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## **CABINET AGENDA**

**Date:      Wednesday 16th November 2022**

**Time:      7pm NB Time**

**Venue:     Council Chamber**

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

### **Membership:**

<b>Councillor Blackwell</b>	<b>Chairman - Leader of the Council</b>
<b>Councillor Cole</b>	<b>Special Projects (Deputy Leader of the Council)</b>
<b>Councillor Fuller</b>	<b>Resources</b>
<b>Councillor Gibson</b>	<b>Strategic Planning</b>
<b>Councillor Mountford</b>	<b>Waste &amp; Environmental Health</b>
<b>Councillor Palmer</b>	<b>Regeneration &amp; Economic Growth</b>
<b>Councillor Mrs Sach</b>	<b>People, Health Wellbeing &amp; Housing</b>
<b>Councillor Savage</b>	<b>People &amp; Community</b>

**Cabinet Enquiries:**      **Ann Horgan ext. 2413  
ahorgan@castlepoint.gov.uk**  
**Reference:**                **4/2022/2023**  
**Publication Date:**        **Tuesday 8th November 2022**

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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 19th October 2022.
- 4. Forward Plan**  
To review the Forward Plan.
- 5. Financial Update Report**  
*(Report of the Cabinet Member – Resources)*
- 6. TE2100 Plan Review - Consultation Response**  
*(Report of the Leader of the Council)*
- 7. Report back from Place & Community Draft Update Developer Contributions Guidance**  
*(Report of the Cabinet Member - Strategic Planning)*
- 8. Playing Pitch Indoor Built Strategy**  
*(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**

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**PART 2  
(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 time of publication of the agenda



## CABINET



**19TH OCTOBER 2022**

### **PRESENT:**

Councillor Blackwell	Chairman – Leader of the Council
Councillor Cole	Special Projects – Deputy Leader of the Council
Councillor Sach	People – Health Wellbeing & Housing
Councillor Gibson	Place – Strategic Planning
Councillor Mountford	Waste & Environmental Health
Councillor Savage	People - Community
Councillor Fuller	Resources
Councillor Palmer	Regeneration & Economic Growth

**APOLOGIES:** Councillor Gibson

### **ALSO PRESENT:**

Councillors Acott, Anderson, Barton-Brown, Blissett, Cutler, Edwards, Greig, Hart, Isaacs, Maclean, C. Mumford, S. Mumford, Skipp, A. Thornton, J. Thornton, and Walter.

### **34. MEMBERS' INTERESTS:**

Councillor Palmer declared an interest in Item 9 Minute 42 Canvey Seafront - Application for Bathing Water Designation arising from his involvement and positions in Canvey Baywatch.

### **35. MINUTES:**

The Minutes of the Cabinet meeting held on 28.9.2022 were signed and approved as a correct record.

### **36. FORWARD PLAN:**

To comply with regulations under the Localism Act 2011, the Leader presented a revised Forward Plan to the meeting which outlined key decisions likely to be taken within the next quarter of 2022. The Plan is reviewed each month.

In response to a question under this item, the Leader acknowledged the importance of action to address the impact of climate change and referred to continuing work being progressed which would be considered through the Environment Policy & Scrutiny Committee.

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

### **37. THE PADDOCKS - REPORT BACK FROM THE TASK & FINISH GROUP**

Cabinet considered a report including feedback following the Paddocks Task & Finish Group.

On 28 September 2022, Cabinet convened an urgent Task & Finish Group of members to consider repair works identified as required for the Paddocks and to recommend an action plan to the Cabinet in order that a decision for the future sustainability of the Paddocks could be taken by the Cabinet.

The Task & Finish Group met at the Paddocks on 4 October 2022. The Task & Finish Group was firmly of the opinion that the Council should invest in the building to ensure its continued use by the community. If the Cabinet accepted this standpoint, it would be appropriate to formally reverse the previous decision of Cabinet decision on 16 October 2018. Minute 38.2 referred: *"Future Proposals for the Paddocks Community Hall Long Road Canvey Island - To pursue option b) to demolish the existing Community Hall facility at the Paddocks and replace with a new, modern facility specifically designed to meet current and future requirements"*.

Following a tour of the building and detailed discussion, the Task & Finish Group agreed that the following recommendations should be made to Cabinet:

- a. That a condition survey be commissioned as soon as possible and that the commission should be undertaken in consultation with representatives of the Friends of the Paddocks Trust so that there is a common understanding of what works needed to be done.
- b. That a Member Working Group be set up (comprising the members of the Task & Finish Group) to oversee the commissioning of the condition survey, its findings and to agree a prioritised programme of capital works that need to be undertaken in consultation with representatives of the Friends of the Paddocks Trust.
- c. That a project manager be appointed to work with the Member Working Group and the Friends of the Paddocks Trust in the creation of a business plan for the operation of the building which is aligned to the programme of works to be undertaken.
- d. That the Member Working Group report bi-monthly to Cabinet on progress.
- e. That funds be made available for these actions and these works.
- f. That a procurement mechanism be created to facilitate opportunities for works to be tendered for and undertaken by local contractors wherever possible.

A Member Working Group did not need to be politically balanced, but it was recommended that its composition, like the Task & Finish Group, was cross party. The Cabinet Member for People and Community should also be a member. Its primary function is to oversee the delivery of the recommendations.

In considering the financial implications, Cabinet proposed that the net sale proceeds from the disposal of the Chapman Sands Sailing Club site amounting to £883,720 be ringfenced for completion of capital works at the Paddocks identified by the condition survey. Once the totality of the works was known, a budget could be built to support those works and Cabinet approval sought to add the scheme to

the Council's capital programme, funded by the ringfenced funds. This would include a project manager's cost to deliver the capital works.

The cost of the proposed condition survey was not a capital cost and could not be met from the ringfenced funds. With an estimated cost of between £5000 and £10,000, this would be funded from the earmarked 'Halls' reserves along with the cost of a project manager undertaking work with the Member Working Group on the business plan.

**Resolved:**

1. That the Cabinet decision of 16 October 2018 (Minute 38.2 Future Proposals for the Paddocks Community Hall Long Road Canvey Island) be reversed.
2. That the recommendations of the Task & Finish Group set out in paragraph 5.2 of this report are adopted.
3. That a ringfenced reserve of £883,720 (funded from the net sale proceeds of the disposal of the Chapman Sands Sailing Club) is created for the purpose of undertaking capital works at the Paddocks.
4. That the earmarked reserve for Halls be utilised for the purposes of securing dedicated project management resource for creation of the business plan and delivery of the capital works.

**38. BUDGET AND POLICY FRAMEWORK FOR 2023/24**

Cabinet considered a report setting out the proposed Budget and Policy Framework for 2023/24. It took account of the requirements of the Constitution, the Financial Planning Strategy and statutory requirements for calculating the budget requirement and setting the Council Tax.

**Resolved:**

To approve the proposed Budget and Policy Framework for 2023/24.

**39. COST OF LIVING PRESSURES**

Cabinet considered a report advising of the local impact of cost-of-living pressures on communities, businesses and on the Council and the range of measures being taken to support our communities and businesses as well as mitigate the impact on the Council.

The Benefits team had reported an increase in the number of people approaching the Council with issues around debt, not just rent and Council Tax arrears but also with utilities. The service was seeing people who had never had to approach the Council before giving an indication that the cost-of-living pressures were reaching further than before. Discretionary Housing Benefit – used to make up shortfalls between set housing benefit rates and rents in the private sector – was under strain and was expected to have been used up by November 2022. Two other support funds available – the Household Support Fund and the Essential Living Fund were also under pressure.

First Contact have been working with residents earlier in the year to ensure that they received the £150 energy rebate (assisting 500 people who had not submitted an online claim) and have been experiencing calls from people wanting to realign Council Tax direct debit payments with the timing of their pay packets.

Representatives from the community and voluntary sector reported an increase in demand for their services which was causing backlogs and difficulties referring people across to other organisations for support. Anecdotally, food bank usage was also increasing. There was also concern from those in this sector about the cost of energy impacting on their finances and therefore ability to provide support to residents.

Intelligence about the impact on local businesses was something that the Council wanted to improve through further links with local business associations and networks.

A four-point plan had been prepared in response to cost-of-living pressures to support communities and businesses as well as mitigate the impacts on the Council's budget. This was set out in an appendix to the report and summarised under the following themes

- *Communication and promotion of current support available*
- *Increase help available*
- *Reduce further hardship*
- *Sustainable Council finances*

In discussion of this item Member highlighted the No Wrong Door initiative. It was queried whether there was food bank in Thundersley and whether the Council Office could be a suitable location.

**Resolved:**

To note the issues and range of measures being taken and investigate measures identified at the meeting in response to cost-of-living pressures.

**40. CORPORATE PERFORMANCE SCORECARD - PROPOSED INDICATORS 2022/23**

Cabinet considered a report setting out the proposed indicators for the corporate performance scorecard for 2022/23.

**Resolved:**

To agree the corporate performance scorecard indicators for 2022/23.

**41. CORPORATE PERFORMANCE SCORECARD – QUARTER 1**

Cabinet considered a report setting out the performance figures for the Corporate Performance Scorecard for Q1 2022/23.

**Resolved:**

To note the report and continue to monitor performance.

**42. CANVEY SEAFRONT – APPLICATION FOR BATHING WATER DESIGNATION**

Cabinet considered a report advising Members of the process for applying for designated bathing water status and seeking approval to proceed with an application for designated bathing water status for Canvey seafront.

Consultation and surveys would be carried out between 15 May to 30 September 2023 with the results being included in the application which would be submitted by 31 December 2023.

Cabinet's attention was drawn to risks of this application. Whilst good quality bathing water results would be beneficial in helping to attract more visitors to the seafront, poor bathing water quality sampling results could possibly have the opposite effect and adversely impact on local businesses.

**Resolved:**

To give approval to proceed with an application for designated bathing water status for Canvey seafront.

**43. FOOD & HEALTH AND SAFETY SERVICE PLAN 2022/23**

Cabinet considered a report seeking approval of the Council's Food & Health and Safety Service Plan for 2022/23.

**Resolved:**

To approve the Food & Health and Safety Service Plan for 2022/23.

**44. REPORT BACK ENVIRONMENT PSC MOTION ARTICLE 4 SURFACE WATER FLOODING**

Cabinet considered a report from the Environment Policy & Scrutiny Committee which had been asked to examine the Notice of Motion approved by Council on 24 .11 2021 to explore the use of an Article 4 Direction in relation to relevant permitted development rights to ban the installation of non-porous driveways and hard standing without planning permission to help reduce surface water runoff into local roads in times of heavy rain.

Cabinet was asked to note progress on the action identified to develop advice to householders and businesses on the drainage requirements of hard surfaced areas within residential properties in Castle Point.

**Resolved:**

1. To continue with actions to work with the Lead Local Flood Authority Essex County Council provide advice to householders holders and businesses to educate and inform householders and businesses to manage surface water run off to mitigate the risk of flooding.
2. To extend the terms of reference of the Castle Point Flood Resilience Forum to encourage and promote to inform and educate householders and businesses to manage surface water run off to mitigate the risk of flooding

**45. CONTRACT MATTERS – AWARD OF GROUNDS MAINTENANCE STREET CLEANSING & BUILDING CLEANSING CONTRACT**

This item was referred to be considered under Part 2 of the agenda with press and public excluded from the meeting.

**46. MATTERS TO BE REFERRED FROM / TO POLICY & SCRUTINY COMMITTEES**

Item 11 Minute 44 Report Back Environment PSC Motion Article 4 Surface Water Flooding referred.

**47. MATTERS TO BE REFERRED FROM / TO THE STANDING COMMITTEES**

There were none.

**48. EXCLUSION OF THE PUBLIC**

**Resolved:**

For the purpose of Section 4 Local Authorities (Executive Arrangements) Meetings and Access to Information (England) Regulations as the business contains information relating to the financial or business affairs of any particular person (including the authority holding that information (Exempt Information under Paragraphs 3 Schedule 12A Local Government Act 1972) to exclude the press and public from the meeting to enable the business of the meeting to be transacted in private

**49. CONTRACT MATTERS – AWARD OF GROUNDS MAINTENANCE STREET CLEANSING & BUILDING CLEANSING CONTRACT**

(Exempt Information under Paragraphs 3 Schedule 12A Local Government Act 1972)

Cabinet received reports providing detailed information about the procurement and tender evaluation process which has been undertaken for the new Grounds Maintenance, Street Cleansing & Building Cleansing Contract

A revised recommendation was presented to Cabinet as the Cabinet did not wish to move ahead with the Building Cleansing Services at this time as the Portfolio Holder for housing wished to undertake some further work to gain assurances around the sheltered housing elements of the tender.

**Resolved:**

That Cabinet notes the information provided in this report and approves the award of the contract for Grounds Maintenance and Street Cleansing to the successful tenderer with the element relating to the Building Cleansing Services being deferred to a later date for decision.





# **Castle Point Borough Council**

## **Forward Plan**

**NOVEMBER 2022**

# **CASTLE POINT BOROUGH COUNCIL**

## **FORWARD PLAN**

**NOVEMBER 2022**

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(s)</b>	<b>Lead Officer(s)</b>
November 2022	Council Tax Support - Approval of Scheme	All	Council	Resources	Head of Customer and Digital Services
November 2022	<u>Local Development Scheme</u>	All	Council	Leader of the Council – Strategic Planning	Head of Place & Policy
November 2022	<u>Financial Update –</u>	All	Cabinet	Resources	Strategic Director (Resources)
November 2022	<u>Playing Pitch Indoor Built Strategy – to approve</u>	Place /Environment	Cabinet	Place – Strategic Planning	Head of Place & Policy
November 2022	Draft Update of the Developer Contributions Guidance referred from Place & Community PSC	Economy and Growth	Council Cabinet	Growth – Leader of the Council	Head of Place & Policy
December 2022	<u>Award of Building Cleansing Contract</u>	Environment	Cabinet	Leader of the Council	Head of Environment
December 2022	<u>Knightswick Centre – approval of business case for refurbishment &amp; investment</u>	Economy and Growth	Cabinet	Growth – Leader of the Council Resources	Chief Executive
December 2022	<u>Customer Engagement Branding – approval</u>	All	Cabinet	Leader of the Council	Strategy Policy & Performance Manager
January/February 2023	<u>The Paddocks – Report back from Task &amp; Finish Group</u>	People	Cabinet	Leader of the Council	Chief Executive
January 2023	<u>Corporate Performance Score Card Quarter 2 – to monitor</u>	All	Cabinet	Special Projects	Strategy Policy & Performance Manager

January 2023	Extension to Thorney Bay Car park	Place /Environment	Cabinet	Strategic Planning	Head of Environment
January 2023	Annual Monitoring Report	All	Cabinet	Strategic Planning /Leader of the Council	Head of Place & Policy
February 2023	<u>Council Rent Setting and Capital Programme</u>	Enablers Resources People	Cabinet	Resources	Head of Housing Strategic Director (Resources)
February 2023	<u>Budget and Policy Framework</u> To make recommendations to Council on the Council tax and budget setting.	All	Cabinet/ Council	Resources	Strategic Director (Resources)
Standing item 2022/23 –	<u>Transformation – Response to Budget Challenge</u>	All	Cabinet	Resources	Chief Executive Strategic Directors Section 151 Officer and Heads of Service
2023	<u>Waste Collection Arrangements</u> – to consider recommendations from Environment PSC	Environment	Cabinet	Waste & Environmental Health	Head of Environment

**CABINET****16th November 2022****Subject: Financial Update****Cabinet Member: Councillor Fuller - Resources**

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**1. Purpose of Report**

This report is intended to:

- Provide Cabinet with the latest 2022/23 forecast in respect of the General Fund (GF).
- Update Cabinet on developments of a financial nature, which may impact on the Council's financial plans in respect of either the General Fund, Housing Revenue Account (HRA) or Capital Programme.

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

This report is linked to the Council's priority of "*A Commercial and Democratically Accountable Council*".

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**

1. That Cabinet note the report and the financial forecast at Appendix 1.
2. That Cabinet agree to amend the frequency of this report from bi-monthly to quarterly, with effect from the 2023/24 financial year.
3. That Cabinet agree for a new £64,200 capital scheme to be added to the HRA capital programme in respect of Manor Road, funded from the Unallocated Provision within the capital programme.

**Resolution required.**

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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 report which is approved by Council in February each year. The strategy requires the submission of a Medium-Term Financial Forecast (MTFF), 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.

**5. Frequency of Reporting**

- 5.1 Ordinarily this report would be presented to Cabinet bi-monthly. Such was the degree of uncertainty in the year to date caused by the cost-of-living crisis and the potential inflationary impacts on the Council's contracts, a significant amount of

work was required to be able to have a financial position that would stand up to scrutiny.

- 5.2 This work has now been completed for non-staffing budgets. Budgets have been subject to a detailed line-by-line review with the budget holder and forecasts amended as required.
- 5.3 Staffing has also been subject to a separate detailed review, the work for which is reaching its conclusion and the outcome of which will be included within the next Financial Update report. This includes incorporating the impact of the staff pay award which was recently agreed by the trade unions.
- 5.4 It is proposed to amend the frequency of this report from bi-monthly to quarterly with effect from the 2023/24 financial year. Many local authorities report to Cabinet on a quarterly basis and this is felt to be sufficient for the purpose of ensuring Cabinet and the public have sufficient visibility of the Council's financial position.
- 5.5 If the recommendation is agreed, the first quarterly report will be presented to Cabinet in August 2023 covering quarter one, with subsequent reports in November 2023 (quarter two), February 2024 (quarter three) and May 2024 (provisional outturn).

## 6. Changes to approved budgets

- 6.1 The following budget changes have occurred since the budget was set by Council in February 2022 and are reflected in the financial forecast at appendix 1.

	£000's	Description
1.	<b>(4,863)</b>	Funding has been received from Government to cover the cost of the <b>£150</b> energy rebates to residents. This item will not impact on the Council's financial forecast since it will be offset fully by expenditure.
2.	<b>(78)</b>	Income received from Government for the administration of the Local Council Tax Support (LCTS) scheme.
3.	<b>(162)</b>	New Burdens grant and other miscellaneous income has been received from Government to cover the cost of implementing various schemes and initiatives; Omicron business grants, Additional Restrictions Grant/Restart business grants, the <b>£150</b> energy rebates to residents, transparency requirements and welfare reforms. Income of <b>£147k</b> is being received, offset by <b>£82k</b> of new expenditure.
4.	<b>11</b>	Revenue contribution to capital expenditure for the purchase of new vehicles, funded by income received from the sale of vehicles and held in earmarked reserves during 2021/22.
5.	<b>48</b>	Purchase of required software licenses, as budgeted for within earmarked reserves.

6.	<b>150</b>	Spend on IT Cyber Security measures, funded by specific grant income received in the previous financial year and held in earmarked reserves
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## 7. Revenue/Capital budgets “on-watch”

- 7.1 This section of the report highlights revenue or capital budgets, HRA or General Fund, which are identified by the Strategic Director (Resources) as “on-watch”. This term refers to expenditure and income budgets where there is reason to believe that performance may not meet expectations or where the impact on the Council’s overall financial plan is likely to be material.
- 7.2 For the purpose of this report, items will be included if they have a potential full year financial impact of at least **£50k** and / or are felt to be of interest to Cabinet.
- 7.3 These items are forecast positions for the full financial year and whilst included within the financial forecast at appendix 1, they will be require formal approval as part of the revised budget process (if not sought before). Naturally, as forecasts, the values will fluctuate as certainty is established as the year goes on.

	£000's	Description
Environment		
1.	<b>218</b>	Car park income at School Lane continues to be impacted post-pandemic. A continuation of current utilisation levels for the remainder of the year would result in <b>£218k</b> shortfall against budget. It is proposed that any shortfall is funded by the Covid-19 earmarked reserve.
2.	<b>78</b>	Inflationary impact on the cost of fuel.
3.	<b>72</b>	Maintenance costs incurred at the leisure centres are forecast to be higher than would typically be expected. Additionally, there is also the need for some significant works to the flooring around the pool at Waterside.
4.	<b>(252)</b>	The leisure centres are seeing strong recovery post-pandemic, with membership numbers up, reflected in increased fees and charges revenue.
5.	<b>(300)</b>	The 3G sports pitch at Waterside was budgeted to be replaced during the current financial year, but to ensure no interruption during the football season the works have been postponed until next financial year.
Customer & Digital		
6.	<b>124</b>	Forecast overspend on Discretionary Housing Payments due to increased demand costing <b>£20k</b> and the Government grant being reduced by <b>£104k</b> .
7.	<b>(50)</b>	Net reduction in IT contract expenditure, with <b>£112k</b> of efficiencies being identified, offset by inflationary pressures of <b>£28k</b> and other additional costs of <b>£34k</b> .

Non-Service Income & Expenditure		
8.	(430)	Interest receivable is forecast to be higher than budgeted due to the unexpected increases in the Bank of England base rate.

## 8. Key financial developments

Updates to key financial developments / themes are provided within the following paragraphs. Information reported in earlier financial update reports is not reproduced below.

### Essex Region Business Rates Pool (2021/22 outturn)

- 8.1 Where an authority sees growth in its non-domestic rates it must pay a proportion of that growth into the central pool (to government) known as a levy payment. In a business rates pooling arrangement the levy, rather than being paid across to the government, is retained within the pool (of member authorities). The mechanism is such that the payment into the pool is usually less than the levy to government would have been. This is fundamentally the main advantage of a pooled arrangement.
- 8.2 The pooling arrangement for 2021/22 delivered a financial gain which effectively reduced the levy payment payable by the Council from **£564k** to **£313k** in 2021/22, a saving of **£251k**. The pooled arrangement has continued for 2022/23 with a membership which includes all Essex Authorities and the Fire Authority but excludes Thurrock Unitary Authority.

### Council Tax Preceptors Sharing Agreement (2021/22 outturn)

- 8.3 Cabinet will recall from earlier update reports that Essex District Authorities are party to a “council tax sharing agreement” with Essex precepting Authorities. Under the arrangement, all parties contribute funding to enable the employment of additional staffing resources to support an enhanced council tax collection service than would otherwise be viable for the Districts to fund on their own.
- 8.4 As part of this agreement, the precepting organisations return to each Council a % of the additional council tax which has been collected on their behalf.
- 8.5 For the financial year ending March 2022, the additional council tax estimated to have been collected on behalf of the preceptors as a result of this agreement is **£2.6m** of which **£428k** has been returned to the District Council (share back).

### Impact of Inflation (pay and non-pay)

- 8.6 The financial forecast presented to Cabinet and Council in February 2022 included assumptions around inflation which although logical at the time the budget was compiled, have subsequently been reviewed in view of:
- Cost of living pressures and National Living Wage implications on pay costs.
  - Non-pay inflation costs on items such as fuel, goods, services and works.

It is important that the Council remains realistic and prudent in these assumptions which have potential to further increase the predicted budget gap for future years.

- 8.7 Cabinet may have seen headlines quoting additional costs across local government resulting from cost of living, pay and general inflation in the order of



**£2.4bn** in the current year alone rising to **£3.6bn** in 2024/25. The potential impact of non-pay inflation on the council's budget for 2022/23 has been included in the table at 7.3 above with further narrative provided below.

#### Pay cost inflation

- 8.8 The trade union side of the National Joint Council (NJC) for local government services consisting of UNISON, GMB and UNITE, submitted the pay claim for 2022/23 on the 6<sup>th</sup> June, with the National Employers responding with their pay offer on 25<sup>th</sup> July. The implementation timeframe for the 2022/23 pay claim is 1<sup>st</sup> April 2022 and the slipped timeframe is a direct result of the elongated negotiations for the previous year, which did not conclude until February 2022.
- 8.9 Alongside these negotiations run the implications of maintaining the National Living Wage (NLW), with the rate for April 2023 due to be confirmed in the Autumn spending review. It is the policy of local government to maintain headroom over and above the NLW rate. The current National Living Wage, effective from April 2022, is £9.50 per hour.
- 8.10 With the majority of trade unions being in favour of accepting the pay offer made, the negotiations concluded and agreement was reached on 1<sup>st</sup> November. The potential impact on the Council's budget from pay cost inflation including the national living wage is being worked through as part of the detailed staffing review mentioned in paragraph 5.3 above.

#### Non-pay inflation

- 8.11 Non-pay cost inflation will apply to energy and utilities, contracts for supply of goods and services and works associated with operating council services including repairs and maintenance. Where applicable, additional costs have now been reflected in the financial forecast. Due to the purchasing arrangements put in place, the Council has so far been protected from significant price increases on utilities, but the expectation is for an increase of 65% on gas, 110% on electric at smaller sites and 40% on electric at larger sites.

#### Inflation on fees and charges

- 8.12 The council provides fee paying services, such as leisure activities and hire of halls and open spaces, where charges are uprated by inflation each year. If all such charges were uprated in line with policy additional revenue of **c£260k** would be generated. However, the impact on demand / uptake on these services will need to be determined as part of the forthcoming budget round and an appropriate inflation percentage determined.

#### **Manor Road Capital Scheme**

- 8.13 Additional budget of £64,200 is sought to be added to the HRA Capital plan for works to the boundary walls and storage sheds at 216-238 Manor Road. The retaining walls to the left and right of the block have collapsed and the storage sheds are suffering from structural issues requiring the upper courses of bricks to be removed and rebuilt with new roofing to be fitted. Six contractors were asked for quotes, of which two responded, the budget requested represents the value of the lowest quote. Funding for this work will be from the Unallocated Provision within the HRA Capital Programme.

### **New Local Plan**

- 8.14 The report presented to Council on the 16<sup>th</sup> June included a provisional indication of the financial implications of producing a new local plan. Further work is currently taking place to refine these cost estimates and these will be reported to Cabinet and Council in due course and once approved by Council will be reflected in the financial forecast.

### **2023/24 Budget process – closing the budget gap**

- 8.15 The Medium Term Financial Forecast indicates a significant budget gap in all years from 2023/24 which must be addressed in order for the Council to set a balanced budget in each year. A programme of work is currently underway alongside the budget timetable for 2023/24. The programme includes a series of briefings and engagement opportunities for staff and Members with the objective of identifying and implementing options which will effectively bring the Council's budget into balance in time for the Council meeting in February 2023 which will set the budget and Council tax for the forthcoming financial year. Further updates will be provided to Members in the coming months.

## **9. Corporate implications**

### **a) Legal implications**

This report is presented on behalf of the “section 151 officer” – the officer appointed to have responsibility for the Council's financial administration. It is their 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**

The budget report presented to the Cabinet meeting in February and 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.

On 17<sup>th</sup> November 2022, the Chancellor is expected to make his Autumn Statement, and this is expected to set out numerous items, including the uplift to National Living Wage effective from 1<sup>st</sup> April 2023. The impact of any measures within the Statement will be assessed and reported upon in the next Financial Update report, if required.

**Report Author: Lance Wosko, Financial Services Manager (Deputy s151 Officer)**

### **Background Papers:**

- Policy Framework & Budget Setting 2022/23, incorporating the Financial Planning Strategy. (February 2022)
- [Inflation and National Living Wage pressures to add £3.6 billion extra costs onto council budgets - LGA analysis | Local Government Association](#)

**Financial Forecast (including adjustments identified within main report)**

	<b>2022/23 Budget £000's</b>	<b>2022/23 Forecast £000's</b>	<b>Variance £000's</b>
Environment	7,728	7,540	(187)
Customer & Digital	1,800	1,781	(19)
Housing	1,242	1,244	2
Place & Policy	1,448	1,446	(2)
Corporate Services	492	429	(63)
Resources	(944)	(942)	2
Corporate & Democratic Core	2,341	2,400	59
<b>Net Cost of Services</b>	<b>14,106</b>	<b>13,898</b>	<b>(208)</b>
<b>Non-service Income &amp; Expenditure</b>	<b>(14,139)</b>	<b>(14,627)</b>	<b>(489)</b>
<b>Income &amp; Expenditure Total</b>	<b>(33)</b>	<b>(730)</b>	<b>(697)</b>
Transfer to/(from) Earmarked Reserves	(3)	(21)	(18)
<b>(Surplus)/Deficit on General Fund</b>	<b>(36)</b>	<b>(750)</b>	<b>(715)</b>

Note: Within the table above, it may appear that some totals do not correctly add up. This is due to values in the table being rounded to the nearest thousand for presentational purposes, but the totals being based on the unrounded values.

This is a forecast for the guidance of Cabinet and not a policy statement that the position will be as indicated. The financial forecast is a live document linked directly to the detailed budget monitoring undertaken and therefore reflects the impacts of virement, additional revenue and / or changes in services and forecasts as they occur.

**CABINET**

**16th November 2022**

**Subject: Thames Estuary 2100 Plan Consultation**

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

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**1. Purpose of Report**

- 1.1 This report provides a response to the consultation for the contents of the Thames Estuary 2100 Plan Review.**

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

- 2.1 This consultation, undertaken by the Environment Agency, has been reviewed to understand its implications for Castle Point in terms of the Council's Corporate Plan objectives - Economy and Growth, People, Place and Environment.**

**3. Recommendations**

- 3.1 The Cabinet note the consultation underway by the Environment Agency on the contents of the Thames Estuary 2100 Plan review and approve the response found in Appendix 1.**
- 

**4. Background**

- 4.1** The [Thames Estuary 2100 \(TE2100\) Plan](#) sets out how the Environment Agency and partners will work together to manage tidal risk in the Thames Estuary.
- 4.2** Climate change, ageing flood defences and population growth means tidal flood risk will increase over time, unless this risk is carefully managed. The TE2100 Plan will ensure flood defences continue to protect 1.42 million people, £321 billion worth of property and vital infrastructure from increasing tidal flood risk.
- 4.3** The TE2100 Plan was originally prepared in 2012. To keep the Plan up to date the Environment Agency seek to review its contents every 10 years. They are

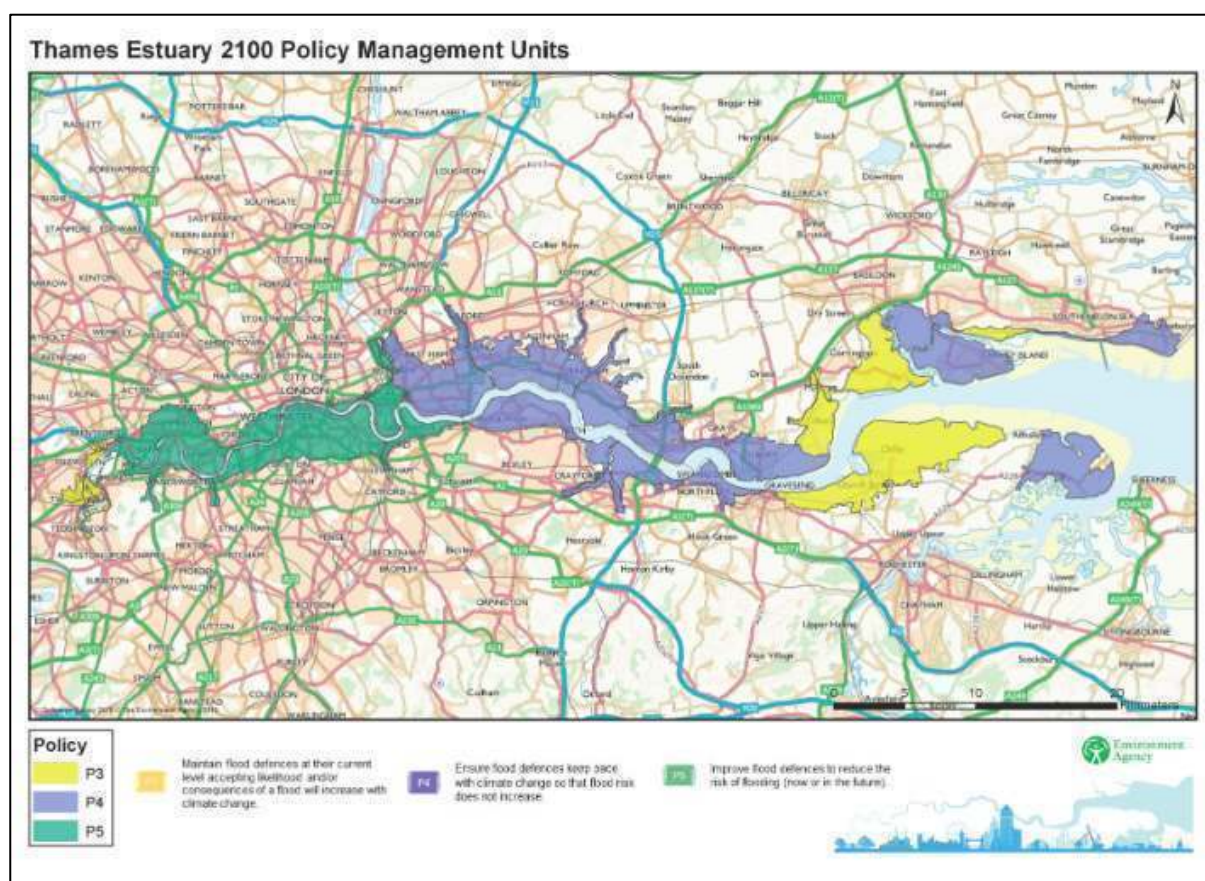
therefore consulting with the public, partners associated with the Plan, businesses and service providers on the contents of the TE2100 10-year review.

**4.4** The Plan review and any future review of the Plan will use the latest scientific data to ensure the outcomes remain relevant. This ensures decisions and implementation of actions are made at the best time. This is extremely important as it ensures that the proposals within the Plan provide an up-to-date picture that ensure the best outcome for the whole of the Estuary.

**4.5** Canvey Island and Hadleigh Marshes are categorised within the TE2100 Plan as policy areas. Canvey Island has been identified as policy unit P4 and Hadleigh Marshes has been identified as policy unit P3. Details of what the policy unit means is highlighted below:

- P3 – Maintain flood defences at their current level accepting likelihood and/or consequences of a flood will increase with climate change
- P4 – Ensure flood defences keep pace with climate change so that flood risk does not increase

**4.6** A map illustrating all of the policy areas along the estuary are found below.



**4.7** A large proportion of the borough is affected by the TE2100 Plan and as a local authority it is important to continue to engage with the Environment Agency and

support the delivery of key outcomes. This will ensure the borough remains protected and is resilient to climate change.

## **5. Consultation on the TE2100 Plan Update**

- 5.1** The Environment Agency are reviewing the contents of the TE2100 Plan and seeking responses from the public on the contents of the updated Plan.
- 5.2** The consultation can be found online [here](#) and closes on 20<sup>th</sup> November 2022.
- 5.3** They are seeking responses from a wide range of people, organisations and businesses. The consultation has been promoted through the Council's social media, encouraging the local residents, businesses and other organisations to respond.
- 5.4** The consultation has a number of outcomes which has been prepared based on the updated evidence that has been collected by the Environment Agency and partners since the Plan was produced in 2012.

## **6. Response to the Consultation**

- 6.1** A response to the consultation has been prepared and can be found in Appendix 1. It is proposed that this response will be the formal response from the Council. This highlights how the Council will continue to engage with the Environment Agency, the community and relevant partners to help develop and deliver the key outcomes within the Plan to protect the borough from tidal flood risk and other sources of flooding.
- 6.2** A key part of the Plan is for partners to engage with the process and help to deliver the outcomes proposed. As a local authority, Castle Point has a big role to help deliver this, such as highlighting issues to flood defences, contamination issues, habitat creation opportunities, protecting areas to improve the sea defences, opportunities to improve the access, landscape and multi-functionality of the coast. This Plan is to 2100 and there will therefore be an ongoing dialogue between the two organisations on this topic as proposals are implemented through the century.
- 6.3** The TE2100 Plan seeks to protect and improve resilience from tidal flood risk. The Plan also seeks to take opportunities to improve the quality of place along the Thames Estuary, making the sea defences multi-functional places. These visions are reflected within the community in CPBC.
- 6.4** The Council will work with the Environment Agency and partners to help ensure this is delivered. The preparation of the Castle Point Plan and the evidence base prepared to support this will endeavour to help achieve the outcomes within the Plan.

## **7. Next Steps**

- 7.1 The consultation response highlights the Council's willingness to work with and continue to engage with the Environment Agency and relevant partners as part of the TE2100 Plan update but also in the delivery of the Plan.
- 7.2 In addition, it highlights how the Council will embed the proposals within the TE2100 Plan to relevant documents and policies within the Council, such as a future Castle Point Plan.
- 7.3 The Environment Agency aim to publish the updated TE2100 Plan in 2023. They have highlighted that they will continue to keep consultees updated in future reviews and where relevant when progressing the proposals within the Plan.

## **8. Corporate Implications**

### **a. Financial Implications**

- 8.1 There are no financial implications arising from this report. A consultation response to the Environment Agency can be issued within existing resources.

### **b. Legal Implications**

- 8.2 There are no legal implications for the Council associated with this report.

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

#### *Human Resources*

- 8.3 There are no human resource implications arising from this report. A consultation response to the Environment Agency can be issued within existing resources.

#### *Equality*

- 8.4 It is for the Environment Agency to undertake an Equality Impact Assessment to any update of the TE2100 Plan as a consequence of this consultation under the requirements of the Equalities Act.

### **d. IT and Asset Management Implications**

- 8.5 There are no IT or Asset Management implications arising from this report.

## **9. Background Papers**

As highlighted within the report.

## **10. Appendices:**

Appendix 1 – Response to the TE2100 Plan Update Consultation November 2022

**Report Author:**  
Maria Hennessy – Planning Policy Officer



Appendix 1:



**Castle Point Borough Council**  
Council Offices, Benfleet,  
Essex SS7 1TF  
Tel: 01268 882200  
Email: [planningpolicy@castlepoint.gov.uk](mailto:planningpolicy@castlepoint.gov.uk)

**XX** November 2022

Email: [thamesestuary2100@environment-agency.gov.uk](mailto:thamesestuary2100@environment-agency.gov.uk)

Dear **XXX**,

**Thames Estuary 2100 Plan Review Consultation 2022**

I am writing on behalf of Castle Point Borough Council in response to the consultation underway on the Thames Estuary 2100 (TE2100) Plan Review 2022.

Castle Point Borough Council (CPBC) is a local authority in Essex in the outer Thames Estuary. Canvey Island and the Hadleigh Marshes, which are policy areas within the TE2100 Plan lie within the Castle Point administrative boundary.

Due to the nature of Castle Point and the tidal flood risk posed by the Thames Estuary, the delivery of the TE2100 Plan is extremely important to ensure ongoing protection to the community, including residents, homes and businesses that are at risk of flooding. It is very important to the borough to mitigate sea level rise but also to adapt to sea level rise to maintain community resilience.

CPBC will continue to work with the Environment Agency and relevant partners to develop the outcomes proposed, but also to help deliver the outcomes, where appropriate.

It is important that the TE2100 Plan is delivered, not only to protect the community from flood risk but also to deliver multi-functional benefits improving place and making the coast an attractive place. CPBC will seek to embed proposals within the TE2100 Plan to relevant plans and strategies proposed in the borough. This includes the preparation of the Castle Point Plan and the applicable strategies and evidence base documents that will be used to support it. This may include strategies such as a riverside strategy and a green and blue infrastructure strategy.

The Castle Point Plan will take a proactive approach to managing future climate change risks through place-making and will develop a vision for how the Council and community see how raised flood defences will be integrated into the local area. This


will include the local landscape and the use of the sea wall and Thames for recreational purposes, habitats, green spaces and accessibility. The Council will engage with the Environment Agency and other partners when developing such proposals to ensure cross partner working and a shared approach.

Managing flood risk is extremely important within this area, not only from tidal sources but other sources of flood risk. It is imperative that the Environment Agency work with the Lead Local Flood Authority, as well as other water management companies who manage flood risk from other sources. This will ensure that the entire water network works together and mitigates the risk of flooding. Joint working will ensure that the Environment Agency have a clear picture of the risk from other flood sources which is important for the review of the TE2100 Plan. CPBC will support and help facilitate any cross-organisation work on this matter.

I trust this response is of assistance to you in progressing the review of the TE2100 Plan. The Council look forward to working with you on developing the outcomes proposed and ensuring delivery of the actions.

If you have any questions regarding the matters set out in this letter please do not hesitate to contact [planningpolicy@castlepoint.gov.uk](mailto:planningpolicy@castlepoint.gov.uk)

**Yours faithfully,**

A handwritten signature in dark ink, appearing to read 'Ian Butt', is positioned above the printed name.

**Ian Butt**  
**Head of Place and Policy**

**CABINET**

**16th November 2022**

**Subject: Developers Contributions Guidance Supplementary Planning Document**

**Cabinet Member: Strategic Planning – Councillor W Gibson  
People, Health, Wellbeing & Housing – Councillor Sach**

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**1. Purpose of Report**

- 1.1 The purpose of this report is to seek Cabinet approval to undertake consultation on the draft Developer Contributions Guide (DCG) Supplementary Planning Document (SPD) library in accordance with the Planning and Compulsory Purchase Act 2004 (as amended) and the Town and Country Planning Regulations 2012.**
- 1.2 This report also seeks Cabinet’s endorsement of the Essex Planning Officers Association (EPOA) Viability Protocol.**

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

- 2.1 Developer contributions helps deliver the Council’s Place priority by delivering the financial resources necessary to deliver infrastructure projects where related to growth. There are potential overlaps with the Council’s People and Environment priorities as developer contributions may be used on a variety of infrastructure types including education, health, community and sporting facilities and open spaces. Developer contributions is also an enabler through Partnerships and Resources.**

**3. Recommendations**

- 3.1 The Cabinet note the outcomes of the Place and Policy Scrutiny Committee and resultant amendments to the draft Developer Contributions Guidance Supplementary Planning Documents (Appendix 7 and 8)**
- 3.2 The Developer Contributions Guidance Supplementary Planning Documents found in Appendix 1 to 5 are published for public consultation in accordance with the Town and Country Planning Regulations 2012 (as amended) and the consultation plan found in Appendix 9.**

- 3.3 In consultation with the Leader and Deputy Leader of the Council, the Chief Executive and Head of Place and Policy are authorised to make any final amendments to the Developer Contributions Guidance Supplementary Planning Documents (Appendix 1-5) and the consultation materials prior to consultation.**
- 3.4 The outcomes of the consultation and any resultant updates to the Developer Contributions Guidance Supplementary Planning Documents (Appendix 1-5) are reported to Council. The Council will be asked at that time to approve the Developer Contributions Guidance Supplementary Planning Documents (Appendix 1-5) for adoption in accordance with the Planning and Compulsory Purchase Act 2004 (as amended) and the Town and Country Planning Regulations 2012.**
- 3.5 The Cabinet endorse the Essex Planning Officers Association (EPOA) Viability Protocol (Appendix 6).**
- 

#### **4. Background**

- 4.1** Developer contributions are ways developers contribute towards infrastructure to support growth and mitigate the impact of development on existing infrastructure. This could be secured on-site or in kind through Section 106 Agreements. Financial contributions may be secured through Section 106 Agreements or Community Infrastructure Levy (CIL).
- 4.2** The Council adopted the Developers Contributions Guidance (DCG) Supplementary Planning Document (SPD) in 2008. Various national planning reforms have since been implemented such as the introduction of the CIL Regulations 2010 and the National Planning Policy Framework (NPPF) in 2012.
- 4.3** Additionally, on 26th January 2022 the Council approved to submit the draft CIL Charging Schedule after public consultation on the document to the Planning Inspectorate for examination. The Council submitted the CIL Draft Charging Schedule on 1st March 2022 and after further public consultation on the request of the Examiner, the Examination hearing took place on 19<sup>th</sup> October 2022. A key part of the evidence is an assessment of infrastructure requirements to meet the need of foreseen growth in the borough. Post submission of CIL for examination, the new Castle Point Local Plan has been withdrawn. That included an Infrastructure Delivery Plan as a key evidence piece which was used to support CIL. As the Plan has been withdrawn the CIL Examiner asked the Council to review the CIL Evidence to exclude the now withdrawn local plan from the IDP. This new evidence was subject to consultation this summer, and this new evidence has been used to help inform this new DCG.
- 4.4** For the reasons set out above there is a case to implement an updated DCG SPD that accords with up-to-date national policy and regulations as well as ensuring the Council's position on developer contributions is clear for all

stakeholders and ensure that the Council is able to secure the right infrastructure in a timely manner.

## **5. Place and Policy Scrutiny Committee**

**5.1** Officers presented to the Committee the draft DCG SPD library and the Essex Planning Officers Association (EPOA) Viability Protocol on 12<sup>th</sup> October 2022. The notes of that meeting can be found in Appendix 7.

**5.2** In summary, the following recommendations were agreed by the Committee to be taken to the Council's Cabinet:

- The approval of the Draft Developers Contributions Guidance (DCG) Supplementary Planning Document (SPD) library as set out in appendix 1-5 for public consultation
- The endorsement of Essex Planning Officers Association (EPOA) Viability Protocol

**5.3** After thorough scrutiny and discussion the recommendations in paragraph 5.2 were agreed subject to the following changes:

- Include and justify monitoring fees in the cover document (Appendix 1).
- Add more flexibility on the tenure type of affordable homes in relation to flatted schemes in the affordable housing document (Appendix 2).
- Include a length of residency in relation to the local eligibility criteria for First Homes in the affordable housing document (Appendix 2).
- Clarify the relationship between vacant building credit and CIL credit in the affordable housing document (Appendix 2).

**5.4** The recommendations and proposed amendments following that meeting can be found in Appendix 8. The amendments proposed in Appendix 8 have also been incorporated into the latest drafts of the DCG SPD library, these are clearly marked as tracked changes in Appendix 1 and 2.

**5.5** Following scrutiny of Appendix 1-5 it is recommended that the draft documents are ready for public consultation in accordance with the Council's adopted Statement of Community Involvement and the Town and Country Planning Regulations 2012. Details of the proposed consultation arrangements are set out in section 8 of this report.

## **6. Report**

### **6.1 What are developer contributions?**

**6.1.1** Developer contributions is a collective term mainly used to refer to Section 106 obligations and CIL. As set out in CIL Regulation 122 (2), Section 106 obligations should only be used to secure infrastructure where the following tests are met:

- They are necessary to make the development acceptable in planning terms;
- They are directly related to the development; and
- They are fairly and reasonably related in scale and kind to the development.

- 6.1.2 Section 106 Agreements or Unilateral Undertakings are legal agreements between two or more parties which are used to agree planning obligations which will make a planning application acceptable in planning terms. This, for example, could include agreement of financial contributions towards highways improvements between the developer, the Borough Council and the County Council, or it could apply to the agreement of affordable housing provision between the developer and the Borough Council.
- 6.1.3 The Draft CIL Charging Schedule is currently in Examination, once CIL has been formally adopted by the Council, it will be a way of collecting developer contributions to provide infrastructure that aligns with growth. The national planning practice guidance does not normally allow financial contributions from Section 106 from smaller developments, therefore Section 106 Agreements are normally used for major schemes of 10 dwellings or more (023 Reference ID: 23b-023-20190901), CIL contributions can be sought on smaller schemes unless exemptions apply.

## **6.2 Supplementary Planning Documents (SPD)**

- 6.2.1 SPDs should build upon and provide more detailed advice or guidance on policies in an adopted local plan. As they do not form part of the development plan, they cannot introduce new planning policies into the development plan or in their own right. They are, however, a material consideration in decision-making. They should not add unnecessary financial burdens on development.

## **6.3 What is structure of the Developers Contribution Guide Supplementary Planning Document?**

- 6.3.1 The Developers Contribution Guide (DCG) Supplementary Planning Document (SPD) (**DCG SPD**) is made up of the following documents:
- DCG – Cover Document (Appendix 1)
  - DCG – Affordable Housing (Appendix 2)
  - DCG – Healthcare Facilities (Appendix 3)
  - DCG – Highways, Travel, Education, Libraries, Flooding and Drainage Infrastructure (Appendix 4)
  - DCG – Playing Pitches and Indoor Built Facilities (Appendix 5)
- 6.3.2 SPDs have to follow a process to adoption including public consultation and formal adoption, this all takes time and resources. Due to the input from different infrastructure providers and stakeholders and the variety of infrastructure the DCG covers, it is proposed that each document will be adopted as a separate SPD. This means that if one element is delayed, it does not delay the adoption of other elements.
- 6.3.3 It also means that if the process for collecting developer contributions for one infrastructure provider, for example the NHS, changes it would mean that only the Healthcare Facilities DCG SPD would have to be updated and adopted, rather than starting the process of preparing, consulting and formally adopting the entire infrastructure types.

- 6.3.4 Additionally, Members may note that there is no SPD currently proposed to deal with the environment such as open space, biodiversity and blue and green infrastructure. These infrastructure types cross over significantly and the evidence base for this of infrastructure is either out of date, has not yet commenced or been made into a strategy by which developer contributions can be sought. Similarly, no DCG SPD has been prepared for heritage aspects, it is expected that as further evidence is gathered, a more informed SPD can be made on this matter.
- 6.3.5 As such the flexibility of having multiple DCG SPDs means that as new evidence emerges, these infrastructure types can be added to the DCG SPD library more easily.

## **6.4 DCG SPD Cover Document**

- 6.4.1 The Cover Document sets out the policy context to developer contributions and it should be read alongside each infrastructure DCG SPD as it provides information that is relevant to any Section 106 Agreement that would be used to obtain infrastructure provision. It also provides some context for the relationship between the different methods of collecting developer contributions.
- 6.4.2 The document illustrates the type of development that would be liable for developer contributions through Section 106 and/or CIL. Appendix 1 of this document gives an indication of the types of infrastructure that would be sought through Section 106 Agreements or CIL.

### *Approach to securing developer contributions*

- 6.4.3 Section 3 in the Cover Document defines the general approach to securing developer contributions. It includes where developer contributions would be required in terms of thresholds, application types, how developer contributions will be sought, phasing, pooled contributions, management arrangements, viability and index linking.
- 6.4.4 In line with the NPPF, this SPD proposes that a scheme delivering 10 units or more is considered a major application and, therefore, planning obligations through a Section 106 will be sought if appropriate.
- 6.4.5 Applications for a smaller number of units will be liable for CIL contributions. It should also be noted that other infrastructure providers such as Essex County Council (ECC) may have varying thresholds and applicants would be advised to consult with ECC on those infrastructure aspects.
- 6.4.6 Where multiple developments impact on local infrastructure it may be appropriate to pool contributions from different sites to fund infrastructure improvements, for example a primary school expansion to provide school places to serve the relevant developments.

- 6.4.7 Different infrastructure will be required at different times within the construction of developments for example, drainage is likely to be required before development commences on a site, whereas school places may be required at the latter stages of development when there is a need from new residents. Therefore, the phasing and drafting of a Section 106 Agreement is important.
- 6.4.8 A Section 106 Agreement will include a cost inflation index dated from the date of the cost estimate used to calculate the infrastructure contribution. That indexation will run until the date that the payment is made (i.e., when the infrastructure is required) to ensure that the value of the contribution is not diminished by inflation.
- 6.4.9 Planning obligations will therefore be sought at the appropriate time to not impact development viability, this is in accordance with national guidance. It is therefore proposed within this SPD that the following phasing limits are applied:
- For residential developments, all planning obligations will need to be delivered before more than 80% of the market dwellings can be occupied.
  - For non-residential developments, all planning obligations will need to be delivered before the development is used for the first time.
- 6.4.10 This SPD requires management arrangements to be put in place for certain types of infrastructure, this could include drainage, open space or other relevant infrastructure types. This will ensure that the infrastructure is managed and maintained correctly in perpetuity. Where a service provider agrees to take on the management of the infrastructure then the developer will be required to pay a maintenance contribution to cover the physical upkeep of the infrastructure for a period of no less than 10 years. The timeframe and all other relevant aspects to management and maintenance will be defined in a Section 106 Agreement.
- 6.4.11 Evidence collected for the draft CIL Charging Schedule assessed various site typologies in terms of viability and found that they were generally viable within the borough and able to support relevant infrastructure provision. Therefore, the need for further viability assessments should not be necessary. However, where an applicant deviates from the requirements set out in the DCG SPD library a full viability assessment should be submitted with the application setting out what has changed since the Council's latest viability assessment. If the viability report submitted by the applicant fails to satisfy the Council that a reduced level of contributions should be applied or that the level of planning contributions that the development can viably support cannot mitigate the impact of the proposed development, then the planning application may be refused.
- 6.4.12 Essex Planning Officers Association (EPOA) has produced a Viability Protocol that sets out overarching principles for how Essex Local Planning Authorities will approach development viability. The protocol does not alter Local Plan policies or the guidance in this SPD, but does provide additional advice and guidance on the information requirements and approach taken when assessing viability at the decision-making stage.



- 6.4.13 The EPOA Viability Protocol has not been adopted by the Council. It is proposed that through the adoption of the SPD that it is endorsed by the Council. Further details of the Viability Protocol can be found in section 7 of this report.

#### *Drafting of Section 106 Agreements*

- 6.4.14 The Council's legal team or external solicitors acting on behalf of the Council will issue Section 106 Agreements. In all cases the Council will undertake due diligence on the landowner and all landowner parties. This will be in the form of checks at Company House and/or credit agency references.
- 6.4.15 The SPD also requires a guarantor in any instance where a financial contribution is required, this will ensure that payments will be made on all planning obligations and provide reassurance to the Council. Where a financial contribution is required at a deferred stage a bond may be required to provide financial security to the Council. The use of guarantors and bonds and the types of each financial obligation will be drawn out and agreed in the relevant Section 106 Agreement.
- 6.4.16 Where financial contributions are paid to the Council, these will be held with the Council's investment funds and will be paid in accordance with the trigger points set out in the Section 106 Agreement, these will be linked to when and what infrastructure is required to be delivered at that time. Unless specified otherwise where these contributions are unspent within 10 years by the Council, they will be returned to the payee in accordance with the terms of the agreement.

#### *Charges for Planning Obligations and Monitoring Fees*

- 6.4.17 Following the Place and Policy Scrutiny Committee, amendments have been proposed to this section of the cover document. Previously this section highlighted what monitoring fees will be used to pay for.
- 6.4.18 The updated section now includes more detail into the different type of fees that we may charge for the monitoring of planning obligations. This section sets out a fee per obligation, and identifies where a fee may be different or where an annual fee may be appropriate. A separate fee for affordable housing units is set out recognising the challenge associated with this area of monitoring. A cross reference is made to the ECC Essex Developers Guide to Infrastructure Contributions where they use different fees for the types of infrastructure they provide.

### **6.5 DCG SPD Highways, Travel, Education, Libraries, Flooding and Drainage Infrastructure**

- 6.5.1 The infrastructure in this DCG SPD all fall under the remit of Essex County Council (ECC) as the Highways Authority, Education Authority or Lead Local Flood Authority. This SPD provides a signpost to ECC's own [Developers' Guide to Infrastructure Contributions](#). This allows flexibility for when the County

Council updates their own guidance, ensuring the information is kept as up to date as possible.

## **6.6 DCG SPD Healthcare Facilities**

6.6.1 In the Adopted Local Plan, policy CF1 states the following:

***POLICY CF1 - SOCIAL AND PHYSICAL INFRASTRUCTURE AND NEW DEVELOPMENTS***

*Where the infrastructure requirements generated by development cannot be met by the existing provision the council will require developers to provide, prior to the occupation of the development approved:*

*(i) appropriate highway and drainage improvements; and*

*(ii) appropriate improvements to social infrastructure to serve the needs of the new development*

6.6.2 As identified in Appendix 1 of the Cover Document DCG SPD, Section 106 obligations will be sought for on-site and off-site provision of healthcare needs where they would serve the proposed development.

6.6.3 The NHS have calculated that based on an average household size of 2.4 in the borough, that within major schemes of 10 or more units a contribution of £496 per net new dwelling will be required for off-site provision. This figure will be regularly updated by the NHS and the latest figure will be used at the time a Section 106 Agreement is entered into and be index linked.

6.6.4 Where the NHS has identified that on site provision is required on a development site, contributions will be sought for £496 per net new dwelling, or the latest requirement set out by the NHS at that time. The developer will be expected to provide land and build the facility and either rent the facility back to the service provider on a 20-year lease or sell the facility to a third-party provider who will lease the facility to the NHS. In either instance the Section 106 contribution figure will be discounted from the rent of the facility during the first 20 years with rent returning to market values after the first 20 years.

6.6.5 Where contributions have not been secured through Section 106 Agreements and are required to accommodate growth the NHS Estates Plan for Castle Point will be used to identify where CIL contributions may be used, if a request is made by the NHS.

## **6.7 DCG SPD Playing Pitches and Indoor Built Facilities**

6.7.1 In the Adopted Local Plan, policy CF1 states the following:

***POLICY CF1 - SOCIAL AND PHYSICAL INFRASTRUCTURE AND NEW DEVELOPMENTS***

*Where the infrastructure requirements generated by development cannot be met by the existing provision the council will require developers to provide, prior to the occupation of the development approved:*

*(i) appropriate highway and drainage improvements; and*

*(ii) appropriate improvements to social infrastructure to serve the needs of the new development.*

- 6.7.2 This DCG focuses on sporting facilities and is supported by the Playing Pitch Strategy Action Plan and Indoor Built Facilities Needs Assessment Action Plan (“Action Plans”) 2018 and relevant 2022 updates. These documents set out the demand and supply of active sports in the borough and identify where supply could be protected, maintained or enhanced.
- 6.7.3 Sport England as the public body for sport have produced a Playing Pitch Calculator and a Sport Facility Calculator which takes the population growth projected from residential development at an estimated 2.4 or 2.5 persons per household. The calculator has an algorithm which calculates the expected demand from the development and the proportional cost to maintain supply and meet the increase in demand for particular sports.
- 6.7.4 As set out in both Action Plans there are a number of proposals which could see facilities improved for various sporting facilities. As highlighted in appendix 1 in the DCG Cover Note the following sports and recreational facilities will be sought through Section 106 planning obligations:
- [Local Football Facilities Plan](#) (Appleton School, Deanes School, Waterside Leisure Centre, King George’s playing field)
  - On-site indoor sports provision
  - Reprovision or compensatory provision of lost playing pitches
- 6.7.5 The Local Football Facilities Plan provides a more advanced stage of planning for new football facilities with identified funding streams. The greater certainty of delivery is why this type of facility is included within the Section 106 obligation column.
- 6.7.6 In terms of on-site sports provision, where a development or multiple developments would generate the need for a new sporting facility on a development site, the size and type of the facility will be agreed with the Council in consultation with Sport England and the relevant sport governing body. Management arrangements and the timing for payment or provision of works would be agreed through a Section 106 in accordance with the DCG Cover Document.
- 6.7.7 In accordance with the NPPF, planning obligations will be sought for reprovision or compensatory measures for developments that remove sporting facilities. Advice will be obtained from Sport England and/or the sporting governing bodies on suitable compensatory or reprovision measures.
- 6.7.8 CIL contributions will be used for the elements within the Action Plans that have not been obtained through Section 106 planning obligations, this largely covers all other aspects, excluding football. In accordance with the CIL Regulations, CIL monies could be used for relevant provision or enhancements where it is directly linked to the growth of development.

## 6.8 DCG SPD Affordable Housing

- 6.8.1 Affordable housing is generally defined as either affordable housing for rent or affordable home ownership products. This DCG SPD looks at both types of affordable housing and describes how they will be delivered. It sets the level of affordable housing requirements (as per local plan policy), housing mix, tenure, exempt applications and specialist housing units. As well as the more technical aspects of how affordable will be delivered and secured.
- 6.8.2 Since 2011/12 only 169 affordable homes have been delivered in the borough. This includes both affordable housing for rent and affordable home ownership products. This equates to an average of 17 per annum against a need which was identified in the South Essex Strategic Housing Market Assessment (SHMA) Addendum 2017 for up to 353 affordable homes per annum. This highlights the need for affordable housing within the borough and how important it is to maximise the number of affordable homes on development sites.

### *Affordable Housing Requirements*

- 6.8.3 In the Adopted Local Plan, policy H7 states the following:

#### ***'POLICY H7 – AFFORDABLE HOUSING***

*Where appropriate the Council will seek to negotiate a proportion of affordable housing for rent, shared ownership, or outright sale, where appropriate to the scale of development schemes. The number of affordable dwellings to be provided will be dependant upon the size of the site, its location, and any substantial costs associated with the provision of other necessary infrastructure, and will be determined by the Council, following negotiation with the applicant'*

- 6.8.4 Where residential development results in a net increase in dwellings, 35% affordable housing has been sought on development sites. Evidence collected in the CIL Viability Study 2020 found that this requirement is acceptable in most cases. Affordable housing provision will also be sought on sites where there is an uplift in floorspace where vacant building credit has been applied, consistent with national guidance.
- 6.8.5 This SPD proposes a indicative tenure split of 70% affordable homes for rent (social rent, affordable private rent) and 30% affordable home ownership products (First homes, shared ownership). In all cases where the requirements for affordable homes for rent does not produce a whole number, the SPD would require a financial contribution to the proportion leftover or an additional unit should be provided to round up to a whole number.
- 6.8.6 Following scrutiny of this SPD an amendment was made to allow for flexibility in the tenure mix where there have been obstacles in the past delivering affordable housing for rent on development sites due to leaseholder arrangements normally associated with flatted development. A more flexible approach to tenure mix where these issues arise will allow applications to be

assessed on a site-by-site basis and maximising the amount of affordable homes delivered on sites.

- 6.8.7 The requirement for affordable housing for rent products would help provide homes for those on the Council's housing register. This SPD therefore ensures that the Council has 100% nomination rights to those affordable homes, this would be agreed in a Section 106 Agreement.
- 6.8.8 Section five of this DCG SPD sets out an indicative affordable housing mix. This includes the current housing mix requirements from those on the Council's housing register as well as market led assumptions based on the Strategic Housing Market Assessment (SHMA) 2020, which is more likely to influence the affordable home ownership products. In any case, the housing mix should be informed by the site context and any changes to the market or the Council's housing register.
- 6.8.9 This SPD would support specialist accommodation in affordable housing provision, this could be in the form of adapted or easily adaptable housing. As the need for specialist housing may depend on the amount of specialist homes required from those on the Council's housing register some specialist housing could be requested by the Council to the developer.
- 6.8.10 To ensure the maximum amount of affordable homes are provided, this SPD ensures that where proposals seek to artificially divide sites to reduce the number of affordable housing, through piecemeal or low density development the Council would apply the affordable housing requirement to the whole site, through investigation such as land ownership, planning history, topography, site constraints and the natural boundaries of the site.

