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

## **CABINET AGENDA**

**Date:** Wednesday 19th August 2015

**Time:** 7.00pm – N.B. TIME

**Venue:** Council Chamber

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

**Membership:**

<b>Councillor Riley</b>	<b>Chairman - Leader of the Council</b>
<b>Councillor Stanley</b>	<b>Finance and Resources</b>
<b>Councillor Dick</b>	<b>Health &amp; Wellbeing</b>
<b>Councillor Mrs Egan</b>	<b>Homes and Customer Engagement</b>
<b>Councillor Howard</b>	<b>Waste, Floods and Water Management</b>
<b>Councillor Isaacs</b>	<b>Neighbourhoods and Safer Communities</b>
<b>Councillor Sharp</b>	<b>Responding to Challenge</b>
<b>Councillor Skipp</b>	<b>Environment and Leisure</b>
<b>Councillor Smith</b>	<b>Regeneration &amp; Business Liaison</b>

**Cabinet Enquiries:** John Riley Ext 2417/Ann Horgan ext. 2413  
**Reference:** 2/2015/2016  
**Publication Date:** Tuesday 11th August 2015

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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 17th June 2015.

**4. Forward Plan**

To review the Forward Plan

**5. Public Health and Wellbeing**

**5 (a) Update on Safer Communities**

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

**5 (b) Planning the Future of Urgent Care Services in South East Essex**

*(Report of the Cabinet Member Health and Wellbeing)*

**6. Environment**

**6 (a) Coastal Communities Funding Bid**

*(Report of the Cabinet Member Waste, Floods and Water Management and Cabinet Member for Environment and Leisure)*

**7. Transforming Our Community**

**7(a) Draft New Local Plan Task & Finish Group & Background Evidence**

*(Report of the Cabinet Member Regeneration & Business Liaison)*

**7(b) Regeneration Update Report**

*(Report of the Cabinet Member Regeneration & Business Liaison)*

**7(c) Consultation from Chelmsford City Council - Duty to Co-operate Scoping Report and Sustainability Appraisal Scoping Report**

*(Report of the Cabinet Member Regeneration & Business Liaison)*

**8. Efficient and Effective Customer Focused Services**

**8(a) Annual Report on the Treasury Management Service and Actual Prudential Indicators 2014/15**

*(Report of the Cabinet Member Finance and Resources)*

**8(b) Financial Update Report**

*(Report of the Cabinet Member Finance and Resources)*

**8(c) Castle Point Citizens Advice Bureau – Special Funding**

*(Report of the Cabinet Member Responding to Challenge)*

**8(d) Request for Castle Point Borough Council Notice Boards**

*(Report of the Leader of the Council)*

**8(e) Authority to represent the Council**

*(Report of the Cabinet Member Finance and Resources)*

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

Cabinet is asked to note that the Scrutiny Committee has conducted its review into the Council decision to close and reopen the Concord Beach Paddling Pool. The Committee was satisfied with the actions and the safety of the pool. The Committee requested that consideration be given to the provision of guard railing as part of the feasibility study currently being undertaken into the provision of a pontoon style walkway on which a report is to be made to Cabinet.

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

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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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**11. General Fund Capital Programme - Update**

**(Exempt Information Paragraph 3 Local Government (Access to Information) (Variation) Order 2006)**



## CABINET

17TH JUNE 2015

### PRESENT:

Councillor Riley, Chairman	Leader of the Council
Councillor Stanley	Responding to Challenge
Councillor Dick	Health and Wellbeing
Councillor Skipp	Environment & Leisure
Councillor Mrs Egan	Homes and Customer Engagement
Councillor Howard	Waste, Floods and Water Management
Councillor Sharp	Finance
Councillor Smith	Regeneration and Business Liaison

### APOLOGIES:

Councillor Isaacs.

### ALSO PRESENT:

Councillors: Acott, Anderson, Blackwell, Campagna, Mrs.Govier, Greig, Hart, Hurrell, Ladzrie, Letchford, Maclean, Walter, Mrs G.Watson N.Watson and Wood.

### 1. MEMBERS' INTERESTS

The following Cabinet Members made declaration of interests pursuant to Part 2 of the Code of Local Conduct for Councillors under Minute 8 Agenda item 7(b) Notice of Motion - Local Plan:

Councillor Howard – home address adjacent to a housing site and daughter is an owner of a housing site

Councillor Riley – home address is adjacent to a (Green Belt) housing site.

Councillor Sharp – Multiple known connections and personal friendships with land owners and developers of (various) Housing Sites in New Local Plan

These members of Cabinet left the meeting for this item and took no part in the vote or discussion. Councillor Stanley chaired the meeting for this item.

A number of Members present at the meeting made declaration of interest as follows:

Councillor Hart declared an interest pursuant to Part 2 of the Code of Local Conduct for Councillors under Minute 8 Agenda item 7(b) Notice of Motion - Local Plan as his home address is adjacent to a (Green Belt) housing site. He left the chamber during consideration of this item.

Councillor Letchford declared an interest pursuant to Part 2 of the Code of Local Conduct for Councillors under Minute 6 Agenda item 6(b) 'New 'Paddling Pool, Concord Beach as Chairman of the Friends of Concord Beach. He left the chamber during consideration of this item.

Councillors Anderson declared an interest under the Code of Local Conduct for Councillors under Minute 5 Item 6(a) Linden Way Recreation Land Request for Allotments as a member of the Big Lottery Committee.

## **2. MINUTES**

The Minutes of the Cabinet meeting held on 18.3.2015 were approved and signed by the Chairman as a correct record.

## **3. FORWARD PLAN**

To comply with regulations under the Localism Act 2011, the Leader of the Council presented a revised Forward Plan to the meeting which outlined key decisions likely to be taken within the next quarter 2015. The plan was reviewed each month.

Under this item the Chairman announced the dates of the first round of Community Forum meetings as follows:

July 8<sup>th</sup> Thundersley  
July 13<sup>th</sup> Hadleigh  
July 20<sup>th</sup> Benfleet  
July 21<sup>st</sup> Canvey East  
July 27<sup>th</sup> Canvey West

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

## **4. FOOD SAFETY SERVICE PLAN**

Cabinet considered a report seeking approval of the Council's Food Safety Service Plan for 2015/2016

### **Resolved:**

To approve the Food Safety Service Plan for 2015/16

## **5. LINDEN WAY RECREATION LAND – REQUEST FOR ALLOTMENTS**

Cabinet considered a request from the Big Lottery Committee to use part of the Council owned recreation land in Linden Way, Canvey Island for allotments.

### **Resolved:**

To give in principle support to the disposal of part of the recreation land in Linden Way including the gun site for allotments to Canvey Town Council and that consultation on the proposal be undertaken through the Community Forum meetings for Canvey East and Canvey West.

## **6. “NEW PADDLING POOL, CONCORD BEACH**

Cabinet considered a report advising of the outcome of the independent safety audit of the “new” paddling pool at Concord Beach commissioned by the Council following completion of its pre-season works.

### **Resolved:**

1. To note the recommendations in the QLM report; and that
2. Officers explore the feasibility and indicative cost of designing and installing a pontoon style walkway and report back to Cabinet at the earliest opportunity.
3. The above Cabinet decisions together with the reports are presented as evidence to the Scrutiny Committee in its review to provide public reassurance of the safety of the Concord Beach Paddling Pool.

## **7. HOUSING REPORT**

The Cabinet received a progress report on the Housing Service. Members were pleased to acknowledge the progress and achievements of the Service and expressed their gratitude to staff for their efforts.

### **Resolved:**

1. To note the progress and achievements of the Housing Service.
2. To authorise the procurement of contractors to clear the garage site at St Christopher’s Close and to construct the properties in accordance with the planning permission dated the 12<sup>th</sup> December 2014 and for the Council to enter into a contract upon such terms and conditions as considered appropriate by the Head of Law with the successful contractors
3. To authorise the progression of a procurement process to identify a suitable architect to work with the Council on the next phases of housing land development and for the Council to enter into a contract with the successful consultant as further detailed in paragraph 6.6.
4. To authorise the procurement of a new Housing Management system and for the Council to enter into a contract upon such terms and conditions as considered appropriate by the Head of Law with the successful contractor

**8. MOTION TO COUNCIL – NEW LOCAL PLAN**

Councillor Stanley chaired the meeting for this item.

The Cabinet considered a report on the Motion put to Council on 25th March regarding the Local Plan.

**Resolved:**

To refer the report and the Notice of Motion to the New Local Plan Task and Finish Group for report back and consideration by Council with the recommendations of the Task and Finish Group on the response to consultation on the new Local Plan.

Councillors Howard, Riley, Sharp and Hart having declared interests see Minute 1 were not present during consideration of this item.

**9. REGENERATION OF HADLEIGH TOWN CENTRE - HADLEIGH TOWN CENTRE ISLAND SITE**

The Cabinet received a report seeking approval to the selection of Hollybrook Ltd as the preferred partner in taking forward the redevelopment of the Hadleigh Town Centre Island site, and to commence negotiations regarding the disposal of relevant Council assets.

**Resolved:** To note the content of this report and

1. Approve the selection of Hollybrook Ltd as the preferred partner in taking forward the redevelopment of the Hadleigh Town Centre Island site
2. Approve commencement of negotiations with the preferred partner to dispose of the Council's interest in the Former Crown Public House and any associated nearby assets necessary to bring forward a successful redevelopment scheme.
3. Authorise the Chief Executive following consultation with the Leader, Deputy Leader of the Council and the Cabinet Member for Regeneration and Business Liaison to enter into a Contract with Hollybrook Ltd upon such terms and conditions as considered appropriate by the Head of Law.

**10. EQUALITY SCHEME REVIEW**

The Cabinet considered an Annual Report on how the Council was meeting its equality objectives set out in the Council's Equality Scheme 2014 to 2019.

**Resolved:** to note the contents of the report.

**11. FINANCIAL UPDATE**

The Cabinet received a report presenting the latest position in relation to the General Fund financial forecast for the period 2015/20.

**Resolved:** To note the report.

**12. ANNUAL REFRESH OF KEY STRATEGIES (RESOURCES)**

The Cabinet received a report seeking approval of the Human Resources (HR) Strategy and Workforce Plan and the Asset Management Plan (AMP).

**Resolved:** To approve and adopt the strategies referred to in the report.

**13. CORPORATE SCORE CARD QUARTER 4 2014/15**

The Cabinet considered a report setting out the cumulative performance figures for the Corporate Performance Scorecard for quarter 4, 1st January 2015 to 31st March 2015. The report also set out proposals for performance indicators to be monitored for this financial year.

**Resolved:**

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

**14. MATTERS TO BE REFERRED FROM/TO POLICY SCRUTINY COMMITTEES**

There were none.

**15. MATTERS TO BE REFERRED FROM /TO THE STATUTORY COMMITTEES**

There were no matters.

