



Council Offices, Kiln Road,  
Thundersley, Benfleet,  
Essex SS7 1TF.  
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**A MEETING OF THE COUNCIL** of the Borough of Castle Point will be held in the **Council Chamber, Council Offices, Kiln Road, Thundersley**, on **WEDNESDAY, 22nd MARCH 2023 at 7p.m. NB Time**, and all Members of the Council, listed below, are hereby summoned to attend to transact the undermentioned business.

Councillors, M.A Tucker (The Worshipful the Mayor), Ms L. McCarthy-Calvert,(Deputy Mayor), A. Acott, Ms S.A Ainsley, J. Anderson, Ms H.L Barton-Brown, D. Blackwell, Mrs. J.A Blissett, K. Bowker, B. Campagna, S. Cole, J.M. Cutler, M. Dixon, A.E Edwards, Mrs. B. Egan, E. Egan, M. J Fuller, T.Gibson, W. Gibson, P.C. Greig, S. Hart, N. Harvey, G.I. Isaacs, C.A. MacLean, P. May, S Mountford, C. Mumford, Mrs. S. Mumford, B.A. Palmer, J.A. Payne, Mrs. J Payne, C.R Riley, Mrs. C.J Sach, R. Savage, T.F. Skipp, A. Taylor, D.J. Thomas, A. Thornton, Mrs. J Thornton, Walter and G.St.J. Withers

**Angela Hutchings**  
**Chief Executive**

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## **AGENDA**

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### **PART I**

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

**1. Apologies for absence**

**2. Members' Interests**

**3. Minutes**

To receive the following:

- Minutes of the meeting of the Ordinary Council held on 30th November 2022.
- Minutes of Special Council held on 15th February 2023

**4. Mayor's Announcements**

The Mayor will report announcements if any at the meeting.

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

These are attached

**6. Questions from Members of the Council of which Notice has been received**

There are none.

**7. To deal with any business from the last Council Meeting**

At the Council meeting held on 30.11.2022 consideration of the following Motion was deferred without debate for a report to Cabinet Council Procedure Rule 13 applied.

*'The Conservative Group call on Castle Point Borough Council to reintroduce the Firework Fiesta in order to provide a safe community event for residents and to help minimise the traumatic effect of home fireworks which adversely affect both residents and pets*

Cabinet is to consider a report on 15th March 2023 which is attached.

**8. Any explanations for urgent decisions taken by Cabinet -** There are none.

**9. Consideration of recommendations from Cabinet:**

- a) Council is asked to approve the recommendation from Cabinet taking place on 15th March 2023 regarding the Council Tax Support Fund. A report is attached separately.
- b) Council is asked to approve the recommendation from Cabinet taking place on 15th March 2023 regarding the Developer Contributions Guidance Supplementary Planning Document Library. A report is attached separately.

**10. Any References from the Scrutiny/Policy and Scrutiny or Regulatory Committees -** There are none.

**11. Community Infrastructure Levy**

A report is attached.

**12. New Electoral Arrangements for Castle Point Borough Council – Final Recommendations**

A report is attached.

**13. Report of the Returning Officer - Elections Fees and Expenses 2023/24; Appointment of Deputy Electoral Registration Officer**

A report is attached.

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

The Leader is to report at the meeting.

**15. Notices of Motion -** None have been received.

**16. Petitions submitted by Members of the Council of which Notice has been given. -** None have been received.

**PART 2**

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

**(Item to be considered with the press and public excluded from the meeting)**

There was no business to be taken at the time of publication of the agenda.



## ORDINARY COUNCIL MINUTES

**30TH NOVEMBER 2022**

MINUTES of the Ordinary Meeting of the Council of the Borough of Castle Point held in the Council Chamber, Council Offices, Kiln Road, Thundersley, on Wednesday, 30th November 2022.

### **PRESENT:**

Councillors, M.A Tucker (The Worshipful the Mayor), Ms L. McCarthy-Calvert, (Deputy Mayor), A. Acott, Ms S.A Ainsley, Ms H.L Barton-Brown, D. Blackwell, Mrs. J.A Blissett, K. Bowker, B. Campagna, S. Cole, M. Dixon, A.E Edwards, M. J Fuller, T.Gibson, W. Gibson, P.C. Greig, N. Harvey, C.A. MacLean, P. May, S Mountford, C. Mumford, Mrs. S. Mumford, B.A. Palmer, Mrs. J Payne, J.A. Payne, C.R Riley, Mrs. C.J Sach, R. Savage, T.F. Skipp, A. Taylor, D.J. Thomas, A. Thornton, Mrs. J Thornton and Walter

Apologies for absence were received from Councillors J. Anderson, J.M. Cutler, Mrs. B. Egan, E. Egan, S. Hart, G.I. Isaacs, and G.St.J. Withers.

### **28. MEMBERS' INTERESTS**

There were none

### **29. MINUTES**

The revised Minutes of the meeting of the Ordinary Council held on 5th October 2022 were taken as read and agreed as a correct record. The Mayor signed the Minutes.

