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

## **CABINET AGENDA**

**Date:** Tuesday 16th October 2018 NB

**Time:** 7.00pm NB Time

**Venue:** **Council Chamber**

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

### **Membership:**

**Councillor Smith** **Chairman - Leader of the Council**

**Councillor Stanley** **Finance, Policy and Resources**

**Councillor Mrs Egan** **Housing and Council Homes**

**Councillor Howard MBE** **Streets, Waste, Floods and Water Management**

**Councillor Isaacs** **Neighbourhoods & Safer Communities**

**Councillor MacLean** **Health & Wellbeing**

**Councillor Mumford** **Regeneration & Business Liaison**

**Councillor Sheldon** **Commercial Contracts and Commercial Opportunity**

**Councillor Varker** **Environment & Leisure**

**Cabinet Enquiries:** **John Riley Ext 2417/Ann Horgan ext. 2413**

**Reference:** **4/2018/2019**

**Publication Date:** **Monday 8th October 2018**

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**AGENDA**  
**PART I**  
**(Business to be taken in public)**

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**1. Apologies**

**2. Members' Interests**

**3. Minutes**

To approve the Minutes of the meeting held on 19th September 2018.

**4. Forward Plan**

To review the Forward Plan.

**5. Health and Community Safety**

**5(a) Occupation of part of the Whitehouse Building, Rear of Council Offices, Thundersley, Benfleet, Essex by the Castle Point Association of Voluntary Services (CAVS)**

*(Report of the Cabinet Member for Neighbourhoods and Safer Communities)*

**6. Environment**

**7. Housing and Regeneration**

**7(a) Regeneration & Assets Update**

*(Report of the Cabinet Member for Regeneration and Business Liaison)*

**7(b) Canvey Island Seafront**

*(Report of the Leader of the Council, Cabinet Members for Regeneration and Business Liaison; Environment and Leisure; Streets, Floods, Waste and Water Management)*

**7(c) Future Proposals for the Paddocks Community Hall, Long Road, Canvey Island**

*(Report of the Leader of the Council, Cabinet Members for Regeneration and Business Liaison; Environment and Leisure)*

**8. A Commercial and Democratically Accountable Council**

**8(a) Budget and Policy Framework for 2019/20**

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

**8(b) Treasury Management Activity Mid-Year Report**

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

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

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

There are no matters.

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

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There were no items known at the time of publication of the agenda.

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**INFORMAL**  
**CABINET SESSION**

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**All Councillors** are welcome to take part in this informal question time session with Cabinet at the end of the meeting. The session will be time limited and will conclude not later than 9pm.



## CABINET

**19TH SEPTEMBER 2018**

**PRESENT:**

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

**ALSO PRESENT:**

Councillors: Acott, Blackwell, Campagna, Mrs Haunts, Johnson, May, Riley, Mrs Sach, Skipp and N.Watson.

**19. MEMBERS' INTERESTS:**

Councillor Sheldon declared an interest in Minute 22 as an Essex County Councillor and Deputy Essex County Council Cabinet member.

**20. MINUTES:**

The Minutes of the Cabinet meeting held on 18th July 2018 were approved and signed by the Chairman as a correct record subject to a correction to show apologies for absence from Councillor Stanley.

**21. FORWARD PLAN:**

To comply with regulations under the Localism Act 2011, the Leader of the Council presented a revised Forward Plan to the meeting which outlined key decisions likely to be taken within the next quarter 2018. The Plan was reviewed each month.

Members noted that a report was to be made to Cabinet in November on the response to consultation conducted over the summer on the banning of dogs from beaches

**Resolved –** To note and approve the Forward Plan.

## **22. REVISION OF DISABLED FACILITIES GRANTS POLICY**

Cabinet considered a report seeking approval of revisions to the Disabled Facilities Grants Policy for Castle Point Borough Council. The revision to reflected general changes in practices and processes and the opportunity has been taken to expand and improve the existing guidance provided to stakeholders.

The revised policy proposed a number of changes which relate specifically to discretionary grants assistance expanding the circumstances that discretionary assistance can be provided, to include a 'relocation grant' and a 'special assistance' grant.

It was proposed that the existing 'Top-up grant' to enable discretionary assistance to be provided to disabled persons, where the cost of works exceeded that allowed by the mandatory DFG, should remain in place.

Cabinet was pleased to note that the full amount of funding available had been allocated. There was no waiting list for assistance.

**Resolved:**

To approve and adopt the revisions described to the Disabled Facilities Grants Policy & Guidance document with immediate effect.

## **23. SETTING UP OF NEW MARKETS IN HADLEIGH AND CANVEY ISLAND TOWN CENTRE**

The Cabinet considered a report seeking approval to proceed to contract to enable the set-up, operation and development of two new quality markets on Canvey Island and in Hadleigh Town Centres consistent with the GOTRADE Interreg Initiative

**Resolved:**

1. To approve that a contract be entered into with one or more market operators to set up town centre markets in Hadleigh and Canvey, on terms and conditions approved by the Chief Executive.
2. To approve that a licence be entered into with the Greater Manchester Pension Fund for appropriate land within the Knightswick Centre curtilage to enable the operation of a market on Canvey, on terms and conditions approved by the Chief Executive.
3. To agree the use of Interreg funds in accordance with the proposed items of expenditure set out in Appendix 1 to the report.

## **24. LOCAL PLAN INTERVENTION**

The Cabinet considered a report updating the Cabinet on Intervention by the Secretary of State for Housing, Communities and Local Government and informing of the potential consequences should the Secretary of State continue with intervention regarding a new local plan for Castle Point.

In presenting the report to Cabinet it was emphasised that intervention was a sanction and not an alternatives means of delivering a Local Plan.

In responding to questions it was explained that intervention would take away the Council's ability to control future development of land in the Borough for the benefit of the community.

**Resolved:**

That the Cabinet notes the update and potential consequences for the Borough Council as local planning authority should the Secretary of State for Housing, Communities and Local Government continue with intervention, both in terms of plan-making and decision-taking on planning applications.

## **25. HOUSING ASSET MANAGEMENT PLAN**

The Cabinet considered a report presenting a proposed Housing Asset Management Plan to cover the period 2018 – 2021.

The Housing Asset Management Plan identified the following objectives:

- Enable the development of new good quality housing stock
- Regenerate Housing Estates and maximise use of existing stock
- Ensuring Fire Safety requirements are met
- Maintaining the stock to a standard comparable with that of other well managed Social Landlords and achieve 98% of all Homes at the Decent Homes Standard by March 2019 and maintain this level going forward.
- Ensure a sustainable approach to stock management that considers the financial resources of the Housing Revenue Account and ensures long term financial stability and energy efficiency.

These objectives form the basis of action planning detailed in at appendix 4 of the Housing Asset Management Plan. Actions included:

- Construction of a House in Multiple Occupation at Hatley Gardens and 4 homes in Church Close, Canvey Island as well as two homes in Windsor Close.
- Clearing of problem garage sites
- Installation of Fire Safety Doors
- Works to ensure decent homes target is met.

In pursuing these objectives the Housing Services was undertaking a varied range of actions and a wide range of procurements. The Housing Service had a capital budget of £1.7m and this year was procuring a range of contracts covering areas such as disabled adaptations, central heating, kitchen improvements, environmental improvements, roofs, electrical rewiring, doors, bathroom improvements, wall finishes and smoke alarms and carbon monoxide detectors. During the summer period the Housing Service had entered into an agreement for the provision and maintenance of washing machines at sheltered housing sites with an approximate value of £30,432 per annum.

Cabinet wished to support the continuation of the work noting that much of the capital procurement work was undertaken by South Essex Homes. Housing Services was looking to negotiate a five year SLA arrangement with South Essex Homes following a recommendation made by the Peer Challenge Team in February this year.

Cabinet noted there was limited scope to undertake further estate improvements in 2018/19 due to the reduction in available funding in the housing revenue account.

**Resolved:**

Following consideration to agree the Housing Asset Management Plan 2018 – 2021 as set out in Appendix A and the objectives and actions as detailed in section 5 to the report and detailed above.

## **26. FINANCIAL UPDATE**

The Cabinet considered a report providing the latest medium term financial forecast in respect of the General Fund and updating Cabinet on developments of a financial nature, which might impact on the Council's financial plans in respect of either the General Fund or Housing Revenue Account (HRA).

**Resolved:**

1. To note the report and approve the update to the Housing Revenue Account annual programme of works for 2018/19, including an additional £70k for commencement of works in relation to the Church Close new build.
2. That authority to decide whether the Council should join a Business Rates Retention Pilot scheme for 2019/20 is delegated to the Strategic Director (Resources) in consultation with the Cabinet Member for Finance, Policy and Resources.

**27. ANNUAL REPORT ON THE TREASURY MANAGEMENT SERVICE AND ACTUAL PRUDENTIAL INDICATORS 2017/18**

The Cabinet considered and scrutinised the annual treasury report which is a requirement of the Council's reporting procedures. It covered both the treasury activity and the actual Prudential Indicators for 2017/18.

The report meets the requirements of both the CIPFA Code of Practice on Treasury Management and the CIPFA Prudential Code for Capital Finance in Local Authorities. The Council is required to comply with both Codes through Regulations issued under the Local Government Act 2003.

**Resolved:**

That following scrutiny to approve the Treasury Management Activity Report for 2017/18, including the prudential indicators reported in Annex D to the report.

**28. CORPORATE PLAN**

The Cabinet considered a report and the draft Corporate Plan for recommendation to Council for approval.

**Resolved:**

Following consideration to recommend to Council to approve and adopt the Corporate Plan attached to the report before the Cabinet.

**29. CORPORATE PERFORMANCE SCORECARD QUARTER 1 2018/19**

The Cabinet considered the cumulative performance figures for the Corporate Performance Scorecard for quarter 1, 1st April 2018 to 30th June 2018.

**Resolved:**

To note the report and continue to monitor performance.

**30. MATTERS TO BE REFERRED FROM/TO POLICY SCRUTINY COMMITTEES:**

There were no matters.

**31. MATTERS TO BE REFERRED FROM /TO THE STATUTORY COMMITTEES:**

There were no matters.