**16. EXCLUSION OF THE PUBLIC**

**Resolved:**

To exclude the press and public from the meeting to allow the following item of business to be transacted as it contained exempt information under Paragraph 3 of the Local Government Access to information Variation order 2006

**17. TEMPORARY ACCOMODATION**

(Exempt Information Paragraph 3 Local Government (Access to Information) (Variation) Order 2006)

The Cabinet considered a report seeking authority from Cabinet for negotiations to be undertaken to purchase a property identified in the report subject to all relevant legal, financial and probity issues being considered to the satisfaction of the Chief Executive.

**Resolved:**

To agree in principle to the purchase of the property for the purpose of acquiring temporary housing for homeless people subject to all relevant legal, financial and probity issues being considered to the satisfaction of the Chief Executive.

Chairman



# **Castle Point Borough Council**

## **Forward Plan**

**AUGUST 2015**

# **CASTLE POINT BOROUGH COUNCIL**

## **FORWARD PLAN**

**AUGUST 2015**

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

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

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

<b>Date</b>	<b><u>Item</u></b>	<b>Council Priority</b>	<b>Decision by Council/ Cabinet</b>	<b>Lead Member(s)</b>	<b>Lead Officer(s)</b>
August 2015	<u>General Fund Capital Programme Update -</u>	Transforming Our Community	Cabinet	Homes & Customer Engagement	Head of Housing and Communities
August 2015 October 2015 February 2016	<u>Treasury Management Report - Updates</u>	Efficient and Effective Customer Focussed Services	Cabinet	Resources & Performance	Head of Resources
Sept 2015	<u>Hadleigh Regeneration – Island Site – authority to negotiate</u>	Transforming Our Community	Cabinet	Regeneration & Business Liaison	Head of Regeneration and Neighbourhoods
Sept 2015	<u>JHB Master Plan - report on progress approval of draft</u>	Transforming Our Community	Cabinet	Environment & Leisure	Head of Environment Head of Regeneration and Neighbourhoods
September 2015	<u>Leisure &amp; Recreation Strategy 6 month Progress Report</u>	Environment /Public Health & Wellbeing	Cabinet	Environment & Leisure	Head of Environment
September 2015	<u>Concord Beach Paddling Pool – Report on cost of works</u>	Environment	Cabinet	Environment & Leisure	Head of Environment
September 2015	<u>Budget and Policy Framework</u>	Efficient and Effective Customer Focussed Services	Cabinet	Resources & Performance	Head of Resources

September 2015	<u>Revised SHLAA</u>	Transforming Our Community	Cabinet	Regeneration & Business Liaison	Head of Regeneration and Neighbourhoods
September 2015	<u>HRA Revision</u>	Transforming Our Community	Cabinet	Homes & Customer Engagement	Head of Housing and Communities
September/ November 2015	<u>Local Council Tax Scheme</u>	Efficient and Effective Customer Focussed Services	Council	Resources & Performance	Head of Housing & Communities Head of Resources
November 2015	<u>Off – Street Car Parks Annual Review</u>	Environment	Cabinet	Environment & Leisure	Head of Environment
February 2016	<u>Housing Revenue Account Rent Levels 2016/2017 etc</u>	Transforming Our Community Efficient and Effective Customer Focussed Services	Cabinet	Homes & Customer Engagement	Head of Housing & Communities Head of Resources
February 2016	<u>Budget and Policy Framework</u> To consider and make recommendations to Council on the Council tax and budget setting	All	Cabinet/ Council	Resources & Performance	Head of Resources

**CABINET**

**19th August 2015**

**Subject: Update on Safer Communities**

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

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**1 Purpose of Report**

**To inform Cabinet about current Community Safety, Licensing and Safeguarding initiatives carried out by, or supported by the Council.**

**2 Links to Council Priorities**

**This report is linked to the Council's Priority Public Health and Wellbeing**

**3 Recommendation**

**That Cabinet agrees the contents of this report.**

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**4. Background**

4.1. The Council is an integral partner in a number of key partnerships across the Borough.

4.2. The Local Strategic Partnership (LSP) for Castle Point and Rochford works as an overarching strategic body ensuring the delivery of the Sustainable Community Strategy. In particular the "Feeling Safer" ambition involves the police, probation officers and other partners.

4.3. The Community Safety Partnership (CSP) is a statutory partnership established by the Crime and Disorder Act 1998. It is a partnership between the police, local authorities, the probation service, health authorities, the voluntary sector, local residents and businesses. The Council is a leading partner in the Castle Point and Rochford CSP.

4.4. Section 11 of the Children Act 2004 places a statutory duty on all Council employees to have regard to the safety and well-being of children in the course of their Council duties. The Council also has a duty to protect vulnerable adults, who are people aged 18 and over receiving care, whether residential or at home, as well as those who require assistance in the conduct of their affairs and those who have been detained, as all these groups are at risk of abuse. In many cases

abuse of vulnerable adults may result from their disability, mental health, age or illness.

## **5. Progress and activities**

### **5.1. Community Safety initiatives**

- Mediation for neighbour disputes
- Sanctuary scheme for high risk domestic abuse victims
- Presentation on community safety to over 170 members of the University of the Third Age – purse chains and other aids distributed
- Crucial Crew – 6<sup>th</sup> – 8<sup>th</sup> July
- Domestic abuse training and awareness with health partner agencies e.g. health centres, chemists, etc
- Support for police domestic burglary operation including smart water property marking
- Multi agency crime prevention and personal safety events
- New practical measures to tackle UES as part of the ECTU
- Electric blanket testing day & trading standards domestic small appliance safety testing
- New Anti-Terrorist Hotline - Op FAIRWAY Counter-Terrorism hotline: 0800 789 321

### **5.2 Licensing, Safeguarding and Child Protection**

- All Licensed drivers trained in child sexual exploitation (CSE) awareness
- Drivers given an information booklet on how they can help recognise abuse and help to safeguard and protect children and adults who are vulnerable and using their service
- Violent crime/night time economy – training for licensed premises staff on drug awareness, legal highs, conflict management. Targeted use of drug wipes at peak times/events/highlighted problem premises
- Safeguarding staff continue to be vigilant and deal with incidences such as a recent safeguarding incident at Runnymede Pool which was reported to police in accordance with the Council's Combined Safeguarding Children & Vulnerable Adults Policy

### **5.3 Community Forums**

- The first round of community meetings have taken place with the Thundersley Community Forum taking place on 8.7.2015; Hadleigh on 13.7.2015 and Canvey Island on 21.7.2015.
- Over 100 residents attended this first round of meetings. Each meeting received a presentation from Environment - Waste and Recycling Officers and representatives from Pinnacle PSG the Council's contractor for street cleaning and grounds maintenance on their services. It is pleasing to note that many compliments were received at the meetings regarding the service provided by Pinnacle.
- At the Thundersley Community Forum residents were consulted on the proposal from a Community Group to locate a new War Memorial in Thundersley village.
- The next round of community meetings has been scheduled for the following dates:
  - Thundersley Community Forum 22.9.2015
  - Hadleigh Community Forum 23.9.2015
  - Benfleet Community Forum 30.9.2015
  - Canvey Island West Community Forum 12.10.2015
  - Canvey Island East Community Forum 22.9.2015

## **6. Corporate Implications**

### **a. Financial implications**

6.1 Funding of £17,000.00 has been received from the Police and Crime Commissioner for partnership activities in support of his policing plans

### **b. Legal implications**

6.2 Council's have a statutory duty to protect Children and Vulnerable Adults from harm.

6.3 The Council continues to discharge all relevant duties under the Licensing Act 2003.

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

6.4 There are no human resource or equality implications arising from the recommendations in this report.

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

6.5 The matters described in this report are on-going.

**7. Conclusions**

7.1 The Council is continuously working to ensure that our residents are as safe as possible.

**8. Background Papers:**

8.1 None

**Report Author:** Melanie Harris - Head of Partnerships, Licensing and Safer Places

**CABINET**

**19th August 2015**

**Subject: Planning the Future of Urgent Care Services in South East Essex**  
**Cabinet Member: Councillor Dick – Health and Wellbeing**

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**1. Purpose of Report**

To inform the Cabinet of a consultation being undertaken by the NHS Castle Point and Rochford Care Commissioning Group (CCG) about the St. Luke's Walk in service and the future of urgent primary care in South East Essex.

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

The consultation is linked to the Council's health and wellbeing priority.

**3. Recommendations**

To refer the consultation to the Wellbeing Policy and Scrutiny Committee to consider the consultation and respond to provide views to help to develop the business case for the preferred option.

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**4. Background**

The Clinical Commissioning Groups (CCGs) for both Southend and Castle Point and Rochford have been working together looking at local services and how they are provided

The St. Luke's walk in service, located in Southend is one such service. The service was established in 2008 to serve the entire population covered at that time by the NHS South East Essex PCT (the Boroughs of Southend and Castle Point and the District of Rochford some 345.000 people).

The walk in service operates between 8 am and 8pm and is available to any member of the public in South East Essex whether registered at a GP practice or not.

The contract to run the St Luke's walk in service expires in 2016 so both CCGs are exploring options around its future to ensure urgent care services work as effectively as possible. Both areas are consulting on a preferred option.

A copy of the consultation has been placed in each Group Room.

## **5. Proposals**

Three options have been identified:

### **Option 1**

The walk-in service would be maintained and remain in St Luke's with no change in service, collocated with the GP practice. It will relocate with the GP practice to another location within the Ward.

### **Option 2**

The walk-in service would be maintained but relocated to Southend Hospital with no service change.

### **Option 3**

When the current contract for the walk-in service ends, a new service will be developed and this will be co-located with A&E at Southend Hospital. This new service would focus on those patients who attend A&E with an urgent minor ailment or condition that can be seen by a GP or nurse. This would free up capacity in A&E for those who need more specialised care.

The options have been assessed and Option 3 has been identified as the preferred option.

The advantages of the option are:

- GP/nurse assessment/treatment for patients with urgent care needs which would help relieve pressure in A&E for those who need more specialist care
- Service would be open 24 hours a day, 365 days per year including bank holidays
- Patients needing A&E services would be seen more quickly
- A central streaming process in A&E directing patients to the most appropriate service
- St Luke's GP practice able to register new patients
- New service co-located with diagnostic services such as x-ray for patients needing GP-led service
- A single co-located service for all patients who require care urgently
- Will enable consistent public information for patients about the appropriate use of healthcare services
- Ability to develop new service to enable better care for those patients with multiple conditions

The disadvantages are

- Potential traffic and parking issues

- Planning permission needs to be sought if additional space is required on the hospital site
- Potential confusion for patients
- Requires improved access to GP services and other community based services to be developed in tandem with the new service

The CCG is seeking views to help create a full business case for this option to provide a new service to ensure it meets four key objectives:

1. To develop local health services to enable patients to access the right service in the right setting.
2. To strengthen the provision of urgent care services across south east Essex.
3. To ensure the continued clinical sustainability and safety of the service configuration.
4. To address the underlying financial challenges in the unplanned care pathway.

The Cabinet may wish to refer the consultation to the Wellbeing Policy and Scrutiny Committee to consider and determine the response.

## **6. Corporate Implications**

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

There are none for the Council.

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

There are none for the Council.

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

There are none for the Council

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

There are none for the Council

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

The consultation period ends on 11<sup>th</sup> September 2015.