### **30. MAYOR'S ANNOUNCEMENTS**

#### **Statement of the Leader of the Council – The Paddocks**

Under this item the Mayor invited the Leader of the Council to make a statement. The Leader advised that unfortunately the Council's insurers had withdrawn public liability insurance cover for the Paddocks which could no longer operate. Buildings insurance remained in place. Officers were working extremely hard to reinstate public liability insurance cover and to assist hirers in obtaining alternative venues. A new report had been commissioned on plans to invest in the building. Given the commercial sensitivities, Councillors were asked to direct any questions to the Leader or Chief Executive.

1. The Mayor paid tribute to John Galley late Mayor of Chelmsford City Council who had passed away recently who had become close personal friends with the Mayor and Deputy Mayoress during their year of office.
2. The Mayor had attended Remembrance Services on Canvey Island and Hadleigh.

3. The Mayor highlighted several event and activities these included attendance at Mencap Musical Production, a 100<sup>th</sup> Birthday Party: hosting a visit by Thundersley Park School to the Council Offices including the Chamber and the recent Christmas Lighting Up events at Canvey and Hadleigh.
4. The Mayor reminded all present of forthcoming events including the Community Carols on 4.12.2022 proceeds to go to Cancer Research; the Mayor's Christmas Concert on 9.12.2022 ;Civic Service on 20.3.2023 and the launch of the Mayor's Annual Business Awards.

### **31 . QUESTIONS FROM MEMBERS OF THE PUBLIC OF WHICH NOTICE HAS BEEN RECEIVED**

#### **a. Question to the Leader of the Council**

From Sean Quartermaine:

*What is your administration's position on the Local Government Boundary Commission for England's proposal for the future wards of Castle Point? In addition, do you oppose the current proposal to abolish the Canvey Island West ward and its two councillors?*

The Leader of the Council responded indicating he was opposed to the loss of a Ward on Canvey Island. He felt that all options had not been considered by the Commission. The Leader encouraged all those opposed to the proposal to respond to the Local Government Boundary Commission's consultation which was scheduled to close on 12 December 2022.

#### **b. Question to the Leader of the Council**

From Robert Lillis:

*This October, the Secretary General of the United Nations stated that: 'There has been a tendency to put climate change on the back burner. If we are not able to reverse the present trend, we will be doomed.' He also stated that: 'This is the defining issue of our time'. Sadly, the previous Conservative administration failed to declare a Climate Emergency here in Castle Point. Is now the time to do so?*

The Leader thanked Mr. Lillis for his question and advised that the Council had a Climate Action Plan which sets out a series of 48 actions with particular focus on those service areas with the greatest associated level of carbon emissions due to the nature of their operations.

The plan sets a series of actions that could result in significant reduction to the Borough's carbon emissions but there was no provision in the current budget to properly deliver them.

Preparations were underway for budget setting in the New Year and resources were to be invested to ensure the Climate Action Plan could be delivered. Once the budget was finalised, then the Council could move forward with actions to address climate change.

**c. Question to the Leader of the Council**

From Tim Copsey:

*Castle Point Borough Council is part of a partnership of local authorities known as ASELA and has been since 2017. There seems to be no method for the residents of our borough to hold it accountable for its decisions and actions. I would like to request that a review be undertaken to see if there have been any tangible benefits for the residents of Castle Point from being part of ASELA and comparing that to the costs of membership both in monetary terms and councillor/officer time. I would request that the findings of the review be made public. Thank you.*

The Leader thanked Mr. Copsey for his question and explained that ASELA was a key partner for the Council helping to deliver the Council's ambitions for residents, businesses and the environment.

Under the arrangements of the ASELA Joint Committee, each Council was able to scrutinise ASELA through their scrutiny arrangements. The Leader thought it would be helpful and timely to remind ourselves of the purpose, programme and benefits of ASELA.

The Leader announced he would ask officers to prepare a report to be considered by the Cabinet and Scrutiny Committee to set out in greater detail and allow scrutiny to take place of the ASELA programme for our Borough.

**32. QUESTIONS FROM MEMBERS OF THE COUNCIL OF WHICH NOTICE HAS BEEN RECEIVED**

**a. Question to the Councillor Cole Cabinet Member**

*As this is a matter falling within your responsibility will you arrange for work to continue with the Castle Point Community Allotment Group to assess and advise the necessary requirements to make the access pathway to the site safely accessible and equality compliant for our mobility impaired and more vulnerable residents and explore the feasibility of the Council implementing the works themselves, or guiding the group to where suitable grant funding might be available.'*

Councillor Cole thanked Councillor Mrs Thornton for the question and confirmed that the Council would of course continue to work with the Castle Point Allotment Group to see what could be done to improve accessibility to allotments.

