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**A MEETING OF THE COUNCIL** of the Borough of Castle Point **will be held remotely via Microsoft Teams on WEDNESDAY, 24TH MARCH 2021 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, J.A. Stanley, A. Taylor, D.J.Thomas, Mrs J Thornton M.A Tucker, P.E.Varker, A.C.Walter, Mrs L. Wass and G.St.J. Withers.

**Ann C. Horgan**  
**Head of Governance**  
**Proper Officer**

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## **AGENDA**

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**The beginning of the meeting will be paused for a silence in memory of David Marchant Chief Executive who passed away on 11th March 2021.**

### **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 25th November 2020.
  - Minutes of the Special Council meeting held on 24th February 2021
- 4. Mayor's Announcements**  
The Mayor will report announcements if any 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**

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. David Marchant Chief Executive**

Sadly, Mr Marchant passed away on 11th March 2021. A report will follow confirming arrangements in place for the conduct of Council business.

**12. Changes to Leadership and related matters**

- Council is asked to note that Councillor Jeffrey Stanley is Leader of the Council following the resignation of Councillor Norman Smith as Leader of the Council and Councillor representing the Boyce Ward.
- Notice has been received that Councillor Dick no longer wishes to be treated as an independent and is to be treated of the Conservative Group on the Council.

**13. Covid – 19 Impact on Castle Point.**

A report is attached.

**14. Discretionary Rate Relief – Business Rates.  
Expanded Retail Discount and Nursery Discount.**

A report is attached.

**15. Castle Point Borough Council Litter Strategy**

A report is attached.

**16. Report from the Leader of the Council/Cabinet Member**

The Leader is to report at the meeting.

**17. Notices of Motion**

These are none.

**18. Petitions submitted by Members of the Council of which Notice has been given.**

No Notice has been received.



## ORDINARY COUNCIL MINUTES

**25TH NOVEMBER 2020**

MINUTES of the Ordinary Meeting of the Council of the Borough of Castle Point held remotely via Microsoft Teams and broadcast live from the Council Chamber, Council Offices, Kiln Road, Thundersley on 25th November 2020.

### **PRESENT:**

Councillors, Riley (Mayor), A.J. Acott, J. Anderson, D. Blackwell, Mrs. J.A Blissett, B. Campagna, S. Cole, D. Cross, J.M. Cutler, W.J.C. Dick, Ms N. Drogman, Mrs B. Egan, E. Egan, M.J Fuller, P.C. Greig, S.Hart, G.I. Isaacs, Mrs P. Haunts, W. Johnson, C.A. MacLean, P. May, C. Mumford, B.A. Palmer, Mrs J Payne, J.A. 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, Wass, G.St.J. Withers and B. Wood

Apologies for absence were received from Councillors N. Harvey, W. Sharp and A.C. Walter.

### **78. MEMBERS' INTERESTS**

There were none.

### **79. MINUTES**

The Minutes of the meeting held on 29th July 2020 were taken as read and approved as a correct record

### **80. MAYOR'S ANNOUNCEMENTS**

The Mayor thanked everyone who had supported the Council in continuing to deliver important services during Covid-19, not only staff but also the Council's partners without whom and their many volunteers we could not have supported our most vulnerable residents, throughout the pandemic.

The Mayor and Mayoress were looking forward to attending events and meeting face to face as soon as circumstances allow.

Special thanks were also given to Rev Marion and the Freeman of the Borough Ray Howard MBE for their personal support and guidance.

The Mayor reported over £10k had been raised to date for local charities as part of the Mayor's fundraising, thanks were given to the Mayor's Charities for the support they continue to provide.

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

There were none.

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

There were none.

**83. TO DEAL WITH ANY BUSINESS FROM THE LAST COUNCIL MEETING:**

There was none.

**84. ANY EXPLANATIONS FOR URGENT DECISIONS TAKEN BY CABINET:**

There were none.

**85. CONSIDERATION OF RECOMMENDATIONS FROM CABINET:  
LOCAL COUNCIL TAX SUPPORT (LCTS) SCHEME FOR 2021/22:**

The Council recommendations from the Cabinet meeting held on 18.11.2020 in respect of the Proposed Local Council Tax Support scheme for 2021/22.

**Resolved:**

1. To note the information regarding Covid-19 and consultation, summarised in Section 5 of this report.
2. To note the impact of the proposed 2021/22 LCTS Scheme, summarised at Appendix A.
3. To note the content of the Stage 2 Equality Impact Assessment, at Appendix B.
4. That there are no changes to the Local Council Tax Support Scheme for 2021/22.

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

There were none.

**87. FINANCIAL RESULTS AND STATEMENT OF ACCOUNTS FOR 2019/20:**

The Council considered a report on the financial results and audited Statement of Accounts for 2019/20, for approval by Council.

The Council had a duty to approve and publish an Annual Statement of Accounts within statutory timescales. The regulations had allowed more time than in previous years due to COVID-19.

The Statement of Accounts had been prepared in accordance with International Financial Reporting Standards (IFRS) and proper accounting requirements, as set out in the Code of Practice on Local Authority Accounting in the United Kingdom 2019/20, and the associated Guidance notes for Practitioners.

The accounts had been available for public inspection, the Council's External Auditors Ernst and Young undertook their audit of the Statement of Accounts during the period August to September 2020 and July 2019. An unqualified

opinion was to be issued on the financial statements. The final audited accounts would be published on the Council's website following approval.

In order to ensure that the accounts were subject to robust scrutiny additional guidance had been produced. Annexe A contained a summary of 2019/20 financial results for the Council's three main funds: the General Fund, the Housing Revenue Account and the Capital Programme, including details of unspent budgets carried forward to 2020/21 and comments on budget variances. Annexe B Supporting information for the benefit of Members including an analysis of figures and disclosures presented in the accounts. A summary of the Accounts was also before the Council. A separate report was presented to Audit Committee the previous day and was also to be presented to Cabinet subsequently which summarised the Council's Treasury Management activity for 2019/20.

The Cabinet Member for Resources presented the accounts highlighting the financial results, the Council's spending and income; the External Auditor 's report and the sections dealing with cash flow, reserves and assets. He commended the Statement of Accounts to the Council as being robust demonstrating sound budgeting and good budgetary control. He thanked the Section 151 officer, the Chief Accountant, the Financial Services Manager and the Financial Services Officers for completing so efficiently the Accounts process as required within the tight statutory timescales and under the challenge of the covid pandemic.

The Council examined the accounts. The Council concurred with the view that the overall financial results generally indicated sound budgeting and good budgetary control. Councillors acknowledged and thanked the Strategic Director (Resources) and officers for their work.

The Chairman of the Audit Committee confirmed the committee had received a report from the Council's External Auditors on the Financial Results for this year giving the accounts a clean bill of health, an unqualified opinion was to be issued on the financial statements and there were no matters to report on the Council's arrangements to secure economy, efficiency and effectiveness in the use of Council resources. The Audit Committee had also considered the Annual Governance Statement and recommended the Statement to Council for adoption. The Chairman of the Audit Committee commended the Statement of Accounts to Council for approval.

**Resolved:**

1. That following scrutiny the financial results for 2019/20 and explanations of budget variances and significant items are noted.
2. To delegate authority to the Council's Section 151 Officer (Chris Mills - Strategic Director (Resources)) to approve and publish the Statement of Accounts for 2019/20 as soon as reasonably practicable after receipt of the Auditors final findings.

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

The Leader was pleased to report formally the award of £700,000 from the Government's Getting Building Fund for the project to modernise the Labworth Car Park on Canvey Island. This was excellent news; a report will be would be made to Cabinet next month setting out the programme for the project to bring about improvement to the car park.

