

Public Document Pack  
SOUTHEND-ON-SEA BOROUGH COUNCIL

Cabinet

Date: Tuesday, 16th June, 2020

Time: 2.00 pm

Place: Virtual Meeting - MS Teams

Contact: Colin Gamble

Email: colingamble@southend.gov.uk

**A G E N D A**

1 **Apologies for Absence**

2 **Declarations of Interest**

\*\*\*\* **HERE AND NOW**

3 **Parking Review**

Report of Executive Director (Neighbourhoods and Environment) attached

4 **Protection of Public Open Space**

Report of Executive Director (Neighbourhoods and Environment) to follow

5 **The Beecroft Trust**

Report of Executive Director (Adults and Communities) attached

6 **Southend Statement of Community Involvement**

Report of Deputy Chief Executive and Executive Director (Growth and Housing) attached

7 **Annual Procurement Plan 2020/21**

Report of Executive Director (Finance and Resources) attached

8 **The Official Feed and Food Control Service Plan**

Report of Executive Director (Neighbourhoods and Environment) attached

\*\*\*\* **PERFORMANCE**

9 **Resourcing Better Outcomes -Outturn 2019/20**

Report of Executive Director (Finance and Resources) attached

10 **Outcomes Success Measures Report - January to March 2020 and Annual Place Based Report**

Report of Executive Director (Transformation) attached

11 **Annual Treasury Management Report**

Report of Executive Director (Finance and Resources) attached

12 **Corporate Debt Report**

Report of Executive Director (Finance and Resources) attached

13 **SO46 Report**

Report attached

**14 Exclusion of the Public**

To agree that, under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the item of business set out below on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A to the Act, and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**15 SO46 Report Confidential Sheet**  
Report attached

# Southend-on-Sea Borough Council

Report of Executive Director Neighbourhoods and Environment

To

Cabinet

On

16 June 2020

Report prepared by: Sharon Harrington, Head of Traffic Management & Highways Network

Agenda  
Item No.

**3**

---

## Parking Review 2020

Relevant Scrutiny Committee(s): Place Scrutiny Committee

Cabinet Member: Councillor Ron Woodley

Deputy Leader (Cabinet Member for Transport, Capital & Inward Investment)

Part 1 (Public Agenda Item)

---

### 1. Purpose of Report

1.1 This Report:

- a) Provides an update on progress made against the Cabinet Report of 5 November 2019.
- b) Explores the risks and opportunities from the COVID-19 emergency.
- c) Seeks approval for a new Parking Review 2020 Project Plan.
- d) Update on the introduction of the Key worker permit (temporary)

### 2. Recommendations

2.1 It is recommended that Cabinet:

- a) notes the updates and approves the revised Parking Review Project Plan as described in this Report
- b) supports efforts to expand the function of the Traffic and Parking Working Party to act as a monitoring and advisory panel for the Project Management Team.

### 3 Background

3.1 On 5 November 2019, Cabinet approved the recommendations in the report (Place) titled 'Parking Review – Scope'.

3.2 The Report proposed 6 policy projects to be taken forward.

- a) Resident Permit Scheme (Southend Permit/Pass)

- b) Approach to charging and zoning for parking in car parks
- c) Policy on Pavement Parking
- d) Policy on parking enforcement and to tackling persistent parking fine evaders
- e) Policy on Electric Vehicles (EV) car clubs and charging points
- f) Introduce policy relating to how people pay for parking

3.3 To date, the team has been focussed on drawing together data and evidence to inform each of the project areas.

### **Service Update**

3.4 Since the report was approved in 5 November 2019, the Head of Service has revised the Project Team and appointed a consultant to undertake a scoping exercise and 'gap analysis' of the service.

3.5 A key recommendation of the report was that a policy driver was required to give the service a clear direction. This should be taken forward as a 'policy statement', which could be produced much sooner than a full Parking Strategy.

3.6 It was further recommended that the function of the Traffic & Parking Working Party be reviewed, to draw together Officers and Elected Members, providing oversight and guidance as the projects move forward.

3.7 The remaining recommendations are being reviewed by the Head of Service, and a service plan is being developed to drive them forward.

3.8 There has also been an introduction of a key worker permit in May 2020. These permits are being issued for a period of three months (expiry date 18/8/20); with a view to review whether the permit is kept available for a longer timeframe but with the list of key workers reduced. The introduction of this permit has been considered in line with the messaging from Government indicating that key workers should use a car where possible; therefore it could be assumed that many don't use their car normally.

### **COVID-19**

3.9 The response to COVID-19 has been unprecedented, short term impacts are primarily limited to revenue.

3.10 Longer term impacts are largely unknown; however, the following notes and assumptions have helped focus the proposals in this Report.

### **COVID-19 Impacts on Parking**

3.11 Government anticipates that, at least in the short term, capacity on Public Transport will be significantly reduced. At the time of writing, advice is to avoid public transport and either drive, walk or cycle.

3.12 A £2bn fund was announced in February 2020, to support local authorities to implement social distancing measures and infrastructure improvements for walking and cycling.

- 3.13 It is anticipated there will be a significant increase in demand for parking, and that the infrastructure for wider footways and cycling infrastructure will reduce available capacity into the longer term.

### **Revised Project Plan**

#### 3.14 Parking Policy Statement

- 3.15 A Parking Policy Statement will provide direction for the service for the period up to delivery of a Parking Strategy and provide for policy revisions to understand and support the short-term initiatives to support the recovery from COVID-19.

- 3.16 The Statement will be drafted, and stakeholder engagement undertaken in June 2020, with a report submitted to Cabinet for approval at the July 2020 meeting.

#### 3.17 Southend Pass

- 3.18 Elected Members have previously indicated a desire to provide residents a concession for parking within the borough, promoting use of services, leisure, and retail offerings, and a 'shop local' message.

- 3.19 Officers are working to understand the financial impact of permits, in the short and long term, with consideration being given to the introduction of permit for residents to support businesses and the rejuvenation of the town centre.

- 3.20 A set of options will be submitted to Cabinet for approval at the July 2020 meeting, for implementation in at the earliest opportunity, in 2020

#### 3.21 Policy Review

- 3.22 If approved, the Parking Policy Statement will provide 'holding' policies, giving the service the opportunity to review historic data against the 'new normal' as COVID-19 restrictions are relaxed, and develop new policies for implementation alongside the new Parking Strategy. The parking strategy will be developed in line with Local Plans and the Transport Strategy.

- 3.23 Key policies will include:

- Car Clubs
- Electric Vehicle Charging
- Fees & Charges (including cashless parking options)
- Pavement Parking
- Persistent Evaders and Offenders
- Traffic Regulation Orders – policy and review (including Controlled Parking Zones)

- 3.24 A programme of work will be developed, which will provide for policies to be considered in tandem with the Parking Strategy.

#### 3.25 Parking Strategy

- 3.26 A Specification for the new Parking Strategy is being developed, and will be informed and updated throughout 2020, with a view to procuring resources to deliver it in early 2021.
- 3.27 The Strategy will be supported by a series of sub-documents, including relevant assessments, policies, and an Implementation Plan.
- 3.28 The Implementation Plan will set out a new series of projects to deliver on all obligations and aspirations relevant to Parking, particularly focussed on the Southend 2050 vision.
- 3.29 Informed by a series of stakeholder and public engagement, it is anticipated the final Parking Strategy and associated sub-documents will be submitted to Cabinet for approval in Spring/Summer 2021.
- 3.30 Contracts Review
- 3.31 Several key contracts held by the Highways and Transport division are due to expire in 2020/21. This review will consider existing arrangements, benchmarking against similar authorities and market testing, with a view to developing recommendations for new procurement exercised.
- 3.32 It is anticipated that the longer-term impact of this review will be a reduction in operating costs and improved customer service. Linked to the Policy Review, opportunities will be highlighted to future proof contracts, procure jointly or separate elements where considered appropriate.
- 3.33 The programme of work will be prioritised based on the date of expiry and the value and complexity of the contract.
- 3.34 Indicative Programme

<b>Project</b>	<b>Milestone</b>	<b>Delivery Date</b>
Key Workers Permit (temporary)	Cabinet	May 2020
Parking Policy Statement	Drafting / Stakeholder Engagement	June 2020
	Cabinet	July 2020
Southend Pass	Scheme Drafting	June 2020
	Cabinet	July 2020
	Implementation	TBD
Policy Review	Review / Policy Drafts	June 2020 – December 2020
	Stakeholder Engagement / Public Consultation	As Parking Strategy
Parking Strategy	Cabinet	As Parking Strategy
	Specification	June 2020 --August 2020
	Stakeholder Engagement	August 2020
	Market Test	August 2020
	Procurement	September 2020 – October 2020
	Strategy Development	December 2020 – March 2021
	Stakeholder Engagement / Public Consultation	March 2021
Cabinet	March 2021	
		April 2021

Contracts Review	TBD	As required
------------------	-----	-------------

#### **4. Other Options**

4.1 Cabinet could decide to revise the programme or scope, or abandon elements.

#### **5. Reasons for Recommendations**

5.1 Following the Service Updates in Part 3.4 – 3.6 of this report, the revised project plan has been developed to ensure it is deliverable with the ongoing uncertainties.

5.2 The revised project plan also ensures proposals and decisions are supported by robust strategic direction linked to corporate objectives and aspirations, with input from Elected Representatives, public and key worker consultations where appropriate.

#### **6. Corporate Implications**

##### 6.1 Contribution to the Southend 2050 Road Map

6.2 The Road Map for 2020 focuses on Town Centres and an integrated transport provision. The projects proposed in this Report will set the theme, immediate and longer-term direction for the Service.

##### 6.3 Financial Implications

6.4 With the exception of the Parking Strategy delivery, it is anticipated all other projects will be delivered within the existing budget, including that allocated to consultant support. A budget for the Parking Strategy will need to be developed alongside the Specification.

##### 6.5 Legal Implications

6.6 The Transport Act 2000 requires the Council to produce a Local Transport Plan, it is proposed the Parking Strategy will be a sub-document of the LTP, providing a focussed programme of work for road infrastructure and use.

6.7 Contracts will be procured in line with Council policies and procedures.

##### 6.8 People Implications

6.9 It is anticipated existing people resources will be utilised to support and inform projects. The requirement for support in delivery of the Parking Strategy will be developed alongside the Specification.

##### 6.10 Property Implications

6.11 There are no immediate property implications, however, the output could include proposals to dispose of, renovate, repurpose or procure parking assets.

##### 6.12 Consultation

- 6.13 Stakeholder engagement and public consultation will be undertaken to meet Council policy and statutory requirements.
- 6.14 Equalities and Diversity Implications
- 6.15 An impact assessment will be undertaken for each individual project.
- 6.16 Risk Assessment
- 6.17 The project team will maintain a risk register, which will be reviewed, and actions agreed at regular project governance meetings. Where appropriate, risks will be escalated to the Corporate Risk Register.
- 6.18 Value for Money
- 6.19 All projects identified in this report have an aspiration to deliver best value for the Council. It is anticipated there will be efficiencies found during the contracts and policy reviews, with new revenue generating opportunities identified in the strategic documents.
- 6.20 Community Safety Implications
- 6.21 Traffic regulations and enforcement are tools for the Council to respond to safety concerns on the road network. Without the significant review proposed in this report, the absence of a strategic approach could result in the Council not identifying or responding to issues.
- 6.22 Environmental Impact
- 6.23 The Council has declared a Climate Emergency and made several commitments to reduce emissions. Traffic regulations are an essential part of this effort. The strategic documents will explore how the Council could better use its regulation and enforcement powers to improve air quality.

## **7. Background Papers**

- 7.1 Cabinet Report, 5 November 2019



**Southend-on-Sea Borough Council**  
**Report of Executive Director for Adults and Communities**  
**to**  
**Cabinet**  
**on**  
**16 June 2020**

Report prepared by: Scott Dolling  
Director of Culture & Tourism

**Agenda  
Item  
No.**

**5**

---

**The Beecroft Trust**

**Place Scrutiny Committee**  
**Cabinet Member: Councillor Kevin Robinson**  
**A Part 1 (Public Agenda Item)**

---

**1. Purpose of Report**

- 1.1 To propose improved governance arrangements and decision making for the Beecroft Trust (“the Trust”).

**2 Recommendations**

- 2.1 That the Council’s General Purposes Committee act on behalf of the Trust and make recommendations for Full Council to consider.
- 2.2 That independent advice is provided to the Beecroft Trustee (“Trustee”) through the General Purposes Committee to fulfil its objectives in the best interest of the Trust.
- 2.3 That specific independent advice is sought and provided on the Beecroft Art Gallery site at Station Road, Westcliff (“the Former Gallery”).

**3 Background**

- 3.1 The Trust, consisting of the Former Gallery and art collection, was founded in April 1949 by the late Walter G. Beecroft of Leigh-on-Sea, for the charitable objectives for the advancement of Art, Music and Literature in the Borough of Southend on Sea. The Former Gallery was purchased in October 1951 with Trust funds. The gallery first opened in October 1953. Over time the collection has grown through donations from Friends of the Beecroft Art Gallery and when Sydney Thorpe Smith bequeathed his collection of local topographic works.
- 3.3 The Trust’s objectives are as follows: THE PROMOTION OF THE STUDY OF ART, MUSIC AND LITERATURE AND IN PARTICULAR, BUT WITHOUT PREJUDICE TO THE GENERALITY OF THE FOREGOING, THE PROVISION AND MAINTENANCE OF THE BEECROFT ART GALLERY AT SOUTHEND-ON-SEA IN THE COUNTY OF ESSEX AS A PUBLIC ART GALLERY AND LIBRARY (“the Charitable Objects”).
- 3.4 The Trust’s assets consist of the art collection and the Former Gallery. Both these assets are investment permanent endowment, the Trust has no liquid assets.

- 3.5 Following a building survey in 2013, the Former Gallery was declared to be in a state of disrepair, having suffered structural movement and had to be abandoned and the gallery and art collection was moved to the Council's former central library in Victoria Avenue ("the Current Venue"). This move was regarded as temporary with the original expectation that the museum and gallery would all ultimately move to the developing Thames Estuary Experience (TEE) on the seafront. In summer 2018 the Council decided not to progress with the TEE.
- 3.6 The Trust's art collection is extensive and of National significance with notable works by Constable and Reynolds. In the Current Venue there is not enough appropriate conditioned display or storage space.
- 3.7 The operational objectives of the Trust are delivered by Southend Council's museums service located at the Current Venue. Along with the Trust's art collection, the Current Venue is also host to other temporary art exhibitions and lectures, The Hive business centre (2<sup>nd</sup> and 3<sup>rd</sup> floor) and the Jazz Centre UK (basement).
- 3.8 In 2015 following public consultation on the Station Road site, a concept to convert the space into Artist Studios was developed with Focal Point Gallery taking a lead role. A successful Arts Council external funding bid of £500,000 was achieved along with two donations from arts foundations.
- 3.9 In 2019 further structural damage was identified at the Former Gallery which put the project out of scope for conversion. The Former Gallery building is still deteriorating both physically and in value and presents a risk should anyone be injured on the premises. Despite it being secured with hoardings, it has been raided and squatters have also been present on occasion.
- 3.10 The Council is the sole Trustee of the investment permanent endowment, consisting of both the Former Gallery and the art Collection which are held in trust for the Trust's Charitable Objects. The Charity Commission Scheme dated the 18<sup>th</sup> February 1980 ("the Scheme") forms the current terms under which the Trust is governed and how the Trustee operates the Trust. The Council's Constitution permits all the Council's elected Members to make decisions on behalf of the Council acting as sole Trustee for the Trust. The Council's elected Members are required to act in the best interests of the Trust and not the Council's interests. Where there is any potential of a conflict of interest between the Council's interests and the Trust's interests, then independent legal or professional advice should be sought and provided to the Council in its capacity as Trustee.
- 3.11 The Former Gallery is dormant, deteriorating and losing value, with the art collection being temporarily housed at the Current Venue. The Trustee should decide expediently on the best outcome for the Charity's sustainable future in delivering its Charitable Objectives with specialist Charity advice in respect of the Trust's investment permanent endowment.

#### **4. Other Options**

- 4.1 The Trustee can consider whether the Trust can be wound up. This is not recommended as it is extremely unlikely to be in the Trust's best interests.

Independent advice would be required for the Trustee and any decision made by the Trustee will also require the approval of the Charity Commission. The Trust is unable to give the remaining assets to another charity if there is permanent endowment. Any assets held by the Trust cannot pass to the Council as a charity cannot generally transfer its property to a non-charitable body or for a non-charitable purpose.

The Trustee could continue the status quo. This is not recommended as the Former Gallery is subject to further deterioration and diminution and this is unlikely to be in the Trust's best interest.

Independent advice provided to the General Purposes Committee will ensure that the Trustee will have the viable options presented to them

## **5. Reasons for Recommendations**

5.1 Focusing specific agenda time on the General Purposes Committee will allow due consideration from independent advice on financial matters. Wider input from external advisors would also be recommended to support Members of this committee in reaching an informed view. Other trusts advertise for specialist skills and this could be developed over time and is in alignment to support the Council's 2050 Active and Involved agenda.

## **6. Corporate Implications**

6.1 Trustee to manage the Trust in accordance with the Scheme, its Trustee's duties and the Charitable Objectives of the Trust. The Trust achieving its cultural objectives enhances the cultural and creative agenda for Southend and this features significantly in the Council's Southend 2050 outcomes.

### **6.2 Financial Implications**

6.2.1 Financial liabilities at the Former Gallery, the current revenue cost (approximately £75,000) for the associated costs of the Trust occupying the Current Venue and the Trust's employee expenses (approximately £80,000) are currently being subsidised by the Council as the Trust produces very limited income. The Trustee needs to consider ways it can generate income and/or utilise its assets to ensure its future financial sustainability.

6.2.2 The Trust pays no rent to the Council for its temporary occupation of the Current Venue.

6.2.3 The Council's Museums and Gallery team currently programme the Trust's art Collection for the public in the Current Venue.

6.2.4 Specialist advice will cost approximately £15k which would be made available from the 2020/21 contingency fund.

### **6.3 Legal Implications**

6.3.1 Liabilities as above in finance section.

6.3.2 The Trustee must act in the best interests of the Charity not the Council. Any decision by Trustee may be subject to review and/or challenge by the Charity Commission acting as regulator.

6.3.3 The Trust at present is not potentially maximising its financial returns by considering its options for investment of its assets consistent with its Charitable Objectives. The Trustee must consider the Trust's longer-term financial sustainability and its management and governance arrangements, with decisions always being made in the best interests of the Trust and achieving the Trust's Charitable Objectives.

6.4 People Implications  
N/A

6.5 Property Implications

6.5.1 The Former Gallery is in very poor condition and is at risk from further deterioration and diminution.

6.5.2 There is insufficient storage space for the current collection at the Current Venue.

6.5.3 The Charity are not occupying the Current Venue with the benefit of any leasehold interest.

6.6 Consultation

NA

6.7 Equalities and Diversity Implications

NA

6.8 Risk Assessment

NA

6.9 Value for Money

NA

6.10 Community Safety Implications

NA

6.11 Environmental Impact

NA

**7. Background Papers**  
none

**8. Appendices**  
none

This page is intentionally left blank

# Southend-on-Sea Borough Council

Agenda  
Item No.

**6**

Report of Deputy Chief Executive (Place)

To  
Cabinet  
On  
16<sup>th</sup> June 2020

Report prepared by: Mark Sheppard

---

## Southend Statement of Community Involvement and Statement of Community Involvement Addendum for the South Essex Plan

Place Scrutiny Committee (Chair: Councillor Andrew Moring)  
Cabinet Member: Councillor Carole Mulroney  
*A Part 1 Public Agenda Item*

---

### 1. Purpose of Report

- 1.1 To review and agree the Southend Statement of Community Involvement (SCI) 2020 (**Appendix 1**) and Addendum as it relates to the consultation requirements of the South Essex Plan (**Appendix 2**)

### 2. Recommendations

- 2.1 Adopt the Southend Statement of Community Involvement (**Appendix 1**) and Statement of Community Involvement Addendum for the South Essex Plan (**Appendix 2**).
- 2.2 Note the consultation responses to the Southend Statement of Community Involvement (**Appendix 3**) and responses received on the Statement of Community Involvement Addendum for the Southend South Essex Plan (**Appendix 4**).
- 2.3 Grant delegate authority to the Deputy Chief Executive and Executive Director Growth & Housing and the Cabinet Member for Environment and Planning (or equivalent role should this title change) to make any appropriate amendments to the Statement of Community Involvement and Addendum.

### 3. Background

- 3.1 Every Local Planning Authority (LPA) in England must prepare a Statement of Community Involvement (SCI) in accordance with Part 2, Section 18, of the

Planning and Compulsory Purchase Act 2004 (as amended). The Act defines the SCI as a statement of the LPA's policy on the involvement of anyone who has an interest in matters in relation to planning in the area.

- 3.2 The "Southend Development Plan Review: Comprising South Essex Joint Strategic Plan and Southend New Local Plan" Cabinet Report, dated 19 June 2018, agreed the preparation of a South Essex Joint Strategic Plan (now referred to as South Essex Plan SEP) and the Southend New Local Plan (SNLP) to provide a positive planning framework to manage and guide regeneration and development. As part of this it was agreed to consult on a revised Southend Statement of Community Involvement (SCI) and Joint SCI for the SEP.
- 3.3 The Southend SCI sets out how the community and other stakeholders will be consulted on Development Plan Documents, including future stages of the emerging SNLP, Supplementary Planning Documents and planning applications. The SCI Addendum sets out how consultation will be implemented in regards to the SEP only. The SCI seeks to ensure that there is active, meaningful and continued involvement of local communities and stakeholders throughout the planning process.
- 3.4 The SCI and SCI Addendum have been kept deliberately concise to ensure that they are accessible to as many people as possible as well as being clear and understandable. This provides a flexible approach that enables consultations to be tailored to suit the scope of particular documents and planning applications, whilst ensuring the Council meets the appropriate legal requirements for consultation set out in the relevant Planning Regulations and Acts.
- 3.5 The SCI and SCI Addendum will ensure consultation on the SNLP and SEP is fit for purpose and will thereby contribute towards Southend 2050 Pride and Joy outcome 'There is a tangible sense of pride in the place and local people are actively, and knowledgeably, talking up Southend'
- 3.6 The Southend SCI (**Appendix 1**) will replace the existing Southend SCI, adopted in 2013. Since its adoption, there have been a number of changes to the planning system including the Neighbourhood Planning Act 2017, The General Data Protection Regulation (GDPR) and the publication of the revised National Planning Policy Framework (NPPF) 2019.

#### **4. Other Options**

- 4.1 No update to SCI or Addendum - this is not seen as a credible option as Development Plan Document preparation must be consistent with national legislation and be in compliance with the SCI and it is seen as good practice to update SCI's periodically. The revised SCI (**Appendix 1**) and Addendum (**Appendix 2**) ensures that the Council's approach to consulting the public and other stakeholders on planning matters remains up-to-date.

#### **5. Reason for Recommendation**



5.1 The SCI (**Appendix 1**) has been produced to ensure the Council's approach to community involvement within planning reflects national legislation and continues to be up-to-date. The SCI Addendum (**Appendix 2**) will ensure a consistent basis for conducting consultation on the emerging SEP across South Essex authorities.

## **6. Corporate Implications**

### **6.1 Contribution to the Southend 2050 Road Map**

6.1 The SNLP and SEP will contribute to the fulfilment of several spatial elements of the Council's 2050 ambition and outcomes. The SCI and Addendum will ensure consultation on the SNLP and SEP is consistent and in accordance with national legislation and assist towards Southend 2050 Pride and Joy 'There is a tangible sense of pride in the place and local people are actively, and knowledgeably, talking up Southend'

### **6.2 Financial Implications**

6.2.1 Financial and human resource input is necessary to fulfil the requirements of all statutory stages in the preparation and delivery of the SNLP and SEP, including meeting the consultation requirements as set out in the SCI and Addendum. These costs have been agreed as part of the Cabinet Report (19 June 2018) Southend Development Plan Review: Comprising South Essex Joint Strategic Plan and Southend New Local Plan.

### **6.3 Legal Implications**

6.3.1 This revised version of the SCI ensures that the Council's approach to community involvement with regards to planning is in accordance with national legislation and is therefore legally compliant. The SCI Addendum will ensure a consistent set of procedures in relation to consultation on the SEP across South Essex.

### **6.4 People Implications**

6.4.1 Staff resources from the Strategic Planning and relevant Business Support Unit as well as officers from other groups, where appropriate, will be required in order to facilitate and implement the relevant community involvement techniques and processes as stated in the SCI.

### **6.5 Property Implications**

6.5.1 There are no specific property implications arising from this report.

### **6.6 Consultation**

6.6.1 There is no longer a statutory requirement to consult on a SCI. However, the SCI and Addendum were consulted on between 16<sup>th</sup> December and 27<sup>th</sup> January 2020 as best practice rather than meeting a statutory requirement.

6.6.2 A consultation report for the Southend SCI and Addendum is available at **Appendix 3** and **Appendix 4** of this report respectively.

### **6.7 Equalities and Diversity Implications**

6.7.1 An equalities impact assessment will be produced for the SNLP and SEP. The public consultation on the SCI and Addendum provides the opportunity for different sections of the community to input into the plan making process.

### **6.8 Risk Assessment**

6.8.1 It is not considered that there are any risks directly associated with adopting the SCI and Addendum.

### **6.9 Value for Money**

6.9.1 The SCI and Addendum set out an agreed process for consultation on Development Plan Documents and Supplementary Planning Documents in accordance with statutory requirements and is considered to offer value for money by providing flexibility with regards to the level of consultation and engagement required for different documents.

### **6.10 Community Safety Implications**

6.10.1 None identified

### **6.11 Environmental Impact**

6.11.1 The SCI sets out the process for consultation on planning policy documents. Environmental and sustainability issues will form an integral part of the Development Plan Documents and Supplementary Planning Documents.

## **7. Background Papers**

7.1 The Town and Country Planning (Local Development) (England) Regulations 2012.

7.2 Planning and Compulsory Purchase Act 2004.

7.3 Localism Act 2011

7.4 Neighbourhood Planning Act 2017

7.5 National Planning Policy Framework 2019.

7.6 Cabinet Report (18 June 2013) Southend-on-Sea Statement of Community Involvement (SCI)

7.7 Cabinet Report (19 June 2018) Southend Development Plan Review: Comprising South Essex Joint Strategic Plan and Southend New Local Plan

## **8. Appendices**

14.1 **Appendix 1: Southend Statement of Community Involvement**

14.2 **Appendix 2: Statement of Community Involvement Addendum for the South Essex Plan**

14.3 **Appendix 3: Southend Statement of Community Involvement Consultation Report**

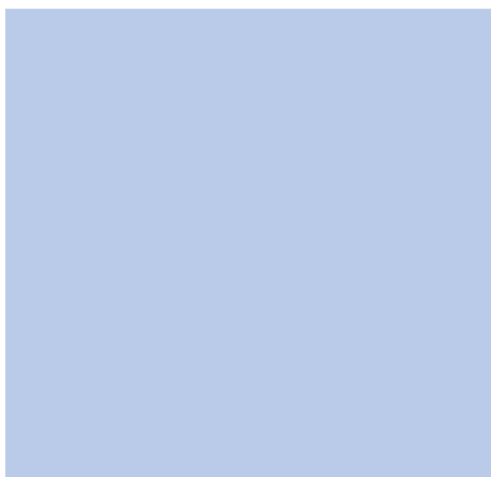
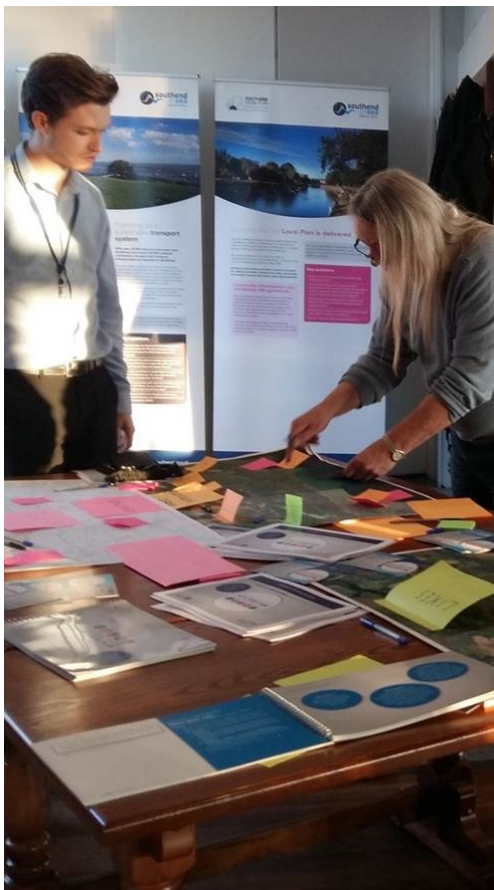
14.4 **Appendix 4: Statement of Community Involvement Addendum for the South Essex Plan Consultation Report**

This page is intentionally left blank



# Southend Statement of Community Involvement (SCI)

## 2020





## Introduction

This Statement of Community Involvement (SCI) sets out how the community and other stakeholders will be consulted on local planning policy documents and planning applications. An addendum to this SCI has been prepared to set out the consultation requirement relating to South Essex planning documents.

## General Principles of planning consultations

1. We will apply some general principles to our planning consultations. Where consultations are being undertaken by others, we will expect them to apply these too.

- Involvement will be open to all regardless of gender, faith, race, ethnicity, disability, sexuality and age.
- We will continue to co-operate with neighbouring Councils and public bodies to ensure that strategic matters are appropriately addressed.
- We will seek views of interested and affected parties as early as possible.
- We will choose consultation processes by balancing available resources, cost and time constraints, and our level of discretion on the outcome.
- Consultation publications will be clear and concise and avoid unnecessary jargon, without understating the complexities of any issue.
- We will inform those who respond to a consultation of later stages in the process, where required.

## Planning Policy Consultation Database

2. Over time, we have built up an extensive database of organisations and individuals wishing to be involved in our consultations.

3. Any individual or organisation wishing to be included may be added to the database at any time.

## Development Plan Documents (DPDs)

4. Development Plan Documents contain policies to manage and guide development. They must be supported by evidence, generally accord with national policies and be subject to an on-going process of sustainability appraisal, to ensure that the policies are soundly based on economic, social and environmental grounds.

5. Consultation is required at various stages in their preparation, including “Publication” stage, after which they are submitted to the Government. An independent Planning Inspector then carries out an Examination into the document, considering the views of interested people, before making recommendations on the document that can be put before the Council for adoption.

The following approach applies to Development Plan Documents.

6. Who we will consult

- Statutory organisations including councils, infrastructure providers and government bodies as legally required or otherwise appropriate.
- Based on the subject of the document we will consult the following groups as we consider appropriate:
  - Groups representing place, communities or other special interests;
  - Local businesses, voluntary and other organisations;
  - Planning and development industry stakeholders;
  - The general public;
  - Others who have expressed an interest in the issue or matter.

7. When we will consult

- We will consider the need for targeted engagement with organisations and key stakeholders in developing the Plan, in addition to legal requirements;
- We will consult for a minimum of 6 weeks.
- We will consider the need to prepare documents for additional consultation stages setting out further options, greater detail or preferred options;
- Once we think there has been an appropriate level of community involvement, we will formally publish the “Publication Version” of the Plan and invite representations before submission to Government for independent examination<sup>1</sup>.

---

1. In certain circumstances and following this it may be necessary to engage further with the community on part of, or on the overall document before submission of a revised version to Government. This may be owing to specific matters raised in representations or changes to government policy.

## 8. How we will consult

- We will contact appropriate organisations and individuals directly.
- We will publicise consultations by a combination of methods, as appropriate, such as: website, press release, displays, social media, community groups, community events and joining with other consultations where feasible and appropriate.
- We will make consultation documents available at council offices and public libraries where appropriate and practicable<sup>2</sup>.
- Consultation documents will be made available for download on the Council's website.
- Consultees are encouraged to respond to all consultations online via our consultation portal as this is the quickest and most effective method of responding. We shall accept other forms of response, for instance letter or email, although at Publication stage comments must be made online or using our prescribed response form.
- We will publish comments received or a summary as soon as it is feasible. We will explain how consultation comments have been taken into account when decisions are made. This is not required for the Publication stage of DPDs as representations made at this stage will be considered during Examination.
- Each iteration of the Plan will be presented alongside an evidence base and a statement setting out the role that the previous consultation had in its production.

The Local Development Scheme, available online, provides a 'live' timetable for preparing Development Plan Documents.

For the latest information on Development Plan Documents, Supplementary Planning Documents and Community Infrastructure Levy please visit the relevant planning pages on the Council's website <http://www.southend.gov.uk> or contact the Council's planning department.

## Supplementary Planning Documents

9. We prepare Supplementary Planning Documents (SPD) to provide guidance and more detailed advice, and to supplement information contained in a Development Plan Document. Again, they must be supported by appropriate evidence and generally accord with national policies.

10. We will carry out at least one stage of consultation before we adopt. A Planning Inspector is not involved as an Examination is not required as part of the process. SPDs may not require Sustainability Appraisals where they are not site specific or relate to a DPD that has undergone a Sustainability Appraisal.

11. The same general methods of consultation, described for DPDs, as set out above, will be used for SPDs. However, the criteria for 'When we will consult' will be as follows:

### 12. When we will consult

- We will consider the need for targeted engagement with organisations and key stakeholders in developing the SPD;
- We will consult on a draft version of the SPD for a minimum of 4 weeks.
- After considering the responses to the draft, we will consider the need for further consultation.
- Once we consider that there has been an appropriate level of community involvement we will adopt the SPD.

## Neighbourhood Plans and Development Orders

13. Neighbourhood Plans and Neighbourhood Development Orders are taken forward by qualifying bodies and communities themselves. They are not prepared by the Council; therefore, this SCI does not prescribe what methods of community engagement they must follow. It will be for the qualifying bodies and communities to decide an appropriate level of community engagement in relation to the size and complexity of the Plan. Nevertheless the Council will expect this to meet the requirements set out in appropriate legislation and to follow wherever possible the general principles and techniques set out in this SCI.

<sup>2</sup>. Practicable' relates to the presence of Government restrictions on movement of people, for example as experienced during the Covid-19 lockdown 2020.



14. The Council will assist/ advise, as appropriate, on the Neighbourhood Plan or Neighbourhood Development Order process in line with relevant Regulations.



#### 15. Community Infrastructure Levy

- The Community Infrastructure Levy (CIL) is a charge which allows the Council to raise funds for infrastructure to support new development. CIL rates are set out in a Charging Schedule
- Consultation on the Charging Schedule will be for a minimum of 4 weeks.
- We will consult stakeholders, interested bodies and where appropriate, the wider community.
- We will publish comments received or a summary as soon as it is feasible.
- An independent inspector will examine the charging schedule, having considered the representation made prior to making recommendations for the Council to consider in adopting the charging schedule.

#### Planning Applications

16. We are keen to encourage developers to discuss their proposals with planning officers before submitting an application. This can confirm whether the principle of development is acceptable and clarify the format, type and level of detail required to enable us to determine an application. Pre- application advice is currently provided on request and its procedure and associated cost is available on our planning website. Where an applicant has not taken pre-application advice the Council will usually decide the proposal in its submitted form.

17. On receipt of a planning related application the Council will, as a minimum, carry out

consultation in accordance with the requirements of the relevant legislation and take account of any relevant consultation responses. This may involve displaying a site notice or sending notifications to neighbours (adjoining the site) by letter or email or placing an advertisement in the local press.

18. To ensure early public involvement on major development proposals or locally sensitive schemes the applicant will be encouraged to carry out public consultations before making a planning application. Before making a major planning application (10+ dwellings or 0.5+ ha of residential development or 1000+ square metres of building space or 1.0+ ha<sup>2</sup> of development land), prospective applicants should:

- Talk to the Council planning officers about their application through making use of the Council's pre-application advice service;
- Talk directly with relevant statutory consultees to minimise technical objections to their application;
- Consult the local community on overall and specific aspects of the proposal;
- Consider the consultation responses received, and take them into account before making their planning application.

19. Before making other types of planning application, prospective applicants should also consult both the Council planning officers and people likely to be affected and consider their views before finalising the proposal. The latter may be as simple as talking over plans with a neighbour or making use of the Council's pre-application advice service.

20. Where applicable planning applications should be accompanied by a document explaining what consultation has been carried out by the applicant, including technical and public involvement and how it has influenced the planning application proposals.

21. In addition to the site notice (where practicable<sup>3</sup>) and/or neighbour notifications the Council will publicise a weekly list of planning applications on our website and in other public places as appropriate.

3. Practicable' relates to the presence of Government restrictions on movement of people, for example as experienced during the Covid-19 lockdown 2020.

22. Planning applications are public documents and can be viewed at the Council offices (where practicable)<sup>4</sup> and on the Council's website via Public Access our internet service that allows you to view and comment on planning applications. [www.southend.gov.uk/publicaccess](http://www.southend.gov.uk/publicaccess).

23. The Council will consider the submitted consultation statement in addition to any comments received on the planning application.

24. The Council will by arrangement allow applicants and objectors to make a short statement on planning applications which are considered by the Development Control Committee in certain circumstances. A guide to commenting on planning applications and Development Control Committee is available on the Council's website and published leaflets.

25. The Council will publish the decisions on all planning applications on its website which will, where required, include the reasons for the decision. Please refer to the relevant planning pages on the Council's website: [www.southend.gov.uk](http://www.southend.gov.uk).

### Independent Planning Advice

26. Independent advice on planning is available from the Planning Aid website (<http://www.rtpi.org.uk/planning-aid/>). Planning Aid provides free, independent and professional town planning advice and support to communities and individuals who cannot afford to pay planning consultant fees. It complements the work of local planning authorities, but is wholly independent of them. Planning Aid can assist people with their own planning applications or can help them to comment on planning applications or planning policy consultation documents.

27. If you have a query regarding the information set out in this Statement of Community Involvement or a specific question relating to a specific consultation or other planning policy matter please contact us – our contact details are available via the Councils website.

Planning legislation inevitably is amended and updated. The current relevant Planning Acts and regulations can be found at the official home of UK legislation: [www.legislation.gov.uk](http://www.legislation.gov.uk)

Please contact the Strategic Planning team at Southend-on-Sea Borough Council for further information regarding current legislation.

---

<sup>4</sup> 'Practicable' relates to the presence of Government restrictions on movement of people, for example as experienced during the Covid-19 lockdown 2020.



This page is intentionally left blank

# Statement of Community Involvement Addendum for the South Essex Plan

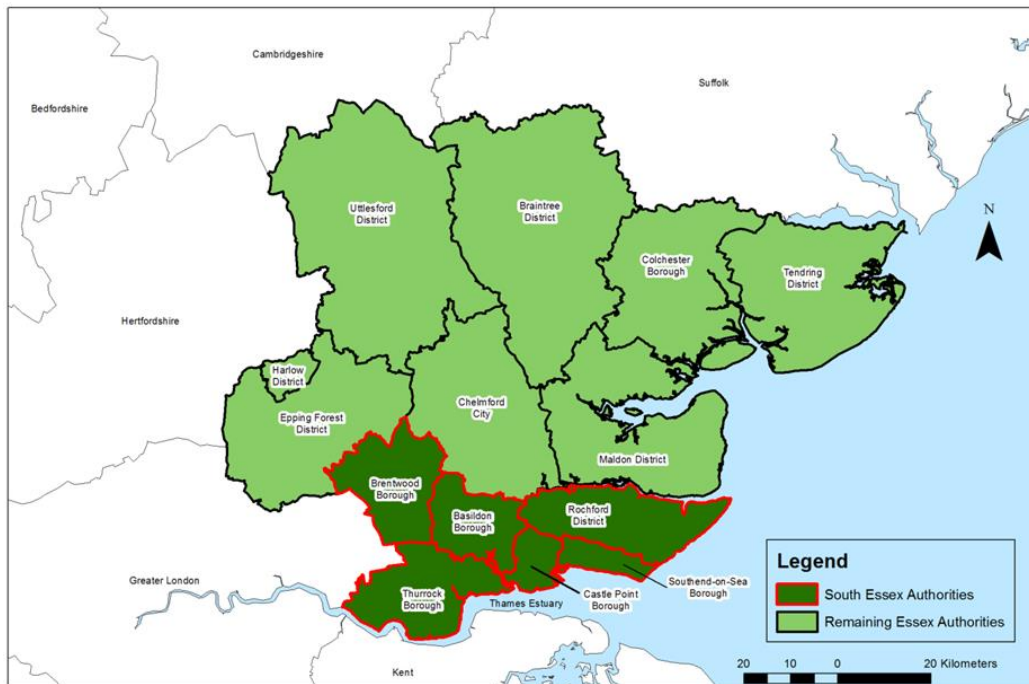
## Introduction

This Statement of Community Involvement (SCI) Addendum sets out a consistent approach to consultation and involvement with regard to the preparation of the South Essex Plan. This SCI acts as an addendum to each of the existing SCI's for the six South Essex authorities working in partnership on this Plan. These are Basildon Borough, Brentwood Borough, Castle Point Borough, Rochford District, Southend Borough and Thurrock Borough Council.

## Important Note

This SCI Addendum sets out the approach to consultation as it relates to the South Essex Plan only. The consultation approach for all other planning documents and planning applications remains as set out in the existing Statement of Community Involvement adopted by each individual authority. Please refer to the individual authority's website for details.

Map of South Essex



## Background

The South Essex Plan will be a formal statutory Development Plan Document, providing the strategic planning framework for the six Local Planning Authority areas identified above. Essex County Council will assist with preparing the South Essex Plan. The adopted Plan will include an overall spatial strategy as well as contain strategic allocations and policies setting out the amount of housing, employment and supporting infrastructure needing to be provided over the period to 2038, in aid of the delivery of the South Essex 2050 Ambition.

Public consultation is required at a number of specific stages during the preparation of the South Essex Plan, including its final “Publication” stage, after which it will be submitted to Government. An independent Planning Inspector will then carry out an Examination of the document, considering the views of interested people. The final decision on the soundness of the South Essex Plan will be made by that Inspector and, if found sound, the plan can be adopted by the six Councils. You can find Government guidance on preparing local plans here: [www.gov.uk/guidance/local-plans](http://www.gov.uk/guidance/local-plans)

## Consultation General Principles

We will apply some general principles to our South Essex Plan consultation:

- Involvement will be open to all regardless of gender, faith, race, ethnicity, disability, sexuality and age.
- We will undertake consultation as the Plan is prepared.
- We will choose consultation processes by balancing available resources, cost and time constraints, but always in accordance with the requirements as set out in Government legislation and regulations<sup>1</sup>.

---

<sup>1</sup> This will include the presence of restrictions on movement due to Government restrictions because of the Covid 19 crisis

- Consultation will be based on publically available evidence based documents.
- We will approach the consultation process with an open mind and be prepared to alter our position in the light of the information that it discloses
- Consultation publications will be clear and concise and avoid unnecessary jargon, without understating the complexities of any issue.
- Consultations will be run for a minimum of 6 weeks in conformity with Government legislation.
- We will inform those who respond to any stage of consultation of further consultation opportunities and make a summary of our responses to each consultation available on our website.

## Who we will Consult

- Statutory organisations including local, town and parish councils, neighbouring authorities, infrastructure providers and Government bodies as legally required or otherwise appropriate.
- The general public.
- Groups representing place, communities or other special interests including minorities.
- Local businesses, voluntary sector and other organisations.
- Transport and Infrastructure Providers
- Planning and development industry stakeholders.
- Any others who have expressed an interest in the South Essex Plan.

## How we will Consult

- We will contact appropriate organisations and individuals directly.
- We will publicise consultations by a combination of methods, as appropriate,<sup>2</sup>

---

<sup>2</sup> This will reflect the presence of restrictions on movement due to Government restrictions, such as those experienced during Covid 19 crisis

such as: local authority websites, press releases, displays, social media, community groups and community events.

- We will make consultation documents available at council offices and public libraries where appropriate and practicable.<sup>3</sup>
- Consultation documents will be made available for download via each Council's website.
- We will consider organising consultation events such as public exhibitions and stakeholder workshops, at a range of times and locations or via electronic means such as Zoom<sup>4</sup>
- We will publish comments received or a summary as soon as feasible. We will explain how these comments have been taken into account when decisions are made.

### When we will Consult

- Each authority's Local Development Scheme, available online, provides a 'live' timetable for preparing the South Essex Plan, setting out key consultation stages and milestones;
- We will consider the need for targeted engagement with organisations and key stakeholders in developing the Plan, in addition to legal requirements;
- The first consultation on the South Essex Plan will present the key issues that need to be addressed and will ask for comments on approaches to address these issues;
- We will consider the need to prepare documents for additional consultation stages setting out further options, information, greater detail or preferred options;
- Once we think there has been an appropriate level of community involvement, both in terms of the opportunity to shape plan approaches and

---

<sup>3</sup> "Where practicable" relates to the presence of restrictions on movement due to Government restrictions because of the Covid 19 crisis

<sup>4</sup> Under Covid 19 restrictions it may not be possible to hold face to face meetings

to be compliant with Government regulations, we will formally publish the "Publication Version" of the Plan in accordance with the relevant regulations. A final opportunity for public engagement will be given before submission to Government for independent examination<sup>5</sup>

- Each iteration of the South Essex Plan will be presented alongside an evidence base and a statement setting out the role that the previous consultation played in its production.

### Data Protection Statement

Those parties who have been consulted on this SCI Addendum have been consulted directly by their Local Authority in conjunction with the consultation procedure as set out in their existing SCI.

The details of anyone who makes a representation on the wording of this SCI Addendum or who otherwise expresses an interest in being consulted throughout the development of the South Essex Plan will be held on a database maintained and shared between the six South Essex Authorities (Basildon, Brentwood, Castle Point, Rochford, Southend-on-Sea and Thurrock), and Essex County Council. This database will be used for the sole purposes of matters relating to the production of the South Essex Plan.

This database, in whole or in part, may need to be shared with any consultants who the authorities need to work with in order to manage future consultations. Data protection regulations will be enforced with any consultant that this may apply to.

The names of any member of the public making a representation to any South Essex Plan related consultation will be published alongside their representation as representations are required to be made a matter of public record. All other personal details will be redacted.

---

<sup>5</sup> In certain circumstances and following this it may be necessary to engage further with the community on all or part of the document before submission of a revised version to government. This may be owing to specific matters raised in representations or changes to government policy which may have occurred after the initial Publication consultation.

This page is intentionally left blank





# Statement of Community Involvement Consultation Report



2020



## Contents

Section 1: Introduction .....	3
Section 2: Consultation on the SCI.....	3
Section 3: Consultation Responses Received.....	5
Appendix 1 Methods of Consultation .....	8
Appendix 2 List of Consultees .....	10



## Section 1: Introduction

- 1.1 The Statement of Community Involvement (SCI) sets out how the community and other stakeholders will be consulted on local planning policy documents and planning applications.
- 1.2 Local Planning Authorities (LPAs) are required to produce a SCI under Part 2 (section 18) of the Planning and Compulsory Purchase Act 2004 (as amended). The Act defines a LPA's Statement of Community Involvement as a statement of their policy for involving interested parties in matters relating to development in their area. Once adopted, the Council is required to comply with the principles and commitments made in the document.
- 1.3 The SCI seeks to ensure active, meaningful and continued involvement of local communities and stakeholders in planning. Southend On Sea Borough Council has revised and updated its SCI, and this was subject to a public consultation in December 2019/January 2020.
- 1.4 This Statement of Consultation sets out how Southend Council carried out its consultation on the SCI. The report explains how the consultation was promoted, how people were engaged and how information was made available for residents and other stakeholders. It also provides the results and issues raised during the consultation.

## Section 2: Consultation on the SCI

- 2.1 The Southend Council SCI was subject to a six-week public consultation from 16 December 2019 to 5pm on 27th January 2020. As part of the preparation of the South Essex Plan, an Addendum to the Southend SCI was also consulted on during the same period. The Addendum sets out how each South Essex Local Authority will undertake consultation on the South Essex Plan. A consultation report for the Addendum is provided in a separate joint document from the South Essex Authorities.
- 2.2 Although there are no minimum statutory requirements for undertaking consultation on the SCI, a six-week public consultation was undertaken in accordance with best practice. This provided residents, businesses and stakeholders an opportunity to have their say on how they can be involved in planning processes across the Borough.

### Consultation Material

- 2.3 The SCI consultation document was the main document prepared for the purposes of public consultation. This was available to view or download on the council's website.

## **How we Consulted**

- 2.4 The Council sent out emails to all consultees registered on its Local Plan consultation database. This included statutory consultees; a range of non-statutory interest groups; other stakeholders with an interest in the borough such as developers and employers, infrastructure and service providers; and also residents that had provided responses to earlier consultations or had registered to be kept informed. It was also available to view on the Council's website and on its dedicated consultation portal.
- 2.5 Over 400 emails were sent to registered consultees and agents, notifying them of the consultation; identifying where copies of the consultation documents could be found and how additional information could be gained; and advising how comments could be made.

A copy of the e-mail that was sent out to consultees is provided in Appendix 1.

## **Who we consulted?**

- 2.6 A list of people and organisations we consulted is set out at Appendix 2.