### *First Homes*

- 6.8.11 The Government introduced First Homes in 2021 as their preferred discounted market tenure. The planning practice guidance states that they should account for 25% of all affordable housing units provided from developers (PPG: 001 Reference ID: 70-001-20210524). This SPD highlights that the Council would accept First Homes as a form of affordable housing provision.
- 6.8.12 First Homes are discounted market sale units which:
- a) must be discounted by a minimum of 30% against the market value;
  - b) are sold to a person or persons meeting the First Homes eligibility criteria;
  - c) on their first sale, will have a restriction registered on the title at HM Land Registry to ensure this discount (as a percentage of current market value) and certain other restrictions are passed on at each subsequent title transfer; and,
  - d) after the discount has been applied, the first sale must be at a price no higher than £250,000.
- 6.8.13 To be eligible to purchase First Homes the Government has set the following national criteria which will apply on the initial and all future sales of First Homes:
- A purchaser (or, if a joint purchase, all the purchasers) of a First Home should be a first-time buyer as defined in paragraph 6 of schedule 6ZA of

the Finance Act 2003 for the purposes of Stamp Duty Relief for first-time buyers.

- Purchasers of First Homes, whether individuals, couples or group purchasers, should have a combined annual household income not exceeding £80,000 in the tax year immediately preceding the year of purchase.
- A purchaser of a First Home should have a mortgage or home purchase plan (if required to comply with Islamic law) to fund a minimum of 50% of the discounted purchase price.

6.8.14 Additionally, the Council can set local eligibility criteria, this can include lower income caps (if this can be justified with reference to local average first-time buyer incomes), a local connection test, or criteria based on employment status such as key worker status.

6.8.15 This SPD proposes to set a local eligibility criteria providing a local connections test to ensure that local people are given the first opportunity to purchase First Homes. In line with national guidance this local connections test will apply for a maximum of three months from when the home is first marketed and if the home is not reserved then the eligibility criteria will revert to the nationally set criteria.

6.8.16 As a result of the Place and Policy Scrutiny Committee discussions, amendments have been made to the local connections eligibility criteria. More detail has been provided into who could be deemed to fulfil the local connections criteria. This includes (but are not limited to) current residency, employment requirements, family connections or special circumstances such as caring responsibilities.

### *Providing Affordable Housing*

6.8.17 Some Registered Providers (RPs) who provide homes in the borough, will have a strategic partnership and be approved by Homes England. Homes will therefore have to meet certain requirements in order to be adoptable by RPs: this includes design standards such as Nationally Described Space Standard. RPs in return will have to set affordable rents in line with the Council's standards, implement long-term management and maintenance, give the Council 100% nominations rights on dwellings, this will be agreed through a Section 106 Agreement.

6.8.18 Affordable housing will always be sought on sites. Only in exceptional circumstances will consideration be given as to whether an equivalent financial contribution or the provision of free-serviced land to an RP will be allowed. The applicant would be advised to discuss this at the pre-application stage highlighting any viability issues.

6.8.19 The SPD sets out the parameters within which a developer must provide on-site affordable housing. It will always be a priority to secure them as early as possible, the expectation is that they should be completed before the completion of 80% of the market housing

### *Financial Contributions for affordable housing*

6.8.20 In all instances on-site provision of affordable housing is the preference. There may however be some scenarios e.g. viability or the site context that would make it difficult to deliver affordable housing on-site. In those exceptional cases the Council would accept financial contributions. Section 7 of the Affordable Housing DCG SPD sets out how the Council would deal with financial contributions in-lieu of on-site affordable housing.

6.8.21 The financial contribution will be the equivalent to the cost of on-site provision. As a guide, unless the type of affordable housing provided on site indicates otherwise, the SPD states that it should be assumed that this will be for a 2 bedroom, 4 person terraced house: this is the most common type of affordable housing required in the borough.

6.8.22 The payment of contributions will be set out in a Section 106 Agreement, including the timing of payments. Financial contributions in lieu of affordable housing must be made by the date of 80% of the market units are occupied on the site, or if it is being constructed in phases, each of the phases unless agreed otherwise.

6.8.23 Where a contribution is required a guarantor provision will be included in the Section 106 Agreement. This may be in the form of a bond or parent company guarantee.

### *Procedure for Planning Applications and Section 106 Agreements*

6.8.24 In all instances where affordable housing is required on a development site it is recommended that the applicant seeks pre-application advice, this will ensure applicants are aware of the requirements prior to submitting an application.

6.8.25 Where an outline application is approved and the number of affordable housing units has not been specified as the number of dwellings proposed is not clear. A planning condition will be included requiring further details and the housing mix to be submitted at the reserved matters stage, this ensures that the delivery and level of affordable housing is agreed in accordance with the Council's requirements.

6.8.26 Within a Section 106 Agreement, planning obligations will be used to secure the following elements related to the provision of affordable housing, inter alia:

- The number of units;
- Eligibility criteria;
- Nomination rights;
- The type of units;
- Tenure of units;
- Phasing of units;
- Location of units;
- Parking provision;
- Commuted sums in lieu of provision (where appropriate);

- Guarantor provisions;
- A late-stage viability review, if required.

6.8.27 To ensure the maximum level of affordable housing is achieved, where a scheme is providing less than the 35% affordable housing requirement in the SPD, a late-stage viability review mechanism will be put in place where the viability will be tested when 75% of the development is sold to see if more affordable homes could be developed on the site.

#### *CIL Credit and Vacant Building Credit*

6.8.28 Following scrutiny of this SPD it was proposed that the relationship between CIL credit and vacant building credit is explained.

6.8.29 In terms of CIL, existing 'in-use buildings' can act as a credit to off-set the chargeable development liable for CIL payment. Each square metre of existing buildings on the site reduces the CIL charge by one square metre.

6.8.30 The SPD is clear that applicants should not be seeking CIL credit and vacant building credit.

### **6.9 Blue and green infrastructure, open spaces and biodiversity**

6.9.1 Members may notice that there is no DCG SPD for blue and green infrastructure, open spaces and biodiversity. It is the intention to create an SPD in due course covering all of these infrastructure types, a summary for each type is set out below.

6.9.2 Blue and green infrastructure – In terms of evidence, the South Essex Blue and Green Infrastructure Strategy was completed in 2020. This document sets an approach for blue and green infrastructure across South Essex, and provides high-level objectives, strategic opportunities and policies driven by a coordinated approach across the sub-region. More evidence work needs to be completed at a local level in how to create and enhance this network.

6.9.3 Open spaces – An Open Space Appraisal was completed in 2012. This assessed the quantity and quality of different types of public open spaces in the borough from natural green open space, children play areas to cemeteries. Within the past ten years, although many of the Council's open spaces remain, there have been changes to supply e.g., the closure of The Paddocks splash park and the expansion of the Hadleigh Country Park as a consequence of the 2012 Olympics. Therefore, an update to this assessment is required to ensure the most up-to-date picture is captured.

6.9.4 Biodiversity – The Environment Act 2021 requires a minimum of 10% biodiversity net gain on development sites. Sites should in all instances avoid harm to biodiversity, if this cannot be achieved this should be adequately mitigated, or, as a last resort compensated for. There are multiple aspects to this set out below:



- Firstly, the last full [Local Wildlife Site Review 2012](#) should be updated to see if these have changed. There is also an opportunity here to identify the level of biodiversity on these sites making it easier to identify opportunities for biodiversity enhancements in the future.
- Secondly, the Environment Act 2021, identifies a minimum 10% biodiversity net gain, the Council could justify an increase to this threshold if it is found to be suitable. In order to do this, evidence needs to be obtained as to whether this is achievable and viable within the borough.
- Thirdly, the Council needs to fully understand where and how compensatory biodiversity net gain measures are to be secured offsite. This includes where the sites are and the mechanisms in place to ensure that they are delivered, otherwise the Council is at risk of development offsetting its biodiversity to areas outside of the borough boundary.

6.9.5 Biodiversity and open spaces all fit into the wider blue and green infrastructure, which is why it is proposed that an additional 'Green' DCG SPD will be produced and adopted by the Council once the various evidence is completed to fit into the DCG library.

6.9.6 In the interim developments will be required to achieve a standard 10% biodiversity net gain in accordance with the Environment Act 2021. Open space requirements will be dealt with using the Fields in Trust standards which are nationally recognised and currently used on major schemes. Options to enhance or create Blue or Green Infrastructure will be looked at on a case-by-case basis. The DCG Cover Note provides a basis for how these developer contributions will be sought.

## **6.10 Heritage**

6.10.1 Development impacting heritage, and which may result in improvements to such infrastructure in absence of a Heritage DCG, developer contributions will be sought on a case-by-case basis. This will be in accordance with the DCG Cover Document which provides the mechanisms for developer contributions to be obtained by the Council.

## **7. Essex Planning Officers Association (EPOA) Viability Protocol**

7.1 It is proposed that the EPOA Viability Protocol is endorsed by the Cabinet. The document meets national policy requirements, providing a clear process for when, why and how viability appraisals will be required and assessed.

7.2 EPOA comprises the chief planning officers and other planning officers across Essex local authorities who work together to resolve planning issues faced in the county. This document had input from its members and provides a best practice guide for all stakeholders involved in the viability process.

7.3 Endorsement of this document would provide further information on the viability requirements for applicants above what is proposed within the draft DCG SPD library.

## **8. Proposed Approach to Public Consultation**

- 8.1** Prior to adopting an SPD the Council has a duty to consult on the draft documents. The Regulations require a minimum of a four-week consultation period for SPD's and that consultations should be in accordance with the authorities adopted statement of community involvement.
- 8.2** The Council's adopted Statement of Community Involvement 2020 also requires a minimum of four weeks consultation on SPD's.
- 8.3** It is proposed that following agreement from the Cabinet of recommendations 3.2 and 3.3 in this report that a public consultation will commence later in November 2022.
- 8.4** Due to the Christmas and New Year period, it is proposed that the length of the consultation is extended to seven weeks into January 2023 allowing the public a longer time to respond.
- 8.5** A consultation plan has been prepared and can be found in Appendix 9. This sets out the approach to the consultation including the consultation questions, how the public can respond and the approach to informing people about the consultation.
- 8.6** Consultation representations are requested to be provided by completing the questions within the response form. Completed forms can be posted to the Council offices or emailed to [planningpolicy@castlepoint.gov.uk](mailto:planningpolicy@castlepoint.gov.uk)
- 8.7** In accordance with the Council's adopted Statement of Community Involvement individuals or organisations that we have a statutory obligation to consult and those who have asked to be contacted through the planning policy database will be directly consulted. The general public will be consulted through the non-direct methods such as social media and press releases.
- 8.8** It is recognised that an updated developers contributions guidance will have a direct impact on businesses in the construction sector, including local building companies who will use the document regularly when submitting planning applications and through the planning process. Planning and Building Control records will therefore be used to write directly to those businesses that are involved in the construction sector in Castle Point to notify them of the proposals.

## **9. Next Steps**

- 9.1** If the Cabinet agree the recommendations set out in this report, officers will commence a public consultation on the draft DCG SPD library in accordance with the consultation plan and the Council's adopted Statement of Community Involvement 2020.
- 9.2** There is currently no examination process for SPDs. Therefore, after public consultation officers will prepare final versions of the DCG SPD library and take

for formal adoption to a Full Council meeting. If the public consultation raises issues which need further investigation and significantly changes the draft documents, there may be another Policy and Scrutiny meeting on those issues.

- 9.3** As highlighted in this report, as new evidence emerges new DCG SPDs may be prepared, such as a biodiversity, open space, blue and green infrastructure SPD and a heritage SPD. These SPDs will follow the same process as above, or if planning reforms take place, adoption will be in line with current legislation at that time.

## **10. Conclusion**

- 10.1** There are various benefits of having an up-to-date developer contributions guidance, it ensures that the SPD is in line with national policy and legislation, it puts the Council in a stronger position to require planning obligations of the right amount and type and it provides a clear checklist for developers of what is expected from them from the outset.
- 10.2** The existing Developers Contributions Guide has served the Council well and provided clear advice to applicants. But it is dated. This new version will provide that update and align our requirements with those in the Essex Developers Guide to Infrastructure Contributions.
- 10.3** By creating a DCG SPD library it allows the Council a more flexible position to amend and update each document as and when there are changes to evidence or processes from the Council or other stakeholders. This ensures that the SPD library can be effective and maintained more easily.
- 10.4** For the reasons set out in this report it is therefore recommended that the Cabinet approve the recommendations in order to proceed to the next step in the SPD process.

## **11. Corporate Implications**

### **a. Financial Implications**

- 11.1** The collection of developer contributions already takes place through Section 106 Agreements. It is anticipated that the update to the DCG SPDs currently proposed will improve the levels of contributions sought for affordable housing, health and sports facilities. Additionally, it is proposed that monitoring fees for S106 Agreements will provide the revenue necessary to monitor compliance.
- 11.2** There will be minimal financial implications to the Council to complete a public consultation on the draft DCG SPDs as officers will utilise online methods of consultation through sending emails to notify consultees, social media and the Council's website. The scale of the consultation is set out in the consultation plan found at Appendix 9.

### **b. Legal Implications**

- 11.3** Section 106 agreements are drafted by the Council's legal team, or appointed external team. They are legally binding on all parties to the agreement. Where there are requirements of Essex County Council in the agreement, as a local authority they are a party and any provision of payments is direct to Essex County Council. If there are provision to third parties who are not a party to the agreement, such as the NHS, then the Council will collect those contributions and hold them on behalf of the third party. The Council would release those funds when required with appropriate agreements in place with the recipient.
- 11.4** The CIL Regulations set out the requirements for the collection and expending of CIL. The governance arrangement for this will be subject to a separate scrutiny and approval process of the Council.

**c. Human Resources and Equality Implications**

*Human Resources*

- 11.5** As identified in the CIL Cabinet report in January 2021 an officer will be required to implement CIL, alongside an appropriate computer system. It is anticipated that revenue from CIL alongside S106 monitoring fees will be used to fund a CIL and S106 Officer post.

*Equality*

- 11.6** There are no negative equality implications arising from this report.
- 11.7** Developer contributions provide the opportunity for the Council and its partners to deliver the infrastructure needed to support the community in Castle Point, including those with protected characteristics.

**d. IT and Asset Management Implications**

- 11.8** The consultation process associated with the public consultation on the DCG SPD library will make use of existing IT resources.

**12. Background Papers**

[Castle Point Borough Infrastructure Delivery Plan Addendum 2022](#)  
[Developers' Guide to Infrastructure Contributions](#)  
[NHS Estates Plan](#)  
[Playing Pitch Strategy \(PPS\) Action Plan](#)  
[Indoor Built Facilities Needs Assessment \(IBFNA\) Action Plan](#)  
[Local Football Facilities Plan](#)  
[CIL Viability Study 2020](#)  
[South Essex Blue and Green Infrastructure Strategy](#)  
[Open Space Appraisal](#)  
[Local Wildlife Site Review 2012](#)

[Planning Practice Guidance - Planning Obligations](#)  
[Planning Practice Guidance – First Homes](#)  
[Planning Practice Guidance – Community Infrastructure Levy](#)  
[National Planning Policy Framework](#)  
[Statement of Community Involvement 2020](#)

### **13. Appendices**

- Appendix 1: Developer Contributions Guidance – Cover Note Supplementary Planning Document
- Appendix 2: Developer Contributions Guidance – Affordable Housing Supplementary Planning Document
- Appendix 3: Developer Contributions Guidance – Healthcare Facilities Supplementary Planning Document
- Appendix 4: Developer Contributions Guidance – Highways, Travel, Education, Libraries, Flooding and Drainage Infrastructure Supplementary Planning Document
- Appendix 5: Developers Contributions Guidance – Playing Pitches and Indoor Built Facilities Supplementary Planning Document
- Appendix 6: EPOA Viability Protocol
- Appendix 7: Place and Policy Scrutiny Notes 12.10.22
- Appendix 8: Recommendations and proposed amendments to DCG SPD from Place and Policy Scrutiny Committee 12.20.22
- Appendix 9: Consultation Plan

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Castle Point Borough Council

**Developers Contributions Guidance  
Supplementary Planning Document (SPD)  
Cover Document  
November 2022**

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# 1. Introduction

## 1.1. Purpose of this Document

1.1.1. This Supplementary Planning Document (SPD) Cover Document has been produced to provide advice to developers on when and how the Council will expect to use Section 106 Agreements alongside the Community Infrastructure Levy (CIL) to secure an acceptable development that is sustainable, contributes towards a high-quality environment and is supported by the services, facilities and infrastructure required to make Castle Point a good place to live, work and visit.

1.1.2. This document provides the basis for how contributions will be sought and details the overarching process for developer contributions. Further documents will outline more detailed information for how contributions will be sought for specific infrastructure. The following list is not exhaustive but will include:

- Highways and transportation
- Flooding and drainage
- Education and childcare
- Health facilities
- Sporting and recreational facilities
- Open spaces
- Biodiversity
- Green and blue infrastructure
- Heritage
- Affordable housing

1.1.3. It is important that developers are made aware at the outset of what will be required by the Council in respect of Section 106 Agreements and CIL so that they are able to incorporate the funding of any required provision into the development process. It also sets out a clear position to developers, landowners and stakeholders, of the scope and scale of planning obligations applicable to different scales and types of development.

1.1.4. It should be noted that not all the obligation types within this SPD will apply to all types of development. This SPD has been produced to apply to varying scales of development, but proposals will be assessed on a site-by-site basis with the individual circumstances of each site being taken into consideration.

## 1.2. How have we got to this point?

*To be added after consultation and adoption*



## 2. Policy Background

### 2.1. National Planning Policy Overview

2.1.1. The government is clear that new development should provide infrastructure to meet the demands it creates through the growth of that development. New development creates demands on infrastructure. It has long been government policy, that where that is the case, investment in infrastructure should be secured via developer contributions. Without the investment, there is reason to refuse planning permission as the development would not be acceptable in planning terms.

2.1.2. There are three main mechanisms used to secure infrastructure funding and provision from developers, these include:

- The Community Infrastructure Levy (CIL) as set out in the CIL Regulations 2010 were formed under the Planning Act 2008;
- Planning Obligations under Section 106 of the Town and Country Planning Act 1990 (as amended); and
- Agreements made with Essex County Council (ECC), as highway authority, under Section 278 of the Highways Act, whereby the works are incumbent on the developer to fund and deliver.

2.1.3. In some circumstances, planning conditions attached to planning permissions may also be used to secure non-financial mitigation, to define timing or apply standards.

2.1.4. As set out in CIL Regulation 122 (2), Section 106 obligations should only be used to secure infrastructure where the following tests are met:

- They are necessary to make the development acceptable in planning terms;
- They are directly related to the development; and
- They are fairly and reasonably related in scale and kind to the development.

### 2.2. The National Planning Policy Framework (NPPF)

2.2.1. The NPPF advises that local planning authorities should consider the use of planning obligations where they could make an otherwise unacceptable development acceptable. They should only be used where it is not possible to address unacceptable impacts through planning conditions.

2.2.2. The national Planning Practice Guidance (PPG) offers a web-based resource to support the NPPF and provides further information on [planning obligations](#) and how they are used.

2.2.3. The Planning Act 2008 (as amended) identifies various infrastructure types, in addition to this the NPPF highlights where further infrastructure could be secured to make a

development appropriate in planning terms. The Council will therefore seek planning obligations for the following infrastructure:

- Highways and transportation,
- Flood protection and water management (including SuDS),
- Education and childcare,
- Health,
- Sporting and recreational facilities,
- Open spaces,
- Biodiversity,
- Blue and Green Infrastructure,
- Heritage,
- Affordable Housing.

#### *Highways and Transportation*

2.2.4.The NPPF prioritises walking, cycling and then high-quality public transport in new developments. Significant development should be focused on locations which are or can be made sustainable, through limiting the need to travel and offering a genuine choice of transport modes. The NPPF states that development should not cause an unacceptable impact on highway safety or cause severe residual cumulative impacts on the road network.

2.2.5.All development proposals will need to be assessed on their own merits regarding impact on the highway and transportation network and are all subject to highway infrastructure obligations. Mitigation will need to be evidenced and funded in order to make developments acceptable in planning terms. This may be a financial contribution towards new or expanded facilities and the maintenance thereof; on-site provision (which may include building works); off-site capacity improvement works; and or the provision of land.

2.2.6.It is therefore appropriate to seek developer contributions in circumstances where new infrastructure or highway measures are required to make the development acceptable in planning terms.

#### *Flood Protection and Water Management (including SuDS)*

2.2.7.The NPPF identifies how flooding and drainage should be managed in new developments. In terms of developer contributions or obligations, development should be directed away from high-risk flood areas and not increase the risk of flooding elsewhere. In some instances it will be necessary for the developer to implement sustainable drainage systems to prevent flooding following advice from ECC, as the Lead Local Flood Authority (LLFA) and consistent with the [Sustainable Drainage Systems Design Guide for Essex](#).

2.2.8.In compliance with the CIL Regulations, such measures will be required to make development appropriate in planning terms.

### *Education and Childcare*

2.2.9. The NPPF is clear that there should be a sufficient choice for school places to meet the needs of existing and new communities accessible by attractive, safe and direct walking and cycling routes.

2.2.10. As of 2022 Essex County Council assess all planning applications of 20 or more dwellings with regards to the anticipated pupil numbers generated, checked against current capacity of the relevant school and potential solution identified, which may be a contribution towards expansion or the provision of serviced land and contribution towards a new facility. No contribution is sought where sufficient existing surplus capacity exists to meet the demand from specific development. This is consistent with the NPPF in achieving sustainable locations providing greater choice of education opportunities for existing and new residents.

### *Health*

2.2.11. The NPPF requires protection of community facilities where they help create healthy and safe communities and provide local services that enhance the sustainability of communities and social needs.

2.2.12. Medical facilities provide for the needs of communities and are essential to meeting local need. It is therefore fair and reasonable to seek developer contributions where development will increase the demand for medical facilities and there is not enough identified existing capacity in the local area.

### *Sporting and Recreational Facilities*

2.2.13. The NPPF is clear of the importance of sporting and recreational facilities and seek to promote and enhance facilities where appropriate. Up to date assessments should be used to determine what sport and recreational provision is needed.

2.2.14. In terms of sports and recreational facilities a Playing Pitch Strategy Action Plan and Indoor Built Facilities Needs Action Plan has been prepared and have been kept up to date. This highlights the demand and supply of key sporting and recreational facilities.

2.2.15. Where demand is likely to increase through development, it is reasonable to seek developer contributions to contribute towards improvements or provide new facilities where appropriate and justified through the Playing Pitch Strategy Action Plan and Indoor Built Facilities Needs Action Plan.

### *Open Spaces*

2.2.16. The NPPF recognises and seeks to protect the benefits that access to high quality open spaces can provide, including opportunities for physical activity which is important for the health and well-being of communities, and can deliver wider benefits for nature and support efforts to address climate change.

2.2.17. Up to date assessments should be used to determine what level of open space provision is needed. There are various national standards that set out accessible green space standards, which are reasonable to expect in new development. It is therefore appropriate to expect provision of new open spaces on development sites. Where that is not possible improvements to access or improvements to existing open spaces will be sought in close proximity of the development site as appropriate.

#### *Biodiversity*

2.2.18. The NPPF seeks to conserve and enhance the natural environment and highlights that decisions should contribute and enhance the natural and local environment. It states that development should minimise impacts on and provide net gains for biodiversity, including by establishing coherent ecological networks that are more resilient to current and future pressures.

2.2.19. In compliance with the CIL regulations and the NPPF, to make a development acceptable in planning terms then it is reasonable to expect development contributions where the developer cannot avoid harm to biodiversity in the first instance.

2.2.20. This is reiterated in the Environment Act 2021 where a requirement for a 10% biodiversity net gain is required as mitigation for harm to biodiversity.

#### *Blue and Green Infrastructure*

2.2.21. Blue and Green Infrastructure acts as a recurring theme throughout the NPPF, not only can it provide a basis and create essential links for habitats, assisting in reaching biodiversity net gain, it can also manage flood water and create spaces for recreation and active and sustainable modes of travel. Trees make an important contribution to the character and quality of urban and rural environments, and can also help mitigate and adapt to climate change, contributing greatly to green infrastructure. Where possible, the Council will seek to secure multi-functional benefits.

2.2.22. The RAMS provides a mechanism for local planning authorities to comply with their responsibilities to protect habitats and species in accordance with the UK Conservation of Habitats and Species Regulations 2017. Measures required to mitigate the impacts of recreational disturbance on European Protected Sites will be delivered as detailed in the RAMS and the Essex Coast RAMS SPD, which was adopted by the Council in 2020.

2.2.23. The Essex Coast RAMS SPD provides the scope of RAMS; the legal basis for RAMS; the level of developer contributions being sought for strategic mitigation and how and when applicants should make contributions.

2.2.24. Blue and Green Infrastructure therefore promotes the objectives of the NPPF and may be necessary to make a development acceptable in planning terms.

## *Heritage*

2.2.25. Heritage assets extend from sites and buildings of local historic value to those of the highest significant, such as World Heritage Sites. Castle Point has heritage assets ranging from non-designated locally listed buildings, Grade I, II and II\* Listed Buildings, Conservation Areas and Scheduled Monuments.

2.2.26. Conserving and enhancing the historic environment is a key theme within the NPPF. The NPPF highlights that plans should set out a positive strategy for the conservation and enjoyment of the historic environment Where proposals may cause harm to a heritage asset there are certain criteria that needs to be met to ensure that harm is first of all avoided and then mitigated.

2.2.27. In some instances where proposals may impact a heritage asset it may be appropriate to for the development to provide infrastructure or management to ensure that the heritage asset is preserved and where appropriate enhanced.

## *Affordable Housing*

2.2.28. As identified in the South Essex Strategic Housing Market Assessment (SHMA) 2016, the Council has a substantial affordable housing requirement. The needs identified in the evidence therefore supports provision of affordable housing within developments.

2.2.29. As identified in the NPPF, where affordable housing is identified it is expected to be met on site, in this instance a Section 106 will be essential to set out the specific requirements.

2.2.30. Where affordable housing cannot be met on site, off -site provision or an appropriate financial contribution in lieu of this will be required unless an agreed approach with the Council has been arranged, this is consistent with the NPPF.

## *2.3.Section 106 Planning Obligations*

2.3.1.As identified in paragraph 2.1.4 the basis for collecting Section 106 Agreements is set out in CIL Regulation 122.

2.3.2.Section 106 Agreements and deeds are used to secure infrastructure/services required to mitigate the impact of a particular development and/or to meet specific planning policy requirements. Developer contributions through Section 106 Agreements can be:

- Financial contributions
- Affordable housing provision
- The provision of land or the restriction on the use of land
- The direct delivery of facilities or infrastructure

2.3.3.A planning obligation is usually an agreement between interested parties (e.g. a developer, landowner, the Borough Council and the County Council). However, it can also take the form of a Unilateral Undertaking (where the developer makes an

unconditional promise) that is made to the Borough Council and/or County Council to make a planning application acceptable in planning terms.

## 2.4. Community Infrastructure Levy (CIL)

2.4.1. CIL is a charge which local authorities can place on developers to help fund infrastructure needed to support new development in their areas.

2.4.2. CIL will be utilised by the Council to secure infrastructure projects which are necessary to support growth which cannot be secured through a Section 106 Agreement.

2.4.3. Unlike Section 106 Planning Obligations, CIL receipts are not earmarked for particular infrastructure. Instead, CIL monies are pooled into one fund, which can be used for any infrastructure needed to support new development across the Council's administrative area.

2.4.4. Castle Point Borough Council approved its CIL Charging Schedule on **DATE** with an effective date of **DATE**. The charging schedule sets out the CIL charge required for different types of development.

2.4.5. Further details of the CIL Charging Schedule can be found here **LINK**.

## 2.5. Local Planning Policy

2.5.1. The relevant plan for the purposes of this document is the Castle Point 1998 Adopted Local Plan, hereon known as the 1998 Local Plan. The housing and economic strategies in the 1998 Local Plan are no longer relevant. However, the policies of the 1998 Local Plan set development parameters which continue to enable development within the existing urban areas year after year. A schedule of the policies saved under direction under paragraph 1(3) of Schedule 8 of the Planning and Compulsory Purchase Act 2004 identifies the policies within the 1998 local plan that continue to apply.

## 2.6. Infrastructure Delivery Plan (IDP)

2.6.1. The Castle Point Infrastructure Delivery Plan (IDP) has been undertaken to identify the infrastructure needed to support growth in the Borough. The IDP is a 'live' document which is regularly reviewed and updated as required to present the best and most up to date information on infrastructure requirements throughout the Borough. The IDP provides the following information:

- Baseline information, providing background information on the infrastructure item and current provision in the Castle Point Borough.
- Determines infrastructure needs throughout the Borough to support identified growth.
- Estimates the costs of delivering identified infrastructure needs and considers potential funding sources.

- Allocates infrastructure contributions to appropriate development sites where the identified needs are directly related to the proposed development in accordance with the CIL Regulations.
- Identifies key bodies and organisations with responsibility for delivering identified infrastructure improvements, and outlines what actions may be required now and in the future to support infrastructure delivery.
- Identifies if there are any gaps in information or funding which needs to be addressed.

2.6.2. Information contained within the IDP is produced in collaboration with relevant infrastructure providers such as the NHS, Essex County Council, the Environment Agency and Anglian Water, and is therefore subject to change and regular updates as the various organisations undertake further assessment work and produce new information.

## 2.7. Essex Developer's Guide to Infrastructure Contributions

2.7.1. Essex County Council published a revised Developers' Guide for Infrastructure Contributions in 2020. This document sets out the scope and range of contributions that the County Council, within its statutory remit, may seek from developers. This document addresses the County Council's approach to seeking planning obligations for services for which it is responsible, and should be read in conjunction with this document. A copy of the Guide can be found here:

[www.essex.gov.uk/planning-advice-guidance/guidance-for-developers](http://www.essex.gov.uk/planning-advice-guidance/guidance-for-developers)

2.7.2. Other relevant ECC documents that should be utilised are linked below:

[ECC Local and Neighbourhood Planners Guide to School Organisation](#)  
[Garden Communities and Planning School Places Guide.](#)

### 3. Approach to Securing Developer Contributions

#### 3.1. Planning Obligations and CIL

3.1.1. Section 106 Agreements will usually be used to secure developer contributions for residential developments of 10 units or more, therefore CIL will be the primary means by which the Council will seek contributions from developments below that threshold towards meeting the infrastructure demands of new growth.

3.1.2. There will be instances where a development may generate a need for infrastructure due to its size or location. For example, a large residential development may generate a need for a new co-located primary school with early years to specifically serve that development. In this instance the developer will be expected to provide serviced land and the necessary financial contribution consistent with the ECC Developer's Guide. Other sites that benefit from this new provision may also be required to contribute towards build costs as pooled Section 106 contributions.

3.1.3. There may also be instances where a development will put specific pressures on a location that would not otherwise exist, for example a new housing development may have an adverse impact on a particular road or junction that would therefore require improvements. This would need to be funded and delivered directly by the developer, preferably by entering into a S278 Agreement with ECC, the highway authority, thereby making permanent alterations or improvements to the public highway. Further details are contained in the ECC Developers Guide, Section 5.5.3.

3.1.4. Planning obligations will be used in addition to CIL to mitigate these types of direct impacts of development on infrastructure and to ensure that the development is acceptable in planning terms. In order to ensure that proposed developments do not reduce the existing capacity of existing infrastructure to serve existing residents. These types of obligations will usually be sought through Section 106.

3.1.5. Additionally, it should be recognised that planning obligations can be used to secure requirements that are not infrastructure related. For example, they may be used to secure affordable housing and ecological mitigation. The role of planning obligations is to ensure that development is acceptable in all areas, delivering sustainable developments that secure economic, social and environmental benefits for the community and manage the impacts of development on all aspects of the environment.

3.1.6. A guide to the spending split of Section 106 and CIL contributions is set out in Appendix 1.

#### 3.2. Planning Obligation Process

3.2.1. The Council's [Statement of Community Involvement \(SCI\)](#) encourages applicants and agents to discuss development proposals with planning officers before submitting a planning application. Discussions with a Council planning officer, assisted where appropriate by officers representing various service areas or other public bodies, will



highlight the likely impact of the development and suggest ways to mitigate them. Applicants will be advised of any known infrastructure requirements specific to their site, and the appropriate process for securing the mitigating infrastructure needed together with the parties likely to be involved in the obligation. An indication will also be given as to whether it is appropriate to use a Section 106 Agreement or a Unilateral Undertaking.

3.2.2. Applicants will be expected to discuss and agree draft heads of terms of the planning obligations at the pre-application stage and submit the completed obligation with the application. A questionnaire, requesting background information on the application, interest in the land, proof of title, mortgages on the land, legal representative and an undertaking to pay the Council's legal costs of preparing the draft agreement, once the application has been received and validated, will be given to the developer at the pre-application stage.

3.2.3. Planning officers will present in their report to Development Management Committee on the application and key aspects of the proposed obligations. The Council requires applications involving planning obligations to be decided within eight or 13 weeks of submission, depending on the size and nature of the proposed development. Those applications accompanied by an Environmental Impact Assessment should be decided within 16 weeks. If the applicant fails to enter into an agreement or delays completion of the obligation, the application may be refused, or recommended for refusal, as it is unlikely to be acceptable in planning terms.

3.2.4. Applicants may also have legal obligations to Essex County Council (ECC) as the highway and transport authority, including responsibility for the development and delivery of the Essex Local Transport Plan; the lead authority for education including early years and childcare (EYCC), Special Education Needs and Disabilities, and Post 16 education; Minerals and Waste Planning Authority; Waste Disposal Authority; Lead Local Flood Authority; lead advisors on public health; and responsibilities for adult social care in relation to the securing the right housing mix which takes account of the housing needs of older people and adults with disabilities. Where appropriate applicants should refer to ECC's Developers Guide to Infrastructure Contribution 2020, or succeeding documents [www.essex.gov.uk/planning-advice-guidance/guidance-for-developers](http://www.essex.gov.uk/planning-advice-guidance/guidance-for-developers). If a planning obligation is sought for contributions covering these matters, then ECC should be party to any Section 106 Agreement.

3.2.5. Developers will be encouraged to use Unilateral Undertakings when the requirements relate solely to Borough Council or County Council functions. For the purposes of a Unilateral Undertaking developers need to evidence that they have title to the land to which it applies. The legal agreement questionnaire highlighted in paragraph 3.2.2 still needs to be completed and submitted with any application that officers have indicated requires a financial contribution. Unilateral Undertakings or Section 106 Agreements may be required under the planning appeal process.

3.2.6. A single Section 106 Agreement or Unilateral Undertaking would normally be used to cover the full range of requirements for a particular development. However, some areas of community infrastructure, such as education, libraries, health facilities and most

transport infrastructure are provided by the County Council and other outside agencies. Their requirements may be the subject of separate agreements to those entered into by the Borough Council, although joint agreements will be used wherever possible.

### 3.3.Master Plans

3.3.1.Where a master plan has been prepared, the Council would expect them to set out all infrastructure requirements including any necessary and related land requirements. Such master plans will take account of the matters relating to thresholds, standard charges, and formulae, pooling of planning obligations within the site or with other sites nearby, and the phasing of development.

### 3.4.Outline Applications

3.4.1.When dealing with outline planning applications, where all or some of the details of the proposal are reserved for a subsequent application, it will be necessary to frame the Section 106 Agreement to ensure that any planning obligations likely to be required are identified with the precise details to be assessed on the basis of subsequent details.

3.4.2.As an example, where the principle of housing development is agreed through an outline application but the precise number of homes to be provided is reserved, the requirement for affordable housing will be expressed as a proportion allowing the eventual requirement to be scaled up or down depending on the overall number of homes provided.

### 3.5.Using Thresholds, Standard Charges and Formulae

3.5.1.The Council and County Council along with other infrastructure providers have been developing means by which it is possible to calculate the impacts of new development on the need for community infrastructure. The supporting Infrastructure Delivery Plan (IDP) to this SPD sets out guides and standards for contributions and how they are calculated.

3.5.2.With regard to services provided by the County Council, thresholds, standard charges and formulae are set out in the Essex Developers' Guide to Infrastructure Contributions. This document should be considered when preparing a planning application for submission to the Council. Where a developer believes that there may be a need for a planning obligation in relation to a County service, the developer should contact that service directly to determine their requirements.

3.5.3.With regard to services provided by other organisations including the Borough Council, details of thresholds, standard charges and formulae are provided in the supporting infrastructure documents to this SPD. Details are also provided on requirements surrounding non-infrastructure related matters such as affordable housing, ecology and other environmental matters.

3.5.4.It should however be recognised that each development proposal is unique and may give rise to a matter that is less common and not addressed specifically by this SPD or

supporting infrastructure documents. In such cases, as with all planning obligations, it is necessary to refer back to the three tests in the CIL Regulations to check that a planning obligation is an appropriate means by which the matter can be addressed. The three tests are:

- They are necessary to make the development acceptable in planning terms;
- They are directly related to the development; and
- They are fairly and reasonably related in scale and kind to the development.

3.5.5. The Council considers development that would produce 10 or more dwellings as major and consequently would require a Section 106 Agreement. Developers should refer to the ECC Developers' Guide, Table 2 which sets out the developer contribution requirements by type and scale of development.

### 3.6. Calculating Change

3.6.1. When calculating the impact of development using thresholds, standard charges and formulae, it is important that the net change in the number of homes, bedspaces, the amount and use of floorspace and the net change in the demand for services is considered. In appropriate circumstances, some consideration may be had to vacant building credits.

### 3.7. Pooled Contributions

3.7.1. It may be appropriate to pool financial contributions towards infrastructure from different sites. For example, where multiple sites within close proximity to each other generate the need for new primary school provision, pooled contributions, proportionate to the size of the individual sites will be collected through Section 106 Agreements. Pooled contributions may also be used to fund capital works, for example the necessary expansion to a new school.

### 3.8. Phasing

3.8.1. The phasing of planning obligations is important for two reasons. The first is to ensure that the impacts of development are mitigated in a timely manner. The second is to ensure that the viability of development is not unduly affected by the particular planning obligation.

3.8.2. Some planning obligations will need to be delivered early on in a development. For example, a planning obligation related to drainage is likely to be required before a development commences to ensure that it is appropriately integrated into the development. Sustainable transport requirements meanwhile will be required during an early phase in the occupation of the site so that early residents of the site do not develop a reliance on car borne travel.

3.8.3. Planning obligations do however cost money, and will potentially increase the financing costs of a development when sought early on in a development scheme. This may have implications for development viability and the overall amount of contributions that can

be sought. Therefore, the Council will only seek to secure planning obligations at the appropriate time to avoid unnecessary impacts on viability. However, the Council is mindful that a developer may seek to avoid delivering a planning obligation by not completing the development. To this end, the following phasing limits will be applied in most cases:

- For residential developments, all planning obligations will need to be delivered before more than 80% of the market dwellings can be occupied.
- For non-residential developments, all planning obligations will need to be delivered before the development is used for the first time.

### 3.9. Management Arrangements and Maintenance Contributions

3.9.1. Where development results in the need for new infrastructure for the benefit of the occupiers of the associated development such as open space or sustainable drainage systems, then the Council would normally expect the developer to put in place management arrangements which ensure the good management and maintenance of that infrastructure in perpetuity.

3.9.2. There will be cases where the Council, County Council or another service provider will agree for infrastructure to be transferred into their ownership. In such cases, the County Council or other service providers will require a maintenance contribution, usually as a one-off payment. This contribution would be to cover the physical upkeep of the infrastructure for a period of no less than 10 years with the timeframe and terms set out in a Section 106 Agreement. Further information on maintenance matters are available in Essex County Council's Developers' Guide to Infrastructure Contributions (Revised 2020) in Section 5.5 – Highways and 5.11 – Flood and Water Management and SuDS.

### 3.10. Development Viability

3.10.1. The Council has tested the development viability of a range of site types that are most likely to come forward over the next few years.

3.10.2. The CIL Viability Study 2021 and preceding work uses Residual Value Methodology to assess the impact of meeting all the Council's policy requirements and developer contributions on a range of development typologies. The residual value is the combined value of the complete development less the cost of creating the asset, including a target profit margin. If the residual value exceeds the existing use value by a satisfactory margin, a scheme is judged to be viable.

3.10.3. The results of the Viability Study show that in most of cases, the residual value exceeds the existing use value by a satisfactory margin indicating that most development likely to come forward under the sites tested is viable and will be able to bear the range of developer contributions at the adopted, and subsequently indexed, rate.

3.10.4. The use of further viability assessments at the decision-making stage should not be necessary.

- 3.10.5. Where a viability assessment is submitted to accompany a new planning application this should be based upon, and refer to, the Council's latest Viability Study. The applicant should provide evidence of what has changed since the Viability Study was conducted. A full viability report prepared by the applicant should be enclosed as part of the submission of the planning application.
- 3.10.6. Once submitted, this report (including scheme viability statements, appraisals and relevant information) will be considered and assessed by the Council and an independent viability advisor appointed by the Council with reasonable agreed costs borne by the applicant.
- 3.10.7. Any viability assessment should reflect the government's recommended approach to defining key inputs as set out in National Planning Guidance.
- 3.10.8. Essex Planning Officers Association (EPOA) has produced a [Viability Protocol](#) that sets out overarching principles for how Essex Local Planning Authorities will approach development viability. The protocol does not alter Local Plan policies or the guidance in this SPD but does provide additional advice and guidance on the information requirements and approach taken when assessing viability at the decision-making stage.
- 3.10.9. The assessment will define land value for any viability assessment based on the existing use value of the land, plus a premium for the landowner. Under no circumstances will the price paid for land be a relevant justification for failing to accord with relevant Council policies.
- 3.10.10. The weight to be given to a viability assessment is a matter for the Council, having regard to all circumstances, including any changes since the Council's Viability Study was brought into force, and the transparency of assumptions behind evidence submitted as part of the viability assessment.
- 3.10.11. If the viability report submitted by the Applicant fails to satisfy the Council that a reduced level of contributions should be applied or that the level of planning contributions that the development can viably support cannot mitigate the impact of the proposed development, then the planning application will be refused.

### 3.11. [Index Linking](#)

- 3.11.1. Where a planning obligation is in the form of a financial payment, then the value of the required payment will be index linked from the date used in the cost estimate for the specific infrastructure in order to ensure that the financial payment reflects the true costs of providing a specific piece of infrastructure at the time development occurs. The indices used will differ according to the type of infrastructure that the financial payment is required for and will be agreed with the developer. The date of the cost estimate will be clearly shown in the cost estimate document.
- 3.11.2. The Council will set out in the planning obligation the most appropriate indices to be applied in respect of the infrastructure required, as set out in each individual infrastructure related SPD.

## 4. Drafting of Section 106 Agreements

- 4.1.1. Section 106 Agreements will normally be issued by the Council's Legal Services team, or by external solicitors acting on behalf of the Council. Applicants will be required to pay the Council's reasonable costs incurred in drafting and completing the agreement or the costs of external solicitors acting on behalf of the Council, where relevant. In most cases Essex County Council (ECC) provide a first draft of the clauses required to deliver contributions it has requested. A template agreement is provided in Appendix A of Essex County Council Developers' Guide to Infrastructure Contributions (Revised 2020).
- 4.1.2. In all circumstances where a legal agreement is required, the applicant will be expected to provide details of land ownership during the application process. These should be copies of the title document and plan obtained within the preceding three months from the Land Registry, or if the land is unregistered, copies of the most recent conveyance.
- 4.1.3. In the preparation of the Section 106 agreement, the Council will undertake due diligence on the developer and landowner parties. This will be in the form of Company House and or credit agency references. This is to provide reassurance to the Council that the parties are able to fulfil their obligations. In addition, a guarantors provision will be included – please see sub-section 4.3.

### 4.2. Financial Obligation

- 4.2.1. Where a financial obligation is necessary, trigger points for payments will be included in the legal agreement, as will the period in which any contribution will have to be spent.
- 4.2.2. It is reasonable to expect that, when contributions are paid to the Council the monies will be held in an interest-bearing account. The payment of contributions will be linked to the provision of infrastructure, the trigger points for which will be set out in the Section 106 Agreement. Those financial contributions (excluding commuted payment relating to maintenance) that are paid to the Council and remain unspent at the minimum of ten years from the date when the money was paid will be returned to the payee in accordance with the terms of the individual agreements, unless they relate to infrastructure items that are required beyond a ten-year period.

### 4.3. Guarantors

- 4.3.1. Where a contribution is required, in all cases the Council will include a guarantor provision in the Section 106 Agreement. As a Section 106 Agreement is to ensure that a development is acceptable in planning terms, a guarantee that payments will be made will provide that assurance. Without guarantees, the Council cannot guarantee that a Section 106 Agreement will be signed and delay the issue of the planning permission.

- 4.3.2. How the guarantee is provided will be dealt with on a case-by-case basis but could include parent company guarantees, a company director's guarantee or a bond. Please note that where a Section 106 Agreement includes other financial obligations on the developer, the guarantee must also include those obligations.

#### 4.4. Bonds

- 4.4.1. Section 106 Agreements often require the payment of deferred financial contributions, which are triggered after the implementation of the corresponding development. As these financial contributions have been identified as necessary to allow the development to proceed, it is reasonable for the Council to take steps to secure their delivery in the event of unforeseen circumstances resulting in the under/non-payment of the obligations.

- 4.4.2. Occasionally, a development will require the provision of a facility of substantial value, such as a school, protection may be required to ensure that delivery is sought. Consequently, the Council may require appropriate security in the form of a bond to be provided by the developer and this requirement will initially be identified in the advice from the Council following the submission of a planning application.

#### 4.5. Monitoring and Enforcement of Obligations

- 4.5.1. Monitoring of obligations will be undertaken by the Council to ensure that all obligations entered into are complied with by both the developer and the Council, these are set out in section 5.
- 4.5.2. The Council will take enforcement action if a party does not comply with the obligations. If enforcement of financial obligations fails then the Council will use the relevant legal channels to remedy this, and the party in breach will be liable for any legal costs incurred by the Council.

## 5. Charges for Planning Obligations and Monitoring Fees

### 5.1.Planning Obligations

5.1.1.The Council's legal service reserves the right to a fee for the preparation of planning obligations, this is set out in the Council's schedule of fees and charges.

### 5.2.Monitoring Fees

5.2.1.Monitoring of planning obligations will be undertaken by the Council to ensure that all obligations entered into are complied with by both the developer and the Council.

~~5.1.2.~~5.2.2. The Council will seek a charge towards the monitoring and administration of the relevant obligations in a Section 106 Agreement, ~~this will~~ to cover the following:

- ~~• The maintenance and development of the planning obligations, including the preparation, completion, monitoring and review;~~
- ~~• Implementing the administration of the planning obligations in the monitoring system;~~
- The monitoring of trigger points and development progress;
- ~~• Recovery obligation contributions not made, including any necessary formal or legal action;~~
- Liaison between the Council and infrastructure providers in respect of financial contributions requested and held for such providers;
- Dealing with the discharge of planning obligations;
- Reporting on the operation and outcome of developer contributions.

~~5.1.3.~~5.2.3. The charge will usually be charged at a rate per obligation and will be payable on commencement of the development. All monitoring fees will be subject to indexation.

~~5.1.4.~~5.2.4. A fee of £576.45 will usually be charged per obligation. This fee has been calculated at an officer cost of £27.45 and hour. This has been calculated based on the estimated time that the Monitoring Officer and other staff will spend on monitoring, identifying and notification of triggers as well as following up with the developer and discharging the obligation.



~~5.1.5.5.2.5.~~ Larger sites that are delivered over multiple phases are more complex by nature and as they usually cover a longer time period they will take more time to monitor. The Council therefore may require a higher amount of monitoring fees than that set out in paragraph 5.2.4. This will be dealt with on a case-by-case basis.

~~5.1.6.5.2.6.~~ Additionally, where there is a requirement for an annual assessment of planning obligations such as biodiversity monitoring, there may be an additional annual monitoring fee set out in the relevant planning obligation.

### ~~5.2.5.3.~~ Affordable Housing Monitoring Fees

~~5.3.1.~~A monitoring fee will also be charged per affordable housing unit, this will be at a rate of £100 per affordable housing unit.

~~5.3.2.~~The fee includes monitoring, conducted on a plot-by-plot basis, of the completion and initial occupation of affordable dwellings.

~~5.2.1.5.3.3.~~ In respect of affordable housing for rent, monitoring this obligation includes the time and costs associated with entering into nomination agreements with Registered Providers, this excludes the cost of the Council's legal service team.

### ~~5.3.5.4.~~ Essex County Council Monitoring Fees

~~5.3.1.5.4.1.~~ Essex County Council charge separate monitoring fees for Section 106 obligations that they are responsible for such as highways and education. Further information on the fees charged can be found at Essex Developers Guide to Infrastructure Contributions on the link below:

[www.essex.gov.uk/planning-advice-guidance/guidance-for-developers](http://www.essex.gov.uk/planning-advice-guidance/guidance-for-developers)

## 6. Monitoring and Review

### 6.1. Monitoring

6.1.1. The Council is required to publish an Infrastructure Funding Statement each year setting out the infrastructure projects or types of infrastructure that the authority intends to fund, either wholly or partly, by the levy or planning obligations. Infrastructure Funding Statements will also report on CIL and planning obligations revenue received, allocated and spent, as well as reporting on progress of works that have received funding.

### 6.2. Review

6.2.1. A review of this SPD will be considered if:

- There is a significant change in national planning guidance; or
- The SPD is insufficiently effective in enabling developer contributions

## 7. Appendix 1: Split on Developers Contributions Spending between Section 106 and CIL Contributions

<b>Section 106 Contributions</b>	<b>CIL Contributions</b>
<b>Schools and other education facilities</b>	
<ul style="list-style-type: none"> <li>Education (including early years and childcare, primary, secondary and post-16)</li> <li>Hadleigh Library – redevelopment and enhancement</li> </ul>	<ul style="list-style-type: none"> <li>Education (including early years and childcare, primary, secondary and post-16) where not secured through S106</li> <li>Adult employment, skills and training facilities in Castle Point</li> <li>Other Library provision and/or enhancements in Castle Point</li> </ul>
<b>Medical Facilities</b>	
<ul style="list-style-type: none"> <li>On-site provision of healthcare facilities</li> <li>Contributions towards off-site facilities that would serve the proposed development</li> </ul>	NHS Estates Plan for Castle Point where not secured through S106
<b>Open Spaces</b>	
<ul style="list-style-type: none"> <li>On-site open space provision, management and maintenance</li> <li>Local off-site open space in lieu of on-site provision</li> </ul>	<ul style="list-style-type: none"> <li>Strategic level open space provision and enhancement</li> <li>Green connectivity to and between open spaces</li> </ul>
<b>Sports and Recreation Facilities</b>	
<ul style="list-style-type: none"> <li>Local Football Facilities Plan (Appleton School, Deanes School, Waterside Leisure Centre, King George’s playing field)</li> <li>On site indoor sports provision</li> <li>Reprovision or compensatory provision of lost playing pitches</li> </ul>	<ul style="list-style-type: none"> <li>Playing Pitch Strategy – non football elements</li> <li>Built Facilities Strategy where not secured through S106</li> </ul>
<b>Flood defences</b>	
On-site SUDS and other measures to deliver site level drainage strategy	<ul style="list-style-type: none"> <li>South Essex Surface Water Management Plan Projects in Castle Point</li> <li>Infrastructure projects in the Canvey Six Point Plan</li> </ul>
<b>Roads and other transport facilities</b>	
<ul style="list-style-type: none"> <li>Any transport schemes required to deliver any site</li> <li>Any public transport schemes required to deliver any site</li> <li>On-site cycle and walking network infrastructure, and connections into wider network</li> <li>Other measures as identified as necessary through a site level Transport Assessment</li> </ul>	<ul style="list-style-type: none"> <li>Strategic Transport Projects</li> <li>Sustainable Transport Projects</li> </ul>
<b>Other matters – list is not exclusive but is indicative of common requirements</b>	

<ul style="list-style-type: none"> <li>• Affordable housing</li> <li>• Biodiversity Net Gain</li> <li>• Essex Coast RAMS (as set out in the <a href="#">Essex Coast Recreational disturbance Avoidance and Mitigation Strategy Supplementary Planning Document</a>)</li> <li>• Landscaping provision, maintenance and management</li> <li>• Heritage Assets – enhancement, protection, maintenance and management</li> </ul>	
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Castle Point Borough Council

**Developers Contributions Guidance  
Supplementary Planning Document (SPD)**

**Affordable Housing**  
November 2022

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## 1. Introduction

### 1.1. Purpose of this Document

- 1.1.1. This document specifically sets out the types of developer contributions or planning obligations required for affordable housing. It will also highlight the process for how affordable housing will be sought and delivered.
- 1.1.2. This document should be read alongside the Developers Contributions Guide Cover Note ([LINK](#)), which sets out in greater detail the process the Council expects planning obligations to be sought and implemented.

## 2. Policy context

### 2.1. What is Affordable Housing

2.1.1. The government defines affordable housing in the Glossary (Annex 2) of the National Planning Policy Framework (NPPF) as:

*‘housing for sale or rent, for those whose needs are not met by the market (including housing that provides a subsidised route to home ownership and/or is for essential local workers); and which complies with one or more of the following definitions:*

- **Affordable housing for rent:** *meets all of the following conditions: (a) the rent is set in accordance with the Government’s rent policy for Social Rent or Affordable Rent, or is at least 20% below local market rents (including service charges where applicable); (b) the landlord is a registered provider, except where it is included as part of a Build to Rent scheme (in which case the landlord need not be a registered provider); and (c) it includes provisions to remain at an affordable price for future eligible households, or for the subsidy to be recycled for alternative affordable housing provision. For Build to Rent schemes affordable housing for rent is expected to be the normal form of affordable housing provision (and, in this context, is known as Affordable Private Rent).*
- **Starter homes:** *is as specified in Sections 2 and 3 of the Housing and Planning Act 2016 and any secondary legislation made under these sections. The definition of a starter home should reflect the meaning set out in statute and any such secondary legislation at the time of plan-preparation or decision-making. Where secondary legislation has the effect of limiting a household’s eligibility to purchase a starter home to those with a particular maximum level of household income, those restrictions should be used.*
- **Discounted market sales housing:** *is that sold at a discount of at least 20% below local market value. Eligibility is determined with regard to local incomes and local house prices. Provisions should be in place to ensure housing remains at a discount for future eligible households.*
- **Other affordable routes to home ownership:** *is housing provided for sale that provides a route to ownership for those who could not achieve home ownership through the market. It includes shared ownership, relevant equity loans, other low cost homes for sale (at a price equivalent to at least 20% below local market value) and rent to buy (which includes a period of intermediate rent). Where public grant funding is provided, there should be provisions for the homes to remain at an affordable price for future eligible households, or for any receipts to be recycled for alternative affordable housing provision, or refunded to Government or the relevant authority specified in the funding agreement. ‘*

2.1.2. The affordable housing market evolves over time depending on the private sales market, rented market and the availability of funding. The government often introduce new schemes to assist people into homes and to purchase a property. New schemes such as ‘First Homes’, was introduced by the government in 2021 to provide a new type of affordable housing. The Planning Practice Guidance defines First Homes as discounted market sale units which:



*a) must be discounted by a minimum of 30% against the market value;*

*b) are sold to a person or persons meeting the First Homes eligibility criteria;*

*c) on their first sale, will have a restriction registered on the title at HM Land Registry to ensure this discount (as a percentage of current market value) and certain other restrictions are passed on at each subsequent title transfer; and,*

*d) after the discount has been applied, the first sale must be at a price no higher than £250,000 (or £420,000 in Greater London).'*

(Paragraph: 001 Reference ID: 70-001-20210524)

2.1.3. First Homes are the government's preferred discounted market tenure and should account for at least 25% of all affordable housing units delivered by developers through planning obligations.

2.1.4. The Council will accept First Homes as a form of affordable home ownership product in the Council's affordable housing mix in line with government policy.

### 3. National Planning Policy Framework (NPPF) 2021

- 3.1.1. The NPPF sets out the government's planning policies for England and how these are expected to be applied. The NPPF seeks to significantly boost the supply of homes and ensure that the number of affordable homes required are assessed within the overall housing needs.
- 3.1.2. The NPPF expects affordable housing to be provided on site unless *'off-site provision or an appropriate financial contribution in-lieu can be robustly justified'* and *'the agreed approach contributes to the objective of creating mixed and balanced communities.'* (NPPF 2021, paragraph 63)
- 3.1.3. It is clear that affordable housing should be sought wherever possible. This includes sites of 10 units or more dwellings. However, to encourage the use of brownfield land the NPPF also indicates that where vacant buildings are used affordable housing provision can be reduced by a proportionate amount, this is explained in greater detail in section 5.10 'Vacant Building Credit'.
- 3.1.4. The government sets out that a minimum of 10% of the total number of homes to be affordable unless this exceeds overall requirement for the borough (NPPF 2021, paragraph 65). This means that developments should provide affordable home ownership products such as 'Help to Buy', 'Shared Ownership' and 'First Homes', as well as properties for affordable rent, with a preference for on-site provision. There are exemptions however: development that provides solely for Build to rent homes; provides specialist accommodation; provide for self-build; or is solely for affordable housing (so additional provision is required) or an exception site.
- 3.1.5. In order to provide a sufficient supply of the right type of homes local planning authorities should provide a variety of size, type and tenures in order to meet local needs. Such needs have been identified within the borough through Strategic Housing Market Assessments, as well as the specific needs of those on the Council's housing register. This requirement includes the right mix for affordable homes.

## 4. Affordable Housing Needs and Priorities

### 4.1. Strategic Housing Market Assessments (SHMA)

4.1.1. A South Essex Strategic Housing Market Assessment (SHMA) was completed in 2016 and a further SHMA Addendum was completed in 2017. A borough wide SHMA Addendum focusing on housing mix was also completed in 2020. This evidence largely defines market-led housing needs, although does provide some detail on affordable housing needs. The Council holds specific information on the Council's housing register.

4.1.2. The 2017 SHMA Addendum updated the housing need figure projections using the 2014 updated population figures. Similarly, to the 2016 SHMA the Addendum predicted outcomes from market signals, household formation rates, natural change, migration and employment assumptions to form an objectively assessed housing need (OAN). This concluded that an OAN of 311 dwellings per annum was required in Castle Point from 2014-2037.

4.1.3. To reflect the increased number of newly forming households anticipated under the updated demographic projection in 2017, the net annual affordable housing need of 353 dwellings per annum was assumed in Castle Point over the 2014-2037 period.

4.1.4. The SHMA report clearly identifies an affordable housing need within Castle Point that is greater than the OAN assumed in 2017. In 2018 the government implemented a standard methodology for calculating housing needs. This formula indicates a higher OAN than what was previously assessed in 2017, to 355 new homes per within the borough per annum. This further increase and under delivery of housing in Castle Point highlights the sustained under delivery of affordable homes within the borough.

4.1.5. Affordability issues and backlog can be associated with a range of household needs, this includes those in urgent need or housing (without a current home) or those in overcrowded or substandard homes (who are currently housed).

4.1.6. In identifying the different type of affordable housing needs it creates a picture of the size, type and tenure of affordable homes that are required in the borough. For example those on the Council housing register may require family housing in the order of three-bedroom homes, whereas a proportion of the local need may require affordable home ownership products to enable first time buyers into the housing market.

4.1.7. The SHMA 2016 indicates that there will be significant demand from young people who cannot access the housing market due to issues with the availability of first-time homes and wider issues in the housing market associated with mortgage availability. Diversification of the housing stock to include a greater number of smaller properties and the government's mechanisms to support first time buyers will assist these people in accessing the general housing market.

4.1.8. The Castle Point SHMA Addendum 2020 reviewed the need for different house sizes and types to meet the changing needs of the borough's population. This Addendum concluded that there will be demand from a range of different household types, although demand will be particularly strong from families with children and people of retirement age. This means that there is a strong

demand for 3-bedroom properties reflecting the needs of growing families in the general population. It is important that these homes are provided as they will help to attract more professional and working aged people to live in the area. This is particularly important for both business growth and in sustaining public services, such as healthcare.

4.1.9. The SHMA 2020, in identifying a housing pressure arising from the growing population of older people, highlights the desirability of bungalows in Castle Point. Bungalows make up 29% of the housing stock currently and it is expected that there will be demand for additional bungalows, reflecting the characteristics of the local housing stock. It also identifies the need for specialist accommodation for older people, suggesting a need for around 45 units per annum of sheltered housing types. In addition to this, around 20 additional bedspaces are required each year in residential care/nursing accommodation.

## 4.2. Viability Assessment

4.2.1. A 2021 Viability Assessment and preceding work took into account a number of factors affecting development viability including infrastructure required to make development acceptable (as set out in the Council's latest Infrastructure Delivery Plan), development costs and tested thresholds for affordable housing ratios.

4.2.2. In 2022 there were 591 households on the Council's housing register. In addition, the SHMA 2016 highlighted that there were 449 concealed households and 1,005 overcrowded households in 2011. Although these fields may overlap and does not represent a true need for affordable housing, it does highlight that there is a potential increase of need for those looking to leave overcrowded or concealed households that do not have access to suitable affordable housing. Therefore, the Viability Assessment tested various affordable housing provisions on different site typologies. The aim of this was to identify the highest level of affordable housing provision that could be achieved, without rendering development unviable.

4.2.3. As a consequence of the viability testing different affordable housing thresholds became apparent for different types of development and locations within the borough. In the case of Canvey Island higher development costs combined with lower property values mean that for some forms of development there are challenges in relation to the commercial viability of development.

### 4.3. Why is this document important?

4.3.1. The borough has one of the largest gaps in Essex between incomes from those that work within the borough and those that do not. This means that it is more likely that homes on the open market will be affordable to those who work outside the borough, than to those who live and work in the borough. Demand for affordable housing in the borough therefore outstrips existing and planned supply, particularly for local people who live and work in the area.

4.3.2. As of 2022, there were 591 individuals or families on the Council's housing register, of those 591, 233 fall within categories A and B which are considered priority bands. Within that need there is the greatest demand for 1 and 2-bedroom properties.

4.3.3. As demonstrated in table 4.1 since 2011/12, only 169 affordable homes have been developed in the borough. The SHMA Addendum 2017 indicates that there is a need for up to 353 homes per annum to be affordable. This highlights the high need for affordable housing within the borough and therefore it is imperative that development maximises the number of affordable homes that can be delivered.

Table 4.1: Number and type of affordable homes delivered in Castle Point (gross)

Year	Social Rent	Intermediate	Affordable Rent	Total
2011/12	17	0	0	17
2012/13	22	0	0	22
2013/14	0	0	0	0
2014/15	25	15	15	55
2015/16	0	0	19	19
2016/17	0	4	12	16
2017/18	0	18	7	25
2018/19	2	0	0	2
2019/20	0	0	0	0
2020/21	7	0	6	13
Total	73	37	59	169

4.3.4. In accordance with national policy, the Council completed a Viability Assessment in 2020. This highlighted that although the levels of affordable housing identified in the SHMA cannot be viably achieved, a level of affordable housing can be reasonably delivered on development sites to significantly boost the supply within the borough. This SPD sets out those requirements.