Chairman



# **Castle Point Borough Council**

## **Forward Plan**

### **OCTOBER 2018**

# **CASTLE POINT BOROUGH COUNCIL**

## **FORWARD PLAN**

**OCTOBER 2018**

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

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

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

<b>Date</b>	<b>Item</b>	<b>Council Priority</b>	<b>Decision by Council/Cabinet</b>	<b>Lead Member(s)</b>	<b>Lead Officer(s)</b>
October 2018	<u>Canvey Island Seafront</u>	Housing and Regeneration	Cabinet	Strategic Partnerships Regeneration & Business Liaison	Local Plan & Regeneration Advisor
October 2018	<u>Regeneration &amp; Assets Update</u>	Housing and Regeneration	Cabinet	Strategic Partnerships Regeneration & Business Liaison	Local Plan & Regeneration Advisor
October 2018	<u>The Paddocks – Business Case</u>	Housing and Regeneration	Cabinet	Environment & Leisure Finance, Policy & Resources	Strategic Director (Resources)
October 2018/ February 2019	<u>Budget and Policy Framework</u> To make recommendations to Council on the Council tax and budget setting.	All	Cabinet/Council	Finance, Policy & Resources	Head of Resources
November 2018	<u>Response to Consultation Dog Ban from Canvey Beaches</u>	Environment	Cabinet	Environment & Leisure	Head of Environment
November 2018	<u>Local Council Tax Support Scheme 2019/20</u> Consideration of response to consultation on options and arrangements	A Commercially and Democratically Accountable Council	Cabinet /Council	Finance, Policy and Resources	Revenues & Benefits Transformation Manager Head of Resources

November 2018	<u>Financial Update</u>	A Commercially and Democratically Accountable Council	Cabinet	Finance, Policy & Resources	Strategic Director (Resources)
Sept /October 2018	<u>Treasury Management Report – Updates</u>	A Commercially and Democratically Accountable Council	Cabinet	Finance, Policy & Resources	Strategic Director (Resources)
November 2018	<u>Motion referred from Council re action to discourage anti-social behaviour</u>	Health and Community Safety	Cabinet	Neighbourhoods and Safer Communities	Head of Housing and Communities

**AGENDA ITEM NO. 5(a)**

**CABINET**

**16th October 2018**

**Subject:** Occupation of part of the Whitehouse Building, Rear of Council Offices, Thundersley, Benfleet, Essex, by the Castle Point Association of Voluntary Services (CAVs)

**Cabinet Member:** Councillor Isaacs - Neighbourhoods and Safer Communities

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**1. Purpose of Report**

**This report is to notify the Cabinet regarding the progress on the occupation of the Whitehouse Building by CAVs.**

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

**The project described in this report supports the Council's primary objective of Health and Community Safety and the priority to develop community resilience and initiatives and meet its strategic priorities of reducing anti-social behaviour, domestic abuse and prevent criminal behaviour and social exclusion.**

**2. Recommendation**

**That the Cabinet agrees to allow CAVs to occupy the Whitehouse on suitable terms and conditions as agreed by the Council.**

**3. Background**

**4.1** The Whitehouse building has been developed and revived over the last few years into a thriving hub for the Community. Partners in occupancy include Carer's Choices, Trustlinks, Wyvern Community Transport, Age Concern and Marie Curie Cancer Care.

**4.2** The introduction of voluntary sector organisations into the Whitehouse has brought with it various investments for the building through grants not available to public sector bodies. These have included sustainable heating systems, lighting, facilities for people with disabilities and more recently the replacement of all of the building's 124 windows into double glazed sealed units.

- 4.3 As a result of this investment the building is becoming more sustainable and there are further plans for the acquisition of additional grant funding to install solar panels on the roof of the building. In addition as previously reported to Cabinet there is a Community Garden 'Growing Together Thundersley' and a Community Café which includes a Community fridge for all to reduce food waste which is supported by several large retailers.
- 4.4 The Council is also working in partnership with the Department of Work and Pensions and Trustlinks delivering two projects, Roots to Work and Working Point, at the Whitehouse designed specifically to enable residents back into work that haven't been able to work for a number of reasons for a length of time by utilising the various facilities at the Whitehouse.
- 4.5 In addition there is a new outside area for the Silver Birch Centre (which forms part of the Whitehouse) and there is a fully equipped day care centre specialising in Dementia Care. Dementia is one of the three biggest health issues facing the Borough alongside mental health and obesity and all of the above projects in some way are working towards reducing the prevalence of these concerns and improving mental health and wellbeing, physical health, quality of life, social inclusion, confidence and employment options.
- 4.6 This report proposes a new partnership arrangement with Castle Point Association of Voluntary Services (CAVs) to allow this organisation to move into the Whitehouse with the other voluntary sector organisations which utilise the Council's building. This new opportunity and partnering arrangement has been agreed with CAVs to make it possible for another one of the Borough's Council's leading and important voluntary sector partners to move into the Whitehouse following the recent departure of the CAB. CAVs are scheduled to move in during late October and the Council has taken this opportunity to support CAVs in their ambitions to expand and benefit from the numerous facilities that exist at the Whitehouse site.

## **5. Corporate Implications**

### **5.1 a. Financial Implications**

The occupation of part of the building by CAVs will assist the Council to retain and use the building for community purposes and CAVs will be paying a market contribution towards the cost of the letting and the upkeep of the building in addition to providing key services to local residents.

### **5.2 b. Legal Implications**

A lease has been approved to allow CAVs to occupy the building on terms and conditions which are suitable to the Council and which are commensurate with other tenants who occupy the building.

### **5.3 c. Human Resources & Equality Implications**

This project supports the local government equality duty and will enable CAVs to continue to deliver vital support services to the community in Castle Point

from a central and accessible location which is also occupied by other voluntary sector organisations.

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

CAVs will be moving into the Whitehouse building during late October following some minor modifications and refurbishing of the upper floor.

## **6 Conclusions**

- 6.1 The presence of CAVs in the building will enhance the establishment of the Whitehouse building as a community resource centre by the Council and to provide a plethora of health and social benefits for the community including increased volunteering activities, befriending, day care, transportation, therapy, respite, individual care and welfare packages and make other accessible community services available to the least advantaged residents of Castle Point.

**Report Author:** Mrs Melanie Harris MA BSc(Hons) MIOL  
Head of Licensing and Safer Communities

**AGENDA ITEM NO. 7(a)**

**CABINET**

**16th October 2018**

**Subject:** **Regeneration and Asset Update**

**Cabinet Member:** **Councillor Smith -  
Leader of the Council – Strategic Partnerships**  
  
**Councillor Mumford -  
Regeneration & Business Liaison**

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**1. Purpose of Report**

**1.1 This report is to inform the Cabinet of progress with current active regeneration and asset initiatives.**

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

**2.1 The initiatives described in this report are directly linked to the Council's "Housing and Regeneration" priority – incorporating objectives for a sustainable future and the regeneration of town centres.**

**3. Recommendations**

**3.1 That the Cabinet notes the progress underway on the initiatives set out in the Schedule to this report.**

#### **4. Background**

- 4.1 The Cabinet receives regular reports on regeneration initiatives underway in the Borough, co-ordinated by the Castle Point Regeneration Partnership.
- 4.2 The Schedule attached to this report seeks to inform the Cabinet regarding progress with the following key projects.
- 4.3 For the Hadleigh Town Centre “Gateway” site, options for the future of the wider site, as well as the Council’s land at the former Crown PH site are now being considered and a separate report will be presented to a future meeting of the Cabinet once this work has concluded.
- 4.4 Approval has been given for the revised access for the Morrison’s store onto London Road, together with any consequential alterations to the bus lane. Confirmation of a start date for the works to be undertaken is to be provided in due course. A project team is now being formed to prepare designs for the public realm improvements to the public footpaths in the town centre in the vicinity of the Morrison’s store.
- 4.5 For Canvey Island, news is awaited of the decision from Government on the funding from the Round 5 expressions of interest bid from the Coastal Communities fund (CCF). Consultation on the proposed seafront master plan has resulted in a revised scheme for the Labworth Green area which is under discussion and consideration.
- 4.6 Work on a detailed business case for proposals at The Paddocks for new community space continues in accordance with the Cabinet’s decision in January 2018 and will be the subject of a separate report.
- 4.7 The Cabinet Forward Plan also indicates that a report would be provided this month regarding the report to Government by the Thames Estuary Commission on the future for the Thames Estuary growth area. However, the Commission’s report has implications for the whole of South Essex rather than Castle Point alone. In these circumstances the Commission’s report is to be considered by the Association of South Essex Local Authorities (ASELA), and the Cabinet will be advised of any particular implications for Castle Point.

#### **5 Corporate Implications**

##### **a. Financial Implications**

- 5.1 Cabinet is asked to note that further reports will be prepared setting out the detailed financial implications of the Hadleigh town centre, Canvey seafront and Paddocks projects before final decisions are taken.

### **b. Legal Implications**

5.2 Any development proposals, contracts and expenditure mentioned in this report are and will be taken forward in accordance with Council procedures.

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

5.3 There are no implications of this kind arising from the recommendations in this report.

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

5.4 The work regarding future development prospects for Hadleigh Town Centre can be completed by the end of the calendar year. The work regarding the seafront and a way forward regarding The Paddocks is anticipated by autumn 2018.

5.5 The “Go Trade” project has an anticipated life of three and a half years. The next phase is for the Project Manager to develop options for the delivery of a market offer in both Canvey and Hadleigh town centres.

## **6 Conclusions**

6.1 The regeneration of important destinations in the Borough remains a strong ambition of the Castle Point Regeneration Partnership, in which the Council plays a leading role.

6.2 Officers continue to work with partners and representatives of local businesses in order to develop schemes and potential initiatives, such as those described in this report, to improve local services and the environment, develop the local economy and assist businesses.