## **Making Representations**

- 2.7 The Council encouraged use of the consultation portal as this is the quickest and most effective method of responding. There were however a number of ways that people could make comments, and these included:
- Online, via the consultation portal;
  - By email; or
  - On paper.

## **Engagement**

- 2.8 The Planning Policy Team was available throughout the consultation period to answer questions regarding the SCI consultation, over the telephone or by email.

## Section 3: Consultation Responses Received

2.9 All comments received during this consultation have been processed and reviewed by the Council. Table 1 provides the comments received during the consultation along with the Council's responses.

Table 1: Representations to the Southend SCI

Rep No	Section	Rep	Council Response
<b>Port of London Authority (Mrs Helena Payne – Senior Planning Officer)</b>			
<b>4167</b>	Introduction	The points raised within the Introductory section are noted.	Noted.
<b>4168</b>	General Principal of Planning consultations	The PLA requests to be consulted at each stage of the development plan process and would encourage early engagement on matters relating to the River Thames, Transport, Industry and Biodiversity	Noted. The Council will continue to work with its partners and stakeholders.
<b>4169</b>	General Principal of Planning consultations	The details relating to the planning policy consultation database are noted	Noted.
<b>4170</b>	Supplementary Planning Documents	Targeted engagement with the PLA is encouraged on SPD's and matters relating to the River, its tributaries, riverside development (including housing), use of the river, transport, biodiversity, air quality and industry matters.	Noted. The Council will continue to consult the PLA.
<b>4171</b>	Neighbourhood Plans and Development Orders	If the River or PLA interests are included or affected by any new and developing neighbourhood plans, the PLA must be consulted.	Noted. The Council will continue to consult the PLA.
<b>4172</b>	Community Infrastructure Levy	It is unlikely that the PLA would have an involvement in CIL matters.	Noted.

<b>4173</b>	Planning Applications	The PLA must be involved in pre-application and/or consulted on planning applications adjacent to, in close proximity to or in, on or over the River Thames. Developers will be encouraged to take into account the aims and objectives of the PLA as set out within the Thames Vision and the PLA should be consulted on all matters relating to the River, Transport, Industry and biodiversity of the river.	The Council consults the PLA on certain planning applications relating to the River Thames. The Council will continue to work with the GLA on these matters.
<b>4174</b>	Independent Planning Advice	The PLA is happy to work with the Local Planning Authority providing pre-application planning advice on development that affects the River Thames, and the interests of the PLA.	Noted.

#### Chelmsford City Council (Gemma Nicholson)

<b>4175</b>	Introduction	<p>Thank you for consulting Chelmsford City Council (CCC) on the Southend Statement of Community Involvement (SCI). The Southend Statement of Community Involvement (SCI) sets out how the community and stakeholders will be consulted on local planning policy documents and planning applications.</p> <p>This Council considers that the SCI is clear and comprehensive. The consultation methods outlined for planning applications and Local Plan preparation is supported by CCC.</p> <p>It is also acknowledged that as part of the Joint Strategic Plan that a Part 2 SCI is also being consulted upon and will form an addendum to this SCI. CCC welcomes the opportunity to comment on this consultation. Chelmsford City Council will continue to actively engage with Southend on Sea Borough Council on each other's respective Local Plans and other planning policy matters</p>	Support Noted. The Council will continue to engage with Duty to Co-operate Bodies in its plan preparation.
-------------	--------------	---	--

#### NHS England (Kerry Harding)

<b>4176</b>	Introduction	<p>Overall comment:</p> <p>As contained within the separate submission for the Thurrock CCG the Mid and South Essex Sustainability and Transformation Partnership (STP) welcomes a standardised approach across all South Essex Councils for Community Involvement</p>	Noted.
-------------	--------------	--	--------



<p><b>4177</b></p>	<p>How we consult</p>	<p>All Councils within Mid and South Essex are members of the Mid and South Essex STP Strategic Estates Forum. Representation at these meetings is critical to partnership working and building of relationships between health partners and local authorities. The STP aim to respond to all planning policy consultations jointly. Presentations should be provided by the relevant local authority/ies at the outset of each consultations to provide a clear understanding of the detail, intentions and implications of each document as part of a two way conversation to ensure robustness and sustainability</p>	<p>Noted. The Council will continue to work with its partners and stakeholders.</p>
--------------------	-----------------------	--	---

# Appendix 1 Methods of Consultation

**Copy of the e-mail and letter that was sent out to consultees.**

Dear Consultee

## **Statement of Community Involvement Addendum**

The six Local Authorities in South Essex (Basildon, Brentwood, Castle Point, Rochford, Southend and Thurrock) together with Essex County Council are currently working together to produce the South Essex Plan. This will set out a strategic framework for development in the area for the period up to 2038 and will reflect a broader vision to 2050. The South Essex Plan will provide an overall policy context for Local Plans.

As part of the preparation of the South Essex Plan, a Statement of Community Involvement (SCI) has been produced. This will be an Addendum to the existing SCI of each Council and sets out a framework for how we will undertake consultation on the South Essex Plan.

Consultation on this Statement of Community Involvement commenced on Thursday 18<sup>th</sup> July 2019 for 6 weeks. Please send us any comments you have by 5pm on Thursday 29<sup>th</sup> August.

This is your opportunity to input into how you would like to be consulted as the South Essex Plan is prepared. In line with our own SCI, we intend to involve as many people as possible in this Plan ensuring that you have the right information you need, and you know where to access that information, so you can make informed comments on the Plan.

As the Plan making process is set out in Government regulations, we are required to consult at all stages, so if you register with us to be kept informed we will contact you on a number of occasions. It is our intention to ensure that we use the widest choice of tools to keep you informed and engaged. This includes social media. Therefore, if you wish to be kept informed, please indicate the best way to do so.

As this SCI is an Addition to existing SCI's, each local authority is consulting individually. This means that you may have received a number of items of correspondence similar to this from two or more local authorities. For this we apologise and for that reason through this letter we ask that if you do wish to be kept informed you use the web link below to register and we can ensure that in future you receive only one letter from us.

The details of anyone who makes a representation on this SCI Addendum or registers to be consulted on the South Essex Plan will be held on a database maintained and shared between the six South Essex Authorities (Basildon, Brentwood, Castle Point, Rochford, Southend-on-Sea and Thurrock) and Essex County Council. This database will be used for the sole purposes of matters relating to the production of the South Essex Plan.

This database, in whole or in part, may need to be shared with any consultants who the authorities need to work with in order to manage future consultations. Data protection regulations will be enforced with any consultant that this may apply to.

The names of any member of the public making a representation to any South Essex Plan related consultation will be published alongside their representation as these are required to be made a matter of public record. All other personal details will be redacted.

**Please make any comments you have on the SCI Addendum to the following link not to the individual named on this letter by 5pm on Thursday 29<sup>th</sup> August.**

Southend Statement of Community Involvement

At the same time as consulting on the SCI Addendum Southend Borough Council is taking the opportunity to revise and update its own Statement of Community Involvement. As well as covering how we will consult on the Local Plan and related documents it also addresses the approach that will be taken to seeking views on planning applications. This document can be found on the Councils website at [Statement of Community Involvement](#) where you should also make your comments. These should be made by **5pm on Thursday 29<sup>th</sup> August.**

We look forward to receiving comments on the Statement of Community Involvement

Yours faithfully

Debee Skinner

Business Intelligence Officer (Planning & Compliance)

## **Appendix 2 List of Consultees**

## 2019 Duty to Co-operate (ALL)

Organisation	Initial	Surname
CAA Safety Regulation Group		Generic address
Civil Aviation Authority		Generic address
East of England Ambulance Service		
English Heritage		
Environment Agency		Generic address
Environment Agency		
Environment Agency		
Highways England		
Highways England		
Highways England (Network Strategy)		
Historic England		Generic address
Homes England		
Leigh Town Council		
London Southend Airport		Generic address
London Southend Airport		
Marine Management Organisation		Generic address
Marine Management Organisation		Generic address
Mayor of London		Generic address
Natural England		
Natural England Consultation Service		Generic address
NHS England, Essex Area Team		
NHS Property Services		Generic address
NHS Property Services		Generic address
Office of Rail and Road		Generic address
South East Local Enterprise Partnership		Generic address
South Essex Area Health Authority		
South Essex Homes		
Southend CCG		
Southend CCG		
Southend CCG		
Southend CCG		Generic address
Southend Hospital NHS Trust		
Southend University Hospital NHS Foundation Trust		

Organisation

Initial

Surname

Transport for London

Generic address

## 2019 LPF Specific Consultees (ALL)

Organisation	Title	Surname
AMEC Environment & Infrastructure UK Ltd		
Anglian Water		
Anglian Water Services		Generic address
Ashingdon Parish Council		Generic address
Barling Magna Parish Council		Generic address
Basildon Borough Council		Generic address
Basildon Borough Council		
Braintree District Council		Generic address
Brentwood Borough Council		Generic address
Cadent Gas (inc British Gas)		Generic address
Canewdon Parish Council		
Castle Point Borough Council		Generic address
Chelmsford Borough Council		Generic address
Dartford Borough Council		Generic address
EDF Energy		
EDF Energy (Renewables)		
EE		
Essex & Suffolk Water		
Essex Council Council		Generic address
Essex County Council		
Essex County Council		
Essex County Council		
Essex Racial Equality Council		
Estuary Housing Association		
Estuary Housing Association		Generic address

Organisation	Title	Surname
Foulness Island Parish Council		Generic address
Fulcrum Connections		
Great Wakering Parish Council		Generic address
Harlow District Council		Generic address
Hawkwell Parish Council		Generic address
Hockley Parish Council		Generic address
Hullbridge Parish Council		
Kent County Council		Generic address
Kent County Council		
Leigh Town Council		Generic address
Maldon District Council		
Mobile Operators Association		Generic address
National Grid		
National Grid		
National Grid		
Network Rail (Town Planning Team)		
Network Rail Property		
Openreach		
Paglesham Parish Council		Generic address
Rawreth Parish Council		Generic address
Rayleigh Town Council		Head of Planning
Rochford District Council		
Rochford District Council		Generic address
Rochford District Council		
Rochford Parish Council		Generic address
SPORT ENGLAND		Generic address



Organisation	Title	Surname
Sport England East		Generic address
Stambridge Parish Council		Generic address
Sutton Parish Council		Generic address
Tendring District Council		Generic address
Thames Water Property Services		
Three		
Thurrock Council		Generic address
Traveller Law Reform		Generic address
UK Power Network		
UK Power Networks		Generic address
Virgin Media New Developments		Generic address
Vodafone and O2		Generic address

# 2019 LPF General Consultees (ALL)

Organisation

333444 Taxis

A W Squier Ltd

Abelio Greater Anglia

AC Taxis

Age UK

Alan Shaw Architects

Aldi Foodstore Ltd

Arcus Consultancy Services (Planning Division)

Arriva Southern Counties Ltd

Asda Superstores

Association of Residents in Kursaal (ARK)

Barratt Eastern Counties

BB Architecture and Planning Ltd

Beach Hut Owners Association

Belfairs Gardens Residents Association

## Organisation

Belfairs Gardens Residents Association

Bernard Gooding Associates

Bidwells

British Hardware Federation

British Horse Society

BUPA Wellesley Hospital

Burges Estate Residents Association

Burges Estate Residents Association (BERA)

Bus & Rail User Group

c2c Rail

Carter Jonas Property Consultants

Chailey Homes Ltd

Chalkwell Ward Residents Association

Chart Plan (2004) Ltd

Charter Projects

Chelgate Local

Church of England in Essex & East London (The Diocese of Chelmsford)

Churchill Retirement Living

Colliers International

Conservation Association Westcliff Seaboard

Country & Metropolitan Homes

CP Holdings

CPRE Southend Area

CPREssex

CPREssex

Crest Nicholson

Crown Estate Office

David Turner Design

David Walker Chartered Surveyors

DC Planning

DCS

Dedman Grey

Defence Infrastructure Organisation

DevPlan

DIAL Southend

## Organisation

DLP Bedford

ESFA

Essex Amphibian & Reptile Group

Essex Badger Protection Group

Essex Biodiversity Project

Essex Bridleway Trust & Essex Bridleways

Essex Bridleways Association

Essex Chambers of Commerce - South Essex Office

Essex County Fire & Rescue Service

Essex Fire & Rescue Service

Essex Fire & Rescue Service

Essex Fire & Rescue Service HQ

Essex Police

Essex Police

Essex Police

Essex Police - Casualty Reduction

Essex Police - Territorial Policing

Essex Police Community Safety Dept

Essex Police, Headquarters

Essex Wildlife Trust

Essex Wildlife Trust

Essex Wildlife Trust

Essex Wildlife Trust - Southend and Rochford Group

Ethnic Minority Forum

Federation of Small Businesses

Federation of Small Businesses

Federation of Small Businesses

First Bus

First Essex Buses Ltd

First Plan

Fisher Wilson

Friends, Families & Travellers & Travellers Law Reform Project Community Base

Gladedale Homes

Gladman

GreenKeeper

## Organisation

Growing Together Project

Guide Dogs for the Blind Association

H M Customs & Excise

Harrison Group

Heaton Planning

Herbert Grove Residents Association

HFBT Architects

Hindu Association (Southend & District)

Hobbs Parker

Hobbs Parker Property Consultants LLP

Home Builders Federation (HBF)

Homeless Action Resource Project

Iceni Projects

Iceni Projects Ltd

Iceni Projects Ltd

Iceni Projects Ltd

Indigo Planning

Indigo Planning Ltd

IPECO

J.C Gibb Chartered Surveyors

Jewish Care

Job Centre Plus

Job Centre Plus

Knight Gratrix

Lambert Smith Hampton

Landmark Town Planning Group

Lanes New Homes

Lanpro Planning Consultancy

Lansbury Group of Companies

Leigh Cliff Association

Leigh Seafront Action Group

Leigh Society

Leigh Traders Association

Leigh-on-Sea Crime Prevention Panel

Lidl UK Ltd

## Organisation

McCarthy Stone

Milton Community Partnership

Milton Conservation Society

Milton Conservation Society

Moat Homes

National Amenity Societies

National Express

National Farmers Union (east)

National Federation for the Blind

National Trust

New World Designers

NIBS

North Crescent & Feeches Rd Residents Association

Older Peoples Federation

Olympus KeyMed

OPA

Opportunity South Essex

OSP Architecture

Pebbles 1

Persimmon Homes (Essex) Ltd

Phase 2 Planning and Development

Plainview Planning

Plan Info News

Planning Perspectives LLP

Planning Perspectives LLP

Planning Potential

Planning Potential on behalf of Aldi Stores Ltd

Planview Planning

Planware Ltd

Port of London Authority

PowerHaus Consultancy

Qinetiq

QinetiQ

RAD

Ramblers Association (Southend Unitary Authority)

## Organisation

Randall Watts Construction

Regulator of Social Housing

Resident Association Watch

Residents Association of Westborough (RAW)

RG+P Ltd

RIBA South East Chapter

Royal Association For Deaf People (RAD)

Royal Bank of Scotland (RBS)

Royal Mail Group Property

Royal National Lifeboat Institution - Southend Branch

Sainsburys Supermarkets

Sanctuary Group

Sandhurst New Homes

Satair Hardware UK Ltd

Savills

Shire Consulting UK

Shoebury Forum

Shoebury Residents Association

Shoebury Residents Association

Shoebury Society

Shoebury Traders Association

Shoebury Village Residents Association

Smart Planning Ltd

Society for the Protection of Ancient Buildings

Society for the Protection of Undercliff Gardens

South East Essex Archaeological Society

South East Essex Archaeological and Historical Society

South East Essex Friends of the Earth

South Essex Natural History Society

South Westcliff Community Group

Southchurch Park Café

Southend & District Aid Society

Southend & District Pensioners Campaign

Southend & Leigh Fishermans Association

Southend Adult Community College

## Organisation

Southend and Westcliff Hebrew Congregation

Southend Association of Voluntary Services

Southend Blind Welfare Organisation

Southend Business Partnership

Southend Mencap

Southend Mind

Southend Ornithological Group

Southend Properties (Guernsey) Ltd

Southend Railway Travellers Association

Southend Rugby and Football Club

Southend Seafront Illumination & Business Association

Southend Sports Council & Southend Wheelers Cycling Club

Southend Taxi Drivers Association

Southend Tenants and Residents Federation

Southend Vineyard

Southend Wheelers

Southend YMCA

Southend-on-Sea Guild of Help and Citizens Advice Bureau

Southend-on-Sea Sports Council

SSA Planning

St. Matthew's Christian Spiritualist Church (1999) Ltd.

Stephensons of Essex

Stockvale Group of Companies

Strategic Land Group

Stratus Environmental Limited

Street Pastors

Strutt & Parker

Strutt & Parker

Strutt & Parker

Strutt and Parker

SUCET

SUSTRANS Essex

Tattersall Gardens Residents Group

TC Matthew Chartered Architect

Tenpin Ltd



## Organisation

Terence O'Rourke

Tesco Stores Ltd

Tesni Properties Ltd

Tetlow King Planning

The Draughtsman

The Garden Trust

The National Federation of Gypsy Liaison Groups

The National Trust

The Planning & Development Partnership

The Planning Bureau Ltd

The Planning Inspectorate

The Salvation Army Leigh on Sea

The Southend Society

The Theatres Trust

The Victoria Shopping Centre

Thorpe Bay Estates Company

Town Centre Partnership

Trust Links

Trust Links

Turning Tides

University of Essex

University of Essex Southend

Waitrose Ltd

Waitrose Ltd

West Leigh Residents Association

West Milton & Queens Residents Association

West Road Traders Association (Shoeburyness)

Westborough Neighbourhood Action Panel

WYG

This page is intentionally left blank



## Southend-on-Sea Borough Council

### South Essex SCI Addendum Statement of Consultation





**Contents**

Section 1: Introduction.....3

Section 2: Consultation on the SCI .....3

Section 3: Consultation Responses Received.....4

Appendix 1 Methods of Consultation.....7

Appendix 2 List of Consultees ..... 8



## Section 1: Introduction

- 1.1 The Statement of Community Involvement (SCI) sets out how the community and other stakeholders will be consulted on local planning policy documents and planning applications.
- 1.2 Local Planning Authorities (LPAs) are required to produce a SCI under Part 2 (section 18) of the Planning and Compulsory Purchase Act 2004 (as amended). The Act defines a LPA's Statement of Community Involvement as a statement of their policy for involving interested parties in matters relating to development in their area. Once adopted, the Council is required to comply with the principles and commitments made in the document.
- 1.3 As well as producing a Local Plan, Southend on Sea Borough Council is working closely with the other South Essex authorities (Basildon, Brentwood, Castle Point, Rochford and Thurrock together with Essex County Council) which together form the Association of South Essex Authorities (ASELA) to produce a Joint Strategic Plan. This will be called the South Essex Plan. Agreement on how to undertake this work was set out in a Statement of Common Ground (SOCG) prepared by all the authorities in June 2018. This followed on from the signing of a Memorandum of Understanding in January 2018. As part of this process each authority is consulting on an identical SCI document for the South Essex Plan which will form an Addendum to each authority's own SCI.
- 1.4 This Statement of Consultation sets out how the ASELA authorities including Southend Council carried out its consultation on the SCI Addendum. The report explains how the consultation was promoted, how people were engaged and how information was made available for residents and other stakeholders. It also provides the results and issues raised during the consultation.

## Section 2: Consultation on the SCI

- 2.1 The SCI Addendum was subject to a six-week public consultation from 16 December 2019 to 5pm on 27th January 2020. This was undertaken at the same time as the main Southend Council SCI. The Addendum is supplementary to each Council's own SCI. A consultation statement for the Southend SCI is provided in a separate document.
- 2.2 Although there are no minimum statutory requirements for undertaking consultation on SCI's, a six-week public consultation was undertaken on the Addendum in accordance with best practice. This provided residents, businesses and stakeholders an opportunity to have their say on how they can be involved in strategic planning processes across the Borough and South Essex as a whole.

### **Consultation Material**

2.3 The SCI Addendum consultation document was available to view or download on the council's website and also via a separate South Essex Plan website.

### **How we Consulted**

2.4 The Council sent out emails to all consultees registered on its Local Plan consultation database. This included statutory consultees; a range of non-statutory interest groups; other stakeholders with an interest in the borough such as developers and employers, infrastructure and service providers; and also residents that had provided responses to earlier consultations or had registered to be kept informed. Each of the other authorities within ASELA did similar.

2.5 Emails were sent to consultees and agents registered on the Southend database, notifying them of the consultation; identifying where copies of the consultation documents could be found and how additional information could be gained; and advising how comments could be made.

2.6 A copy of the e-mail that was sent out to consultees is provided in Appendix 1.

2.7 A copy of the consultation letter was also made available to view or download on the Council's website and consultation portal as well as the South Essex Plan website.

### **Who we consulted?**

2.8 A list of people and organisations we consulted is set out at Appendix 2.

### **Making Representations**

2.9 The Council encouraged use of the South Essex Plan website and related consultation portal as this was the quickest, most direct and most effective method of responding. There were however a variety of ways that people could make comments, and these included:

- Online, via the consultation portal;
- By email; or
- On paper.

### **Engagement**

2.10 The Planning Policy Team was available throughout the consultation period to answer questions regarding the SCI Addendum consultation, over the telephone or by email.

## **Section 3: Consultation Responses Received**

3.1 All comments received during this consultation have been processed and reviewed by all of the constituent Councils within ASELA. Table 1 provides the combined response to comments received during the consultation along with the Council's responses. 46 people or organisations commented (sometimes



more than one from within organisations reflecting their internal structures) with a total of 88 comments. Not all of these related directly to the content of the SCI Addendum but to broader planning matters. Nevertheless a number of important points were made which have been incorporated in amendments to the SCI Addendum.

**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
<b>Dr John Victory</b>				
001	Who we will consult	Comment	Please ensure that the following Statutory authority is consulted: Essex Local Access Forum via Essex County Council	Comment noted. The Local Access Forum have been added to the database.
<b>London Southend Airport – (Miss Sam Petrie)</b>				
002	Consultation General Principles	Comment	LSA would welcome being consulted as this plan is developed. LSA would also be happy to meet with relevant members of the team, to brief on the regulatory requirements that LSA must conform with and how that may shape the development. LSA is required to comply with the regulations set out under EASA / CAP 168. There are also useful advice notes that can be found on the AOA website <a href="https://www.aoa.org.uk/policy-campaigns/operations-safety/">https://www.aoa.org.uk/policy-campaigns/operations-safety/</a> , which should be factored into any plans.	LSA will be consulted at future stages of Plan preparation.  Discussions regarding the future ambitions of LSA and the regulatory framework would be welcomed.
<b>Mr Bryan Coxhead</b>				
003	SCI Addendum for the South Essex Plan	Comment	Regarding infrastructure; if we are successful in placing the required housing on the east side of North Benfleet, which is the neighbourhoods preferred option, then we should enable direct access to the A130 for those new residents by the improvement of the existing filter to the existing fishing lake, so that the new road network of the new housing estate will link to it. I also think that a roundabout on the A127 at Pound Lane would only create more problems for Pound Lane as even more people would use it as a rat run.	Comment noted. The issue raised is primarily a matter for Castle Point Local Plan rather than the Statement of Community Involvement.
<b>Port of London Authority – (Mrs Helena Payne)</b>				
004	Data Protection Statement	Comment	Noted	Noted

**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
005	When we will Consult	Comment	Targeted engagement with the PLA is encouraged on matters relating to the River, it's tributaries, riverside development (including housing), use of the river, transport and biodiversity, air quality and industry matters.	Comment welcomed. The ASELA authorities would welcome dialogue with Port of London Authority.
006	Who we will Consult	Comment	Summary: There is no objection to this element of the SCI introductory section	Comment welcomed
007	Important Note	Comment	Noted and accepted	Noted
008	Background	Comment	The PLA request to be involved in the consultation of the South Essex Plan	PLA will be an important consultee as part of Duty to Co-operate requirements
009	Consultation General Principles	Comment	The PLA requests to be consulted at each stage of the development plan process and would encourage early engagement on matters relating to the River Thames, Transport, Industry and biodiversity	Comments noted. PLA will be consulted at each stage of Plan preparation and as part of Duty to Co-operate
010	Who we will Consult	Comment	Noted	Noted
011	How we will consult	Comment	Noted	Noted
<b>Mr Ken Richmond</b>				
012	Who we will consult	Comment	My only comment is the importance of making printed consultation documents available at Libraries and, a suggestion, include Billericay Town Council Office. I'd be happy to pay. Making them available for download is not sufficient as it disenfranchises those without the technology or a printer.	It is recognised that printed materials are important. Reference copies of the SCI Addendum for the South Essex Plan were available to view during the consultation period at the main Basildon Council Offices, and at Basildon, Billericay and Wickford Libraries

**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
				in accordance with the Basildon SCI.
<b>Mr Keith Haynes</b>				
<b>014</b>	SCI Addendum for the South Essex Plan	Comment	Bus transport shelters need updating in order for those buses fitted with location technology can be registered and advice on time of arrival be indicated to waiting customers.	Comment noted. This is a Highway Authority issue rather than a matter for the SCI
<b>Mr Malcolm Straiton</b>				
<b>015</b>	Who we will consult	Comment	Do NOT under any circumstances get involved with this, it is a waste of money. If you do get involved the funds are to come from those already allocated to planning. Reason:- The Government has recently proved beyond doubt that it is incapable of decision.	Comment noted.
<b>Maldon District Council (Ms Leonie Alpin)</b>				
<b>016</b>	SCI Addendum for the South Essex Plan	Comment	Maldon District Council has no comments to make on the SE Plan SCI.	Comment noted
<b>Mr Colin Holbrook</b>				
<b>017</b>	Who we will consult	Comment	My concern is that the South Essex plan only sets out to consult with the internal authorities who make up the South Essex area. There is no requirement to liaise or consult with the individual Authorities or even the larger Group Authorities (e.g. Greater London; West Essex & East Hertfordshire; Chelmsford; Epping Forest; Harlow, etc). This lack of consultation has caused significant issues in the Brentwood Local Development Plan where the lack of specific planning consultations between bordering authorities has led to large developments being approved by one Council (with no impact on the approving councils resources) imposing a major	All local authorities have a statutory obligation to consult with neighbouring authorities and undertake meetings. This is known as the "Duty to co-operate". Neighbouring authorities surrounding Brentwood, such as London Borough of Havering, Epping Forest District Council, and Chelmsford City Council, were

**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
			<p>burden on the neighbouring Councils infrastructure. The neighbouring Council has no say or input to the viability of the proposed development right on their border. One current example of this is a large development approved by Epping Forest Council right on the boundary with Brentwood which impacts directly the infrastructure of Blackmore. The new housing is less than a mile from the village but the Brentwood Council have no input and receive no funding to bolster the infrastructure of the village which will be irreparably damaged by the burden imposed.</p> <p>I believe that it is imperative that all Local Plans and Statements of Community Involvement should include requirements for cross boundary consultation and not ignore the authorities and people who live the other side on the line.</p>	<p>all notified of the Addendum Statement of Community Involvement consultation. The South Essex Authorities are currently developing a comprehensive engagement strategy / duty to co-operate plan to ensure all relevant bodies and individuals are consulted with through the development of the South Essex Joint Strategic Plan.</p>
<b>Ms Helen Wright</b>				
<b>018</b>	Introduction	<a href="#">Comment</a>	<p>I wish to be involved in the public consultation surrounding the South Essex Plan. I am particularly concerned about the over development of (what is supposed to be our rural area, given that our existing roads are already highly congested. I also have grave concerns about the environmental implications and the flood risk in our zone 3 (high probability) area.</p>	<p>Comments noted. Your details have been added to the South Essex Plan database.</p>
<b>Miss Lisa MacDonald</b>				
<b>019</b>	How we consult	<a href="#">Comment</a>	<p>I object to any loss of greenbelt.</p> <p>Any building must include infrastructure and must look at the impact on the whole of the south east region of England.</p>	<p>Comments notes. These issues will be considered as part of the development of the South Essex Plan</p>

**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
<b>Transport for London (TfL) – Mr Richard Carr</b>				
<b>020</b>	SCI Addendum for the South Essex Plan	<a href="#">Comment</a>	We have no comments to make on the proposed addendum but we look forward to engaging with the South Essex authorities in the development of the Plan as part of the Duty to Cooperate	Comments noted. Engagement with TfL will be an important part of the Plan preparation process.
<b>Dr Abdul Basit</b>				
<b>021</b>	Introduction	<a href="#">Comment</a>	Kindly include in the Essex Plan a provision for making East Tilbury Level railway crossing safer and free from traffic congestion by making the train to pass under the road or the road to pass under the train line.	Comments noted. This is a Highways and Local Plan issue. It is considered that the issues raised in this representation are matters that are more appropriate to be considered through the preparation of the Thurrock Council New Local Plan will be logged and reported accordingly.
<b>Mrs Julie Waldie</b>				
<b>022</b>	SCI Addendum for the South Essex Plan	<a href="#">Comment</a>	I object to these plans. They do not take into account the number of people, families and cars which will need access to the roads, schools, doctors in the area. The roads will be gridlocked. Accidents will happen. I also object to the use of green land ("protected green land" the only areas we have to breathe clean air and where our precious few numbers of wild animals can live safely) being used for this development. This plan seems to be separate from the other plans for Billericay - they should all be considered together surely?	Comments noted. The issues raised are primarily Basildon Local Plan matters. The South Essex Plan will form an overarching Strategy for the whole South Essex area, setting a context for future Local Plan preparation.

**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
<b>NHS Thurrock CCG (Mrs Louise Banks)</b>				
023	SCI Addendum for the South Essex Plan	Comment	Thurrock CCG welcomes a standardised approach across all South Essex Councils for Community Involvement.	Comments welcomed.
024	When we will consult	Comment	We look forward to working with you on future consultations and to collaborating on getting this out to hard to reach groups.	The South Essex authorities would welcome the opportunity to work with the CCG, including looking at ways of reaching “hard to reach” groups
025	Who we will consult	Comment	I assume you will already have thought about Healthwatches in the area and how they can support with getting the consultations out to the hard to reach populations.	It would be helpful to have further discussion on the role of Healthwatches and the opportunities these offer.
<b>Mr Andrew Wilson</b>				
026	Introduction	Comment	Whilst I have no comments to make about the proposed SCI itself, I do have concerns about the total lack of information in the public domain on the activities of ASELA to date. I can find no record of meetings but I know from my local councillors that several meetings have taken place. For ASELA to be credible, and for the SCI to be a relevant undertaking, residents must be comfortable that matters are being conducted openly and transparently. That is not the case today.	Interest in the work of ASELA is welcomed. ASELA is a relatively new organisation which continues to evolve and adapt to a rapidly changing internal and external context. It is recognised that existing structures, procedures and communication require further consideration. This includes how meetings are minuted and made publically available. A Communications Strategy including an ASELA Website is

**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
				being developed to facilitate this.
<b>027</b>	Who we will consult	<a href="#">Comment</a>	Residents Associations and Action Groups that are representing the views of residents on matters concerning local plans should be included in this chapter. Specifically for Basildon Borough, the Billericay District Residents' Association and the Billericay Action Group.	Residents Associations and Action Groups are covered within the SCI Addendum under 'groups representing place, communities or other special interests'. Those interested in being involved with the preparation of the South Essex Plan are encouraged to register on the consultation database which can be found on <a href="http://www.southessexplan.co.uk">www.southessexplan.co.uk</a>
<b>Essex County Council – Spatial Planning (Mrs Anne Clitheroe)</b>				
<b>028</b>	SCI Addendum for the South Essex Plan	<a href="#">Comment</a>	Essex County Council is satisfied with the content of the Statement of Community Involvement Addendum and confirms that it wishes to be included on the South Essex Plan consultation database.	Comments noted
<b>Billericay Action Group (Mr Alasdair Daw)</b>				
<b>029</b>	Consultation General Principles	<a href="#">Comment</a>	It's important that the overall strategy with regard do housing numbers is consulted on in an open-minded manner. For instance do we: <ul style="list-style-type: none"> <li>- Seek to exceed Local Housing Need in order to seek some form of extra central government funding for infrastructure upgrades</li> <li>- Meet Local Housing Need (double 'natural change' requirements in any case - source: Gtr Essex Demog Forecasts, 2017)</li> <li>- Cite Green Belt and Transport constraints as a reason to build fewer homes than suggested by Local Housing Need figures.</li> </ul>	Noted. This is considered to be outside the scope of the SCI Addendum, which is only intended to outline the joint authorities' approach to community involvement in the preparation of the South Essex Plan. The South Essex Plan will address the whole range of housing issues



**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
<b>Mr John Longhurst</b>				
<b>030</b>	SCI Addendum for the South Essex Plan	<a href="#">Comment</a>	Whilst it is appreciated that areas need to be developed to provide housing and amenities for projected population and economic growth in the South Essex Area, the needs and requirements of existing residents and businesses who are already in situ should always take precedence over speculative projections which ultimately may not in fact be borne out. This should be a long term strategy to meet the needs of primarily the existing and potential future South Essex community not simply an exercise to tick boxes and meet hypothetical targets set but some Government Department think tank.	Comments noted. This is outside the scope of the SCI. The preparation of the South Essex Plan will need to reflect Government guidance in order to be found sound by an independent Inspector. This will require addressing a range of issues including local needs but also external pressures.
<b>031</b>	Consultation General Principles	<a href="#">Comment</a>	Whilst it is appreciated that areas need to be developed to provide housing and amenities for projected population and economic growth in the South Essex Area, the needs and requirements of existing residents and businesses who are already in situ should always take precedence over speculative projections which ultimately may not in fact be borne out. This should be a long term strategy to meet the needs of primarily the existing and then the potential future South Essex community not simply an exercise to tick boxes and meet hypothetical targets set by some Government Department think tank.	Comments noted. This is outside the scope of the SCI. The preparation of the South Essex Plan will need to reflect Government guidance in order to be found sound by an independent Inspector. This will require addressing a range of issues including local needs but also external pressures.
<b>Dunton Community Association (Mr David Llewellyn)</b>				
<b>032</b>	SCI Addendum for the South Essex Plan	<a href="#">Comment</a>	Summary: In the second paragraph "Examination into the document" should read "Examination of the document."	Noted and agreed. Document amended accordingly.
<b>033</b>	When we will consult	<a href="#">Comment</a>	Summary: In the first bullet "Each authorities Local Development Scheme" should read "Each authority's Local Development Scheme".	Noted and agreed. Document amended accordingly.

**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
			In the final bullet "the role that the previous consultation had on" should read "the role that the previous consultation played in".	
034	Who we will consult	Comment	Summary: We agree with the third bullet and would like to underline the importance of consulting groups representing place. Some villages, such as Dunton, are represented by a community or residents' association and not by a parish council.	Comment noted.
035	Consultation General Principles	Comment	Summary: Add a further bullet reading "We will approach the consultation process with an open mind and be prepared to alter our position in the light of the information that it discloses". Add a further bullet point reading "Where work is carried out by an individual authority (acting on behalf of all the authorities) we will take great care to avoid the introduction of any bias in favour of the authority carrying out the work".	Comments noted and bullet added. Comments noted. This observation is primarily focussed on Plan-making rather than the SCI. Amended text will be included to relate this to consultation <ul style="list-style-type: none"> <li>“Consultation will be based on publically available evidence base documents and be without factual or geographic bias”</li> </ul>
036	How will we consult	Comment	Summary: At the end of the fifth bullet add "Such events will be used solely to inform participants and not to influence their attitude towards our proposals".	Consultation and engagement is a two way process. The authorities preparing the Plan need to be open to altering proposals on the basis of information received as a result of public engagement. Equally, the information made available to participants may have an impact on attitudes by providing additional information.

**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
				To reflect the concern regarding bias an additional bullet will be added to Consultation General Principles which will state: "Consultation will be based on publically available evidence base documents..." (see Representation 35 above)
<b>Showmans Guild (Mr John Thurston)</b>				
<b>037</b>	SCI Addendum for the South Essex Plan	<a href="#">Comment</a>	I am a senior official of the showmen’s Guild of Great Britain. I served three years as head of planning for the Guild and I feel since the changes to the Needs Assessment for Gypsies, Travellers and showmen, our members needs are being ignored . There are no showmen’s sites in Brentwood or Havering. The site at buckles lane South Ockendon, has been allowed to be developed without planning into a massive caravan site and is a major catastrophe waiting to happen. Showmen are moving out as more and more static caravans are rented out regardless of enforcement orders being served on many of the sites. I would like to know if there are any plans to include showmen’s sites in future.	Noted. This is considered to be outside the scope of the SCI Addendum, which is only intended to outline the joint authorities’ standards for community involvement in the preparation of the South Essex Plan. The South Essex Plan will be subject to its own consultation processes in accordance with the relevant regulations. The South Essex authorities have undertaken a further review of Gypsy, Travellers and Showpersons needs as part of the evidence to inform the South Essex Plan.

**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
				However it is considered that the issues raised in this representation regarding sites for Travelling showpersons in Thurrock is a matter that is more appropriate to be considered through the preparation of the Thurrock Council New Local Plan will be logged and reported accordingly.
<b>Dr Maria Faraone</b>				
<b>038</b>	Who we will consult	<b>Comment</b>	Appendix 1 p.19 Groups to consult: Including infrastructure as well as transport groups will be helpful; including employment and livelihoods related groups will also be important to link what happens in each borough with the planning opportunities as they relate; Also including minority group support NGO groups will help with consultation particularly the early stages to encourage involvement with the minority group members directly	Comment noted  “including minorities” added to bullet beginning “Groups...” New bullet added “Transport and Infrastructure Providers”
<b>039</b>	How we will consult	<b>Comment</b>	A further note, the location and timing of consultation will very much influence who will be able to participate. Choosing locations where people feel comfortable (ie. local schools for instance) and choosing times when people including women or those from minority groups can without too much rescheduling attend will also make a difference to ensuring a more diverse engagement (Perhaps providing one hours of child care or at least reassuring that children are welcome)	Comments noted. Additional wording added at the end of 5 <sup>th</sup> bullet “at a range of times and locations”

**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
<b>Chelmsford City Council (Gemma Nicholson)</b>				
040	Background	Comment	Thank you for consulting Chelmsford City Council (CCC) on the South Essex Statement of Community Involvement (SCI) Addendum. It is noted that this SCI has been prepared as part of the preparation of the South Essex Plan and will be an addendum to the existing SCIs for each authority involved.	Comment noted
041	Consultation General Principles	Comment	The SCI sets out the framework for how consultation on the South Essex Plan will be undertaken. This Council considers that the SCI is clear and focused. The council supports the general consultation principles outlined for the consultation on the South Essex Plan, however the SCI does not specifically identify adjoining bodies as part of the duty to cooperate.	Comments welcomed. "Neighbouring authorities" have been specifically added to the first bullet of "Who we will consult"
042	Data Protection	Comment	The Council has no comments to make to the Data Protection statement. CCC wishes to be included on the database for the South Essex Plan and be notified of future consultations. Chelmsford City Council will continue to actively engage with the local authorities producing the South Essex Plan.	Comments noted. Chelmsford CC have been added to the database and continued engagement is welcomed.
<b>Danny Ryan</b>				
043	SCI Addendum for the South Essex Plan	Comment	With reference to the planning in Billericay, named above, as I live in Frithwood Lane!! I am struggling to see how any of these planners cannot see that this Road is far too narrow for two vehicles to pass each other now let alone with at least another 1000 more vehicles planned. It is totally ridiculous to think you are not doing a relief road at the back of the Golf course which was spoken about and would help out the Road connecting to Frithwood Lane. If this plan goes ahead the residents will never get out of their drives let alone onto Tye common Road!! Also how on earth could a bus route go through Frithwood Lane when these houses are built. I'm sure the builders will pay for the buses for the	Concerns about this specific site are noted and are a Local Plan issue. This is considered to be outside the scope of the SCI Addendum, which is only intended to outline the joint authorities' standards for community involvement in the preparation of the South Essex Plan. The South Essex Plan will be subject to its own

**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
			<p>1st ten years, how good of them bearing in mind how much they will make from building 530 houses!! There really hasn't been any thought given to the Residents, it just seems "that's a big area we will build there." Also there seems to be no infrastructure either, ie School or Doctors. The High Street is overloaded already, plus shops &amp; car parks let alone the Station for people travelling to work. I understand that we need to have new houses in Billericay, but it seems to me the councillors who are making these decisions do not live in the area! As it is at the moment we have too much traffic, when trying to get onto Tye common Road in the rush hour. Note picture attached was taken today (20/1/20 at 8am rush hour and the traffic from the traffic lights is back to Frithwood Lane.. what is it going to be like when they build 530 houses off Frithwood Lane it will be impossible to get into Tye common Road from Frithwood Lane. It will also be chaos using First &amp; Second Avenue trying to get down Wiggins Lane. I hope you can think about this again and into more depth and be reasonable especially to the residents in this area.</p>	<p>consultation processes in accordance with the relevant regulations.</p> <p>The Basildon Borough Revised Publication Local Plan Statement of Consultation March 2019 sets out how the Council carried out its consultation process on the Revised Publication Local Plan, and summarises the results of the consultation.</p>
<p><b>Lawson Planning Partnership (Mrs Sandra Green) on behalf of Industrial Chemicals Ltd (ICL)</b></p>				
<p><b>044</b></p>	<p>SCI Addendum for the South Essex Plan</p>	<p>Comment</p>	<p>Lawson Planning Partnership Ltd act for Industrial Chemicals Ltd (ICL) who are major landowners and employers in Thurrock. ICL are actively engaging with Thurrock Council to support the local economy through job generation, and contribute to delivering the homes required to meet local housing needs.</p> <p>We welcome the opportunity to help inform the draft SCI Addendum and comment therefore, that we endorse the need for a strategic planning framework for the six local authorities to be prepared in liaison with businesses and key stakeholders, such as ICL, as necessary. Please keep LPP on the register to receive all</p>	<p>Support for a South Essex strategic planning framework and a standardised approach to community involvement is noted.</p> <p>The respondent will be included on the consultee database for the South Essex Plan and consulted at all public stages of consultation on the plan.</p>

**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
			development plan consultations, newsletters and its associated evidence based documents.	
<b>Highways England (Connor Adkins) see Rep no 083</b>				
<b>045</b>	Introduction	<b>Comment</b>	Thank you for your consultation dated 16 December 2019. The following local plan is unlikely to have a severe impact on the strategic road network in the East Region. We therefore offer no comment in this case	Comments noted. The South Essex Authorities will continue to engage with Highways England through the plan-making process.
<b>Mr David Newbury</b>				
<b>046</b>	SCI Addendum for the South Essex Plan	<b>Comment</b>	Housing is the most important humanistic planning issue and has been for 50 years. Yet, thousands of local, and national politicians have ducked the responsibility of it over the years in order to remain employed, or popular. This was eminently demonstrated by the shenanigans that went on during the middle of this year in Basildon, by shuffling one housing area around for another one that met political, rather than housing purposes. We are not entitled to deny anyone else a safe and weatherproof home in a convenient location. This purpose should be at the heart of all local planning and national planning, and it is being subsumed by less important and some very niche issues that should be subservient to it. Please therefore try to ensure that future infrastructure, communications, transport and energy supply is adequate and appropriate to all reasonably foreseeable eventualities, because, as we have seen over the last few years, even green belt that is not really green belt, is not sacrosanct! If politicians had done their duty over the last 50 years we would have no housing crisis now	Noted. This is considered to be outside the scope of the SCI Addendum, which is only intended to outline the joint authorities' standards for community involvement in the preparation of the South Essex Plan. The South Essex Plan will be subject to its own consultation processes in accordance with the relevant regulations.

**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
<b>Janet Clark</b>				
<b>047</b>	SCI Addendum for the South Essex Plan	Comment	This is just a comment and does not require a response. I understand that more housing is required in the Essex area but hope that when planning is considered that changes to the infrastructure required to support the new housing are fully taken into account. For example, expansion of roads, schools and medical facilities. These resources are already strained and additional facilities need to be in place beforehand.	Comments noted. Preparation of the Plan will be informed by a Strategic Infrastructure Delivery Plan.
<b>John Surgett</b>				
<b>048</b>	SCI Addendum for the South Essex Plan	Comment	<p>We do not know how Rochford District Council have the nerve to issue this latest Statement of Community Involvement consultation. We believe that this is no more than just showing compliance to Government Planning Inspectors.</p> <p>Typically, as usual, RDC always launch these consultation related issues to coincide with major holiday periods giving not much time to coordinate District responses.</p> <p>We also believe that all evidence shows that public knowledge is routinely ignored by RDC for example:-</p> <ol style="list-style-type: none"> <li>1. The folly of allocating multiple long term and simultaneous developments in the same area (Rawreth &amp; Hullbridge) which was proven in 2019 with widespread traffic gridlock.</li> <li>2. This will no doubt be repeated in 2020 via the same folly in London Road with 3 developments within a 500 metre section of the A129 and coinciding with major works at the Fairglen interchange junction.</li> <li>3. The Planning Inspectors recommendation that the related Watery Lane should be upgraded to “B” status which is currently causing daily traffic problems and has been totally ignored.</li> <li>4. We also know that RDC’s Planning Department have received</li> </ol>	<p>We recognise concerns over consultations coinciding with holiday periods, however this SCI consultation ran for six weeks, the majority of which did not coincide with holiday periods.</p> <p>This consultation related to how future consultation will be undertaken in support of the South Essex Plan. Representations relating to specific developments and infrastructure concerns in Rochford are noted but are not within the scope of this consultation.</p>



**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
			<p>several complaints including the recent refusal for a proposed Retirement Village on the Cherry Orchard Site totally ignoring what several local property agents who have all confirmed that further business/office use is not required in this area and agreed that if a village, as submitted, had been approved this could have released further required housing stock instead of releasing further Green Belt land for more large residential developments as put forward for the proposed new Local Plan, which we all know will only contribute to further Global Warming.</p> <p>We therefore feel what is the use of SCI's when RDC take no notice of any comments put forward and all that is done is to insert any comments that are received, on the RDC Web Site which nobody can be bothered to look at.</p>	
<b>David Randell</b>				
049	SCI Addendum for the South Essex Plan	Comment	<p>I am pleased to see that there is a vehicle for coordinating plans across the region since I have been concerned that the devolvement of responsibility to local authorities is resulting in a narrow focus and politically driven non cohesive approach to requirements.</p> <p>However, the timings dictated by central Government and central planning at Bristol means that there is a disparity between the demands on the local authorities to present a local plan and your own timings to achieve a wider area structured plan.</p> <p>In my own area of South West Billericay, an as yet unapproved plan has already seen outline planning permission submitted for one site under consideration for housing development.</p> <p>The devolved structure is flawed since it results in housing developments being added to towns whose infrastructure is based on centuries old evolution not suitable for the twenty first</p>	<p>Support for co-ordinated planning across South Essex is welcomed.</p> <p>This request is considered to be outside the scope of the SCI Addendum, which is only intended to outline the joint authorities' standards for community involvement in the preparation of the South Essex Plan. The South Essex Plan will be subject to its own consultation processes in</p>

**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
			<p>century and utilising green belt currently performing a purpose around these towns.</p> <p>The requirement for housing and infrastructure renewal is similar to that which existed in 1950 at which point central Government took control and built new towns which were fit for purpose at that time. The same is true now and the same action required today. So the first step is to call a halt to the local plans and review on a more strategic regional level.</p> <p>There are four topics of concern that I see disjointed in my own area.</p> <ul style="list-style-type: none"> <li>• The need for more housing.</li> <li>• The additional Thames Crossing</li> <li>• Joining the existing motorway system to the new Thames crossing</li> <li>• The need created by the expanding DP World London Gateway</li> </ul> <p>Instead of destroying existing communities and imposing a burden on inadequate infrastructures, consideration should be given to building a new town that embraces new technologies of wind and solar energy, high speed fibre optics with roads and parking to match today's vehicle population [2 cars per household now, one car per 10 households in 1950] with parking to match the footprint of an SUV and not a small 1950s Ford.</p> <p>This new town to be built adjacent to the A128 corridor, close to DP gateway, close to the C2C rail and A13 routes to London and the A128 being upgraded to become the motorway link to the new Thames crossing.</p>	<p>accordance with the relevant regulations.</p>
<p><b>050</b></p>	<p>SCI Addendum for the South Essex Plan</p>	<p>Comment</p>	<p>1.0 "CONSULTATION "</p> <p>In reality the Layman's input is limited to local knowledge due to the highly technical / legal aspects of the Planning process. However it is clear that the local knowledge carries little weight</p>	<p>Comments noted. It is recognised that planning documents can be highly technical. While some of this is</p>

**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
			and is routinely ignored by RDC. This accounts for low level and diminishing response to Public Consultations, seen by the residents as a 'tick the box' compliance tool - to satisfy future Planning Inspector or QA Audits. This is clearly evidenced in the issues arising from the existing RDC Local Plan now underway in Construction. The publicly forecast impacts on the local area already emerging and continuing to cause increasing disruption.	unavoidable the Councils will seek to make the information as easy to comprehend as possible.
<b>051</b>	SCI Addendum for the South Essex Plan	Comment	<p>2.0 "THE BIGGER PICTURE "</p> <p>Given the foregoing, the concept of the Public giving meaningful input on a Project as vast as the South Essex Corridor- is not feasible (WHY?). The scale of the Project warranted a visionary and costed Joint Strategic Plan from the beginning; such that the six Council Local Plans would then achieve cohesion (NHS/ Law &amp; Order/Employment /Transport). What has actually happened is that the individual Council's have already pursued their own separate Plans, all at various stages of the NPPF process. The proposed retrospective South Essex Corridor Plan will be, at best, a disjointed compromise, and will probably be dominated by one issue, namely a tinkering with the A127 ( common denominator ).</p>	Comments noted. It recognised that the preparation of individual Local Plans has occurred at different speeds.
<b>052</b>	SCI Addendum for the South Essex Plan	Comment	<p>3.0 "THE PROBLEM"</p> <p>The Government's edict on mass new housing was launched in a period of deep austerity measures and was therefore at odds with reality. The ever changing vehicle (the NPPF) for Planning was dumped on Local Authorities who lack the capacity to implement it. This was underlined by the Principal Consultee for Essex (ECC) who analysed the task and published the 2016 Growth &amp; Infrastructure Framework Report. The summary categorically defined a massive shortfall (£ Billions) in Infrastructure funding to support NPPF driven housing targets. Local Council's (typically RDC) are equally limited -</p>	Comments noted. These matters don't relate directly to the SCI.

