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**Chief Executive**

## **CABINET AGENDA**

**Date:      Wednesday 20th March 2019**

**Time:      7.00pm NB Time**

**Venue:    Council Chamber**

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

### **Membership:**

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

<b>Cabinet Enquiries:</b>	<b>Ann Horgan ext. 2413</b>
<b>Reference:</b>	<b>7/2018/2019</b>
<b>Publication Date:</b>	<b>Tuesday 12th March 2019</b>

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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 20th February 2019.
- 4. Forward Plan**  
To review the Forward Plan.
- 5. Health and Community Safety**
- 6. Environment**
- 6 (a) Feedback on Public Consultation regarding the New Paddocks Community Hall**  
*(Report of the Cabinet Members for Regeneration & Business Liaison Environment and Leisure; Commercial Contracts and Commercial Opportunity)*
- 7. Housing and Regeneration**
- 7(a) Update on Recent Procurement Exercises in relation to the Construction of New Housing Developments**  
*(Report of the Cabinet Members for Housing and Council Homes and Finance, Policy & Resources)*
- 7(b) Leisure and Recreation Strategy 2015 – 2020 Action Plan Update**  
*(Report of the Cabinet Member Environment and Leisure)*
- 7(c) Crown Public House**  
*(Report of the Cabinet Member Regeneration & Business Liaison)*
- 8. A Commercial and Democratically Accountable Council**
- 8(a) Corporate Scorecard Quarter 3**  
*(Report of the Cabinet Member for Commercial Contracts and Commercial Opportunity)*
- 9. Matters to be referred from /to Policy & Scrutiny Committees**  
There are no matters.
- 10. Matters to be referred from /to the Standing Committees**  
There are no matters.

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

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

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

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**INFORMAL  
CABINET SESSION**

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



## **CABINET**

**20TH FEBRUARY 2019**

### **PRESENT:**

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

**APOLOGIES:** Councillors Stanley and Isaacs.

### **ALSO PRESENT:**

Councillors: Acott, Anderson, Blackwell, Mrs Blissett, Hart, Mrs Haunts, Johnson, May, Palmer, Taylor, Riley, Skipp, Walter and Wood.

### **67. MEMBERS' INTERESTS:**

Cabinet Members Councillors Mrs Egan and Sheldon each declared an interest as an Essex County Councillor in Item 7(b) Essex Future Library Services Strategy 2019 – 2024.

Councillors Blackwell and May present at the meeting each declared an interest as an Essex County Councillor in Item 7(b) Essex Future Library Services Strategy 2019 – 2024. Councillor May also declared in respect of his membership of the Canvey Island Big Local Item 5a – Canvey Community Garden. Councillors Anderson and Palmer also made declaration regarding their membership of Canvey Island Big Local.

### **68. MINUTES:**

The Minutes of the Cabinet meeting held on 16th January 2019 were approved and signed by the Chairman as a correct record.

### **69. FORWARD PLAN:**

To comply with regulations under the Localism Act 2011, the Leader presented a revised Forward Plan to the meeting which outlined key decisions likely to be taken within the next quarter 2019. The Plan was reviewed each month.

Councillor Howard took the opportunity to brief colleagues on the take up of the clinical waste collection service.

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

## **70. CANVEY ISLAND COMMUNITY GARDEN**

Cabinet considered a report informing of progress on the development of a Growing Together Community Garden at the Gun Site, Canvey Island, in partnership with Trust Links, the Canvey Island Big Local and supported by the Castle Point and Rochford Health and Wellbeing and Local Strategic Partnerships.

The 'Growing Together Canvey Island' project would be managed by Trust Links and provide a social and therapeutic horticulture project for a wide range of people in the community. Subject to appropriate funding, the project would offer therapeutic gardening and training for adults with mental health problems, dementia, learning disabilities and students with special needs. It would also be open to general members of the public.

While the Cabinet Members and others welcomed the proposal other Members were critical of the manner in which the proposal had been brought forward without prior involvement of Ward Councillors and the involvement of the Canvey Island Big Local.

**Resolved:**

To support the project to provide a Growing Together Community Garden at the Gun Site, Canvey Island, in partnership with Trust Links, the Canvey Island Big Local and supported by the Castle Point and Rochford Health and Wellbeing and Local Strategic Partnerships.

## **71. HOUSING REVENUE ACCOUNT (HRA) – 2019/20 RENT LEVELS, REVENUE BUDGET AND CAPITAL PLAN FOR 2019/20 AND 2018/19 REVISED**

Mindful of the Cabinet's role to determine the rent levels for Council dwellings and garages and approve a budget for the Housing Revenue Account (HRA) that meet legal requirements and deliver the approved HRA Business Plan and associated policies and strategies. The Cabinet considered a report submitting the following: Rent levels for Council dwellings and garages for 2019/20; HRA Revenue budget for 2018/19 (revised) and 2019/20.; HRA Capital Plan for 2018/19 (revised) and 2019/20.

**Resolved:**

1. To approve a rent reduction of 1% for all social rent HRA dwellings, resulting in an average reduction of £0.88 per week.

2. A rent reduction of 1% for all affordable rent HRA dwellings be agreed, resulting in an average reduction of £1.68 per week.
3. That a rent increase of 1% for all council owned garages is applied in 2019/20
4. To approve the HRA revenue budget for revised estimate 2018/19 and estimate 2019/20, as set out in Annexe A to the report.
5. To approve the HRA capital plan for revised estimate 2018/19 and estimate 2019/20, as set out in Annexe B to the report.

## **72. ESSEX FUTURE LIBRARY SERVICES STRATEGY 2019 – 2024**

Cabinet was requested to endorse the Council's response to the consultation on the Essex Future Library Services Strategy 2019 – 2024 being undertaken by Essex County Council and to engage with Essex County Council to put in place a sustainable library service for Castle Point Borough.

### **Resolved:**

1. To endorse the response to the Essex Future Library Services Strategy 2019 – 2024.
2. That the Council works with Essex County Council and the community to review solutions for sustainable library services within the Castle Point Borough.
3. That further reports are made to Cabinet on the outcome of the discussions with Essex County Council and the final proposals for the future library provision in the Borough.

## **73. DISCRETIONARY RATE RELIEF – BUSINESS RATES**

Cabinet considered a report setting out an addition to the Council's Discretionary Rate Relief Policy to reflect Government proposals on granting relief for occupied retail properties with a rateable value of less than £51,000 in each of the years 2019-20 and 2020-21. Full details of the proposed Retail Discount scheme were set out in a separate addendum, which broadly followed Government guidance.

### **Resolved:**

To note the content of the report and approve the additional change to the existing Discretionary Rate Relief Policy, to include the new Retail Discount scheme to take effect from 1 April 2019.

## **74. POLICY FRAMEWORK AND BUDGET SETTING FOR 2019/20**

The Cabinet considered the report submitted by the Strategic Director (Resources) (Section 151 Officer) containing proposals and recommendations for the Council's Policy Framework and Budget Setting for 2019/20 for recommendation to the Special Council meeting to be held on 27.2.2019.

**Resolved: to refer the report and recommend to Council:**

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

1. That the Cabinet note the efficiency savings, cost reductions and additional income summarised in table 2.3.
2. That the Cabinet approves the continued funding of priority projects and other items of discretionary expenditure, as set out in table 9.1.
3. That the Cabinet notes the cost pressures and other budget increases (growth) as set out in table 9.2.
4. That subject to recommendations 1 to 3 above, the revenue spending plans for 2018/19 (revised) and 2019/20, set out in section 9, tables 9.3 (summary) and 9.4 (net services expenditure) of the accompanying report, are approved.

### **Capital spending plans and prudential indicators**

5. That the capital spending plan described in section 11 of the accompanying report (tables 11.2 and 11.3) is approved in respect of 2018/19 (revised) and 2019/20.
6. That as required by section 3 of the Local Government Act 2003, and the Prudential Code for Capital Finance in Local Authorities (the Prudential Code), the following Prudential Indicators are approved as set out in the appropriate sections of the accompanying report:

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

7. That the Statement of Minimum Revenue Provision for 2019/20, as stated in paragraphs 54 to 58 of section 11 of the accompanying report is approved.
8. That no new capital proposals are allowed until:
  - the proposal has been evaluated in accordance with all relevant evaluation criteria;
  - the Cabinet has confirmed affordability and compliance with the Prudential Code for Capital Finance in Local Authorities;
  - the Cabinet has considered and approved details of the proposal.
9. That, as stated in paragraph 66 of section 11 of the accompanying report, and as required by the Prudential Code, the statement of the Strategic Director (Resources) in respect of the affordability, deliverability and appropriateness of risk management arrangements with respect to the Capital Strategy is noted.
10. That the policies and strategies supporting the budget framework and contained within the accompanying report are approved.

