damper in the bar ventilation ductwork to ensure that it is sealed properly to the building fabric.

Replace all existing fans and install heat recovery ventilation systems for the bar and hall. Install a commercial mechanical ventilation system in the kitchen.

**Estimated Costs - £40,000**

#### 5.2.11 Electrical Services

##### 5.2.11a Incoming Supply and Distribution Boards

Upgrade all switchgear/accessories/containment and cabling throughout the site in accordance with BS 7671:2008 latest requirements, conform to CIBSE TM39 for split load metering of the installation.

**Estimated Cost - £25,000**



#### 5.2.11b Lighting installation

Replace all lighting to a compliant and energy efficient installation, with daylight dimming absence control detection and High efficiency LED luminaires throughout the site.

Replace all existing wiring with new harmonized colours to the latest BS 7671:2008 requirements

**Estimated Cost - £35,000**

#### 5.2.11c Fire Alarm

The existing fire alarm system is inadequate for use a new automatic/addressable system should be provided to meet with the current BS 5839-1:2013 fire detection and fire alarm systems for buildings. Provide DDA compliancy, refuge alarm systems at the top of each stairwell and WC panic alarm systems for each access WC

**Estimated Cost - £12,000**

#### 5.2.11d Security

The existing intruder alarm system should be upgraded and all existing detectors repaired with door contacts to all external doors to a grade 2 standard.

**Estimated Cost - £5,000**

#### 5.2.11e Data

Provide an adequate data network with the installation of Category 6 data cables, rj45 outlets and VoIP telecoms installation, provided from a local data hub cabinet

**Estimated Cost - £4,000**

#### 5.2.11f Lightning Protection

Currently no lightning protection provided to the building, provide pulsar type protection and earth electrode puts to BS EN 62305 lightning protection standard

**Estimated Cost - £10,000**

#### 5.2.11g CCTV

Provide CCTV to the perimeter of the building for additional protection, due to the building being set back from the main road. Vandal resistant fixed

weather proof cameras to be provided with DVD recording facility and multiplexer and monitors located internally.

**Estimated Cost - £4,000**

**Total Cost for Option 2 - £720,500**

The total approximate expenditure required for each of the options is detailed in the tables below:

<b>Option 1</b>	<b>Option 2</b>
£351,600	£720,500

The costs provided within this report are budget figures calculated for anticipated works.

Please note that all approximate costs provided are based on the cost to carry out recommended works and as such, exclude VAT, professional fees and any specialist surveys.

## **6.0 Legal Considerations**

### **6.1 Planning Implications**

A formal planning application would need to be submitted for consideration if the client wishes to go ahead with the replacement of windows and external doors as this alters the external appearance of the property. Once the application has been submitted to the local planning authority the approval process may take between 8 - 12 weeks for a decision.

**Estimated Cost - £600**

### **6.2 Building Regulations**

As the existing and proposed use of the building is deemed to be a 'designated use' under the Regulatory Reform (Fire Safety) Order 2005 a full plans building application must be submitted to the Local Authority Building Control Department.

The approval process will take a minimum of six weeks.

**Estimated Cost - £450**

### **6.3 Construction (Design & Management) Regulations**

Under the CDM 2007 regulations, the client is responsible for providing preconstruction information in order to allow the contractor to plan and prepare for the works. Due to the extent of the works involved for either option it is likely that these works will fall in to the category of notifiable works however this will be re-evaluated at design stage. A CDM Co-ordinator will need to be appointed to assist you as the client to fulfil your duties under CDM. NPS are able to act as the CDM-Coordinator if required, at an agreed fee.

### **6.4 Fire Precautions**

As part of the Building Control Approval process the local Fire Department will be consulted and will pass comment on the proposals to ensure fire safety and escape is not breached.

During proposed works and following completion, the premises Fire Risk Assessment will require review.

### **6.5 Equality Act**

The Act requires equal treatment in access to employment as well as private and public services regardless of age, gender, disability, race and religion. In case of disability, employers and service providers are under a duty to make reasonable adjustments in their workplace to overcome barriers experienced

by disabled people, which includes facilities like an accessible toilet and level access throughout the property, which have been allowed for within the costings of this report.

## **7.0 Conclusion**

Overall the fabric of the building is in very poor condition both internally and externally. Extensive plaster repairs, redecoration, new sanitaryware and flooring are required throughout. There are a number of Health and Safety hazards that should be addressed as a matter of urgency; these include structural movement to brickwork, mechanically fixing the brick infills, replacement of all internal doors with fire doors, repairs to hall flooring and encapsulating textured ceiling finishes throughout the property.

To bring the property up to current standards and to provide a more energy efficient and accessible building for all it is recommended that windows are replaced with new double glazed units, roof coverings and insulation be upgraded and a passenger lift to be installed ensuring level access throughout the building. We would also recommend that the client consider installing an accessible WC and shower room within the building.

The mechanical installation inside the boiler room in general appears to be in a poor condition. The boiler appears to be leaking and certain sections of the pipework are badly corroded. At the very least, the leak in the boiler should be repaired and corroded sections of pipework, valves and fittings should be replaced. Insulation of the pipework should also be carried to minimise energy losses within the boiler room. As the existing boiler and water heater are non condensing, replacing them along with the pumps should be considered if a more energy efficient central heating and hot water plant is required.