### **Background Papers**

None

**Report Author:** Steve Rogers – Local Plan & Regeneration Adviser  
Mark Evershed – Regeneration Delivery Manager

**Regeneration Project Update  
Sept 2018**

**Employment, Innovation and Economic Development**

<b>Activity</b>	<b>Update</b>
Castle Point Business Forum	Next Forum event to be held on 10th October 2018 at The Old Fire Station, Hadleigh. The main topic is "Infrastructure & Connectivity", with a keynote presentation by Highways England Lower Thames Crossing Team.
Castle Point Mayor's Business Awards	The Mayor's Business Awards Scheme 2019 will be launched at the Business Forum on the 10 <sup>th</sup> October. USP College (SEEVIC Campus) have agreed to sponsor the Apprenticeship Award.
Business Advice	General business support enquiries continue to be directed to Business Essex Southend & Thurrock (BEST) Growth Hub. BEST have confirmed the organisation has secured funding for the next two financial years (18/19 and 19/20) from Government.  The programme of business support workshops is continuing.  A meeting was held in June with the Business Navigator for Castle Point to discuss collaborative working and priorities for business support for Castle Point
Support for delivery of extension to Northwick Retail Park	Started on site in March 2018.
Support for delivery of Thames View A130 Business Park	Development underway on site.
Support for delivery of Northwick Road Business Park	On hold pending delivery of the Thames View 130 Business Park.

**Regeneration Project Update**  
**Sept 2018**

**Town Centres**

<b>Activity</b>	<b>Update</b>
Hadleigh Gateway Site	Options now being considered for the successful redevelopment of the site.
New exit for Morrison's, London Road, Hadleigh	Planning application for the Morrison's store revised access to London Road has been approved. Awaiting confirmation of a start date to undertake the works.
Public realm improvements and bus lane – Hadleigh Town Centre	A project team is now being formed to prepare designs for the public realm improvements to the public footpaths in the town centre in the vicinity of the Morrison's store.
Public realm improvements – Canvey Town Centre	Town Centre Action Plan included in new Canvey Island Economic Plan. "Seed corn" funding available; additional funding being sought from the Local Highways Panel.  Local Highways Panel has approved funding to carry out improvements to the Furtherwick Road/ Folksville Junction.
"Link to Lake" Furtherwick Road	On hold due to issues with the culvert to the rear of the site and the need to maintain land for Environment Agency access.
Paddocks redevelopment	Business plan for the provision of a new Community Centre being finalised.
Town Centre Markets	Delivery of the 'Go Trade' INTERREG project for the development of Town Centre Markets in Canvey and Hadleigh is continuing.  A business case considering the management of the markets has resulted in a preference for a market operator to be appointed to deliver the markets. An Expression of Interest process is being undertaken to identify potential operators.

**Regeneration Project Update  
Sept 2018**

**Transport & Infrastructure**

<b>Activity</b>	<b>Update</b>
Sadlers Farm interchange - local improvements	Construction works continuing, Phases 1 and 2 now complete. Further information can be found at; <a href="https://www.balfourbeatty.com/sadlersfarm">https://www.balfourbeatty.com/sadlersfarm</a>
Access to Canvey – feasibility study	A draft study has been prepared and will now be subject to review.
Roscommon Way Phase 3 - feasibility study	Discussions are on-going with the Environment Agency regarding technical requirements affecting the proposed route, route status and consequent requirements.  A Bid was submitted to the Department for Transport under Large Local Majors fund for a study into Roscommon Way Phase 3 and Third Access but this was not successful.
A129 Corridor Route Based Strategy	Essex County Council (ECC) undertaking route-based strategy of the A129 between the A127 and A13.
Fairglen interchange – consultation on short term schemes	ECC have undertaken update meetings with landowners directly affected by the short term scheme.  Land surveys and detailed design in progress.  Public consultation on the next stage of scheme design took place in February 2018 for a 6 week period.  Castle Point Council Cabinet considered this in March 2018.  Works programmed to commence 2020/21.
Cycle and passenger transport schemes	South Essex Active Travel partnership (SEAT) officially launched on 31 <sup>st</sup> October 2017.
Sustainable Travel	Production of a Castle Point Cycling Action Plan to help deliver and set a vision for cycle network improvements in Castle Point. Report now completed.  Cycling website refresh and improvements undertaken. New website now launched.
Drainage infrastructure improvements on Canvey – the “six point plan”	A comprehensive study of the highways drains/gullies on the Island has been undertaken to evaluate flood risk. Improvement packages, as recommended in the study, are being prepared and funding sought.

**Regeneration Project Update**  
**Sept 2018**

<b>Activity</b>	<b>Update</b>
Telecoms improvements – broadband speed and spread	Virgin Media finalising Phase 2 of their rollout on Canvey Island before commencing a major investment programme in Benfleet, Hadleigh & Thundersley.
Canvey Seafront Master Plan	<p>Bell Phillips consulted with the Environment Agency and produced a final draft of a masterplan for Canvey Seafront and a development plan for Labworth Green.</p> <p>Following consultation, the proposals for the Thorney Bay area have been prioritised. A revised scheme for the Labworth Green area had been prepared which is under discussion and consideration.</p> <p>An Expression of Interest for funding from Round 5 of the Coastal Communities Fund was submitted on the 30<sup>th</sup> April 2018. The bid consists of funding for a scheme to include construction of a pavilion at Thorney Bay (to include public toilets and a retail kiosk), resurfacing and lighting of the footpath on the landward side of the seawall from Thorney Bay to the Labworth, extension of the Thorney Bay car park, visitor information and wayfinding, and refurbishment of public toilets at the Labworth and Lubbins car parks.</p> <p>A decision from Government on the funding bid is expected shortly.</p>

**Regeneration Project Update**  
**Sept 2018**

**Health & Leisure**

<b>Activity</b>	<b>Update</b>
Primary Care Centre Canvey – optimisation of building and car park	See comments above on Paddocks redevelopment.
Health Hub for Benfleet/Hadleigh/Thundersley	Awaiting proposals from NHS for its operational requirements
Promotion of Hadleigh Park	Hadleigh Park is fully operational and has a well-established brand for both families and cyclists.  Additional local signs and banners are being considered to give site more of a visible presence.
Canvey Wick Nature Reserve extension	Health, safety and environment consultants have undertaken a survey - this has assessed structures and land conditions. An action list has been prepared.  The land managers are currently determining management prescriptions, to meet the site's ecological objectives.
Canvey Wick Nature Reserve	Fire breaks are being cut monthly into the large reed area that runs west to east along the south of the site.  New signage has been put up in the car park, warning of closing times of Northwick Road Gate.
RSPB West Canvey Marsh	Footpath spraying and maintenance has occurred at the top of the reserve around the Pantiles area. Footpath edges and the play area have been cut.

**AGENDA ITEM NO. 7(b)**

**CABINET**

**16th October 2018**

**Subject:** **Canvey Island Seafront**

**Cabinet Member:** **Councillor Smith Leader of the Council – Strategic Partnership;**

**Councillor Howard – Streets, Waste, Flood and Water Management:**

**Councillor Mumford - Regeneration & Business Liaison**

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**1. Purpose of Report**

**1.1 To inform Cabinet of a proposed programme of works to improve Canvey Island seafront, and to seek approval to appoint suitably qualified and experienced consultants/agents to advise on an appropriate marketing strategy for the Canvey seafront.**

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

**2.1 The initiative described in this report is directly linked to the Council's 'Housing and Regeneration' priority.**

**3. Recommendations**

Cabinet is recommended to:

- Endorse the Masterplan for Canvey Island seafront as described and shown in the Appendices to this report;
- Support in principle the proposed programme of works to improve Canvey Island seafront, subject to each element of the programme being supported by a robust business case;
- Approve the appointment of suitably qualified and experienced consultants/agents to advise on an appropriate marketing strategy for the Canvey Island seafront;
- Develop an implementation plan to complete the proposed programme of works subject to funding being available.

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## 4. Background

- 4.1 Central Canvey Seafront, defined for the purposes of this report as the area between Thorney Bay and Maurice Road, has for generations been the principal visitor destination in Castle Point. It has seen the development on an ad hoc basis of a number of independent family friendly leisure attractions and facilities to cater for the day tripper's seasonal demands.
- 4.2 More recently Canvey Seafront has benefitted from a level of planned investment in the public realm such as the refurbishment of the tidal pools; enthusiastic volunteers investing time in improving the quality of the seafront beaches and their environs; and demand from both private sector operators and investors to increase their investment in the seafront.
- 4.3 The freehold of the majority of the land south of Eastern/ Western Esplanade is owned by Castle Point Borough Council enabling the potential for a planned approach to any consideration of the future of the Seafront.
- 4.4 Further impetus for a planned approach for seafront investment was given by the decision to include Canvey Island on the Government's Coastal Communities programme, potentially providing a gateway to Government investment funds.
- 4.5 In 2017 through the Coastal Communities Initiative, a Canvey Island Team was established and produced an Economic Plan for the Island. A cornerstone of the plan was an ambition to build on existing efforts to evolve the seafront from a 1960s holiday destination to a 2020 day-tripper experience in a planned way.
- 4.6 The Council appointed Bell Phillips architects to produce a blueprint for the future of Canvey Seafront. Following consultation and discussion with all appropriate stakeholders a final draft Masterplan was produced in March 2018 and considered by the Cabinet. Cabinet agreed among other matters to receive further reports on proposals in the Masterplan.
- 4.7 The Masterplan received strong public support with improved car parking and additional toilet facilities being identified as two priorities. There was some concern, particularly from the local businesses, that the masterplan was too ambitious and not grounded in financial realities to allow for short term delivery. This would be particularly true if the Canvey Coastal Communities Fund bid for funding was unsuccessful.
- 4.8 Having indicated that they would announce those projects that had been shortlisted for funding at the end of June, at the time of writing, the Government have still not indicated the shortlist although it has become apparent that the Fund was significantly oversubscribed and that the creation of jobs was going to be a key consideration for the Government. These factors would tend to suggest that the Canvey bid might not be successful, although the bid team remains hopeful.

4.9 Since the Spring, further discussions have taken place with stakeholders with a view to evolving the masterplan into a deliverable programme of improvements that can be taken forward now. Traders and operators are keen to know where they stand with any lease renewals so that they can plan for their future, and investment in new facilities is desperately needed to cater for the increased demand from day-trippers, particularly at Thorney Bay.

