



Council Offices, Kiln Road,
Thundersley, Benfleet,
Essex SS7 1TF.
Tel. No: 01268 882200



CABINET AGENDA

Date: Wednesday 21st June 2023

Time: 7pm NB Time

Venue: Council Chamber

This meeting will be webcast live on the internet.

Membership:

Councillor Blackwell	Chairman - Leader of the Council
Councillor W. Gibson	Strategic Planning (Deputy Leader of the Council)
Councillor Fuller	Environment
Councillor T . Gibson	Special Projects
Councillor Mountford	Resources
Councillor Palmer	Regeneration & Economic Growth
Councillor Mrs Sach	People, Health Wellbeing & Housing
Councillor Savage	People & Community

Cabinet Enquiries: Ann Horgan ext. 2413

ahorgan@castlepoint.gov.uk

1/2023/2024

Reference: Tuesday 13th June 2023

Publication Date:

AGENDA
PART I
(Business to be taken in public)

- 1. Apologies**
- 2. Members' Interests**
- 3. Minutes**
To approve the Minutes of the Cabinet meeting held on 15th March 2023 and Special Cabinet held on 22nd March 2023.
- 4. Forward Plan**
This is included for information only it is not a decision item.
- 5. Review of Waste Collection Options – Report back from Environment Policy & Scrutiny Committee**
(*Report of the Cabinet Member – Environment*)
- 6. Regulation of Investigatory Powers Act 2000 (RIPA) Policy – Annual Update of Use of Powers.**
(*Report of the Cabinet Member – People & Community*)
- 7. The Paddocks – Update on Progress of Refurbishment Works**
(*Report of the Leader of the Council, Cabinet Member – Environment*)
- 8. Castle Point Plan Board – Update**
(*Report of the Cabinet Member – Strategic Planning*)
- 9. Matters to be referred from /to the Standing Committees**
- 10. Matters to be referred from /to Policy & Scrutiny Committees**

PART 2
(Business to be taken in private)
(Item to be considered with the press and public excluded from the meeting)



CABINET



15th MARCH 2023

PRESENT:

Councillor Blackwell	Chairman – Leader of the Council
Councillor Cole	Special Projects – Deputy Leader of the Council
Councillor Fuller	Environment
Councillor Mountford	Resources
Councillor Palmer	Regeneration & Economic Growth
Councillor Sach	People, Health Wellbeing &Housing
Councillor Savage	People & Community

APOLOGIES:

Councillor W. Gibson

ALSO PRESENT:

Councillors Acott, Ainsley, Bowker, Campagna, Dixon, T. Gibson, MacLean, McCarthy – Calvert, C. Mumford and S.Mumford.

88. MEMBERS' INTERESTS:

There were none.

89. MINUTES:

The Minutes of the Cabinet meeting held on 15.2.2023 were signed and approved as a correct record.

90. FORWARD PLAN:

To comply with regulations under the Localism Act 2011, the Forward Plan which outlined key decisions likely to be taken within the next quarter of 2023 was reviewed each month and circulated with the agenda for information.

91. COUNCIL TAX SUPPORT FUND

Cabinet was asked to approve the proposed arrangements in terms of dispersal of surplus funding resulting from the Council Tax Support Fund for 2023-24.

On 23rd December 2022, recognising the impact of rising bills, Central Government issued Guidance to Local Authorities confirming the distribution of £100 million of Council Tax Support Funding which Local Authorities were required to use to support economically vulnerable households in their area with council tax payments during 2023-24.

The Council had received Council Tax Support funding of £114,090 for 2023-24 and, in line with Government guidance, the Council was required to allocate this funding as a one-off payment of up to £25 to residents where they were in receipt of Working Age Council Tax Reduction (WACTR) or Local Council Tax Support

(LCTS) on 1st April 2023 and have an outstanding Council Tax liability in respect of 2023-24.

Under the guidance the Council had discretion to use surplus funding as they see fit to support vulnerable households with Council Tax bills.

Cabinet considered proposals set out in paragraph 5.8 that;

- a) households that are liable for Council Tax at 1st April 2023 but only become newly eligible for WACTR or LCTS during the financial year will not be considered eligible for a pro rata payment or any other such automatic payment, and
- b) any surplus funding is allocated to the Council's existing Exceptional Hardship Scheme and is thereby used to provide substantive support to vulnerable households under the usual rules of that scheme.

These proposals would allow the Council to provide more substantive and meaningful support to those who have demonstrated high levels of vulnerability and financial hardship, keep the scheme simple and easy to understand and apply for and reduce the administrative burden and costs associated with making more frequent but smaller and less impactful payments to a wider caseload.

The surplus funding would be ringfenced within the Exceptional Hardship budget and normal Exceptional Hardship rules would apply in terms of determining eligibility and award levels.

Resolved:

1. To note the content of section 5 of the report and specifically the content of paras 5.8 and 5.9 described above.
2. To approve and recommend to Council the proposals set out in para 5.8, detailed above regarding the use of surplus funding and treatment of newly eligible Working Age Council Tax Reduction (WACTR) and Local Council Tax Support (LCTS) claimants during the year.

92. REPORT BACK ON THE PADDOCKS

This item was deferred and would be considered at a Special Cabinet meeting arranged for Wednesday 22 March 2023 at 6pm. This would be the only item of business to be considered.

93. OFF STREET PARKING REVIEW

Cabinet considered whether it was timely to review the Council's off-street parking policy having regard to the need to amend the existing Off-Street Parking Order, the Council's financial position and pending financial gap in future years, concerns about the capacity of car parking provision at Thorney Bay car park and Waterside Leisure Centre, growth in cashless payments, the need for the Council to derive maximum benefit from its assets and the length of time since the last extensive review.

Cabinet commissioned the Environment Policy and Scrutiny Committee with the task of reviewing the current arrangements and reporting back to Cabinet with its recommendations.

Resolved:

To endorse the need to review the Council's off-street parking policy and task the Environment Policy and Scrutiny Committee with reviewing the current policy and reporting back to Cabinet with its recommendations.

94. DAMP CONDENSATION & MOULD POLICY

Cabinet considered a report presenting for approval the Council's draft Damp, Condensation & Mould Policy.

All social housing landlords have a responsibility to ensure that the homes they provide are well-maintained and of a decent standard. Damp and mould are potential hazards under the Housing Health and Safety Rating System (HHSRS), and failing to address them could lead to failure of both the Decent Homes Standard and the Regulator of Social Housing's Home Standard.

The Housing Ombudsman had recommended that Councils should consider whether an overall framework, or policy, was required to address damp and mould which would cover each area where the landlord may be required to act

The Damp, Condensation & Mould Policy before Cabinet sets out how the Council would address and respond to incidences of damp, mould and condensation in Council properties. The policy was attached at Appendix A to the report.