Outside the plantroom, the majority of the mechanical installations are in a fair condition for their age. However it is recommend that a gas safety interlock system be installed as well as the replacement of existing thermostatic shower valves/controls, defective thermostatic radiator valves and wall mounted controllers/thermostats be carried out.

On the roof, the existing water tank will definitely need to be replaced to ensure that the requirements of the current legislations are met.

Ventilation services wise, the existing fire damper in the bar ventilation ductwork will need to be re-installed to maintain the fire integrity of the existing fire compartments. It is also recommended that a commercial kitchen ventilation system be installed for the kitchen. Although the existing wall fan provided for the kitchen maybe adequate for the minimal amount of cooking done on site, a proper commercial kitchen ventilation system is recommended should the kitchen be more intensively used in the future. Furthermore for a more energy efficient building, it is recommended that the existing bar and hall ventilation be replaced with heat recovery ventilation systems.

In general all electrical installations are in poor condition with majority of items being obsolete. The majority of the equipment may require replacement in the next 1 year due to life expectancy of products. A lot of areas of the building require upgrades to meet with the current BS 7671:2008, Building Regulations Part L, M, P and other relevant standards.

NPS would recommend that the entire existing electrical installation is replaced with new switchgear/ lighting/ power/ fire alarm/ intruder alarm and lightning protection. CCTV provision for the building is also recommended. Energy efficient lighting and controls would be recommended for higher output/ efficiency and to meet with the current part L building regulations.

**CABINET**

**18th June 2014**

**Subject: Draft New Local Plan – Task & Finish Group**

**Cabinet Member: Councillor Riley, Leader of the Council – Strategic Policy**

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**1. Purpose of Report**

**This report is to seek the approval of the Cabinet to the nominations of Members of the Council to the Draft New Local Plan Task & Finish Group, as agreed by Council at its meeting on 15<sup>th</sup> January 2014.**

**The report also seeks the approval of the Cabinet to refer the agreed nominations and recommended Chairman to Council on 23<sup>rd</sup> July 2014 for formal approval.**

**2. Links to Council's priorities and objectives**

**The Draft New Local Plan is directly linked to the Council's Regeneration & Homes priority – more local employment and the creation of business opportunities.**

**3. Recommendations**

**That the Cabinet agrees to**

- 1. The nominations of 10 (ten) Members of the Council to the Draft New Local Plan Task & Finish Group.**
- 2. The appointment of a Chairman of the Draft New Local Plan Task & Finish Group.**
- 3. Refer both the nominations and appointment of the Chairman of the Group to the meeting of Council on 23<sup>rd</sup> July 2014 for approval.**

#### **4. Background**

- 4.1 At its meeting on 15<sup>th</sup> January 2014, Council agreed to publish a Draft New Local Plan for public consultation. That consultation took place from 24<sup>th</sup> January 2014 until 28<sup>th</sup> March 2014.
- 4.2 Council also agreed to appoint a Task and Finish Group to review the response to consultation on the Draft New Local Plan. It was agreed that membership should reflect the political balance of the Council and should be chaired by the Cabinet Member for Economic Development and Business Liaison.
- 4.3 In order to reflect the political balance of the Council, the Task and Finish Group should comprise 10 (ten) Members of the Council, with the following composition;
- |                           |   |
|---------------------------|---|
| Conservative              | 5 |
| Canvey Island Independent | 4 |
| UKIP                      | 1 |
- 4.4 The Leaders of the Political Groups on the Council are invited to nominate members of their Groups to serve on the Task & Finish Group.

#### **5. Corporate Implications**

##### **a. Financial Implications**

There are no implications of this kind arising from the recommendation in this report.

##### **b. Legal Implications**

The Task & Finish Group will be a formally constituted meeting of the Council and so should observe the political balance of the Council and its requirements concerning interests. Since the formation of the Group was originally agreed at Council, then Council should formally approve the latest arrangements.

##### **c. Human Resources & Equality Implications**

There are no implications of this kind arising from the recommendation in this report.

##### **d. Timescale for implementation & risk factors**

Once the nominations have been made, and have been agreed at Council on 23<sup>rd</sup> July 2014, arrangements can be put in place for the meetings of the Task & Finish Group to commence.

## **6. Conclusions**

The nomination of Members to the Task & Finish Group, and its agreement by Council will allow progress to be made on consideration of the responses received to the Draft New Local Plan.

### **Background Papers**

None

### **Report Author:**

Ann Horgan – Head of Governance

Steve Rogers – Head of Regeneration & Neighbourhoods



**CABINET**

**18th June 2014**

**Subject: Financial Update**

**Cabinet Member: Councillor Stanley – Resources and Performance**

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**1. Purpose of Report**

This report presents the latest position in relation to the General Fund financial forecast for the period 2014/19 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 notes the report and approves the changes to the approved budget as set out in section 5.

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**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 The forecast shown at Appendix 1 is based on the budgets approved by Special Council on 26<sup>th</sup> February 2014, 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 expenditure in that year.
- Line 4 – That for years 2015/16 (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 (£2.4m).
- Line 24 – A Council Tax increase of **0%** for 2014/15 and an assumption of a **2%** increase for subsequent years. Whilst the forecast remains out of balance it is not financially viable to indicate lower council tax increases. **2%** reflects the level at which Government set the referendum limit for council tax increases for 2014/15.
- Line 20 – General Reserves at around **£3.3m**, at the end of 2014/15.