## **8. Background Papers**

Planning the Future of Urgent Care Services in South East Essex – Consultation Paper

**CABINET**

**19th August 2015**

**Subject: Coastal Communities Funding Opportunities**

**Cabinet Member: Councillor Howard – Waste, Floods & Water Management  
Councillor Skipp – Environment and Leisure**

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**1. Purpose of Report**

This report advises of funding opportunities the Government is currently offering to coastal communities and seeks endorsement of a bid to the Coastal Revival Fund for extension of the Thorney Bay car park and other improvements to Canvey seafront.

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

Improvements to Canvey seafront support the Council's Public Health and Well Being, Environment, and Transforming our Community objectives.

**3. Recommendations**

(1) That Cabinet note the funding opportunities available to the Council, as a coastal authority; that

(2) Cabinet endorse a bid to the Coastal Revival fund for an extension of the Thorney Bay car park and improvements to Canvey seafront; and that

(3) A further report is presented to Cabinet once the outcome of the Coastal Revival Fund bid is known.

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**4. Background**

Coastal Communities Fund

The Government is committed to supporting coastal communities and has invested £116 million to 211 organisations across the UK through the Coastal Communities Fund. This funding is forecast to deliver over 12,000 jobs and

attract over £200 million of additional funds to coastal areas. The fund has now been extended with at least a further £90 million to 2020/21.

The Coastal Communities fund aims to encourage the economic development of UK coastal communities by awarding funding to create sustainable economic growth and jobs. The definition of a coastal community includes those areas with an estuarine foreshore and therefore Castle Point and particularly Canvey Island are eligible to apply. The programme is delivered by the Big Lottery Fund on behalf of the Government. They are seeking projects from strong cross-sector partnerships and the bids can be led by a range of eligible organisations including local authorities.

The type of projects that have been supported in the past include:

- Projects that create direct and indirect jobs with a number of business development elements;
- Tourism product development e.g. coastal pathway infrastructure
- Infrastructure works to transform a town as a visitor destination
- Improved harbour facilities eg pontoon system; additional berths and moorings;
- Addressing issues of flooding and erosion risks

Funding awards are for a minimum of £50,000 up to £2 million for large scale projects in Bournemouth and Sunderland. The guidance and timescale for the recently allocated funding is still awaited but in principle the fund would seem to be appropriate for the Council to seek resources in support of improvements to Canvey Town Centre, Canvey Seafront and in support of the efforts to alleviate the risk of flooding on the island. Officers are seeking a meeting with the Big Lottery Fund to both register its interest in the initiative and to seek to understand the nature of any bid application.

#### Coastal Revival Fund

The Government is now also inviting bids for a £3m Coastal Revival Fund, which is grant funding which has to be spent in the 2015/16 financial year. Coastal communities are being invited to submit bids up to £50,000 per project by Monday 14 September 2015. The Fund is available for both revenue and capital expenditure and can be spent on the improvement, repair or regeneration of structures or sites.

This Fund will support projects to help revive heritage assets that are important to local communities but have yet to reach their potential or are facing neglect.

For the purposes of the Fund, a coastal community is defined as “Any coastal settlement within an English local authority area whose boundaries include English foreshore, including local authorities whose boundaries only include estuarine foreshore. Coastal settlements include seaside towns, ports and other areas which have a clear connection to the coastal economy.

The overall aims of the Coastal Revival Fund are to:

- Support local communities and local authorities to develop long term strategies for dealing with coastal heritage assets;
- Support material improvements to historic structures, sites and assets to help secure their long term future and continued use;
- Encourage the sustainable use of heritage and community assets in coastal areas to provide a focus for community activities and enhanced economic opportunities;
- Encourage greater local partnership working in coastal areas;
- Support the development of local solutions to economic issues facing coastal communities; and to
- Help develop innovative ideas in response to the particular challenges often faced in dealing with the ongoing maintenance and use of heritage assets in coastal locations.

The outputs of the specific project do not need to constitute tangible improvements, but there should be a clear link between what the project aims to achieve and planned future improvements to the asset.

Canvey seafront has been transformed in recent years thanks to investment by the Council and the Canvey Island Town Council and the hard work and enthusiasm of the Friends of Concord Beach and Canvey Bay Watch. The improvements have included the painting of the sea wall from Thorney Bay to the Point and the removal of weeds and vegetation along the promenade by Pinnacle PSG, the replacement and re-siting of litter bins along the sea wall, improvements to the Labworth and Lubbins car parks, the cleaning up of Thorney Bay and Concord Beach, provision of benches, creation of murals depicting historic local events along the seawall, provision of planters, etc.

The transformation of the seafront has attracted more visitors than ever before to the area which is beneficial to the local economy and to the health and well being of visitors from both within and outside Castle Point who are now able to enjoy the superb facilities and amenities on offer. The downside is that car parking at the Thorney Bay end of the beach is not sufficient to meet the increased demand and this is resulting in on street parking issues and traffic congestion.

There is an acknowledged need to increase the number of car parking spaces at the Thorney Bay car park and it is proposed to adapt the car park so that an overspill car park can be made available during the busy summer period. The current car park provides for approximately 26 spaces but the extended car parking area would enable approximately 100 cars to be accommodated in this car park. It is proposed to submit a bid to the Coastal Revival Fund to cover the cost of these improvement works along with other improvements along the seafront area up to the maximum £50k limit.

Being mindful of the problems caused by travellers in recent years, security of the site will be paramount. A height barrier and swing gate will be erected at the entrance to the overspill parking area, and the area will be bounded by bollards to prevent vehicles accessing the public open space behind, and to the right hand side of the existing car parking area. The entrance to the car park will be widened to accommodate the increase vehicular movements.

## **5. Corporate Implications**

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

The estimated cost of extending the Thorney Bay car park is £45k. If the grant application is not successful the Council will need to consider whether it wishes to make budgetary provision so these works can still go ahead.

Given that the primary purpose of the car park will change from being a car park associated with the use of a Council facility, i.e. Thorney Bay playground to a car park for visitors to the Bay itself, then to be consistent with the Council's car parking charging policy, then it would be appropriate to consider the introduction of seasonal car parking charges in line with those that apply at the other Council operated seafront car parks.

Once the outcome of the grant application is known, a further report will be presented to Cabinet for consideration.

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

Extension of the Thorney Bay car park will require planning consent.

If the Council is successful in its bid, a condition of the grant is that the works will need to be completed by 31 March 2016. This condition accords with the Council's ambition to have the extended car park operational ahead of next year's summer season.

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

There are no human resources or equality implications associated with this report.

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

Background Papers:

**Report Author – Trudie Bragg, Head of Environment**

**CABINET**

**19th August 2015**

**Subject: Draft New Local Plan – Task & Finish Group & Background Evidence**

**Cabinet Member: Councillor Smith – Regeneration and Business Liaison, Development Control Liaison and Chairman of Task & Finish Group**

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**1. Purpose of Report**

**1.1 This report seeks to advise the Cabinet of the next steps to be taken by the Draft New Local Plan Task & Finish Group, and the publication of new additional background evidence.**

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

**2.1 The New Local Plan contributes directly towards the Council's priorities of *Transforming our Community* and *Public Health and Wellbeing*. The way in which it is delivered will contribute towards the priority of *Efficient and Effective Customer Focused Services*.**

**3. Recommendations**

**3.1 It is recommended that the Cabinet:**

**3.1.1 Notes the work to be carried out by the Draft New Local Plan Task & Finish Group leading to a report to Council on 9<sup>th</sup> December 2015;**

**3.1.2 Notes the publication of Phase 7 of the Greater Essex Demographic Forecasts 2013 to 2037 report showing an increase in population in the Borough of 12%, resulting in objectively assessed need of 285 dwellings per year;**

**3.1.3 Notes the publication of the Annual Monitoring Report showing the completion of 202 new dwellings in the Borough for the year of which 55 were affordable homes.**

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## **4. Background**

### Draft New Local Plan Task & Finish Group

- 4.1 Council agreed to appoint a Task and Finish Group to review the responses to consultation on the Draft New Local Plan, published in January 2014. The Group has met on 10 occasions between July 2014 and March 2015. It has considered not just published policies, evidence collected and representations received, but also the need for a plan, the methodology used in calculating housing need, the housing land supply position in Castle Point and the constraints which apply to that, including Green Belt. It has also asked for further work to be carried out on Site H18 at North West Thundersley, and for further consideration to be given to policies that refer to the hazardous installations on Canvey Island.
- 4.2 The Group has now considered a draft programme to complete its work, attached as Appendix 1. The next meeting will therefore take place on 17<sup>th</sup> August 2015 and will consider responses to enquiries regarding site H18 at North West Thundersley.

### Greater Essex Demographic Forecasts 2013 to 2037

- 4.3 The latest Phase of this research has now been received, and will be published on the Council's web-site. This incorporates the new 2012-based household projections from the Department for Communities and Local Government (CLG), plus the latest demographic components from the 2013 mid-year population estimate. This shows that for Castle Point the population can be expected to grow by 12% between 2013 and 2037. In the absence of an up-to-date local plan, the starting point for assessing objectively assessed housing need is these latest CLG household projections, which show a requirement for 285 dwellings per year.

### Annual Monitoring Report 2014/2015

- 4.4 Each year a report is prepared and published showing the progress the Council is making in preparing a Local Plan, and the delivery of sustainable development. The report for the year April 2014 to March 2015 is now available and will be published on the Council's website. This shows that the progress has not been as expeditious as forecast in the approved Local Development Scheme, but as noted above, the Task & Finish Group is expected to report its findings to Council by 9<sup>th</sup> December 2015. In terms of development activity it is worthy of note that 202 new dwellings (net) were provided in the year, of which 55 (or 27%) were affordable dwellings.

## **5. Corporate Implications**

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

The costs of the latest background evidence are met from within existing budgets.

**(b) Legal Implications**

There are no legal implications for Castle Point Borough Council arising from the recommendations of this report.

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

**Human Resources**

The recommendations of this report can be actions within existing human resources.

**Equality Implications**

There are no equality implications arising from the recommendations of this report.

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

There are no IT or asset management implications arising from this report.

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

- 6.1 Delay in preparing a New Local Plan places the Council at risk of being unable to influence new development and obtain potential community benefits. Furthermore the Government has recently announced that it expects all Councils to have a plan in place by early 2017, or face intervention.