4.10 A plan of action has now been created to take forward the Master Plan and is set out in the remainder of this report. It seeks to:

1. Provide the necessary investment in facilities at Thorney Bay;
2. Improve connectivity between Central Canvey Seafront and Thorney Bay;
3. Introduce new attractions that will help to provide a year round business opportunity rather than relying on trade from Easter to the end of September;
4. Modernise and introduce new facilities on the Council's land at Labworth Green that recognises the importance of keeping the seafront as a family friendly destination with particularly emphasis on catering for pre-teen children.

4.11 The Cabinet met recently with Canvey Island Team including the traders and operators when the plan of action was presented to them. The plan of action was well received.

## 5. Proposals

### A Plan for Action: Thorney Bay

5.1 The master planning process indicated clear community agreement as to the need for and nature of new investment at Thorney Bay. It was this clarity of purpose that, at the end of April 2018, made Thorney Bay an ideal candidate to form the subject of a Coastal Communities Fund bid to Government. The outcome of the bid is still pending; however in support of the bid application a draft but detailed planning application has been prepared which could be taken forward should the Coastal Communities Fund application be shortlisted.

5.2 The Masterplan considered that Thorney Bay had benefitted from the considerable personal investment made by the Baywatch volunteers in enhancing the beach area but there was a need for a broader range of facilities, particularly close to the beach, to improve the visitor experience. The draft planning application has therefore included:

- A pavilion adjacent to the seawall (echoing the iconic Labworth building at Central Canvey Seafront) to include a retail kiosk, public toilets and storage area as well as a roof terrace to provide a view of the bay for customers and to assist in providing a more year round experience;
- A further enlarged car park;

- New pathways and disabled friendly access ramps including appropriate lighting;
- New signage and information boards to assist visitor orientation;
- The potential opportunity to introduce new low level investment adjacent to the children' play area;

5.3 Accurate costings will be obtained once the detailed design work is undertaken. Set against the costs will be any rental received for the kiosk and increased income from the enlarged car park.

5.4 It is disappointing that there is a delay in the Coastal Communities fund decision making process as there is a desire to make progress with these improvements during the off season (October to Easter 2019). It may be that Cabinet consider that, notwithstanding the Coastal Communities Fund bid, certain elements could be taken forward now, although of course any pre-emptive action could undermine the success of the Coastal Communities Fund bid.

### **A Plan for Action: Thorney Bay to Labworth Green**

5.5 The Canvey Seafront Masterplan recognised the importance of improving connectivity between Thorney Bay and Central Canvey Seafront and achieved this by introducing a new boardwalk as a significant new feature snaking through the open space between the base of the seawall and Western Esplanade. This boardwalk enabled new features to be provided along its length that would heighten interest along the journey and also potentially generate income.

5.6 Stakeholders considered that the boardwalk was a great idea but expressed doubt that it would ever be delivered due to the cost of installation and upkeep. Rather, the objective of improved connectivity could be achieved through upgrading the existing footpath along the top of the seawall, lighting it and introducing improved signage.

5.7 Funding for these works have also formed part of the bid to the Coastal Communities Fund and has been included in the draft planning application. These works include:

- Resurfacing and upgrading of the footpath running along the landward side of the seawall for the entire length between Thorney Bay and The Labworth - surface treatments to be finalised during the detailed design work;
- Low level lighting to be introduced along the entire length of the footpath as a feature, with lights "washing" the seawall providing better security for users and allowing for increased usage off season and at night during the summer - lighting specification to be finalised during the detailed design work;

- Consideration of the introduction of new commercial trading opportunities between Thorney Bay and Labworth Green;
- Better signage encouraging visitors to make a pedestrian journey between Thorney Bay and Central Canvey Seafront;

5.8 Cost of these works will be obtained once the final specification is identified at the detailed design stage.

5.9 These works are to be programmed to be undertaken from October 2019 subject to a positive outcome from our Coastal Communities Fund bid.

### **A Plan for Action: Labworth Green**

5.10 The part of the masterplan that has generated the most discussion has been the proposals for Labworth Green. Essentially the masterplan attempted to introduce more vitality into this important space, deal with the conflict between cars and pedestrians, improve visitor facilities and ensure that both inward investors and existing traders have sufficient space to achieve their business ambitions.

5.11 All stakeholders agree these objectives; however it was in the execution of these objectives where there was disagreement as to the way forward, particularly with the radical masterplan proposal to move the car park to the north east of the Labworth Green.

5.12 In reconciling these conflicts, the Council has a key role to play as the freehold landowner of the Labworth Green.

5.13 Existing traders have expressed a desire to expand and business proposals setting out their ambitions need to be produced and any future lease terms negotiated. The existing traders' plans need to be evaluated alongside those of any potential new inward investors as part of a broader procurement process.

5.14 It has not been easy to find a solution that meets everyone's aspirations, but it is considered that the following programme of works addresses the issues raised and is potentially affordable within available and projected future budgets:

- The joining of two existing car parks to create a new modern car park between the Welcome Hut and the Labworth with a separate entrance and exit. Essex County Council have planned drainage works on Western Esplanade which will improve the drainage generally in this area and which will, on completion of the works, allow the complete redevelopment of the existing car parks to increase the car park provision;
- New signage will be introduced providing an enhanced welcome to Canvey Seafront and improved orientation around the car park introduced;

- From Western Esplanade, through the new modern car park, and on through to Eastern Esplanade will be a new pedestrian walkway providing clear lines of sight from the points of entry into the car park to the range of attractions and facilities on Eastern Esplanade;
- Within the car park, the walkway will seek to deal with potential conflicts between pedestrians and vehicles (as seen within supermarket car parks) and will broaden into a piazza at the eastern end as it meets Eastern Esplanade;
- The creation of the Labworth Piazza will give an opportunity to introduce a new contemporary water feature aimed at young children (as envisaged in the masterplan) and the provision of new kiosks providing an enhanced food and beverage offer as well as providing a modern open area with seating for visitors to enjoy;
- The redevelopment of the car park will enable consideration and introduction of appropriate disabled access from the car park to the beach. Working with the Environment Agency and the TE2100 programme, it is hoped to be able to broaden a gateway through the seawall in the vicinity of the Labworth that will enable an improved access to the beach particularly for disabled visitors;
- Introduce more toilets next to the existing toilet block adjacent to the new Labworth Green car park and refurbish the existing toilet block;
- The Memorial Gardens have been recognised as an important and attractive part of the Canvey Seafrot offer. However it is considered that the gardens are currently remote and not particularly well signposted with many visitors not knowing they are there. Working with the Town Council to address these issues, it is intended to provide appropriate walk ways to and from the gardens and better signposting and it is hoped that the Town Council will also be encouraged to embellish the existing offer;
- To the north of the Memorial Gardens and accessed through them will be a new formalised picnic area with appropriate tables, benches and litter bins;
- In seeking to remove the conflict between pedestrians and vehicles and to introduce some additional events space, it is proposed to only in exceptional circumstances allow overflow parking on the Labworth Green. Instead it is proposed to introduce a new larger overflow parking area off Western Esplanade to the west of the Welcome Hut Café. This car park will be charged and only opened at times of strong demand (weekends in the summer and school holidays) ;
- It is proposed to introduce a new more contemporary northern gateway to the Labworth Green, potentially through a local competition. The existing Carder Bee sculpture will be relocated elsewhere;
- The Eastern area of the Labworth Green will continue to be promoted for business uses. It is considered inappropriate to formally delineate a boundary to this area; rather it is proposed that it remains flexible, responding to the requirements of business as identified within the business proposals submitted through the formal tender process;
- Work is underway to find an appropriate location for a coach parking/pick-up drop off facility.

5.15 It is considered that the cost of the works could be met in the long term by increased car parking revenue and from the projected rental income received from traders.

### **The Way Forward**

5.16 At this stage Cabinet's agreement is requested to the planned programme of works in order that a more detailed appraisal of each agreed element can be undertaken and appropriate further discussions undertaken with Canvey Town Council, the Environment Agency and others. Most importantly there is a desire for action and to undertake the improvements works from October 2019. The procurement process to select appropriate business partners should commence immediately and therefore Cabinet is being requested to appoint suitably qualified and experienced consultants/agents to advise on an appropriate marketing strategy.

5.17 The Canvey Seafront Masterplan sets out an exciting modern future for Canvey Seafront. It builds on the considerable efforts by volunteer groups, public investment and local businesses to make Canvey Seafront a go-to visitor destination. It recognised the important role as landowner that the Council has in shaping its future. The Masterplan was well received but there were some concerns, particularly from traders. The Council has listened to these concerns and sought to come up with pragmatic solutions that still meet the essence of the masterplan, are likely to be delivered within available and future budgets, and can be implemented in the short term. There are still some uncertainties (such as the outcome of the Coastal Community Fund bid), but when implemented it is considered that the suggested programme of works will appropriately secure the successful operation for Canvey Seafront for future generations and deliver an excellent series of initiatives of which the Council can be proud.

## **6. Corporate Implications**

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

6.1 Detailed cost appraisals will be prepared as the design process continues.

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

6.2 These are principally related to the Council's role as land owner and again the high level legal implications are set out in the report. Planning consent will be required where there is a proposed change of use.

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

6.3 There are no implications of this kind arising from the recommendations in this report.

### **(d) IT and Asset Management Implications**

6.4 There are no implications of this kind arising from the recommendations in this report.

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

7.1 The implementation plan which is being developed will set out the timescales for the various projects as set out in the report, and the risks are also described, particularly associated with the delay in the final decision on potential Coastal Communities funding.