4.3 Detailed estimates have been produced for years 2014/15 through to and including 2016/17, based on the level of external funding allocated to the Council.

## 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	<b>1.2m</b>	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.  Also see narrative relating to the statement of accounts below.
2	Transfer from earmarked reserves to car parks repairs revenue budget in line with cabinet approval	<b>118k</b>	Contracts to the value of <b>£136k</b> have recently been let in relation to refurbishment works at two Council car parks in line with earlier reports to Cabinet. <b>£18k</b> budget has been rolled forward from the previous financial year and the balance drawn from the earmarked reserve.
3	Individual Electoral Registration grant	<b>53k</b>	Grant intended to fund additional costs associated with IER. Grant is therefore offset by expenditure.

5.2 The financial forecast at Appendix 1 also includes changes resulting from the 2013/14 closure process which are subject to external audit and which will be presented to Council in September 2014. The outturn for 2013/14 is positive.

- 5.3 The incorporation of these items into the financial forecast has resulted in corresponding changes elsewhere within the financial forecast.

## **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.

<b>Description</b>	<b>Predicted year end budget variance £</b>	<b>Background and action being taken</b>
No items to report.		

## **7. Key Financial Developments**

### **Business Rates Pooling**

- 7.1 Given the high degree of uncertainty towards the end of the last financial year regarding the impact on the collection fund of announcements made within the 2013 autumn statement relating to business rates, it was not possible to determine whether a business rates pooled arrangement, with other Essex authorities, would have been beneficial. The unanimous decision was therefore taken not to proceed for 2014/15 but to consider a pooled arrangement for 2015/16. This work is due to commence and progress will be provided to Cabinet as part of this financial update report.

### **Local Council Tax Support Scheme LCTSS**

- 7.2 The first year of the local council tax support scheme resulted in an under spent position (expenditure to grant) and the respective caseload was seen to slightly reduce during the course of the year.
- 7.3 The Council has seen a reduction in the overall council tax collection rates and an increase in the number of payment arrangements which extend payment into the new the current financial year. It is therefore too early to know the full financial impact of the scheme. The unspent grant has been preserved in an earmarked reserve.
- 7.4 Approximately 60% of the scheme funding is contained within the revenue support grant (RSG) from central government. Overall, RSG has reduced by 24% in 2014/15 but it is not possible to determine precisely how much of this is for the local scheme and therefore, for 2014/15, the majority of Council’s have maintained funding at the same level as for 2013/14. However, as RSG continues to reduce, protection of local scheme funding will not be sustainable and it will be necessary for all council’s to revisit this assumption on an annual basis. A report is intended to be brought to Cabinet in July which explains this issue and sets out options for consultation on a scheme for 2015/16.

### **Tax base Compliance Business Case**

- 7.5 Authorities across Essex have worked together in recent years on initiatives intended to maximise revenue through the adoption of similar policies, sharing experience and development of new ways of working. These initiatives have directly benefitted the respective precepting organisations on whose behalf the bulk of council tax revenue is collected.
- 7.6 Our preceptors have, in turn, been very supportive and provided funds for additional resources and entered into incentive agreements which effectively increase the proportion of revenue the billing authority retains. It is fair to say that some initiatives would otherwise offer only marginal benefits to the billing authority and would not have been pursued.
- 7.7 A business case is currently being finalised across Essex (including the unitary authorities) which, if approved, is intended to ensure that local authorities maximise their tax base through continuously and proactively ensuring that discounts and exemptions awarded against Council Tax are legitimate and accurate. It is known that a percentage of discounts/exemptions are inaccurate (evidenced by Audit Commission reports) at any point in time but most authorities are not resourced sufficiently to undertake the work necessary to continuously review and follow up with claimants/taxpayers. The business case would see the engagement of new resources, funded largely by the preceptors, which would target this work. The business case also includes a proposal for data sharing/matching across organisations (including the County Council).
- 7.8 Further updates will be provided to Members via this report.

### **Financial Forecast/Funding Gap 2015/16**

- 7.9 The Medium Term Financial Forecast presented to Council in February 2014, indicates a significant funding gap in each financial year from 2015/16 which the Council must address in order to maintain existing service levels.
- 7.10 The Council is already effectively committed beyond its means in future years i.e. spending funds it does not have, and will need to identify reductions to existing services and/or efficiencies.
- 7.11 The position with regard to Council reserves is also serious. Whilst at the current time reserves appear healthy, there are very real and significant financial risks which may or may not materialise in future years, particularly around planning appeals and associated legal costs. These risks, coupled with the projected budget gap, will result in a complete depletion of general reserves within the next four financial years.
- 7.12 A programme of work is currently underway which it is hoped will contribute towards closing the funding gap. However, until each financial year is balanced, the Council should not enter into new and ongoing financial commitments.

## **8. Financial Risk Factors**

- 8.1 The budget report presented to the Cabinet meeting on 26<sup>th</sup> 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.