**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
			<ul style="list-style-type: none"> <li>* Land Supply</li> <li>* Funding</li> <li>* Expertise</li> <li>* A Planning culture of ' more of the same ' dogma by deferring to the Principal Consultee ( ECC ).Interestingly the Chelmsford Beaulleigh Park development has achieved the largest single Infrastructure Fund award (£ 219 million) and is seen as best in class. However there would appear to be no cross-pollination of their style of Development to other Local Councils. This might well be because the Principal Consultee resides in Chelmsford</li> </ul>	
<b>053</b>	SCI Addendum for the South Essex Plan	Comment	<p>3. " SUMMARY "</p> <p>The now overdue ' Joint Strategic Plan ' will arrive too late to influence the existing multiple Local Plans now in the Construction stage. It is hoped that it will arrive in time to shape the (also late) integrated 'New' Local Plans?</p>	Comments noted. This does not directly relate to the SCI. The timetable for the Plan is kept under regular review.
<b>M G Warren</b>				
<b>054</b>	SCI Addendum for the South Essex Plan	Comment	<p>I feel it is about time that the council got its act together and sorted out the local plan. This was supposed to be sorted out a long time ago but then we had an election and the ruling party changed, and so does the planning policy. About 20 years ago the council missed the deadline by faffing around, and so nothing gets done. It looks to me that the only people to be able to get anything done are the so called traveling community, who do not want to live in bricks and mortar because they are travellers, but when given permission for 6 pitches this soon turns to 30 or 40 then strangely the mobile homes change to bricks and mortar, but the law abiding community cannot get planning permission.</p>	Comments noted. The SCI relates to the South Essex Plan rather than the Local Plan.

**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
<b>The Hullbridge Residents Association (Mr Brian Marsden-Carleton)</b>				
<b>055</b>	SCI Addendum for the South Essex Plan	<b>Comment</b>	<p>In respond to your letter dated 16 December 2019 on behalf of the Hullbridge Community population of apoprox.7500, requesting our ‘Statement of Community Involvement’ (SCI) in respect of the proposed Southeast Plan setting out a strategic framework for development to 2038 which is deemed to be an addendum with amendments and additions to the adopted SCI of 2016.</p> <p>We refer to the Laws empowering the community to use the Freedom of Information Act, Localism Act (2011), The National Planning Policy Framework was amended and published in July 2019 but we are unable to find reference to this in your ‘address of the SCI’, your response will be appreciated, The National Planning Policy Framework as prescribed by the Communities and Local Government Act (March 2012) and as updated above, provides the framework for local people to produce their own Distinctive Local and Neighbourhood Plans affecting the needs and priorities of their communities (April 2012 but no updates given), and includes the Regulations Governing Neighbourhood Planning Laws, The Consultation procedures laid down in the Core Strategy and Site Allocation Documents, The Allocation DPD Document (Feb 2010) – Discussion &amp; Consultative Document on page 1 (Introduction) that the Council SCI is committed to Regulation 25 Public Participation in the preparation of Planning for the District.</p>	<p>This consultation relates to a proposed addendum to individual local authority’s Statements of Community Involvement. The purpose of the addendum is set out, specifically, how consultation will be managed in the preparation of the South Essex Plan <b>only</b>. Individual authority’s Statements of Community Involvement set out how local communities will be consulted in the preparation of local and neighbourhood plans.</p> <p>The comments relating to the Freedom of Information Act are noted, however this is not considered to be relevant for the purposes of detailing how communities will be consulted on the preparation of the South Essex Plan.</p>
<b>056</b>	SCI Addendum for the South Essex Plan	<b>Comment</b>	<p>Neighbourhood Planning (NP) amendments</p> <p>The “Addendum C”- Draft Neighbourhood Planning Addendum replacing paragraph 2.21 of the adopted SCI 2016 stated that “NP” was for guiding the future development and growth of a local area</p>	<p>This consultation relates to a proposed addendum to each individual local authority’s Statement of Community</p>

**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
			<p>which can be produced by Parish, Town Councils and acceptable ‘communities’, governed by the Neighbourhood Planning (general) Regulations 2012. The Parish/Town Council are responsible for undertaking consultation and engagement during the preparation stage of NP’s in accordance with the legislation and guidance. Item 1 (page 1) This NP was introduced by the “Localism Act” in 2011 and gives local communities new powers to take decisions to help shape and drive the development that takes place in their area. Would you agree this can be done by proven professionally qualified groups, by example, such as the Hullbridge Residents Association (HRA) as the RDC have accepted the Neighbourhood Forum for “Canewdon and Wallasea” as designated in the District (clause 9), and we (HRA) are concerned why Hullbridge have not been given the same opportunity, despite several requests to administer the Neighbourhood Planning Group (NPG) in accordance with the Neighbourhood Planning Regulations 2012, with the added advantage of seeking a Charitable status, with your approval, for funding purposes.</p> <p>The Neighbourhood Plan and/or Development Order can only be prepared by a ‘defined’ neighbourhood Forum’ we repeat that HRA are ideally equipped to administer this group in the same manner RDC have allowed for Canewdon and Wallasea. RDC and HPC were copied into this correspondence, and we have a robust ‘constitution’ in accordance with the CPALC 10-point Guiding Principles, along with professionally qualified and experienced committee members. HRA will abide by the 7 stages of the NP as set out in item 6, page 2. HRA objective is to deal with future issues concerning new developments. HRA letter dated 11.5.14 to RDC explained our understanding of “Supporting Communities in Neighbourhood Planning” with questions to each subject, and</p>	<p>Involvement (SCIs). The purpose of the addendum is to set out, specifically, how consultation will be managed in the preparation of the South Essex Plan <b>only</b>. Individual authority’s SCI already set out how local communities will be consulted in the preparation of local and neighbourhood plans and these documents should be referred to for the requested information.</p> <p>Those aspects of the representation which relate to neighbourhood planning, infrastructure delivery, the Community Infrastructure Levy (CIL) and specific developments are noted. These comments are, however, not within the scope of this consultation and therefore do not necessitate amendments to the addendum.</p> <p>In relation to those aspects of the representation relating to the ability of ASELA and the South Essex local authorities to</p>

**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
			<p>observing details and the important clauses crucial to the success of the NPG rules and regulations. The Hullbridge Parish Council (HPC) have stated that they are unable to administer projects due to lack of knowledge of planning matters and development on a large scale, HRA have respect for the HPC statement. HRA request good reason why RDC consider that we are unable to administer the NPG Neighbourhood Development Order HRA have been in discussions about our involvement with a Neighbourhood Development Board and/or NP Board, which we are happy to participate with, and we were hoping this would lead to some result.. Parish Boundary. HRA stated that RDC should review the Parish boundary between Hullbridge and Rawreth which we were instrumental in notifying the RDC that the review should have been conducted ‘before’ accepting the OPA on Mayons Lane, we are justified in requesting the credit for this oversight by RDC. Besides the fact that this is a ‘large development’ which the Parish council are not equipped to deal with as we have explained before, however once again we state that our proposal would have been a great benefit to RDC and HPC for HRA to administer the NPG, with our professional know how.</p> <p>Neighbourhood Plan – HRA are pleased to inform the community that we are part of the “Planning Forum” set up by our MP Mark Francois and chaired by the Councillor Ian Ward who is the Planning Portfolio Holder. HRA provided information on Evidence based preparation- community engagement, Identity aims &amp; issues, writing policies updating the plans as recommended and identify grants &amp; funds needed. Have RDC considered the impact on Hullbridge, with about 3,000 to 6,300 homes being developed, expanding our population from 7,500 to 32,500, we emphasise this is tantamount to over-development. If HRA have had the</p>	<p>effectively prepare and consult on a plan at the scale proposed, it is recognised that it will be important to ensure that consultation materials are coherent and that the relationship between the South Essex Plan, local plans and neighbourhood plans is clear. The South Essex authorities will endeavour to ensure that consultation materials are coherent and easy to understand to the layman. Where appropriate, the South Essex authorities will consider preparing additional resources such as glossaries, executive (or non-technical) summaries or frequently asked questions to assist in this process.</p> <p>Your comments have been passed onto Rochford District Council for their consideration.</p>

**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
			<p>foresight to provide advance information it should be of advantage to RDC and HPC to favour harmony with HRA for community benefit. Community Infrastructure Levy (CIL) (Refer to the SCI 2016- page 10). This CIL is in accordance with Regulation 2010 (As amended) in particular the Charging Schedule Clauses 2.17 and 2.18. HRA ask if the CIL is mentioned in the Core Strategy and the NPPF? HRA are concerned with the insufficient consultation as to the “Evidence Base Preparation” and “Infrastructure Funding Gap Assessment” (Cl. 18), and the preliminary “Draft Charging Schedule” (Regulations 15 and 16). HRA have not had the opportunity to engage on the “Timetable” for the preparation of the CIL as set out in the Local Development Scheme.</p> <p>In consideration of the Malyons Lane development, now in construction, please provide us with the information as to how the CIL applies to the developer for incorporation of this Levy and what the sums of money are involved along with information on the Draft Charging Schedule to allow us an observation and comment opportunity. Will these charges be subject to consultation and agreement with the developer, and how will any shortfall be administered, the residents are concerned that the Council will find ways of burdening the community with the shortfall. HRA are pleased to observe RDC have resurrected the Localism Act which gives local communities new powers to make decisions to help shape and drive the development/s in the area. There is no definition on the words “Gives Communities the Power” or a clear meaning of ‘communities’. HRA have submitted many issues in respect of Malyons Lane, which have been instrumental in amendments to the plans put forward by the developer and we remind RDC that HRA have been involved in all issues of developments since 2013 and our right to be consulted is</p>	



**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
			<p>appreciated. Many issues have not been resolved, specifically in relation to “Flood”, existing “Drainage (foul and surface water”, and existing infrastructure which has been neglected since 1968.</p> <p>Road improvements</p> <p>There is no mention of ‘road improvements’ to Watery Lane, which has a direct impact on the road network in Hullbridge. Can RDC explain why the CPO has not been used to widen Watery lane?</p> <p>Several years ago HRA predicted that allocating two sites close together (Hullbridge and Rawreth) will cause chaos, and that has certainly come to pass and will continue for the next 10 to 15 years, or more if other developments are approved. Expansion-Homes, Population and effect on Insurance. Insurance. HRA provided RDC with likely costs for the properties to be at ‘flood’ risk by Insurance Companies, with costs to householders likely to be double the normal price unless satisfactory assessments and evidence is provided to the contrary.</p> <p>New Homes Population</p> <p>East Hullbridge 7 to 14 28 to 56</p> <p>East Rawreth 1,773 to 3,545 7,092 to 14,180</p> <p>West Hullbridge 926 to 1,350 3,704 to 5,400</p> <p>North Hullbridge 537 to 1,074 2,152 to 4,304</p> <p>South Hullbridge 134 to 268 536 to 1,072</p> <p>Central Hullbridge 3,100 3,100 7,500 to 7,500 Existing.</p> <p>Total 6,477 to 9,351 21,012 to 32,512</p> <p>The total population may be some 21,000 to 32,500 in 10 to 15 years. In consideration of what the Core Strategy and NPPF state, we say that Hullbridge will be classified as ‘over-development’ with a highly unsatisfactory road network causing extreme congestion with an estimated 14,000 vehicles at present, likely to expand to</p>	

**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
			<p>some 33,000+. Common sense and Engineering sense dictates that the existing infrastructure is totally inadequate and that the normal cycle of 5 year ‘upgrading’ has been neglected since 1968. The danger is of environmental, pollution and congestion issues having a substantial impact on Hullbridge, which is likely to be classified as a Town by 2021/2. Purchasers’ Condition Reports for the developers of the Malyons Lane site indicated in their website that 79% of completed purchases had many faults or in a poor condition, it is not satisfactory for the largest purchase of peoples’ lives. HRA suggest a NPG can assist in consultation with prospective purchasers. Inspection by the Local Authorities handing over responsibility to the developers has it’s own consequences. Recently one of our MP’s wrote an article about this very subject including the Housing Association in Partnership with the Local Authority, who offer an incentive to the Local Authority in return for approval of plans. RDC should consider the consequences. HRA also ask the Planning Inspector to investigate the Section 106 ‘shortfall’ we predicted by our statement in the SCI of 2014, but never resolved, particularly affecting our ‘medical services’ for which we provided financial information.</p> <p>Assessments</p> <p>A Planning Consultant invited HRA to visit an Environment Consultant in Bristol, and pending the final results, we are satisfied that the Consultants are a reputable Company, and will produce a Report on Environment in and around Hullbridge. A ‘Statement’ made below is on behalf of an HRA community member. We are concerned that Mr Bentley (of ECC) – using words such as “ The E.C.C. “generally works with Councils to undertake transport modelling to support Local Plan” this is a smoke-screen but picked</p>	

**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
			<p>up because it seems to emphasise ‘cohesion’ between the County and District councils, not the community, and it continues ”Gives confidence and reassurance in identifying up-front the required Developer’s funded transport mitigation measure!” the Oxford dictionary says to “mitigate” is to appease/ moderate/alleviate/reduce severity of ...” so, in his own words, he admits they try to appease/ moderate and reduce severity of the Developer’s required funding. Mr Bentley chose his own words and they mean zero of course, as for the worry of, if it backfires, we will have to pay, or our Council will, but will ignore the community. He needs to know there was a fatal accident in Hockley a few days ago, due to large lorries. There were historically, also two in Hullbridge, at least to my knowledge, a man died on Lower Road because of ‘no crossing’ at the top of the hill near the garage, and a little girl knocked down on the crossing outside One Stop shop on Ferry Road. Yes, it would be nice to use sustainable bicycles safely, how about ECC or RDC finishing the half cycle path up to Hambro Hill or put a proper footpath along whole of Lower Road - as children live there and go to the football club etc .</p> <p>Facts            We experienced delays on our way to our shopping trip to Asda (Rawreth) - long queue at Malyons development reaching beyond the garage on Lower Road and to Golf Course on Hullbridge road. To make matters worse, from mini roundabout at Hambro shops as far as to the development on Rawreth Lane -static queues of traffic both sides and to run the ‘gauntlet’ to avoid the pot holes which seem to be ‘repaired in patches’ close to each other, when one large repair, incorporating all the holes would save our tax payers money in the long run, and only resulting in a smooth ride for a</p>	

**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
			<p>while before the same holes have to be repaired repeatedly. Mr Bentley should remember that there is only a single primary school in Hullbridge and we have no choice but to travel for secondary schools we will be angry if the Salvage Yard goes ahead without any funding for a pelican crossing opposite it -as it is so dangerous . We did see Mark Francois belated article -half page- about the stupidity of overload and simultaneous developments. Bit late Mark, and looked like a quick tick of the box effort.</p> <p>We must add that HRA have no confidence that their comments and professionally grounded concerns have been given proper consideration. So we invite Mr. Bentley to consider his word announcing that you “Generally” work with Councils to identify required transport measures, but without consulting with the community ‘representatives’. Also if you seek to “reassure” the Residents, sitting on the bus in long daily traffic jams merely to go to a local high school or local hospital appointment, we only repeat- we have not been given any indication of even being heard when we do bother to send in our legally allowed points of view or objections individually or through our HRA representatives. Stand in our shoes Mr Bentley, without taking any biased views and read the several documents submitted by HRA that the Local Plan “Call for sites” shows the influx of 24 further developments around our tiny riverside village, with the possible population ‘explosion’ which is deemed to be ‘over development according to the NPPF. We are all being boxed in as the road structures are inadequate and therefore dangerous if overloaded, despite a quickly added roundabout at the entrance to the New Estate, -this only looks good on paper but does nothing to alleviate the extra traffic itself flowing through the same width of ‘B’ roads and</p>	

**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
			<p>'Watery Lane'. All we hope is for fair treatment and Councils can confidently be assured they will regret this crazy concreting over the area, affecting the 'environment' generally. Further 'contribution' by a learned community member of Rayleigh (JC)</p> <p>"Consultation"</p> <p>In keeping with your website invitation I submit my representation (South East Essex Plan) via email as follows:- In reality the layman's input is limited to local knowledge due to the highly technical/ legal aspects of the planning process. However it is clear that the local knowledge carries little weight and is/was routinely ignored by RDC, despite some strong professional submissions by HRA on the whole process over a seven year period.</p> <p>This accounts for low level and diminishing 'individual' response to the so-called "Public Consultations", and seen by the residents as a 'tick-the-box' compliance 'tool' to satisfy the Planning Inspector or 'quality Assurance Audits in accordance with the CS and NPPF documents, please respect that this SCI submission is on behalf of the 7.500 plus Hullbridge community with collaboration from some Rawreth and Rayleigh community, we ask you not to make the same mistake as you did before, classifying this submission as from an 'individual', note the 'Stakeholder' and Community References' stated at the head of this letter. This is clearly evidenced in the issues arising from the existing RDC Local Plan now being produced. The publicly forecast impacts on the local area already emerging and continuing to cause increasing alarm and disruption in 'over-development' and 'congestion'.</p> <p>The bigger picture.</p> <p>Given the foregoing, the concept of the Public giving meaningful</p>	

**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
			<p>input on Projects as vast in numbers as the South Essex Corridor is not feasible (WHY) – the scale of these projects (including those put forward by the “Call for Sites”) warrant a visionary and costed Joint Strategy Plan from the beginning, such that the six Council Local Plans would then achieve cohesion including NHS/ Law and Order / Employment / Transport. Is any Council really listening to their communities, by past experience we think not, making a mockery of the word “CONSULTATION” as defined previously by HRA. With so many errors being made by the Local Authorities, as witnessed by the London fires and nationwide floods, it seems that the councils wilfully dismiss any meaningful submissions put forward by the community. We can understand the ‘incentive’ motive of ‘completed homes’ exercised by the LA. What has actually happened is that the individual Councils have already pursued their own separate plans, all at various stages of the NPPF process. The proposed ‘retrospective South East Corridor Plan’ will be at best a completely disjointed compromise and will probably be dominated by one issue, namely some warped idea of ‘reconstructing the A127 and some ill-thought tributaries which will affect existing communities one way or another and dominating the SEC Plan. Please take note what HRA have stated several times that Hullbridge is likely to be ‘overdeveloped’ and have submitted calculations to that effect, imagine the same in percentage terms for the forecast 75,000 homes.</p> <p>The problem. The Governments edict on mass new housing was launched in a period of deep austerity measures and therefor was at odds with reality. The everchanging vehicle (NPPF) for planning was dumped on Local Authorities who lack the capacity to implement it or to</p>	

**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
			<p>address any new plans being forwarded to them as witnessed by HRA expressing a lack of proper administration with regard to proper pre-qualification of prospective developers and other issues recorded in our early submissions. This was underlined by the Principal Consultee for Essex (ECC) who analysed the task and published the 2016 Growth and Infrastructure Framework Report. The summary categorically defined a massive shortfall (£Billions) in Infrastructure funding to support NPPF driven housing targets. Local Councils (typically RDC) are equally limited with regard to “Land Supply”, “Funding”, “Expertise” with a planning culture of ‘more of the same dogma’ by deferring to the main Principal Consultee (ECC). Interesting to note that the Chelmsford Beaulieu Park Development (a favoured development) has achieved the largest single Infrastructure Fund award of £219m and is being seen as the best in its class. However there appears to be no ‘cross-pollination in the same principal for developments in other Local Councils, we wonder if this ‘principal’ suits the appropriate clauses within the NPPF which is supposed to promote a ‘level-playing field’, perhaps because the Principal resides in Chelmsford. We wonder if the Planning Inspector will take this into account when making his deliberation.</p> <p>Summary                      The now overdue ‘Joint Strategic Plan’ will arrive too late to influence the existing multiple Local Plans now being produced. We can only ‘hope’ this will arrive in time to shape the integrated New Local Plans (also late in delivery). HRA hope that our community are showing the way to ‘integrated’ cohesion. The Hullbridge Residents Association look forward to a robust dialogue and consultation on all issues concerning the above.</p>	

**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
<b>Ms Vanessa Carter</b>				
<b>057</b>	Introduction	<b>Comment</b>	The South Essex Plan does not meet the criteria of being consistent with national policy as Billericay residents had not seen the revised plan Regulation18 (published 2018) prior to publication of Regulation 19, despite Basildon Council having the opportunity to do so. Billericay residents overwhelmingly rejected the 2016 Local Plan of 1,800 additional houses on green belt land. The revised plan revealed an additional 1,000 houses to pay for a relief road without public consultation (60% increase) so now over 2,800. The community has been given a greater role in planning and their opinion must not be ignored by Councils/Government.	<p>This is considered to be outside the scope of the SCI Addendum, which is only intended to outline the joint authorities' standards for community involvement in the preparation of the South Essex Plan. The South Essex Plan will be subject to its own consultation processes in accordance with the relevant regulations.</p> <p>The Basildon Borough Revised Publication Local Plan Statement of Consultation March 2019 sets out how the Council carried out its consultation process on the Revised Publication Local Plan, and summarises the results of the consultation.</p>
<b>058</b>	Important Note	<b>Comment</b>	Over 50% of Basildon boroughs greenbelt loss is in Billericay which is disproportionately targeted. There is no government requirement or justification to build any housing on green belt sites. All housing development across South East Essex must be designated to brownfield sites only with green belt preserved and removed from the plan.	Comments are noted. This is considered to be outside the scope of the SCI Addendum, which is only intended to outline the joint authorities' standards for community



**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
				involvement in the preparation of the South Essex Plan. The South Essex Plan will be subject to its own consultation processes in accordance with the relevant regulations.
<b>059</b>	Background	<b>Comment</b>	The revised local plan grossly exceeds the OAN for Billericay and the Borough. The plan is reckless and irresponsible in proposing high density housing in a small area, mainly on and adjacent to Tye Common Road. This is not sustainable and will result in as many as 8,000 additional cars creating gridlocks. No new jobs are being generated so people will have to commute and Network Rail Great Eastern have confirmed (Jul 19) that it cannot accommodate any additional services at peak times. Services will be at breaking point with developments in Billericay, Wickford and along the Southend train line.	<p>Comments are noted. This is considered to be outside the scope of the SCI Addendum, which is only intended to outline the joint authorities' standards for community involvement in the preparation of the South Essex Plan. The South Essex Plan will be subject to its own consultation processes in accordance with the relevant regulations.</p> <p>The Basildon Borough Revised Publication Local Plan Statement of Consultation March 2019 sets out how the Council carried out its consultation process on the Revised Publication Local Plan, and summarises</p>
<b>060</b>	How we will Consult	<b>Comment</b>	Any public exhibitions or stakeholder workshops must be held on a Saturday and or Sunday to include the majority who are working on weekdays and those who commute into London.	"How we will consult has been amended" with "at different times and locations" added to

**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
				the penultimate bullet. This is considered to give sufficient flexibility to cover weekends and evenings.
<b>Iceni Projects (Leona Hannify) on behalf of EA Strategic Land (SASL)</b>				
<b>061</b>	SCI Addendum for the South Essex Plan	<b>Comment</b>	<p>a. Introduction EASL have held interests in the region for more than a decade, with a portfolio of sites across South Essex. It is estimated that on the EASL land within the region there is the potential for c. 15,000 homes to be delivered, in addition to associated infrastructure, jobs, schools, services etc. Our client is eager to bring forward these sites for development delivering transformational change this region seeks, which is aligned with the core objectives of the ASELA. The importance of this region for the future of the national economy is evidenced in the work of the Thames Estuary 2050 Growth Commission and the call for urgent action therein. Moreover, the ‘South Essex 2050 Ambition’ sets out the opportunity for growth and development across the sub-region and the positive effect it will have on the economy, together with the right scale and type of infrastructure to support growth. This is all wholly supported by EASL. Consequently, our client welcomes the preparation of the SEP and the collaborative working between the adjoining authorities in order to accelerate growth and start delivering the infrastructure, the homes, the jobs and amenities the people of South Essex need. EASL is keen to work with the authorities to make South Essex “the place to live, the destination to visit and the place for business to thrive”. The purpose of these representations is to identify the key matters for consideration in the emerging SEP in so far as they relate to community and stakeholder involvement.</p>	Support for a South Essex Plan and a standardised approach to community involvement is noted.

**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
062	SCI Addendum for the South Essex Plan	Comment	<p>b. Timescales for the SEP The ongoing delays associated with plan making in South Essex is having a significant impact on the delivery of housing in the region. Urgent action is required by the ASELA to address this. This is needed in order to provide investors and promoters with a level of certainty in the process to ensure they engage and deliver the investment required in order to support the growth of the region. EASL acknowledge that this is a challenging process. It is imperative that due process is followed which takes considerable time given the range of parties involved. However, as the previous milestones from the SoCG (June 2018) are now out of date, a realistic and deliverable set of milestones and the timescales for the delivery of the SEP would be welcomed. The SOCG (June 2018) stated that : “ASELA has agreed an accelerated timetable for preparing the plan given the urgent need to implement the shared ambition, building investor confidence and ensuring the right infrastructure is secured to support delivery of the strategic spatial and economic priorities. There are risks attached to delivery of the JSP within this timescale, however, particularly as it will be dependent on significant infrastructure investment”. The issue that has arisen is that the continued delays in the process have resulted in less confidence by our clients in the region as the plan making timescales are continuously in a state of flux. The current consultation indicates that an ‘Issues’ consultation will take place in Summer '20, to inform the preparation of a Preferred Options document which will be the next stage in the Plan Making progress. Further details on the subsequent consultation phases would be welcomed. In this regard, it would be very helpful for the SCI to be updated to include a clear timetable detailing when consultations will be undertaken and the purpose / nature of each consultation stage.</p>	The Timescale of the JSP is kept under regular review.

**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
063	Background	Comment	<p>c. National Policy &amp; Evidence Base The Consultation confirms that the SEP is a Joint Strategic Plan that will form part of the statutory planning framework for South Essex. The Plan has to be prepared in line with national regulations and will be subject to an Examination in Public by an independent Inspector. In this regard it is imperative that the Plan adheres to the requirements of the National Planning Policy Framework and is robust, consistent and objective in terms of the evidence base collation. Spatial Strategy The Consultation further states that the Plan will set out the areas overarching spatial strategy, housing target and distribution, strategic development and employment opportunity areas and key transport and other infrastructure priorities. It is evident from the Planning Inspectorate’s reporting following the examination of Plans, and in accordance with para 15 of the Framework, that at the outset of the plan making process a clear, high-level spatial strategy for South Essex is required which identifies how housing, employment and other development should be broadly distributed. The spatial strategy is the foundation of the Plan and thus all future decisions flow from this. In this respect, it needs to be set out clearly and consulted on from the outset. The previous SCI indicated that the spatial strategy and how the longer term housing needs will be met will be set out in further iterations of the SCI as Plan preparation progresses. We note that the current consultation provides no further details of the spatial strategy. It is understood that the emerging evidence base will need to inform the spatial strategy – it is queried whether the Issues consultation expected in Summer 2020 will include further details of the spatial strategy. Evidence Base The Framework requires the SEP to be justified in terms of an appropriate strategy, taking into account the reasonable alternatives, and based on proportionate evidence;</p>	<p>Noted. This is considered to be outside the scope of the SCI Addendum, which is only intended to outline the joint authorities’ standards for community involvement in the preparation of the South Essex Plan. The South Essex Plan will be subject to its own consultation processes in accordance with the relevant regulations.</p> <p>The current SCI will not include any further detail on the spatial strategy but a brief summary may be included in future iterations.</p> <p>The South Essex Plan will be subject to its own consultation processes in accordance with the relevant regulations. The first stage of consultation will be an Issues Report that will identify the key issues to be considered in the preparation of the South Essex Plan. The document includes options to be considered in developing a spatial strategy.</p>

**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
			and effective ensuring that it will be deliverable over the plan period, all of which needs to be supported by a proportionate evidence base. The Consultation states that a broad range of specially commissioned evidence as well as that which was already publicly available will inform the Plan. It would be helpful to understand the extent of the evidence that has been commissioned, and when this will be published during the Plan process.	
<b>064</b>	Who we consult with	<b>Comment</b>	<p>d. Stakeholder Engagement</p> <p>The current consultation states that the Association will consult statutory organisations including local, town and parish councils, infrastructure providers and Government bodies as legally required or otherwise appropriate. This is welcomed as clearly the statutory consultees have the potential to accelerate the delivery of growth in the region and need to be involved from the outset. The preparation of a SEP remains a significant learning curve for both plan makers and the industry. To provide a level of comfort, on a without prejudice basis, it is queried whether there is an opportunity for sense checking / critical friend role from the Planning Inspectorate or MHCLG throughout the process. In an ideal scenario such an advisor would have no other input in the Plan but simply to provide a critique at the various consultation stages to ascertain compliance with the Framework.</p>	Comment noted. ASELA has already begun engagement with MHCLG and the Planning Inspectorate to provide critical friend/ sense checking during the preparation of the South Essex Plan
<b>065</b>	When we will consult	<b>Comment</b>	<p>e. Transparency</p> <p>A further consideration in respect of the SCI is whether there may be increased transparency in respect of the nature of the work being undertaken by the ASELA; the evidence base; and in particular the timescales for the process and the reasoning for slippage. EASL welcomes the publication of the website particularly if this is an indication that further information on the</p>	The South Essex Plan website will continue to be updated and new evidence base material made available when completed. The timetable for the Plan is kept under regular review, taking into account the

**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
			<p>work of the Association will be made available online. In addition to sharing the technical information, it is queried whether the meeting minutes from the ASELA, similar to Local Plan Committee Meetings, could be made public. This may also assist with the Duty to Cooperate issue on the Local Plans which will be subject to an independent examination while the SEP is being prepared.</p> <p>f. Conclusion</p> <p>EASL has a vested long-term interest in this region with ambitious plans and is excited to work with the ASELA to deliver a Plan which will act as linchpin for the future growth of South Essex up to 2050. We would welcome the opportunity to engage with the ASELA and the consultant team at the appropriate juncture.</p>	<p>need for speed alongside the importance of producing a robust document that is appropriate for public examination.</p> <p>ASELA is a relatively new organisation which continues to evolve and adapt to a rapidly changing internal and external context. It is recognised that internal procedures and the communication of the work of ASELA require improving and this is being addressed.</p> <p>Comment noted. The authorities are willing as far as possible to work positively with all interested parties</p>
<b>Iceni Projects (Leona Hannify) on behalf of Cogent Land</b>				
<b>066</b>	SCI Addendum for the South Essex Plan	<b>Comment</b>	<p>On behalf of our client, Cogent Land LLP, we wish to submit representations in relation the Statement of Community Involvement Addendum for the South Essex Plan (SEP).</p> <p>a. Introduction</p> <p>Cogent have been active in the South Essex region since 2007 with extensive landholdings in the region particularly focused in Southend, Rochford and Thurrock, including the submission of a number of planning applications which have been held in</p>	<p>Comments noted. The authorities are willing as far as possible to work positively with all interested parties</p>

**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
			<p>abeyance. It is estimated that on the Cogent land within the region there is the potential for c. 20,000 homes to be delivered, in addition to associated infrastructure, jobs, schools, services etc. Our client is eager to bring forward these sites for development delivering transformational change this region seeks, which is aligned with the core objectives of the ASELA. The importance of this region for the future of the national economy is evidenced in the work of the Thames Estuary 2050 Growth Commission and the call for urgent action therein. Moreover, the ‘South Essex 2050 Ambition’ sets out the opportunity for growth and development across the sub-region and the positive effect it will have on the economy, together with the right scale and type of infrastructure to support growth. This is all wholly supported by Cogent. Consequently, our client welcomes the preparation of the SEP and the collaborative working between the adjoining authorities in order to accelerate growth and start delivering the infrastructure, the homes, the jobs and amenities the people of South Essex need. Cogent is keen to work with the authorities to make South Essex “the place to live, the destination to visit and the place for business to thrive”. The purpose of these representations is to identify the key matters for consideration in the emerging SEP in so far as they relate to community and stakeholder involvement.</p>	
067	SCI Addendum for the South Essex Plan	Comment	<p>b. Timescales for the SEP                      The ongoing delays associated with plan making in South Essex is having a significant impact on the delivery of housing in the region. Urgent action is required by the ASELA to address this. This is needed in order to provide investors and promoters with a level of certainty in the process to ensure they engage and deliver the investment required in order to support the growth of the region. Cogent acknowledge that this is a challenging process. It is</p>	<p>Comments relating to the timetable for the South Essex Plan are noted. An update to each authority’s Local Development Scheme (LDS) will be prepared in due course setting out a new timetable. It is expected that this timetable will</p>

**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
			<p>imperative that due process is followed which takes considerable time given the range of parties involved. However, as the previous milestones from the SoCG (June 2018) are now out of date, a realistic and deliverable set of milestones and the timescales for the delivery of the SEP would be welcomed.</p> <p>The SOCG (June 2018) stated that : “ASELA has agreed an accelerated timetable for preparing the plan given the urgent need to implement the shared ambition, building investor confidence and ensuring the right infrastructure is secured to support delivery of the strategic spatial and economic priorities. There are risks attached to delivery of the JSP within this timescale, however, particularly as it will be dependent on significant infrastructure investment”. The issue that has arisen is that the continued delays in the process have resulted in less confidence by our clients in the region as the plan making timescales are continuously in a state of flux. The current consultation indicates that an ‘Issues’ consultation will take place in Summer '20, to inform the preparation of a Preferred Options document which will be the next stage in the Plan Making progress. Further details on the subsequent consultation phases would be welcomed. In this regard, it would be very helpful for the SCI to be updated to include a clear timetable detailing when consultations will be undertaken and the purpose / nature of each consultation stage.</p>	<p>provide the level of information being requested.</p>
068	Background	Comment	<p>c. National Policy &amp; Evidence Base</p> <p>The Consultation confirms that the SEP is a Joint Strategic Plan that will form part of the statutory planning framework for South Essex. The Plan has to be prepared in line with national regulations and will be subject to an Examination in Public by an independent Inspector. In this regard it is imperative that the Plan adheres to the requirements of the National Planning Policy Framework and is</p>	<p>Comments noted.</p> <p>In preparing the South Essex Plan, the South Essex authorities will have regard to national policy and legislative requirements to ensure that the final plan is both legally</p>



**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
			<p>robust, consistent and objective in terms of the evidence base collation.</p> <p><b>Spatial Strategy</b>                      The Consultation further states that the Plan will set out the areas overarching spatial strategy, housing target and distribution, strategic development and employment opportunity areas and key transport and other infrastructure priorities. It is evident from the Planning Inspectorate’s reporting following the examination of Plans, and in accordance with para 15 of the Framework, that at the outset of the plan making process a clear, high-level spatial strategy for South Essex is required which identifies how housing, employment and other development should be broadly distributed. The spatial strategy is the foundation of the Plan and thus all future decisions flow from this. In this respect, it needs to be set out clearly and consulted on from the outset. The previous SCI indicated that the spatial strategy and how the longer term housing needs will be met will be set out in further iterations of the SCI as Plan preparation progresses. We note that the current consultation provides no further details of the spatial strategy. It is understood that the emerging evidence base will need to inform the spatial strategy – it is queried whether the Issues consultation expected in Summer 2020 will include further details of the spatial strategy.</p> <p><b>Evidence Base</b>                      The Framework requires the SEP to be justified in terms of an appropriate strategy, taking into account the reasonable alternatives, and based on proportionate evidence; and effective ensuring that it will be deliverable over the plan period, all of which needs to be supported by a proportionate evidence base. The Consultation states that a broad range of specially commissioned evidence as well as that which was already publicly available will</p>	<p>compliant and sound. To ensure this happens, the South Essex authorities are committed to developing a suite of technical evidence base documents. It is expected that further detail of these evidence base documents will be published, when available, to support future rounds of public consultation on the South Essex Plan.</p>

**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
			inform the Plan. It would be helpful to understand the extent of the evidence that has been commissioned, and when this will be published during the Plan process.	
069	Who we will consult	Comment	<p>d. Stakeholder Engagement</p> <p>The current consultation states that the Association will consult statutory organisations including local, town and parish councils, infrastructure providers and Government bodies as legally required or otherwise appropriate. This is welcomed as clearly the statutory consultees have the potential to accelerate the delivery of growth in the region and need to be involved from the outset. The preparation of a SEP remains a significant learning curve for both plan makers and the industry. To provide a level of comfort, on a without prejudice basis, it is queried whether there is an opportunity for sense checking / critical friend role from the Planning Inspectorate or MHCLG throughout the process. In an ideal scenario such an advisor would have no other input in the Plan but simply to provide a critique at the various consultation stages to ascertain compliance with the Framework.</p>	Comments noted. The South Essex local authorities will engage with organisations such as the Planning Inspectorate and MHCLG where it is appropriate to do so.
070	When we will consult	Comment	<p>e. Transparency</p> <p>A further consideration in respect of the SCI is whether there may be increased transparency in respect of the nature of the work being undertaken by the ASELA; the evidence base; and in particular the timescales for the process and the reasoning for slippage. Cogent welcomes the publication of the website particularly if this is an indication that further information on the work of the Association will be made available online. In addition to sharing the technical information, it is queried whether the meeting minutes from the ASELA, similar to Local Plan Committee Meetings, could be made public. This may also assist with the Duty to Cooperate issue on the Local Plans which will be subject to an</p>	<p>e) Interest in the work of ASELA is welcomed.</p> <p>The South Essex Plan website will continue to be updated and new evidence base material made available when completed. The timetable for the Plan is kept under regular review, taking into account the need for speed alongside the importance of producing a</p>

**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
			<p>independent examination while the SEP is being prepared.</p> <p>f. Conclusion</p> <p>Cogent has a vested long-term interest in this region with ambitious plans and is excited to work with the ASELA to deliver a Plan which will act as linchpin for the future growth of South Essex up to 2050.</p> <p>We would welcome the opportunity to engage with the ASELA and the consultant team at the appropriate juncture.</p>	<p>robust document that is appropriate for public examination.</p> <p>ASELA is a relatively new organisation which continues to evolve and adapt to a rapidly changing internal and external context. It is recognised that internal procedures and the communication of the work of ASELA require improving and this is being addressed.</p> <p>f) The interest of Cogent is noted. We would welcome the opportunity for further dialogue on matters of mutual interest.</p>
<b>Mr Gavin Taylor</b>				
<b>071</b>	SCI Addendum for the South Essex Plan	Comment	<p>Each Council has an ongoing Local Plan. What is the aim of this when Councils cannot agree between them now and are cutting up the countryside? We need a better overall plan which I think this could achieve with buy in from each Council, BUT it needs to have each Local Plan included in it. Infrastructure in Essex is at capacity now so where re the extra roads going to be built, cycle and walkways only go so far, and we have a growing airport at Southend which will cause commuter issues on the trains</p>	<p>Comment noted.</p> <p>Each authority has to produce a Local Plan. The South Essex Plan seeks to address key cross-border issues.</p>

**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
<b>Forestry Commission (Neil Jarvis, Local Partnership Advisor)</b>				
<b>072</b>	SCI Addendum for the South Essex Plan	<b>Comment</b>	<p>Thank you for consulting the Forestry Commission on the Statement of Community Involvement. As a non-statutory consultee, the Forestry Commission is pleased to provide you with the inserted links, information that may be helpful when you consider site allocations or policies.</p> <ul style="list-style-type: none"> <li>• Details of Government Policy relating to ancient woodland</li> <li>• Information on the importance and designation of ancient woodland</li> </ul> <p>Ancient woodlands are irreplaceable. They have great value because they have a long history of woodland cover, with many features remaining undisturbed. This applies both to Ancient Semi Natural Woodland (ASNW) and Plantations on Ancient Woodland Sites (PAWS). It is Government policy to refuse development that will result in the loss or deterioration of irreplaceable habitats including ancient woodland, unless “there are wholly exceptional reasons and a suitable compensation strategy exists” (National Planning Policy Framework paragraph 175 amended July 2018). Please note that the county of Essex, and in particular South Essex has more ancient woodland and veteran trees than any county in East England. Not all of the ancient woodlands are protected by the status of being designated Sites of Special Scientific Interest nevertheless all the ancient woodlands are biodiversity assets of the highest value for the county.</p>	Comments and information noted.
<b>073</b>	SCI Addendum for the South Essex Plan		We refer you to further technical information set out in Natural England and Forestry Commission’s Standing Advice on Ancient Woodland – plus supporting Assessment Guide and Case Decisions. As a Non Ministerial Government Department, we provide no opinion supporting or objecting to a policy, an	Comments noted.

**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
			<p>application or site allocation. Rather we are including information on the potential impact that development would have on the ancient woodland. If the planning authority takes the decision to approve an applications which may impact on Ancient Woodland sites we may be able to give further support in developing appropriate conditions in relation to woodland management mitigation or compensation measures. Please note however that the Standing Advice states that “Ancient woodland or veteran trees are irreplaceable, so you should not consider proposed compensation measures as part of your assessment of the benefits of the development proposal”. We suggest that you take regard of any points provided by Natural England about the biodiversity of any such woodland.</p> <p>The resilience of existing and new woodland is a key theme of the Forestry Commission’s work to Protect, Improve and Expand woodland in England we will continue to work with Forestry / Woodland owners, agents, contractors and other Stakeholders to highlight and identify, pests and diseases and to work in partnership to enable Woodlands and Forests are resilient to the impacts of Climate Change.</p> <p>We hope these comments are helpful to you</p>	
<b>Natural England (Chris Gordon)</b>				
	SCI Addendum for the South Essex Plan	Comment	<p>Thank you for your consultation on the above dated 16 December 2019 Which was received by Natural England on 16 December 2019.</p> <p>Natural England is a non-departmental public body. Our statutory purpose is to ensure that the natural environment is conserved, enhanced, and managed for the benefit of present and future generations, thereby contributing to sustainable development. We</p>	Comments noted

**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
			<p>are supportive of the principle of meaningful and early engagement of the general community, community organisations and statutory bodies in local planning matters, both in terms of shaping policy and participating in the process of determining planning applications.</p> <p>We regret we are unable to comment, in detail, on individual Statements of Community Involvement but information on the planning service we offer, including advice on how to consult us, can be found at: <a href="https://www.gov.uk/protected-species-and-sites-how-to-review-planning-proposals">https://www.gov.uk/protected-species-and-sites-how-to-review-planning-proposals</a>.</p>	
<b>Mrs Deborah Taylor</b>				
<b>075</b>	SCI Addendum for the South Essex Plan	<b>Comment</b>	<p>My husband has just lodged his principle comment on the online portal. Unfortunately our PC will not let me add a separate comment as it is linked to his account that he registered. Please accept this email of my comment about the SCI and how the whole of Essex Councils need to liaise and work with each other to ensure that Essex has the right infrastructure for all to be able to live, work and travel around the county. As it is, each Local Authority is not working in tandem with any other Local Authority on each Local Plan, and how this impacts the their own and the next Borough's residents</p> <p>The SCI should be the start of planning and each Local Plan built into this, not the other way around.</p>	Thanks for your comments which are noted.
<b>Office of Police, Fire and Crime Commissioner (Mr Darren Horsman)</b>				
<b>076</b>	SCI Addendum for the South Essex Plan	<b>Comment</b>	<p>Police, Fire and Crime Commissioner, Essex Police and Essex County Fire and Rescue Authority response to the Thurrock Statement of Community Involvement and Statement of Community Involvement Addendum (South Essex Plan). This response is sent further to the letter sent on the 2nd of August</p>	Comments noted. We welcome the fact that the Police, Fire and Crime Commissioner wishes to work in partnership with the Local Planning Authorities.

**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
			2019, from Roger Hirst, BJ Harrington, Jo Turton and Dorothy Hosein, which outlined the desire of all emergency services to work in close partnership with local authorities in respect of planning requirements, including development of Local Plans. We welcome the opportunity to comment on the Thurrock Statement of Community Involvement and Statement of Community Involvement Addendum (South Essex Plan).	
<b>077</b>	SCI Addendum for the South Essex Plan	<a href="#">Comment</a>	The Local Policing Body, referred to in this document as the Police, Fire and Crime Commissioner, is identified as a specific consultee. We believe that Essex County Fire and Rescue Service and Essex Police should also be included as statutory consultees and until this is the case each we request that all emergency services be regarded as key stakeholders, and given the opportunity to engage in early two-way dialogue in respect of Local Plans. There should be clear reference within the document as to how Policing and Fire and Rescue issues are identified and managed. This is not clear in the current draft and we are seeking an increase in the references to our involvement throughout the process. There are significant benefits to involving both Essex County Fire and Rescue Service and Essex Police in the pre-planning stage, to ensure plans are cognisant of risk, community safety and Fire and Rescue.	The South Essex authorities would wish to actively work with the Local Policing Body as part of “Duty to Co-operate”.
<b>078</b>	SCI Addendum for the South Essex Plan	<a href="#">Comment</a>	As key stakeholders and providers of essential, and potentially life-saving, services we believe that the most appropriate form of involvement is through direct conversations. We would expect to be notified directly of opportunities to engage and comment on published draft Local Plans. When draft plans are prepared we consider that the best outcomes can be achieved by ensuring that face-to-face conversations take place during the development stages. Whilst some aspects of community safety might benefit	Comments noted. While resources are limited, the authorities will actively seek to engage with the emergency services on a one to one basis.

**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
			<p>from wider stakeholder discussion, we do not consider general workshop scenarios to be an appropriate forum to discuss and determine the importance of facilitating access to and basic provision of emergency services. This requires a bespoke and dedicated input to plans and the opportunity to discuss the challenges presented so that, as statutory agencies with a responsibility to the public, we can collaboratively ensure that they are best served and protected. At a more local level, it is also appropriate to have the Police, Fire and Crime Commissioner, Police and Fire and Rescue services included as consultees for Neighbourhood Plans. We would also expect the Ambulance Service to have a similar role. Recognising the importance of being able to provide emergency services to all residents of Essex, we have already developed some views on the intended content of Local Plans in the county. Further to the letter referred to above, we would like to take the opportunity to outline some of the views which we currently hold.</p>	
<p><b>079</b></p>	<p>SCI Addendum for the South Essex Plan</p>	<p>Comment</p>	<p>We encourage the Council to adopt a wide definition of infrastructure which, in line with the Governments view of infrastructure expressed in Planning Policy Guidance (PPG), can include any impacts on Essex Police and Fire operational and set up costs associated with its services and not just built infrastructure provision. We applaud the approach of Mid Sussex District Council’s adopted Local Plan and SPDs which plans for Police and Fire infrastructure requirements within its policies and SPDs and makes clear that infrastructure extends to include:</p> <ul style="list-style-type: none"> <li>• Staff, Premises</li> <li>• Vehicles and</li> <li>• Other infrastructure.</li> </ul> <p>Any additional population generated by development will place an</p>	<p>Comments noted. A Strategic Infrastructure Position Statement has already been prepared and will be further developed as preparation of the Plan proceeds into a Delivery Plan. This will be prepared in liaison with key infrastructure bodies.</p> <p>It will be for Local Plans to address detailed developer contribution policies.</p>



**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
			<p>increased demand on the level of policing and fire and rescue services for the area. It is therefore essential that policies in the Local Plan make adequate provision for appropriate infrastructure planning, and mechanisms to secure new infrastructure or contributions towards both services.</p> <p>To maintain current levels of policing, developer contributions towards the provision of capital infrastructure will be required, as Essex Police do not have capacity and funding ability to respond to growth caused by additional housing.</p> <p>The National Planning Policy Framework legislation specially chapter 8 (section 91b) places a statutory requirement on developers to consult with emergency and other services to ensure developments support healthy and safe communities. In line with this it is important that community safety is included as a criteria in all planning processes. There should also be an explicit intention to improve and not erode community safety within all planning decisions.</p>	
080	SCI Addendum for the South Essex Plan	Comment	<p>It is also important to include the impact on both prevention of and response to fire incidents included in all planning processes. In respect of fire services there should be regard to fire safety and prevention in planning and design. In addition, adequate access for fire fighting vehicles and equipment from the public highway must be available, as well as provision of an adequate supply of water for firefighting (which may, on occasions, require planning conditions or planning obligations to be imposed).</p> <p>It should be noted that contributions may be sought via a planning obligation towards the provision of emergency service bases – be it new multi-agency/shared use buildings, new police and/or fire stations or the extension/refurbishment of an existing building, to ensure that the nationally prescribed standards of police and fire</p>	Comments noted and welcomed. The authorities will work collaboratively with the emergency services in the preparation of the South Essex Plan.

