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**David Marchant** LLB (Hons) BSc (Hons) CEng FICE FCMI  
**Chief Executive**

**A MEETING OF CASTLE POINT BOROUGH COUNCIL will be held remotely via Microsoft Teams on WEDNESDAY, 29TH JULY, 2020 at 6.p.m Note new time** , and all Members of the Council, listed below, are hereby summoned to attend to transact the undermentioned business.

Councillors, C.G. Riley, (The Worshipful the Mayor), Mrs P. Haunts, (Deputy Mayor), A.J. Acott, J. Anderson, D.A. Blackwell, Mrs.J.A Blissett, B. Campagna, S. Cole, D.T. Cross, J.M.Cutler, W.J.C. Dick, Ms.N.B.Drogman, Mrs B. Egan, E. Egan, M.J Fuller, P.C. Greig, S.Hart, N.R. Harvey, G.I. Isaacs, W. Johnson, C.A. MacLean, P.J. May, C.E. Mumford, B.A. Palmer, J.A. Payne, Mrs. J. Payne, Mrs C.J Sach, W.K.Sharp, A.G. Sheldon, T.F. Skipp, N.G. Smith, J.A. Stanley, A. Taylor, D.J.Thomas, Mrs J Thornton M.A Tucker, P.E.Varker, A.C.Walter, Mrs L. Wass, G.St.J. Withers and B.S. Wood.

**Chief Executive**

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## **AGENDA**

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### **PART I**

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

**1. Apologies for absence**

**2. Members' Interests**

**3. Minutes**

To receive the following:

- Minutes of the meeting of the Ordinary Council held on 15th January 2020.
- Minutes of the meeting of the Special Council held on 19th February 2020

**4. Mayor's Announcements**

The Mayor will report at the meeting.

**5. Questions from members of the public of which Notice has been received**

There are none.

- 6. Questions from Members of the Council of which Notice has been received**  
There are none.
- 7. To deal with any business from the last Council Meeting: Notices of Motion**  
There is none.
- 8. Any explanations for urgent decisions taken by Cabinet**  
There are none.
- 9. Consideration of recommendations from Cabinet:**  
There are none.
- 10. Any References from the Scrutiny/Policy and Scrutiny or Regulatory Committees**  
There are none.
- 11. Appointment of Committees etc**  
Following the decision of Cabinet on 22.7.2020. Council will be asked to appoint the Development Management Committee and the Local Plan Delivery Board. A report will be circulated following the meeting.  
Council will also be asked to note adjustments to appointments to Committees following changes to Cabinet in May.
- 12. COVID -19 Recovery Programme**  
Council is invited to consider the attached report.
- 13. Report from the Leader of the Council/Cabinet Member**  
The Leader is to report at the meeting.
- 14. Notices of Motion**  
There are none.
- 15. Petitions submitted by Members of the Council of which Notice has been given.**



## **ORDINARY COUNCIL MINUTES**

**15TH JANUARY 2020**

MINUTES of the Ordinary Meeting of the Council of the Borough of Castle Point held in the Council Chamber, Council Offices, Kiln Road, Thundersley on 15th January 2020.

### **PRESENT:**

Councillors, C.G. Riley,(The Worshipful the Mayor), Mrs P. Haunts,(Deputy Mayor), A.J. Acott, J. Anderson, D.A. Blackwell, Mrs.J.A Blissett, B. Campagna, S. Cole, D.T. Cross, J.M.Cutler, W.J.C. Dick, Ms.N.B.Drogman, Mrs B. Egan, E. Egan, M.J Fuller, P.C. Greig, G.I. Isaacs, W. Johnson, C.A. MacLean, C.E. Mumford, B.A. Palmer, J.A.Payne, Mrs. J. Payne, Mrs C.J Sach, W.K.Sharp, A.G. Sheldon, T.F. Skipp, N.G. Smith, J.A. Stanley, A. Taylor, D.J.Thomas, Mrs J Thornton M.A Tucker, P.E.Varker, A.C.Walter, Mrs L. Wass and B.S. Wood.

Apologies for absence were received from Councillors Hart, Harvey May, Sharp and Withers.

### **IN MEMORIAM: FORMER COUNCILLOR MRS JANE KING**

At the beginning of the meeting all present stood in silence in memory of former Councillor Jane King who had served on the Council representing the Canvey Central Ward during the eighties, nineties, between 2003 – 6 and most recently representing the Canvey West Ward between 2010 – 18.

#### **47. MEMBERS' INTERESTS**

Councillors Blackwell, Mrs Egan and Sheldon each had declared an interest in respect of Minute 52 as members of Essex County Council.

#### **48. MINUTES**

The Minutes of the meeting held on 22nd October 2019 were taken as read and approved as a correct record. The Mayor signed the Minutes.