Description	Explanation
Insurance Related Risks	Potential liabilities arising from insurance claims which may arise.
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 anticipates an increase in the number of planning applications submitted. There is potential for a proportion of these applications not to be approved resulting in an appeals process. The appeals process will necessitate the Council incurring legal costs and, should the outcome of the appeal not be favourable to the Council, there is potential for the Claimants legal costs to be awarded against the Council.</p> <p>The outcome of litigation in relation to property searches – subject to strict confidentiality.</p>
Local Council Tax Support Scheme	This is the second year of the locally determined, replacement scheme for Council Tax Benefits, which sees all financial risk (arising from changes in caseload and debt collection) falling to the Borough Council and its precepting organisations (excluding the Town Council).
Impact of Welfare Reforms on demand for Council Services	It is not possible to predict the full direct or indirect impact of the various welfare reforms.
Pension Fund Revaluation	The next valuation of the pension fund is to be undertaken by the actuary in March 2016, and will be effective for contributions from 2017/18 onwards.
Potential for withdrawal of external or third party revenue income	<p>The financial forecast currently assumes the continuation of a number of revenue streams from external organisations or third parties. These relate to service level agreements, fees for services or other contributions towards costs incurred by the Council.</p> <p>It is known that many of these organisations are striving to reduce their costs and it is possible that one or more of the aforementioned revenue streams may be lost.</p> <p>Additionally, there is a real threat that where another organisation (such as the County Council) discontinues or reduces delivery of a particular service, the Borough Council will be expected to bridge the service gap at its own cost.</p>
Government Funding	As recent years have shown, there is a continuous threat of reduced funding from central government. This

	<p>includes RSG, New Homes Bonus and other service specific revenue grants.</p> <p>Certainty from one financial year to the next is not enabled through the current annual settlement process.</p>
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## 9. **Annual Statement of Accounts 2013/14**

The closure process for the last financial year is complete and the statement of accounts is currently awaiting 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 2014/15, incorporating the Financial Planning Strategy.
- Budget monitoring statements for the period April to May 2014.

<b>Medium term financial forecast</b>		<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>Notes</b>
<b>Ref</b>	<b>Current policies and service plans</b>	<b>£'000s</b>	<b>£'000s</b>	<b>£'000s</b>	<b>£'000s</b>	<b>£'000s</b>	
1	Detailed estimates	13,353	10,954	11,854			Draft budgets supported by detailed workings
2	Budgets rolled forward from previous financial year	1,219					
3	Total net expenditure b/f				11,854	13,585	Budget rolled forward from previous year
4	<b>Budget/Funding Gap</b>		<b>(486)</b>	<b>(1,165)</b>	<b>(3,072)</b>	<b>(3,592)</b>	<b>Required in order to deliver a balanced budget and maintain reserves at the minimum level recommended</b>
5	Changes to base since budget set in Feb 2014	128					
6	Changes to base, provision for inflation, changes in interest rates, capital and pension re-valuation costs				1,731	355	Based on spending plans and appropriate Government and market indices
7	<b>Total net expenditure</b>	<b>14,700</b>	<b>10,468</b>	<b>10,689</b>	<b>10,513</b>	<b>10,348</b>	
8	Contribution to/(from) Earmarked reserves	(2,800)	778	425	(151)	0	
9	<b>Contribution to/(from) General reserves</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>A balanced budget is proposed for 2014/15. See also line 4 in relation to future years</b>
10	<b>Net Budget before funding</b>	<b>11,904</b>	<b>11,246</b>	<b>11,114</b>	<b>10,362</b>	<b>10,348</b>	
11	Collection Fund adjustment	(133)					
12	Capital and other grants and contributions	(1,114)	(1,115)	(1,123)	(1,131)	(1,139)	
13	New Homes Bonus (NHB)	(686)	(686)	(686)	0	0	Scheme currently planned for review by Government
14	Council Tax support grant	(258)	(258)	(75)	(75)	(75)	Assumes council tax freeze grant remains in place indefinitely
15	<b>Formula Grant &amp; Retained Business Rates</b>	<b>(2,987)</b>	<b>(2,326)</b>	<b>(2,232)</b>	<b>(2,018)</b>	<b>(1,854)</b>	<b>Levels advised by Govt for 2014/15 &amp; 2015/16. Future years assume reductions in formula grant element of 20%</b>
16	<b>Council Tax Requirement</b>	<b>6,726</b>	<b>6,861</b>	<b>6,998</b>	<b>7,138</b>	<b>7,280</b>	
<b>Ref</b>	<b>Reserves</b>	<b>£'000s</b>	<b>£'000s</b>	<b>£'000s</b>	<b>£'000s</b>	<b>£'000s</b>	
17	<b>General Reserves at start of year</b>	<b>3,839</b>	<b>3,310</b>	<b>2,129</b>	<b>964</b>	<b>(2,108)</b>	
18	Contribution (to)/from General Fund	4	(486)	(1,165)	(3,072)	(3,592)	Line 18 will fluctuate in line with the revenue budget
19	Planning appeals & associated legal costs	(533)	(695)	0	0	0	
20	<b>General Reserves at year end</b>	<b>3,310</b>	<b>2,129</b>	<b>964</b>	<b>(2,108)</b>	<b>(5,700)</b>	<b>Minimum year end balance for General Reserves is £2.4m</b>
21	<b>Earmarked reserves at start of year</b>	<b>4,038</b>	<b>151</b>	<b>151</b>	<b>151</b>	<b>0</b>	
22	Contribution (to)/from General Fund	(2,800)	778	425	(151)	0	
21	Other movements on earmarked reserves	(1,087)	(778)	(425)	0	0	
22	<b>Earmarked reserves at year end</b>	<b>151</b>	<b>151</b>	<b>151</b>	<b>0</b>	<b>0</b>	