**b. Question to the Councillor Thomas Chairman of the Environment Policy & Scrutiny Committee**

*"Will the Chairman of the Environment Policy & Scrutiny Committee when reviewing the Climate Action Plan to reinforce its commitment*

*made to tackling climate change through the continuation of work already identified through its Climate Action Plan, consider action to introduce an easy to navigate dedicated presence on its website in order that residents can quickly access details of this councils Climate Action strategies, including but not limited to:*

*Regularly updated versions of the Climate Action Plan,*

*Advice to residents and businesses on reducing their carbon footprint*

*Regularly updated data on the current Air, Pollution and Water Quality in the borough.*

*Advice to residents on waste reduction and recycling*

*Links to initiatives, projects and schemes available through our Partner Organisations.*

*Also will the committee revisit the question of whether it feels now is the time to declare a Climate Emergency linked to its CAP”*

Councillor Thomas thanked Councillor Mrs Thornton for the question and confirmed that he would arrange for the matters she had raised to be considered in monitoring the Castle Point's Climate Action Plan at the next meeting of the Environment Policy and Scrutiny Committee scheduled for 11 January 2023. With reference to the question from Mr Lillis the Committee would also consider whether recommendations were appropriate regarding the Declaration of a Climate Emergency.

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

There is none.

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

There were none.

**35. CONSIDERATION OF RECOMMENDATIONS FROM CABINET – COUNCIL TAX SUPPORT**

Council was asked to approve the recommendations from Cabinet seeking approval of a Council Tax Reduction (CTR) Scheme for 2023-24. Council received a report with a summary of the results of the public consultation on the proposed Council Tax Reduction (CTR) Scheme for 2023-24 and providing Council with full details of the proposed scheme to come into effect from 1<sup>st</sup> April 2023.

**Resolved -**

1. To note the consultation results.
2. To note the details of the CTR Impact Analysis and the full Stage 2 EQIA.
3. To note and approve for adoption from 1 April 2023, the CTR Scheme 2023/24 and CTR Transitional Protection Scheme 2023/24.

**36. ANY REFERENCES FROM THE SCRUTINY/POLICY OR REGULATORY COMMITTEES – STATEMENT OF GAMBLING LICENSING POLICY**

Council considered a recommendation from the Licensing Committee held on 23<sup>rd</sup> November 2022 to adopt a revised Gambling Licensing Policy Statement. The Gambling Licensing Policy Statement presented to Council had been revised to reflect changes made by the Licensing Committee.

**Resolved -**

To adopt the revised Gambling Licensing Policy Statement for the next three-year period (January 2023 to January 2026).

**37. THE CASTLE POINT PLAN**

Council considered a report on the preparation of a new [Local] Plan for Castle Point (to be known as the Castle Point Plan or CPP); seeking approval of the Local Development Scheme for the Plan, the Budget for the preparation of the plan and to establish the Castle Point Plan Board and the governance arrangements for the preparation of the Plan.

This new plan would focused on place-making with wide public engagement. The comprehensive report before Council set out the programme for preparing that plan, the approach that would be taken in that preparation including governance and the budget necessary to undertake this work.

It was anticipated that work on the CPP would start in the New Year with a period of engagement with as many residents as possible, local businesses and other stakeholders and partners to find out what people value about the places in Castle Point, and what people would like to see changed. At the same time, work would be undertaken to collect data about Castle Point, including from the 2021 census, its economy and the local environment.

From the autumn of 2023, the outcomes of the engagement and the data collected would be used to develop strategies and options for addressing the issues raised through the earlier engagement work. This would result in another period of engagement in the summer of 2024, allowing residents and stakeholders to identify and shape the options they would prefer to see in the CPP.

This would allow a CPP to be prepared that reflected the views of local communities, local businesses, stakeholders and partners. This would be subject to formal consultation in the Spring of 2025, before being submitted for examination.

The approach to this Plan was different to that taken to the withdrawn plan. The intention was to use evidence to not only support the plan but to prepare a series of strategies and delivery plans, with the Plan providing the main place making policies.

A Castle Point Plan Board comprising a cross party membership of nine Members would be put in place to steer the work of the plan, including evidence,

and to ensure that engagement is effective with the broadest spectrum of views considered.

The Terms of Reference were set out in Appendix Five and provided:

- a. The Castle Point Plan Board reports and makes recommendations to Cabinet.
- b. It will work within the scope of decisions on the new plan made by the Council at the following stages:
  - i. Local Development Scheme
  - ii. Regulation 18
  - iii. Regulation 19
- c. To focus on the preparation of the new Plan, the requirements for evidence and consideration of the impact of the plan on places within the Borough.
- d. To agree and monitor progress against a work programme for the preparation of the Plan.
- e. To agree the form and extent of public consultation and engagement.
- f. To give guidance to officers and consultants in the preparation of the Plan and ancillary documents.
- g. To advise other groups and partnerships, such as the Local Highways Panel and the Castle Point Regeneration Partnership.
- h. To receive reports on planning reforms including new legislation which may impact on the Plan.
- i. To co-opt Members as required on specific projects.
- j. To approve work to be commissioned associated with the preparation of evidence, master plans, design codes and development briefs subject to budget approval by Cabinet (if required).
- k. Other than the Cabinet Member appointed to the Development Management Committee no member of the Development Management Committee can be a member of this Board.
- l. Other business to be agreed in accordance with the work programme and scope of the working group.