**8. Background Papers**

Canvey Seafront Master Plan – Bell Phillips  
Agenda Item 7a Cabinet 21.3.2018

**Report Author:**

Mark Evershed      Regeneration Delivery Manager

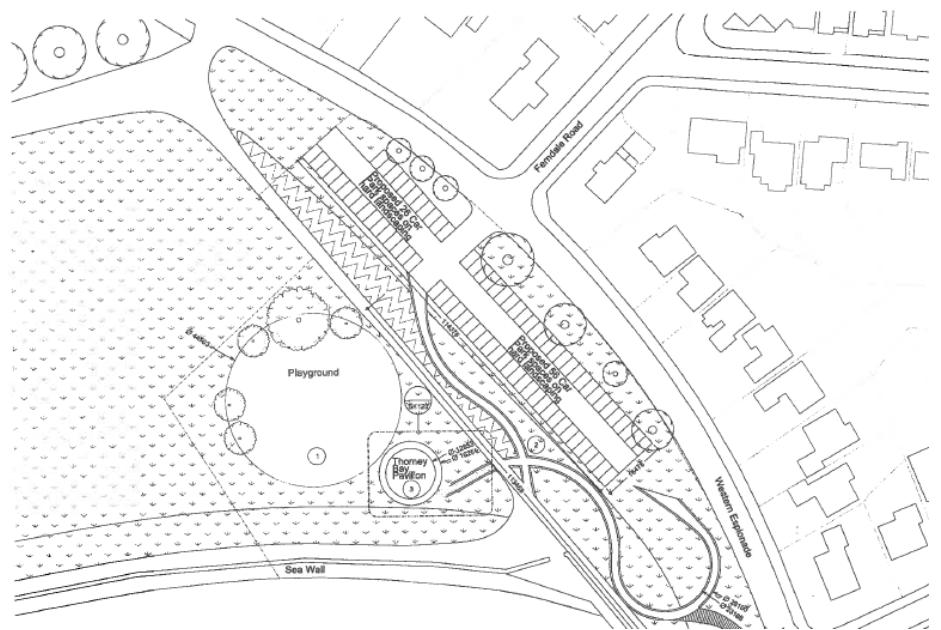


# Thorney Bay

Appendix 1

Awaiting decision from Ministry of Housing, Communities & Local Government re Coastal Communities Funding to support a scheme for:

- Construction of new pavilion (retail space, toilets and roof terrace)
- Extension of existing Car Park
- Improved access pathways to beach
- Resurfacing of landward path along the seawall
- Addition of lighting along new pathways



# Labworth Central

Appendix 2



**CABINET**

**16th October 2018**

**Subject:** Future Proposals for the Paddocks Community Hall,  
Long Road, Canvey Island

**Cabinet Member:** Councillor Mumford – Regeneration & Business Liaison

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**1. Purpose of Report**

To report to Cabinet, the conclusion of the business case for the provision of a Community Hall at the Paddocks, Canvey Island.

To enable Cabinet to take a decision on the way forward.

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

- Health and Community Safety
- Environment
- Housing and Regeneration
- A Commercial and Democratically Accountable Council

**3. Recommendations**

**That Cabinet:**

1. Note the content of this report, particularly the proposal for stakeholder consultation and indicative project timeframes;
2. Consider the report and take a decision on whether to pursue either
  - a) A remodelled / reconfigured facility as referred to within section 6.4.  
or
  - b) A new build, purpose built facility as referred to within section 6.5.;
3. Approve the engagement of specialist advisors to support delivery of the project; and
4. Note the intention to develop plans for operational service delivery (including resources), marketing and promotions.

#### **4. Background**

- 4.1 This report follows the report made to Cabinet in January 2018 which subsequently resulted in the production of a detailed business case for the provision of a Community Hall on the Paddocks site.
- 4.2 The business case considered whether:
  - a) A new or refurbished / remodelled facility could meet all of the requirements as set out within the January report.
  - b) The requirements of existing users could be accommodated.
  - c) Provision of a Community Hall could be financially viable.
- 4.3 The scope of the business case excluded aspirations that the Council may have above and beyond the existing use of the current facility. It is however acknowledged that there is potential to further expand use of the facility.
- 4.4 The key driver for the business case was to identify a financially sustainable option which meets the needs of the community.

#### **5. Business Case – Summary Findings**

- 5.1 The business case is informed by feedback from some existing customers, historical financial and statistical information held by the Council as well as surveys and studies undertaken by specialist consultants and contractors.
- 5.2 Considerable financial modelling work tested the potential impact of changes in assumptions including occupancy, operational costs and revenues before the “most viable” scenarios were adopted to inform the conclusions below. However, more detailed work will be undertaken through the design brief and consultancy process.
- 5.3 Summary findings:
  1. The Paddocks is the largest community venue in the Borough able to accommodate events for up to 500 seated attendees, but is rarely used to full capacity.
  2. Whilst the facility is much loved by the local community this is not reflected in bookings / use, with average occupancy levels at the facility being very low. A significant proportion of the existing facility has not been operational for some years. The occupancy rate for the open aspects of the facility is currently running at **22%** (overall).
  3. The greatest proportion of hirers are regular as opposed to one-off. Regular hirers are attracted to use the facility by its location and relative low cost compared to alternative providers. Hall 3 achieves the greatest occupancy at **31%** and generates **36%** of overall income. By comparison, the Main Hall (largest hall) has an occupancy level of **18%** and generates **31%** of overall income.
  4. Compared to alternative facilities for hire within the catchment area, and similar facilities provided by other local authorities generally, hire charges for the Paddocks are relatively inexpensive.
  5. The net operational cost of the facility for 2017/18, excluding apportioned corporate costs, was in the region of **£89k**. This is

budgeted to increase to **£110k** for the current financial year with an element of this increase being driven by additional security costs. Net operational costs are anticipated to average **£165k** pa for the period 2020/21 to 2029/30<sup>1</sup>.

6. The Hall has in the past been subject to break-in and vandalism and more recently anti-social behaviour. These issues have impacted on the operation of the hall resulting in negative press, the loss of some existing and potential bookings and a planned increase in security attendance at the Hall during the winter months at additional cost.
7. Financial modelling indicates that in order to achieve a cost neutral position based on existing operational costs, an occupancy level of **47%** would be desirable.

Or

8. An occupancy level of **42%**, combined with a reduction in operational costs of between **5%** and **10%** would also achieve a cost neutral position.

## 6. Provision of a Community Hall - Options

- 6.1 The business case explored a number of options ranging from repair of the existing facility through to a new build option, with a number of iterations in between. Final options were arrived at and are summarised in the table below.
- 6.2 The capital cost for each option is shown alongside the consequential impact on net operational / revenue cost of the facility. The outcomes from financial modelling work referred to above are reflected within the information below.

Option	Capital Cost £m	Revenue Cost £000's	Annual impact on Financial Forecast (Improvement) £000's
Reconfigured Community Hall <b>(6.4 below)</b>	4.1	103	(62)
New Build Community Hall <b>(6.5 below)</b>	4.3	63	(105)

- 6.3 The capital costs shown above are “cost estimates” and would be subject to full tender as set out further on in this report. These two options are expanded upon below.

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<sup>1</sup> Timeframe selected for comparison purposes - allowing time for completion of works.

**6.4 *Repair & refurbish the building with remodelling and reconfiguration of the internal layout of the facility to meet current and future requirements, combined with an increased level of occupation.***

6.4.1 In addition to addressing repair and maintenance requirements identified through specialist surveys, this option includes the following remodelling works:

1. Various options to improve entrance to and egress from facility
2. New reception and office adjacent to potential new Main Entrance
3. Sliding/ folding division to Main Hall
4. Lift access to First Floor proposed from Main Hall/Third Hall Lobby
5. Accessible WC proposed adjacent to Main Hall and Lift
6. Second Hall accessed from Main Entrance and North-East Lobby
7. New bar facilities proposed to Second Hall - all halls to have bar facilities
8. Existing Second Hall converted to Third Hall and rentable Office/ Meeting space
9. Third Hall and Office/ Meeting spaces to be accessed from additional entrance and reception, for improved security
10. New stair at West End to proposed First Floor (subject to first floor structural assessment)
11. Stage Facilities upgraded in existing location
12. Main Bar Facilities upgraded in existing location
13. Rentable Meeting space accessed from main corridor

6.4.2 This option retains the external appearance and flat roof design of the existing facility and is intended to bring the existing facility up to a modern operational standard, addressing as far as is practically possible all known issues and limitations. The final result would to all intents and purposes "feel" like a new facility.

6.4.3 There are limits to how far a remodelled option could be taken in terms of improvements to energy efficiency and reduction on its carbon footprint. The size of the existing facility is significantly larger than the option considered within the earlier feasibility study and as a consequence is more expensive to operate.

**6.5 *Demolish existing facility and replace with a new, modern facility specifically designed to meet current and future requirements.***

6.5.1 A new purpose built facility, capable of catering for and presenting a wide range of events and activities to maximise the venue's commercial potential. A detailed design brief will be drawn up after the completion of a comprehensive consultation process and the appointment of a specialist scheme architect.

6.5.2 The precise configuration would require careful design to ensure that peak time demand could be accommodated.

6.5.3 A new build facility would present opportunities to influence through design, ongoing operational costs as well as environmental considerations, energy efficiency, maintenance and improved security in order that the new build is fit for use as a modern venue for many years to come.

6.5.4 All of the aspects identified within 6.4.1 could be accommodated within a new built facility.

6.5.5 It would be possible to design the building in such a way as to reduce the occurrence of antisocial behaviour and vandalism.

## **7. Conclusion to the Business Case and Next Steps**

7.1 The existing Community Hall, whilst being a well loved landmark on the Island, is not well used and is a significant financial burden which is currently underwritten by the general council tax payers of the Borough.

7.2 Financially and operationally, the better option would be to replace the existing facility with a purpose built modern facility. This option would have an ongoing, positive impact on the Council's financial plans whilst having no detrimental impact on users of the facility.

7.3 Following a decision by Cabinet, it will be necessary to undertake stakeholder consultation and to engage specialist support for the project going forward (section 8).

7.3 Detailed operational planning will build upon the prudent basis of the business case and result in a business plan for the facility which will include existing and aspirational uses for the facility. This will need to be supported by a detailed operational service plan and marketing and promotion plan.

## **8. Consultation**

8.1 A consultation strategy is currently being established which will primarily be a member led process including residents, existing and potential future users of the facility and other stakeholders.

8.2 The consultation will focus on the specifics of what consultees might like to see included in the facility.

8.3 At the time of writing this report it is anticipated that the consultation will commence in November, to last approximately six weeks with a report back to Cabinet.

## **9. Procurement**

9.1 Due to the estimated financial value of the options considered within the business case, the procurement process going forward will currently be subject to the European Procurement Regulations.

9.2 All contract opportunities exceeding the predetermined thresholds are advertised across the EU via the Official Journal of the European Union (OJEU). This aims to treat all enquiries equally and avoid discrimination on the grounds of nationality or the origins of goods and services.