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

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

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

13. That as set out in section 5 of the accompanying report it is noted that acting under delegated authority and in consultation with the Cabinet Member responsible for Finance, Policy & Resources, the Strategic Director (Resources) has calculated:
  - a) A tax base for the Borough of Castle Point of 30,787 being the amount T required by section 31B of the Act; and
  - b) A tax base for Canvey Island to which a Town Council precept applies as **11,872**.
14. That the following amounts be calculated for the year 2019/20 in accordance with sections 31 to 36 of the Act:

Ref	Amount £	Item
(a)	<b>56,913,504</b>	being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish (Town) Councils.
(b)	<b>48,724,852</b>	being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
(c)	<b>8,188,652</b>	being the amount by which the aggregate at 14(a) above exceeds the aggregate at 14(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year.  (Item <b>R</b> in the formula in Section 31B of the act)
(d)	<b>265.97</b>	being the amount at 14(c) above (item <b>R</b> ), divided by item <b>T</b> (14(a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish (Town) precepts).
(e)	<b>244,682</b>	being the aggregate amount of the (Parish (Town) precepts) referred to in Section 34(1) of the Act.
(f)	<b>258.03</b>	being the amount at 14(d) above less the result given by dividing the amount at 14(e) above by item T (14(a) above), calculated by the Council in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates.

15. That the Cabinet recommends that Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, sets the aggregate amounts shown in the tables below as the amounts of Council Tax for 2019/20 for each part of its area and for each category of dwelling. This information is included within section 17 of the accompanying report:

Castle Point Borough Council Tax 2019/20, including and excluding Town Council precept, for each of the following categories of dwelling:

Band	Council Tax Including Town Council £	Council Tax Excluding Town Council £
<b>A</b>	185.76	172.02
<b>B</b>	216.72	200.69
<b>C</b>	247.68	229.36
<b>D</b>	278.64	258.03
<b>E</b>	340.56	315.37
<b>F</b>	402.48	372.71
<b>G</b>	464.40	430.05
<b>H</b>	557.28	516.06

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

<b>Band</b>	<b>Castle Point Borough Council</b>	<b>Essex County Council</b>	<b>Essex PFCC - Fire and Rescue Authority</b>	<b>Essex PFCC - Policing and Community Safety</b>	<b>Total excluding Town Council</b>	<b>Canvey Island Town Council</b>	<b>Total including Town Council</b>
	£	£	£	£	£	£	£
<b>A</b>	172.02	846.96	48.30	128.64	<b>1,195.92</b>	13.74	<b>1,209.66</b>
<b>B</b>	200.69	988.12	56.35	150.08	<b>1,395.24</b>	16.03	<b>1,411.27</b>
<b>C</b>	229.36	1,129.28	64.40	171.52	<b>1,594.56</b>	18.32	<b>1,612.88</b>
<b>D</b>	258.03	1,270.44	72.45	192.96	<b>1,793.88</b>	20.61	<b>1,814.49</b>
<b>E</b>	315.37	1,552.76	88.55	235.84	<b>2,192.52</b>	25.19	<b>2,217.71</b>
<b>F</b>	372.71	1,835.08	104.65	278.72	<b>2,591.16</b>	29.77	<b>2,620.93</b>
<b>G</b>	430.05	2,117.40	120.75	321.60	<b>2,989.80</b>	34.35	<b>3,024.15</b>
<b>H</b>	516.06	2,540.88	144.90	385.92	<b>3,587.76</b>	41.22	<b>3,628.98</b>

17. To note that, in accordance with the requirements of section 52ZC of the Act the Council has determined whether it's Relevant Basic Amount of Council Tax for 2019/20 is excessive.  
For 2019/20, the relevant basic amount of Council Tax for Castle Point would be deemed excessive if the authority's relevant basic amount of Council Tax for 2019/20 is:

- (a) 3%, or more than 3%, greater than its relevant basic amount of Council Tax for 2018/19; and
- (b) More than **£5.00** greater than its relevant basic amount of Council Tax for 2018/19.

<b>Ref</b>	<b>Amount £</b>	<b>Item</b>
(a)	250.56	being the Relevant Basic Amount of Council Tax for 2018/19, excluding local precepts.
(b)	3.0%	being the percentage increase above which the Secretary of State has determined the Relevant Basic Amount of Council Tax for 2019/20 would be excessive.
(c)	258.07	being the amount above which the Relevant Basic Amount of Council Tax for 2019/20, excluding local precepts, would be excessive (rounded down to the nearest penny).
(d)	258.03	being the Relevant Basic Amount of Council Tax for 2019/20, excluding local precepts.

The Relevant Basic Amount of Council Tax for 2019/20 is therefore, not excessive and the duty to make substitute calculations and hold a referendum does not apply (Chapter 4ZA of Part 1 of the Act).

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

There were no matters.

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

There were no matters.

Chairman



# **Castle Point Borough Council**

## **Forward Plan**

**MARCH 2019**

# **CASTLE POINT BOROUGH COUNCIL**

## **FORWARD PLAN**

**MARCH 2019**

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

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

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

<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>
March 2019	<u>Crown Public House</u>	Housing and Regeneration A Commercially and Democratically Accountable Council	Cabinet	Regeneration and Business Liaison Finance, Policy & Resources	Head of Place and Policy
March 2019	<u>The Paddocks – report back on consultation</u>	Environment	Cabinet	Regeneration and Business Liaison Environment & Leisure	Head of Environment
March 2019	<u>Leisure and Recreation Update</u> - For consideration	Environment	Cabinet	Environment & Leisure	Head of Environment
April 2019	<u>Household Waste Duty of Care – Use of Fixed Penalty Notices</u>	Environment	Cabinet	Streets Waste Floods and Water Management	Head of Environment
April 2019	<u>Reference from Environment Policy &amp; Scrutiny Committee re petition use of private Security companies to Enforce Litter, Dog Fouling etc Fixed Penalties</u> To consider recommendations	Environment	Cabinet	Environment & Leisure Streets Waste Floods and Water Management	Head of Environment

June 2019	<u>Planning Policy Update – Supplementary Planning document for Essex coast Recreation Disturbance and Mitigation Strategy</u> - For approval	Council Housing and Regeneration	Cabinet	Regeneration and Business Liaison	Head of Place and Policy
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**CABINET**

**20th March 2019**

**Subject: Feedback on Public Consultation regarding a New Paddocks Community Hall**

**Cabinet Member: Councillor Mumford – Regeneration and Business Liaison  
Councillor Varker – Environment and Leisure  
Councillor Sheldon – Commercial Contracts and Commercial Opportunity**

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**1. Purpose of Report**

To (1) consider the feedback on the public consultation exercise recently undertaken by a member working group to help inform the design of the new Paddocks Community Hall, and (2) to agree how the project should be progressed in light of this feedback.

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

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

**3. Recommendations**

It is recommended that:

- 1) Cabinet notes the consultation feedback;**
- 2) Cabinet confirms its commitment to retaining the splash park and war memorial on the Paddocks complex;**
- 3) Cabinet confirms its intention to retain and operate the existing Paddocks Hall until such time as the new facility has been built and is available for hire;**
- 4) A planning appraisal setting out potential opportunities and constraints for the Paddocks site is undertaken to help inform the future layout of the site and the siting of the new community facility;**

- 5) **Specialist advice is sought in order to better understand potential future demand for larger scale entertainment events;**
  - 6) **The Strategic Director (Resources) in consultation with the Cabinet member for Finance, Policy and Resources is given delegated authority to drawn down from reserves the funding required to cover the cost of the specialist advisors;**
  - 7) **A design brief is produced for a modern, multi-functional, flexible community facility capable of accommodating both small groups, i.e. less than 20 people through to functions catering for up to 500 seated guests;**
  - 8) **An architect is appointed to develop conceptual building designs having regard to the design brief; and that**
  - 9) **Regular progress reports are presented to Cabinet.**
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#### **4. Background**

At the Cabinet meeting on 16th October 2018 it was resolved to (1) demolish the existing facility and replace it with a new, modern facility specifically designed to meet current and future requirements, and to (2) undertake a member led public consultation including residents, existing and potential future users of the facility and other stakeholders to help inform the design brief and to further develop the business case for the new facility.