#### **49. MAYOR'S ANNOUNCEMENTS**

- The Mayor wished everyone a Happy New Year.
- Thanked all those who had set good wishes for the Mayoress's recovery.
- Thanked all who had attended and supported the Remembrance Sunday services.
- Advised of dates for two fund raising events on the 1st and 22nd February for the Mayor's chosen charities.

- Informed the Council that he was enjoying his time in office and was impressed by the valuable work being undertaken by community Groups across the Borough and the enthusiasm of the schools across the Borough.

**50. QUESTIONS FROM MEMBERS OF THE PUBLIC OF WHICH NOTICE HAD BEEN RECEIVED**

There were none.

**51. QUESTIONS FROM MEMBERS OF THE COUNCIL OF WHICH NOTICE HAD BEEN RECEIVED**

There were none

**52. TO DEAL WITH ANY BUSINESS FROM THE LAST COUNCIL MEETING: NOTICE OF MOTION: PROPOSAL FOR CASTLE POINT BOROUGH COUNCIL TO FUND THE REINSTATEMENT OF FULL-COVERAGE STREET LIGHTING AT NIGHT ACROSS THE BOROUGH.**

The Notice of Motion put at the Council meeting held on 22nd October 2019 was deferred for a report to Cabinet. The Motion proposed by Councillor Blackwell and seconded by Councillor May was:

‘Canvey Island Independent Party calls upon Castle Point Borough Council to follow Basildon Council and pay for our street lights to stay on all night in the interests of community safety’.

Council considered the report and recommendations of the Cabinet on the Motion adjourned from Council on 22nd October 2019 in respect of a proposal for this Council to fund the reinstatement of full- coverage street lighting at night across the Borough.

Cabinet recommended to Council that it is not this Council’s responsibility to fund the keeping on of street lights throughout the night and that this Council should lobby Essex County Council (ECC) to accelerate its LED replacement programme and utilise the ongoing savings to fund the keeping on of all street lights in the Borough throughout the night.

The recommendation was accepted by Councillor Blackwell subject to the addition of ‘in the interests of community safety.’ This amendment was accepted. It was suggested that a cross party group of members should examine information going forward to Essex County Council particularly to address those areas where residents were concerned regarding crime. A vote took place on the revised recommendation.

**Resolved:**

(That it is not this Council’s responsibility to fund the keeping on of street lights throughout the night and that) this Council should lobby Essex County Council (ECC) to accelerate its LED replacement programme and utilise the ongoing savings to fund the keeping on of all street lights in the Borough throughout the night in the interests of community safety.

**53. TO DEAL WITH ANY BUSINESS FROM THE LAST COUNCIL MEETING: NOTICE OF MOTION: TREE PLANTING CAMPAIGN THROUGHOUT THE BOROUGH.**

The Notice of Motion put at the Council meeting held on 22nd October 2019 was deferred for a report to Cabinet. The Motion proposed by Councillor Blackwell and seconded by Councillor Anderson was:

‘Canvey Island Independent Party calls upon Castle Point Borough Council to embark on a tree planting campaign throughout the Borough to help offset global warming.’

Council considered the report and recommendations of the Cabinet on the Motion adjourned from Council on 22nd October 2019 in respect of a Borough wide tree planting campaign which due to its potential financial implications was referred without debate to Cabinet.

The recommendation was accepted by Councillor Blackwell and Councillor Anderson, the proposer and seconder of the Motion.

**Resolved:**

That the Motion be referred to the Environment Policy and Scrutiny Committee to be considered as part of a task to look at what action the Council can take to tackle the growing global threat of climate change and to report back its findings and recommendations to Cabinet.

**54. ANY EXPLANATIONS FOR URGENT DECISIONS TAKEN BY CABINET**

There were none.

**55. CONSIDERATION OF RECOMMENDATIONS FROM CABINET: LOCAL COUNCIL TAX SUPPORT (LCTS) SCHEME FOR 2020/21**

Council considered recommendations from the Cabinet meeting held on 20.11.2019 following consideration of a report providing an update to Cabinet in respect of the Proposed Local Council Tax Support scheme for 2020/21.

**Resolved:**

1. To note the information regarding consultation requirements.
2. To note the findings regarding the impact of Universal Credit.
3. To note the content of the Stage 2 Equality Impact Assessment.
4. To note the impact of the proposed 2020/21 LCTS Scheme.
5. That there are no changes to the Local Council Tax Support Scheme for 2020/21.

**56. CONSIDERATION OF RECOMMENDATIONS FROM CABINET: AMENDMENT TO THE 2019/20 INVESTMENT STRATEGY:**

Council considered recommendations from Cabinet and the Audit Committee to accept the recommendation of the Strategic Director (Resources) to add two

new types of non-specified investments to the approved list of counterparties for 2019/20, and approve this change in the Investment Strategy

This report follows an equivalent report approved by Audit Committee on 24 October 2019 and the Cabinet on 20th November 2019. The relevant extract of the reports to the Audit Committee and Cabinet was set out in the report before Council.

