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Chief Executive

CABINET AGENDA

Date: Wednesday 17th July 2019

Time: 6.00pm NB Time

Venue: Council Chamber

This meeting will be webcast live on the internet.

Membership:

| | |
|----------------------------|--|
| Councillor Smith | Chairman - Leader of the Council |
| Councillor Stanley | Finance, Policy and Resources |
| Councillor Mrs Egan | Housing and Council Homes |
| Councillor Hart | Streets, Waste, Floods and Water Management |
| Councillor Isaacs | Neighbourhoods & Safer Communities |
| Councillor Johnson | Youth & Tourism |
| Councillor MacLean | Health & Wellbeing |
| Councillor Mumford | Regeneration & Business Liaison |
| Councillor Sheldon | Commercial Contracts and Commercial Opportunity |
| Councillor Varker | Environment & Leisure |

Cabinet Enquiries: **Ann Horgan ext. 2413**
Reference: **2/2019/2020**
Publication Date: **Tuesday 9th July 2019**

AGENDA
PART I
(Business to be taken in public)

1. Apologies

2. Members' Interests

3. Minutes

To approve the Minutes of the meeting held on 19th June 2019.

4. Forward Plan

To review the Forward Plan.

5. Health and Community Safety

5(a) Disabled Facilities Grant – Request for Discretionary Funding

(Report of the Cabinet Member for Health & Wellbeing)

6. Environment

6(a) Revision of Off –Street Parking Order/Changes to Charge Period

(Report of the Cabinet Member for Environment and Leisure)

6 (b) Follow up on Call In – Revised Report Feedback on Public Consultation regarding the New Paddocks Community Hall

(Report of the Cabinet Members for Regeneration & Business Liaison Environment and Leisure; Commercial Contracts and Commercial Opportunity)

7. Housing and Regeneration

7(a) Update on Recent Procurement Exercises in relation to the Construction of New Housing Developments

(Report of the Cabinet Members for Housing and Council Homes and Finance, Policy & Resources)

7(b) Planned Procurement of a new Housing Management System

(Report of the Cabinet Members for Housing and Council Homes and Finance, Policy & Resources)

8. A Commercial and Democratically Accountable Council

8(a) Development of a Youth Strategy for the Borough

(Report of the Cabinet Member for Youth and Tourism)

8(b) Development of a Tourism Strategy for the Borough

(Report of the Cabinet Member for Youth and Tourism)

8(c) Corporate Plan Refresh 2019/20

(Report of the Cabinet Member for Finance, Policy & Resources)

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

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

There are no matters.

11. Exclusion of the Public

Cabinet will be asked to approve the following to enable the business to be transacted.

Resolved that the press and public be excluded from the meeting to allow the remaining item of business to be transacted (Exempt Information under Paragraphs 3 & 5 Schedule 12A Local Government Act 1972 as amended)

PART II

(Business to be taken in private)

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

12. Amendments to the Capital Strategy and Treasury Management Strategy

(Report of the Leader of the Council and the Cabinet Member for Finance, Policy & Resources) (Exempt Information under Paragraphs 3 and 5 Schedule 12A Local Government Act 1972 as amended)

**INFORMAL
CABINET SESSION**

There will be no informal session as a Special Meeting of the Council is to take place following the Cabinet meeting



CABINET



19th JUNE 2019

PRESENT:

| | |
|--------------------|---|
| Councillor Smith | Chairman – Leader of the Council |
| Councillor Stanley | Finance, Policy and Resources |
| Councillor Egan | Housing & Council Homes |
| Councillor Johnson | Youth & Tourism |
| Councillor MacLean | Health & Well Being |
| Councillor Mumford | Regeneration and Business Liaison |
| Councillor Sheldon | Commercial Contracts and Commercial Opportunities |
| Councillor Varker | Environment & Leisure |

APOLOGIES: Councillors: Isaacs and Hart

ALSO PRESENT:

Councillors: Acott, Anderson, Blackwell, Mrs Blissett, Campagna, Fuller, May, Palmer, Mrs Sach, Skipp, Tucker, Walter and Wood.

1. MEMBERS' INTERESTS:

Non-Cabinet Members, Councillor Campagna and Palmer during the meeting under Agenda Item 7(a) (Minute No 6) – Canvey Island Seafront Regeneration – declared an interests as a Member of Canvey Baywatch

2. MINUTES:

The Minutes of the Cabinet meeting held on 17th April 2019 were approved and signed by the Chairman as a correct record.

3. 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 2019. The Plan was reviewed each month.

Cabinet noted the addition of the Review of the Corporate Plan was to be included on the agenda for the next meeting.

The Chairman, Leader of the Council confirmed that a report would be brought to Cabinet on the Planning Improvement Peer Challenge report and Action Plan.

Resolved: To note and approve the Forward Plan.

4. FOOD & HEALTH AND SAFETY SERVICE PLAN

Cabinet considered a report seeking approval Food & Health and Safety Service Plan 2019/20

Resolved:

1. To note the contents of this report
2. To approve the Food & Health and Safety Service Plan for 2019/20

5. DISABLED FACILITIES GRANT – REQUEST FOR FUNDING

Cabinet considered a report providing Cabinet with a summary of the Disabled Facilities Grant (DFG) process and the specific case for applicant Mr P, a resident in the Borough; and seeking the agreement of Cabinet to approve a discretionary grant of up to £30,000 in accordance with the Council's DFG Policy & Guidance.

Resolved:

1. To note the information provided in the report which explained the need for a discretionary grant in order to enable the DFG applicant to live independently.
2. To note how the requirements of the DFG Policy & Guidance (Sept 2018) are complied with; and
3. To approve a discretionary grant of up to £30,000 in order to enable the recommended DFG works to proceed.

6. CANVEY ISLAND SEAFRONT REGENERATION – THORNEY BAY SCHEME

Cabinet considered a report seeking Cabinet approval for the next steps associated with the regeneration scheme at Thorney Bay following the award of funding from the Coastal Communities Fund by the Ministry of Housing, Communities & Local Government.

Resolved:

1. To note the content of this report
2. To authorise the inclusion of the project in the Capital Programme across 2019/20 and 2020/21 at a value of £1,722,033. This will be funded by £1,522,033 Coastal Communities Grant and £200,000 from the Council's Reserves.
3. To authorise a contribution from General Reserves to the value of £200,000 for the purpose of this project.
4. To authorise progression of the development and submission of a full planning application in respect of the scheme.

7. FINANCIAL UPDATE

Cabinet considered a report updating Cabinet with the latest Medium Term Financial Forecast (MTFF) in respect of the General Fund; and updated Cabinet on developments of a financial nature, which might impact on the Council's financial plans in respect of either the General Fund, Housing Revenue Account (HRA) or Capital Programme.

Resolved:

1. To note the contents of the report.

8. CORPORATE PERFORMANCE SCORECARD QUARTER 4 2018/19 AND PROPOSED SCORECARD INDICATORS 2019/20

Cabinet considered a report setting out the cumulative performance figures for the Corporate Performance Scorecard for quarter 4 (1st January 2019 to 31st March 2019) and the proposed indicators for performance monitoring for this financial year.

Members acknowledged the efforts of officers and contractors to improve performance.

Resolved:

1. To note the report and continue to monitor performance;
and
2. To consider and agree the proposed indicators for performance monitoring for this financial year as set out in Appendix 2.

9. AUTHORITY TO REPRESENT THE COUNCIL

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

Resolved:

That the following members of the Law Team be authorised to appear before Magistrates' Court and County Courts to represent the Borough Council in legal proceedings pursuant to Section 223 Local Government Act 1972 and Section 60(2) County Courts Act 1984.

Ms Amie Harris – Trainee Solicitor (seconded to the Council for six months)

Ms Jemma Matlin – Trainee Legal Executive/Paralegal

10. MATTERS TO BE REFERRED FROM/TO POLICY & SCRUTINY COMMITTEES - SCRUTINY COMMITTEE: CALL IN OF THE CABINET DECISION MADE ON 20.3.2019 IN RESPECT OF FEEDBACK ON PUBLIC CONSULTATION REGARDING A NEW PADDOCKS COMMUNITY HALL

Cabinet considered its response to the recommendations from the Scrutiny Committee held on 5.6.2019 to consider the Call In of the Cabinet decision made on 20.3.2019 in respect of Minute 80, Feedback on Public Consultation regarding a New Paddocks Community Hall.

Scrutiny Committee had decided mindful that the information would be of assistance in determining the future proposals for the Paddocks –

1. To refer back the Cabinet decision (Agenda Item 6a Minute 80 – Feedback on Public Consultation regarding New Paddocks Community Hall refers) for a revised report to be presented containing full details of the outcome of the meetings undertaken by the Cabinet Members; and
2. That the Cabinet fully engage with the Scrutiny Committee in going forward with the proposals for the future of the Paddocks and that any future reports on the Paddocks are presented to the Committee for pre-scrutiny before consideration by Cabinet.

Having reviewed the findings of the Scrutiny Committee.

Resolved:

1. To note the findings of the Scrutiny Committee
2. That a revised report be presented to cabinet including full details of the public engagement undertaken by Cabinet Members.
3. That any consultation on future works on the Paddocks be referred to the Scrutiny Committee to be scrutinised before any such consultation is undertaken.
4. To re-affirm the decision made on the 20.3.2019.

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

There were no matters.



Castle Point Borough Council

Forward Plan

JULY 2019

CASTLE POINT BOROUGH COUNCIL

FORWARD PLAN

JULY 2019

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

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

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

| Date | <u>Item</u> | Council Priority | Decision by Council/ Cabinet | Lead Member(s) | Lead Officer(s) |
|-----------------|--|--|-------------------------------------|---|--|
| July /Sept 2019 | <u>Treasury Management and Investment Strategy Report – for review & approval</u> | A Commercial and Democratically Accountable Council | Cabinet /Council | Finance, Policy & Resources | Strategic Director (Resources) |
| July 2019 | <u>Revision of Off Street Parking Order /Changes to Charge Period – Consultation feedback for review</u> | A Commercial and Democratically Accountable Council /Environment | Cabinet | Environment & Leisure | Head of Environment |
| July 2019 | <u>Update on recent Housing Procurement</u> | Housing and Regeneration | Cabinet | Housing and Council Homes | Head of Housing and Communities |
| July /September | <u>Corporate Plan Refresh</u> | All | Cabinet /Council | Finance, Policy & Resources | Strategy, Policy & Performance Manager |
| August 2019 | <u>Planning Improvement Peer Challenge – Consideration of report and approval of Action Plan</u> | Commercial and Democratically Accountable Council and Housing and Regeneration | Cabinet | Leader of the Council / Regeneration and Business Liaison | Chief Executive/ Transformation Manager (Planning) |
| August 2019 | <u>Local Development Scheme Review –</u> | Housing and Regeneration | Cabinet | Regeneration and Business Liaison | Head of Place and Policy |

| | | | | | |
|--------------------------|--|---|---------|---|--|
| | for review & approval | | | | |
| September 2019 | <u>Empty Homes Premium</u> | A Commercial and Democratically Accountable Council | Cabinet | Finance, Policy & Resources | Revenues and Benefits Transformation Manager |
| September 2019 | <u>Canvey Seafront</u> – approvals to progress regeneration scheme | Housing and Regeneration | Cabinet | Regeneration and Business Liaison/Youth & Tourism | Head of Place and Policy |
| September/ November 2019 | <u>Financial Update</u> - for review and approval | A Commercial and Democratically Accountable Council | Cabinet | Finance, Policy & Resources | Strategic Director (Resources) |
| September 2019 | <u>Corporate Scorecard &</u> for review and approval | All | Cabinet | Commercial Contracts & Commercial Opportunities | Head of Housing and Communities |
| September 2019 | <u>Planning Policy Update – Supplementary Planning document for Essex coast Recreation Disturbance and Mitigation Strategy</u> - For approval | Housing and Regeneration | Cabinet | Regeneration and Business Liaison | Head of Place and Policy |

| | | | | | |
|----------------------------|---|---|---------|---|-----------------------------------|
| September 2019 | <u>Maintenance of Streetlights on Unadopted roads</u> | Commercial and Democratically Accountable Council and Environment | Cabinet | Leader of the Council | Head of Environment |
| September/ October 2019 | <u>Enforcement Strategy Development Control</u> | Housing and Regeneration | Cabinet | Regeneration and Business Liaison | Transformation Manager (Planning) |
| October 2019 | <u>PSPO: Dogs on leads Canvey Beaches Statutory Consultation Feedback</u> | Health and Community Safety/ Environment | Cabinet | Environment & Leisure | Head of Environment |
| January 2020 | <u>Clinical Waste – First Year – for review</u> | Environment | Cabinet | Streets, Waste, Floods and Water Management | Head of Environment |

CABINET

17th July 2019

Subject: Disabled Facilities Grant: Request for Discretionary Funding

Cabinet Member: Councillor MacLean – Health and Well Being

1. Purpose of Report

This report seeks Cabinet approval to provide a discretionary top up grant for two cases, both in excess of £10,000.00, in accordance with the Council's Disabled Facilities Grant (DFG) Policy & Guidance.