Christmas car parking arrangements this year were intended to support Town Centre traders in these exceptional times. There would be free parking in town Centre car parks from 2.00 pm each weekday from 3 December until 28 December inclusive, in addition to the free weekend and Bank Holiday parking.

The Leader thanked all staff for their hard work in maintaining Council services during this difficult year. In particular, Revenues and Benefits staff who had worked tirelessly to administer the Government grants, to get funding support out so quickly to support local businesses and the community affected by Covid 19.

The Leader also acknowledged and thanked the third sector the voluntary groups and organisations and our partners for their work in supporting the community during the covid pandemic.

The Leader wished everyone and their families a very Happy and safe Christmas and all good wishes for a better New Year.

**89. NOTICES OF MOTION**

There were none.

**90. PETITIONS**

No Notice has been received.

As this was the last Ordinary Council Meeting before Christmas the Mayor took the opportunity to wish everyone a safe and very Happy Christmas looking forward to a healthy and Happy New Year.

**Mayor**



## **SPECIAL COUNCIL MINUTES**

**24TH FEBRUARY 2021**

MINUTES of the Special Meeting of the Council of the Borough of Castle Point held remotely via Microsoft Teams and broadcast live from the Council Chamber, Council Offices, Kiln Road, Thundersley on 24th February 2021.

### **PRESENT:**

Councillors, Riley (Mayor), Mrs P. Haunts, (Deputy Mayor) A.J. Acott, J. Anderson, D. Blackwell, Mrs. J.A Blissett, B. Campagna, S. Cole, D. Cross, J.M. Cutler, W.J.C. Dick, Ms N. Drogman, Mrs B. Egan, E. Egan, M.J Fuller, P.C. Greig, S.Hart, N. Harvey, G.I. Isaacs, W. Johnson, C.A. MacLean, P. May, C. Mumford, B.A. Palmer, Mrs J Payne, J.A. Payne, Mrs C.J Sach, 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, Wass, Walter and G.St.J Withers

Apologies for absence were received from Councillors D.T. Cross, N.R. Harvey, W.K. Sharp and Mrs L. Wass.

### **91. IN MEMORIAM: FORMER MAYOR COUNCILLOR BRIAN WOOD**

At the beginning of the meeting, the meeting was paused for a short time to remember in silence former Mayor, Councillor Brian Wood who died recently and whose funeral was to take place on Friday, 26th February. The Mayor was to attend.

### **92. MEMBERS' INTERESTS**

There were none.

### **93. POLICY FRAMEWORK AND BUDGET SETTING FOR 2021/22**

This Special Meeting of the Council had been scheduled to determine the budget requirement and the level of Council Tax for 2021/2022.

At the Cabinet meeting held earlier the Cabinet considered the report on the Policy Framework and Budget Setting for 2021/22. The Cabinet had approved the report and recommendations for consideration by this meeting

The Council must make certain statutory calculations in relation to the budget requirement and Council Tax for 2021/21. 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 Cabinet Member for Resources, Councillor Varker before presenting the report paid tribute to his predecessor Councillor Stanley for his fine custodianship of the Council's finances for the past twenty years. Councillor Varker took the Council through the report drawing attention to the key features of the budget including the budget process. He 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.

Councillor Varker 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 particularly given the demands of working and responding during the covid pandemic.

Councillor Varker commended the budget to the Council 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 during extraordinary times. He formally moved the recommendations to Council.

The Deputy Leader of the Council seconded the recommendations. Discussion, questions and debate took place on the budget. At the conclusion Councillors recorded their thanks to Councillor Stanley for his management of the budget in past years.

In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 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: Mrs Blissett, Cutler, Dick, Ms Drogman, Mrs B. Egan, EEgan, Hart, Mrs Haunts, Isaacs, Johnson, MacLean, Mumford, Riley, Sheldon, Skipp, Smith, Stanley, Thomas, Mrs Thornton, Varker, Walter. (21)

Against:

Councillors: Acott, Anderson, Blackwell, Cole, Fuller, Greig, May, Palmer, J.A. Payne, Mrs Payne, Mrs Sach, Tucker, Withers. (13)

Abstained

Councillors: Campagna (1)

**Resolved:**

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

1. To approve the continued funding of priority projects and other items of discretionary expenditure, as set out in table 3.4.
2. To note the cost pressures and budget increases (growth) as set out in table 3.5.
3. To note the efficiency savings, cost reductions and additional income summarised in table 3.6.



4. That subject to recommendations 1 to 3 above, the revenue spending plans for 2020/21 (revised) and 2021/22, set out in section 3, tables 3.1 (summary) and 3.2 (net services expenditure) of the accompanying report, are approved.

**Capital spending plans and prudential indicators**

5. That the capital spending plan described in section 9 of the accompanying report (tables 9.2 and 9.3) is approved in respect of 2020/21 (revised) and 2021/22.
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:

Prudential Indicator - Reference to sections 9, 10 and 11 of accompanying report	
Capital expenditure	Tables 9.2 and 9.3
Capital financing requirement (CFR)	Table 9.4
Authorised limit for external debt	Table 9.5
Operational boundary for external debt	Table 9.6
Ratio of financing costs to new revenue stream	Table 9.7 (a & b)
Gross external borrowing does not exceed CFR	Section 9 – para 51
Maturity structure of fixed rate borrowing - upper and lower limits	Table 10.2
Upper limits of fixed and variable interest rate exposures	Table 10.3
Maximum period and counterparty limits for specified and non-specified investments	Table 11.2, 11.3 & 11.4

7. That the Statement of Minimum Revenue Provision for 2021/22, as stated in paragraphs 53 to 57 of section 9 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 65 of section 9 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 13 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 7 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 4 of the accompanying report it is noted that acting under delegated authority and in consultation with the Cabinet Member responsible for Finance, the Strategic Director (Resources) has calculated:
  - a) A tax base for the Borough of Castle Point of **30,965** 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 **11,962**.
14. That the following amounts be calculated for the year 2021/22 in accordance with sections 31 to 36 of the Act:

Ref	Amount £	Item
(a)	<b>55,501,120</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>46,938,813</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>8,562,307</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>276.52</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>251,920</b>	being the aggregate amount of the (Parish (Town) precepts)

		referred to in Section 34(1) of the Act.
(f)	<b>268.38</b>	being the amount at 14(d) above less the result given by dividing the amount at 14(e) above by item T (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 dwellings in those parts of its area to which no Parish precept relates.

15. That 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 2021/22 for each part of its area and for each category of dwelling. This information is included within section 14 of the accompanying report:

Castle Point Borough Council Tax 2021/22, including and excluding Town Council precept, for each of the following categories of dwelling:

Council Tax Band		Ratio in 9ths	Canvey Residents Council Tax Including Town Council	Mainland Residents Council Tax Excluding Town Council
A		6	192.96	178.92
B		7	225.12	208.74
C		8	257.28	238.56
<b>D</b>		<b>9</b>	<b>289.44</b>	<b>268.38</b>
E		11	353.76	328.02
F		13	418.08	387.66
G		15	482.40	447.30
H		18	578.88	536.76

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:

Council Tax for each band							
Band	Castle Point Borough Council	Essex County Council	Essex PFCC - Fire and Rescue Authority	Essex PFCC - Policing and Community Safety	Total excluding Town Council	Canvey Island Town Council	Total including Town Council
	£	£	£	£	£	£	£
A	178.92	893.94	49.26	139.02	<b>1,261.14</b>	14.04	<b>1,275.18</b>
B	208.74	1,042.93	57.47	162.19	<b>1,471.33</b>	16.38	<b>1,487.71</b>
C	238.56	1,191.92	65.68	185.36	<b>1,681.52</b>	18.72	<b>1,700.24</b>
<b>D</b>	<b>268.38</b>	<b>1,340.91</b>	<b>73.89</b>	<b>208.53</b>	<b>1,891.71</b>	<b>21.06</b>	<b>1,912.77</b>
E	328.02	1,638.89	90.31	254.87	<b>2,312.09</b>	25.74	<b>2,337.83</b>
F	387.66	1,936.87	106.73	301.21	<b>2,732.47</b>	30.42	<b>2,762.89</b>
G	447.30	2,234.85	123.15	347.55	<b>3,152.85</b>	35.10	<b>3,187.95</b>
H	536.76	2,681.82	147.78	417.06	<b>3,783.42</b>	42.12	<b>3,825.54</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 2021/22 is excessive.