The key aim of the policy was to raise awareness of the issues surrounding damp, condensation & mould, and set out the Council's proactive approach to addressing and resolving reports in its properties.

The policy aims to:

- Ensure the Council provides and maintains dry, healthy and safe homes for our tenants.
- Focus on working in partnership with tenants, ensuring that a safe and healthy internal environment is provided.
- Undertake effective investigations and implement all reasonable remedial repair solutions and improvements to eradicate damp.
- Ensure that all tenants have access to and/or are provided with advice and guidance on managing and controlling condensation and mould.
- Ensure that the fabric of the Council's property is protected from deterioration and damage resulting from damp and condensation.
- To utilise external funding, where available, to support the investment in the Council's housing stock, improve the EPC ratings and reduce the heating costs for residents.
- Provide a thorough and proactive service to all of our residents.

Resolved:

To approve the Damp, Condensation & Mould Policy for implementation.

95. FIREWORKS EVENT

Cabinet considered a report seeking Cabinet agreement to commission a public fireworks event at Waterside Leisure Centre in November 2023 and to create a budget of £17,000 to support the delivery of that event.

It was intended that the event would comprise a firework display aimed at families and children along with a small number of stalls to offer food and beverages and potentially other services which will complement the event.

Four firework providers had been consulted but only one had availability for November 2023. A booking had been made, therefore, in order to secure the date.

The cost quoted was below the Council's procurement threshold of £10,000 and so could be directly awarded. The cost did not, however, include those wider logistical costs which would need to be organised and funded by the Council e.g. marketing, PA systems, staffing, barrier controls, communication rental, booking platforms. Exact costs for these items would need to be determined but early indication was that this could be in the range of approximately £10,000 - £15,000. A budgeting exercise was required to be undertaken as part of the cost/benefit exercise referred to above to determine greater detail around this set of costs.

It was proposed that the Council would also explore the cost/benefits of employing an external event management service which would commission and oversee the event in addition to in-house delivery. Whilst the Council had successfully put on this event in the past, changes in guidance and legislation relating to the delivery of public events since 2019 would need to be considered in detail. An informal approach has been made to another Council which had its own in-house event management delivery arm in order to ascertain whether this is a viable option and also to gain additional insight into how the event can be produced and managed. If the Council decided that does need to buy in this expertise, it would be required to follow its procurement processes before appointment.

The previous events produced, on average over the last 10 years, an income of approximately £8,000 from ticket sales and rental income from concessions. This would mitigate the Council's costs and a benchmarking exercise would be undertaken before ticket prices were set. Some limited soft market testing has been undertaken and the feedback was that the event was likely too small to operate on a full commercial basis and there would be a residual cost to the Council. The objective would be, therefore, to reduce that residual cost to the Council as much as possible but to still deliver the event at a ticket price attractive to attendees and representing good value for money.

In order to fully assess the financial and commercial risks referenced above, a detailed budget and business plan would need to be prepared to underpin the delivery of this event. It was proposed that the Head of Environment in consultation with the Leader of the Council and the s151 Officer be given the delegated authority to finalise the arrangements for the delivery of this event (as set out in this report) including preparation of the budget and accompanying event management plan.

Resolved:

1. To approves the high-level plans set out in this report for delivery of a public fireworks event at Waterside Leisure Centre.
2. To approves the creation of a budget of £17,000 from general reserves to support delivery of the event.
3. To delegate authority to the Head of Environment in consultation with the Cabinet Member for Special Projects and the s151 Officer to finalise the detailed arrangements for this event, including preparation of a budget and an event management plan

96. COMMUNITY INFRASTRUCTURE LEVY IMPLEMENTATION

Cabinet considered a report on the outcomes of the examination of the Castle Point Draft Community Infrastructure Levy (CIL) Draft Charging Schedule and seeking approval to put arrangements in place to implement CIL from the 1st May 2023.

Resolved:

Subject to the approval of the Community Infrastructure Levy Charging Schedule at the forthcoming Council meeting on the 22nd March, to authorise the resources for the Head of Place and Policy to implement CIL charging, and to commence engagement with Members through the Policy and Scrutiny Committee process to determine the governance arrangements for spending CIL receipts.

97. DEVELOPER CONTRIBUTIONS GUIDANCE SUPPLEMENTARY PLANNING DOCUMENT LIBRARY

Cabinet considered a report seeking a recommendation to Council that the Developer Contributions Guidance (DCG) Supplementary Planning Documents (SPD) Library (hereon in known as the 'DCG SPD Library') be adopted and the existing Adopted Developer Contributions Guidance SPD 2008 be revoked. The report followed the public consultation of the DCG SPD Library from November 2022 to January 2023. Details of amendments made were set out in the papers before Cabinet.

Resolved:

1. To note the outcomes of the public consultation on the Developer Contributions Guidance Supplementary Planning Documents (Appendix 1).
2. To recommend to Council the adoption of the Developer Contributions Guidance – Cover Document Supplementary Planning Document (Appendix 2) and publish the corresponding Adoption Statement (Appendix 7).
3. To recommend to Council the adoption of the Developer Contributions Guidance – Affordable Housing Supplementary Planning Document (Appendix 3) and publish the corresponding Adoption Statement (Appendix 7).
4. To recommend to Council the adoption of the Developer Contributions Guidance – Healthcare Facilities

Supplementary Planning Document (Appendix 4) and publish the corresponding Adoption Statement (Appendix 7).

5. To recommend to Council the adoption of the Developer Contributions Guidance - Highways, Travel, Education, Libraries, Flooding and Drainage Infrastructure Supplementary Planning Document (Appendix 5) and publish the corresponding Adoption Statement (Appendix 7).
6. To recommend to Council the adoption of the Developer Contributions Guidance - Playing Pitches and Indoor Built Facilities Supplementary Planning Document (Appendix 6) and publish the corresponding Adoption Statement (Appendix 7).
7. To recommend to Council the revocation of the existing Adopted Developer Contributions Guidance Supplementary Planning Document 2008 and publish the Revocation Notice found in Appendix 8 in accordance with Regulation 15 of the Town and Country Planning Regulations 2012 (as amended).
8. To recommend to Council that the Head of Place and Policy in consultation with the Leader and Deputy Leader of the Council be authorised to make minor amendments to Appendices 1-8 prior to publication.

98. CORPORATE PERFORMANCE SCORECARD QUARTER 3

Cabinet considered a report setting out the performance figures for the Corporate Performance Scorecard for Q3 2022/23.

Resolved:

That Cabinet notes the report and continues to monitor performance.

99. MATTERS TO BE REFERRED FROM / TO POLICY & SCRUTINY COMMITTEES

There were none.