To prepare the Plan, including the unavoidable costs of examination and the evidence, resourcing of around £1.65m would be required.



**Resolved -**

1. To approve the Local Development Scheme (LDS) dated November 2022 provided at Appendix Three and authorise the Head of Place and Policy to implement the programme of work within that scheme.
2. To approve the establishment of the Castle Point Plan Board comprising of three Members from each political groups that form the Council. This board will be chaired by the Cabinet Member for Strategic Planning.  
(Note the Members appointed to the Board subsequently Councillors: Blackwell, Fuller, Palmer, W. Gibson (Chairman), Cole, Mountford, Isaacs, S. Mumford, Hart.)
3. To approve the Terms of Reference for the Castle Point Plan Board as set out at Appendix Five.
4. To disband the Local Plan Delivery Board, which is superseded by the Castle Point Plan Board.
5. To note a total budget requirement of £1.625m across four financial years for the preparation of the Castle Point Plan.
6. To approve budget of £160,000 in the current financial year, to be funded from the Council's forecast in-year underspend.

**38. STAFF APPOINTMENTS AND REVIEW PANEL**

Council was asked to confirm the Terms of Reference and appointment of the Staff Appointments and Review Panel to have oversight and review of the Council's overall strategic approach to workforce matters and other staff matters.

**Resolved -**

To confirm the Terms of Reference and appointment of the Staff Appointments & Review Panel as set out at Paragraph 5.4 and the membership set out at Paragraph 5.5 of the report.

**39. CONSTITUTION UPDATE**

Council was asked to approve the update of the Constitution and adopt the Model Councillor Code of Conduct which had been incorporated within the Constitution. A new edition of the Constitution had been circulated with the report.

The Constitution had been updated to incorporate the Model Code of Councillor Conduct and other revisions as necessary.

The Model Code of Conduct had come forward through work undertaken nationally by the Local Government Association. Most Councils in Essex including Essex County Council and Canvey Island Town Council had already

adopted the new model Code. The new Code was rather more straightforward and easier to understand than the existing Code of Conduct. It was timely for this Council to adopt the Code in place of the existing one.

The Council Procedure Rules and other rules of procedure largely remain the same as procedure and principles of decision making have not markedly changed.

Other revisions have been made to cover any changes to organisational roles or descriptions.

The Council was entering a period of transformation to meet the operational and budgetary challenges it faces. In moving forward with the modernisation of the Council, a review of the Council's organisational structure and decision-making accountability was being undertaken. Members were referred to the Boundary Commission's review of the Council's Electoral Arrangement with a new council being formed following elections in 2024. These were matters which would require a continuing review of the Constitution and Members were asked to note that additional reports would come forward to meetings of Council to reflect changes to the Constitution required as a result of these evolving circumstances.

**Resolved -**

1. To adopt the Model Code of Councillor Conduct which has been incorporated within the Constitution and approve the update of the Constitution.
2. To note the continuing review of the Constitution on which further reports will be made to Council.

**40. REPORT FROM THE LEADER OF THE COUNCIL / CABINET MEMBER**

The Leader of the Council, Councillor Blackwell, reported on the following:

- Reports were coming to Cabinet in December appointing a Castle Point Flood Resilience Forum and arrangements to improve communications with our residents.
- A report on Cost of Living was made to Cabinet last month. An Action Plan to assist residents and businesses had been put in place. The Leader asked Councillors to encourage residents to please visit our website for further information.
- Since the last Council a meeting had taken place with the Fire Service RSB and landowners following the serious fires during the heat wave in the summer to take action to put in place fire breaks to provide greater protection.
- At the end of January events were being planned to commemorate 70 Years since the flood devastation along the Essex coast and loss of lives on Canvey. The Leader would be taking part and encouraged all to play their part to commemorate this tragedy.
- Meetings continued to take place with partner organisations to improve ways of working together.
- As this was the Last Full Council before Christmas the Leader wished everyone a Happy Christmas and New Year.

#### **41. NOTICE OF MOTION**

1. Councillor Mrs Mumford had given notice of the following:

*“For reasons of promoting a healthy lifestyle within the Borough, in line with the Castle Point Borough Council Health & Wellbeing Strategy 2022 -2025, we call upon Castle Point Borough Council to extend the current no smoking policy to include vaping within the grounds of the Council Offices and to enforce this to ensure compliance. We also call upon the Council to extend this policy to include the two Leisure Centres and all other Council owned buildings, except in designated outside smoking and vaping areas.”*

The Motion was moved by Councillor Mrs Mumford and seconded by Councillor Skipp. Debate took place at the conclusion a vote was taken which was LOST.