For 2021/22, 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 2021/22 is:

- (a) 2%, or more than 2%, greater than its relevant basic amount of Council Tax for 2020/21; and
- (b) More than **£5.00** greater than its relevant basic amount of Council Tax for 2020/21.

Ref	Amount £	Item
(a)	<b>263.16</b>	being the Relevant Basic Amount of Council Tax for 2020/21, 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 2021/22 would be excessive.
(c)	<b>268.42</b>	being the amount above which the Relevant Basic Amount of Council Tax for 2021/22, excluding local precepts, would be excessive (rounded down to the nearest penny).
(d)	<b>268.38</b>	being the Relevant Basic Amount of Council Tax for 2021/22, excluding local precepts.

The Relevant Basic Amount of Council Tax for 2021/22 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**

**24th March 2021**

**Subject: Covid-19 Impact in Castle Point**

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**1. Purpose of Report**

- 1.1 To provide Council with an update on the impact of Covid-19 on the residents of Castle Point.

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

- 2.1 This report links to the corporate priority of Health and Community Safety.

**3. Recommendations**

- 3.1 That Council notes the content of this report and supports the ongoing communication of the message to residents to follow the rules for their own safety and the safety of others.
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**4. Background**

- 4.1 The context of this report is set against unprecedented circumstances; Covid-19 has represented the biggest challenge to health and wellbeing since the Second World War.
- 4.2 In response, the Council has, over the last year, worked 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, with tens of thousands of interactions helping to protect residents.
- 4.3 To date there sadly have been 373 deaths in Castle Point where Covid-19 was mentioned on the death certificate as one of the causes. This is a comparative rate of 412.7 deaths per 100,000 population, placing the Castle Point Borough in the unenviable position of having the second highest death rate amongst lower-tier and unitary local authorities in England and Wales.
- 4.4 It is not the intention of the Council to ignore such a stark statistic and, therefore, this report presents some analysis of the factors in Castle Point which may have contributed to this high comparative death rate.

- 4.5 In summary, the age profile of the Borough has had an impact on the number of Covid-19 deaths along with other factors such as: population density; proximity to London; pockets of deprivation; and the prevalence of a number of underlying medical conditions and overall health.
- 4.6 Whilst the vaccination programme presents an important way out of the pandemic it is important, in light of the presence of the risk factors presented in this report, that people continue to follow the rules for their own safety and the safety of others.

## 5. Main Report

### Overall position

- 5.1 The position on overall deaths from Covid-19 in Castle Point is stark. Table 1 below shows *Deaths with Covid-19 on the death certificate*. Castle Point is amongst the very highest in England and Wales when looking at the rate per 100,000 population to allow for comparison across lower tier and unitary local authorities.

**Table 1**

Deaths with COVID-19 on the death certificate by area		
Total number of deaths since the start of the pandemic of people whose death certificate mentioned COVID-19 as one of the causes. The data are published weekly by the ONS, NRS and NISRA and there is a lag in reporting of at least 11 days because the data are based on death registrations. Only data available for the latest reported date are shown.		
UK	Nation	Region
Upper tier LA	Lower tier LA	
About		
Area	Deaths	Rate per 100,000 population
Tendring	608	414.8
Castle Point	373	412.7
Rother	378	393.4
Rhondda Cynon Taf	860	356.5
East Staffordshire	421	351.6
Southend-on-Sea	636	347.3
Folkestone and Hythe	392	346.9
Havering	888	342.1

Source: <https://coronavirus.data.gov.uk/details/deaths>

## Risk factors

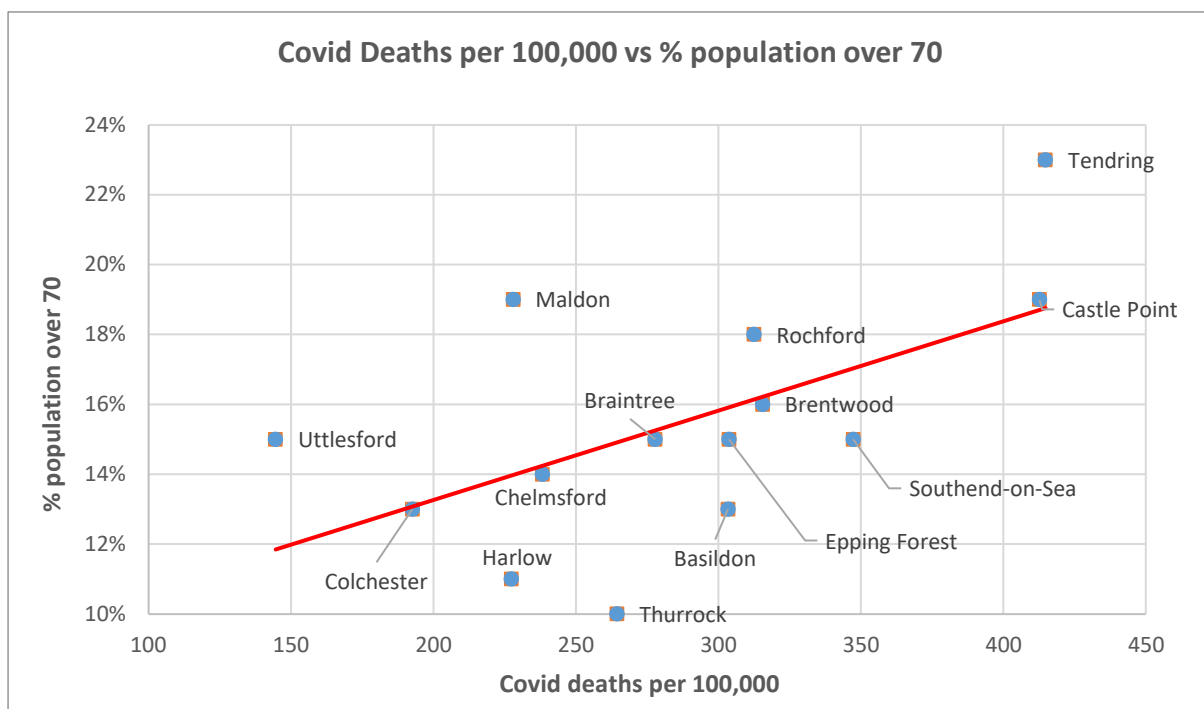
5.2 The following factors, which have been well documented, increase the risk of serious illness and death from Covid-19:

- Age
- Ethnicity
- Geography
- Deprivation
- Comorbidities – presence of two or more diseases or medical conditions (diabetes, hypertension, chronic obstructive pulmonary disease (COPD), heart disease, lung disease, dementia, asthma, kidney disease all mentioned as increasing risk)
- Other health factors – smoking, obesity