**Resolved:**

To approve the amendment to the 2019/20 Investment Strategy.

**57. ANY REFERENCES FROM THE SCRUTINY/POLICY AND SCRUTINY OR REGULATORY COMMITTEES**

See Item 9(b) Minute 56 above which was a recommendation from the Audit Committee.

**58. REVIEW OF POLLING ARRANGEMENTS**

Council considered the report of the Acting Returning Officer on the outcome of a statutory review of the polling districts and polling places in the Borough.

**Resolved:**

To approve the changes to the future electoral arrangements for the Borough, as set out in Section 5 of the report, (Polling district BF votes in future at St Mary's Church Hall High Road Benfleet) to commence with effect from the Borough Elections and Police, Fire and Crime Commissioner Elections in May 2020.

**59. REPORT OF THE LEADER OF THE COUNCIL/CABINET MEMBER**

The Leader reported on among other matters the consultation under way on the Local Plan which was to run until 14.2.2020. Full details were on the website. A report was to be made to Cabinet appointing a third Canvey Working Party. Meetings were to be arranged for the three working parties covering, the Paddocks, the Seafront and Town Centre. The Leader wished everyone a Happy New Year.

**60. NOTICES OF MOTION**

There were none.

**61. PETITIONS**

There were none.

**Mayor**



## **SPECIAL COUNCIL MINUTES**

**19TH FEBRUARY 2020**

MINUTES of the Special Meeting of the Council of the Borough of Castle Point held in the Council Chamber, Council Offices, Kiln Road, Thundersley on 19th February 2020.

### **PRESENT:**

Councillors, C.G. Riley, (The Worshipful the Mayor), Mrs P. Haunts, (Deputy Mayor), A.J. Acott, D.A. Blackwell, B. Campagna, J.M. Cutler, W.J.C. Dick, Ms.N.B. Drogman, Mrs B. Egan, E. Egan, M.J. Fuller, S. Hart, W. Johnson, C.A. MacLean, C.E. Mumford, J.A. Payne, Mrs. J. Payne, Mrs C.J. Sach, W.K. Sharp, A.G. Sheldon, T.F. Skipp, N.G. Smith, J.A. Stanley, Mrs J. Thornton, M.A. Tucker, P.E. Varker, A.C. Walter, Mrs L. Wass, G.St.J. Withers and B.S. Wood.

Apologies for absence were received from J. Anderson, Mrs.J.A. A Blissett, S. Cole, D.T. Cross, P.C. Greig, N.R. Harvey, G.I. Isaacs, P.J. May, B.A. Palmer, A. Taylor, D.J. Thomas,

### **62. MEMBERS' INTERESTS**

There were none.

### **63. POLICY FRAMEWORK AND BUDGET SETTING FOR 2020/21**

This Special Meeting of the Council had been scheduled to determine the budget requirement and the level of Council Tax for 2020/2021.

At the Cabinet meeting held on earlier the Cabinet considered the report on the Policy Framework and Budget Setting for 2020/21.

The Council must make certain statutory calculations in relation to the budget requirement and Council Tax for 2020/21. These were set out in full in the Policy Framework and Budget Setting report.

Council was asked to consider and resolve recommendations 1 to 17 as set out in the report.

The Deputy Leader of the Council, Cabinet Member for Finance, Policy and Resources for the twentieth year took Council through the report drawing attention to the key features of the budget including the budget process in which there had been the opportunity for greater Councillor involvement.

The Deputy Leader of the Council drew attention to the formal report of the Strategic Director (Resources) Section 151 Officer confirming that the estimates and budget process were robust and confirming the adequacy of the recommended level of reserves.

The Deputy Leader of the Council on behalf of the Council acknowledged and thanked the Strategic Director (Resources), the Council's Section 151 Officer and her colleagues for their continuing hard work and dedication in preparing the budget.

The Deputy Leader of the Council concluded that the budget was balanced, prudent, fully providing for the provision of both statutory and non-statutory services, with minimum waste and providing good value for money.

The Deputy Leader formally moved the recommendations to Council.

The Leader of the Council seconded the recommendations. Discussion took place on the recommendations during which the Deputy Leader, Cabinet Member was complimented on his presentation once again of a robust budget and responded to questions concerning the budget.

In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 which had come into effect on 24 February 2014, a recorded vote was taken on the recommendations of the Cabinet meeting held earlier in the evening and the Members present voted as follows:

For:

Councillors: Cutler, Dick, Ms Drogman, Mrs B. Egan, EEgan, Hart, Mrs Haunts, Johnson, MacLean, Mumford, Riley, Sharp, Sheldon, Skipp, Smith, Stanley, Varker, Walter, Mrs Wass, Wood. (20)

Against:

Councillors: Acott, J.A. Payne, Withers (3)

Abstained

Councillors: Blackwell, Campagna, Fuller, Mrs Payne, Mrs Sach, Tucker. (6)

**Resolved:**

**Implementation of Council policies and related spending plans**

1. To note the efficiency savings, cost reductions and additional income summarised in table 2.3.
2. To approves the continued funding of priority projects and other items of discretionary expenditure, as set out in table 9.2.
3. To note the cost pressures and budget increases (growth) as set out in table 9.3.