Arising from this, following a suggestion from the Leader of the Council arrangements would be made for the Council's Smoking Policy to be reviewed by the Health and Wellbeing Policy & Scrutiny Committee.

2. **Councillor Mrs Mumford has given notice of the following:**

*“We call on Castle Point Borough Council to investigate the opportunity to mark the sad passing of Her Majesty Queen Elizabeth II by renaming Tarpots Recreation Ground in her honour.”*

The Motion was moved by Councillor Mrs Mumford and seconded by Councillor MacLean. Debate took place during which the following amendment was moved and seconded:

*“We call on Castle Point Borough Council to investigate the opportunity to mark the sad passing of Her Majesty Queen Elizabeth II”*

The amendment was CARRIED. The amendment having become the substantive Motion on which a vote was taken was CARRIED UNANIMOUSLY.

3. **Councillor Dixon has given notice of the following:**

*'The Conservative Group call on Castle Point Borough Council to reintroduce the Firework Fiesta in order to provide a safe community event for residents and to help minimise the traumatic effect of home fireworks which adversely affect both residents and pets*

The Motion is to be seconded by Councillor MacLean.

The Motion was moved by Councillor Dixon and seconded by Councillor Maclean. As this Motion had budget implications the Motion was deferred without debate for a report to Cabinet Council Procedure Rule 13 applied.

#### **42. PETITIONS SUBMITTED BY MEMBERS OF THE COUNCIL OF WHICH NOTICE HAD BEEN GIVEN**

There were none.

As this was the last Full Council meeting before Christmas the Mayor wished all present a Happy Christmas and New Year.

**Mayor**



## **SPECIAL COUNCIL MINUTES**

**15TH FEBRUARY 2023**

MINUTES of the Special Meeting of the Council of the Borough of Castle Point held in the Council Chamber, Council Offices, Kiln Road, Thundersley, on Wednesday, 15th February 2023.

### **PRESENT:**

Councillors, M.A Tucker (The Worshipful the Mayor), Ms L. McCarthy-Calvert, (Deputy Mayor), A. Acott, Ms S.A Ainsley, J. Anderson, Ms H.L Barton-Brown, D. Blackwell, Mrs. J.A Blissett, K. Bowker, B. Campagna, J.M. Cutler, M. Dixon, Mrs. B. Egan, E. Egan, M. J Fuller, T.Gibson, W. Gibson, P.C. Greig, S. Hart, N. Harvey, G.I. Isaacs, C.A. MacLean, P. May, S Mountford, C. Mumford, B.A. Palmer, J.A. Payne, Mrs. J Payne, C.R Riley, Mrs. C.J Sach, R. Savage, T.F. Skipp, A. Taylor, D.J. Thomas, A. Thornton, Mrs. J Thornton, Walter and G.St.J. Withers

Apologies for absence were received from Councillors Mrs. S. Mumford, S. Cole and A.E Edwards.

### **43. MEMBERS' INTERESTS**

There were none.

### **44. POLICY FRAMEWORK AND BUDGET SETTING FOR 2023/24**

This Special Meeting of the Council had been scheduled to determine the budget requirement and the level of Council Tax for 2023/2024.

At the Cabinet meeting held earlier the Cabinet considered the report on the Policy Framework and Budget Setting for 2023/24. The Cabinet had approved the report and recommendations for consideration by this meeting

The Council must make certain statutory calculations in relation to the budget requirement and Council Tax for 2023/24. These were set out in full in the Policy Framework and Budget Setting report.

Council was asked to consider and resolve recommendations 1 to 18 as set out in the report to complete the budget process for 2023/24.

The Cabinet Member for Resources, Councillor Mountford presented the report to Council.

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

The Cabinet Member for Resources acknowledged and thanked the Strategic Director (Resources), the Council's Section 151 Officer, her Deputy Lance Wosko and their colleagues for their continuing hard work and dedication in preparing the budget which was endorsed by Councillors in discussion. He thanked his predecessor Cllr Michael Fuller, who had also helped bring together the budget.

The Cabinet Member for Resources highlighted that this was a balanced budget. In these troubled financial times many authorities have had to use their reserves to provide a basic service. The use of this Council's reserves had been kept to a minimum. Reserves were to be used to invest in only two things that would provide benefit and value to residents. These were the development of the Castle Point Plan in a truly consultative and community-engaged fashion, and the continued provision of the Highways Rangers Service, which was no longer going to be grant funded by Essex County Council.

This budget was realistic. The significant rise in the cost of living and the inflationary pressures had resulted in the Council's costs rising substantially. This increase had, to some extent, been countered by an increased return on Council investments. Further cost increases were likely. The Cabinet Member for Resources drew attention to the forecast of a £1.2m budget gap for the 24/25 financial year. Work was underway to meet this challenge, taking difficult decisions to reduce the Council's net service budget rather than rely on increased investment returns to mitigate these.