## 5. Affordable Housing Requirements

### 5.1. Which developments may require affordable housing?

5.1.1. Affordable housing will be sought from all proposals for residential development, and mixed-use proposals that include an element of housing, resulting in 10 or more net additional homes.

### 5.2. Exemptions

5.2.1. Affordable housing will not normally be sought for the following:

- Householder applications (e.g. house extension or a garage) and self-build development as defined by the CIL Regulation 2014;
- Residential Annexes, staff accommodation or extension to an existing home which is incidental to the main dwelling;
- Listed building, conservation area, advertising or tree preservation order applications (although contributions may be sought from the overarching scheme);
- Replacement dwellings;
- Residential institutions providing specialist housing for the elderly (excluding self-contained units – like Sheltered or Extra Care schemes).
- Purpose built hostel or holiday accommodation which are incapable of occupation for general residential purposes because of their layout, ownership, management or occupancy restrictions; and
- Gypsy and Traveller accommodation.

### 5.3. Affordable Housing Requirement

5.3.1. In the Adopted Local Plan, policy H7 states the following:

***'POLICY H7 – AFFORDABLE HOUSING***

*Where appropriate the Council will seek to negotiate a proportion of affordable housing for rent, shared ownership, or outright sale, where appropriate to the scale of development schemes. The number of affordable dwellings to be provided will be dependant upon the size of the site, its location, and any substantial costs associated with the provision of other necessary infrastructure, and will be determined by the Council, following negotiation with the applicant.'*

5.3.2. As demonstrated within this SPD there is an identified need for affordable housing within the borough. Consistent with historic practice, where residential development results in a net increase in dwellings, 35% affordable housing has been sought on development sites. Evidence collected in the withdrawn Local Plan (CIL Viability Study 2020 [\[DV-005\]](#)) found that this requirement is acceptable in most cases.

5.3.3. The Council will therefore seek 35% affordable housing on development sites proposing 10 or more units.

5.3.4. In those cases where the affordable housing requirement does not generate a whole number, a financial contribution will be sought equal to the value of the partial unit. Alternatively, the number can be rounded up to the nearest whole number and all units can be provided on site.

5.3.5. The affordable housing provision in this SPD will be reviewed in a plan review.

## 5.4. Affordable Housing Tenure

5.4.1. As identified in section 5.3 the Council will seek 35% affordable housing on development sites. The Council will expect 25% of the site to be affordable housing for rent products, the remaining 10% should be made up of affordable home ownership products.

5.4.2. Where the calculation of 25% of the total number of affordable dwellings to be provided as affordable housing for rent does not result in whole numbers, it should always be rounded up in order to achieve the required 25%.

5.4.3. The balance of the total number of dwellings, should be provided as affordable home ownership products. This can include rent to buy schemes, discounted market sale housing (including First Homes), shared ownership and other routes to affordable home ownership as defined by the NPPF.

5.4.4. Where a dwelling under the First Home scheme is implemented a Section 106 Agreement will be required securing the necessary restrictions on the use and sale of the property, as well as a legal restriction on the title of the property to ensure that these restrictions are applied to the property at each future sale.

5.4.5. As highlighted in the PPG (Paragraph: 001 Reference ID: 70-001-20210524) First Homes are the government's preferred discounted market tenure and should account for at least 25% of all affordable housing units delivered by developers through planning obligations.

5.4.6. The affordable housing provision for rent should proportionately reflect the needs identified by the Council, in determining the optimum affordable housing mix by size and type. This will be considered on a case-by-case basis.

~~5.4.6-5.4.7.~~ On site provision of affordable homes are the preferred delivery of affordable housing in the borough, only in exceptional circumstances will financial contributions in lieu of affordable housing be allowed, this is set out in section 7. In order to increase the level of affordable housing provided on sites there may be some instances where the Council may consider a variation in the level of affordable housing tenure mix than that set out in paragraph 5.4.2. In particular urban flatted schemes that have difficulties in delivering on site provision of affordable rented products, for example where leasehold agreements prohibit on site provision, the Council may consider a variation in tenure mix, this will be considered on a site-by-site basis.

## 5.5. Affordable Housing Mix

5.5.1. The evidence base indicates that there is a clear need for a diverse mix of house sizes and types in Castle Point in order to respond to demographic trends in the borough including an increasing

number of older people. By securing an appropriate mix of homes on development sites, these needs can be met.

5.5.2.The Council expects a suitable mix of housing in both the market and affordable sectors to enable a better flow of existing housing stock and to meet the needs of different demographics within the borough.

5.5.3.The Council may consider a different mix, for example, if local housing needs would benefit from an alternative, the location does not support the delivery of a particular size or type of homes or a revised mix would help to redress the balance of existing affordable homes in an area. This should be discussed with the Council’s Housing Team at the pre-application stage.

5.5.4.The housing mix on any site should reflect the local context of the site, as it will be recognised that it will not be possible to secure a full mix of house sizes and types on all sites. Very small sites will be constrained by site capacity and the existing street scene. However, larger sites will be able to make an increasingly more significant contribution to the mix within the local housing market. In taking the local context into account it is recognised that some sites may provide mainly flatted developments, whilst others will potentially provide more houses and bungalows. Consideration will be made on an individual site basis.

#### *Affordable Housing for Rent*

5.5.5.The Council reviews its housing register annually. As of January 2022, the housing mix highlighted in table 5.1 is the existing housing mix requirements. This provides a guide for the types of dwellings required for affordable housing for rent products, the Council would expect delivery against the percentages set out below, or consultation with the Council’s Housing team for latest demand requirements.

5.5.6.Bands A and B are the highlight priority bands for the Council and the needs identified within those bands will be given the greatest consideration when defining housing mix requirements for affordable housing for rent products. This usually has the greatest need in the form of 1- and 2-bedroom properties with some need for 3+ bedroomed properties.

Table 5.1: Housing Mix Requirements for Affordable Housing for Rent January 2022

Breakdown of Housing Need						
Band	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom	Total
A	37	43	22	2	1	105
B	47	36	38	7	0	128
C	115	83	51	2	0	251
D	106	1	0	0	0	107
Total	305	163	111	11	1	591
Dwelling Type Need as a Percentage of Total Need						
Band	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom	
A	35%	41%	21%	2%	1%	
B	37%	28%	30%	5%	0%	
C	46%	33%	20%	1%	0%	
D	99%	1%	0%	0%	0%	
Total	52%	28%	19%	2%	0%	



## Affordable Home Ownership

5.5.7. There is a demand for different property sizes in the borough. A Strategic Housing Market Assessment (SHMA) was completed in 2020 to reflect private housing market needs. The Council expects affordable home ownership products delivered in accordance with private housing market needs, as set out in table 5.2. Alternatively, market survey data to justify a deviation from this mix will be required. The following housing mix is therefore the most up to date assessment:

Table 5.2: SHMA 2020 Housing Need by Size

Size of Accommodation Required			
1-bed	2-bed	3-bed	4 or more bed
6%	22%	43%	29%

## 5.6. Specialist Accommodation

5.6.1. The Council will support specialist or supported accommodation where there is an identified need in the borough, such as for older people and people with disabilities. This may be provided as solely affordable housing or sought as part of a market housing scheme.

5.6.2. The Council will consult other relevant agencies to ensure that the provision does not place any unnecessary burdens upon the borough's infrastructure, such as health and social care. This may include Essex County Council who has responsibilities for adult social care and may have specific specialist accommodation requirements.

5.6.3. The Council will encourage the delivery of affordable homes to meet the M4(2) requirements of the Building Regulations 2015 to enable homes to be adaptable to users. In some instances where there is a need on the Council's housing register, the Council may request specialist accommodation e.g. in the form of a fully wheelchair accessible property. Where the addition of specialist features may cause a disproportionate cost to the developer the Council may consider adjusting affordable housing provision, this should be discussed at the pre-application stage.

## 5.7. Mixed-Use Schemes

5.7.1. Where a scheme proposes non-residential development alongside an element of housing, affordable housing will be required for all qualifying residential development.

5.7.2. Where planning permission is granted for a mixed use-scheme and there is a proposal to change the use of the non-residential element to residential, a full re-assessment of the affordable housing provision will be required.

## 5.8. Loss of Affordable Housing

5.8.1. Given the acute demand for affordable housing in the borough, the loss of affordable housing will not normally be acceptable unless this is to enable the provision of an equivalent or greater number of affordable homes.

5.8.2.The only exceptions would be:

- where wider housing benefits would outweigh the loss of units in that particular location by providing the type of affordable housing that cannot be provided elsewhere;
- the condition of stock is so poor that it is not viable to refurbish; and
- it is not feasible to develop the same amount, for example for design reasons.

5.8.3.In these cases, to compensate for any loss it is expected that the Council would require the on-site affordable housing tenure and mix to meet identified local needs.

5.8.4.The approach should be agreed at the pre-application stage.

## 5.9. Artificial Sub-Division of Sites

5.9.1.Proposals which seek to circumvent the affordable housing requirement set out in this SPD by developing at a low density, through phased or piecemeal development, by re-drawing the boundary of a larger site or by sub-dividing land will not be acceptable.

5.9.2.The Council will base the affordable housing requirement on the gross number of dwellings that can be accommodated on a site. In reaching a view on this, the Council will take into account such issues as land ownership, planning history, topography, site constraints and the natural boundaries of the site.

## 5.10. Vacant Building Credit

5.10.1. National policy provides an incentive for brownfield development on sites containing vacant buildings. Where a vacant building is brought back into any lawful use, or is demolished to be replaced by a new building, the developer should be offered a financial credit equivalent to the existing gross floorspace of relevant vacant buildings when the local planning authority calculates any affordable housing contribution. Affordable housing contributions will be sought for any increase in floorspace.

5.10.2. The vacant building credit applies where the vacant building has not been abandoned. The reference to abandonment is the applicable planning test for the vacancy credit and is recognised in law. The courts have held that, in deciding whether a use has been abandoned, account should be taken of all relevant circumstances, such as:

- The condition of the property
- The period of non-use
- Whether there is an intervening use
- Any evidence regarding the owner's intention

5.10.3. Vacant building credit will not automatically be applied, the intention of vacant building credit is to incentivise brownfield development and the re-use of vacant buildings so only relevant buildings will be considered as being able to generate vacant building credit. For example, a brownfield site containing a scrap yard with few buildings would not be relevant because the amount of credit that could be applied would be limited and would do little to incentivise development.

5.10.4. Where a proposal provides a reasonable return to the landowner, a competitive profit to a developer and is policy compliant, vacant building credit should not be applied as the development would be sufficiently incentivised and viable. Applying vacant building credit at the outset would reduce the affordable housing contributions and potentially increase the financial returns to both landowner and developer. If a developer considers vacant building credit should be applied, sufficient evidence will be required to ensure that an application can be considered appropriately. This may include a viability assessment (see Developer Contributions Cover Note SPD [\(LINK\)](#)). The vacant building credit will be taken from the residual land value.

5.10.5. National policy states that vacant building credit should not apply to every vacant building, therefore the Council will be mindful to a building being made vacant for the sole purposes of re-development and/or the wilful neglect of properties with the intention of securing redevelopment. Therefore, applicants must demonstrate that the relevant vacant buildings have been actively marketed on realistic terms based on the current or any permitted use for at least 12 months continuously in the previous two years. The Council may also use Council Tax, Business Rates or Electoral Register records in their vacant building credit assessment.

5.10.6. Where the Council considers that vacant building credit applies where there is an overall increase in floorspace in a proposed development that includes a vacant building, the Council will apply the following formula to calculate the affordable housing contribution, an example of how this could be used is below:

Elements of the scheme	Floorspace (sqm)
Existing floorspace	500
<i>Existing floorspace to be retained</i>	<i>300</i>
<i>Existing floorspace to be demolished</i>	<i>200</i>
Proposed	1500
Increase in floorspace	1000
<b>Vacant building credit calculation example</b>	
35% (example affordable housing requirement) of 20 units = 7	
1000sqm as a percentage of the overall development of 1500sqm = 66.67%	
66.67% of 7 units = 4.66 units	

5.10.7. In this case the Council will require 4 affordable units on site and the 0.66 units as a financial contribution. Alternatively, the figure can be rounded up to the nearest whole number and 5 affordable units can be delivered on site.

5.10.8. For wholly residential schemes the total proposed Gross Internal Area (GIA) will be the GIA of the sum of all dwellings. Where flatted development is proposed the GIA will include all communal and circulation areas. For mixed use schemes, only the GIA of the proposed residential elements will be included.

5.10.9. For outline planning applications it may not be clear how many dwellings are proposed or the size of those dwellings. In these cases, it will be difficult to identify the vacant building credit. A Section 106 Agreement will ensure that the issue can be dealt with at Reserved Matters stage. All requests for vacant building credit will be included in the Planning Committee report.

#### Vacant Building Credit and the relationship with CIL Credit

5.10.10. In terms of CIL, existing 'in-use buildings' can act as a credit, or can be used to off-set the 'chargeable development' liable for CIL payment. Each square metre of existing buildings on the site reduces the CIL charge by one square metre.

5.10.11. The CIL Regulations define the credit as applying to 'in- use buildings', these buildings are defined as buildings which are:

- Present on the day that planning permission first permits the development; and
- Contain a part that has been in lawful use for a continuous period of at least six months within the period of three years ending before the planning permission first permits the chargeable development.

5.10.12. The day planning permission first permits the chargeable development is the day the last reserved matter is approved, unless the Council agree within the applicant to defer this until the pre commencement conditions are discharged.

5.10.13. Applicants should not seek to claim 'in-use buildings' for CIL credit in addition to claiming vacancy for vacant building credit. Applicants will need to consider both credits carefully and plan their development accordingly.

#### 5.11. Amendments to Planning Permission

5.11.1. When affordable housing is being provided and amendments to a planning permission increase the number of market houses/floorspace, the affordable housing requirement sought will be a percentage of the revised total number of homes across the application site.

5.11.2. Where amendments are sought to a planning permission that is being delivered in phases, the affordable housing requirement will be re-assessed and applied to the total number of units proposed in the remaining phases. If the number of dwellings is increased the Council will expect an increase in affordable housing in accordance with the requirements set out in this SPD.

## 6. Providing Affordable Housing

### 6.1. On-Site Provision

6.1.1. Consistent with national policy, the preferred approach in the borough is for the on-site provision of good quality affordable housing.

6.1.2. The tenure, phasing and housing mix may be re-considered to improve viability along with the possibility of providing grant or other forms of public subsidy. Only in exceptional circumstances where, a viability assessment shows that it is not feasible to deliver all, or part of the provision on-site and no grant subsidy is likely, will consideration be given to an equivalent financial contribution or the provision of free-serviced land transferred to a Registered Provider.

### 6.2. Public Subsidy

6.2.1. So that high quality, affordable homes can be delivered that meet identified needs, the Council expects developers to cover the cost of the affordable homes so that there is no need for public subsidy (including grants, public loans and public land). The expectation is that policy compliant schemes will be viable without the need for grant or other forms of subsidy.

6.2.2. Where only a proportion of the required number of affordable homes can be secured as part of a viable scheme, a review mechanism will be incorporated in the Section 106 agreement to ensure that if grant, subsidy or other investment become available at a later date a review of the affordable housing provision can be secured in accordance with a policy compliant scheme.

### 6.3. Design of Affordable Housing

6.3.1. To promote integrated communities, affordable housing should be designed to meet the requirements set out in the Council's adopted Residential Design Guidance SPD and be indistinguishable from market housing, in terms of the quality of the homes provided, the adequacy of internal living and the location and quality of outdoor amenity space and parking provision.

6.3.2. Homes should be designed in a way that makes them suitable to be taken on by Registered Providers, this includes meeting Nationally Described Space Standards. The Council would encourage a proportion of affordable homes to meet the M4(2) requirements of the Building Regulations 2015 to enable homes to be adaptable to users.

6.3.3. Applicants should discuss design requirements with the relevant Registered Provider or the Council's Housing Team especially in regard to the types of items used in the final homes to ensure it fits with the stock used by the provider such as heating systems, kitchen and bathroom types. This ensures the effective ongoing management of such homes.

## 6.4. Management

- 6.4.1. In general, affordable housing should be developed in conjunction with a Registered Provider, approved by Homes England. In exceptional cases, where an alternative provider is involved, they will need to be approved by the Council and will be expected to deliver affordable housing in the same way as a Registered Provider. Evidence of equivalent accountability, funding for the scheme and long-term management and maintenance arrangements will be required.
- 6.4.2. A Section 106 Agreement will be used to confirm the approach and to ensure, where appropriate, that the dwellings will remain available in perpetuity for those in housing need. There may be legitimate circumstances where affordable housing can be sold, for example, through right to buy or staircasing out of shared ownership. The provider will be expected to make every reasonable effort to recycle any subsidy for affordable housing in the borough.
- 6.4.3. In setting affordable rents, Registered Providers should be guided by the Local Housing Allowance (LHA) rates for the borough, as these rates will limit the amount of Housing Benefit available to households. Registered Providers are expected to use these rates as the upper limit in setting affordable rent levels. See the Council's current rates here [www.castlepoint.gov.uk/local-housing-allowance/](http://www.castlepoint.gov.uk/local-housing-allowance/)
- 6.4.4. The location, size and number of bedrooms, occupancy capacity and the tenure and phasing of affordable housing should be agreed at an early stage with the Council and the Registered Provider who will purchase and manage the affordable housing. So that the affordable housing meets all planning requirements, and the rents, service charges and maintenance are affordable to future residents.
- 6.4.5. Developers must ensure the affordable dwellings are transferred as completed units at a price agreed with the Registered Provider, reflecting what they can pay for the dwellings without the need for other public subsidy. The Council expects that delivery of affordable housing will be based upon the provision of free serviced land plus the cost of construction of the units and a reasonable margin based upon current recognised standards. Developers may seek to obtain a value for affordable homes that is higher than this but in so doing should not use the expectation of these higher values as a minimum threshold.
- 6.4.6. Appropriate occupancy and management arrangements should be put in place: a nominations agreement must be signed for affordable rented properties with the Registered Provider or other affordable housing provider so that the Council has 100% nomination rights on the first let of all affordable homes in the borough.
- 6.4.7. Where affordable rented properties are re-let, the Council will seek 100% nomination rights, provided that they can fill the property within 8 weeks from the date it is deemed to be in a suitable condition for re-let.
- 6.4.8. For all Intermediate Accommodation, the Section 106 agreement will normally require the Registered Provider to seek tenants that meet locality eligibility criteria for Castle Point both in the first instance, and during any re-sale / re-let. The Council will relax this requirement if a suitable tenant cannot be identified within 3 months of the property being completed / deemed to be in a suitable condition for re-sale / re-let.

## 6.5. First Homes Eligibility Criteria

6.5.1. In accordance with the national Planning Practice Guidance, particular eligibility criteria for people purchasing under the First Homes scheme is applied. Those who are eligible to purchase a First Home includes:

- A purchaser (or, if a joint purchase, all the purchasers) of a First Home should be a first-time buyer as defined in paragraph 6 of schedule 6ZA of the Finance Act 2003 for the purposes of Stamp Duty Relief for first-time buyers.
- Purchasers of First Homes, whether individuals, couples or group purchasers, should have a combined annual household income not exceeding £80,000 (or £90,000 in Greater London) in the tax year immediately preceding the year of purchase.
- A purchaser of a First Home should have a mortgage or home purchase plan (if required to comply with Islamic law) to fund a minimum of 50% of the discounted purchase price.

6.5.2. In addition to the above criteria the Council, through Section 106 Agreements will enforce a local connection test criteria to ensure that local people are given first opportunity for First Homes in the borough. This local eligibility criteria will apply for a maximum of three months from when a home is first marketed. If a suitable buyer has not reserved a home after three months, the eligibility criteria will revert to the nationally set criteria as set out in paragraph 6.5.1.

6.5.3. Local connections may include (but are not limited to) current residency, employment requirements, family connections or special circumstances such as caring responsibilities. The applicant should meet one of the following criteria to qualify for a local connection:

- Have been a resident in the Castle Point borough continuously for the last five years
- Have close adult relatives who have been a resident in the borough continuously for the last five years from the date of the application (this includes parents, siblings or children over the age of 18 including step equivalents).
- Have caring responsibilities for someone who is currently a resident in Castle Point and have been for at least the last five years to the date of the application and who they are in receipt of carers allowance in relation to the applicant;
- Have paid permanent contracted employment within the Castle Point borough for 24 hours or more a week (16 hours for single parents with dependent children) and the employment has been for a continuous period of 12 months prior to the application.

6.5.4. Exemptions to the local connections listed in 6.5.3 include:

- Applicants who are serving in or have served in the regular or reserve armed forces within the 5 years immediately prior to the date of their application.
- Applicants who are serving or former serving members of the regular armed forces or reserve forces who suffer from a serious injury, illness or disability sustained as a result of their service.
- Applicants who are a bereaved spouse/civil partner of a former serving member of the regular armed forces and have recently ceased or will cease to be entitled to reside in services accommodation following the death of their spouse/civil partner.
- Applicants who lived outside the borough for studying or educational purposes but have lived within the borough for six years in the past ten years.

- Applicants living in temporary accommodation outside the Borough who had a local connection at the time they were placed there by Castle Point Borough Council.
- Applicants who are leaving an institution such as a prison or secure unit or a hospital, rehabilitation centre, refuge, hostel or supported accommodation scheme and did have a qualifying local connection to Castle Point through residence in settled accommodation immediately before they moved into their current accommodation.
- Other exceptional circumstances

## 6.6. Delivery of Affordable Housing

6.6.1. The expectation is that no more than 80% of the market housing on the application site should be completed before all affordable housing has been constructed, transferred or leased to the Registered Provider.

6.6.2. Where land is being transferred it needs to be serviced and transferred before 40% of the market housing has been constructed. This will be set out in the Heads of Terms for the Section 106 Agreement.

6.6.3. Where affordable housing is within a phased scheme, the delivery of the affordable housing element of the development will be agreed within the Section 106 Agreement.



## 7. Financial Contribution in Lieu of Affordable Housing

### 7.1. Calculating a Financial Contribution

7.1.1. A financial contribution will only be acceptable where:

- A policy compliant scheme does not generate a whole number. For example, if the percentage requirement generates 3.5 properties, 3 properties should be provided on site and either an additional property is provided to round up to the nearest whole number, or a contribution would be required equivalent to the 0.5; or
- To create a better quality development there are justifiable design and housing reasons for affordable housing to be located off-site. For example, if the site size would result in a design and/or type of homes that would not meet the housing requirements identified by the Council; or
- Due to the type of development, where a freehold cannot be transferred to a Registered Provider; or
- Provision of any affordable homes on site would make a development financially unviable but there is sufficient value from the development to make a financial contribution; or
- The Council agree that the need for affordable homes could be better served through the receipt of financial payment.

7.1.2. The percentage target will be applied to the total number of market dwellings to be provided on the application site, including any increase in market units on the application site resulting from the provision of a financial contribution. Unless the type of affordable housing provided on site indicates otherwise, it should be assumed that this will be for a 2 bedroom, 4 person terraced house: this is the most common type of affordable housing required in the borough.

7.1.3. The contribution will be based upon the average benchmark price to a Registered Provider for a home of that size and tenure (at the time of the application). The Council's Housing Services will provide this information.

7.1.4. All contributions will be based upon the formula below:

***Developer contribution:  $A = B \times C$***

**A:** the affordable dwelling payment

**B:** the average price for an affordable dwelling (by size and tenure)

**C:** policy requirement number of units

For example if 0.1 of a two bed property is required, which a Registered Provider is paying £300,000 for, then the financial contribution would be £30,000 = 300,000 x 0.1.

7.1.5. This approach is considered appropriate and in line with national legislation. The cost is a generally accepted value between Registered Providers and developers because it is directly linked to the cost of providing equivalent affordable homes in the borough without including the cost of land which would be a disproportionate level of contribution for schemes which are struggling with viability. The costs are proportionate and can also be easily updated to take

account of any changes in market conditions so the approach will remain relevant in the long term.

## 7.2. Payment of Contributions

7.2.1. Timing of delivery is important and the structure of the Section 106 Agreement will reflect this. The phasing of which payments are made will be agreed in a Section 106 Agreement, however all payments must be made by the date of completion of 80% of the market units on the site, or in the phase that is being completed. The date of completion will be defined by the building control certificate or registration for Council Tax, whichever is earliest.

7.2.2. This should be in accordance with a scheme of works to be submitted to the Council for approval. Where a development is being constructed in phases, this will apply to each phase unless it is agreed that the provision of affordable homes can be addressed in subsequent phases. In the case of large financial contributions, it may be possible to negotiate phased payments, particularly where it helps to improve scheme viability.

7.2.3. So that a financial contribution keeps its value and reflects changes in inflation costs arising between the date of planning permission and payment, financial contributions will be adjusted in line with an index of inflation, usually the Royal Institute of Chartered Surveyors (RICS) and Building Cost Information Service (BCIS) indices. This will be set out in a Section 106 Agreement.

7.2.4. The contribution will be ring-fenced and - because affordable housing is not capable of being funded by the Community Infrastructure Levy - if necessary, pooled:

- to provide or increase the proportion of affordable housing in the borough;
- alter the tenure of affordable homes to help deliver affordable housing; or
- make changes to the existing housing stock to meet an identified housing need; or
- adjust tenures to meet the need of the borough

7.2.5. In some cases, contributions may be sought to enable the provision of affordable housing - e.g. to provide infrastructure, remediation or re-provision of open space to allow the release of a suitable site for affordable housing where this will be the most cost-effective solution and additional affordable homes will be provided.

7.2.6. All contributions will be allocated within 10 years of receipt of the funding. This is considered to be a reasonable timescale for the delivery of affordable housing. However, where a more strategic or complex intervention is needed, or resources need to be pooled from several large-scale developments, then a longer time period may be sought (up to a maximum of 15 years). If the contribution is not spent at the end of the agreed contribution period, if requested by the payee, it will be returned.

7.2.7. Where a contribution is required, in all cases the Council will include a guarantor provision in the Section 106 Agreement. As a Section 106 Agreement is ensured that a development is acceptable in planning terms, a guarantee that payments will be made will provide that assurance. Without guarantees, the Council cannot guarantee that a Section 106 Agreement will be signed and delay the issue of the planning permission.

7.2.8. How the guarantee is provided will be dealt with on a case-by-case basis but could include parent company guarantees, a company director's guarantee or a bond. Please note that where a Section 106 Agreement includes other financial obligations on the developer, the guarantee must also include those obligations.

## 8. Procedure for Planning Applications and Section 106 Agreements

### 8.1. Pre-Application and Application Negotiations

8.1.1. Developers should discuss their proposals with the Council before submitting a planning application. Pre-application discussions enable developers to positively discuss appropriate provision and justify their approach. Pre-application discussions will highlight the likely impact of development, the amount and type of affordable housing required, and level of other developer contributions likely to be sought. This service is intended to help speed up the development process and avoid unacceptable proposals.

8.1.2. For pre-application discussions to be productive developers need to ensure that as much information as possible is supplied. This should include, where known, information on:

- Total amount of housing proposed;
- Total amount of housing proposed in terms of units and habitable rooms;
- Amount of affordable rented and affordable home ownership housing proposed;
- Number of bedrooms, floor areas and number of people able to occupy affordable rented and intermediate housing units;
- For each tenure, the numbers of dwellings of different sizes (i.e. number of bedrooms);
- Phasing of delivery and the mechanism for handover of affordable homes;
- Mechanisms for ensuring adequate management of the properties.

8.1.3. This information will form the basis of the draft Heads of Terms.

8.1.4. If pre-application discussions are not sought, affordable housing requirements will be identified when a planning application is submitted. To reflect current government thinking the Council will expect all relevant applications to submit draft Heads of Terms containing the information identified in paragraph 8.1.2 and proof of title. The applicants' solicitor's details should also be provided.

8.1.5. At outline planning application stage it may not be clear how many dwellings are proposed, and potentially this number could change at reserved matters stage. Where the housing mix has not been determined in an outline planning application, the Council will append a planning condition which stipulates that the details of the housing mix are submitted as part of the reserved matters application and should be in accordance with the Council's latest SHMA or based on discussions with the Council's Housing Team as set out in section 5.5 of this document.

8.1.6. When submitting an application or through the pre-application process, the applicant should ensure that as much information is submitted in terms of affordable housing to inform a Heads of Terms. Applicants should check the Council's validation checklist to ensure that the correct information is submitted.

## 8.2. Section 106 Agreements

8.2.1. Provision of affordable housing will be secured by Section 106 Agreement. This is a deed entered into by the Council and the landowner and/or applicant which outlines the details of a planning obligation, such as affordable housing. It is made under the provisions of Section 106 of the Town and Country Planning Act 1990.

8.2.2. Planning obligations will be used to secure the following elements related to the provision of affordable housing, *inter alia*:

- The number of units;
- Eligibility criteria;
- Nomination rights;
- The type of units;
- Tenure of units;
- Phasing of units;
- Location of units;
- Parking provision;
- Commuted sums in lieu of provision (where appropriate);
- Guarantor provisions;
- A late-stage viability review, if required.

8.2.3. Triggers will be used to enable delivery of affordable housing or a financial contribution. Appropriate clauses will be included to secure interest for late payment from the relevant trigger point in the agreement. In exceptional cases, the original Registered Provider may be unable to fulfil their agreement to deliver the housing. To prevent the housing being lost from the affordable stock a standard clause will be used to require the developer to secure a second provider.

## 8.3. Review Mechanism

8.3.1. To maximise affordable housing delivery in the longer term and acknowledging the potential for changes in values in the housing market, the Council supports the use of review mechanisms. Where the agreed affordable housing provision is below the 35% required through this SPD, the Council will require a review mechanism.

8.3.2. Review mechanisms provide a reappraisal mechanism to ensure that maximum public benefit is secured over the period of a development and can encourage the build out of schemes. These mechanisms recognise the need to maximise affordable housing provision and address the economic uncertainties which may arise over the lifetime of a development proposal. They allow increases in Section 106 contributions to reflect changes in the value of a development from the date of planning permission to specific stages of the development programme. Such approaches are intended to support effective and equitable implementation planning policy while also providing flexibility to address viability concerns such as those arising from market uncertainty.

8.3.3. Viability tested schemes should be subject to late reviews which will be applied once 75 per cent of homes are sold, or at a point agreed by the Council. The benefit of this approach is that the review can be based on values achieved and costs incurred. The review takes place prior to sale

of the whole development to ensure that the review and any additional contribution arising from this are enforceable. The outcome of this review will typically be a financial contribution towards off-site affordable housing provision.

## 9. Monitoring and review

9.1.1. The delivery of affordable housing through new development will be monitored annually in the Council's Infrastructure Funding Statement and also in the Council's Authority Monitoring Report (AMR). It will enable the Council to identify and monitor the number of developments that meet identified standards across the borough.

9.1.2. A review of this SPD will be considered if:

- The AMR identifies that this SPD is not effective in delivering the identified level of affordable housing;
- There are significant changes to the local evidence base which indicates that the level of affordable housing set out in this SPD is undeliverable;
- There is a significant change in national planning guidance; or
- This SPD is insufficiently effective in enabling affordable housing.



Castle Point Borough Council

**Developers Contributions Guidance  
Supplementary Planning Document (SPD)**

**Healthcare Facilities**

November 2022



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## 1. Introduction

1.1.1. This document specifically sets out the types of developer contributions or planning obligations required for health and social care. It will also highlight the process for how contributions will be sought and delivered.

1.1.2. This document should be read alongside the Developers Contributions Guide Cover Note ([LINK](#)), which sets out in greater detail the process the Council expects planning obligations to be sought and implemented.

### 1.2. Justification

1.2.1. The National Planning Policy Framework (NPPF) seeks to promote healthy and safe communities by enabling and supporting healthy lifestyles, especially where it can address local health and well-being needs.

1.2.2. An important element of enabling and supporting healthy communities is the provision and protection of healthcare facilities and ensuring that communities have good access to quality healthcare facilities.

1.2.3. The provision and commissioning of primary and secondary healthcare services is the responsibility of the Clinical Commissioning Groups (CCG) in liaison with NHS England and NHS Improvement. The Castle Point and Rochford CCG maintain a strategy for the delivery of high-quality healthcare services within the area. Hospital provision is outside of the Borough, with principal locations in Basildon, Chelmsford and Southend. These hospitals are part of the Mid & South Essex University Hospitals Group offering a breadth of acute and specialist services.

1.2.4. The Mid & South Essex Sustainability & Transformation Partnership (STP) has indicated that they will seek to deliver capacity improvements to meet existing and future needs within its area through improvements to existing facilities where possible. There may also be a requirement for additional infrastructure to accommodate new modes of care as set out within the NHS Long-Term Plan (2019).

1.2.5. New homes will increase pressure of existing provision, creating additional demand for healthcare services. As appropriate, new development proposals will therefore be asked for contributions towards the provision of healthcare facilities.

## 2. Possible Section 106 Obligations

2.1.1. For sites that are delivering 10 or more units contributions will be sought towards new healthcare infrastructure in the form of Section 106 agreements.

2.1.2. Healthcare provision may be required to be provided on-site or off-site. In both scenarios the NHS will identify the type of infrastructure required based on the level of growth through the use of the NHS Estates Locality Plan for Castle Point, which is regularly updated.

2.1.3. A contribution of £496 per dwelling will be required. This figure is correct from 2022 and is based on a BCIS costs study updated to 01/01/2022 and rebased for Essex. The cost

per dwelling will be regularly kept up to date by the NHS, therefore the cost provided by the NHS at the time of the application will be used when entering into a Section 106 agreement.

## 2.2. On-Site Healthcare Provision

2.2.1. Where the NHS has identified a need for a new healthcare facility on site, the developer will be expected to provide land and build the facility. There are two options in how the facility can be delivered:

- The developer can rent the facility back to the service provider on a 20-year lease; Or
- The developer can sell the facility to a third party provider who will lease the facility to the NHS.

2.2.2. In both instances the Section 106 contribution will be calculated based on the number of dwellings as set out in paragraph 2.1.3. This contribution figure will be discounted from the rent of the facility during the first 20 years. Rent after the first 20 years will return to market values.

## 2.3. Off-Site Healthcare Provision

2.3.1. Where development does not generate a need for new healthcare facility on-site, contributions will be sought in accordance with paragraph 2.1.3 for off-site provision. This could include improvements to existing healthcare facilities within the vicinity of the development.

## 2.4. Pooled Section 106 Agreements

2.4.1. Where a small number of large sites generate the need for a new primary healthcare facility or service, such as a new GP surgery and other new healthcare infrastructure and services, the cost of this provision will be secured through pooled Section 106 agreements and the location of the facility identified through the master planning and planning application process.

## 2.5. Community Infrastructure Levy (CIL)

2.5.1. Contributions to CIL will help deliver improvements to healthcare infrastructure as per the actions set out in the NHS Estates Plan for Castle Point where those actions address the impacts of any growth arising in the borough.

# 3. Timing/Trigger for payment or provision of works

3.1.1. The timing for the provision of such healthcare facilities or financial mitigation will be considered on a case by case basis, with the specific requirements being set out within any Section 106 Agreement. It is likely to be linked to phases of a development, with facilities being required either upon a certain level of units being completed, or when a certain threshold of occupation at a development is reached.



Castle Point Borough Council

**Developers Contributions Guidance  
Supplementary Planning Document (SPD)**

**Highways, Travel, Education, Libraries, Flooding  
and Drainage Infrastructure**

November 2022

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## 1. Introduction

### 1.1. Purpose of this Document

1.1.1. This document specifically sets out the types of developer contributions or planning obligations required for transport, education and libraries. It will also highlight the process for how contributions will be sought and delivered.

1.1.2. This document should be read alongside the Developers Contributions Guide Cover Note ([LINK](#)), which sets out in greater detail the process the Council expects planning obligations to be sought and implemented.

### 1.2. Essex County Council (ECC)

1.2.1. Castle Point Borough is a two-tier authority area, with Essex County Council (ECC) providing a range of services and infrastructure including (but not limited to) highways and transportation, education, minerals and waste planning, social services, libraries, and surface water management at a county-wide level.

1.2.2. As a service and infrastructure provider ECC also has its own thresholds and processes for planning obligations. As stated in the covering document, developers should read this document alongside the ECC Developer's Guide to Infrastructure Contributions found here

[www.essex.gov.uk/planning-advice-guidance/guidance-for-developers](http://www.essex.gov.uk/planning-advice-guidance/guidance-for-developers)

## 2. Planning Obligations

2.1.1. Planning obligations may be required for the following service areas:

- Early years and childcare
- Schools
- School transport and sustainable travel
- Employment and Skills Plans
- Highways and transportation
- Sustainable Travel Planning
- Passenger Transport
- Public Rights of Way
- Waste Management
- Libraries
- Flood and Water Management and Sustainable Drainage Systems (SuDS)

2.1.2. Planning obligations for infrastructure that is provided for by ECC will be sought in accordance with ECC's Developer's Guide to Infrastructure Contributions.

2.1.3. As the Lead Local Flood Authority ECC have created [The Sustainable Drainage Systems Design Guide for Essex](#). This resource has in depth guidance on design, evidence gathering, maintenance and what ECC expect from proposals. This should be read alongside this document.



Castle Point Borough Council

**Developers Contributions Guidance  
Supplementary Planning Document (SPD)**

**Playing Pitches and Indoor Built Facilities**  
November 2022

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## 1. Introduction

### 1.1. Purpose of this Document

1.1.1. This document specifically sets out the types of developer contributions or planning obligations required for playing pitches and indoor built sporting facilities. It will also highlight the process for how contributions will be sought and delivered.

1.1.2. This document should be read alongside the Developers Contributions Guide Covering Note ([LINK](#)), which sets out in greater detail the process the Council expects planning obligations to be sought and implemented.

### 1.2. Policy Context

1.2.1. The National Planning Policy Framework (NPPF) is clear that access to a network of high-quality open spaces and opportunities for sport and physical activity is important for the health and well-being of communities.

1.2.2. The NPPF highlights the need for up-to-date assessments to calculate the quantitative and qualitative deficits or surpluses. This has been completed and further detail of those assessments can be found under heading 1.3. These evidence base documents identify where there are opportunities for new or improved provision of sporting facilities.

1.2.3. The NPPF specifies that existing sports or recreational buildings or land, including playing fields should not be built on unless:

- An assessment has been undertaken which has clearly shown the open space, buildings or land to be surplus to requirements; or
- The loss resulting from the proposed development would be replaced by equivalent or better provision in terms of quantity and quality in a suitable location; or
- The development is for alternative sports and recreational provision, the benefits of which clearly outweigh the loss of the current or former use.

### 1.3. Playing Pitch Strategy and Indoor Built Facilities Needs Assessment

1.3.1. A [Playing Pitch Strategy \(PPS\)](#) and an [Indoor Built Facilities Needs Assessment](#) were completed in 2018. Both documents have a supporting action plan for the relevant sports active in the borough.

1.3.2. The PPS and action plan highlights the current supply and demand of outdoor sports and indicates actions for the sport facilities, such as providing more facilities, enhancing existing facilities or protecting existing facilities. An assessment was undertaken in 2022 with the support of the PPS Implementation Group to help ensure that the actions within the 2018 action plan remains up to date. A 2022 update was therefore prepared to the 2018 report and both reports were endorsed by the Council's Cabinet in 2022 ([Update if necessary after Cabinet decision](#)).

1.3.3. Similarly, the Indoor Built Facilities Needs Assessment focuses on supply and demand for indoor sports and provides an action plan to ensure facilities are provided, protected or enhanced. An assessment of changes to supply to squash and indoor bowls were identified by the Council in 2022, these were included as a 2022 update to the 2018 report and both reports were endorsed by the Council's Cabinet in 2022 (Update if necessary after Cabinet decision).

## 2. Section 106 Obligations

### 2.1. Calculating Contributions

2.1.1. For development sites that are delivering 10 or more residential units contributions will be sought towards new indoor and outdoor sports infrastructure in the form of Section 106 Agreements.

2.1.2. Sport England have a Playing Pitch Calculator and a Sport Facility Calculator. These tools will be used to clarify the contributions that will be sought from development. Based on the net number of dwellings that are being built these tools will calculate the increase in population and generate the costs associated with growth for the various sports.

2.1.3. Sport facility provision may be required to be provided on-site or off-site. In both scenarios the Council will identify the type of infrastructure required based on the level of growth through the use of the Playing Pitch Calculator and Sport Facility Calculator. This calculator takes the population growth figures which is estimated at 2.4 or 2.5 persons per household (dependant on the housing mix on the development site) multiplied by the number of new homes that will be built. For example, for a flatted scheme of 10 one or two bedroom flats the following would be applied:

*2.4 persons x 10 new units = population growth of 24 people*

2.1.4. For a residential scheme providing larger family homes a 2.5 person house assumption may be used within the above formula.

### 2.2. On-Site Provision

2.2.1. Where development is large enough to justify on site provision of sporting facilities this will be sought through a Section 106 Agreement. This requirement should be discussed with the Council and may vary from the outputs of the Playing Pitch Calculator and Sport Facility Calculator.

2.2.2. The size and type of facilities should be agreed with the Council in consultation with Sport England and the national governing body for the particular sport the facility is providing for.

### 2.3. Off-Site Provision

2.3.1. Where development does not generate a need for new sporting provision on-site, contributions will be sought in accordance with section 2.1 for off-site provision. This could include improvements to existing sporting facilities.

## 2.4. Pooled Section 106 Agreements

2.4.1. Where a small number of large sites generate the need for a new sporting facility, such as a new 3G Artificial Grass Pitch, the cost of this provision will be secured through pooled Section 106 Agreements and the location of the facility identified through the master planning and planning application process.

## 2.5. Planning Applications for New or Improved Facilities

2.5.1. Where an applicant submits a planning application for a new sporting facility or improvements to existing facilities, the Council will where appropriate require a community use agreement, as set out in section 2.6.

2.5.2. The applicant should engage with Sport England and the relevant national governing body of the particular sport that the facility is providing for.

2.5.3. New and/or enhanced sporting facilities will be expected to accord with Sport England and the relevant sport national governing body design guidance to ensure that they are fit for purpose.

## 2.6. Community Use Agreements

2.6.1. As identified in the Council's Playing Pitch Strategy and Indoor Built Facilities Needs assessments the use of community use agreements can be beneficial to increase the participation levels of sporting facilities by allowing the community to use the facilities. This widens the overall benefit of a new or improved facility.

2.6.2. Where appropriate the Council will require community use agreements on development of new or improved sporting facilities. This will be obtained through a Section 106 Agreement or planning condition.

## 2.7. Compensation

2.7.1. Where development results in a loss of a playing pitch or indoor sport facility, compensatory measures will be sought in either the form of financial contributions or reprovision of the facility loss in accordance with the NPPF. The loss should be replaced by equivalent or better provision in terms of quantity and quality.

2.7.2. Compensatory measures will be sought in addition to financial contributions sought in accordance with the level of growth anticipated because of the development, as set out in section 2.1.

2.7.3. Compensatory measures will need to be agreed with Sport England. In order to achieve the best outcome, this should be discussed with Sport England and the Council at the pre-application stage.

### 3. Community Infrastructure Levy (CIL)

3.1.1. Some sports such as netball, athletics or various indoor sports currently have no algorithm to accurately identify the cost required for development based on the population growth predicted through that development.

3.1.2. Where appropriate, and where there are no specific costed schemes for improvements to playing pitches or indoor sports facilities, CIL contributions will be used where growth is likely to lead to increased need for sporting facilities. The PPS and indoor built facility needs action plans will provide the basis of how CIL contributions will be used, this will be in consultation with Sport England and the sporting national governing body where relevant.

### 4. Timing/Trigger for Payment or Provision of Works

4.1.1. The timing for the provision or payment of sporting facilities will be considered on a case-by-case basis, with the specific requirements being set out within any Section 106 Agreement. It is likely to be linked to phases of a development, with facilities being required either upon a certain level of units being completed, or when a certain threshold of occupation at a development is reached.

4.1.2. Where compensatory measures are required this will usually need to be implemented and operational before any development starts on the existing facility site. This will be set out in the Section 106 Agreement.



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# ESSEX LOCAL VIABILITY PROTOCOL

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Providing greater clarity and guidance  
on the application of planning policy

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**EPOA**  
Essex Planning  
Officers Association

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# 1.0 Introduction

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- 1.1** In accordance with National Planning Policy Framework (NPPF), Essex local authorities have produced Local Plans to identify what will be built and where during the lifetime of the plan and beyond. Local Plans contain planning policy requirements and therefore will be used as part of the application process to ensure that developments are deliverable. This will identify the extent to which new proposals meet policy requirements, such as the provision of infrastructure including compliance with environmental policies, encouraging economic growth and delivering needed affordable housing.
- 1.2** This protocol sets out overarching principles for how Essex Local Planning Authorities will approach development viability, where this is a consideration as part of the planning process, in line with the National Planning Policy Framework (NPPF) and the national Planning Practice Guidance (PPG). The protocol should be read alongside local Development Plans and associated guidance.
- 1.3** The protocol does not alter existing policies, but provides additional advice on the information requirements and approaches that local authorities intend to apply when assessing viability.
- 1.4** The protocol will provide applicants with greater clarity and guidance on the application of planning policy; inform applicants of the Council's approach to assessing and validating Viability Assessments and help minimise delays in determining planning applications.



## 2.0 Delivery of Sustainable Development

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**2.1** The National Planning Policy Framework (NPPF) establishes that the key purpose of planning is the delivery of sustainable development through a ‘plan-led’ system as set out in statute<sup>1</sup>. Planning should:

- help to deliver strong, responsive and competitive economies, by co-ordinating development requirements, including the provision of infrastructure private and affordable housing of all tenure types;
- create sustainable, mixed and healthy communities;
- meet full, objectively assessed needs for market and affordable housing;
- promote sustainable transport;
- require good design;
- conserve and enhance the natural and historic environment; and
- meet the challenge of climate change.

**2.2** The Planning Practice Guidance requires that the costs of planning requirements should allow for competitive returns to a willing landowner and willing developer to enable development to be deliverable. The process and methodology for testing this must be accounted for within the context of the NPPF as a whole and the overarching objective of achieving sustainable development.

**2.3** The Statutory Development Plan for each authority consists of the individual District, Borough and City Local Plans/ Southend-on-Sea Local Plan, together with the Essex Minerals Local Plan and the Essex and Southend-on-Sea Waste Local Plan.

**2.4** Changes to the planning system are set out in the Housing and Planning Act (2016) and revisions to the NPPF. The guidance set out in this protocol is applicable when assessing the viability of proposals under the new arrangements introduced by the Act and the NPPF. The Essex Local Planning Authorities will consider further regulatory changes as they come into effect and may deviate from national policy where justified by local evidence/ material considerations.



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<sup>1</sup> NPPF paragraph 15



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## 3.0 Viability Assessment Process

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- 3.1** Local Plans reflect the NPPF's requirements to ensure that proposed schemes are acceptable. Practical arrangements are in place for the timely provision of infrastructure, to encourage economic growth and facilitate public transport requirements<sup>2</sup>.
- 3.2** Applicants will also be required to comply with the expected affordable housing requirements of the Local Planning Authority. Applicants must be able to demonstrate that they have consulted with the Local Housing Authority and Registered Providers to agree that the application proposals meet the most effective delivery model which includes the appropriate number of affordable homes having regard to size, type, location, design, tenure and rent levels.
- 3.3** Applicants are encouraged to work innovatively and in partnership with Essex County Council, Local Housing Authorities, Registered Providers, commissioners and providers of care to deliver sustainable inclusive communities in which people want and are able to live and work. Our intention is to create healthy, strong, vibrant, inclusive communities which are well educated and where everybody has an opportunity to achieve high aspirations and success. We want to encourage communities which are inclusive and resilient for everybody. Therefore, proposals which include delivery of both general needs affordable housing and affordable housing to accommodate the frail and elderly, people with learning difficulties, people with physical or mental disabilities could offer added value and should be explored.
- 3.4** Applicants should understand the advantage of promoting schemes that meet Development Plan policies, including the provision of required infrastructure to make a scheme acceptable and fully meeting the Local Planning Authority affordable housing targets. Policy compliant applications will not normally be expected to submit a detailed Viability Assessment. This approach will significantly expedite the application process and save applicant's costs of procuring Viability Assessments.
- 3.5** Applicants are encouraged to discuss scheme proposals with the Local Planning Authority and Essex County Council at the earliest opportunity to discuss the outline scheme proposals. Proposals that do not fully comply with infrastructure requirements and the Council's affordable housing policies and requirements will not be accepted without a fully justified Viability Assessment.
- 3.6** Local Planning Authorities (LPAs) will always require a detailed Viability Assessment when determining applications that do not meet the full range of planning obligations. Any initial or subsequent costs of Viability Assessment including examination incurred by the LPA must be met by the applicant.

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<sup>2</sup> For the two tier authorities, applicable infrastructure provision is agreed by Essex County Council

**3.7** Planning Practice Guidance (PPG) requires that viability assessments should be evidence based. Development viability issues can be of a complicated nature and therefore can cause delay to the determination of applications when not addressed at an early stage or when insufficient information is provided at the point of application. To enable Local Planning Authorities to properly evaluate assessments:

- Section 106 Heads of Terms and development viability (where this is likely to be a consideration) should be discussed at 'pre-application' stage;
- Proposals submitted should be designed in a form that accords with Development Plan policies and associated guidance, infrastructure requirements and associated guidance;
- Viability assessments should reflect PPG on viability as well any individual Local Planning Authority guidance relating to methodology and inputs. This would usually be found in the LPA's validation checklist, in plans or supplementary planning guidance.
- Assessments should include all relevant information required by the Local Planning Authority, and Essex County Council if development is within Essex rather than Southend-on-Sea. Viability evidence must be robustly justified and Assessment assumptions benchmarked against publicly available data sources, including BCIS and recent local schemes. The inputs and findings of any viability assessment should be set out in a way that aids clear interpretation and interrogation;
- Applicants should demonstrate that the scheme is deliverable with the proposed level of planning obligations, from the initial proposal and throughout the project. This evidence can then be used to support benchmarking at later stages of a proposal
- Applicants and/or assessors should confirm that the assessment provides a fair and true reflection of viability and that this complies with professional and ethical standards. This may be reported upon within any delegated or committee report that is produced.
- A working electronic version of the viability assessment model should be provided to the relevant authority. To avoid accessibility issues, a simple spreadsheet should be supplied.

**3.8** Local Planning Authorities will consider whether the approach adopted within the submitted viability assessment and the inputs applied are appropriate and adequately justified by evidence. In doing so, the Essex Local Planning Authorities will typically take advice from external consultants. The reasonable costs of this process will be paid for by applicants.

**3.9** An assessment should be updated, where necessary, to ensure that the assessment reflects current market conditions at the point of determination in-line with the PPG<sup>3</sup>. Although onsite provision is preferred, with the agreement of the Local Planning Authority overage clauses may be accepted; the most appropriate route will be determined by the LPA.

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<sup>3</sup> PPG Viability Paragraph 9.

### 3.0 Viability Assessment Process

**3.10** In two-tier authorities, where mitigation requested by the County Council is not considered viable or necessary, a Local Planning Authority will consult with ECC to provide an opportunity for further dialogue for the consideration of alternative solutions to mitigate the scheme appropriately. In instances where the County Council is the decision maker, this opportunity for dialogue will also be made available to the district/ borough/city council.

**3.11** Following consideration of an applicant's viability assessment, the LPA will determine whether to negotiate changes to the scheme to improve viability, determine the application on the basis that the scheme is not policy compliant; or accept that there are mitigation and justifiable circumstances which mean that the scheme cannot be viable and policy compliant.

#### Transparency

**3.12** All information relevant to the plan-making and planning application process is publicly available. PPG states that transparency of viability evidence is necessary and that assessments must be publically available<sup>4</sup>. The Environmental Information Regulations (2004) recognise the benefits of public participation and include a presumption in favour of disclosure, to ensure transparency and public participation.

**3.13** In submitting information, applicants do so in the knowledge that it will be shared amongst the Essex Planning Authorities. The Essex Planning Authorities will therefore adopt a presumption in favour of disclosure, whilst having regard to the circumstances, namely commercial confidentiality, which may apply.

**3.14** Regardless of the approach taken by an authority in respect of making an assessment publicly available, Local Planning Authorities may make information available to planning committee members or any other member who has a legitimate interest in seeing it.

**3.15** Authorities may also be required to make information available to a third party, where another body has a role in determining an application or providing public subsidy and when fulfilling their duties under the Environmental Information Regulations and Freedom of Information legislation.

**3.16** It is generally recognised that there is the potential for significant variations in the outcome of Viability/Financial Assessments depending on the assumptions used. It is therefore essential that Assessments are based on robust information and evidence.

**3.17** Local Planning Authorities expect high levels of professional integrity from applicants when they submit Assessments. It is important that the information provided to the Council is consistent with the development assessment that applicants have themselves relied on to inform their own commercial decision-making in relation to the development.

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<sup>4</sup> PPG Viability Paragraph 10

**3.18** The information provided should include details of actual arrangements in place between landowners and developers, and be the same information provided to any funders to secure development finance. Clearly it would be inappropriate and unacceptable for an applicant to submit an assessment that does not accurately reflect the assessment that they themselves have relied on when determining whether or not to proceed with a development.

**3.19** In order to ensure the quality and reliability of information submitted, and to minimise the potential for inaccurate or misleading information being provided, the Council will require a statutory declaration to be signed by a director of the applicant's company confirming that:

- The information provided in the viability assessment is accurate and consistent with the information the applicant is using to inform their own commercial decisions and has or will be submitted to their funder(s) for development finance; and
- The applicant has not instructed any agents to formulate the viability assessment under an arrangement where their fee is increased if they are successful in reducing planning obligations. Members of the Royal Town Planning Institute (RTPI) and the Royal Institution of Chartered Surveyors (RICS) are bound by professional Codes of Conduct and the Council will expect professionals undertaking Assessments to accord with these professional standards at all times. Where the Council considers that this is not the case, the Council's may refer these matters to the relevant body for investigation and consideration.



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## 4.0 Considerations in a Viability Assessment

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### Development Values

**4.1** Assumptions relating to development values should be justified with references to up-to-date transactions and market evidence from comparable new build properties. These comparable examples should be within a reasonable distance to the site and, where relevant, should reflect arrangements with future occupiers. In particular information relevant to comparable properties should be:

- Directly comparable to the site in question or should be adjusted to ensure it is comparable;
- Be fully analysed to demonstrate how this has been interpreted and applied to the application scheme;
- For any units with characteristics which justify higher values (e.g. upper floors, south facing units, sea view/river frontages etc.) further details should be provided, with reference to units of similar characteristics in nearby schemes where possible.
- Applicants should engage with Registered Providers (RPs) and the local housing authority at an early stage. Local housing authorities may have a preferred list of Registered Providers with which to work. Affordable housing values should reflect discussions with and offers made by RPs.



- Affordable housing provision should be maximised making the most effective use of new and existing affordable housing resources. An innovative approach which facilitates the best use of existing social housing stock could benefit the applicant, the RPs and the local housing authority for example providing specifically designed homes to encourage move on for existing tenants who under occupy their existing homes whilst remaining in accordance with local policy in terms of tenure and mix. Values should be evidenced through calculations of rental and capital receipts (including staircasing receipts for shared ownership units) and available external/internal subsidies.
- Registered providers must agree nominations agreement heads of terms with the local housing authority which details how new build and re-let homes will be rented (rent levels and length of tenancy) and how homes will be allocated on completion and in the future.
- Proposed equity sharing/shared ownership arrangements should be transparent and agreed by the local housing authority including entry “buy in” levels, rent levels and equity charges which should be reasonable and able to be evidenced through calculations of rental and initial capital receipts.
- The Registered Provider should reach agreement with the LPA regarding reinvestment of future capital receipts from shared ownership or other equity transfers including for example Right to Acquire/Buy/Purchase in any way this may take place now or in the future.



### Development Costs

**4.2** Build costs should be detailed and supported by evidence from cost consultants.

- Cost details should generally be provided based on Gross Internal Area (GIA), clearly apportioning costs to different elements of the development i.e commercial, market residential, affordable housing etc;
- Costs should be provided in a detailed elemental form that enables them to be benchmarked against publicly available sources (such as BCIS). The Essex Local Planning Authorities' may seek advice from a Viability Assessor to be paid for by the applicant;
- Local Planning Authorities will expect a clear correlation between a development's specification, assumed build costs and development values, and for there to be consistency with comparable sites;
- Any site-specific abnormal costs should be disaggregated and supported by robust evidence (including contractor costs, which may only be estimates at a preliminary stage, and should be updated once actuals are available). The presence of abnormal costs would normally be expected to influence land value;
- A clear explanation of marketing and professional fees should be provided, which are justifiable, reasonable and fixed for the duration of the development;
- Marketing fees relating to affordable housing must not be considered in the Viability Assessment as these will be considered within the Registered Provider offer;
- A standardised approach will generally be adopted to finance costs that should be justified according to the specific proposal, reflecting varying interest costs (if applicable) throughout the development period.



## 4.0 Considerations in a Viability Assessment

- 4.3** In line with PPG, assessments should normally be based on current day costs. In particular, these should not include build cost inflation where current day values are assumed.

### Planning Contributions (Infrastructure)

- 4.4** The likely Section 106 planning obligations and Section 278 Highway Agreement should be included as a development cost and be determined in accordance with the relevant Local Planning Authorities' policies and guidance. The Community Infrastructure Levy (CIL) (or similar) charges should also be included as a development cost and be calculated in accordance with the Local Planning Authorities' Charging Schedules and the CIL Regulations. Any locally adopted CIL instalment policies, and phased payments under the CIL Regulations, which aid developer cash flow, should also be reflected in the assumed timing of payments.

### Developer Profit

- 4.5** Authorities will calculate Gross Developer Profit (GDP) as a percentage of Gross Development Cost (GDC)

#### Example in Cash terms

Gross Development Value GDV – GDC =  
Gross Developer Profit (GDP)

#### Example in Percentage terms

GDP divided by GDC x 100 = % profit

- 4.6** The Viability Assessment will be expected to demonstrate separate profit margins by tenure including market sales housing, commercial property, affordable rented housing and shared ownership housing as well as a cumulative profit margin.

- 4.7** Profit requirements for affordable housing should reflect lower levels of risk when compared to private residential units. Similarly lower levels of return would normally be expected for commercial and private rented accommodation.

### Land Value

- 4.8** Within planning viability assessments there are two ways to assess land value included in the Viability Assessment:

- 4.9** Within planning Viability Appraisals there are two assessments of land value that are undertaken to determine whether a proposal is viable: the assessment of residual land value and benchmark land value. The residual land value is determined through deducting development costs from development value (see guidance on costs and values above) to ascertain the remaining value that is available to pay for land<sup>5</sup>. This is then compared with the benchmark land value, which is the value below which the current/existing use will be retained onsite and the land will not be released for development.

- 4.10** The process for establishing an appropriate benchmark land value for a viability assessment is key, because this indicates the threshold for determining whether a scheme is viable or not. A development is typically deemed to be viable if the residual land value is equal to or higher than the benchmark land value, as this is the level at which it is considered that the landowner has received a 'competitive return' and will release the land for development.

The assessment of Existing Land Value plus a premium

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<sup>5</sup> This is the residual method of land valuation

**4.11** The ‘Existing Use Value plus (EUV+)’ approach to determining the benchmark land value is based on the current use value of a site, plus a premium to bring the site forward. The principle of this approach is that a landowner should receive at least the value of the land in its ‘pre-permission’ use, which would normally be lost when bringing forward land for development. A reasonable premium is added to provide the landowner with an additional incentive to release the site, having regard to site circumstances.

**4.12** The benefit of this approach is that it clearly identifies the uplift in value arising from the grant of planning permission because it enables comparison with the value of the site without planning permission.

**4.13** Comparing the existing use value of a site with the residual land value generated by the proposed development (which must be equal to or higher than the benchmark land value) is an appropriate way to determine whether or not a ‘competitive return’ is achieved for the landowner .

**4.14** This Protocol advocates that the ‘existing use value plus a premium’ approach is most conducive to achieving the goals of the planning system and should be used to determine the benchmark land value in most circumstances<sup>6</sup>.

**4.15** When determining an appropriate benchmark land value:

- An existing use value should be fully justified with references to comparable evidence, which excludes any hope value associated with development on the site or alternative uses. This evidence should relate to sites and buildings of a similar condition and quality, or otherwise be appropriately adjusted. Where an existing use and its value to a landowner is due to be retained in a development (and not lost as is usually the case), a lower benchmark would be expected.
- Premiums above Existing Use Value should be fully justified, reflecting the circumstances of the site and landowner. The actual percentage will be determined on a site-by-site basis, depending on the use of the site. For a site that does not meet the requirements of the landowner or creates ongoing liabilities/costs, a lower premium would be expected compared with a site occupied by profit-making businesses that require relocation.
- As supported in PPG, in all cases land or site value should reflect Development Plan Policies, planning obligations and CIL. When determining a level of premium that would be sufficient to incentivise release of a site for development and ensure that a landowner receives a ‘competitive return’, this should take into account the overarching aim of delivering sustainable, policy compliant development and that an uplift in land value is dependent on the grant of planning consent.

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<sup>6</sup> This approach is also applied within the Homes and Communities Agency Guidance ‘Responding to the Downturn’, and Local Housing Delivery Group ‘Viability Testing Local Plans: Advice for Planning Practitioners’



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## 5.0 Viability Review Mechanisms

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**5.1** Development values adopted within viability assessments are typically determined based on current day values at the point of the planning permission. However, there is usually a time lag between the planning stage and delivery of the development with applicants normally having up to three years to implement a development and the construction period further delaying the point at which values are realised. During this time, significant changes can occur to the viability of a development.

**5.2** Where a Section 106 agreement is not fully policy compliant, as the developer has justified and the LPA is satisfied that at the point of determination a policy compliant scheme was not possible. However, the position may change during the development process with either reductions in costs (as costs become fixed, contingencies are reduced) or increases in income. Any such improvement in viability should benefit the wider community, as well as the developer.

**5.3** A review mechanism is intended to ensure that the maximum public benefit is secured over the period of the development:

- Where affordable housing targets and other policy requirements are not met at application stage due to viability considerations, authorities will require applicants to enter into review mechanisms within Section 106 agreements. These will enable a re-assessment of viability to determine whether additional affordable housing and other planning obligations can be provided at a later date. Local Planning Authorities may seek reviews on phased and non-phased schemes.



- Reviews may take place prior to or at an early stage of development enabling additional onsite affordable housing to be provided, or at a later stage based on actual values / costs. On phased schemes, viability reviews will be required at different stages of the development process. An agreement on the timing and scope of the review must be explicit in the heads of terms at decision stage, and in the final S106 agreement.