A member working group which included Councillors Mumford, Varker and Sheldon was subsequently established to undertake the consultation. As well as an on line questionnaire, the working group members met with regular hirers of the existing facility, potential hirers of the new facility and representatives from the Jewish Community. They also met with an entertainment and theatre producer.

The on line consultation entitled '*The New Paddocks ,A Place for Entertainment and a Social Hub at the Heart of the Community*' went live on 18th December 2018 and closed on 14th February 2019. In total 613 questionnaires were submitted. Of the 613 responses 589 were from Castle Point residents and 540 of them lived on Canvey Island.

204 respondents were residents who attend a group that uses the Paddocks, with some attending more than one group. The U3A had the largest representation with 167 responses submitted by its members.

76 respondents said they had never used the Paddocks whilst 442 had attended within the last year, and of these 215 had attended within the last month.

The reasons for attendance were many and varied with a wide range of uses being listed which included one off personal parties, slimming clubs through to larger scale regular group meetings e.g. U3A and Age Concern, and annual civic events such as Armed Forces Day, etc.

In response to the question asking the reason for non-attendance, the most popular response was “I don’t know what’s on” (74 responses), followed by “nothing on that I want to see” (29 responses), followed by “condition of the facility” (18 responses).

In respect of future use of the new facility there was a desire to expand on the current usage and for the provision of a broader range of community and social activities and events suitable for people of all ages.

When asked if they would support and attend the venue if a better programme of events and entertainment were to be offered at the new Paddocks, 477 respondents said they would whilst 39 stated that they would not.

As many of the questions in the on-line survey allowed residents to use free text it has not been possible to provide quantitative responses to all the questions.

In terms of what people would like to see in the new facility, there was strong support for a licensed bar and café. The provision of good quality toilet facilities was also deemed very important. The majority of people favoured the provision of a large hall capable of accommodating circa 500 people seated but there was also strong support for a range of smaller hall sizes which would be more suitable for smaller gatherings.

In response to the invitation to submit other comments about the new Paddocks and its future, maintenance of the new facility was a key concern as was retention of the splash park and free car parking. Many respondents stated that they did not want any houses/flats to be built on the site and many commented that they would prefer the existing facility to be refurbished rather a new facility being rebuilt. Refurbishment would necessitate closure of the facility for a prolonged period whilst the works were undertaken and this option was ruled out following the discussions that took place at the October 2018 Cabinet meeting when it was concluded that the new build option was the most appropriate way forward.

The consultation has confirmed what we already know in that the existing facility caters for a wide range of activities and groups. The new facility will need to provide a multi-functional, flexible space which can be adapted to suit the needs of all existing and new groups that wish to hire the facility. It will need to be operated on a commercial basis whilst at the same time its use will need to remain affordable, particularly for the small community groups that would wish to use it.

## **5. Corporate Implications**

### **a. Financial implications**

The Council must set a balanced budget each year. However, the financial forecast currently indicates an unbalanced budget from 2020/21 meaning that the Council would need to rely on reserves in order to maintain services until the budget is balanced. Any new / additional revenue commitments would further impact on the Council’s ability to set a balanced budget in future years.

The estimated cost of building a new facility was originally estimated at £4.3m but this will need to be revised once the final building size and design has been agreed. An estimated additional £1.4m will be required for the works to the car park.

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

The refreshed business case which will be considered at a future meeting of Cabinet will need to demonstrate that the new facility can be operated at no additional cost to the Council and ideally on a cost neutral basis.

Specialist advice will be required to progress the project to the next stage. There is no budget for this work so it will be necessary to draw down from reserves once the cost is known.

**b. Legal implications**

None directly associated with this report.

**c. Human resources and equality implications**

It will be necessary to engage specialist consultants in order to progress this project further. The size and nature of the fully accessible new facility will determine the future staffing requirements.

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

**Regular progress reports will be submitted to Cabinet.**

**6. Background Papers:**

Cabinet report – Future proposals for the Paddocks Community Hall, Long Road, Canvey Island, 16 October 2018

Public Consultation Questionnaire and analysis – February 2019

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

**CABINET**

**20th March 2019**

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

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

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**1. Purpose of Report**

- 1.1 To update Cabinet on the procurement of a new House in Multiple Occupation (HMO) at Hatley Gardens.**
- 1.2 To update Cabinet on the procurement of four new 2 bedroom properties at Church Close**
- 1.3 To seek authority to undertake alternative methods of delivery of new council housing in addition to construction**

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

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

**3. Recommendations**

- 3.1 That Cabinet approves the increase in budget for construction cost for the development of the HMO at Hatley Gardens, as set out in paragraphs 5.2.2 and 5.2.3**
  - 3.2 That Cabinet notes the delay in the construction of four homes at Church Close**
  - 3.3 That Cabinet requests officers to undertake the work set out in section 5.6.**
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**4. Background**

- 4.1 There is a significant shortage of properties for temporary accommodation and ongoing affordable housing in the Castle Point Area.**
- 4.2 The Housing Service has established a Development Project Team to examine available sites and look to develop more housing on suitable brownfield sites.**

- 4.3 The sites currently identified, with projects underway, are at Hatley Gardens and Church Close, both having been subject to competitive tenders, whilst a third site at Windsor Gardens is currently out to tender. Further sites are currently under review.

## **5. Report**

- 5.1 Tenders in respect of the developments at Hatley Gardens and Church Close were received in January. There was generally a small number of tenders submitted, probably reflecting the small scale of the developments, though the financial value of these were quite widely spread. Further details on these are shown below

### **5.2 Hatley Gardens**

- 5.2.1 The council received five tenders for construction of an HMO at Hatley Gardens which were evaluated by the Development Project Team based on both price and quality of the tender submission.

- 5.2.2 The chosen tender has a total expected cost of **£806k**, including a prudent contingency allowance of **£70k**. This is **£102k** higher than the original budgeted cost of **£704k** approved by Council in February 2019 as part of the Policy Framework and Budget Setting Report. **£31k** of this increase will be met from Right to Buy receipts, with the balance of **£71k** required to be funded from an increase in annual Minimum Revenue Provision (MRP) charges over a 20 year period. Therefore the annual impact on the General Fund of the increased project cost is **£3.6k**.

- 5.2.3 An updated business case, see Annex A, has been prepared to reflect the increase in costs, which show that the viability of the scheme is unaffected. The estimated annual savings once the scheme is open is still **£115k** per annum including capital financing costs. The business case has been considered by the Strategic Director (Resources) and officers from the Financial Services Unit.

- 5.2.4 The increase in costs reflects a number of additional factors outside of the standard build requirements together with changes to the original specifications as result of Development Control Committee and building control requirements. This includes, for example, strengthened internal walls, whole system flooring, car parking barrier and controls to car park, extra cost of surface water drainage due to ground conditions, fencing of site perimeter, macadam and kerbs to service road, lighting etc. The tender has been awarded to the lowest cost bidder.

### **5.3 Church Close**

- 5.3.1 The council received three tenders for construction of four 2 bed homes at Church Close, prior to these being evaluated by the Development Project Team the tender prices were reviewed. These indicated that the total cost of the project would be significantly higher than anticipated in the business case and included in the budgets agreed at Cabinet on 20<sup>th</sup> February 2019.

- 5.3.2 The budgeted cost for the scheme agreed at Cabinet in February 2019 was **£594k** over two years', the revised anticipated price is in the region of **£1.3m** including an increased contingency. This would equate to a build cost of **£325k** per property.

5.3.3 An evaluation of the local housing market showed significant variations between the mainland and Canvey Island, with property prices on Canvey Island for semi-detached properties being 20% lower than on the main land at **£260k** compared to **£322k**. In the price range **£200k** to **£275k** there were three 2 bedroom and one 3 bedroom properties for sale on the mainland and 113 on Canvey Island ranging up to 4 bedrooms. This raises concerns over the value for money of this development on Canvey Island.