**CABINET**

**18th June 2014**

**Subject: Transforming Primary Care In Essex 'The Heart of Patient Care' - Consultation**

**Cabinet Member: Councillor Dick – Cabinet Member for Health & Wellbeing**

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**1. Purpose of Report**

**This report is to inform the Cabinet about the NHS England Public Discussion Document – Transforming Primary Care.**

**2. Links to Council's priorities and objectives**

**The initiatives described in this report are directly linked to the Council's 'Improving the Council' priority.**

**3. Recommendations**

**That the Cabinet asks the Wellbeing Policy Scrutiny Committee to consult on the document and then report back to Cabinet with its findings.**

**4. Background**

**4.1 Transforming Primary Care in Essex, The Heart of Patient Care is a document aimed at starting a public discussion on how to redesign GP, dental, pharmacy and optician services, collectively called 'Primary Care' in Essex.**

**4.2 The report focuses on the creation of hubs to serve populations of around 20,000+ with better integration between GP services, pharmacy services, dental services and optometry services. A longer term vision includes the integration of community health services.**

**4.3 In addition, the report states that half of Essex GPs are over fifty, and due to retire in the next fifteen years and further that Essex already has one of the lowest concentrations of GPs per resident in the country – currently running at a shortage of 143 GPs across the County.**



- 4.4 The report also outlines the desire to make better use of Primary Care premises by seeking to secure 75% usage – i.e. that premises are not left empty and underutilised, including and particularly at weekends.

## **5. Corporate Implications**

### **5.1 a. Financial Implications**

None

### **5.2 b. Legal Implications**

None

### **5.3 c. Human Resources & Equality Implications**

None

### **5.4 d. Timescale for implementation & risk factors**

There is no stated timescale for responses to the consultation.

## **6. Conclusions**

- 6.1 In summary it is clear that the aim of the strategy is to make primary care more efficient. Importantly the discussion document states that there is no additional money to fund change – any additional money would come from moving activities from secondary care to primary care, i.e. localising treatment of long-term conditions such as diabetes, etc.

## **Background Papers**

Transforming Primary Care in Essex – The Heart of Patient Care – Public Discussion Document (attached)

**Report Author:** Mel Harris – Head of Partnerships & Safer Places

Transforming Primary Care in Essex

# The Heart of Patient Care

# About this document

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This document is the beginning of a public conversation. Please feel free to note down your thoughts in the margins and send it back to us at:

NHS England  
Swift House,  
Hedgerows Business  
Park,  
Colchester Road,  
Springfield,  
Chelmsford,  
Essex, CM2 5PF,

or by email at  
lynn.ives@nhs.net.

This document is designed as a discussion starter for how we should look to redesign GP, dental, pharmacy and optician services — collectively called 'Primary Care' — in the county of Essex.

Many of the changes we are looking at will take a long time to bring about, and, for most people, they will result in small but significant improvements. For a smaller group of people, especially those with a number of long-term conditions, the improvements will be more significant.

## Why are you asking for public views?

This document begins a public conversation on our overall strategy. Everything in it is designed to make things better, given our situation as a county and the funding we expect to receive. We know, though, that well-intentioned plans can sometimes create unwanted and unexpected side-effects.

We are issuing the document publicly so that we can get advice from as many Essex residents as possible. As you read, please consider the questions in bold on this page. Feel free to write comments in the margins and return the whole document to us, or to contact us by letter, by email, or in any of the public meetings. You can also drop comments in at your local GP surgery.

## Questions for consideration:

### **1 Do the reasons for change make sense?**

Does the section on the need for change make sense to you? Do the problems it looks at match your own experience? Are there significant issues which we've overlooked which we ought to know about?

### **2 Does the new model look right?**

We are putting forward the idea of primary care hubs. In some areas these will be fairly loose, and in other areas they will mean much stronger ties. Does our plan to have GPs, pharmacists, dentists and opticians working much more closely together seem a good one? Is there a better idea which we haven't considered?

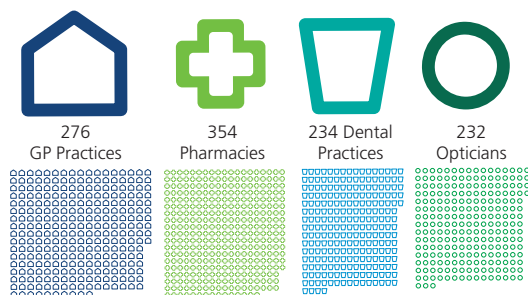
### **3 Are we missing something?**

Is there something happening that we haven't noticed? Is there a piece of information you know which might make us want to think again?

### **4 Are there hidden down-sides?**

Looking at the new model, if that was how your local primary care services worked, would things be better, or would there be a hidden down-side, for you or for someone you know well?

# Why we need to change



Essex has 276 GP Practices, 354 Pharmacies, 234 Dental Practices and 232 Opticians. Most people think the services are good — in fact, 87% of people said their GP practice was good or very good in recent surveys.