- All reviews should be undertaken on an open basis with full working viability assessments which includes:
  - Actual costs incurred to date
  - Adjustments to contingencies, anomalies and other forecasts appropriate to take account of those incurred in the completed works and the scope of the remaining development (*i.e.* actual costs for anomalies which are exclusive to an early phase, should not be forecast for a latter phase)
  - Actual receipts to date
- Where a 'surplus' profit is generated over and above the 'target' or 'base' profit level (which is necessary to ensure a viable development), this will be prioritised for a greater level of policy compliance (to an agreed cap). In some instances, a Local Planning Authority may deem it appropriate for a developer to receive a share of surplus profit to remain incentivised to maximise value. The percentage share of any surplus profit will be agreed as part of the review mechanism.
- The purpose of review mechanisms is to ascertain whether additional policy compliance can viably be achieved at the point of delivery. Review mechanisms should not result in a reduction in policy compliance, which is likely to affect the acceptability of a development proposal. Therefore, each review can be upwards only, unless there are other mitigating circumstances agreed with by the relevant Local Planning Authority.

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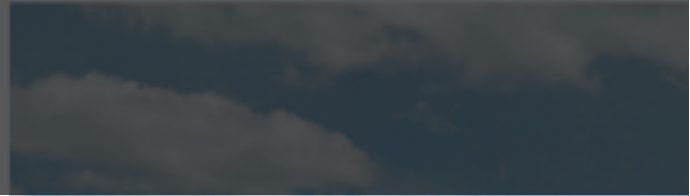
## 6.0 Monitoring and Reporting on Contributions

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- 6.1** Developers must be accountable to communities and that communities must be given the opportunity to easily see where contributions towards infrastructure and affordable housing have been secured and spent.
- 6.2** Local Planning Authorities will monitor and report on the contributions agreed with developers and details will be published as part of the planning register. In particular Authorities will set out details of the development and site, and what is to be provided by each planning obligation, including any trigger points or deadlines for contributions.
- 6.3** Reporting will be used to inform future strategic planning decisions to ensure that policy requirements for developer contributions remain realistic







Endorsed by EPOA  
(excluding Thurrock)  
June 2018



## NOTES OF THE PLACE & POLICY AND SCRUTINY COMMITTEE

12 OCTOBER 2022

**PRESENT:** Councillors Acott (Chair), Bowker, Hart, Skipp, Taylor

**OFFICERS:** Ian Butt – Head of Place & Policy  
Amanda Parrott, Planning Policy Team Leader  
Maria Hennessy, Planning Policy Officer  
Loretta Hill – Governance Officer (Notes)

**ALSO PRESENT:**

Councillor B. Palmer, Cabinet Member for Regeneration & Economic Growth

**1. APOLOGIES:**

Apologies for absence were received from Councillors C. Mumford, Mrs Payne and Dixon

**2. MEMBERS' INTERESTS**

There were no disclosures of interest.

**3. DEVELOPMENT CONTRIBUTIONS GUIDANCE**

The Place and Policy and Scrutiny Committee were provided with the report, draft Developers Contributions Guidance (DCG) and Supplementary Planning Document library for recommendation to Cabinet for approval for consultation.

The Planning Policy Officer explained the process of what, why and how developer contributions would be sought for various infrastructure types in accordance with national policy and regulations.

### Background

Developer contributions are ways developers contribute towards infrastructure to support growth and mitigate the impact of development on existing infrastructure. This could be secured on-site or in kind through Section 106 Agreements. Financial contributions may be secured through Section 106 Agreements or CIL.

The Council adopted the Developers Contributions Guidance (DCG) Supplementary Planning Document (SPD) in 2008. Various national planning reforms have since been implemented such as the introduction of the Community Infrastructure Levy (CIL) Regulations 2010 and the National Planning Policy Framework (NPPF) in 2012.

Additionally, on 26<sup>th</sup> January 2022 the Council approved to submit the draft CIL Charging Schedule after public consultation on the document to the Planning Inspectorate for examination. The Council submitted the CIL Draft Charging

Schedule on 1<sup>st</sup> March 2022 and after further public consultation on the request of the Examiner, the Examination hearing is due to take place in October 2022. A key part of the evidence is an assessment of infrastructure requirements to meet the need of foreseen growth in the Borough. Post submission of CIL for examination, the new Castle Point Local Plan has been withdrawn. That included an Infrastructure Delivery Plan as a key evidence piece which was used to support CIL. As the Plan has been withdrawn the CIL Examiner asked the Council to review the CIL Evidence to exclude green belt sites in the now withdrawn local plan from the IDP. This new evidence was subject to consultation this summer. The Viability evidence and IDP has been used to help inform the updated Developers Contributions Guide.

For the reasons set out above there is a case to implement an updated DCG SPD that accords with up-to-date national policy and regulations as well as ensuring the Council's position on developer contributions is clear for all stakeholders and ensure that the Council is able to secure the right infrastructure in a timely manner.

### **Presentation:**

Members were talked through the Developer Contributions Guidance suite of documents. Thorough scrutiny was given to the documentation provided and Members were given opportunities to ask questions.

Points of discussion were:

- Library of documents created to allow for ease of updating, each SPD to be adopted separately. Currently the cover document and four infrastructure type specific SPDs. Two further SPDs proposed on Green Infrastructure and the Historic Environment. Flexibility of approach was discussed.
- Monitoring and enforcement fees, members wanted more evidence on calculations, as there was some concern regarding the support for collecting fees.
- Monitoring of CIL and S106 Agreements. Members were advised that monitoring reports will be provided to Scrutiny on a regulation basis for member involvement. The Annual Monitoring report contains the infrastructure funding statement and is due to go to Cabinet in December.
- Solby Wood, queries were raised around compliance at this site. It was recognised that the compliance issues at this site had been reflected in the drafting the SPDs.
- Affordable Housing, clarity sought on the definition of Affordable Housing.
- Affordable Housing Mix and Tenure. There was support for securing 100% nomination rights on rented products.
- The viability challenges associated with brownfield sites, and the associated difficulties in securing affordable housing.
- First home requirements, and the need for first homes to be made available to local people through implementing a local eligibility criteria. The definition of 'local' was discussed.
- The challenges in securing affordable housing, do developers like to deliver this type of housing? Should we seek affordable housing on site? Should we seek financial contributions in lieu of on-site provision?
- The challenge of securing affordable housing in single blocks of flats due to leaseholds. Do we seek to secure more First Homes, or do we take financial contributions in lieu of affordable rent requirements?
- Healthcare/NHS, important that they are consulted with. Concern about building facilities but not having the staff to occupy them.

- Flooding, mitigation measures. There will be a Flood Forum set up for this.
- Buses and bus routes, a need for enhancements.
- Infrastructure Delivery Plan - a living document that will be updated alongside the new Local Plan.
- Role of ASELA in infrastructure planning.
- Urban connectivity and the A127 Corridor.
- Important that key partners are consulted with i.e., Environment Agency/Water Board/NHS etc.
- School provision. This is the responsibility of ECC.
- Football pitches and facilities at schools. Need to ensure that these are made available outside school operating hours through community use agreements.
- Indoor sports facilities should be designed to be multifunctional, to meet community demands and to optimise the use of the building.
- Effects of the withdrawal of the Local Plan on CIL. It was clarified CIL is independent of the Local Plan.
- Concerns regarding developments not delivering S106 requirements. Officers acknowledged members concerns raised on this matter and it was confirmed that no planning permission would be given without a signed S106 agreement, where a S106 is required to make the development acceptable in planning terms.

## **Consultation**

Before the Developer Contribution SPDs can be adopted they need to be subject to public consultation. The PSC was advised of the arrangements in case they had any comments.

- Minimum 4 weeks (as over Christmas extended to 7 weeks)
- Promotion online, social media, press release
- Technical document used by the Council, infrastructure providers, developers and planning agents
- Proposed to directly consult those impacted, however anyone can respond

The Statement of Community involvement (SCI) requires a minimum 4 week's consultation on SPDs. If consultation is approved at Cabinet in November, a 7-week consultation period will be observed to accommodate Christmas, and consultation will close in January. It was initially anticipated it would go to the October Cabinet meeting and consultation would finish before Christmas, but this was delayed due to the period of mourning following the Queen's death and the delay in being able to bring the report to the PSC.

No comments on the consultation arrangements were made.

## **Recommendations:**

The Place and Communities Policy and Scrutiny Committee review the contents of the report, and following discussion and debate make recommendations to the cabinet on:

- The approval of the Draft Developers Contributions Guidance (DCG) Supplementary Planning Document (SPD) library as set out in appendix 1-5 for public consultation
- The endorsement of Essex Planning Officers Association (EPOA) Viability Protocol

## **Next steps**

Following discussion and debate Members agreed the following changes to be made to the documents prior to their consideration by Cabinet:

- Include and justify monitoring fees in the cover document
- Add more flexibility on the tenure type of affordable homes in relation to flattened schemes
- Include a length of residency in relation to the local eligibility criteria for First Homes
- Clarify the relationship between vacant building credit and CIL credit

Members gave thanks to the Officers for the information provided and thorough scrutiny had been given.



## Notes on Place and Policy Scrutiny Committee 12<sup>th</sup> October 2022

Members were presented with the Developer Contributions Guidance (DCG) Supplementary Planning Document (SPD) library which included:

- Appendix 1 – Cover Note DCG SPD
- Appendix 2 – Affordable Housing DCG SPD
- Appendix 3 – Healthcare Facilities DCG SPD
- Appendix 4 – Highways, Travel, Education, Libraries, Flooding and Drainage Infrastructure DCG SPD
- Appendix 5 – Playing Pitches and Indoor Built Facilities DCG SPD

The recommendations presented to the Committee were:

The Place and Communities Policy and Scrutiny review the contents of this report, and following discussion and debate make recommendations to the Cabinet on:

- The approval of the Draft Developers Contributions Guidance (DCG) Supplementary Planning Document (SPD) library as set out in Appendix 1-5 for public consultation
- The endorsement of the Essex Planning Officers Association (EPOA) Viability Protocol (Appendix 6)

Members approved the recommendations with the following amendments to the documents set out in table 1 below. Text amendments are highlighted with the following:

- New text is displayed with underline
- Deleted text is displayed with a ~~striketrough~~

Table 1: Recommendations and proposed amendments to the DCG SPD library following Place and Policy Scrutiny Committee

Document	Recommendation	Reason	Proposed amendment
Appendix 1 – Cover Note DCG SPD	Include and justify monitoring fee rates in Section five	This document sets out how developer contributions will be monitored but is currently silent on the specific monitoring fees. Officers have been made aware from other local authorities that the monitoring fee rates have been questioned at appeal and rates should be fully justified to ensure the Council obtains monitoring fees which are fairly costed and cover the cost of monitoring developer contributions.	<p>New sections and text amended in section 5</p> <p><u>5.1 Planning Obligations</u></p> <p><u>5.1.1 The Council’s legal service reserves the right to a fee for the preparation of planning obligations, this is set out in the Council’s schedule of fees and charges.</u></p> <p><u>5.2 Monitoring Fees</u></p> <p><u>5.2.1 Monitoring of planning obligations will be undertaken by the Council to ensure that all obligations entered into are complied with by both the developer and the Council.</u></p> <p><u>5.1.12.2 The Council will seek a charge towards the monitoring and administration of the relevant obligations in a Section 106 Agreement, this will to cover the following:</u></p> <ul style="list-style-type: none"> <li><del>• The maintenance and development of the planning obligations, including the preparation, completion, monitoring and review;</del></li> <li><u>• Implementing the administration of the planning obligations in the monitoring system;</u></li> <li><u>• The monitoring of trigger points and development progress;</u></li> <li><del>• Recovery obligation contributions not made, including any necessary formal or legal action;</del></li> <li><u>• Liaison between the Council and infrastructure providers in respect of financial contributions requested and held for such providers;</u></li> <li><u>• Dealing with the discharge of planning obligations;</u></li> <li><u>• Reporting on the operation and outcome of developer contributions.</u></li> </ul> <p><u>5.1.22.3 The charge will usually be charged at a rate per obligation and will be payable on commencement of the development. All monitoring fees will be subject to indexation.</u></p> <p><u>5.2.4 A fee of £576.45 will usually be charged per obligation. This fee has been calculated at an officer cost of £27.45 and hour. This has been calculated based on the estimated time that the Monitoring Officer and other staff will spend on monitoring, identifying and notification of triggers and follow with the developer and discharging the obligation.</u></p> <p><u>5.2.5 Larger sites that are delivered over multiple phases are more complex by nature and as they usually cover a longer time period they will take more time to monitor. The Council therefore may require a higher amount of monitoring fees than that set out in paragraph 5.2.4. This will be dealt with on a case-by-case basis.</u></p> <p><u>5.2.6 Additionally, where there is a requirement for an annual assessment of planning obligations such as biodiversity monitoring, there may be an additional annual monitoring fee set out in the relevant planning obligation.</u></p> <p><u>5.3 Affordable Housing Monitoring Fees</u></p> <p><u>5.3.1 A monitoring fee will also be charged per affordable housing unit, this will be at a rate of £100 per affordable housing unit.</u></p> <p><u>5.3.2 The fee includes monitoring, conducted on a plot-by-plot basis, of the completion and initial occupation of affordable dwellings.</u></p>

Document	Recommendation	Reason	Proposed amendment
			<p>5.3.3 In respect of affordable housing for rent, monitoring this obligation includes the time and costs associated with entering into nomination agreements with Registered Providers, this excludes the cost of the Council's legal service team.</p> <p>5.4 <u>Essex County Council Monitoring Fees</u></p> <p>5.4.1 Essex County Council charge separate monitoring fees for Section 106 obligations that they are responsible for such as highways and education. Further information on the fees charged can be found at Essex Developers Guide to Infrastructure Contributions on the link below:</p> <p><a href="http://www.essex.gov.uk/planning-advice-guidance/guidance-for-developers">www.essex.gov.uk/planning-advice-guidance/guidance-for-developers</a></p>
Appendix 2 – Affordable Housing DCG SPD	Allow for greater flexibility to the tenure type of affordable housing provision on flatted schemes	The document sets a level of affordable rented housing and affordable home ownership products in the SPD, it also highlights that on site provision of affordable homes is the preferred method of delivering affordable homes and financial contributions in lieu of on site provision will only be sought in exceptional circumstances (section 7). One of the exceptional circumstances is where <i>'Due to the type of development, where a freehold cannot be transferred to a Registered Provider'</i> . Officers highlighted that this exceptional circumstance is relevant to affordable rented products more so than affordable home ownership products such as First Homes which are not likely to be affected by leasehold agreements. Therefore, officers posed the question to Members that where issues like this arise, normally on urban flatted schemes if they would prefer a more flexible approach to the proposed tenure mix and would allow more affordable home ownership products, such as in the form of First Homes, and reduce the level of affordable home rented products. A change in the wording would allow greater flexibility if this issue arose in the future.	<p>New paragraph inserted after 5.4.6</p> <p>5.4.7 On site provision of affordable homes are the preferred delivery of affordable housing in the borough, only in exceptional circumstances will financial contributions in lieu of affordable housing be allowed, this is set out in section 7. In order to increase the level of affordable housing provided on sites there may be some instances where the Council may consider a variation in the level of affordable housing tenure mix than that set out in paragraph 5.4.2. In particular urban flatted schemes that have difficulties in delivering on site provision of affordable rented products, for example where leasehold agreements prohibit on site provision, the Council may consider a variation in tenure mix, this will be considered on a site-by-site basis.</p>
	Clarify the relationship between vacant building credit and CIL credit	Members questioned the relationship between vacant building credit and Community Infrastructure Levy (CIL) credit as this is not clear within the document. Further detail on the relationship between these two aspects would help make the document clearer	<p>New sub-section inserted after 5.10.9</p> <p><u>Vacant Building Credit and the relationship with CIL Credit</u></p> <p>5.10.10 In terms of CIL, existing 'in-use buildings' can act as a credit, or can be used to off-set the 'chargeable development' liable for CIL payment. Each square metre of existing buildings on the site reduces the CIL charge by one square metre.</p> <p>5.10.11 The CIL Regulations define the credit as applying to 'in- use buildings', these buildings are defined as buildings which are:</p> <ul style="list-style-type: none"> <li>• <u>Present on the day that planning permission first permits the development; and</u></li> <li>• <u>Contain a part that has been in lawful use for a continuous period of at least six months within the period of three years ending before the planning permission first permits the chargeable development.</u></li> </ul>

Document	Recommendation	Reason	Proposed amendment
			<p>5.10.12 <u>The day planning permission first permits the chargeable development is the day the last reserved matter is approved, unless the Council agree within the applicant to defer this until the pre commencement conditions are discharged.</u></p> <p>5.10.13 <u>Applicants should not seek to claim ‘in-use buildings’ for CIL credit in addition to claiming vacancy for vacant building credit. Applicants will need to consider both credits carefully and plan their development accordingly.</u></p>
	Include a length of residency in relation to the local eligibility criteria for First Homes	Member’s wanted the local connections test in relation to residency to be more robust to ensure that it benefits local people.	<p>Amendments to paragraph 6.5.3:</p> <p>6.5.3 Local connections may include (but are not limited to) current residency, employment requirements, family connections or special circumstances such as caring responsibilities. <u>The applicant should meet one of the following criteria to qualify for a local connection:</u></p> <ul style="list-style-type: none"> <li>• <u>Have been a resident in the Castle Point borough continuously for the last five years</u></li> <li>• <u>Have close adult relatives who have been a resident in the borough continuously for the last five years from the date of the application (this includes parents, siblings or children over the age of 18 including step equivalents).</u></li> <li>• <u>Have caring responsibilities for someone who is currently a resident in Castle Point and have been for at least the last five years to the date of the application and who they are in receipt of carers allowance in relation to the applicant; and</u></li> <li>• <u>Have paid permanent contracted employment within the Castle Point borough for 24 hours or more a week (16 hours for single parents with dependent children) and the employment has been for a continuous period of 12 months prior to the application.</u></li> </ul> <p>6.5.4 <u>Exemptions to the local connections listed in 6.5.3 include:</u></p> <ul style="list-style-type: none"> <li>• <u>Applicants who are serving in or have served in the regular or reserve armed forces within the 5 years immediately prior to the date of their application.</u></li> <li>• <u>Applicants who are serving or former serving members of the regular armed forces or reserve forces who suffer from a serious injury, illness or disability sustained as a result of their service.</u></li> <li>• <u>Applicants who are a bereaved spouse/civil partner of a former serving member of the regular armed forces and have recently ceased or will cease to be entitled to reside in services accommodation following the death of their spouse/civil partner.</u></li> <li>• <u>Applicants who lived outside the borough for studying or educational purposes but have lived within the borough for six years in the past ten years.</u></li> <li>• <u>Applicants living in temporary accommodation outside the Borough who had a local connection at the time they were placed there by Castle Point Borough Council.</u></li> <li>• <u>Applicants who are leaving an institution such as a prison or secure unit or a hospital, rehabilitation centre, refuge, hostel or supported accommodation scheme and did have a qualifying local connection to Castle Point through residence in settled accommodation immediately before they moved into their current accommodation.</u></li> <li>• <u>Other exceptional circumstances</u></li> </ul>

# **Developer Contributions Guidance Supplementary Planning Documents Consultation Plan**

## **What are we consulting on?**

Public consultation of the following documents will be undertaken in accordance with the Council's adopted [Statement of Community Involvement](#) and the statutory and legal requirements set out in the Town and Country Planning Regulations 2012:

- Cover Note Developer Contributions Guidance Supplementary Planning Document
- Affordable Housing Developer Contributions Guidance Supplementary Planning Document
- Healthcare Facilities Developer Contributions Guidance Supplementary Planning Document
- Highways, Travel, Education, Libraries, Flooding and Drainage Infrastructure Developer Contributions Guidance Supplementary Planning Document
- Playing Pitches and Indoor Built Facilities Developer Contributions Guidance Supplementary Planning Document

## **When will the consultation occur and for how long?**

It is assumed that if the Council's Cabinet approve the Developer Contributions Guidance (DCG) Supplementary Planning Documents (SPD) for public consultation on 16<sup>th</sup> November 2022 consultation will commence later in November 2022.

Prior to adoption of an SPD the Council is required to consult for a minimum of four weeks on the proposed documents. Due to the Place and Policy Scrutiny Committee being postponed to October 2022 following the national mourning period following the Queen's death there was a delay in taking the DCG SPD report to Cabinet. Therefore, a four-week consultation period commencing in late November 2022 would end around the Christmas and New Year period. It is therefore proposed that the consultation will be extended to seven weeks allowing consultees a longer period to respond to the consultation.

A seven-week consultation period will therefore close in early to mid-January 2023 (dependant on the start date).

## **How will the consultation be promoted?**

The following actions will be undertaken to promote the consultation:

- Organisations the Council have a statutory duty to contact and those organisations and individuals on the planning policy database will be directly consulted. This will be by email in the first instance to minimise printing and postage costs.
- Due to the technical nature of the DCG SPDs, organisations or individuals in the planning and development sector, infrastructure providers and those who are likely to be directly affected by the proposals will be consulted directly. Planning and Building Control records will therefore be used to write directly to those businesses that are involved in the construction

sector in Castle Point to notify them of the proposals. This will be by email in the first instance to minimise printing and postage costs.

- The consultation will be promoted on the Council's website.
- A press release will be issued.
- The consultation will be promoted on the Council's social media platforms (Twitter, Facebook and LinkedIn).
- Consultation materials including electronic response forms will be available on the Council's website.
- Consultation materials will be available to view at the Council's offices and local libraires.

## **Who and how can individuals or organisations respond to the consultation?**

Representations can be made from any individual or organisation in response to this consultation. Representations can be made by using an electronic response form that will be available on the dedicated webpage on the Council's website for the consultation. Alternatively, emails or hardcopy representations can be made to the following locations:

Email: [planningpolicy@castlepoint.gov.uk](mailto:planningpolicy@castlepoint.gov.uk)

Post: Planning Policy, Castle Point Borough Council Offices, Kiln Road, Thundersley, Benfleet SS7 1TF

## **What comments are being sought?**

Due to the number of documents which cover a variety of topics, a list of questions will be included within the consultation to direct responses to specific issues. The types of questions that will be used are found below and correspond to the relevant sections within the documents.

It should be noted that the presentation of these questions will be adapted to be as user friendly as possible for the commencement of the consultation.

# 1. Questions for the Cover Document

## 1. Introduction

- 1.1. Purpose of this Document
- 1.2. How have we got to this point?

### Question 1.1.

**Do you have any comments on section 1? If yes, please provide your response in the box below and reference paragraph numbers where relevant**

## 2. Policy Background

- 2.1. National Planning Policy Overview
- 2.2. The National Planning Policy Framework (NPPF)
- 2.3. Section 106 Planning Obligations
- 2.4. Community Infrastructure Levy (CIL)
- 2.5. Local Planning Policy
- 2.6. Infrastructure Delivery Plan (IDP)
- 2.7. Essex Developer's Guide to Infrastructure Contributions

### Question 1.2.

**Do you have any comments on section 2? If yes, please provide your response in the box below and reference paragraph numbers where relevant**

### **3. Approach to Securing Developer Contributions**

- 3.1. Planning Obligations and CIL
- 3.2. Planning Obligation Process
- 3.3. Master Plans
- 3.4. Outline Applications
- 3.5. Using Thresholds, Standard Charges and Formulae
- 3.6. Calculating Change
- 3.7. Pooled Contributions
- 3.8. Phasing
- 3.9. Management Arrangements and Maintenance Contributions
- 3.10. Development Viability
- 3.11. Index Linking

#### **Question 1.3.**

**Do you have any specific comments on the phasing thresholds set out in section 3.8? If yes, please provide your response in the box below and reference paragraph numbers where relevant**

#### **Question 1.4.**

**Do you have any specific comments on the proposals for management arrangements and maintenance contributions set out in section 3.9? If yes, please provide your response in the box below and reference paragraph numbers where relevant**



**Question 1.5.**

**Do you have any comments on the process for development viability set out in section 3.10? If yes, please provide your response in the box below and reference paragraph numbers where relevant**

**Question 1.6.**

**Do you have any comments on the proposals for index linking set out in 3.11? If yes, please provide your response in the box below and reference paragraph numbers where relevant**

**Question 1.7.**

**Do you have any other comments on section 3? If yes, please provide your response in the box below and reference paragraph numbers where relevant**

#### **4. Drafting of Section 106 Agreements**

- 4.2. Financial Obligation
- 4.3. Guarantors
- 4.4. Bonds
- 4.5. Monitoring and Enforcement of Obligations

#### **Question 1.8.**

**Do you have any comments on section 4? If yes, please provide your response in the box below and reference paragraph numbers where relevant**

#### **5. Charges for Planning Obligations and Monitoring Fees**

- 5.1. Planning Obligations
- 5.2. Monitoring Fees
- 5.3. Affordable Housing Monitoring Fees
- 5.4. Essex County Council Monitoring Fees

#### **Question 1.9.**

**Do you have any comments on the proposed monitoring fees? If yes, please provide your response in the box below and reference paragraph numbers where relevant**

**Question 1.10.**

**Do you have any other comments on section 5? If yes, please provide your response in the box below and reference paragraph numbers where relevant**

**6. Monitoring and Review**

6.1. Monitoring

6.2. Review

**Question 1.11.**

**Do you have any comments on section 6? If yes, please provide your response in the box below and reference paragraph numbers where relevant**

**7. Appendix 1: Split on Developers Contributions Spending between Section 106 and CIL Contributions**

**Question 1.12.**

**Do you have any comments on appendix 1? If yes, please provide your response in the box below and reference paragraph numbers where relevant**

## 2. Questions for the Affordable Housing Document

### 1.Introduction

- 1.1. Purpose of this Document

### 2.Policy context

- 2.1. What is Affordable Housing

### 3.National Planning Policy Framework (NPPF) 2021

#### Question 2.1.

**Do you have any comments on section 1, 2 or 3? If yes, please provide your response in the box below and reference paragraph numbers where relevant**

### 4.Affordable Housing Needs and Priorities

- 4.1. Strategic Housing Market Assessments (SHMA)
- 4.2. Viability Assessment
- 4.3. Why is this document important?

#### Question 2.2.

**Do you have any comments on the evidence used to support this draft Supplementary Planning Document? If yes, please provide your response in the box below and reference paragraph numbers where relevant**

**Question 2.3.**

**Do you have any other comments on section 4? If yes, please provide your response in the box below and reference paragraph numbers where relevant**

**5.Affordable Housing Requirements**

- 5.1. Which developments may require affordable housing?
- 5.2. Exemptions
- 5.3. Affordable Housing Requirement
- 5.4. Affordable Housing Tenure
- 5.5. Affordable Housing Mix
- 5.6. Specialist Accommodation
- 5.7. Mixed-Use Schemes
- 5.8. Loss of Affordable Housing
- 5.9. Artificial Sub-Division of Sites
- 5.10. Vacant Building Credit
- 5.11. Amendments to Planning Permission

**Question 2.3.**

**Do you agree that affordable housing should be sought from all proposals for residential or mixed-use development where they provide 10 or more net additional homes?**

Yes ☐      No ☐

**If you answered no, please provide details outlining why below and an alternative threshold wherever possible**

**Question 2.4.**

**Do you think all application types listed in 5.2 'Exemptions' have been included? Should any exemptions listed not be included? Please provide details below**

**Question 2.5.**

**Do you agree with the affordable housing requirement of 35% on development sites providing 10 or more units, as set out in section 5.3 'Affordable Housing Requirement'?**

**Yes ☐      No ☐**

**If you answered no, please provide details below**

**Question 2.6.**

Do you agree with the affordable housing tenure mix, as set out in section 5.4 'Affordable Housing Tenure' and shown below?

- 25% of development sites to be affordable housing for rent (affordable private rent, social rent)
- 10% of development sites to be affordable home ownership products (First Homes, Shared Ownership)

Yes ☐ No ☐

If you answered no, please provide details below

**Question 2.7.**

Do you agree with the affordable housing mix, as set out in section 5.5 'Affordable Housing Mix' and shown below?

Yes ☐ No ☐

Affordable rented homes (private affordable rent, social rent)			Affordable home ownership homes (First Homes, shared ownership)		
Bedrooms	% of mix	Deviation from mix	Bedrooms	% of mix	Deviation from mix
1 bed	52%	Mix is based on the Council's housing register, consultation with the housing service will be required for latest demand data to deviate from this mix.	1 bed	6%	Market survey data may be accepted to deviate from this proposed mix.
2 bed	28%		2 bed	22%	
3 bed	19%		3 bed	43%	
4+ bed	2%		4+ bed	29%	

**If you answered no, please provide details outlining why below**

**Question 2.8.**

**Do you have any other comments on section 5? If yes, please provide your response in the box below and reference paragraph numbers where relevant**

**6.Providing Affordable Housing**

- 6.1. On-Site Provision
- 6.2. Public Subsidy
- 6.3. Design of Affordable Housing
- 6.4. Management
- 6.5. First Homes Eligibility Criteria
- 6.6. Delivery of Affordable Housing



**Question 2.9.**

**Do you have any comments on the proposed management arrangements for affordable housing in section 6.4 'Management'? If yes, please provide your response in the box below and reference paragraph numbers where relevant**

**Question 2.10.**

**Do you have any comments on the First Homes eligibility criteria and proposed local connection criteria? If yes, please provide your response in the box below and reference paragraph numbers where relevant**

**Question 2.11.**

**Do you have any comments on the delivery of affordable housing proposals set out below? If yes, please provide your response in the box below and reference paragraph numbers where relevant**

- **No more than 80% of the market housing on the application site should be completed before all affordable housing has been constructed, transferred or leased to the Registered Provider**
- **Where land is being transferred it needs to be serviced and transferred before 40% of the market housing has been constructed.**
- **Where affordable housing is within a phased scheme, the delivery of the affordable housing element of the development will be agreed within the Section 106 Agreement.**

**Question 2.12.**

**Do you have any other comments on section 6? If yes, please provide your response in the box below and reference paragraph numbers where relevant**

**7.Financial Contribution in Lieu of Affordable Housing**

- 7.1. Calculating a Financial Contribution
- 7.2. Payment of Contributions

**Question 2.13.**

**Do you have any comments on section 7? If yes, please provide your response in the box below and reference paragraph numbers where relevant**

**8.Procedure for Planning Applications and Section 106 Agreements**

- 8.1. Pre-Application and Application Negotiations
- 8.2. Section 106 Agreements
- 8.3. Review Mechanism

**Question 2.14.**

**Do you have any comments on section 8? If yes, please provide your response in the box below and reference paragraph numbers where relevant**

**9. Monitoring and review**

**Question 2.15.**

**Do you have any comments on section 9? If yes, please provide your response in the box below and reference paragraph numbers where relevant**

### 3. Questions for the Healthcare Facilities Document

#### 1.Introduction

##### 1.2. Justification

#### Question 3.1.

**Do you have any comments on the introduction or justification for this document? If yes, please provide your response in the box below and reference paragraph numbers where relevant**

#### 2.Possible Section 106 Obligations

- 2.2. On-Site Healthcare Provision
- 2.3. Off-Site Healthcare Provision
- 2.4. Pooled Section 106 Agreements
- 2.5. Community Infrastructure Levy (CIL)

#### Question 3.2.

**Do you agree with the threshold for collecting contributions for healthcare facilities for sites that are delivering 10 or more units?**

Yes ☐ No ☐

**If you do not agree, please provide an explanation below**

**Question 3.3.**

**Do you agree with the approach for collecting developer contributions for healthcare facilities, as set out in section 2?**

Yes ☐      No ☐

**If you do not agree, please provide an explanation below**

**Question 3.3.**

**Do you have any other comments on section 2? If yes, please provide your response in the box below and reference paragraph numbers where relevant**

**3.Timing/Trigger for payment or provision of works**

**Question 3.4.**

**Do you have any comments on section 3? If yes, please provide your response in the box below and reference paragraph numbers where relevant**

## 4. Questions for the Highways, Travel, Education, Libraries, Flooding and Drainage Infrastructure Document

### 1.Introduction

- 1.1 Purpose of this Document
- 1.2. Essex County Council (ECC)

### 2.Planning Obligations

#### Question 4.1.

Do you have any comments on this document? If yes, please provide your response in the box below and reference paragraph numbers where relevant

## 5. Questions for the Playing Pitches and Indoor Built Facilities Document

### 1.Introduction

- 1.1. Purpose of this Document
- 1.2. Policy Context
- 1.3. Playing Pitch Strategy and Indoor Built Facilities Needs Assessment

#### Question 5.1.

**Do you have any comments on section 1 and the evidence supporting this document? If yes, please provide your response in the box below and reference paragraph numbers where relevant**

### 2.Section 106 Obligations

- 2.1. Calculating Contributions
- 2.2. On-Site Provision
- 2.3. Off-Site Provision
- 2.4. Pooled Section 106 Agreements
- 2.5. Planning Applications for New or Improved Facilities
- 2.6. Community Use Agreements
- 2.7. Compensation

**Question 5.2.**

**Do you have any comments on section 2.1 'Calculating Contributions' and the use of the Playing Pitch Calculator and Sports Facility Calculator? If yes, please provide your response in the box below and reference paragraph numbers where relevant**

**Question 5.3.**

**Do you have any other comments on section 2? If yes, please provide your response in the box below and reference paragraph numbers where relevant**

**3.Community Infrastructure Levy (CIL)**

**4.Timing/Trigger for Payment or Provision of Works**

**Question 5.4.**

**Do you have any comments on section 3 or 4? If yes, please provide your response in the box below and reference paragraph numbers where relevant**



**CABINET**

**16th November 2022**

**Subject: Sport Facility Evidence - Local Football Facilities Plan, Playing Pitch and Indoor Built Facility Strategies and Action Plans**  
**Cabinet Members: Councillor W Gibson – Strategic Planning**

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**1. Purpose of Report**

**For the Cabinet to endorse the Playing Pitch Strategy and Action Plan 2018 and Indoor Built Facilities Needs Strategy and Action Plan 2018 and 2022 updates for both documents. Endorsement is also sought for the Local Football Facilities Plan 2018.**

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

**People – the matters raised in this report have implications for the health and wellbeing of residents.**

**Place – the matters raised in this report have implications for the quality of the local sporting infrastructure.**

**3. Recommendations**

- 1. The Cabinet endorse the Playing Pitch Strategy and Action Plan 2018 and 2022 update (Appendix 1).**
  - 2. The Cabinet endorse the Indoor Built Facilities Needs Strategy and Action Plan 2018 and 2022 update (Appendix 2).**
  - 3. The Cabinet endorse the Local Football Facilities Plan 2018 (Appendix 3).**
- 

**4. Background**

- 4.1 Playing pitches and indoor sports facilities are vital to the health and well being of residents in the community. They provide opportunity for individual and organised support, which brings individuals and groups together, and space for casual sport and recreation use.**
- 4.2 The Council is a key landowner with a supply of playing pitches across a range of sports, but principally football, rugby and cricket. Revenue is gained through pitch and facility hire and through this provision the Council supports a number of local sports teams.**

- 4.3 Our indoor facilities include the Waterside Farm and Runnymede leisure centres and increasingly hiring out of community halls.
- 4.4 As part of plan making, and strategic asset management the Council will benefit from a strategic assessment of what is required to meet the demand and needs of the borough, and an assessment of investment requirements, priorities and where funding could be sourced.
- 4.5 A clear strategy helps with funding applications; contributes towards infrastructure planning; and can support investment, through, for example, the Community Infrastructure Level in facilities.
- 4.6 This report seeks endorsement of the Playing Pitch Strategy and Action Plan 2018 and Indoor Built Facilities Needs Strategy and Action Plan 2018 and 2022 updates for both documents and the Local Football Facilities Plan 2018. These documents provide a clear strategy for the protection, enhancement and provision of sporting facilities within the borough.

#### **4.1 National Policy and Guidance**

- 4.1.1 The National Planning Policy Framework (NPPF) promotes the use of sporting and community facilities in order to improve, achieve and create healthy places and lifestyles. One of the core principles is to improve health, social and cultural facilities and services to meet local needs.
- 4.1.2 Sporting facilities can contribute towards healthy communities by providing the local community with access to facilities that will enable them to improve their health and wellbeing.
- 4.1.3 The NPPF ensures that existing sports and recreational buildings or land are protected. A Playing Pitch Strategy Action Plan and Indoor Built Facilities Needs Assessment and Action Plan, (hereon know as 'Action Plans') and the Local Football Facilities Plan provide the evidence required to help protect playing pitches and sporting facilities, and to identify where facilities should be invested in to meet existing needs, or the needs arising from growth.
- 4.1.4 The NPPF requires playing pitch assessments and assessments of indoor built sports facilities to be robust and up-to-date. Such assessments of sporting facilities should identify surpluses or deficits in supply and demand as well as opportunities for new provision, the Action Plans (see section 4.2), along with the more detailed Local Football Facilities Plan (see section 4.3), prepared by the Football Foundation, provides this.

#### **4.2 Summary and Purpose of the 'Action Plans'**

- 4.2.1 The Action Plans set out the current supply and demand data of sporting facilities in Castle Point, as well as where provision of the sporting facilities could be improved in general or in relation to growth.
- 4.2.2 The Playing Pitch Strategy (PPS) refers to sports which are largely undertaken outdoors such as football, cricket, rugby union and netball. The Indoor Built

Facilities Assessment looks at sports that are provided indoors such as badminton, squash, sports halls and swimming.

- 4.2.3 Playing Pitch and Built Indoor Needs Assessments were undertaken in 2018. This was part of the evidence for the now withdrawn local plan. These assessments then informed 'Action Plans' which set out individual sport and facility recommendations. The Action Plans are used by a number of organisations including the Council, sport organisations, education establishments, community sport networks and other stakeholders and ensure that stakeholders are aware of where improvements could be made.
- 4.2.4 These assessments have been used to inform a local playing pitch strategy and indoor built facility Action Plans which set out what is required and where in the borough.
- 4.2.5 The Action Plans are intended to be used as a supporting document for local planning work such as planning policy and planning applications, as well as recommendations for individual sports and provide the following:
- To identify current supply and demand issues for sport and recreation facilities based on quality, quantity and accessibility.
  - To enable the Council to plan appropriately for the protection and/or enhancement of existing facilities and identify sites best suited for development, new provision or refurbishment.
  - To enable to the Council to plan appropriately, in compliance with the NPPF, for the creation of new and/or replacement facilities, including opportunities for relocation.
  - To provide recommendations to individual sporting sites.
  - To identify whether existing infrastructure is fit for purpose to deliver local priorities, corporate priorities and wider health and wellbeing outcomes in an efficient way, now and in the future.
  - To review the appropriateness and effectiveness of existing local standards and provide policy recommendations and practical proposals for securing investment into sport and open space, such as through planning obligations and Community Infrastructure Levy (CIL).
  - To provide a robust, transparent and effective means of justifying requirements and standards.
  - To identify how sport and recreation can contribute to the Council's corporate agendas, including the responsibility for public health, to deliver healthier lifestyles and achieve positive health outcomes.
  - To identify opportunities for efficiency savings and Council owned facilities and options for asset transfer to charities, trusts and community run organisations.
- 4.2.6 In 2022, an update of the baseline information within the Playing Pitch Assessment and Built Indoor Needs Assessment was prepared to determine whether the recommendations in the Action Plan for key facilities in the Borough remain up to date and improve the reliability of the evidence. This update keeps the Action Plans relevant before a full review is undertaken.
- 4.2.7 The 2022 update was undertaken with the support of the Playing Pitch Strategy Implementation Group, which was set up in 2020 consisting of sporting national governing bodies, Sport England, Active Essex and officers in the leisure and planning policy team at Castle Point Borough Council. The role of this group is to

provide a forum for relevant stakeholders to share information to aid implementation of the Action Plans.

- 4.2.8 The Action Plans recommend securing developer contributions where an impact arising from growth is determined. By obtaining developer contributions it ensures that sporting facilities can effectively keep supply up with demand of new residents, which is consistent with the NPPF.
- 4.2.9 The two methods of collecting developer contributions for sporting facilities is through the use of Community Infrastructure Levy (CIL) or planning obligations obtained through a Section 106 Agreement.
- 4.2.10 On 26th January 2022 the Council approved to submit the draft CIL Charging Schedule after public consultation on the document to the Planning Inspectorate for examination. The Council submitted the CIL Draft Charging Schedule on 1st March 2022 and after further public consultation on the request of the Examiner, the Examination hearing took place in October 2022.
- 4.2.11 A key part of the evidence supporting CIL is an assessment of infrastructure requirements to meet the need of foreseen growth in the borough. These Action Plans provide a basis for using CIL contributions to deliver sporting facilities, where they are linked to growth. Endorsement of these Action Plans provide a robust basis for using CIL contributions to fund such provision.
- 4.2.12 Section 106 Agreements will be used to obtain developer contributions on development sites that are delivering 10 or more residential units. To calculate the level of developer contributions for certain sporting facilities Sport England have produced a Playing Pitch Calculator and a Sport Facility Calculator (further details in section 4.4). These tools generate a financial contribution linked to the level of growth associated with a specific development to certain sports. The Action Plans set out where that financial contribution can be implemented where relevant to the specific development.
- 4.2.13 Officers are bringing a draft Developers Contributions Guidance Supplementary Planning Document (SPD) to Cabinet in 2022, with an anticipated adoption of the SPD in 2023. This will set out in more detail how developer contributions will be collected for sporting facilities. Endorsement of these Action Plans provides a transparent justification for collecting developer contributions for sporting facilities.

### **4.3 Summary and Purpose of the Local Football Facilities Plan 2018**

- 4.3.1 The Local Football Facilities Plan for Castle Point identifies opportunities to accurately target investment in football facilities within the borough. This Plan presents priority projects within the borough where potential investment will help implement improvements or deliver 3G pitches, grass pitches, changing rooms, pavilions/clubhouses and small-sided facilities.
- 4.3.2 The Local Football Facilities Plan is the go-to document for football facility investment within the borough, however, it does not guarantee the success of future funding applications. Each of the priority projects will have to follow an application process to show how it will deliver key participation outcomes, be a quality and sustainable facility and demonstrate suitable match-funding.

- 4.3.3 This document provides a robust basis for collecting developer contributions through CIL or Section 106 planning obligations towards sport facilities where growth arising from a development is relevant to any of the identified projects.
- 4.3.4 It has been found that 3G football turf pitches (FTP) create playing surfaces that replicate a good standard natural turf pitch whilst significantly increasing the levels of use. With regular maintenance programmes, FTPs can be heavily used all year round with no decline in quality which can be experienced with natural grass pitches. There is therefore a programme of investment in FTP proposed in the Local Football Facilities Plan, alongside proposals for improvements to grass pitches.
- 4.3.5 The following 3G football turf pitches (FTP) priority projects have been identified:
- Waterside Farm Leisure Centre – new floodlit 11 v 11 3G FTP
  - Appleton School – new floodlit 11 v 11 3G FTP
  - Deanes School Sports Centre – new floodlit 11 v 11 3G FTP
  - King George V Playing Fields – new floodlit 7 v 7 3G FTP
- 4.3.6 Eight priority projects have been identified for works to improve natural grass pitches at Waterside Farm Leisure Centre, Deanes School Sports Centre, Benfleet Playing Fields, Castle View School, John H Burrows Ground, King George V Playing Fields, The Cornelius Vermuyden School and Woodside Park.
- 4.3.7 This Plan is periodically updated by the Essex County Football Association (FA) and associated partners, and it is likely that future iterations of this document will be presented to the Council's Cabinet for endorsement.

#### **4.4 Playing Pitch Calculator and Sports Facility Calculator**

- 4.4.1 As highlighted above, Sport England have produced two tools to calculate the amount of developer contributions for certain sport facilities. These calculators take the level of growth expected from residential development and have specific formulae that generate the increase in demand expected for certain sports.
- 4.4.2 These calculators take the population growth figures which is estimated at 2.4 or 2.5 persons per household (dependant on the housing mix on the development site) multiplied by the number of net new homes that will be built. For example, for a flatted scheme of 10 one or two bedroom flats the following would be applied:
- 2.4 x 10 residential units = population growth of 24 people*
- 4.4.3 For a residential scheme providing larger family houses a 2.5 person household assumption may be used within the above formula.
- 4.4.4 The Playing Pitch Calculator currently determines financial contributions for the following outdoor pitch types:
- Football natural grass pitches
  - Rugby Union pitches
  - Cricket pitches
  - 3G Artificial grass pitches

- 4.4.5 The Sport Facility Calculator currently determines financial contributions for the following indoor built facility types:
- Artificial grass pitches
  - Indoor bowls
  - Sports halls
  - Swimming pools
- 4.4.6 Some sports do not have information currently to fully determine how growth from an individual development site would lead to a specific pitch or indoor built facility requirement. Therefore, as more information emerges Sport England may add more sport types onto the calculator.
- 4.4.7 In all instances developer contributions will only be sought only they are necessary to make the development acceptable in planning terms; they are directly related to the development; and they are fairly and reasonably related in scale and kind to the development.
- 4.4.8 The use of these calculators will be used where a major development will lead to increases in demand and where there are specific projects that Section 106 money can be used for. For example, if there are no identified projects to increase swimming pool provision in the borough, planning obligations will not be sought for such use. However, contributions could be sought from a development where it is near an identified priority project in the Local Football Facilities Plan, where the growth from the development could lead to increased demand at such facilities.

## **5. Corporate Implications**

### **a. Financial implications**

There are no financial implications directly associated with this report.

However, the Council operates some of the Playing Pitch and Built Indoor Facilities identified through the action plans and the Local Football Facilities Plan. Improvements or new provision for sporting facilities at those sites has both capital and revenue financial implications for the Council, that will need to be considered if the actions on those sites are taken forward.

The endorsement of the Action Plans and the Local Football Facilities Plan does however enable the Council to collect Section 106 contributions from relevant sites towards these projects and will aid in grant funding applications where local authority endorsement is required.

### **b. Legal implications**

There are no legal implications directly associated with this report. However, these documents provide a robust basis for collecting developer contributions where appropriate. Details of these legal implications have or will be set out in cabinet reports on Community Infrastructure Levy (CIL) and the Developers Contributions Guidance.

**c. Human resources and equality implications**

**Human resources**

There are no human resource implications associated with this report. However, the Council operates some of the playing pitch and built indoor facilities identified through the action plans and the football facilities plan. Improvements or new provision for sporting facilities at those sites has human resource implications for the Council, that will need to be considered if the actions on those sites are taken forward.

**Equality implications**

There are no negative equality implications arising from this report, improvement in quality, quantity and accessibility to sporting facilities will have a positive impact to equality in the borough by providing more opportunities for participation.

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

The Action Plans and Football Facilities Plan provide a robust and transparent basis for collecting developer contributions to relevant sporting projects within the borough. Endorsing these documents prior to adoption of CIL and a revised Developers Contributions Guidance ensures that all stakeholders are aware of where developer contributions could be spent, where relevant to development.

**6. Background Papers:**

[Playing Pitch Strategy 2018](#)

[Sport and Leisure Facilities Needs Assessment 2018](#)

**7. Appendices**

**Appendix 1: Playing Pitch Strategy and Action Plan 2018 and 2022 Update**

**Appendix 2: Indoor Built Facilities Strategy and Action Plan 2018 and 2022 Update**

**Appendix 3: Local Football Facilities Plan 2018**

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Castle Point Borough Council

Playing Pitch Strategy Update  
2022



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## 1. INTRODUCTION

1.1. This report updates the Council's evidence base for playing pitches. This report is the first update of the following documents:

- [Playing Pitch Strategy Assessment Report 2018](#)
- [Playing Pitch Strategy and Action Plan 2018](#)

1.2. Sport England's Playing Pitch Strategy (PPS) Guidance An approach to developing and delivering a playing pitch strategy also sets out the purpose of undertaking a review.

1.3. Sport England identify that an annual review should highlight:

- How the delivery of the recommendations and action plan has progressed and any changes required to the priority afforded to each action (e.g. the priority of some may increase following the delivery of others)
- How the PPS has been applied and the lessons learnt
- Any changes to particularly important sites and/or clubs in the area (e.g. the most used or high quality sites for a particular sport) and other supply and demand information, what this may mean for the overall assessment work and the key findings and issues
- Any development of a specific sport or particular format of a sport
- Any new or emerging issues and opportunities.

1.4. This update aims to follow this approach. For completeness of understanding, it should be read alongside the documents outlined in paragraph 1.1.

1.5. Partner organisations have a vested interest in ensuring existing playing fields, pitches and ancillary facilities can be protected and enhanced. As such, many of the objectives and actions within this document need to be delivered and implemented by sports organisations, education establishments, community sports networks and other stakeholders. In many instances, the Council will not be a key partner in delivering these actions or recommendations, meaning the PPS is not just for the Council to act upon, but for all the stakeholders and partners involved within the project.

## 2. METHODOLOGY

2.1. The 2018 Playing Pitch Strategy (PPS) focused on the following types of sports facilities:

- Football
- Third Generation Turf (3G) Artificial Grass Pitches (AGPS)
- Cricket
- Rugby Union
- Rugby League
- Hockey
- Golf
- Bowls
- Tennis
- Netball
- Athletics
- Cycling
- Multi-use Games Areas
- Parkour

2.2. As the previous assessment looked at the South Essex area some sports are provided for outside the Castle Point borough boundary. Therefore, this update will only assess facilities that lie within the Castle Point borough boundary, where the sport is active in the area and where changes to demand and supply have been identified.

2.3. In order to identify any changes implemented since the 2018 PPS was undertaken national governing bodies (NGBs) and other key stakeholders were asked to complete a survey explaining any changes to demand and supply. The Playing Pitch Implementation Group, including Sport England, Active Essex, Castle Point Borough Council and national governing bodies were engaged and agreed on the types of sports included within this review. The following sports/organisations were contacted:

Table 2.1 Stakeholder engagement per sport

<b>Sport/Sports Provision</b>	<b>Organisation</b>	<b>Rationale</b>
Football	Essex FA, CPBC	Governing body of football in Essex and local authority
Third Generation Turf (3G) Artificial Grass Pitches (AGPS)	Essex FA, CPBC	Governing body of football in Essex and local authority
Cricket	Essex Cricket	Governing body of cricket in Essex
Rugby Union	Rugby Football Union	National governing body of rugby union
Tennis	Lawn Tennis Association, CPBC	National governing body and local authority
Netball	England Netball	National governing body of netball
Athletics	England Athletics	National governing body of athletics
Bowls	South Benfleet & Canvey Bowls Club, Hadleigh	Local bowls clubs

Sport/Sports Provision	Organisation	Rationale
	Bowls Club, Castle Point Bowls Club	
Golf	England Golf	National governing body of golf

2.4. England Netball and England Golf were contacted for input into latest supply and demand data but were not able to provide the information within the required timescales. Consequently, there has been no update for netball and golf within this report.

2.5. For each sport the following approach was taken:

- Supply Update – this captures the changes in supply identified by the sports organisations with each activity linked back to the three aims set out by Sport England to protect, enhance and provide.
- Demand Update – this compares participation data from 2018 and 2022. Where a direct comparison is not possible, this report will present the data that is available.
- Significant Issues by Sport – each sport was asked to identify any significant issues from their perspective and also is there had been any further changes to the information presented in the 2018 documents.
- Summary and Conclusions by Sport – The information collated above was then used to determine if any changes were needed to the recommendations for each sport in the respective action plans.

2.6. A copy of the survey can be found in Appendix 1.

2.7. Updates have been made to the action plan in red underline for an addition or ~~red strikethrough~~ for a deletion. These amendments can be found in the updated action plan in Appendix 2.

### 3. FOOTBALL

#### 3.1. Supply Update

- There have been no significant changes to supply since 2018

#### 3.2. Demand Update

Table 3.2 Comparison of number of competitive football teams

Demand data 2018		Demand data 2022	
Football teams	Number of teams per age group*	Football teams	Number of teams per age group
Men 11v11 (16-45yrs)	38	Men 11v11 (16-45yrs)	51
Women 11v11 (16-45yrs)	2	Women 11v11 (16-45yrs)	8
Youth 11v11 (12-15yrs)	41	Boys 11v11 (12-15yrs)	24
		Girls 11v11 (12-15yrs)	3
Youth 9v9 (10-11yrs)	27	Boys 9v9 (10-11yrs)	28
		Girls 9v9 (10-11yrs)	3
Mini 7v7 (8-9yrs)	25	Mixed 7v7 (8-9yrs)	37
Mini 5v5 (6-7yrs)	22	Mixed 5v5 (6-7yrs)	17
<b>Total</b>	<b>155</b>	<b>Total</b>	<b>171</b>

*\*a male/female breakdown is not available for all levels from 2018 to allow for direct comparison*

#### 3.3. Significant Issues for Football

- A number of clubs are growing within the local area and some are reaching capacity due to limitations on space and pitches, as highlighted in table 3.2 as the total number of teams has increased from 155 to 171.
- There have been no significant changes to supply since 2018, however demand is increasing which will limit the ability to meet demand.
- The FA Grass Pitch Improvement Strategy has a clear focus of utilising PitchPower assessments for measuring pitch quality. In future PPS work this app will be used to assess pitch quality. The Essex FA would encourage the Council to use this for assessment of their multi pitch sites. The Football Foundation are currently working on a Local Authority Pilot which could potentially see funding support for Local Authorities in season's ahead.

#### 3.4. Football Summary and Conclusions

- Participation in football in the adult category has particularly increased for both men and women. Participation in the youth (11v11) category has significantly reduced from 41 to 27 teams.
- There has not been any substantive change in the supply of football pitches for community use.
- The recommendations from 2018 remain valid and should be retained, along with noting the sport specific issues set out above.

#### **4. THIRD GENERATION TURF (3G) ARTIFICIAL GRASS PITCHES (AGPS)**

##### **4.1. Supply Update**

- There have been no significant changes to supply since 2018

##### **4.2. Demand Update**

- As highlighted in section 3, demand for adult's football pitches has increased, as supply for grass pitches has not increased there remains a demand for 3G pitches in the borough.

##### **4.3. Significant Issues for Third Generation Turf (3G) Artificial Grass Pitches (AGPS)**

- The FA published the [Castle Point Local Football Facility Plan](#) in late 2018, highlighting that nationally funding partners have significantly increased investment to accelerate efforts to deliver more and better football facilities, which includes 3G pitches. Possible increased Section 106 contributions through development may provide additional funding for increased 3G provision.
- The FA will shortly be updating the Local Football Facility Plan for Castle Point and will consider a refresh of the potential sites for 3G AGP's.

##### **4.4. Third Generation Turf (3G) Artificial Grass Pitches (AGPS) Summary and Conclusions:**

- The recommendations from 2018 remain valid and should be retained, along with noting the sport specific issues set out above.

## 5. CRICKET

### 5.1. Supply Update

Table 5.1 Changes to cricket pitch supply and quality

Site ID	Site	Settlement	Update	Aim
23	Smallgains Recreation Ground (Canvey Island Cricket Club)	Canvey Island	<ul style="list-style-type: none"> <li>Ancillary club features have deteriorated.</li> <li>Improvements to youth equipment which has increased interest.</li> </ul>	Enhance
10	John H Burrows Ground (Hadleigh and Thundersley CC)	The Mainland	<ul style="list-style-type: none"> <li>Instalment of a net training facility.</li> <li>Saturday 1's team has been promoted to Premier Division</li> <li>Three out of four outdoor net facilities have deteriorated to unusable standards.</li> <li>Quality of pitches has deteriorated.</li> </ul>	Enhance
37	Woodside Park (South Benfleet CC)	The Mainland	Increased to five teams on a Saturday and two on a Sunday. On a Saturday one team has to play away outside of the borough. Currently in discussions with Castle Point Borough Council to install a hybrid pitch at Woodside Park. Demand for a girls team has increased.	Provide

### 5.2. Demand Update

Table 5.2 Comparison of number of competitive cricket teams

Demand data 2018		Demand data 2022	
Cricket teams	Number of teams per age group*	Cricket teams	Number of teams per age group
Men (18-55yrs)	11	Men (18-55yrs)	13
Women (18-55yrs)	0	Women (18-55yrs)	0
Boys (7-18yrs)	9	Boys (7-18yrs)	5
Girls (7-18yrs)	0	Girls (7-18yrs)	0
		Mixed (7-18yrs)	4
<b>Total</b>	<b>20</b>	<b>Total</b>	<b>22</b>

### 5.3. Significant Issues for Cricket

- The majority of indoor cricket training facilities are within local schools which does not allow for regular training e.g. due to school holidays and exams.
- There are no permanent outdoor net training facilities on Canvey Island and the outdoor net training facilities on the mainland need to be improved.
- There is no formal youth team at Smallgains Recreation Ground at Canvey Island CC, however participation has increased.
- The number of female teams has not increased, however there is an increase in the number of girls playing, especially at South Benfleet CC, where the youth teams are mixed teams.

#### 5.4. Cricket Summary and Conclusions

- The number of teams has increased since 2018.
- The number of girls participating in cricket has increased in the borough.
- Local clubs are increasingly finding access to indoor facilities a significant challenge, particularly at school sites.
- The number of younger players playing All Stars has increased between ages 5-8, particularly at Hadleigh and Thundersley Cricket Club.
- All clubs are seeking to increase participation, particularly for women's teams, however there are a lack of facilities pitches and training facilities to enable this.
- Ancillary facilities Canvey Island CC and at Woodside Park are in need of improvement.
- The recommendations from 2018 remain valid and should be retained, along with noting the sport specific issues set out above.



## 6. RUGBY UNION

### 6.1. Supply Update

Table 6.1 Changes to rugby union supply and quality

Site ID	Site	Settlement	Update	Aim
1	Benfleet Playing Fields	The Mainland	Pitch surface has been reported to have deteriorated which has led to some rearranged features.	Enhance
2	Canvey Island Rugby Football Club	Canvey Island	Planning permission was granted for new floodlights on the site in early 2022.	Enhance

### 6.2. Demand Update

Table 6.2 Comparison of number of rugby union club teams

Demand data 2018		Demand data 2022	
Group	Number of teams	Group	Number of teams
Men's	3	Men's	4
Women's	-	Women's	-
Boys'	2	Boys'	3*
Girls'	2	Girls'	*
Mini	6	Mini	5*
<b>Total</b>	<b>13</b>	<b>Total</b>	<b>12*</b>

*\*Accurate affiliation data for these teams is yet to be confirmed by the Game Management System.*

### 6.3. Significant Issues for Rugby Union

- Covid-19 restrictions impacted rugby greatly due to the high contact nature of the sport, with some restrictions still operating in the 2021/22 season. This may have skewed the overall demand data.
- The RFU underwent an organisational restructure in 2020 which has resulted in a number of different support mechanisms for clubs.
- The RFU also began a 3-year partnership with the Grounds Management Association (GMA) in 2021 which gives clubs access to additional pitch quality assessments and maintenance recommendations.
- The RFU noted that a GMA assessment/report should be undertaken at Benfleet Playing Fields to fully understand the current pitch quality/capacity and whether the position has changed since 2018.
- The RFU also highlighted that it may be advantageous to have a GMA assessment/report at Canvey Island RFC to support pitch capacity improvements on the site, building on a previous assessment from the Twickenham Head Groundsperson.

### 6.4. Rugby Union Summary and Conclusions

- The full impact of covid-19 has not been fully realised for rugby union.
- Planning permission for floodlighting on the Canvey Island Rugby Football Club has been secured, this is a step to meeting the improvements set out in the PPS action plan, this needs to be monitored to ensure that the floodlights are implemented.
- Accurate data for the number of teams is yet to be confirmed by the Game Management System, which is currently under review.
- As the situation regarding demand and supply has not significantly changed since 2018 the recommendations of the Playing Pitch Strategy remain valid.

## 7. TENNIS

### 7.1. Supply Update

Table 7.1 Changes to tennis court supply and quality

Site ID	Site	Settlement	Update	Aim
10	John H Burrows Ground	The Mainland	Improvement works needs to make courts more accessible and welcoming for community users.	Enhance

### 7.2. Demand Update

Table 7.2 Comparison of number of tennis club members

Demand data 2018		Demand data 2022	
Age group	Number of members	Age group	Number of members
Seniors	152	Seniors	219
Juniors	158	Juniors	61
<b>Total</b>	<b>310</b>	<b>Total</b>	<b>280</b>

### 7.3. Significant Issues for Tennis

- Currently there is no way to track non-membership use of tennis courts on council owned tennis courts.
- The LTA are not aware of any waiting lists for the two registered LTA venues (Hadleigh Park LTC and Deanes LTC).
- Tennis courts at King George V Playing Field and John H Burrows Ground are unplayable or need major improvements to make them accessible for community users.
- The LTA has developed a package of support for local authorities to grow the use of park tennis courts by removing key barriers to participation. The three products are ClubSpark, Rally and Gate Access, these can be used individually or in combination. The products are used to provide a remote booking and access system. Instead of providing free access, some local authorities are now securing their courts as per a membership scheme that allows members access through the use of a pin code entry system following payment of a small yearly fee. Not only does this deter unofficial use of courts but it also allows official use to be tracked, thus providing data on how well and how often courts are being accessed. In addition, it provides income generation that can go towards ongoing maintenance of the courts. The LTA can support local authorities to explore the feasibility of how park tennis courts can be managed and operated which can support their sustainability of use as well as ensuring they remain an asset for the community for a longer period. The LTA is also able to explore the potential access of grant funding to renovate park tennis courts.
- The LTA note that ClubSpark, Rally and Gate Access could be considered for both King George V Playing Field and John H Burrows Ground for improvement works to make courts more accessible.
- Courts at Woodside Park are now disused and have been converted to other uses.

#### 7.4. Tennis Summary and Conclusions

- There is opportunity for the Council to work with the LTA to improve the provision and sustainability of the Council park tennis court stock.
- The LTA have highlighted funding streams that can be used to make improvements to existing tennis courts.
- Overall the number of tennis members has reduced since 2018, although data cannot be collected for non-members. The use of ClubSpark, Rally and Gate Access could therefore improve reliability of demand data in the future.
- The recommendations set out above should be incorporated into the PPS.

## 8. ATHLETICS

### 8.1. Supply Update: Changes to athletic supply and quality:

- There remains no publically available 400m synthetic outdoor athletics facilities in Castle Point. The existing 400m synthetic track at Waterside Farm Leisure Centre on Canvey Island closed in 2011 due to substantial quality issues.
- There is one Compact Athletics Facility in Castle Point at Castle View School.

### 8.2. Demand Update

Table 8.1 Comparison of number of running club members

Club	Demand data 2018		Demand data 2022	
	Age group	Number of members	Age group	Number of members
Castle Point Joggers	Seniors	170	Seniors	98
Benfleet Running Club	Seniors	200	Seniors	193
	Juniors	120		
	<b>Total</b>	<b>490</b>	<b>Total</b>	<b>237</b>

### 8.3. Significant Issues for Athletics:

- England Athletics supply and demand analysis supports the development of an entry level synthetic oval facility within the borough. Potential opportunities for such a development exist at Canvey Island (a revitalisation of the now closed synthetic track) or the development of a MiniTrack facility at Castle View School.
- England Athletics noted that improvements to field facilities (throws and jumps) could be made in the borough.
- England Athletics highlight that given the date of closure; it is likely that the synthetic track at Canvey Island would require investment (circa £250k) to bring it back into operation.