## Age

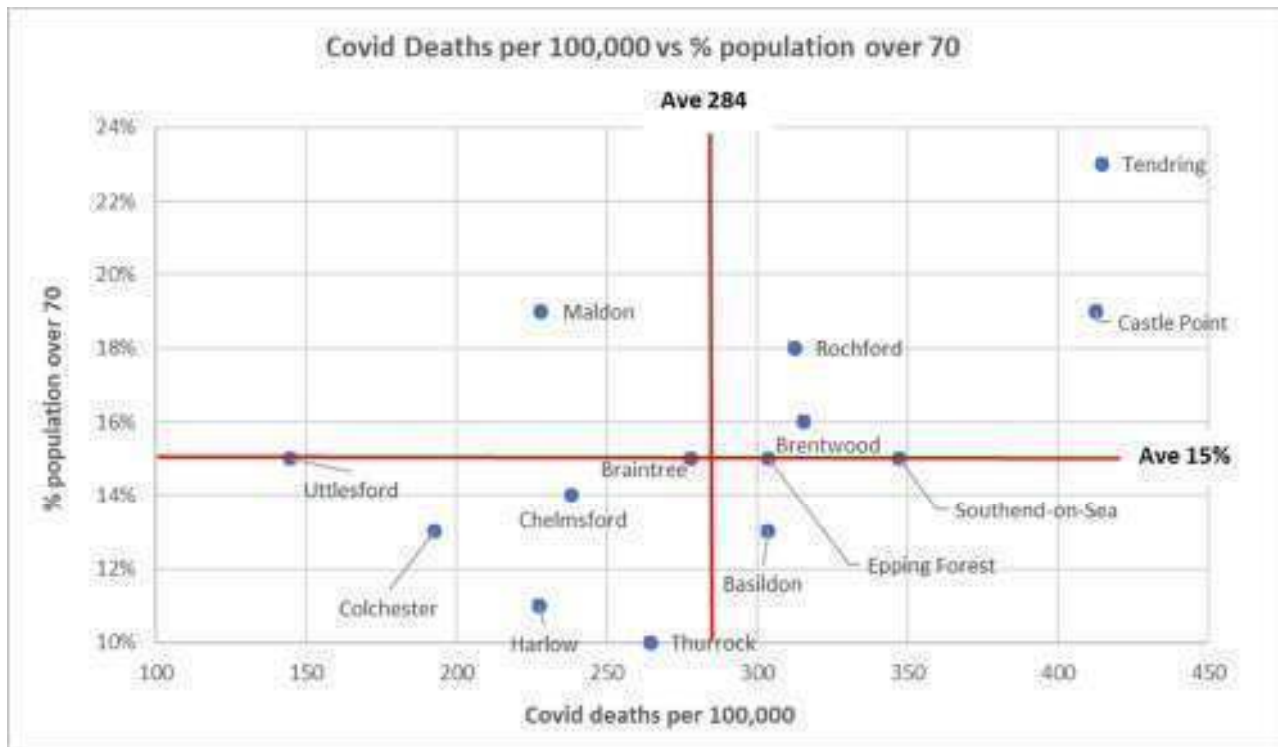
5.3 Age emerged as one of the key risk factors and has driven much of the policy around programmes such as shielding and vaccinations. Below is an analysis of Essex local authority areas showing the Covid death rate against percentage of population over 70.

**Figure 1**



5.4 Figure 1 shows a clear relationship between the percentage of population over 70 and the number of Covid deaths per 100,000. In this sense, the high death rate in Castle Point seems to follow the trend when looking across a relatively small sample size of local authorities. However, Maldon and Rochford have a similar proportion of over 70-year olds, yet their death rate per 100,000 is lower in both cases.

**Figure 2**



- 5.5 Figure 2 shows the same comparison but through a slightly different lens, looking to divide Essex in quadrants based on average proportion of population over 70 and average deaths per 100,000.
- 5.6 In this analysis, the top-right quadrant which includes Brentwood, Castle Point, Rochford and Tendring shows higher-than-average proportion of population over 70 and higher-than-average deaths per 100,000. Castle Point and Tendring do remain outliers in this quadrant.
- 5.7 Whilst age profile has had an impact on the overall death rate, with the trend line in Figure 1 showing this, the experience across Essex has been varied and so age does not explain all the variation across the county.

### *Ethnicity*

- 5.8 Ethnicity has been identified from national research as one of the risk factors to serious illness or death from Covid-19, although this factor has not been included in this high-level analysis because of the relatively small percentage of people from black, Asian and minority ethnic (BAME) communities in the Borough.
- 5.9 However, due regard will be given to any subsequent research conducted nationally or at an Essex-wide level to understand implications and any learning for Castle Point.



## Geography

- 5.10 Public Health England report that local authorities with the highest diagnoses and death rates are mostly urban. Although much of Essex is rural, population density does vary significantly across the county.
- 5.11 Population density could explain the high rate of deaths in Castle Point, especially as density on some parts of Canvey Island will be higher than the overall for the Borough. It also suggests how Maldon – that had a similar proportion of over 70s, but with one of the lowest population densities in Essex – avoided higher death rates.
- 5.12 Proximity to London is worth considering to explore if there is any link between location of the local authority area and Covid death rates. Figure 3 shows the death rate per 100,000 (colour coded from dark green for lowest death rates to red for highest death rates) per area. The rate across the arc from Rochford through to Epping Forest suggests such an impact although rates in Braintree and Tendring are also high despite distance from London.

**Figure 3**



## *Deprivation*

- 5.13 People who live in deprived areas have higher diagnosis rates and death rates than those living in less deprived areas. The mortality rates from Covid-19 in the most deprived areas were more than double the least deprived areas, for both males and females. This is greater than the inequality seen in mortality rates in previous years, indicating greater inequality in death rates from Covid-19.
- 5.14 The high level of deprivation in Tendring and the low level of deprivation in Uttlesford could explain the Covid death rates in those two areas although it is more of a mixed picture elsewhere in Essex. It is worth noting that although Castle Point has an overall level of deprivation around the average for Essex, there are four Lower Super Output Areas (LSOAs – areas of between 1,000 to 3,000 people) that fall into the 20% most deprived in England and one LSOA that is in the 10% most deprived in England.

## *Comorbidities and other health factors*

- 5.15 Other risk factors to severe illness or death from Covid include comorbidities, the presence of two or more diseases or medical conditions (in particular for Covid risk: diabetes; hypertension; COPD; heart disease; lung disease; dementia; asthma; and kidney disease).
- 5.16 Health factors such as smoking and obesity also increase risk.
- 5.17 Whilst data from the Joint Strategic Needs Assessment (JSNA) does not shed light on prevalence of comorbidity, it does show that Castle Point has:
- the third highest rate in Essex of emergency admissions for COPD
  - the second highest prevalence of hypertension in Essex
  - the highest prevalence of diabetes in Essex (Castle Point and Rochford CCG area)
  - the fourth highest percentage in Essex of adults who are overweight or obese
  - the highest smoking prevalence in Essex
- 5.18 These health factors are likely to be one of the contributory factors of the high Covid death rates in Castle Point. Tendring also faces similar health challenges (although the position in Tendring is worse across a wider range of measures).

## *Conclusion*

- 5.19 This report has presented some analysis of the factors in Castle Point which may have contributed to the high comparative death rate.
- 5.20 In summary, the age profile of the Borough has had an impact on the number of Covid-19 deaths along with other factors such as: population density; proximity to London; pockets of deprivation; and the prevalence of a number of underlying medical conditions and overall health. Addressing these risk factors is not something that the Council can do on its own. Only through close

partnership working, including supporting the delivery of the Castle Point and Rochford Health and Wellbeing Strategy, can these risk factors be reduced.

- 5.21 Whilst the vaccination programme presents an important way out of the pandemic it is important, in light of the presence of the risk factors presented in this report, that people continue to follow the rules for their own safety and the safety of others.

## **6. Corporate Implications**

### **a. Financial implications**

There are no direct financial implications.

### **b. Legal implications**

There are no direct legal implications.

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

There are no human resources implications.