**Background Papers**

Draft New Local Plan Task & Finish Group Work Programme August 2015  
Greater Essex Demographic Forecasts 2013 to 2037 – Phase 7  
Annual Monitoring Report 2014/2015

**Report Author:** Steve Rogers

## NEW LOCAL PLAN TASK & FINISH GROUP

### DRAFT PROGRAMME 2015/6

#### ALL MEETINGS HELD IN COUNCIL CHAMBER STARTING AT 7:30PM

Event	Date	Notes
Task & Finish Group (public)	Monday 17.08. 2015	H18 Feedback
Task & Finish Group (public)	Wednesday 26.08.2015	Constraints
Planning Inquiries	September to mid October	No meetings
Task & Finish Group (public)	Monday 26.10.2015	Chapter 13 Responses to site allocations <ul style="list-style-type: none"> <li>• Meeting 1 of 3</li> </ul>
Task & Finish Group (public)	Wednesday 28.10.2015	Chapter 13 Responses to site allocations <ul style="list-style-type: none"> <li>• Meeting 2 of 3</li> </ul>
Task & Finish Group (public)	Monday 02.11.2015	Chapter 13 Responses to site allocations <ul style="list-style-type: none"> <li>• Meeting 3 of 3</li> </ul>
Task & Finish Group (public)	Wednesday 11.11.2015	<p><u>Any further consideration required of responses to Chapters 3 – 21</u></p> <ul style="list-style-type: none"> <li>• Introduction (2) <b>Complete</b></li> <li>• Policy Context (3)</li> <li>• Spatial Portrait (4)</li> <li>• Key Drivers of Change (5)</li> <li>• Vision for the Future (6)</li> <li>• Objectives of the New Local Plan (7)</li> <li>• The presumption in favour of sustainable development (8)</li> <li>• Building a strong competitive economy(9) <b>Complete</b></li> <li>• Ensuring the vitality of</li> </ul>

Event	Date	Notes
		town centres (10) <ul style="list-style-type: none"> <li>• Transport (11)</li> <li>• Supporting high quality communication infrastructure(12)</li> <li>• Delivering a wide choice of high quality homes (13)</li> <li>• Requiring a good design (14)</li> <li>• Promoting healthy communities (15)</li> <li>• Protecting Green Belt Land (16)</li> <li>• Meeting the challenge of climate change, flooding and coastal change (17)</li> <li>• Conserving &amp; enhancing the natural environment (18)</li> <li>• Conserving &amp; enhancing the historic environment (19)</li> <li>• Traveller Sites (20)</li> <li>• Monitoring (21)</li> </ul>
<b>Task &amp; Finish Group (public)</b>	Wednesday 25.11.2015	Finalise report back to Council
<b>COUNCIL</b>	Wednesday 09.12.2015	T&F Report to Council

**CABINET**

**19th August 2015**

**Subject: Regeneration Update Report**

**Cabinet Member: Councillor Smith – Regeneration and Business Liaison**

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**1. Purpose of Report**

**1.1 This report updates the Cabinet regarding a number of regeneration initiatives presently underway across the Borough.**

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

**2.1 Regeneration in Castle Point contributes directly towards the Council's priorities of *Transforming our Community* and *Public Health and Wellbeing*.**

**3. Recommendations**

**3.1 It is recommended that**

- 1. The Cabinet notes the regeneration activities underway in the Borough.**
- 2. Ratifies the expenditure of £16,885 incurred as 50% of the cost of procuring an agreed development partner for the Hadleigh Gateway scheme.**
- 3. Agrees to the expenditure of up to £20,000 being 50% of the cost to enable professional support to be made available to achieve the value engineering of the Hadleigh Gateway scheme.**
- 4. Endorses the provision of the additional short stay car parking facilities on the forecourt of the former Crown Public House in Hadleigh Town Centre and ratifies the expenditure of £18,206 to secure this.**
- 5. Supports the Architectural and Historical Association (AGES) in undertaking an archaeological dig in the ex Crown Public House beer garden by ensuring the site is fit for access at a cost of up to £650.**

## Hadleigh Town Centre

- 4.1 The following matters are being actively promoted in Hadleigh town centre;
- Redevelopment of the Hadleigh Island site (former Fire Station, Library and former Crown Public House site);
  - Exit from Morrison's car park onto London Road
  - Removal of bus lane in London Road
  - Public realm improvements in London Road
- 4.2 In respect of the potential redevelopment of the Hadleigh Island Site, at the Castle Point Regeneration Partnership meeting on the 7<sup>th</sup> August, the County Council agreed to consider meeting half of the costs of the procurement exercise put in place to seek an appropriate development partner. The cost of the procurement exercise was £33,770, with the Council now envisaged to meet half of these costs i.e. £16,885.
- 4.3 The redevelopment of the Hadleigh Island site is progressing well following the selection of Hollybrook as the preferred development partner. The Council is moving to a place where agreed heads of terms can be produced to enable a formal development agreement to be put in place by the end of the year. Arrangements with the County Council are being solidified; particularly in respect of the specification of the library and community space, and an in principle agreement has been reached for the County Council to contribute from their capital programme towards any shortfall in development value subject to a formal business case justifying the level of support, and formal approval.
- 4.4 Any detailed business case will need to be informed by technical cost information that has enabled the value engineering of the scheme to maintain costs within budget, and to ensure value for money. Given the nature of this exercise and the relationship between the County Council and Castle Point as partners in the redevelopment, it is considered appropriate to instruct appropriate independent professional advisors to support officers in ensuring that the economics of the scheme work for both authorities. It is recommended that an Employers Agent (Project Manager) and a Cost Analyst are procured at a budget cost of £40,000. Again it is envisaged that the costs will be shared with the County Council, requiring the Borough Council to make an allocation of £20,000 towards the cost of the professional consultants. It should be noted however that the County Council has not yet formally agreed to either this funding or the funding of 50% of costs described in paragraph 4.2 above.
- 4.5 In respect of the existing Crown Public House site, two recent initiatives are worthy of note. Firstly, the hoardings which surrounded the former Crown Public House have been re-sited so as to improve the visibility of nearby traders and enhance the street scene. Secondly, the area now revealed has been surfaced and marked out as a short stay car park. The total cost of undertaking both initiatives was £18,206.

- 4.6 In addition an archaeological excavation is to be carried out in the grounds of the building in September where the Architectural and Historical Association (AGES) is seeking to find the remains of a Saxon village. To enable access for AGES, there will need to be a tidy up of the site to remove fly tipping at an anticipated cost of £650.

#### Canvey Town Centre

- 4.7 The managing agents for the Knightswick Centre have been actively promoting the centre and have a number of potential occupiers for existing or extended shopping units. It is their intention to carry out public consultation in the autumn seeking residents' views. In addition, good progress is being made with relevant land owners to bring forward a redevelopment on land to the north-west corner of the junction with Furtherwick Road and Waarden Road.

#### Business matters

- 4.8 Two planning applications have been received for significant new commercial floorspace to the west of Canvey Island. If approved these will provide modern flexible workspace with appropriate car parking and convenient access to the strategic road network. Business support continues to be available to Castle Point businesses via the Southend Growth Hub – with a current initiative to allow businesses to upgrade broadband connectivity through the introduction of a broadband voucher scheme.

#### Sub-regional matters

- 4.5 Work is underway with neighbouring authorities on the preparation of a detailed business case to secure European funding for town centre markets in this part of South Essex. Detailed preparation is also in hand on projects which might benefit from future infrastructure investment via the South East Local Enterprise Partnership.

### **5. Corporate Implications**

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

Bringing forward of the Hadleigh Island site for development is incurring costs in excess of those anticipated during the 2015/16 budget setting process. It is envisaged that the County Council will support the project by meeting a proportion of the costs, but that still leaves the Council to meet several items of unbudgeted expenditure. The financial implications are summarised as follows:

Item	£
Procurement of development partner for the Hadleigh Island site	33,770
Professional support - Employers Agent and Cost Analyst	40,000
Sub-total	73,770
Less 50% funding from Essex County Council	(36,885)
Sub-total after ECC funding	36,885
Crown car park works	18,206
Crown car park site clean for archaeological investigation	650
<b>Net total cost to Castle Point Borough Council (rounded)</b>	<b>55,700</b>

£29,700 of the above net cost has already been covered by growth items approved in the budget setting for 2015/16 and by subsequent virement from other budgets, leaving an additional £26,000 required to be approved for draw down from the General Fund reserve. It should be noted that this is subject to ECC agreeing to fund 50% of the development partner procurement and professional costs as detailed above.

The Medium Term Financial Forecast presented to Council in February 2015, indicates a significant funding gap in each financial year from 2017/18 which the Council is working to address, in order to maintain existing service levels.

The position with regard to Council reserves in future years requires serious consideration. Whilst at the current time reserves appear healthy, there are very real and significant financial risks which may or may not materialise in future years, particularly around planning appeals and associated legal costs. These risks, coupled with the projected budget gap, will result in a complete depletion of general reserves within the next four financial years.

Whilst a programme of work is underway, which it is hoped will contribute towards closing the funding gap, until each financial year is balanced, the Council should not enter into new and/or ongoing financial commitments, nor should it take any actions resulting in a significant ongoing reduction in any income streams.

**(b) Legal Implications**

There are no legal implications for Castle Point Borough Council arising from the recommendations of this report.

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

**Human Resources**

The initiatives described in this report can be actioned within existing human resources.

**Equality Implications**

There are no equality implications arising from the recommendations of this report.

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

The asset management implications for the Council arising from this report concern the future management of the open forecourt area of the former Crown Public House, until such time as the land is required for redevelopment purposes. The Cabinet will also be requested to consider in due course further reports regarding the release of assets in the Town Centre to support the redevelopment.

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

- 6.1 Other than the completed works at the former Crown Public House, and the need to complete public realm works in Hadleigh town centre within the timetable of the legal agreement with Morrision's, there are no other specific time-limitations.

## **Background Papers**

None

**Report Author:** Steve Rogers

**CABINET**

**19th August 2015**

**Subject: Consultation from Chelmsford City Council - Duty to Co-operate Scoping Report and Sustainability Appraisal Scoping Report**

**Cabinet Member: Councillor Smith – Regeneration and Business Liaison, Development Control Liaison and Chairman of Task & Finish Group**

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**1. Purpose of Report**

**1.1 This report advises the Cabinet of two consultation requests from Chelmsford City Council, the first concerning the scope of the duty to co-operate and the second a sustainability appraisal scoping report. This report also seeks the Cabinet’s agreement to a suggested response to both consultations.**

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

**2.1 Development planning both in Castle Point and surrounding areas contributes directly towards the Council’s priorities of *Transforming our Community* and *Public Health and Wellbeing*.**

**3. Recommendations**

**3.1 It is recommended that the Cabinet;**

**3.1.1 Notes the consultation from Chelmsford City Council regarding its Duty to Co-operate Scoping Report and agrees to submit a response as set out in paragraph 4.4 of this report.**

**3.1.2 Notes the consultation from Chelmsford City Council regarding its Sustainability Appraisal Scoping Report and agrees to submit a response as set out in paragraph 4.8 of this report.**

## 4. Background

### Duty to Co-operate Scoping Report

4.1 Chelmsford City Council has issued a Scoping Report which identifies the broad potential cross boundary strategic matters associated with its next local plan. The matters identified cover;

- Housing and travellers
- Employment
- Infrastructure
- Retailing
- Leisure and open space
- Water supply and waste water
- Green Belt
- Climate change, mitigation and adaptation
- Natural environment and landscape
- Heritage

4.2 The City Council seeks responses to four broad questions;

- Have the correct cross-border matters been identified?
- Have the correct bodies been identified?
- Are the co-operation methods agreed?
- Suggestions to encourage co-operation?

4.3 In general terms the Scoping Report is appropriate, but there are three particular issues on which the Cabinet is recommended to respond.