### 8.4. Athletics Summary and Conclusions:

- The number of members for the running clubs within the borough has reduced significantly since 2018.
- There remains an opportunity to improve the provision of athletics facilities as set out in the 2018 PPS in the borough, although specific funding streams have not been identified.

## 9. BOWLS

### 9.1. Supply Update: Changes to bowls supply and quality:

Site ID	Site	Settlement	Update	Aim
10	John H Burrows Ground	The Mainland	The rinks used by Hadleigh Bowls Club (BC) are below the expected standard. The club are awaiting a visit from a grounds expert on how to address the issues of undulations and run-off edges. There is also a growing interest for new members at this club.	Enhance
37	Woodside Park	The Mainland	This site homes Castle Point BC. The Club House has been completely renewed	Protect
39	South Benfleet & Canvey BC	The Mainland	No significant changes	Protect

### 9.2. Demand Update

Table 9.1 Comparison of number of bowls club members

Club name	Demand data 2018				Demand data 2022			
	Senior male	Senior female	Junior	Total	Senior male	Senior female	Junior	Total
Castle Point BC	65	36	-	101	62	36	-	98
Hadleigh BC	82	91	-	173	77	69	1	147
South Benfleet & Canvey BC	99	45	1	145	91	47	-	138
<b>Total</b>	<b>246</b>	<b>172</b>	<b>1</b>	<b>419</b>	<b>230</b>	<b>152</b>	<b>1</b>	<b>383</b>

### 9.3. Significant Issues for Bowls:

- There are no significant issues beyond the 2018 playing pitch strategy and action plan other than improvements to the bowls rink at John H Burrows Ground which is being investigated by Hadleigh BC.

### 9.4. Bowls Summary and Conclusions:

- The recommendations from 2018 remain valid and should be retained, along with noting the sport specific issues set out above.

## APPENDIX 1: PLAYING PITCH STRATEGY SURVEYS

The following surveys were sent to the relevant stakeholders set out in table 2.1.

### FOOTBALL

#### Demand

1a. How many teams/members currently play football in Castle Point? Please list out as below:

Men 11v11 (16-45yrs)	
Women 11v11 (16-45yrs)	
Boys 11v11 (12-15yrs)	
Girls 11v11 (12-15yrs)	
Boys 9v9 (10-11yrs)	
Girls 9v9 (10-11yrs)	
Mixed 7v7 (8-9yrs)	
Mixed 5v5 (6-7yrs)	

1b. As far as you are aware, do any of the clubs have waiting lists and if so which clubs and for what sections of the clubs?

#### Changes Since 2018

This section refers specifically to the [Playing Pitch Strategy and Action Plan 2018](#) and [Playing Pitch Assessment Report 2018](#). Please could I refer you specifically to the sections in the following table:

	Relevant pages in PPS and Action Plan document - Sport specific issues, scenarios and recommendations	Relevant pages in PPS and Action Plan document – strategic recommendations	Relevant parts of the Action Plan	Playing Pitch Assessment Report
<b>Football</b>	Pages 9-12 (plus 3G pitches from pages 12-14)	Pages 26-44	pages 48-56	Part 2 pages 14-37 (plus Part 3 3G & AGPS pages 38-44)

2. Please advise of any key changes that you are aware of in relation to the supply of facilities since 2018, in relation to new/enhanced facilities, facilities that have closed or changes to the quality or access to facilities?

3. Have there been any other significant changes for your sport not listed above? Please give details.

4. Will any of the changes detailed above need to be reflected in amendments to the recommendations set out in part 3 of the PPS Strategy and Action Plan for your sport?

## CRICKET

### Demand

1a. How many teams/members currently play cricket in Castle Point? Please list out as below:

Men (18-55yrs)	
Women (18-55yrs)	
Boys (7-18yrs)	
Girls (7-18yrs)	

1b. As far as you are aware, do any of the clubs have waiting lists and if so which clubs and for what sections of the clubs?

### Changes Since 2018

This section refers specifically to the [Playing Pitch Strategy and Action Plan 2018](#) and [Playing Pitch Assessment Report 2018](#). Please could I refer you specifically to the sections in the following table:

	<b>Relevant pages in PPS and Action Plan document - Sport specific issues, scenarios and recommendations</b>	<b>Relevant pages in PPS and Action Plan document – strategic recommendations</b>	<b>Relevant parts of the Action Plan</b>	<b>Playing Pitch Assessment Report</b>
<b>Cricket</b>	Pages 15-17	Pages 26-44	pages 48-56	Pages 46-58

2. Please advise of any key changes that you are aware of in relation to the supply of facilities since 2018, in relation to new/enhanced facilities, facilities that have closed or changes to the quality or access to facilities?

3. Have there been any other significant changes for your sport not listed above? Please give details.

4. Will any of the changes detailed above need to be reflected in amendments to the recommendations set out in part 3 of the PPS Strategy and Action Plan for your sport?

## RUGBY UNION

### **Demand**

1a. How many teams/members currently play rugby union in Castle Point? Please list out as below:

Men (19-45yrs)	
Women (19-45yrs)	
Boys (13-18yrs)	
Girls (13-18yrs)	
Mixed (7-12yrs)	

1b. As far as you are aware, do any of the clubs have waiting lists and if so which clubs and for what sections of the clubs?

### **Changes Since 2018**

This section refers specifically to the [Playing Pitch Strategy and Action Plan 2018](#) and [Playing Pitch Assessment Report 2018](#). Please could I refer you specifically to the sections in the following table:

	<b>Relevant pages in PPS and Action Plan document - Sport specific issues, scenarios and recommendations</b>	<b>Relevant pages in PPS and Action Plan document – strategic recommendations</b>	<b>Relevant parts of the Action Plan</b>	<b>Playing Pitch Assessment Report</b>
<b>Rugby Union</b>	Pages 17-19 (pages 12-15 for 3G pitches)	Pages 26-44	Pages 48-56	Pages 59-71 (pages 38-45 for 3G and AGPS)

2. Please advise of any key changes that you are aware of in relation to the supply of facilities since 2018, in relation to new/enhanced facilities, facilities that have closed or changes to the quality or access to facilities?

3. Have there been any other significant changes for your sport not listed above? Please give details.

4. Will any of the changes detailed above need to be reflected in amendments to the recommendations set out in part 3 of the PPS Strategy and Action Plan for your sport?



## TENNIS

### **Demand**

1a. How many members currently play tennis in Castle Point? Please list out as below:

Seniors	
Juniors	

1b. As far as you are aware, do any of the clubs have waiting lists and if so which clubs and for what sections of the clubs?

### **Changes Since 2018**

This section refers specifically to the [Playing Pitch Strategy and Action Plan 2018](#) and [Playing Pitch Assessment Report 2018](#). Please could I refer you specifically to the sections in the following table:

	<b>Relevant pages in PPS and Action Plan document - Sport specific issues, scenarios and recommendations</b>	<b>Relevant pages in PPS and Action Plan document – strategic recommendations</b>	<b>Relevant parts of the Action Plan</b>	<b>Playing Pitch Assessment Report</b>
<b>Tennis</b>	Pages 21-22	Pages 26-44	Pages 48-56	Pages 89-95

2. Please advise of any key changes that you are aware of in relation to the supply of facilities since 2018, in relation to new/enhanced facilities, facilities that have closed or changes to the quality or access to facilities?

3. Have there been any other significant changes for your sport not listed above? Please give details.

4. Will any of the changes detailed above need to be reflected in amendments to the recommendations set out in part 3 of the PPS Strategy and Action Plan for your sport?

## NETBALL

### Demand

1a. How many members/teams currently play netball in Castle Point? Please list out as below:

Team categories	Number of teams/players

1b. As far as you are aware, do any of the clubs have waiting lists and if so which clubs and for what sections of the clubs?

### Changes Since 2018

This section refers specifically to the [Playing Pitch Strategy and Action Plan 2018](#) and [Playing Pitch Assessment Report 2018](#). Please could I refer you specifically to the sections in the following table:

	Relevant pages in PPS and Action Plan document - Sport specific issues, scenarios and recommendations	Relevant pages in PPS and Action Plan document – strategic recommendations	Relevant parts of the Action Plan	Playing Pitch Assessment Report
<b>Netball</b>	Pages 22-23	Pages 26-44	Pages 48-56	Pages 96-99

2. Please advise of any key changes that you are aware of in relation to the supply of facilities since 2018, in relation to new/enhanced facilities, facilities that have closed or changes to the quality or access to facilities?

3. Have there been any other significant changes for your sport not listed above? Please give details.

4. Will any of the changes detailed above need to be reflected in amendments to the recommendations set out in part 3 of the PPS Strategy and Action Plan for your sport?

## ATHLETICS

### **Demand**

1a. How many athletic members/groups are currently within Castle Point? Please list out as below:

Clubs/Members categories	Number of members/clubs

1b. As far as you are aware, do any of the clubs have waiting lists and if so which clubs and for what sections of the clubs?

### **Changes Since 2018**

This section refers specifically to the [Playing Pitch Strategy and Action Plan 2018](#) and [Playing Pitch Assessment Report 2018](#). Please could I refer you specifically to the sections in the following table:

	<b>Relevant pages in PPS and Action Plan document - Sport specific issues, scenarios and recommendations</b>	<b>Relevant pages in PPS and Action Plan document – strategic recommendations</b>	<b>Relevant parts of the Action Plan</b>	<b>Playing Pitch Assessment Report</b>
<b>Athletics</b>	Pages 23-24	Pages 26-44	Pages 48-56	Pages 100-103

2. Please advise of any key changes that you are aware of in relation to the supply of facilities since 2018, in relation to new/enhanced facilities, facilities that have closed or changes to the quality or access to facilities?

3. Have there been any other significant changes for your sport not listed above? Please give details.

4. Will any of the changes detailed above need to be reflected in amendments to the recommendations set out in part 3 of the PPS Strategy and Action Plan for your sport?

## BOWLS

### Demand

1a. How many members currently play bowls in Castle Point? Please list out as below:

Club name	Number of members			
	Senior male	Senior female	Junior	Total
Castle Point BC				
Hadleigh BC				
South Benfleet & Canvey BC				

1b. As far as you are aware, do you have any waiting lists and if so for what sections of the clubs?

### Changes Since 2018

This section refers specifically to the [Playing Pitch Strategy and Action Plan 2018](#) and [Playing Pitch Assessment Report 2018](#). Please could I refer you specifically to the sections in the following table:

	Relevant pages in PPS and Action Plan document - Sport specific issues, scenarios and recommendations	Relevant pages in PPS and Action Plan document – strategic recommendations	Relevant parts of the Action Plan	Playing Pitch Assessment Report
<b>Bowls</b>	Pages 20-21	Pages 26-44	pages 48-56	Part 9 pages 84-88

2. Please advise of any key changes that you are aware of in relation to the supply of facilities since 2018, in relation to new/enhanced facilities, facilities that have closed or changes to the quality or access to facilities?

3. Have there been any other significant changes for your sport not listed above? Please give details.

4. Will any of the changes detailed above need to be reflected in amendments to the recommendations set out in part 3 of the PPS Strategy and Action Plan for your sport?

## GOLF

### **Demand**

1a. How many members are currently registered in a golf club in Castle Point? Please list out as below:

<b>Course name</b>	<b>Membership number</b>
Boyce Hill Golf and Country Club	
Castle Point Golf Club	

1b. As far as you are aware, do any of the clubs have waiting lists and if so which clubs and for what sections of the clubs?

### **Changes Since 2018**

This section refers specifically to the [Playing Pitch Strategy and Action Plan 2018](#) and [Playing Pitch Assessment Report 2018](#). Please could I refer you specifically to the sections in the following table:

	<b>Relevant pages in PPS and Action Plan document - Sport specific issues, scenarios and recommendations</b>	<b>Relevant pages in PPS and Action Plan document – strategic recommendations</b>	<b>Relevant parts of the Action Plan</b>	<b>Playing Pitch Assessment Report</b>
<b>Golf</b>	Page 20	Pages 26-44	pages 48-56	Part 8 page 77-83

2. Please advise of any key changes that you are aware of in relation to the supply of facilities since 2018, in relation to new/enhanced facilities, facilities that have closed or changes to the quality or access to facilities?

3. Have there been any other significant changes for your sport not listed above? Please give details.

4. Will any of the changes detailed above need to be reflected in amendments to the recommendations set out in part 3 of the PPS Strategy and Action Plan for your sport?

## APPENDIX 2



# CASTLE POINT BOROUGH COUNCIL PLAYING PITCH STRATEGY & ACTION PLAN

**NOVEMBER 2018**  
**2022 UPDATES**

QUALITY, INTEGRITY, PROFESSIONALISM

**Knight, Kavanagh & Page Ltd**  
Company No: 9145032 (England)

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**CASTLE POINT BOROUGH COUNCIL  
PLAYING PITCH STRATEGY**

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# CASTLE POINT BOROUGH COUNCIL

## PLAYING PITCH STRATEGY

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### ABBREVIATIONS

3G	Third generation turf
AGP	Artificial grass pitch
ASC	All Stars Cricket
BC	Bowls Club
CC	Cricket Club
EG	England Golf
ECB	England and Wales Cricket Board
EH	England Hockey
FA	Football Association
FC	Football Club
FIFA	Fédération Internationale de Football Association
GIS	Geographical Information Systems
HC	Hockey Club
IOG	Institute of Groundsmanship
JFC	Junior Football Club
KKP	Knight, Kavanagh and Page
LMS	Last Man Stands
NGB	National Governing Body of Sport
NPPF	National Planning Policy Framework
NTP	Non-turf pitch
OAN	Objectively Assessed Need
ONS	Office for National Statistics
PGA	Professional Golfers Association
PPS	Playing Pitch Strategy
PQS	Performance Quality Standard
PIP	Pitch Improvement Programme
RFU	Rugby Football Union
RUFC	Rugby Union Football Club
S106	Section 106
TC	Tennis Club
TGR	Team Generation Rate
U	Under



## PART 1: INTRODUCTION

Knight, Kavanagh & Page Ltd (KKP) has been commissioned by the South Essex authorities of Basildon, Castle Point, Rochford and Southend-on-Sea, together with Essex County Council and Sport England, to assess outdoor sport facility needs across the individual local authority areas.

The output is provision of four separate playing pitch needs assessments and strategies (including action plans) across the aforementioned authorities as well as one additional overarching strategy for South Essex, which will also encompass Thurrock. The intention for the overarching strategy document is to bring the individual strategies together, setting out key recommendations that relate to and impact on the wider South Essex region and encouraging the local authorities to work together in a partnership approach. It should be considered together with the individual strategies.

This is the Playing Pitch Strategy (PPS) for Castle Point. It has been developed in accordance with Sport England guidance and under the direction of a steering group led by the Council and including National Governing Bodies of Sport (NGBs). It builds upon the preceding Assessment Report and is capable of:

- ◀ Providing adequate planning guidance to assess development proposals affecting outdoor sports facilities, as appropriate, directing open space contributions secured through development and informing and shaping local planning policy.
- ◀ Informing the protection and provision of playing pitches.
- ◀ Informing land use decisions in respect of future use of existing playing pitch areas and playing fields (capable of accommodating pitches).
- ◀ Providing a strategic framework for the provision and management of playing pitches.
- ◀ Supporting external funding bids and maximising support for playing pitches.
- ◀ Providing the basis for ongoing monitoring and review of the use, distribution, function, quality and accessibility of playing pitches.

The PPS has been developed alongside an Indoor Sports and Leisure Strategy as part of a wider inter-related strategy for sport and recreation within the Borough. The inter-relationship between the strategies must be noted as some sports covered by the PPS also use indoor facilities for matches or training.

It is important that there is regular annual monitoring and review against the actions identified in the Strategy. This should be led by the Council and supported by the Steering Group. As a guide, if no review and subsequent update has been carried out within three years of the PPS being signed off, Sport England and NGBs will consider it to be out of date. If the PPS is used as a 'live' document and kept up to date, its lifespan can be extended.

The PPS should be reviewed on an annual basis from the date it is formally signed off by the Steering Group. This will help to maintain the momentum and commitment that was built up during its development. Taking into account the time to develop the PPS this should also help to ensure that the original supply and demand information is no more than two years old without being reviewed. To assist this, all information, databases and other tools used to inform the Strategy will be handed over to the Council and full training will be offered to assist in utilisation (see Part 5 for further details).

# CASTLE POINT BOROUGH COUNCIL PLAYING PITCH STRATEGY

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## **Scope**

The PPS covers the following outdoor sports facilities:

- ✦ Football pitches (including 3G AGPs)
- ✦ Cricket pitches
- ✦ Rugby union pitches
- ✦ Rugby league pitches
- ✦ Hockey pitches (sand/water-based AGPs)
- ✦ Outdoor tennis courts
- ✦ Outdoor netball courts
- ✦ Outdoor bowling greens
- ✦ Outdoor athletics tracks
- ✦ Golf courses
- ✦ Outdoor cycling tracks
- ✦ Parkour
- ✦ Multi-use games areas (MUGAs)

Playing pitch sports (i.e. football, cricket, rugby union and hockey) were assessed using the guidance set out in Sport England's PPS Guidance: An approach to developing and delivering a PPS.

For the remaining sports/facilities, the supply and demand principles of Sport England methodology: Assessing Needs and Opportunities Guide for Indoor and Outdoor Sports Facilities (ANOG) were followed to ensure the process is compliant with the NPPF.

## **Study area**

The study area for the PPS will be the whole of the Castle Point Borough Council boundary area. Further to this, analysis areas have been created to allow for a more localised assessment of provision and examination of playing pitch supply and demand at a local level. These areas are based upon ward boundaries within Castle Point and have been agreed upon by the Steering Group to further reflect how people play sport.

A map of the analysis areas can be seen overleaf in Figure 1.1.

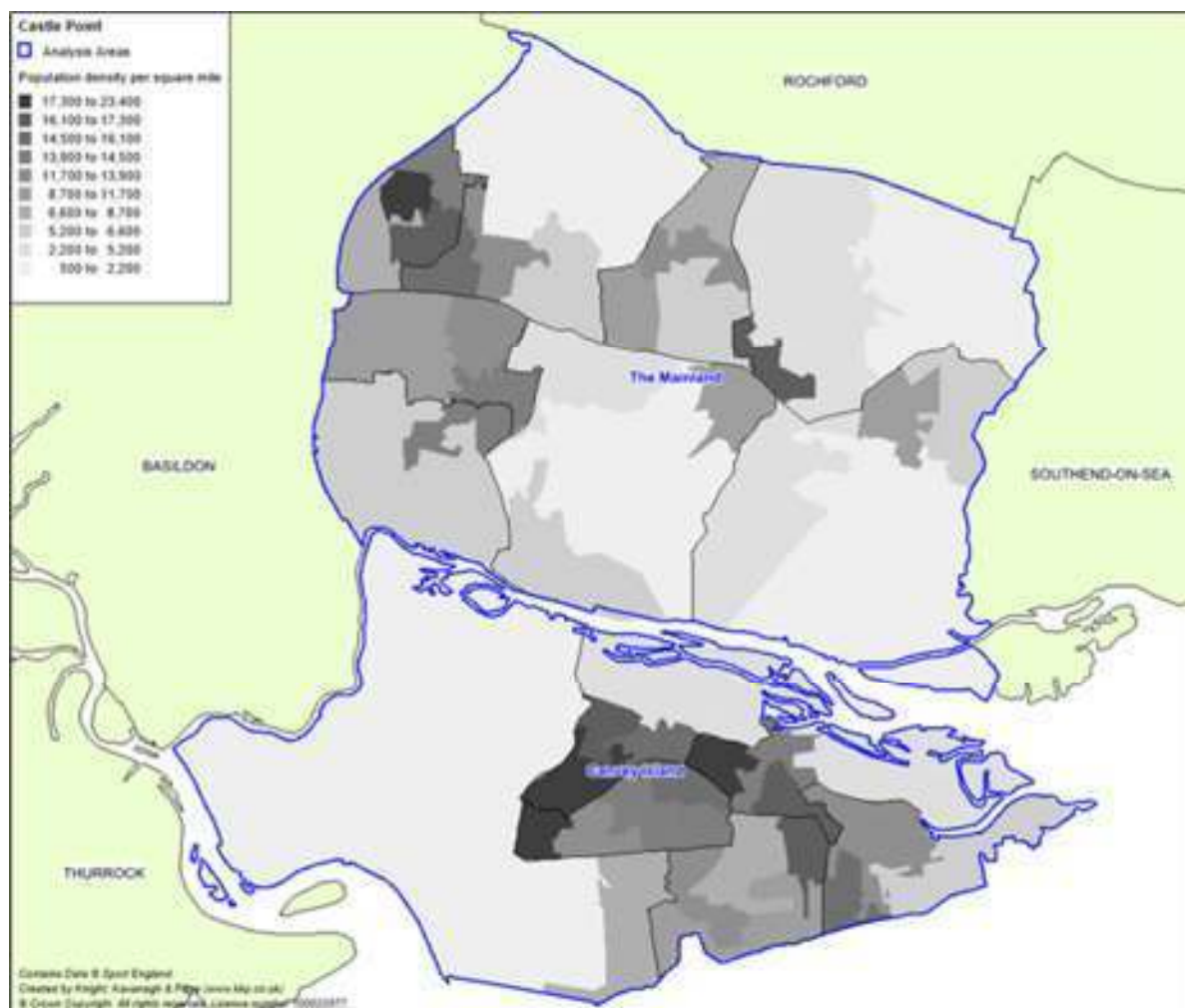
*Table 1.1: Agreed analysis areas*

Analysis area	Wards included
Canvey Island	Canvey Island West, Canvey Island Winter Gardens, Canvey Island Central, Canvey Island North, Canvey Island South, Canvey Island East
The Mainland	St George's, St Peter's, Cedar Hall, Victoria, Appleton, St Mary's, Boyce, St James

A map of the analysis areas can be seen overleaf in Figure 1.1.

# CASTLE POINT BOROUGH COUNCIL PLAYING PITCH STRATEGY

Figure 1.1: Analysis area map



## 1.1: Context

The rationale for undertaking this study is to identify current levels of provision within Castle Point across the public, education, voluntary and commercial sectors and to compare this with current and likely future levels of demand. The primary purpose of the PPS is therefore to provide a strategic framework that ensures the provision of outdoor sports facilities meets the local needs of existing and future residents.

Concern at national government level over the loss of playing fields prompted the development of localised playing pitch assessments and strategies which identify current and future requirements for playing fields. Developing a strategic approach to the analysis of playing pitch supply and demand is necessary to:

- ◆ Protect playing pitches against development pressures on land in, and around, urban areas.
- ◆ Identify pitch (natural grass and artificial) supply and demand issues in relation to predicated population changes.
- ◆ Address 'demand' pressures created as a result of specific sports development pressures e.g. growth of mini soccer and wider use of artificial grass pitches.
- ◆ Address budget pressures and public-sector cuts.

# CASTLE POINT BOROUGH COUNCIL

## PLAYING PITCH STRATEGY

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This strategy provides an evidence base for planning decisions and funding bids and background evidence to support Local Plan policies in relation to formal recreation. It will ensure that this evidence is sound, robust and capable of being scrutinised through examination and meets the requirements of the National Planning Policy Framework (NPPF, 2018).

One of the core planning principles of the NPPF is to improve health, social and cultural wellbeing for all and deliver sufficient community and cultural facilities and services to meet local needs.

Section 8 of the NPPF deals specifically with the topic of healthy communities; Paragraph 96 discusses the importance of access to high quality open spaces and opportunities for sport and recreation that can make an important contribution to the health and well-being of communities.

Paragraphs 97 and 98 discuss assessments and the protection of “existing open space, sports and recreational buildings and land, including playing fields”. A PPS will provide the evidence required to help protect playing fields to ensure sufficient land is available to meet existing and projected future pitch requirements.

Paragraphs 99 and 100 promote the identification of important green spaces by local communities and the protection of these facilities. Such spaces may include playing fields.

### 1.2: Structure

As this strategy is specific to Castle Point, it focuses on findings, recommendations and scenarios for outdoor sports facilities within the District; however, considerations that relate to the whole South Essex area are also included where appropriate. Such considerations are then expanded upon in the overarching strategy document.

- ◆ A vision for the future improvement and prioritisation of outdoor sport facilities.
- ◆ Evidence to help protect and enhance outdoor sport provision.

This strategy has been developed from research and analysis of outdoor sports provision and usage to provide:

- ◆ A vision for the future improvement and prioritisation of outdoor sport facilities.
- ◆ Evidence to help protect and enhance outdoor sport provision.
- ◆ The need to inform the development and implementation of planning policy.
- ◆ The need to inform the assessment of planning applications.
- ◆ The need to provide evidence to help secure internal and external funding.
- ◆ A series of sport-by-sport recommendations that provide a strategic framework for improvements to provision.
- ◆ A series of strategic recommendations which provide a strategic framework for the improvement, maintenance, development and, as appropriate, rationalisation of the playing pitch stock.
- ◆ A prioritised area-by-area action plan to address key issues.

The Strategy and Action Plan recommends numerous priority projects for Castle Point that should be implemented over the course of its lifespan. It is outlined to provide a framework for improvement, with potential partners and possible sources of external funding identified in light of limited council resources.

# CASTLE POINT BOROUGH COUNCIL PLAYING PITCH STRATEGY

The recommendations made in this strategy must be translated into local plan policy so that there is a mechanism to support delivery and secure provision and investment into provision where the opportunity arises.

There is a need to sustain and build key partnerships between the Council, Essex County Council, Active Essex, NGBs, Sport England, education providers, leisure contractors, maintenance contractors, community clubs and private landowners to maintain and improve outdoor sport provision. In these instances, the potential for the Council to take a strategic lead can be limited (except in terms of Section 106 agreements and developer contributions). This document will provide clarity with regard to the way forward and will allow organisations to focus on the key issues and objectives that they can directly influence and achieve.

## 1.3: Headline findings

The table below highlights the quantitative headline findings identified for all main pitch sports included in the preceding Assessment Report. For qualitative findings and site-specific findings, please see Part 3: Sport Specific Recommendations and Scenarios, and Part 4: Action Plan.

*Table 1.2: Quantitative headline findings*

Sport	Analysis area	Current demand shortfall	Future demand shortfall (2037)
Football (grass pitches)	Canvey Island	2 adult match sessions 2.5 youth 11v11 match sessions 5 youth 9v9 match sessions 1 mini 5v5 match session	4 adult match sessions 5.5 youth 11v11 match sessions 6.5 youth 9v9 match sessions 1.5 mini 7v7 match sessions 2 mini 5v5 match sessions
	The Mainland	1 youth 9v9 match session	2.5 youth 9v9 match sessions 0.5 mini 7v7 match sessions
	<b>Overall</b>	<b>1 adult match session 6 youth 9v9 match sessions 1 mini 5v5 match session</b>	<b>5.5 youth 11v11 match sessions 9 youth 9v9 match sessions 2 mini 7v7 match sessions 2 mini 5v5 match sessions</b>
Football (3G AGPs) <sup>1</sup>	Canvey Island	1 full size 3G pitch	1 full size 3G pitch
	The Mainland	2 full size 3G pitches	2 full size 3G pitches
	<b>Overall</b>	<b>3 full size 3G pitches</b>	<b>3 full size 3G pitches</b>
Cricket	Canvey Island	No current shortfalls	No future shortfalls
	The Mainland	No current shortfalls	No future shortfalls
	<b>Overall</b>	<b>No current shortfalls</b>	<b>No future shortfalls</b>
Rugby union	Canvey Island	3.5 match sessions	6.25 match sessions
	The Mainland	No current shortfalls	1.25 match sessions
	<b>Overall</b>	<b>3.5 match sessions</b>	<b>6.25 match sessions</b>

<sup>1</sup> Based on accommodating 42 teams on one full size pitch

## CASTLE POINT BOROUGH COUNCIL PLAYING PITCH STRATEGY

Sport	Analysis area	Current demand shortfall	Future demand shortfall (2037)
Hockey (Sand AGPs)	Overall	No current shortfalls	No future shortfalls

### **Conclusions**

The existing position for all sports is either that demand is being met or that there is a shortfall, whereas the future position shows the exacerbation of current shortfalls and the creation of shortfalls for some facilities and for some areas where demand is currently being met. There are current and future shortfalls of grass football pitches, 3G pitches and rugby union pitches, whereas demand is being met in regards to cricket squares and hockey suitable AGPs.

For the most part, shortfalls can be met by better utilising current provision, such as through improving quality, installing additional floodlighting, improving ancillary facilities and enabling access to existing unused provision, such as at unavailable school sites. Another example of how to develop existing provision to overcome shortfalls is pitch re-configuration (or re-designation).

Notwithstanding the above, a shortfall of 3G pitches can only be met through new provision. With resources to improve the quality of grass pitches being limited, an increase in 3G provision could also help reduce grass pitch shortfalls through the transfer of play, thus reducing overplay, which in turn can aid pitch quality improvements. This is the case for both football and rugby.

Where demand is being met, this does not equate to a surplus of provision, with any spare capacity instead considered as a solution to overcoming current shortfalls and accommodating existing or future demand. As such, there is a clear need to protect all existing outdoor sports provision until all demand is met, or there is a requirement to replace provision to an equal or better quantity and quality before it is lost.



# CASTLE POINT BOROUGH COUNCIL PLAYING PITCH STRATEGY

## PART 2: VISION

### 2.1: Vision

Below is Castle Point's vision for its sport and leisure provision. It sets out the vision and objectives for the period 2017-2037, in line with a vision in the Leisure and Recreation Strategy (2015-2020).

*'To make Castle Point a Borough with a diverse leisure and recreation provision which is accessible to all, encourages and promotes participation and healthy lifestyle choices, making a major contribution to a safe and healthy community.'*

### 2.2: Aims

The following overarching aims are based on the three Sport England themes. It is recommended that they are adopted by the Council and partners to enable delivery of the overall PPS vision and Sport England planning objectives.

#### AIM 1

To **protect** the existing supply of outdoor sports facilities where it is needed to meet current and future needs.

#### AIM 2

To **enhance** outdoor sports provision and ancillary facilities through improving quality and management of sites.

#### AIM 3

To **provide** new outdoor sports facilities where there is current or future demand to do so.

Figure 2.1: Sport England themes



Source Sport England (2015)

## PART 3: SPORT SPECIFIC ISSUES SCENARIOS AND RECOMMENDATIONS

In order to help develop the recommendations/actions and to understand their potential impact, a number of relevant scenario questions are tested against the key issues in this section for each playing pitch sport; resulting in sport specific recommendations.

### Football – grass pitches

#### *Summary*

- ✦ The audit identifies 93 grass football pitches within Castle Point across 32 sites. Of the pitches, 93 are available, at some level, for community use across 21 sites.
- ✦ There are just 11 available youth 11v11 pitches in Castle Point, which is low in relation to the proportion of teams requiring such provision.
- ✦ In total, one community available pitch is assessed as good quality, 61 as standard quality and 17 as poor quality.
- ✦ Changing provision is considered poor quality at Canvey Island Youth Football Club and John H Burrows Ground.
- ✦ Through the audit and assessment, 155 teams from within 40 clubs are identified as playing within Castle Point. This consists of 38 adult men's, two adult women's, 65 youth boys', three youth girls' teams and 47 mini teams.
- ✦ Across Castle Point, 42% of responsive clubs report that they have no security of tenure, predominately due to some or all of their teams playing at school sites without community use agreements in place.
- ✦ There is one team from C & K Basildon Ladies FC based outside Castle Point that plays matches within the borough.
- ✦ There are currently four adult male teams from within two Castle Point based clubs accessing pitches outside of the study area; South Benfleet United FC and Estuary United FC.
- ✦ Team generation rates predict a growth of five youth 11v11, one 9v9, three mini 7v7 and one mini 5v5 team (2037).
- ✦ A number of clubs' report aspirations to increase the number of teams they provide, with five clubs predicting combined growth of 19 teams.
- ✦ A total of 12 pitches across four sites are considered to contain some level of actual spare capacity, equating to 8.5 match equivalent sessions.
- ✦ There are 13 pitches overplayed by 15.5 match equivalent sessions.
- ✦ Based on current demand, youth 11v11 and mini 7v7 pitches have minimal spare capacity, whilst adult, youth 9v9 and mini 5v5 pitches have identified shortfalls.
- ✦ All pitch types in Castle Point have a potential future shortfall based on predicted future demand.
- ✦ Should unsecure sites fall out of permanent use, existing spare capacity would be eliminated and existing shortfalls would be significantly exacerbated.

#### *Scenarios*

##### *Alleviating overplay*

There are 13 pitches in Castle Point overplayed by a total of 15.5 match equivalent sessions. Of these, nine are assessed as poor quality, with the remaining four assessed as standard quality (none are assessed as good quality). As such, improving quality (i.e. through increased maintenance or improved drainage) will increase capacity and as a consequence reduce current and future shortfalls.



## CASTLE POINT BOROUGH COUNCIL PLAYING PITCH STRATEGY

To illustrate the above, Table 3.1 highlights that the majority of current levels of overplay would be alleviated if quality improved to good at each overplayed site. As a reminder, the capacity rating for each type and quality rating is:

Adult pitches		Youth pitches		Mini pitches	
Pitch quality	Matches per week	Pitch quality	Matches per week	Pitch quality	Matches per week
Good	3	Good	4	Good	6
Standard	2	Standard	2	Standard	4
Poor	1	Poor	1	Poor	2

*Table 3.1: Levels of overplay if quality improved to good*

Site ID	Site name	Pitch type	No. of pitches	Current quality	Current capacity rating <sup>2</sup>	Good quality capacity rating <sup>3</sup>
4	Castle View School	Youth (11v11)	1	Poor	2.5	0.5
		Youth (9v9)	1	Poor	1.5	1.5
21	Prospects College of Advanced Technology	Youth (9v9)	1	Standard	3.5	0.5
27	The Appleton School	Youth (11v11)	2	Poor	0.5	5.5
28	The Cornelius Vermuyden School	Adult	2	Poor	2.5	1.5
		Mini 7v7	1	Standard	1	3
		Mini 5v5	1	Standard	1	3
36	Winter Gardens Academy	Youth (9v9)	1	Poor	1	2
37	Woodside Park	Adult	2	Poor	1	3
40	Kents Hill Junior School	Youth (9v9)	1	Standard	1	2

The only overplay that would not be fully eradicated through quality improvements is identified at Prospects College of Advanced Technology. Demand from this site should therefore be transferred to alternative provision with actual spare capacity.

### *Providing security of tenure*

Currently 28 match equivalent sessions are played on unsecured pitches in Castle Point. If these sites were to fall out of use, shortfalls would be significantly exacerbated as the demand would have to relocate to other sites, thus increasing overplay or resulting in more exported demand.

Of the 28 match equivalent sessions played on unsecured pitches, 19 match equivalent sessions are played at peak time, suggesting that 19 pitches would be required to accommodate the demand.

<sup>2</sup> Match equivalent sessions

<sup>3</sup> Match equivalent sessions

# CASTLE POINT BOROUGH COUNCIL

## PLAYING PITCH STRATEGY

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All unsecured use is found at school sites. Whilst not always possible, establishing community use or lease agreements between providers and users would help to ensure that such demand continues to be provided for in the long-term. Where there is external investment on school sites, there are opportunities to secure community use as part of the funding or approval agreement.

For such agreements, it is important to ensure that provision is accessible at peak time and affordable.

### *Accommodating youth 11v11 demand*

As it stands, 21 youth 11v11 matches (U13-U16) in Castle Point are played on adult pitches. If this demand was to be transferred to the correct pitch type, actual spare capacity would be created on adult pitches; however, the current stock of youth 11v11 pitches is not sufficient to cater for the demand with shortfalls already in existence.

Given the above, the actual spare capacity fashioned on adult pitches should be used to reconfigure the supply to better accommodate youth 11v11 demand. An example of this is at Smallgains Recreation Ground, which contains an adult pitch used solely by youth 11v11 teams, meaning that converting it to a youth 11v11 pitch will not adversely affect adult demand.

The remaining sites accommodating youth 11v11 demand on adult pitches are:

- ◀ Benfleet Playing Fields
- ◀ Park Lane (Canvey Island Football Club)
- ◀ The Cornelius Vermuyden School
- ◀ Waterside Farm Leisure Centre
- ◀ Deanes School Sports Centre
- ◀ Prospects of Advanced Technology
- ◀ Thames Road

Of these, Waterside Farm Leisure Centre supplies four adult pitches that are used by just one adult team, meaning three of the pitches could be re-configured. Similarly, both Deanes School Sports Centre and the Cornelius Vermuyden School provide one adult pitch suitable for re-configuration, providing the remaining adult pitches on the sites are retained.

The remaining sites provide adult pitches that are not suitable for a re-configuration due to the amount of adult football accommodated. The youth 11v11 teams using these sites should therefore be encouraged to transfer to the other sites or to a suitable 3G pitch (if/when created).

### **Recommendations**

- ◀ Protect existing quantity of pitches (unless replacement provision is agreed upon and provided).
- ◀ Where pitches are overplayed and/or assessed as poor quality, prioritise investment and review maintenance regimes to ensure it is of an appropriate standard to sustain use and improve quality.
- ◀ Where pitches remain overplayed despite quality improvements, pursue transfer of demand to sites with actual spare capacity.
- ◀ Work to accommodate future demand as well as expressed exported, unmet and latent demand at sites which are not operating at capacity or at sites not currently available for community use that could be moving forward.
- ◀ Provide security of tenure for clubs using unsecure sites through community use agreements.

# CASTLE POINT BOROUGH COUNCIL

## PLAYING PITCH STRATEGY

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- ◀ Ensure all teams are playing on the correct pitch sizes and explore reconfiguration of adult pitches to accommodate youth 11v11 teams where possible.
- ◀ Improve ancillary facilities where there is a demand to do so and where it can benefit the wider footballing offer.
- ◀ Ensure that any large housing developments are provided for and assess the need for new pitch provision through master planning on an individual basis.
- ◀ Where a development is of a size to justify on-site football provision, focus on the creation of multi-pitch sites that reduce existing shortfalls, with accompanying clubhouse provision included given that single pitch sites without appropriate ancillary facilities can be unsustainable.
- ◀ Where a development is not of a size to justify on-site football provision, consider using contributions to improve existing sites within the locality.
- ◀ If required, explore ground sharing possibilities across Castle Point and the wider South Essex region that can provide a more sustainable long-term future for the senior club network.

### 3G pitches

#### *Summary*

- ◀ There is one full size 3G pitch in Castle Point (Waterside Farm Leisure Centre).
- ◀ The pitch is both available to the community and floodlit.
- ◀ In addition, there are three smaller sized 3G pitches, of which two are available for community use.
- ◀ Northwick Park Primary School has recently been granted planning permission to create a smaller sized 3G pitch; however, it indicates that this will not be available for community use and it will also be without floodlighting.
- ◀ The full size 3G pitch at Waterside Farm Leisure Centre is FA approved to host competitive matches, as is the smaller sized pitch at Cedar Hall School.
- ◀ None of the 3G pitches are World Rugby compliant.
- ◀ The 3G pitch at Waterside Farm Leisure Centre is considered good quality having been converted from a sand-based pitch in 2013.
- ◀ Of football clubs responding to consultation, 82% report that they require additional training facilities, and 78% of these specifically mention demand for 3G pitches.
- ◀ With 155 teams currently affiliated to Castle Point there is a need for four full size 3G pitches, meaning a current shortfall of three pitches
- ◀ Based on future demand there remains a shortfall of three full size 3G pitches.
- ◀ The shortfall equates to one pitch in the Canvey Island Analysis Area and to two pitches in the Mainland Analysis Area.
- ◀ A total of eight teams currently play matches on the existing 3G pitch stock.
- ◀ Given the limited rugby demand within the Borough, it is not considered to be a target area for future developments in relation to a World Rugby compliant pitch.

#### *Scenarios*

##### *Accommodating football training demand*

In order to satisfy current football training demand (based on the FA's model of one full size 3G pitch being able to cater for 42 teams) there is a current and future need for four 3G pitches, resulting in a shortfall of three.

## CASTLE POINT BOROUGH COUNCIL PLAYING PITCH STRATEGY

*Table 3.2: Demand for full size 3G pitches in Castle Point*

Current number of teams	Current 3G requirement <sup>4</sup>	Future number of teams	Future 3G requirement <sup>5</sup>
155	4	174	4

When studying demand by analysis area, the shortfall equates to one full size 3G pitch in the Canvey Island Analysis Area and to two full size 3G pitches in the Mainland Analysis Area. This provides a good indication as to where new provision should be located to best service demand.

### *Moving football match play demand to 3G pitches*

Moving match play to 3G pitches is supported by the FA. In Castle Point, the existing full size 3G pitches at Waterside Farm Leisure Centre has undergone appropriate testing and is therefore approved to host competitive matches, with eight teams currently utilising it for this purpose.

To further the use of 3G pitches for matches, the FA is particularly keen to work with local authorities to understand the potential demand for full size floodlit 3G pitches should all competitive matches that are currently played on council pitches be transferred. The following table therefore calculates the number of teams currently using council facilities in Castle Point for each pitch type at peak time.

*Table 3.3: Number of teams currently using council pitches (peak time)*

Pitch type	Pitch size	Peak period	No. of teams
Adult	11v11	Sunday AM	17
Youth	11v11	Sunday AM	16
Youth	9v9	Sunday AM	7
Mini	7v7	Sunday AM	7
Mini	5v5	Sunday AM	5
<b>Total</b>			<b>52</b>

The FA suggests an approach for estimating the number of full size, floodlit 3G pitches required to accommodate the above demand for competitive matches, as seen in the table below.

*Table 3.4: Full size 3G pitches required for the transfer of council pitch demand*

Format	No teams per time (x)	No matches at PEAK TIME (y) = x/2	3G units per match (z)	Total units required formats (A)=(y)*(z)	3G pitches required B= (A)/64
Adult	17	8.5	32	272	4.25
11v11	16	7	32	256	4
9v9	7	3.5	10	35	0.54
7v7	7	3.5	8	28	0.43

<sup>4</sup> Rounded to the nearest whole number

<sup>5</sup> Rounded to the nearest whole number

## CASTLE POINT BOROUGH COUNCIL PLAYING PITCH STRATEGY

Format	No teams per time (x)	No matches at PEAK TIME (y) = x/2	3G units per match (z)	Total units required formats (A)=(y)*(z)	3G pitches required B= (A)/64
5v5	5	2.5	4	10	0.15

Given that peak time is the same for each pitch type, the number of 3G pitches required needs totalling together. This equates to the demand for nine full size 3G pitches (rounded down from 9.37).

As the number required is substantially more than the number of full size 3G pitches required for training, it could be unfeasible to create the additional provision due to sustainability issues (as mid-week usage could be limited). As such, it may be more beneficial to work on transferring a certain format of play rather than all play, such as youth 11v11 demand given the youth 11v11 grass pitch shortfalls.

An alternative approach is to transfer all mini demand to 3G pitches; the FA has an ambition to transfer 50% of mini play on to 3G pitches nationally. Thus, a programme of play has been created to determine how many 3G pitches would be required to accommodate this, given that peak time for both mini 7v7 and mini 5v5 football is Sunday AM.

*Table 3.5: Full size 3G pitches required for transfer of all mini demand*

Time	Pitch markings	Total games/teams
9.00 – 10.00	4 x 5v5	4/8
10.00 – 11.00	4 x 5v5	4/8
11.00 – 12.00	2 x 7v7	2/4
12.00 – 13.00	2 x 7v7	2/4

Based on the above programming and separate start times for mini 5v5 and mini 7v7 matches, the overall need is for three full size 3G pitches (rounded down from 3.11). This is calculated based on 22 mini 5v5 teams and 26 mini 7v7 teams currently playing within Castle Point.

As the number of 3G pitches required to accommodate all mini demand is less than the number of 3G pitches required to accommodate current and future training needs, it suggests that all mini match play demand could be catered for if training shortfalls were alleviated.

### *Creating additional full size 3G pitches for football*

First and foremost, the creation of additional full size 3G pitches should work towards alleviating the shortfall for training. With no current proposals in place, the FA has identified sites that could be suitable for the creation of provision.

The Canvey Island Analysis Area has a shortfall of one full size 3G pitch, with the creation of a second one at Waterside Farm Leisure Centre seen as the ideal solution to correcting this. The existing pitch is operating close to capacity and the management structure is already in place for operation purposes.

In the Mainland Analysis Area, sites deemed suitable to alleviate the shortfall of two 3G pitches are Deanes School Sports Centre and the Appleton School.

# CASTLE POINT BOROUGH COUNCIL

## PLAYING PITCH STRATEGY

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### *World Rugby compliant 3G pitches*

World Rugby has produced a 'performance specification for artificial grass pitches for rugby', more commonly known as 'Regulation 22'. This contains the necessary technical detail to produce pitch systems appropriate for rugby union. The RFU investment strategy for AGPs considers sites where grass rugby pitches are over capacity and where an AGP would support the growth of the game at the host site and for the local rugby partnership, including local clubs and education establishments.

There are currently no World Rugby compliant 3G pitches in Castle Point and due to limited rugby demand in the Borough it is not seen as a target area for the creation of one. However, there is a need for at least one within the wider South Essex region, so such provision could be accessed by Castle Point based clubs (Canvey Island RFC and Benfleet Vikings RFC) if required.

### **Recommendations**

- ◀ Protect current stock of 3G pitches.
- ◀ Explore options of providing new 3G pitches as a priority to meet football training demand shortfalls.
- ◀ Carry out a feasibility study across the wider South Essex sub-region to ensure that 3G deficiencies across all local authorities are relieved via a partnership approach.
- ◀ Consider the need for further 3G pitch provision above and beyond football training shortfalls if certain scenarios become reality e.g. the loss of unsecured sites.
- ◀ Carry out consultation with England Hockey when deciding upon the location of new 3G pitches to ensure the sustainability of existing sand-based AGPs.
- ◀ Ensure that any new 3G pitches are constructed to meet FA recommended dimensions and quality performance standards to meet performance testing criteria.
- ◀ Encourage all current and future providers to put in place a sinking fund to ensure long-term sustainability.
- ◀ Encourage more match play demand to transfer to 3G pitches, where possible, and ensure that pitches remain suitable to accommodate such demand through appropriate certification when it is required.
- ◀ Where a development is of a size to justify on-site football provision, consider the potential for 3G provision on multi-pitch sites, and as a minimum requirement, design new sites so that they could accommodate 3G provision at a later date, if required.

### **Cricket pitches**

#### **Summary**

- ◀ There are five grass cricket squares in Castle Point located across three sites, with Woodside Park and Smallgains Recreation Ground (Canvey Island Cricket Club) each providing two squares.
- ◀ In addition to the grass cricket squares, there are five NTPs in Castle Point, all located at school sites.
- ◀ Security of tenure is considered unsecure for Canvey Island CC, which annually leases its square at Smallgains Recreation Ground from Island Boys and Girls Ltd.
- ◀ All squares are assessed as standard quality.
- ◀ John H Burrows Ground is serviced by good quality changing facilities; Woodside Park and Smallgains Recreation Ground (Canvey Island Cricket Club) are serviced by poor quality changing facilities.

# CASTLE POINT BOROUGH COUNCIL

## PLAYING PITCH STRATEGY

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- ◀ Both Woodside Park and John H Burrows Ground are serviced by outdoor practice nets; Smallsgains Recreation Ground is not.
- ◀ There are three clubs competing in Castle Point generating 20 teams, which as a breakdown, equates to 11 senior men's and nine junior boys' teams.
- ◀ None of the three clubs within Castle Point currently have any women's or girl's teams.
- ◀ All three clubs express a desire to increase their team numbers; however, only Benfleet CC quantifies by how many (one senior men's and one senior women's team).
- ◀ No additional teams at any age group are expected to be generated through population increases.
- ◀ All five squares show potential spare capacity on grass wickets in Castle Point totalling 106 match equivalent sessions per season.
- ◀ Only Woodside Park shows actual spare capacity for further use at peak time for senior cricket, equating to 0.5 squares and 32 match equivalent sessions.
- ◀ For junior cricket, all squares are also considered to be able to accommodate an increase in junior demand.
- ◀ No squares in Castle Point are considered to be overplayed.
- ◀ Current and future demand is able to be accommodated in Castle Point; however, an increase in provision may be required to accommodate any future senior demand derived from either Canvey Island CC and Hadleigh & Thundersley CC.
- ◀ Both analysis areas and all clubs have capacity to accommodate both current and future demand for junior cricket.
- ◀ The Indoor Sports and Leisure Strategy finds that there is increasing demand for high quality cricket provision for both practice and match play across South Essex; Essex Cricket and the ECB's main objective is to increase access to indoor cricket facilities across the region, however, local clubs are increasingly finding access to indoor facilities a significant challenge, particularly at school sites.

### **Scenarios**

#### *Accommodating future demand*

All three clubs in Castle Point express future demand albeit growth is only quantified by Benfleet CC and equates to one senior men's and one senior women's team. This increase could be accommodated at the Club's current home venue (Woodside Park) as capacity exists at peak time for both forms of play (Saturday for senior men's teams and Sunday for senior women's teams).

For the other two clubs, no capacity is considered to exist if they wanted to field more Saturday teams; however, additional senior teams could play outside of the peak period in leagues taking place on a Sunday. Furthermore, both clubs have significant capacity for a growth in junior demand.

### **Recommendations**

- ◀ Protect existing quantity of cricket squares, including protection from development that may prejudice the use of a cricket square such as residential development in close proximity to a cricket outfield (ball strike issues).
- ◀ Ensure future demand can be accommodated and that it does not result in exported demand or overplay.
- ◀ Work with clubs and grounds staff to review quality issues on pitches to ensure appropriate quality is achieved.
- ◀ Ensure security of tenure for all clubs with lease arrangements in place by ensuring agreements have over 25 years remaining, primarily in regards to Canvey Island CC.



## CASTLE POINT BOROUGH COUNCIL PLAYING PITCH STRATEGY

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- ◀ Improve changing facilities servicing Woodside Park and Smallgains Recreation Ground (Canvey Island Cricket Club).
- ◀ Consider installation of practice facilities at Smallgains Recreation Ground (Canvey Island Cricket Club) and ensure such provision remains sufficient at Woodside Park and John H Burrows Ground.
- ◀ Consider the need for one additional square within the Mainland Analysis Area should Hadleigh & Thundersley CC realise its future senior demand and in the Canvey Island Analysis Area should Canvey Island CC realise its future senior demand.
- ◀ Where a development is of a size to justify on-site cricket provision, ensure that any proposals for new squares will attract adequate demand.
- ◀ Where a development is not of a size to justify on-site cricket provision, or if sufficient demand cannot be attracted, consider using contributions to improve existing sites within the locality.
- ◀ In line with the Indoor Sports and Leisure Strategy, support investment at sites where sports halls are being refurbished or new sports halls are being developed to ensure cricket is catered for, regularly evaluate programming at sports halls to ensure there is capacity to support cricket, and develop relationships between schools and clubs to ensure good access to indoor provision.

### **Rugby union - grass pitches**

#### ***Summary***

- ◀ Within Castle Point, there are eight senior pitches provided across seven sites, with six pitches are available for community use across five sites.
- ◀ Of the community available pitches, one is assessed as good quality and five as poor quality.
- ◀ Canvey Island RFC leases its ground from the Council on a 99-year lease with 52 years remaining, whilst Benfleet Vikings RFC rents Benfleet Playing Fields on an annual basis from the Council.
- ◀ Benfleet Vikings RFC currently rents the changing facilities on an annual basis from the Council; however, it expresses aspirations to have a long-term lease on the changing facilities.
- ◀ The Club currently fields all of its mini and junior home fixtures away due to changing facilities and car parking not being able to accommodate demand.
- ◀ The ancillary facilities at Canvey Island Rugby Club are adequate and functional but in need of modernisation.
- ◀ Canvey Island RFC and Benfleet Vikings RFC are of a similar size with ten and nine teams respectively.
- ◀ Anticipated population growth equates to the creation of one mini team.
- ◀ Canvey Island RFC has aspirations to increase in size by one women's senior team, two junior teams and four mini teams.
- ◀ Only one pitch, located at Benfleet Playing Fields, currently has actual spare capacity equating to 0.5 match equivalent sessions.
- ◀ One pitch at Canvey Island Rugby Club is overplayed by 3.5 match equivalent sessions.
- ◀ Having considered supply and demand, there is a current shortfall of 3.5 match equivalent session in the Canvey Island Analysis Area, which could increase to 6.25 match equivalent sessions if future growth aspirations are realised.
- ◀ Despite current spare capacity, a shortfall of 1.25 match equivalent sessions will be created in the Mainland Analysis Area if all junior and mini demand is transferred to Benfleet Playing Fields as is desired by Benfleet Vikings RFC.



# CASTLE POINT BOROUGH COUNCIL

## PLAYING PITCH STRATEGY

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### **Scenarios**

#### *Improving pitch quality*

Canvey Island Rugby Club provides two senior pitches, one with spare capacity of one match equivalent session and one that is overplayed by 3.5 match equivalent sessions due to training demand. Maximising the quality would increase carrying capacity by four match equivalent sessions; however, some overplay would remain on the training pitch totalling 1.5 match equivalent sessions. Play could not be transferred due to the lack of floodlighting on the other pitch.

Benfleet Playing Fields contains one senior pitch that has current spare capacity amounting to one match equivalent session; however, if junior demand was fielded at the site this would result in overplay of 1.25 match equivalent sessions. Maximising quality would increase carrying capacity by 0.5 match equivalent sessions, meaning the shortfall would reduce to 0.75 match equivalent sessions.

#### *Increasing access to floodlit training provision*

There are currently no fully permanent floodlit pitches within Castle Point, with Canvey Island RFC having access to a partially floodlit pitch and Benfleet Vikings RFC utilising portable floodlighting.

In order for overplay to be alleviated at Canvey Island Rugby Club, in addition to pitch quality improvements, consideration should be given to fully floodlighting both pitches. This will allow demand to be better spread across the site rather than one pitch containing spare capacity and one pitch being overplayed.

Permanently floodlighting the pitch at Benfleet Playing Fields will not necessarily provide more capacity; however, it should still be considered. The use of portable floodlighting often results in localised wear and tear in excess of that caused from a permanent solution and also does not meet RFU performance standard regarding lux and uniformity levels.

#### *Accommodating future demand*

The growth aspirations expressed by both Canvey Island RFC and Benfleet Vikings RFC cannot be accommodated on the current supply of pitches, regardless of pitch quality and floodlight improvements. As such, additional provision may be required, or access to a World Rugby compliant 3G pitch may be necessary within the wider South Essex region.

### **Recommendations**

- ◀ Protect existing quantity of rugby union pitches.
- ◀ Explore funding opportunities to improve pitch quality in order to reduce shortfalls.
- ◀ Consider permanent floodlit solutions in order to fully alleviate shortfalls and to better cater for training demand.
- ◀ Consider a long-term lease of the changing facilities at Benfleet Playing Fields to Benfleet Vikings RFC and explore whether the pitches could be leased in order to provide the Club with long term security of tenure.
- ◀ Identify funding to improve changing facilities at Canvey Island Rugby Club and Benfleet Playing Fields.
- ◀ Explore solutions to enabling Canvey Island RFC and Benfleet Vikings RFC to fulfil growth plans without shortfalls being created and/or exacerbated.

# CASTLE POINT BOROUGH COUNCIL

## PLAYING PITCH STRATEGY

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- ◆ Retain supply of rugby pitches at school sites for curricular and extra-curricular purposes and encourage secure community availability should demand exist in the future.

### **Rugby league**

#### **Summary**

- ◆ There are currently no dedicated rugby league pitches within Castle Point and no rugby league teams.
- ◆ Previously, clubs existed in both Basildon and Southend-on-Sea, however, these recently folded.
- ◆ The RFL suggests that it would be keen to support the re-establishment of demand within South Essex, although it is considered likely that this would be away from Castle Point.
- ◆ Given that no perceived rugby league demand exists currently or in the future, no action is required in relation to the sport.

#### **Scenarios**

N/A

#### **Recommendations**

- ◆ Ensure rugby league demand can be accommodated should it exist in the future.

### **Hockey pitches (sand/water-based AGPs)**

#### **Summary**

- ◆ There are no hockey suitable AGPs in Castle Point.
- ◆ There are no hockey clubs based in Castle Point, with any demand likely to be exported to neighbouring authorities.
- ◆ Consultation with EH suggests that it is unlikely for a dedicated club to be created in Castle Point in the near future, meaning immediate priority should be given to clubs and facilities in neighbouring authorities.
- ◆ Notwithstanding the above, the lack of provision is considered detrimental to school-based hockey.
- ◆ In neighbouring local authorities, there is a need for an additional sand-based AGP in Southend-on-Sea to satisfy club demand, whilst current provision is sufficient in Basildon and will be sufficient in Rochford if supply increases in Southend-on-Sea.

#### **Scenarios**

N/A

#### **Recommendations**

- ◆ Ensure hockey demand can be accommodated should it exist in the future.

# CASTLE POINT BOROUGH COUNCIL

## PLAYING PITCH STRATEGY

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### Golf

#### *Summary*

- ◀ There are two golf courses within Castle Point (Boyce Hill Golf and Country Club and Castle Point Golf Club).
- ◀ Both golf clubs provide a standard 18-hole course each.
- ◀ Both clubs provide clubhouses that feature changing rooms as well as bars, kitchens and function rooms that are available to external hirers.
- ◀ Boyce Hill Golf and Country Club is primarily a membership club; Castle Point Golf Club is primarily a pay and play facility.
- ◀ Boyce Hill Golf and Country Club has a substantial membership base when compared to the national average, whilst Castle Point Golf Club has significantly less.
- ◀ Both have seen a year on year reduction in membership since 2014.
- ◀ In total, an average of 73,555 people are identified as current or potential users of golf facilities within Castle Point.
- ◀ Given that it is difficult for one facility to cater for the needs of all potential members, there is clear scope for some clubs to work more collaboratively in terms of creating pathways.
- ◀ It is considered that the current supply of facilities in Castle Point can meet current and future demand, although it is imperative that both courses are protected for long-term golfing activity.
- ◀ Facilities should be supported to ensure that sites are able to retain current members and users as well as, where appropriate, assisting them in capitalising on any untapped demand plus future demand generated from housing growth and population increases.

#### *Scenarios*

N/A

#### *Recommendations*

- ◀ Retain all current golf courses and facilities.
- ◀ Sustain course quality and seek improvements where necessary through implementation of appropriate maintenance regimes.
- ◀ Support clubs in membership retention and potential growth.
- ◀ Encourage clubs and providers to work more collaboratively in terms of creating pathways for existing and new players.

### Bowls

#### *Summary*

- ◀ There are three flat greens located across three sites in Castle Point.
- ◀ All three greens are situated in the Mainland Analysis Area.
- ◀ South Benfleet & Canvey BC leases its green of the same name from the Council, whereas Hadleigh BC leases the green at John H Burrows Ground, also from the Council.
- ◀ Castle Point BC rents the green at Woodside Park from the Council.
- ◀ Two greens are assessed as good quality (South Benfleet and Canvey Bowls Club and Woodside Park) and one as standard quality (John H Burrows Ground).
- ◀ All three greens are accompanied by good quality clubhouse facilities, although South Benfleet & Canvey Island BC has acquired funding to provide additional changing provision.
- ◀ There are three bowls clubs in Castle Point catering for a combined total of 419 members.

# CASTLE POINT BOROUGH COUNCIL

## PLAYING PITCH STRATEGY

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- ◀ In contrast to a national decline in membership, all three clubs report growth over the previous three years.
- ◀ Hadleigh BC reports plans to increase its number of members by 25.
- ◀ All three clubs are operating above recommended membership, suggesting a requirement for additional green space.
- ◀ As providing additional outdoor greens is considered unrealistic, consideration should be given to the creation of an indoor bowls facility as this would reduce the pressures on the outdoor greens.

### **Scenarios**

#### *Consolidation of greens*

Bowls England indicates that one green can accommodate approximately 60 members before capacity becomes an issue, whereas at least 20 members are reportedly required for a green to be sustainable. In Castle Point, all three greens are operating significantly above the 60-member threshold, meaning no two clubs could merge onto one green without capacity issues. As such, it is considered that all existing greens are required.

### **Recommendations**

- ◀ Retain existing quantity of greens.
- ◀ Sustain quality of greens at South Benfleet and Canvey Bowls Club and Woodside Park and seek improvements where possible in regards to green at John H Burrows Ground.
- ◀ Support Benfleet & Canvey Island BC with its changing provision aspirations.
- ◀ Support Hadleigh BC with plans to increase membership so that growth can be maximised.
- ◀ Given high membership levels, support clubs to ensure the number of greens remains sufficient to accommodate demand.

### **Tennis**

#### **Summary**

- ◀ There are 18 tennis courts identified in Castle Point across four sites, with 13 of the courts being available for community use.
- ◀ All community available courts are located in the Mainland Analysis Area.
- ◀ Three tennis courts at King George V Playing Fields and two tennis courts at Woodside Park are now considered to be disused.
- ◀ No clubs' express concerns with regards to security of tenure.
- ◀ Hadleigh Park TC is currently without access to floodlit courts.
- ◀ All courts have a macadam surface.
- ◀ Following a non-technical assessment, nine community available courts are assessed as good quality (at Hadleigh Park Tennis Club and Deanes School Sports Centre), with the remaining four assessed as poor quality (John H Burrows Ground).
- ◀ Ancillary provision is adequate.
- ◀ There are two clubs in Castle Point which have a combined membership of 310 members, which as a breakdown consists of 152 seniors and 158 juniors.
- ◀ Hadleigh Park TC reports future demand for an increase of ten senior and ten junior members.
- ◀ Informal tennis is reported at Deanes School Sports Centre; however, plenty of spare capacity remains for an increase in demand.
- ◀ There is a sufficient supply of courts to meet demand from Deanes TC at Deanes School Sports Centre.

# CASTLE POINT BOROUGH COUNCIL

## PLAYING PITCH STRATEGY

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- ◀ The supply of courts servicing Hadleigh Park TC is also considered to be sufficient; however, a shortfall will be evident if the Club realises its future demand aspirations, suggesting that floodlight installation is required.
- ◀ For non-club courts, the supply is considered to be insufficient as only four are provided.

### **Scenarios**

#### *Informal tennis*

The LTA has recently set up an initiative to change the way in which people access council courts known as ClubSpark. Instead of providing free access, some local authorities are now securing their courts as per a membership scheme that allows members access through the use of a fob system following payment of a small yearly fee. Not only does this deter unofficial use of courts but it also allows official use to be tracked, thus providing data on how well and how often courts are being accessed. In addition, it provides income generation that can go towards ongoing maintenance of the courts.