**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
			cover for the area are met. The PFCC, Essex Police and Essex County Fire and Rescue Service are seeking to work collaboratively with all local authorities in the county to ensure a comprehensive approach to infrastructure provision. We expect that impacts on the existing Police and Fire operational services and infrastructure, and any future requirements, are acknowledged within the Local Plan rather than being dealt with in a reactionary ad-hoc manner through the determination of planning applications. The PFCC, Essex Police and Essex County Fire and Rescue Service wishes to actively engage in further dialogue in the remaining stages of Local Plan preparation.	
<b>Network Rail SE (Laura Mellon, Town Planner Property)</b>				
<b>081</b>	SCI Addendum for the South Essex Plan	<a href="#">Comment</a>	Please can you add Network Rail SE to the consultation list for the South Essex Plan as we would like to be kept involved in the process.	Comment noted. Network Rail will be added to the consultation database.
<b>Historic England (Mr Andrew Marsh, Planning Advisor)</b>				
<b>082</b>	SCI Addendum for the South Essex Plan	<a href="#">Comment</a>	Thank you for consulting us on the South Essex Strategic Plan, Statement of Community Involvement Addendum consultation. Whilst we do not have any specific comments at this stage we thank you for making us aware of the SCI addendum and can advise that we will be interested in receiving subsequent consultations on this matter.	Comments noted. Historic England will be consulted at all stages in the plan preparation process.
<b>Highways Agency (Janice Burgess) see Rep No 045</b>				
<b>083</b>	SCI Addendum for the South Essex Plan	<a href="#">Comment</a>	Highways England has been appointed by the Secretary of State for Transport as strategic highway company under the provisions of the Infrastructure Act 2015 and is the highway authority, traffic authority and street authority for the strategic road network (SRN).	Comments noted.

**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
			The SRN is a critical national asset and, as such, Highways England works to ensure that it operates and is managed in the public interest, both in respect of current activities and needs, as well as in providing effective stewardship of its long-term operation and integrity. We will therefore be concerned with proposals that have the potential to impact the safe and efficient operation of the SRN	
	When we will consult	Comment	We are keen to work collaboratively with the South Essex boroughs and Essex County Council on the South Essex Plan. Please ensure that Highways England are included in any future meetings for either the Thurrock Local Plan or South Essex Plan.	<p>The respondent will be consulted and engaged during the preparation of the South Essex Plan as part of the Duty to Cooperate arrangements that will include meetings and workshops.</p> <p>The respondent to be included on the consultee database for the South Essex Plan and consulted at all public stages of plan preparation.</p>
<b>Mr David Collis</b>				
<b>084</b>	SCI Addendum for the South Essex Plan	Comment	I am writing to give you my feedback on the plans for the local area of Billericay. We moved here from Hornchurch just over 6 years ago after living in Hornchurch for 30 years, when we moved to Hornchurch it was just like Billericay, a really nice place to live, this all changed with building on any little patch of land, tall blocks of flats were built, but no new schools, no Doctors, no new roads, no new hospital, this meant that every service was over used under staffed, and it takes a long time to even try to drive out of the area. Our daughter also moved from Hornchurch a short time after us, it	Your comments and concerns are noted. This is considered to be outside the scope of the SCI Addendum, which is only intended to outline the joint authorities' standards for community involvement in the preparation of the South Essex Plan. The South Essex Plan will

**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
			<p>took over a Year to get her two daughters into junior school, during this time the whole family had to take turns in driving back and forth to the school in Hornchurch, not something that was safe as we had to travel up and back on the A127 every day twice a day. The Billericay schools are already full, there are many children still doing the same thing, A PROMISE NEEDS TO BE MADE MY THE COUNCIL AND GOVERMENT AND THE BUILDERS TO BUILD NEW SCHOOLS. I was watching Mr Boris Johnson on question time and he made a promise that no builders could build any homes without putting in the infrastructure necessary. Since living here we have noticed that our garden floods as soon as the weather gets bad, rain, snow all cause a build up of water at the back of our garden, also the fields at the bottom of our road of which a lot of the houses are being build is also flooded. The land in this area is all clay, the sewage pipes are not fit for purpose. We need a promise again that all these concerned are addressed, and a promise is made by all that building of too many houses will not make this worst. The land being used should stay as land for feeding the population, as people move away from eating meat, more land will be needed for fruit and veg. Our environment has to be protected. Mature trees must be saved. Where are all these people going to work? are they going to get jobs local? or are they all going to travel to London? The roads are already gridlocked, how are all the people going to get to work? the trains are already over used, better green transport must be provided at an affordable cost, that is not the case right now. It seems that our little town will be left to the mercy of the developers as the council will just walk away after selling of our town. they can not be trusted to watch the developers, the people of Billericay are hard working people, people who care about the environment, people who will</p>	<p>be subject to its own consultation processes in accordance with the relevant regulations.</p> <p>The Basildon Borough Revised Publication Local Plan Statement of Consultation March 2019 sets out how the Council carried out its consultation process on the Revised Publication Local Plan, and summarises the results of the consultation.</p> <p>A Strategic Infrastructure Delivery Plan will be prepared as part of the preparation of the South Essex Plan.</p>

**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
			<p>care for each other, people who will not be walked over.</p> <p>If this very large number of houses are built the amount of people living in Billericay will be too much for the local area to cope with. Please take care to consider all the facts and as we all agree that housing is need it need to be in proportion to the local area. I believe that the adjoining areas are also having large amounts of housing built, the impact is going to be at a very high cost to us all. Please, please, please , help to make an informed decision and listen to the local people.</p> <p>If the council and builders do agree to do any of the above it needs to be put into a concrete document so that they cannot wiggle out of it</p>	
<b>Stoden Taylor</b>				
085	SCI Addendum for the South Essex Plan	Comment	<p>Even with no new housing, the population of Billericay is increasing due to the expansion of existing housing. Every site that is redeveloped is rebuilt with increased floor area, in order to command a higher price. Yet there is insufficient 'affordable housing' for those working in Billericay, within walking or cycling distance of the High Street and local industrial estates.</p> <p>Road Transport and Infrastructure The 'executive' housing that developers want to build in Billericay usually results in two cars per household. Yet as a resident of The Vale, I know that the B1007 Stock Road is already saturated at rush hours, especially at junctions. Moreover, cycling is unsafe and reduces motorized traffic capacity, since overtaking is often blocked by opposing traffic. But there is no room to add cycle paths or even to increase the road width.</p> <p>Rail Transport and Infrastructure</p> <p>The 'executive' housing that developers want to build in Billericay</p>	<p>Your concerns are noted. This is considered to be outside the scope of the SCI Addendum, which is only intended to outline the joint authorities' standards for community involvement in the preparation of the South Essex Plan. The South Essex Plan will be subject to its own consultation processes in accordance with the relevant regulations.</p> <p>The Basildon Borough Revised Publication Local Plan Statement of Consultation</p>

**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
			<p>usually results in two occupants going out to work to pay the mortgage, with one or both commuting by rail to London or elsewhere. Reaching Billericay rail station by bus is limited by bus and road capacities, and by parking space at the station. Reaching Ingatestone rail station by car from Billericay is limited by road capacity, including a narrow bridge, and by parking space at the station. The shortage of parking space at the stations results in increased car traffic to and from the stations in the morning and evening rush hours. I draw your attention to:</p> <ul style="list-style-type: none"> <li>- the already crowded state of trains in rush hours. For all those boarding at Billericay and Ingatestone, this means standing, which is less safe and more tiring.</li> <li>- the additional rail traffic from the expansion of Southend Airport. Moreover, these passengers invariably have considerable luggage. This means that trains from Billericay to London will be even more full, especially in the morning rush hour.</li> <li>- the additional rail traffic from the relocation of HMRC from Southend to Stratford (East). This means that trains from Billericay to London will be even more full, especially in the morning rush hour.</li> <li>- the additional rail traffic from the large new estates around Chelmsford and beyond. This means that trains from Ingatestone to London will be even more full, especially in the morning rush hour.</li> </ul> <p>Chelmsford has secured £218m funding for the new Chelmsford railway station in Beaulieu village (a huge development of over 2500 homes to the East of Chelmsford) and a new by pass road between the A12 and A131. This is to relieve the main Chelmsford railway station and local roads</p> <p>(<a href="https://www.essexhighways.org/highway-schemes-and-">https://www.essexhighways.org/highway-schemes-and-</a></p>	<p>March 2019 sets out how the Council carried out its consultation process on the Revised Publication Local Plan, and summarises the results of the consultation.</p> <p>A Strategic Infrastructure Delivery Plan will be prepared as part of the preparation of the South Essex Plan.</p>

**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
			<p>developments/highwayschemes/chelmsford-north-east-bypass.aspx) But the new railway station and road may not be completed until 2024/25. Yet the Army &amp; Navy flyover is closed and will be taken down. (<a href="https://www.bbc.co.uk/news/uk-england-essex-49719678">https://www.bbc.co.uk/news/uk-england-essex-49719678</a>). The scope for increased capacity on the rail lines from Billericay and Ingatestone, especially towards London, is exhausted. The number of rail tracks is limited to two (one up, one down) by the many bridges and cuttings. The train frequency is limited by safety and signalling considerations. The train length has been increased to 12 cars at peak hours, and there is no room for longer platforms. The train capacity is limited by the width and length of carriages, and new rolling stock only increases capacity slightly by having fewer seats with more standing.</p> <p>Conclusions</p> <p>More housing in Billericay would further overload the existing road and rail transport infrastructure, and further reduce the quality of life for all existing residents and taxpayers. The planners should instead look elsewhere - notably to the North of England that has far lower population densities and great need of inward investment</p>	
<b>NHS England (Ms Kerry Harding)</b>				
<b>086</b>	SCI Addendum for the South Essex Plan	Comment	<p>Please see below our comments in relation to the South Essex Plan Statement of community Involvement</p> <p>Overall comment:</p> <p>As contained within the separate submission for the Thurrock CCG the Mid and South Essex Sustainability and Transformation Partnership (STP) welcomes a standardised approach across all South Essex Councils for Community Involvement.</p>	Comment welcomed.

**Table 1: Representations to the South Essex SCI Addendum**

Rep No	Section	Comment	Representation	Councils Response
087	How we will consult	Comment	All Councils within Mid and South Essex are members of the Mid and South Essex STP Strategic Estates Forum. Representation at these meetings is critical to partnership working and building of relationships between health partners and local authorities. The STP aim to respond to all planning policy consultations jointly. Presentations should be provided by the relevant local authority/ies at the outset of each consultations to provide a clear understanding of the detail, intentions and implications of each document as part of a two way conversation to ensure robustness and sustainability.	Comments noted. The South Essex Authorities will seek to actively engage with the STP at all stages of Plan preparation.
<b>Port of London Authority (Michael Atkins)</b>				
88	When we will consult	Comment	I have now had the opportunity to review the revised draft SCI and can confirm that the PLA has no specific comments to make. As noted within the document the PLA request to be consulted at each stage of the development process for both the Thurrock Local Plan and the south Essex Plan and would encourage early engagement on matters relating to the River Thames, and the important role it plays in the borough and the wider South Essex region.	Noted.  The respondent to be included on the consultee database for the South Essex Plan and consulted at all public stages of the plan preparation.



## **Appendix 1 Methods of Consultation**

**From:** planning policy  
**Sent:** 16 December 2019 14:37  
**Subject:** Statement of Community Involvement - Consultation 2019  
**Attachment:** SCI Consultation Letter

Dear Consultee

Please find attached a letter informing you of consultation on two draft Statement of Community Involvement documents (SCIs):

### **Southend Statement of Community Involvement**

The Southend Statement of Community Involvement (SCI) sets out how members of the community can get involved in the planning process in Southend and have their say on how the borough will develop in the future. The Council is seeking comments on a revised draft Southend Statement of Community Involvement (SCI). Once adopted, the revised SCI will replace the current version of the SCI.

### **Statement of Community Involvement Addendum (South Essex Plan)**

In addition to the Southend Statement of Community Involvement, a Statement of Community Involvement has been produced by the six South Essex authorities (Basildon, Brentwood, Castle Point, Rochford, Southend-on-Sea and Thurrock) and Essex County Council which sets out a framework for how the local authorities will undertake consultation on the South Essex Plan. This document will take the form of an Addendum to the existing SCI of each Council.

Consultation on the Addendum will take place at the same time as consultation on the draft Revised [Southend](#) SCI.

If you wish to make comments on the [Southend](#) Statement of Community Involvement and the Statement of Community Involvement Addendum (South Essex Plan), please do so by **5pm on Monday 27<sup>th</sup> January 2020**.

More information on the consultation and documents can be found by visiting <https://www.southend.gov.uk/sci> and [www.southessexplan.co.uk](http://www.southessexplan.co.uk).

*You are in receipt of this email as you indicated when filling out a questionnaire that you would like further information on consultations of this nature. However, if you wish to no longer receive any information from us please email [debeeskinner@southend.gov.uk](mailto:debeeskinner@southend.gov.uk) or call 01702 215408 to be removed from the mailing list.*

Kind regards

**Debee Skinner** | Business Intelligence Officer (Planning & Compliance) | Performance & Business Support | **Southend-on-Sea Borough Council**

*Working to make lives better*

Phone: 01702 215408 | Email: [debeeskinner@southend.gov.uk](mailto:debeeskinner@southend.gov.uk) [debeeskinner@southend.gcsx.co.uk](mailto:debeeskinner@southend.gcsx.co.uk) |  
Website: [www.southend.gov.uk](http://www.southend.gov.uk)  
Southend on Sea Borough Council | Floor 13 Civic Centre | Victoria Avenue | Southend on Sea | SS2 6ER

 Before printing, please think about the environment.

# Southend-on-Sea Borough Council

## Department for Place

Director of Planning and Transport : Peter Geraghty

 Civic Centre, Victoria Avenue, Southend-on-Sea, Essex SS2 6ER

 01702 215000

 [www.southend.gov.uk](http://www.southend.gov.uk)

Working to make  
lives better  
[www.southend.gov.uk](http://www.southend.gov.uk)



Dear Consultee

### Statement of Community Involvement Addendum

The six Local Authorities in South Essex (Basildon, Brentwood, Castle Point, Rochford, Southend and Thurrock) together with Essex County Council are currently working together across local authority boundaries on strategic issues such as infrastructure, planning and growth to make sure that there are quality jobs, transport, schools and homes for its residents.. This work includes producing a South Essex Plan that will set out a strategic framework for development in the area for the period up to 2038 and will reflect a broader vision to 2050. The South Essex Plan will provide an overall policy context for Local Plans.

As part of the preparation of the South Essex Plan, a Statement of Community Involvement (SCI) has been produced. This will be an Addendum to the existing SCI of each Council and sets out a framework for how we will undertake consultation on the South Essex Plan.

Consultation on this Statement of Community Involvement commenced on Monday December 16<sup>th</sup> 2019 for 6 weeks. Please send us any comments you have by 5pm on Monday 27<sup>th</sup> January 2020.

This is your opportunity to tell us how you would like to be consulted as the South Essex Plan is prepared. In line with our own SCI, we intend to involve as many people as possible in this Plan ensuring that you have the right information you need, and you know where to access that information, so you can make informed comments on the Plan.

As the Plan making process is set out in Government regulations, we are required to consult at all stages, so if you register with us to be kept informed we will contact you on a number of occasions. It is our intention to ensure that we use the widest choice of tools to keep you informed and engaged. Therefore, if you wish to be kept informed, please indicate the best way to do so.

As this SCI is an addition to existing SCI's, each local authority is consulting individually. This means that you may have received correspondence similar to this from two or more local authorities. We apologise for this and ask that if you do wish to be kept informed you use the web link below to register so that we can ensure that you receive only one communication from us in future.

The details of anyone who makes a representation on this SCI Addendum or registers to be consulted on the South Essex Plan will be held on a database maintained and shared between the six South Essex Authorities (Basildon, Brentwood, Castle Point, Rochford, Southend-on-Sea and Thurrock) and Essex County Council. This database will be used for the sole purpose of matters relating to the production of the South Essex Plan.

This database, in whole or in part, may need to be shared with any consultants who the authorities need to work with in order to manage future consultations. Data protection regulations will be enforced with any consultant that this may apply to.

The names of any member of the public making a representation to any South Essex Plan related consultation will be published alongside their representation as these are required to be made a matter of public record. All other personal details will be redacted.

**Please make any comments you have on the SCI Addendum using the link below by 5pm on Monday 27<sup>th</sup> January 2020. Please do not reply to the individual named on this letter.**

[www.southessexplan.co.uk](http://www.southessexplan.co.uk)

If you are unable to use the weblink above please reply by email [planningpolicy@southend.gov.uk](mailto:planningpolicy@southend.gov.uk) or in writing to myself (using the address at the top of this letter)

#### Southend Statement of Community Involvement

At the same time as consulting on the SCI Addendum Southend Borough Council is taking the opportunity to revise and update its own Statement of Community Involvement. As well as covering how we will consult on further stages of the Local Plan and related documents it also addresses the approach that will be taken to seeking views on planning applications. This document can be found on the Councils website at [Statement of Community Involvement](#) where you should also make your comments. These should be made by **5pm on Monday 27<sup>th</sup> January 2020**.

You are in receipt of this email as you indicated when filling out a questionnaire that you would like further information on consultations of this nature. However, if you wish to no longer receive any information from us please email [debeeskinner@southend.gov.uk](mailto:debeeskinner@southend.gov.uk) or call 01702 215408 to be removed from the mailing list.

We look forward to receiving your comments on the Statement of Community Involvement.

Yours faithfully

Debee Skinner  
Business Intelligence Officer (Planning & Compliance)  
T: 01702 215408  
E: [debeeskinner@southend.gov.uk](mailto:debeeskinner@southend.gov.uk)

## Appendix 2 List of Consultees

## 2019 Duty to Co-operate (ALL)

Organisation	Initial	Surname
CAA Safety Regulation Group		Generic address
Civil Aviation Authority		Generic address
East of England Ambulance Service		
English Heritage		
Environment Agency		Generic address
Environment Agency		
Environment Agency		
Highways England		
Highways England		
Highways England (Network Strategy)		
Historic England		Generic address
Homes England		
Leigh Town Council		
London Southend Airport		Generic address
London Southend Airport		
Marine Management Organisation		Generic address
Marine Management Organisation		Generic address
Mayor of London		Generic address
Natural England		
Natural England Consultation Service		Generic address
NHS England, Essex Area Team		
NHS Property Services		Generic address
NHS Property Services		Generic address
Office of Rail and Road		Generic address
South East Local Enterprise Partnership		Generic address
South Essex Area Health Authority		
South Essex Homes		
Southend CCG		
Southend CCG		
Southend CCG		
Southend CCG		Generic address
Southend Hospital NHS Trust		
Southend University Hospital NHS Foundation Trust		

Organisation

Initial

Surname

Transport for London

Generic address

## 2019 LPF Specific Consultees (ALL)

Organisation	Title	Surname
AMEC Environment & Infrastructure UK Ltd		
Anglian Water		
Anglian Water Services		Generic address
Ashingdon Parish Council		Generic address
Barling Magna Parish Council		Generic address
Basildon Borough Council		Generic address
Basildon Borough Council		
Braintree District Council		Generic address
Brentwood Borough Council		Generic address
Cadent Gas (inc British Gas)		Generic address
Canewdon Parish Council		
Castle Point Borough Council		Generic address
Chelmsford Borough Council		Generic address
Dartford Borough Council		Generic address
EDF Energy		
EDF Energy (Renewables)		
EE		
Essex & Suffolk Water		
Essex Council Council		Generic address
Essex County Council		
Essex County Council		
Essex County Council		
Essex Racial Equality Council		
Estuary Housing Association		
Estuary Housing Association		Generic address



Organisation	Title	Surname
Foulness Island Parish Council		Generic address
Fulcrum Connections		
Great Wakering Parish Council		Generic address
Harlow District Council		Generic address
Hawkwell Parish Council		Generic address
Hockley Parish Council		Generic address
Hullbridge Parish Council		
Kent County Council		Generic address
Kent County Council		
Leigh Town Council		Generic address
Maldon District Council		
Mobile Operators Association		Generic address
National Grid		
National Grid		
National Grid		
Network Rail (Town Planning Team)		
Network Rail Property		
Openreach		
Paglesham Parish Council		Generic address
Rawreth Parish Council		Generic address
Rayleigh Town Council		Head of Planning
Rochford District Council		
Rochford District Council		Generic address
Rochford District Council		
Rochford Parish Council		Generic address
SPORT ENGLAND		Generic address

Organisation	Title	Surname
Sport England East		Generic address
Stambridge Parish Council		Generic address
Sutton Parish Council		Generic address
Tendring District Council		Generic address
Thames Water Property Services		
Three		
Thurrock Council		Generic address
Traveller Law Reform		Generic address
UK Power Network		
UK Power Networks		Generic address
Virgin Media New Developments		Generic address
Vodafone and O2		Generic address

# 2019 LPF General Consultees (ALL)

## Organisation

Resident Westcliff

Resident Leigh

Resident Southend

Resident Shoeburyness

Resident Shoeburyness

Resident Southend

Resident Leigh

Resident Westcliff

Resident Southend

Resident Southend

Resident Shoeburyness

Resident Shoeburyness

Resident Shoeburyness

Resident Westcliff

Resident Leigh

Resident Southchurch

Resident Southend

333444 Taxis

A W Squier Ltd

Abelio Greater Anglia

AC Taxis

Age UK

Alan Shaw Architects

Aldi Foodstore Ltd

Arcus Consultancy Services (Planning Division)

Arriva Southern Counties Ltd

Asda Superstores

Association of Residents in Kursaal (ARK)

Barratt Eastern Counties

BB Architecture and Planning Ltd

Beach Hut Owners Association

Belfairs Gardens Residents Association

## Organisation

Belfairs Gardens Residents Association

Bernard Gooding Associates

Bidwells

British Hardware Federation

British Horse Society

BUPA Wellesley Hospital

Burges Estate Residents Association

Burges Estate Residents Association (BERA)

Bus & Rail User Group

c2c Rail

Carter Jonas Property Consultants

Chailey Homes Ltd

Chalkwell Ward Residents Association

Chart Plan (2004) Ltd

Charter Projects

Chelgate Local

Church of England in Essex & East London (The Diocese of Chelmsford)

Churchill Retirement Living

Colliers International

Conservation Association Westcliff Seaboard

Country & Metropolitan Homes

CP Holdings

CPRE Southend Area

CPREssex

CPREssex

Crest Nicholson

Crown Estate Office

David Turner Design

David Walker Chartered Surveyors

DC Planning

DCS

Dedman Grey

Defence Infrastructure Organisation

DevPlan

DIAL Southend

## Organisation

DLP Bedford

ESFA

Essex Amphibian & Reptile Group

Essex Badger Protection Group

Essex Biodiversity Project

Essex Bridleway Trust & Essex Bridleways

Essex Bridleways Association

Essex Chambers of Commerce - South Essex Office

Essex County Fire & Rescue Service

Essex Fire & Rescue Service

Essex Fire & Rescue Service

Essex Fire & Rescue Service HQ

Essex Police

Essex Police

Essex Police

Essex Police - Casualty Reduction

Essex Police - Territorial Policing

Essex Police Community Safety Dept

Essex Police, Headquarters

Essex Wildlife Trust

Essex Wildlife Trust

Essex Wildlife Trust

Essex Wildlife Trust - Southend and Rochford Group

Ethnic Minority Forum

Federation of Small Businesses

Federation of Small Businesses

Federation of Small Businesses

First Bus

First Essex Buses Ltd

First Plan

Fisher Wilson

Friends, Families & Travellers & Travellers Law Reform Project Community Base

Gladedale Homes

Gladman

GreenKeeper

## Organisation

Growing Together Project

Guide Dogs for the Blind Association

H M Customs & Excise

Harrison Group

Heaton Planning

Herbert Grove Residents Association

HFBT Architects

Hindu Association (Southend & District)

Hobbs Parker

Hobbs Parker Property Consultants LLP

Home Builders Federation (HBF)

Homeless Action Resource Project

Iceni Projects

Iceni Projects Ltd

Iceni Projects Ltd

Iceni Projects Ltd

Indigo Planning

Indigo Planning Ltd

IPECO

J.C Gibb Chartered Surveyors

Jewish Care

Job Centre Plus

Job Centre Plus

Knight Gratrix

Lambert Smith Hampton

Landmark Town Planning Group

Lanes New Homes

Lanpro Planning Consultancy

Lansbury Group of Companies

Leigh Cliff Association

Leigh Seafront Action Group

Leigh Society

Leigh Traders Association

Leigh-on-Sea Crime Prevention Panel

Lidl UK Ltd

## Organisation

McCarthy Stone

Milton Community Partnership

Milton Conservation Society

Milton Conservation Society

Moat Homes

National Amenity Societies

National Express

National Farmers Union (east)

National Federation for the Blind

National Trust

New World Designers

NIBS

North Crescent & Feeches Rd Residents Association

Older Peoples Federation

Olympus KeyMed

OPA

Opportunity South Essex

OSP Architecture

Pebbles 1

Persimmon Homes (Essex) Ltd

Phase 2 Planning and Development

Plainview Planning

Plan Info News

Planning Perspectives LLP

Planning Perspectives LLP

Planning Potential

Planning Potential on behalf of Aldi Stores Ltd

Planview Planning

Planware Ltd

Port of London Authority

PowerHaus Consultancy

Qinetiq

QinetiQ

RAD

Ramblers Association (Southend Unitary Authority)

## Organisation

Randall Watts Construction

Regulator of Social Housing

Resident Association Watch

Residents Association of Westborough (RAW)

RG+P Ltd

RIBA South East Chapter

Royal Association For Deaf People (RAD)

Royal Bank of Scotland (RBS)

Royal Mail Group Property

Royal National Lifeboat Institution - Southend Branch

Sainsburys Supermarkets

Sanctuary Group

Sandhurst New Homes

Satair Hardware UK Ltd

Savills

Shire Consulting UK

Shoebury Forum

Shoebury Residents Association

Shoebury Residents Association

Shoebury Society

Shoebury Traders Association

Shoebury Village Residents Association

Smart Planning Ltd

Society for the Protection of Ancient Buildings

Society for the Protection of Undercliff Gardens

South East Essex Archaeological Society

South East Essex Archaeological and Historical Society

South East Essex Friends of the Earth

South Essex Natural History Society

South Westcliff Community Group

Southchurch Park Café

Southend & District Aid Society

Southend & District Pensioners Campaign

Southend & Leigh Fishermans Association

Southend Adult Community College



## Organisation

Southend and Westcliff Hebrew Congregation

Southend Association of Voluntary Services

Southend Blind Welfare Organisation

Southend Business Partnership

Southend Mencap

Southend Mind

Southend Ornithological Group

Southend Properties (Guernsey) Ltd

Southend Railway Travellers Association

Southend Rugby and Football Club

Southend Seafront Illumination & Business Association

Southend Sports Council & Southend Wheelers Cycling Club

Southend Taxi Drivers Association

Southend Tenants and Residents Federation

Southend Vineyard

Southend Wheelers

Southend YMCA

Southend-on-Sea Guild of Help and Citizens Advice Bureau

Southend-on-Sea Sports Council

SSA Planning

St. Matthew's Christian Spiritualist Church (1999) Ltd.

Stephensons of Essex

Stockvale Group of Companies

Strategic Land Group

Stratus Environmental Limited

Street Pastors

Strutt & Parker

Strutt & Parker

Strutt & Parker

Strutt and Parker

SUCET

SUSTRANS Essex

Tattersall Gardens Residents Group

TC Matthew Chartered Architect

Tenpin Ltd

## Organisation

Terence O'Rourke

Tesco Stores Ltd

Tesni Properties Ltd

Tetlow King Planning

The Draughtsman

The Garden Trust

The National Federation of Gypsy Liaison Groups

The National Trust

The Planning & Development Partnership

The Planning Bureau Ltd

The Planning Inspectorate

The Salvation Army Leigh on Sea

The Southend Society

The Theatres Trust

The Victoria Shopping Centre

Thorpe Bay Estates Company

Town Centre Partnership

Trust Links

Trust Links

Turning Tides

University of Essex

University of Essex Southend

Waitrose Ltd

Waitrose Ltd

West Leigh Residents Association

West Milton & Queens Residents Association

West Road Traders Association (Shoeburyness)

Westborough Neighbourhood Action Panel

WYG

**Southend-on-Sea Borough Council**

**Report Executive Director Finance and Resources**

**To**

**Cabinet**

**On**

**16<sup>th</sup> June 2020**

Report prepared by: Lee White, Head of Corporate  
Procurement

**Agenda  
Item No.**

**7**

---

**Annual Procurement Plan 2020-21**

**Relevant Scrutiny Committee: Policy and Resources Scrutiny Committee**

**Cabinet Member: Councillor Woodley**

**“A Part 1 Public Agenda Item”**

---

**1. Purpose of Report**

This report provides the annual procurement plan for 2020/21 in terms of those procurements with a contract value in excess of £1m which require cabinet approval prior to commencement. This is an annual requirement under Part 4g (Contract Procedure Rules) of the Council's constitution. The report also provides a link to the Council's newly developed corporate contract register and 3 year procurement pipeline plan (2020-23).

**2. Recommendation**

- That those procurements provided in the attached appendix for 2020/21 are formally approved (£1m+ contract value)
- That members note the full procurement plan for 2020/21 (contracts with a value of £25k and above)
- That members note that those capital projects already approved as part of the capital programme (with a value of over £25k) will also form part of the procurement plan for 2020/21
- That members note the development and contents of the corporate contracts register- please note this is currently for internal use but a publicly available format is being developed for the Council website
- That members note the development and contents of the 3 year procurement pipeline plan (2020-23)

**3. Background**

Each year councillors review and approve the Council's annual procurement plan. In line with the constitution, Cabinet is required to agree procurements with a value in excess of £1m (Appendix 1). For information a link is also provided

further in the report to the full annual procurement plan (all procurements over £25k), corporate contract register and 3 year procurement pipeline plan.

During 2019/20 there has been extensive work undertaken by Corporate Procurement along with contract managers to review the Council's expenditure with suppliers and develop a comprehensive corporate contracts register. The reasons for undertaking this extensive work are:

- To provide a comprehensive register of the Council's key contracts (covers c£120m annual spend)- the register also includes contracts held by South Essex Homes, Trading Companies owned by the Council and also education funded contracts which we support in terms of procurement activity (this will highlight joint commissioning opportunities)
- Provide a comprehensive register of the Council's contract managers and those responsible for implementing the Council's commissioning framework
- Assist in the Real Living Wage review with suppliers
- Assist in the development of a 3 year procurement pipeline plan- this is to support service areas in their commissioning plans as well as suppliers and local businesses in their business planning (as they will know when future opportunities are due to be published)
- The 3 year pipeline plan also aligns with the Southend 2050 Roadmap to 2023
- Assist the Governance Boards (namely the Commissioning and Investment Boards) in their future planning, strategic reviews of expenditure, contracts and commissioning. This should support the Council in the delivery of efficiencies against contractual spend and help meet its financial targets

Alongside the development of the corporate contracts register we are nearing the end of the design phase of our corporate contract management system which was procured in 2019/20. By early autumn 2020 we intend to have most of our strategic contracts set up within this system which will provide a digital interface with suppliers so that contracts may be managed more effectively. The system will also provide a single web-based system where our contract documentation can be held and suppliers will provide reports/accounts/documentation- this will facilitate knowledge transfer should contract managers change.

## **4. Other Options**

Annual approval of the Council's procurement plan is required under the constitution.

## **5. Reasons for Recommendation**

- Approval of the Council's annual procurement plan is required under Part 4g of the Council's constitution
- Members are aware of the development of the comprehensive contracts register and 3 year procurement pipeline plan, and the benefits this will provide in terms of the Council's commissioning plans, financial planning as well as future planning for suppliers and local businesses

## **6. Corporate Implications**

### **6.1 Contribution to the Southend 2050 Road Map**

As detailed above the development of the 3 year Procurement Pipeline plan (2020-23) aligns with the Southend 2050 Road Map and will assist in our future planning and commissioning decisions. Each contract within the plan will be thematically coloured in terms of which outcomes the contract contributes towards. As part of the design of the corporate contract management system we've also developed a field to identify which of the 5 themes each contract supports. Also as part of the procurement process each options appraisal also includes a review of how the contract will assist in the delivery of the outcomes within Southend 2050 and delivery of the Road Map.

### **6.2 Financial Implications**

The annual procurement plan and its delivery will contribute towards the Council's financial targets. As in previous years delivery of the plan has supported reductions in revenue expenditure as well as cost avoidance through ensuring best value is achieved against capital projects. This report has been approved by the Executive Director of Finance and Resources.

### **6.3 Legal Implications**

The development of a corporate contracts register which will be publicly available supports the requirement for transparency in terms of expenditure in the public sector. Where the Council has contracts which are due to complete their contract term it's a legal requirement that these contracts are once again market tested (unless the decision is to de-commission). Further extensions can only be provided under exceptional circumstances.

#### **6.4 People Implications**

None

#### **6.5 Property Implications**

None

#### **6.6 Consultation**

None- note that this report is to approve the annual procurement plan. For each individual procurement there will be consideration of what consultation and engagement will be required as per the Council's Commissioning Framework and legal requirement to consult.

#### **6.7 Equalities and Diversity Implications**

As noted above in 6.6 this report is to seek approval of the annual procurement plan but within each project on the plan there will be consideration of equalities and diversity. The development of the corporate contracts register will support transparency and also assist suppliers and local businesses in their future planning and equality of access to contract opportunities- this was discussed with suppliers at the TLC event in January 2020 at the Civic Centre and was welcomed by those in attendance.

#### **6.8 Risk Assessment**

It is imperative that the annual procurement plan is approved so that those high value procurements listed within can commence market engagement and consultation in time to conduct a full tender exercise. Due to COVID-19 there's a risk that the supplier market will be overwhelmed with tender opportunities during the summer as Contracting Authorities commence their major projects. Suppliers will therefore have numerous contracts to bid for and so it is key that the Council is ready to publish its opportunities as soon as possible.

#### **6.9 Value for Money**

Delivery of the annual procurement plan is one of the Council's ways of market testing opportunities and ensuring that the most economically advantageous tender is awarded the contract (in terms of value and quality).

#### **6.10 Community Safety Implications**

Within the annual procurement plan there will be a number of contracts that support outcomes in terms of improving community safety.

#### **6.11 Environmental Impact**

Within the annual procurement plan there will be a number of contracts that support outcomes in terms of improving the town's environment.

## **7. Background Papers**

The current Corporate Contracts Register and 3 Year Procurement Pipeline Plan can be found on the intranet at

<http://seattle/Pages/Contracts-Register.aspx>

## **8. Appendices**

Appendix 1- Annual Procurement Plan 2020-21

This page is intentionally left blank



Primary Southend 2050 theme and E-procurement Ref No.	Contract Title	Supplier/s	CMT Area (or S.E.H)- F&R, T, L&D, C&PH, A&C, N&E, G&H	Service Area Contract Manager/s	Procurement Lead	ICT Business Partner	Is Data Protection to be considered?	Contract Value (Lifetime Inc. extensions)	Annual Value/Budget	Revenue, Capital or Income	Start Date	End Date	Option to extend till?	In scope of Living Wage (Yes/No)	Living Wage Employer? (Yes/No)	Comments
	Joint Framework with ECC for disposal of municipal solid waste & Refuse Derived Fuel	To be procured (ECC will lead)	Neighbourhoods and Environment	Imran Kazalbash	Lee White	N/A	No	yet to be procured	yet to be procured	Revenue	01/10/20	yet to be procured	yet to be procured	No	N/A	
	Joint Framework with ECC for disposal of bio waste	To be procured (ECC will lead)	Neighbourhoods and Environment	Imran Kazalbash	Lee White	N/A	No	yet to be procured	yet to be procured	Revenue	01/10/20	yet to be procured	yet to be procured	No	N/A	
	CCTV	Eurovia	Neighbourhoods and Environment	Simon Ford	Gillian Shine	Darren Kidson	Yes	yet to be re-procured	yet to be procured	yet to be re-procured	yet to be procured	yet to be procured	yet to be procured	Yes		Spec to be developed by July 2020
	Framework for Vecteo requirements	To be procured	Neighbourhoods and Environment	Anne Warburton	Gillian Shine	N/A	Yes	TBC	TBC	Revenue	to be procured in 2020/21	to be procured in 2020/22	to be procured in 2020/23	not yet procured	not yet procured	Yet to be procured
	Library Car Park	Tender to start	Neighbourhoods and Environment	Drew Jones	To be assigned	N/A	No	TBC	N/A	Capital	procurement in 2020/21	procurement in 2020/21	N/A	not yet procured	not yet procured	
	Landfill Tax and Gate Fees	Enovert South Limited	Neighbourhoods and Environment	Imran Kazalbash	Lee White	N/A	No	£2,173,400	£2,173,400	Revenue	01/04/20	31/03/21	No	No	N/A	
	Southend Treatment and Recovery Service	CGL	Adults and Communities	Jamie Pennycott	Aleksandra Haker (Ola)	N/A	Yes	£5,010,417	£1,625,000.00	Revenue	01/02/18	31/03/20	30/09/21	Yes	N/A	
	Cleaning contract and security Contract Boroughwide	South Essex Property Services	Finance and Resources	Mark Murphy	Aleksandra Haker (Ola)	N/A	No	£5,651,720	£1,130,344	Revenue	16/06/17	17/06/20	16/06/22	Yes		
DN229069	Provision of 21st Century Children's Centre Services	Family Action	Children's Services and Public Health	Elaine Hammans	Suzie Clark	N/A	Yes	£6,000,000	£997,428	Revenue	01/10/16	30/09/19	30/09/22	Yes		
DN228969	Southend Sexual Health Service	Provide	Children's Services and Public Health	Yvonne Powell	Kasey Burke	N/A	Yes	£1,570,739.38	£784,228.71	Revenue	01/04/19	31/03/21	No	Yes		
DN229031	Enforcement Agent and Debt Recovery services Contract	Marston Holdings Newlyn plc	Finance and Resources	Bridget Cowley	Sam Riddoch	N/A	Yes	£2,800,000	£700,000	Revenue	01/08/15	31/07/18	31/07/20	Yes		Income via the service is circa £9-10m per annum.
DN229133	Supported housing for adults with a learning disability	Metropolitan Housing Trust	Adults and Communities	Mary Palmer	Emma Woof	N/A	Yes	£4,075,216	£631,644	Revenue	01/10/13	30/09/20	30/09/21	Yes		
	Southend Sexual Health Service	SUHFT	Children's Services and Public Health	Yvonne Powell	Kasey Burke	N/A	Yes	£1,000,445	£497,728	Revenue	01/04/19	31/03/21	No	Yes		
DN228982	Provision of personal, practical, social and emotional support in Extra Care service.	Care UK Mears Care	Adults and Communities	Karen Peters	Emma Woof	N/A	Yes	£2,800,000	£400,000	Revenue	01/07/12	30/06/17	31/03/20	No	N/A	
	MS EA Agreement	Phoenix Software Ltd	Transformation	Ian McLernon	Michelle McMenemy		No	£1,100,000	£400,000	Revenue	01/04/18	31/03/21	No	No	N/A	Re-procurement may commence in 2020/21
SCCM part of EA Agreement	SCCM 2007 / Windows Deployment	Microsoft	Transformation	Ian McLernon	Michelle McMenemy	Paul Tamplin	Yes	£1,100,000	£370,000	Revenue	01/04/18	31/03/21	No	No	N/A	Framework call-off underway
DN228911	Case Management Information System for, Children and Families Social Care, Adult Social Care and Financials	Liquidlogic	Adults and Communities	Paul Mavin	Michelle McMenemy	Ian McLernon	Yes	£2,448,306	£349,758	Revenue	25/02/16	24/02/21	24/02/23	No	N/A	
DN229155	Provision of Autumn Cottage	Outlook Care	Adults and Communities	Karen Peters	Emma Woof	N/A	Yes	£2,331,000	£333,000	Revenue	01/10/14	30/09/19	30/09/21	Yes		Expressions of interest test conducted in 2018
DN228998	Richmond Fellowship - Supported Housing for people with Mental Health issues	Richmond Fellowship	Adults and Communities	Georgina Beadon	Emma Woof	N/A	Yes	£2,274,743	£317,701	Revenue	01/04/13	31/06/2021	No	Yes		extended by 3 months to allow for co-termination and joint procurement with Ex-offender contract
DN253407	Spot Provider Framework for Care and Support at Home (Lot 4)	Affinity Trust Allied Health-Services Limited Ashley Community Care Services Ltd Concept Care Solutions De Vere Care Diamond Resourcing Plc t/a Better Healthcare Services ENS Recruitment and Training Services PULSE Healthcare Limited Redspot Care Ltd Seven Day Care (UK) Limited SPDNS Nurse Care CIC Voyage	Adults and Communities	Karen Peters	Emma Woof	N/A	Yes	£1,000,000	£250,000	Revenue	01/05/17	30/04/21	No	Yes		Not utilised currently
	Management of Tier 4 and Pharmacy Services	CGL	Adults and Communities	Jamie Pennycott	Aleksandra Haker (Ola)	N/A	Yes	£770,833.00	£250,000.00	Revenue	01/02/18	31/03/20	30/09/21	Yes	N/A	
DN229019	Children and Adolescents Emotional Wellbeing Service (CAEWS)	NELFT	Children's Services and Public Health	Caroline McCarron	Suzie Clark	N/A	Yes	£1,050,000	£210,000	Revenue	01/11/15	30/10/18	31/10/20	Yes		Pan Essex contract with 3 Local Authorities and 5 CCGs
DN229325	Office based Printer Fleet	Ricoh	Finance and Resources	Mark Murphy	Michelle McMenemy	Terry Withers	Yes	£1,000,000	£200,000	Revenue	01/03/17	28/02/20	28/02/22	No	N/A	
DN229074	Carers Support Service	Southend Carers Hub	Adults and Communities	Charlotte Humble	Emma Woof	N/A	Yes	£990,000	£180,000	Revenue	01/10/16	31/03/21	No	Yes		Extension was agreed for 31/03/2021
DN229348	Young People's Homelessness Support	Sanctuary Supported Living (Registered as Sanctuary housing Association)	Adults and Communities	Mary Palmer	Suzie Clark	N/A	Yes	£1,014,486	£169,081	Revenue	01/04/17	31/03/20	31/03/23	Yes		
DN229010	Home Care Monitoring System	CARE MONITORING 2000 LTD	Adults and Communities	Karen Peters	Emma Woof		Yes	£1,000,000	£100,000	Revenue	Rolling	N/A	No	No	N/A	Usage is low as most are CCG CHC placements
	ICT Business Enablement which includes ICT rolling programme and laptops	To be procured	Transformation	Steven Hemmings/Rhys Taylor	Gillian Shine	Steven Hemmings	No	£1,735,000	N/A	Capital	NEW although laptops have been procured out of this budget	NEW although laptops have been procured out of this budget	N/A	No	N/A	New but provision of 500 laptops have been drawn off the budget so far. There is also £375k for 21/22 in the approved capital programme.

This page is intentionally left blank

**Southend-on-Sea Borough Council**  
**Report of Deputy Chief Executive Neighbourhoods &  
Environment**

**To  
Cabinet  
On  
16 June 2020**

**Agenda  
Item No.**

**8**

Report prepared by: Elizabeth Georgeou, Head of Regulatory  
Services

---

**The Official Feed and Food Control Service Plan 2020-21**  
**Relevant Scrutiny Committee: Place**  
**Portfolio Lead: Councillor Martin Terry**  
**Part 1 Public Agenda item**

---

**1. Purpose of Report**

To agree the Official Feed and Food Control Service Plan 2020-21 as required by the Food Standards Agency (FSA).

**2. Recommendation**

**That Cabinet agrees the Official Feed and Food Control Service Plan 2020-21 set out in Appendix 1 of this report and commend it to Full Council for approval.**

**3. Background**

- 3.1 The Food Standards Agency Framework Agreement on Local Authority Food Law Enforcement requires the production and publication of a service plan to ensure the highest achievable levels of food control (food safety, standards and feeding stuffs) are maintained throughout the Borough. Every local authority is required to develop an annual food enforcement service plan, which is the basis on which the local authorities are monitored and audited by the FSA.
- 3.2 The Service Plan recognises that resource may be required to assist Public Health England with pandemic Coronavirus controls, which may be provided by Regulatory Services.
- 3.3 To ensure local transparency and accountability, it is a requirement that the Official Feed and Food Controls Service Plan is submitted to the relevant Member Forum for approval.
- 3.4 The Legislative and Regulatory Reform Act 2006 requires Regulators to have regard to the Principles of Good Regulation. This means that our regulatory activities should be carried out in a way that is proportionate, accountable, consistent, transparent and targeted to situations that need action when we carry out a regulatory function and to have regard to guidance issued. The Statutory Code of Practice for Regulators which will include the provisions

contained in the Regulators Code April 2014 contains details of how this should be carried out.

- 3.5 The Service Plan for 2020-21 is attached as **Appendix 1**, forming an integral part of the organisation of the Regulatory Services within Public Protection.
- 3.6 In accordance with the requirements contained within the Framework Agreement, the food service is a mix of enforcement, intelligence based work, investigation, advice and education.
- 3.7 The Service Plan aims to ensure all high and medium risk category programmed inspections are completed within the current financial year and appropriate alternative approaches adopted for the remaining inspections. As at 31 March 2020 there were 1657 food premises of which 977 premises require an official food hygiene intervention this year. There are 9 Approved Food Premises within the Borough, which includes the cockle processors which are inspected annually. There are 377 premises requiring an official food standards intervention; there is one high risk food standards inspection required this year. Food standards inspections are to be undertaken at the same time as food hygiene inspections where they are due or overdue. The Inspection Programme is included at 2.4 in the Service Plan.
- 3.8 Regulatory Services assists businesses to comply with legislation and thereby protect the health of the public from food related illness. Resources will be targeted to ensure a balanced mix of services, which benefit the business sector, consumers and other stakeholders. In accordance with the Food Law Code of Practice and the published Regulatory Services Team Enforcement Policy, the service will continue to focus enforcement action on the poorer performing businesses. Resources will be made available to assist businesses when leaving the EU, with respect to importing and exporting requirements.
- 3.9 Priority for inspections and interventions was given to premises which had been risk assessed as presenting the highest risk in terms of their activity and the conditions at the premises. All A-high risk inspections due and 93% of B-high risk inspections were completed during 2019-20. The team was unable to complete the schedule programme as detailed in Section 6.1 of the Service Plan because of lockdown due to pandemic Coronavirus.
- 3.10 Inspections have not resumed because of the pandemic Coronavirus, but interventions, based on the Food Standards Agency priorities have been completed. This includes advice to poor compliant take-aways, contacting A and B high risk premises and determining applications for approvals.
- 3.11 Progress through the Service Plan will be monitored on a monthly basis. Resource will be directed to additional contracted inspections where possible.
- 4. Other Options (this section should only be included in Cabinet and Cabinet Committee reports).**
  - 4.1** The Food Standards Agency Framework Agreement sets out the statutory duty for Southend-on-Sea Borough Council in developing Service Plan. There is no alternative to the statutory duties.

## **5. Reasons for Recommendation**

- 5.1 In order for the Council to comply with the Food Standards Agency Framework Agreement, and in line with the Food Standards Agency audit findings, which were agreed by Cabinet on 18 June 2013.

## **6. Corporate Implications**

### **6.1 Contribution to the Southend 2050 Road Map**

- 6.1.1 The Service Plan contributes to Pride and Joy, Safe and Well and Opportunity and Prosperity. The contribution is through:
- a risk based proactive inspection programme for food businesses which ensures they are providing safe food for residents and for those visiting the Borough; and
  - assisting businesses to comply and thrive through the provision of business advice; and
  - supporting events across the town which encourages visitors and residents to enjoy safe foods
  - enforcing against the least compliant businesses to improve the offering of the town; and
  - supporting Public Health England in encouraging businesses to offer healthy eating options.

### **6.2 Financial Implications**

- 6.2.1 The Service Plan for 2020-21 identifies resources allocated to the Statutory Food and Feed Programme and the budget is set within the Regulatory Services' overall budget. The plan recognises that resource may be diverted to assist with issues arising from the pandemic Coronavirus, and the Service Plan may be altered in response to that demand.
- 6.2.2 Grants have been made available to assist businesses with leaving the EU. Last year we applied for funding to ensure officers were sufficiently trained to meet the requirements of audit. This was to enable Southend businesses to export to the EU. Funding was also given to undertake surveillance sampling and inspection of fishing vessels, which was completed.
- 6.2.3 It is possible that there may be additional resource available to this Authority, on application, for further EU Exit preparedness and pandemic Coronavirus. Where grant funding is available Regulatory Services will make relevant applications.

### **6.3 Legal Implications**

- 6.3.1 The FSA places a requirement on local authorities to develop and submit a Service Plan. Local Authorities are audited and assessed by the FSA on the basis of their food law enforcement service. The Council's constitution requires the adoption of the official Feed and Food Control Service Plan be reserved to Full Council and is funded from within the existing budget of the service.

### **6.4 People Implications**

6.4.1 There remains difficulties in recruiting to the posts that deliver this service. Arrangements have been made to meet the statutory inspection programme through the use of contracted inspections. In response to recruitment difficulties a development post for food inspectors is currently being recruited to.