4.4 First in terms of housing need, it is recommended that Chelmsford City Council is asked to consider meeting some of Castle Point's housing need to the south of its area. Secondly, regarding infrastructure, it is recommended that, as a consequence of the point above, consideration is given to improvements to the A130 between the A12 and the A132, and the respective junctions. Finally it is recommended that the natural environment and landscape along the A130 corridor be considered a cross-border strategic matter.

### Sustainability Appraisal Scoping Report

4.5 In addition to the cross boundary strategic matters associated with its next local plan, Chelmsford City Council has also published the key sustainability issues it should address. These cover;

- Biodiversity and green infrastructure
- Population and community
- Health and well-being
- Transport and accessibility
- Land use, geology and soils
- Water
- Air quality
- Climate change

- Material assets
- Cultural heritage
- Landscape and townscape

4.6 A series of 14 questions will then be posed in order to appraise the emerging local plan against these objectives.

4.7 The City Council seeks responses to three broad questions;

- Does the Scoping Report establish the context for a sustainability appraisal of the local plan?
- Are all of the main economic, social and environmental issues identified?
- Do the objectives and questions cover a sufficient range of topics?

4.8 There are no objections to the framework chosen to carry out a sustainability appraisal of the local plan. Furthermore all the relevant issues have been identified and the objectives and questions address the key issues.

## **5. Corporate Implications**

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

There are no financial implications for Castle Point Borough Council arising from the recommendations of this report.

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

There are no legal implications for Castle Point Borough Council arising from the recommendations of this report.

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

#### **Human Resources**

The recommendations of this report can be actioned within existing human resources.

#### **Equality Implications**

There are no equality implications arising from the recommendations of this report.

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

There are no IT or asset management implications arising from this report.

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

6.1 Chelmsford City Council seeks responses to its Duty to Co-operate Scoping Report by 21<sup>st</sup> August 2015 and to its Sustainability Appraisal Scoping Report by 11<sup>th</sup> September 2015.

## **Background Papers**

Chelmsford City Plan – Duty to Co-operate Scoping Report July 2015  
Chelmsford City Local Plan Sustainability Appraisal July 2015

**Report Author:** Steve Rogers

**CABINET**

**19th August 2015**

**Subject: Annual Report on the Treasury Management Service and Actual Prudential Indicators 2014/15**

**Cabinet Member: Councillor Stanley – Cabinet Member for Finance and Resources**

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**1 Purpose of Report**

The annual treasury report is a requirement of the Council's reporting procedures. It covers both the treasury activity and the actual Prudential Indicators for 2014/15.

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.

**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 Recommendations:**

- 1. That following scrutiny, the Treasury Management Activity Report for 2014/15 is approved.**
- 2. To approve the actual 2014/15 prudential indicators (shown at Annexe D).**

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**4 Background**

- 4.1** The 2014/15 Treasury Management Strategy summarises the Council's obligations defined in the Code of Practice for Treasury Management in the Public Services, issued by the Chartered Institute of Public Finance and Accountancy (CIPFA).

4.2 During 2014/15 the Council complied with its legislative and regulatory requirements.

## **5 Treasury Report for 2014/15 and scrutiny of treasury activity**

5.1 As required by the Code, the activity report for 2014/15 is submitted at Annexe A for scrutiny by Cabinet.

5.2 It is important to ensure that the Council's treasury management activities are subject to a robust process of scrutiny. This report provides Members with information on treasury management activity and variances in order to fulfil this process. The report has already been scrutinised at Audit Committee on 25 June.

## **6 Corporate Implications**

### **a Legal implications**

This report is presented on behalf of Chris Mills in her role as "section 151 Officer" – the Officer appointed by the Council to have responsibility for the Council's financial administration. Submission of such a report is a requirement of CIPFA's Standard of Professional Practice on Treasury Management.

Under the revised Code of Practice, Cabinet was nominated at Special Council 16<sup>th</sup> February 2010 to ensure effective scrutiny of the treasury management strategy and policies.

### **b Financial implications**

There are no new implications.

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

There are no new implications.

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

No new targets applicable.

**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 Strategy Statement for 2014/15*.

CPBC: *Working paper: external loan calculation 2014/15*.

## Treasury Management Activity Report for 2014/15

### 1 Introduction

- 1.1 This report summarises the Council's treasury management activity for 2014/15 and compares actual interest transactions with the revised estimates set for 2014/15.
- 1.2 The Council must comply with the Code of Practice on Treasury Management in the Public Services, issued by CIPFA and updated in 2011. The code requires the Council to annually set a Treasury Management Strategy. The strategy for the 2014/15 financial year was approved by Council on 26 February 2014.
- 1.3 This report confirms that all Treasury Management activity during the year was undertaken in accordance with this strategy and in consultation, where appropriate, with our external advisers, Capita. The Council had no liquidity issues during the year.

### 2 The Economy

- 2.1 **Short-term interest rates.** The Bank of England base rate has remained at just 0.50% since March 2009 and the Council therefore continues to earn very low rates on its investments, while facing the challenge of increased counterparty risk, resulting in a significantly reduced number of counterparties that the Council can use.

### 3 Borrowing

- 3.1 A summary of external borrowing at 31<sup>st</sup> March 2015 is in Annexe B.
- 3.2 The Council operated within treasury limits and Prudential Indicators set out in the Council's Treasury Policy Statement and annual Treasury Strategy Statement throughout the year. The outturn for the Prudential Indicators is shown in Annexe D.
- 3.3 The only change in borrowings during 2014/15 was on General Fund debt of £75,112 which matured in May 2014. Due to its low value this debt was repaid in full and not replaced.
- 3.4 Annexe B shows that interest paid on borrowings and chargeable to General Fund was over budget by £45 (0.0%) for the year and that interest paid on borrowings chargeable to the HRA exceeded budget by only £40 (0.0%) for the year.

### 4 Investments

- 4.1 The Council's investment policy is governed by CLG Guidance, which was implemented in the annual Investment Strategy approved by Council on 26 February 2014. The investment activity during the year conformed to the approved strategy, and the Council had no liquidity difficulties.

4.2 Annexe C summarises the Council's activities for the year relating to the temporary investment of surplus funds. The average daily balance was £17.1 million in 2014/15, approximately the same as in 2013/14.

4.3 Annexe C also shows that the amount of interest received on these investments was over budget by £16,584 (30.2%). The variance was due to prudent budgeting and average interest rates and balances being moderately higher than estimated. The average interest achieved was 0.42% compared to the 7-day LIBID average of 0.35%.

## **5 Benchmarking**

5.1 Three benchmark indicators for 2014/15, explained in the Annual Treasury Management Strategy, are reported as follows:

- **Security – Weighted Credit Rating Score for the year of 6.48 exceeded the target of 4.**
- **Liquidity – Weighted Average Life was at an extremely liquid level, averaging 5 days over the year.**
- **Yield – Interest received on investments – income was over budget, as reported in paragraph 4.3 above.**

## **6 Regulatory Framework, Risk and Performance**

6.1 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.

6.2 The Council has complied with all of the relevant statutory and regulatory requirements which require the Council to identify and, where possible, quantify the levels of risk associated with its treasury management activities. In particular its adoption and implementation of both the Prudential Code and the Code of Practice for Treasury Management means both that its capital expenditure is prudent, affordable and sustainable, and its treasury practices demonstrate a low risk approach.

## Summary of Loan Transactions and Interest Payable (accrued daily) for the year to 31st March 2015

### Loan transactions activity for the year

	Amount o/s 01/04/2014 £	Loans Repaid £	Amount o/s 31/03/2015 £	Carrying Amount 31/03/2015
<b>Public Works Loan Board</b>				
General Fund	5,325,112	75,112	5,250,000	5,318,340
HRA	36,451,000	0	36,451,000	36,808,514
<b>Totals for the Council</b>	<b>41,776,112</b>	<b>75,112</b>	<b>41,701,000</b>	<b>42,126,855</b>

### Interest payable Comparison of estimate with actual

Budget Profile to 31/03/2015 £	Actual Interest to 31/03/2015 £	Variance 31/03/2015 £
208,300	208,345	-45 0.0%
1,087,400	1,087,440	-40 0.0%
<b>1,295,700</b>	<b>1,295,785</b>	<b>-85 0.0%</b>

### Interest rates for the year

	Range of loans		Average
	From	To	
General Fund	3.70%	9.25%	3.96%
HRA	2.31%	3.49%	2.98%
<b>Totals for the Council</b>	<b>2.31%</b>	<b>9.25%</b>	<b>3.11%</b>

### Base rate history

08/01/2009	1.50%
05/02/2009	1.00%
05/03/2009	0.50%
31/03/2015	0.50%

## Summary of Temporary Investments and Interest Received (accrued daily) for the year to 31st March 2015

Type of Borrower	Amount Invested 01/04/2014 £	Made in the Period £	Repaid in the Period £	Amount Invested 31/03/2015 £	Carrying Amount 31/03/2015 £
<b>Investments by Value:</b>					
Debt Management Office	0	0	0	0	0
Local Authorities	0	0	0	0	0
Money Market Funds	12,660,000	86,801,840	84,111,840	15,350,000	15,355,380
Bank deposits	1,000,000	3,000,000	3,000,000	1,000,000	1,000,828
<b>Investments</b>	<b>13,660,000</b>	<b>89,801,840</b>	<b>87,111,840</b>	<b>16,350,000</b>	<b>16,356,208</b>
Lloyds current account	483,134	33,707	0	516,841	517,263
<b>Cash equivalents</b>	<b>483,134</b>	<b>33,707</b>	<b>0</b>	<b>516,841</b>	<b>517,263</b>
<b>Total</b>	<b>14,143,134</b>	<b>89,835,547</b>	<b>87,111,840</b>	<b>16,866,841</b>	<b>16,873,471</b>
	Number	Number	Number	Number	
<b>Number of Investment Transactions:</b>					
Debt Management Office	0	0	0	0	
Local Authorities	0	0	0	0	
Money Market Funds	19	139	129	29	
Bank deposits	1	3	3	1	
<b>Investments</b>	<b>20</b>	<b>142</b>	<b>132</b>	<b>30</b>	
Lloyds current account	1	-	-	1	
<b>Cash equivalents</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	
<b>Total</b>	<b>21</b>	<b>142</b>	<b>132</b>	<b>31</b>	

### Interest Received on Temporary Investments for the year to 31st March 2015

	£
Actual Interest Received	71,584
Revised estimate	55,000
Variance	16,584 30.2%

### Temporary Investments

Average Balance for the Year	17,113,222
Average Interest Rate for the Year	0.42%
Benchmark: Average 7-Day LIBID Rate	0.35%

## Prudential Indicators

**Indicator 1 - Key indicator of prudence - Gross Debt and the Capital Financing Requirement**

“In order to ensure that over the medium term debt (i.e. gross external borrowing) will only be for a capital purpose, the local authority should ensure that debt does not, except in the short term, exceed the total of the capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current and next two financial years.”

The requirement is met for the current year and is expected to be met for the forthcoming two financial years.