100. MATTERS TO BE REFERRED FROM / TO THE STANDING COMMITTEES ASELA (ASSOCIATION OF SOUTH ESSEX LOCAL AUTHORITIES) – REPORT ON EXAMINATION BY SCRUTINY COMMITTEE

Cabinet considered a report on the examination of ASELA by the Scrutiny Committee.

Castle Point Council has been part of ASELA since 2018 operating through a Memorandum of Understanding. This key partnership comprised

- Castle Point Borough Council
- Rochford District Council
- Brentwood Borough Council
- Basildon Borough Council
- Southend City Council
- Thurrock Council
- Essex County Council

In September 2021 formal arrangements were put in place to establish a Joint Committee. Under the Governance arrangements for scrutiny of the Joint Committee was for individual Councils to determine through their arrangements for scrutiny.

A meeting of the Scrutiny Committee took place on 8th February 2023 to examine the operation of this key partner organisation. Both the Leader of the Council and the Chief Executive were at the meeting to assist the examination together with the Head of Place and Policy who provides support for ASELA work streams.

The Committee considered a report which included a summary of progress on ASELA's five anchor programmes contained in the ASELA Growth and Recovery Prospectus submitted to Government. The priorities outlined in the Prospectus were:

- Superfast Digital
- South Essex Estuary Park (SEEPark)
- South Essex Technical "University"
- Infrastructure and Housing
- Optimising the impact of the Thames Freeport

There was consensus recognising the benefits of this partnership. However, all agreed that the communication of ASELA's activities needed to be improved and communicated more widely to the Council and the community.

The Scrutiny Committee agreed that undertaking more regular scrutiny of ASELA's activities would be of benefit in highlighting the work and benefits to the Council and the community.

Resolved:

1. To support the conclusion of the Scrutiny Committee that more action should be taken to demonstrate to the public the benefit of membership of ASELA.
2. To that end to endorse that the Scrutiny Committee should continue to review regularly the work undertaken through the ASELA Joint Committee.

Chairman



SPECIAL CABINET

22nd MARCH 2023

PRESENT:

Councillor Blackwell
Councillor Gibson
Councillor Fuller
Councillor Mountford
Councillor Palmer
Councillor Sach
Councillor Savage

Chairman – Leader of the Council
Strategic Planning
Environment
Resources
Regeneration & Economic Growth
People, Health Wellbeing & Housing
People & Community

APOLOGIES:

Councillor Cole

ALSO PRESENT:

Councillors Anderson, Barton - Brown, B.Egan, E.Egan, Isaacs, MacLean, May, McCarthy – Calvert, C. Mumford, S.Mumford and Walter

101. MEMBERS' INTERESTS:

There were none.

102. THE PADDOCKS - PROPOSAL FOR WORKS

This item on the report back on the Paddocks had been deferred to be considered at this Special Cabinet meeting. This was to be the only item of business to be considered.

Cabinet considered a report providing an update on the work of the Paddocks Member Working Group.

The Working Group had met with Concertus (who had been appointed as the Council's Project Manager following the decision of Cabinet on 22 October 2022) and the Friends of the Paddocks Trust on 8 March 2023 and the recommendations of Concertus were put to them. Following a detailed discussion, the Working Group agreed with those recommendations and the prioritised programme of capital works that need to be undertaken is as follows:

Priority Works
Kitchen
WC and Lobby area to kitchen
Rear Corridor
Large Bar
Smaller rear kitchen
Female Toilets Incl. Acc. Toilet
Male Toilets Incl. Acc. Toilet
Main Hall Incl. Store Cupboards
Stage
Main Roof
Lower Roofs
Plant Room at Roof
Gas
Heating
Ventilation
Domestic Hot and Cold Water
Soil Vent and Surface Water Drainage
Low Voltage Supply and Distribution
Lighting

Cabinet was asked to agree the scheme of initial works to be undertaken at the Paddocks and to delegate authority to the Head of Environment in consultation with the Leader of the Council to finalise the detailed scheme of works to be commissioned.

The Council was keen to demonstrate its commitment to improving the building by making some visible improvements to the facilities at the earliest opportunity. To progress the project without undue delay it was proposed that the Head of Environment in consultation with the Leader of the Council be given the delegated authority to identify a package of early works which can be commissioned ahead of the main package of works

Cabinet was requested to delegate authority to the Head of Environment in consultation with the Leader of the Council to agree a package of early works to be undertaken at the Paddocks.

Resolved

1. To note the contents of this report.
2. To approve the scheme of initial works to be undertaken at the Paddocks as set out in paragraph 5.5 of the report and described above.
3. To delegate authority to the Head of Environment in consultation with the Leader of the Council to finalise the detailed scheme of works to be commissioned; and to agree a package of early works to be undertaken at the Paddocks.

Chairman



Castle Point Borough Council

Forward Plan

MAY-JUNE 2023

CASTLE POINT BOROUGH COUNCIL

FORWARD PLAN

MAY - JUNE 2023

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

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

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

Date	Item	Council Priority	Decision by Council/ Cabinet	Lead Member(s)	Lead Officer(s)
June 2023	<u>RIPA Policy Update</u>	People	Cabinet	People &Community	Solicitor to the Council
June 2023 July 2023	<u>Waste Collection Arrangements</u> – to consider recommendations from Environment PSC and progression	Environment	Cabinet	Waste & Environmental Health	Head of Environment
June 2023	<u>Castle Point Plan Board Update</u>	Place /Environment	Cabinet	Strategic Planning	Head of Place & Policy
June 2023	<u>Update on Paddocks</u>	Place /Environment	Cabinet	Environment	Head of Environment
July 2023	<u>Corporate Performance Score Card</u> – to monitor	All	Cabinet	Special Projects	Strategy Policy & Performance Manager
July 2023	<u>CP Future Business Plans</u>	All	Cabinet	Leader of the Council	Chief Executive
July 2023	<u>Levelling Up Round 3 Bid</u>	All	Cabinet	Resources	Head of Place & Policy
July 2023	<u>Essex Parking Standards Consultation response</u>	Place /Environment	Cabinet	Strategic Planning	Head of Place & Policy
July 2023	<u>Knightswick Centre Business Case</u>	Place	Cabinet	Strategic Planning /Resources	Chief Executive Strategic Director (Resources)
July 2023	<u>Thorney Bay Pavilion</u> – Additional Funding	Place /Environment	Cabinet	Strategic Planning	Head of Place & Policy