Issue the Contract Notice	Required to be advertised for a minimum of 30 days
Issue Invitation to Tender	Good practice to leave a min of 30 days
Tenders Submitted and	In order to ensure a well informed

Opened	response a period of four weeks should be allowed for return of tenders. Evaluation a further two weeks
Tender Evaluation – against predetermined award criteria	Can take 2 weeks, dependant on the number and who analyses the tender submissions
Award of Contract	Required at least 10 day standstill period
Contract Award Notice	This notice needs to be advertised in OJEU within 48 days

The entire procurement process will form part of the Council's "PROMPT project management programme".

The EU procurement process is estimated to take 4.5 months. The entire procurement process including preparation of specifications will take considerably longer. Please see also section on timescales below.

## **10. Corporate Implications**

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

As referenced in the main body of this report.

Funding options will be identified by the Council's Chief Finance Officer in consultation with the Cabinet Member with responsibility for Finance.

The Council must set a balanced budget each year. However, the financial forecast currently indicates an unbalanced budget from 2019/20 meaning that the Council would need to rely on the use of reserves in order to maintain services until the budget is balanced. Any new / additional revenue commitments would further impact on the Council's ability to set a balanced budget in future years.

Given this financial context, it is essential that the Council ensure that every opportunity to reduce ongoing costs is explored. The options explored within this report would have a positive impact on the Council's financial plans.

Community and leisure facilities, whilst important to residents are discretionary functions for a local authority. Except in cases where a discretionary function makes a positive financial contribution most authorities are endeavouring to scale down or discontinue these services entirely.

In order to safeguard any new facility at the Paddocks from threat of discontinuation at a later date, it is desirable that the facility is self-sufficient. It would be illogical for the Council to take a decision now to provide a new facility which would result in an increased financial burden in years to come. The concept of self-sufficiency for discretionary services is in line with the Council's commercial principles.

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

There are no legal implications arising directly from this report.

Review of title deeds for the Paddocks site has been undertaken. The Council owns the freehold of the site. There are no onerous obligations imposed in the title to the site which would impact on the Council's options referred to above.

Reference is made above to the procurement process that the Council must follow pursuant to the EU Procurement Regulations.

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

**Human Resources**

Largely within existing resources, engagement of specialist consultants and other external services as required.

**Equality Implications**

None arising directly from this report.

**11. Timescale for implementation**

Key project milestones and indicative timeframes are as follows:

**November 2018**

Stakeholder consultation.

Engagement of consultants – to support design of facility and procurement process.

**December 2018**

Analysis of consultation results and finalisation of scope for operational service and requirements for new / reconfigured facility.

**January 2019 – March 2019**

Refresh of business case.

Report to Cabinet for decision to proceed.

Project Initiation Documentation / Project Planning

**February / March 2019**

Draft specification and production of tender documents

**March 2019 – September 2019**

Tender & procurement process (see section on procurement).

Report to Cabinet – decision to proceed / not to proceed.

## **12. Risk Factors**

The following high level risks are recorded at this early stage. Further risks identified will be recorded on a project risk register and addressed or reported to Cabinet as appropriate.

1. Outcomes from a survey of statutory services within the site – currently in progress - may hinder the location of a new hall or introduce additional expense.
2. Aspirations for community hall exceed available resources.

## **13. Background Papers**

The Paddocks Community Hall & Site Business Case and supporting financial modelling (June to September 2018)

The Paddocks – Investigation of retrofit & order of cost estimate – Keegans & EDC Architects (August 2018)

The Paddocks – Refurbishment options – Keegans (April 2018)

The Paddocks - Cabinet Report (January 2018)

The Paddocks - 20 year occupancy report – Keegans (September 2014)

**Report Author:** Chris Mills – Strategic Director (Resources)

**CABINET**

**16th October 2018**

**Subject:** **Budget and Policy Framework for 2019/20**

**Cabinet Member:** **Councillor Stanley – Finance, Policy and Resources**

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**1. Purpose of Report**

**This report sets out the proposed Budget and Policy Framework for 2019/20. It takes account of the requirements of the Constitution, the Financial Planning Strategy and statutory requirements for calculating the budget requirement and setting the Council Tax.**

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

**The agreement of the Budget and Policy Framework provides the Council with a robust framework to improve services to residents by directing resources towards the Council's priorities.**

**3. Recommendation**

**That the proposed Budget and Policy Framework for 2019/20 is approved.**

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**4. The Budget and Policy Framework**

4.1 The Council's business planning framework consists of a number of plans and strategies. These provide the mechanism through which the Council establishes its aims and objectives. Each plan or strategy should identify how the aims and objectives will be achieved and monitored as well as provide the link between Council services and financial plans. A list of the Council's corporate outward and inward facing plans and strategies is shown in Annex B to this report.

4.2 The Council's budget framework is set out at Annex A. It is based on the requirements of the Financial Planning Strategy. The key steps in the budget process can be summarised as follows:

- draft Service Action Plans;
- draft budgets prepared on a no growth basis (current service action plans);
- identification of growth and efficiency savings (options) linked to Council priorities; corporate and service planning revised to reflect latest community feedback, user feedback, initial issues raised by new government initiatives, as well as the development of Improvement Plans and the Asset Management Plan;
- interpretation of government announcements in respect of acceptable council tax rises and provision of funding;

- Service Action Plan challenge meetings with Cabinet members
- agreement of final Service Action Plans;
- budget and Council Tax setting at Full Council.

## **5. Consultation**

5.1 The Council will publish the Policy and Budget Framework for 2019/20.

5.2 The subsequent period up to the February Council meeting will be available for final policy considerations by Members.

## **6. Corporate Implications**

There are no new financial or human resource and equality implications arising from this report.

### **a. Legal implications**

This report is authored by the Strategic Director (Resources) in her capacity as the Council's Section 151 officer – the officer appointed to have responsibility for the Council's financial administration.

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

The Council should approve the proposed Budget and Policy Framework so that it can be available for public consultation in accordance with the Council's constitution. The approval of the framework also ensures that there are clear accountabilities and timescales in place.

## **8. Conclusion**

Cabinet are requested to approve the proposed Budget and Policy Framework.

### **Background Papers:**

Constitution

Policy Framework and Budget Setting for 2019/20

## The Budget Framework for 2019/20

No.	Activity	Date
1.	Produce analysis of needs information and national issues based on latest socio-economic profiling, national legislative framework and any consultation data	October 2018
2.	Priority discussion with Executive Management Team (EMT)	October 2018
3.	Develop Service Action Plan template and distribute to managers setting out timescale for completion  For completion by end November 2018	October 2018
4.	Formation of efficiency savings options linked to Council priorities and identified through Service Action Planning process	November 2018
5.	Draft budget prepared on a “no growth” basis (current service action plans)	October 2018 - January 2019
6.	Consideration of government announcements in respect of acceptable levels of council tax increase and provision of grant funding to the Council	October 2018 - January 2019
7.	Draft Service Action Plans and Directorate plans reviewed and finalised by Departmental Management Team	December 2018
8.	Clarification of priorities, objectives and project work streams with Cabinet members.	January 2019
9.	Draft Directorate Plans reviewed by the Head of Housing and Communities in liaison with respective Heads of Service	January 2019
10.	Budget option appraisal with Cabinet members	November 2018 - January 2019
11.	Service Action Plan challenge by respective Cabinet Member	February 2019
12.	Cabinet makes final recommendations to Council on: <ul style="list-style-type: none"> <li>• Corporate priorities</li> <li>• Capital Strategy</li> <li>• Treasury Management Strategy Statement</li> <li>• Investment Strategy</li> <li>• Prudential indicators</li> <li>• The robustness of budgets</li> <li>• Adequacy of reserves</li> <li>• The budget (revenue and capital) and Council Tax</li> </ul>	February 2019

	<i>The Cabinet will now make its recommendations on the allocation of financial resources to services</i>	
13.	Cabinet agrees HRA budget and sets rent levels <i>Council to delegate full powers to the Cabinet. HRA budget subject to compliance with legal and prudential guidelines</i>	February 2019
14.	Council makes statutory budget calculations and sets Council Tax <i>Council will consider the recommendations from Cabinet and will make final decisions</i>	February 2019
15.	Service Action Plans approved by respective Cabinet Member	March 2019

Policy Title	Brief Description
Local Development Scheme (LDS) (part of Local Development Framework (LDF))	<p>Enables interested parties to find out about the Council's Planning Policies.</p> <p>Sets out a timetable and key milestones for the preparation of documents for the LDF.</p> <p>Shows how the preparation of the Development Plan Documents (DPDs) will be resourced.</p>
Local Plan 1998 (part of LDF)	Sets out the policies for achieving a balance between appropriate development opportunities and the protection and enhancement of the built and natural environment.
Statement of Community Involvement (SCI) (part of the LDF)	Enables local communities to know how and when they will be involved in the preparation of planning policy documents and how they will be consulted on planning applications.
New Local Plan (part of the LDF)	Sets out a strategic policy to direct the pattern of development within Castle Point over the period 2018 – 2037, and the development management policies required to ensure that planning decisions secure this pattern of development.
Canvey Town Centre Master Plan Supplementary Planning Document (SPD) (part of LDF)	Sets out a plan for the regeneration of Canvey Town Centre that seeks to improve sustainability on Canvey Island generally by providing local residents with a high quality town centre that meets their shopping, leisure and community needs and provides new jobs and homes.
Hadleigh Town Centre Master Plan	Sets out a plan for the regeneration of Hadleigh Town Centre that seeks to improve sustainability of Hadleigh generally by providing local residents with a high quality town centre that meets their shopping, leisure and community needs and provides new jobs and homes.
Developer Contributions SPD (part of the LDF)	Sets out requirements for the provision of Section 106 Contributions towards affordable housing and other infrastructure requirements related directly to the impacts of development, as part of planning applications.
Essex Vehicle Parking Standards SPD (part of LDF)	Sets out requirements for the provision of parking for new development proposals.