## 6.5 **Property Implications**

6.5.1 There are no Property implications.

## 6.6 **Consultation**

6.6.1 There are no Consultation implications. The Service Plan is developed in line with government guidelines and priorities and is published on the website. Feedback from the public is encouraged. The enforcement element of the Service Plan was consulted on and when the Enforcement Policy is reviewed this year further consultation will be undertaken.

## 6.7 **Equalities and Diversity Implications**

6.7.1 Equality and Diversity implications have already been considered in the Regulatory Service Enforcement Policy and as part of the general work in the Service. A further equalities assessment was carried out when the Enforcement Policy was updated in 2015 in line with the updated Regulators Code April 2014 and will be undertaken when the Enforcement Policy is reviewed this year.

## 6.8 **Risk Assessment**

6.8.1 Progress against the plan is reviewed on a monthly basis and the inspection of high risk premises is assessed.

## 6.9 **Value for Money**

6.9.1 The Service is delivered within existing budget. The procurement process was utilised to identify a contractor to deliver a proportion of the food inspection programme. There are a limited number of low risk feed premises in the Borough and to reduce the cost of delivering this service in terms of Officer expertise the inspection programme is being delivered through a contracted arrangement.

## 6.10 **Community Safety Implications**

6.10.1 There are no Community Safety implications.

## 6.11 **Environmental Impact**

6.11.1 Food related inspections and investigations place controls on commercial food waste which impact on the natural environment.

## **7. Background Papers**

- Food Standards Agency Framework Agreement;
- Food Law Code of Practice (England) 2017;
- Feed Law Code of Practice (England) (Issued April 2018);
- Regulatory Service Enforcement Policy 2015;
- Food Standards Agency Audit and Action Plan - Cabinet Report Dated 18/06/13.

## **8. Appendices**

- 8.1 Appendix 1: Official Feed and Food Control Service Plan 2020-21.

This page is intentionally left blank



**Southend on Sea Borough Council  
Department for Place  
Regulatory Services**

**Official Feed and Food Control Service Plan 2020-21**

Elizabeth Georgeou

Head of Regulatory Services

May 2020

## **Introduction**

The Service Plan was compiled by the Regulatory Services team of Southend-on-Sea Borough Council, linking into the Council's 2050 ambition for the future.

The Service Plan is structured in accordance with the service planning guidance contained in the Framework Agreement on Local Authority Food Law Enforcement. Powers to enable the Agency to monitor and audit local authorities are contained in the Food Standards Act 1999. In accordance with this guidance the plan is submitted to the relevant member or senior officer forum for approval to ensure local transparency and accountability.

The purpose of the Service Plan is to ensure that national priorities and standards are addressed and delivered locally in accordance with the relevant codes of practice and guidance. It is intended to ensure transparency and accountability and detail the contribution that Regulatory Services makes to the ambition for the Council.

## **1. Service Aims and Objectives**

### **1.1 Aims and Objectives**

The delivery of the plan aims to:

- Ensure that the highest achievable levels of food control (food safety, standards and feeding stuffs) are maintained throughout the Council.

The objectives are to:

- Ensure hygienic conditions in the sale, preparation, manufacture and storage of foodstuffs and feeding stuffs;
- Ensure the wholesomeness and appropriate labelling/composition of foodstuffs and feeding stuffs within the Borough;
- Focus on a risk-based approach to inspections and enforcement activity in accordance with the Regulatory Services Enforcement Policy;
- Administer the legislation in compliance with the approved codes of practice and related official guidance;
- Promote a greater knowledge and understanding of food safety and nutrition within Southend-on-Sea Borough Council;
- Continue participation in the Food Hygiene Rating Scheme (FHRS);
- Work with Public Health England (PHE) to deliver improved health outcomes for residents, visitors and those working in Southend;
- Focus on the local enforcement of illegal harvesting of shellfish.
- Provide guidance and assistance to local businesses on regulatory compliance and new arrangements on EU Exit.
- Provide guidance and assist local businesses with respect to pandemic coronavirus.

### **1.2 The Aim of the Service is to support the Council's Aims and Outcomes to:**

The Council's 2050 ambitions have been built on conversations that have taken place with those living, working and visiting the Borough. The activities that Regulatory Services' undertakes contributes to the aims and outcomes of the 2050 themes for Pride and Joy, Safe and Well, Opportunity and Prosperity and Active and Involved.

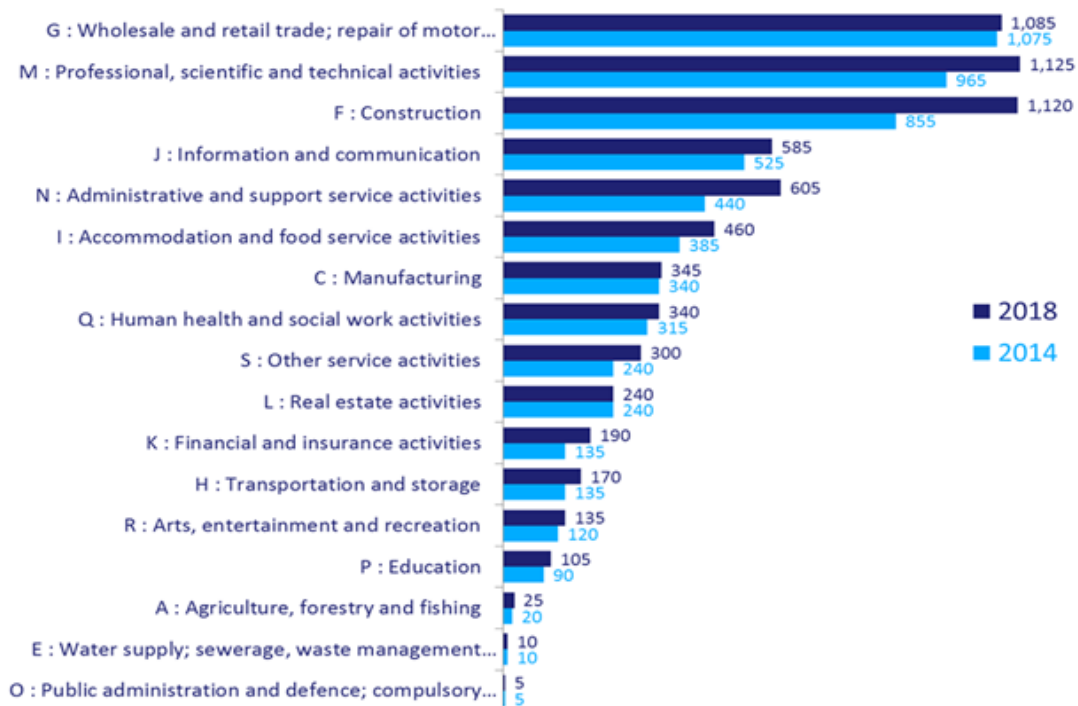
The Service Plan shows how the team contributes to a Southend in which people can be proud of with services supporting the safety and wellbeing of those who work, live and visit the town. To help businesses grow though assisting and supporting these businesses so that they bring prosperity to the town. This will be achieved through reflecting these objectives at staff conversations and integrating the service across the organisation.

## 2. Background

### 2.1 Profile of the Area

Southend-on-Sea Borough Council is a unitary authority. It is a seaside town which is a tourist destination with local shopping areas and a thriving town centre covering 6,785 hectares. It is the closest seaside resort to London and is located within the Thames Gateway region and usually has over 6 million visitors each year. There are seasonal businesses within the town and the Council actively promotes events in the Borough to support the prosperity of the town.

The total population estimate for 2018 for the Borough was 182,500. The Essex Employment and Skills Board undertook an Evidence Base District Profile for Southend which was completed in 2019 and shows the employees by industry sector.



It is noted that wholesale and retail trade, which will include food business has decreased and those offering accommodation and food services has increased between 2014 and 2018.

### 2.2 Organisational Structure

(Annex 1) The Council structure together with details of responsibilities for food and feed.

The Council sends food for microbiological examination to the Public Health Laboratory (PHE) Laboratory at Colindale via a collection service.

<p>Public Health England Food Water and Environmental Microbiology Lab 61 Colindale Avenue London NW9 5EQ 0208 327 6548 /6550 Fax: 020 8327 6542 <a href="mailto:fwem@phe.gov.uk">fwem@phe.gov.uk</a></p>	<p>Consultant of Communicable Disease Control (CCDC), PHE East of England, Health Protection Team, Second Floor, Goodman House, Station Approach, Harlow CM20 2ET Tel: 0300 303 8537 Fax: 01223 724499 Email: <a href="mailto:EastofEnglandHPT@phe.gov.uk">EastofEnglandHPT@phe.gov.uk</a> Secure email <a href="mailto:mailto:phe.eoehpt@nhs.net">mailto:phe.eoehpt@nhs.net</a></p>	<p>Stool Samples</p> <p>Pathology First Helpdesk Tel 01268-968300</p> <p>Reports provide by David Marquez Information Manager at Pathology First <a href="mailto:david.marquez@pathologyfirst.co.uk">david.marquez@pathologyfirst.co.uk</a> non-secure emails to <a href="mailto:david.marquez@synlab.co.uk">david.marquez@synlab.co.uk</a></p> <p>Specimen Reception Southend University Hospital NHS Foundation Trust Prittlewell Chase, Westcliff-on-Sea, Essex SS0 0RY Tel 01702-385564/ 385411</p>
---	--	---

The appointed Public Analysts for feed and foods are located at:

<p>Feed Agricultural Analyst – Mr Jonathon David Griffin Kent Scientific Services 8 Abbey Wood Road Kings Hill West Malling ME19 4YT</p> <p>Tel: 03000 41 51 00 <a href="mailto:kss@kent.gov.uk">kss@kent.gov.uk</a></p>	<p>Food Public Analyst – Duncan Arthur Public Analyst Scientific Services Limited 154 Business Park Valiant Way Wolverhampton WV9 5GB Tel: +44 (0) 7734 383707 (Direct) +44 (0) 1902 627238 (General)</p>
--	---

## 2.3 Scope of Regulatory Services

Regulatory Services is part of Public Protection which sits within Neighbourhoods and Environment. The team aligns the delivery of its services to 2050 objectives. This is achieved through supporting those living, working and visiting the Borough to stay safe and well when using the services of businesses throughout the Borough. They also assist businesses to prosper by supporting compliant businesses and targeting resources to the less compliant businesses.

With respect to feed and food the responsibilities of Regulatory Services are to:

- Undertake proactive food safety and standards inspections;
- Undertake proactive feed inspections;
- Deal with imported food and feed matters;
- Investigate complaints about food and feed;
- Investigate complaints about food and feed premises;
- Investigate food poisoning and infectious disease referrals/complaints;
- Deal with health and safety and public health matters at food premises related to drainage, industrial noise and rubbish;
- Respond to emerging public health issues;
- Respond to reports of illegal shellfish harvesting;
- Provide consultation recommendations on planning, licensing and event applications;
- Assist with the delivery of the PHE agenda regarding healthy eating and the Responsibility Deal;
- Provide business advice.

## 2.4 Demands on the Regulatory Services Team

The Service uses Uniform database which is supported by IT and linked to the property gazetteer.

Food Premises profile as at 31<sup>st</sup> March 2020.

Type of Premises	Number
Primary Production	2
Manufacturers / producers* (includes cake makers - home caterers)	105
Distributors	10
Retailers	392
Restaurants / other caterers	1142
Importers	6
Total	1,657

Food Hygiene Inspections:

FSA Category	No. of Premises	Frequency Required	Due 2020 – 2021	Overdue
A	4	Every 6 months	8	
B	68	Every 12 months	62	6
C	352	Every 18 months	236	13
D	606	Every 24 months	268	58
E	435	Alternative enforcement or every three years	83	144
Awaiting Inspection, includes overdue*			99	
Not in programme+	93			
Total Inspections due as at 01/04/20				919

\*Fluctuation in year as new premises register and are inspected which will affect the number of premises due for inspection in year compared to the start of the year. Last year there were 158 new food registrations throughout the year. The awaiting inspection includes those where risk-based assessments have been carried out.

+Includes premises undertaking very low risk activities e.g. selling pre-packed bars and providing teas and coffees. This will be further reviewed this year to ensure compliance with the Local Authority Enforcement Monitoring Systems (LAEMS) guidance.

Child-minders have been removed from the Uniform as the requirement is for this group to register with the Council's Early Years team. There is an arrangement in place for the dissemination of information to Childminders and for the Early Years Team to work with Regulatory Services to undertake interventions where required.

The figures shown also includes Home-caters where we have undertaken information gathering to identify low risk premises and prioritise high-risk interventions.

The Food Law Code of Practice (FLCoP) requires that Category A and B food hygiene, Category A food standards and non-compliant C premises be subject to an inspection, partial inspection or audit at the required interval. Broadly compliant C risk food hygiene premises and broadly compliant B risk food standards can alternate between inspection, partial inspection audit and other Official Controls.

Category D risk premises can only alternate between an intervention which is an Official Control, and an intervention that is not an Official Control, if the potential hazard element at risk assessment is less than 30.

Premises rated E for food hygiene and C for food standards can be subject to an alternative enforcement strategy.

As there is currently a lock-down for pandemic coronavirus in place, interventions are being directed by the Food Standards Agency with respect to 0,1 and 2 risk premises providing take-away services, A and B risk premises and the determination of applications for approved premises.

Approved Food Premises:n

<b>Types</b>	<b>No. of each Type</b>
Cockle Processing	4
Fishery Products	1
Meat Products	1
Cold Stores	3

Food Standards Inspections:

<b>FSA Category</b>	<b>No. of Premises</b>	<b>Frequency Required</b>	<b>Due 2020 – 2021</b>	<b>Overdue</b>
A	1	Every 12 months	1	0
B	113	Every 24 months	63	29
C	1324	Alternative intervention or every 5 years	44	158
Awaiting Inspection* includes overdue			126	
Not in programme+	93			
<b>Total Inspections due as at 01/04/20</b>		<b>377</b>		

\*As for FH above there is fluctuation in year as new premises register and are inspected which will affect the number of premises due for inspection in year compared to the start of the year. Last year there were 158 new food registrations throughout the year.

+Includes premises undertaking very low risk activities e.g. selling pre-packed bars and providing teas and coffees. This will be further reviewed this year to ensure compliance with the Local Authority Enforcement Monitoring Systems (LAEMS) guidance.

Feed Premises Inspections:

We have been co-ordinating with other authorities through the National Trading Standards Board (NTSB) and the Food Standards Agency (FSA) to ensure that regionally animal feed enforcement is effective, and there are risk-based controls in place across the Region.

From 1 April 2019, delivery of the NTSB Feed inspection programme, including the role of the lead Feed Officer role has been contracted out to Essex Trading Standards for a period of 2 years 19/20 and 20/21 covering the current NTSB funded programme.

The Council had 22 businesses registered under the Feed (Hygiene and Enforcement) Regulations 2005, for feed inspections as at 31 December 2018. These are either manufacturers of animal feedstuffs or they are retail premises, which distribute food on for feed purposes, and one distributor.



Feed Premises Profile for 2019/20:

<b>Category of Premises</b>	<b>No.</b>
Distributor R05	1
Pet Food Manufacturers R06	2
Supplier of Surplus Food R07	19
Total	22

The Desktop Exercise for 2020/21 identified that five of these premises must be incorporated into the inspection programme as required by the FSA's Feed Law Code of Practice (England) as detailed below.

Inspections due 2019/2020:

<b>Category</b>	<b>No. In category</b>	<b>Due 2020-21</b>	<b>Number planned</b>
R5	1	1	1
R6	2	1	1
R7	19	3	3

There is uncertainty regarding EU Exit arrangements and the requirement for the food and feed service to consider support for businesses that may be necessary. This includes both in the event of arrangement in place for leaving the EU and the possibility of leaving with no deal. This will include the facility for providing health certificates for businesses exporting to the EU, inspection of fishing vessels, consideration of change of status and responsibilities for distributors who may now have importer responsibilities.

Concerns continue to be raised regarding the harvesting of shellfish from the foreshore. The quantities being taken indicate commercial activity and there is a risk with shellfish entering the food chain without the required controls in place.

Regulatory Services will respond to incidents of illegal shellfish harvesting, food fraud, with respect to counterfeit products, and to emerging public health issues.

Regulatory Services undertake sampling around the National Priorities identified in the FSA's Guidance on the food sampling programme. The programme also considers the sampling priorities for the Council and for the priorities identified through the Regional Strategic Assessment and EETSA. There is no funding available for imported foods and no identified sampling programmes for feed this year. If grants become available Regulatory Services will bid for relevant funding.

## Service Requests:

Regulatory Services responds to requests for service, including business advice and infectious disease. It is anticipated that demand will be similar to requests received last year, see section 6.1.

In the event of a No Deal EU Exit, Regulatory Services will prioritise requests from businesses to assist them with export requirements for food and feed. In the event of a Deal business advice will also be provided to assist businesses with changes to regulatory requirements. The team has been identifying businesses across the Borough that are currently not on our database. Advice is been offered to these businesses.

Officers are located in the main Civic Centre, Victoria Avenue. The service responds to inspections outside of normal hours. There is a contact centre which can receive emergency calls and is staffed 24 hours.

The Council is a seasonal location with impacts on the transient nature of the businesses in the Borough. The seasonal nature of the town also means that businesses will follow the weather pattern and not necessarily a seasonal pattern of opening.

### **2.5 Enforcement Policy**

The Regulatory Services Enforcement Policy was approved by the Council in 2015. This policy was developed and consulted on; meeting the requirements of the Legislative and Regulatory Reform Act 2006 and the Regulator's Code.

Regulatory Services is participating in the Better Business for All agenda working with the Growth Hub and across Essex authorities to better understand businesses needs to assist them with compliance.

## **3. Service Delivery**

### **3.1 Interventions by Regulatory Services Officers for Food and Feeding stuffs**

Details of inspections due in each category are listed in 2.4. Regulatory Services Officers will prioritise for inspection premises which are:

- A and B rated for food hygiene;
- A rated for food standards;
- Approved food premises: The premises approved for processing shellfish will be inspected at the start of the season and other approved premises where due. Inspections may also be increased to respond to support businesses to export in event of identified EU Exit requirements;
- Feed establishments identified through the Desktop Study for inspection through the National Trading Standards Board (NTSB);
- C rated food hygiene, targeting those which are non-compliant;
- D rated food hygiene, targeting those which are catering or overdue in the first instance;
- Revisits at premises where notices have been served;
- Food hygiene revisits at premises with either a compliance score of 15 or higher for hygiene or structure; or a confidence in management control procedures rating of 20 or higher;

- Food standards revisits at premises either with a current compliance score of 40 or a confidence in management control system score of 30;
- Requests made under the FHRs for re-score visits, appeals and right to reply;
- Requests for service to assist businesses with respect to a No Deal EU Exit.
- Requests for service to assist business with respect to the coronavirus pandemic.

Regulatory Services Officers for food and feed are authorised in line with qualification and competency requirements detailed in the respective Codes of Practice. Those inspecting for food are allocated interventions by ward(s) in which they co-ordinate inspections, complaints, planning, event applications and the inspection of new premises. Co-ordination of feed is through the Lead Feed Officer and the Regulatory Services Officer for Trading Standards.

Officers have access to expertise and peer support through attending local liaison group meetings, detailed in section 3.8.

Suitably qualified and competent Enforcement Officers will support the service where possible.

All high-risk food standards are prioritised for inspection each year. All other food standards inspections will be completed at the same time the food hygiene inspection is due, overdue or likely to be due before the next food hygiene inspection.

All new premises will be evaluated in accordance with the risk they represent. New premises should be inspected within 28 days of registration. Where this is not possible those undertaking high risk activities will be prioritised over low risk inspections.

Questionnaires will be used to assess Home caterers to determine the activities being undertaken and the inspection prioritised where high risk activities are being undertaken. Many of this category of caterer register to enable them to utilise the FHRs, rather than a legal requirement to do so. Inspections at premises undertaking lower risk activities will be undertaken where resource is available.

It is proposed to continue to undertake an alternative enforcement strategy for E risk premises to establish whether the risks have changed.

A check of the premises listed as having no inspectable risk was undertaken and the outcome will be reviewed this year in line with the current LAEMS guidance. All childminders are required to register with the Council's Early Years Team, and are therefore subject to controls through pre-commencement conditions, ongoing training and routine visits by that team. An arrangement is in place for Early Years to contact Regulatory Services if an intervention is required and this new arrangement will be reviewed at the end of this year.

Enforcement Officers will assist in alternative interventions for other premises and sampling.

Regulatory Services Officers who inspect food premises also undertake:

- Health and safety interventions and inspections. Health and safety inspections will be undertaken in line with the Health and Safety Executive

priorities for proactive inspections. They will also be undertaken where matters of evident concern are noted;

- Public health and nuisance complaints at food premises;
- Responses to planning applications for food premises;
- Responses to event applications
- Healthy eating interventions.

Regulatory Services Officers who inspect feed premises also undertake activities relating to:

- Consumer Protection;
- Product Safety;
- Fair Trading;
- Weights and Measures.

Regulatory Services supports the Safety Advisory Group process for events to ensure that compliant caterers operate at these events. Caterers at these events will normally be those rated 3, 4 and 5 under the FHRS.

Where inspections of mobile traders are carried out at events or markets outcomes will be reported to their registered local authority in line with the FLCoP. Similarly reports from other local authorities regarding mobile traders registered with Southend-on-Sea Borough Council will be used to inform ratings.

Regulatory Services Officers for food safety, standards and health and safety, will determine whether additional pro-active inspections are required at events within their inspection areas.

The Council will continue to participate in the FHRS to promote transparency and enable individuals to make informed choices about where they eat.

The Council will continue to utilise and develop the Uniform database to improve reporting capability.

### **3.2 Regulatory Services Group Food and Feed Complaints**

The demand on the service for 2019-2020 is reviewed in Section 6.1. It is anticipated that the number of complaints received in 2020-21 will be similar to those received in previous years.

All food complaints will be allocated in accordance with Officers inspection area and for feed to the Lead Feed Officer for onward referral to Essex County Council. Investigations of service requests/complaints will be based on intelligence and will be proportionate to the risk.

### **3.3 Primary Authority Partnership and Home Authority Scheme**

The Council does not have any formal arrangements in place for food hygiene, standards or feeding-stuffs. The Enforcement Policy requires all Officers to give consideration to any partnerships and formal intervention strategies prior to taking enforcement action. As part of an informal Home Authority arrangement this authority will continue to undertake sampling for examination of the cockle processing establishments in liaison with the City of London Corporation Port Health Authority.

All Officers have access to the Primary Authority Scheme website and will adhere to inspection plans or priorities identified through this scheme.

The team will explore Primary Authority opportunities and training on the scheme has been undertaken to support this activity.

### **3.4 Advice to Business**

The level of demand from businesses last year is included in section 6.1 but does not take account of advice given during inspection. Advice to businesses will continue to be given particularly in respect of EU Exit issues, and to our obligations under both the FHRS and the Regulators' Code to assist businesses to grow, and for those within the FHRS to achieve a higher rating.

Ad-hoc advice will be given on request and where necessary businesses will be advised of specialist support that they can obtain for themselves. Further improvements will be made to the Council's web pages to provide advice to businesses and links to other providers of businesses.

Regulatory Services continues to support the Economic Development team (EDT) by providing advice at events organised by EDT. The team will continue to support businesses through bringing attention to grants that are available for business development and energy efficiency.

Details of what to expect during an inspection are included on the reverse of the inspection report which is left on site following an inspection together with the officer's contact details. Advice is also given on any further correspondence and will include the officer's contact details.

### **3.5 Feed and Food Sampling**

The food sampling policy prioritisation is detailed in Section 2.4 and the food sampling programme for this year attached as Annex 2. Regulatory Services will continue to participate in the Essex Food Group programme as well as take samples to support local work. It is planned that sampling will be undertaken in accordance with the sampling plan (Annex 2). Enforcement Officers support this work.

PHE continues to provide a free allocation for microbiological sampling and there is no funding available this year from the FSA to support national priorities. Where resources allow the team will participate in the East of England Trading Standards Association (EETSA) programme undertaking compositional food sampling and standards as well as taking samples in support of local work. The team completed a local project for imported foods last year and where necessary sampling will be undertaken to support businesses with respect to EU Exit and where there are emerging risks.

The details for the returns of the sampling information will be uploaded manually to the LAEMS return.

Samples for food examination will be submitted to PHE Laboratory at Colindale and samples for food to Public Analyst Scientific Services Limited. The nominated Agricultural Analyst for feed is the same as Essex Trading Standards (ETS), so that any samples taken on our behalf will be submitted alongside ETS samples.

### **3.6 Control and Investigation of Outbreaks and Food Related Infectious Disease**

The team will continue to respond to demand with respect to pandemic coronavirus, including the proposal of utilising trained officers for contact tracing.

If this is required resource will be diverted to assist in pandemic coronavirus activities and backfilled by contracted inspections where possible.

Outside of the pandemic investigations will be undertaken of outbreaks; other incidents of suspected food poisoning will be monitored and responded to if necessary. The demand for last year is detailed in 6.1 and it is expected to be similar for this year. There are working instructions that detail the responses to be made. The Council has signed up to the Memorandum of Understanding Outbreak Control Plan.

Required responses to pandemic coronavirus has increased the demand on time and the lock-down may result in a reduction in the pro-active programme. Progress through the programme will be reviewed on a monthly basis.

### **3.7 Incidents**

Regulatory Services continues to respond to incidents of illegal harvesting of shellfish from the foreshore. These products are removed from the food chain where commercial harvesters have been unable to demonstrate that the shellfish will be subject to the correct controls. The team is currently working with the National Fraud Team and other agencies.

Where required by the FSA or the Department for the Environment, Food and Rural Affairs (DEFRA) resources will be provided which will result in a reduction in the pro-active programme.

Resource may also be required to support the Council's emergency control plan and Regulatory Services supports the Council's EU Exit strategy Group.

### **3.8 Liaison with Other Organisations**

The Council will continue to participate locally in liaison arrangements with:

- The Essex Food Liaison Group (including microbiological sampling);
- EETSA Food Group;
- EETSA Feed Group;
- Thames Estuary, Essex and East Suffolk Shellfish Liaison Group;
- Food Hygiene Focus Group;
- Essex Environmental Health Managers Group;
- EETSA Heads of Service
- Public Health England;
- Planning

The Council will work with national bodies as appropriate, Food Standards Agency, Chartered Trading Standards Institute, Chartered Institute of Environmental Health, Department for Environmental, Food and Rural Affairs, Department for Business, Energy and Industrial Strategy, Local Government Association.

### **3.9 Promotional Work and other non-official controls interventions for food and feed**

Participation will be as part of a larger exercise organised nationally or through Essex County, these will be evaluated in line with corporate objectives.

Support of initiatives identified through the public health agenda including those identified in action plans for Health and Wellbeing. This will include, the promotion

of the Healthy Eating Awards and delivery of the Responsibility Deal with PHE where funding has been made available.

Regulatory Services will also participate in:

- Health Promotion Events organised by SBC;
- Targeted events.
- Southend Action Days, targeted activity in specific areas

Any promotional work undertaken will be evaluated to measure its effectiveness.

The team utilises resources to support leisure events across the town, though participating on the Safety Advisory Group and inspecting at events previously identified as higher risk.

## 4 Resources

### 4.1 Financial Allocation

	£ Budget 2020-21
Travel and Subsistence	1,700
Equipment	0 (there would be budget available is required)
IT & Legal (included in management, administration and technical services)	0 (there would be budget available if required)
<sup>1</sup> Sampling Budget	0 (funding stream from grants where available and would be available if required)
*Staffing Costs	325,000
Funding contracted inspections	11,300

<sup>1</sup>(Microbiological samples are taken as part of our free allocation with PHE.)

\*Includes calculations of on-costs as amended 2019-20

### 4.2 Staffing Allocation

Staff	FTE 2016-17	FTE 2017-18	FTE 2018-19	FTE 2019 – 20
Management Food and Feed	0.5	0.5	0.5	0.5
Regulatory Services Officers Food* vacancy factor used for Contracted inspections	3.7	3.7	3.5	3.2
Enforcement Officers Food	0.49	0	0.5	0.5
Contracted food inspections	0.31	0.35	0.3	0.5
Total Officers	4.9	4.55	4.8	4.7
Administration	0.6	0.6	0.6	0.6
Regulatory Services Officers Feed	0.09	0.09	Contracted service out	Contracted out service

### 4.3 Staff Development Plan

Training will be identified as part of the annual conversations with staff members to meet the needs of the service to be delivered. Registered Environmental Health Practitioners are responsible for managing their own CPD training which will mostly be provided externally and funded by the Council.

Continued assessment of competencies in line with the Code of Practice is undertaken as part of the Council's appraisal system.



Officers who support areas of food, feed, infectious disease and legal processes will receive appropriate training which will be provided both in-house and externally as appropriate.

Officers working to complete their registration as food practitioners will be supported.

#### **4.4 Projected resource required to deliver programme**

Activity (does not include Business Support time)	FTE
Food Hygiene Inspections	1.86
Approved Premises	0.04
Food Standards (if undertaken at time of food hygiene inspection)	0.4
Revisits to check compliance / FHRS	0.03
Service Requests	0.4
Events applications	0.23
HA / Primary Authority	0.01
Advice to Business	0.21
Formal action	0.1
Co-ordination liaison	0.07
Promotional work	0.01
Sampling activities	0.11
Food poisoning (does not take into account outbreak)	0.23
Incidents (including illegal harvesting of shellfish)	0.5
Training for competency (Code of Practice requirement) & internal	0.13
Auditing	0.05
Management of activities (service and improvements)	0.9
Total Food (excluding dedicated administration)	5.46
All Feed Activities	0.09

There is a contract in place to undertake some food inspections to assist with meeting the FLCoP requirements to ensure that high risk interventions are completed in year. Where there are continued recruitment issues or where resource is put into supporting pandemic coronavirus the support from contracted inspections may be increased. Feed inspections are being funded through the EETSA Feed Group.

## **5 Quality Assessment**

### **5.1 Quality Assessment and Internal Monitoring**

The Council participated in the Essex Food Group internal audits against the Brand Standard in 2015. An action plan was developed and implemented. Audit procedures were updated to include checks for Brand Standard compliance. The team continues to participate in the data cleansing programmes managed through the FSA.

The FSA undertook a thematic audit of the Council's food enforcement programme in December 2012. An Action Plan was agreed with Council and has been implemented. Progress against the Action Plan has been reported to the FSA. The audit review by the FSA was completed in April 2014 and the service has been signed off as compliant.

A Data Protection Audit took place in November 2012 and there were no issues raised.

There is an internal audit team within the Council who select areas for review on an annual basis. There is also Member scrutiny through the scrutiny process as appropriate. An audit of the Regulatory Services restructure was carried out during 2013 and a further audit is to be scheduled.

## 6 Review

### 6.1 Review against the Service Plan 2019 - 2020

There is continued support for report writing and there are a range of performance reports available.

Food Safety:

FSA Category	Numbers Due	% Achieved
A	9	100
B	84	93
C	261	95
D	319	82
E	330	60
Unrated (includes changes in year)	225	88

The planned inspection programme was not fully completed because premises closed and officers were on lockdown in response to pandemic coronavirus. Last year the team achieved 100% of all A, B and C risk premises and this year achieved 100% of all A risk, 93% of all B risk and 95% of all C risk food hygiene inspections.

For the lower risk premises last year the team inspected 87% of D risk premises and 16% of E risk premises and this year there was a slight decrease to 82% of D risk premises inspected and achieved an increase to 60% of E risk premises food hygiene inspections being completed.

Food hygiene inspections were carried out on 88% of new premises that registered. The majority of those that were not inspected were assessed by the team as undertaking low risk activities.

Priority has been given to targeting the high-risk interventions required and responding to customer complaints. The alternative enforcement strategy for E-risk premises and the review of premises listed as no inspectable risk has been started and will be concluded in the coming year.

During the pandemic the team has provided guidance to premises with a poor inspection rating, particularly for those premises previously only operating as restaurants and guidance on social distancing.

The difficulties in recruiting to vacant posts has continued, so resource has been directed to additional contracted inspections to assist with the programme. In response to this a development role for food inspectors is being recruited to.

Food Standards:

<b>FSA Category</b>	<b>Numbers Due</b>	<b>% Achieved</b>
A	0	100
B	37	56
C	455	74
Unrated (includes new premises registrations)	245	50

Food standards inspections were not targeted, in line with the Service Plan, apart from the A-risk premises. Medium and low risk food standards inspections are completed at the same time as the food hygiene inspections, including where new premises are inspected. The team continued to prioritise food standards inspections that were due, overdue, or due before the next food hygiene inspection.

There were no A-risk premises due for inspection, there was a slight reduction in the % of due B risk food standards inspections carried out and an increase in % of C risk premises food standards due inspections achieved.

The % of unrated food standards premises inspections has reduced. This figure includes those not inspected where officer competency did not allow for food standards to be completed at the same time food hygiene was due. The food standards will be inspected when the next food hygiene is due. An assessment of these inspections will be undertaken to ensure that where there are E risk premises, which would be dealt with under alternative enforcement an inspection will be completed at that time to ensure that the unrated food standards inspection is completed.

Feed Premises Profile as at 31 December 2018 (for the 2019-20 inspection programme):

Category of Premises	No.
Pet Food Manufacturers R06	2
Supplier of Surplus Food R07	19
Distributor R05	1
Total	22

Inspections completed in line with the desk-top study:

<b>Category</b>	<b>No. In category</b>	<b>Due 2019-20</b>	<b>Completed</b>	<b>% Achieved</b>
R7	19	3	4	133
R6	2	1	1	100
R5 <sup>1</sup>	1	1	0	0

To resolve the time element of the training and enforcement for feed this part of the service has been contracted out.



## Enforcement in Food Premises:

	<b>2019-20</b>	<b>2018-19</b>	<b>2017-18</b>	<b>2016-17</b>
<i>Prosecutions</i>	0	0	0	3
<i>Simple Cautions</i>	0	0	0	0
<i>Improvement Notices</i>	5	9	7	17
<i>Prohibitions &amp; Voluntary Closures</i>	0	0	3	1
<i>Seizure and Detentions (including voluntary surrender)</i>	47	8	11	12
<i>Remedial Action and detention notices</i>	0	0	0	0

The team continues to disrupt the illegal harvesting of shellfish and undertakes voluntary surrenders of oysters and other shellfish from the seafront. Last year approximately 215kg was surrendered and destroyed. There has been a decrease in the number of improvement notices served to remedy contraventions and this may be attributable to recruitment vacancies.

## Requests

	<b>2019-20</b>	<b>2018-19</b>	<b>2017-18</b>	<b>2016-17</b>
<i>Food Safety and Standards</i>	535	555	619	701
<i>Infectious Disease</i>	266	221	254	201

## Sampling

	<b>2019-20</b>	<b>2018-19</b>	<b>2017-18</b>	<b>2016-17</b>
<i>Microbiological Samples Taken</i>	210	188	164	215
<i>Analytical Samples Taken</i>	42	0	0	13

There was an increase in the number of microbiological samples taken and team continues to support national schemes and local priorities. There were 42 samples taken for analytical testing, which was supported through FSA funding for EU Exit preparations. There were no samples required to be taken for feed analysis in 2019 -2020.

The integration of the service requests into the Uniform system has been completed, and we continue to improve the quality of the data received. There are procedures in place for the use of the system and enhanced reporting tools available.

Questionnaires continue to be used as a method of assessing the risk of the activities of unrated Home Caterers. This group tends to operate sporadically, utilising their food hygiene rating as a quality standard, rather than as them meeting the criteria for registering. They often do not continue their operation. Undertaking the questionnaires enables the team to target the higher risk activities for inspection within 28 days of opening. Home Caterers already on the inspection cycle will be inspected in line with the priorities detailed in 3.1.

Home Caterers assessed as operating sporadically and undertaking low risk activities will be inspected outside of these time scales.

The Council has continued to participate in the FHRS. Support has been given to the national campaigns around raising the profile of this scheme and has undertaken data cleansing.

The Council has continued to use of Social Media through a Facebook page to inform business of emerging issues, including reinforcing the FHRS; publicising campaigns and informing members of where a business achieves a five under that scheme. The highest hits the Facebook page achieved this year 17,360.

There has been a contribution through working with PHE, providing details of suitable premises for healthy eating interventions. GIS mapping has been developed to enable PHE to see the proximity of take-away premises to schools and play areas so that further targeting can be carried out.

Officers have continued to support enforcement activity in relation to illegal harvesting of shellfish and disrupting that activity.

There is continued support of the Safety Advisory Group which provides guidance to event applicants.

The arrangement with Essex County Council for undertaking animal feed inspections has worked well this year and will continue whilst the activity is funded through NTS.

## **6.2 Identification of any Variation from the Service Plan 2019-20**

The inspection plan was not completed because of the lock-down for pandemic coronavirus.

An alternative intervention strategy and assessment of premises assessed as having no inspectable risk has commenced and will be completed this year if there are no vacant posts.

The service was still unable to recruit to the food vacancies. This has meant that the contracted inspection programme which has been formalised with a 3-year arrangement with a provider was expanded.

## **6.3 Areas for Improvement**

- Continue to improve the use of the database;
- Continued improvement of remote working facilities to integrate paperwork for inspections;
- Improved reporting tools are being developed for performance management purposes;
- Continue to maximise use of Uniform;
- Utilise Uniform to report electronically the sampling element of the LAEMS;
- Review No Inspectable Risk premises in line with the LAEMS guidance
- Standardising work where possible and process improvements.
- Continue to vet and prioritise new premises inspections;
- Training of Officers to support work areas and identified competency requirements;
- Determine where 'other official controls' are possible and how IT would need to be mapped to report this;

- Review the new arrangement for childminders with the Early Years Team.
- Work with businesses to identify service needs, including the continued participation in the Better Business for All agenda;
- Identify and assist businesses previously operating as distributors who will become importers on leaving the EU
- Identify and assist importers with new requirements on leaving the EU.
- Develop guidance for businesses throughout the coronavirus pandemic.

Annex 1

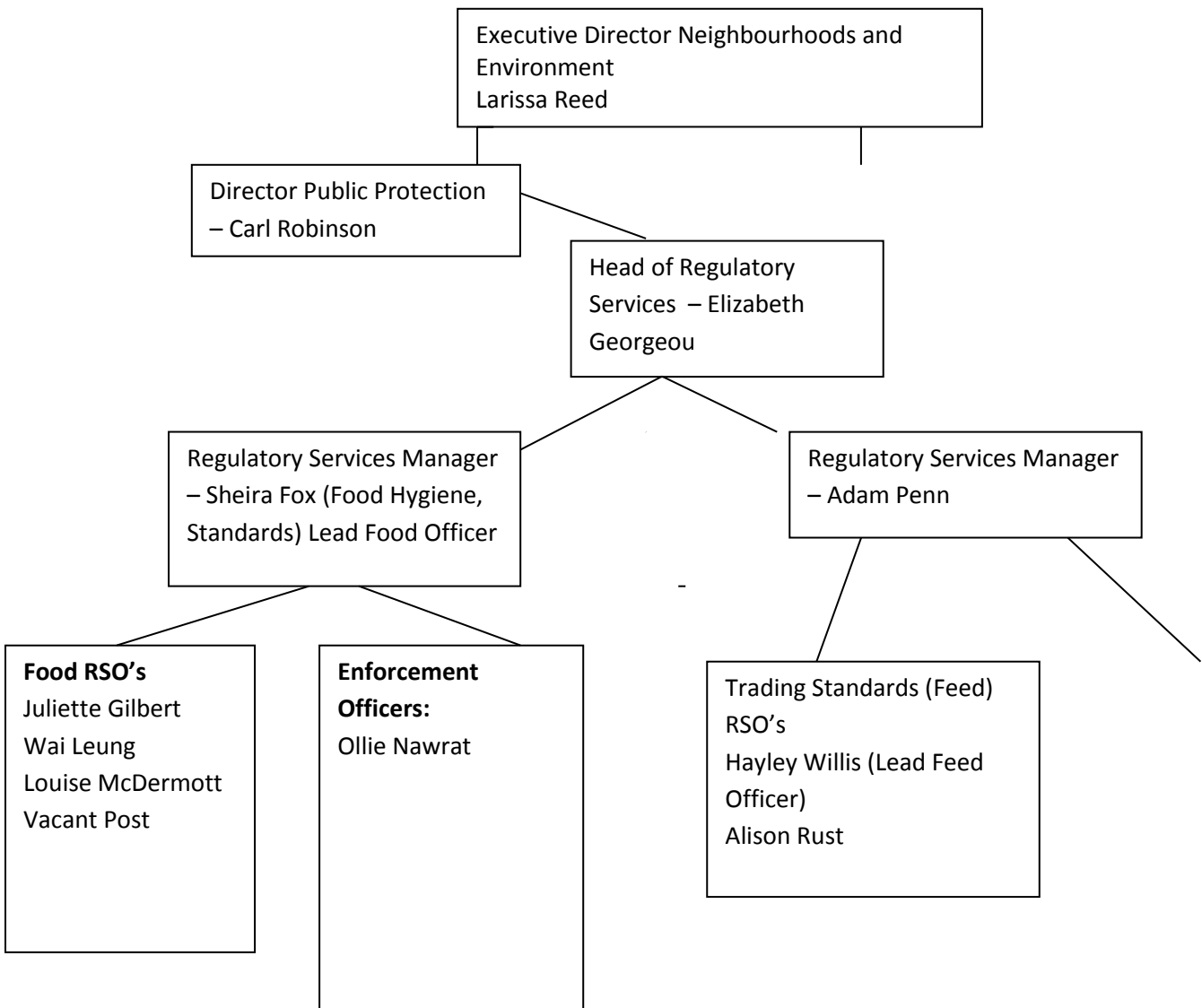
Leader and Cabinet Portfolio for Regulatory Services:

Leader                      Cllr Ian Gilbert

Regulatory Services:    Cllr Martin Terry

---

Food Service – Officers undertaking food work only:





## SOUTHEND-ON-SEA BOROUGH COUNCIL

### FOOD SAMPLING PROGRAMME

1<sup>st</sup> April 2020 – 31<sup>st</sup> March 2021

Food Std Sampling Dates	Microbiological Sampling Dates			
		Sampling Projects In-house, HPA, FSA funded, Eastern Region	Approved/ factories	Cockles (June-Oct)
April	April	No sampling activity due to Covid-19 lockdown		
	May	In house Covid-19 takeaway premises. i.e. ice cream kiosks, hot holding food from fish and chip shops, sandwiches etc	Y	
	June	In-house scooped & machine ice cream		
	July	Study 71 - Taps/water in temporary/mobile supplies (Ice Cream vans)		
August	August	In-house ready to eat foods from Production Kitchens/ factories		
	September	In-house ready to eat foods from Production Kitchens/ factories		
		Study 70 - RTE Salads/slaws and water used during production	Y	
October	In-house Listeria shopping basket i.e. pate, soft cheese, smoked fish, sandwiches			
November	November	In-house Environmental Swabs, cloths and food containers		
	December	In-house seasonal food i.e. gravy, sliced meat, chocolate coated products		
	January 2021	<b>NEW YEAR - *NO SAMPLING ACTIVITY*</b>	Y	
February 2021	February 2021	In house ready to eat foods from third countries e.g. sliced cured meat, spices,		
	March 2021	In house Emerging ready to eat food products		

This page is intentionally left blank

# Southend-on-Sea Borough Council

Report of Executive Director (Finance & Resources)  
to  
**Cabinet**  
on  
**16 June 2020**

Agenda  
Item No.

**9**

Report prepared by:  
Pete Bates, Interim Head of Corporate Finance,  
Caroline Fozzard, Group Manager for Financial Planning and  
Control

---

**Resourcing Better Outcomes – Outturn 2019/20**  
**All Scrutiny Committees**  
**Cabinet Members: Councillor Ian Gilbert and Councillor Ron Woodley**  
***A Part 1 Public Agenda Item***

---

## **1 Purpose of Report**

- 1.1 To present to Cabinet the revenue outturn for 2019/20, and therefore the level of revenue balances going into 2020/21.
- 1.2 To advise Cabinet of the implications of the revenue outturn for 2019/20 and the impact on the 2020/21 budget and future Medium Term Financial Strategy.
- 1.3 To inform Cabinet of the capital investment programme outturn for 2019/20 and to seek approval for the relevant budget carry forwards and accelerated delivery requests.
- 1.4 To seek approval for 2020/21 in year amendments for the current approved capital investment programme.
- 1.5 To seek approval to carry forward Community Infrastructure Levy Main Fund receipts from 2019/20 and previous financial years and to delegate authority to agree how the Ward Neighbourhood Allocations are to be spent.

## **2 Recommendations**

### **That Cabinet:**

- 2.1 Note the final 2019/20 revenue outturn position for both the General Fund (Section 4.1) and Housing Revenue Account (HRA) (Section 5.1)**
- 2.2 Consider and approve the appropriation of revenue funds to and (from) earmarked reserves, as set out in Section 4.7 to 4.11 (General Fund) and Section 5.7 (HRA).**

- 2.3** Note the potential revenue impact of the 2019/20 outturn on the 2020/21 General Fund budget and Medium Term Financial Strategy (Section 4).
- 2.4** Note that the expenditure on the capital investment programme for 2019/20 totalled £59.451m against a revised budget of £70.957m (sections 6.3 and 6.6).
- 2.5** Approve the relevant budget carry forwards and accelerated delivery requests totalling a net £11.552m moving into 2020/21 and future years, as set out in Appendix 1.
- 2.6** Note the virements, reprofiles, amendments and new external funding for schemes, as detailed in Appendix 1 will result in an amended Capital Investment Programme of £222.077m for the period 2020/21 to 2024/25, as detailed in Appendix 2.
- 2.7** Approve the new schemes to the programme as set out at paragraphs 7.32 to 7.38. If these are approved this will mean an overall Capital Investment Programme of £223.857m.
- 2.8** Note the content of the Community Infrastructure Levy (CIL) Annual Financial Report 2019/20 (included in Appendix 3), and agree to carry forward CIL Main Fund receipts from 2019/20 and previous financial years until the CIL Governance Framework and spending plans are reviewed later this year.
- 2.9** Delegate authority to the Director of Planning and Transport (in consultation with Ward Members and the Cabinet Member for Environment and Planning) to agree how the Ward Neighbourhood Allocations received up until 31 March 2020 (excluding allocation to Leigh Town Council) are to be spent.

### **3 Background**

- 3.1** Southend-on-Sea Borough Council, along with most Local Authorities across the country, continues to face significant challenges in providing essential services to meet the needs of local residents within the level of resources it has at its disposal. As reported throughout 2019/20 this has been exacerbated by a combination of increasing and more complex local demand, inflation and uncertainty over future government funding levels and arrangements. This was taken to whole new level of complexity and challenge towards the end of 2019/20 with the worldwide impact of the Covid-19 pandemic.

- 3.2 The Council's strategic response to this situation (prior to Covid-19) in 2019/20 had been to develop a new high-level Financial Sustainability Strategy for 2020 – 2030 and comprehensively update its Medium Term Financial Strategy for 2020/21 – 2024/25, which were both approved by Council as part of setting the 2020/21 budget in February 2020. These key strategies outline our ambition, approach, desire and commitment to do everything we can to reflect and learn from the past in order to help us to plan more effectively for the future, investing in priorities that make a real positive difference locally. This is predicated on ensuring that the Council remains financially stable and resilient and that we move towards a position of financial self-sustainability.
- 3.3 The Council also began to introduce a new approach to outcomes based planning and budgeting in 2019/20 which looked at repurposing resources towards agreed priorities and outcomes. This development work was designed to target resources more effectively to achieve better outcomes for local residents, businesses and visitors. This approach formed a major part of the Council's programme to finance the key priorities that were outlined in the road map to 2023. Our ambition for Southend 2050 was developed with our local communities for our local communities and is built on our five agreed related themes which resulted in the identification of 23 priority outcomes for delivery by 2023.
- 3.4 The key objectives and priorities for the Council for 2018/19 and 2019/20 were informed by the results of a Residents Perception Survey in 2017/18. During this financial year another residents survey was commissioned, and the feedback received will help to shape and inform the Council's priorities going forward.
- 3.5 Other new initiatives introduced in 2019/20 included the development of a fully integrated revenue and capital budget report for the first time and improved arrangements for financial performance reporting. These new combined revenue and capital financial performance reports were presented to Cabinet and Scrutiny Committees and given greater prominence as a separate single item on the agendas. These reports provided more financial insight, highlighted major variations from approved revenue and capital spending plans for the year, facilitated greater understanding of key issues by identifying additional demand pressures and any delivery challenges.
- 3.6 As part of the development and approval of the 2020/21 Budget and Medium Term Financial Strategy in February 2020 a commitment was also made to introduce a new 'Getting to know your business' programme in 2020/21. The aim of this new initiative is to ensure all service managers in Southend-on-Sea Borough Council have a comprehensive understanding of their business areas in terms of their benchmarked operational and financial performance, key demand and cost drivers, income levels, commercial opportunities, value for money and customer insight. This programme will be designed to support managers to improve productivity and efficiency in all our business areas ensuring that we secure best value but also to support a more targeted outcomes based approach to investment.