However, there are a number of things just over the horizon which mean that we must act now if we are to keep having good services in the future.

**At the moment, Essex has strong primary care services which are popular with patients.** Improvements in medicine and changes in society mean that we cannot stay where we are. We already see this in pressures on services.

**Medical science** is improving all the time, and advances in Information Technology — such as smartphones, broadband, and video calls — make things possible today which twenty years ago were undreamt of. Advancing medicine, though, costs money, and the NHS is expecting to receive more or less the same amount of money over the next twenty years as it does now.



## Your reactions

Please feel free to write your reactions in the space below:

**Society is ageing** — we are living longer, but that also means that we are frailer for longer, and so we will be demanding more from the NHS. This, too, costs money.

Hand in hand with ageing is our increase in **long-term conditions**. Some of these, such as diabetes, are linked to the way we lived our lives decades ago, and some are natural results of living longer.

Equally, as patients **we expect more** from the NHS now than twenty years ago, and it is likely that we will expect even more as time goes on.

What is more, although services are generally good, there are some particular issues which we need to look at.

- What happens in a practice varies from one place to another. Not everyone gets the same access to the best, quickest diagnosis. We believe it is possible for everyone to be able to benefit from the latest, highest quality medicine.
- Doctors, dentists, pharmacists and opticians don't work in a joined-up way. We could give a much better service — and potentially save lives — if they did.
- Many GPs are already working flat out. As the demands on health services rise, we cannot simply ask them and other health professionals to work harder. We need to find a better way to make the most of everyone's time and work. What is more, many GPs are set to retire over the next fifteen years, and we are not recruiting enough new GPs to make up.
- We have a lot of premises in primary care, but we don't make the most of them, which means we are spending more than we have to, and getting less out of them than we could.
- For the most vulnerable in our community, our current ways of working are sometimes not flexible to meet their needs.
- People are moving into Essex — our population is rising, and we need to take account of that in our plans.

# What the NHS is offering

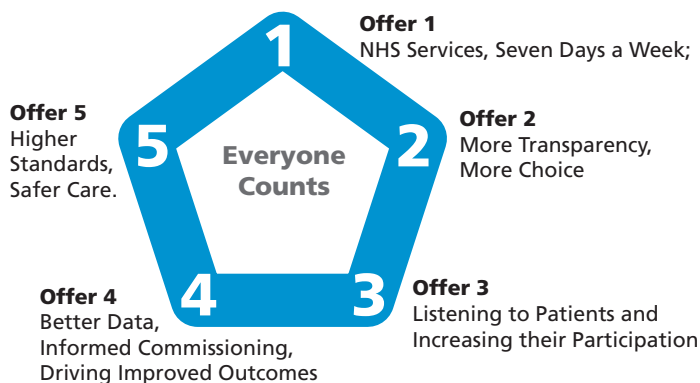
The NHS means many things to many people, and it is always changing to meet today's need. On this page we summarise our commitment to you.

## Your reaction

What do you think of these offers and commitments? Do they match your expectations and needs?

Please feel free to write your comments in the space below.

Society has changed a lot since the NHS was founded in 1948, and the NHS continues to change as it reflects this. Looking at the nation's needs for the next five years, and the way people now live their lives, we have committed to five 'offers'. These summarise what you can expect from health services in the future.



Offer 1: NHS Services, Seven Days a Week;  
Offer 2: More Transparency, More Choice;  
Offer 3: Listening to Patients and Increasing their Participation;  
Offer 4: Better Data, Informed Commissioning, Driving Improved Outcomes; and  
Offer 5: Higher Standards, Safer Care.

## Our vision for primary care

Primary Care is the heart of the wider health and social care system. Our vision for primary care in Essex is that it should provide the same high-quality service seven days a week wherever people visit it.

Primary care is people's entry point for the prevention and treatment of illness. It already includes a rich diversity of professionals ranging from GPs, Nurse Practitioners, Nurses, Optometrists and Pharmacists through to allied health professionals.

Advances in technology and changing demographics mean that, with the right premises and the correct skill mix, more care can be delivered in a primary care setting. People who have historically gone to hospitals to receive their care will no longer need to.

## Our commitment

**Consistent** — everyone in Essex will get easy access to information, advice and support. The care you get will be in line with best practice.

**High Quality** — highly trained health professionals will provide the best quality care for you as a patient

**Responsive and Accessible** — you will be able to get information online, and have access to a healthcare professional seven days a week. You will have access to a primary care professional within 24 hours if you need to, and will be able to get a routine appointment with a GP within five days.

**Integrated** — services will work together to meet our physical, mental health and social care needs.

**Sustainable** — primary care services will be there over the next 25 years, and will evolve as needs change.

**Preventative** — Primary Care Professionals will act as Community Health Leaders, and you will be actively involved in the management of your own health and care. You will receive more information on maintaining your health.