Consideration to ethnicity as a risk factor is included in the report in 5.8 and 5.9.

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

The Council will continue to share communications from central Government and health sector colleagues about following the rules to keep themselves and others safe from Covid-19.

Covid-19 remains a risk to the residents of the Borough.

## **8. Background Papers**

No background papers.

**Report Author:** Ben Brook, Strategy, Policy and Performance Manager  
[bbrook@castlepoint.gov.uk](mailto:bbrook@castlepoint.gov.uk)

**ORDINARY COUNCIL**

**24th March 2021**

**Subject: Discretionary Rate Relief – Business Rates.  
Expanded Retail Discount and Nursery Discount.**

**Cabinet Member: Councillor Varker – Resources**

---

**1. Purpose of Report**

This report sets out amendments to the Council's Discretionary Rate Relief Policy to reflect government proposals in supporting businesses as a result of the Coronavirus pandemic and provides detail on two ongoing temporary measures;

- Expanded Retail Discount Relief
- Nursery Discount Relief

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

This report links to the Council priority of a Commercial & Democratically Accountable Council

**3 Recommendations**

That Council notes the content of this report and endorses the following;

- The Expanded Retail Discount (2020/21) will be extended for three months for eligible properties, at 100% relief, uncapped, for the period 1 April 2021 to 30 June 2021.
  - From 1 July 2021 to 31 March 2022, the Expanded Retail Discount will apply at 66% relief for eligible properties in the scheme, with a cash cap of £2m for businesses that were required to close as at 5 January 2021, and up to £105,000 for business permitted to open at that date.
  - The Nursery Discount 2021 will also be extended for three months, at 100%, uncapped, for the period 1 April 2021 to 30 June 2021
  - From 1 July 2021 to 31 March 2022, the Nursery Discount will apply at 66% relief for eligible properties, with a cash cap of £105,000.
  - The Council's Discretionary Rate Relief policy will be updated to reflect the above changes.
-

## **4. Background**

- 4.1 In the Autumn Budget on 29 October 2018, and in recognition of the challenges faced by retailers in town centres and high streets, the Chancellor announced that the government would provide a Business Rates Retail Discount scheme for occupied retail properties with a rateable value of less than £51,000 in each of the years 2019-20 and 2020-21.
- 4.2 The value of the relief for 2019-20 was one third of the final bill and had to be granted after mandatory reliefs and other discretionary reliefs funded by Section 31 grants were applied.
- 4.3 In the Queen's Speech on 19 December 2019, the Government announced its intention to increase the level of Relief Discount for 2020-21 to 50%.
- 4.5 Members agreed the reliefs described above on 22 January 2020 and Annual bills reflecting this were despatched 6 March 2020.
- 4.6 However, in the Budget on 11 March 2020, and in response to Covid-19, the Chancellor announced that Retail Discount would be increased to 100% to take effect from 1 April 2020.
- 4.7 The list of qualifying properties was also expanded to include the Leisure and Hospitality sectors, and more recently other property types such as estate agents, bingo halls etc. which had been forced to close as a result of the Covid-19 pandemic.
- 4.8 On 18 March 2020 the Chancellor also decided, again in response to Covid-19, that nurseries would also be eligible for 100% retail relief for one year.
- 4.9 In the more recent Budget on 3 March 2021, the Chancellor announced that the government would continue to provide eligible retail, hospitality and leisure properties in England with 100% business rates relief from 1 April 2021 to 30 June 2021.
  - 4.9.1 This will be followed by 66% business rates relief for the period from 1 July 2021 to 31 March 2022, capped at £2 million per business for properties that were required to be closed on 5 January 2021, or £105,000 per business for other eligible properties.
  - 4.9.2 Nurseries will also qualify for relief in the same way as other eligible properties.
  - 4.9.3 Ratepayers will have the option to refuse either relief
  - 4.9.4 Local authorities are expected to use their discretionary relief powers (under section 47 of the Local Government Finance Act 1988 as amended) to grant these discounts in line with the relevant eligibility criteria. The Council will be compensated for the cost of granting these discounts through a section 31 grant from government

## **5. Expanded Retail Discount Relief**

- 5.1 In recognition of the challenges faced by retailers in town centres and high streets, the Government introduced a Business Rates Retail Discount from 1 April 2019, representing one third of the final bill for those retail premises with rateable values under £51,000.
- 5.2 For 2020/21 the level of Retail Discount Relief for occupied retail properties was increased to 100% of the final bill and the rateable value threshold limit removed.
- 5.3 Banks and payday lenders do not get the discount and the relief is to be applied across the whole Borough and not just those retailers that are in the high street or town centres.
- 5.4 Government initially extended the qualifying criteria to include cinemas and music venues for 2020-21, however in the Budget on 11 March 2020, the relief was further expanded again to include leisure and hospitality sectors and other property types such as bingo halls, estate and letting agents.
- 5.5 The current road map is that non-essential retail businesses and outdoor hospitality will not be able to reopen until 12 April 2021. Indoor hospitality will be able to open 17 May 2021. The government has therefore introduced this short-term measure to alleviate the position for these businesses
- 5.6 Government will fully reimburse local authorities for the cost of relief granted under this scheme.
- 5.7 Guidance has been provided as to which types of properties should benefit from this relief and those that should not, and the Discretionary Rate Relief Policy will follow this guidance and set out the qualifying criteria.
- 5.8 The Authority intends to implement the extension of this relief for both sectors immediately as it does not require additional software and will reduce the financial strain on eligible businesses,
- 5.9 In order to meet the timescales for Billing delegated approval was obtained to issue:
  - Circa 300 bills reflecting 100% Expanded Retail Discount to eligible Business Rate accounts, with the cover letter detailed at Appendix A being sent with each bill by way of explanation and advice.

## **6 Nursery Discount Relief**

- 6.1 In 2020, a 100% Nursery Discount Relief applied to hereditaments occupied by providers on Ofsted's Early Years Register and wholly or mainly used for the provision of the Early Years Foundation Stage and which were subject to business rates in the year 2020/21.
- 6.2 There was no rateable value limit on the relief.

- 6.3 Government fully reimbursed local authorities for the cost of relief granted under this scheme
- 6.4 In the Budget on 3 March 2021 government announced that this relief would continue at 100% until 30 June 2021 reducing to 66% for the remaining nine months.
- 6.5 In order to meet the timescales for Billing delegated approval was obtained to issue
- 9 bills reflecting 100% Nursery Discount to eligible Business Rate accounts, with the cover letter detailed at Appendix B being sent with each bill by way of explanation and advice

## **7. Corporate Implications**

### **a. Financial implications**

Central Government will fully reimburse local authorities for the local share of discretionary relief awarded to those qualifying properties entitled to either the Expanded Retail Discount Relief or Nursery Discount Relief using a grant under section 31 of the Local Government Act 2003, provided the Council adopts the recommended approach when granting relief.

### **b. Legal implications**

The government is not changing the legislation around the reliefs available to properties and expects Councils to grant the relief under Section 47 of the Local Government Finance Act 1988.

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

None as a result of this report

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

All the above schemes are to take effect from 1 April 2021.

Failure to administer these measures in a timely manner will result in adverse publicity for the local authority and, more importantly, failure to deliver the required financial support to maintain the local economy with knock on effects to local employment as a result of Covid-19 pandemic.

## **10. Background Papers:**

- Discretionary Rate Relief Policy: To be finalised
- Local Government Finance Act 1988
- Localism Act 2011

- Business Rates Information Letter 2/2021
- Appendix A: Expanded Retail Discount Cover Letter
- Appendix B: Nursery Discount Cover Letter

**Report Authors:**

**Eddie Mosuro – Head of Customer & Digital Services**  
**Gary Burns – Revenues Manager**



Date: March 2021

Our Reference: «

Dear Sir/Madam,

### **Business Rates - Expanded Retail Discount – Retail, Hospitality and Leisure**

At the Budget on 3 March 2021, the Chancellor announced that eligible ratepayers will receive a discount on their business rates bills for the year 2021/22 of 100% for the first three months and 66% for the remainder of the year.