The LTA advocates that sites with a minimum of four courts are likely to be more sustainable, with the provision of accompanying changing facilities and floodlighting preferred. It is considered that John H Burrows Ground could conform to these requirements, whilst the courts at King George V Playing Field and Woodside Park could be considered if they were brought back into use (and added to).

All remaining courts in Castle Point are managed by sports clubs or via schools.

### **Recommendations**

- ◀ Protect existing quantity of tennis courts.
- ◀ Sustain quality of club courts for competitive play through implementation of appropriate maintenance regimes.
- ◀ Consider installation of floodlights to better accommodate Hadleigh Park TC.
- ◀ Improve courts at the Cornelius Vermuyden School to meet curricular and extra-curricular needs.
- ◀ Improve court at John H Burrows Ground and explore implementation of ClubSpark scheme.
- ◀ Consider bringing courts at King George V Playing Field and Woodside Park back into use for recreational activity, potentially as part of the ClubSpark scheme.

### **Netball**

#### **Summary**

- ◀ There are ten outdoor netball courts in Castle Point across three sites, all of which are located at school sites, with four, located at Deanes School Sports Centre, available for community use.
- ◀ Planning permission has been granted for two floodlit, dedicated outdoor netball courts to be provided at King John School. These will be available for community use when provided.
- ◀ All outdoor netball courts in Castle Point have a macadam surface.
- ◀ Seven courts, located across Deanes School Sports Centre and the Cornelius Vermuyden School, are floodlit.

## CASTLE POINT BOROUGH COUNCIL PLAYING PITCH STRATEGY

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- Following site assessments, four netball courts are assessed as good quality, three as standard quality and three as poor quality.
- The four good quality courts are located at Deanes School Sports Centre and were refurbished in 2017 as part of a joint project between England Netball and the School.
- The Southend & District netball league generates the majority of netball demand for Castle Point; the League is situated at Deanes School Sports Centre.
- Priority should be placed on ensuring courts at Deanes School Sports Centre remain of a good standard.

### *The Southend & District Netball League*

Westcliff High School for Girls in Southend-on-Sea previously hosted the Southend & District Netball League before quality issues resulted in demand importing to Castle Point. The School has now refurbished the courts in order to encourage the League to return; however, it is unknown if the League intends on doing so. If it does transfer its demand, usage at Deanes School Sports Centre could significantly decrease, thus impacting on income, although it may enable more activity from Deanes TC.

### **Recommendations**

- Protect courts, first and foremost for curricular and extra-curricular demand.
- Improve quality at Castle View School.
- Ensure courts at Deanes School Sports Centre remain sustainable should league demand transfer off-site.

### **Athletics**

#### **Summary**

- There is one athletics track in Castle Point located at Waterside Farm Leisure Centre; however, this is currently disused due to substantial quality issues.
- England Athletics reports that numerous community groups and running groups as well as other sports clubs have expressed aspirations for the track to be reinstated in the near future.
- There are no athletics clubs within Castle Point, with any demand exporting to neighbouring Basildon and Southend-on-Sea.
- Two running clubs are in existence; Castle Point Joggers caters for 170 runners, whereas Benfleet Running Club caters for 320 runners.
- Benfleet Running Club hosts an annual 15-mile run over a multi-terrain course in Castle Point, utilising the Canvey Island sea wall and the undulating Hadleigh Downs.
- A Parkrun event is held every Saturday at Hadleigh Park.
- Evidence suggests that sufficient demand exists for the track at Waterside Farm Leisure Centre to be re-instated.
- It is worth exploring whether a dedicated athletics club could be created via help from England Athletics.
- Priority should also be placed on sustaining and increasing the popularity of the running events currently taking place.

# CASTLE POINT BOROUGH COUNCIL PLAYING PITCH STRATEGY

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## **Scenarios**

### *Re-instating the track at Waterside Farm Leisure Centre*

Evidence suggests that sufficient demand exists for the track at Waterside Farm Leisure Centre to be re-instated to satisfy the needs of community groups, clubs and casual runners in Castle Point, as well as schools in the area that could occasionally utilise the facility. As such, substantial quality improvements are required, whilst floodlighting the provision should also be explored to enable more usage.

England Athletics suggests that for a track to be sustainable, membership of 200 or more people is required. Given the large number of members serviced by Castle Point Joggers and Benfleet Running Club it is considered that this threshold would be met, although the majority of activity would still take place away from the track. It is therefore worth exploring whether a dedicated athletics club could be created via help from England Athletics.

## **Recommendations**

- ✦ Consider re-instating the track at Waterside Farm Leisure Centre and, in the meantime, ensure any activity that requires access to a track can be accommodated via provision in neighbouring local authorities.
- ✦ Support the running events taking place as well as exploring the implementation of initiatives not currently serviced to increase participation in recreational running.

## **Cycling**

### **Summary**

- ✦ Hadleigh Park, a purpose-built Mountain Bike facility, is located in Castle Point has an Olympic mountain bike course consisting of 5km of sandstone track.
- ✦ Sport England Market Segmentation identifies that there are currently 6,947 people in Castle Point which are participating in regular cycling activity. The majority of this is likely to be for recreational, health and fitness purposes, although formal demand is accounted for by one club; Hadleigh Mountain Bike Club.
- ✦ Sport England's Segmentation Tool identifies latent demand of 3,945 people who would like to participate in the sport within Castle Point that do not currently do so.
- ✦ It is considered that demand for cycling within Castle Point is accommodated for due to Hadleigh Park being situated in the Borough.
- ✦ The priority should be sustaining the quality of this site so that it continues to meet demand.

## **Scenarios**

N/A

## **Recommendations**

- ✦ Sustain quality at Hadleigh Park and continue to maximise usage.

# CASTLE POINT BOROUGH COUNCIL PLAYING PITCH STRATEGY

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## **MUGAs**

### ***Summary***

- ◀ There are five sites identified as providing six MUGAs in Castle Point.
- ◀ All MUGAs are identified as being type one/two.
- ◀ All identified MUGAs are owned by the Council, meaning all provision is open access.
- ◀ Following non-technical assessments, all six MUGAs are assessed as poor quality.
- ◀ None of the MUGAs are accompanied by floodlighting.
- ◀ Given the open access nature of the MUGAs, no usage is recorded.
- ◀ It is considered that given the breakdown across the two analysis areas, Castle Point is relatively well provided for albeit quality needs to improve.
- ◀ Furthermore, provision is likely to be limited given that none are floodlit.

### ***Scenarios***

N/A

### ***Recommendations***

- ◀ Improve quality to encourage usage.
- ◀ Explore whether any existing MUGAs can be accompanied by floodlighting to increase availability.



## PART 4: STRATEGIC RECOMMENDATIONS

The strategic recommendations for the Strategy have been developed via a combination of information gathered during consultation, site visits and analysis which culminated in the production of an assessment report, as well as key drivers identified for the Strategy. They reflect overarching and common areas to be addressed, which apply across outdoor sports facilities and may not be specific to just one sport.

### OBJECTIVE 1

To **protect** the existing supply of outdoor sports facilities where it is needed to meet current and future needs.

#### Recommendations:

- a. Ensure, through the use of the Playing Pitch Strategy, that outdoor sports facilities are protected through the implementation of local planning policy.
- b. Secure tenure and access to sites for high quality, development minded clubs, through a range of solutions and partnership agreements.
- c. Maximise community use of education facilities where there is a need to do so.

**Recommendation (a) – Ensure, through the use of the Playing Pitch Strategy, that outdoor sports facilities are protected through the implementation of local planning policy.**

The PPS Assessment shows that all currently used outdoor sports sites require protection or replacement and therefore cannot be deemed surplus to requirements because of shortfalls now and in the future. Lapsed, disused, underused and poor-quality sites should also be protected from development or replaced as there is a requirement for playing field land to meet the identified shortfalls. Therefore, based on the outcomes of the PPS, local planning policy should reflect this situation.

NPPF paragraph 97 states that existing open space, sports and recreational buildings and land, including playing fields, should not be built on unless:

- ❖ An assessment has been undertaken which has clearly shown the open space, buildings or land to be surplus to requirements; or
- ❖ The loss resulting from the proposed development would be replaced by equivalent or better provision in terms of quantity and quality in a suitable location; or
- ❖ The development is for alternative sports and recreational provision, the needs for which clearly outweigh the loss.

Should outdoor sports facilities be taken out of use for any reason (e.g. council budget restraints), it is imperative that the land is retained so that it can be brought back into use in the future. This means that land containing provision should not be altered (except to improve play) and should remain free from tree cover and permanent built structures, unless the current picture changes to the extent that the site in question is no longer needed (subject to being informed by an annual review of the PPS), or unless replacement provision is provided to an equal or greater quantity and quality.

## CASTLE POINT BOROUGH COUNCIL PLAYING PITCH STRATEGY

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Although there are identified shortfalls of match equivalent sessions, most demand is currently being met and most shortfalls are likely to be addressed through quality improvements. Including the need for additional facilities in the Local Plan is therefore not recommended as a priority, except in the case of 3G pitches where there is a discrete need for additional provision, or where there is significant housing growth.

The PPS should be used to help inform Development Management decisions that affect existing or new outdoor sports facilities and ancillary facilities. All applications are assessed by the Local Planning Authority on a case by case basis taking into account site specific factors. In addition, Sport England is a statutory consultee on planning applications that affect or prejudice the use of playing field and will use the PPS to help assess that planning application against its Playing Fields Policy.

Sport England's playing field policy exception E1 only allows for development of lapsed or disused playing fields if a PPS shows a clear excess in the quantity of playing pitch provision at present and in the future across all playing pitch sports types and sizes.

Policy Exception E1:

'A carefully quantified and documented assessment of current and future needs has demonstrated to the satisfaction of Sport England that there is an excess of playing field provision in the catchment, and the site has no special significance to the interests of sport'.

Where the PPS cannot demonstrate the site, or part of a site, is clearly surplus to requirements then replacement of the site, or part of a site, will be required to comply with Sport England policy exception E4.

Policy Exception E4:

'The playing field or fields to be lost as a result of the proposed development would be replaced, prior to the commencement of development, by a new playing field site or sites:

- ▶ of equivalent or better quality and
- ▶ of equivalent or greater quantity;
- ▶ in a suitable location and
- ▶ subject to equivalent or better management arrangements.

Any disused/lapsed sites are included within the Action Plan together with a recommendation in relation to the need to bring the site back into use or mitigate the loss on a replacement site to address the shortfalls identified within the Assessment.

It may be appropriate to consider rationalisation of some existing outdoor sport sites (that are of low value i.e. one/two pitch sites with no changing provision) to generate investment and focus resources towards creating bigger, better quality sites (hub sites). Such sites could then be re-purposed to meet other recreational needs or, if appropriate and agreed upon, lost for development. However, no suitable sites for this have been identified as part of the PPS, meaning the situation should be re-visited as part of the ongoing monitoring and reviewing of the project.

## CASTLE POINT BOROUGH COUNCIL PLAYING PITCH STRATEGY

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### **Recommendation (b) – Secure tenure and access to sites through a range of solutions and partnership agreements.**

A number of school sites are being used in Castle Point for competitive play, predominately for football. In some cases, use of pitches has been classified as secure, however, use is not necessarily formalised and further work should be carried out to ensure an appropriate community use agreement is in place (including access to changing provision where required).

Sites which are currently classified as being unsecure in Castle Point include:

- ◆ Canvey Island Junior School
- ◆ Castle View School
- ◆ Deane School Sports Centre
- ◆ Prospects College of Advanced Technology
- ◆ The Cornelius Vermuyden School

In the case of Castle View School and the Cornelius Vermuyden School, existing community use agreements are in place albeit they are not being adhered to.

For the remaining providers, NGBs, Sport England and other appropriate bodies such as Active Essex and the Football Foundation can often help to negotiate and engage where the local authority may not have direct influence. This is particularly the case at sites that have received funding from these bodies or are going to receive funding in the future as community access can be a condition of the agreement.

In the context of the Comprehensive Spending Review, which announced public spending cuts, it is increasingly important for the Council to work with voluntary sector organisations to enable them to take greater levels of ownership and support the wider development and maintenance of facilities. To facilitate this, where practical, it should support and enable clubs to generate sufficient funds, providing that this is to the benefit of sport.

The Council should also further explore opportunities where security of tenure could be granted via lease agreements (minimum 25 years as recommended by Sport England and NGBs) so clubs are in a position to apply for external funding. This is particularly the case at poor quality local authority sites, possibly with inadequate ancillary facilities, so that quality can be improved and sites developed.

Local sports clubs should be supported by partners including the Council and NGBs to achieve sustainability across a range of areas including management, membership, funding, facilities, volunteers and partnership work. For example, support club development and encourage clubs to develop evidence of business and sports development plans to generate income via their facilities. All clubs could be encouraged to look at different management models such as registering as Community Amateur Sports Clubs (CASC)<sup>6</sup>. They should also be encouraged to work with partners locally – such as volunteer support agencies or local businesses.

For clubs with lease arrangements already in place, these should be reviewed when fewer than 25 years remain on existing agreements to secure extensions, thus improving security of tenure and helping them attract funding for site developments. Any club with less than 25 years remaining on an agreement is unlikely to gain any external funding.

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<sup>6</sup> <http://www.cascinfo.co.uk/cascbenefits>

# CASTLE POINT BOROUGH COUNCIL PLAYING PITCH STRATEGY

Each club interested in leasing a site should be required to meet service and/or strategic recommendations. An additional set of criteria should also be considered, which takes into account club quality, aligned to its long-term development objectives and sustainability, as seen in the table below.

*Table 4.1: Recommended criteria for lease of sport sites to clubs/organisations*

Club	Site
<p>Clubs should have Clubmark/FA Charter Standard accreditation award.</p> <p>Clubs commit to meeting demonstrable local demand and show pro-active commitment to developing school-club links.</p> <p>Clubs are sustainable, both in a financial sense and via their internal management structures in relation to recruitment and retention policy for both players and volunteers.</p> <p>Ideally, clubs should have already identified (and received an agreement in principle) any match funding required for initial capital investment identified.</p> <p>Clubs have processes in place to ensure capacity to maintain sites to the existing, or better, standards.</p>	<p>Sites should be those identified as 'Club Sites' (recommendation d) for new clubs (i.e. not those with a City-wide significance) but that offer development potential.</p> <p>For established clubs which have proven success in terms of self-management 'Key Centres' are also appropriate.</p> <p>As a priority, sites should acquire capital investment to improve (which can be attributed to the presence of a Clubmark/Charter Standard club).</p> <p>Sites should be leased with the intention that investment can be sourced to contribute towards improvement of the site.</p>

The Council could establish a series of core outcomes to derive from clubs taking on a lease arrangement to ensure that the most appropriate clubs are assigned to sites. As an example, outcomes may include:

- ✦ Increasing participation.
- ✦ Supporting the development of coaches and volunteers.
- ✦ Commitment to quality standards.
- ✦ Improvements (where required) to facilities, or as a minimum retaining existing standards.

In addition, clubs should be made fully aware of the associated responsibilities/liabilities when considering leases of multi-use public playing fields. It is important in these instances that the site, to some degree, remains available for other purposes or for other users.

## **Community asset transfer**

The Council should continue to work towards adopting a policy which supports community management and ownership of assets to local clubs, community groups and trusts. This presents sports clubs and national governing bodies with opportunities to take ownership of their own facilities; it may also provide non-asset owning sports clubs with their first chance to take on a building.

The Sport England Community Sport Asset Transfer Toolkit is a bespoke, interactive web based tool that provides a step by step guide through each stage of the asset transfer process: [http://archive.sportengland.org/support\\_advice/asset\\_transfer.aspx](http://archive.sportengland.org/support_advice/asset_transfer.aspx)

## CASTLE POINT BOROUGH COUNCIL PLAYING PITCH STRATEGY

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### **Recommendation (c) - Maximise community use of education facilities where there is a need to do so.**

In order to maximise community use of educational facilities it is recommended to establish a more coherent, structured relationship with schools. The ability to access good facilities within the local community is vital to any sports organisation, yet many clubs struggle to find good quality places to play and train. In Castle Point pricing policies at facilities can be barrier to access at some of the education sites but physical access and resistance from schools, especially some academies, to open up provision is also an issue.

A large number of sporting facilities are located on education sites and making these available to sports clubs can offer significant benefits to both the schools and the local clubs. The Council and other key partners must work with schools to develop an understanding of the issues that restrict or affect community access. Support should be provided, where appropriate, to address underlying problems. Consideration should be given to a centralised booking system for community use of schools to minimise administration and make access easier for the users.

The following is a list of schools that have outdoor sports facilities in Castle Point but do not allow for community use of some or all of their pitches:

- |                                  |                                       |
|----------------------------------|---------------------------------------|
| ◀ Castle View School             | ◀ Jotmans Hall Primary School         |
| ◀ Leigh Beck Junior School       | ◀ Lubbins Park Primary Academy        |
| ◀ Northwick Park Primary Academy | ◀ Seevic College                      |
| ◀ South Benfleet Primary School  | ◀ St Joseph's Catholic Primary School |
| ◀ The King John School           | ◀ Thundersley Primary School          |
| ◀ Westwood Academy               | ◀ William Read Primary School         |
| ◀ Winter Gardens Academy         |                                       |

In many instances, grass pitches are unavailable for community use due to poor quality and therefore remedial works and improved maintenance will be required before community use can be established. The low carrying capacity of these pitches sometimes leads to them being played to capacity or overplayed simply due to curricular and extra-curricular use, meaning they cannot accommodate any additional use by the community.

As a priority, community use options should be explored at large schools offering numerous pitches such as Seevic College. Securing access to these sites will significantly reduce grass pitch shortfalls throughout the analysis areas that they are based within. This also ties in with recommendations made in the Indoor Leisure Facilities Strategy, which makes a recommendation to work with selected schools to increase their availability for community use, particularly relating to sports hall.

It is recommended that the schools that are considered priorities for securing access to in both the PPS and the Indoor Built Facilities Strategy are identified to identify overlap and to provide focus. Where possible, a strategic approach to working with schools should be taken across the local authority and the wider South Essex region, with support from the education authorities provided. For schools that form part of multi-academy trusts, these should be addressed on a collective basis, with securing community access a co-ordinated approach with other engagement that takes place between the schools and relevant stakeholders e.g. sports development initiatives.

Another recommendation made in the Indoor Leisure Facilities Strategy is to work with colleagues in Education to ensure that any new schools or improvements to sports facilities in existing schools are accompanied by a community use agreement. This should also apply to outdoor sports facilities in order to provide greater security of tenure to club users.

Where new schools are provided in major new residential developments, they should be designed to facilitate community access, with opportunities for meeting the community's outdoor sports needs explored at the outset to maximise the potential for facility provision to be made within the developments, if appropriate. An example of this is ensuring the provision of a 3G pitch, given current shortfalls, or youth 11v11 grass football pitches.

As detailed earlier, NGBs, Active Essex and Sport England can often help to negotiate and engage with schools where the local authority may have limited direct influence i.e. at academies. This is particularly the case at sites that have received funding from the relevant bodies or are going to receive funding in the future as community access can be a condition of the funding agreement.

### OBJECTIVE 2

To **enhance** outdoor sports provision and ancillary facilities through improving quality and management of sites.

#### Recommendations:

- d. Improve quality
- e. Adopt a tiered approach (hierarchy of provision) to the management and improvement of sites.
- f. Work in partnership with stakeholders to secure funding
- g. Secure developer contributions.

#### ***Recommendation (d) – Improve quality***

There are a number of ways in which it is possible to improve quality, including, for example, addressing overplay and improving maintenance. Given that the majority of councils' face reducing budgets it is currently advisable to look at improving key sites as a priority (e.g. the largest sites that are the most overplayed or the poorest).

The Action Plan within this document provides a starting point for this, identifying key sites, poor quality sites and/or sites that are overplayed which should be prioritised for improvement. Such sites include:

- ✦ Canvey Island Rugby Club
- ✦ Castle View School
- ✦ King George V Playing Fields
- ✦ King John School
- ✦ The Cornelius Vermuyden School
- ✦ The Appleton School
- ✦ Winter Gardens Academy
- ✦ Woodside Park

In addition, focus should not just be on improving pitch quality but also on improving ancillary facility quality, where there is a need to do so. The priority for this should be on well used, multi-pitch sites that are currently serviced by poor quality changing facilities, or have no provision. Such sites include:

- ✦ Benfleet Playing Field
- ✦ Canvey Island Youth Football Club
- ✦ Waterside Farm Leisure Centre
- ✦ Woodside Park

With such pressures on budgets any wide-ranging direct investment into quality is unlikely and other options for improvements should be considered. This could be via asset transfer as highlighted in Objective 1, with clubs taking on maintenance, whilst other options may include equipment banks and the pooling of resources for maintenance.



### ***Addressing quality issues***

Quality in Castle Point is variable but generally pitches are assessed as standard quality. Where facilities are assessed as standard or poor quality and/or overplayed, maintenance regimes should be reviewed and, where possible, improved to ensure that what is being done is of an appropriate standard to sustain/improve pitch quality. Ensuring continuance of existing maintenance of good quality sites is also essential.

It is also important to note the impact the weather has on quality. The worse the weather, the poorer facilities tend to become, especially if no drainage systems are in place or if existing drainage systems are inadequate. This also means that quality can vary, year on year, dependent upon the weather and levels of rainfall.

Based upon an achievable target using existing quality scoring to provide a baseline, a standard should be used to identify deficiencies and investment should be focused on those sites which fail to meet the proposed quality standard (using the site audit database as provided in electronic format). The Strategy approach to outdoor sports facilities achieving these standards should be to enhance quality and therefore the planning system should seek to protect them.

For the purposes of quality assessments, the Strategy refers to outdoor sports facilities and ancillary facilities separately as being of 'Good', 'Standard' or 'Poor' quality. For example, some good quality sites have poor quality elements and vice versa (e.g. a good quality pitch may be serviced by poor quality changing facilities).

Good quality refers to pitches that have, for example, good grass cover, an even surface, are free from vandalism and litter. For rugby, a good quality pitch is also pipe and/or slit drained. In terms of ancillary facilities, good quality refers to access for disabled people, sufficient provision for referees, juniors/women/girls and appropriate provision of showers, toilets and car parking.

Standard quality refers to pitches that have, for example, adequate grass cover, minimal signs of wear and tear and goalposts may be secure but in need of minor repair. For rugby, drainage is natural but adequate. In terms of ancillary facilities, standard quality refers to adequately sized changing rooms, storage provision and provision of toilets.

Poor quality refers to provision with, for example, inadequate grass cover, uneven surfaces and poor drainage. For rugby, pitches will have inadequate natural drainage. In terms of ancillary facilities, poor quality refers to inappropriate changing rooms with no showers, no running water and/or old, dated interiors. If a poor quality site receives little or no usage that is not to say that no improvement is needed, it may instead be the case that it receives no demand because of its quality, thus an improvement in said quality will attract demand to the site, potentially from overplayed standard or good quality sites.

Without appropriate, fit for purpose ancillary facilities, good quality pitches may be underutilised. Changing facilities form the most essential part of this offer and therefore key sites should be given priority for improvement.

In order to prioritise investment into key sites it is recommended that the steering group works up a list of criteria, relevant to the Borough and the wider South Essex region, to provide a steer on future investment.



# CASTLE POINT BOROUGH COUNCIL PLAYING PITCH STRATEGY

For improvement/replacement of AGPs refer to Sport England and the NGBs 'Selecting the Right Artificial Surface for Hockey, Football, Rugby League and Rugby Union' document for a guide as to suitable AGP surfaces: [www.sportengland.org/facilities-planning/tools-guidance/design-and-cost-guidance/artificial-sports-surfaces/](http://www.sportengland.org/facilities-planning/tools-guidance/design-and-cost-guidance/artificial-sports-surfaces/)

## Addressing overplay

In order to improve the overall quality of the outdoor facility stock; it is necessary to ensure that provision is not overplayed beyond recommended carrying capacity. This is determined by assessing quality (via a non-technical site assessment) and allocating a match limit to each (daily for hockey, weekly for football and rugby union and seasonal for cricket).

The FA, the RFU, the ECB and EH all recommend a number of matches that pitches should take based on quality, as seen in the table below. For other grass pitch sports, no guidelines are set by the NGBs although it can be assumed that a similar trend should be followed.

*Table 4.2: Capacity of pitches*

Sport	Pitch type	No. of matches		
		Good quality	Standard quality	Poor quality
Football	Adult pitches	3 per week	2 per week	1 per week
	Youth pitches	4 per week	2 per week	1 per week
	Mini pitches	6 per week	4 per week	2 per week
Rugby union	Natural Inadequate (D0)	2 per week	1.5 per week	0.5 per week
	Natural Adequate (D1)	3 per week	2 per week	1.5 per week
	Pipe Drained (D2)	3.25 per week	2.5 per week	1.75 per week
	Pipe and Slit Drained (D3)	3.5 per week	3 per week	2 per week
Cricket	One grass wicket	5 per season	N/A	N/A
	One synthetic wicket	60 per season		

For all remaining non-pitch sports (e.g. bowls and tennis) there are no capacity recommendations set out by the NGBs. Instead, potential capacity is evaluated on a site-by-site basis following consultation and site assessments.

It is imperative to engage with clubs to ensure that sites are not played beyond their capacity. Play should therefore be encouraged, where possible, to be transferred to alternative venues that are not operating at capacity. This may include transferring play to 3G pitches or to sites not currently available for community use but which may be in the future.

A cost-effective way to reduce unofficial use (and therefore overplay), particularly for football, could be to remove goalposts in between match days, principally at open access, high traffic sites that are managed by clubs. This will, however, require adequate, secured storage to be provided.

For cricket, an increase in the usage of NTPs is key to alleviating overplay as this allows for the transfer of junior demand from grass wickets. It also does not require any additional playing pitch space as NTPs can be installed in situ to existing squares.

For rugby union, additional floodlighting can mitigate some of the overplay as it allows training demand to be spread across a greater number of pitches or unmarked areas. If permanent floodlighting is not possible, portable floodlighting is an alternative, as is the installation of a World Rugby compliant 3G pitch.

### ***Increasing maintenance***

Standard or poor grass pitch quality may not just be a result of poor drainage. In some instances, ensuring there is an appropriate maintenance for the level/standard of play can help to improve quality and therefore increase pitch capacity. Each NGB can provide assistance with reviewing pitch maintenance regimes.

The FA has the Pitch Improvement Programme (PIP) which has been developed in partnership with Institute of Groundsmanship (IOG) to develop a grass pitch maintenance service that can be utilised by grassroots clubs with the aim of improving knowledge, skills and therefore the quality of pitches. The key principles behind the service are to provide clubs with advice/practical solutions in a range of areas, with the simple aim of improving playing surfaces. The programme is designed to help clubs on sites that they themselves manage and maintain but can also be used to advise council-maintained sites.

In addition, PIP also aims to focus on developing an improved maintenance programmes with local authorities that can be utilised at local authority maintained sites.

For cricket and the ECB, the equivalent is the Grounds and Natural Turf Improvement Programme (GaNTIP), which is jointly funded by the ECB, FA, Football Foundation and the IOG. Its aim is to raise the standards of sports surfaces as well as the understanding of sports turf management practices among grassroots sports clubs across England Wales.

In relation to cricket specifically, maintaining high pitch quality is the most important aspect of the sport. If the wicket is poor, it can affect the quality of the game and, in some instances, become dangerous. The ECB recommends full technical assessments of wickets and pitches available through a Performance Quality Standard Assessment (PQS). The PQS assesses a cricket square to ascertain whether it meets the standards that are benchmarked by the IoG.

All local authority sites in Castle Point receive a relatively basic maintenance regime that, for playing pitch sites, consists of regular grass cutting and seeding as well as occasional aeration and sand-dressing. If budgets allowed, this could be improved by carrying out yearly weed-killing and fertilisation, at least at a selected number of well used multi-pitch sites.

### **Recommendation (e) – Adopt a tiered approach (hierarchy of provision) to the management and improvement of sites**

To allow for facility developments to be programmed within a phased approach the Council should adopt a tiered approach to the management and improvement of playing pitch sites and associated facilities. Please refer to Part 5: Action Plan for the proposed hierarchy.

### **Recommendation (f) – Work in partnership with stakeholders to secure funding**

Partners, led by the Council, should ensure that appropriate funding secured for improved sports provision are directed to areas of need, underpinned by a robust strategy for improvement in outdoor sports facilities.

In order to address the community's needs, to target priority areas and to reduce duplication of provision, there should be a coordinated approach to strategic investment. In delivering this recommendation the Council should maintain a regular dialogue with local partners and through the Steering Group.

Although some investment in new provision will not be made by the Council directly, it is important that the Council seeks to direct and lead a strategic and co-ordinated approach to facility development by education sites, NGBs, sports clubs and the commercial sector to address community needs whilst avoiding duplication of provision.

One of sport's greatest contributions is its positive impact on public health and it is therefore important to lever in investment from other sectors such as health and wellbeing, for example. Sport and physical activity can have a profound effect on peoples' lives, and plays a crucial role in improving community cohesion, educational attainment and self-confidence.

Please refer to Appendix One for further funding information which includes details of the current opportunities, likely funding requirements and indicative project costs.

### **Recommendation (g) – Secure developer contributions**

It is important that this strategy informs policies and supplementary planning documents by setting out the approach to securing sport and recreational facilities through new housing development.

For playing pitches, the Council should use Sport England's Playing Pitch New Development Calculator as a tool for determining developer contributions linking to sites within the locality. This uses team generation rates (TGRs) from the Assessment Report to determine how many new teams would be generated from an increase in population derived from housing growth. It then converts this into pitch requirements and gives the associated costs (both for providing the provision and for its life cycle).

The PPS should be used to help determine the likely impact of a new development on demand and the capacity of existing sites in the area, and whether there is a need for improvements to increase capacity of existing provision or if new provision is required. Where a development is located within access of existing high-quality provision, this does not necessarily mean that there is no need for further provision or improvement to existing provision, as additional demand arising from the development is likely to result in increased usage (which can result in overplay or quality deterioration).

Where it is determined that new provision is required to accompany a development, priority should be placed on providing facilities that contribute towards alleviating existing shortfalls within the locality. To determine what supply of provision is provided, it is imperative that the PPS findings are taken into consideration and that consultation takes place with the relevant NGBs. This is due to the importance of ensuring that the stock of facilities provided is correct to avoid provision becoming unsustainable and unused, such as single grass pitch football sites without adequate ancillary facilities or new cricket/rugby grounds located away from existing clubs. Instead, multi-pitch and multi-sport sites should be developed, supported by a clubhouse and adequate parking facilities which consider the potential for future AGP development.

# CASTLE POINT BOROUGH COUNCIL

## PLAYING PITCH STRATEGY

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The guidance should form the basis for negotiation with developers to secure contributions to include provision and/or enhancement of appropriate playing fields and subsequent maintenance. Section 106 contributions could also be used to improve the condition and maintenance regimes of the pitches in order to increase pitch capacity to accommodate more matches.

A number of planning policy objectives should be implemented to enable the above to be delivered:

- ✦ Planning consent should include appropriate conditions and/or be subject to specific planning obligations. Where developer contributions are applicable, a Section 106/CIL Agreement or equivalent must be completed that should specify, when applied, the amount that will be linked to Sport England's Building Cost Information Service from the date of the permission and timing of the contribution/s to be made.
- ✦ Contributions should also be secured towards the first ten years of maintenance on new pitches. NGBs and Sport England can provide further and up to date information on the associated costs.
- ✦ External funding should be sought/secured to achieve maximum benefit from the investment into appropriate playing pitch facility enhancement and its subsequent maintenance.
- ✦ Where new multiple pitches are provided, appropriate changing rooms and associated car parking should be located on site.
- ✦ All new or improved outdoor sports facilities on school sites should be subject to community use agreements.

### ***Developer contributions - step by step guide***

For any application warranting a developer contribution the following processes should be followed in order to help inform the potential needs a new housing development may require and/or should look to consider.

In accordance with National Planning Policy Guidance, contributions should not be sought from developments of 10 units or less, and which have a maximum combined gross floor space of no more than 1,000 square metres (gross internal area).

Any obligations sought should be based on a tailored approach to each development, considering the population derived from the development, determining if the demand can be met by existing facilities and identifying the project/s that any required contribution will be used towards. All of this should be carried out using the robust evidence base provided as part of the PPS to help with clearly justifying the needs arising and how they are to be met.

<b>Step 1</b>	<b>Determine the playing pitch requirement resulting from the development</b>
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The main tool for determining this is Sport England's Playing Pitch New Development Calculator which is a Sport England tool provided on completion of the Strategy. The calculator will be pre-populated with the current population of the local authority and the current demand data from the PPS. Until this requires updating, to determine the playing pitch requirement resulting from a development, all that is required is the input of the new population that will derive from a development in Part 1 of the calculator tab.

Part 4 provides an estimation of the number of new pitches that would be required to meet the match equivalent sessions presented in Part 2. Part 4 also presents an estimate of the associated costs for providing these new pitches. Please note that these are indicative costs only and appropriate local work should be undertaken to determine the true costs involved.

<b>Step 2</b>	<b>Determine whether new provision is required and whether this should be on or off site</b>
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Consideration should be given to whether the nearest site/s to the development containing that type of provision could benefit from a contribution towards increasing capacity to meet likely need generated from the development. If there are no potential options to improve or extend existing provision to create additional capacity, or if capacity cannot be increased to a sufficient level, then new provision will likely be required.

Where the calculator does not create demand for a whole pitch, which is often the case for smaller sized developments, it is recommended to make a contribution to increasing the capacity of an existing site to meet demand generated from the development.

When identifying a site for off-site contributions, consider the proximity and location of existing playing pitch sites and whether it could help serve the new development. Identify the analysis area in which the development sits and identify if there are any hub sites or key centres within the locality. Initially, a one-mile radius could be drawn around the site in order to help identify the nearest priority sites, which may require consultation with neighbouring authorities when the development sites to close to the boundary.

This decision should be based on the potential to improve existing facilities within an appropriate catchment of a development to create additional capacity, and how realistic it is given the nature of the local area to provide new provision. For example, there may be some poor quality playing fields that could potentially be improved with additional drainage and long-term maintenance works, along with enhanced changing provision, to enable use to be increased, thereby creating additional capacity to meet the increased demand generated from the development.

Discussions should be held with relevant parties (e.g. NGBs, landowners, facility operators and user groups), and any further necessary evidence gathered (e.g. a feasibility study), to help identify the specific works that are required, and to ensure they will provide the necessary additional capacity to meet the needs. It will also be important to demonstrate that the specific works can be delivered within an appropriate timescale in relation to the occupation of the development site.

When on site provision is required, priority should be placed on the creation of multi-pitch and multi-sport sites with appropriate ancillary facilities such as a clubhouse and adequate car parking, as well as ensuring the provision contributes towards reducing current shortfalls. This will ensure that the provision is sustainable and attractive to potential users. Emphasis should also be on ensuring the site can accommodate an AGP given current sporting trends.

Other useful questions when deciding on new provision include:

- ◀ Are there any teams/clubs playing outside of the local area (displaced demand) which could utilise provision at the site?
- ◀ Do any local clubs identify existing plans/demand for access to new provision?

## CASTLE POINT BOROUGH COUNCIL PLAYING PITCH STRATEGY

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- ◀ Are there any overplayed sites in the local area where existing demand could be transferred to a new site?
- ◀ Do any local clubs identify any latent demand (i.e. if they had access to more pitches they could they field more teams?)

To further help determine the sustainability of establishing new provision, consideration should be given to the potential management opportunities which may be available onsite:

- ◀ Is the local authority (or town/parish council) in a position to take on further outdoor sports facilities from a financial point of view?
- ◀ Is an education establishment to be provided as part of the development which offers a potential management option of outdoor sports facilities?
- ◀ Is there a leisure trust in place which has the capacity to take on the management of outdoor sports facilities?
- ◀ Is there an opportunity for a trust based model of management, for example, by formation of a Community Interest Company (CIC) or Charitable Incorporated Organisation (CIO)?
- ◀ Is there an existing sports club that has the capacity to take on the management of another site?

At this point, further dialogue with the relevant NGB may be required to help determine options available.

<b>Step 3</b>	<b>Determine the other pitch and non-pitch requirements resulting from the development</b>
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The calculator does not calculate demand for other types of pitches (outside of football, rugby, cricket and hockey) or non-pitch provision which may be played in the area. However, the PPS identifies (where relevant) current and future demand for the additional types of outdoor sporting provision. As such, this should be used to determine if contributions are required towards these sports or if new provision is required.

Where there is no identified shortfall in provision or future demand for new provision within an area relevant to the development (e.g. an analysis area or settlement), consideration should be given to the nearest site to the development containing that type of provision. If this could accommodate the increased demand from the development, no action is required; if it could not accommodate the demand, consider if the site could benefit from a contribution towards increasing capacity to meet likely need. For example, this could include increasing quality and/or addition of ancillary facilities such as floodlighting, changing rooms or car parking. The PPS action plan should be used as a starting point to identify site by site recommendations.

Where there is an identified shortfall that could not be overcome through contributions, new provision may be required within or nearby to the development as part a multi-sport development.

<b>Step 4</b>	<b>Consider design principles for new provision</b>
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The exact nature and location of provision associated with onsite developments should be fully determined in partnership with each relevant NGB. Further to this, each pitch sport NGB provides national guidance in relation to provision of new pitches.



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There is also a need to ensure that the location of outdoor sports pitches and ancillary facilities are appropriately located in the context of indoor sports provision (if also being provided onsite) to ensure a cohesive approach to the whole sporting offer.

<b>Step 5</b>	<b>Calculate the financial contribution required</b>
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After using the PPS New Development Calculator as a starting point for cost, the local cost of provision should be fully determined in order to calculate the financial contributions required.

A clear and transparent methodology for calculating up to date costs for the specific works, including appropriate ancillary provision, should be presented. Where appropriate, depending on how the needs are to be met, the cost of any required land purchase should be included in the financial contribution. If an obligation will be directed to an off-site project it should be ensured the costs are limited to meet the needs of the individual development.

Along with any capital costs for the works, an obligation should ensure an appropriate level of lifecycle costs towards the new or enhanced provision. This is required to cover the day to day maintenance for an agreed long-term period and to help ensure a sinking fund exists for any major replacement work, e.g. the future resurfacing of an artificial grass pitch.

Wherever possible, specific local costs should be used, especially if the works are to improve the existing quality of a site to increase capacity as there may be a number of site specifics to consider. Sport England does provide indicative costs for new provision:

<https://www.sportengland.org/facilities-planning/design-and-cost-guidance/cost-guidance/>

For all developments community use agreements between providers and users would ensure that such demand continues to be provided for in the long-term.

### ***Developer contributions – worked example***

The table below shows the additional demand for pitch sports that could be generated overall from a housing development in Castle Point. This is based on a recently permitted housing development of 46 dwellings and an expected occupancy rate of 2.5 people per dwelling, resulting in a population growth of 115 people.

*Table 4.3: Housing growth scenario*

Pitch Sport	Estimated demand by sport
Adult football	0.07 match equivalent sessions per week
Youth football	0.09 match equivalent sessions per week
Mini soccer	0.08 match equivalent sessions per week
Rugby union	0.02 match equivalent sessions per week
Rugby league	0.00 match equivalent sessions per week
Hockey	0.00 match equivalent sessions per week
Cricket	0.50 match equivalent sessions per season

The estimated capital cost of providing for this demand equates to £90,125 with a total estimated life cycle cost per annum amounting to £17,377.

## **CASTLE POINT BOROUGH COUNCIL PLAYING PITCH STRATEGY**

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As there is not enough demand to create an entire pitch for any of the sports, it would be advisable that off-site contributions were sought from such a development rather than creating new provision within the development.



### OBJECTIVE 3

To **provide** new outdoor sports facilities where there is current or future demand to do so.

#### Recommendations:

- h. Identify opportunities to add to the overall stock to accommodate both current and future demand.
- i. Rectify quantitative shortfalls through the current stock.

#### **Recommendation (h) - Identify opportunities to add to the overall stock to accommodate both current and future demand**

The Steering Group should use and regularly update the Action Plan within this Strategy for improvements to the Council's own outdoor sports facilities whilst recognising the need to support partners. The Action Plan lists improvements to be made to each site focused upon both qualitative and quantitative improvements as appropriate for each area.

Although there are identified shortfalls of match equivalent sessions, most current and future demand is currently being met and most shortfalls can be addressed via quality improvements and/or improved access to sites that are presently used minimally or currently unavailable. Adding to the current stock, particularly in the short term, is therefore not recommended as a priority, except in the case of 3G pitches and NTPs where there is a discrete need, where there is significant housing growth, or where sites fall out of use and require mitigation.

For 3G pitches, it is considered that all existing shortfalls can be alleviated if full size provision is provided at the following sites:

- ◆ Deanes School Sports Centre
- ◆ The Appleton School
- ◆ Waterside Farm Leisure Centre

Notwithstanding the above, there may be a requirement for additional 3G pitches to be provided to satisfy demand from neighbouring local authorities, or if key grass pitch sites fall out of use. Demand arising from new housing developments may also result in the need for additional 3G pitch provision over and above what has already been identified.

Emphasis should be placed when selecting sites for 3G provision on those that have the potential to become football hubs with multiple 3G pitches. All of the aforementioned sites are considered able to accommodate more than one full size 3G pitch if enough demand warranted such development, especially Waterside Farm Leisure Centre given that it already provides one 3G pitch.

A feasibility study should be carried out across the South Essex region to look at opportunities for such football hub sites as well as conventional sites with single AGPs. It is important that there is a joined-up approach between the relevant authorities to ensure that 3G pitches are developed at the most appropriate sites, such as by selecting sites that can contribute towards accommodating demand from neighbouring authorities. This approach will also ensure there is no duplication of provision that will compete against each other to attract demand.

Recommendations in regards to 3G provision should be checked, and if required updated, with the emerging Local Football Facility Plan for Castle Point to enable the recommendations to be consistent.

In addition, there remains an isolated need to reconfigure pitches at certain sites, in particular in relation to the lack of dedicated youth 11v11 football pitches.

### **Recommendation (i) - Rectify quantitative shortfalls through the current stock**

The Council and its partners should work to rectify identified inadequacies and meet identified shortfalls as outlined in the preceding Assessment Report and the sport by sport specific recommendations (Part 3) as well as the following Action Plan (Part 5).

It is important that the current levels of provision are protected, maintained and enhanced to secure provision now and in the future. For most sports the current and future demand for provision identified in Castle Point can be overcome through maximising use of existing stock through a combination of:

- ◆ Improving quality in order to improve the capacity to accommodate more demand.
- ◆ Transferring demand from overplayed sites to sites with spare capacity.
- ◆ The re-designation of facilities.
- ◆ Securing long term community use at school sites including those currently unavailable.
- ◆ Working with commercial and private providers to increase usage.

Unmet demand, changes in sport participation and trends and proposed housing growth should be recognised and factored into future facility planning. Assuming that an increase in participation and housing growth occurs, it will impact on the future need for certain types of playing pitches.

# CASTLE POINT BOROUGH COUNCIL PLAYING PITCH STRATEGY

## PART 5: ACTION PLAN

The site-by-site action plan seeks to address key issues identified in the preceding Assessment Report. It provides recommendations based on current levels of usage, quality and future demand, as well as the potential of each site for enhancement. It should be reviewed in the light of staff and financial resources in order to prioritise support for strategically significant provision and provision that other providers are less likely to make. The Action Plan is separated by analysis area.

The Council should make it a high priority to work with NGBs and other partners to comprise a priority list of actions based on local priorities, NGB priorities and available funding. To allow for facility developments to be programmed within a phased approach, the Council should adopt a tiered approach to the management and improvement of outdoor facility sites and associated provision.

The identification of sites is based on their strategic importance in a Borough-wide context i.e. they accommodate the majority of demand, or the recommended action has the greatest impact on addressing shortfalls identified either on a sport-by-sport basis or across the Council area as a whole.

*Table 5.1: Proposed tiered site criteria*

Criteria	Hub sites	Key centres	Local sites
<b>Site location</b>	Strategically located in the Borough. Priority sites for NGBs.	Strategically located within the analysis area.	Serves the local community.
<b>Site layout</b>	Accommodates three or more grass pitches, including provision of an AGP.	Accommodates two or more grass pitches.	Accommodates one or more pitches.
<b>Type of sport</b>	Single or multi-sport provision. Could also operate as a central venue.	Single or multi-sport provision. Could also operate as a central venue.	Single or multi-sport provision.
<b>Management</b>	Management control remains within the local authority/other provider or with an appropriate lease arrangement through a committee or education owned.	Management control remains within the local authority/provider or with an appropriate club on a lease arrangement.	Management control remains within the local authority/provider or with an appropriate club on a lease arrangement.
<b>Maintenance regime</b>	Maintenance regime aligns with NGB guidelines.	Maintenance regime aligns with NGB guidelines.	Standard maintenance regime either by the club or in house maintenance contract.
<b>Ancillary facilities</b>	Good quality ancillary facility on site, with sufficient changing rooms and car parking to serve the number of pitches.	Good quality ancillary facility on site, with sufficient changing rooms and car parking to serve the number of pitches.	No changing room access on site or appropriate access to accommodate both senior and junior use concurrently (if required).

# CASTLE POINT BOROUGH COUNCIL

## PLAYING PITCH STRATEGY

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**Hub sites** are of strategic Borough-wide importance where users are willing to travel to access the range and high quality of facilities offered and are likely to be multi-sport. These have been identified on the basis of the impact that the site will have on addressing the issues identified in the assessment.

**Key centres** although these sites are more community focused, some are still likely to service a wider analysis area. There may be more of a focus on a specific sport.

Additionally, it is considered that some financial investment may be necessary to improve the ancillary facilities at both hub sites and key centre sites to complement the pitches in terms of access, flexibility (i.e. single-sex changing if necessary), quality and that they meet the rules and regulations of local competitions.

**Local sites** refer to those sites offering minimal provision or that are of minimal value to the wider community. Primarily they are sites with one facility or a low number of facilities that service just one or two sports. The level of priority attached to them for external investment may be relatively low.

For local authority sites, consideration should be given, on a site-by-site basis, to the feasibility of a club taking on a long-term lease (if not already present), in order that external funding can be sought. Such sites will require some level of investment, either to the outdoor sport facilities or ancillary facilities and it is anticipated that one of the conditions of offering a hire/lease is that the Club would be in a position to source external funding to improve/extend the provision.

Other sites considered in this tier may be primary school sites or secondary school sites that are not widely used by the community or that do not offer community availability.

Some local sites are suitable for rationalisation providing that capital receipts are allocated to replace the lost provision at larger, multi-pitch sites.

### Management and development

The following issues should be considered when undertaking sports related site development or enhancement:

- ✦ Financial viability.
- ✦ Security of tenure.
- ✦ Planning permission requirements and any foreseen difficulties in securing permission.
- ✦ Adequacy of existing finances to maintain existing sites.
- ✦ Business Plan/Masterplan – including financial package for creation of new provision where need has been identified.
- ✦ Analysis of the possibility of shared site management opportunities.
- ✦ The availability of opportunities to lease sites to external organisations.
- ✦ Options to assist community groups to gain funding to enhance existing provision.
- ✦ Negotiation with landowners to increase access to private hub sites.
- ✦ Football investment programme/3G pitch development with the FA and Football Foundation

# CASTLE POINT BOROUGH COUNCIL PLAYING PITCH STRATEGY

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## **Partners**

The column indicating partners refers to the main organisations that the Council would look to work with to support delivery of the actions. Given the extent of potential actions it is reasonable to assume that partners will not necessarily be able to support all of the actions identified but where the action is a priority and resource is available the partner will endeavour to provide support.

The Council is considered to a partner within each action so is therefore not referenced.

**An important point to note, the Action Plan is not solely for delivery by Castle Point Borough Council but is designed to be pursued and adhered to by all relevant stakeholders and partners.**

## **Priority**

Although hub sites are mostly likely to have a **high** priority level as they have wide importance, high priority sites have been identified on the basis of the impact that the site will have on addressing the key issues identified in the assessment. Therefore, some key centres and local sites are also identified as having a high priority level. It is these projects/sites which should generally, if possible, be addressed within the short term (1-2 years).

The majority of key centres are a **medium** priority, have analysis area importance and have been identified on the basis of the impact that the site will have on addressing the issues identified in the assessment.

The **low** priority sites tend to be single pitch or single sport sites and often club or education sites with local specific importance but that may also contribute to addressing the issues identified in the assessment for specific users.

## **Costs**

The strategic actions have also been ranked as low, medium or high based on cost. The brackets are:

- ◀ (L) -Low - less than £50k;
- ◀ (M) -Medium - £50k-£250k;
- ◀ (H) -High £250k and above.

These are based on Sport England's estimated facility costs which can be found at:  
<https://www.sportengland.org/facilities-planning/design-and-cost-guidance/cost-guidance/>

## **Timescales**

The Action Plan has been created to be delivered over a ten-year period. The information within the Assessment Report, Strategy and Action Plan will require updating as developments occur.

The indicative timescales relate to delivery times and are not priority based:

- ◀ (S) -Short (1-2 years);
- ◀ (M) - Medium (3-5 years);
- ◀ (L) - Long (6+ years).

## CASTLE POINT BOROUGH COUNCIL PLAYING PITCH STRATEGY

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### ***Aim***

Each action seeks to meet at least one of the three aims of the Strategy; **Enhance, Provide, Protect.**

**CANVEY ISLAND ANALYSIS AREA**

Site ID	Site	Sport	Management	Current status	Recommended actions	Partners	Site hierarchy tier	Priority	Timescales	Cost	Aim
2	Canvey Island Rugby Football Club	Rugby union	Club	Two senior pitches, both of poor quality. One is partially floodlit and overplayed by 3.5 match equivalent sessions, whilst the other has spare capacity discounted due to quality issues. <u>Planning permission was granted for new floodlights on the site.</u>	Improve pitch quality to reduce overplay via enhance maintenance and drainage installation.	RFU Club	Key centre	H	S	M	Protect Enhance
					<u>Provide new floodlighting in accordance with the planning permission granted. Consider providing floodlighting on the pitch not currently serviced by such provision and explore additional floodlighting to fully service the pitch that is.</u>			M	S	M	
					Pursue use of a World Rugby compliant 3G pitch when one is created within the wider South Essex region.			M	S	L	
3	Canvey Island Youth Football Club	Football	Club	Two mini 5v5 pitches and one mini 7v7 pitch all of standard quality and all played to capacity at peak time. Changing facilities on site are considered to be poor quality.	Identify funding opportunities to improve the quality of the changing facilities.	FA Club	Local site	M	S	M	Protect Enhance
4	Castle View School	Football	School	One adult, one youth 11v11 and one youth 9v9 pitch assessed as poor quality and two mini 7v7 and two mini 5v5 pitches assessed as standard quality. The youth 11v11 and youth 9v9 pitches are overplayed by 2.5 and one match equivalent sessions, respectively, whilst spare capacity on the remaining pitches is discounted due to unsecure tenure and due to pitch over markings.	Improve quality of poor pitches to alleviate overplay.	FA School	Local site	M	S	L	Protect Enhance
					Provide security of tenure for club users via ensuring existing community use agreement is delivered.			M	S	L	
					Ensure maintenance is appropriate to retain pitch over markings.			L	L	L	
		Rugby union		One poor quality senior pitch that not available for community use.	Improve quality for curricular and extra-curricular demand.	RFU School		L	S	L	
		Cricket		A standalone NTP rated as poor quality that is unavailable for community use.	Replace NTP to better provide for curricular and extra-curricular demand.	ECB School		L	S	L	
		Netball		Three poor quality courts that are without floodlighting and are not available for community use.	Improve quality for curricular and extra-curricular demand.	England Netball School		L	S	L	
		12		King George V Playing Fields	Football	Council		Three adult pitches and one youth 11v11 pitch all rated as poor quality. The adult pitches are played to capacity; the youth 11v11 pitch has spare capacity discounted due to quality issues.	Improve pitch quality to provide actual spare capacity.	FA	
Tennis	Three tennis courts that are now considered to be disused.		Consider re-instating the courts, potentially as part of the ClubSpark scheme.		LTA		M	S	M		
MUGA	A poor quality MUGA without floodlighting.		Improve MUGA to encourage recreational use and explore floodlighting possibilities.		-		L	S	M		
15	Leigh Beck Junior School	Football	School	A mini 7v7 pitch rated as standard quality that is unavailable for community use.	Retain for curricular and extra-curricular demand.	FA	Local site	L	L	L	Protect



**CASTLE POINT BOROUGH COUNCIL  
PLAYING PITCH STRATEGY**

Site ID	Site	Sport	Management	Current status	Recommended actions	Partners	Site hierarchy tier	Priority	Timescales	Cost	Aim
						School					
16	Leigh Beck Recreation Ground	MUGA	Council	Two poor quality MUGAs without floodlighting.	Improve MUGAs to encourage recreational use and explore floodlighting possibilities.	-	Local site	L	S	L	Protect Enhance
17	Lubbins Park Primary Academy	Football	School	A mini 7v7 pitch rated as standard quality that is unavailable for community use.	Retain for curricular and extra-curricular demand.	FA School	Local site	L	L	L	Protect
19	Northwick Park Primary and Nursery Academy	Football	School	A youth 9v9 pitch rated as standard quality that is unavailable for community use. The School has received planning permission to replace this with a smaller sized 3G pitch.	Support development of a 3G pitch and ensure it is available to the community in the long-term.	FA School	Local site	L	L	M	Protect Provide
20	Park Lane (Canvey Island Football Club)	Football	Club	A good quality adult pitch that is played to capacity at peak time. Used for Step 4 football. Also used by C & K Basildon Ladies FC; however, this is via a short-term agreement that offers no security of tenure.	Sustain pitch quality through appropriate maintenance.	FA Club	Local site	L	L	L	Protect
					Ensure club can progress through the football pyramid.			M	L	L	
					Explore options to improve tenure for C & K Basildon Ladies FC.			M	S	L	
21	Prospects College of Advanced Technology	Football	School	Two adult, one youth 9v9 and one mini 5v5 pitch all assessed as standard quality. The youth 9v9 pitch is overplayed by 3.5 match equivalent sessions, whilst remaining spare capacity is discounted due to unsecure tenure. The adult pitches are used by youth 11v11 teams.	Improve youth 9v9 pitch quality to reduce overplay and transfer remaining excessive demand to a site with actual spare capacity.	FA School	Local site	M	S	L	Protect Enhance
					Provide club users with security of tenure via a community use agreement.			M	S	L	
23	Smallgains Recreation Ground (Canvey Island Cricket Club)	Football	Council	One adult, one youth 9v9 and one mini 7v7 pitch all of standard quality and all with actual spare capacity. The adult pitch is used solely by youth 11v11 teams. Island Boys and Girls football clubs report that plans are being drawn up to improve the clubhouse facilities.	Reconfigure adult pitch to better accommodate youth 11v11 demand.	FA	Key centre	M	S	L	Protect Provide Enhance
					Utilise actual spare capacity via transfer of demand from overplayed sites or via future demand.			M	L	L	
					Support the Club in its clubhouse development aspirations.			M	S	M	
		Cricket		A standard quality square with 18 grass wickets. Used by Canvey Island CC via a rolling lease arrangement. Has 36 match equivalent sessions of spare capacity but is used to capacity at peak time for senior cricket. The Club reports that plans are being drawn up to improve the clubhouse facilities. Not serviced by practice facilities.	Seek quality improvements to bring the square up to good quality.	ECB		M	S	L	
					Pursue long-term lease arrangement to provide greater security of tenure.			M	S	L	
					Support the Club in its clubhouse development aspirations.			M	S	M	
					Provide on site practice facilities.			M	S	L	
25	St Joseph's Catholic Primary School (Canvey Island)	Football	School	A mini 7v7 pitch rated as standard quality that is unavailable for community use.	Retain for curricular and extra-curricular demand.	FA School	Local site	L	L	L	Protect
26	Thames Road	Football	Club	One adult and one mini 7v7 pitch, both rated as standard quality. The adult pitch is played to capacity at peak time; the mini 7v7 pitch has one match equivalent session of actual spare capacity. The adult pitch is used by youth 11v11 teams and is used for Step 2 football.	Ensure club can progress through the football pyramid.	FA Club	Local site	M	L	L	Protect
					Explore opportunities to transfer youth 11v11 demand to dedicated youth 11v11 provision.			L	L	L	



Site ID	Site	Sport	Management	Current status	Recommended actions	Partners	Site hierarchy tier	Priority	Timescales	Cost	Aim
28	The Cornelius Vermuyden School	Football	School	Two poor quality adult pitches and one adult, one youth 9v9 and one mini 7v7 pitch of standard quality. The poor quality adult pitches are overplayed by 2.5 match equivalent sessions, whilst the youth 9v9 and mini 7v7 pitches are both overplayed by one match equivalent session. The remaining adult pitch has actual spare capacity discounted due to quality issues and unsecure tenure. All adult pitches are used by youth 11v11 teams. Mornington Boys FC reports that it is looking to convert additional land into creating more mini pitches; however, Essex FA reports that this is likely to be unviable.	Improve pitch quality to alleviate overplay.	FA School	Key centre	M	S	L	Protect Provide Enhance
					Reconfigure one of the adult pitches to better accommodate youth 11v11 demand.			M	S	L	
					Provide security of tenure for club users via ensuring existing community use agreement is delivered.			M	S	L	
					Support Mornington Boys FC in is ambition to have additional mini pitches.			L	M	M	
		Rugby union		A poor quality senior rugby pitch that is available for community use but is currently unused.	Improve quality for curricular and extra-curricular demand and retain community availability should demand exist in the future.	RFU School		L	S	L	
		Cricket		A standalone NTP that is rated as poor quality and is unavailable for community use.	Replace NTP to better provide for curricular and extra-curricular demand.	ECB School		L	S	L	
33	Waterside Farm Leisure Centre	Football	Council	Eight adult, three youth 9v9 and three mini 5v5 pitches all of standard quality. No spare capacity exists in the peak period. The adult pitches are used by youth 11v11 teams. Canvey Island Youth FC has taken on a lease of the area inside the athletics track and plans to create additional provision in the near future. Changing facilities servicing the Club are considered basic.	Support Canvey Island Youth FC in its aspirations for the grass area inside the athletics track providing that it does not negatively impact athletics participation should the track be re-instated.	FA	Hub site	M	S	M	Protect Provide Enhance
					Improve changing facilities servicing the Club.			M	S	M	
		3G		A good quality 3G pitch, converted from a sand-based AGP in 2013. It is FA approved for competitive matches and currently has eight teams using it for this purpose.	Sustain pitch quality through appropriate maintenance and seek to maximise usage, particularly for matches.	FA		M	L	L	
					Ensure FA testing every three years so that the pitch remains suitable for match play.			H	M	L	
					Ensure a sinking fund is in place for long-term sustainability.			H	L	L	
					Consider creation of a second 3G pitch in order to provide a multi-pitch hub site.			H	S	H	

**CASTLE POINT BOROUGH COUNCIL  
PLAYING PITCH STRATEGY**

Site ID	Site	Sport	Management	Current status	Recommended actions	Partners	Site hierarchy tier	Priority	Timescales	Cost	Aim
		Athletics		Six lane synthetic track which is rated as poor quality and due to significant quality issues is no longer in use. Significant demand exists for it to be brought back up to standard.	Consider re-instating the track given the demand expressed.	England Athletics		H	S	M	
		MUGA		A poor quality MUGA without floodlighting.	Improve MUGA to encourage recreational use and explore floodlighting possibilities.	-		M	S	M	
35	William Read Primary School	Football	School	A standard quality mini 5v5 pitch that is unavailable for community use.	Retain for curricular and extra-curricular demand.	FA School	Local site	L	L	L	Protect
36	Winter Gardens Academy	Football	School	One youth 9v9 pitch of poor quality that is overplayed by one match equivalent session.	Improve pitch quality to alleviate overplay.	FA School	Local site	L	S	L	Protect Enhance
42	Canvey Island Junior School	Football	School	A standard quality mini 7v7 pitch that is available to the community and used; however, spare capacity is discounted due to unsecure tenure.	Provide club users with security of tenure via a community use agreement.	FA School	Local site	L	S	L	Protect
-	Castle Point Golf Club	Golf	Private	An 18-hole golf course servicing 47 members; however, it is primarily a pay and play facility.	Retain course and sustain quality through appropriate maintenance	England Golf	Local Site	M	L	L	Protect
					Explore opportunities to increase usage.			L	L	L	

**THE MAINLAND ANALYSIS AREA**

Site ID	Site	Sport	Management	Current status	Recommended actions	Partners	Site hierarchy tier	Priority	Timescales	Cost	Aim
1	Benfleet Playing Fields	Football	Council	Four standard quality adult pitches with two match equivalent sessions of actual spare capacity. Used by youth 11v11 teams. Users CT66 FC reports that it has aspirations to progress to Step 7 of the football pyramid; however, the site does not conform to ground grading requirements.	Utilise actual spare capacity via transfer of demand from overplayed sites or through future demand.	FA	Key centre	L	M	L	Protect Provide Enhance
					Ensure CT66 can progress onto the football pyramid either on site or via alternative provision.			M	S	L	
		Rugby union		<del>A good quality senior pitch used by Benfleet Vikings RFC. Pitch surface has deteriorated which has led to some rearranged features.</del> Some spare capacity exists; however, the site is not used by the Club's mini and youth teams due to ancillary facility issues. Rent the changing facilities on an annual basis from the Council; however, it expresses aspirations to have a long-term lease on the changing facilities.	Improve changing facilities to allow access by youth and mini teams.	RFU Club		M	S	M	
					Consider a long-term lease of the changing facilities and explore whether the pitches could also be leased in order to provide the Club with long term security of tenure.			M	S	L	
					<u>Improve pitch surface quality</u>			<u>M</u>	<u>S</u>	<u>M</u>	
					Explore permanent floodlighting solution.			M	S	M	
					Ensure access to a World Rugby compliant 3G pitch.			M	M	L	
		MUGA		A poor quality MUGA without floodlighting.	Improve MUGA to encourage recreational use and explore floodlighting possibilities.	-		L	S	L	
7	Deanes School Sports Centre	Football	School	Two adult, one youth 9v9, one mini 7v7 and one mini 5v5 pitch all of standard quality. Spare capacity is discounted due to unsecure tenure. The adult pitches are used by youth 11v11 teams.	Provide club users with a community use agreement to improve security of tenure and to provide actual spare capacity.	FA School	Hub site	M	S	L	Protect Provide Enhance
					Reconfigure one of the adult pitches to better accommodate youth 11v11 demand.			M	S	L	
					Consider installation of a full size 3G pitch provided that is fully available to the community and has a robust business plan in place.			H	S	H	
		Cricket		A poor quality standalone NTP that is available to the community but is currently unused.	Consider replacing NTP for curricular and extra-curricular needs and retain as community available should demand exist in the future.	ECB School		M	S	L	
		Tennis		Six floodlit macadam courts that are assessed as good quality and used by Deanes TC via a community use agreement. Also accompanied by indoor courts.	Sustain quality through appropriate maintenance.	LTA School		M	L	L	
		Netball		Four floodlit courts that are assessed as good quality and in use by the Southend	Sustain quality through appropriate maintenance.	England Netball		M	L	L	