4. That subject to recommendations 1 to 3 above, the revenue spending plans for 2019/20 (revised) and 2020/21, set out in section 9, tables 9.4 (summary) and 9.5 (net services expenditure) of the accompanying report, are approved.

**Capital spending plans and prudential indicators**

5. That the capital spending plan described in section 11 of the accompanying report (tables 11.2 and 11.3) is approved in respect of 2019/20 (revised) and 2020/21.
6. That as required by section 3 of the Local Government Act 2003, and the Prudential Code for Capital Finance in Local Authorities (the Prudential Code), the following Prudential Indicators are approved as set out in the appropriate sections of the accompanying report:

<b>Prudential Indicator - Reference to sections 11, 12 and 13 of accompanying report</b>	
Capital expenditure	Tables 11.2 and 11.3
Capital financing requirement (CFR)	Table 11.4
Authorised limit for external debt	Table 11.5
Operational boundary for external debt	Table 11.6
Ratio of financing costs to new revenue stream	Table 11.7 (a & b)
Gross external borrowing does not exceed CFR	Section 11 – para 52
Maturity structure of fixed rate borrowing - upper and lower limits	Table 12.2
Upper limits of fixed and variable interest rate exposures	Table 12.3
Maximum period and counterparty limits for specified and non-specified investments	Table 13.2, 13.3 & 13.4

7. That the Statement of Minimum Revenue Provision for 2020/21, as stated in paragraphs 54 to 58 of section 11 of the accompanying report is approved.
8. That no new capital proposals are allowed until:
- the proposal has been evaluated in accordance with relevant evaluation criteria;
  - the Cabinet has confirmed affordability and compliance with the Prudential Code for Capital Finance in Local Authorities;
  - the Cabinet has considered and approved details of the proposal.
9. That, as stated in paragraph 66 of section 11 of the accompanying report, and as required by the Prudential Code, the statement of the Strategic Director (Resources) in respect of the affordability, deliverability and appropriateness of risk management arrangements with respect to the Capital Strategy is noted.
10. That the policies and strategies supporting the budget framework and contained within the accompanying report are approved.

**Statutory report of the Strategic Director (Resources)**

11. That as required by section 25 of the Local Government Act 2003, the report of the Strategic Director (Resources) set out in section 16 of the accompanying report in respect of robustness of the estimates is noted.
12. That as required by section 25 of the Local Government Act 2003, the report of the Strategic Director (Resources) set out in section 8 of the accompanying report in respect of the adequacy of proposed financial reserves is noted.

**Statutory calculations in respect of the budget requirement & Council Tax as required by the Local Government Finance Act 1992, as amended (“the Act”)**

13. That as set out in section 5 of the accompanying report it is noted that acting under delegated authority and in consultation with the Cabinet Member responsible for Finance, Policy & Resources, the Strategic Director (Resources) has calculated:
  - a) A tax base for the Borough of Castle Point of **30,969** being the amount **T** required by section 31B of the Act; and
  - b) A tax base for Canvey Island to which a Town Council precept applies as **11,952**.
14. That the following amounts be calculated for the year 2020/21 in accordance with sections 31 to 36 of the Act:

Ref	Amount £	Item
(a)	<b>50,056,309</b>	being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish (Town) Councils.
(b)	<b>47,654,798</b>	being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
(c)	<b>8,401,511</b>	being the amount by which the aggregate at 14(a) above exceeds the aggregate at 14(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item <b>R</b> in the formula in Section 31B of the act)
(d)	<b>271.29</b>	being the amount at 14(c) above (item <b>R</b> ), divided by item <b>T</b> (14(a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish (Town) precepts).
(e)	<b>251,709</b>	being the aggregate amount of the (Parish (Town) precepts) referred to in Section 34(1) of the Act.
(f)	<b>263.16</b>	being the amount at 14(d) above less the result given by dividing the amount at 14(e) above by item <b>T</b> (14(a) above), calculated by the Council in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for

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		dwellings in those parts of its area to which no Parish precept relates.
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15. That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, sets the aggregate amounts shown in the tables below as the amounts of Council Tax for 2020/21 for each part of its area and for each category of dwelling. This information is included within section 17 of the accompanying report:

Castle Point Borough Council Tax 2020/21, including and excluding Town Council precept, for each of the following categories of dwelling:

<b>Band</b>	<b>Council Tax Including Town Council £</b>	<b>Council Tax Excluding Town Council £</b>
<b>A</b>	189.48	175.44
<b>B</b>	221.06	204.68
<b>C</b>	252.64	233.92
<b>D</b>	284.22	263.16
<b>E</b>	347.38	321.64
<b>F</b>	410.54	380.12
<b>G</b>	473.70	438.60
<b>H</b>	568.44	526.32