July 2023	<u>3 G Pitch Resurfacing – request for Additional Funding</u>	Place /	Cabinet	Leader Special Projects	Head of Environment
July 2023	<u>Extension of PSPO Dog fouling</u>	Environment	Cabinet	Environment	Head of Environment
July 2023	<u>Update Section 106 Agreements</u>	All	Cabinet	Strategic Planning	Head of Place &Policy
July 2023	<u>Annual Food Safety and Health and Safety Business Plan – Review</u>	Environment	Cabinet	Environment	Head of Environment
July/September 2023	<u>Budget Consultation Financial Update –</u>	All	Cabinet	Resources	Strategic Director (Resources)
September 2023	<u>ASELA Joint Committee report back from Scrutiny</u>	All	Cabinet	Leader of the Council	Chief Executive/ Head of Place &Policy
TBC	<u>Transformation Update</u>	All	Cabinet	Leader of the Council	Chief Executive

AGENDA ITEM NO.5

CABINET

21st June 2023

Subject: **Review of Waste Collection Options**

Cabinet Member: **Councillor Fuller – Environment**

**Councillor Thomas – Chairman, Environment Policy
and Scrutiny Committee**

1. Purpose of Report

The purpose to this report is:

- (1) Update Cabinet on the work of the Environment Policy and Scrutiny Committee (“the Committee”) which has been tasked with evaluating potential waste collection options with a view to improving service efficiency/environmental benefits and recommending its preferred collection option to Cabinet for approval.**
- (2) For Cabinet to consider and determine whether it wishes to endorse the preferred waste collection option recommended by the Committee and to undertake a public consultation exercise prior to its implementation.**

2. Links to Council’s priorities and objectives

The options appraisal supports the Council’s “Environment” objective.

3. Recommendations

Cabinet is asked to consider the recommendations from the Environment Policy & Scrutiny Committee **which are set out below ;**

- 1. Cabinet notes the work of the Committee and its recommended option for adoption;**
- 2. Cabinet endorses option 6b as its preferred collection option;**
- 3. Public consultation on the preferred option is undertaken and the results reported back to Cabinet; and that**
- 4. Detailed financial costings are established for the proposed new collection service and reported back to Cabinet.**

4. Background

- 4.1 The Council with support from Waste Resources Action Programme (WRAP) has commissioned Ricardo Energy and Environment (Ricardo) to undertake an assessment of alternative collection methodologies (Options) for the collection of kerbside waste and recycling across the Borough. Their report considers the impact of each Option in terms of collection costs and the cost of processing dry recycling as a 'Whole System Cost' to the Council. The assessment has focussed on exploring the Options to assess their overarching impact on cost and environmental performance, whilst also assessing compliance with the expected outcomes of the Resources & Waste Strategy for England.
- 4.2 At its meeting on 21 July 2021 Cabinet tasked the Environment Policy and Scrutiny Committee with considering the collection options contained in the Ricardo report and reporting back to Cabinet on its preferred option.

5. Review of waste collection options

- 5.1 The Committee undertook a comprehensive appraisal of the options and met five times before coming to a decision on its preferred option. Current performance and key drivers for change helped inform the Committee's decision on its preferred option.

Performance

- 5.2 In terms of current performance, it was noted that the Council's recycling performance was 49% in 2021/22. Recycling performance in Essex for that year ranged from 40.3% and 58.2% with Castle Point having the seventh best recycling performance. In common with the national trend for waste collection authorities though, the Council's recycling performance has reached a plateau and performance has decreased slightly in recent years.
- 5.3 Customer satisfaction with the Council's waste collection services is high as evidenced by regular positive feedback from the public and customer satisfaction surveys and the Committee acknowledged the positive comments regularly received about the service.
- 5.4 In 2020/21 on average the amount of residual waste produced per household in Essex was 463kg/household/year, which is 16% higher than the national average. Castle Point households generated 495kg/household/year which is the third highest in Essex. There is currently no restriction on the volume of non-recyclable waste that residents can present for collection and the Committee felt that this did not incentivise waste reduction or recycling and this was likely to be why the residual waste produced per household was so high.
- 5.5 Waste composition analysis undertaken by ECC has established that the majority of material placed in black sacks could be recycled. Food waste was the biggest component, followed by recyclable paper, recyclable card and cardboard, plastics and glass. The Committee felt that whilst campaigns to encourage behaviour change /increased recycling/waste reduction were important so was the design of a collection regime which incentivised waste reduction and recycling.

Drivers for change

5.6 The key drivers for change were identified as:

- a) Operational issues – misrepresentation of sacks, scavenging and split sacks resulting in littering which is detrimental to local environment; concerns about single use plastic sacks (black and pink) and impact on the environment; high level of contamination in pink sacks and subsequent rejection of loads; growing expectation that the Council should provide wheeled bins for residual waste; health and safety issues associated with sack collections; many of the Council's vehicles need replacing or will do shortly but lead in times for new vehicles is currently in excess of two years; limited depot storage space/workshop facilities.
- b) Volatility of recycling markets and fluctuating prices – better quality source separated materials secure better prices and price fluctuations over the last three years are significantly less than for comingled materials.
- c) Reduction in revenue support grant and the need to address the significant budget gap in the Medium-Term Financial Strategy in future years.
- d) The Council's commitment to environmental sustainability and its aspiration in the longer term to reduce its carbon emissions to net zero.
- e) Changes to national waste policy and legislation and the need to future proof waste collection services provided by the Council
 - i. The Resources and Waste Strategy for England (2018) seeks to articulate a clear policy direction in line with the Government's 25 year Environment Plan and sets out how the country will preserve material resources by minimising waste, promoting resource efficiency and moving towards a circular economy which keeps things in use as long as possible in order to extract maximum benefit from them
 - ii. The national resources and waste policy framework includes the following targets:
 - All households and appropriate businesses to have separate food waste collections by 2023
 - Eliminate food waste to landfill by 2030
 - No more than 10% municipal waste to landfill by 2035
 - At least 65% of municipal waste to be recycled by 2035
 - Eliminate avoidable plastic waste by 2042
 - Eliminate avoidable waste of all kinds by 2050
- f) It is debatable whether the Council's current household waste collection service complies with the legal requirement of the Environment Act 2021 to collect recyclable materials separately unless not economically viable or there is no environmental benefit in doing so. National guidance is expected imminently.

- g) Defra to date has launched a set of consultations on the implementation of the following initiatives, which will inevitably impact on the Council's waste collection services to some extent:
 - i. Consistency in household and business waste recycling, which includes core set of dry recyclable materials which all Waste Collection Authorities must collect and weekly food waste collections for residents and businesses.
 - ii. A Deposit Return Scheme for drinks containers, where consumers will be incentivised to take their empty drinks containers to return points hosted by retailers.
 - iii. Extended Producer Responsibility for packaging, where manufacturers will pay the full costs of managing and recycling their packaging waste, with higher fees being levied if packaging is harder to reuse or recycle.
- h) Waste Strategy for Essex 2025-2055 – the Essex Waste Partnership which consists of ECC as the Waste Disposal Authority and all the second tier authorities as Waste Collection Authorities is in the process of developing a new strategy which will set out how the Partnership will deal with waste in the future. Residual waste will continue to be landfilled with the resultant greenhouse gas emissions until such time that Essex County Council procures an alternative treatment solution.