2. Links to Council's Priorities and Objectives

This request links directly to the Council's Community Safety Priority.

3. Recommendations

It is recommended that Cabinet approves:

- (1) A discretionary top up grant of up to £20k as set out in the Appendix to the report; and**
 - (2) A further discretionary top up grant of up to £4k as set out in the Appendix to the report**
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4. Background – Disabled Facilities Grants

Disabled Facilities Grants (DFGs) are available from the Council for disabled people who need to make changes to their home. For example:

- improving access to rooms and facilities (e.g. providing a downstairs toilet or bathroom, stair lifts, through floor lifts)
- widening doors
- installing ramps
- installing a specialist toilet

DFGs can only be granted for works that are;

- 1. necessary and appropriate to meet the disabled person's needs; and
- 2. reasonable and can be done (depending on the age and condition of the property).

The person applying for a DFG must either own the property or be a tenant and must intend to live in the property for 5 years.

The maximum mandatory DFG the Council can offer is £30,000.00 and applicants may need to undertake a financial means test to ensure they are eligible for the grant.

As per the Council's DFG Policy & Guidance, discretionary grants can be awarded when the mandatory grant of £30,000.00 is insufficient to cover the costs of the works recommended by the Occupational Therapist.

The Council does not have to provide discretionary assistance, but it can consider applications on a case-by-case basis.

The Head of Environment in consultation with the Strategic Director (Resources) is authorised to agree a discretionary grant of up to £10,000.00. However, anything in excess of £10,000.00 and up to a maximum of £30,000.00 must be determined by Cabinet.

The purpose of this report is to request a discretionary grant be awarded in excess of £10,000.00 for two cases details of which are provided in the Appendix to this report.

5 Financial Implications

A top up discretionary grant of up to £20k is requested for Mr R and an additional top up discretionary grant of up to £4k is requested for Mrs V.

The DFG budget for 2019/20 is £685k. At the time of preparing this report this budget currently covers all cases already approved and pending on the waiting list.

DFG funding comes from the Government's Better Care Fund and Castle Point Borough Council has recently been notified of its allocation for 2019-20, which is £732k. This is above the amount assumed for 2019/20, and as a result the Council will hold circa £445k in capital reserves for future usage, including for further discretionary grants should they be needed.

Discretionary grants for the requested amounts could be provided without having a detrimental impact on other applicants for DFG funding. Whilst all this funding might not be required, approving these amounts now will negate the need for further Cabinet reports if further works are required once the works commence.

In accordance with the Council's DFG Policy, a charge of £10,000.00 for the mandatory DFG provided for these cases will automatically be placed on the properties concerned upon completion of the works. This amount would be recovered if the property is sold within 10 years.

An additional charge will also be placed on each of the properties for the total amount of discretionary funds awarded. This charge would not have an expiry term and so would be recoverable when the property is sold.

6 Legal Implications

There are currently no legal implications associated with this report

7 Human Resources Implications

There are no human resources implications associated with this report.

8 Equality Implications

If implemented the recommendations in this report will have a positive impact on the life of disabled applicant, Mr R and his family and also disabled applicant, Mrs V and her family.

9 Timescale for implementation and Risk Factors

Once the 'top up' discretionary grant has been agreed for Mr R, the DFG can be approved and can start as soon as the contractors have availability. Once the 'top up' discretionary grant has been agreed for Mrs V, the works which have already started can be completed.

10 Background Papers

Castle Point Borough Council Disabled Facilities Grants Policy (2018)

Report Author: Laura Hemsworth, Environmental Health Officer

1. DFG for Mr R – Canvey Island

- 1.1) In September 2017, the Environmental Health Service received a DFG recommendation for Mr R- Canvey Island. The recommendation was for:
- Installation of a graded floor shower on the ground floor
 - Installation of a specialist toilet on the ground floor
 - Installation of a ramp
 - Provision of a downstairs bedroom which requires the removal of the existing conservatory and building an extension
- 1.2) Mr R is 62 years old and lives with his Wife, Mrs R. the property is jointly owned by Mr R and his Mother (who lives next door). Mr R suffers from numerous health conditions.
- 1.3) The living conditions at Mr & Mrs R's home are difficult. Mr R is unable to access the upstairs bedrooms and so is sleeping in the downstairs conservatory. During the summer months this is extremely hot, and in the winter months this is freezing cold. The ground floor of the property is open plan and so sleeping in the lounge would remove all the living space. Therefore, sleeping in the conservatory is currently the only option for Mr R.
- 1.4) Mrs R has explained how living in their current situation is causing a lot of stress for herself and her husband. As the ground floor is open plan, when visitors are present problems are caused with regards to Mr R's privacy. Furthermore, Mr R is currently housebound as he cannot leave the house without considerable assistance. Although Mrs R has been provided with temporary metal ramps, these are too heavy for her to lift into position and so the only time Mr R can leave the property is when paramedics assist to take him for his hospital appointments.
- 1.5) Before finalising the recommendations for meeting Mr R's needs, all options were considered before deciding that the best option would be an extension:
- the option of a Through Floor Lift from the lounge into the bedroom was considered so that Mr R could sleep in one of the existing upstairs bedrooms. However, this would take up all space in the lounge. Furthermore, space is limited upstairs in order to accommodate a lift as well as ceiling track hoists to enable Mr R to move from room to room. Therefore, this option was not viable.
 - The option of a stair lift was considered so that Mr R could access one of the existing upstairs bedrooms. However, there is not sufficient space at the bottom and the top of the stairs to enable Mr R to be transferred on and off the stair lift. Therefore, this option is also not viable.

- The option of moving properties has been considered. However, the property is jointly owned by Mr R and his Mother. Mr & Mrs R have tried to sell but were unsuccessful. They therefore decided to remain living at this address.
- 1.6) As this is a complicated case which has taken time to progress, it was decided that the bathroom adaption should be completed initially as a separate grant as this would greatly improve Mr & Mrs R's living conditions. Therefore, this was completed in January this year.
 - 1.7) The cost of undertaking all remaining necessary works to make the property safe for the disabled applicant as well as adapting the property to meet his long term needs is significantly higher than the mandatory grant of £30,000.00.
 - 1.8) The most reasonable quote provided for these works is £41,370.00. The 12.5% Home Improvement Agency fee (Basildon Borough Council) would then be set at £5,171.25. This gives a total of £46,541.25.
 - 1.9) If the Council were to provide the mandatory grant of £30,000.00, a further £16,541.25 is still required to meet the total costs.
 - 1.10) However, it is always possible that additional works are required once works commence meaning that a DFG variation would be required. For this reason, it is felt that a 'top up' discretionary grant of **£20,000.00** should be requested to avoid having to bring this case back before Cabinet again in the future.

2. DFG for Mrs V – Canvey Island

- 2.1) In August 2016, the Environmental Health Service received a DFG recommendation for Mrs V - Canvey Island. The recommendation was for:
 - Installation of an extension to the rear of the property to contain a wheelchair accessible graded floor shower, toilet and bedroom
 - Installation of ramped access at the rear
- 2.2) Mrs V is 61 years old and lives with her daughter, Miss V who is the property owner. In 1974, Mrs V was involved in a road traffic accident – she was 16 years old at the time. This left her with some brain damage and partial paralysis down her left side. Although she was still mobile for a number of years, she was then diagnosed as a long-term sufferer of secondary progressive Multiple sclerosis (MS). This is an unpredictable and disabling disease of the central nervous system and has gradually affected Mrs V's mobility meaning she now cannot walk at all as she only has restricted movement in her hands and lower body.
- 2.3) Mrs V is currently sleeping in the living room located on the ground floor of the property. The bathroom and toilet facilities are located upstairs and so Mrs V is unable to use them. As this is in the living room, Mrs V has no privacy for personal needs.

- 2.4) In addition to the lack of a ground floor bedroom and accessible bathroom facilities for Mrs V, access to and from the property poses difficulties. Mrs V has an electric wheelchair but the property lacks sufficient access ramps to enable her to get safely in and out of the property. Currently, Mrs V is house bound and so has no social life. She has led a secluded life for numerous years and would love the opportunity to attend local clubs and meet new people.
- 2.5) The current living situation is having an adverse impact on Mrs V's daughter. As well as Mrs V's lack of privacy, her daughter is unable to use her living room when Mrs V goes to bed so spends her evenings in the upstairs of the property. She is unable to have visitors over to the property as the living room is being used as Mrs V's bedroom and so her social life has been significantly affected.
- 2.6) To enable Mrs V to live as independently as possible in the long term, she requires a ground floor bedroom separate from the living room. Additionally, a ground floor level access shower is required along with ramped access to the property. To create the space for this extra living space, an extension will be required to be built at the rear of the property.
- 2.7) These works were estimated to cost £44,288.60 with the 12.5% HIA fee being set at £5,536.08. This gives a total of £49,824.68. Therefore, after providing the mandatory grant of £30,000.00, a further £19,824.68 would be required to meet the total costs.
- 2.8) Mrs V's daughter, Miss V, was made aware of this extra money required and contacted various organisations for help. She managed to secure the following:
- £3,500.00 from the MS Society & Wellbeing Grant Fund
 - £1,500.00 from the MS Research and Relief Fund
- 2.9) Miss V also considered the option of her Mother applying for a loan to raise the extra money. However, as Mrs V has never worked, this would not be a viable option. In addition, Essex County Council have not been able to assist with raising any of the additional funds.
- 2.10) With the £5000.00 that Miss V had managed to secure, the 'top up' amount required amounted to £14,824.68. In order to attempt to raise further funds, Miss V spoke to her family and they confirmed that they could contribute £4824.68 towards the amount required. This meant that £10,000.00 was left to be raised.
- 2.11) In line with the Council's DFG policy, up to £10,000.00 in discretionary funds can be approved by Head of Environment, Trudie Bragg, and Strategic Director (Resources), Chris Mills. This amount was approved and so the DFG was approved for a £30,000.00 mandatory grant and a £10,000.00 discretionary grant with the remaining money being funded by the MS organisations listed above and Miss V and her family.

- 2.12) It is quite common for variations to be required when completing larger DFG cases as complications may occur. The works for this case are underway and a problem has been found relating to drainage. The drains have been looked at by Anglian Water and also the Council's Building Control team and they have requested works be completed to correct the issues found. This is going to cost £2,500.00.
- 2.13) As this extra £2,500.00 required exceeds the £10,000.00 of discretionary funds already granted, approval to proceed with this is required from Cabinet. However, just in case any further problems are found a further 'top up' discretionary grant of **£4000.00** is requested.