16. To note that the County Council, the Police Authority and the Fire Authority have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwelling in the Council's area, as indicated in the table below:

<b>Band</b>	<b>Castle Point Borough Council</b>	<b>Essex County Council</b>	<b>Essex PFCC - Fire and Rescue Authority</b>	<b>Essex PFCC - Policing and Community Safety</b>	<b>Total excluding Town Council</b>	<b>Canvey Island Town Council</b>	<b>Total including Town Council</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>A</b>	175.44	880.74	49.26	132.42	<b>1,237.86</b>	14.04	<b>1,251.90</b>
<b>B</b>	204.68	1,027.53	57.47	154.49	<b>1,444.17</b>	16.38	<b>1,460.55</b>
<b>C</b>	233.92	1,174.32	65.68	176.56	<b>1,650.48</b>	18.72	<b>1,669.20</b>
<b>D</b>	263.16	1,321.11	73.89	198.63	<b>1,856.79</b>	21.06	<b>1,877.85</b>
<b>E</b>	321.64	1,614.69	90.31	242.77	<b>2,269.41</b>	25.74	<b>2,295.15</b>
<b>F</b>	380.12	1,908.27	106.73	286.91	<b>2,682.03</b>	30.42	<b>2,712.45</b>
<b>G</b>	438.60	2,201.85	123.15	331.05	<b>3,094.65</b>	35.10	<b>3,129.75</b>
<b>H</b>	526.32	2,642.22	147.78	397.26	<b>3,713.58</b>	42.12	<b>3,755.70</b>

17. To note that, in accordance with the requirements of section 52ZC of the Act the Council has determined whether it's Relevant Basic Amount of Council Tax for 2020/21 is excessive.

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For 2020/21, the relevant basic amount of Council Tax for Castle Point would be deemed excessive if the authority's relevant basic amount of Council Tax for 2020/21 is:

- (a) 2%, or more than 2%, greater than its relevant basic amount of Council Tax for 2019/20; and
- (b) More than **£5.00** greater than its relevant basic amount of Council Tax for 2019/20.

Ref	Amount £	Item
(a)	<b>258.03</b>	being the Relevant Basic Amount of Council Tax for 2019/20, excluding local precepts.
(b)	<b>2.0%</b>	being the percentage increase above which the Secretary of State has determined the Relevant Basic Amount of Council Tax for 2020/21 would be excessive.
(c)	<b>263.19</b>	being the amount above which the Relevant Basic Amount of Council Tax for 2020/21, excluding local precepts, would be excessive (rounded down to the nearest penny).
(d)	<b>263.16</b>	being the Relevant Basic Amount of Council Tax for 2020/21, excluding local precepts.

The Relevant Basic Amount of Council Tax for 2020/21 is therefore not excessive and the duty to make substitute calculations and hold a referendum does not apply (Chapter 4ZA of Part 1 of the Act).

**Mayor**

**ORDINARY COUNCIL**

**29th July 2020**

**Subject: Appointment of Committees etc**

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**1. Purpose of Report**

To report to Council to appoint the Local Plan Delivery Board and the Development Management Committee following consideration by Cabinet of a report on the work undertaken to implement the recommendations and actions arising from the Planning Improvement Peer Challenge undertaken by Local Government Association (LGA) in co-operation with the Planning Advisory Service (PAS)

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

This report is linked to the Council's priorities of a Commercial and Democratically Accountable Council and Housing and Regeneration.

**3. Recommendations:**

To appoint the Local Plan Delivery Board and Development Management Committee.

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**4. Background:**

At the Cabinet meeting on 22.7.2020, Cabinet received a report on the work undertaken to implement the recommendations and actions arising from the Planning Improvement Peer Challenge undertaken by Local Government Association (LGA) in co-operation with the Planning Advisory Service (PAS).

Cabinet approved the following to implement the recommendations of the Peer Challenge Report:

1. To note the progress on implementing the Local Plan and Development Management Committee Action plan and approve the revised actions.
2. To approve the arrangements for Local Plan Delivery Board.
3. To refer to the next meeting of the Council to appoint the Local Plan Delivery Board and Development Management Committee.
4. To approve the Development Management Committee Handbook as amended.
5. That the Peer Challenge Framework Delivery Group (Working Party) be asked to conduct a review in twelve months of the arrangements for the

Local Plan Delivery Board and the Development Management Committee to identify any further adjustments or improvement to improve compliance with the recommendations of the Peer Challenge report, to demonstrate to Government and other agencies monitoring the Council that the Committee is fit for purpose.

**5. Appointment of Local Plan Delivery Board**

The Local Plan Delivery Board provides Members with the vehicle to be involved in the delivery of the local plan, master planning and essential infrastructure. The Local Plan Delivery Board is to be formed of 9 members, including the Chairman of the Board. The membership of the Board is to be cross party with 6 Conservative Party Group members and 3 Canvey Island Independent Party Group members.