**CASTLE POINT BOROUGH COUNCIL  
PLAYING PITCH STRATEGY**

Site ID	Site	Sport	Management	Current status	Recommended actions	Partners	Site hierarchy tier	Priority	Timescales	Cost	Aim
				& District Netball League. The League previously used Westcliff High School for Girls in Southend-on-Sea and may return now that quality has improved.	Ensure courts remain sustainable if league demand transfers off site.	School		M	L	L	
9	Hadleigh Junior School Playing Fields	Football	School	A standard quality youth 11v11 and a standard quality mini 7v7 pitch with spare capacity discounted due to unsecure tenure.	Provide club users with a community use agreement to improve security of tenure and to provide actual spare capacity.	FA School	Local site	L	S	L	Protect
10	John H Burrows Ground	Football	Council	Four youth 11v11 and one youth 9v9 pitch of standard quality. Actual spare capacity exists on the youth 11v11 pitches amounting to 3.5 match equivalent sessions, whilst the youth 9v9 pitch is played to capacity at peak time. Users Inter Island FC reports that it does not have access to changing facilities at the site.	Utilise actual spare capacity through the transfer of youth 11v11 demand from adult pitches.	FA	Key centre	M	S	L	Protect Enhance
					Explore resolution to changing facilities issues expressed by Inter Island FC.			M	S	M	
		Cricket		Two squares both assessed as standard quality; one with 14 grass wickets and one with 12 grass wickets. Spare capacity amounts to 38 match equivalent sessions; however, both squares are played to capacity at peak time for senior cricket. Leased on a long-term basis by Hadleigh & Thundersley CC. Serviced by four practice nets in need of some improvement.	Seek quality improvements to bring the square up to good quality.	ECB		M	S	L	
					Improve practice nets.			M	S	L	
					Ensure the Club can fulfil its growth plans.			M	L	L	
		Bowls		<del>The rinks used by Hadleigh BC via a lease arrangement that expires in 2034 are below the expected standard. A good quality green used by Hadleigh BC via a lease arrangement that expires in 2034.</del> The Club is operating above the 60-member threshold.	<del>Sustain</del> <u>Improve</u> quality through appropriate maintenance.	England Bowls		L	L	L	
					Ensure the Club's demand can continue to be met in light of its significant membership base.			M	S	L	
					Extend lease arrangement to provide long-term security of tenure.			M	S	L	
		Tennis		Four floodlit macadam courts that are assessed as poor quality.	Improve courts and general tennis offer on the site, potentially as part of the ClubSpark scheme.	LTA		M	S	M	
		11		Jotmans Hall Primary School	Football	School		A mini 7v7 pitch rated as standard quality that is unavailable for community use.	Retain for curricular and extra-curricular demand.	FA School	
14	Kingston Primary School	Football	School	A standard quality mini 7v7 pitch with actual spare capacity discounted due to unsecure tenure.	Provide club users with a community use agreement to improve security of tenure and to provide actual spare capacity.	FA School	Local site	L	L	L	Protect
18	Montgomerie Primary School	Football	School	One youth 9v9 and one mini 7v7 pitch rated as standard quality, with spare capacity discounted due to unsecure tenure. Supreme Youth FC reports that it cannot gain access to the changing facilities on match days.	Provide club users with a community use agreement to improve security of tenure and to provide actual spare capacity.	FA School	Local site	L	L	L	Protect
					Explore resolution to the changing room accessibility issues.			L	L	L	

**CASTLE POINT BOROUGH COUNCIL  
PLAYING PITCH STRATEGY**

Site ID	Site	Sport	Management	Current status	Recommended actions	Partners	Site hierarchy tier	Priority	Timescales	Cost	Aim
-	Glenwood School	Football	School	One youth 11v11 pitch was lost recently, along with a youth 9v9 pitch due to the development of the new Glenwood School. The development is now complete, with a youth pitch and two over marked mini pitches as well as a separate mini pitch provided. These will be made available for community use.	Ensure pitches are provided to a good quality. Ensure security of tenure for community users and seek to maximise usage.	FA School	Local site	S S	L L	L L	Protect Provide
22	Seevic College Sports Ground	Football	School	Two good quality adult pitches that are unavailable for community use.	Sustain quality through appropriate maintenance. Explore community use options given local shortfalls.	FA School	Local site	L M	L S	L L	Protect
		Rugby union		A poor quality senior pitch that is unavailable for community use.	Improve quality for curricular and extra-curricular demand.	RFU School		L	S	L	
24	South Benfleet Primary School	Football	School	A mini 7v7 pitch rated as standard quality that is unavailable for community use.	Retain for curricular and extra-curricular demand.	FA School	Local site	L	L	L	Protect
27	The Appleton School	Football	School	Two youth 11v11 and two youth 9v9 pitches assessed as poor quality. The youth 11v11 pitches are overplayed by 0.5 match equivalent sessions; the youth 9v9 pitches have spare capacity discounted due to unsecure tenure.	Improve quality to alleviate overplay. Provide club users with security of tenure via a community use agreement. Consider installation of a full size 3G pitch provided that is fully available to the community and has a robust business plan in place.	FA School	Key centre	M M H	S S M	M L H	Protect Provide Enhance
		Cricket		A poor quality standalone NTP that is available to the community but is currently unused.	Consider replacing NTP for curricular and extra-curricular needs and retain as community available should demand exist in the future.	ECB School		M	S	L	
		Rugby union		A poor quality senior pitch that is available for community use but is unused.	Improve quality for curricular and extra-curricular demand and retain community availability should demand exist in the future.	RFU School		M	S	L	
29	The King John School	Football	School	Two poor quality adult pitches with spare capacity discounted due to the quality issues and because of unsecure tenure.	Improve quality to provide actual spare capacity. Provide club users with security of tenure via a community use agreement.	FA School	Key centre	M M	S S	L L	Protect Provide Enhance
		Cricket		A standalone NTP that is unavailable for community use.	Retain for curricular and extra-curricular demand.	ECB School		L	L	L	
		Rugby union		A poor quality senior pitch that is available for community use but is unused.	Improve quality for curricular and extra-curricular demand and retain community availability should demand exist in the future.	RFU School		L	S	L	
		Sand AGP		A smaller sized (83 x 48 metres) sand-based AGP that is not suitable for hockey match play or club training but is suitable for lower level hockey.	Retain for limited hockey demand given the absence of a full size sand-based AGP.	EH School		L	L	L	
		Netball		Planning permission has been granted for two floodlit netball courts.	Provide courts to a good quality and explore community use options.	England Netball School		S	L	L	

**CASTLE POINT BOROUGH COUNCIL  
PLAYING PITCH STRATEGY**

Site ID	Site	Sport	Management	Current status	Recommended actions	Partners	Site hierarchy tier	Priority	Timescales	Cost	Aim
31	Thundersley Primary School	Football	School	One youth 11v11 and two mini 7v7 pitches assessed as standard quality that are unavailable for community use.	Retain for curricular and extra-curricular demand and explore community use options, especially in relation to the youth 11v11 pitch, given local shortfalls.	FA School	Local site	L	L	L	Protect
32	Thundersley Recreation Ground	Football	Council	One youth 9v9, one mini 7v7 and one mini 5v5 pitch all assessed as standard quality and all played to capacity at peak time.	As a minimum, ensure quality does not deteriorate in order to avoid overplay.	FA	Local site	L	L	L	Protect
34	Westwood Academy	Football	School	A mini 7v7 pitch rated as standard quality that is unavailable for community use.	Retain for curricular and extra-curricular demand.	FA School	Local site	L	L	L	Protect
37	Woodside Park	Football	Council	Two adult pitches assessed as poor and two youth 11v11, one youth 9v9 and one mini 5v5 pitch assessed as standard. The adult pitches are overplayed by one match equivalent session, whilst the remaining pitches are played to capacity at peak time. Benfleet United FC reports an aspiration to refurbish its clubhouse on site.	Improve adult pitch quality to alleviate overplay.	FA	Key centre	M	S	L	Protect Provide Enhance
					Support Benfleet United FC in its clubhouse improvement aspirations.			M	S	M	
		Cricket		Two squares both assessed as standard quality; one with 16 grass wickets and one with ten grass wickets. Spare capacity amounts to 32 match equivalent sessions, with capacity also existing for one additional senior team at peak time. Leased on a long-term basis by Benfleet CC. Serviced by standard quality changing facilities in need of some improvement.	Seek quality improvements to bring the squares up to good quality.	ECB		M	S	L	
					Improve changing facilities via modernisation.			M	S	M	
					Consider installation of an NTP on one of the squares to provide additional capacity and to support the recreational game.			L	S	L	
		Bowls		A good quality green used by Castle Point BC via a rental agreement, although it leases the accompanying ancillary facilities. The Club is operating above the 60-member threshold. <a href="#">The Club House on the site has been completely renewed.</a>	Sustain quality through appropriate maintenance.	England Bowls		M	L	L	
					Ensure the Club's demand can continue to be met in light of its significant membership base.			M	L	L	
					Consider asset transfer of green on a long-term basis to provide improved security of tenure.			M	S	L	
		Tennis		Two courts that are now considered to be disused.	Consider bringing the courts back into use to improve the recreational tennis offer, potentially as part of the ClubSpark scheme.	LTA		M	S	M	
		MUGA		A poor quality MUGA without floodlighting.	Improve MUGA to encourage recreational use and explore floodlighting possibilities.	-		M	S	M	
38	Hadleigh Park Lawn Tennis Club	Tennis	Club	Three macadam courts that are assessed as good quality. Not serviced by floodlighting albeit the Club wants provision installed.	Sustain quality through appropriate maintenance.	LTA Club	Local site	M	L	L	Protect
					Explore floodlight installation on at least one of the courts to ensure capacity does not become an issue.			M	S	M	



**CASTLE POINT BOROUGH COUNCIL  
PLAYING PITCH STRATEGY**

Site ID	Site	Sport	Management	Current status	Recommended actions	Partners	Site hierarchy tier	Priority	Timescales	Cost	Aim
39	South Benfleet and Canvey Bowls Club	Bowls	Club	A standard quality green used by the Club via a lease agreement which expires in 2036. It operates above the 60-member threshold and also has applied for grant funding so that it can extend its changing facilities.	Seek quality improvements to bring the green up to good quality.	England Bowls Club	Local site	L	S	L	Protect
					Ensure the Club's demand can continue to be met in light of its significant membership base.			L	S	L	
					Extend lease arrangement to provide long-term security of tenure.			M	S	L	
40	Kents Hill Junior School	Football	School	A standard quality mini 7v7 pitch with spare capacity discounted due to unsecure tenure.	Provide club users with a community use agreement to improve security of tenure and to provide actual spare capacity.	FA School	Local site	L	L	L	Protect
-	Boyce Hill Golf and Country Club	Golf	Private	An 18-hole course that caters for 650 members.	Retain course and sustain quality through appropriate maintenance	England Golf	Local Site	M	L	L	Protect
					Explore opportunities to increase membership.			L	L	L	
-	Hadleigh Park	Cycling	Council	An Olympic mountain bike course consisting of 5km of sandstone track. Used by Hadleigh MTB Club as well as recreational users.	Sustain quality through appropriate maintenance and continue to maximise usage.	British Cycling Active Essex	Hub site	H	L	L	Protect
		Parkour		A Parkour facility that caters for a broad spectrum of individuals and is a popular destination for Parkour groups across South Essex and beyond.	Sustain quality through appropriate maintenance and continue to maximise usage.	Parkour UK Active Essex		H	L	L	

### **PART 6: DELIVER THE STRATEGY AND KEEP IT ROBUST AND UP TO DATE**

#### ***Delivery***

The PPS provides guidance for maintenance/management decisions and investment made across Castle Point. By addressing issues identified in the Assessment Report and using the strategic framework presented in this Strategy, the current and future sporting and recreational needs of Rochford can be met. The Strategy identifies where there is a deficiency in provision and identifies how best to resolve this in the future.

Production of this Strategy is the start of the planning process. Successful Strategy implementation and the benefits to be gained depend upon regular engagement between all partners involved and the adoption of a mutually bought into, strategic approach. It is important that this document is used in a practical manner, supports engagement with partners and encourages partnerships to be developed, to ensure that outdoor sports facilities are regarded as a vital aspect of community life and which contribute to the achievement of Council priorities.

Each member of the Steering Group should take the lead to ensure the PPS is used and applied appropriately within their area of work and influence. The role of the Steering Group should not end with the completion of the PPS document

To help ensure that the PPS is well used it should be regarded as the key document within the study area guiding the improvement and protection of playing pitch provision. It needs to be the document to which people and agencies regularly turn to for information in respect of how current demand should be met and what actions are required to improve the situation and meet future demand. To ensure that this is achieved the Steering Group need to have a clear understanding of how the PPS can be applied and therefore delivered.

The process of PPS development has already led to a number of benefits that assist its application and delivery. These include enhanced partnership work across different agendas and organisations, pooling of resources along with strengthened relationships and understanding between stakeholders, members of the Steering Group and the sporting community. The drivers behind the PPS and the work to develop the recommendations and action plan will have also highlighted, and helped the Steering Group to understand, the key areas to which its influence should be applied and strategy delivered enhanced.

Following sign off of the PPS, a short-term Action Plan should be prepared by the Council, in consultation with relevant partners, in order to distil the existing Action Plan and to give the Steering Group a short-term focus. This would then need to be revised through regular meetings.

#### ***Monitoring and updating***

It is important that there is regular annual monitoring and review against the actions identified in the Strategy. This should be led by the Council and supported by all members of, and reported back to, the Steering Group. Understanding and learning lessons from how the PPS has been applied should be a key component of monitoring its delivery and be an on-going role of the steering group.



## CASTLE POINT BOROUGH COUNCIL PLAYING PITCH STRATEGY

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The Steering Group that takes the PPS forward should be a sub-regional group made up of the four local authorities included within the study (potentially as well as Thurrock and Brentwood) as well as other partners such as the NGBs, Active Essex and Essex County Council. This offers benefits in terms of joint working on strategic and cross-boundary issues and will also be more efficient in terms of administration when compared to each authority having its own individual Steering Group.

KKP will provide the tools used to produce the PPS to the Council as well as training on how to use such tools, such as the PPS database used to hold all information gathered. This will enable the monitoring and updating process to be carried out.

As a guide, if no review and subsequent update has been carried out within three years of the PPS being signed off by the steering group, Sport England and the NGBs will consider the PPS and the information on which it is based to be out of date.

The nature of the supply and in particular the demand for outdoor sports facilities will likely to have changed over the three years. Therefore, without any form of review and update within this time period it would be difficult to make the case that the supply and demand information and assessment work is sufficiently robust.

Ideally the PPS should be reviewed on an annual basis from the date it is formally signed off by the Steering Group. This will help to maintain the momentum and commitment built up during its development. Taking into account the time to develop the PPS this should also help to ensure that the original supply and demand information is no more than two years old without being reviewed.

An annual review should not be regarded as a particular resource intensive task. However, it should highlight:

- ◀ How delivery of the recommendations and action plan has progressed and any changes required to the priority afforded to each action (e.g. the priority of some may increase or reduce following the delivery of others)
- ◀ How the PPS has been applied and the lessons learnt
- ◀ Any changes to particularly important sites and/or clubs in the area (e.g. the most used or high quality sites for a particular sport) and other supply and demand information, what this may mean for the overall assessment work and the key findings and issues
- ◀ Any development of a specific sport or particular format of a sport
- ◀ Any new or emerging issues and opportunities.

Once the PPS is complete the role of the Steering Group should evolve so that it:

- ◀ Acts as a focal point for promoting the value and importance of the PPS and outdoor sports provision in the area
- ◀ Monitors, evaluates and reviews progress with the delivery of the recommendations and action plan
- ◀ Shares lessons learnt from how the PPS has been used and how it has been applied to a variety of circumstances
- ◀ Ensures that the PPS is used effectively to input into any new opportunities to secure improved provision and influence relevant programmes and initiatives
- ◀ Maintains links between relevant parties with an interest in local outdoor sports provision;
- ◀ Reviews the need to update the PPS along with the supply and demand information and assessment work on which it is based. Further to review the group should either:
  - ◀ Provide a short annual progress and update paper;

# CASTLE POINT BOROUGH COUNCIL PLAYING PITCH STRATEGY

- Provide a partial review focussing on particular sport, pitch type and/or sub area; or
- Lead a full review and update of the PPS document (including the supply and demand information and assessment details).

Alongside regular Steering Group meetings a good way to keep the PPS up to date and maintain relationships is to hold annual sport specific meetings with pitch sport NGBs and other relevant parties. These could be part of a process of updating key supply and demand information plus, if necessary, amending assessment work, tracking progress in respect of implementing action plan recommendations and highlighting new issues and opportunities.

Meetings could be timed to coincide with annual NGB affiliation processes. This would help to signal changes in the number and nature of sports clubs in the area. Other information that is already collected on a regular basis such as pitch booking records for local authority and other sites should also feed into these meetings.

NGBs will also be able to confirm any further performance quality assessments undertaken within the study area. Discussion with league secretaries may also indicate annual league meetings may be useful to attend to pick up on specific issues and/or enable a review of the relevant club details to be undertaken.


The Steering Group should regularly review and refresh area by area plans taking account of any improvements in pitch quality (and hence increases in pitch capacity) and also any new negotiations for community use of education sites in the future.

It is important that the Council maintains the data contained with the accompanying Playing Pitch Database. This will enable it to refresh and update area by area plans on a regular basis. The accompanying databases are intended to be refreshed on a season by season basis and it is important that there is cross-departmental work encompassing, for example, grounds maintenance and sports development departments, to ensure that this is achieved and that results inform subsequent annual sports facility development plans. Results should be shared with partners via a consultative mechanism.

## Checklist

To help ensure the PPS is delivered and is kept robust and up to date, the steering group can refer to the new methodology Stage E Checklist: Deliver the strategy and keep it robust and up to date:

<http://www.sportengland.org/facilities-planning/planning-for-sport/planning-tools-and-guidance/playing-pitch-strategy-guidance/>

Stage E: Deliver the strategy and keep it robust and up to date	Tick 	
	Yes	Requires Attention
<b>Step 9: Apply &amp; deliver the strategy</b>		
1. Are steering group members clear on how the PPS can be applied across a range of relevant areas?		
2. Is each member of the steering group committed to taking the lead to help ensure the PPS is used and applied appropriately within their area of work and influence?		

## CASTLE POINT BOROUGH COUNCIL PLAYING PITCH STRATEGY

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3.	Has a process been put in place to ensure regular monitoring of how the recommendations and action plan are being delivered and the PPS is being applied?		
<b>Step 10: Keep the strategy robust &amp; up to date</b>			
1.	Has a process been put in place to ensure the PPS is kept robust and up to date?		
2.	Does the process involve an annual update of the PPS?		
3.	Is the steering group to be maintained and is it clear of its on-going role?		
4.	Is regular liaison with the NGBs and other parties planned?		
5.	Has all the supply and demand information been collated and presented in a format (i.e. single document that can be filtered accordingly) that will help people to review it and highlight any changes?		
6.	Have any changes made to the Active Places Power data been fed back to Sport England?		

# CASTLE POINT BOROUGH COUNCIL PLAYING PITCH STRATEGY

## APPENDIX ONE: FUNDING PLAN

### Funding opportunities<sup>7</sup>

In order to deliver much of the Action Plan it is recognised that external partner funding will need to be sought. Although seeking developer contributions in applicable situations and other local funding/community schemes could go some way towards meeting deficiencies and/or improving provision, other potential/match sources of funding should be investigated. Below is a list of current funding sources that are relevant for community improvement projects involving sports facilities.

Awarding body	Description
Big Lottery Fund <a href="http://www.biglotteryfund.org.uk/">http://www.biglotteryfund.org.uk/</a>	Big invests in community groups and to projects that improve health, education and the environment. For example, Awards for All which is for small Lottery grants of between £300 and £10,000.
Sport England The current funding streams will change throughout 2018/19 so refer to the website for the latest information: <a href="http://www.sportengland.org/funding/">http://www.sportengland.org/funding/</a>	Sport England is keen to marry funding with other organisations that provide financial support to create and strengthen the best sports projects. Applicants are encouraged to maximise the levels of other sources of funding, and projects that secure higher levels of partnership funding are more likely to be successful.
Football Foundation <a href="http://www.footballfoundation.org.uk/funding-schemes/">http://www.footballfoundation.org.uk/funding-schemes/</a>	This trust provides financial help for football at all levels, from national stadia and FA Premier League clubs down to grass-roots local development.
Rugby Football Foundation <a href="http://www.rugbyfootballfoundation.org/index.php?option=com_content&amp;view=article&amp;id=14&amp;Itemid=113">http://www.rugbyfootballfoundation.org/index.php?option=com_content&amp;view=article&amp;id=14&amp;Itemid=113</a>	The Grant Match Scheme in particular provides easy-to-access grant funding for playing projects that contribute to the recruitment and retention of community rugby players. Grants are available on a 'match funding' 50:50 basis to support a proposed project. Projects eligible for funding include: 1. Pitch Facilities – Playing surface improvement, pitch improvement, rugby posts, floodlights. 2. Club House Facilities – Changing rooms, shower facilities, washroom/lavatory, and measures to facilitate segregation (e.g. women, juniors). 3. Equipment – Large capital equipment, pitch maintenance capital equipment (e.g. mowers). Other loan schemes are also available.
The England and Wales Cricket Trust <a href="https://www.ecb.co.uk/be-involved/club-support/club-funding">https://www.ecb.co.uk/be-involved/club-support/club-funding</a>	Interest Free Loan Scheme provides finance to clubs for capital projects and the Small Grant Scheme is also open to applications from affiliated cricket clubs.
EU Life Fund <a href="http://ec.europa.eu/environment/funding/intro_en.htm">http://ec.europa.eu/environment/funding/intro_en.htm</a>	LIFE is the EU's financial instrument supporting environmental and nature conservation projects throughout the EU.
National Hockey Foundation <a href="http://www.thenationalhockeyfoundation.com/">http://www.thenationalhockeyfoundation.com/</a>	The Foundation primarily makes grants to a wide range of organisations that meet one of the areas of focus: Young people and hockey, Enabling the development of hockey at youth or community level.

<sup>7</sup> Up to date as of April 2017.

### Community Asset Fund

Whether it's the park you run through, the hall you do classes in or the pitch you play on, welcoming and accessible spaces have a big impact on a person's experience – and likelihood of coming back. Traditional sports facilities where people spend time getting active are an important part of this, but it can be much wider too. It doesn't have to be a traditional space – or a traditional sport.

Sport England's Community Asset Fund is a programme dedicated to enhancing the spaces in the local community that give people the opportunity to be active. There are a number of things it wants to achieve with this investment, but most importantly it wants to help local organisations to create good customer experiences and financially sustainable facilities that benefit their community for years to come – which may mean providing help to get things up and running too.

While it continues to invest in projects that help people get into sport and increase the number who are regularly taking part, it is also looking to invest in projects that look beyond this to how sport and physical activity can – and does – change lives and becomes a force for social good.

This change in approach is in response to Sport England's Towards and Active Nation Strategy and its contribution towards delivering the five key outcomes:

- ◀ Physical wellbeing
- ◀ Mental wellbeing
- ◀ Individual development
- ◀ Social and community development
- ◀ Economic development

How much can you apply for:

- ◀ **Small-scale** investments typically ranging from £1,000 to £15,000. These will address emergency works due to something like storm or flood damage, or something unexpected that is stopping people from being able to stay active.
- ◀ **Medium-scale** investments typically ranging from £15,000 to £50,000. These will address more substantial charges, such as an upgrade to an existing facility or developing a new space in the community.

By exception, Sport England will also consider larger investments up to £150,000 when organisations can demonstrate a considerable impact or are targeting under-represented groups. They are also unlikely to have received Sport England funding previously.

If you think the Community Asset Fund might be for you, have a look at the Guide and Developing your Project documents at <http://sportengland.org/funding/community-asset-fund/>

### Strategic Facilities Fund

Facilities are fundamental in providing more people with the opportunity to play sport. The supply of the right facilities in the right areas is key to getting more people to play sport. Sport England recognises the considerable financial pressures that local authorities are currently under and the need to strategically review and rationalise leisure stock so that cost effective and financially sustainable provision is available in the long-term.

## CASTLE POINT BOROUGH COUNCIL PLAYING PITCH STRATEGY

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Sport England has a key role to play in the sector, from influencing the local strategic planning and review of sports facility provision to investing in major capital projects of strategic importance.

The Strategic Facilities Fund will direct capital investment into a number of key local authority projects that are identified through a strategic needs assessment and that have maximum impact on growing and sustaining community sport participation. These projects will be promoted as best practice in the delivery of quality and affordable facilities, whilst demonstrating long-term operational efficiencies. The fund will support projects that bring together multiple partners, including input from the public and private sectors and national governing bodies of sport (NGBs). The fund is also designed to encourage applicants and their partners to invest further capital and revenue funding to ensure sustainability. Sport England has allocated a budget of circa £30m of Lottery funding to award through this fund (2013-17).

Key features which applications must demonstrate are:

- ✦ A robust needs and evidence base which illustrates the need for the project and the proposed facility mix
- ✦ Strong partnerships which will last beyond the initial development of the project and underpin the long-term sustainability of the facility
- ✦ Multi-sport provision and activity that demonstrates delivery against NGB local priorities
- ✦ A robust project plan from inception to completion with achievable milestones and timescales.

Lottery applications will be invited on a solicited-only basis and grants of between £500,000 and £2,000,000 will be considered.

The Strategic Facilities Fund will prioritise projects that:

- ✦ Are large-scale capital developments identified as part of a local authority sports facility strategic needs assessment/rationalisation programme and that will drive a significant increase in community sports participation
- ✦ Demonstrate consultation/support from two or more NGBs and delivery against their local priorities
- ✦ Are multi-sport facilities providing opportunities to drive high participant numbers
- ✦ Are a mix of facility provision (indoor and/or outdoor) to encourage regular and sustained use by a large number of people
- ✦ Offer an enhancement, through modernisation, to existing provision and/or new build facilities
- ✦ Have a long-term sustainable business plan attracting public and private investment
- ✦ Show quality in design, but are fit for purpose to serve the community need
- ✦ Have effective and efficient operating models, combined with a commitment to development programmes which will increase participation and provide talent pathways.

Projects will need to demonstrate how the grant will deliver against Sport England's strategic priorities. The funding available is for the development of the capital infrastructure, which can contribute to the costs of new build, modernisation or refurbishment and purchasing of major fixed equipment as part of the facility development.

## Funder's requirements

Below is a list of funding requirements that can typically be expected to be provided as part of a funding bid, some of which will fall directly out of the Playing Pitch Strategy:

- ◀ Identify need (i.e., why the Project is needed) and how the Project will address it.
- ◀ Articulate what difference the Project will make.
- ◀ Identify benefits, value for money and/or added value.
- ◀ Provide baseline information (i.e., the current situation).
- ◀ Articulate how the Project is consistent with local, regional and national policy.
- ◀ Financial need and project cost.
- ◀ Funding profile (i.e., Who's providing what? Unit and overall costs).
- ◀ Technical information and requirements (e.g., planning permission).
- ◀ Targets, outputs and/or outcomes (i.e., the situation after the Project/what the Project will achieve)
- ◀ Evidence of support from partners and stakeholders.
- ◀ Background/essential documentation (e.g., community use agreement).
- ◀ Assessment of risk.

## Indicative costs

The indicative costs of implementing key elements of the Action Plan can be found on the Sport England website:

<https://www.sportengland.org/facilities-planning/design-and-cost-guidance/cost-guidance/>

The costs are for the development of community sports facilities and are based on providing good quality sports facility based on the last quarter. The Facilities Costs are updated on the Sport England website every quarter. These rounded costs are based on schemes most recently funded through the Lottery (and therefore based on economies of scale), updated to reflect current forecast price indices provided by the Building Cost Information Service (BCIS), prepared by Technical Team Lead of Sport England.



Castle Point Borough Council

Indoor Built Facilities Strategy Update  
2022



## 1. INTRODUCTION

- 1.1. This report updates the Council's evidence base for indoor built facilities. This report is the first update of the following documents:
  - [Sport and Leisure Facilities Needs Assessment 2018](#)
  - [Indoor Built Facilities Strategy and Action Plan 2018](#)
- 1.2. It is important to ensure that the Action Plan for the strategy is kept up to date, highlighting any specific changes to demand at particular facilities and/or clubs in the area, any specific changes within key sites within the Borough or any new or emerging issues and opportunities.
- 1.3. This update is a partial review of the action plan with an aim to keep the recommendations accurate and up to date. A full review of the entire strategy and action plan will review the full contents of the documents and will be completed at a later date.
- 1.4. For completeness of understanding this update should be read alongside the documents outlined in paragraph 1.1.
- 1.5. Partner organisations have a vested interest in ensuring existing indoor built facilities can be protected and enhanced. As such, many of the objectives and actions within this document need to be delivered and implemented by sports organisations, education establishments, community sports networks and other stakeholders. In many instances, the Council will not be a key partner in delivering these actions or recommendations, meaning the strategy and action plan is not just for the Council to act upon, but for all the stakeholders and partners involved within the project.

## 2. KEY OUTCOMES

2.1. As part of the work on the Playing Pitch Strategy and Action Plan update a number of national governing bodies were consulted on for significant changes within the sport and demand and supply update data such as football, tennis and netball. These sports are also identified within the indoor built facilities assessment and no updates were provided in terms of indoor facilities.

2.2. The Council's leisure team were consulted as a supplier of key leisure facilities within the Borough as identified in the strategy, the following changes to the supply of indoor built facilities were identified:

- Health and fitness suites
  - Extension of fitness suite at Waterside Farm Leisure Centre by 201 sqm
  - New gym and two new exercise studios at Runnymede Leisure Centre
- Sports halls
  - New short bowls offering at Waterside Farm Leisure Centre
- Squash
  - Three squash courts removed from Waterside Leisure Centre

2.3. These updates have been made to the action plan in red underline for an addition or ~~red strikethrough~~ for a deletion. These amendments can be found in the updated action plan in Appendix 1 below.

## APPENDIX 1



# **SOUTH ESSEX INDOOR BUILT FACILITIES STRATEGY**

## **CASTLE POINT STRATEGY AND ACTION PLAN**

### **NOVEMBER 2018**

### **2022 UPDATES**

QUALITY, INTEGRITY, PROFESSIONALISM

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**SOUTH ESSEX INDOOR BUILT FACILITIES  
CASTLE POINT DRAFT STRATEGY AND ACTION PLAN**

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# **SOUTH ESSEX INDOOR BUILT FACILITIES CASTLE POINT STRATEGY AND ACTION PLAN**

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## **INTRODUCTION**

This is the Draft Castle Point Indoor Sports Facilities Strategy and Action Plan 2018-2037. It sits within the wider South Essex Framework which includes Basildon, Rochford, Southend-on-Sea and Thurrock Councils for the same period of time. The strategy recommendations are Castle Point specific and are based on the Council's Needs Assessment report, researched and prepared between August 2017 – March 2018 by specialist sport and leisure consultancy, Knight Kavanagh and Page Ltd (KKP). It has been prepared in accordance with Sport England's ANOG (Assessing Needs and Opportunities for Indoor and Outdoor Sports Facilities) guidance and in consultation with the Council, Essex County Council, Active Essex, Sport England, national governing bodies of sport, local sports clubs and key stakeholders.

Castle Point has an aspiration, and need, to consider its facilities planning particularly in the context of local government reorganisation, an ageing stock of leisure facilities; different management arrangements, future growth needs; changing economic and demographic profile of the area.

### ***Purpose***

The purpose of this Strategy and action plan is to:

- ◀ Provide clear direction and strategic vision to all partners so that together they can plan and develop a more modern, efficient and sustainable range of community based sport and leisure facilities that Castle Point requires.
- ◀ Present the objectives, priorities and recommendations for Castle Point which will inform policy, planning and investment.
- ◀ Provide a deliverable action plan based on the vision, objectives and priorities.

This will ensure residents have the opportunity to be physically active and healthier and where appropriate develop their sporting ambitions within their local community.

The consultant team is grateful to Castle Point officers and all other stakeholders for their contribution, experience and knowledge in the development of this Strategy.

### ***Partners***

This is a plan for Castle Point. It does, however, sit within a strategic framework for the wider South Essex sub region. This report is predicated upon wider partners such as local authorities, Active Essex, Essex County Council, national governing bodies and local clubs accepting and taking responsibility for different aspects of its implementation. The partnership approach to Strategy delivery is necessary to make best use of the assets and resources available to drive the development of sport and physical activity across Castle Point in particular, and the wider South Essex sub-region.

# **SOUTH ESSEX INDOOR BUILT FACILITIES CASTLE POINT STRATEGY AND ACTION PLAN**

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## ***Local context***

Castle Point is a borough within the County of Essex. It is bordered by Thurrock, Basildon, Rochford and Southend-on-Sea. The Authority comprises four main towns; Hadleigh, South Benfleet, Thundersley and Canvey Island, with the latter a popular seaside resort. Castle Point forms part of the Thames Gateway, making it a focus for regeneration. The Council has been working with other key local agencies through the Castle Point Regeneration Partnership to look at long-term improvements to the Borough.

Strategic highways within the Authority include the A13 east-west road linking Southend-on-Sea to the east and the M25 motorway to the west. The A130 is the main route connecting Canvey Island to the Chelmsford. The railway station located in Benfleet, provides regular services to London, Tilbury and Southend. Southend Airport is located a few miles from the border of Castle Point and currently provides regional and international flights.

Castle Point experiences significantly lower levels of deprivation than other parts of England; 11.6% of its population resides in areas which are in the country's three most deprived cohorts (national average; 30%). Conversely, 39.1% live in the three least deprived groupings in the country (above the national average of 30%). Areas of higher deprivation are located in the south of the Authority, around Canvey Island. The least deprived areas are located in the north of the Borough.

Health indicators offer a similar but more pronounced picture. Only 6.9% of Castle Point's population lives in areas within the three most deprived cohorts (national average; 30%). Conversely, 45.0% live in the three least deprived groupings ('norm'; 30%). Key areas of health deprivation are to be found in the south of the Borough, around Canvey Island.

Castle Point's ethnic composition is different from that of England as a whole. According to the 2011 Census, the largest proportion (96.9%) of the local population classified their ethnicity as White; this is significantly higher than the comparative England rate of 85.4%. The next largest population group (by self-classification) is Asian, at 1.1% which is markedly lower than the national equivalent (7.8%).

The Castle Point housing projections will be released as part of the New Local Plan, as the current projections are out of date. An indication, however, of housing growth in the Authority is illustrated in the South Essex Strategic Housing Market Assessment (SHMA).

The SHMA was produced for South Essex (2008) which assesses in detail; demographic and economic trends and affordable housing needs for the Borough and the wider South Essex area. The latest addendum (2017) calculates that Castle Point requires 311 dwellings per year over the period from 2014-2037. No specific sites have been identified for development.

The total population of the Borough is 89,731 (mid-year estimate 2016). The most recent ONS projections indicate a rise of 10.9% in Castle Point's population (9,723) over the 25 years from 2014 to 2037. The most significant predicted changes are; the decrease in the number of persons aged 45-54 (-14.2%) and the increase in the number of persons aged 65+ (44.8% increase) resulting in this cohort accounting for just over 31.6% of the total population by 2037.

## **SOUTH ESSEX INDOOR BUILT FACILITIES CASTLE POINT STRATEGY AND ACTION PLAN**

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The importance of ensuring that the 65+age cohort becomes more active (with a view to general health of the local population) will become increasingly relevant.

The projected increase in the general age and the size of the population in the Borough is likely to lead to an increase in the numbers of people wishing to take part in sport and physical activity (potential customers of leisure facilities), thereby leading to increased demand for sport and physical activity related services. The importance of ensuring that the population, which is currently active remains so and that the inactive become active (sustaining and improving the general health of the local population) will become increasingly relevant.

Active Lives incorporates a broader definition of sport and physical activity including walking, cycling for travel and dance. Its 2015-16 survey identifies that 27.2% of adults aged 16+ in Castle Point are completing less than 30 minutes moderate intensity activity per week. This is above both the regional (25.3%) and national average (25.6%). Further, 63.5% of adults were recorded as being 'active' or undertaking more than 150 minutes of moderate intensity activity per week. This suggests that Castle Point is performing above the regional (59.9%) and national (60.7%) figures.

This Strategy needs to be considered within the wider South Essex sub-region. It is noted that a partnership approach is needed to produce the best quality facilities which are efficient to manage and to ensure that facilities are protected and/or enhanced via new development (in line with national planning policy). It thus looks to address a range of fundamental challenges; and assesses how sports facilities can be used to meet the needs of, or associated with:

- ◀ A changing population, which is economically stable but one which has an age profile increasingly dominated by older age groups.
- ◀ The limited accessibility of facilities, especially during the day time, because the majority of sports halls, in particular, are located on school sites.
- ◀ Health partners' ambitions to address physical inactivity and obesity levels.
- ◀ A growing and active 'grey market' which is time rich, especially during the day.

# **SOUTH ESSEX INDOOR BUILT FACILITIES CASTLE POINT STRATEGY AND ACTION PLAN**

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## **RESEARCH FINDINGS**

The following is an overview of the strengths, weaknesses, opportunities and threats identified for Castle Point within the Needs Assessment 2018.

### **Strengths**

- ✦ Waterside Farm Leisure Centre is the key facility within the Borough; it is well used and had c. £6 million investment in 2013. It offers a wide range of activities, including GP referral programmes, walking netball and walking football.
- ✦ Runnymede Leisure Centre has also received significant investment (£1million) within the last two years.
- ✦ The majority of community available swimming pools, fitness facilities and sports halls are either rated good or above average.
- ✦ There are 12 dance studios in the Authority, seven are rated good or above average.
- ✦ Over 80% of the population lives within a mile of a community available sports hall and health and fitness provision.
- ✦ All schools allow for community use within their sports halls.
- ✦ There is a modelled positive supply demand balance of sports halls and fitness provision in the Authority.
- ✦ The Authority has an indoor tennis facility, which provides a range of activities aimed at increasing participation in the sport. A successful tennis club is located at the facility.
- ✦ Active Castle Point has established a number of activities to support Active Essex's strategic objectives.
- ✦ Two swimming clubs provide opportunities in junior, masters and disability swimming.
- ✦ Village halls offer opportunities in a variety of activities, including short mat bowls and dance.

### **Weaknesses**

- ✦ Two thirds of the population has a reliance on cars or public transport to access swimming pools as only one third of the population (35.1%) lives within a mile of a community accessible swimming pool.
- ✦ Compared to neighbouring local authorities, Castle Point has relatively few village halls.
- ✦ Due to a reported lack of demand for squash, current facilities at Waterside Farm Leisure Centre are regularly used for fitness classes.
- ✦ Sport England's Active People Survey (APS), however, reports high demand for squash in the Authority relative to the number of courts suggesting that residents travel to neighbouring authorities to play squash.
- ✦ There are a variety of sports hall management operators across the Local Authority, which results in limited coordination to address local needs.
- ✦ Workforce development is a challenge for both Cartwheels Gymnastics Club and Canvey Island Swimming Club which is, reportedly, restricting the expansion of the respective clubs.
- ✦ The sports club network is limited in certain sports, for example; badminton and squash. Pay and play opportunities within the respective sports are restricted and they do not necessarily support the development of individual athletes to compete at a higher level.



# **SOUTH ESSEX INDOOR BUILT FACILITIES CASTLE POINT STRATEGY AND ACTION PLAN**

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## **Opportunities**

- ◀ As the owner and operator of Runnymede and Waterside Farm leisure centres, CPBC has the opportunity to facilitate programmes which link to the strategic objectives of the Council more easily than if they were subject to an external contract.
- ◀ The potential exists to develop programmes aimed at increasing participation and supporting healthy and active communities across Castle Point, as does the opportunity for organising complementary activities at the two Local Authority sites.
- ◀ Due to the import and export of people using swimming facilities in neighbouring authorities and private operators, the opportunity exists to work with partners to develop swimming programmes that can cope with increased future demand.
- ◀ With a number of strong sailing clubs operating within the Borough, consideration needs to be given as to how to support the RYA to create more opportunities for young people to participate in the sport.
- ◀ Workforce development is key to ensuring that local sports clubs continue to grow. In particular, Cartwheels Gymnastics Club needs support in identifying and supporting a structure which will allow the Club to expand whilst supporting athlete development.
- ◀ Complementary programming at sports halls across Castle Point is necessary to help alleviate the capacity issues at Waterside Farm Leisure Centre (which is reportedly full). All other sports halls report having spare capacity, although some of this will not be available during the day as they are on education sites.
- ◀ Work with England Squash and local enthusiasts to drive up participation in squash in the Borough, given the quality of the squash courts available.

## **Threats**

- ◀ It is recognised that all councils, including CPBC, are working with increasing financial constraints.
- ◀ The rising age profile of the population is likely to lead to increased demand for facilities during the day (when education stock is generally inaccessible), thus putting increased pressure on Waterside Farm Leisure Centre.
- ◀ The high demand from neighbouring authorities for swimming in Castle Point and the future population increases will put increasing strain on existing community accessible swimming provision in the Authority.
- ◀ Although there has been recent investment in Local Authority swimming provision, the age of the stock at the two local authority sites is still over 40 years old. Should facilities require major investment and close for a significant time, the supply for swimming would be adversely affected.
- ◀ If investment in sport/physical activity facilities is not coordinated opportunities via CIL or s.106 will be implemented on a piecemeal basis to less than optimum impact.
- ◀ As with most local authorities, CPBC has limited influence on educational facilities, which makes developing complementary programming and sports development difficult to achieve, especially with limited resources.

# **SOUTH ESSEX INDOOR BUILT FACILITIES CASTLE POINT STRATEGY AND ACTION PLAN**

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## **Summary**

In summary CPBC in partnership with key partners needs to:

- ◀ Improve the basis of strategic work across a range of agencies including Public Health and Active Castle Point to ensure that real progress is made in respect of all aspects of increasing physical activity and sport.
- ◀ Ensure that CPBC owned facilities make a progressively greater (and measured) contribution to the needs of all residents and are fully accessible to all the Borough's communities through targeted initiatives, facilities, programming and training.
- ◀ Work with neighbouring authorities and the other swimming pool operators in Castle Point to ensure future demand for swimming can be accommodated.
- ◀ Improve the breadth, depth and quality of performance management data collected (and shared) and the associated analysis of facility usage to inform future marketing, promotion, programming and pricing etc.
- ◀ Ensure that all school sports facilities continue to accommodate community use.
- ◀ Coordinate community access to, and the programming and pricing of, facilities (including schools) across the Borough within the public estate.
- ◀ Support other developments (via planning, developer contributions and officer expertise) which may assist in increasing sport and physical activity within the wider community.
- ◀ Continue to work with local sports clubs to ensure facilities and workforce development programmes continue to meet the needs of all clubs
- ◀ Identify ongoing investment, maintenance and refurbishment requirements to protect and improve existing sports facilities

# SOUTH ESSEX INDOOR BUILT FACILITIES CASTLE POINT STRATEGY AND ACTION PLAN

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## VISION AND OBJECTIVES

### Vision

***“To make Castle Point a Borough with a diverse leisure and recreation provision which is accessible to all, encourages and promotes participation and healthy lifestyle choices, making a major contribution to a safe and healthy community.”***

This builds upon the conclusions identified in the Assessment Report (April 2018) and Sport England’s recently released five-year strategy ‘Towards an Active Nation’, which aims to target the 28% of people who do less than 30 minutes of exercise each week and focuses on the least active groups; typically, women, the disabled and people from lower socio-economic backgrounds.

This strategy provides a framework within which a clear, coherent way forward for the management and delivery of leisure and sports facilities in Castle Point can be identified. The primary focus is to enable residents to gain access to leisure facilities of which they can be proud of. It is also vital to ensure that facilities support sport and physical activity programmes that lead to increases in regular participation, taking account of the projected changes in age profile of the population in the Borough up until 2037.

### Facility hierarchy and core principles

The site-by-site action plan which follow this section seeks to address key issues identified in the preceding Assessment Report. It provides recommendations based on current levels of usage, quality and future demand, as well as the potential of each site for enhancement. It should be reviewed in the light of staff and financial resources in order to prioritise support for strategically significant provision and provision that other providers are less likely to make.

In order to complete this, there is a need to clarify the sports facility provision within a hierarchy (identified below). This will enable Castle Point to establish specific venues with distinct roles and functions; the extent to which they carry differing levels of community importance, operational weight and related staffing.

It is important that facilities have a defined function from a user perspective. The hierarchy identified below considers whether facilities are Regional, Borough-wide and/or key community facilities. As such programmes of activity can be orchestrated to deliver physical activity geared to extended participation (hubs and spokes approach) and improving health whilst key neighbourhood facilities offer accredited clubs opportunities to develop their sports.

Broad principles are illustrated in Figure 1 overleaf, whilst key principles are as shown in Table 1.

It is worth noting that facilities identified to service very localised (and in particular rural) areas, are often valuable assets for a specific local area or community offering either a range of recreation/participation opportunities or, in some instances, offering beginner to performance opportunities.

# SOUTH ESSEX INDOOR BUILT FACILITIES CASTLE POINT STRATEGY AND ACTION PLAN

Figure 1 Facility hierarchy – core principles

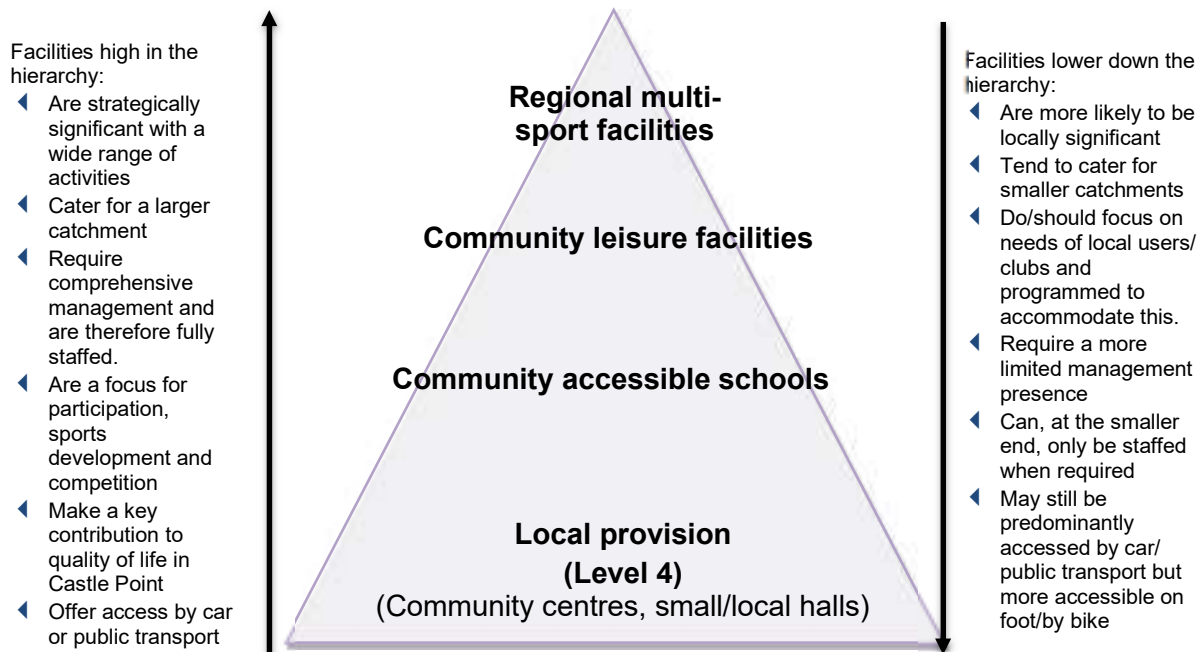


Table 1: Proposed facility hierarchy – site designation and definition

Designation	Role and function
Level 1: Regional or sub-regional facilities	<ul style="list-style-type: none"> <li>Provides a regional or sub-regional significant facility which is the primary performance venue for a single or select number of priority sports.</li> <li>A venue with the potential to host sub-regional, county, borough-wide and local events.</li> <li>Provides a wide a range of opportunities for residents and visitors to participate in sport and physical activity, contributing significantly to the quality of life of residents across the whole of the Borough.</li> <li>Provides/programmes opportunities for local people to try new activities, develop their skills and progress to a higher performance level.</li> <li>Is a core venue for training and development of teachers, coaches, volunteers, officials and others in key sports.</li> </ul>
Level 2: Community Leisure facilities which service the Borough or local town population	<ul style="list-style-type: none"> <li>Contribute to quality of life of residents in the local community served and/or borough and provide a range of opportunities to participate in sport and physical activity.</li> <li>Generally, a combination of stand-alone community facilities and sports facilities on school sites (where this is the primary facility within the locality).</li> <li>Is a venue with potential to host borough-wide, community/ local events</li> <li>Provides a base for the provision of opportunity (delivered by a range of providers) for local people to develop their skills and try new activities.</li> <li>One of several core venues offering health/fitness provision and activity across the Borough.</li> <li>Core venue accommodating the Borough's Learn to Swim programmes (where a pool is incorporated).</li> </ul>

## SOUTH ESSEX INDOOR BUILT FACILITIES CASTLE POINT STRATEGY AND ACTION PLAN

Designation	Role and function
	<ul style="list-style-type: none"> <li>• Provides options for a range of sports organisations to participate, compete and develop skill within their chosen activity.</li> <li>• Supports voluntary sports sector to cater for club activity and raise standards in respect of coaching, coach education, administration and volunteer development in chosen sport.</li> <li>• Facility use should reflect the demographic profile of the local community.</li> <li>• If applicable, increases/ improves quality of PE and school sport opportunity for young people attending the school at which it is based.</li> </ul>
Level 3: Community accessible schools	<ul style="list-style-type: none"> <li>• Where within the vicinity of a 'community sports facility' it should complement the programming and opportunities offered to the local community.</li> <li>• Contributes to quality of life of the neighbourhood, accommodating a range of opportunities to participate in sport and physical activity.</li> <li>• Either stand-alone smaller dry-side community facilities or sports facilities on school sites which operate within a lettings policy.</li> <li>• Provides opportunities for range of sports organisations to participate, train and compete in their chosen activity.</li> <li>• Facility use to reflect demographic profile of the local community.</li> </ul>
Level 4: Local facilities	<ul style="list-style-type: none"> <li>• Tend to be stand-alone small dry-side community/ sports facilities which operate independently.</li> <li>• Contributes to quality of life of residents within the locality providing a limited range of opportunities to participate in sport and physical activity.</li> <li>• Provides opportunities – often for just for one or two dedicated sports organisations to participate, train and compete (e.g. boxing, martial arts).</li> <li>• Programming generally appeals to a specific demographic e.g. young people or faith groups.</li> </ul>

# SOUTH ESSEX INDOOR BUILT FACILITIES CASTLE POINT STRATEGY AND ACTION PLAN

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## Strategic objectives

The above vision is based upon a clear, achievable framework of strategic objectives to **protect, enhance and provide** and are summarised below.

### Strategic Objective 1:

**Protect** the current stock of facilities in order to meet the sport and physical activity needs of the local residents, by using the agreed hierarchy of use with defined roles and functions for different facility types which will be supported by appropriate investment.

CPBC needs to protect the current stock of facilities. This will become increasingly difficult given the current swimming pool stock is over 40 years old. Despite recent investment, more swimming space is likely to be required throughout the Strategy period as the population increases. CPBC and partners will consider how to ensure that the Borough network of leisure and sports facilities works to maximum benefit and that, where possible, each facility performs a specific role and function in the drive to increase participation in sport and physical activity and contribute to wider community health and wellbeing.

### Strategic Objective 2:

**Enhance** the borough-wide approach to programming and management at all sites with a view to improving sports development aspirations and increasing physical activity outcomes, based on identified strategic need

In delivering the above CPBC needs to consider how it will work with partners to:

- ◀ Ensure that the current stock of facilities (which has a proven need), remains open and accessible to the general public.
- ◀ Work through the Council's own management and other partners to develop a process that brings together as many operators of local sports facilities as possible.
- ◀ Develop an agreed approach and a Castle Point definition of community use which all partners sign up to and agree to implement. This will recognise the importance of well programmed community use and attracting people from older age groups into facilities.

In delivering this CPBC and partners will need to consider the following:

- ◀ How partners might engineer a holistic approach to strategic programming across sites, including smaller but strategically placed community/village halls in order to increase and improve provision.
- ◀ How (reflecting the community use standard cited above) relationships are developed and maintained with schools across the Borough.
- ◀ The development of strategic plans that take account of the increasing demand for facilities from the ageing population and how those facilities in the more rural locations can be accessed.

### Strategic Objective 3:

**Provide** a coherent range of good quality, accessible facilities reflecting the hierarchy and serving key current and future communities across Castle Point

The following section identifies major investment requirements over the life of this Strategy. It describes what is needed in order to 'protect', 'enhance' and 'provide' sport and leisure

## **SOUTH ESSEX INDOOR BUILT FACILITIES CASTLE POINT STRATEGY AND ACTION PLAN**

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facilities for the residents of Castle Point and enable the Council to meet its wider objectives. It considers Waterside Farm and Runnymede leisure centres as key facilities in the Borough. *Waterside Farm Leisure Centre* is the strategic sports facility in the Authority offering a 6-lane 25m swimming pool (plus a 13m learner pool), 6-court sports hall, three squash courts and a 80 station fitness facility. In 2013, the site was subject to a £6m investment which included upgrades to the sports hall, swimming pool and the health and fitness suite.

The indoor facilities are part of a wider sports complex which includes an outdoor full size 3G pitch, skate park and several grass football pitches.

*Runnymede Leisure Centre*: recently re-opened (2018) following a £1m investment. The facility offers a 6-lane swimming pool (plus a 12m learner pool) and a 70 station health and fitness facility. As with Waterside Farm Leisure Centre, the swimming pool is also very busy. It hosts Runnymede Swimming Club (25 hours pool time per week).

There is a high level of imported demand from neighbouring authorities for swimming, which equates to almost 40% of the total use. There is overall spare capacity in sports halls across the Authority; however, Waterside Farm operates at 100% utilisation. This is also the only facility which provides daytime use.

The recent facility investments in both Waterside Farm and Runnymede leisure centres bring the quality of facilities up to date and is likely to lead to additional demand in the near future in both swimming and sports hall activity. Potential population growth (and the increasing number of older people) is also likely to lead to increased demand for facilities during the day, particularly at Waterside Farm.

Consideration needs to be given to how CPBC continues to invest in these facilities, given their age. It is likely that there will be need for additional swimming provision within the lifespan of this strategy, given their age and the population growth in the area. Cross border collaboration is needed given the high level of imported demand for swimming facilities.



# **SOUTH ESSEX INDOOR BUILT FACILITIES CASTLE POINT STRATEGY AND ACTION PLAN**

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## **MONITORING AND REVIEW**

The Indoor and Built Facilities Strategy identifies the investment and actions required to deliver and maintain a high quality built facilities infrastructure for Castle Point.

It is important that the Strategy is a live document and is used in a practical manner to prioritise investment, develop key work programmes and partnerships, guide planning gain investment and ensure that built sports facilities are a vital component which contribute to the quality of life in Castle Point.

Its production should be regarded as the start of the strategic planning process with a requirement for all partners to engage in ongoing dialogue and review in order to ensure that a strategic approach is adopted throughout its life.

It will be important for Castle Point Borough Council and its partners to develop a short (1-3 years), medium (3 – 5 years) and long term (up to 10 years) action plan based around the Strategy and for this to be monitored and reviewed on an annual basis. This process should not only be reviewed against a current action plan, it should also identify potential changes to supply and demand for facilities across the authorities. This is predicated upon the assumption that the Strategy is as much about how facilities are used as it relates to ensuring that the physical infrastructure is maintained and is of a good quality.

In particular the annual review process should include:

- ✦ A review of annual progress on the recommendations; taking into account any changes required to the priority of each action (e.g. the priority of some may increase following the delivery of others).
- ✦ Lessons learnt throughout the year.
- ✦ New facilities that may need to be taken into account.
- ✦ Any specific changes of use of key sites in the Borough (e.g. sport specific specialisms of sites, changes in availability, etc.).
- ✦ Any specific changes in demand at particular facilities and/or clubs in the area (e.g. reduction or increase in club numbers, new housing growth *etc.*).
- ✦ New formats of traditional sports that may need to be taken account of.
- ✦ Any new or emerging issues and opportunities.

The outcome of the review will be to develop a new annual and medium term action plan for indoor and built sports facilities across the Borough and feed into the wider South Essex Strategy.

## **Funding to implement the strategy**

The Strategy has not addressed in detail how proposals and recommendations will be funded. An informed (and committed) combination mix of sources and solutions will be required to deliver the vision and ambitions of the strategy. These are likely to include:

- ✦ Judicious multi-partner revenue contributions at a level that can be justified and that will allow some form of longer term sustainability.
- ✦ Further development and implementation of individual districts' developer contributions process associated with the development of urban extensions.
- ✦ Use of capital receipts from land disposal, where applicable.



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- ◀ Asset rationalisation and use of revenue saving and/or future liabilities to pay back borrowing aligned to capital investment in other sites.
- ◀ Prudential borrowing where an 'invest to save' justification can be made, particularly for longer-term proposals which may be considered in light of any future borrowing strategy.
- ◀ External funding sources aligned to specific facilities and/or sports (e.g. Sport England funding, other charitable grant awards and funding streams).
- ◀ Third party borrowing where a suitable, robust business case exists (although this will be more expensive than prudential borrowing).

### ***Developer contributions***

For any application warranting a developer contribution Appendix 1 sets out a toolkit (process) which should be followed in order to help inform the potential needs a new housing development may require and/or should look to consider, with regard to indoor and built facilities

### **Castle Point Council Corporate Plan: Turning Opportunities in Reality (2016).**

As identified and amplified in detail in the Castle Point's Needs Assessment 2018 Castle Point's Corporate Strategy is committed to reducing social inequality, improving the health of its communities and developing the economy through partnership working with other agencies to enable greater participation in decision making.

To improve the health of its communities, a key strategy objective aims to facilitate the further development of social, recreational and sporting opportunities for local residents. To achieve this, the Local Authority is dedicated to providing good quality health and fitness facilities.

The actions identified below will continue to support these and other key objectives of the Council.

## SOUTH ESSEX INDOOR BUILT FACILITIES CASTLE POINT DRAFT STRATEGY AND ACTION PLAN

### ACTION PLAN

#### Management and programming

The following actions are relative to the overall management and programming of key facilities in Castle Point. All actions identified below should take account of accessibility issues (hearing, visual and wheelchair access). Short term- 1-2 years; medium 3-5 years; Long term 5-10 years.