5.3.4 The Development Project Team took the decision to suspend the evaluation process as the bids are significantly over budget. The reasons for the excessive costs have been investigated, and this includes:

- Site demolition.
- Taking up and disposing of all the old concrete.
- Installing service ducts to enable the gas water and electricity to be installed with ease once the buildings are constructed.
- Drainage (It is necessary to install new drainage in the service road at Church Close (which would be necessary in any event due to problems with the existing system) and this is costly, as well as fitting attenuation tanks for the homes as Canvey has such a high water table)
- Planting and landscaping – this is not just for the homes but for the surrounding area including hard and soft landscaping, plants and trees as requested by Development Control Committee.
- Street lighting to surface road (as requested by Development Control Committee)
- Road re-surfacing and resident parking bays

5.3.5 The Team examined a number of options, including:

1. Re-tender the construction but with certain high cost elements, such as road re-surfacing, drainage, light columns and landscaping omitted. These will be subject to separate procurements in order to obtain the best value for the construction. This is the preferred option. It is considered that there could be significant reduction in costs as bidders costs varied considerably and were considered excessive for several bids. A separate tender process for services, drainage and landscaping is considered to result in more competitive bids with more tightly defined works and costs. This would also attract bids from smaller companies who may specialise in this type of work but who may not be interested in constructing the properties themselves.
2. Examine the possibility of prefabricated units and assess the costs of having these placed with separate procured works for ground preparations, foundations drainage, services, cladding and landscaping etc. This would take some time to prepare and could result in additional complications. Also it is considered that costs savings may not be substantive so this is not the preferred option. However, this option will be explored for future build projects.
3. Undertake the development in house and procure trades separately (e.g. demolition, bricklayers, plasterers, electricians, landscaping etc). This is not a preferred option, and has a range of risks. For example, the procurement of each trade could result in delays and there is a need for additional

resources such as an on-site foreman as well as a clerk of works. Ultimately there would be a significant transfer of risks and significant additional human resource requirements which is not available in house and will come at an additional cost.

4. Purchase properties on the open market. For this option, to be eligible to use replacement housing receipts these need to be properties that have not previously been used for social housing. This is a 'stop gap' option if it is not feasible, within the time period, to successfully retender the procurement or if it is not possible to purchase pre-fabricated units.

5.3.6 The team are currently examining option 1 as the preferred option. This would involve sending out a new Invitation to Tender for the construction of the homes only. Separate processes will be undertaken for the installation of services and for landscaping and groundworks.

#### 5.4 **Windsor Gardens**

5.4.1 The proposed scheme at Windsor Gardens is the construction of two 2 bed houses on an old garage site. The Invitation to Tender for Windsor Gardens was issued on 5<sup>th</sup> March 2019 and the Council is currently awaiting responses to this by 8<sup>th</sup> April 2019.

5.4.2 It is believed by the team that because this site is relatively straightforward and the tender has been profiled to rationalise the services work, it is expected that the costs for this project will be significantly less than the recent tender price for Church Close.

5.4.3 The results of the tender exercise will be reported to Cabinet following the evaluation exercise.

#### 5.5 **Right to Buy Receipts**

5.5.1 If the cost of construction continues to be prohibitive alternative methods of delivery of affordable housing will need to be sought if money currently held from Right to Buy (RTB) receipts are not to be returned, with interest to Central Government.

5.5.2 Currently RTB receipts for replacement affordable housing can only be retained for three years from date of receipt. Since the introduction of the agreement to allow retention of receipts by local authorities until the end of December 2018 the Council had spent **£3.38m** on the development of new homes, allowing it to use **£1.01m** of retained receipts based upon the 30% of total eligible expenditure allowed. Under the RTB sharing agreement the Council was required to have spent **£981k** of receipts, equivalent to **£3.27m** of total expenditure on replacement properties, thus the Council was slightly ahead of its expenditure requirements.

5.5.3 Right to buy sales were low in Quarter 4 15/16 and Quarter 1 16/17 with a total of **£56k** of receipts being retained, but in Quarter 2 16/17 **£290k** of receipts were retained. Thus to avoid repayment of receipts over this period the council will need to spend **£187k** by the end of Quarter 1 19/20 and a further **£967k** in Quarter 2 19/20. Therefore indications are that there is a risk of having to return money at the end of Quarter 2 19/20 if alternative delivery of accommodation is not found,

as this would be in excess of the costs of the development at Hatley Gardens. If the Windsor Garden's procurement is successful this would assist in meeting this target, but if not there would be a requirement to spend around **£500k** by the end of Quarter 2 19/20.

## **5.6 Next Steps**

- 5.6.1 Should the procurement of Windsor Gardens be successful, and around the expected price, then there will not be any immediate need to purchase properties, and more time can be afforded to identifying the solution for Church Close. In the meantime the preferred approach of the Development Project Team is to re-tender the construction of Church Close, but with some important elements, such as road resurfacing works, landscaping and light column placement omitted and subject to a separate procurement approach as outlined above in 5.3.5.
- 5.6.2 The Development Project Team will also explore the potential of and costs of option 2 as set out in 5.3.5. If there is inadequate progress in each of the first two options, then the backstop approach will be the purchase of additional housing in the Borough.

## **6. Corporate Implications**

### **a. Financial implications**

There are significant financial implications which are summarised in this report and in the business case attached.

### **b. Legal implications**

There are significant legal implications. These are summarised in the business case attached.

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

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

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

An update to Cabinet is expected in May 2019.

## **7. Background Papers:**

None

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

**CABINET**

**20th March 2019**

**Subject: Leisure and Recreation Strategy 2015 – 2020 Action Plan Update**

**Cabinet Member: Councillor Varker – Environment and Leisure**

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**1. Purpose of Report**

**This report is to update the Cabinet of progress against objectives and actions as laid out in the Leisure and Recreation Strategy 2015 - 2020.**

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

**The Strategy links to the Council's priorities of Public Health and Wellbeing, Environment and Efficient and Effective Customer Focussed Services.**

**3. Recommendations**

**That Cabinet notes the content of the report and the progress made in respect of the Leisure and Recreation Strategy action plan.**

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**4. Background**

In December 2014 the Cabinet approved the 'Leisure and Recreation Strategy 2015 – 2020' for Castle Point.

Cabinet receives regular updates on the progress against objectives. An update report to Cabinet on 21 March 2018 was referred so that the Cabinet Member could present the report at the meeting of Ordinary Council on 28 March 2018.

**5. Leisure and Recreation Strategy 2015 – 2020**

To achieve the vision within the Strategy the Council will work collaboratively to deliver our 4 priorities;

- A Healthy and Equal Borough
- An Active Borough
- A Borough which aligns provision to need
- A Borough which builds networks and partnerships

There is an action plan for delivery linked to each of the priorities.

Action Plan update:

The following table gives updates against all items scheduled for delivery during the last year and also any ongoing actions where progress has been made.

These actions are in addition to the vast range of activities and initiatives on offer in the Council's Leisure Centres and Parks and Open Spaces throughout the year as part of normal operating processes.

TASK	DUE	PROGRESS
<b>A Healthy and Equal Borough</b>		
<b>Design and deliver a health based activity programme aimed at priority groups</b>	<b>Ongoing</b>	<p><b>Get Active Get Healthy:</b> The Get Active Get Healthy project which aims to reduce obesity and prevent diabetes continues to be a great success with over 250 new participants accessing the programme at both Waterside and Runnymede Leisure Centres during the last year.</p> <p><b>ACE lifestyle –</b> The Council's Leisure Services have now teamed up with ACE Lifestyle to offer free walk in weighing sessions at both Waterside and Runnymede Leisure Centres; these sessions take place each Saturday with a qualified fitness instructor who provides motivational support to help adults lose weight, including physical exercise tips to improve participants overall health and wellbeing. The initiative is a great success and has proven very popular!</p>
<b>Increase disabled usage at Leisure Centres</b>	<b>Ongoing</b>	<p><b>Sport for Confidence –</b> The Leisure Service continues to support an all-inclusive disability session at Waterside Farm Leisure Centre every Wednesday. A qualified Occupational Health Therapist and experienced sport coaches attend these sessions to help all participants lead a more active lifestyle.</p> <p>The Sport for Confidence programme is extremely popular with participants attending from both within and outside of the Castle Point Borough, with an average of 35 – 45 participants each week. Participants can play multi-sports, boccia and/or participant in gym and swimming sessions.</p>