- 3.7 The new improved financial reporting arrangements introduced in 2019/20 highlighted significant revenue financial pressures, caused primarily by increased demand for key services and some delays and challenges in the delivery of individual projects within the capital investment programme.
- 3.8 During March 2020, effectively the whole world changed due to the speed, severity, and consequences of the spread of the Covid-19 virus. It is far too early to assess the overall health and economic impact on the Council at this stage but a separate report to be considered by the special Cabinet meeting on 9<sup>th</sup> June 2020 will attempt to provide an initial high level local financial assessment.
- 3.9 In 2019/20, Covid-19 did have an almost immediate impact on the health and social care system and our local economy. It also resulted in some increases in expenditure, some loss of income and uncertainty around year end asset valuations for the Council. Most of the major financial and operational impacts of the pandemic for the Council will materialise in 2020/21 and the future.
- 3.10 This outturn report builds on the financial performance monitoring information provided for period 8, which was reported to Cabinet in January 2020. It highlights the changes in the last four months of the year and provides an insight into the major variances that have contributed to the final outturn position. It also considers the potential implications that the 2019/20 outturn will have on the 2020/21 approved budget and Medium Term Financial Strategy.
- 3.11 There are some clear service demand pressures and trends that have been established, some possible mitigations are proposed to deal with these challenges going forward. Our immediate responsive financial strategy and tactics have been made a lot more difficult to design because of the complexity and uncertainty caused by the local impact of Covid-19.

#### **4 2019/20 General Fund Revenue Outturn**

- 4.1 The following table summarises the revenue outturn for the General Fund and the consequential requirement for use of earmarked reserves to balance the budget for 2019/20. The outturn has been prepared on the assumption that all appropriations to and (from) earmarked reserves proposed in this report are approved. Cabinet are invited to consider the recommended level of appropriations later in this report.

Last Reported Variance £M	Portfolio	Revised Budget £M	Forecast Outturn £M	Variance £M
(0.2)	Leader: Housing, ICT, Revenue & Benefits	18.2	18.5	0.3
2.6	Deputy Leader: Assets, Highways & Transport	3.2	5.9	2.7
0.0	Business, Culture and Tourism	4.9	5.0	0.1
4.8	Children and Learning	29.3	34.7	5.4
0.0	Community Safety and Customer Contact	2.3	2.3	0.0
(0.9)	Environment and Planning	20.5	19.8	(0.7)
0.7	Health and Adult Social Care	36.6	39.4	2.8
<b>7.0</b>		<b>115.0</b>	<b>125.6</b>	<b>10.6</b>
(1.8)	Corporate Budgets	12.6	11.1	(1.5)
<b>5.2</b>		<b>127.6</b>	<b>136.7</b>	<b>9.1</b>
0.0	Financial and Technical Adjustments	1.3	(1.9)	(3.2)
0.0	Revenue Contribution to Capital	0.7	0.7	0.0
0.0	Non Service Specific Grants	(4.0)	(4.0)	0.0
<b>5.2</b>	<b>TOTAL</b>	<b>125.6</b>	<b>131.5</b>	<b>5.9</b>
(2.0)	Funding	(125.6)	(126.9)	(1.3)
<b>3.2</b>	<b>NET</b>	<b>0.0</b>	<b>4.6</b>	<b>4.6</b>

- 4.2 This table shows that the adverse variance for the overall budget moved to £4.6M by the end of the year compared to a £3.2M forecast at period 8. The primary reason is that the Service Portfolios variance increased from £7M to £10.6M during the last four months of 2019/20. The headlines for this worsening position are summarised in the table at Section 4.6 and further commentary is included in this report. A range of corporate mitigations have been implemented to reduce the overall General Fund deficit to £4.6M by the year-end. We have also applied £0.3M of Emergency Covid-19 Grant funding to affected services in 2019/20.
- 4.3 The total net expenditure outturn for 2019/20 was £131.5M, which was £1.4M (1.1%) above the period 8 forecast. Despite the challenges caused by this overspending in 2019/20, the Council remains in a strong and financially resilient position. Through careful and prudent financial management, it has retained the ability to cope with unexpected challenges including this scale of overspending. To add further context the overall gross spending power of the Council is in the region of £375 million, so £4.6M represents around 1.2%.
- 4.4 Cabinet have received regular and detailed budget monitoring information throughout 2019/20, so most key variances have already been well documented and reported. A lot of the major demand pressures in social care experienced locally are replicated in a high proportion of other upper tier local authorities right across the country. Despite attempts to minimise the overall financial impact from these pressures in-year, the sheer scale and complexity of demand has resulted in significant additional spending in the critical service areas of Adults and Children's Social Care. This extra investment has been made for the most vulnerable residents in our society. Several other mitigations were implemented corporately in-year to reduce the overall level of portfolio service overspending. Reliance has had to be placed on the use of earmarked reserves that were set aside for specific purposes to balance the budget in 2019/20.

- 4.5 This report summarises the major variances between the period 8 forecast and the final outturn for 2019/20. Given the size and complexity of the Council's operations there are several under and overspends in individual service areas. At year-end consideration is also given to the need to review the level of provisions for insurance, redundancies, bad and doubtful debts, and any other issues that arose during the year. This has also contributed to the overspending in 2019/20. Comprehensive year-end reviews are undertaken across all revenue projects that are supported by specific grant streams. If a project, for justifiable reasons, has not been completed in year, the value of any unspent grant is carried forward into the next year through the mechanism of earmarked reserves.
- 4.6 There are several additional variances that have occurred between what was reported at period 8 and the actual final outturn. These are summarised and rounded to the nearest £0.1M in the following table:

	<b>£Ms</b>
Community Housing	0.2
Property & Estate Management	0.3
Decriminalised Parking	(0.3)
Child Protection & Support	0.5
Leaving Care	0.2
Private Voluntary Independent Services	0.4
Other Children's Services	(0.3)
Flooding	0.3
Waste, Environmental Care & Street Cleansing	(0.3)
Learning Disabilities	0.3
Older People	1.7
Minor service variances across the Council	0.6
<b>Overall Portfolio Service Adverse Variance</b>	<b>3.6</b>
Contingency budget and other minor corporate variances	(2.2)
<b>Total Variance from Period 8</b>	<b>1.4</b>

### Recommended Appropriations to and (from) Earmarked Reserves

- 4.7 The following table and supporting commentary set out the rationale and recommended appropriations to and (from) the Council's earmarked reserves for 2019/20. These proposed appropriations are subject to the approval of Cabinet, annotated as appropriate where the appropriation is materially different from what was originally planned.

Reserve	Opening Balance	Planned 'In-Year' Movement	Approved 'In-Year'	Proposed Final Appropriation	Closing Balance
	£000's	£000's	£000's	£000's	£000's
Capital Reserves	12,638	(3,978)	0	4,497	13,157
Corporate Reserves	32,933	6,403	(500)	(2,371)	36,465
Insurance Reserves	6,800	0	0	(837)	5,963
Service Reserves	14,018	(887)	(2,000)	57	11,188
Grant Reserves	4,224	0	0	653	4,877
	70,613	1,538	(2,500)	1,999	71,650



- 4.8 The planned 'In-Year' movement column is a summary of what was agreed as part of setting the Revenue Budget for 2019/20. The approved 'In-Year' column is a summary of the appropriations approved during 2019/20. The proposed final appropriation column contains the summary of recommended changes (net total of +£1.999M to Reserves) to this Cabinet meeting for consideration.
- 4.9 Within the proposed final appropriation column there is also a technical adjustment to transfer £0.837M from the Insurance Reserve to the Insurance Provision to recognise insurance liabilities that have now been confirmed. The Insurance Reserve was created for exactly this purpose.
- 4.10 The net overall impact of these proposed appropriations is to increase the total reserves held by Southend Borough Council to £71.650M. It is also proposed to finance the £4.544M overspending on the General Fund in 2019/20 by appropriating monies (from) the following earmarked reserves.
- 4.11 There is an earmarked reserve for Adult Social Care (Within Service Reserves) totalling £3.028M that was specifically created for the demand risks and associated costs that have materialised in this area in 2019/20. It is proposed to appropriate £2.794M (the value of the Adult Social Care overspending in 2019/20) from this reserve. The balance is proposed to be met by an appropriation of £1.750M from Capital Reserves, which is currently not required. (£2.794M + £1.750M = £4.544M).
- 4.12 The total level of reserves held by Southend Borough Council at the end of the year would then be £67.106M (£71.650M - £4.544M). This overall level of reserves demonstrates the financial strength and resilience of the Council and places it in a robust position to continue to navigate the ongoing challenges of both increases in demand and complexity for critical services in the future.

### **Implications for the 2020/21 budget and Medium Term Financial Strategy**

- 4.13 Right across the local government sector 2019/20 has been a challenging year with many upper tier Authorities reporting overspendings in key service areas and indicating that they will need to use reserves to support their respective budgets. Southend-on-Sea is faced with a similar challenge, particularly with some of the high value demand social care trends that have been established over the last 18 months or so. These pressures had been recognised and attempts were made to address some of these issues in the revenue base for 2020/21 and the Medium Term Financial Strategy but not to the extent of the level of the outturn that has now been finalised.
- 4.14 Directors and all services are aware that it is vital to adhere to the approved level of all budgets. The operating climate, particularly in social care is incredibly challenging though and that is why it is so important to have a clear understanding of all the cost drivers within the budget. Financial management and monitoring are also key to highlighting any issues as early as possible and the introduction of the new 'Getting to know your business' programme will also provide enhanced support and advice to service managers. Our new approach also encourages consideration over the medium term, so not only trying to achieve a balanced outturn in the current year but also to avoid putting further pressure on budget plans for future years.

- 4.15 Critical to this approach is to understand pressures inherited from the previous year. These could manifest themselves by way of continuing increases in demand and costs, reduced income activity, any undelivered planned savings, or also new emerging issues due to Covid-19. Detailed analysis has therefore been undertaken to provide more insight into the key messages contained in the 2019/20 outturn and to estimate the potential ongoing impact into 2020/21 and our Medium Term Financial Strategy. In keeping with many councils across the country there are several areas of spending pressure that will require proactive management. The major areas that clearly will have a major impact in 2020/21 and beyond for Southend-on-Sea is Children's Social Care, Adult's Social Care and Highways and Transport.

### **Children's Services**

- 4.16 Children Social Care is reporting a total overspend of £5.4M in 2019/20 and this included the drawdown of £2M set aside in the Children Social Care reserve for 2019/20 (this was approved as part of the 2019/20 budget). A £4.8M overspend was previously reported at period 8 so the final year end position represents a further increase of £0.6M to the overspend. The main reasons for the increase are further costs attributable to externally placed looked after children (including leaving care), social work staff, and spend for independent professional assessment fees ordered either by the courts or social work practice.
- 4.17 The main contributory factors for the overspend have been reported previously but are mainly due to an overall net increase in the required numbers of looked after children (LAC). There has been almost a constant increase in numbers over the last four years. This has been combined with an external care market where costs are continually increasing due to the increased national demand for placements and increases in caseloads for Social Work staff. This is a situation that is being experienced in most other upper tier local authorities.
- 4.18 There will be considerable opening financial spend pressures for 2020/21. This impact has been mitigated to some degree by a £3.2M permanent investment that has been applied to the Children Social Care budget for 2020/21 (funded through the increased Social Care Grant), and a further £3M one off specific Children Social Care reserve provision has been set aside to call on as a last resort, if needed. (As highlighted and approved in the budget for 2020/21).
- 4.19 Positively during the last couple of months of 2019/20 and April 2020, there has been a slight decline in the number of overall LAC (although significantly from a financial pressure perspective the numbers in external care provision, which is more expensive have continued to slightly increase). There has also been a reduction in the use of agency social work staff. If overall LAC numbers continue to decrease and safe alternatives to external care provision can be found, then this will have a positive impact on reducing spend pressures in 2020/21.
- 4.20 Given the level of overspend for 2019/20 it is clear that significant spend pressures will continue into 2020/21 and the Children Social Care service will need to look to reduce costs where possible and safe to do so.

## Health and Adult Social Care

- 4.21 In line with most upper tier authorities there has been a substantial growth in demand for older people care services throughout 2019/20. The reported overall overspending for Health and Adult Social Care at period 8 was £0.7M, by the end of the year this has increased to £2.8M. It was highlighted in the Cabinet report for period 8, that the forecast outturn of £0.7M was reliant on the delivery of several individual recovery savings plans totalling £1.2M.
- 4.22 Taking each element of the service, the biggest increase in overspending has been on Older People. At period 8 only £0.160M overspending was reported, but it was highlighted that this assumed the delivery of £0.820M of savings. The final year-end outturn is a £1.7M overspend. This can be analysed as a £0.9M pressure on residential placements, where the actual placements have been much higher than originally forecast. There is also a further £1M pressure due to the demographic growth of older people resulting in increased demand on homecare services. This is due to the rise in the life expectancy of the residents in Southend who often have complex conditions and consequently require care and support to remain in their own homes.
- 4.23 The final year-end and closing pressure on the Learning Disabilities Service is £0.6M. The reported variance at period 8 was £0.3M, but again it was highlighted at this stage that this assumed the delivery of £0.2M of savings. There has been an increase in the number of placements in supported living accommodation with Learning Disabilities. This has been over and above the levels of normal transition placements that we have previously experienced. In 2019/20 we have also had more families where they have declared that they could no longer cope with looking after their child. There was a pressure on transport costs in 2019/20, but the new transport contract should deliver some savings in 2020/21.
- 4.24 There has also been an increase in demand on Equipment Services, which has resulted in a £0.1M pressure. Most people want to remain in their own home rather than move to a different setting. This achieves better outcomes for the individual and increases their quality of life, if they have the right support at home. There has been an increase in the budget for 2020/21 to reflect this demand. There is also an ongoing £0.1M pressure on homecare for people with Physical and Sensory Impairments.
- 4.25 It is difficult to identify the exact level of opening Adult Social Care pressures rolling forward from 2019/20 into 2020/21 but it will be substantial, despite significant further investment going into the revenue base budget for 2020/21 and across the Medium Term Financial Strategy. This assessment is made even more complicated due to the potential impact of Covid-19 on the recovery plans for these service areas.

## Highways and Transport

- 4.26 There are a range of income pressures that have been reported throughout the year including street work permits, licences and rechargeable works. Due to improved reinstatement works from utility companies, the income derived from street works has reduced by £0.5M and an investment in the 2020/21 budget has been made to reflect this. The rechargeable works process also continues to improve, and the income shortfall has reduced in 2019/20 to £0.1M.
- 4.27 Routine responsive maintenance costs on the highway and footways (otherwise known as ad-hoc patch and minor repairs) have overspent by £0.5M in 2019/20. Part of this is due to the improved reporting mechanisms in place with the roll out of MySouthend allowing us to identify issues sooner and rectifying them. An additional £0.5M investment in the budget has been made for 2020/21 to recognise this requirement.
- 4.28 Throughout 2019/20 there have been several pressures reported in the car parking service, some of which will be ongoing, and others should be a one off. Levels of income have also fallen dramatically at the end of the financial year as a direct result of lockdown measures to limit the impact of Covid-19. The final income shortfall was £0.3M of which around half was attributable to the last week and a half of March 2020. Covid-19 Emergency grant will be used to help offset this loss in 2019/20. Security requirements at University Square and several busy seafront car parks resulted in an additional spend of £0.2M and various other items totalling £0.3M of which approximately half will continue to be a pressure in 2020/21.
- 4.29 Some interim staffing arrangements have been in place during 2019/20 pending a restructure of the service which was dependant on the senior management restructure. Plans are now in place to implement the new structure and recruit to permanent positions. The pressure caused by the interim arrangements and several specific project roles was £0.3M in 2019/20. It is anticipated that most of this pressure will not continue into 2020/21.

## Proposed Mitigations

- 4.30 The range of highlighted issues provide an indication of the potential financial pressures facing services at the start of the new financial year. They are clearly not firm forecasts at this stage. Directors are aware that they have a duty to work within the budget envelope provided, and therefore must make every effort to contain these pressures through in-year management action, and to try to continue to deliver better outcomes and better value for money from within their approved budget allocations.
- 4.31 In setting the 2020/21 budget, £2M was set aside within the corporate contingency budget, in recognition of the range of pressures, together with a further £1M for inflation. There is no suggestion that these sums should be used immediately to meet any estimated in-year budget pressures, but it remains a potential useful safety net.

4.32 The Council also holds a range of earmarked reserves specifically against some of the risks associated with the identified spending pressures. Careful consideration will be given to reviewing our complete portfolio of earmarked reserves to see if a further re-allocation of reserves is required to better reflect the potential risk highlighted by the 2019/20 outturn. Use of any reserves are by their very nature only a one-off mitigation and approval will be requested if required from Cabinet.

4.33 The challenge of designing and implementing potential mitigating strategies for 2020/21 and the future has been made far more complex due to the impact and uncertainty caused by Covid-19. A better picture on potential mitigations and an update on the financial performance against the approved budget for 2020/21 will be available as a comprehensive period 4 monitoring report at Cabinet in September 2020.

## 5 2019/20 Housing Revenue Account Outturn

5.1 The following table summarises the outturn for the Housing Revenue Account and the consequential use of balances for 2019/20.

	Original Budget £000	Revised Budget £000	Forecast Period 8 £000	Actual £000
Employees	206	206	206	206
Premises (excluding repairs)	806	806	792	749
Repairs	5,399	5,399	5,399	5,415
Supplies and Services	85	85	101	83
Management Fee	5,888	5,888	5,888	5,843
Internal Recharges and Overheads	1,175	1,175	1,175	1,175
Provision for Bad Debts	455	455	455	262
Depreciation, Impairment etc	6,699	6,699	6,665	6,706
Interest Charges	3,459	3,459	3,459	3,392
Debt Management	24	24	24	24
<b>Total Expenditure</b>	<b>24,196</b>	<b>24,196</b>	<b>24,164</b>	<b>23,855</b>
Fees and Charges	(349)	(349)	(349)	(412)
Dwelling Rents	(24,720)	(24,720)	(25,010)	(25,467)
Other Rents	(1,524)	(1,524)	(1,524)	(1,483)
Contribution from Leaseholders	0	0	0	(200)
Interest	(430)	(430)	(430)	(386)
Recharged to Capital	(501)	(501)	(501)	(465)
<b>Total Income</b>	<b>(27,524)</b>	<b>(27,524)</b>	<b>(27,814)</b>	<b>(28,413)</b>
<b>Net Operating Income</b>	<b>(3,328)</b>	<b>(3,328)</b>	<b>(3,650)</b>	<b>(4,558)</b>
Statutory Mitigations on Capital Financing	0	0	0	200
Revenue Contribution to Capital	2,293	2,293	2,293	4,826
Appropriation to Earmarked Reserves	1,035	1,035	1,035	(1,498)
<b>Surplus</b>	<b>0</b>	<b>0</b>	<b>(322)</b>	<b>(1,030)</b>

- 5.2 The previous table shows that the HRA has performed strongly in 2019/20 and is reporting an in-year surplus of £1.030M, principally generated through additional income.
- 5.3 There have been a few minor variances on individual budget lines. Positive variances include additional rental income coupled with additional fees and charges. Also, due to strong income collection performance there has been less requirement to top up the provision for bad and doubtful debts in 2019/20.
- 5.4 The major concern for 2020/21 will be the impact of Covid-19 on future collection levels and potential difficulties for tenants paying their rent and service charges due to changing circumstances, directly caused by the pandemic. This could increase the future value of bad and doubtful debts and the situation will be carefully monitored throughout 2020/21.
- 5.5 Due to our ambitious affordable housing acquisitions programme the revenue contribution to capital investment has increased significantly as highlighted in the report to Cabinet in January 2020. This required an additional drawdown from the Capital Investment Reserve of £2.533M.
- 5.6 The general reserve for the HRA is considered to be at an appropriate level so an appropriation of the surplus to HRA earmarked reserves is proposed to enable further investment to be made in the Council's housing stock, creating better conditions and environments for local tenants.
- 5.7 The following table summarises all the appropriations for the HRA in 2019/20 and Cabinet is requested to approve the final appropriation to the Capital Investment Reserve of £1.030M

<b>HRA Reserve</b>	<b>Original Plan £000</b>	<b>Approved Period 8 £000</b>	<b>Proposed Final Appropriation £000</b>	<b>Total £000</b>
Repairs Contract Pensions Reserve	60	0	0	60
Capital Investment Reserve	0	(2,533)	1,030	(1,503)
Major Repairs Reserve (Revenue)	975	0	0	975
<b>Sub-Total</b>	<b>1,035</b>	<b>(2,533)</b>	<b>1,030</b>	<b>(468)</b>
Revenue contributions to capital	2,293	2,533	0	4,826
<b>Grand Total</b>	<b>3,328</b>	<b>0</b>	<b>1,030</b>	<b>4,358</b>

## 6 2019/20 Capital Outturn

### Overview

- 6.1 Throughout the 2019/20 financial year the capital investment programme has been subjected to robust monitoring to ensure delivery and alignment with the Southend 2050 ambition and desired outcomes. As a result of this monitoring, revisions were made during the year to the capital investment programme budgets with the agreement of Cabinet. The last revision approved by Council on 20 February 2020.
- 6.2 The changes are summarised in the table below.

	<b>£'000</b>
<b>Original Budget 21 February 2019 Council</b>	<b>74,361</b>
June Cabinet adjustment of carry forwards from 2018/19	7,445
Accelerated Delivery of 2019/20 schemes	(4,386)
Re-profiles, New External funding and other adjustments agreed at 25 June Cabinet	12,653
Re-profiles, New External funding and other adjustments agreed at 17 September Cabinet	(7,001)
Re-profiles, New External funding and other adjustments agreed at 5 November Cabinet	(3,246)
Re-profiles, New External funding and amendments agreed at 11 February Cabinet	(8,869)
<b>Revised Capital Programme – 20 February 2020 Council</b>	<b>70,957</b>

Brackets indicate a reduction in budget

- 6.3 The summary on the next page shows the 2019/20 actual spend against budget for the different types of investment.

<b>Scheme by area of investment</b>	<b>Revised Budget £000</b>	<b>Actual £000</b>	<b>Variance £000</b>	<b>% Spent</b>	<b>Notes on delivery (see paragraphs 6.8 to 6.16 for the outcomes achieved)</b>
Social Care	2,568	1,942	(626)	75.6	£599k carry forward on the Delaware and Priory scheme – see paragraph 6.8.
General Fund Housing	2,458	990	(1,468)	40.3	Unrealistic assessment of number of grants that would be delivered in 19/20 - £1,445k included as carry forward requests.
Schools Capital Schemes	10,856	9,850	(1,006)	90.7	Multi-year projects. Net budget carry forward, accelerated delivery requests and other budget adjustments of £1.0m
Culture & Tourism	3,998	3,411	(587)	85.3	£362k carry forward on the Forum II scheme – see paragraph 6.11.
Highways and Infrastructure	12,193	11,672	(521)	95.7	Multi-year schemes at various stages of completion – £523k included as a net of carry forward, accelerated delivery requests and other budget adjustments.
Enterprise & Regeneration	12,921	11,494	(1,427)	88.9	£1,146k carry forward on the Airport Business Park scheme – see paragraph 6.10.
Energy Saving Projects	149	52	(97)	34.9	
Section 106 / Section 38 / CIL	531	168	(363)	31.6	Multi-year planning and highways agreements at various stages of completion – £364k included as a net of carry forward and accelerated delivery requests.
Works to Property	933	711	(222)	76.2	Multi-year schemes at various stages of completion – £220k included as a net of carry forward and accelerated delivery requests.
Community Safety	220	111	(109)	50.0	
Southend Pier	3,198	3,506	308	109.6	£192k on replacement pier trains spent ahead of schedule
ICT Schemes	2,512	2,506	(6)	99.8	
Council Housing and New Build Programme	18,420	13,038	(5,382)	70.8	The Decent Homes programme and disabled adaptations are multi-year schemes which underspent against budget. The construction of new council dwellings also underspent against budget. See paragraph 7.15. Carry forward requests have been included.
<b>Total</b>	<b>70,957</b>	<b>59,451</b>	<b>(11,506)</b>	<b>83.8</b>	

Brackets indicate an underspend against budget



6.4 The outturn across strategic and other schemes is as follows:

	<b>Revised Budget £000</b>	<b>Actual £000</b>	<b>Variance £000</b>	<b>% Spent</b>
<b>Strategic schemes</b>				
Airport Business Park	11.4	10.2	(1.2)	89.5
School Improvement and Provision of School Places	9.2	9.3	0.1	101.1
HRA Affordable Housing Acquisitions Programme	6.7	6.7	-	100.0
Southend Pier schemes	3.2	3.5	0.3	109.4
Construction of New Housing on HRA land	2.6	0.2	(2.4)	7.7
Local Growth Fund – A127 Growth Corridor	2.4	2.2	(0.2)	91.7
Delaware and Priory New Build	2.3	1.7	(0.6)	73.9
Better Queensway	1.5	1.3	(0.2)	86.7
Forum II	1.0	0.7	(0.3)	70.0
Acquisition of tower block leaseholds	0.3	-	(0.3)	0
Civic Campus – Efficient use of Space	0.2	0.2	-	100.0
<b>Total Strategic Schemes</b>	<b>40.8</b>	<b>36.0</b>	<b>(4.8)</b>	<b>88.2</b>
<b>Other schemes</b>	<b>30.2</b>	<b>23.5</b>	<b>(6.7)</b>	<b>77.8</b>
<b>Total</b>	<b>71.0</b>	<b>59.5</b>	<b>(11.5)</b>	<b>83.8</b>

6.5 Best practice and normal accounting convention requires that the approved Capital Investment Programme includes budgets for all potential capital expenditure. Therefore the programme contains budgets for schemes such as Section 106 funding where expenditure is contingent on a condition being met, grants that are paid to the Council in full are drawn down over a period of time and schemes managed in partnership or by other bodies, e.g. schools.

6.6 The outturn for 2019/20 shows a final spend position of £59.451m against a revised budget of £70.957m, which is an 83.8% outturn position.

6.7 The capital investment in the year contributed to the delivery of the desired outcomes identified as part of the Southend 2050 ambition. The key themes and outcomes are shown below:

### **Investment Areas**

#### **6.8 Social Care**

Under the theme Safe and Well investment in this area contributes to the desired outcome that we are all effective at protecting and improving the quality of life for the most vulnerable in our community.

A major investment is for the re-development of the Delaware and Priory Residential Care homes and the Viking Day Centre. It is a 60 bedded unit

which has been designed to be agile and adaptive by initially creating an environment of 45 beds where people can undergo an intense period of assessment and reablement with a view to them returning home, not remaining in long term care. A modern and adaptive space which will be used to support people with profound learning disabilities to lead fulfilling lives

In the first instance, a proportion of the unit (15 beds) will continue to support some of the most complex and challenging older people suffering with dementia. An environment aligned to the Southend 2050 vision and locality approach. The Locality Approach focuses on supporting people to remain in their own home surrounded by their family, friends and other assets for as long as possible.

The works to date have not been significantly impacted by the Covid-19 pandemic due to the nature of the works being undertaken on site such as piling, groundworks and steel frame connections. However, as the project progresses and there is a greater level of internal works these may be affected by social distancing requirements. Supply chains and sub-contractors may also be affected by the availability of plant and materials elements of which are sourced globally and are, therefore, affected by ongoing measures in other countries. The project completion date is currently expected to be April 2021.

## 6.9 Schools

Under the theme Opportunity and Prosperity investment in this area contributes to the desired outcome that our children are school and life ready and our workforce is skilled and job ready.

The schools capital investment programme continues to be dominated by the need to provide more school places to cope with the current high pupil numbers, as the demand continues to move from the primary sector to the secondary schools. Expenditure on the education capital programme for 2019/20 was £9.9m. Of this, £9.3m was spent on the provision of new secondary school places and improvements to special education accommodation.

The programme to expand secondary schools is now entering its fourth year. It is a multi-year programme that started in 2016/17. There was a spend of £5.8m in 2017/18, £13.5m in 2018/19 and £9.3m in 2019/20. This programme will continue into 2020/21 and 2021/22 and when completed will see an additional 1,100 permanent places for year seven to year eleven pupils across the non-selective sector.

£0.5m was spent on condition works within the maintained primary schools, the Adult Community College and Children's Centres. These covered larger high cost repairs and replacements projects on roofs, pipeworks, curtain walling, windows and boilers that are beyond the budget of the individual settings. In addition, £101k was devolved as formula capital to the maintained schools to manage their own smaller capital works.

Much of the schools capital programme scheme involves multi-year projects. Net budget carry forward, accelerated delivery requests and other budget adjustments of £1.0m have been put forward as part of this report

## 6.10 Enterprise and Regeneration

Under the theme Opportunity and Prosperity investment in this area contributes to the desired outcome that key regeneration schemes, such as Queensway, seafront developments and the Airport Business Park are underway and bring prosperity and job opportunities to the borough.

A major investment is for the Airport Business Park, which is a major strategic employment site in close proximity to London Southend Airport. It is envisaged that the new Business Park will become renowned as a leading regional centre for the science, medical and technology sectors and deliver benefits for both local businesses and local communities. The development will create thousands of job opportunities for local people, attract inward investment and it is hoped it will bring lasting prosperity to the region. £10.2m of investment has been made in design and construction during 2019/20 towards this outcome.

Contractors have continued to work as the site allows sufficient room to comply with social distancing guidance. In the main materials were already on site. However, while all the utility cables and pipes are laid across the site it has not been possible to get utility companies to the site to make the necessary connections and install meters. As part of the lockdown utility companies have been instructed to only work on “key infrastructure”. The project completion date is currently expected to be July 2020.

## 6.11 Culture and Tourism

Under the theme Pride and Joy investment in this area contributes to the desired outcome that the variety and quality of our outstanding cultural and leisure offer has increased and we have become the first choice English coastal destination for visitors.

Under the theme Safe and Well investment in this area contributes to the desired outcome that Southenders are remaining well enough to enjoy fulfilling lives, throughout their lives.

Under the theme Active and Involved investment in this area contributes to the desired outcome that more people have active lifestyles and there are significantly fewer people who do not engage in any physical activity.

Under the theme Opportunity and Prosperity investment in this area contributes to the desired outcome that key regeneration schemes such as seafront developments are underway and bringing prosperity and job opportunities to the borough.

A major investment is for Forum II, the second phase development of the Forum in partnership with South Essex College. This will deliver education, cultural and business space so as to increase the opportunity to engage with digital, cultural and creative industries. £0.7m of investment has been made in professional services including architects, application fees and surveys during 2019/20 towards this outcome, with the more significant investment to come in 2020/21 and 2021/22.

Major investment of £0.9m on fire improvement works and £0.7m on property refurbishment were made to ensure the Councils operational buildings remain safe, in good condition and meet current standards.

In the 2019 Residents' Survey, parks and open spaces were an important aspect for residents. The town has many parks, gardens and nature reserves offering a range of facilities including sports pitches/courts, children's playgrounds, skateboarding, cafés, boating lakes, fishing lakes and wildlife areas. In recognition of this, capital investment of £0.6m has been made in the town's parks and open spaces during 2019/20.

#### 6.12 Southend Pier

In the Residents' Survey residents were asked what they most like about living in this area. The seaside/beach was one of the top responses. A key element of this is Southend's historic pleasure pier, the longest in the world. In recognition of this, capital investment of £3.5m had been made in the pier, including £1.4m on condition works. The pier had 333,000 visitors in 2019/20 until it had to close on 18 March due to Government advice regarding the Covid-19 outbreak. This will impact visitor numbers in 2020/21 as even when the pier can re-open there will likely need to be social distancing measures in place which will limit the numbers.

#### 6.13 Highways and Infrastructure

The Residents' Survey also asked what they most disliked about living in this area. The quality of the roads and pavements was one of the top areas of concern and in response to this, capital investment of £3.6m in improvements to the town's highway and footpath network has been made during 2019/20, including repairing potholes. 32,289 m<sup>2</sup> of carriageway were resurfaced and 4,888 m<sup>2</sup> of footways were improved during the financial year.

Investment of £2.2m was made in improvements to the A127 Growth Corridor, to the Bell Junction and on A127 essential maintenance works.

Investment of £1.8m was made in redevelopment improvements to the Town Centre

The availability of parking and the amount of traffic congestion were other key areas of concern and in response to this, capital investment of £1.3m has been made during 2019/20 for improvements and major works to the town's car parks and for traffic management, network and control systems.

#### 6.14 Community Safety

As part of the survey residents were also asked how safe or unsafe they felt when outside in their local area. Less than one in ten residents said they felt unsafe during the day but four in ten residents said they felt unsafe after dark, with perceptions varying by locality. In response to this, capital investment of £0.1m has been made during 2019/20 for community safety, including the installation of CCTV equipment and other security measures.

## 6.15 Council Housing and New Build Programme

Under the theme Safe and Well investment in this area contributes to the desired outcome that we are well on our way to ensuring that everyone has a home that meets their needs.

Investment of £13.0m was made during 2018/19 in the borough's Council Housing and New Build Programme. This included £5.7m of Decent Homes work to the Council's housing stock including 50 kitchen and 30 bathroom modernisations, together with improvements to the common areas and environmental health and safety works. This also included £6.7m for the acquisition of 27 dwellings for affordable housing, £0.4m for disabled adaptations and £0.2m for the construction of new housing on HRA land.

Spend on the construction of new housing on HRA land was limited in 2019/20 due to a delay in the tendering process but more significant investment is planned for 2020/21 to 2022/23. Phase 3 is to deliver circa 25 units of Council housing across five underutilised garage sites and surrounding land in Shoeburyness and is due for completion and handover in February 2022. Phase 4 is to deliver circa 31 units of Council housing across three sites within the Council owned Lundy Close housing estate and is due for completion and handover in June 2022. There are also Modern Methods of Construction pilots for off-site delivery methods at Archer Avenue and Saxon Gardens which are due for completion and handover during 2021.

## 6.16 General Fund Housing

Under the theme Safe and Well investment in this area contributes to the desired outcome that we are all effective at protecting and improving the quality of life for the most vulnerable in our community.

£0.9m of disabled facilities grants were awarded during 2019/20 with £0.8m grants relating to adults and £0.1m relating to children. This is an area of high demands with 263 referrals being received during the year, an average of 25 per month.

### **Revised capital investment programme**

6.17 A range of schemes have been identified that are funded from external contributions and grants. These have been included in the capital investment programme but there is flexibility in when these schemes are delivered either by the funder determining when it is appropriate or the Council matching delivery to available resources.

6.18 In total there are a number of schemes with unspent budgets in 2019/20 where the budget is needed in 2020/21 in order to complete the schemes. These schemes have started and/or are fully committed to but due to various factors have not completed or reached the anticipated stage by the 31 March 2020. These budget commitments total £14.597m and are summarised in Appendix 1.

- 6.19 In addition, some schemes have exceeded their 2019/20 budget allocation. The two causes of this are unforeseen costs being incurred or schemes spending ahead of profile in order to accelerate delivery, i.e. multi-year schemes being delivered earlier or preliminary works starting on 2020/21 schemes to ensure their prompt completion. The sum of this accelerated delivery totals £3.045m and is analysed in Appendix 1.
- 6.20 Schemes that have exceeded their 2019/20 budget allocation will be financed by compensatory under spending on other schemes. The amended budget for 2019/20 after carry forward, accelerated delivery requests and budget adjustments have been taken into account is £59.467m.
- 6.21 An amended Capital Investment Programme reflecting all the changes above is attached at Appendix 2 and is summarised below:

<b>Amended Capital Investment Programme</b>	<b>2020/21 £(000)</b>	<b>2021/22 £(000)</b>	<b>2022/23 £(000)</b>	<b>2023/24 £(000)</b>	<b>2024/25 £(000)</b>	<b>Total £(000)</b>
Strategic Schemes	48.5	52.0	4.7	3.3	8.3	116.8
Other Schemes	46.1	22.0	18.6	10.0	8.5	105.2
<b>Total</b>	<b>94.6</b>	<b>74.0</b>	<b>23.3</b>	<b>13.3</b>	<b>16.8</b>	<b>220.0</b>

- 6.22 It is still too early to forecast the implications of the Covid-19 pandemic on the capital investment programme delivery for 2020/21 and future years. There are still uncertainties around the length of the lockdown and the nature of the recovery. It is likely that:
- some schemes will be delayed and could incur cost increases due to supply chain disruption, the availability of materials and labour shortages;
  - some projects could become no longer viable;
  - procurements will be delayed due to the need to re-tender where contractors or sub-contractors are no longer in business or can no longer take on the work;
  - schemes will be re-prioritised so that the Council is driving regeneration and growth;
  - schemes will be re-prioritised to match any reduced revenue resource base to fund the programme;
  - some seasonally dependent schemes will need to be re-programmed as they have missed their window of opportunity for completion;
  - some market-driven projects will need to respond to the changing market circumstances;
- 6.23 As a result officers have conducted a preliminary review of the programme but particularly concentrating on the financial year 2020/21. This review has concentrated on the key strategic schemes ability to deliver in the new environment and taking into consideration the position on external funding aligned to those schemes.

- 6.24 It is clear the programme will need to reduce overall in 2020/21 and the initial high level review has reflected this in the revised programme attached to this report. This now shows a 2020/21 budget of £95m compared to a circa £124m at the start of the preliminary review. However, given all the above and when more information is available and a clearer position on a number of external factors the capital investment programme will be subject to a more fundamental review over the course of the financial year.
- 6.25 Progress of schemes will be re-assessed and some schemes may be removed from the main programme entirely and others held as 'subject to viable delivery plans' until it can be demonstrated that there is the capacity and resources to deliver them in the timescales indicated. Schemes can then be brought back into the main programme as and when it is appropriate to do so. This approach follows the current approach introduced two years ago when schemes can enter the programme during the financial year and not just annually at budget setting.
- 6.26 As this review progresses via challenge meetings and the Investment Board, re-profiles and other adjustments to the programme for 2020/21 and future years will be put forward for approval.

### **Financing of the Capital Investment Programme**

- 6.27 The capital investment programme is fully financed. When the budget is set, estimates are made on the likely levels of capital receipt, grant that will be received during the year, the likely level of borrowing required as well as the proposed level of expenditure. As the actual expenditure differs from the proposed budget, the associated financing needs to be amended also to reflect this.
- 6.28 The capital expenditure in 2019/20 is financed as follows;

	<b>2019/20 Actual (£m)</b>
<b>Total Capital Expenditure</b>	<b>59.451</b>
<b>Financed by:</b>	
<b>Borrowing</b>	<b>14.661</b>
<b>Invest to Save Financing</b>	<b>2.276</b>
<b>Capital Receipts</b>	<b>2.340</b>
<b>Capital Grants Utilised</b>	<b>28.146</b>
<b>Major Repairs Reserve</b>	<b>5.929</b>
<b>Other Revenue/ Capital Reserve     Contributions</b>	<b>5.549</b>
<b>Third Party Contributions</b>	<b>0.550</b>

**Other changes to the budget for 2019/20 onwards**

- 6.29 Since the approved capital investment programme was set at Council on 20 February 2020, there have been some changes to the capital budget. They are not significant in number but are required to provide a continually updated programme to enhance the delivery of schemes, and are therefore detailed in Appendix 1. These changes are reflected in the amended Capital Investment Programme attached at Appendix 2.
- 6.30 Removal of budgets no longer required is requested for schemes such as the Phase 2 of the Housing Construction scheme where the works have been completed under budget and the remaining Priority Works budget that was not allocated in the year.
- 6.31 All of these changes have been reflected in the revised capital investment programme at Appendix 2

**Capital Scheme Additions**

- 6.32 Despite the challenges to the delivery of the capital investment programme as a result of the global pandemic, the Council' ambition to deliver better outcomes is not diminished. So in line with the approach where schemes can enter the programme during the financial year and not just annually at budget setting, there are a number of priority projects that are being recommended for inclusion into the capital investment programme. The following schemes are the first of these:

Better Queensway Housing Regeneration Scheme

- 6.33 During the procurement phase of the Better Queensway project, resource and expertise was sourced internally. Predominantly this was achievable due to there being one preferred bidder. As the project is now moving through the design phase toward applying for planning and build, additional resource against key work streams the council has responsibility for is needed. Therefore, there is a need to increase the project management budgets totalling £420,000. This is split as £110,000 in 2020/21 and £310,000 in 2021/22 to enable the recruitment of 6.4 full time equivalent Fixed Term Contract/ Contractor roles across planning, legal, communications, highways, land assembly and housing decanting.

Southchurch Car Park

- 6.34 Southchurch Park East is an existing 100 space car park which is used daily for Thorpe Greenways staff parking, parents who pick up and drop children to school and is also used for seafront visitor parking in the summer months. The existing parking area is operated on an ad-hoc basis with no formal parking bays with the parking surface consisting of loose gravel and road plainings. Due to the high demand and continuous use the car park surface needs to be improved to enable additional parking. A new budget is required to take this scheme forwards totalling £450,000 in 2020/21.



- 6.35 These improvement works will provide a surfaced car park with 269 spaces for users all year round and an additional parking destination during the tourist season as the car park is approximately 300m from the Seafront attractions. The revenue implications such as maintenance costs and potential income streams are to be worked through but it is anticipated that the project will at least break even. The revenue implications will be met within existing budgets this year and incorporated into next year's budget. Subject to necessary approvals the car park will be available from September 2020. Investing in parking infrastructure and ensuring car parks are attractive and well looked after will ensure better use is an important component in supporting the Council's Parking Strategy across the Borough.

#### Gas Works Car Park

- 6.36 The former derelict Gasworks site received planning permission in 2018 to convert the site to a car parking area. Improvement works were undertaken in 2019 to provide a dedicated car parking area for visitors, this included provision for 169 parking spaces for coaches, private motor car and motorcycles. The rear of the site has been used to allow coaches to park in the 2019 summer period. The parking area is operated on an ad-hoc basis with a limited number of formal parking bays.
- 6.37 Due to the high demand and continuous use the existing surface is not up to highway standard and has large areas of uneven and different surface finishes and requires improvement to enable more parking. A new budget of £515,000 in 2020/21 is required to provide up to 269 spaces including capacity for 40 coaches as they bring large numbers of visitors to the town. The proposal includes automatic number plate recognition cameras to make the site pre-bookable for coaches. The revenue implications such as maintenance costs and potential income streams are to be worked through but it is anticipated that the project will at least break even. The revenue implications will be met within existing budgets this year and incorporated into next year's budget. Subject to necessary approvals the extra car park spaces will be available from September 2020.

#### Vehicle Restraint Replacement

The vehicle restraint barriers at several locations have been identified as being retained by timber piles which are not within current safety specifications and not considered fit for purpose. A new budget of £395,000 is required to replace these barriers at 10 locations. These have been identified and risk assessed with those next to railway lines or areas of high pedestrian use being prioritised. The budget is split as £220,000 in 2020/21 and £175,000 in 2021/22. The revenue implications are being worked through and will be considered by Investment Board to ensure ongoing maintenance of these barriers can be met. The revenue implications will be met within existing budgets this year and incorporated into next year's budget.

## **7 Community Infrastructure Levy (CIL) annual report 2019/20**

7.1 Attached as Appendix 3 is the CIL Annual Financial Report for 2019/20 (including Leigh Town Council's Report for 2018/19). CIL receipts significantly increased in 2019/20 from previous years and included:

- £702,885.09 in the CIL Main Fund;
- £43,634.48 (5% of total receipts) towards administrative expenses associated with CIL;
- £126,170.03 (15% of total receipts less surcharges) as total Neighbourhood Allocations.

£21,911.07 of the Neighbourhood Allocation is to be transferred to Leigh Town Council as their Neighbourhood Allocation (15% of total receipts within their boundary) and 15% of the CIL receipts within each ward will remain with the Council to be spent by Ward Members in accordance with the CIL Governance Framework adopted in 2015 (ward neighbourhood allocation for 2019/20 is £104,258.96).

7.2 The Council commenced CIL charging in July 2015 and as at 31 March 2020 there was £1,372,534.97 in the CIL Main Fund. These funds, which are to be spent on strategic infrastructure to support growth, have been carried forward to date. The amount currently in the CIL Main Fund is relatively small in the context of the funding likely to be required for strategic infrastructure projects that support new development within the Borough, particularly housing. Therefore, it is considered appropriate to continue to carry forward the CIL Main Fund at this time with the CIL Governance Framework and spending plans to be reviewed later this year.

7.3 Officers are currently exploring possible ways of using the neighbourhood proportion of CIL more effectively and creatively using Crowdfunding platforms. However, this is at an early stage of development and any proposals for spending of the CIL Main Fund, or changes to the governance arrangements relating to the spending of the neighbourhood proportion of CIL, will be reported separately to Cabinet for consideration.

## **8 Other Options**

8.1 This is a factual report setting out the 2019/20 outturn and is a reporting requirement of good financial governance. As such there are no other options. Cabinet are of course able to suggest changes to the amounts appropriated to and from earmarked reserves, which would result in a compensating adjustment to the amount taken to or from general reserves.

## **9 Reasons for Recommendations**

9.1 To provide Cabinet with the final revenue and capital outturn position for 2019/20.

- 9.2 As part of the year end processes, Cabinet need to approve any appropriations to or from earmarked reserves. This report fulfils that purpose.
- 9.3 Cabinet need to approve capital budget carry forwards, accelerated delivery requests and in year amendments to the current approved programme.

## **10 Corporate Implications**

### 10.1 Contribution to the Southend 2050 Road Map

The robustness of the Council's budget monitoring processes and the management of in-year spending pressures are key determinants in maintaining the Council's reputation for strong financial probity and effective stewardship. This approach also enables the Council to redirect and prioritise resources to ensure the delivery of agreed outcomes for the benefit of local residents, local businesses and visitors to Southend-on-Sea. This report outlines the delivery of the Council's objectives and priorities in financial terms

### 10.2 Financial Implications

As set out in the body of the report and accompanying appendices.

### 10.3 Legal Implications

The Council is required by section 151 of the Local Government Act 1972 to plan for the proper administration of its financial affairs. The Council is also required by section 28 of the Local Government Act 2003 to monitor its budget, and take corrective action, as necessary. The Council's chief finance officer has established financial procedures to ensure the Council's proper financial administration. These include procedures for effective budgetary control and for reporting variances to interested stakeholders. To comply with these best practice arrangements, it is important that Cabinet receive information and comment accordingly on the final outturn performance of the revenue and capital budgets as set out in the report.

### 10.4 People Implications

None arising from this report

### 10.5 Property Implications

When the Medium Term Financial Strategy and Capital Investment Programme is determined consideration is given to the property implications.

### 10.6 Consultation

When the Medium Term Financial Strategy and Capital Investment Programme is determined consideration is given to consultation.

### 10.7 Equalities Impact Assessment

When the Medium Term Financial Strategy and Capital Investment Programme is determined consideration is given to Equalities and Diversity Implications.

#### 10.8 Risk Assessment

Sound budget setting, monitoring, and reporting processes underpin the Council's ability to manage and mitigate the inherent financial risks associated with its budget, primarily caused by the volatility of service demand, market supply and price. When the Medium Term Financial Strategy and Capital Investment Programme is determined a full risk assessment is considered.

With the likely scale of demand pressures continuing and uncertainty over the level of future resources, it is important that the Council holds a robust position on reserves and maintains the ability to deal positively with any issues that arise during this and future financial years.

#### 10.9 Value for Money

The approved budget reflects the Council's drive to improve value for money and to deliver significant efficiencies in the way it operates. Monitoring the delivery and reporting the financial variances of services helps to highlight areas of concern and to assist in the achievement of improved value for money.

#### 10.10 Community Safety Implications

When the Medium Term Financial Strategy and Capital Investment Programme is determined consideration is given to community safety implications.

#### 10.11 Environmental Impact

When the Medium Term Financial Strategy and Capital Investment Programme is determined consideration is given to the environmental impact.