Appraisal of Waste Collection options

- 5.7 Ricardo was commissioned to model how different collection regimes compared with the Council's existing service in terms of cost and environmental benefits.
- 5.8 The six options as detailed in Appendix 1 which were initially modelled sought to establish the impact that weekly recycling collections, multi-stream source separated collection of recyclables, different container types and restricting the amount of residual waste that residents could present for collection would have on performance.
- 5.9 In terms of waste arisings all options which restricted the amount of residual waste which could be presented for collection through the provision of a 180 litre wheely bin with a no side waste collection policy resulted in an overall reduction of 701 tonnes in waste arisings compared to those where there was no limit to the amount of residual waste that could be collected.
- 5.10 Limiting the amount of non-recyclable waste that could be presented for collection also encouraged residents to recycle more which for options 2-6 resulted in a total of approximately 1700 tonnes less tonnes going to landfill compared to the existing baseline service and Option 1 where there was no restriction on the amount of waste that could be presented for collection.
- 5.11 The six options were evaluated using the following criteria and weightings:

Criteria	Sub- Criteria	Weighting
Environmental Impact	Household Recycling Rate	10%
	Reduction in Contamination	10%

Criteria	Sub- Criteria	Weighting
	Household Waste Arisings	10%
Operational deliverability/flexibility/ future proofing	Material Quality	15%
	Futureproofing	15%
Convenience	Ease of Use and Public Acceptability	15%
Cost	Cost: Based on containment	25%

Observations from the evaluation process

5.12 The Ricardo report identified the following:

- a) Two-stream Options scored higher in ease of use, due to the comparatively reduced container requirements.
- b) Source-separated Options scored higher in all other criteria due to:
 - i. Significantly reduced contamination
 - ii. Higher material quality
 - iii. Higher compliance with Resource & Waste Strategy and ease of procurement over next five (5) years
 - iv. Significantly reduced predicted expenditure compared to Baseline Plus and two-stream Options
- c) There is very little variance (~3%) in recycling rates across all options due to the Council's high-performing Baseline.
- d) The marginal increase in recycling performance achieved by collecting recyclables weekly did not justify the additional collection costs.
- e) The modelling found that the multi-stream (source separated) Option 6 and 6a (same as Option 6 but with a reusable sack for card and paper rather than a box) were the highest scoring options.
- f) Further variants of option 6 were subsequently modelled, i.e.
 - i. Option 6b – with two reusable sacks, one for card and one for paper
 - ii. Option 6c – with 140l bin and two reusable sacks, one for card and one for paper
 - iii. Option 6d – with 180l bin and 3 weekly residual waste collection and two reusable sacks, one for card and one for paper

5.13 The Committee deemed Option 6b to be more favourable than Option 6a despite it being £15k more expensive as it provided more storage capacity which was important given the increase in cardboard as a result of on-line deliveries. It was

also felt that separation of paper/card also would improve material quality and potential income.

5.14 Whilst Option 6c achieved a 5% higher recycling rate than Options 6, 6a or 6b the Committee felt that a 140 litre wheely bin was too small and would not be acceptable at this time. It was therefore discounted.

5.15 Likewise, whilst Option 6d achieved a recycling rate which was 7.5% higher than Options 6, 6a or 6b the Committee felt that a three weekly residual collection service would not be acceptable at this time, and it was therefore discounted.

5.16 Option 6b was therefore the favoured option with a significant saving compared to the baseline/current service due primarily to income (not guaranteed) from material sales.

5.17 However, Ricardo was requested to undertake some further modelling as the Committee wished to understand what the impact would be of residual waste being presented for collection in resident supplied black sacks rather than in a 180-litre bin as it felt some residents may be resistant to the provision of a wheeled bin.

5.18 The results are set out in the table below:

Modelling Results - Performance Comparison between Option 6b and Option 6e

Criteria	Option 6b	Option 6e
Environmental Impact	55% recycling rate, 1.2% higher than 6e due to recycling being incentivised by limited capacity of residual waste bin	53.8% recycling rate, 1.2% lower than 6b due to no restriction on amount of residual waste that can be presented for collection and no incentive to recycle
	1115 less tonnes of residual waste going to landfill	1115 more tonnes of residual waste
	742 less tonnes total waste arisings compared with existing service	No reduction in waste arisings compared with existing service
	Addresses the littering issues associated with spilt sacks and misrepresentation	Littering and misrepresentation issues remain
	Ends the use of single use plastic sacks	Single use black sacks still in use albeit purchased by resident
	Reduced greenhouse gas /carbon emissions as less material going to landfill	

Criteria	Option 6b	Option 6e
Operational deliverability/flexibility/future proofing	Fully compliant with National strategy and Environment Act	Fully compliant with National strategy and Environment Act
	Resolves health and safety/manual handling issues	Health and safety/manual handling issues remain
	Potential depot/workshop issues (storage of bins)/servicing of vehicles	Potential workshop issues /servicing of vehicles
Convenience	Wheeled bin could be seen as a service enhancement	Status quo
Cost	<p>Collection costs £213k more expensive than option 6e but £523k cheaper than current service</p> <p>Disposal costs (ECC) £128k less expensive as 1115 less tonnes going to landfill,(based on £115 per tonne)</p>	Collection costs £213k cheaper than option 6b and £736k cheaper than current service

5.19 Having carefully considered how the two options compared, the Committee felt that the environmental benefits of Option 6b outweighed the additional savings that Option 6e could potentially deliver.

5.20 Accordingly, the Committee concluded that having undertaken a comprehensive review and assessment of the performance of a range of collection options its preferred option and the one it wished to recommend to Cabinet for adoption subject to public consultation was Option 6b. namely

- Dry recycling – Fortnightly collection comprising
 - Cans & plastic in reusable sack;
 - Paper and card in separate reusable sack;
 - Glass in box (as now);
- Refuse – Fortnightly collection - move to 180 litre wheeled bin
- Garden waste – no change
- Food waste – no change

5.21 The Committee recognised though that in exceptional circumstances there may be a need for some adjustments to the standard service provision as one size

does not fit all e.g. provision of a 240litre bin for large households, bespoke arrangements for flats and properties that have restricted access, etc.

- 5.22 Whilst the Committee did consider the potential use of electric vehicles, it was felt that the technology for large vehicles was not yet sufficiently advanced at this time.
- 5.23 To be successful the roll out and implementation of a new collection regime will need to be supported by a robust and comprehensive Communications Strategy.