CABINET

17th July 2019

Subject: Review of Car Parks and Car Parking Charges

Cabinet Member: Councillor Varker – Environment and Leisure

1. Purpose of Report

The purpose of this report is to inform Cabinet of the responses to the statutory consultation following its decision at the 16th January 2019 Cabinet meeting to extend the chargeable period at the Council's seafront car parks and to provide new chargeable car parking at the seafront in accordance with the approved seafront masterplan.

2. Links to Council's Priorities and Objectives

This report links directly with the Council's "Environment" objective.

3. Recommendations

It is recommended that Cabinet endorses the amendments to the Off-Street which will make provision for:

- (1) A year-round charge at all of the Council operated sea front car parks (existing and proposed) with effect from 1 October 2019; and
 - (2) Revisions to the chargeable period at Richmond Hall Car Park.
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4. Background

The Canvey seafront masterplan envisages an extended car park at Thorney Bay and the provision of off-street overspill car parking along the length of Western Esplanade. The Off-Street Parking Order will need to be amended to incorporate these new areas so that compliance with usage conditions can be enforced once they become operational. The proposed introduction of a year-round modest charge for seafront car parking is consistent with the masterplan vision of making Canvey seafront a year-round visitor destination and the additional income will help to offset the cost of extending and operating the seafront car parks and other seafront amenities.

At its January meeting Cabinet endorsed the year-round parking charge at the seafront car parks and the provision of additional sea front car parking. However, a 21-day statutory consultation is required before these changes can

be implemented. A public notice was duly placed in the Yellow Advertiser on 13th June 2019 inviting any objections or representations to the proposed amendments to the Off-Street Order by 4.30 pm on 4th July 2019.

The public notice also proposed an amendment to the chargeable period at the Richmond Hall car park in response to changes the South Benfleet Primary School has introduced to the school day from September 2018. Officers only became aware of these changes after the January 2019 Cabinet meeting.

The charging period for this car park is currently Monday to Saturday 9:30am to 3.00 pm & 4.00 pm to 6.00 pm excluding Bank Holidays. These times were agreed so that parents could drop off and pick up their children at the school without being charged. However, the school changed its hours from September 2018 so that the school day now starts earlier and finishes on a Friday at 2:15pm.

To bring the car park in line with other town centre car parks, the Order proposes that the chargeable period should be 9.00 a.m. to 6.00 p.m. Monday to Saturday. It should be noted that although the Council could charge on a Saturday as per other town centre car parks there will be no charge for parking on a Saturday at this time. In order to assist parents who utilise Council operated car parks to drop off and pick up their children from school, the Council has approved school administered permit parking schemes elsewhere in the Borough which allow parents to utilise a Council owned car park close to the school free of charge during specified times. It is proposed to offer South Benfleet Primary School the opportunity to administer such a scheme so that parents of their pupils can continue to use the Richmond Hall car park free of charge at school drop off and pick up times.

Since no objections or representations have been received to the proposed Borough of Castle Point (Off-Street Parking Places Order 2013) (Amendment No.2) Order 2019 it is proposed to proceed with the making of the Order which will become effective from 1 October 2019.

5. Corporate Implications

(a) Financial Implications

It is difficult to predict the additional income that will be generated from all year charging for use of the seafront car parks as to a large extent it will be weather dependent. The additional income generated will help to cover inflationary management and maintenance costs associated with the seafront

The cost of additional enforcement for the extended chargeable periods will be offset from income from Penalty Charge Notices.

(b) Legal Implications

If Cabinet endorses the amendments to the Order a further Public Notice will need to be published confirming the amendments to the Order and the implementation date.

(c) Human Resources and Equality Implications

Human Resources

Chelmsford City Council is responsible through a Service Level Agreement for enforcing the Council's off-street parking restrictions. The Service Level Agreement will need to be amended to reflect the Council's enforcement requirements in light of the proposed amendments to the Order.

Equality Implications

Parking is available free of charge for blue badge holders at all the Council's car parks with the exception of the School Lane car park.

Alternative free long stay parking provision is available close to all town centre areas.

6. Timescale for implementation and Risk Factors

The amendments to the chargeable periods will take effect from 1 October 2019. The timescale for the provision of new off-street extended car parking at Thorney Bay and along Western Esplanade will be subject to funding and the broader regeneration project plan for the seafront.

Background Papers

Cabinet Report 16 January 2019

Report Author: Trudie Bragg, Head of Environment

CABINET

17th July 2019

Subject: Follow up on Call In – Revised Report Feedback on Public Consultation regarding the New Paddocks Community Hall

Cabinet Member: Councillor Mumford – Regeneration & Business Liaison

1. Purpose of Report

The purpose of this report is to provide further details of the meetings held with existing and potential users of the Paddocks as requested by the Scrutiny Committee.

2. Links to Council's Priorities and Objectives

The provision of a new community hall on the Paddocks site, Canvey Island links with all the Council's priorities.

3. Recommendations

It is recommended that Cabinet notes the information contained in this report.

4. Background

At its meeting on 20th March 2019 Cabinet considered a report dealing with the feedback on the public consultation exercise recently undertaken by a member working group to help inform the design of the new Paddocks Community Hall, and how the project should be progressed in light of this feedback.

It was resolved to:

- 1. To note the consultation feedback;*
- 2. To confirm Cabinet's commitment to retaining the splash park and war memorial on the Paddocks complex;*
- 3. To confirm Cabinet's intention to retain and operate the existing Paddocks Hall until such time as the new facility has been built and is available for hire;*

4. That a planning appraisal setting out potential opportunities and constraints for the Paddocks site is undertaken to help inform the future layout of the site and the siting of the new community facility;

5. That Specialist advice is sought in order to better understand potential future demand for larger scale entertainment events;

6. That the Strategic Director (Resources) in consultation with the Cabinet Member for Finance, Policy and Resources is given delegated authority to drawn down from reserves the funding required to cover the cost of the specialist advisors;

7. That a design brief is produced for a modern, multifunctional, flexible community facility capable of accommodating both small groups, i.e. less than 20 people through to functions catering for up to 500 seated guests;

8. That an architect is appointed to develop conceptual building designs having regard to the design brief; and that

9. That regular progress reports are presented to Cabinet

The decision was subsequently called in, and the matter discussed at a Scrutiny meeting held on 5th June 2019.

At the Cabinet meeting on 19th June 2019, Cabinet considered the recommendations made by Scrutiny at the meeting held on 5th June 2019. One of the recommendations from Scrutiny was that the Cabinet decision should be referred back for a revised report to be presented containing full details of the outcome of the meetings undertaken by the Cabinet members in the absence of officers.

In addition to the on-line questionnaire that members of the public could complete, the Paddocks working group members consisting of Councillors Mumford, Varker and Sheldon along with the Leader on some occasions met with many people/organisations to ascertain their views in respect of the building of the new Paddocks.

This report provides comprehensive feedback on the meetings which took place as requested by Scrutiny.

Meetings took place with the following groups/organisations:

- Anglian Community Enterprise
- Head of Music, Essex County Council
- Let's Keep Moving
- Rockola Rock "n" Roll Club
- U3A (two meetings)
- Canvey Community Choir
- Phoenix Club
- Jewish Community
- Canvey Art Club
- The Joy Christian Fellowship
- Weightwatchers

- Age Concern
- Baby Sensory
- Strictly Smartz
- Mike Taylor (Entertainment and Theatre Producer)

Appended to this report are the notes of the meetings made by Members following their meetings with the various groups along with in depth responses from the U3A and the Jewish Community.

5. Corporate Implications

(a) Financial Implications

None associated with this report.

(b) Legal Implications

None associated with this report.

(c) Human Resources and Equality Implications

Human Resources

None associated with this report

Equality Implications

None associated with this report.

6. Timescale for implementation and Risk Factors

Further work will need to be undertaken before the cost and the timescale for the building of the new Paddocks facility is known.

Background Papers

Cabinet Report 20 March 2019

Scrutiny Report 5 June 2019

Cabinet Report 19 June 2019

Report Author: Trudie Bragg, Head of Environment

Paddocks Consultation

1. As part of the Cabinet Report of 16th October 2018, it was agreed to establish a consultation strategy (primarily a Member led process) and to include residents, existing and potential future users of the venue and other stakeholders. Following the report, a meeting was held with Trudie Bragg on 9th October to identify current users of the Paddocks and to begin work on the draft consultation form. It was agreed at that meeting that residents could complete the survey both on-line and at a series of drop in sessions at the Paddocks and the library on Canvey Island. The Paddocks working group consists of Cllrs. Mumford, Varker and Sheldon. The first draft of the consultation form went to Private Cabinet for approval and amending as appropriate. The on-line version went live on Monday 18th December.

2. Interviews with Current and potential Users

Interview1:

Anglian Community Enterprise (Alison Cook) 5/12/18

Hire Hall 2 one session a week 2pm to 4.30pm. Free weight management on behalf of ECC. 30 plus participants. Hire fee about £20 per hour. No refreshments required. They undertake one to one sessions with clients and due to client confidentiality, they require an isolated room and one that is sound proof.

They currently also use Smallgains, Library and Waterside.

Plus points about Paddocks: It's central; parking is good and good public transport links; is quite cheap to hire; large enough space in rooms

Negatives: Building is tired and run down and not very clean. Staff do best they can. Looking forward to new Paddocks if not too expensive.

Interview 2

Charles Richardson, Head of Music Essex, County Council. 5/12/18

It is worth pointing out that by chance there was an event taking place in the main hall on the same day. The hall was set out for 450 with a group of

seven musicians on the stage. Some 250 children were rehearsing and learning songs under instruction. The songs were traditional Jewish songs and the music played on traditional instruments.



The schools participating were: Lubbins, Northwick Park, Wintergardens, and St. Catherine's.

Charles Richardson explained to me that the event was part of the 'Essex Diversity Project' funded jointly by Arts Council of England and Essex County Council. Primarily because of the recent arrival of the Jewish Community and to build and develop relationships between the settled and new community. There was to be an afternoon performance that was sold out (450) but could have been more if more seats available. I asked if the Council had been invited because I would have attended if I had known it was on. He said the Council had been invited but had responded no one available to attend which he found disappointing! He may have meant Canvey Town Council and not CPBC? Our Mayor or town mayor should have gone to this as an important event.

Charles Richardson went on to say Essex Music were keen to do more on Canvey Island and working with partners like Canvey schools and CPBC.

Hire of Main Hall £650. He thought price was reasonable considering condition of the venue.

I explained the prospect of a new venue and his thoughts on the New Paddocks are:

Capacity 500 to 600 seated theatre style. A stage for performers and musicians. Better cloakrooms (auditorium had tables set out round the edge and covered with coats. Not a good look)



Cloakroom Required.

Interview 3: 10/12/18

Victoria Mottershead 'Let's keep Moving'

Hire Main Hall and Hall2 once a week x 30 weeks. All members live on Canvey Island. Funding and Hall Hire: GP funded via *Active Essex* and CPBC provide the hall Free!!

Plus points: Venue is central and good transport links. It's free!

Negatives Poor cleanliness and shabby building.

Thoughts on New Paddocks: Will it still be FREE? Would welcome the Café/ Bar. If the current Paddocks were to close, it would be difficult relocate during construction period.

Interview 4: 10/12/18

Julia Berry and Karen Ramsey -Rock 'n Roll Club

Hire the Main Hall once a month but hoping to go fortnightly.

Hire Fee £390

Time 6.30pm to midnight. Membership = 470 and some from outside the Borough. Average attendance 300 to 400

Requirements in new venue to include, Proper Stage for bands, licensed bar. Better management. Overall supportive of new venue but Main Hall needs to be same size as current hall.