TASK	DUE	PROGRESS
		<p>The Sport for Confidence programme is subsidised by both Active Essex and Castle Point Borough Council. Participants pay a small nominal fee of £2.60 per session to assist towards the running costs. The Sport for Confidence programme was awarded a prestigious award from UK Active in acknowledgement of its contribution to disability sport and is now acknowledged as one of the best disability programmes in the whole of the UK. The Council is very lucky to have the Sport for Confidence Programme running on its door step inside its largest leisure facility.</p> <p><b>Dementia friendly</b> – Dementia friendly training has been held with Council employees, at both Waterside and Runnymede Leisure Centres by “Dementia friends” who in partnership with the Council are championing improvements to help people with Dementia access our leisure facilities. In February 2019 weekly Dementia friendly swimming, Yoga and Pilates sessions were introduced; these take place every Wednesday during School term time at Waterside LC in conjunction with the Sport for Confidence programme. Initial attendance from those with dementia and their carers has been very good and the number attending is increasing week on week.</p> <p><b>Seevic College Spinning Sessions</b> – students at Seevic College now have access to a new exclusive disability Spinning Class at Runnymede Leisure Centre; all students are charged a small nominal £2.60 fee per session.</p>

TASK	DUE	PROGRESS
<b>An Active Borough</b>		
<b>Effective marketing of sport and active recreation opportunities with the Development and production of a Leisure and Recreation events programme of activities</b>	<b>2018/19</b>	<p>Marketing plans have been developed across Environmental services incorporating, Leisure, Halls, Open Spaces amongst others.</p> <p><b>New Facebook page</b> – a new Facebook page has been launched to promote the Council's community hall.</p> <p><b>Facebook and social media campaigns</b> – the Council's Marketing and Membership Advisor has heavily promoted the leisure facilities on social media. There has been very high response rates and interaction with both customers and potential customers helping to increase our customer service engagement, and in turn creating new sales leads for our facilities.</p> <p><b>External signage</b> – new external signage promoting Runnymede Leisure Centre and Runnymede Hall has been installed at the entrance to the Car Park in Kiln Road. The signage which is visible from the main road promotes the new health and fitness provision at Runnymede Leisure Centre.</p> <p><b>Runnymede Leisure Centre</b> - An extensive and robust marketing campaign was launched to promote the new Runnymede Leisure Centre which opened in January 2019; extensive plans are in place to promote both the leisure facilities and community halls into the future.</p> <p><b>New online booking system</b> – a new online booking system was launched in June 2018. It enables residents to buy membership packages online, book sports courts and group exercise classes ..... The new online booking system is now very well used by customers increasing both revenue, memberships and activity bookings for the leisure service.</p> <p><b>Events</b> – the Council's Marketing and Membership Advisor has this year promoted the leisure centres and</p>

TASK	DUE	PROGRESS
		community halls at the Castle Point Show, at Benfleet Train Station and at both Morrison's, Hadleigh and at the Knightswick Shopping Centre, Canvey Island.
<b>Undertake an enhanced annual leisure satisfaction survey incorporating park, open spaces and the natural environment</b>	<b>On-going</b>	A combined customer satisfaction survey was developed in January 2016 and has been relaunched each year; the survey covers leisure and recreational facilities, street scene and waste management and runs until the end of March 2019.
<b>Provide affordable, targeted opportunities to take part in sport and active recreation</b>	<b>Ongoing</b>	<p><b>Southend Untied Free Football Sessions</b> – Southend Untied Community and the Educational Trust have been granted funding from the Premier League to continue free football sessions at Waterside Farm Leisure Centre. The popular sessions are held on both Tuesdays and Thursdays and are aimed at persons between 11-18yrs. There is an average attendance of 80 -100 young people each evening.</p> <p><b>Come and try events</b> - Free 7 day fitness passes and free group exercise events have been offered in January 2018, June 2018, November 2018, January 2019 and February 2019 at both Waterside and Runnymede Leisure Centres. A combined participation of over 1000 people have taken part. These events have helped to increase membership take up and income for the Council.</p> <p><b>Discounted swimming sessions</b> - £1.00 swimming sessions are still offered at both Waterside Farm Leisure Centre and Runnymede Leisure Centres for people over the age of 50; they continue to be a huge success!</p> <p><b>Improved Swimming Lesson programmes</b> – the Leisure Service in April 2017 transformed the STA Swim Academy by purchasing new Learn2Swim parental online portal software, introducing new monthly direct debit payments, recruiting a new Swim Academy and Activity Marketing</p>


TASK	DUE	PROGRESS
		<p>Manager. The investment continues to be a great success with an increase of 550 new participants enrolled within the programme since April 2017, both increasing revenue and swimming participation levels in the Borough.</p> <p><b>School Swimming Lessons</b> – The Council brought the delivery of all school swimming lessons in-house from September 2017 at Waterside FLC and from January 2018 at Runnymede LC from an existing third party supplier. A new school swimming framework has been introduced to enhance the experience of all pupils attending. The Council's Swim Academy and Activity Marketing Manager has drastically improved the programme on offer which has resulted in more schools hiring our facilities, especially schools from both the Basildon and Southend areas who now to travel outside their respected areas; in total 5 more schools have now chosen to swim in the Castle Point Borough compared to when the programme was offered by a third party supplier.</p> <p><b>NEW 65+ Membership package</b> – a new 65+ membership package has been introduced to help improve physical activity levels, especially as this age group continues to grow into the future. The new Membership package includes access to both leisure centres on weekends, and before 6pm Monday – Friday including access to group exercise classes, fitness suite and sauna and steam and access to free Sport Court bookings before 4pm Monday – Friday.</p>
<p><b>Deliver a sport or active recreation initiative in a identified high priority location</b></p>	<p><b>2018 / 2019</b></p>	<p><b>New Skate Park Partnership and funding achieved</b> – Castle Point Borough Council in partnership with the Youth Service, Yellow Door and Active Essex are offering services for young people at the Skate Park, and the surrounding area. The partnership successfully achieved £30,000 over a two year period from the Peoples' Health Trust to deliver physical activities, preventative and intervention services including alcohol and drug awareness,</p>

TASK	DUE	PROGRESS
		<p>sexual health, counselling sessions, and ad hoc workshops, sport activities and events. The project has helped to reduce anti-social behaviour, including drug and alcohol misuse in the area.</p> <p>The project has achieved a very good impact and continues to be a great success.</p> <p><b>Skate Park event</b> – a free Skate Park event was held at Waterside Farm Leisure Centre in the summer school holidays 2018; the event was funded by the Skate Park partnership and delivered by an external provider called Team Extreme. The event included a DJ, showcasing of Professional skate board and BMX riders and displays, competitions and free prize giveaways plus much, much more. Over 250 young people including parents / guardians attended the event which was a great success!</p>
<p><b>Work with National Governing Bodies and Clubs to introduce additional opportunities in the Borough</b></p>	<p><b>Ongoing</b></p>	<p><b>Walking Sports:</b> Walking Sports, including Football and Netball have continued to be a great success at Waterside Farm Leisure Centre. Sessions are aimed at those aged 50+ or those in need of a gentler approach to improving their physical health and wellbeing. On average 80 -100 persons attend these sessions each week!</p> <p><b>Football and Futsal Tournaments:</b> The Essex FA and Southend FC held their Futsal and Football school tournaments, Essex Championships and Girl tournaments for the fourth year running at Waterside LC in December 2018, January and February 2019.</p>

TASK	DUE	PROGRESS
<b>A Borough which aligns provision to need</b>		
<b>Maintenance and replacement programmes and plans in place and effectively budgeted for</b>	<b>2018 / 2019</b>	<p><b>Waterside Farm Leisure Centre refurbished fitness suite:</b> The fitness suite at Waterside Farm Leisure Centre, Canvey Island has benefitted from a £180,000 upgrade.</p> <p>The vast majority of equipment was replaced with brand new state of the art fitness equipment to improve all users exercise experience for many years to come!</p> <p>Refurbishment of the fitness suite included the removal of the existing free weights wall to create a more open, friendly and free flowing environment. The removal of the wall has made way for a new Functional Zone with an impressive extra-large SYNRGY360 rig as its centre piece: around the SYNRGY rig there are other new pieces of equipment such as wall targets, medicine balls, sand bags, etc to give endless possibilities for a great functional training workout.</p> <p>We have also replaced the vast majority of our cardiovascular equipment with new top of the range Life Fitness machines such as Treadmills, Cross Trainers, PowerMills, Arc Trainers &amp; Exercise bikes. All machines include touch screen entertainment with endless functions such as on demand television channels, Netflix, Web browsing, virtual routes and technology solutions to help track and improve customer workouts.</p> <p>The existing free weights area has been relocated to a new, much larger and improved space including new plate loaded V Squat, Hack Squat and GHD machines plus many more plate loaded and cabled based exercise machines, including new bumper plates to improve customers Olympic lifting techniques and workouts. We also provide a variety of Hammer Strength and Life Fitness resistance machines which run through the middle of the gym to fully complement each workout.</p>