6. Corporate Implications

a. Financial implications

Reducing service costs along with improving environmental benefits were the main drivers for the commissioning of the Ricardo report. The preferred option potentially would deliver £523k savings to the Council due primarily to the increased income from better quality material, but this saving cannot be guaranteed.

The costs in the Ricardo report are not actual costs and are based on a range of assumptions which may or not materialise and which do not take into account local circumstances such as depot/workshop provision, etc which could impact on service costs. It will be necessary to undertake a further detailed piece of work to establish the actual costs of implementing the new collection regime.

b. Legal implications

The preferred option is fully compliant with the Resource and Waste Strategy for England and the Environment Act 2021.

c. Human resources and equality implications

Additional support will be required for the successful planning, mobilisation and promotion of the new collection service.

d. Environmental implications

The proposed collection service will have significant environmental benefits in terms of waste reduction, increased recycling, less waste going to landfill and cessation of single use plastic sacks. It will also be beneficial to the appearance of the local environment with reduced littering.

e. Timescale for implementation and risk factors

Any changes to the waste collection regime would require public consultation. It is proposed that a 12-week public consultation should take place this summer and that the outcome of the consultation will be reported back to Cabinet in the late autumn/winter for formal decision. Implementation of the new collection service will be dependent on lead in time for new vehicles, public consultation feedback and capacity of the service to make the changes and will be the subject of a further report.

7. Background Papers:

Waste and Recycling Services Support for Castle Point Borough Council – Report by Ricardo Energy and Environment May 2021 and February 2023

Report Author: Trudie Bragg, Head of Environment

Core Options Modelled

Option	Residual Waste	Dry Recycling	Garden Waste	Food Waste
Current (Baseline)	Fortnightly via black sacks utilising RCV	Twin stream. Fortnightly via single use sacks for cans, plastics, paper and card utilising RCV. Separate fortnightly collection of glass via box utilising top loader	Weekly collection of 240l wheeled bin or single use sacks	Weekly separate collection utilising 12t Farid
Option 1	Fortnightly via black sacks utilising RCV	Twin stream. Weekly via single use sacks for cans, plastics, paper and card utilising RCV. Separate fortnightly collection of glass via box utilising top loader	Weekly collection of 240l wheeled bin or single use sacks	Weekly separate collection utilising 12t Farid
Option 2	Fortnightly via 180l wheeled bin utilising RCV	Twin stream. Fortnightly via single use sacks for cans, plastics, paper and card utilising RCV. Separate fortnightly collection of glass via box utilising top loader	Weekly collection of 240l wheeled bin or single use sacks	Weekly separate collection utilising 12t Farid
Option 3	Fortnightly via 180l wheeled bin utilising RCV	Twin stream. Fortnightly via 240l bin for cans, plastics and glass utilising split RCV. Separate fortnightly collection of paper and card via reusable sack utilising split RCV	Weekly collection of 240l wheeled bin or single use sacks	Weekly separate collection utilising 12t Farid
Option 4	Fortnightly via 180l wheeled bin utilising RCV	Weekly multistream collection of cans and plastics in reusable sack, paper and card in box A and glass in box B. All collected using RRV	Weekly collection of 240l wheeled bin or single use sacks	Weekly separate collection utilising RRV
Option 5	Fortnightly via 180l wheeled bin utilising RCV	Weekly multistream collection of cans and plastics in reusable sack, paper and card and glass via triple stacker. All collected using RRV	Weekly collection of 240l wheeled bin or single use sacks	Weekly separate collection utilising RRV
Option 6	Fortnightly via 180l wheeled bin utilising RCV	Fortnightly multistream collection of cans and plastics in reusable sack, paper and card in box A and glass in box B. All collected using RRV	Weekly collection of 240l wheeled bin or single use sacks	Weekly separate collection utilising 12t Farid

AGENDA ITEM NO. 6

CABINET

21st June 2023

Subject: **Regulation of Investigatory Powers Act 2000 (RIPA) Policy – Annual Update of Use of Powers.**

Cabinet Member: **Councillor Savage - People and Community**

1. Purpose of Report

To provide an update to the Cabinet and Council on the current RIPA policy and its use.

2. Links to Council's Priorities and Objectives

This report is linked to the Council's Priorities Aim of

- **Transforming our Community;**
- **Public Health and Wellbeing.**

3. Recommendation

That the Cabinet notes the content of this Report.

4. Background

The Regulation of Investigatory Powers Act (the Act) was introduced by Parliament in 2000. The Act sets out the reasons for which the use of directed surveillance and covert human intelligence source may be authorised.

Local Authorities' abilities to use these investigation methods are restricted in nature and may only be used for the prevention and detection of crime or the prevention of disorder. Local Authorities are not able to use intrusive surveillance.

When undertaking an investigation, the Council would more than likely use overt technology such as CCTV or open-source methods rather than covert methods (without the individual's knowledge) of gathering information.

As a result, the Council has not found it necessary to make any RIPA applications to the Magistrates' Court in the past year. However, should overt means of gathering of information for investigations prove to be insufficient the

Council has the necessary policy and procedures in place whether the surveillance is to be unregulated or regulated by the Act.

In addition to defining the circumstances when these investigation methods may be used, the Act also directs how applications will be made and how, and by whom, they may be approved, reviewed, renewed, cancelled and retained.

When carrying out covert surveillance the Act must be considered in tandem with associated legislation including the Human Rights Act 1998 (HRA), and the Data Protection Act 2018.

The purpose of Part II of the Act is to protect the privacy rights of anyone in Castle Point Borough Council's area, but only to the extent that those rights are protected by the HRA. A public authority, such as Castle Point Borough Council, has the ability to infringe those rights provided that it does so in accordance with the rules, which are contained within Part II of the Act. Should the public authority not follow the rules, the authority loses the immunity otherwise available to it. This immunity may be a defence to a claim for damages or a complaint to supervisory bodies, or as an answer to a challenge to the admissibility of evidence in a trial.

5. Proposals

Local Authorities may conduct covert surveillance in order to perform its duties and core functions. The Council also has a responsibility to its community to investigate and protect the community from potentially criminal and disorderly conduct which may not be possible to detect or stop through overt surveillance.

The Council's RIPA Policy sets out the approach that the Council is taking towards Regulation of Investigatory Powers Act 2000 (RIPA) in relation to its policies, practices and services.

It is a requirement under paragraph 4.47 of the Home Office Covert Surveillance and Property Interference Code of Practice 2018 that use of the Council's RIPA policy is reported to Council annually as to whether there have been any such applications made under the Act and that the policy remains fit for purpose.