Would welcome better marketing and promotion of their event and the Paddocks by CPBC.

Negatives on existing venue: Neglected and run down, toilets very poor.

Interview 5: 10/12/18

Christine Summers and Mike Collett of Canvey U3A

Currently hire the Main Hall once a month for 4 hours at only £31 per hour!?

200 + attendees and all from Canvey Island and Castle Point.

Broadly supportive of a new venue but concerned about where they would go during building process. Concerns about new Paddocks being constructed while existing one still in use. How will that work?

Requirements of new venue include main Hall big enough to accommodate them and a stage is essential. Need for a wider range of programming and community activity in new venue.

(interesting comment: They want to make own teas and coffee presumably to avoid paying a catering operator)

There has been a subsequent meeting with the larger U3A membership with Paul Varker and the Leader on 21st January. **See attached report.**

Interview 6: 23/1/19 and 31/1/19

George Whatley of Canvey Community Choir

George Whatley attended two sessions, the first at the Library and the second at the Paddocks.

Initially, highly sceptical of CPBC's motives and insisted it was all about building flats and houses on the site and providing a small hall that would be no use to man or beast. Insisted that renovating the existing building would be the cheaper option and how did CPBC arrive at its figures for

renovation and new build. Wants to see proof of costs and how were we going to pay for a new hall. He was convinced CPBC was going to close or move the splash pool. He also spoke of £1m lottery funding the Council gave back! The Council has allowed the hall to run down. No investment. No management on site. Don't promote it. Nothing on worth seeing. Should be a thriving community centre but neglected and a target for vandalism.

GW spoke about a Children's School Choir event he had organised. With 120 children on stage and over 400 in the audience. Hire fee £900 for all day. In his opinion too expensive considering the state of the building and the lack of staff.

Both CPBC and CTC do nothing to help. This year also inviting Benfleet schools to participate. Paddocks an embarrassment for Canvey and Castle Point. How come other districts can have halls and theatres and we can't?

Requirements for new Paddocks: Large Hall (same or larger than current) + Smaller rooms also in the venue for smaller events and meetings.

Venue must have a proper stage and modern technical features (sound and lighting). New venue must put on better programme.

Interview 7: 4/2/19

Mike Taylor (Entertainment and Theatre Producer)

Mike lives on Canvey and is one of the most prolific and successful producers in the UK and many overseas territories. Locally, he puts many shows into the Cliffs Pavilion, Southend and Brentwood.

Mike Taylor has previously hired the Paddocks to rehearse some of his shows but no longer does so due to perceived difficulty in hiring due to inflexibility over hire costs and additional charges. Also, no management on site and frequently no staff. Poor technical facilities and dilapidation of the venue now makes it an unattractive prospect even to hire for rehearsals.

For the reasons above, he would not contemplate putting on any shows or events at the Paddocks in its current condition and operation.

He was very enthusiastic and supportive at the prospect of CPBC building a new venue (he would be happy to have an input if asked) and depending upon various factors, he would like to bring shows and productions to

Canvey Island. Mike Taylor gave some indications as to basic outline requirements:

A new venue must be multi-purpose to make it financially viable with a main hall permitting a seating capacity of between 500 to 600 in theatre style layout.

For cabaret style with tables and chairs, capacity for between 350 and 450.

The New Paddocks must have a stage and up to date technical abilities (sound, lighting, equipment get-in and storage etc.) The idea of a Café/bar in the New Paddocks is a must. With all the footfall from the NHS plus the public encouraged to come to the Paddocks during the day irrespective of what's on, as a community centre. It would be a commercial winner.

Mike highlighted the importance of qualified and experienced on site management as essential. Someone who knows how to manage effectively with a practical knowledge and experience of the entertainment industry.

Mike Taylor stated his opinion that the New Paddocks would be very popular with local people and commercially viable for the Council and promoters. To give a basic example: 600 seats sold at £25 (nett) = £15,000. On a box office split of 75%/25%, the council would get £3,750 per show.

Note: The Joker Comedy Club currently at Chalkwell Park Rooms would like to present a similar cabaret show in the New Paddocks. Attracts a young audience and strong bar take. Would sell 300 to 400 seats in cabaret style.



Interview 8: 4/2/19

Jewish Congregation of Canvey Island

Please see attached separate report from JCOCI

Interview 9: 11/2/19

Sandra Durant of The Phoenix Club for Disabled

This was my second meeting with Sandra, the previous one was with her and club members. Sandra requested a one to one with me in addition.

Sandra is suspicious of CPBC's intent and thinks all we want to do is build flats or houses and provide a much-reduced sized building.

She has also attended Armed Forces Day and Remembrance Sunday.

She hasn't attended anything else as she says there is nothing on she wants to see and she doesn't like the condition of the building. She strongly questions the council's Cabinet report regarding cost of refurbishment.

Despite being told we have no intention of disposing of or moving the Splash Park, she insisted on telling me it must stay a feature of the Paddocks complex. Asked if she would attend the New Paddocks if a better programme of events, she said yes "and so would a lot of other people".

The New Paddocks must have the following: A proper stage, pa, theatre style seating, additional smaller hall or halls for smaller community groups, lower costs for regular hirers (Phoenix Club currently hire one night a week and pay £55 a week for Hall 2 from 7pm to 9.30pm)

The New Paddocks Main hall should be over 500 hundred seated theatre style and 800 for dances etc.

Would like to see the venue run by an arm's length management company or trust away from direct council control to ensure proper management and operation and the ability to reinvest money into maintenance and upkeep. Programming to include more commercial things that people want to see but also expansion of community use, for instance with a community Pantomime (she was critical of this year's pantomime), community plays, dancing schools and school music events. Weddings and craft fairs plus exhibitions. She asked why do sports halls get all the money and community

halls left to run down? A deliberate council policy? Says the Paddocks needs a manager on site and box office plus proper advertising and marketing.

Other consultees:

Canvey Art Club: Broadly supportive of the New Paddocks but wanted assurance the hire rate wont change much as an increase would make it unworkable for them. They use Hall 2

The Joy Christian Fellowship: Again, broadly supportive and they have many members. They use the main hall on Sunday. They would need a similar size hall as their membership is growing. Requested storage facilities for instruments et.

We also met with the previous catering operator who supports the idea of a New Paddocks and café/ bar concept. He would be pleased to have an input into catering requirements if requested. He estimated a New Paddocks, with a comprehensive mix of programme that included weddings, craft fairs, exhibitions and theatre style shows, plus an all-day café/bar operation, the venue should have a catering turnover in excess of £1.5million by year 3.

Ends



THE UNIVERSITY OF THE THIRD AGE

Canvey Island U3A

The New Paddocks Public Consultation January 201

Introduction.

Canvey Island U3A is a registered charity, established in 2011. Our object clause is as follows;

The advancement of education and, in particular, the education of older people and those who are retired from full time work, by all means including associated activities conducive to learning and personal development, who are residing in Canvey Island and its surrounding locality.

We presently have approx. 450 members and hire the Paddocks main hall, on a monthly basis, to facilitate our member's monthly meeting, which has an average attendance of approx. 210 members.

In furtherance of our objectives we provide 43 activity interest groups with a wide range of subjects such as sports, crafts, musical, literature, hobbies and study groups. In a recent survey 98% of our respondents rated our group activities as satisfied to extremely satisfied. To facilitate many groups we hire venues throughout the local area. The Paddocks is currently unable to facilitate any of our group activities.

CONSULTATION QUESTIONNAIRE

ABOUT YOU

| | | | |
|-------------------------------------|------------|-------------|-------|
| Are you a resident of Castle Point? | Yes | 439 Members | 97.5% |
| Do you live on Canvey Island ? | Yes | 411 Members | 93% |
| What is your age range? | 60+ | | 100% |
| What is your gender? | Female 71% | Male | 29% |

Current Paddocks Usage

| | | |
|--|--|-------------------|
| Are you an existing member of a group? | Yes | Canvey Island U3A |
| When did you last attend an activity? | Within the last month, U3A monthly meeting (of the 210 attendees) | |

Any other points

The current Paddocks is not able to facilitate any of our group meetings/activities

If the paddocks could offer a better Programme of events would you support and attend.

Yes

Verbal feedback

PADDOCKS FUTURE

What activities and events do you think the new Paddocks should, or could be used for?

- A community hub where local clubs and organisations could meet.
- A meeting place for local residents via a café /bar lounge area.
- An entertainment venue at a national and local level, such as cinema, theatre and music concerts.
- A quality venue for private bookings such as wedding receptions, parties etc.

What else you would like to see provided

- Natural light, ventilation and air conditioning to be incorporated in the design of the new build facility.
- We would expect there to be an effective sound system, a large pull down screen together with Wi Fi Access and hearing loop.
- It is imperative that there is a kitchen available adjacent to the main hall for the provision of hot drinks, by the hirer.
- A licensed bar, adjacent to the main hall.
- Storage space where we can keep some of our equipment.
- The provision of setting up and clearing the main hall and meeting rooms.
- For many years our members have been requesting the facility to park their mobility scooters in a safe and secure area.

WHAT SIZE VENUE

The new Hall will need to be the same size as the main hall in the existing Paddocks, with the presence of a stage area. We currently have a table seating capacity of 256 members.

As stated, we feel that there is a great potential for the new paddocks to provide ongoing venues for our group meeting and activities. These would generally require sizes from 8 to 20 attendees; we do however have groups with up to 50 attendees.

Concerns

At our initial meeting on 10th December 2018, there was a wide range of fluidity in the options available. At that time there was doubt regarding the location of the new hall due to the foul drainage system, a preference for the existing paddocks to be demolished with the new build being developed on the same location, and an undertaking from the council to assist us to locate a replacement venue during the rebuild period.

When you addressed our members on 21st January 2019, none of these options were tabled and we were back to the new build being developed first. This raises some serious concerns relating to continual access of the site during the redevelopment, the availability of adequate car parking for our members and access to the existing hall.

We are currently developing a contingency plan for this redevelopment period, which needs to ensure that our U3A is able to remain fully functional. At this stage we are identifying available options.

It is our experience that cost of hiring the Paddocks is neither competitive nor realistic. It is evident that occupancy rates are a major factor relating to financial viability. It is therefore recommended that consideration is given to setting prices which support the community.

Christine Watts

Chairman

For and on behalf of the trustees of Canvey Island U3A

11.02.2019

J Friedman

Report to Castle Point Borough council

Re: Development of The Paddocks Community Hall, Canvey Island

The following report is in response to the council's consultation on the redevelopment of The Paddocks. We reflect on the needs of the newly established Charedi¹ Jewish community and try to capture the future needs of this community and how this could be encapsulated in any development of communal infrastructure in Castle Point.

This report is provided as advise only and does not intend to provide an accurate description or portrayal of the community needs and numbers.

A short background

The Jewish community established itself on the Island in July 2016. It has since grown to some 60 families² and a further 15 are joining in the first half of 2019.

The trend of Charedi families moving out of London³ means that Canvey will in all likelihood continue to be one of many solutions for the ever-increasing London charedi housing crisis⁴. However, it is challenging

¹ The term 'Charedi' is often referred to as 'Ultra-Orthodox' or 'Hasidic'. The literal meaning of Charedi (Hebrew) is 'God Fearing', a term attributed to the strong commitment to Halacha (Jewish law), customs and tradition.

² <https://www.echo-news.co.uk/news/17422275.jewish-community-expands-to-60-families/>

³ See 'Scale of community's London housing crisis revealed' <https://www.thejc.com/news/uk-news/housing-crisis-london-jewish-community-industrial-dwellings-society-1.462228>

⁴ See 'Why our tenants are moving to Canvey Island' <https://www.insidehousing.co.uk/comment/comment/why-our-tenants-are-moving-to-canvey-island-53894>



if not futile to predict figures but it is safe to assume that the community in Castle Point will grow at a rate of 20 families year on year.