Relief will be provided to eligible occupied retail, hospitality and leisure properties in 2021/22. Your current rates bill includes this discount.

**Please note that the 100% discount is for three months only. A further relief scheme will be made in respect of the period 1 July 2021 to 31 March 2022, when 66% relief will apply to eligible ratepayers.** An amended bill will be issued to you at a later date to reflect this change in relief.

In line with the conditions set by the government for the funding of this relief, ratepayers may for the period from 1 July 2021 onwards only claim up to £2 million of Expanded Retail Discount in 2021/22 for hereditaments which based on the coronavirus rules at 5 January would have been required to closed and £105,000 for other eligible properties (up to a cap of £2 million for all properties). This cash cap applies at a Group company level (so holding companies and subsidiaries cannot claim up to the cash cap for each company) and also to organisations which, although not a company, have such an interest in a company that they would, if they were a company, result in its being the holding company.

If you (or if appropriate a company in your Group) have received Expanded Retail Discount on any other property then you should return the attached declaration to this authority including any other Expanded Retail Discount you are being granted for premises other than the one to which this bill and letter relates, and confirming that the award of Expanded Retail Discount does not exceed the cash cap for 2021/22. If this applies to you, please complete the declaration at Form A and return it to the address above.

If you have exceeded the cash cap on other properties and wish to refuse to receive the Expanded Retail Discount granted in relation to the premises to which this bill and letter relates, please complete the attached Form B and return it to the address above. You do not need to complete the declaration at Form A. This may be



particularly relevant to those premises that are part of a large chain, where the cumulative total of Expanded Retail Discount received could exceed the cash cap.

The government and Castle Point Borough Council will not tolerate any business falsifying their records or providing false evidence to gain this discount, including claiming support above the cash cap. A ratepayer who falsely applies for any relief or provides false information or makes false representation in order to gain relief may be guilty of fraud under the Fraud Act 2006.

If you have not received any other Expanded Retail Discount for premises other than the one to which this bill and letter relates, you do not need to complete or return either form.

Yours sincerely,

**Housing and Communities**

01268 882237(Direct line)

[businessrates@castlepoint.gov.uk](mailto:businessrates@castlepoint.gov.uk)



[www.castlepoint.gov.uk](http://www.castlepoint.gov.uk)  
Twitter: @CastlePointBC

## Form A

Complete and return this form if you have received Expanded Retail Discount on any other property other than the one that this bill and letter relates to, confirming that the discount does not exceed the cash cap for 2021/22

### NON-DOMESTIC RATES ACCOUNT NUMBER:

The value of the non-domestic rates Expanded Retail Discount to be provided to  
[enter name of undertaking here]: \_\_\_\_\_

by Castle Point Borough Council is £\_\_\_\_\_

This award shall comply with the cash cap on claiming the Expanded Retail Discount on the basis that, including this award, [enter name of ratepayer here:  
) (together with any other companies in the same Group)  
shall not receive (from 1 July 2021 onwards) more than £105,000 of Expanded Retail Discount in 2021/22.

Value of Expanded Retail Discount	Payment Reference No.	Local authority providing aid
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I confirm that:

- 1) I am authorised to sign on behalf of \_\_\_\_\_ [name of ratepayer]; and
- 2) \_\_\_\_\_ [name of ratepayer] shall not exceed Expanded Retail Discount Cash Cap by accepting this Discount.

### Declaration

Company :

Company Representative :

Name:

Signature :

Date:

Contact Details:



www.castlepoint.gov.uk  
Twitter: @CastlePointBC

## Form B

Complete and return this form if you wish to refuse the Expanded Retail Discount

### **Refusal of Expanded Retail Discount form**

**Name and address of premises:**

**Non-domestic rates account number:**

**Amount of Expanded Retail Discount:**

I confirm that:

I wish to refuse Expanded Retail Discount in relation to the above premises and that  
I am authorised to sign on behalf  
of \_\_\_\_\_ [name of ratepayer].

### **Declaration**

Company :

Company Representative :

Name:

Signature :

Contact Details:



Date: March 2021

Our Reference: «

Dear Sir/Madam,

### **Business Rates – Nursery Discount**

At the Budget on 3 March 2021, the Chancellor announced that eligible ratepayers will receive a discount on their business rates bills for the year 2021/22 of 100% for the first three months and 66% for the remainder of the year.

Relief will be provided to eligible properties which are occupied by providers on Ofsted's Early Years Register and which are wholly or mainly used for the provision of the Early Years Foundation Stage.

**Please note that the 100% discount is for three months only. A further relief scheme will be made in respect of the period 1 July 2021 to 31 March 2022, when 66% relief will apply to eligible ratepayers.** An amended bill will be issued at a later date to reflect this change in relief.

In line with the conditions set by the government for the funding of this relief, ratepayers may for the period from 1 July onwards only claim up to £105,000 under the Nursery Discount. This cash cap applies at a Group company level (so holding companies and subsidiaries cannot claim up to the cash cap for each company) and also to organisations which, although not a company, have such an interest in a company that they would, if they were a company, result in its being the holding company.

If you (or if appropriate a company in your Group) have received the Nursery Discount on any other property then you should return the attached declaration to this authority including any other Nursery Discount you are being granted for premises other than the one to which this bill and letter relates, and confirming that the award of Nursery Discount does not exceed the cash cap for 2021/22. If this applies to you, please complete the declaration at Form A and return it to the address above.

If you have exceeded the cash cap on other properties and wish to refuse to receive the Nursery Discount granted in relation to the premises to which this bill and letter relates, please complete the attached Form B and return it to the address above. You do not need to complete the declaration at Form A. This may be particularly relevant to those premises that are part of a large chain, where the cumulative total of Nursery Discount received could exceed the cash cap.



The government and Castle Point Borough Council will not tolerate any business falsifying their records or providing false evidence to gain this discount, including claiming support above the cash cap. A ratepayer who falsely applies for any relief or provides false information or makes false representation in order to gain relief may be guilty of fraud under the Fraud Act 2006.

If you have not received any other Nursery Discount for premises other than the one to which this bill and letter relates, you do not need to complete or return either form.

Yours sincerely,

**Housing and Communities**

01268 882237(Direct line)

[businessrates@castlepoint.gov.uk](mailto:businessrates@castlepoint.gov.uk)

Form A



www.castlepoint.gov.uk  
Twitter: @CastlePointBC

Complete and return this form if you have received Nursery Discount on any other property other than the one that this bill and letter relates to, confirming that the discount does not exceed the cash cap for 2021/22

#### NON-DOMESTIC RATES ACCOUNT NUMBER:

The value of the non-domestic rates Nursery Discount to be provided to [enter name of undertaking here]: \_\_\_\_\_

by Castle Point Borough Council is £ \_\_\_\_\_

This award shall comply with the cash cap on claiming the Nursery Discount on the basis that, including this award, [enter name of ratepayer here:

\_\_\_\_\_) (together with any other companies in the same Group) shall not receive (from 1 July 2021 onwards) more than £105,000 of Nursery Discount in 2021/22.

Value of Nursery Discount

Payment Reference No.

Local authority providing aid

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I confirm that:

1) I am authorised to sign on behalf of \_\_\_\_\_ [name of ratepayer]; and

2) \_\_\_\_\_ [name of ratepayer] shall not exceed Nursery Discount Cash Cap by accepting this Discount.