TASK	DUE	PROGRESS
		<p>In addition we have replaced all flooring with brand new high quality rubber matting and heavy duty vinyl flooring. As well as being more hygienic it gives a more elegant feel to the area. New mirrors, improved wi-fi, and wall protection are provided throughout.</p> <p>The investment has transformed the health and fitness provision into one of the best facilities in Essex and we are confident the new equipment will appeal to a broad demographic and all age groups. It will help facility users keep fit for many years to come. The rest of the leisure centre is fabulous too, especially the Group Exercise studios, swimming pool, sauna and steam room and café area just to name a few other areas. We hope that the investment we have made will encourage more people to visit the leisure centre and get fit.</p> <p><b>Market research reports</b> – The Leisure Service commissioned UK Active and the Leisure Database to provide marketing research to assist with the tailoring of the new fitness provision at Waterside FLC including the design, equipment mix and layout to maximise its appeal to the local market. Changes have been made to the Group Exercise Programme to increase customer take up and income potential at both Leisure Centres.</p> <p><b>Waterside Farm Leisure Centre new Football Goals:</b> New good quality Football Goals have been purchased for the 3G Football Centre to replace the existing equipment purchased in 2012.</p> <p><b>Runnymede Hall</b> – The main hall parquet flooring was refurbished in August 2018, the wooden flooring was stripped back and re-oiled which has drastically improved the condition and appearance of the floor; feedback from customers has been very positive.</p> <p><b>New shrubs</b> - New beautiful shrubs have been planted outside Runnymede Leisure Centre in late Autumn 2018, the new</p>

TASK	DUE	PROGRESS
		<p>greenery has improved the look and feel of the external area!</p> <p><b>New pool lining</b> – An existing pool lining which was installed at Waterside Farm Leisure Centre in 2013 was replaced with a new vinyl product in March 2018 to resolve an on-going defected install dispute, the new lining was successfully installed and is more vibrant in colour helping to enhance the swimming pool environment, the new pool lining has been installed at no cost to the Council and with a free 15 year guarantee.</p> <p><b>Maintenance Programme:</b> There is a full maintenance programme in place at the Leisure sites and parks and open spaces, as well as a Corporate Planned and Preventative Maintenance Programme for the Corporate buildings.</p>
<p><b>Improve provision of amenities such as benches and maps in sign-posting people in open spaces</b></p>	<p><b>2018 / 2019</b></p>	<p><b>Walk route markers at Woodside Park</b>– new information boards were installed at Woodside Park along with new solid oak benches last summer.</p> <p>A new picnic table has been installed at the Beveland Recreation area in partnership with Friends of Concord Beach. More improvements are planned with improved planting going in from spring 2019 and also more benches.</p> <p>A bid has been submitted to the Veolia Environmental Trust for a new play area at Swans Green Park. The Veolia trust meeting will take place on March 7<sup>th</sup> to discuss the bids and approve funds.</p> <p><b>Thundersley Great Common SSSI.</b> The Council has successfully attained a 10 year Higher Level Stewardship Scheme (HLSS) for our management of this nationally important site whose status is still one of “improving”. The HLSS has endorsed our management of the site and will supplement some of our ongoing costs via payments through the Rural Payments Agency. The site has many acid grassland indicator species such as <i>Agrostis Curtisii</i></p>

TASK	DUE	PROGRESS
		<p>(bristle Bent) Festuca Ovina (Common Bent) Galium Saxatile (Sheep's-Fescue) and Potentilla Erecta (Tormentil). Whilst all these species are very important indicators of Acid Grassland they are also fairly non-descript and very easy to overlook however we also have a fairly large concentration of Succisa Pratensis (Devil's-bit Scabious) that is highly visible from June-September due to its tall Purple/Blue flowers.</p>  <p>The management of Thundersley Great Common SSSI as endorsed by Natural England will see the ongoing scrub removal continue and will also see large Quercus Robur (Oak) trees removed as part of the SSSI management. The woods surrounding the SSSI must be controlled from spreading over the site as the canopy of the trees and their leaf fall being deciduous species would see the acid grassland in decline and ultimately disappear.</p>
<p><b>Undertake condition surveys of all leisure facilities, community halls, open spaces and</b></p>	<p><b>2018 / 2019</b></p>	<p><b>Waterside LED light upgrade</b> – The existing light system at Waterside Farm Leisure Centre will be upgraded to LED technology to reduce energy consumption in 2019; the upgrade will reduce the carbon footprint of the leisure centre by 110 tonnes</p>

TASK	DUE	PROGRESS
<p>recreational land and develop site specific management and improvement plans &amp;</p> <p>Prepare a prioritisation programme for improvement works following the premises condition surveys</p>		<p>per year and reduce ongoing operational costs.</p> <p>All existing lights within the swimming pool hall, sport hall, squash courts, studios, storage areas, office and staffing areas will be replaced as part of the upgrade.</p> <p><b>Leisure sites maintenance</b> - Planned preventative maintenance has been undertaken in 2018 / 2019 as follows:</p> <p><b>Waterside Farm Leisure Centre</b></p> <ul style="list-style-type: none"> <li>• To replace the external lift shaft cladding;</li> <li>• To re-powder coat all external metal work including on all stairways, and the front foyer area;</li> <li>• To take down and reinstall all air-conditioning ventilation socks for industrial cleaning;</li> <li>• To make repairs to the Skate Park café ceiling;</li> </ul> <p><b>Runnymede Hall</b></p> <ul style="list-style-type: none"> <li>• Redecoration of the small hall to the rear of the facility;</li> </ul>
<p>Pursue further prestigious awards for facilities i.e. Green Flag</p>	<p>2018 / 2019</p>	<p><b>Pool Water Award</b> - Waterside Farm and Runnymede Leisure Centres have been awarded the CIMPSA Pool Water Quality Award for the fifth year in a row. The award recognises good practice, and high water quality and clarity. Castle Point Borough Council's leisure centres are the only pools in the country to obtain the award on five consecutive occasions.</p> <p><b>Customer engagement GOLD AWARD</b> – both Waterside and Runnymede Leisure Centres have been awarded a Gold award from the Leisure Industry Customer Excellence Awards. The award rates both leisure centres within the top 10 of 1,800 providers within Great Britain; obtaining the award is a fantastic achievement and</p>

TASK	DUE	PROGRESS
		<p>acknowledges the hard work and dedication of the Council's leisure team.</p> <p><b>UK Active Membership</b> – The Council has joined UK ACTIVE which is comprised of members and partners from across the UK active lifestyle sector. Members represent the full spectrum of the activity sector, from local leisure centres to multinational brands, from facility operators to activity providers working out of community centres. The advantage of membership is to allow the leisure service to obtain an abundance of insight from across the physical activity sector to support and enhance the Council's leisure and community facilities on a local level.</p>
<p><b>Prioritise the existing identified needs for facilities in the Borough and develop a funding and delivery plan proposal</b></p>	<p><b>2018/19</b></p>	<p><b>New Runnymede Leisure Centre</b> - The Council successfully extended Runnymede Swimming Pool with a new state of the art Health and Fitness Suite on the side of the existing facility, the new provision now includes a new 60+ fitness suite, a top of the range spinning studio, and a modern group exercise studio, the refurbishment also included the remodeling / and refurbishing of the existing dry side areas to include a new café area, dry-side changing rooms and staff room. Refurbishment works also included a new floor within the changing village, and replacement of the suspended ceiling and lights above the pool and works to reinforce the pool undercroft, the refurbishment will extend the life span of the facility for many years to come.</p> <p>The new facility opened in January 2018 and is very popular with local residents with an average of 900 – 1000 membership holders to date, including an increase in pay as you go bookings and general swimming pool access.</p> <p><b>Additional investment at Runnymede Leisure Centre</b> – since the opening of Runnymede Leisure Centre further improvements have been undertaken within the Changing Village area as follows:</p>