6. Corporate Implications

(a) Financial Implications

Managed within existing service budgets

(b) Legal Implications

The Council updates its RIPA policy every two years in accordance with recommendations made following a successful inspection by The Investigatory Powers Commissioner in 2020 who found that the Council was demonstrating compliance with policies and had satisfactory arrangements in place in relation to RIPA. The RIPA policy was updated in 2022 and will be updated again in

2024 or sooner if there is any new legislation enacted or updated Codes of Practice which affects the current policy. By reporting to the Council on the use of the RIPA policy in the last year, the Council is continuing to demonstrate compliance with the policy and its associated Codes of Practice.

This report complies with paragraph 4.47 of the Home Office Covert Surveillance and Property Interference Code of Practice 2018 to report to Council annually whether there have been any such applications made under the Council's RIPA policy. No applications have been made in the last 12 months and the policy remains fit for purpose.

(c) Human Resources and Equality Implications

Human Resources

Managed within existing resources.

Equality Implications

On each individual RIPA application an equality impact assessment will be undertaken.

(d) IT and Asset Management Implications

None to be addressed by this report.

7. Timescale for implementation and Risk Factors

None to be addressed by this report.

8. Background Papers

Regulation of Investigatory Powers Act 2000 (RIPA) Policy, 2022 version.

Home Office Covert Surveillance and Property Interference Code of Practice 2018

Report Author:

Jason Bishop – Solicitor to the Council.

AGENDA ITEM NO.7

CABINET

21st JUNE 2023

Subject: **The Paddocks – Update on Progress of Refurbishment Works**

Cabinet Member: **Councillor Blackwell – Leader of the Council**

Councillor Fuller - Environment

1. Purpose of Report

To update Cabinet on the progress of the Paddocks refurbishment works programme.

2. Links to Council's Priorities and Objectives

This proposal links with the Council's People priority.

3. Recommendations

That Cabinet notes the contents of this report.

4. Background

4.1 At the Special Cabinet meeting on 22nd March 2023, it was resolved to:

1. Approve the scheme of initial works to be undertaken at the Paddocks as set out in paragraph 5.5 of the report; and to
2. Delegate authority to the Head of Environment in consultation with the Leader of the Council to finalise the detailed scheme of works to be commissioned; and to agree a package of early works to be undertaken at the Paddocks.

4.2 After that meeting an intrusive asbestos pre-refurbishment survey was commissioned. The purpose of this survey which was undertaken between 2nd and 10th May 2023 was to locate and identify any asbestos containing materials likely to be disturbed by the proposed works. No high-risk asbestos containing material was found but medium risk asbestos containing material was found at various locations throughout the building. All textured coatings

tested positive for containing asbestos. If these are going to be disturbed by the project, then they will need managing or removing first by a competent person.

- 4.3 To demonstrate the Council's commitment to improving the premises, an early works package was agreed in consultation with the Leader of the Council. These works included the repair of the low-level brick wall to the rear of the facility, the rubbing down and painting of the external railings and banisters, replacement of the Hall 2 rear exit door and repair to the adjacent rendering. All these works are scheduled for completion prior to this Cabinet meeting. In addition, Hall 3 has been painted and the carpet cleaned.
- 4.4 In respect of the main works package, to protect the Council from risk and to ensure the timely delivery of the refurbishment works the contract will be awarded to a single contractor who will appoint specialist subcontractors to undertake the works. To incentivise the use of local labour, the evaluation criteria for the main contractor has been weighted to recognise the social value that tenders provide and to incentivise the use of local businesses and personnel. This has all been conducted in accordance with the Council's procurement rules and standard industry practice.
- 4.5 Social media posts were put out by the Council to seek expressions of interest from local tradesmen who wished to be involved in the project. Concertus, Design and Property Consultants, who have been commissioned to procure and manage the delivery of the main works package produced a list of contractors who had expressed an interest which has been circulated to all companies on the procurement framework being used for this project
- 4.6 The Invitation to Tender for the main works package was published on 7th June 2023 with return of tenders being required by 5th July 2023. Following evaluation of tenders, the indicative procurement timetable is final award of contract on 4th August, with commencement of the works on 30th August with scheduled completion of works by 21st November 2023.
- 4.7 Once the main contractor has been chosen, the scheduling of the work and the impact on hirers will be discussed with them. It is inevitable that there will be some disruption to hirers whilst the works are being undertaken but the intention is to minimise the disruption to hirers and to keep the building open as much as is reasonably practicable whilst the works are being undertaken.
- 4.8 Work continues with regards to establishing a long term financially sustainable solution for the Paddocks, both in terms of its physical maintenance and also its operating model.

5. Corporate Implications

(a) Financial Implications

The Council has ringfenced £883,720 to undertake capital works at the Paddocks. This is intended to fund the initial works identified by Concertus.

Concertus costs are funded from the earmarked halls reserve as per the 19 October 2022 Cabinet decision.

Once the ringfenced funds are spent, the improvements to the building in future years will be dependent on income from increased hire /reduced operational costs and from any other funding that the Council is able to lever in e.g. grants. Whilst the scheme of initial works will address the immediate issues identified for the building, the majority of the works identified in the Lambert Smith Hampton premises condition survey remain unfunded and future years delivery is, therefore at risk.

(b) Legal Implications

The Council has a legal duty to ensure that its facilities are fit for purpose and safe to use by its employees and members of the public who attend the facility. The identified scheme of initial works will address issues of immediacy which are intended to ensure that it is maintained in a safe and satisfactory condition.

(c) Human Resources and Equality Implications

The specialist project management resource required for this project will be provided by Concertus. The tender evaluation criteria will incentivise the use of local businesses and personnel.

(d) IT and Asset Management Implications

As (b) above.

7. Timescale for implementation and Risk Factors

Lack of companies expressing an interest in tendering for the contract, supply chain shortages and escalating costs due to rising inflation are risk factors which could impact on the delivery of the project.

Background Papers

Stage 2 Feasibility Report Paddocks Community Centre Refurbishment Works – Concertus Design & Property Consultants

The Paddocks – Proposals for Works, Cabinet report 22nd March 2023

Report Author:

Trudie Bragg, Head of Environment

AGENDA ITEM NO. 8

CABINET

21st June 2023

Subject: **Castle Point Plan Board Update**

Cabinet Member: **Cabinet Member for Strategic Planning**

1. Purpose of Report

To report on the progress of the Castle Point Plan Board and the Castle Point Plan.

2. Links to Council's Priorities and Objectives

The new Castle Point Plan will seek to deliver against the Corporate Plan objectives - Economy and Growth, People, Place and Environment.

3. Recommendations

The Cabinet notes the progress of the Castle Point Plan Board and the progress of the Castle Point Plan.

4. Background

- 4.1 Council approved the preparation of the Castle Point Plan and the establishment of the Castle Point Plan Board on 30 November 2022 (Minute 37/2022). Paragraph 2.2 of the Scope and Terms of Reference of the Board, as agreed by Council, states that the Board will provide updates to Cabinet.
- 4.2 This report sets out details on progress today, including that of the Board and forthcoming work programme.