### 11 Background Papers

Financial Sustainability Strategy 2020 – 2030  
Medium Term Financial Strategy 2020/21 – 2024/25  
Corporate Budget Performance Report – Period 8

### 12 Appendices

Appendix 1 – Requested Changes to the Capital Investment Programme  
Appendix 2 – Amended Capital Investment Programme  
Appendix 3 – Community Infrastructure Levy (CIL) Annual Financial Report  
2019/20

**SUMMARY OF CHANGES TO THE CAPITAL INVESTMENT PROGRAMME**

Appendix 1

**Summary**

	2019/20 Budget £000	2020/21 Budget £000	2021/22 Budget £000	2022/23 Budget £000	2023/24 Budget £000	2024/25 and future years Budget £000	Total Budget (all years) £000
<b>Approved Capital Investment Programme - March Council</b>	<b>70,957</b>	<b>108,996</b>	<b>48,967</b>	<b>17,998</b>	<b>12,205</b>	<b>17,050</b>	<b>276,173</b>
Carry Forwards	(14,597)	(14,258)	24,252	4,438	165	0	0
Accelerated Deliveries	3,045	(2,528)	57	0	0	(574)	0
Schemes Removed from Programme	(391)	0	0	0	0	0	(391)
Virements	0	0	0	0	0	0	0
New External Funding	13	2,424	738	888	900	359	5,322
Additions to the Programme - Gas Works Car Park	440	0	0	0	0	0	440
<b>Proposed Investment Programme - following amendments</b>	<b>59,467</b>	<b>94,634</b>	<b>74,014</b>	<b>23,324</b>	<b>13,270</b>	<b>16,835</b>	<b>281,544</b>

**Carry Forwards to Future Years**

Scheme	2019/20 Budget £000	2020/21 Budget £000	2021/22 Budget £000	2022/23 Budget £000	2023/24 Budget £000	2024/25 and future years Budget £000	Total Budget (all years) £000
Disabled Facilities Grant	(150)	(200)	323	27			0
Private Sector Housing Strategy	(1,095)	1,095					0
12a Ceylon Road Refurbishment Works	(35)	35					0
Housing and Development Pipeline Feasibility - GF	(165)	165					0
Central Heating	(246)	246					0
Common Areas Improvement	(1,213)	1,213					0
Rewiring	(127)	127					0
HRA Disabled Adaptations - Major Adaptations	(536)	536					0
HRA Disabled Adaptations - Minor Adaptations	(150)	150					0
Energy Efficiency Measures	(149)	149					0
Housing Construction Scheme	(2,013)	(5,156)	3,455	3,549	165		0
Housing and Development Pipeline Feasibility - HRA	(345)	345					0
Acquisition of tower block leaseholds - Queensway	(283)	283					0
Community Capacity	(9)	9					0
Children's Residential Care Provision	(10)	10					0
SEND Module and Integration with Liquid Logic	(12)	12					0
Delaware and Priory New Build	(599)	(2,401)	3,000				0
Chalkwell Hall Juniors - windows	(1)	1					0
Future condition projects	(15)	15					0
West Leigh Infant Boiler	(10)	10					0
Expansion of 2 yr old Childcare Places	(3)	3					0
Prince Avenue Extended Nursery Provision	(780)	780					0
Special Provision Capital Fund	(310)	(782)	230	862			0
Airport Business Park (including Local Growth Fund)	(1,146)	(2,211)	3,357				0
Better Queensway - Programme Management	(31)	31					0
Better Queensway - Loan to Joint Venture	(250)	250					0
Southend Pier - Pier Entrance Enhancement	(132)	132					0
Southend Pier - Condition Works Engineers	(827)	827					0
Southend Pier - Prince George Extension (Phase Two)	(58)	58					0
Southend Pier - Timber Outer Pier Head	(146)	146					0
Wheeled Sports Facility Central Southend Area	(29)	29					0
Chalkwell Park and Priory Park Tennis Courts	(37)	37					0
Parks Feasibility and Options Appraisals	(24)	24					0
Replacement and Upgrade of Parks Furniture	(29)	29					0
Southend Tree Policy Review - additional trees	(34)	34					0
Forum II	(362)	(5,866)	6,228				0
Cliffs Pavilion – Boiler Flues	(14)	14					0
Cliffs Pavilion – Chiller	(21)	21					0
Cliffs Pavilion - Power Supply Equipment	(1)	1					0
Palace Theatre - Air Handling Units	(68)	68					0
Inflatable Planetarium	(35)	35					0
Cart and Wagon Shed	(174)	174					0
Energy Improvements in Culture Property Assets	(24)	24					0
Pump Priming Budget	(22)	22					0
Queen Victoria statue - security fence	(1)	1					0
Resorts Services Signage	(6)	6					0
Security Measures	(120)	120					0
Cliff Slip Investigation Works	(51)	51					0
Coastal Defence (Shoebury Common Sea Defence Scheme)	(191)	191					0
Improving Resilience of the Borough to Flooding from Extreme Weather Events	(165)	165					0
Street Lighting Infills	(6)	6					0
Car Park Improvements	(5)	5					0
Parking Strategy	(148)	148					0
LTP (Integrated Transport block) - Bridge Strengthening	(272)	272					0
LTP (Integrated Transport block) - Better Sustainable Transport	(14)	14					0
LTP (Integrated Transport block) - Better Networks	(166)	166					0
LTP (Integrated Transport block) - Traffic Control Systems	(36)	36					0
LTP - Maintenance - Street Lighting	(54)	54					0

**SUMMARY OF CHANGES TO THE CAPITAL INVESTMENT PROGRAMME**

Appendix 1

A127 Growth Corridor (Bell Junction and A127 Essential Maintenance Works)	(232)	(6,697)	6,929						0
Southend Transport Model	(83)	83							0
Clearance and Fencing - Land off Sutton Road	(2)	2							0
Darlows Green former WCs demolition	(2)	2							0
Demolition of Public WCs at Pitmans Close	(7)	7							0
Garons under floor heating	(20)	20							0
Relocation of START	(4)	4							0
SACC Access Control System	(12)	12							0
Seaways - HCA Condition Funding	(170)	170							0
Civic Centre Boilers		(250)	250						0
Crematorium - Urgent Structural Repairs to Chimney	(15)	15							0
Essential Crematorium/Cemetery Equipment	(1)	1							0
Pergola Walk Memorial Scheme	(7)	7							0
Cremator relining	(74)	74							0
Public Toilet Provision	(39)	39							0
Civic Centre CHP/Lifts Feasibility	(3)	3							0
Energy Efficiency Projects	(11)	31	(20)						0
Leigh Energy Appraisal	(3)	3							0
Real Time Air Quality Measurement - Feasibility	(2)	2							0
Solar PV Projects		(400)	400						0
Schools and Council Buildings Solar PV		(100)	100						0
ULEV Taxi Infrastructure Scheme	(80)	80							0
Data Centre	(123)	123							0
Disaster Recovery Relocation	(41)	41							0
Employee Engagement Portal (Intranet)	(20)	20							0
Extending WiFi in Council Premises	(30)	30							0
HR Recruitment Contract Implementation	(48)	48							0
N3 Connectivity in Civic Building	(39)	39							0
ICT - Core Application and Database Migration	(19)	19							0
ICT - Cyber Security/Public Services Network	(55)	55							0
Photon (Internet upgrade)	(20)	20							0
Replacement and Enhancement to Cash Receiving System	(31)	31							0
Software Licencing	(62)	62							0
S106 3-5 High Street 1501496AMDT - affordable housing	(24)	24							0
S106 23/04/2015 Hinguar and Saxon - public art contribution	(13)	13							0
S106 Ajax Works 0300130ful - landscaping maintenance	(6)	6							0
S106 Former Balmoral 1400914FULM - public art contribution	(1)	1							0
S106 Former College 1000225FUL - Tree Replacement	(11)	11							0
S106 Garrison 0000777 Deposit - CCTV	(1)	1							0
S106 Garrison 0000777 Deposit - information boards	(2)	2							0
S106 Garrison 0000777 Deposit - Junior Play Area maintenance	(10)	10							0
S106 Garrison 0000777 Deposit - Toddler Play Area maintenance	(6)	6							0
S106 Garrison Park Store	(1)	1							0
S106 Lifstan Way 0000273 Out - Open Space Maintenance	(78)	78							0
S106 North Shoebury Road 0301504out - Shoebury Park Enhancement	(25)	25							0
S106 North Shoebury Road 0301504out - Shoebury Park Maintenance	(16)	16							0
S106 22-23 The Leas 0700820FULM - bus service contribution	(43)	43							0
S106 Essex House 1500521FULM - bus stop improvement	(3)	3							0
S106 Former College 1500803BC4M - parking survey contribution	(10)	10							0
S106 Bellway Prittlebrook 1400943FULM - TRO Contribution	(3)	3							0
S106 Hinguar 1401672BC4M - highway contribution	(5)	5							0
S106 North Road and Salisbury Ave 1200056 - Highway Works Contribution	(2)	2							0
S106 Sunlight Ldry 1400411FULM - Highway Works	(2)	2							0
S106 Seec 0200500ful - Highway Works	(104)	104							0
S106 Univ H-Way0401561ful	(3)	3							0
S38 Bellway Homes 14/00943/fulm	(3)	3							0
S38 Fossetts Farm Bridleway	(1)	1							0
CIL Ward NA - Milton - Milton Park improvements	(2)	2							0
CIL Ward NA - Milton - Park Street replacement bollards	(1)	1							0
CIL Ward NA - Eastwood Park - Tree planting	(1)	1							0
CIL Ward NA - Southchurch - Southchurch Speedwatch	(1)	1							0
CIL Ward NA - Thorpe - Street furniture improvement	(8)	8							0
CIL Ward NA - Westborough - Signposting	(1)	1							0
<b>Total Carry Forwards</b>	<b>(14,597)</b>	<b>(14,258)</b>	<b>24,252</b>	<b>4,438</b>	<b>165</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



**SUMMARY OF CHANGES TO THE CAPITAL INVESTMENT PROGRAMME**

Appendix 1

Energy Efficiency Scheme		(7)					(7)
Priony Park Workshop Lighting		7					7
Mental Health Funding Stream	(4)						(4)
Dementia Friendly Environments	4						4
Future condition projects	(2)	(208)					(210)
Adult Community College rainwater goods	2						2
Fairways Primary roof		(1)					(1)
Fairways Primary Pipeworks		(6)					(6)
Chalkwell Infants - Demountable Cost Uplift		10					10
Eastwood Primary - Boiler Room (1 of 2)		150					150
Eastwood Primary - Roofing (Completion)		25					25
Milton Hall - Fire Breaks		10					10
Chalkwell Infants – G3 & G2 Flat Roof		20					20
Southend Pier - Timber Outer Pier Head	(1,263)	(704)					(1,967)
Southend Pier - Bearing Refurbishment (Phase One)	593	1,956					2,549
Southend Pier - Condition Works Surveyors	670	704					1,374
Southend Pier - Condition Works Engineers		(1,956)					(1,956)
Central Museum Works	(47)						(47)
Prittlewell Prince Storage	47						47
Southend Leisure and Tennis Centre Boiler	(23)						(23)
Property Refurbishment Programme	23						23
Cliff Slip Investigation Works	(26)						(26)
Manor Road Cliff Stabilisation	26						26
Improving Resilience of the Borough to Flooding from Extreme Weather Events	(9)						(9)
Southend Highway Flood Reduction and Resilience Improvement Scheme	9						9
Carriageways and Footways Improvements	260						260
Highways Maintenance - Potholes	145						145
Cinder Path	25						25
LTP (Integrated Transport block) - Better Networks	(25)						(25)
LTP (Integrated Transport block) - Traffic Management Schemes	(237)						(237)
LTP - Maintenance	(168)						(168)
LTP (Integrated Transport block) - Better Sustainable Transport	(300)						(300)
Town Centre Redevelopment Improvements - Highways (NPIF)	300						300
Software Licencing	(152)						(152)
ICT Enterprise Agreement	120						120
ICT - Phones Migration and Re-Tender	23						23
ICT Rolling Replacement Programme	9						9
<b>Total Virements</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**New External Funding**

Scheme	2019/20 Budget £000	2020/21 Budget £000	2021/22 Budget £000	2022/23 Budget £000	2023/24 Budget £000	2024/25 and future years Budget £000	Total Budget (all years) £000
HCA Progress Road	8	15					23
Disabled Facilities Grant				873	900	359	2,132
Housing Construction Scheme - Modern Methods of Construction (MMC)		197	238	15			450
LTP - Maintenance		233					233
Bridge Strengthening - Challenge Fund		967					967
Local Growth Fund - Southend Town Centre Interventions		1,000	500				1,500
Eastwood Primary roof	5						5
Future Condition Projects		12					12
<b>Total New External Funding</b>	<b>13</b>	<b>2,424</b>	<b>738</b>	<b>888</b>	<b>900</b>	<b>359</b>	<b>5,322</b>



**Proposed Capital Investment Programme 2019/20 to 2024/25 and future years -  
Summary by Area of Investment**

**Appendix 2**

<b>Scheme</b>	<b>2019/20 Budget £000</b>	<b>2020/21 Budget £000</b>	<b>2021/22 Budget £000</b>	<b>2022/23 Budget £000</b>	<b>2023/24 Budget £000</b>	<b>2024/25 and future years Budget £000</b>	<b>Total Budget (all years) £000</b>
General Fund Housing	1,013	2,470	900	900	900	359	<b>6,542</b>
Council Housing and New Build Programme	13,037	19,245	19,529	11,624	6,725	6,026	<b>76,186</b>
Social Care	1,942	9,298	3,200	-	-	-	<b>14,440</b>
Schools	9,849	5,496	1,430	1,462	-	-	<b>18,237</b>
Enterprise and Regeneration	11,494	9,671	10,881	2,000	2,000	7,100	<b>43,146</b>
Southend Pier	3,507	7,550	7,150	1,250	1,250	1,250	<b>21,957</b>
Culture and Tourism	3,413	11,917	12,015	1,500	1,500	1,500	<b>31,845</b>
Community Safety	111	1,809	800	66	-	-	<b>2,786</b>
Highways and Infrastructure	11,670	17,937	13,647	2,000	295	-	<b>45,549</b>
Works to Property	713	3,358	1,000	600	600	600	<b>6,871</b>
Energy Saving	52	1,185	857	117	-	-	<b>2,211</b>
ICT	2,499	4,233	2,380	1,805	-	-	<b>10,917</b>
S106/S38/CIL	167	465	225	-	-	-	<b>857</b>
<b>TOTAL CAPITAL INVESTMENT PROGRAMME</b>	<b>59,467</b>	<b>94,634</b>	<b>74,014</b>	<b>23,324</b>	<b>13,270</b>	<b>16,835</b>	<b>281,544</b>

**Total budget for 2020/21 to 2024/25:**

**222,077**

**Proposed Capital Investment Programme 2019/20 to 2024/25 and future years - Summary by Strategic and Other Schemes**

**Appendix 2**

Scheme	2019/20 Budget £000	2020/21 Budget £000	2021/22 Budget £000	2022/23 Budget £000	2023/24 Budget £000	2024/25 and future years Budget £000	Total Budget (all years) £000	Roadmap item
<b>Strategic schemes</b>								
Airport Business Park (including Local Growth Fund)	10,234	6,500	8,401				25,135	←
Airport Business Park - Acquisition		1,200					1,200	←
Better Queensway - Programme Management	510	571	480				1,561	←
Better Queensway - Loan to Joint Venture	750	1,150	2,000	2,000	2,000	7,100	15,000	←
Forum II	668	7,634	10,178				18,480	←
Delaware and Priory New Build	1,701	8,199	3,200				13,100	←
School Improvement and Provision of School Places	9,273	3,689	600				13,562	←
Southend Pier schemes	3,507	7,550	7,150	1,250	1,250	1,250	21,957	←
Civic Campus - Efficient Use of Space	235	197	150				582	←
Local Growth Fund - A127 Growth Corridor (Bell Junction and A127 Essential Maintenance Works)	2,205	3,272	6,929				12,406	←
HRA Affordable Housing Acquisitions Programme	6,680	4,976	3,000	1,500			16,156	←
Construction of New Housing on HRA Land	219	2,481	8,129				10,829	←
Acquisition of tower block leaseholds - Queensway	1	1,083	1,800				2,884	←
<b>Total Strategic</b>	<b>35,983</b>	<b>48,502</b>	<b>52,017</b>	<b>4,750</b>	<b>3,250</b>	<b>8,350</b>	<b>152,852</b>	
<b>Other key schemes</b>								
HRA Decent Homes Programme	6,136	9,866	6,600	6,560	6,560	6,026	41,748	
General Fund Housing	1,013	2,470	900	900	900	359	6,542	
Fire Improvement Works	952	532	750	750	750	750	4,484	
Property Refurbishment Programme	699	750	750	750	750	750	4,449	
Local Transport Plan schemes	2,439	3,882	-	-	-	-	6,321	
Highways and Infrastructure Roadmap schemes	5,242	8,496	1,816	675	95	-	16,324	←
Energy Saving Schemes	52	1,185	857	117	-	-	2,211	
ICT schemes	2,499	4,233	2,380	1,805	-	-	10,917	
Schools condition works	574	944	600	600	-	-	2,718	
Flood Prevention and Resilience schemes	590	491	4,452	1,125	-	-	6,658	
<b>Other Key Capital Investment schemes</b>	<b>20,196</b>	<b>32,849</b>	<b>19,105</b>	<b>13,282</b>	<b>9,055</b>	<b>7,885</b>	<b>102,372</b>	
<b>Other schemes</b>	<b>3,288</b>	<b>13,283</b>	<b>2,892</b>	<b>5,292</b>	<b>965</b>	<b>600</b>	<b>26,320</b>	
<b>TOTAL CAPITAL INVESTMENT PROGRAMME</b>	<b>59,467</b>	<b>94,634</b>	<b>74,014</b>	<b>23,324</b>	<b>13,270</b>	<b>16,835</b>	<b>281,544</b>	

**Proposed Capital Investment Programme 2019/20 to 2024/25 and future years**

**Appendix 2**

Scheme	2019/20 Budget £000	2020/21 Budget £000	2021/22 Budget £000	2022/23 Budget £000	2023/24 Budget £000	2024/25 and future years Budget £000	Total Budget (all years) £000	Roadmap item
<b>General Fund Housing</b>								
Disabled Facilities Grant	878	700	900	900	900	359	4,637	
Private Sector Housing Strategy	-	1,570					1,570	
12a Ceylon Road Refurbishment Works	-	35					35	
Housing and Development Pipeline Feasibility - GF	135	165					300	
<b>Total General Fund Housing</b>	<b>1,013</b>	<b>2,470</b>	<b>900</b>	<b>900</b>	<b>900</b>	<b>359</b>	<b>6,542</b>	
<b>Council Housing and New Build Programme</b>								
Bathroom Refurbishment	141	88	91	95	90	97	602	
Central Heating	972	407	203	187	101	87	1,957	
Common Areas Improvement	1,569	2,714	1,330	1,337	1,650	1,750	10,350	
Environmental - H&S works	1,166	1,045	1,065	1,065	1,065	865	6,271	
Kitchen Refurbishments	224	399	905	900	570	900	3,898	
Rewiring	343	384	303	254	353	375	2,012	
Roofs	637	1,476	1,038	940	1,045	1,013	6,149	
Windows and Doors	657	1,567	965	1,082	986	939	6,196	
Sprinkler System Installation Pilot	-	400					400	
Future Programme (MRA & Decent Homes)	-	-					-	
HRA Disabled Adaptations - Major Adaptations	427	1,186	650	650	650		3,563	
HRA Disabled Adaptations - Minor Adaptations	-	200	50	50	50		350	
Sheltered Housing DDA works	-	345					345	
Energy Efficiency Measures	1	149					150	
Housing Construction Scheme - Phase 2	193	40					233	←
Housing Construction Scheme - Phase 3	13	93	3,776	948	73		4,903	←
Housing Construction Scheme - Phase 4	1	121	3,440	2,534	92		6,188	←
Housing Construction Scheme - Modern Methods of Construction (MMC)	7	782	913	82			1,784	←
Housing Construction Scheme - Phase 5/6 feasibility (S106)	5	45					50	←
Housing Construction Scheme - Land Assembly Fund (S106)	-	1,400					1,400	←
HRA Affordable Housing Acquisitions Programme	6,680	4,976	3,000	1,500			16,156	
Housing and Development Pipeline Feasibility - HRA	-	345					345	
Acquisition of tower block leaseholds - Queensway	1	1,083	1,800				2,884	
<b>Total Council Housing and New Build Programme</b>	<b>13,037</b>	<b>19,245</b>	<b>19,529</b>	<b>11,624</b>	<b>6,725</b>	<b>6,026</b>	<b>76,186</b>	
<b>Social Care</b>								
Community Capacity	116	134					250	
Dementia Friendly Environments	12						12	
Children's Residential Care Provision	5	695					700	←
SEND Module and Integration with Liquid Logic	108	12					120	
AHDC Short Breaks for Disabled Children	-	64					64	
Mental Health Funding Stream	-	32					32	
Transforming Care Housing	-	162					162	
Delaware and Priory New Build	1,701	8,199	3,200				13,100	←
<b>Total Social Care</b>	<b>1,942</b>	<b>9,298</b>	<b>3,200</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>14,440</b>	

**Proposed Capital Investment Programme 2019/20 to 2024/25 and future years**

**Appendix 2**

Scheme	2019/20 Budget £000	2020/21 Budget £000	2021/22 Budget £000	2022/23 Budget £000	2023/24 Budget £000	2024/25 and future years Budget £000	Total Budget (all years) £000	Roadmap item
<b>Schools</b>								
Adult Community College rainwater goods	14						14	
Chalkwell Hall Infants replace relocatables (SBC 50%)	-	109					109	
Chalkwell Hall Infants - Demountables		10					10	
Chalkwell Hall Infants Energy Project	-	300					300	
Chalkwell Hall Infants – G3 & G2 Flat Roof		20					20	
Chalkwell Hall Juniors roofs	64	1					65	
Eastwood Primary boiler		150					150	
Eastwood Primary roof	105	25					130	
Fairways Primary roof	-	14					14	
Fairways Primary curtain walling	14	86					100	
Fairways Primary Pipeworks	49	-					49	
Fairways Primary Trees	10						10	
Future condition projects	48	109	500	500			1,157	
Milton Hall Fire Alarm replacement (H&S)	40	10					50	
West Leigh Infant Boiler	130	10					140	
Devolved Formula Capital	100	100	100	100			400	
Expansion of 2 yr old Childcare Places	2	3					5	
Prince Avenue Extended Nursery Provision	-	780					780	←
School Improvement and Provision of School Places	9,273	3,689	600				13,562	←
Special Provision Capital Fund	-	80	230	862			1,172	
<b>Total Schools</b>	<b>9,849</b>	<b>5,496</b>	<b>1,430</b>	<b>1,462</b>	<b>-</b>	<b>-</b>	<b>18,237</b>	
<b>Enterprise and Regeneration</b>								
Airport Business Park (including Local Growth Fund)	10,234	6,500	8,401				25,135	←
Airport Business Park - Acquisition		1,200					1,200	←
Better Queensway - Programme Management	510	571	480				1,561	←
Better Queensway - Loan to Joint Venture	750	1,150	2,000	2,000	2,000	7,100	15,000	←
Housing Infrastructure Feasibility	-	250					250	
<b>Total Enterprise and Regeneration</b>	<b>11,494</b>	<b>9,671</b>	<b>10,881</b>	<b>2,000</b>	<b>2,000</b>	<b>7,100</b>	<b>43,146</b>	
<b>Southend Pier</b>								
Southend Pier - Bearing Refurbishment (Phase One)	1,165	1,956					3,121	
Southend Pier - Condition Works Engineers	336	121	1,250	1,250	1,250	1,250	5,457	
Southend Pier - Condition Works Surveyors	1,109	704					1,813	
Southend Pier - Pier Entrance Enhancement	268	132					400	
Southend Pier - Pier Pavilion Platform Detailed Design (Gateway Review One)	41	110					151	←
Southend Pier - Prince George Extension (Phase Two)	92	1,058	1,158				2,308	←
Southend Pier - Replacement of Pier Trains	442	2,808					3,250	
Southend Pier - Timber Outer Pier Head	54	661	4,742				5,457	
<b>Total Southend Pier</b>	<b>3,507</b>	<b>7,550</b>	<b>7,150</b>	<b>1,250</b>	<b>1,250</b>	<b>1,250</b>	<b>21,957</b>	

Scheme	2019/20 Budget £000	2020/21 Budget £000	2021/22 Budget £000	2022/23 Budget £000	2023/24 Budget £000	2024/25 and future years Budget £000	Total Budget (all years) £000	Roadmap item
<b>Culture and Tourism</b>								
Southchurch Park Bowls Pavillion	-	20					20	
Southend Cliffs - Replacement of Handrails	1	15					16	
Wheeled Sports Facility Central Southend Area	216	29					245	←
Allotments Water Supply Upgrade	58	29	56				143	
Chalkwell Park and Priory Park Tennis Courts	-	37					37	
Chalkwell Park Water Main Replacement	41						41	
Parks Feasibility and Options Appraisals	-	24					24	
Playground Gates	3	120					123	
Replacement and Upgrade of Parks Furniture	51	59					110	
Shoebury Common Regeneration	35	235					270	
Sidmouth Park - Replacement of Play Equipment	47	50					97	
Southend Tree Policy Review - additional trees	41	90	57				188	
Forum II	668	7,634	10,178				18,480	←
Kiosks in Libraries	-	140					140	
Leigh Library Gardens Messroom Refurbishment	63						63	
Library Review	2	177					179	
Cliffs Pavilion – Auditorium Air Handling Unit	-	115					115	
Cliffs Pavilion – Boiler Flues	110	14					124	
Cliffs Pavilion – Chiller	4	171					175	
Cliffs Pavilion - External Refurbishment works	1	-	214				215	←
Cliffs Pavilion - Power Supply Equipment	29	141					170	
Joint Theatres and Leisure Centres – Asbestos	-	115					115	
Palace Theatre - Air Handling Units	1	68					69	
Palace Theatre - Power Supply Equipment	40	130					170	
Palace Theatre - Replacement of Asbestos Stage Safety Curtain	2						2	
Central Museum Works	3	197					200	
Inflatable Planetarium	-	35					35	
Prittlevell Prince Storage	99						99	
Cart and Wagon Shed	26	824					850	
Energy Improvements in Culture Property Assets	86	24					110	
Fire Improvement Works	952	532	750	750	750	750	4,484	
"Make Southend Sparkle" Initiative	8	3	10				21	
Property Refurbishment Programme	699	750	750	750	750	750	4,449	
Pump Priming Budget	71	132					203	
Queen Victoria statue - security fence	23	1					24	
Resorts Services Signage	33	6					39	
<b>Total Culture and Tourism</b>	<b>3,413</b>	<b>11,917</b>	<b>12,015</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>31,845</b>	

Proposed Capital Investment Programme 2019/20 to 2024/25 and future years

Appendix 2

Scheme	2019/20 Budget £000	2020/21 Budget £000	2021/22 Budget £000	2022/23 Budget £000	2023/24 Budget £000	2024/25 and future years Budget £000	Total Budget (all years) £000	Roadmap item
<b>Community Safety</b>								
CCTV Equipment Renewal	51	1,389	800	66			2,306	←
Security Measures	60	420					480	←
<b>Total Community Safety</b>	<b>111</b>	<b>1,809</b>	<b>800</b>	<b>66</b>	<b>-</b>	<b>-</b>	<b>2,786</b>	
<b>Highways and Infrastructure</b>								
<u>Cliff Stabilisation schemes:</u>								
- Cliff Slip Investigation Works	143	51					194	
- Manor Road Cliff Stabilisation	350						350	
<u>Flood Prevention and Resilience schemes:</u>								
- Coastal Defence (Shoebury Common Sea Defence Scheme)	51	291	3,695				4,037	
- Improving Resilience of the Borough to Flooding from Extreme Weather Events	1	200					201	
- Flood Prevention Works	368	-	757	1,125			2,250	
- Southend Highway Flood Reduction and Resilience Improvement Scheme	170						170	
<u>Carriageways and Footways schemes:</u>								
- Carriageways and Footways Improvements	2,063	2,963	-				5,026	←
- Highways Maintenance - Potholes	280	65					345	←
- Junction Protection		325	325				650	←
- Zebra Crossing Surfacing Replacement		200	200	200			600	←
- Improve Footway Condition Around Highway Trees	218	150	150	150			668	←
- Cinder Path	90						90	
<u>Highways Infrastructure schemes:</u>								
- Street Lighting Infills	121	131	125	125			502	←
- Bridge Strengthening - Challenge Fund		967					967	
- Town Centre Redevelopment Improvements - Highways (NPIF)	1,792						1,792	←
- Traffic Signs Upgrade	5	195	100	100	100		500	
<u>Parking schemes:</u>								
- Car Park Improvements	95	105	100	100	100		500	
- Car Park Resurfacing		250	250				500	
- Improved Car Park Signage and Guidance Systems	19	213					232	
- Gas Works Car Park	469						469	
- Parking Strategy	1	198					199	←
<u>Local Transport Plan schemes:</u>								
- LTP (Integrated Transport block) - Bridge Strengthening	508	572					1,080	
- LTP (Integrated Transport block) - Better Sustainable Transport	172	749					921	
- LTP (Integrated Transport block) - Better Networks	360	616					976	←
- LTP (Integrated Transport block) - Traffic Management Schemes	160	400					560	
- LTP (Integrated Transport block) - Traffic Control Systems	167	437					604	
- LTP - Maintenance	976	904					1,880	
- LTP - Maintenance - Street Lighting	96	204					300	
<u>Local Growth Fund schemes:</u>								
- A127 Growth Corridor (Bell Junction and A127 Essential Maintenance Works)	2,205	3,272	6,929				12,406	←
- Extension of London Road Public Realm Improvement to Victoria Circus	650	3,000	316				3,966	←
- Local Growth Fund - Southend Town Centre Interventions		1,000	500				1,500	←
<u>Other Transport schemes:</u>								
- HCA Progress Road	23	15					38	
- Southend Transport Model	117	464	200	200	95		1,076	←
<b>Total Highways and Infrastructure</b>	<b>11,670</b>	<b>17,937</b>	<b>13,647</b>	<b>2,000</b>	<b>295</b>	<b>-</b>	<b>45,549</b>	

**Proposed Capital Investment Programme 2019/20 to 2024/25 and future years**

**Appendix 2**

Scheme	2019/20 Budget £000	2020/21 Budget £000	2021/22 Budget £000	2022/23 Budget £000	2023/24 Budget £000	2024/25 and future years Budget £000	Total Budget (all years) £000	Roadmap item
<b>Works to Property</b>								
62 Avenue Road - demolition	5	44					49	
Belfairs Park Restaurant/Golf Club Preventative Works	6	96					102	
Civic Campus - Efficient Use of Space	235	197	150				582	
Clearance and Fencing - Land off Sutton Road	3	2					5	
Darlows Green former WCs demolition	1	2					3	
Demolition of Public WCs at Pitmans Close	-	7					7	
Elm Road Sports Ground Remedial Works	60						60	
Futures Demolition	72	448					520	
Garons Under Floor Heating	-	20					20	
New Beach Huts Phase 2	3						3	
Pier Arches External Landlord Works	72						72	
Relocation of START	16	4					20	
SACC Access Control System	12	14					26	
SACC Reception Area Security Works	15						15	
Seaways - HCA Condition Funding	-	170					170	
SMAC Eastern Esplanade Slipway	-	27					27	
Westbarrow Car Park Protection	-	13					13	
Cemetery - Ride on Mower	-	30					30	
Cemetery and Crematorium Road and Path Resurfacing	96	14					110	
Crematorium - Urgent Structural Repairs to Chimney	45	15					60	
Cremator Relining	-	74					74	
Essential Crematorium/Cemetery Equipment	7	1					8	
Pergola Walk Memorial Scheme	-	7					7	
Replacement Boiler at Southend Crematorium	1						1	
Replacement of Essential Crematorium Infrastructure	23						23	
Civic Centre Boilers	40	999	250				1,289	
Public Toilet Provision	1	699					700	
Priority Works	-	475	600	600	600	600	2,875	
<b>Total Works to Property</b>	<b>713</b>	<b>3,358</b>	<b>1,000</b>	<b>600</b>	<b>600</b>	<b>600</b>	<b>6,871</b>	
<b>Energy Saving</b>								
Civic Centre CHP/Lifts Feasibility	-	3					3	←
Energy Efficiency Projects	1	352	257	117			727	←
Leigh Energy Appraisal	25	3					28	←
Priory Park Workshop Lighting		7					7	←
Real Time Air Quality Measurement - Feasibility	12	58					70	←
Solar PV Projects	4	536	400				940	←
Schools and Council Buildings Solar PV	-	146	200				346	←
ULEV Taxi Infrastructure Scheme	10	80					90	←
<b>Total Energy Saving</b>	<b>52</b>	<b>1,185</b>	<b>857</b>	<b>117</b>	<b>-</b>	<b>-</b>	<b>2,211</b>	

**Proposed Capital Investment Programme 2019/20 to 2024/25 and future years**

**Appendix 2**

Scheme	2019/20 Budget £000	2020/21 Budget £000	2021/22 Budget £000	2022/23 Budget £000	2023/24 Budget £000	2024/25 and future years Budget £000	Total Budget (all years) £000	Roadmap item
<b>ICT</b>								
Channel Shift	153						153	
Data Centre	281	123					404	
Disaster Recovery Relocation	14	41					55	
Employee Engagement Portal (Intranet)	-	20					20	
Extending WiFi in Council Premises	40	30					70	
HR Recruitment Contract Implementation	185	48					233	
N3 Connectivity in Civic Building	1	39					40	
ICT - Business Enablement	357	1,378	375				2,110	←
ICT - Business Services		660					660	
ICT - Connected and Smart		350	450	450			1,250	←
ICT - Cybersecurity		450	300	300			1,050	
ICT - Stabilise and Run		785	1,255	1,055			3,095	
ICT - Core Application and Database Migration	48	19					67	
ICT - Childrens and Adults Social Care - Development of the Liquid Logic Case Management System	261	82					343	
ICT – Cyber Security/Public Services Network	-	95					95	
ICT Enterprise Agreement	426						426	
ICT - Phones Migration and Re-Tender	46						46	
ICT Rolling Replacement Programme	339						339	
Photon (Internet upgrade)	8	20					28	
Replacement and Enhancement to Cash Receiving System	23	31					54	
Ship Directory IDOX Software	45						45	
Software Licencing	254	62					316	
IoT Smart City Delivery	18	-					18	
<b>Total ICT</b>	<b>2,499</b>	<b>4,233</b>	<b>2,380</b>	<b>1,805</b>	<b>-</b>	<b>-</b>	<b>10,917</b>	
<b>S106/S38/CIL</b>								
S106 3-5 High Street 1501496AMDT - affordable housing	-	24					24	
S106 23/04/2015 Hinguar and Saxon - public art contribution	5	13					18	
S106 Ajax Works 0300130ful - landscaping maintenance	-	6					6	
S106 Avenue Works 1401968AMDT - Public Art	-	15					15	
S106 Former Balmoral 1400914FULM – public art contribution	-	1					1	
S106 Bellway Prittlebrook 1400943FULM - Local play facilities	15						15	
S106 Former College 1000225FUL - Tree Replacement	-	11					11	
S106 Garrison 0000777 Deposit - CCTV	-	1					1	
S106 Garrison 0000777 Deposit - information boards	-	2					2	
S106 Garrison 0000777 Deposit - Junior Play Area maintenance	-	10					10	
S106 Garrison 0000777 Deposit - Toddler Play Area maintenance	-	6					6	
S106 Garrison Park Store	-	1					1	
S106 Lifstan Way 0000273 Out - Open Space Maintenance	1	78					79	
S106 North Shoebury Road 0301504out - Shoebury Park Enhancement	10	25					35	
S106 North Shoebury Road 0301504out - Shoebury Park Maintenance	27	51	171				249	
S106 Sunlight Ldry 1400411FULM - Public Art	4	1					5	
S106 22-23 The Leas 0700820FULM - bus service contribution	-	43					43	
S106 Essex House 1500521FULM - bus stop improvement	-	3					3	
S106 Former College 1500803BC4M - parking survey contribution	-	10					10	
S106 Avenue Works 1401968AMDT - cycleway improvement	-	1					1	
S106 Bellway Prittlebrook 1400943FULM - TRO Contribution	1	3					4	
S106 High Works Shoe Garrison	2						2	



**Proposed Capital Investment Programme 2019/20 to 2024/25 and future years**

**Appendix 2**

Scheme	2019/20 Budget £000	2020/21 Budget £000	2021/22 Budget £000	2022/23 Budget £000	2023/24 Budget £000	2024/25 and future years Budget £000	Total Budget (all years) £000	Roadmap item
S106 Hinguar 1401672BC4M - highway contribution	-	5					5	
S106 North Road and Salisbury Ave 1200056 - Highway Works Contribution	-	2					2	
S106 Sunlight Ldry 1400411FULM - Highway Works	-	2					2	
S106 Texsol Kenway 1500468FULM – public realm contribution	14						14	
S106 Seec 0200500ful - Highway Works	-	104					104	
S106 Univ H-Way0401561ful	2	3					5	
S38/S278 Airport 0901960 Fulm	36	26					62	
S38 Bellway Homes 14/00943/fulm	27	3	46				76	
S38 Old Hinguar School	4						4	
S78 Bellway Homes 14/00943/fulm	2	-	8				10	
S38 Fossetts Farm Bridleway	5	1					6	
S38 Inspection Magazine Rd	5						5	
CIL Ward NA – Milton – Milton Park improvements	-	2					2	
CIL Ward NA – Milton – Park Street replacement bollards	2	1					3	
CIL Ward NA – Eastwood Park – Tree planting	1	1					2	
CIL Ward NA – Kursaal – Sign for Christchurch Park	1						1	
CIL Ward NA – Prittlewell – Operation Legibility (road sign cleaning)	1						1	
CIL Ward NA – Southchurch – Southchurch Speedwatch	-	1					1	
CIL Ward NA – St Lukes – Community facilities enhancements	2						2	
CIL Ward NA – Thorpe – Street furniture improvement	-	8					8	
CIL Ward NA – Westborough – Signposting	-	1					1	
<b>Total S106/S38/CIL</b>	<b>167</b>	<b>465</b>	<b>225</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>857</b>	
<b>TOTAL PROPOSED CAPITAL INVESTMENT PROGRAMME</b>	<b>59,467</b>	<b>94,634</b>	<b>74,014</b>	<b>23,324</b>	<b>13,270</b>	<b>16,835</b>	<b>281,544</b>	

Total budget for 2020/21 to 2024/25: 222,077

**Proposed Capital Investment Programme 2019/20 to 2024/25 and future years - Schemes subject to viable business cases**

**Appendix 2**

<b>General Fund Schemes Subject to Viable Business Cases</b>	<b>2019/20 Budget £000</b>	<b>2020/21 Budget £000</b>	<b>2021/22 Budget £000</b>	<b>2022/23 Budget £000</b>	<b>2023/24 Budget £000</b>	<b>2024/25 and future years Budget £000</b>	<b>Total Budget (all years) £000</b>	<b>Roadmap item</b>
Redevelopment of Civic Area	-	-	2,000	8,742			10,742	
Crematorium Refurbishment		2,400					2,400	
East Beach Café Project	-	32					32	
Cliffs Pavilion - External Refurbishment Works	-	1,000					1,000	←
Southend Pier - Pavilion Platform Technical Design (Gateway Review Two) and Construction	-	500	7,000	3,000			10,500	
<b>SCHEMES SUBJECT TO VIABLE BUSINESS CASES</b>	<b>-</b>	<b>3,932</b>	<b>9,000</b>	<b>11,742</b>	<b>-</b>	<b>-</b>	<b>24,674</b>	
Commercial Property Investment							<b>22,278</b>	
Shoebury Health Centre							-	←
East Beach Car Park Refurbishment							-	
Town Centre and Seafront Security Works							-	
Car Park Provision							-	
<b>TOTAL SCHEMES SUBJECT TO VIABLE BUSINESS CASES (plus investment yet to be costed):</b>							<b>46,952</b>	



# **Community Infrastructure Levy (CIL) Annual Financial Report**

## **Financial Year 2019/20**

## Contents

<b>1. Introduction</b>	<b>Page 2</b>
<b>2. CIL Funding Summary</b>	<b>Page 3</b>
<b>3. Table 1: CIL Financial Summary</b>	<b>Page 3</b>
<b>Annexure 1: Leigh-on-Sea Town Council CIL Annual Report 2018/19</b>	<b>Page 8</b>

### 1. Introduction

Regulation 62 of the Community Infrastructure Levy (CIL) Regulations 2010 (as amended) places a duty on authorities charging a CIL to produce an annual report providing detail on certain financial information as set out in the regulations and make it available online before the 31 December each year. An amendment to the CIL Regulations was made in September 2019, which introduced a standard reporting format for Section 106 and CIL known as Infrastructure Funding Statements (IFS). An IFS will be published before 31<sup>st</sup> December 2020.

Southend Borough Council became a CIL Charging Authority and commenced CIL charging in July 2015. This annual report reflects the **financial year from 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020**. In accordance with the CIL Regulations this annual report is to be published by 31<sup>st</sup> December 2020.

A table summarising the Annual Report for 2019/20 is included below (Table 1). Leigh-on-Sea Town Council's CIL Annual Report for 2018/19 is attached at Annexure 1. In accordance with the CIL Regulations, this was provided on 16<sup>th</sup> December 2019 and subsequently published on the Parish Council's website:-

[https://www.leighonseatowncouncil.gov.uk/uploads/assets/Council/Finance/CIL/CIL\\_Report\\_2018-19.pdf](https://www.leighonseatowncouncil.gov.uk/uploads/assets/Council/Finance/CIL/CIL_Report_2018-19.pdf)

Further information regarding the Community Infrastructure Levy, including a guide to the CIL regulations that are relevant to spending and reporting on CIL, can be found on our website ([www.southend.gov.uk/cil](http://www.southend.gov.uk/cil)) or obtained from the [Planning Portal](#) or the Government's online [Planning Practice Guidance](#).

Any questions or comments can be directed to the Section 106 and CIL Team using the following email address: [S106andCILAdministration@southend.gov.uk](mailto:S106andCILAdministration@southend.gov.uk)

## 2. CIL Funding Summary

The total CIL receipts in the reported year, financial year 2019/20, amounted to **£872,689.60**. This includes £702,885.09 in the CIL Main Fund, which is to be spent on strategic infrastructure that is considered essential to deliver the growth identified in the Borough's Local Development Plan; £43,634.48 (5% of total receipts) towards administrative expenses associated with CIL; and £126,170.03 (15% of total receipts less surcharges) as total Neighbourhood Allocations.

In accordance with CIL regulation 59A and 59D, £21,911.07 is being transferred to the "local council", Leigh Town Council (LTC); and in accordance with CIL regulation 61, £43,634.48 is being applied to administrative expenses associated with CIL.

There has been no expenditure in relation to the CIL Main Fund in the reported year. There has, however, been some expenditure of the Neighbourhood Allocation within Southend Borough Council Wards in the reported year and this is detailed below.

**Table 1: CIL Financial Summary (FY 2019/20 from 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020)**

<b>Total CIL Summary</b>	
Total CIL <b>receipts</b> <sup>1</sup> in the reported year	£872,689.60
Total amount of CIL applied to <b>administrative expenses</b> pursuant to regulation 61 in the reported year	£43,634.48
Above as a percentage of CIL collected in the reported year	5%
Total amount of CIL to be <b>transferred to LTC</b> from the reported year (Local Council Neighbourhood Allocation)	£21,911.07
Total CIL receipts from the reported year retained at the end of the reported year <sup>2</sup>	£807,144.05
Total CIL receipts <b>carried over</b> from previously reported years <sup>3</sup>	£752,092
Total CIL <b>expenditure</b> <sup>4</sup> in the reported year	£10,650
Total CIL receipts from previously reported years retained at the end of the reported year <sup>5</sup>	£741,442
Total CIL receipts in the CIL Main Fund and Ward Neighbourhood Allocation remaining <b>available to spend at the end of the reported year</b>	<b>£1,548,586.05</b>

<sup>1</sup> This figure comprises total funds received in FY 2019/20 only i.e. does not include the value of any unpaid invoices raised in the reported year. In addition, CIL receipts include the value of land payments and infrastructure payments made in respect of CIL charges by Southend Borough Council.

<sup>2</sup> Administrative expenses and LTC Neighbourhood Allocation have been deducted from this figure; in addition, CIL retained includes the value of acquired land on which development consistent with a relevant purpose has not commenced OR the acquired land has been used or disposed of for a purpose other than the relevant purposes and the amount deemed to be CIL by virtue of regulation 73(9) has not been spent AND the value of infrastructure if the infrastructure has not been provided.

<sup>3</sup> This includes CIL Main Fund and Ward Neighbourhood Allocation. Adjustment of +£0.09 made to carry over figure to take into account error noted in 2018/19 report.

<sup>4</sup> This excludes the amount applied to administrative expenses and transferred to LTC.

<sup>5</sup> This includes CIL Main Fund and Ward Neighbourhood Allocation.

<b>CIL Main Fund<sup>6</sup> (summary)</b>	
Main Fund <b>receipts</b> for the reported year	£702,885.09
Main Fund <b>carried over</b> from previously reported years	£669,649.88
Main Fund <b>expenditure</b> for the reported year	£0
Main Fund <b>retained</b> at the end of the reported year	£1,372,534.97

<b>CIL Main Fund Expenditure(details)</b>	
<b>Items of infrastructure</b> to which CIL (including land payments) has been applied:	Amount of expenditure on each item
• n/a	n/a
Details of infrastructure items (provision in whole or in part) relating to CIL applied to repay <b>money borrowed</b> , including any interest, pursuant to regulation 62(4):	Amount of CIL applied to repay money borrowed, including any interest
• n/a	n/a
Details of infrastructure items relating to CIL <b>passed to another person</b> for that person to apply to funding the provision, improvement, replacement, operation or maintenance of infrastructure pursuant to regulation 59(4):	Amount of CIL applied to repay money borrowed, including any interest
• n/a	n/a

<b>Land and infrastructure in kind payments</b>	
Total <b>land payment receipts</b> for the reported year	£0
In relation to any land payments accepted by Southend Borough Council, details of the land/development to which the land payments relate:	Amount of CIL for each land payment
• n/a	n/a
Total <b>infrastructure in kind payment receipts</b> for the reported year	£0
In relation to any infrastructure in kind payments accepted by Southend Borough Council, details of the items of infrastructure to which the infrastructure payments relate:	Amount of CIL for each item of infrastructure
• n/a	n/a

---

<sup>6</sup>To be spent on strategic infrastructure that is considered essential to deliver the growth identified in the Borough's Local Development Plan. This infrastructure was initially identified in the CIL Infrastructure Delivery Plan 2015 ('IDP') but may be subject to review.

<b>Neighbourhood Allocation (summary)</b>	
Total Neighbourhood Allocation <b>receipts</b> for the reported year <i>including funds to be transferred to LTC</i>	£126,170.03
Total <b>CIL receipts to be allocated to LTC</b> for the reported year	£21,911.07
Neighbourhood Allocation <b>carried over</b> by Southend Borough Council from previously reported years <i>excluding funds transferred to LTC</i>	£82,442.12
Neighbourhood Allocation <b>expenditure</b> for the reported year <i>excluding funds transferred to LTC</i>	£10,650.00
Neighbourhood Allocation <b>retained</b> by Southend Borough Council at the end of the reported year <i>excluding funds transferred to LTC</i>	£176,051.08

<b>Neighbourhood Allocation – local council allocation<sup>7</sup></b>	
<b>Local parish council: Leigh Town Council (LTC)</b>	
Total <b>CIL receipts to be allocated to LTC</b> for the reported year	£21,911.07
<b>Ward breakdown:</b>	
• CIL receipts within Belfairs (within LTC boundary)	£1,062.06
• CIL receipts within Blenheim Park (within LTC boundary)	£1,498.29
• CIL receipts within Leigh	£15,530.43
• CIL receipts within West Leigh	£3,820.29
Total amount <b>carried over by LTC</b> from previously reported years	£37,391.49
Total <b>expenditure by LTC</b> for the reported year	£1,799
Items to which LTC receipts have been applied in the reported year:	Amount of expenditure on each item
• 4 recyclable litter bins (2 for Leigh Marshes skate park and 2 for Leigh Library Gardens)	£449.75 each (total £1,799)
<b>Committed but not spent in the reported year:</b>	
• Restoration of Cliff Gardens viewing platform, pathway access to platform and landscaping (SBC partnership project).	£15,000
• Belton Hills information boards (SBC partnership project).	£6,000
• Library Gardens replacement seesaw playground equipment (SBC partnership project).	£3,500
Amount <b>retained by LTC</b> at the end of the reported year	£57,503.56
<b>Details of any requests for repayment of CIL receipts from LTC that have not been applied to support the development of its area within 5 years of receipt:</b>	
Total value of CIL receipts requested to be returned from LTC	£0
Total value of CIL receipts yet to be recovered from LTC for the reported year	£0

<sup>7</sup> CIL income allocated to LTC but not yet transferred to Leigh Town Council as at 30/04/2020.

## Details of Ward Neighbourhood Allocations:

Ward	Receipts in 2019/20 (£)	Funds carried over from previously reported years (£)	Expenditure for the reported year (£) <sup>8</sup>	Items to which the Neighbourhood Allocation have been applied	Amount of expenditure allocated to each itemised project (£)	Funds retained at the end of the reported year (£)	Total committed funds to be deducted (£)	Available funds after commitments (£)
<b>Chalkwell</b>	3,797.01	<b>10,305.61</b>	0	n/a	0	<b>14,102.62</b>	0	<b>14,102.62</b>
<b>Eastwood Park</b>	0	<b>3,173.37</b>	0	Tree planting between Eastwood and Oakwood parks*	2,191.20	<b>3,173.37</b>	2,191.20	<b>982.17</b>
<b>Kursaal</b>	1,253.38	<b>1,887.97</b>	0	Name Sign for Christchurch Park similar to those installed at the Borough's other parks*	1,495	<b>3,141.35</b>	1,495.00	<b>1,646.35</b>
<b>Milton</b>	14,308.14	<b>13,653.95</b>	0	Milton Park improvements* Street signs* Park Street replacement bollards*	5,000.00 2,000.00 2,856.54	<b>27,962.09</b>	9,856.54	<b>18,105.55</b>
<b>Prittlewell</b>	34,605.92	<b>304.62</b>	300	Operation Legibility (road sign cleaning)	300	<b>34,610.54</b>	0	<b>34,610.54</b>
<b>Shoeburyness</b>	4,289.19	<b>8,418.39</b>	0	Resurfacing Shoebury High Street**	8,149.39	<b>12,707.58</b>	8,418.39	<b>4,289.19</b>
<b>Southchurch</b>	488.40	<b>1,223.15</b>	0	Southchurch Speedwatch - to contribute towards the purchase of a 'speed gun' to move forward with a speedwatch group in the ward*	444.35	<b>1,711.55</b>	444.35	<b>1,267.20</b>

<sup>8</sup> Reported as 'Expenditure for the reported year' only when project has been completed; expenditure relating to part completed projects is accounted for in the penultimate column relating to commitments.