Policy Title	Brief Description
Residential Design Standards SPD (part of LDF)	Sets out design requirements for residential development proposals.
Leisure and Recreation Strategy	Overarching document detailing the needs of the community and how leisure and recreation provision can assist in meeting these needs and improve health and well being.
Environmental Health – Statement of Enforcement Policy	This Statement outlines the enforcement policy of Environmental Health Services
Food Safety – Additional Statement of Enforcement Policy	This Statement outlines the enforcement policy for food safety
Disabled Facilities Grants	This policy document sets out how the Council will use its resources to help those who need disabled adaptations and how decisions will be made about the help that it gives.
Community Safety Partnership Plan	Achieving a sustainable reduction in crime within the Borough both by tackling crime and by identifying and addressing its causes.  Ensuring crime and disorder does not have a disproportionate impact on vulnerable groups.  Tackling specific crime and disorder problems and problem areas.
Constitution	Describes how the Council does business includes:  Procedural rules for access to information; budget and policy framework; overview and scrutiny; financial; officer employment and contracts.  Protocols for Planning and the Monitoring Officer.  Codes of Conduct for Members ,Staff and Planning matters

Policy Title	Brief Description
Contract Procedural Rules – see also Constitution	Describes how the Council does business on matters relating to the placing and letting of contracts.
Financial Procedure Rules and Detailed Financial Regulations – see also Constitution	Describes how the Council does business on financial matters.
Budget and Policy Framework – see also Constitution	Describes the procedures and principles used by the Council to establish and/or vary a budget and policy framework.
	Incorporates Financial and Capital Strategy from Feb 2012.
Equality Scheme 2014-2019	Describes the way in which the Council deals with equality and diversity in its corporate activities and the delivery of
Risk Management (RM) Policy and Strategy	<p>Sets out how the Council will:</p> <p>maintain robust risk management arrangements that make a positive contribution towards the achievement of its corporate priorities and objectives and maximise the opportunities to achieve its vision</p> <p>proactively manages key external and internal risks, promoting the principles of effective risk management throughout the organisation.</p>
Whistle blowing Policy	Sets out the Council's arrangements whereby any serious concerns that employees, workers or contractors have about any aspect of service provision or the conduct of Officers or Members of the Council or others acting on behalf of the Council can be reported under the Whistle blowing Policy
Procurement & Commissioning Policy	Defines the Council's policy objectives, the strategy to deliver these and supporting principles. Procurement is defined as the acquisition of goods, services and construction projects from third parties.
VFM Strategy	<p>How we will achieve VFM by:</p> <p>Making improvements across the board, but targeting those who rely on our services the most.</p> <p>Embracing diversity and equality principles in all our actions.</p> <p>Being a customer focussed organisation.</p>

Policy Title	Brief Description
RIPA Policy Statement	To reduce the risk of breaching human rights and to assist staff involved in interception and surveillance activity in complying with the requirements of the Regulation of Investigatory Powers Act (RIPA) 2000.
Disposal of Council Owned Land	Sets the policies, principles and procedures to be followed when considering whether Council owned land should be disposed of or retained for service provision.
Health & Safety Policy Statement and Strategy	This is a declaration of the Council's intent to establish a safe and healthy working environment for all of its undertakings.
Health and Safety Consultation	Outlines process for consultation with staff on health and safety issues
Partnership Strategy	Outlines the process for monitoring partnerships undertaken by the Council
Treasury Management and Investment Strategies	Covers the management of the Council's cash flows, its banking, borrowing and investment activities; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.
Information and Communication Strategy (ICT)	This ensures that the IT systems and infrastructures support the business objectives. It covers the planning of new systems, their procurement, and the management and control of implemented systems. It sets out the organisation and management structures, and where responsibilities lie.
Asset Management Plan	Sets out how the Council maintains its corporate assets (land and buildings) in a condition that is fit for the purpose of delivering services to the community and how it will respond to any changes in the way assets need to be used to provide services.
Emergency Planning & Business Continuity Policy	The EP/BC policy sets out the principles for the establishment and revision of Emergency Planning and Business Continuity Management

Policy Title	Brief Description
Emergency Planning & Business Continuity Framework	The EP/BC framework describes how the Council will go about its duty to be suitably prepared for dealing with emergencies, as well as disruptions to the organisation's ability to deliver its critical services to the public.
Business Continuity Plan	Generic guidance on how the Council may manage a major corporate incident which restricts the normal day-to-day running of its business.
Emergency Response Plan	The generic Emergency Response Plan outlines the Council's core response to emergencies and major incidents. It is supported by specific plans dealing with particular hazards, functions and statutory responsibilities.
HR Strategy	Establishes workforce planning to ensure adequate staff resources and succession planning.
	Aims to attract and retain high calibre candidates for employment.
	Train and develop staff to maximise their potential
	Offer equality of opportunity to all staff and recognise the benefits of diversity.
Project Management Strategy	Defines the Council's Project Management objectives and the principles used in the delivery of the Council's projects.
	Key operational aspects to be incorporated into 'How it Works' Guidance.
Communication Strategy	Shows how the Council will work closely with other organisations in the borough to achieve a free flow of appropriate information between the Council and its stakeholders, including staff, councillors, residents, businesses, partners and other service users. An appendix to the Customer First Strategy
Customer First Strategy	How the Council aims to serve customers better and reach and serve more people in more ways in more accessible forms, locations and at more convenient times.

Policy Title	Brief Description
Risk Based Verification Policy	Sets out the Council's approach to verification for Housing Benefit and Local Council Tax Support claims.
Complaints Policy	Sets a clear framework so that complaints are dealt with efficiently and effectively to ensure that customers have confidence in the way that complaints will be handled. An appendix to the Customer First Strategy
Corporate Plan	Sets out the Council's Objectives and key milestones and targets. Also includes an annual report on progress towards achieving aims.
Affordable Rent Policy	Sets out the approach to charging affordable rents for any new Council homes acquired.
Hackney Carriage & Private Hire Policy	This document contains guidance and information for the holders of and applicants for hackney carriage/private hire vehicles and driver's licences and the licences to operate private hire vehicles within the Castle Point Borough Council area.
Statement of Licensing Policy	The 2003 Act requires that the Council publishes a Statement of Licensing Policy that sets out the policies the Council will generally apply to promote the licensing objectives when making decisions on applications made under the Act.
Gambling Licensing Policy Statement	This is the fourth Statement of Licensing Policy produced by Castle Point Borough Council under the Gambling Act 2005 and it forms the basis for all gambling related licensing decisions taken by the Council as the Licensing Authority commencing after ratification by Council in July 2015 and over the next three years from 31st January 2016.
Licensing & Gambling Enforcement Policy	The purpose of the enforcement policy is to ensure compliance with the Licensing Act 2003 and the Gambling Act 2005, and to ensure the promotion of the licensing objectives under these two acts.
Scrap metal Dealers Act 2013 Policy	This document states Castle Point Borough Council's Policy on the regulation of Scrap Metal Dealers. The Scrap Metal Dealers Act 2013 received Royal Assent on 28 February 2013 and came into force on 1 October 2013

Policy Title	Brief Description
Documentation Retention Policy	This document states Castle Point Borough Council's criteria for the retention of documents containing personal
Data Protection Policy	this document sets out Castle Point Borough Council's policy on the retention and process of personal information - to be updated to meet the General Data Protection Regulations 2015 and new Data Protection Act when it comes into effect
Mobile Phone Policy	This document sets out the conditions under which the Council's mobile phones resources may be used and procedure for obtaining mobile telephony.
Combined Safeguarding Policy and Strategy for Children Young People and Vulnerable Adults	The Children's Act 2004 Children and Learning Act 2009 The Counter Terrorism and Security Act 2015 The Care Act 2014
Counter Fraud, Bribery & Corruption Policy Statement and Strategy	Sets out how the Council will: <ul style="list-style-type: none"> <li>• acknowledge its responsibility for countering fraud and corruption</li> <li>• identify the fraud and corruption risks</li> <li>• develop an appropriate counter fraud and corruption strategy</li> <li>• provide resources to implement the strategy</li> <li>• take action in response to fraud and corruption.</li> </ul>
Counter Money Laundering Policy and Strategy	Sets out the actions the Council will take to mitigate the risk that money could be laundered through its systems.
Internal Audit Charter, Strategy and Audit Plan	The Charter sets out the purpose, authority and responsibility of the Council's Internal Audit function, in accordance with the UK Public Sector Internal Audit Standards (the Standards) and the CIPFA Local Government Application Note. The Strategy sets out how the service will be delivered and developed in accordance with the Charter and how it links to the delivery of the Council's Aims, Targets and Objectives. The Audit Plan sets out the work to be delivered each year, that will inform the Annual Head of Internal Audit Opinion.

Policy Title	Brief Description
Policy for the granting of Discretionary Non-Domestic Rate Relief	Sets out the level of Discretionary Relief and related areas to be granted to certain defined ratepayers
Leisure and Recreational Strategy	Sets out actions and objectives to improve the health and wellbeing of the Borough residents. Including the importance of networking with partners and sport national governing bodies.
Acceptable Use Policy 2017	Sets out use of Council systems, telephony, email & intranet
Using Email and Digital Communications 2017	Guidance for everyone using corporate email or Digital Channels
Information Security Policy 2017	Sets out responsibilities in relation to Information Security
Cyber Security Strategy 2017	Sets out the actions taken to safely and securely manage and store our data, systems and network
Housing Strategy	Sets out the strategic approach to Housing
Housing Asset Management Plan	Sets out the policy and plan for capital management of housing stock.

16th October 2018

**Subject:** Treasury Management Activity Mid-Year Report

**Cabinet Member:** Councillor Stanley – Finance, Policy and Resources

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**1. Purpose of Report**

The mid-year treasury report is a requirement of the Council's reporting procedures. It summarises the Council's treasury management activity for the first five months of the current financial year. Supporting information is provided within Annexes A and B.

The report meets the requirements of both the CIPFA Code of Practice on Treasury Management and the CIPFA Prudential Code for Capital Finance in Local Authorities. The Council is required to comply with both Codes through Regulations issued under the Local Government Act 2003.

This report follows an equivalent report approved by Audit Committee on 18th September 2018 which also reported performance for the first five months.

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

The scrutiny and approval of the Council's Treasury Management activity is linked to the Council's objective of Improving the Council through sound financial management.

**3. Recommendation:**

That following scrutiny, the Treasury Management Activity Mid-Year Report for 2018/19 is approved.