# What you have already told us

- 1 "Make it simple for me and my family or carers to access and receive primary care services and advice."
- 2 "Help me and my family or carers be aware of how to care for ourselves and detect health issues early."
- 3 "Support me to manage my acute or long-term physical and mental conditions."
- 4 "If my need is urgent, provide me with guaranteed same-day access to my primary care team."
- 5 "Ensure that I am in contact with a senior clinical professional early on to improve my care, experience and outcome,"
- 6 "Wherever appropriate, manage me where I seek help, including at home and over the telephone."
- 7 "If it's not appropriate to treat me where I seek help (including at home and over the telephone), direct me to a place of treatment within a safe amount of time."
- 8 "Make sure the information that is critical for my care is available to everyone who treats me."
- 9 "Whenever I need wider support for my mental, physical and social needs, ensure it is available and easy to access."
- 10 "Make sure I can be confident that the quality of my care is good and I am protected from harm."

Every day, we receive hundreds of comments from patients and carers. We've summarised some of the comments that have the biggest impact on the changes we are considering.

## Your response

Do these comments reflect your experience or concerns?

Please feel free to use the space below to let us know what you see as the most important improvements we could make in primary care.

## Primary Care in Essex

87% of people regard their GP service in Essex as good or very good. There are still issues facing us, though.

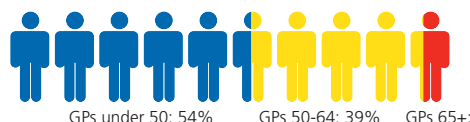
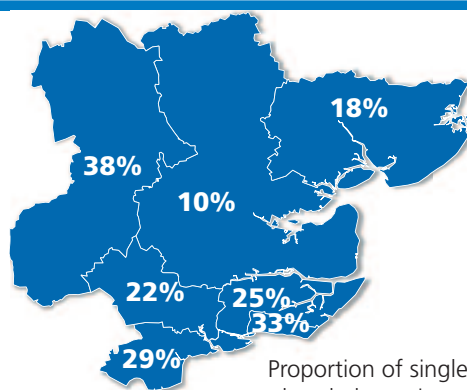
Many of our practices are 'single-handers' — the map (right) shows the percentages in each locality. This makes it more difficult for them to offer 7 day a week care in the way things are arranged at the moment.

Almost half of our GPs are over fifty, and due to retire in the next fifteen years.

Opticians, pharmacists and dentists play a key role in primary care, but their potential is underused.

Essex already has one of the lowest concentrations of GPs per resident in the country. In order to reach the England average, we need to attract and retain another 143 full-time GPs.

A recent mystery shopper survey showed that in a quarter of practices, people wait two weeks to see a GP.



25% **M T W T F S S M T W T F S S**

# What will the new model of primary care look like?

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Our proposed new model, using 'hubs', is designed to solve the problems we outlined in the first section, and to fulfil the promises we made in the second, and to respond to what you have told us. We believe this is affordable, based on the relative costs of primary care and acute care, and moving a small proportion of our funding from one to the other.

## Do you agree?

Please feel free to write comments below, or on the illustration opposite.

Clinical Commissioning Groups in Essex and NHS England have been working to develop a new 'model' of primary care, based around 'hubs'. We've illustrated this on the page opposite.

Hubs will vary in how they work. We think that they will typically serve around 20,000 people. Some hubs will be more integrated, even going as far as being new organisations, whereas others will be more like networks.

Using the 'hub' model, where GP practices organise themselves into networks or even new organisations, we believe that we can achieve the following:

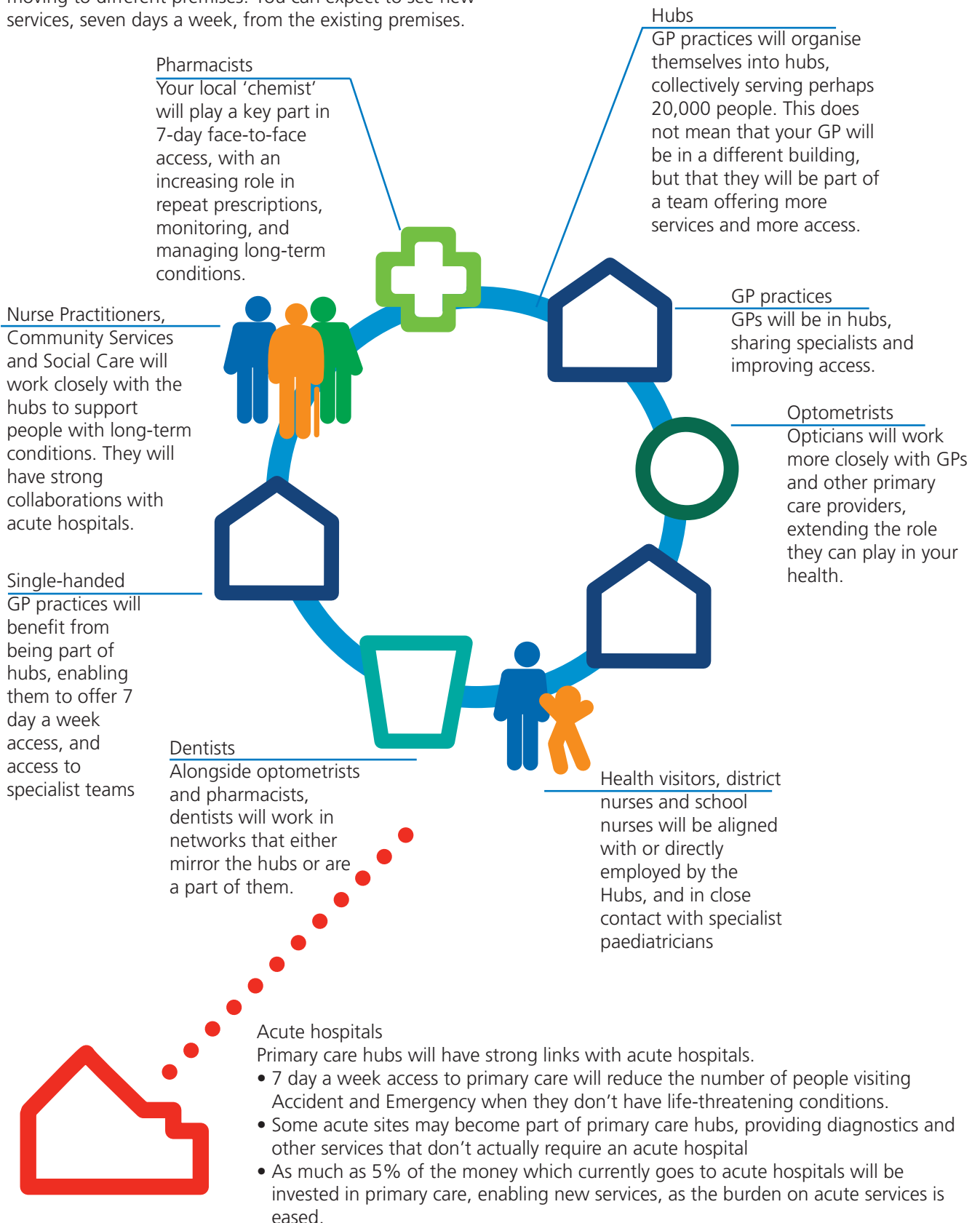
- Primary care providers will work at a larger scale within 'primary care hubs', reducing the need to go to hospital but ensuring personalised care for patients is maintained
- Primary care hubs will be integrated with community services and aligned with social care
- The demand on urgent hospital care will reduce once primary care is reshaped
- There will be a general shift of funding and work from acute hospitals to primary care, because of the reduced costs to acute hospitals and the greater workload on primary care
- Some hospital sites in Essex will become primary care-led sites offering a full range of diagnostic and other non-acute services
- We will continue to offer a cradle-to-grave service, and the way primary care is provided will be tailored for the needs of different groups of patients. This will include new ways of supporting people with long-term conditions, and new ways of supporting children's health
- Pharmacists, dentists and optometrists ('opticians') will become a fundamental part of the primary care team within the primary care hub
- We will make use of our primary care premises seven days a week
- The primary care workforce will change with a greater role for nurses, community pharmacists and health care assistants. There will be new opportunities for health workers to develop their careers within the hub
- The patient voice will be strengthened within each primary care hub, building on the further development of patient participation groups.

## How will we pay for this?

Consultations, diagnosis and treatment that can be done locally are much cheaper through primary care than through an acute hospital. We believe that by moving work that does not have to be done in acute hospitals to the primary care setting, we will be able to free up as much as 5% of money currently spent on hospital care. This will pay for substantially more healthcare in the hubs, because of the lower costs. It will enable us to invest in better access and new treatments as time goes on. It will also overcome some of the problems — which we mentioned at the start — of the increasing cost pressures on the NHS.

# The primary care hub

Our vision is to see GPs, dentists, optometrists ('opticians') and pharmacists working more closely together with other health professionals in 'hubs'. Hubs will evolve in different ways. Some will be as loose as networking agreements, others may be as tight as new organisations. A hub doesn't mean that your GP, dentist, pharmacist or optometrist will be moving to different premises. You can expect to see new services, seven days a week, from the existing premises.





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**CABINET**

**18th June 2014**

**Subject: New Community Forums**

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

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- 1. Purpose of Report**  
To update Cabinet proposals for a new initiative announced at the Annual Meeting.
  - 2. Links to Council's Priorities and Objectives**  
The new initiative is linked to the Council priority improving the Council.
  - 3. Recommendations**  
To approve the initial arrangements for the new Community Forums
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**4. Background**

At Annual Meeting on 4.6.2014, in accepting the office of Leader of the Council and reporting on his appointments to Cabinet, Councillor Riley announced that he was going to ask the Cabinet Member for Neighbourhoods and Communities to work on an initiative to develop community forums. The initiative is to provide for two Forum meetings for Canvey Island and one Forum meeting in each of the three other divisions of Benfleet, Hadleigh and Thundersley.

**5. Proposals**

At present work is underway to develop the new arrangements which are intended to give residents the opportunity to meet directly with Councillors and vice versa. Initially it is proposed that two meetings a year of each Forum will take place. It is anticipated that the first meeting of the Forums will be scheduled to take place in the early Autumn.

A further report on the detailed arrangements will be made to a future meeting.

**6. Corporate Implications**

**(a) Financial Implications**

This will be addressed in the further report on the detailed arrangements.

**(b) Legal Implications**

There are none to be addressed by this report.

**(c) Human Resources and Equality Implications**

The meetings will be support from existing staff resources.

**(d) IT and Asset Management Implications**

There are none to be addressed by this report.

**7. Timescale for implementation and Risk Factors**

It is anticipated that the first meeting will be scheduled to take place in the early Autumn.

**8. Background Papers**

None

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