The Cabinet Member for Resources also highlighted what the budget would deliver. These included the services to residents and the initiatives which they had told the Council were important to them. Investment was to take place in work to move the Council to a net-zero carbon position with a £200k fund created to enable the council to start moving towards becoming carbon neutral and invested £9k in moving to a zero-carbon energy tariff.

Mindful of the financial difficulties facing everyone the Cabinet Member for Resources announced an increase in council tax of 2.96% for the forthcoming year of 2023/2024. This was well below inflation. It was the lowest of all associated taxes and only a small proportion of council tax revenue remained with the Council. The rest going to Essex County Council and to Essex Police and Essex Fire Service.

The Cabinet Member for Resources provided examples of how Council tax had been used to deliver services in the past year:

- 5.4. million waste and recycling collections
- 9,000 litter bins emptied
- 583 fly tips removed
- 6.5 million square metres of highway verges cut

- 64,000 calls received to our contact centre
- 650 planning applications determined
- 2,500 building control inspections
- 5,850 swimming lessons at our leisure centres
- 10,000 housing benefit claims and amendments to existing claims processed.

Councillor Mountford commended the budget to the Council the budget was balanced and realistic budget that delivered providing high quality, value for money services during extraordinary time for residents. He formally moved the recommendations to Council.

The Leader of the Council seconded the recommendations. Debate took place on the budget.

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

For:

Councillors: Acott, Ainsley, Anderson, Barton-Brown, Blackwell, Bowker, Campagna, Fuller, T. Gibson, W. Gibson, Greig, Harvey, McCarthy-Calvert, May, Mountford, Palmer, J.A Payne, Mrs J Payne, Sach, Savage, Taylor, Thomas, Tucker, Withers. (24)

Against:

Councillors: Blissett, Cutler, Dixon, Mrs. B. Egan, E. Egan, Hart, Isaacs, MacLean, C. Mumford, C.R Riley, T.F. Skipp, A. Thornton, Mrs. J Thornton, Walter(14)

Abstained

Councillors: none

**Resolved:**

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

1. To approve the continued funding of priority projects and other items of discretionary expenditure, as set out in table 2.4.
2. To note the changes from the previously published budget as set out in table 2.5.
3. To note the key items causing the changes in table 2.5, as summarised in table 2.6.
4. That subject to recommendations 1 to 3 above, the revenue spending plans for 2022/23 (revised) and 2023/24, set out in section 2, tables 2.1 (summary) and 2.2 (net services expenditure) of the accompanying report, are approved.

**Capital spending plans and prudential indicators**

5. That the capital spending plan described in section 8 of the accompanying report (tables 8.2 and 8.3) is approved in respect of 2022/23 (revised) and 2023/24
6. That as required by section 3 of the Local Government Act 2003, and the Prudential Code for Capital Finance in Local Authorities (the Prudential Code), the following Prudential Indicators are approved as set out in the appropriate sections of the accompanying report:

Prudential Indicator - Reference to sections 8, 9 and 10 of accompanying report	
Capital expenditure	Tables 8.2 and 8.3
Capital financing requirement (CFR)	Table 8.4
Authorised limit for external debt	Table 8.5
Operational boundary for external debt	Table 8.6
Ratio of financing costs to new revenue stream	Table 8.7 (a & b)
Gross external borrowing does not exceed CFR	Section 8 – para 55
Maturity structure of fixed rate borrowing - upper and lower limits	Table 9.2
Upper limits of fixed and variable interest rate exposures	Table 9.3
Maximum period and counterparty limits for specified and non-specified investments	Table 10.2 & 10.3

7. That the Statement of Minimum Revenue Provision for 2023/24, as stated in paragraphs 57 to 62 of section 8 of the accompanying report is approved.
8. That no new capital proposals are allowed until:
  - the proposal has been evaluated in accordance with relevant evaluation criteria;
  - the Cabinet has confirmed affordability and compliance with the Prudential Code for Capital Finance in Local Authorities.
  - the Cabinet has considered and approved details of the proposal.
9. That, as stated in paragraph 69 of section 8 of the accompanying report, and as required by the Prudential Code, the statement of the Chief Financial (s151) Officer 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 12 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 6 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 3 of the accompanying report it is noted that acting under delegated authority and in consultation with the Cabinet Member responsible for Finance, the Strategic Director (Resources) has calculated:
  - A tax base for the Borough of Castle Point of 31,258 being the amount T required by section 31B of the Act; and
  - A tax base for Canvey Island to which a Town Council precept applies as **12,049**.
14. That the following amounts be calculated for the year 2023/24 in accordance with sections 31 to 36 of the Act:

15.

Ref	Amount £	Item
(a)	<b>62,149,909</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>53,067,361</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>9,082,548</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>290.57</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>274,359</b>	being the aggregate amount of the (Parish (Town) precepts) referred to in Section 34(1) of the Act.
(f)	<b>281.79</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.
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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 2023/24 for each part of its area and for each category of dwelling. This information is included within section 13 of the accompanying report.