TASK	DUE	PROGRESS
		<ul style="list-style-type: none"> <li>• Replacing of the existing suspended ceiling</li> <li>• Replaced lights with new LED technology;</li> <li>• Replacement of all existing wooden benches within all changing cubicles with new colorful compact plastic benches which are more suitable for wet environments;</li> <li>• Replacement of all internal doors and ironmongery within the Changing Village and the Pool first aid toilet / first aid area;</li> <li>• Replacement of all changing cubicle locks;</li> </ul> <p><b>CCTV install</b> – new CCTV has been installed at Woodside Hall, Benfleet due to a rise in antisocial behaviour, and at Runnymede Hall, Benfleet to protect the Council's assets and users hiring the facility. The installation of CCTV follows installing of CCTV at the Paddocks Community Centre last year.</p>
<b>A Borough which builds networks and partnerships</b>		
<b>Deliver more taster sessions and open days at a variety of locations and for a variety of formal and informal recreation</b>	<b>2018/19</b>	<b>Come and try events</b> - Free 7 day fitness passes and free group exercise events have been offered in November 2018 and February 2019. Over 500 people took part at each event.
<b>Provide Support for Community and voluntary groups and increase membership of the Active Sports Club Forum</b>	<b>On-going</b>	The Leisure Service and the Health and Wellbeing Officer actively promotes the Active Sports Forum and Active Essex.

## **6. Corporate Implications**

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

A number of initiatives have been delivered as a result of external funding being received. Funding streams will continue to be investigated and applied for and it is hoped that the Council will be able to deliver an even more diverse range of activities and initiatives in the future.

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

None

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

The Leisure and Recreation Strategy fully considers the demographics of the Borough and objectives and actions have been designed to address areas of greatest need and to target priority groups.

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

The 'Leisure and Recreation Strategy' is a 5 year strategy covering the period from 2015 to 2020.

Some actions are ongoing actions and will be continuously delivered throughout the life of the strategy whilst the delivery of others will be determined during the Environment department's annual Service Planning process.

**Report Author – Shane Williams – Leisure and Community Services  
General Manager**

**CABINET**

**20th March 2019**

**Subject: The Crown Public House**

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

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**1. Purpose of Report**

This report seeks approval to proceed to the preparation and submission of a planning application for the demolition and remediation of the Crown Public House, High Street, Hadleigh Town Centre. This is the first stage to enable the demolition of the Crown.

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

The demolition of the Crown Public House supports the Council's Housing and Regeneration and the Health and Community Safety priorities.

**3. Recommendations**

- 1. To authorise the making of a planning application for the demolition and associated works for the Crown Public House, High Street, Hadleigh.**
  - 2. That a works brief is prepared and tenders sought for the demolition and associated works for the Crown Public House, and a further report made to Cabinet to authorise those works**
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**4. Background**

- 4.1 The Hadleigh Town Centre Master Plan was published in July 2011 and included proposals for the redevelopment of the Hadleigh Gateway Site between the fire station and the Crown Public House as a mixed use scheme. The Master Plan sought to retain former pub as a community facility. In order to facilitate the project, the Council successfully secured £1.33 million in funding from the Homes and Communities Agency for, amongst other things, land acquisition. This included the acquisition of the Crown Public House, which the Council purchased on 17<sup>th</sup> March 2011.**

- 4.2 The Crown Public House has been vacant since 2009 and its state of repair is declining. At present it remains empty and boarded up. The former pub car park to the rear is fenced off and inaccessible.
- 4.3 Planning permission is required for the demolition of public houses. Planning Policy Guidance on 'When is permission required?' states:

***'Do I need to apply for planning permission to demolish a pub?***

*An application for planning permission is required for the demolition of any pub or other drinking establishment with the A4 'drinking establishments' use class, including those with an expanded food offer.'*

- 4.4 The Town and Country Planning (General Permitted Development) (England) Order 2015 was amended in May 2017, to include changes to Class B of Part 11 of Schedule 2 as follows:

*'(a) for paragraph B.1(c) substitute —*

*(c) the building is used, or was last used, for a purpose falling within Class A4 (drinking establishments) of the Schedule to the Use Classes Order, including purpose as described in Class AA (drinking establishments with expanded food provision) of Part 3 of Schedule 2 to this Order.'*

- 4.5 Planning permission will also be required for the erection of fencing and hoarding to secure the site.
- 4.6 At the present time the future use of the site has not been fixed either on a temporary or permanent basis. Officers continue to work with partners on developing a new use for the site, and identify interim community uses. A further planning consent may be required for such uses, and the longer term redevelopment.

## **5. Proposals**

- 5.1 The proposal is to prepare and submit a planning application for the demolition of the Crown Public House, remediation to make safe the site and the erection of 2 metre high fencing or hoarding. It is proposed that the site to which the application applies includes the small area of car parking on the London Road frontage, the use of which would be required to enable access to the site for demolition vehicles.
- 5.2 Informal discussions have taken place with Development Management Officers on the scope of a planning application. Due to the locally listed status of the building, a heritage statement will be required. Although locally listed status is not the same as a statutory Listed Building, it remains a material consideration in determining a planning application. The heritage statement will require the procurement of a suitably qualified heritage consultant.
- 5.3 Whilst the planning application is being prepared and determined, work will continue with partners on the use of the site and the preparation of tender documents for quotes for the demolition works, and a further report will be

made to the Cabinet to seek approval for the demolition works, budget and any further consents for temporary or permanent use.

## **6. Corporate Implications**

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

The planning application will require an application fee, and specialist advice for the preparation of the heritage statement. The latter will be subject to a brief and tender process.

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

There are no legal implications on the Council. Homes England (successors to the Homes and Community Agency who provided the funding for the acquisition of the pub) have been notified of the intention to demolish the pub.

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

There are no Human Resources or Equality implications on the Council.

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

There are no IT implications on the Council.

The asset implications are set out in the main report.

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

It is anticipated that the planning application will be submitted this Spring and determined in the early Summer. If approved, work could start on the demolition in the Autumn 2019. The programme for demolition will be established through the demolition specification and tender process.

There is a risk that if planning permission is not sought now for the demolition, but is incorporated within any future plans for the Hadleigh Gateway site, the condition of the building, in the absence of no alternative use, will continue to deteriorate and the Council would have to take further action to improve the building's fabric in the interests of public safety.

## **8. Background Papers**

Hadleigh Town Centre Master Plan (July 2011)

### **Report Author:**

Ian Butt  
Head of Place and Policy

**CABINET**

**20th March 2019**

**Subject: Corporate Performance Scorecard Quarter 3 2018/19**

**Cabinet Member: Councillor Sheldon - Commercial Contracts and  
Commercial Opportunity**

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**1. Purpose of Report**

**To set out the cumulative performance figures for the Corporate Performance Scorecard for quarter 3, 1<sup>st</sup> October 2018 to 31<sup>st</sup> December 2018.**

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

**The scorecard is explicitly linked to the Council's priorities.**

**3. Recommendations**

**That Cabinet notes the report and continues to monitor performance.**

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**4. Background**

4.1 The Corporate Scorecard reports on performance indicators for important service outcomes that are relevant to the Council's priorities.

4.2 The indicators for the Corporate Performance Scorecard for 2018/19 were discussed and approved by Cabinet in June 2018.

**5. Report**

**5.1 Summary of performance**

5.1.1 The performance summary in Appendix 1 sets out the performance achieved by the Council against the measures in the scorecard. Of the fifteen indicators reported, nine are at or above target and three are near the target. Two indicators did not meet the target. One indicator is new and a target cannot yet be set until a baseline of performance over the year has been established. Trend in performance shows that there is declining performance for three indicators and a further two indicators cannot be evaluated as they are new. All other measures demonstrate similar or improving performance.

Performance is set out against the priorities in the Corporate Plan as follows:

## ***Environment***

Although the recycling figure is a little off target, when combined with composting the combined performance for household waste recycled or composted is 51% and exceeds the target of 49%.