Group Leaders have been asked to submit their nominees to be appointed to the Board.

Council is reminded that two Cabinet Member appointed to the Development Management Committee can be members of this Board. One member of the Canvey Island Independent Party Group appointed to the Development Management Committee can be a member of this Board.

**Conservative: (6)**

**Canvey Island independent Party (3)**

**Chairman:**

**6. Appointment of Development Management Committee**

The Development Control Committee is reconstituted. The Development Management Committee is to comprise of ten members reflecting the political balance of the Council.

Council is reminded that a specific member of the Cabinet is appointed to the Development Management Committee to act as liaison member reflecting formal guidance to ensure full exchange of information between the Executive and the Development Management Committee. A maximum of two further Cabinet Members may be appointed to the Development Management Committee.

Cabinet members cannot form the majority of a planning committee at any time.

A Cabinet Member cannot be Chairman of the Development Management Committee.

(This is to ensure separation of the Executive and Regulatory functions of the Council.)

Two substitute members are permitted from each political group.

Group Leaders have been asked to submit their nominees to be appointed to the Committee.

**Conservative: (6)**  
**Substitutes (2)**

**Canvey Island Independent Party (4)**  
**Substitutes (2)**

**Chairman:**

## **7. Corporate Implications**

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

Provision has been included in the Member training budget to put in place a training programme for the Chairman and members of the Development Management Committee.

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

The Executive cannot by law exercise regulatory functions Local Authority Functions & Responsibilities Regulations 2000. Therefore controls have been set on the appointment and arrangements for Cabinet Members' membership of the Development Management Committee to ensure separation of the executive and regulatory functions.

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

The Local Plan Delivery Board and the Development Management Committee will be supported from current resources.

## **8. Timescale for implementation and Risk Factors**

Failure to implement the Action Plan and implement the proposed arrangements could result in;

- Applications being called in for decision making by the Secretary of State.
- No involvement in strategic planning applications.
- Additional costs to support the work of the Planning Inspectorate.
- Lack of investment in infrastructure and other growth led funding.
- Extensive reputational damage to the Council as a planning authority.

### **Background Papers**

Planning Improvement Peer Challenge Report Castle Point Borough Council  
Report to Cabinet 22.1.2020

Notes of Working Parties 10.2020, 25.2.2020 & 30.6.2020

Item 11 Report to Cabinet 22.7.2020

**ORDINARY COUNCIL**

**29th July 2020**

**Subject: Covid-19 Recovery Programme**

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**1. Purpose of Report**

- 1.1 To provide an overview of work currently being undertaken and planned in relation to the Council's Covid-19 Recovery.

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

- 2.1 Recovery work is explicitly linked to all the Council's priorities.

**3. Recommendations**

- 3.1 That Council notes the update presented in this report.
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**4. Background**

- 4.1 The context of this report is set against unprecedented circumstances; Covid-19 represents the biggest challenge to health and wellbeing since the Second World War.
- 4.2 In response, the Council has been working collaboratively with partners and the community where there has been an unparalleled mobilisation of collective resources and volunteers to face this challenge head on. This response has helped to significantly mitigate the impact, has saved lives and supported the most vulnerable in the community.
- 4.3 Whilst acknowledging that the threat of Covid-19 has not yet passed and will continue to have a fundamental influence on day-to-day lives of residents and business communities in Castle Point, the Council must prepare and implement its plans for recovery.
- 4.4 This report is an update to Council on the work that has already taken place, together with what is planned to develop further and include in the Council's recovery programme.



## 5. Proposals

- 5.1 The Council has been planning for and implementing a phased reinstatement of some parts of the Council's operations as restrictions on people and businesses across the country are gradually eased.
- 5.2 However, the plans for recovery must have a wider focus than Council-run or Council-commissioned operations. Since the report to Cabinet on 24 June 2020, further work has been undertaken to develop the recovery programme, with work falling under the following themes: Service Recovery; Local Economy and Community Resilience.