This particular community, as has been well noted, necessitates a range of infrastructure, only some of which are identical to the general

population. A most recent example of how this can affect public policy is the High Court ruling of Lord Justice Lindblom in *R v Hackney London Borough Council and Agudas Israel Housing Association (AIHA)*⁵ where the relicence of the Charedi community on localised communal infrastructure (amongst other things) was noted. AIHA's positive discrimination was thus lawful. It is self-explanatory that any community requires communal halls, whether for wedding or other communal events. The Charedi community, for



**Left:
Walthamstow
Town Hall**



⁵ See <https://www.lawgazette.co.uk/law/claim-against-discriminatory-jewish-housing-policy-fails-/5069149.article> and full ruling here <http://www.bailii.org/ew/cases/EWHC/Admin/2019/139.html>

reason explained below has a distinct need for a local suitable venue, hence the importance to consider these needs at an early stage.



Right: P&P Hall

Relevant Sociodemographic Trends

Early marriage and large families are a typical characteristic of any Charedi community. One outcome of this is that a Charedi Jewish family would have 7 children on average⁶. Because of this, and the effect of a tight-knit community, a larger-than-average wedding guest-lists is the norm.

Anecdotal evidence suggests the average number of seated guests could be between 350 and 600. This is in addition to the many more that attend after the dinner to wish the families well (or 'Mazal Tov!').

⁶

https://www.jpr.org.uk/documents/JPR_2015_Strictly_Orthodox_rising.What_the_demography_of_British_Jews_tells_us_about_the_future_of_the_community.pdf

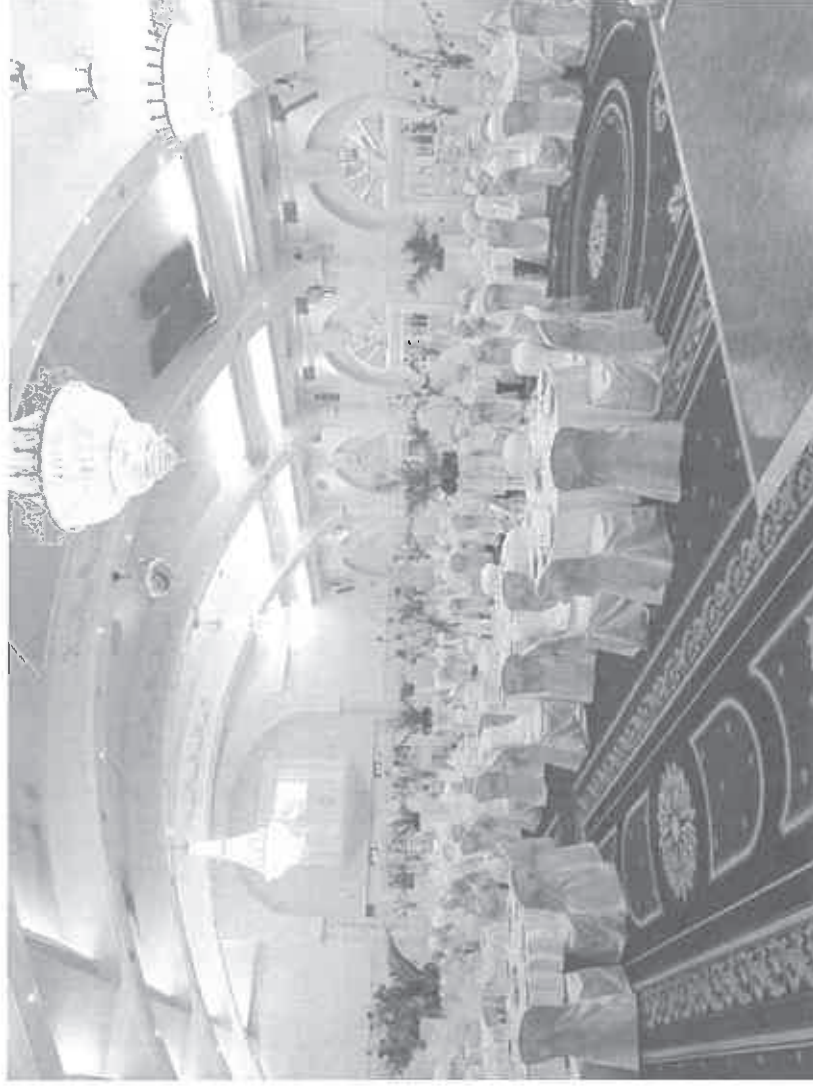


Another important factor to consider is the custom for charedi weddings (and any other public event) not to be of mixed gender (almost) from start to end. This translates to more 'lost space' for the dance floor as well as separate entrances and facilities, cloakrooms etc.

Number of Weddings

It is extremely challenging to project accurate numbers of Charedi weddings per year in Canvey as there are numerous variable factors. I have based the numbers in the chart below, based on the following factors;

- 1) It is typical for Charedi persons to marry between the ages of 19-22. It is also the custom that marriages take place in the location of the bride, where this is possible. Following the wedding, the newlywed couple would generally settle in the bride's hometown.



Left: The Decorium Hall



1) The majority of Charedi heads of family (in Canvey) are aged between 25-35. This means that weddings will become more common within the next 5 years and gradually increase as the numbers of families continue to grow.

2) it is anticipated that for the next 10 or so years, the majority of Charedi families moving to Castle point will be similar age group to the existing trend, hence a far higher than average number of marriages per year even when compared to Stamford Hill Charedi community. However, the average age will, eventually, have petered and the average household age, size and subsequently patterns of marriages, will be a closer match to that of Stamford Hill.⁷

Hence, a relatively straightforward,⁸ albeit arguably unscientific, method of projection would be to divide the total number of each *anticipated* year age.

It is important to note; the chart above does not include any projection for charedi weddings from outside of Canvey. If the hall meets certain standards, it may very well be attractive to families outside of Canvey.

| Year | Families | Weddings per year | Other events | Total (Excluding Out of Town Business) |
|------|----------|-------------------|--------------|--|
| 2021 | 100 | 10 | 5 | 15 |
| 2022 | 120 | 12 | 5 | 17 |
| 2023 | 140 | 17 | 8 | 25 |
| 2024 | 160 | 19 | 8 | 27 |
| 2025 | 180 | 25 | 10 | 35 |
| 2026 | 200 | 28 | 10 | 38 |
| 2027 | 220 | 33 | 10 | 43 |
| 2028 | 240 | 36 | 12 | 48 |
| 2029 | 260 | 39 | 12 | 51 |
| 2030 | 280 | 42 | 12 | 54 |
| 2031 | 300 | 45 | 12 | 57 |
| 2032 | 320 | 48 | 15 | 63 |
| 2033 | 340 | 51 | 15 | 66 |
| 2034 | 360 | 54 | 15 | 69 |
| 2035 | 380 | 57 | 15 | 72 |

⁷ Stamford Hill Charedi community has approximately 350 wedding per year for a population of 5500 families – or a rate of 1 wedding per 15.71 households

⁸ For population projections we have calculated scenarios based on a mix of influx and migration-based growth. A thorough study would be justified so the local authorities and service can better understand and anticipate current and future demand.



Potentially, as many as 20-50 Londoners could be expected to select this venue given the right levels of service. More of this is explained below.

Wedding Hall – Standards

Up until 15 or so years ago, Stamford Hill did not have any Jewish-owned or local wedding halls. Instead, the community largely utilised the Walthamstow Town Hall and The Decorium. Currently, there are two newer halls in Stamford Hill, the YHS (an Orthodox Jewish state school) and Pardes, although some still use the aforementioned venues. Each of the venues has its advantages – the chart below tries to capture these differences with a score of 1/10 on each amenity.

| Venue | Size of hall (sq. Ft) | distance to area (min drive) | level of hall (internal) sophistication | level of hall (External) sophistication | kosher kitchen? | Stage? | Level of bookings |
|------------------------------------|-----------------------|------------------------------|---|---|-----------------|--------|-------------------|
| Walthamstow Town Hall ⁹ | 6600 | 5/8 | 3/10 | 10/10 | no | yes | 3/10 |
| The Decorium ¹⁰ | 5482 | 5/9 | 10/10 | 7/10 | no | yes | 5/10 |
| P&P ¹¹ | 9100 | 5/10 | 8/10 | 5/10 | no | no | 7/10 |
| Pardes ¹² | 5500 | 10/10 | 3/10 | 5/10 | yes | no | 5/10 |
| YHS School Hall ¹³ | 7000 | 10/10 | 7/10 | 6/10 | yes | yes | 10/10 |

It is our conviction that the more 'boxes ticked' equates to more bookings for the venue. Certainly, the hall dimension are the most crucial element and a prerequisite. Other than the main hall there are a range of



⁹ <https://www.wah17.co.uk/>

¹⁰ http://www.decorium.co.uk/emperor_suite.php

¹¹ <http://princeandprincess.co.uk/>

¹² <http://www.pardesexclusiveevents.co.uk/our-simcha-hall/>

¹³ See <https://bit.ly/2BvQliC>

secondary amenities which when put together, add to the experience and can sway people's decision when choosing a venue (especially out of towners). This may include:

- A Kosher kitchen (a smaller than regular sized kitchen available for the sole use of kosher-catered weddings) which is not a must, but nevertheless an attractive luxury from a charedi perspective.
- Outdoor space for a Chuppah – the wedding ceremony (see note¹⁴).
- Internal side rooms of various sizes to accommodate reception before wedding etc
- General level of sophistication or the venue, internal and externa (decoration, chandeliers, flooring, stage, grand entrance, lobby, toilets etc)

An Ideal Venue

The ideal venue will be in close proximity to the community, of a large enough size (7000 Sq. Ft or more), a small Kosher kitchen would be installed to attract more business, the venue will be relatively modern in design, decoration and furniture, the entrance and toilets etc would be well suited for a gender-separate event.

Summary

The foreseeable future predicts a growth of the charedi community in Castle Point, with weddings and other event numbers increasing in line with this growth. Given the right conditions and only then, the community would prefer to host such events locally.

The Paddocks redevelopment is a unique opportunity for all Canvey residents and it only makes sense to take into account the needs of this growing community.

We are prepared to take an active role in the planning of any new venue and assist the council planners in any way we can.

¹⁴ <https://en.wikipedia.org/wiki/Chuppah>



CABINET

17th July 2019

Subject: Update on Recent Procurement Exercises in relation to the Construction of New Housing Developments

Cabinet Members: Councillor Mrs B Egan - Housing and Council Homes, Councillor Stanley- Finance, Policy and Resources

1. Purpose of Report

- 1.1 To update Cabinet on the three current new development projects underway at Hatley Gardens, Windsor Gardens and Church Close.**
- 1.2 To seek authority to award the contract for Church Close to the successful contractor and agree the budget changes detailed in the report.**

2. Links to Council's priorities and objectives

- 2.1 The work is linked to the priority of Housing and Regeneration.**

3. Recommendations

- 3.1 That Cabinet approves the updated 2019/20 budget for the construction costs for the development of the four homes at Church Close, as set out in paragraph 5.4.2**
- 3.2 That Cabinet notes progress in the construction of an HMO at Hatley Gardens.**
- 3.3 That Cabinet notes the award of the contract for the construction of two homes at Windsor Gardens.**

4. Background

- 4.1 There is a significant shortage of properties for temporary accommodation and ongoing affordable housing in the Castle Point Area.**
- 4.2 The Housing Service has established a Development Project Team to examine available sites and look to develop more housing on suitable brownfield sites.**
- 4.3 The sites currently identified, with projects underway, are at Hatley Gardens, Church Close and Windsor Gardens. Further sites are currently under review.**

- 4.4 It was reported to Cabinet in March 2019, that in response to a tender exercise in January 2019 the Council received three tenders for construction of four 2 bed homes at Church Close. Prior to these being evaluated by the Development Project Team the tender prices were reviewed, which indicated that the total cost of the project would be significantly higher than originally anticipated.
- 4.5 At that time the revised anticipated price was in the region of **£1.3m** including an increased contingency. This was considerably above the amount currently budgeted for and would equate to a build cost of **£325k** per property against an average market value on Canvey Island for semi-detached properties of **£260k**, which raised concerns over the value for money of this development.
- 4.6 As a result the Development Project Team took the decision to suspend the evaluation process. The reasons for the excessive costs were investigated, and various causes were identified such as major drainage changes, road resurfacing and landscaping, all of which resulted in large variations in proposed costs. It was therefore agreed that these items would be removed from the tenders and separately procured.