Castle Point Plan Board

- 4.3 The Board is cross party and is scheduled to meet formally on a monthly basis (the first Wednesday of each month) and informally on a monthly basis for workshops (the third Thursday of each month). A press statement is released after each board meeting and discuss and agree briefs for specific work, and the programme. The workshops discuss issues to help inform the development of the Castle point Plan.

4.4 The Board is chaired by the Cabinet Member for Strategic Planning. After each formal Board meeting a press statement is published which reflects the discussion and decisions of the Board, principally on the approval of work programme briefs.

4.5 The Board has met on 11 occasions starting on 14 December 2022. This includes 6 as the formal Board and 5 times in the 'workshop' sessions.

4.6 To date the Board has focused on three key elements that the Council sought for the new plan and agreed as the focus when the Castle Point Local Plan 2018-2033 was within in June 2022 (Minute No. 15/2022). The Board has agreed to briefs for work, that have formed the basis for tender documents and commissions:

a) Engagement

Considered and approved briefs of the engagement plan, including the procurement of specialist engagement software – Citizen Space – which is the engagement portal and public space for the plan. The system went live in March and includes survey information for residents, a portal for statutory consultees and will also act as a library for documents as they are produced. It is the intention to have an ongoing programme of engagement and feedback so that responses can be tracked as to how they have influenced the plan.

b) Urban Capacity

Approved the project brief for the Urban Capacity Study. This has entailed to procurement of specialist software – Urban Intelligence – that uses scanning technology to identify potential sites and matches those sites against suitability criteria agreed by the Board. Sites which are deemed to be suitable, are assessed further and as the system uses Land Registry data, the last registered owner is contacted. This maximises the choice of sites, their suitability and provides vital information on the level of potential.

Once this has been completed, the capacity is compared with need and if need is not met, whether changes in densities can be appropriately applied so that opportunities for development outside the Green Belt are maximised.

c) Housing need

The Board approved the brief for assessing local housing need. Subsequently ORS have been appointed to undertake this work. the intention of this piece is to engage with the local community via confidential telephone surveys on what housing needs are, as well as using up to date data and local intelligence from key stakeholders in the community such as the NHS to make a robust assessment of local housing need. This seeks to critically challenge the Standard Methodology using a broader suite of information and also help identify not just locally defined housing numbers, but a better understanding of barriers to the housing market, challenges people face, the type, tenure and location of need.

d) Other work

In addition to the above, the Board has approved briefs for:

- i) A review of **Local Wildlife Sites** – for which Essex Place services have been commissioned. This is another engagement piece where members of the public, landowners and interest groups have been asked to nominate potential sites for Local Wildlife site status. The nominated sites will be assessed for their suitability alongside existing sites.
- ii) **Open Space review** – for which Ethos Environmental Planning are in the process of being commissioned following an open tender process. This project assesses, in the first instance the current open space within the borough (defined by its accessibility for public use) and this will provide a baseline on how that space is used, can be enhanced, its need and how it relates to future open space opportunities, whether provided through the plan, or creating green networks through the implementation of a green and blue infrastructure strategy or the South East Essex 'regional' Park (SEEPARK).
- iii) A review of the **Register of Locally Listed Buildings** – for which Essex Place services have been commissioned. When Grade 3 Listed Buildings were abolished in the 1970's those buildings were, generally, transferred to Locally Listed status. This recognises their importance as heritage assets, but they do not have full listed building status. This review enables local residents, land and building owners and community groups to nominate buildings which are important to their local area, for local listing. An assessment will be undertaken and if suitable a building or structure could be placed on the register, which will have protected status under planning guidance and policy.

e) **Workshops**

To date five workshops have taken place. These have examined:

- the engagement approach to the Plan, and in particular what type of questions and conversation we need to be asking and having; and
- four workshops on what Members feel are the main issues in each of the four 'townships' in the borough – Benfleet, Canvey Island, Hadleigh and Thundersley. In these sessions the Members were asked exactly the same questions as those being put to the public through the engagement portal. These workshops aim to not only inform the plan and decisions that lie ahead but provide the board members with a sense of what issues are that the plan could address and the rationale for them.

4.7 The forthcoming work programme includes:

- Keeping the engagement process under review and looking at approaches to broadening engagement.
- Specifying the evidence base requirements in respect of flood risk.
- Reviewing the existing evidence base in respect of the economy.
- Receiving initial feedback on work that has been commissioned to date.

- 4.8 The Local Development Scheme approved by Council in November 2022, will be monitored and if necessary, an update will be made. That update will include a review of the implications on national planning reforms on plan making.
- 4.9 The Council is committed to engaging with as many local residents, groups, partners and businesses as possible. It is vital that local people from all age groups, backgrounds and parts of the Borough have their say. To that end a comprehensive programme of engagement – virtual and in person – is underway.
- 4.10 Between May and September there will be a series of public workshops and come and meet us events across the Borough where officers and Members of the Board will be on hand to listen to views and aspirations of residents.
- 4.11 The online portal will run a series of surveys and ask people for the opinions on specific topics. Nothing is off the table and the portal provides a safe space for people to leave comments, all of which will be taken on board.
- 4.12 Through one-on-one meetings or forums such as the Regeneration Partnership, partner engagement critical to the ability to deliver the final plan is underway. In addition, working with Essex County Council a kick off event to understand the priorities and role of the voluntary sector has started.
- 4.13 Contact is being made with all schools and the college to consider the involvement of young people, visits, guest lessons and even the use of the college canteen as a venue for a 'roadshow' event.
- 4.14 Whilst the Board has agreed that Board members will support officers at these events, attendance as a participant is open to all members.
- 4.15 Engagement will continue throughout the process of preparing the plan, and inform the final draft plan, which will be submitted to government for examination.

5. Corporate Implications

(a) Financial Implications

Council approved the resources for the Castle Point Plan at the meeting on 30 November 2022 and as part of the annual budget setting process. This work is within the agreed budget.

(b) Legal Implications

The Council has a statutory duty to prepare local plan, consult on the local plan and ensure, for compliance and soundness purposes, that it is backed by robust evidence.

(c) Human Resources and Equality Implications

Human Resources

Recruitment has been completed or is ongoing for the new posts agreed by Council on 30 November 2022.

Equality Implications

The engagement of local residents and specific targeting of representative groups means that the Council is providing an opportunity for all residents and community groups to engage in the plan. This will help define the issues in the borough and identify, when appropriate to the plan, possible policies.

(d) IT and Asset Management Implications

The IT software packages are complementary with existing IT systems.

8. Background Papers

As highlighted in the report

Report Author:

Amanda Parrott – Planning Policy Manager