### *Service Recovery*

- 5.3 Not all services have been suspended during this period of lockdown and many of the services have continued to function, albeit with necessary adjustments for safety reasons.
- 5.4 As Government guidance is released and updated, service managers across the Council have been considering the implications of this guidance and exploring the options around re-starting services, re-opening facilities and resuming projects. At the same time, service managers have reflected on the enforced need to provide Council services in very different ways to normal and therefore will be seeking to take advantage of the opportunities presented by rapid implementation of digital solutions and enforced channel shift away from face-to-face interactions. In other words, service recovery is not just a return to the status quo but exploring new ways of delivering services.
- 5.5 The Cabinet report on 24 June 2020 included a timeline for when services expect to resume, and this timeline is being continually refined as central government updates or releases new guidance. Since last month, further services have resumed including:
- **Car Parks:** All car parks are operational although demand has remained low, particularly in the usually busy commuter car park at School Lane
  - **Open Spaces:** Now fully open as restrictions on play areas and outdoor gym equipment has been lifted, recreational cricket resumed on 11 July and the tidal pool on Canvey Island opened on 13 July
  - **Public Conveniences:** Public toilets all open except mobile WC at Thorney Bay and toilets in the Knightswick Centre where it is not possible to ensure adequate social distancing without permanent supervision
  - **Leisure:** Gyms at Runnymede and Waterside Farm re-opened on 25 July
  - **Housing:** Resumed letting of Council homes to people on the housing register, now undertaking non-emergency repairs where safe to do so
  - **Test & Trace:** Work to support test and trace is operating seven days a week
  - **Customer Appointments:** Restricted face-to-face appointment service for customers commenced 6 July
  - **Revenues Recovery Action:** Commenced 'soft' reminders for Council Tax in May, Non-Domestic Rates (NDR) recovery is still scheduled to

start in August, with Enforcement action still subject to re-opening of Courts (anticipated September)

- 5.6 The latest service updates can be found on the Council's website <https://www.castlepoint.gov.uk/serviceupdate>
- 5.7 It should be reiterated in this report that there has been a significant financial impact on the Council's spending plans because of Covid-19 both from additional costs incurred in the Council's response to the pandemic and also through lost revenue. The financial impact has been covered in detail in financial update reports to Cabinet, the latest of which was reported at Cabinet on 22 July 2020.

### *Local Economy*

- 5.8 Covid-19 has already had a significant impact on the local economy of Castle Point. From figures released on 15 July 2020, 12,100 employees in the Borough were furloughed out of 38,200 employments eligible for the scheme (32%). This has risen from 10,200 in June.
- 5.9 Clearly, a potential rise in unemployment is of concern and where a person loses their job, the Council will do all it can to ensure that individuals are able to access the support that is available to them, e.g. claiming eligible benefits and signposting to other agencies such as Job Centre Plus. The Council has more information and links at <https://www.castlepoint.gov.uk/losing-your-job/> and works closely with Citizen's Advice Bureau and Peabody, both organisations that can provide further information and support.
- 5.10 The Council also swiftly put into place a scheme for individuals to delay Council Tax payments by up to three months with many residents taking advantage of this offer.
- 5.11 Members may be aware of grant schemes announced by central government. At the time of writing, the Council has administered grants as follows:
- Small Business Grants Fund (Grants £10k) £10,340,000
  - Retail, Hospitality & Leisure Grant Fund (Grants of £10k) £ 880,000
  - Retail, Hospitality & Leisure Grant Fund (Grants of £25k) £ 2,925,000
- 5.12 In addition, the government also subsequently gave the Council an additional £775k for a discretionary scheme and, following an application process, the Council paid out £768k to 73 qualifying applicants on 17 June.
- 5.13 Alongside paying out grants, the Revenues and Benefits team moved quickly to provide business rates relief and issue revised business rates bills to 320 retail businesses awarding total relief of £8,778,230 and a further £80,301 in nursery (childcare) discount to 8 qualifying businesses.
- 5.14 The Council's finance team have also been making sure that all businesses, and especially local businesses, are paid promptly for the goods and services they provide to the Council. Between April and June 100% of local businesses were paid within 15 days.

5.15 There are a number of important projects being delivered by the Council that will have short and longer-term benefits to the local economy:

- **Re-opening the High Street:** Following the announcement on 15 June 2020 that most shops and other high street businesses could re-open, the Council worked closely with local businesses to ensure that they could re-open safely. This included providing signage to remind people of social distancing requirements and installing pavement markings outside all retail stores, as well as providing information packs to retail businesses containing risk assessments. The Council's Environmental Health team has also provided more specific advice and guidance to businesses. The Council continues to promote local businesses with information on the range of businesses in the Borough available at:

<https://www.castlepoint.gov.uk/towncentrebusinesses>

We are currently scoping further activities relating to the re-opening of our high streets with support from the European Regional Development Fund (ERDF). This is expected to include the development of an action plan and associated short-term (i.e. 12 months) interventions such as a communications campaign and business support.