Castle Point Borough Council Tax 2023/24, including and excluding Town Council precept, for each of the following categories of dwelling:

Council Tax		Canvey Residents Council	Mainland Residents
Band	Ratio in 9ths	Tax Including Town Council	Council Tax Excluding Town Council
A	6	203.04	187.86
B	7	236.88	219.17
C	8	270.72	250.48
D	9	304.56	281.79
E	11	372.24	344.41
F	13	439.92	407.03
G	15	507.60	469.65
H	18	609.12	563.58

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

Council Tax for each band							
Band	Castle Point Borough Council	Essex County Council	Essex PFCC - Fire and Rescue Authority	Essex PFCC - Policing and Community Safety	Total excluding Town Council	Canvey Island Town Council	Total including Town Council
	£	£	£	£	£	£	£
A	187.86	966.78	53.52	155.64	1,363.80	15.18	1,378.98
B	219.17	1,127.91	62.44	181.58	1,591.10	17.71	1,608.81
C	250.48	1,289.04	71.36	207.52	1,818.40	20.24	1,838.64
D	281.79	1,450.17	80.28	233.46	2,045.70	22.77	2,068.47
E	344.41	1,772.43	98.12	285.34	2,500.30	27.83	2,528.13
F	407.03	2,094.69	115.96	337.22	2,954.90	32.89	2,987.79
G	469.65	2,416.95	133.80	389.10	3,409.50	37.95	3,447.45
H	563.58	2,900.34	160.56	466.92	4,091.40	45.54	4,136.94

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 2023/24 is excessive.
18. For 2023/24, the relevant basic amount of Council Tax for Castle Point would be deemed excessive if the authority's relevant basic amount of Council Tax is:
- (a) 3%, or more than 3%, greater than its relevant basic amount of Council Tax for 2022/23; and
  - (b) More than **£5.00** greater than its relevant basic amount of Council Tax for 2022/23.

Ref	Amount £	Item
(a)	273.69	being the Relevant Basic Amount of Council Tax for 2022/23, 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 2023/24 would be excessive.
(c)	281.87	being the amount above which the Relevant Basic Amount of Council Tax for 2023/24, excluding local precepts, would be excessive (rounded down to the nearest penny).
(d)	281.79	being the Relevant Basic Amount of Council Tax for 2023/24, excluding local precepts.
(e)	2.96%	being the percentage increase in Council Tax for 2023/24, excluding local precepts.

The Relevant Basic Amount of Council Tax for 2023/24 was therefore not excessive and the duty to make substitute calculations and hold a referendum did not apply (Chapter 4ZA of Part 1 of the Act).

**Mayor**

ORDINARY COUNCIL

22nd March 2023

**Subject: Questions from Member of the Public**

**1. Purpose of Report**

To present to Council Notice of Questions from received residents to be put to the Leader of the Council for response at this meeting.

**1. Question to the Leader of the Council**

From Sean Quartermaine:

*As you are aware, the Local Government Boundary Commission for England recently published their final report for the future of our borough's ward boundaries and councillor numbers.....*

*The basis of the Commission's flawed proposal is the requirement to elect councillors by thirds in a never-ending cycle of annual local elections.*

*In light of this, would you commit to:*

- 1) Put forward a motion (hopefully with the support of PIP leader Cllr Cole and Conservative leader Cllr Isaacs) to change the Constitution of Castle Point Borough Council to replace large, three-councillor wards with three smaller single-councillor wards.*
- 2) Put forward a motion (preferably with the support of others) to consolidate Castle Point's local election timetable into one large set of borough/county local elections every 4 years.*

*These proposals, especially the first, would surely require new ward boundaries to be proposed for Castle Point, and the second proposal would also undermine the Commission's premise for their proposals. Smaller single-member wards would also make it more difficult for the Commission to justify under-representing Canvey again.*

**2. Question to the Leader of the Council**

From Robert Lillis:

*'Can the Leader of the Council confirm that had the Local Plan not been withdrawn it would have left our Borough in an even more vulnerable position to developers, as applicants could have used the sound non-adopted plan as strong evidence to support their speculative applications on our precious Green Belt?'*

**CABINET**

**15th March 2023**

**Subject: Fireworks Event at Waterside Leisure Centre –  
November 2023**

**Cabinet Member: Councillor Cole - Special Projects**

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**1. Purpose of Report**

To agree the commission of a public fireworks event at Waterside Leisure Centre in November 2023 and to create a budget of £17,000 to support the delivery of that event.

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

This proposal links with the Council's "People" priority.