**Indicator 2 - Capital Expenditure**

	<b>2014/15 Revised Estimate £000s</b>	<b>2014/15 Actual £000s</b>
General Fund	430	475
Housing Revenue Account	4,076	4,078
<b>Total</b>	<b>4,506</b>	<b>4,552</b>

**Indicator 3 - Indicator of Ratio of Financing Costs to Net Revenue Stream**

	<b>2014/15 Revised Estimate %</b>	<b>2014/15 Actual %</b>
General Fund	5	6
Housing Revenue Account	29	31

This indicator shows financing costs such as interest charges and the minimum revenue provision as a percentage of the net General Fund and HRA revenue budgets.

**Indicator 3B - Local Indicator of Ratio of Financing Costs to Net Revenue Stream**

	<b>2014/15 Revised Estimate %</b>	<b>2014/15 Actual %</b>
General Fund	5	6
Housing Revenue Account	48	49

This is a variation on the above indicator, which includes in the financing costs any revenue contributions made to fund capital expenditure. There is a large figure for the Housing Revenue Account, which reflects that part of the purchase at Drapers Court was funded from HRA revenue balances.

<b>Indicator 4 - Indicator of Capital Financing Requirement (CFR)</b>		
	<b>2014/15 Revised Estimate £000s</b>	<b>2014/15 Actual £000s</b>
General Fund	6,784	6,765
Housing Revenue Account	36,451	36,451
The CFR is a measure of the capital expenditure incurred historically by the Council that has yet to be financed.		

<b>Indicator 5 - Incremental Impact of Capital Investment</b>		
	<b>2014/15 Revised Estimate £</b>	<b>2014/15 Actual £</b>
Band D Council Tax	-68.51	-66.87
Average Weekly Housing Rents	14.53	14.57
This indicator shows how the changes in capital financing charges to revenue from year to year affect the Council Tax and Housing Rent for the year in question.		

<b>Indicator 6 - Authorised Limit for External Debt</b>		
	<b>2014/15 Revised Estimate £000s</b>	<b>2014/15 Final £000s</b>
Borrowing	46,634	46,531
Other Long -Term Liabilities	305	305
	<b>46,939</b>	<b>46,836</b>
This indicator shows the overall limit for total external debt, including allowances for changes in the CFR, contingencies, risks, unusual cash flow movements and so on.		

<b>Indicator 7 - Operational Boundary for External Debt</b>		
	<b>2014/15 Revised Estimate £000s</b>	<b>2014/15 Final £000s</b>
Borrowing	43,769	44,205
Other Long -Term Liabilities	305	305
	<b>44,074</b>	<b>44,510</b>
This indicator shows a similar calculation to the previous indicator, without all of the above allowances for contingencies, etc.		

<b>Indicator 8 - Upper Limits of Fixed and Variable Exposure</b>		
	<b>2014/15 Revised Estimate £m</b>	<b>2014/15 Actual £m</b>
Upper Limit - Fixed Rates	47	44
Upper Limit - Variable Rates	(5)	(13)

This indicator identifies upper limits for net investment / borrowing at variable and fixed rates. Currently all borrowings are at fixed rates and our investments are generally at variable rates. Because of this the fixed rate limit is a positive amount and the variable rate is a negative amount. Both indicators were within the limits at year end.

<b>Indicator 9 - Maturity Structure of Fixed Rate Borrowing</b>			
	<b>Upper Limit %</b>	<b>Lower Limit %</b>	<b>Actual %</b>
within 1 year	50	0	1
within 2 years	50	0	1
within 5 years	60	0	1
within 10 years	80	0	32
after 10 years	100	0	100

These gross limits are set to reduce the Council's exposure to large fixed rate sums falling due for refinancing.

<b>Indicator 10 - Housing Revenue Account limit on indebtedness</b>
The debt limit imposed by the Department for Communities and Local Government as at the date of implementation of self financing is £37,470,000. This limit of indebtedness exceeds the value of the HRA self financing settlement and therefore allows some flexibility to accommodate additional future investment.

For further information on prudential indicators including revised estimates for 2014/15 please refer to sections 11 and 12 of the Policy Framework and Budget Setting report for 2015/16, presented to the Special Meeting of the Council on 18 February 2015.

**CABINET**

**19th August 2015**

**Subject: Financial Update**

**Cabinet Member: Councillor Stanley – Finance & Resources**

**1. Purpose of Report**

This report presents the latest position in relation to the General Fund financial forecast for the period 2015/20.

This report is intended to:

- Provide Cabinet with the latest information on the future predicted cost of the Council's current spending plans and report on current performance in respect of the current budget.
- Update Cabinet on developments of a financial nature, which may impact on the Council's financial plans.

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

This report is linked to the Council's priority of Efficiency and Effective Customer Focused Services. Sound and strategic financial management is essential in order to ensure that resources are available to support the Council's priorities and maintain or improve services.

**3. Recommendations**

That Cabinet note the report.

**4. Background & basis of the financial forecast**

4.1 The Financial Planning Strategy is incorporated within the Policy Framework and Budget Setting report which is approved by Council in February each year. The strategy requires the submission of a financial forecast, enabling the Cabinet to monitor latest estimates of future spending and resources and take appropriate action to ensure that the Council's financial targets are met.

**5. Changes to approved budgets**

5.1 The following table summarises material changes which have been incorporated into the forecast, since the last update report.

	<b>Description</b>	<b>£k</b>
1.	Net revenue cost reduction. Subject of Private Business report later in this agenda. Full year saving estimated of <b>£38k.</b>	<b>-2k</b>

5.2 The financial forecast at appendix 1 also includes changes resulting from the 2014/15 closure process which are subject to external audit and which will be presented to Council in September 2015. The outturn for 2014/15 is positive.

5.3 The incorporation of these items into the financial forecast has resulted in corresponding changes elsewhere within the forecast.

**6. Revenue/Capital Budgets “on-watch”**

6.1 The following table highlights revenue or capital budgets, HRA or General Fund, which are identified by the Head of Resources as “on-watch”. This term refers to expenditure and income budgets where there is reason to believe that performance may not meet expectations and where the impact on the Council’s overall financial plan is likely to be material.

6.2 For the purpose of this report, items will be included if they have a full year financial impact of **£50k** and/or are felt to be of particular interest to Cabinet.

	<b>Description</b>	<b>Background and action being taken</b>
1.	Co-mingled waste contract	<p>Recent movements in recyclates prices may result in a change in financial terms for this contract.</p> <p>If the current variance in price is maintained, the impact on the budget for 2015/16 would be in the region of <b>£47k</b>. However, draft tonnage data and recycle prices from quarter 1 2015/16 indicates a positive movement in some prices, which should reduce the required payment.</p> <p>Reports of waste contamination from the contractor are still being resolved, and the department has been taking action to rectify this issue, including a new leaflet campaign to residents. Failure to resolve contamination issues could have significant financial implications.</p>

**7. Key Financial Developments**

Updates to key issues are provided within the following paragraphs. Please also see earlier financial update reports.

**Business Rates Pooling**

7.1 As reported to Cabinet in June 2015, the settlement of rating appeals during 2015/16 will have a direct impact on the Essex Region Business Rates Pool. An update on the pool arrangement will be provided, when available, later in the financial year.

**Tax Compliance Review**

7.2 A mechanism for measuring the financial impact of the tax compliance review, and council tax revenue collection has been established with our major

preceptors, who as previously reported, have made an agreement with collection authorities to “pay back” a proportion of additional funds collected as a result of investment (see earlier reports).

7.3 The first quarter monitoring statement indicates a favourable position and if maintained for the duration of the financial year will result in an increased “pay back” to this authority.

7.4 Any material change to this position will be reported in future financial updates.

**Housing Revenue Account – proposal to reduce social rents by 1%**

7.5 The summer 2015 budget included the announcement of a proposal to reduce rents paid by tenants in social housing by 1%, potentially with effect from 2016 maintained for a period of four years.

7.6 Since around 70% of council tenants receive housing benefit, any rent decrease will not impact on them. Instead it will be reflected in the Department of Work and Pensions budget, while local authorities will feel the additional burden. Effectively a saving to the welfare budget but a cost to local authorities.

7.7 The impact of this change is estimated to be a reduction in rental income of approximately **£2.6m** over the four year period commencing 2016/17. The impact is significantly more across the lifetime of the HRA business plan and threatens overall viability.

7.8 A refresh of the HRA business plan is in progress.

**8. Financial Risk Factors**

8.1 The budget report presented to the Cabinet meeting on 26 February and Special Council on the same night indicated some risk areas that the Cabinet should be mindful of until the position and risk relating to each has been clarified. These are shown in the table below.

Description	Explanation
Insurance Related Risks	Potential liabilities arising from insurance claims which may arise.
Equal Pay Review	A full job evaluation exercise has not been carried out. No equal pay claims have been received by the Council.
Potential legal costs	<p>The Council anticipates an increase in the number of planning applications submitted. There is potential for a proportion of these applications not to be approved resulting in an appeals process. The appeals process will necessitate the Council incurring legal costs and, should the outcome of the appeal not be favourable to the Council, there is potential for the Claimant’s legal costs to be awarded against the Council.</p> <p>The outcome of litigation in relation to property searches – subject to strict confidentiality and outlined in the financial update report to Cabinet in August 2014. The financial</p>

	<p>implications of this item are now largely known and have been fully provided for.</p>
<p>Impact of Welfare Reforms on demand for Council Services</p>	<p>It is not possible to predict the full direct or indirect impact of the various welfare reforms.</p> <p>(See also paragraphs 7.5 to 7.7)</p>
<p>Pension Fund Revaluation</p>	<p>The next valuation of the pension fund is to be undertaken by the actuary in March 2016, and will be effective for contributions from 2017/18 onwards.</p>
<p>Potential for withdrawal of external or third party revenue income</p>	<p>The financial forecast currently assumes the continuation of a number of revenue streams from external organisations or third parties. These relate to service level agreements, fees for services or other contributions towards costs incurred by the Council.</p> <p>It is known that many of these organisations are striving to reduce their costs and it is possible that one or more of the aforementioned revenue streams may be lost.</p> <p>Additionally, there is a real threat that where another organisation (such as the County Council) discontinues or reduces delivery of a particular service, the Borough Council will be expected to (or feel tempted to) bridge the service gap at its own cost.</p>
<p>Government Funding</p>	<p>As recent years have shown, there is a continuous threat of reduced funding from central government. This includes RSG, New Homes Bonus and other service specific revenue grants.</p> <p>Certainty from one financial year to the next is not enabled through the current annual settlement process.</p> <p>Summer Budget 2015: The Chancellor announced that government departments will be expected to find up to a further 40% of savings by 2020. How this target is allocated to individual departments, financial years and translated down to individual local authorities is not known.</p>
<p>Business Rate Appeals</p>	<p>In the 2014 Autumn Statement, the Chancellor announced changes to the rules governing alterations to business rates, in which any appeal submitted after 1 April 2015 will not be backdated to the period 2010 to 2015.</p> <p>The result of this change means that if a ratepayer does not appeal before 31 March 2015 and an appeal is served after 1 April 2015 and their Rateable Value is reduced following the appeal, they will lose all refunds and savings up to 31 March 2015.</p>

	<p>Rating appeals that are found in the applicants favour will result in a reduction in revenue to the council (as well as central government, Essex County Council &amp; the Fire Authority). Claims may be backdated up to a period of five financial years – depending on individual circumstances and will have an effect on business rates revenue going forward.</p> <p>(See June financial update report to Cabinet.)</p>
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## 9. Corporate Implications

### a) Legal implications

This report is presented by me in my role as “section 151 officer” – the officer appointed to have responsibility for the Council’s financial administration. It is my duty to ensure that the Council is regularly informed and updated on these matters.