#### **Declaration**

Company :

Company Representative :

Name:

Signature :

Date:

Contact Details:

#### **Form B**

Complete and return this form if you wish to refuse the Nursery Discount



www.castlepoint.gov.uk  
Twitter: @CastlePointBC

# Refusal of Nursery Discount form

Name and address of premises:

Non-domestic rates account number:

Amount of Nursery Discount:

I confirm that:

I wish to refuse Nursery Discount in relation to the above premises and that I am authorised to sign on behalf of \_\_\_\_\_  
[name of ratepayer].

## **Declaration**

Company :

Company Representative :

Name:

Signature :

Contact Details:





**ORDINARY COUNCIL**

**24th March 2021**

**Subject: Castle Point Borough Council Litter Strategy**

**Cabinet Member: Councillor Simon Hart**

---

**1. Purpose of Report**

**To seek approval for the adoption of the Castle Point Borough Council Litter Strategy.**

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

**The adoption of the Litter Strategy supports the Council's Environment objective.**

**3. Recommendations**

**It is recommended that:**

**The Council notes the contents of the Litter Strategy appended to this report and agrees its adoption.**

---

**4. Background**

- 4.1 The Council is a Principal Litter Authority for the purposes of the Environmental Protection Act 1990 and is under a duty to keep all "relevant land" and "relevant highways" within its area clear of litter and refuse. In relation to "relevant highways" there is a further obligation to ensure that they are, so far as is practicable, kept clean.
- 4.2 The Council does not currently have a Litter Strategy that draws together the various processes that the Council has in place to deal with litter.
- 4.3 It is now commonplace for grants in respect of street cleansing and environmental initiatives to require a Litter Strategy to be supplied as part of the grant application process. A draft of the Castle Point Borough Council Litter Strategy was included

in a recent grant application and the Council has been successful in obtaining funds to update its litter bin infrastructure to include Dual Litter and Recycling Bins which will have separate compartments for plastic bottles and cans.

4.4 The Litter Strategy covers the following processes: -

- Education
- Enforcement
- Infrastructure, Monitoring and Cleansing

4.5 If adopted the Litter Strategy will be reviewed on a yearly basis to ensure the following: -

- It is in step with the changes to the environment which may increase levels and types of litter.
- Changes to relevant Legislation covering environmental crime are brought into the strategy
- Changes to contractual agreements are brought into the strategy
- Any other matters that need adding or considering within the strategy

## **5. Corporate Implications**

### **a. Financial implications**

There are no financial implications in respect of the production of the Litter Strategy, however it should be noted that growth bids may be submitted in relation to infrastructure projects where normal budgets are not sufficient or where grant applications are not available.

### **b. Legal implications**

None

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

None

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

Implementation of the strategy will come into place once its adoption is agreed.

There is the risk that without a strategy in place that individual procedures/actions are reviewed and changed without understanding the broader impact of the changes.

There is the risk of grant applications being refused where the Council is unable to provide an adopted Litter Strategy as part of an application.

**7. Background Papers:**

None

**Report Author:** Stuart Jarvis, Street Scene and Contracts Manger.



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# **Castle Point Borough Council Litter Strategy**

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DRAFT

## Background

Castle Point is a small borough covering just 17.3 square miles, with a population of 90,376. We are located at the heart of the South Essex sub-region on the northern bank of the Thames Estuary between the larger settlements of Basildon and Southend. It is these larger settlements, along with London, on which Castle Point relies for a great deal of its employment, services and leisure opportunities.

Castle Point is well connected within the wider Essex area and London by the strategic highway and railway network. The A13, A127 and A130 pass through Castle Point linking the Borough with opportunities in South Essex, mid-Essex and London. The railway service meanwhile is well rated for customer satisfaction and provides fast, direct connections to Basildon, London and Southend, and connecting services to employment growth locations in Thurrock.

The Thames Estuary is a significant feature in the landscape of Castle Point. It has and will continue to play an influential role in the natural environment and scope of development within the borough. It also acts to separate the towns in South Essex with those in north Kent, with data indicating that there is a low level of connectivity between these places despite being relatively close in proximity.

Just over 55% of Castle Point's land is designated as Green Belt. As a result, most of the Borough's population live within one of four towns Benfleet (22%), Canvey Island (43%), Hadleigh (14%), and Thundersley (21%).

Castle Point as an area has a long history but is essentially modern in character, there are a few older buildings remaining, although major re-development took place mainly between the two world wars. Whilst there has been major residential re-development in the area there remains large areas of public open space and woodland.

### Causes of litter in the Borough

Litter in the Borough is caused by four main factors

- Litter from split and scavenged household waste sacks
- Litter from food and drink takeaways
- Litter from users of the Borough's foreshore, predominantly during the summer months
- Litter from users of our Parks and Open Spaces

#### *Litter from split and scavenged household waste sacks*

Residents are asked to present their household waste as follows: -

- A weekly collection of food waste
- A weekly collection of a wheeled bin garden waste subscription service
- A weekly collection of purchased garden waste sacks
- A fortnightly collection of Recycled waste via a comingled plastic, can, paper and cardboard Pink Sack and glass recycling box.
- A fortnightly collection of all other residual waste via a Black Sack

Further information about our Refuse and Recycling can be found in the following link

[Refuse and Recycling | Castle Point](#)

Being a predominately sack collection service incorrectly presented household waste can lead to split or scavenged sacks which in turn increase the levels of litter in our residential areas.

#### *Litter from food and drink takeaways*

The Borough's takeaway food and drink outlets are mainly found in our four shopping areas and fast food litter is found near to the outlets, walks away from the outlets and in our car parks and other parking areas where food has been purchased from drive throughs.

#### *Litter from users of the Boroughs foreshore, predominantly during the summer months*

There is approximately 2 miles of foreshore, which includes some beaches, on Canvey Island which has a number of car parks, food, drink and amusement outlets on its boundary. As such during the summer months the foreshore is very busy, and we can see upwards of 2000 visitors per day.

With food etc. being taken to the foreshore a considerable amount of litter and waste is produced on a daily basis.

#### *Litter from users of our Parks and Open Spaces*

With a fair majority of the Borough being taken up by very well used Parks and Open Spaces the level of litter in these areas increases particularly during the summer months. There are a number of sports pitches in our Parks and Open Spaces and litter is produced when these activities are happening.

## **Education**

We see education as a very important tool in reducing litter levels, education is undertaken in a number of ways; -

- Face to face
- Via Social Media
- Via Campaigns
- Information on Litter Bins

### *Face to Face*

Educating and encouraging people to dispose of their litter correctly face to face is an very important tool, and the Council has Officers ideally placed and skilled to do this whether it be in talking to people when patrolling / inspecting areas or when talking to residents on their doorstep. We adopt an engaging conversation process which allows the person being spoken with to air their thoughts, by engaging with people in this way it is hoped they would be more willing to take on board the information we are providing.

### *Via Social Media*

The rise in social media and the reach it has cannot be underestimated, and by providing regular clear informative messages we are able to increase the amount of people we are able to reach via a very simple process. It also allows us to engage with younger age groups who use social media to communicate far more than ever before.

### *Via Campaigns*

Being part of the Cleaner Essex Group we have engaged with litter campaigns that have been rolled out across the County, this allows all the Essex Authorities to send a clear and singular message to hundreds of thousands of people. Campaigns have covered fast food litter which has had the full engagement of major fast food outlets across the County. We have also undertaken Bin It campaigns encouraging people to use litter bins, and a Duty of Care campaign with regards to collection and disposal of bulky Household waste.

### *Information on litter bins*

The litter bins we use have A4 size side mounted advertisement / information panels, these have been used to promote County wide anti-litter campaigns and local campaigns.



Noting the number of litter bins we have this is a great tool for getting information to the public throughout the Borough.