5. Report

- 5.1 Since the Cabinet report in March all the developments have continued to progress, below is an outline of the current position of the schemes

5.2 Hatley Gardens

- 5.2.1 Works to the access road to bring in utilities to the site were undertaken and completed in March 2019. Following agreement by Cabinet the award of the contract for the development occurred in April 2019 with initial meetings being held and work commenced on site in May.

- 5.2.2 Whilst currently at a very early stage the development would appear to be on target.

5.3 Windsor Gardens

- 5.3.1 Tenders for this were evaluated in mid-April with seven companies submitting tenders to undertake the work and the contract has been awarded at a price within the agreed budget for the development as approved at February cabinet.

- 5.3.2 Initial meetings with the successful contractor have been held along with soil sample tests which has resulted in changes to the design of the foundations. Construction is due to commence on site in mid-July.

5.4 Church Close

- 5.4.1 The revised tenders were received w/c 20 May and evaluated w/c 27 May with six companies submitting tenders for the work, up from three in January, with a large variation in the tender prices.

- 5.4.2 The outcome of the tender evaluation after taking into account estimates for the completion of associated works is a total cost of £913k for the completion of the project, including £45k already incurred in 2018/19. This compares to the estimate

of £1.3m resulting from the procurement exercise carried out in January 2019, a reduction of £387k or 30%. The build cost per property has now reduced to £228,200.

- 5.4.3 The expenditure will be funded from 1 for 1 housing receipts as well as a contribution from debt compensation receipts, both of these arise from Right to Buy sales. In addition, a revenue contribution to capital from HRA reserves will also be required, but this would be offset by the rent raised from the properties thus increasing ongoing income by in the region of £30k per annum. It is also anticipated that further S106 contributions will be received during 2019/20 that could be utilised to reduce this revenue contribution.
- 5.4.4 The lower build cost now achieved, as shown above, now makes the development represent value for money in terms of a realisable asset value.

6. Corporate Implications

a. Financial implications

There are significant financial implications which are summarised in this report. HRA reserves stood at **£3.494m** at 31st March 2019, well above the estimated minimum reserves level of **£521k**. The impact of the changes in projects contained within this report would reduce reserves to **£3.364m**. It is worth highlighting that due to the ongoing impact of four years of rent reduction these reserves will be required to meet future commitments management and maintenance commitments within the HRA, so any usage must be sustainable.

b. Legal implications

There are legal implications surrounding compliance with procurement guidelines.

c. Human resources and equality

There are significant human resource implications as any potential development may result in the appointment of additional staffing. The actual structure is still to be determined and may differ to that set out in the business case previously submitted. There should be some positive equality implications as people in need will be allocated housing.

d. Timescale for implementation and risk factors

An update to Cabinet on the three projects is expected in September 2019.

7. Background Papers:

None

Report Author: Craig Watts, Head of Housing & Communities.

CABINET

17th July 2019

Subject: Planned Procurement of a New Housing Management System

**Cabinet Members: Councillor Mrs B Egan - Housing and Council Homes,
Councillor Stanley - Finance, Policy and Resources**

1. Purpose of Report

- 1.1 To update Cabinet on plans to replace the old existing housing management system with a new offsite hosted system.**
- 1.2 To seek authority to progress with the procurement of a new housing management system.**

2. Links to Council's priorities and objectives

- 2.1 The work is linked to the priority of Housing and Regeneration.**

3. Recommendations

- 3.1 That Cabinet approves the procurement of a new housing management system, based on the indicative expenditure detailed in 5.4 of this report.**
- 3.2 That Cabinet notes that In January 2015 a Housing IT Options report concluded that the Housing Management System should be replaced however the decision to procure was placed on hold following the July 15 budget, as the financial position of the HRA had changed with the introduction of a 1% rent decrease each year for four years.**

4. Background

- 4.1 The existing Housing Management System has been in place since April 1999. It is therefore, by today's technological standards, out of date.**
- 4.2 A recent report to develop the Council's ICT Strategy identifies the need for effective ICT systems and processes, encouraging service managers to be proactive in identifying technological solutions to achieve service objectives.**
- 4.3 The existing system whilst still supported by the supplier Northgate, is a redundant system that has no development potential. The product has changed ownership twice since its introduction and the current supplier has this and another product on the market. All development work is being undertaken on the other product and**

the supplier has in the past tried to end support and requested users to migrate to their other product. Consequently, there is a risk that in the near future support for the system currently used by Housing Services will cease.

- 4.4 The current system is comparatively cheap with maintenance costs of approximately **£10k** per year. However, it is inflexible and lacks the facilities for modern working practices. For example, there is no facility for on-line services for customers and real time interfaces with contractors. The lack of features and flexibility results in significant inefficiencies and necessitates 'work arounds' and over reliance on spreadsheets to supplement the information and analysis required by the service.
- 4.5 There is no facility to make even minor system changes and requires the buying in of consultancy time from Northgate. This is costly, and time consuming and average costs are in the region of **£1,100** per day. Modern systems allow for greater user configuration without the need for specialist IT consultants and will significantly reduce time and costs in future system development.
- 4.6 From a customer's perspective there are no self-service options with the ability to track repairs, or report incidents or load or access key documentation on-line.

5. Report

- 5.1 Housing Services Management have been undertaking soft market testing of 5 suppliers who have hosted systems and meet our requirements.
- 5.2 Several demonstrations of different systems were used to test the market and to indicate if smaller systems would meet housing's requirements or alternatively whether a larger system would better suit our needs. This has informed the possible procurement routes, and options include through an approved framework agreement or full tender exercise.
- 5.3 Based on this exercise, we have refined our business and service requirements and drafted an outline specification to take to the market.
- 5.3 Our existing supplier has demonstrated their alternative Northgate NPS Housing system. However, this is not a viable option as their indicative pricing is well in excess of our expectations.
- 5.4 It is not possible to accurately estimate the costs of the new system at present, as this will depend upon the results of a detailed procurement exercise. Indicative costs over a 4-year period estimates the total procurement in the region of **£300k - £500k**. This includes a separate procurement which may be required to migrate the data into a format to transfer to the new system (estimated at **£50k**) and also back fill costs of **£40k** for the Housing Support Managers position to enable project management of its implementation which is estimated to take at least 9 months. possibly up to 18 months. As an example, if procurement costs of **£350k** are assumed, it is envisaged that is a core system cost of circa **£260k**, i.e. **£65k** per year. However, this is not fully known until a detailed procurement exercise is undertaken and there could be considerable variance in these assumptions.

- 5.5 The costs for the implementation of the new system will be met from the existing budget provision and funded from the Housing Revenue Account. It is envisaged that once the system has been established after the implementation period, there will be efficiencies and cost savings as a result of more efficient working practices, but these cannot be quantified at this stage.

6. Corporate Implications

a. Financial implications

These are set out in the report section 5 above. Any increase in the annual cost, as well as the one-off additional costs that cannot be met from existing budgets will need to be drawn from the HRA reserve balance.

b. Legal implications

There are legal implications surrounding compliance with procurement guidelines.

c. Human resources and equality

There will not be any immediate implications on staff resources. There will be significant work from teams as part of the implementation and configuration of any system to meet our requirements.

d. Timescale for implementation and risk factors

Following Cabinet approval, it is likely to go out to tender in August with a view to award a contract from April 2020. Full deployment and go live would be dependent on the implementation plan. Before awarding the contract, a report to Cabinet will be prepared seeking permission to award and which will specify more detailed costs and benefits of the new system.

7. Background Papers:

None

Report Authors: John Grisley, Housing Services Manager, Craig Watts, Head of Housing & Communities.

CABINET

17th July 2019

Subject: Development of a Youth Strategy for the Borough

Cabinet Member: Councillor Johnson – Youth and Tourism

1. Purpose of Report

This report is to inform the Cabinet of proposals to develop a strategy for Youth for the Borough following the appointment of a Cabinet Member for Youth and Tourism.

2. Links to Council's Priorities and Objectives

The information provided in this report is directly linked to the Council's "Transforming our Community" priority, incorporating objectives for a sustainable future.

3. Recommendations

1. That Cabinet notes the new role of Cabinet Member for Youth.
 2. To seek Cabinet approval to proceed with the development of a comprehensive, integrated, Youth Engagement Strategy for our Borough.
 3. That Cabinet receive further reports on the progress of this new portfolio as the role of Cabinet Member for Youth evolves.
-

4. Background

One of the most important challenges facing our Council is how we listen to and support young people to achieve in our local communities. Growing up in today's society can be tough and there is a requirement of local authorities to do more, using existing resources, to help the next generation to flourish. Young people need to be an integral part of our communities and not doing anything to help them costs local services thousands in dealing with the consequences of anti-social behaviour, crime and violence and even more in the emotional consequences of a dispossessed generation of young people.

The Council acknowledges that the majority of young people resident in our Borough make an outstanding contribution to the life of our communities and we should be looking at how we can most effectively engage with a wide cross section of young people from within our Borough in order that we can champion their achievements, engage with them in decision making and involve them in relevant community activities.

Our aim should be to understand how the Council can improve its communication with young people and the context for involving them in being more effective in making a positive contribution to community life.

It is our responsibility to ensure that the young people of Castle Point are encouraged to succeed, to develop the skills that will take us through the decades to come, and to continue to build a positive cultural future for our Borough

In order to provide a framework for a successful integrated, Youth Engagement Strategy for our Borough, the role of Cabinet Member for Youth has been created

5. Proposals

The role of Cabinet Member for Youth will exist to proactively execute the following Council strategy for Youth:-

- Castle Point Council will embed a culture which recognises and champions the importance of young people in our Borough
- Every young person in our Borough should be important to us and the Council is determined to give each and every one of them as many opportunities as we can to help them be the very best they can be in life.
- The Council's focus will be to maintain a strategy of engagement with young people from across our Borough. A strategy that will enable them to make a difference to our community, to give them the confidence to grow into valued, respected and included members of the community.
- We will encourage a sense of belonging and purpose in our young people, something that is lacking in the lives of many young people today. It is proven that problem behaviours in our young people emerge as a result of them feeling disengaged and undervalued in their community. Research has shown that young people who are engaged in their communities are less likely to use drugs and alcohol and engage in criminal behaviour.
- Where appropriate, we will empower young people to build better social and emotional skills, helping them to increase social participation and community action.

- The Council will ensure that the voice of vulnerable groups is heard.
- The Council will support the safeguarding responsibilities of the South Essex Children's Partnership through the Cabinet Member for Neighbourhoods, Safer Communities. The Cabinet Member will engage with the Cabinet Member for Youth and Tourism and all Members and stakeholders and keep them up-to-date on current matters relating to the safeguarding of young people.
- Our promise is that not one young person in this Borough will be knowingly forgotten or let down.
- We will build stronger partnerships with voluntary organisations, schools/colleges and local businesses to develop opportunities for young people in their local communities.