- **Licensing:** The team has been responding to changes in the regulations for licensed premises in giving consent for off sales and the consumption of food and drink 'al fresco' in places which were previously unlicensed. They have also been supporting the taxis and operators to return to work in accordance with regulations and government guidance.
- **Stimulating the Local Economy:** Discussions are underway with partners including the BEST Growth Hub and other South Essex Economic Development practitioners regarding additional activities to support stimulating the local economy.
- **Canvey Seafront and Town Centre:** The Masterplanning for these two projects will take place over the 2020/21 financial year. Two Council Working Group groups have been established (one for each of the two areas) to progress the masterplanning process. The Canvey Seafront Working Group has already met and the Town Centre Working Group is due to meet on the 21 July 2020.
- **Thorney Bay Coastal Communities Fund:** Already in progress, this project for a new pavilion, retail kiosk, increased car parking and improved connectivity to Canvey Central Seafront will be implemented over 2020/21.
- **Hadleigh Town Centre:** Scheme design for this important project to regenerate Hadleigh is already in progress and expected to conclude in January 2021.
- **Local Full Fibre Network (LFFN):** The LFFN project has been continuing with the finalisation of contracts on the 25 June. The next phase of the project, namely the delivery phase, is about to start with the planned roll-out of fibre across the Borough planned for later 2020/early 2021.
- **Local Plan:** Work continues on the Castle Point Local Plan which sets out plans for the longer-term growth of the Borough. It remains

the Council's intention to submit the Local Plan for Examination in 2020.

- **Green Recovery:** Both enforced new working practices and the need for economic stimuli have acted as a catalyst for green initiatives to feature in recovery plans. The Council is in the early stages of capturing all the work planned across service areas and is exploring the details of the recent announcement from government for grants to improve the energy efficiency of homes and public sector buildings.

### *Community Resilience*

- 5.16 Castle Point Borough is in a fortunate position to have a strong third sector, including a broad range of voluntary and community organisations. In response to Covid-19, the Council has been working collaboratively with partners and the community where there has been an unparalleled mobilisation of collective resources and volunteers to face this challenge head on. This response has helped to significantly mitigate the impact, has saved lives and supported the most vulnerable in the community.
- 5.17 The third sector must continue to feature in any recovery plans and work is underway to establish the local skills and capacity that exist in this sector and to coordinate the support offer to residents as their needs change over time. For example, food provision featured heavily in response to Covid-19 with organisations across the Borough individually and collectively working to meet these needs. However, in the last month or so, there has been an increase in cases of people needing support with their mental health, support to children and young people and support with economic hardship. There is opportunity here to link with the refresh of the Joint Castle Point and Rochford Health and Wellbeing Strategy.
- 5.18 The Council is also working to better understand the impact of Covid-19 on Black, Asian or minority ethnic (BAME) communities in the Borough, which has been researched at national level by Public Health England (PHE), so that lessons can be learned and the Council can provide specific advice to BAME communities to stay safe.
- 5.19 An area of concern, partially covered above in the section on Economy, is the potential for significant and ongoing financial hardship caused by the prolonged economic shock expected in the coming months/years. Clearly, the Council has a responsibility to the health and wellbeing of its residents of which being in stable employment is a key determinant. The Council will ensure that any welfare support is provided, working with partners where appropriate to ensure maximum help to those who are affected economically by Covid-19, including potential impact on homelessness and a focus on young people who have been identified as being particularly vulnerable to the expected economic downturn.

### *Essex Wide Coordination*

- 5.20 A pan-Essex (including Southend-on-Sea and Thurrock Councils) Recovery Coordination Group (RCG) has been established as part of the Covid-19 emergency planning governance structure. The Council is an active participant in the RCG, contributing to the learning from experiences to date and to

understand any synergies across different parts of the county where there may be advantages to joint working.

- 5.21 However, the RCG fully acknowledges local sovereignty in decision making and therefore all decisions on recovery will be taken locally and in accordance to the Council's Constitution.

### *Conclusion*

- 5.22 The threat of Covid-19 has not yet passed and will continue to have a fundamental influence on day-to-day lives of residents and business communities in Castle Point. However, as summarised above, the Council must and is preparing for recovery across the three themes of Service Recovery, Local Economy and Community Resilience.

## **6. Corporate Implications**

### **a. Financial implications**

Covid-19 has had and will continue to have significant financial implications for the Council. Although intrinsically linked to activity outlined in the paper, financial details are covered in separate reports to Members (see background papers).

### **b. Legal implications**

There are no direct legal implications to this report, although the Council has ensured that its statutory responsibilities have been met during response to the pandemic and will continue to be met during recovery.

### **c. Human resources and equality**

The Council has complied with relevant government guidance throughout the Covid-19 crisis and responded well to the implementation of lockdown. The workforce was quickly deployed to a home working scenario, enabled by improvements in IT which have been implemented over the last 18 months to 2 years.

The Council has applied to the Coronavirus Job Retention Scheme (CJRS) to meet part of the cost of furloughed employees. The CJRS currently covers the eight months from March to the end of October 2020.

Any decisions to delay or stop provision of a service will be made giving full consideration to any equality implications and will be accompanied by an Equality Impact Assessment.

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

Timescales for recovery of Council services have been set out in previous papers to Cabinet.

The most significant risk is a second wave of Covid-19 resulting in local or national lockdown. This will have significant impact on the Council's recovery plans which will be adjusted accordingly.

## 8. Background Papers

Report to Cabinet on 24 June 2020 – *Covid-19 Public Health Emergency and Recovery*

Report to Cabinet on 22 July 2020 – *Financial Update*

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