Matters referred to above which require the establishment of agreements between organisations are routinely referred to the Council’s Head of Law and Deputy Monitoring Officer.

### b) Human Resources and equality implications

There are no Human Resource or equality implications arising directly from this report.

### c) Timescale for implementation and risk factors

Risk factors inherent in the forecast are set out above.

**Report Author:** Chris Mills, Head of Resources

### Background Papers:

- Policy Framework & Budget Setting 2015/16, incorporating the Financial Planning Strategy.
- Budget monitoring statements for the period April to July 2015.
- Bi-monthly Financial Update Reports to Cabinet.

	2015/16	2016/17	2017/18	2018/19	2019/20	Notes
<b>Ref</b>	<b>£'000s</b>	<b>£'000s</b>	<b>£'000s</b>	<b>£'000s</b>	<b>£'000s</b>	
<b>Current policies and service plans</b>						
1 Detailed estimates	11,379	11,688	12,049			
2 Budgets rolled forward from previous financial year	347					
3 Changes to base since budget set in Feb 2015	10	(31)	(31)			
4 Total net expenditure b/f				12,504	13,279	
<b>5 Budget / Funding Gap</b>			<b>(1,685)</b>	<b>(2,296)</b>	<b>(2,907)</b>	<b>Required in order to deliver a balanced budget and maintain reserves at the minimum level recommended.</b>
<b>6 Total net expenditure</b>	<b>11,736</b>	<b>11,657</b>	<b>10,333</b>	<b>10,208</b>	<b>10,372</b>	
7 Contribution to / (from) Earmarked reserves	(68)	(322)	(19)	87	(29)	
<b>8 Contribution to / (from) General reserves</b>	<b>406</b>	<b>39</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>Indicates a balanced budget for 2015/16 &amp; 2016/17. See also line 5 in relation to future years.</b>
<b>9 Net Budget before funding</b>	<b>12,074</b>	<b>11,374</b>	<b>10,314</b>	<b>10,295</b>	<b>10,343</b>	
10 Collection Fund balance - Council Tax	(156)	0	0	0	0	
11 Collection Fund balance - Business Rates	280	0	0	0	0	Deficits arising through the Business Rates Retention (BRR) scheme are offset through use of the NNDR Equalisation Reserve (within line 7).
12 Capital and other grants and contributions	(1,856)	(1,116)	(1,114)	(1,114)	(994)	Various grants including local council tax support scheme.
13 New Homes Bonus (NHB)	(820)	(956)	0	0	0	Based on December 2014 taxbase and assumes continuation of growth and funding for remainder of original six years.
<b>14 Formula Grant &amp; Retained Business Rates</b>	<b>(2,660)</b>	<b>(2,268)</b>	<b>(1,989)</b>	<b>(1,790)</b>	<b>(1,773)</b>	<b>Levels advised by Govt for 2015/16. Future years assume reductions in formula grant element of 25%.</b>
<b>15 Council Tax Requirement</b>	<b>6,862</b>	<b>7,034</b>	<b>7,211</b>	<b>7,391</b>	<b>7,576</b>	
<b>Ref</b>	<b>£'000s</b>	<b>£'000s</b>	<b>£'000s</b>	<b>£'000s</b>	<b>£'000s</b>	
<b>Reserves</b>						
<b>16 General Reserves at start of year</b>	<b>4,887</b>	<b>4,893</b>	<b>3,548</b>	<b>1,663</b>	<b>(833)</b>	
17 Contribution (to) / from General Fund	406	39	(1,685)	(2,296)	(2,907)	Line 17 will fluctuate in line with the revenue budget.
18 Planning appeals & associated legal costs	(400)	(1,384)	(200)	(200)	0	Based on assessment of potential appeal costs for 2015/16 & 2016/17 as at 17/06/15 and indicative amounts for future years.
<b>19 General Reserves at year end</b>	<b>4,893</b>	<b>3,548</b>	<b>1,663</b>	<b>(833)</b>	<b>(3,740)</b>	<b>Minimum recommended balance for General Reserves is £2.5m</b>
<b>20 Earmarked reserves at start of year</b>	<b>6,067</b>	<b>2,921</b>	<b>650</b>	<b>39</b>	<b>29</b>	
21 Contribution (to)/from General Fund	(68)	(322)	(19)	87	(29)	The precise timing of the use of earmarked reserves is, due to their nature, generally unknown.
22 Earmarked reserves applied during the year	(3,078)	(1,949)	(592)	(97)	0	
<b>23 Earmarked reserves at year end</b>	<b>2,921</b>	<b>650</b>	<b>39</b>	<b>29</b>	<b>0</b>	
<b>Ref</b>						
<b>Council Tax</b>						
24 Tax at band D	234.09	238.77	243.54	248.40	253.35	Based on 0% increase for 2015/16 and target increases of approximately 2% in future years (assuming a 2.0% referendum limit remains in place). The tax at band D does not include the amount charged by Canvey Island Town Council.
<b>25 Increase</b>	<b>0.00%</b>	<b>2.00%</b>	<b>2.00%</b>	<b>2.00%</b>	<b>1.99%</b>	

**CABINET**

**19th August 2015**

**Subject: Castle Point Citizen's Advice Bureau – Special Funding**

**Cabinet Member: Councillor Sharp – Responding to Challenge**

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**1 Purpose of Report**

**To seek authority from Cabinet for a special payment of £7,000 to be made to the Castle Point Citizen's Advice Bureau (CPCAB).**

**2 Links to Council Priorities**

**This report is linked to the Council's Priority Efficient and Effective Customer Focused Services.**

**3 Recommendation**

**That the Cabinet considers the request from the Castle Point Citizen's Advice Bureau for a one-off additional payment of £7,000.**

**4. Background**

4.1 The Castle Point Citizen's Advice Bureau service provides free, independent, confidential and impartial advice to residents of the Borough. Latest figures show that during 2014 CPCAB helped a total of 8,339 residents and total debt managed was circa £2.8M.

4.2 CABs were originally established and fully funded by Central Government in 1939. Government funding was however withdrawn after the war and initially replaced by funding from organisations such as the Nuffield Trust and Rowntree. Funding now tends to be local to each Bureau. There are currently 368 Bureau's in the Country and 14 in Essex. Each Bureau is run completely independently of each other but all report to the National Body of Citizens Advice which is funded by the Government. As each CAB is run independently, the relative success and financial stability of each Bureau varies depending on how each Bureau is run. The National Body has indicated that it would take steps to ensure that services are available in the event that a particular Bureau had to close.

4.2 A meeting was held between the Council and the CPCAB in the autumn of 2014 and the Council was informed that due to two substantial funding streams ending in 2015 it would not be possible without additional financial support for CPCAB to remain viable until the end of the next financial year.

- 4.3 As Members are aware the Council has had to make significant changes to the way in which it operates over recent years in order to balance its own books and this trend is forecast to become increasingly difficult over the next few years. So far, the Council has been able to maintain the levels of funding that the CPCAB, and other charitable organisations that it supports, has received in spite of this but it has asked the CPCAB on a number of occasions over recent years if it could explore ways to reduce its ongoing back-office operating costs by talking to neighbouring CAB's.
- 4.3 Councillor Sharp, at the time the Deputy Leader of the Council indicated that the Council would consider making a one-off donation of £7,000 to CPCAB on the understanding that it would be used to help the Bureau become financially stable by reducing their ongoing running costs. The Bureau was therefore asked to inform the Council how it was going to spend the money and to also provide a forward projected budget to demonstrate that this had been achieved.
- 4.4 CPCAB has provided the Council with a brief paper that sets out that the main focus will be about trying to increase income streams and therefore the additional £7,000 one-off donation would be used to provide the following benefits:
- Keep the bureau viable for 2015-16 (Members should be aware that routine expenditure still exceeds the Bureau's current income streams for future years)
  - Contribute to running costs
  - Assist in improving the balance sheet for future funders to enable the Bureau to have more time to seek funding for the future and hopefully some potential increase in income during the period 2015-16 and reduce running costs

## **5. Corporate Implications**

### **5.1 Financial implications**

The financial implications are as set out in the main body of the report. There is currently no provision for this expenditure in the revenue budget.

The Medium Term Financial Forecast presented to Council in February 2015, indicates a significant funding gap in each financial year from 2017/18 which the Council is working to address, in order to maintain existing service levels.

The position with regard to Council reserves in future years is serious. Whilst at the current time reserves appear healthy, there are very real and significant financial risks which may or may not materialise in future years, particularly around planning appeals and associated legal costs. These risks, coupled with the projected budget gap, will result in a complete depletion of general reserves within the next four financial years.

Whilst a programme of work is underway, which it is hoped will contribute towards closing the funding gap, until each financial year is balanced, the

Council should not enter into new and/or ongoing financial commitments, nor should it take any actions resulting in a significant ongoing reduction in any income streams.

**5.2 Legal implications**

None

**5.3 Human resources and equality implications**

None

**6. Conclusions**

6.1 Castle Point Citizen's Advice Bureau is a charity organisation and provides a vital advice and support service to residents in the Borough and relies entirely on grants and donations for its funding.

**Background Papers:**

None

Report Author: Melanie Harris  
Head of Partnerships, Licensing and Safer Places

**CABINET**

**19th August 2015**

**Subject: Request for Castle Point Borough Council Notice Boards**

**Cabinet Member: Councillor Riley - Leader of the Council**

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**1 Purpose of Report**

**To seek authority from Cabinet for the installation of three new notice boards and the relocation of one existing notice board to a different site.**

**2 Links to Council Priorities**

**This report is linked to the Council's Priority of Efficient and Effective Customer Focused Services**

**3 Recommendation**

**That Cabinet considers the request for the new notice boards.**

**4. Background**

- 4.1 At the winter round of Community Forums residents requested that three extra notice boards be installed across the Borough. These are at 1) Jotman's Cemetery Corner, 2) Woodman's Arms area and 3) at King George Playing Fields. It was further requested that the board at Point Road is re-sited because a bus stop currently prevents access to it.