6. Corporate Implications

(a) Financial Implications

None to be addressed by this report.

(b) Legal Implications

None to be addressed by this report.

(c) Human Resources and Equality Implications

None to be addressed by this report.

(d) IT and Asset Management Implications

None to be addressed by this report.

7. Timescale for implementation and Risk Factors

None to be addressed by this report.

8. Background Papers

None

Report Author:

Councillor Wayne Johnson

CABINET

17th July 2019

Subject: Development of a Tourism Strategy for the Borough

Cabinet Member: Councillor Johnson – Youth and Tourism

1. Purpose of Report

This report is to inform the Cabinet of proposals to develop a strategy for tourism for the Borough following the appointment of a Cabinet Member for Youth and Tourism.

2. Links to Council's Priorities and Objectives

The information provided in this report is directly linked to the Council's "Transforming our Community" priority, incorporating objectives for a sustainable future.

3. Recommendations

- 1. That Cabinet note the new role of Cabinet Member for Tourism.**
 - 2. To seek Cabinet approval to proceed with the development of a comprehensive strategy for Tourism in our Borough.**
 - 3. That Cabinet receive further reports on the progress of this new portfolio as the role of Cabinet Member for Tourism evolves.**
-

4. Background

The Borough of Castle Point is an area of contrasts and opportunities for visitors. We have a strong heritage and areas of outstanding natural beauty which is clear to see in the great locations and buildings we have to offer visitors to the area. From the coastal areas to our inland country parks there are many attractions and facilities which form the basis of an environment that encourages and attracts visitors from both within and outside of our Borough.

Castle Point Borough Council has an important role to play in tourism, as we are essentially the stewards of many of the assets we have in this area which are strong attractions for visitors. It is therefore important that the Council

adopts and utilises a clear strategy for tourism to ensure it maintains its responsibilities for the existing attractions and facilities and those which will be created through the regeneration processes.

It is important to note that tourism is widely seen as an industry which constitutes a wide variety of sectors which enables the capture of the whole visitor experience. It not only covers locations and buildings, but also a range of other things that attract visitors to an area such as, accommodation, events and conferences, food and beverage. It is also inclusive by definition to include infrastructure - the road systems, signage and parking and also the level of service given to visitors

Other critical elements of tourism are the economic, social/cultural and environmental benefits that it can bring to an area. These benefits can be wide-ranging and include the creation of local jobs and business opportunities, the generating of revenue to stimulate the local economy, as well as improvement to the community both from a wellbeing and environmental perspective.

The Council believes that it has a crucial part to play in encouraging and promoting all aspects of tourism within our Borough and strategically manage the impact of visitors by ensuring the promotion of the Castle Point as a tourist destination, enhancing the image of the area and

5. Proposals

The role of Cabinet Member for Tourism will be to develop the following Council Strategy for Tourism including:-

- A commitment to promoting the expansion of tourism within our Borough while safeguarding and enhancing our natural environment and heritage
- Increase the awareness and promotion of all the tourism-based attractions we have in the Borough
- Work in partnership with South Essex Development Regeneration Partnership to ensure that we create and maintain the right level of investment in tourism for Castle Point
- Work with key stakeholders in a collaborative manner to ensure that those impacted by the strategies and plans for tourism are adequately considered and consulted
- Encourage and promote sustainable tourism where the concept of visiting somewhere as a tourist is also making a positive impact on our environment
- Seek to develop digital and social media tools to help promote tourism within our Borough

- Ensuring that the Council works in partnership with stakeholders to increase the contribution of tourism to the economy of the Borough

6. Corporate Implications

(a) Financial Implications

None to be addressed by this report.

(b) Legal Implications

None to be addressed by this report.

(c) Human Resources and Equality Implications

None to be addressed by this report.

(d) IT and Asset Management Implications

None to be addressed by this report.

7. Timescale for implementation and Risk Factors

None to be addressed by this report.

8. Background Papers

None

Report Author:

Councillor Wayne Johnson

CABINET

17th July 2019

Subject: Corporate Plan Refresh 2019/20

Cabinet Member: Councillor Stanley - Finance, Policy and Resources

1. Purpose of Report

- 1.1 To present to Cabinet the proposed Annual Objectives for 2019/20, to be included in the refreshed Corporate Plan 2018-21.**

2. Links to Council's Priorities and Objectives

- 2.1 The Corporate Plan is explicitly linked to all the Council's priorities and objectives.**

3. Recommendations

- 3.1 That Cabinet considers the proposed Annual Objectives for 2019/20 set out in Chapter 10 of the refreshed corporate plan and notes the Annual Report 2018/19 in Annexe 1 of the same document (these two sections are included as Appendix 1 to this report)**
- 3.2 That Cabinet refers this item to Policy and Scrutiny for review before recommending to Full Council for approval.**
-

4. Background

- 4.1 The Corporate Plan is an important document for the Council. It sets out the strategic direction for the organisation as well as how the Council will achieve its aims and priorities through appropriate action planning.**

- 4.2 The Corporate Plan for 2018-21 was informed by Policy and Scrutiny sessions during 2017 and in early 2018. It was also subject to public consultation and was circulated to partner organisations. The medium-term corporate priorities are as follows:**

**Environment
Housing and Regeneration
Health and Community Safety
Commercial and Democratically Accountable Council**

- 4.3 Chapter 10 of the Corporate Plan sets out the annual objectives which are designed to ensure that the Council can achieve these medium-term corporate priorities. The objectives are refreshed each year; this is the first refresh, relating to the 2019/20 financial year.
- 4.4 The refreshed Corporate Plan also includes an Annual Report in Annexe 1, detailing the Council's achievements over 2018/19.

5. Proposals

- 5.1 The Council has made good progress over 2018/19, implementing many of the planned actions in support of the annual objectives. As a result, the following annual objectives have either been completed, superseded or will be monitored at directorate level:

Priority: Housing & Regeneration

- Complete review of the Housing Service to ensure the service has the right capacity and systems to provide a comprehensive and cost-effective service

Priority: Commercial & Democratically Accountable Council

- Further develop the governance arrangements of the Council

- 5.2 A number of the annual objectives continue to be appropriate for the current financial year and so remain in the refreshed corporate plan. These include:

Overarching Objective

- To work with local authorities and partners to prepare a long-term strategy for the development of, and investment in, South Essex including a coherent approach to economic development, transportation, housing, town centre regeneration and planning policy. To adjust the Council's corporate plan in alignment with the strategy developed.

Priority: Environment

- Ensure that the Borough's Parks, Public Open Spaces, Seafront & Foreshore, Ancient Woodlands, Walks and Leisure facilities are well maintained, accessible and publicised to increase usage and satisfaction rates

Priority: Housing & Regeneration

- Engage with the public and private sector to promote and obtain the development of good quality housing in the Borough including affordable housing, market housing and social housing
- To improve the public realm of our town centres and deliver effective master planning for key sites
- Agreement of the Local Plan and successful examination of the plan leading to its approval

Priority: Health & Community Safety

- Develop partnership arrangements to create greater opportunities for more effective joint working, including healthy living and community safety
- Continue to improve the effectiveness of the Licensing Service and Community Safety work

Priority: Commercial & Democratically Accountable Council

- Ensure a sustainable organisation with the right capacity and resources in place for effective customer focussed services whilst ensuring a balanced budget for 2020/21 and future years
- Ensure the Council is fit for purpose by meeting national and local requirements to agreed timescales and to optimum performance standards

5.3 There are also some new objectives, derived from a review of service plans, which have been included for 2019/20:

Priority: Environment

- Re-develop The Paddocks community hall to ensure the provision of a modern and efficient facility that is valued by the local community
- Engage with and influence the development of the new Resources and Waste Strategy for England

Priority: Housing & Regeneration

- Develop and implement a strategic approach to dealing with homelessness

Priority: Commercial & Democratically Accountable Council

- Implement initiatives to reduce costs of delivery whilst maintaining excellent customer services

5.4 A focus on the delivery of the annual objectives for 2019/20 will support the overall delivery of the priorities in the corporate plan.

5.5 The progress in achieving the objectives set out in the plan will be monitored over the year through highlight reporting to Corporate Management Team and through reports to Cabinet.

5.6 Cabinet Members will recall that the Corporate Plan for 2018-21 was informed by Policy and Scrutiny sessions during 2017 and in early 2018. It is recommended that this update follow the same route before it is presented to Full Council for approval.

6. Corporate Implications

a. Financial implications

The corporate plan has significant resource implications including the need to secure significant financial savings.

b. Legal implications

Some of the actions set out in the Corporate Plan are subject to legal requirements following national legislation.

c. Human resources and equality

The plan has significant human resource and equality implications which are further considered in service and project planning.

An Equality Impact Assessment was completed for the corporate plan 2018-21 which showed potential for a positive impact on the following groups of people:

- Development and agreement of Local Plan: Positive impact on various groups with development of new sustainable housing, development of community infrastructure etc.
- Development and acquisition of social housing: Positive impact on elderly population (new sheltered housing) Disabled people (new housing that is fully accessible), pregnancy and maternity (new housing).
- Continue to support the Community Safety Partnership in meeting its strategic priorities of reducing anti-social behaviour, domestic abuse, acquisitive crime and re-offending: Positive impact for younger people.
- Reducing the fear of crime: Positive impact for elderly people.
- Construction or acquisition of 25 new units for homeless people: To help meet needs of vulnerable groups.

Full details are shown in the Equality Impact Assessment background paper which has been updated for this 2019 refresh.

7. Timescale for implementation and Risk Factors

This is set out in the Corporate Plan.

8. Background Papers

Corporate Plan 2018-21 (2019 Refresh)
Equality Impact Assessment (2019 Update)

Report Author: Ben Brook, Strategy, Policy & Performance Manager
bbrook@castlepoint.gov.uk

Appendix 1 – Excerpt from Corporate Plan 2018-21 (2019 Refresh)

Chapter 10: Our Annual Objectives for 2019/20

For each of the four aims we agree a set of annual objectives for the year, which are designed to ensure we can achieve our medium-term corporate priorities.

10.1 Overarching Objective

1. To work with local authorities and partners to prepare a long-term strategy for the development of, and investment in, South Essex including a coherent approach to economic development, transportation, housing, town centre regeneration and planning policy. To adjust the Council's corporate plan in alignment with the strategy developed.

Activities to include:

- Providing leadership and technical advice and evidence base for the Joint Strategic Plan (JSP)
- Participate in and influence Project Delivery Board and sub-groups
- Manage public consultations and decisions on the regulatory stages of the JSP

Performance Measures:

- i. Progress of the Joint Strategic Plan against the milestones set out in the Local Development Scheme

Responsibility: Chief Executive and Head of Place & Policy

10.2 Service Planning Objectives

Environment

2. Ensure that the Borough's Parks, Public Open Spaces, Seafront & Foreshore, Ancient Woodlands, Walks and Leisure facilities are well maintained, accessible and publicised to increase usage and satisfaction rates.