**3. Recommendations**

**That Cabinet:**

- (1) Approves the high-level plans set out in this report for delivery of a public fireworks event at Waterside Leisure Centre.**
- (2) Approves the creation of a budget of £17,000 from general reserves to support delivery of the event.**
- (3) Delegates authority to the Head of Environment in consultation with the Cabinet Member for Special Projects and the s151 Officer to finalise the detailed arrangements for this event, including preparation of a budget and an event management plan.**

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**4. Background**

- 4.1 Since 2010, the Council has played host to an annual public fireworks display at Waterside Leisure Centre. However, there has not been an event since November 2019.**

**5. Proposals**

- 5.1 It is proposed that the Council will plan and commission the delivery of a fireworks event to be held at Waterside Leisure Centre in November 2023.
- 5.2 It is intended that the event will comprise a firework display aimed at families and children along with a small number of stalls to offer food and beverages and potentially other services which will complement the event.
- 5.3 Four firework providers have been consulted but only one had availability for November 2023. A booking has been made, therefore, in order to secure a November 2023 date. The cost quoted is below the Council's procurement threshold of £10,000 and so can be directly awarded. This includes insurance, risk assessments and health and safety policies, costs, and display information. The display will be choreographed to music and will include a variety of fireworks, including a large selection of cakes, roman candles and aerial shells producing a stunning aerial display to create a centrepiece for the evening celebrations.
- 5.4 The cost does not, however, include those wider logistical costs which will need to be organised and funded by the Council e.g. marketing, PA systems, staffing, barrier controls, communication rental, booking platforms. Exact costs for these items will need to be determined but early indication is that this could be in the range of approximately £10,000 - £15,000. A budgeting exercise is required to be undertaken as part of the cost/benefit exercise referred to above to determine greater detail around this set of costs.
- 5.5 It is proposed that the Council will also explore the cost/benefits of employing an external event management service which will commission and oversee the event in addition to in-house delivery. It is of paramount importance that all the appropriate health and safety and licensing requirements are met. Whilst the Council may have successfully put on this event in the past, changes in guidance and legislation relating to the delivery of public events since 2019 will need to be considered in detail. An informal approach has been made to another Council which has its own in-house event management delivery arm in order to ascertain whether this is a viable option and also to gain additional insight into how the event can be produced and managed. If the Council decides that does need to buy in this expertise, it will be required to follow its procurement processes before appointment.
- 5.6 The previous events produced, on average over the last 10 years, an income of approximately £8,000 from ticket sales and rental income from concessions. This would mitigate the Council's costs and a benchmarking exercise will be undertaken before ticket prices are set. Some limited soft market testing has been undertaken and the feedback has been that the event is likely too small to operate on a full commercial basis and there will be a residual cost to the Council. The objective will be, therefore, to reduce that residual cost to the Council as much as possible but to still deliver the event at a ticket price which is attractive to attendees and represents good value for money.
- 5.7 In order to fully assess the financial and commercial risks referenced above, it is necessary to create a detailed budget and business plan which will underpin the delivery of this event. It is proposed that the Head of Environment in consultation with the Leader of the Council and the s151 Officer is given the delegated authority to finalise the arrangements for the delivery of this event (as set out in this report) including preparation of the budget and accompanying event management plan.

## **6. Corporate Implications**

### **a. Financial implications**

The budget approved by Council in February included £30,000 for a fireworks event, with the expectation that this would be offset in full by associated income. As work on the event has continued, it has become clear that achieving this level of income is unlikely.

At this stage, it is prudent to assume a similar level of income to that achieved in previous years. With an annual average of £8,000, this can be offset against the projected costs of up to £25,000, giving a net budget requirement of £17,000. This will need to be funded from the General Reserve.

As referred to in paragraph 5.6, a benchmarking exercise will be undertaken prior to setting ticket prices. It is possible that following this, the ticket prices may mean that more than £8,000 income is achieved once any rental income concessions is also considered. It should be remembered however that the weather can have a material impact on ticket sales, with sales falling by up to 40% in years with poor weather.

As plans for the event are finalised and ticket sales are made, any variances to budget will be managed through the usual processes.

### **b. Legal implications**

Any provider must observe Health and Safety legislation as well as Explosive Regulations 2014 (ER2014). A legal duty under Section 3 of the Health and Safety at Work Act 1974 cannot be passed on by means of a contract and there will still be duties and responsibilities towards others under section 3 of the HSW Act by the Council. The Council must ensure that a full risk assessment is carried out and that there is full oversight as legal duties and responsibilities cannot be transferred.

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

#### **Human resources**

If delivery is undertaken by an external event management organisation, the human resources of the Council will be needed to undertake procurement activity and associated ancillary services such as liaison with the service manager at Waterside Leisure Centre and the Council's Licensing Team.

#### **Equality implications**

An Equality Impact Assessment will need to be completed as part of the event management plan to ensure there is a potential for a positive impact.

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

It is intended that the event will be delivered in November 2023. All risks relating to the event will be captured as part of the preparation of the budget and event management plan.

## **7. Background Papers: None**

**Report Author: Angela Hutchings, Chief Executive**