### *Supporting local volunteers and voluntary groups*

The number of people and groups that want to litter pick the areas they live in and further afield is very positive in that it shows that there is a want amongst residents to keep the Borough clean and litter free.

Added to this we are finding families are wanting to litter pick together, this is a great way of educating children to respect the area in which they live as they are actively involved with picking up litter.

The Council wants to support residents and groups who want to litter pick and does so via the following methods; -

- By providing free of charge litter picking kits both adults and kids, the kits included a litter picker, Hi – Viz Vest, Gloves and a roll of sacks.
- By arranging the collection of filled sacks, locations agreed with the person or group undertaking the litter pick
- By forming partnerships with voluntary groups that allows greater information being shared with the public and visa versa

The Council will continue to support voluntary litter picking in any way it can as it is benefits the Environment, Social interaction, Health and Environmental Education

## **Enforcement**

Enforcement of littering offences where required is a powerful tool that sends out a direct message that we will not allow the Borough's Highways, Parks and Open Spaces to be used as one giant litter bin.

The Council has a number of Officers Authorised to serve Fixed Penalty Notices for littering offences, the Fixed Penalty Notice carries a fine of £150.00.

The use of Enforcement is measured against what is witnessed as on some occasion's education is the better tool to use, and our Officers are trained to assess a situation on its merits.

Enforcement actions can come about via the following circumstances; -

- Officers witnessing an offence when undertaking their daily duties
- Officers witnessing an offence whilst undertaking routine inspections of known Environmental Crime Hot Spots.
- Witness Statements from members of the public

The Council has Policies in place to govern Enforcement actions which run alongside our Health and Safety Risk Assessments.

The Council is considering the use of dash cams in vehicles to record people throwing litter from vehicles, however the current legislation that covers this offence is complicated and not as simple as serving a Fixed Penalty Notice on the Registered Keeper of the vehicle.

Fast food packaging is noted as one of the items that causes litter in the Borough, and therefore fast food outlets need to be engaged in keeping the Borough free of their litter as far as is practicable. We are fortunate that fast food outlets in the Borough take on board the need to keep the Borough tidy and do undertake litter picks and have partnered with Essex Authorities in County wide litter campaigns.

However should there be occasion where a fast food outlet is not doing its part to keep the Borough tidy in relation to waste from its premises, and informal discussions between the Council and the outlet do not resolve the matter, then Community Protection Notices under the Anti-social Behaviour, Crime and Policing Act 2014 can be used as an enforcement method.

Where residents fail to present their household waste in accordance with the Council's waste presentation rules, (please see link below), Notices are served under Section 46 of the Environmental Protection Act 1990.

[Waste Presentation Rules | Castle Point](#)

## **Infrastructure, Monitoring and Cleansing**

There are four processes we use to deal with litter

### **Infrastructure**

It is vitally important that when people are out in the Borough, whether that be visiting shops, visiting Parks and Open Spaces, visiting our foreshore or just out for a walk, they have the ability to dispose of any litter they create.

To facilitate the disposal of litter the Council has 558 bins across the Borough which are made up of Litter Bins, Dog Bins, Dual Litter & Dog Bins and Dual Litter and Recycling Bins.

These bins are placed in areas where their type is best suited and where they can easily be seen, as follows: -

- A. Litter bins are placed in high footfall and highly used areas
- B. Red dog bins are placed in our parks and open spaces so that they can be easily seen, and on known dog walking routes in other areas of the Borough
- C. Dual Litter & Dog bins are placed in our parks and open spaces in locations where there is a high combination of dog walkers and litter level, and on known dog walking routes in other areas of the Borough
- D. Our Dual Litter and Recycling Bins are predominately located in shopping areas and outside schools.

The schedules we have in place for our Street Cleaning Contract show the number and type of bins in our Parks & Open Spaces, on our Highway and on our Foreshore, furthermore the schedules drill down to the exact location within each of these areas.

The Council receives requests for bins and each request is investigated to determine the level of litter before deciding whether a bin is installed.

We are very aware that the install of bins does increase street furniture which can clutter our highways, Parks and Open Spaces, therefore except for where a red dog bin is required our primary aim is to install a dual bin of a type suitable for the location in question.

Noting the above there is an on-going project to review the litter bins and Dual Litter and Recycling Bins mentioned in point A & D above, the review will look at the following:-

- The type of bin in respect of the location they are in
- Ensure Recycling on the go bins are prevalent in areas where they are more likely to be used.

- The number of bins in an area to ensure the specific area has not become too cluttered with street furniture
- The information on litter bins to ensure the right message is being sent out

Separate monitoring of litter / type of litter levels in the areas where changes are made will be undertaken to see how effective the change has been, particularly where one of the Dual Litter and Recycling bins has been installed.

Any works coming out of this will be funded out of normal budgets or any available grant funds.

### Monitoring

The Council's Street Scene Team has a robust monitoring process in place which enables on average around just over 1000 street inspections per month.

The overall monitoring covers litter, fly tipping, detritus, levels of waste in bins etc...

We have split the streets to be monitored into four types, as follows:-

- Daily – inspections of the Borough's shopping areas
- Weekly – inspections of those streets, mostly residential, that are known to produce the highest levels of waste.
- Fortnightly - inspections of those streets, mostly residential, that are known to produce the second highest levels of waste.
- Monthly - inspections of those streets, mostly residential, that are known to produce the third highest levels of waste.

Litter inspections are undertaken using the Defra Code of Practice on Litter and Refuse.

- Grade A – No litter or Refuse
- Grade B – Predominately free of litter and refuse apart from some small items
- Grade C – Widespread distribution of litter and/or refuse with minor accumulations
- Grade D – Heavily affected by litter and/or refuse with significant accumulations

Those streets placed into the Weekly and Fortnightly inspection types are those risk assessed as more likely to be graded at Grade C.

Parks and Open Spaces are inspected by the Council's Environmental Ranger Team.

### Cleansing

The Council is a Principal Litter Authority for the purposes of the Environmental Protection Act 1990 and is under a duty to keep all "relevant land" and "relevant highways" within its area clear of litter and refuse. In relation to "relevant highways"

there is a further obligation to ensure that they are, so far as is practicable, kept clean.

Our Street Cleansing provision is contracted out and therefore the Contractor shall be responsible for ensuring that the Council meets its statutory obligations as specified in the Environmental Protection Act 1990, in respect of the relevant highways and relevant land specified in this contract.

The Contractor shall have regard to, and comply with, the Code of Practice on Litter and Refuse (revised 2006) and in particular shall ensure that the cleansing standards and response times contained therein are met.

The Council has specified certain areas of the Borough that require a higher standard of cleaning than what is required by the Code of Practice, these areas are our town centres and local residential shop areas, and our foreshore between the 1<sup>st</sup> April and 30<sup>th</sup> September each year.

Where a Grade C is awarded for litter in a road or street as part of the Street Scene Team's monitoring a Rectification Notice is sent to the Contractor.

Data from our Monitoring undertaken by the Street Scene Team is fed back to and discussed with the Contractor at monthly Contract Meetings.

In 2018 noting the levels of litter present in certain areas of the Borough the Council in partnership and close liaison with its Street Cleansing Contractor reviewed the cleansing regime that was in place. As a result of this review the cleansing process moved to a Ward based process and this has shown a significant improvement in reducing levels of litter.

## **Review Process**

This strategy will be reviewed on a yearly basis to ensure the following: -

- It is in step with the changes to the environment which may increase levels and types of litter.
- Changes to relevant Legislation covering environmental crime are brought into the strategy
- Changes to contractual agreements are brought into the strategy
- Any other matters that need adding or considering within the strategy

The review will be undertaken by the Street Cleansing and Contracts Manager.