Activities to include:

- Parks and open spaces: new playground at Swans Green; resurfacing works at Woodside Park and John H Burrows recreation ground; and picnic tables at South Benfleet and Beveland recreation grounds
- Seafront and foreshore: Public toilet improvements at Thorney Bay, Labworth and Lubbins; and painting seawall (see also objective 6 for further seafront and foreshore improvements)
- Leisure centres: install LED lights and motion sensors; and provide pool cover (both at Waterside Farm Leisure Centre)

Performance measures:

- i. Number of signed up leisure memberships (Runnymede and Waterside Farm Leisure Centre)
- ii. Leisure Satisfaction – Net Promoter Score (NPS)
- iii. Satisfaction with Parks and Open Spaces

Responsibility: Head of Environment**3. Re-develop The Paddocks community hall to ensure the provision of a modern and efficient facility that is valued by the local community.****Activities to include:**

- Consultation with stakeholders
- Develop a business case to determine financial viability
- Establish an operational service plan for the facility including aspects of resources, marketing and promotion

Performance measures:

- i. Re-development of The Paddocks carried out to timescales and budget

Responsibility: Head of Environment**4. Engage with and influence the development of the new Resources and Waste Strategy for England****Activities to include:**

- Respond to the range of consultations about the Strategy, where appropriate to do so, working closely with colleagues across the Essex Waste Partnership
- Ensure that the impact of any changes on waste collection and disposal are fully understood and that any new burdens on local authorities are adequately funded

Performance measures:

- i. Percentage of household waste recycled
- ii. Percentage of household waste composted
- iii. Public satisfaction with refuse and recycling collections

Responsibility: Head of Environment

Housing and Regeneration

5. Engage with the public and private sector to promote and obtain the development of good quality housing in the borough including affordable housing, market housing and social housing.

Activities to include:

- Develop a Housing Strategy
- Develop House in Multiple Occupation (HMO) at Hatley Gardens
- Develop four homes in Church Close
- Develop two homes in Windsor Gardens
- Implement a new Service Level Agreement (SLA) for managing the repairs service, cleaning and caretaking
- Develop an action plan to meet targets for the number of new homes as set out in the Housing Delivery Test (HDT)

Performance Measures:

- i. Number of new homes constructed or acquired by Castle Point Council
- ii. Overall tenant satisfaction with repairs and maintenance
- iii. Average void property turnaround times

Responsibility: Head of Housing & Communities and Head of Place & Policy

6. To improve the public realm of our town centres and deliver effective master planning for key sites.

Activities to include:

- Demolition of the Crown Public House
- Prepare and agree to a revised planning framework for the Hadleigh Island Gateway site, with Essex Homes and partners
- Deliver improvements utilising £350,000 of S106 contributions
- Deliver a new pavilion at Thorney Bay utilising a £1.52 million Coastal Communities Grant
- To bring forward a long-term investment plan for Canvey seafront and Town Centre

Responsibility: Head of Place & Policy and Head of Environment

7. Agreement of the Local Plan and successful examination of the plan leading to its approval

Activities to include:

- Take Local Plan through Regulation 18 and Regulation 19 consultation stages and submit Local Plan for examination

Performance Measures:

- i. Progress of the Local Plan against the milestones set out in the Local Development Scheme

Responsibility: Head of Place & Policy

8. Develop and implement a strategic approach to dealing with homelessness

Activities to include:

- Review homelessness service
- Produce Homelessness and Rough Sleeping Strategy 2019-24 for approval

Performance Measures:

- i. Percentage of homeless applications accepted where homelessness is either prevented or relieved

Responsibility: Head of Housing & Communities

Health and Community Safety

9. Develop partnership arrangements to create greater opportunities for more effective joint working, including healthy living and community safety.

Activities to include:

- Jointly fund an Occupational Therapist and Handyman scheme to reduce time spent in hospital whilst necessary home adaptations are undertaken
- Develop working arrangements with the public health officer to enhance co-ordinated work between health and Council services
- Continue with leisure initiatives that encourage people to be more active

Responsibility: Head of Licensing & Safer Communities and Head of Environment

10. Continue to improve the effectiveness of the Licensing Service and Community Safety work.

Activities to include:

- Implement the agreed recommendations from the audit of Licensing
- Build on the existing relationships across the Community Safety Partnership

Responsibility: Head of Licensing & Safer Communities

A Commercial and Democratically Accountable Council

11. Ensure a sustainable organisation with the right capacity and resources in place for effective customer focussed services whilst ensuring a balanced budget for 2020/21 and future years.

Activities to include:

- Develop a commercial strategy
- Apply the Council's Medium-Term Financial Strategy, identifying future years funding requirements.
- Negotiate retention of current council tax shareback agreement with precepting authorities
- Establish a solution for strategic and operational estate management
- Implement the ICT roadmap of projects

Performance Measures:

- i. Balanced budget at commencement of each new financial year
- ii. Minimum level of reserves exceeded

Responsibility: Strategic Director (Resources)

12. Implement initiatives to reduce costs of delivery whilst maintaining excellent customer services.

Activities to include:

- Promote increased usage of the "Open Portal" to interact with the Council and access services
- Deliver the Customer Relationship Management and internet project
- Minimise the impact of Universal Credit on rent collection and impact on arrears and enforcement
- Progress the digitisation of Land Charges data
- Redesign the website to encourage more online interaction with the Council

Performance Measures

- i. Take up of e-billing services for Council Tax and Business Rates
- ii. Percentage of calls taken from customers by First Contact that are dealt with without the need to transfer to the back office

Responsibility: Head of Housing & Communities; Revenues & Benefits Transformation Manager; and Strategic Director (Resources)

13. Ensure the Council is fit for purpose by meeting national and local requirements to agreed timescales and to optimum performance standards.

Activities to include:

- Proactive monitoring of the street cleansing contract
- Improvements to ensure that Development Control continues to be an effective service
- Ongoing compliance with fire regulations across council-owned housing stock
- Ongoing compliance with Data Protection and Equality legislation
- Update the Statement of Community Involvement

Performance Measures:

- i. Percentage of streets inspected which are deemed to be unsatisfactory using code of practice for litter and refuse methodology
- ii. Percentage of fly tips removed within one working day
- iii. Number of default notices served in relation to grass cutting
- iv. Number of service requests received in relation to grass cutting
- v. Public satisfaction with Council's efforts to keep public land clear of litter and refuse
- vi. Percentage of planning applications processed within target time limits

Responsibility: Head of Environment; Planning Transformation Manager; Head of Place & Policy; Head of Housing & Communities; and Head of Law

Annexe 1: Annual Report 2018/19

Our achievements are set out under our corporate priorities and objectives as follows:

Environment

1. Develop and implement a marketing and promotion campaign in partnership with local businesses to celebrate and promote increased usage of the Borough's Parks, Open Spaces, Ancient Woodlands, Walks and Leisure facilities

Improvements to the Council's leisure facilities have been well received and at the end of 2018/19 there were 2869 members, up from 2750 members at the same time in the previous year.

Satisfaction with Leisure Services is measured by a Net Promoter Score (NPS). Waterside Farm scored exceptionally high at 70 with Runnymede scoring 53 at the end of 2018/19. Both scores are comfortably above the East of England benchmark score for leisure centres of 43 and the Waterside score places it in the top 20 in the Country out of 1000 sites in the country.

Housing and Regeneration

2. Engage with the Public and Private Sector to promote and obtain the development of good quality housing in the borough including affordable and market housing

Good progress has been made developing a House in Multiple Occupation (HMO) at Hatley Gardens for nine homeless households. Planning permission was obtained and enabling works were successfully procured. Construction started in May 2019 and is set to finish in January 2020.

For Council-owned housing, tenant satisfaction with repairs and maintenance continues to be strong with 97.1% overall satisfaction.

3. To work with local authorities and partners in South Essex to clarify a strategy for the development of the region including a coherent and holistic approach to economic development, transportation, housing, town centre regeneration and planning policy. To adjust the Council's corporate plan in alignment with the strategy developed

The original timetable was for the publication of the first stage of the South Essex Joint Strategic Plan in January 2019. Despite this slipping to late Autumn 2019, engagement across the partnership has been positive and this work continues to receive strong support from the Association of South Essex Local Authorities (ASELA).

4. To improve the public realm with effective master planning at key sites in place

Focus in 2018/19 was on the former Crown public house in Hadleigh. Further to public consultation, Cabinet gave approval in March 2019 for it to be demolished.

The other area of focus was the Canvey Seafront. Again, further to public consultation, Cabinet gave approval to the revised approach to regeneration of this area.

Both areas will continue to be the focus of improvements in 2019/20.

5. Develop and agree a robust Local Plan

The Local Plan was considered by Council on 28 November 2018 and the Council decided not to proceed to the Regulation 19 Consultation by the end of January 2019 as set out in the Local Development Scheme (LDS). Therefore, this objective has not been met.

Consideration is being given to how the Plan can be progressed and discussions are taking place with the Ministry of Housing, Communities and Local Government.

6. Complete review of the Housing Service to ensure the service has the right capacity and systems to provide a comprehensive and cost-effective service

The Housing Service has successfully implemented the requirements of the Homelessness Reduction Act 2017, this was confirmed by internal audit in April 2019. A Member briefing on the Act was held in July 2018.

A review into the approach to Housing Property Management Services was completed in May 2019 and a five-year service level agreement with South Essex Homes is expected to be established in June 2019.

Health & Community Safety

7. Develop partnership arrangements with the Health Sector to create greater opportunities for more effective joint working and to promote healthy living activities in the borough

The joint Castle Point & Rochford Health and Wellbeing Strategy has been refreshed to align with the Essex Joint Health & Wellbeing Strategy. Our three agreed priorities for the two localities are:

- Reducing levels of overweight and obesity;
- Improving mental health and wellbeing;
- Supporting people to lead independent lives to stay in their own homes for as long as possible.

Work in this area will continue in 2019/20.

8. Continue to improve the effectiveness of Licensing and Safer Communities

The planned service review of Licensing and Safer Communities took place in 2018/19. Implementation of findings from this review together with further development of partnerships arrangements will be a focus for 2019/20.

A Commercial and Democratically Accountable Council

9. Ensure a sustainable organisation with the right capacity and resources in place whilst ensuring a balanced budget for 2018/19 and future years.

A key piece of work under this objective was to develop a business case for the future of The Paddocks and associated land. Re-development of The Paddocks is a new objective for 2019/20

Development and promotion of “Open Portal” has encouraged members of the public and businesses to interact with the Council and access services online. Over 6,800 residents have signed up for e-billing services for Council Tax and 200 businesses in the borough have signed up for e-billing services for Business Rates.

The Council’s approach to commercialisation has been developed over the year with a set of principles agreed in June 2018 with further strategy development in 2019/20.

10. Further develop the governance arrangements of the Council.

Scrutiny was effective during the year with the following highlights:

- Scrutiny Committee continued a review of street scene and waste collection to improve understanding of the service
- Environment Policy and Scrutiny Committee examined a petition seeking to engage private self-financing company to enforce laws on littering etc. and made recommendations to Cabinet
- Scrutiny Committee acting together with Health and Well-being examined and reviewed the Food and Health and Safety Statutory Service plans and improved understanding of the service
- All Councillors had the opportunity to engage in briefing sessions to understand the development of the New Local Plan

11. Ensure the Council is fit for purpose by meeting national and local requirements to agreed timescales and to optimum performance standards.

A lot of work was undertaken to ensure that the Council has the right organisational development and succession planning in place, so that following staff changes the Council has the people with the skills and experience to continue to deliver high-quality services to residents and businesses.

Contract management continues to be effective with pro-active monitoring and rectification of any performance issues. The performance for street cleanliness met target and was an improvement on performance from the previous year; just 9.6% of streets were deemed unsatisfactory compared with 14.6% in 2017/18. Fly tipping and grass verge cutting indicators also demonstrate strong performance over the year.

A focus on performance in processing planning applications has seen 100% of all planning applications determined on time in the last quarter of 2018/19. This ongoing improvement to the planning service is further demonstrated by the Council's comparative performance which is measured nationally on a two-year rolling average. For minor applications, performance levels placed the Council 318th of 339 local authorities in March 2016, improving to 147th position in March 2017. Latest performance places the Council 14th, or in the top 5% nationally. For major applications, performance placed the Council 232nd in March 2017, latest performance places the Council 49th.

A key focus for 2018/19 has been the preparation to upgrade the Council network to Windows 10. Rollout of Windows 10 as well as implementation of a new telephony system (using Skype for Business) are key projects for 2019/20.