The performance for street cleanliness has improved when compared to the same period last year and exceeds the target.

Fly tipping and grass verge cutting Indicators generally demonstrates strong performance and that the contractual arrangements are continuing to be effective.

## ***Housing and Regeneration***

Tenant satisfaction with repairs and maintenance at 96.5% was slightly under target but performance is generally strong and has improved when compared to the same period last year. The rate for voids completion was 27 days, which is below target. However, performance did improve in this quarter and the performance is off target due to the weaker performance in the previous two quarters. This indicator measures a 'rolling year' so it will take some time for improved performance to be demonstrated.

The percentage of planning applications processed within target times has three measures for this indicator. Performance has exceeded target in all three measures and demonstrates strong performance.

Performance in progress against the milestones set out in the Local Development scheme is strong at 100% as the Council has met all relevant milestones to the end of December. However, performance will decrease as the next milestone was the publication of the plan in January this year.

The Building Control Service ensured all applications were processed within statutory timescales.

## ***Health and Community Services***

The next indicator is a new one to the corporate scorecard and measures the relative success of preventing households from becoming homeless. This was recently established following the introduction of the Homeless Reduction Act in April, and was first reported in September last year.

During the third quarter period, 87 households were granted a prevention or relief duty under the Homeless Reduction Act. Of those accepted, 32% homelessness were either prevented or relieved duty the same quarter. The other households could still be prevented later on. It is currently not possible to develop a target for this measure until performance has been analysed over the year period so the intention is to establish a baseline of performance.

The percentage of food premises that are awarded a score of at least 3 on the food hygiene rating scheme was 92% and exceeded the target of at least 90% which is strong performance.

## ***A Commercial and Democratically Accountable Council***

Although slightly of target, the Council's First Contact team has again been successful in limiting the number of calls that they have to transfer to the back office to be dealt with; just 5.3% of calls received transferred.

The sickness rate of 9.1 days exceeds the corporate target of 8 days. As this measures a rolling year it still includes the higher sickness absence from colds and flu during the winter months.

5.1.2 Further commentary on performance is set out in the table in Appendix 1.

## **6. Corporate Implications**

### **a. Financial implications**

Good performance on some indicators can lead to reduced costs.

### **b. Legal implications**

There are no direct legal implications at this stage.

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

There are no direct human resource or equality implications at this stage.




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

Monitoring of the Corporate Performance Scorecard is ongoing throughout the year.

## **7. Background Papers:**

None







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Key	
	More than relative 10% below target
	Less than relative 10% below target
	On or above target

## Appendix 1: Corporate Scorecard 2018/19 (Environment)

Quarter 3: 1<sup>st</sup> October 2018 to 31<sup>st</sup> December 2018

Note: All performance values are cumulative (i.e. from 1<sup>st</sup> April to end of June/September/December/March) unless otherwise stated

PI Code & Short Name	Q3 Value 2017/2018	Q3 Value 2018 / 2019	Target	Trend	Status	Comments
OPS4 Percentage of Household Waste Recycled  Service Manager: Operational Services Manager	23.7%	24.1%	Annual Target 25%			This is believed to be slightly down as much of the Christmas recycling will come through in the first 2 weeks of January 2019.
OPS 5 Percentage of Household Waste Composted (including food waste)  Service Manager: Operational Services Manager	26.3%	27.1%	Annual Target 24%			This is believed to be slightly down as much of the Christmas recycling will come through in the first 2 weeks of January 2019.
SS2 Percentage of streets inspected which are deemed to be unsatisfactory using Code of Practice for Litter and Refuse methodology.  Service Manager: Contracts Manager	13.1%	8.5%	Less than 10%			Pinnacles Ward round process continues to show improvements, this is the first quarter under the 10% target since quarter 1 of the 2017/18 year.




PI Code & Short Name	Q3 Value 2017/2018	Q3 Value 2018 / 2019	Target	Trend	Status	Comments
ENV 4 Percentage of fly tips removed within one working day  Service Manager: Contracts Manager	100%	100%	90%	↔	✓	Reported fly-tips continue to be removed within the contract period.
SS4 Number of rectification and default notices served in relation to Highway Grass Verge cutting.  Service Manager: Contracts Manager	0	1	Under 50	↔	✓	Only one rectification notice was served for grass in the 3 <sup>rd</sup> quarter.
SS5 Percentage of Rectification Notices served in relation to Highway Grass Verge cutting rectified within 72 hours.  Service Manager: Contracts Manager	0	100%	90%	↔	✓	The notice served was satisfied within 72 hours.

# Corporate Scorecard 2018/19 (Housing and Regeneration)

Quarter 3: 1<sup>st</sup> October 2018 to 31<sup>st</sup> December 2018

Note: All performance values are cumulative (i.e. from 1<sup>st</sup> April to end of June/September/December/March) unless otherwise stated

PI Code & Short Name	Q3 Value 2017 / 2018	Q3 Value 2018 / 2019	Target	Trend	Status	Comments
HOS1 Overall tenant satisfaction with repairs and maintenance.  Service Manager: Housing Services Manager	95.7%	96.5%	97%	↑	⚠	Year to date performance remains on target and compares favourably to the same period in 2017/18.
HOS6 Average Void Turnaround Time. Service Manager: Housing Services Manager	19.6 Days	27 Days	20.5 Days	↓	⚠	Performance has improved. However the year to date remains off target due to performance of first two quarters.
DC2 to DC4: Percentage of planning applications processed within target time limits for major, minor and other applications  Service Manager: Planning & Development Enforcement Manager	100%  96.5%  100%	100%  100%  100%	Major 60%  Minor 65%  Other 80%	↔  ↑  ↔	✓	The service continues with strong performance in the processing of planning applications on time.

PI Code & Short Name	Q3 Value 2017 / 2018	Q3 Value 2018 / 2019	Target	Trend	Status	Comments
<p>Progress against the milestones set out in the Local Development Scheme (LDS). Percentage of Milestones delivered within 3 months.</p> <p>Service Manager: Head of Place and Policy.</p>	N/A	100%	80%	N/A		<p>Whilst the target has been met this is a matter of timing.</p> <p>The next milestone to be achieved is Publication of Plan in January 2019. Reporting on that will fall into the next quarter.</p>
Percentage of Building Control applications processed within statutory time limits.	100%	100%	100%			All applications processed within time limits.

## Corporate Scorecard 2018/19 (Health & Community Services)

PI Code & Short Name	Q3 Value 2017 / 2018	Q3 Value 2018 / 2019	Target	Trend	Status	Comments
<p>HLess 10 Percentage of prevent decisions discharged against the number of prevent decisions issued.</p> <p>Service Manager: Housing Options Manager</p>	N/A	87	TBC	N/A	N/A	In the third quarter 87 households were granted a prevention or relief duty under the Homeless Reduction Act. Of those accepted 32% homelessness were either prevented or relieved duty the same quarter.
<p>EH2 Percentage of food premises that are awarded a score of at least 3 on the food hygiene rating scheme.</p> <p>Service Manager: Environmental Health Operational Manager</p>	91%	92%	90%	↔	✓	A total of 401 of 437 premises scored under the Food Hygiene Rating scheme achieved a rating of 3* or above, indicating 92% of rated premises were found to be broadly compliant with food safety regulations, within the Castle Point Borough.

# Corporate Scorecard 2018/19 (A Commercial and Democratically Accountable Council)

Quarter 3: 1<sup>st</sup> October 2018 to 31<sup>st</sup> December 2018

Note: All performance values are cumulative (i.e. from 1<sup>st</sup> April to end of June/September/December/March) unless otherwise stated

PI Code & Short Name	Q3 2017/18 Value	Q3 value 2018 / 2019	Target	Trend	Status	Comments
<p>FC1 Percentage of calls taken from customers by First Contact that are dealt with without the need to transfer to the back office</p> <p>Service Manager: Revenues &amp; Benefits Transformation Manager</p>	96.3%	94.7%	Annual Target 95%	↓	⚠	Although slightly off target, the First Contact service continues to maintain strong performance in this area.
<p>Average number of days Sickness absence per FTE staff for all Council Services (rolling year)</p> <p>Service Manager: Human Resources Manager</p>	8 Days	9.1 Days	8 Days	↓	🔴	During Q3, 49 employees were absent due to colds and Flu which is a major factor contributing to this raised level of absence.