Strategic objective	Recommendation	Action	Timescale	Responsibility	Importance
Borough wide programming  <b>Enhance</b>	Ensure holistic approach to programming across all facilities leading to improved access for all sections of the community.	Consider current programming across the Borough. Define the role of each facility within the wider community use offer across Borough. Develop a site by site action plan for improving programming across the Borough.	Short	Schools, leisure centres & village halls / community centres	High
Community use agreements  <b>Enhance</b>	Increasing the availability of the current stock of sports halls to more sections of the community.	Taking account of the requirement for additional sports hall space and the spare capacity currently identified on school sites, consider the issues schools face in trying to accommodate more community use. This may include, for example, key holder access to specific sports groups. Resource needs to be allocated to securing access to school sites.	Short	Schools	High
Sports halls  <b>Enhance</b>	Improving access to facilities during the day time given the current reliance on educational facilities for indoor activity.	On a site by site basis consider whether there are appropriate solutions to extending day time access, such as: <ul style="list-style-type: none"> <li>Designing in good access to new facilities.</li> <li>Working with schools to accommodate community based organisations.</li> </ul>	Short	Schools	Medium

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Strategic objective	Recommendation	Action	Timescale	Responsibility	Importance
Swimming pools <b>Protect and Enhance</b>	Ensuring sufficient water space is available to current and future residents. Strategically programme water time for all residents.	<ul style="list-style-type: none"> <li>Consider the longer term investment requirements in swimming pools in line with increases in demand.</li> <li>Strategically programme water time for all residents to ensure the public have sufficient access the pools at peak times.</li> <li>Work with swimming clubs to maximise pool time in line with the most appropriate times for public swimming.</li> </ul>	Short	CPBC, Public Health, Swim England, Sport England	High
Health and Fitness <b>Enhance</b>	Ensuring health and fitness activities are accessible to people living in the more rural areas of the Borough and that the facilities will meet the needs of the growing and ageing population.	<ul style="list-style-type: none"> <li>When reviewing Council owned leisure centres to ensure that equipment and activities are age appropriate for an increasingly ageing population.</li> <li>Consider developing a range of outreach fitness programmes and activities within the more rural communities.</li> <li>When refurbishing Council owned/managed stock <i>per se</i>, determine whether it is feasible to support smaller developments in community centres/village halls so that more people have access to such facilities alongside other activities.</li> </ul>	Medium	CPBC, Parish and Town councils	High
Village halls / community centres <b>Enhance</b>	Understanding programming, availability and the quality of community facilities is a further challenge for the authority. These are generally small facilities which are spread throughout the Borough but which enable physical activity to be made accessible to those living in rural and harder to reach areas. If the programming of them is commensurate with the wider	<ul style="list-style-type: none"> <li>Ensure that there is sufficient outreach provision to target residents in rural areas (to get the inactive active and retain the already involved) with a view to using community and village halls as 'transition' facilities linked to mainstream membership programmes.</li> <li>A commitment to understanding the sporting offer at these sites needs to be agreed. This should link to integrating/supporting community use of these into the wider Castle Point network.</li> </ul>	Medium	CPBC, parish and town councils	Medium

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Strategic objective	Recommendation	Action	Timescale	Responsibility	Importance
	principles of this strategy then there can be an increase in physical activity via complementary programmes.	<ul style="list-style-type: none"> <li>◀ The potential to start with sites already hosting activity is recommended.</li> </ul>			
Incorporating local facilities into the broader activity portfolio  <b>Enhance</b>	Develop an improved understanding of the importance of Level 4 facilities with regard to the physical activity offer.	<ul style="list-style-type: none"> <li>◀ Identify a project coordinator to lead on this element of work.</li> <li>◀ Review Level 4 facilities to see which are realistically able to increase physical activity in the context of current programmes, scale, configuration, management arrangements and existing commitments.</li> <li>◀ Consider how they fit into the wider programming offer.</li> <li>◀ Identify improvements to Level 4 facilities (ensuring that they are fit for purpose).</li> </ul>	Medium	Active Essex, Parish Councils, community groups, private facilities	Medium

## SOUTH ESSEX INDOOR BUILT FACILITIES CASTLE POINT DRAFT STRATEGY AND ACTION PLAN

### Facility by facility action plan

Facility, level and objective	Management	Overview and Challenges	Actions	Lead Agency	Timescale (S/M/L)	Priority (H/M/L)
Castle View School Level 3 <b>(Protect and Enhance)</b>	Education	The site, which has a 4-court sport hall, was not available for assessment. It is understood that it is available for community use.  The key challenge is to understand the breadth and amount of community use.	<ul style="list-style-type: none"> <li>Work with the School to understand what activities are currently delivered and provide programming support to complement other sports delivered in the Borough.</li> <li>Maintain the quality of the facility as it ages.</li> </ul>	Castle View School	Medium	Medium
Deanes School Sports Centre Level 2 <b>(Protect, Enhance)</b>	Education (Challenger Multi-Academy Trust)	The site provides a multi sports offer, including a 3 court indoor tennis centre, two sports halls; (one 4-court hall and one 1-court) and a 25 station gym.  Lack of investment will lead to deterioration of already below average facilities (sports halls and gym).  The indoor tennis facility is rated above average. This is a key community sports venue with key clubs such as Cartwheels Gymnastics and Deanes Tennis Club located at the site.  The main challenge is keeping the facility attractive for the wider population, particularly both sports halls.	<ul style="list-style-type: none"> <li>Continued investment in current facilities to maintain them to the best standard possible, particularly focusing on upgrading the sports hall roof, which was reported to be leaking.</li> <li>Work with the Academy to ensure that its activity programme continues to complement that of other venues and CPBC sports development ambitions.</li> </ul>	Deanes School (Challenger Multi-Academy Trust)	Short	High

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Facility, level and objective	Management	Overview and Challenges	Actions	Lead Agency	Timescale (S/M/L)	Priority (H/M/L)
Seevic College Level 3 <b>(Protect)</b>	Education Seevic Palmer's Academy Trust	Located next to Runnymede Leisure Centre, this 4 court sports hall offers opportunities in badminton and indoor football. The key challenges for the site are to ensure that the facility continues to provide a range of sports for the community and is maintained as it ages.	<ul style="list-style-type: none"> <li>Work with the Academy and the Nuffield Trust to ensure that its activity programme continues to complement that of other venues and CPBC sports development ambitions.</li> <li>Invest in ongoing maintenance of the hall.</li> </ul>	Education Seevic Palmer's Academy	Long	Low
The Appleton School Level 3 <b>(Protect and Enhance)</b>	Benfleet Schools Academy Trust.	A multi-sport offer is provided at this site, through an above average 4 court sports hall and a below average swimming pool. Community use is good with the swimming pool hired out by a number of agencies for swimming lessons. The main challenge is the potential increased maintenance costs for the swimming pool due to its age.	<ul style="list-style-type: none"> <li>Continued investment in current facilities to maintain them to the best standard possible supporting both swimming and sports hall use.</li> <li>The School should seek advice regarding long term investment/viability of the swimming pool and/or seek to invest any profits from swim lessons into the facility.</li> </ul>	Academy Trust CPBC	Medium	High
The Cornelius Vermuyden School Level 3 <b>(Protect and Enhance)</b>	Skanska	The School has two sports halls; a 4-court and a 1-court both of which are rated above average. The challenge is to ensure that the facilities are maintained as they age.	<ul style="list-style-type: none"> <li>Work with the School to ensure that its activity programme continues to complement that of other venues and CPBC sports development ambitions.</li> <li>Maintain the quality of the facility as it ages.</li> </ul>	Academy Trust	Long	Low

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Facility, level and objective	Management	Overview and Challenges	Actions	Lead Agency	Timescale (S/M/L)	Priority (H/M/L)
The King John School Level 3 <b>(Protect and Enhance)</b>	Benfleet Schools Academy Trust.	The School has a 4-court sports hall. The site was unassessed as part of the audit, however, consultation with the Local Authority indicates that it is available for community use.	<ul style="list-style-type: none"> <li>Work with the School to understand what activities are currently delivered and provide programming support to complement other sports in the Borough.</li> <li>Maintain the quality of the facility as it ages.</li> </ul>	Academy Trust	Medium	Medium
Waterside Farm Leisure Centre Level 2 <b>(Protect and Enhance)</b>	CPBC	<p>This strategic site operates at capacity in the swimming pools and sports halls. There is reported high import demand from neighbouring authorities.</p> <p>The key challenge is to ensure that the facility remains accessible for all whilst supporting local resident's needs.</p> <p><u>The fitness suite has been extended by 201sqm since 2018 increasing the capacity at the site.</u></p> <p><u>New short mat bowls has been provided on the site offering indoor facilities for bowls.</u></p> <p><u>Three squash courts have been removed from the existing stock.</u></p>	<ul style="list-style-type: none"> <li>Continued investment in current facilities to maintain them to the best standard possible in the medium term.</li> <li>Continue to maintain high level of participation in sport and physical activity and, if possible, widen the range of sports on offer within the facility.</li> <li>Intelligent use of data to identify current and future resident needs reflect venue programming.</li> </ul>	CPBC	Long	Medium

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Facility, level and objective	Management	Overview and Challenges	Actions	Lead Agency	Timescale (S/M/L)	Priority (H/M/L)
Runnymede Leisure Centre Level 2 <b>(Protect and Enhance)</b>	CPBC	<p>This pool also operates above capacity.</p> <p>The key challenge is to ensure that the facility remains accessible for all whilst supporting local resident's needs.</p> <p><u>A new gym and two exercise studios have been created on site since 2018.</u></p>	<ul style="list-style-type: none"> <li>Continued investment in current facilities to maintain them to the best standard possible.</li> <li>Intelligent use of data to identify current and future resident needs reflect venue programming.</li> <li>Consideration re-programming classes to ensure increased participation.</li> </ul>	CPBC	Long	Medium



## SOUTH ESSEX INDOOR BUILT FACILITIES CASTLE POINT DRAFT STRATEGY AND ACTION PLAN

### Sport specific recommendations

Sport	Challenges	Recommended actions	Lead agency	Timescale	Objective
<b>Badminton</b>	There are no BE affiliated badminton clubs in Castle Point, No Strings recreational sessions are delivered at Waterside Farm Leisure centre. Pay and play opportunities are available at Seevic College and Deanes School. The challenge is to ensure that options for casual use remain accessible for local residents, both during the day and also in the evening. .	<ul style="list-style-type: none"> <li>Work with Badminton England to maintain and possibly increase the number of No Strings Sessions available to help drive up participation.</li> <li>Identify local volunteers to continue to lead and drive increases in participation in badminton across the Borough.</li> </ul>	BE/CPBC	Medium	Enhance
<b>Gymnastics</b>	Cartwheels Gymnastics Club is the only club in the Authority. It leases the small hall at Deanes Sports Centre. With a waiting list of c.200. It has the capacity to increase the number of sessions at the site, however, it lacks volunteers and coaches to deliver this. Recreational Gymnastics is also delivered at Waterside Farm Leisure Centre.	<ul style="list-style-type: none"> <li>Support the Club, in partnership with British Gymnastics to assist with workforce development which will allow the Club to expand the number of sessions.</li> </ul>	British Gymnastics/ local gymnastics clubs	Medium	Enhance
<b>Netball</b>	League netball is played outdoors in the Authority however, there is also a need to support training demand and recreational delivery within sports halls. Further details regarding competitive netball are presented in the Castle Point Playing Pitch Strategy	<ul style="list-style-type: none"> <li>Undertake regular consultation with netball clubs and work with respective sites to ensure courts remain accessible to accommodate training demand.</li> <li>Maintain and possibly increase the number of Back to Netball sessions, whilst ensuring that pathways exist between these session and local clubs.</li> </ul>	CPBC /England Netball	Medium to long	Enhance

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Sport	Challenges	Recommended actions	Lead agency	Timescale	Objective
<b>Swimming/ aquatic sports</b>	Ensure the needs of aquatic activities and clubs as well as community users are satisfied via effective programming and pricing within the Authority's pools. Given the current demand on water space Authority Pools are uncomfortably full (over the ideal capacity of 70%) which will impact upon the quality of the experience of users. It will also limit their ability to increase levels of participation unless additional hours or facilities can be provided.	<ul style="list-style-type: none"> <li>Current capacity within swimming pools is limited mainly due to imported demand from neighbouring authorities. Maintain dialogue between the Local Authority, Swim England, different user groups and clubs to ensure that users' needs are considered in the context of the wider swimming programme.</li> <li>Work with other pools in the area, such as school pools/Virgin Active to explore options to offer casual use at certain sites to alleviate capacity issues at the two main pools.</li> <li>Consider replacement of either or both facilities within the lifespan of the Strategy</li> </ul>	CPBC, Swim England and local groups.	Short	Enhance
<b>Sailing</b>	Club facilities at all three clubs are reported to be good, with recent investment made at Chapman Sands. The key challenge for the clubs is to increase membership numbers, particularly focusing on junior members.	<ul style="list-style-type: none"> <li>Develop and maintain effective relationships between Schools, RYA and local clubs to ensure participatory programmes delivered by the clubs are publicised and supported.</li> </ul>	Local Sailing clubs, RYA, CPBC,	Short	Enhance
<b>Squash</b>	<del>Waterside Farm Leisure Centre offers community accessible squash, however, there is limited demand for the sport. Consultation indicates the courts are occasionally used for cycle spinning classes.</del> <u>Three squash courts were removed from the stock at Waterside Leisure Centre due to limited demand. There is now no squash provision within the Borough.</u>	<ul style="list-style-type: none"> <li><del>CPBC to work with England Squash and interested local volunteers to develop participatory programmes to increase utilisation of squash facilities.</del></li> <li>There is need to identify local volunteers to lead and drive increases in participation in squash across the Borough <u>and links to facilities in neighbouring authorities.</u></li> </ul>	CPBC, and England Squash.	Short <u>Long</u>	<b>Protect and Enhance Provide</b>
<b>Tennis</b>	Deanes School is the only facility which offers indoor tennis facilities in the Borough.	<ul style="list-style-type: none"> <li>Continue to work with the LTA, the anchor club (Deanes Tennis Club) and the School to</li> </ul>	Deanes Tennis Club LTA, CPBC,	Short	<b>Protect and Enhance</b>

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Sport	Challenges	Recommended actions	Lead agency	Timescale	Objective
	The challenge is to ensure that programmes and court availability remain to allow participation to increase.	<p>continue to offer a broad range of tennis programmes.</p> <p>◀ Continue to evaluate and ensure the local community is engaged and that there is good transition from recreational play to the tennis club.</p>			

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## **Appendix 1: Planning gain contribution toolkit**

### **Introduction**

The purpose of this toolkit is to ensure that planning gain contribution sought from an individual development is based on a tailored approach, using the robust evidence bases provided as part of the South Essex Overarching Strategy and Action Plan for indoor and built sports facilities. This will help to clearly justify the needs arising from the development and how they are to be met.

It provides a step by step guide which should be used by those stakeholders which are directly involved in negotiating developer contributions either local authority case officers or housing developers/planning consultants acting on their behalf.

The following processes should be followed in order to inform the potential additional demand that a new housing development generates. This sets out the process for indoor and built sports facilities.

There is also a checklist summary for the process which should be completed as evidence of working through each step. In terms of social sustainability, a series of questions to explore are provided with possible options to consider.

For all developments (regardless of size) developer contributions should be sought towards social, sport and open space facilities. Where a development may be considered too small to provide a contribution, consideration should be given to where a number of small developments may have a cumulative impact on the community infrastructure and refer to local planning policy.

In instances where a development may fall within two or more local authorities it is recommended that the demand from the more urban area or locally reflective area are applied in calculating the requirements. This is in order to reflect the on the ground use of provision in the context of its setting. If provision is to be provided on the outskirts of an urban settlement and therefore is to act as an extension of that settlement, it is justifiable to utilise the demand/standards most appropriate.

The suite of evidence documents making up the Overarching Strategy and Action Plan includes:

- ◀ Basildon Needs Assessment Report
- ◀ Basildon Sports Strategy
- ◀ Castle Point Needs Assessment Report
- ◀ Castle Point Sports Strategy
- ◀ Rochford Needs Assessment Report
- ◀ Rochford Sports Strategy
- ◀ Southend Needs Assessment Report
- ◀ Southend Sports Strategy

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## Process

Step 1	Determine the key indoor sports facility requirement resulting from the development	Navigation
	<p>The key tools to assess this are provided within Sport England's Sports Facility Calculator which is accessed via the Active Places Power website.  <a href="https://www.activeplacespower.com/">https://www.activeplacespower.com/</a></p> <p>This will enable you to determine the demand for sports halls, swimming pools and indoor bowls facilities that the new population from a development generates.</p>	<p>Access to the calculator is restricted and requires a username and password to be set up.</p>

The individual local authorities IBF strategies provide an estimate of future demand for key indoor sports facilities based on population forecasts as a result of key housing growth areas. This key demand is translated into units of badminton courts, swimming pool lanes and indoor bowls rinks.

As the exact number of units are identified from specific housing developments then the Council will need to apply the household occupancy rate to this to determine the total population.

$$\text{Number of dwellings} \times \text{household occupancy rate}^1 = \text{associated population}$$

This is the population that is applied within the Sports Facilities Calculator (SFC) to determine the additional provision that is required to meet the additional demand.

The SFC is a modelling tool designed to assist local planning authorities to quantify how much additional demand is generated by increasing populations and new housing areas. The model has no spatial qualities or dimension and can only be used to estimate the facility needs for whole area populations. The model makes no reference to:

- ✦ Location of existing facilities compared to demand.
- ✦ Capacity and availability of facilities (i.e. opening hours, how well they are used)
- ✦ Cross boundary movements of demand.
- ✦ Travel networks and topography.
- ✦ The attractiveness of the existing facility network.

The SFC uses information that Sport England has gathered on who uses facilities and applies this to the population profile of the local area. This ensures that the calculations take on board the population profile (e.g. age, gender, etc) of the local area.

The SFC then turns this estimation of demand (visits per week) into the equivalent amount of facility which is needed to meet these visits. For swimming pools it uses 25m lane equivalents and for sports halls it uses the number of badminton courts.

Registration is required to access Active Places Power (APP) and therefore the SFC. If you are not already registered, you can register for free via the link under the login button on the APP homepage.

Please note the SFC is one tool and should not be used on its own to determine the need for sports facilities from a single development.

<sup>1</sup> National occupancy rate of 2.3 persons per household is used

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<b>Step 2</b>	<b>Determine the other indoor sports and community facilities required as a result of the development</b>	<b>Navigation</b>
	Use the Indoor Built Facilities Strategy to identify level of need that may be generated from new development(s) for indoor sporting provision not included within the SFC. This should also extend to community centre facilities within the area.	Indoor and built facilities strategy

There is no clear calculation of the requirements for other indoor sports provision and community centre facilities (not covered by SFC) as a result of a new housing development. In this instance, the Indoor and Built Sports Facilities Strategy should be used to determine the need for additional facilities within the area. This should take into account the requirement for other dedicated sports facilities if the Strategy identifies this. For example, in Southend there is a recognised need for more sports hall space and as such, a contribution towards this may be seen as a priority.

The Assessment Report (within the specific sections of the report) should identify the need for other provision within the area. This will be as a result of the consultation with specific clubs and organisations, facility operators and national governing bodies of sport. It will also take account of the size, scale and quality of existing provision in order to inform this. The type of facilities identified within the Assessment report is determined by the scope of the study which the Council commissions.

This will also be informed by how busy existing facilities are. As an example, if an existing leisure centre (adjacent to the new housing development) is fully programmed with high demand for space, it is unrealistic to expect this facility to accommodate the demand generated from the new development. Therefore, additional provision will be required.

<b>Step 3</b>	<b>Demonstrate an understanding of what else the development generates demand for</b>	<b>Navigation</b>
	Consideration also needs to be given to the other infrastructure that will be generated as a result of the development. As an example, this could include primary and secondary schools, health centres, library, etc. The key focus here is to determine where there may be duplication of facilities and where there may be opportunities for shared provision.	Consultation with other council services, partners and developers

In reality it will take a significantly large development to generate the requirement for a new stand-alone wet and dry leisure centre. Therefore, it is important to identify where other provision may be required as a result of the development in order to determine if this could replace or supplement the need to provide sports facilities or community facilities.

A key example of this is the requirement for primary and secondary school provision as a result of the development. A primary school will require a multi-purpose indoor hall, playground and playing field space to deliver its national curriculum requirements for PE. A secondary school will require at least a four court sports hall and playing field space in order to deliver its national curriculum requirements for PE.

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Therefore, further investigation should be undertaken to identify if the opportunity exists to ensure that community use of the school sports facilities can be guaranteed, thus minimising the potential duplication of facilities. In this instance the 'contribution' associated with the increased demand for sports facilities could be used to enhance the school provision to ensure it was appropriate for community use (e.g. extend fitness facilities, community access arrangements, etc.).

In relation to other service (e.g. library, health centre, etc) there is a need to consider how these could be co-located with alongside sports and community facilities, thus creating a community hub. This is a key driver for sports facilities in attracting users that might not otherwise use these types of facilities.

The financial, social and sporting benefits which can be achieved through development of strategic sites (also known as hub sites) are significant. Sport England provides further guidance on the development of community sports hubs at:

<https://www.sportengland.org/facilities-planning/design-and-cost-guidance/>

<b>Step 4</b>	<b>Consider if there are existing facilities within close proximity that could be enhanced or extended to accommodate increased demand.</b>	<b>Navigation</b>
	Further investigation is required to determine if there is an existing facility that is close enough to the development site which, if extended /refurbished / remodelled could accommodate the increased demand generated from the new development.	Facility mapping within the Sports Facilities Assessment Report

Detailed analysis of facilities within the vicinity of the new development should be undertaken to assess the suitability of these facilities to accommodate the increased demand generated from the development. As an example the following information should be pulled together in order to determine if this is an appropriate solution to accommodate the increased demand:

Is the facility close enough to the development to accommodate the increased demand?

The quality of the facility.....does it need investment?

Is there capacity to accommodate increased demand....how well used is the facility?

Are there any restrictions in access to the facility?

Are there plans in place to maintain or refurbish the facility?

What type of activities are accommodated within the facility?

Are the current management arrangements appropriate to accommodate changes or increased demand at the facility?

Are there opportunities to co-locate other services alongside or within the facility?

In addition to the above it will also be important to assess the potential impact of the additional demand on clubs and organisations within the vicinity. As an example, some clubs and organisations may already be at capacity; therefore, there may be no capacity to accommodate increased demand within the existing infrastructure.

<b>Step 5</b>	<b>Consider the design principles for new provision</b>	<b>Navigation</b>
	The exact nature and location of provision associated with either onsite or off-site developments should be fully determined in	<a href="https://www.sportengland.org/facilities-planning/design-and-cost-guidance/">https://www.sportengland.org/facilities-planning/design-and-cost-guidance/</a>

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	partnership with leisure and community specialists (e.g. NGBs, local authority, advisers, etc.) and community groups themselves.	<a href="#">planning/design-a cost-guidance/</a>
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It is important to ensure that the design of new or extended facilities is in line with the needs of local clubs and organisations as well as relevant design guidance. It will be important that any design reflects best practice design guidance taking into account all the key considerations which will be relevant to each facility. As an example this will include aspects such as: health and safety, safeguarding, storage, sport specific design features, etc.).

Where an extension or refurbishment of an existing facility takes place it will be important to ensure that the local community is involved in that design. It will also be important to ensure that continuity of provision is also considered as clubs and organisations will need alternative accommodation during the construction period associated with a refurbishment or extension. This is important in ensuring these organisations continue to exist in the longer term.

The development of community hubs is a key focus for many organisations as the benefits derived from the co-location of facilities is often greater than from stand-alone facilities. Therefore, there is a need for developers and stakeholders to consider how different facilities may 'fit' together. As an example, this could include the following facilities which may be required as part of a development:

- ✦ Indoor and outdoor sports facilities
- ✦ Primary and Secondary schools
- ✦ Health centres and GP surgeries
- ✦ Library
- ✦ Early years provision.
- ✦ Community centre
- ✦ Children's play areas
- ✦ Allotments and community growing areas
- ✦ Local retail centres

The master plan for new developments need to consider the strategic location of facilities and the clustering and co-location of facilities in order to maximise the benefit for the local community.

There is also a need to ensure that the location of outdoor sports pitches and ancillary facilities are appropriately located in the context of indoor sports provision (if also being provided onsite) to ensure a cohesive approach to the whole sporting offer.

Step 6	Strategic pooling of financial contributions to deliver new provision	Navigation
	Consideration needs to be given to the multiple developments across the local authority or a combination of local authorities in order to determine if the combined increased demand is sufficient to warrant a contribution to a strategic leisure development.	Wider housing growth strategies.

If authorities consider each housing growth area in isolation then it is unlikely that there will be sufficient demand generated from a single development to warrant a new stand-alone leisure provision, especially swimming pools



## SOUTH ESSEX INDOOR BUILT FACILITIES CASTLE POINT DRAFT STRATEGY AND ACTION PLAN

As such the council needs to consider how the cluster of housing developments within the local authority boundary, or relevant cross border area should make a contribution to strategic sport and leisure facilities. As discussed previously, this may be to provide new provision or to enhance existing in order that it can accommodate increased demand.

This in turn requires the Council and developer to consider the wider housing growth within the area which may also include that within a neighbouring authority. Where the combined increased demand generates the requirement for a strategic facility this should be pooled via developer contributions to a strategic development. However, it should be noted that the contribution may go towards a facility which is outside of the local authority boundary but reflects how people will live their lives within that specific development. A key example of this is in Southend where residents within the Rochford boundary will gravitate to Southend rather than using facilities within the authority's boundary.

In order to calculate the contribution from each housing development into a strategic leisure facility fund the Council should use the Sport England Sports Facilities Calculator. Using the population growth and process identified from stage 1 this will provide a basis for negotiation with developers on the contribution from each development.

<https://www.activeplacespower.com/>

<https://www.sportengland.org/facilities-planning/design-and-cost-guidance/cost-guidance/>

### Checklist summary

Prompt	Evidence	Navigation
<b>Step 1:</b> <i>Determine the indoor sports facility requirement resulting from the development</i>		<a href="https://www.activeplacespower.com/">https://www.activeplacespower.com/</a>
<b>Step 2:</b> <i>Determine the other indoor sports and community facilities are required as a result of the development</i>		Indoor and built facilities strategy
<b>Step 3:</b> <i>Demonstrate an understanding of what else the development generates demand for</i>		Consultation with other council services, partners and developers)
<b>Step 4:</b> <i>Consider if there are existing facilities within close proximity that could be enhanced or extended to accommodate increased demand.</i>		Facility mapping within the Sports Facilities Assessment Report
<b>Step 5:</b> <i>Consider the design principles for new provision</i>		Consultation <a href="https://www.sportengland.org/facilities-planning/design-and-cost-guidance/">https://www.sportengland.org/facilities-planning/design-and-cost-guidance/</a>
<b>Step 6:</b> <i>Strategic pooling of financial contributions to deliver new provision</i>		<a href="https://www.activeplacespower.com/">https://www.activeplacespower.com/</a> <a href="https://www.sportengland.org/facilities-planning/design-and-cost-guidance/cost-guidance/">https://www.sportengland.org/facilities-planning/design-and-cost-guidance/cost-guidance/</a>



# CASTLE POINT LOCAL FOOTBALL FACILITY PLAN

December 2018



## Contents

1. Executive Summary
2. Introduction
3. Castle Point
4. Assets and Opportunities
5. 3G Football Turf pitches (FTPs)
6. Improved Grass Pitches
7. Changing room pavilions / clubhouses
8. Small-sided facilities
9. Appendix A: Priority Project List
10. Appendix B: Consultation List

# Executive Summary

In summary, the LFFP for Castle Point identifies opportunities to accurately target investment in football facilities across the local area.

The national funding partners have significantly increased investment to accelerate efforts to deliver more and better football facilities for the grassroots game and this plan proposes a programme of 12 priority projects for potential investment that will transform local football facilities, including 3G FTPs, improved grass pitches, changing rooms pavilions/clubhouses and small-sided facilities.

This LFFP will be the go-to document for football facility investment in Castle Point, however, it does not guarantee the success of future funding applications; each of the priority projects identified will still have to follow an application process to show how it will deliver key participation outcomes, be a quality & sustainable facility and demonstrate suitable match-funding.



4

3G FTPs

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43

Improved Grass Pitches

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2

Changing rooms / pavilions / clubhouses

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3

Small-sided facilities

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## Next Steps

When each priority project is in a position to proceed, pre-application support will be provided by the Football Foundation and the Essex County FA. We strongly encourage local stakeholders to maintain positive partnerships with these organisations.

The successful delivery of this plan will ultimately require the collective efforts of all local partners. To achieve this, it is recommended that the important work undertaken by these local partners to produce this plan will continue via on-going meetings/dialogue in order to work collaboratively to deliver the priority projects and review progress.

This plan will be updated periodically to ensure it remains up to date and reflective of local needs. If you have a project / opportunity that was not identified at the time of writing this plan, please contact Essex County FA.



““Within 10 years, we aim to deliver great football facilities wherever they're needed””

# Introduction

This is the Local Football Facility Plan (LFFP) for Castle Point. It was prepared by Knight, Kavanagh and Page (KKP) with support from local partners, including:

Castle Point Borough Council

Sport England

Essex County FA

Active Essex

Football Foundation

## **What is the goal?**

Every local area in the Country will have a LFFP to enable investment in football facilities to be accurately targeted.

## **Who is behind this?**

The Football Association, the Premier League and Sport England (on behalf of Government). This partnership finances the National Football Facility Strategy (NFFS) and commissions the Football Foundation to deliver it.

## **What is the purpose of this plan?**

The national funding partners have significantly increased investment to accelerate efforts to deliver more and better football facilities for the grassroots game. The purpose of this plan is to identify the priority projects for potential investment in Castle Point.



## **Why invest in football facilities?**

As the nation's most popular team sport, football has the power to contribute positively to vital social outcomes and health priorities. To maximise this power, facilities must be welcoming environments to attract first-time users and repeat visits, whether for informal, recreational or competitive football.

Research clearly and continually demonstrates the positive impact high-quality football facilities, in the right locations, can have on participation and enjoyment. Latent demand exists, but facility quantity and quality have to 'step up' if football is to reach out to everyone.

## **How are we going to do it?**

£1.3billion has been spent by football and Government since 2000 to enhance existing football facilities and build new ones. However, more is needed if football and Government's shared objectives for participation, individual well-being and community cohesion are to be achieved.

Nationally, direct investment will be increased – initially to £69 million per annum from football and Government (a 15% increase on recent years). Locally, the work has already started\* - this LFFP will guide the allocation of 90% of national funds and forge stronger partnerships with local stakeholders to develop key sites. This, together with local match-funding will deliver over one billion pounds of investment into football facilities over the next 10-years.

## What are the priorities for investment?

This LFFP, with guidance from local partners, has developed a list of high level projects for potential investment. Each is aligned to the investment priorities set out in the National Football Facilities Strategy, which include:

**1,000 new 3G football turf pitches (FTP)s:** in a mix of sizes and settings, dependent upon local needs. All aimed at enhancing the quality of the playing experience.

**20,000 improved natural-turf pitches:** to help address drop-off due to a poor playing experience.

**1,000 new changing pavilions / clubhouses:** all linked to priority sites.

**Small-sided facilities:** to grow the small-sided game for teams & leagues, recreational and informal play.

## What outcomes will be achieved?

The priority projects for potential investment identified in this plan will help develop a sustainable network of quality facilities to drive participation across all parts of the game. Central to this are five key success factors: quality, inclusivity, sustainability, engagement and usage. Each identified project takes account of these factors.

## How should this plan be used?

This LFFP will, in effect, be the go-to document for football facility investment in Castle Point.

Whilst it identifies priority projects for potential investment, it does not guarantee the success of future funding applications. Each project must still follow an application process to show how it will deliver key participation outcomes, become a quality & sustainable facility and demonstrate suitable match-funding.

When each project is in a position to proceed, the Football Foundation will determine a suitable timeframe to submit a grant application and pre-application support will be provided by Essex County FA and the Football Foundation.







Set a 10-Year vision to transform local football facilities

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Act as an investment portfolio for projects that require funding

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Be updated up on a regular basis

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### How should this plan NOT be used?

A LFFP is an investment portfolio of priority projects for potential investment - it is not a detailed demand and supply analysis of all pitch provision in a local area. It cannot be used as a replacement for a Playing Pitch Strategy (PPS) and it will not be accepted as an evidence base for site change of use or disposal.

A LFFP will however build on available/existing local evidence and strategic plans and may adopt relevant actions from a PPS and/or complement these with additional investment priorities.



# Castle Point

## Local area

Castle Point is located in the East of England region.

The current population of the Authority (ONS 2017 Mid-Year Estimate) is 89,814. This is expected to rise to 100,309 by 2039.

30.2% of the Castle Point population is within NS SEC classification 6-8 (lower socio-economic groups). This is lower than the national average of 30.6%.

Castle Point's ethnic composition is primarily classified as White (96.9%) which is higher than the national average (85.4%).

The proportion of Castle Point's population represented by the BAME community is 3.1%. This is below the national average of 14.6%.

# Demographics



2017

89,814

Current  
population



2039

100,598

Projected  
population



21st

most  
deprived out  
of 47 local  
authorities in  
the region



187th

most  
deprived out  
of 326 local  
authorities in  
England

## Ethnicity data

- Asian (1.15%)
- Black (0.75%)
- Mixed (1.04%)
- Other (0.17%)
- White (96.89%)



## % of people that are inactive

- Castle Point
- Region
- England



\*ONS data and Sport England Active Lives Survey 2016/17



## Local partners

### Local Authority

Castle Point's Corporate Strategy is committed to reducing social inequality, improving the health of its communities and developing the economy through partnership working with other agencies to enable greater participation in decision making.

To improve the health of its communities, a key strategy objective aims to facilitate the further development of social, recreational and sporting opportunities for local residents. To achieve this, the Local Authority is dedicated to providing good quality leisure facilities.

The Authority has a Playing Pitch Strategy in place; which was produced in 2018. It identifies there is a need for four full size 3G pitches. Currently, there is one full size 3G FTP (Waterside Farm Leisure Centre) resulting in a

shortfall of three pitches. In relation to grass pitches, there are current shortfalls on adult, youth 9v9 and mini 5v5 pitches. All pitch types in Castle Point have a potential future shortfall based on predicted future demand. As the PPS has only recently been undertaken and is up to date, it has formed the basis for this Plan. Consequently, no club consultation was undertaken.

## **County Football Association**

Castle Point is covered by Essex County FA which provides governance and development support to all aspects of local football including coaches, referees, volunteers, clubs and leagues; supporting football for all. The County FA has a designated facilities investment lead officer who works to ensure the right facilities are located in the right locations.

## **Football Foundation**

The Regional Engagement Manager and Regional Technical Project Manager at the Football Foundation work collaboratively with the County FA to provide pre-application support to priority projects for potential investment.

## Football Foundation Investment

2

Total grants

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£329,627

Total project  
cost



£89,347

Total grant  
value



2

Sites  
improved



1

New 3G FTPs



0

Changing  
rooms /  
pavilions



0

Grass pitches  
improved

\*See Football Foundation website for more information:

<http://www.footballfoundation.org.uk/impact/where-our-money-goes>



## **Sport England**

Has a network of planning managers who have a statutory role in the planning system to protect playing fields and provide consultation responses to planning applications relating to sporting facilities. They also play a key role in strategic planning for sports facilities, providing advice and support to local authorities to assess need for facilities in their local area.

## **County Sports Partnership (CSP)**

Active Essex is a publicly funded organisation supported by Essex County Council and Sport England. It aims to make sport accessible for all Essex residents by:

- providing up-to-date information on sports, activities, events and programmes available in and around our county;
- running training courses for those who are seeking a more structured involvement in sport and physical activity, for example as a coach or referee;
- funding clubs, community sport initiatives and individuals through small grants;
- partnering with other organisations and trusted third parties to increase the number and range of opportunities available;
- advocating for improved and enhanced sport facilities, funding and engagement for the communities we serve.

As the strategic lead for physical activity across the county, in its 2017 - 2021 strategy it focuses on getting one million more people active by 2021.

### **Professional Club Community Organisations (CCOs)**

These continue to expand and enhance their range of community delivery, offering a variety of programmes and services to support local communities (sporting and non-sporting). The Southend United Community & Educational Trust delivers a variety of education, engagement, and sporting activities within the local area. These include two KICKS sessions at Waterside Farm on a Tuesday and Thursday evening and a number of intervention programmes at several schools across the Authority.

### **Local leisure operator**

The Local Authority owns and manages all strategic leisure facilities including two key facilities at Waterside Farm Leisure Centre and Runnymede Leisure Centre. Waterside Farm Leisure Centre has a full size 3G FTP which is utilised for both recreational and affiliated football. The sports hall at the site also supports a weekly walking football session.

### **Local consultation**

This has taken place with a broad and diverse set of community groups in Castle Point. Six individuals (representing four local organisations) were consulted. These include:

Castle Point Authority

Essex County Council

Canvey Island Youth Project

Southend United Community & Educational Trust

*(See Appendix B for full list of consultees. This includes all the football clubs which were consulted as part of the PPS)*

## **Local football**



## Clubs

There are over 91,000 community football teams in England, spread over an expansive network of clubs and leagues. Castle Point has a total of 164 teams, which is lower than local areas of a similar size.

The FA is investing to support clubs both on and off the pitch which includes an aim to have a qualified FA coach with every youth team by 2020/21. In addition, it will support 1,000 clubs to create full player pathways from youth to adult teams and develop 150 community football hubs with male and female pathways, disability and recreational playing opportunities.

Over the last 10-years there has been a significant national increase in the number of large multi-team football clubs. In Castle Point, six clubs have more than 10 registered teams. The largest of these (based upon 2017-18 affiliation data) are:

Benfleet Villa FC / Ladies / Youth - 13 teams

Benfleet Youth - 14 teams

Canvey Island FC / Canvey Island Youth / Soccability - 35 teams

Concord Rangers FC / Youth - 15 teams

Mornington Boys Youth - 14 teams

Supreme Youth - 10 teams

## Affiliated Teams



164  
Teams



35  
Adult male  
teams



4  
Adult female  
teams



63  
Youth male  
teams



5  
Youth female  
teams



8  
Disability  
teams



49  
Mini-soccer  
teams

\*The FA Whole Game System - Season 2017/18

## Leagues

Six leagues operate in Castle Point. They offer competitive opportunities for many different players, including youth and adults. Note: the Essex County Girls League, Women's League, Greene King Veterans League and the Essex Soccability League is county wide.

Castle Point's largest local leagues (2017-18) include:

Southend and District Junior Sunday Football League – 356 teams– home and away

South East Essex Primary Mini Soccer League – 291 teams– home and away

Southend Borough Football Combination – 39 teams– home and away

Southend Borough Combination Veterans – 41 teams – home and away

Southend Sunday Football League – 31 teams – home and away

Sceptre Sunday Football League – 55 teams – home and away

The County FA reports that there is some cross boundary migration in Castle Point due to teams migrating outwards to Basildon and Rochford.

## Disability football

There are 9.4 million people in England with a long-standing limiting disability, illness or condition which equates to 18% of the population – almost one in five. Football playing opportunities should be flexible, inclusive and accessible for everyone, whatever their level of ability. This could entail inclusion in mainstream activity or teams / sessions specifically for people with a disability.

In Castle Point there are eight football teams / sessions specifically for people with a disability. It is a priority of the County FA to grow this provision. For talented players the FA run Regional Centres and England national squads.



## Women and girls

The FA has big ambitions for the female game and aims to double levels of participation by 2020. To achieve this requires a combined effort across four pathways: education, recreation, competition and talent.

Education environments have a huge impact on the first experience of football for young girls. This pathway can offer many opportunities for females of all ages to develop and grow a lifelong interest in football.

FA Wildcats girls football centres provide the first step on the recreational pathway, the programme provides girls aged 5-11 with regular opportunities to play football in a fun and engaging environment. Castle Point has two FA Wildcats girls football centres and the priority is to grow this activity.

At nine, Castle Point's number of female teams is lower than local areas of a similar size. The County FA's priority is to support existing clubs to grow and encourage more clubs to develop playing opportunities for females. The local girls league is the Essex County Girls League and matches are played on a home and away basis. The league is expected to grow its provision in future years. The local adult female league is the Essex County Women's League and matches are played on a home and away and the league is expected to sustain its provision in future years.

For talented players, the most local FA Regional Talent Club (RTC) is the Essex County Regional Talent Centre which is located in Colchester. Higher level talent pathway opportunities are also provided regionally and nationally by the FA, culminating in the England Women's national squads. The most local Women's Super League team is West Ham United

Ladies which provides player pathway opportunities for gifted and talented female players and a spectator interest for fans.



## Small-sided football

Many different types of small-sided football are played in England, from teams and leagues to recreational and informal. It is an established and important part of the modern game.



Small-sided **teams & leagues** are organised and competitive activities; typically, with players registered to clubs and affiliated to leagues and their County FAs. Examples include Futsal and local small-sided leagues running at venues such as sports halls, 3G FTPs or small-sided 3G centres.

Key local providers include

Powerplay – Waterside Leisure Centre

Futsal is an exciting, fast-paced, small sided team game that is widely played across the world. Typically, it's played on an indoor surface with

hockey-sized goals and a size 4 football with reduced ball bounce. It is the FA's aim to ensure Futsal is available across the country.

There are currently two futsal teams in Castle Point that play at key site locations including Waterside Leisure Centre. It is a priority for the County FA to grow Futsal for youth, inclusive of boys and girls.



## Recreational football

**Recreational football** is played where facilities are typically booked and there might be someone to help organise. Examples include FA Just Play sessions, walking football and casual pitch hire for small-sided match play.

There is currently one FA Just Play Centre in Castle Point. Walking football sessions are delivered by a range of community organisation such as Castle Point Local Authority. Walking football and Just Play are areas that the County FA has prioritised for further growth and development. Other local recreational football programmes include add other recreation programmes e.g. pro-club community scheme activity / casual bookings which are delivered by a range of organisations including Southend United Community and Educational Trust.

## Summary

The key strengths of local football in Castle Point include disability and youth male provision and it is recommended that this is sustained and also encouraged to grow further. However, there are aspects of football

provision that lower than local authorities of a similar size, these include girls football.

It is therefore recommended that the future football development priorities for Castle Point are:

1. Retain and increase Wildcats offer.
2. Increase ladies football provision.
3. Provide a recreational offer for adults and walking football.
4. Develop a futsal affiliated offer from Waterside Leisure Centre.
5. Increase and sustain the adult male affiliated provision.

The facilities required to assist this are now set out in the Assets and Opportunities section.

Additionally, each priority project that progresses to a funding application via the Football Foundation will produce a detailed 'site development plan' specifying all football development activity, usage and key partner engagement.



# Assets and Opportunities

This section reviews existing football facility assets in Castle Point. It identifies current issues and presents opportunities for improvements, including a list of priority projects for potential investment.

Local assets and opportunities have been reviewed in line with four investment priorities:

1. 3G FTPs
2. Improved grass pitches
3. Changing room pavilions / clubhouses
4. Small-sided facilities

To ensure a consistent and high quality approach, each local area has been reviewed applying a standard approach, supplemented by input from consultation with local partners and stakeholder organisations.

While each investment priority is reviewed individually, it is understood that they can be inter-reliant; account is, thus, taken of these potential connections.



**3G Football Turf Pitches (FTP)**





**Improved Grass Pitches**



**Changing room pavilions / clubhouses**



**Small-sided facilities**

## 3G Football Turf pitches (FTPs)

3G FTPs are a high quality and indispensable part of modern football facilities; their impact cannot be underestimated. In recent years the industry has seen major innovations and improvements to artificial surfaces (and sports lighting). This has created playing surfaces that replicate a good standard natural turf pitch whilst significantly increasing levels of use (x20). All FTPs must have sports lighting to achieve this.

The high quality, consistent playing surface is the ideal environment to play the game and for young people to learn. With regular maintenance programmes, FTPs can be heavily used all year round with no decline in quality. They almost completely negate annoying fixture cancellations during winter months, helping football to be a key part of a regular physical activity habit.

High capacity levels offer a great opportunity to embrace all formats and engage all participants. A full-sized 3G caters for an average of 1,200 participants per week and is suitable for various location types. That means being fully inclusive to all sections of the community, with a particular focus on under-represented groups such as women and girls, people with a disability, BAME communities and people from lower socio-economic groups.

The way 3G FTPs are used is rapidly changing; current line-marking systems allow for match play across all formats of football (5v5, 7v7, 9v9 and 11v11). This enables significant levels of match-play to be transferred from grass to 3G.

The national 'Mini Pitch' programme delivers small 3G FTPs at primary school sites to provide a high quality introduction to football and get children more physically active. While mini pitches are reviewed in this section, they are not included in the demand and supply analysis for 3G FTPs.



## Assets and opportunities

FA data states that there is currently one 3G FTP in Castle Point; this is a shortfall of three pitches as identified in the PPS.

The existing 3G FTP is located at Waterside Farm Leisure Centre.

Additionally, there are currently two small-sided 3G FTP pitches, located at:

Cedar Hall School: 54 m x 37m

Seevic College Sports Ground: 36m x 34m

Waterside Farm Leisure Centre is available for community use and is on the FA Register for 3G FTPs (meaning it is quality checked and can be used for football match play). In addition, Cedar Hall School pitch is also on the FA Register.

The geographical spread of existing facilities is uneven; as the only full size pitch is located in the south of the Authority. There are no full size pitches in the north and it is recommended that this is addressed.

Local consultation reveals common issues with low availability and long travel distances and it is recommended that these are addressed. For example, South Benfleet FC is having to travel to Southend to access training facilities due to the lack of provision in Castle Point.





## Priority projects

Four priority projects for potential investment have been identified. Undersupply was calculated using the FA 3G FTP demand and supply model. Each site was selected by local partners based on a rationale of good access, high population, geographical spread, and success:

### 1- Waterside Farm Leisure Centre: New floodlit 11 v 11 3G FTP

**Existing facilities:** Floodlit 11 v 11 3G FTP, 11 full size pitch equivalents. Changing facilities.

**Current users:** Canvey Island Youth, Southend United Community programme.

**Rationale:** Already a well managed strategic centre for both affiliated and recreational football. A second 3G FTP pitch (double hub site) will increase participation and address the shortfall identified in the PPS. Investment will support women & girls participation, junior and senior football, informal/recreational, disability and over 50s football.

### 2- Appleton School: New floodlit 11 v 11 3G FTP

**Existing facilities:** 9 full size pitch equivalents. Changing facilities.

**Current users:** Supreme Youth

**Rationale:** Community focused school in the north of the Borough which currently supports one of the largest clubs in the area. Suitable site to address shortfall and serve local clubs. Investment will support women & girls participation, junior and senior football, informal/recreational, disability and over 50s football.

### 3- Deanes School Sports Centre: New floodlit 11 v 11 3G FTP

**Existing facilities:** 6 full size pitch equivalents. Changing facilities.

**Current users:** Benfleet Villa, Thundersley Athletic First

**Rationale:** Deanes School is a community focused school and supports two football clubs. Investment will support women & girls participation, junior and senior football, informal/recreational, disability and over 50s football.

## 7- King George V Playing Fields: New floodlit 7 v 7 3G FTP

**Existing facilities:** 5 full size pitch equivalents. Changing facilities.

**Current users:** CT 66 FC

**Rationale:** A small sided provision at this site will not only support affiliated football, it will also support Canvey Island Youth Project, who currently deliver enrichment programmes from its offices within the playing fields. Investment will support women & girls participation, junior and senior football, informal/recreational, disability and over 50s football.



Map data ©2021 Google

Current and proposed 3G FTPs



# Improved Grass Pitches

Playing fields are one of the most important resources for sport in England. All football players should have the opportunity to play on good quality grass pitches. However, FA data shows that 63% of pitches in England are poor / low standard and 1 in 6 games are cancelled. As such, poor pitch quality is consistently cited as the number one issue for players.

The priority is, therefore, to sustainably improve grass pitch quality across all main pitch owners (local authorities, education establishments and clubs). However, the level of maintenance required to obtain good quality standards is regularly affected by restricted budgets and limited knowledge/ training. Compaction and grass coverage are two key causes of poor quality pitches. Both are commonly treated via a maintenance driven solution (and do not necessarily require costly drainage schemes).

Playing fields are also a valuable resource for informal play and open-access sites are encouraged but, for many, problems such as dog fouling and vandalism mean that they need to be protected with mitigation measures such as fencing.

In many local areas the key challenge is to create a sustainable approach to provide good quality football pitches for the long-term. Many local authorities (78%) intend to increase pitch hire fees in the future. However, many players (63%) believe facilities are already expensive and some (16%) believe prices are prohibitive. A sustainable solution should, therefore, carefully balance pitch quality and affordability.

While the education sector (37%) and local authorities (32%) are still the principal asset owners of grass pitches, clubs / leagues own or maintain an increasing share (currently 25%). Assets and opportunities have been considered across each sector.



## Assets and opportunities

PPS Data indicates that there are currently nine grass pitch sites in Castle Point with three or more full-size pitch equivalents containing 46 grass pitches.

Eight pitches are considered to be either standard or poor, and have been identified for investment through the steering group. Local consultation, as illustrated in the PPS, shows common issues with poor quality, particularly with drainage, and it is recommended that this is addressed



9

Key grass pitch sites



8

Sites prioritised for improvement



43

Full-sized pitch equivalents at these sites

## Priority projects

Eight priority projects for potential investment have been identified. Each site has three or more full-size pitch equivalents of poor or standard

quality rated pitches. Pitch quality rating was evidenced by the PPS and qualified by local partners. The prioritisation was informed by local partners with the rationale of selecting sites that were most well utilised:

#### **1- Waterside Farm Leisure Centre: Works to natural grass pitches**

**Existing facilities:** Floodlit 11 v 11 3G FTP, 11 full size pitch equivalents. Changing facilities.

**Current users:** Canvey Island Youth, Southend United Community programme.

**Rationale:** Standard quality rated pitch identified for investment. Investment will support junior football, women and girls and senior football.

#### **3- Deanes School Sports Centre: Works to natural grass pitches**

**Existing facilities:** 6 full size pitch equivalents. Changing facilities.

**Current users:** Benfleet Villa, Thundersley Athletic First

**Rationale:** Standard quality rated pitch identified for investment. Investment will support junior football, women and girls and senior football.

#### **4- Benfleet Playing Fields: Works to natural grass pitches**

**Existing facilities:** 4 full size pitch equivalents. Changing provision.

**Current users:** Richmond Rangers

**Rationale:** Standard quality rated pitch identified for investment. Investment will support junior football, women and girls and senior football.

#### **5- Castle View School: Works to natural grass pitches**

**Existing facilities:** 4 full size pitch equivalents. Changing provision.

**Current users:** Concorde Rangers

**Rationale:** Poor quality rated pitch identified for investment. Investment will support junior football, women and girls and senior football.



#### **6- John H Burrows Ground: Works to natural grass pitches**

**Existing facilities:** 5 full size pitch equivalents. Changing facilities.

**Current users:** Benfleet Villa

**Rationale:** Standard quality rated pitch identified for investment. Investment will support junior football, women and girls and senior football.

#### **7- King George V Playing Fields: Works to natural grass pitches**

**Existing facilities:** 5 full size pitch equivalents. Changing facilities.

**Current users:** CT 66 FC

**Rationale:** Poor quality rated pitch identified for investment. Investment will support junior football, women and girls and senior football.

#### **8- The Cornelius Vermuyden School: Works to natural grass pitches**

**Existing facilities:** 5 full size pitch equivalents. Changing facilities.

**Current users:** Mornington Boys

**Rationale:** Poor quality rated pitch identified for investment. Investment will support junior football, women and girls and senior football.

#### **10- Woodside Park: Works to natural grass pitches**

**Existing facilities:** 3 full size pitch equivalents. Changing facilities.

**Current users:** Benfleet Youth

**Rationale:** Standard quality rated pitch identified for investment. Investment will support junior football, women and girls and senior football.

All grass pitch improvement projects identified above should be considered in line with the strategic recommendation made in the overarching South Essex PPS to adopt a collaborative approach to improving football facilities. This is to be overseen by the Association of South Essex Local Authorities (ASELA), which consists of Basildon,

Brentwood, Castle Point, Essex County, Rochford, and Southend-on-Sea Councils.



Map data ©2021 Google

Current grass pitches and sites identified for investment

## Changing room pavilions / clubhouses

These can provide a number of different benefits. While the primary function is normally the provision of changing rooms to accommodate match-play and training (for players and officials), there can be equal value in facilities such as community and education rooms, catering facilities and spectator toilets.

Each project will take a progressive approach to pavilions and clubhouses (beyond the provision of changing rooms) and be open to new opportunities to engage the whole community. That means, creating environments that are welcoming to players, spectators, volunteers, officials and all sections of the community.

Such assets should support other investment priorities (e.g. 3G FTPs and grass pitches) and be located at sites that will have the greatest impact on local communities. To ensure this, focus is given to sites with three or more full-size pitch equivalents. However, as pitch quality is the number one priority for players this is prioritised before investment in changing room pavilions /clubhouses.

Clearly, facilities need to be well managed and maintained to keep them in a good state of repair. Consideration will be given to reviewing the best operator solution for key sites and the installation of revenue generating features such as catering facilities and community rooms. To achieve this, business plan support will be given to each priority project as it progresses to an application to the Football Foundation.



## Assets and opportunities

Of the nine key sites with three or more full-size pitch equivalents in Castle Point, seven have suitable changing room pavilions/clubhouses, one has a facility that needs improvement/ replacement and one has no suitable facility and requires a new changing pavilion.



7

Key sites have suitable changing rooms /pavilions / clubhouses

---



1

Require improvement / replacement

---



1

Have no facilities and require new builds

---

## Priority projects

Two priority projects for potential investment have therefore been identified. Each project has three or more full-size pitch equivalents and has either no facilities or was deemed to have an unsuitable pavilion:

### 1- Waterside Farm Leisure Centre: New changing pavilion.

**Existing facilities:** Floodlit 11 v 11 3G FTP, 11 full size pitch equivalents. Changing facilities.

**Current users:** Canvey Island Youth, Southend United Community programme.

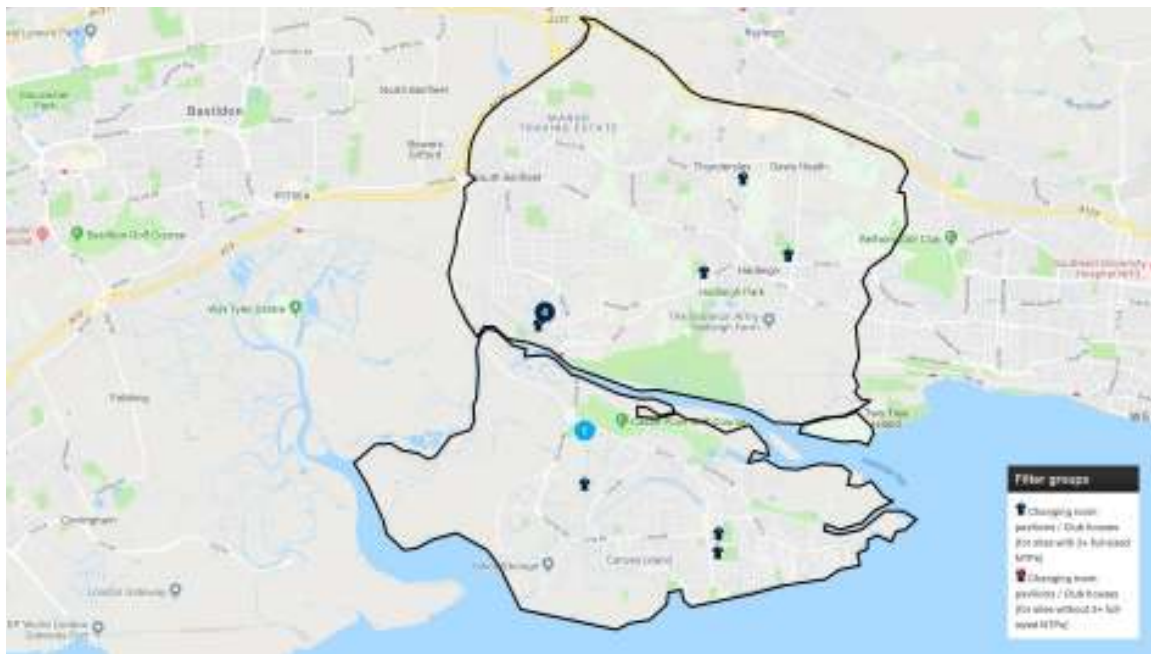
**Rationale:** Changing provision to be upgraded from a temporary portacabin to brick build. Investment will support junior football, women and girls and senior football.

### 4- Benfleet Playing Fields: Changing pavilion upgrade

**Existing facilities:** 4 full size pitch equivalents. Changing provision.

**Current users:** Richmond Rangers

**Rationale:** Changing room expansion required to support Richmond Ranger's ambition. Investment will support junior football, women and girls and senior football.



Map data ©2021 Google

Current changing pavilions and sites identified for investment.

## Small-sided facilities

Good facilities are important to all small-sided football players, but it is important to understand the different formats of the small-sided game and the various facility types they relate to.

Research suggests that small-sided players in teams & leagues, and in recreational sessions, prefer a 3G surface type because it replicates a good standard natural turf pitch. These facilities have already been covered in the 3G FTP section of this LFFP.

Indoor environments currently accommodate 20% of football participation and are also popular with players in teams & leagues and recreational sessions. Indoor sports halls are most popular, along with some community halls and indoor 3G centres. Environments need to be engaging, have clear line-marking and the correct size goalposts.

Informal players require facilities that are open and free to access as this enables play opportunities that are often spontaneous. In these circumstances multi-use games areas (MUGAs) can be effective in areas of high urban population and limited green space. Such facilities can be modern, bright, creative and engaging. While this plan will identify suitable locations for such facilities, the design and specifics of the facility type can be agreed at a later stage with Football Foundation staff when projects are ready to progress to pre-application stage.

Parks and open green spaces are also important to informal play and require goalposts and zones that are free from litter and dog fouling.





## Priority projects



0

Better Indoor spaces



3

MUGAs



0

Better parks / open green spaces

## Indoor

Following local consultation, no indoor facilities have been identified to support small-sided informal football.

## Multi-use Games Areas (MUGAs)

Three potential opportunities for MUGAs have been identified. In each case the rationale is based on the site being in an area of high urban population, limited green space, high levels of deprivation, high levels of lower social economic groups and corresponding high local demand for informal football:

### **11- Kismet Park: MUGA upgrade**

**Existing facilities:** MUGA (Adi Zone)

**Current users:** Recreational football

**Rationale:** Poor quality facility. Investment will support recreational football.

### **12- Benfleet Cricket Club: MUGA upgrade**

**Existing facilities:** Poor quality tennis courts

**Current users:** n/a

**Rationale:** Popular area where youths congregate. Tennis courts on site would be an ideal option to upgrade to a football facility to support the community. Investment will support recreational football.

### **13- Legacy XS- Benfleet: MUGA upgrade**

**Existing facilities:** Poor quality tennis courts

**Current users:** n/a

**Rationale:** Stake park with a basketball court. Consultation indicates this would be a good site to upgrade which will support youth engagement. Investment will support recreational football.

## **Parks and open green spaces**

Following local consultation, no locations have been identified to support small-sided informal football.





## Small sided and recreational facility proposals

# Appendix A: Priority Project List

This list compiles all of the priority projects for potential investment. Each project has been scored against two principle factors: deliverability and outcomes (quality, inclusivity, sustainability, engagement and usage).

The list will be used flexibly; a projects 'rating' does not determine the exact order that it will progress to a funding application to the Football Foundation as we understand there are many factors that influence this. The process for moving a project from this list and into the 'pre-application stage' will be managed by the Football Foundation.

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## 1. Waterside Farm Leisure Centre

### LOCATION

WATERSIDE FARM LEISURE CENTRE SOMNES AVENUE, CANVEY ISLAND, Essex, SS8 9RA

### FACILITIES

New 11v11 Floodlit 3G FTP (1)  
New Changing Pavilion (1)  
Natural grass pitch improvements (11)

### OWNER

Local Authority

### DELIVERABILITY SCORE

High (3/4)

### NFFS OUTCOME SCORE

3.6/4

### OVERALL SCORE

84% (10.1/12)

### PROJECT FOCUS

Adult female; Disability; IMD / lower social economic groups; Small-sided informal; Small-sided recreational; Small-sided teams and leagues; Youth female; Youth male

---

## 2. Appleton School

### LOCATION

THE APPLETON SCHOOL Croft Road, South Benfleet, Essex, SS7 5RN

### FACILITIES

New 11v11 Floodlit 3G FTP (1)

### OWNER

Local Authority

### DELIVERABILITY SCORE

Medium (2/4)

### NFFS OUTCOME SCORE

3.3/4

### OVERALL SCORE

72% (8.6/12)

### PROJECT FOCUS

Adult female; Adult male; Disability; IMD / lower social economic groups; Small-sided informal; Small-sided recreational; Small-sided teams and leagues; Youth female; Youth male

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### 3. The Deanes School Sports Centre

#### LOCATION

DEANES SCHOOL SPORTS CENTRE DAWS HEATH ROAD, BENFLEET, Essex, SS7 2TD

#### FACILITIES

New 11v11 Floodlit 3G FTP (1)

Natural grass pitch improvements (6)

#### OWNER

Education

#### DELIVERABILITY SCORE

Medium (2/4)

#### NFFS OUTCOME SCORE

3.1/4

#### OVERALL SCORE

68% (8.1/12)

#### PROJECT FOCUS

Adult female; Adult male; Disability; IMD / lower social economic groups; Small-sided informal; Small-sided recreational; Small-sided teams and leagues; Youth female; Youth male

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#### 4. Benfleet Playing Fields

##### LOCATION

Location details: Benfleet Playing Fields

##### FACILITIES

Natural grass pitch improvements (4)

Refurbish Changing Pavilion (1)

##### OWNER

Local Authority

##### DELIVERABILITY SCORE

Medium (2/4)

##### NFFS OUTCOME SCORE

3.0/4

##### OVERALL SCORE

67% (8.0/12)

##### PROJECT FOCUS

Adult female; Adult male; Mini-soccer; Youth female; Youth male

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## 5. Castle View School

### LOCATION

Location details: Castle View School

### FACILITIES

Natural grass pitch improvements (4)

### OWNER

Education

### DELIVERABILITY SCORE

Medium (2/4)

### NFFS OUTCOME SCORE

3.0/4

### OVERALL SCORE

67% (8.0/12)

### PROJECT FOCUS

Adult female; Adult male; IMD / lower social economic groups; Small-sided informal;  
Small-sided teams and leagues; Youth female; Youth male

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## 6. John H Burrows Ground

### LOCATION

Location details: John H Burrows Ground

### FACILITIES

Natural grass pitch improvements (5)

### OWNER

Local Authority

### DELIVERABILITY SCORE

Medium (2/4)

### NFFS OUTCOME SCORE

3.0/4

### OVERALL SCORE

67% (8.0/12)

### PROJECT FOCUS

Adult female; Adult male; Youth female; Youth male

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## 7. King George V Playing Fields

### LOCATION

KING GEORGE V PLAYING FIELDS Blackthorne Road, Canvey Island, Essex, SS8 7BJ

### FACILITIES

Natural grass pitch improvements (5)

New 5v5 Floodlit 3G FTP (1)

### OWNER

Local Authority

### DELIVERABILITY SCORE

Medium (2/4)

### NFFS OUTCOME SCORE

3.0/4

### OVERALL SCORE

67% (8.0/12)

### PROJECT FOCUS

Adult female; Adult male; Small-sided informal; Youth female; Youth male

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## 8. The Cornelius Vermuyden School

### LOCATION

THE CORNELIUS VERMUYDEN SCHOOL Dinant Avenue, Canvey Island, Essex, SS8 9QS

### FACILITIES

Natural grass pitch improvements (5)

### OWNER

Education

### DELIVERABILITY SCORE

Medium (2/4)

### NFFS OUTCOME SCORE

3.0/4

### OVERALL SCORE

67% (8.0/12)

### PROJECT FOCUS

Adult female; Adult male; Youth female; Youth male

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## 10. Woodside Park

### LOCATION

WOODSIDE PARK Woodside View, Benfleet, Essex, SS7 4PB

### FACILITIES

Natural grass pitch improvements (3)

### OWNER

Local Authority

### DELIVERABILITY SCORE

Medium (2/4)

### NFFS OUTCOME SCORE

3.0/4

### OVERALL SCORE

67% (8.0/12)

### PROJECT FOCUS

Adult female; Adult male; Youth female; Youth male

---

## 11. Kismet Park

### LOCATION

Location details: Kismet Park

### FACILITIES

Small sided informal (MUGA) (1)

### OWNER

Local Authority

### DELIVERABILITY SCORE

Low (1/4)

### NFFS OUTCOME SCORE

2.4/4

### OVERALL SCORE

48% (5.7/12)

### PROJECT FOCUS

Small-sided recreational; Small-sided teams and leagues

---

## 12. Benfleet Cricket Club

### LOCATION

Location details: Benfleet Cricket Club

### FACILITIES

Small sided informal (MUGA) (1)

### OWNER

Other

### DELIVERABILITY SCORE

Low (1/4)

### NFFS OUTCOME SCORE

2.0/4

### OVERALL SCORE

42% (5.0/12)

### PROJECT FOCUS

Small-sided informal; Small-sided recreational

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### 13. Legacy XS - Benfleet

**LOCATION**

Location details: Legacy XS - Benfleet

**FACILITIES**

Small sided informal (MUGA) (1)

**OWNER**

Other

**DELIVERABILITY SCORE**

Low (1/4)

**NFFS OUTCOME SCORE**

2.0/4

**OVERALL SCORE**

42% (5.0/12)

**PROJECT FOCUS**

Small-sided informal; Small-sided recreational

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A project's overall score provides an indication of its potential outcomes and deliverability only (weighted twice as much towards the outcomes score). It does not impact the likelihood or level of any potential investment.

## Appendix B: Consultation List

Planning Manager: Castle Point Council

Operational Services Manager: Castle Point Council

Leisure and Community Services Manager: Castle Point Council

Programme Manager: Canvey island Youth Project

Youth Manager: Essex County Council

Programme Manager: Southend United Community Foundation

Relationship manager: Active Essex

Catholic United FC

Ekco Whitecaps FC

Leigh Ramblers FC

Leigh Ramblers Girls FC

Leigh Ramblers Youth FC

Southend Manor FC

Trinity Girls FC

Trinity Youth FC