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## **4. Treasury Management Activity Mid-Year Report 2018/19**

### **4.1 Introduction**

- 4.1.1 Treasury management is:- *“The management of the organisation’s cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.”*
- 4.1.2 The Code of Practice requires the Council to set annually a Treasury Management Strategy and Investment Strategy. The strategies for the 2018/19 financial year were approved by Council on 14<sup>th</sup> February 2018.
- 4.1.3 This report confirms that Treasury Management activity during the year to date has been undertaken in accordance with strategy and in consultation, where appropriate, with our external adviser, Link Asset Services, formerly Capita Asset Services.

### **4.2 Borrowing**

- 4.2.1 There has been no change in the Council’s borrowing position from that reported at the end of the previous financial year. Although PWLB rates are at historically low levels, there is currently no requirement for General Fund borrowing or repayment in the next few years. No change in HRA debt is currently expected until the first loan matures in 2021.

A summary of external borrowing at 31<sup>st</sup> August 2018 is shown at Annex A.

- 4.2.2 Annex A shows that interest paid on General Fund borrowings and on HRA borrowings for the year to date is as budgeted.
- 4.2.3 The Council’s policy on capital expenditure and borrowing is set out in the Capital Finance section of the annual Policy Framework and Budget Setting Report, and as part of this, the affordability of new capital proposals has to be demonstrated. Borrowing can only be undertaken for the purposes of capital expenditure, and not for day-to-day revenue expenditure. The financial impact on the longer-term budget positions for both the General Fund on the Medium Term Financial Forecast and the Housing Revenue Account on the HRA Business Plan, would need to be taken in to account. Any new borrowing would result in additional annual interest charges to either the General Fund or HRA, as well as the need to set aside sums from those funds for future repayment of the principal.
- 4.2.4 Although borrowing rates are currently low any potential new borrowing would have to be fully justifiable in terms of the need to borrow. Additional borrowing would be considered for individual projects where for example the business case determines repayment of debt is affordable and can prudently be made out of new revenue generated. No additional borrowing is currently planned.
- 4.2.5 Periodically officers explore the option to reschedule or repay current loans, However at the current time it is not viable for the Council to reschedule its debt in to cheaper loans as repayment of all current PWLB loans would incur significant premiums to do so.

### **4.3 Investments**

- 4.3.1 The investment activity during the year to date conforms to the approved strategy, and the Council has had no liquidity issues. Investments are managed internally using only those institutions which meet the Council’s strict investment criteria, within a

permissible range of periods, depending on the Council's cash flow and the interest rates on offer.

- 4.3.2 The majority of investments to date in 2018/19 continue to be in AAA-rated Money Market Funds. A Money Market Fund is a pooled source of funds invested in a wide range of short-term investments, and managed by an independent fund management company. Frequently these are well known banks or investment houses. AAA is the highest investment rating available and means that there is very low credit risk in an entity which is awarded that rating.
- 4.3.3 Funds may be deposited with the Debt Management Office (DMO), an executive agency of HM Treasury, but the facility has not been used this year due to the very low rate of interest.
- 4.3.4 With the exception of the DMO, total investments with any one institution do not exceed **£2.5m**. Internal guidance ensures that at least **50%** of investments at any time are placed with institutions rated AAA (or 40% for up to 5 working days a month).
- 4.3.5 The Council invests in treasury bills and certificates of deposit. They can achieve slightly better rates of interest and more diversification without significant loss of security and are regularly used by other local authorities. At 31<sup>st</sup> August 2018 the Council held **£4.0m** in treasury bills with a maximum maturity of 6 months.
- 4.3.6 Annexe B summarises the Council's temporary investment activities for the year to date. The amount available for investment varies daily according to the Council's aggregate financial position on all activities. At the end of August 2018 the amount invested was **£30.2m** and the average amount invested for the year to date was **£29.5m**.
- 4.3.7 Annexe B also shows that the amount of interest received on investments to date is **£64,491**. This exceeds budget by **£33,191**. The budget for the full year is **£83,000**. Investment rates earned and investment balances are currently both higher than forecast. The average rate is **0.52%**, more than the benchmark 7-day LIBID rate of **0.41%** (LIBID or the London Inter Bank Bid Rate is the rate at which major London banks borrow from each other).
- 4.3.8 Any changes required to the interest budgets will be addressed in the forthcoming budget cycle.

#### 4.4 Benchmarking

The current position on three benchmark indicators for 2018/19, explained in the Annual Investment Strategy, is reported as follows:

- Security - Weighted Credit Rating Score for the year to date of **6.0** exceeds the target of 4 (the scale goes from 0 to 7).
- Liquidity – Weighted Average Life is at a reasonably liquid level, currently averaging **41 days**.
- Yield – interest received on investments currently exceeds target as reported above.

#### 4.5 Brexit & Economic Uncertainty

- 4.5.1 From August 2016 The Bank of England Base rate was at 0.25%, in November 2017 it was raised to 0.50% and in August 2018 to 0.75%. Over the next couple of years the rate is forecast to increase by approximately 0.25% per year. There remains much

uncertainty around the Brexit negotiations, consumer spending levels and business investment, so it is still far too early to be confident about how strong growth and inflationary pressures will be over the next two years, and therefore the pace of any rate increases. Consequently the Council will probably continue to earn low rates of interests on its temporary investments, and may be further restricted in where it can invest funds.

4.5.2 The Council will continue to adhere to strict investment criteria. Security and liquidity remain the priority. The Council will then invest for yield. It is anticipated investments will continue to have a short-term average maturity (less than 3 months) and earn low rates of interest. Officers will continue to monitor interest rates offered and seek to ensure the best return possible, without compromising security and liquidity, and within limits specified in the Investment Strategy and internal guidance.

## **5 Corporate Implications**

### **a Legal implications**

The Council's treasury management activities are regulated by a variety of professional codes, statutes and guidance, including:

- The Local Government Act 2003, and associated Statutory Instruments;
- The CIPFA Prudential Code for Capital Finance in Local Authorities;
- The CIPFA Code of Practice for Treasury Management in the Public Services.

The Council continues to comply with all of the relevant statutory and regulatory requirements.

### **b Financial implications**

Any required changes in interest estimates will be implemented as part of the forthcoming 2019/20 budget cycle.

### **c Human resource and equality implications**

There are no new implications.

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

A mid-year report is now presented to the Audit Committee during September each year and subsequently reported to Cabinet.

## **6 Conclusion**

The results for the five months to 31<sup>st</sup> August 2018 continue to demonstrate prudent and efficient treasury management.

**Report Author: Robert Greenfield, Accountant**

**Background Papers:**

Chartered Institute of Public Finance and Accountancy: *Code of Practice for Treasury Management in the Public Services*.

CPBC: *Treasury Management and Investment Strategy Statement for 2018/19*

## Summary of Loan Transactions and Interest Payable (accrued daily) for the period to 31st August 2018

### Loan transactions activity for the period

	Amount o/s 01/04/2018	Loans Repaid	Amount o/s 31/08/2018	Budget Profile to 31/08/2018	Actual Interest to 31/08/2018	Variance 31/08/2018
	£	£	£			
<b>Public Works Loan Board</b>						
General Fund	5,250,000	0	5,250,000	87,500	87,524	-24 0.0%
HRA	36,451,000	0	36,451,000	457,300	457,321	-21 0.0%
<b>Totals for the Council</b>	<b>41,701,000</b>	<b>0</b>	<b>41,701,000</b>	<b>544,800</b>	<b>544,845</b>	<b>-45 0.0%</b>

### Interest rates for the period

	Range of loans		Average
	From	To	
General Fund	3.70%	4.10%	3.95%
HRA	2.31%	3.49%	2.98%
<b>Totals for the Council</b>	<b>2.31%</b>	<b>4.10%</b>	<b>1.31%</b>

### Interest payable Comparison of estimate with actual

	Budget Profile to 31/08/2018	Actual Interest to 31/08/2018	Variance 31/08/2018
	£	£	£
	87,500	87,524	-24 0.0%
	457,300	457,321	-21 0.0%
	<b>544,800</b>	<b>544,845</b>	<b>-45 0.0%</b>

### Base rate history

08/01/2009	1.50%
05/02/2009	1.00%
05/03/2009	0.50%
04/08/2016	0.25%
02/11/2017	0.50%
02/08/2018	0.75%
31/08/2018	0.75%

**Summary of Temporary Investments and Interest Received (accrued daily)  
for the period to 31st August 2018**

Type of Borrower	Amount Invested 01/04/2018 £	Made in the Period £	Repaid in the Period £	Amount Invested 31/08/2018 £
<b><i>Investments by Value:</i></b>				
Treasury bills	2,993,895	3,987,389	2,993,894	3,987,389
Local Authorities	7,500,000	6,500,000	7,500,000	6,500,000
Money Market Funds	13,430,000	38,471,748	34,631,748	17,270,000
Notice accounts	2,000,000	0	0	2,000,000
<b>Investments</b>	<b>25,923,895</b>	<b>48,959,136</b>	<b>45,125,642</b>	<b>29,757,389</b>
Lloyds current account	508,506	0	33,490	475,016
<b>Cash equivalents</b>	<b>508,506</b>	<b>0</b>	<b>33,490</b>	<b>475,016</b>
<b>Total</b>	<b>26,432,401</b>	<b>48,959,136</b>	<b>45,159,132</b>	<b>30,232,405</b>
<b><i>Number of Investment Transactions:</i></b>				
Treasury bills	3	3	3	3
Local Authorities	4	3	4	3
Money Market Funds	25	62	44	43
Notice accounts	2	0	0	2
<b>Investments</b>	<b>34</b>	<b>68</b>	<b>51</b>	<b>51</b>
Lloyds current account	1	0	0	1
<b>Cash equivalents</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>Total</b>	<b>35</b>	<b>68</b>	<b>51</b>	<b>52</b>

**Interest Received on Temporary Investments  
for the period to 31st August 2018**

	£
Actual Interest Received	64,491
Revised estimate	31,300
Variance	33,191 106%

**Temporary Investments**

Average Balance for the Period	29,509,606
Average Interest Rate for the Period	0.52%
Benchmark: Average 7-Day LIBID Rate	0.41%