Basic costs are:

3 x notice boards (Jotman's, Woodman's, King George's playing fields) =

£1,895.00 each plus VAT = £5,685.00

£210.00 plus VAT Delivery

£195.00 each for installation x 3

+ £195.00 to move Point Road, Seaview Stores notice board away from the bus stop

£6,675.00 + VAT

- 4.2 There are currently 13 Castle Point Borough Council notice boards situated across the Borough, all of which are floor mounted and were installed in 2005. (Maps attached show existing boards in yellow and proposed boards in green, with key).
- 4.3 The notice boards were repaired, painted and brought up to standard during 2013 at a cost of £3,000.00. It should be noted that currently no budget exists for the ongoing maintenance and repair of the boards.
- 4.4 There is a central point of contact for the distribution and monitoring of display materials and/or reporting maintenance issues in the Department of Regeneration and Neighbourhoods. Materials displayed include:
- Dates of community meetings
  - Road closures
  - Community events (within the Borough/non-profit making)
  - Notice of Council Meetings/events
  - Details of Ward Councillors
  - Community health promotion notices (such as blood giving/ breast screening and immunisation initiatives)
  - Crime Stoppers and Trading Standards information/home fire safety/Police Community Meetings
- 4.5 However it should be noted that in this modern digital age, posters and paper notices are not always the best way to advertise an event and many people now look to other media such as websites and electronic communication. Therefore it is important that the Council builds on the utilisation of modern technology rather than just relying on traditional methods of communication.
- 4.6 By example, other Councils have developed electronic notice boards and have a 'what's on publication page' on their website where residents can post up their forthcoming events.(Example web page attached)
- 4.7 Cabinet is advised that at the recent round of Community Forum Meetings no enquiries were made seeking a progress report on the provision of the new notice boards and no requests were made for additional notice boards.

## **5. Corporate Implications**

### **Financial**

The financial implications are as set out in the main body of the report.

There is currently no provision for this expenditure in the revenue budget.

The Medium Term Financial Forecast presented to Council in February 2015, indicates a significant funding gap in each financial year from 2017/18 which the Council is working to address, in order to maintain existing service levels.

The position with regard to Council reserves in future years is serious. Whilst at the current time reserves appear healthy, there are very real and significant financial risks which may or may not materialise in future years, particularly around planning appeals and associated legal costs. These risks, coupled with

the projected budget gap, will result in a complete depletion of general reserves within the next four financial years.

Whilst a programme of work is underway, which it is hoped will contribute towards closing the funding gap, until each financial year is balanced, the Council should not enter into new and/or ongoing financial commitments, nor should it take any actions resulting in a significant ongoing reduction in any income streams.

#### **Legal implications**

None.

#### **Human resources and equality implications**

Approximately 30 minutes additional staff time will be required every two weeks to clean and replenish each of the new notice boards.

### **6. Conclusions**

- 6.1 Notice boards are a traditional method of communication with residents and since their installation over ten years ago technology has changed which means that there are now many other digital options that can be utilised for effective, external communication. For example, the Office for National Statistics recently reported that the internet was accessed every day, or almost every day, by 78% of adults (39.3 million) in Great Britain in 2015, compared with 35% (16.2 million) in 2006. In view of this, the Cabinet may wish to wait until the outcome of the forthcoming communications review before making a final decision on whether or not to extend the use of notice boards in the Borough.

#### **Background Papers:**

- Maps of existing and proposed notice boards and key
- Example of online notice board

Report Author: Melanie Harris  
Head of Partnerships, Licensing and Safer Places

# Castle Point Borough Council



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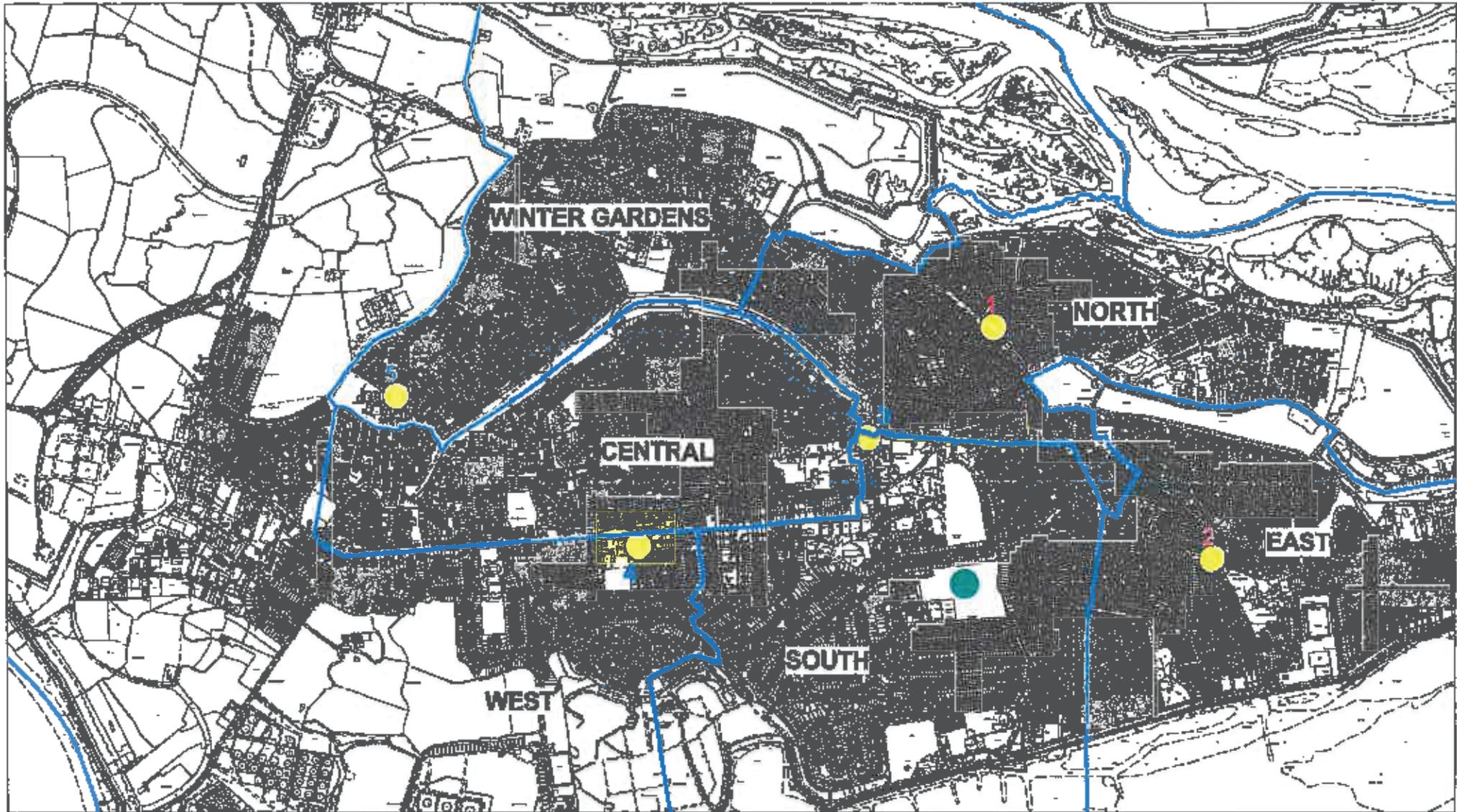
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Scale

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Date: 05/03/2009  
OS Sheet: TQ7886

# Castle Point Borough Council



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Scale: 1:10000  
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## Notice Boards in Castle Point

### Mainland

- 1 Benfleet Library
- 2 Tarpots
- 3 Roseberry Walk
- 4 Hart Road
- 5 Daws Heath Road (opposite Ann's Newsagents)
- 6 Rectory Road (outside car park)
- 7 Victoria House Corner Roundabout
- C Castle Point Borough Council Offices

### Canvey Island

- 1 Dovervelt Road (Nearbuys)
- 2 Point Road (Seaview Stores)
- 3 Town Centre
- 4 Jones Corner
- 5 Third Avenue

Home / What's On

## What's On

### Featured Recent and Forthcoming Events

**01** 2015  
AUG I LOVE THE 80s Summer BBQ Party Night  
Spinners Arms  
[Read more](#)

**07** 2015  
AUG Bollington Folk Club - Bandersnatch  
Upstairs at the Dog and Partridge  
[Read more](#)

**09** 2015  
AUG Bollington Art & Craft Fair  
10am til 4pm Broadheads Car Park  
[Read more](#)

**20** 2015  
AUG Afternoon Tea Talk - 3xP Tours - the Luxury Personalised Tour Company  
at Prestbury Beaumont  
[Read more](#)

**02** 2015  
SEP The Hundred Foot Journey  
Pott Shrigley Community Cinema  
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**05** 2015  
SEP Jazz at the Arts Centre  
Jeff Barnhart and the new Fats Waller Band  
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**07** 2015  
SEP Bridgend Community Choir  
Every Monday Starting 7th September  
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**18** 2015  
AUG Bollington Folk Club - John Kirkpatrick  
Upstairs at the Dog and Partridge

**02** 2015  
AUG Artisan Market  
Clarence Mill  
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**09** 2015  
AUG Friends of Bollington Towpath  
Friends of Bollington Towpath  
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**12** 2015  
AUG Sip and Knit Group  
At the Vale Inn.  
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**30** 2015  
AUG Bollington 10k  
Back for 2015  
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**04** 2015  
SEP Koriyang Musa Kora Music  
Bajaly Suso evokes the spirit of West Africa with an entrancing performance of traditional, classical and original kora music combined with meditative singing.  
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**06** 2015  
SEP Bollington Bikefest 2015 Sunday 6 September starts 8am - 9.am  
Sunday 6 September starts 8am - 9.am  
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**13** 2015  
SEP Bollington Childrens Music Theatre  
Free taster session  
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**19** 2015  
AUG Town Mayor's Boundary Family Walk

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**CABINET**

**19th August 2015**

**Subject: Authority to represent the Council**

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

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**1. Purpose of Report**

The purpose of this report is to approve the authorisation to allow a member of the Council's Law Team presently employed by the Council to represent the Borough Council in proceedings before the Magistrates' Court and County Court.

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

This report is linked to the Council's 'Efficient and Effective Customer Focused Services' priority.

**3. Recommendations**

That the following member of the Law team be authorised to appear before the Magistrates' Court and County Courts to represent the Borough Council in legal proceedings pursuant to Section 223 Local Govt Act 1972 and Section 60(2) County Courts Act 1984:-

**Mr Callum Hall – Trainee Solicitor**

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**4. Background**

Solicitors who are employed by the Council have automatic rights of audience to appear before the Courts to represent the Council and un-admitted legal staff who are undergoing training to obtain legal qualifications may also appear and represent the Council provided they are specifically authorised to do so by the Council.

**5. Proposals**

It would be beneficial for the Council to allow its trainee solicitor to appear to represent the Council in legal proceedings before the Courts and the appropriate authorisation would also allow for the proper training and development of this staff member.

It is proposed that the trainee solicitor be authorised to appear to represent the Council in legal proceedings before the Courts pursuant to Section 223 Local Govt Act 1972 and Section 60(2) County Courts Act 1984.

## **6. Corporate Implications**

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

In some circumstances where no other solicitor or legal officer employed by the Council is available it may be necessary to incur extra costs by instructing Counsel or a solicitor agent to represent the Council at Court.

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

Without authorisation from the Council the trainee solicitor employed by the Council is unable to appear before the Courts to represent the Council in legal proceedings.

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

It would assist the management of the Council's legal services for the trainee solicitor to be authorised to represent the Council at Court.

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

There are none to be addressed by this report.

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

The proposal will be implemented as soon as it is approved by the Cabinet.

## **8. Background Papers**

None.

### **Report Author:**

Fiona Wilson – Head of Law