\* Funds committed to identified project but not spent in the reported year. \*\*Funds committed but feasibility issues; therefore, alternative project may be identified.



Ward	Receipts in 2019/20 (£)	Funds carried over from previously reported years (£)	Expenditure for the reported year (£) <sup>9</sup>	Items to which the Neighbourhood Allocation have been applied	Amount of expenditure allocated to each itemised project (£)	Funds retained at the end of the reported year (£)	Total committed funds to be deducted (£)	Available funds after commitments (£)
St Laurence	2,958.38	<b>174.90</b>	0	Whip hedge planting*	174.90	<b>3,133.28</b>	174.90	<b>2,958.38</b>
St Lukes	408.89	<b>2,485.08</b>	1,500  850	Ferndale Church kitchen and toilet upgrades to support the church's provision of a shelter for the homeless within the Borough* Cluny Café (café providing a subsidised community facility accessible by all) equipment upgrade*	1,500  850	<b>543.97</b>	0	<b>543.97</b>
Thorpe	2,129.40	<b>10,796.79</b>	0	Street furniture improvement - repainting/ replacing of road signposts *	7,945.59	<b>12,926.19</b>	7,945.59	<b>4,980.60</b>
Victoria	11,796.99	<b>15,340.81</b>	8,000	Community mini bus	8,000	<b>19,137.80</b>	8,000	<b>19,137.80</b>
West Shoebury	2,750.10	<b>3,635.20</b>	0	n/a	n/a	<b>6,385.30</b>	0	<b>6,385.30</b>

<sup>9</sup> Reported as 'Expenditure for the reported year' only when project has been completed; expenditure relating to part completed projects is accounted for in the penultimate column relating to commitments.

\* Funds committed to identified project but not spent in the reported year.

Ward	Receipts in 2019/20 (£)	Funds carried over from previously reported years (£)	Expenditure for the reported year (£) <sup>10</sup>	Items to which the Neighbourhood Allocation have been applied	Amount of expenditure allocated to each itemised project (£)	Funds retained at the end of the reported year (£)	Total committed funds to be deducted (£)	Available funds after commitments (£)
Westborough	3,730.91	<b>2,103.54</b>	0	Signposting - Centenary themed commemorative signposting to British Legion as a community facility *	1,151.36	<b>5,834.45</b>	1,151.36	<b>4,683.09</b>
Belfairs (outside LTC boundary)	2,092.27	<b>1,753.79</b>	0	n/a	n/a	<b>3,846.06</b>	0	<b>3,846.06</b>
Blenheim Park (outside LTC boundary)	19,649.99	<b>7,184.95</b>	0	Mendip Wildlife Garden*	7,184.95	<b>26,834.94</b>	2,000	<b>24,834.94</b>
<b>Total:</b>	<b>104,258.96</b>	<b>82,442.12</b>	<b>10,650.00</b>			<b>176,051.08</b>	<b>33,677.33</b>	<b>142,373.75</b>

<sup>10</sup> Reported as 'Expenditure for the reported year' only when project has been completed; expenditure relating to part completed projects is accounted for in the penultimate column relating to commitments.

\* Funds committed to identified project but not spent in the reported year.

## Annexure 1: Leigh-on-Sea Town Council CIL Annual Report 2018/19



# Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
[council@leighonseatowncouncil.gov.uk](mailto:council@leighonseatowncouncil.gov.uk) [www.leighonseatowncouncil.gov.uk](http://www.leighonseatowncouncil.gov.uk)



Chairman: Cllr Jill Healey  
 Vice Chairman: Cllr Vivien Rosier  
 Town Clerk: Helen Symmons PSLCC

### COMMUNITY INFRASTRUCTURE LEVY (CIL) REPORT 2018/19

In accordance with CIL regulation 59A and 59D, Southend Borough Council as the local planning authority has transferred the CIL Local Council Allocation for 2018/19 of £11,079.98 to Leigh Town Council being the local Council.

As required under Regulation 62A Leigh Town Council therefore reports as follows:

Total CIL Summary – Leigh-on-Sea Town Council	
Total CIL receipts for the reported year	£11,079.98
Total CIL carried over from the previous reported year (s)	£26,311.50
Total CIL expenditure for the reported year	£1,799.00
Total CIL retained at the end of the reported year	£35,592.48
Available funds after commitments	£11,092.48

CIL Expenditure Summary – Leigh-on-Sea Town Council	
Items to which CIL has been applied	Amount of CIL expenditure on each item
<ul style="list-style-type: none"> <li>4 recyclable litter bins (2 for Leigh Marshes skate park and 2 for Leigh Library Gardens)</li> </ul>	<ul style="list-style-type: none"> <li>£449.75 (total £1,799)</li> </ul>

Items to which CIL Allocation has been committed – Leigh-on-Sea Town Council	
Items to which CIL has been committed	Amount of CIL expenditure on each item
<ul style="list-style-type: none"> <li>Restoration of Cliff Gardens viewing platform, pathway access to platform and landscaping (SBC partnership project) (<i>committed but not spent in the reported year</i>)</li> <li>Belton Hills information boards (SBC partnership project) (<i>committed but not spent in the reported year</i>)</li> <li>Library Gardens replacement see saw playground equipment (SBC partnership project) (<i>committed but not spent in the reported year</i>)</li> </ul>	<ul style="list-style-type: none"> <li>£15,000</li> <li>£6,000</li> <li>£3,500</li> </ul>

The receipt will be carried forward for use on further infrastructure projects in future financial years.

There have been no notices served under regulation 59E during the year of receipt.

This page is intentionally left blank

# Southend-on-Sea Borough Council

## Report of Chief Executive

to

Cabinet

on

16<sup>th</sup> June 2020 Report prepared by:

Nicola Spencer & Louisa Thomas

Data & Insights Analysts

---

### Southend 2050: Outcome Success Measures Report January-March 2020

### & Annual Place Based Report 2019/20

Cabinet Member: Councillor Gilbert

All Scrutiny Committees

A Part 1 Public Agenda Item

---

#### 1. Purpose of Report

- 1.1 To present achievements towards the Southend 2050 Ambition through the periodic Outcome Success Measures report (OSMR) alongside the Annual Place-based Report.

#### 2. Recommendations

- 2.1 That the OSMR for Period 4, January-March 2020 be noted;
- 2.2 The Annual Place Based Report be noted; and
- 2.3 The reporting schedule for outcome success measures and progress on roadmap milestones and joint administration priorities for 2020/21 be agreed.

#### 3. Background

- 3.1 Southend-on-Sea Borough Council (the Council)'s Corporate Performance Framework provides robust and transparent performance management to drive the delivery of the Southend 2050 ambition. Corporate Performance consists of three different functions, to enable the Council to robustly monitor and measure the progression of the desired outcomes against the five themes, which are outlined in the Southend 2050 Road Map.
- The Corporate Performance Dashboard which is reported monthly and visible to the Corporate Management Team (CMT), Senior Leadership Network (SLN), Cabinet Members and Performance and Service Leads.
  - The OSMR which is reported periodically.
  - The Southend Annual Place-based Report, which is reported annually, reviewing the Council's performance as well as other place-based

information, such unemployment figures and average house prices.

#### **4. OSMR - Period 4, January-March 2020**

- 4.1 The Southend 2050 OSMR provides a high level summary of the Council's corporate performance and progression over the subsequent period on the high level strategic priorities, and a snapshot of key place data which is updated as available throughout the year.
- 4.2 This period's OSMR includes data, key insights and Road Map narratives and progress updates for the period of 1st January to 31st March 2020.
- 4.3 The coronavirus outbreak and consequent response activities since late-March 2020 have led to:
  - some data updates for the OSMR being unavailable at the time of collection; data was collected during the first two weeks of April 2020
  - some planned activities relating to the progression of Roadmap milestones have been paused, reprioritised or rescheduled; this has clearly been marked against the relevant Roadmap milestone.

#### **5. Annual Place-based Report 2019/20**

- 5.1 The Annual Place-based Report celebrates our successes and achievements from 2019/20, providing an opportunity for strategic reflection and peer accountability at partnership level. The report gives a high-level overview of how the Council has performed against its delivery of the outcomes for Southend 2050.
- 5.2 The council have remained strong despite recent challenging times, losing 64% of funding from government, whilst dealing with the political and economic uncertainty of Brexit and the more recent global pandemic of Covid-19. Much of our focus recently has been responding to the pandemic and building an investment focused approach to recovery.
- 5.3 The report also presents a visual journey of the Council's achievements through the milestones outlined on the 2050 Road Map and other key priorities for the Council, with the current status for each milestone; noting any which have been affected by the Covid-19 outbreak.
- 5.4 It is important to reflect on the work we have done and that the report highlights the progress we have made during 2019/20; the report showcases a number of our priorities for the coming year and how our Southend 2050 Outcomes and Roadmap are the vehicle for Southend's recovery. It is more important than ever that at the heart of our work we remain collaborative, inclusive, honest, and proud.

#### **6. Reporting Schedule for the OSMR 2020/21 & Annual Place Based Report**

6.1 The proposed reporting schedule is as follows:

	<b>Data and narratives from:</b>	<b>To be presented to Cabinet:</b>
Period 1	April-June 2020	September 2020
Period 2	July-August 2020	November 2020
Period 3	September-December 2020	January 2021
Period 4	January-April 2021	June 2021
	Annual Place Based Report	June 2021

## **7. Reasons for Recommendation**

To drive the delivery of the Southend 2050 ambition through robust and strategic performance management arrangements.

## **8. Corporate Implications**

Contribution to the Council's Ambition & corporate priorities:

To strategically monitor the Council's corporate performance and achievements against the 2050 Road Maps and 23 Outcomes.

## **9. Financial Implications**

There are no financial implications.

## **10. Legal Implications**

There are no legal implications.

## **11. People Implications**

People implications are included in the monitoring of performance relating to the Council's resources where these relate to the Council's priorities.

## **12. Consultation**

The Southend 2050 Performance Framework and measures to be included in future performance reporting are included in the Strategic Delivery Plans which were developed through extensive consultation and engagement to articulate the Southend 2050 ambition.

As part of the Southend 2050 journey, the Council has been actively engaging with its residents, businesses, stakeholders and partners, to ensure the Southend ambition is agreed.

In the autumn of 2019, the Council undertook a Residents' Perception Survey.

### **13. Equalities Impact Assessment**

The priorities and outcomes contained with the Southend 2050 Ambition are based upon the needs of Southend's communities. This has included feedback from consultation and needs analyses.

### **14. Risk Assessment**

The Corporate Risk Management Framework is managed by the Internal Audit team. The Southend 2050 outcomes and milestones which are outlined on the 2050 Road Map will be reviewed as a result of the impact of the coronavirus outbreak and the Council's response to consequent events.

### **15. Value for Money**

Value for Money continues to be a key consideration of the Southend 2050 Performance Framework, which includes outcome-based investment work as well as complimenting the Council's new Financial Sustainability Strategy.

### **16. Community Safety Implications**

Performance Indicators relating to community safety are included in the Strategic Delivery Plans, OSMRs, and the monthly Corporate Performance Dashboards.

### **17. Background Papers & dashboards**

- Southend 2050 Performance Framework
- The monthly Corporate Performance Dashboards (presented on Pentana Risk)
- OSMRs from Periods 1-3 2019/20

### **18. Appendices:**

- Appendix 1: Outcome Success Measures Report, Period 4, January-March 2020
- Appendix 2: Annual Place-based Report 2019/20





**Outcomes Success Measures Report**  
**Period 4 – January to March 2020**

# Southend 2050: Five Themes and 23 Outcomes for 2023

Click the tiles to go straight to each Theme's page

## Pride & Joy

**PJ 01** - There is a tangible sense of pride in the place and local people are actively, and knowledgeably, talking up Southend.

**PJ 02** - The variety and quality of our outstanding cultural and leisure offer has increased and we have become the first choice English coastal destination for visitors.

**PJ 03** - We have invested in protecting and nurturing our coastline, which continues to be our much loved and best used asset.

**PJ 04** - Our streets and public spaces are clean and inviting.

## Active & Involved

**AI 01** - Even more Southenders agree that people from different backgrounds are valued and get on well together.

**AI 02** - The benefits of community connection are evident as more people come together to help, support and spend time with each other.

**AI 03** - Public services are routinely designed, and sometimes delivered, with their users to best meet their needs.

**AI 04** - A range of initiatives help communities come together to enhance their neighbourhood and environment.

**AI 05** - More people have active lifestyles and there are significantly fewer people who do not engage in any physical activity.

## Connected & Smart

**CS 01** - It is easier for residents, visitors and people who work here to get around the borough.

**CS 02** - People have a wide choice of transport options.

**CS 03** - We are leading the way in making public and private travel smart, clean and green.

**CS 04** - Southend is a leading digital city with world class infrastructure.

## Safe & Well

**SW 01** - People in all parts of the borough feel safe and secure at all times.

**SW 02** - Southenders are remaining well enough to enjoy fulfilling lives, throughout their lives.

**SW 03** - We are well on our way to ensuring that everyone has a home that meets their needs.

**SW 04** - We are all effective at protecting and improving the quality of life for the most vulnerable in our community.

**SW 05** - We act as a Green City with outstanding examples of energy efficient and carbon neutral buildings, streets, transport and recycling.

## Opportunity & Prosperity

**OP 01** - The Local Plan is setting an exciting planning framework for the Borough.

**OP 02** - We have a fast-evolving, re-imagined and thriving town centre, with an inviting mix of shops, homes, culture and leisure opportunities.

**OP 03** - Our children are school and life ready and our workforce is skilled and job ready. Leads

**OP 04** - Key regeneration schemes, such as Queensway, seafront developments and the Airport Business Park are underway and bringing prosperity and job opportunities to the Borough.

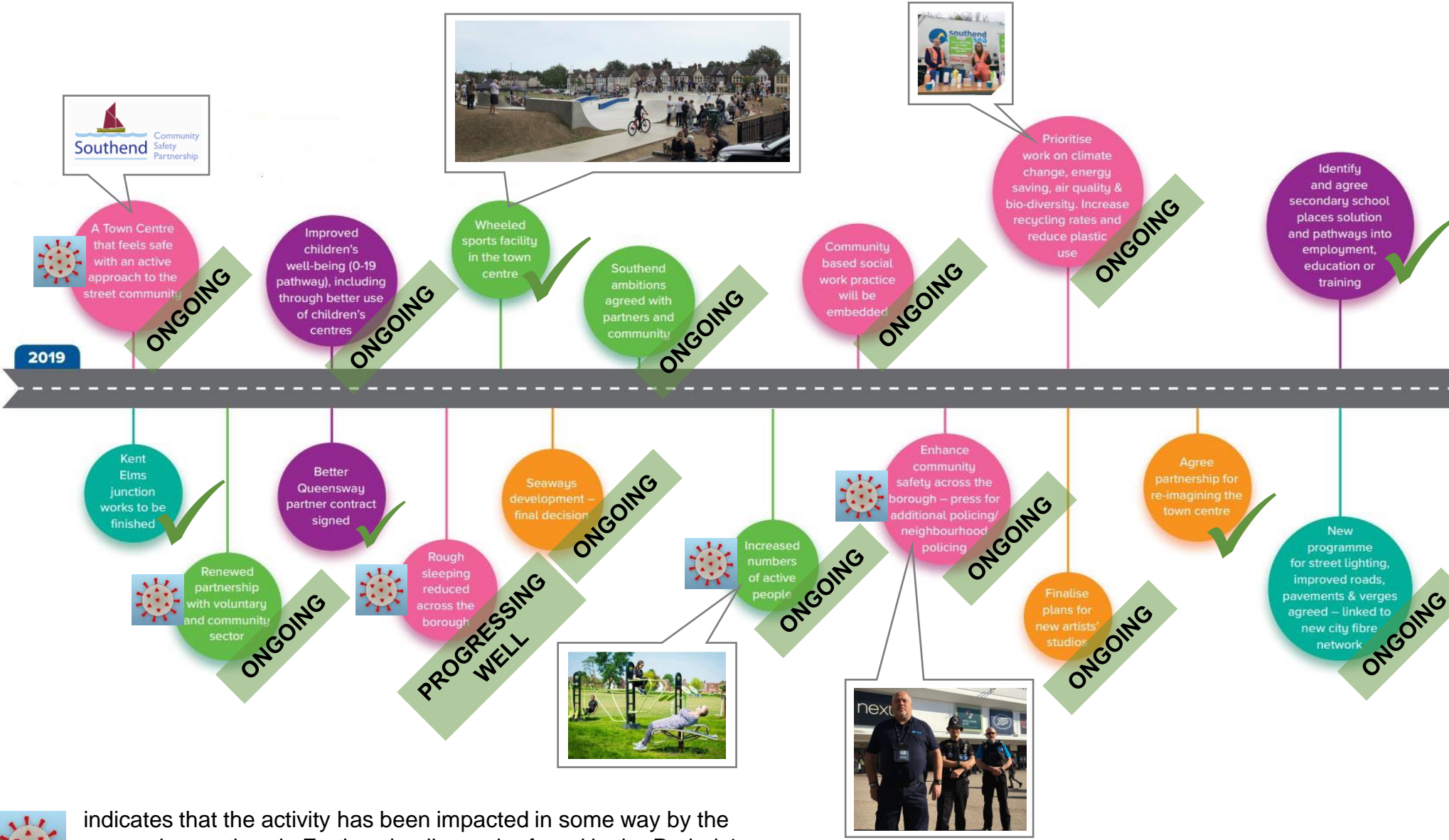
**OP 05** - Southend is a place that is renowned for its creative industries, where new businesses thrive and where established employers and others invest for the long term.

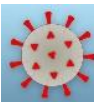
**SOUTHEND-ON-SEA**

*Five Year Roadmap timeline to 2023*

# SOUTHEND-ON-SEA

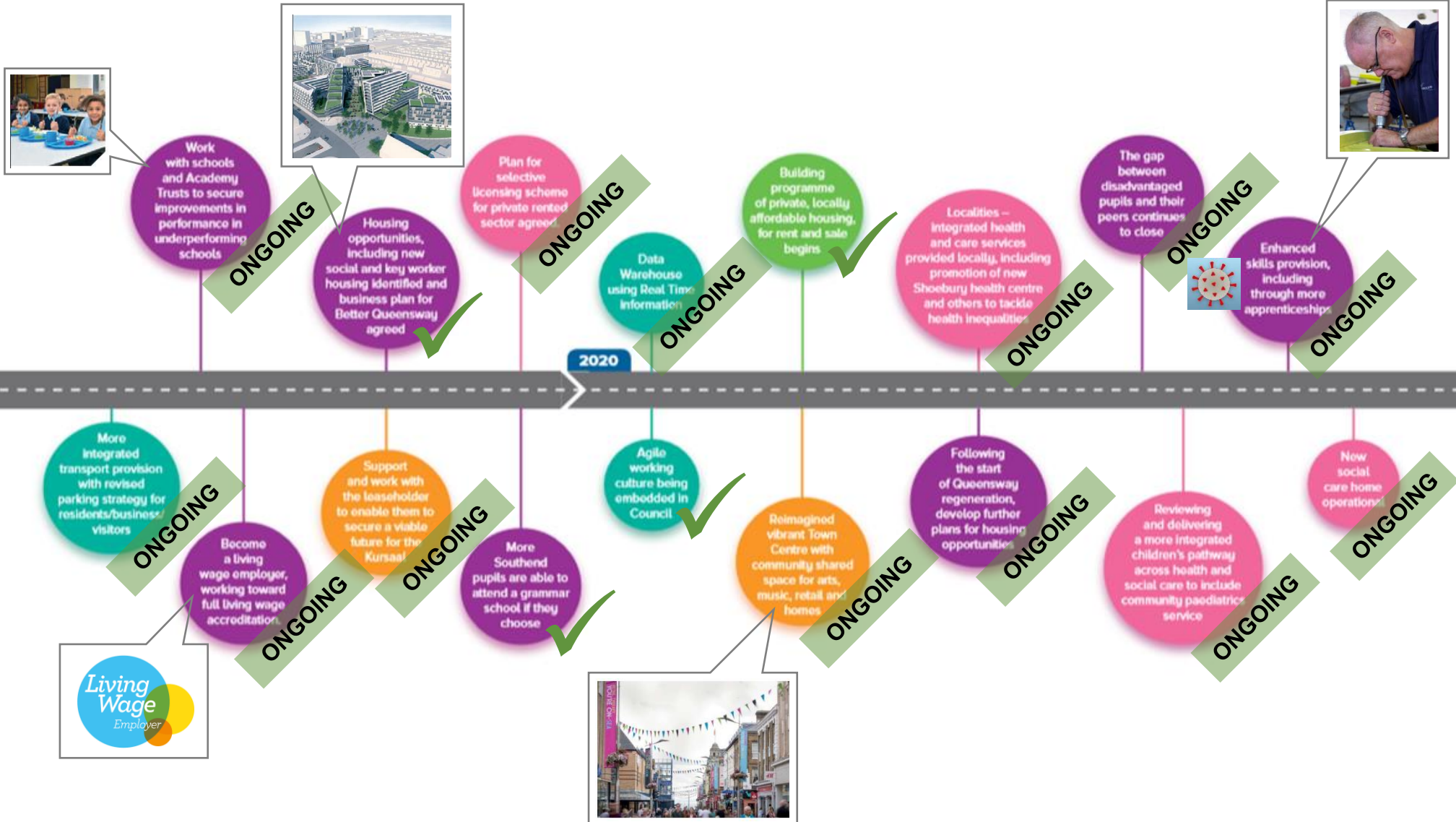
Five Year Roadmap timeline to 2023




 indicates that the activity has been impacted in some way by the coronavirus outbreak. Further details can be found in the Period 4 update sections for each 2050 theme.

# SOUTHEND-ON-SEA

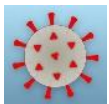
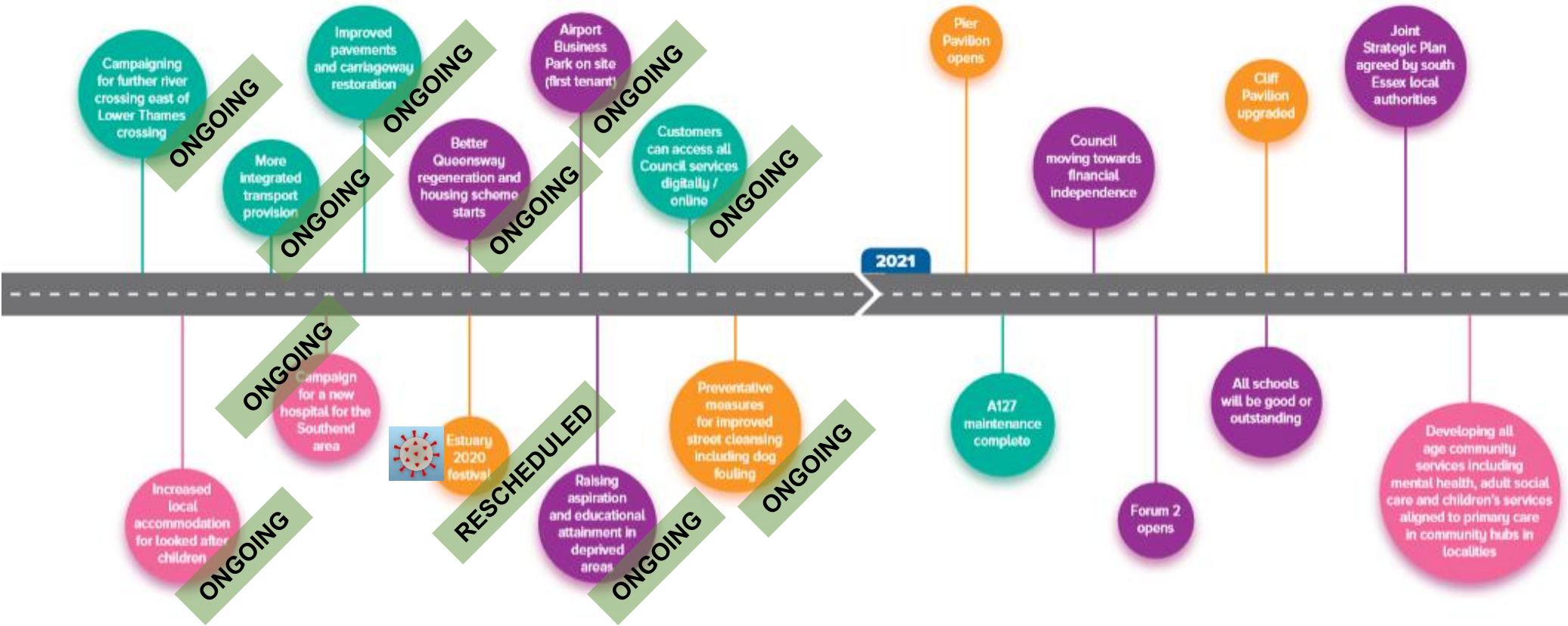
## Five Year Roadmap timeline to 2023



 indicates that the activity has been impacted in some way by the coronavirus outbreak. Further details can be found in the Period 4 update sections for each 2050 theme.

# SOUTHEND-ON-SEA

## Five Year Roadmap timeline to 2023



indicates that the activity has been impacted in some way by the coronavirus outbreak. Further details can be found in the Period 4 update sections for each 2050 theme.

# Annual Information for 2019/20

Unemployment  
Out of Work Benefit Claimants

4,425- 4.0%  
(March 2020)

£285,337.00  
Average House Price Southend-on-Sea

£308,908.00  
Average House Price in Essex

£247,355.00  
Average House Price in England

182,500

Mid-Year Population Estimate  
for Southend  
(Nomis July 2018)

1,035

New businesses (2017/18)

1,115

Businesses closed (2017/18)

Under-18's conception rate of  
21.4 per 1,000 women in age group  
(number 60) (2018)  
Decrease of 11.9% compared  
to 2017

## Transport

National Highways and Transport (NHT)  
Public Statistics Survey (2019)

75%

of people found it  
easy to get around  
the borough

60%

of people with a  
disability found it  
easy to get around  
the borough

69%

of people who do  
not have a car  
found it easy to get  
around the borough

Early Years Foundation Stage Profile  
Achieving a Good Level of  
Development  
2018/19

74.0%

59,465

People signed up for a  
MySouthend online  
account

91,683

Service requests  
received online

## Trees

Figures do not include whips

In 2016/17 we planted 322  
trees and removed 310

In 2017/18 we planted 279  
trees and removed 373

In 2018/19 we planted 384  
trees and removed 412

58%

Agree people from different  
backgrounds get on well  
together\*

74%

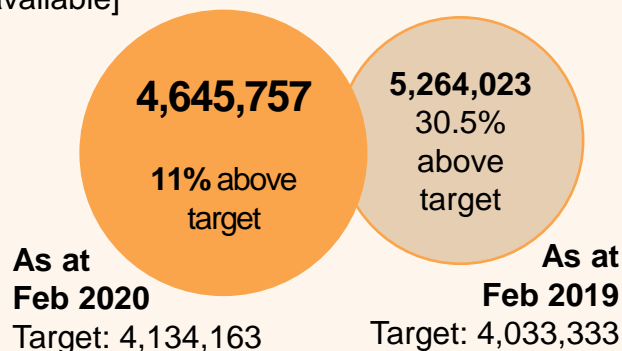
Satisfied with their local area  
as a place to live\*

\*2019 residents' perception survey



## Participation and attendance at council owned / affiliated cultural and sporting activities / events and the Pier

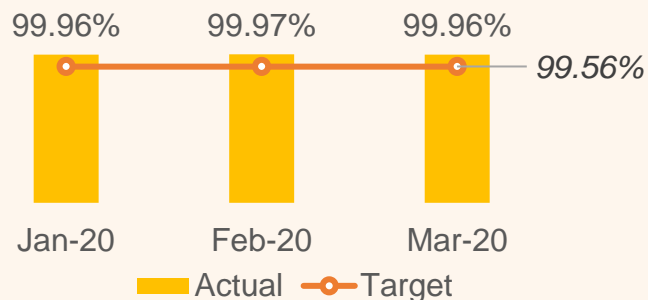
[Cumulative YTD] [Data for Mar '20 not available]



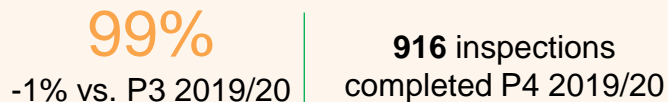
### Key insights

- At Feb '20, over 500k more people had attended cultural and sporting places, events and activities vs. the annual cumulative target
- The annual target of 99.56% on-schedule waste collections has been met for 2019/20 with the total number of missed collections being 7,627 for the year
- 910 out of 916 safety inspections of pavements and roads completed within required timescales
- 16,818 visitors to the Pier in Jan '20, the busiest Jan on record since 2006; 7,971 visitors in Feb '20, the effect of storms Ciara, Dennis and Jorge

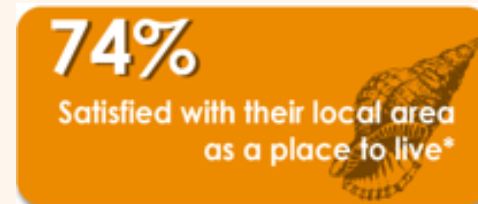
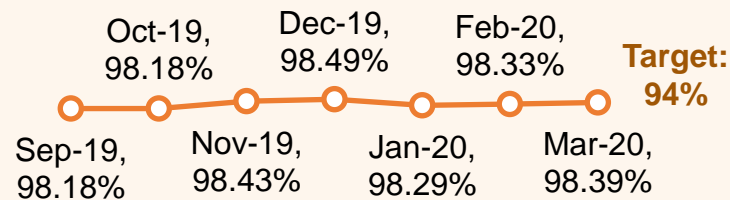
## On-schedule waste collections per month



## Safety inspections of pavements and roads completed on time



## Acceptable standard of cleanliness: litter Sep 2019 – Mar 2020 [Cumulative YTD]



\*2019 Residents' Perception Survey

## Social Media Campaigns

906

link clicks to Southend Energy campaign, driving residents to get a quote online to potentially save money on energy bills

1,384

Link clicks to Warmer Homes Scheme campaign, driving requests from those eligible for free central heating

3,540

new subscribers to as a result of e-newsletter campaign

24,312

reached by Pier Train Replacement campaign, driving votes for the public's favourite design and colour



An option for the Pier Train Replacement campaign's competition

## Period 4 Update

**Sea defence** works are being undertaken on a risk assessed basis to ensure only essential works are being undertaken.

The **Town Centre** "Engine Room" group held its second meeting in Feb '20 and considered activity already underway in the town centre (such as the SUNRISE project (funded by Civitas, a Horizon 2020 strand of European funding)) and the Local Plan. It agreed to consider which two to three major interventions might be needed to support the town centre and how to reach them. Work is underway to implement the town centre interventions project, for things such as shop front grants and 0% loans for activating vacant space. This is supported through funding provided by the Local Growth Fund. The potential of a community hub approach is being considered.

The council's Cabinet has agreed to maintain support for the proposed development of the **Seaway** car park. The planning application for the proposed development is a separate matter, and will be determined by the Secretary of State.

Officers remain in contact with the owners of the **Kursaal** and their agents and have visited the property with Councillors.\*

The second phase of the Forum will provide space for digital artist studios; this is now expected to be delivered in Spring 2022. Continuing project work in the town centre may also identify additional artist studio space if the demand remains following the coronavirus outbreak.

A review of the Environmental Care Team is underway to ensure they remain effective and are deployed in priority areas. A review of enforcement signage is being done which will be supported by Keep Britain Tidy Campaigns on **anti-litter / dog fouling**.\*

The **Estuary 2020 festival** has been postponed due to the coronavirus outbreak. Plans to upgrade the museums offer and incorporate the **Thames Estuary** themes are being progressed; the "Princely Finds" exhibit is open along with a "Wild Estuary" exhibit in Central Museum.\*





### Period 4 Update cont....

Funding is being sought for the monitoring of **air quality** including around school sites, and the purchase of the council's own mobile real-time monitoring equipment. The outcome of the council's DEFRA grant application is due. Three remote Air Quality (AQ) sensors have been installed for initial calibration and will then be relocated at various traffic hot spots. The sensors are being trialled for six months.

A review of the current **waste collection and disposal** service and high level timetable is underway, including consideration of all service delivery models and collection methods, with customer feedback at the heart of the work.\*

### Future milestones

The **Estuary festival** will now be held in spring 2021, as it has been rescheduled in light of the coronavirus outbreak.

The masterplan for the **City Beach 2** project is to be reviewed, and a revised project brief created.

Community engagement on the **Pier Pavilion** proposal along with other options of developing the visitor offer will be taking place during 2020 to inform decisions and ensure a sound case is made.

A call for wider community and stakeholder involvement in the **Strategic Town Centre Group** is planned for early 2020. Various groups will be approached to ensure that a diverse mix of residents, partners and stakeholders are involved.

A series of **preventative measures for improved street cleansing** are planned regarding including installing new bins in High Street, social media campaigns on anti-litter in priority areas such as the seafront and encouraging more volunteers to carry out cleaning activities (this will include provision of tools and equipment).

*\*indicates end of period update has been delayed due to the coronavirus outbreak*



### Education, Health and Care Plans (EHCPs) completed within 20 weeks

[Cumulative YTD] [excluding SEN exception cases]

95.6%

Total plans issued (YTD): 136

Period: as at Mar '20

Target: 96%

### Mental Health

Adults in contact with secondary mental health services who live independently with or without support

80.9%  
Feb '19

69.1%  
Feb '20

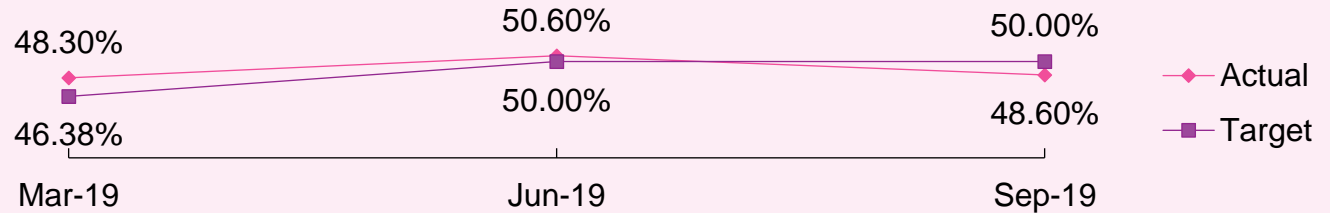
2019/20 target: 74%

[Data is reported a month in arrears; data for Mar '20 unavailable]

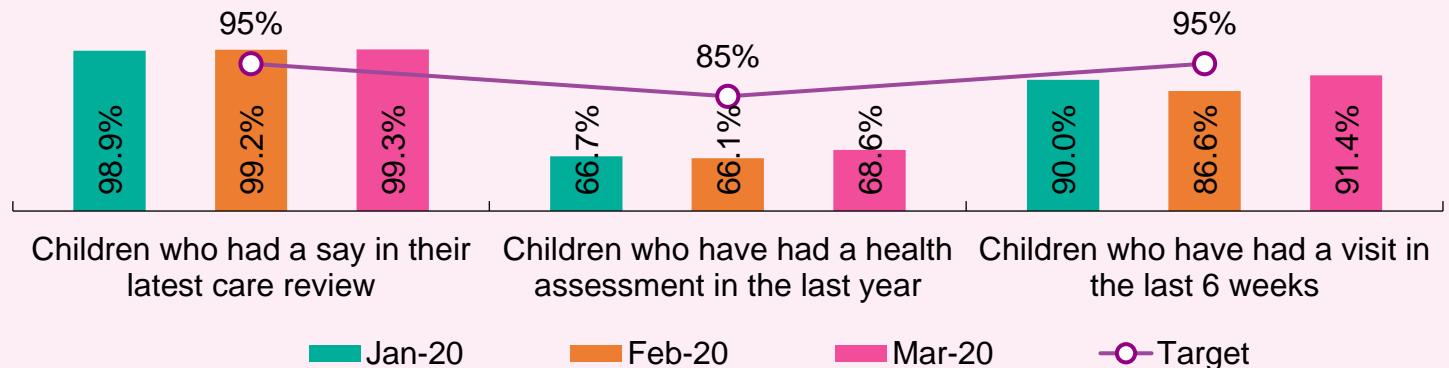
### Key insights

- Four EHCPs issued outside timescale in Mar '20 due to disrupted work arrangements; Govt. advice awaited re: exceptions policy

### Household waste sent for reuse, recycling and composting [Cumulative YTD]



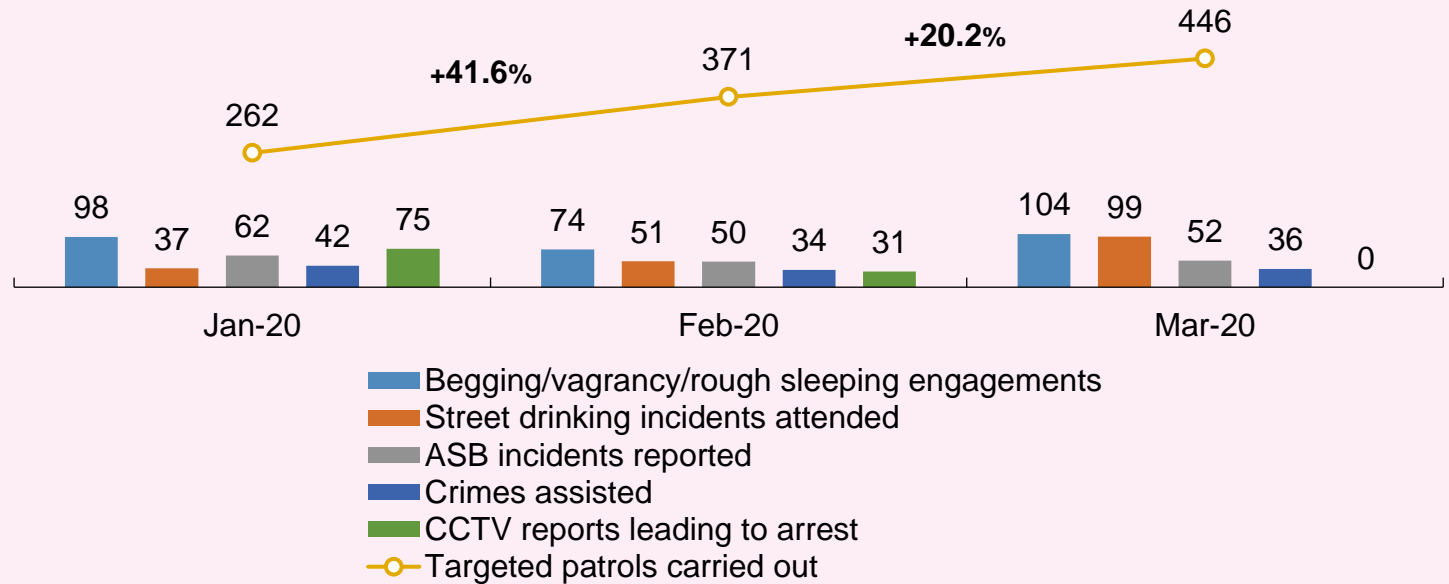
### Looked After Children





## Community Safety Unit (CSU) activity

[This dataset does not include data from the Police or other agencies]



## Key insights

- CSU figures provided have not been ratified by Essex Police Analyst unit and should be used as a guide; figures will be updated with ratified data once received

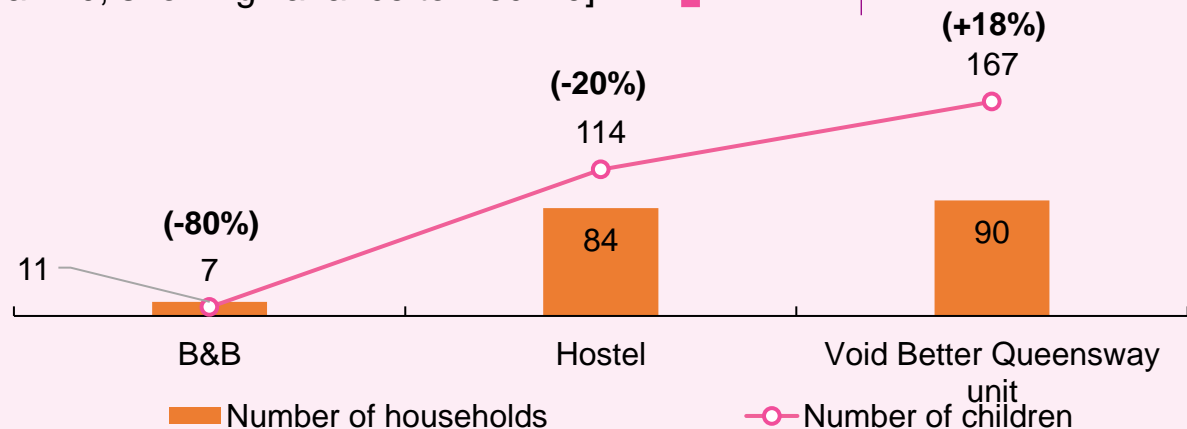
- 103 rough sleepers placed into TA in Mar '20 as a result of the Coronavirus outbreak initiative, with the response model created within Southend being copied across the rest of the county due to its effectiveness

## Use of Temporary Accommodation (TA)

[as at Mar '20, showing variance to Dec '19]

↑ 3.69

Rate of households in TA per 1000 households





*\*indicates end of period update has been delayed due to the coronavirus outbreak*

CGI from Better Queensway transformation consultation

### Period 4 Update

Porters Place Southend-on-Sea LLP released a revised vision of the transformation of the **Queensway** estate in Feb '20, in response to clear direction received from residents and local stakeholders during the first round of consultation in Oct '19.

The **Energy team** is exploring pyrolysis (the use of heat inside a pressurised container in the absence of oxygen to reduce most waste into carbon dust) as an alternative method of producing energy from waste, in line with changes in government policy. Two water systems (at York Road and the end of the Pier) are being installed to convert water from the air into drinking or irrigation water, as part of the Cool Towns project. A single electric vehicle charge point operator across the borough is being established, and the team is invigorating the Car Club scheme. The council's EU projects (2Impresz, NSCiti2S, SARCC, Cool Towns, EMPOWER) are progressing well, and the Green Forum continues to raise awareness and try to improve environmental behaviours within the council.

The rate of **households residing in temporary accommodation** has increased by 49% due to 103 **rough sleepers** being placed into bed and breakfasts (B&Bs) as a result of the council's successful coronavirus outbreak initiative to accommodate all rough sleepers during Mar '20. Consequently the number of children residing in temporary B&B accommodation has reduced by 80%. Whilst this is a great achievement the real success will come if the council can assist homeless households and rough sleepers into settled accommodation with appropriate support in place to maintain new tenancies. The considerable pressure this will place on the housing service will be managed by using flexible, collaborative and responsive resourcing from across the council. The number of in-house fostering households for **looked after children** has increased from 112 in Apr '19 to 125 in Feb '20 (an increase of 12%), with the number of in-house fostering households (excluding kinship carers) rising from 88 to 94 over the same period (an increase of 7%). The development of a residential unit in Southend is well underway and a potential site has been identified; this development is being undertaken in partnership with the voluntary sector.

Council officers are looking at the appropriate models and sites which could accommodate (in whole or part) new schemes including **supported living / extra care accommodation**. This review of sheltered accommodation forms part of the overall work, and provision of extra care still continues at the council's Westwood and Longmans housing schemes.

Work is ongoing across council departments on planning for a proposed **Selective Licensing scheme** in the borough. A company has been procured to undertake data analysis with a view to issuing recommendations in 2020/21.



*\*indicates end of period update has been delayed due to the coronavirus outbreak*

Estuary's Hammond Court development  
(credit: [www.hammondcourt.co.uk](http://www.hammondcourt.co.uk))

#### **Period 4 Update cont....**

The development of a comprehensive **community hub** model is being co-produced with the Service Transformation team and residents within the community, whom are using the hub facilities, as well as activity volunteers through the hubs and other venues. Currently, the community hub offers social workers the opportunity to interact and engage with individuals. This is continuing to offer an early and preventative approach to intervention and crisis prevention. In partnerships with hub teams, social workers are supporting the sharing of information and engagement with individuals and families. An example of this is opportunities to provide specialist advice regarding housing options, social care assessments and local provision of support.

The **2019/20 Housing Acquisitions Programme** was successfully completed and the Right to Buy spend target was exceeded, with 26 properties purchased from the open market to be used for council housing. The budget has been agreed for the 1920/21 Housing Acquisitions Programme and works have commenced on identifying and acquiring suitable properties. Work is continuing to bring forward further housing as part of Phases 3 & 4 of the Housing Revenue Account Land Review programme and Modern Methods of Construction pilots; architects have been appointed and the schemes have progressed to the design stage. Estuary's development at Hammond Court and HARP's extension at Ceylon Road, combined with the council's 26 **acquired properties** and new build development at Rochford Road, took the total number of affordable homes built in 2019/20 to 95.

Final discussions are taking place for assessing priority areas for additional **CCTV provision**.\*

Partnership Activity Days continue to be scheduled across all the **town centre** sites in the Borough. The CCTV upgrade will provide enhanced digital vision plus additional cameras in key areas. Southend Community Safety Partnership in its annual Strategic Intelligence Assessment 20/21 made Town Centre crime and disorder a strategic crime priority.

The council's Community Safety Patrol team, along with other key partners continues to offer support and care to the **street community**. Enforcement is always the last option but the team now have new powers to deal with persistent street drinkers.\*

The drive towards **integration of health and social care** stresses the need for place-based approaches, in response to this the South East Essex Alliance Board has been established.\*



### Period 4 Update cont....

“Making the work real” projects happening at a **locality** level include Weekly Art Projects across sheltered housing, Share a Smile, Woodland walk and the Community Hubs. The weekly art projects have been mobilised across three sites and wider networks of intergenerational sessions have developed from the project. Share a Smile is a community based programme for intergenerational activities and sharing stories and experiences. The Woodland Walk provides virtual tours of outside areas for people unable to get out themselves. Development of Locality plans continues; the first Locality will be West Central to test the process and pilot an initial plan, co-design and engagement continues across West Central with a Roadshow held in Feb’20. Evolving the relationship with EPUT (Community & Mental health) to support the development of Localities is ongoing, along with the review and recommissioning of community grant funds.\*

Site clearance and mobilisation for the **new social care home** is complete, with the piling for the foundations in progress. A “New Assessment Facility - Visioning Event” took place in Jan ’20, an interactive day in which all stakeholders had an opportunity to share ideas, develop a shared view of the future service with partners and discuss what needs to be done across the whole system to ensure success.\*

### Future Milestones

In line with national direction, Sustainability and Transformation Partnerships are evolving to form **Integrated Care Systems** by April 2021.

A review of the council’s approach to **enforcement** will be taking place to make sure that existing resources across the council are maximised.

The Energy Team plans to install the **electric vehicle taxi point charges** in Jun ’20; the Office for Low Emission Vehicles has confirmed that the grant due to expire in Mar ’20 will be paid.

Analysis of the outcomes of the West Central Roadshow in Feb’20 will be done, having been delayed due to the coronavirus outbreak.

*\*indicates end of period update has been delayed due to the coronavirus outbreak*



**Percentage of organisations signed up to Physical Activity-related pledges of the Public Health Responsibility Deal (PHRD)**



**Falls Programme**

~12,500 individuals aged 65+ at risk of falling annually in Southend [data for Mar '20 unavailable]

128

Number of people attending the 36 week strength and balance programme as at Feb '20 (data for Mar '20 unavailable)

**Key insights**

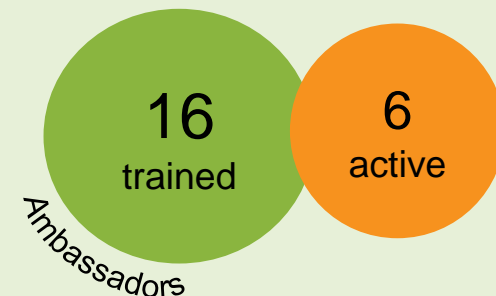
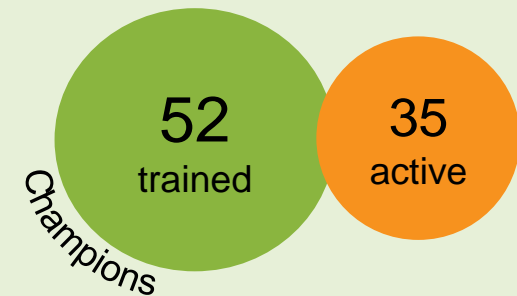
- No Feb and Mar '20 data available for the Exercise Referral and Daily Mile Programmes – both due to the coronavirus outbreak
- Four organisations signed up to PHRD in P4 2019/20 (a cumulative total of 29) with nine organisations in cumulative total making a commitment around physical activity; work continues to try to engage “Small and Medium Enterprise” businesses

**Number of hours of volunteering within Culture, Tourism and Property (inc. Pier and Foreshore events) [Cumulative YTD]**



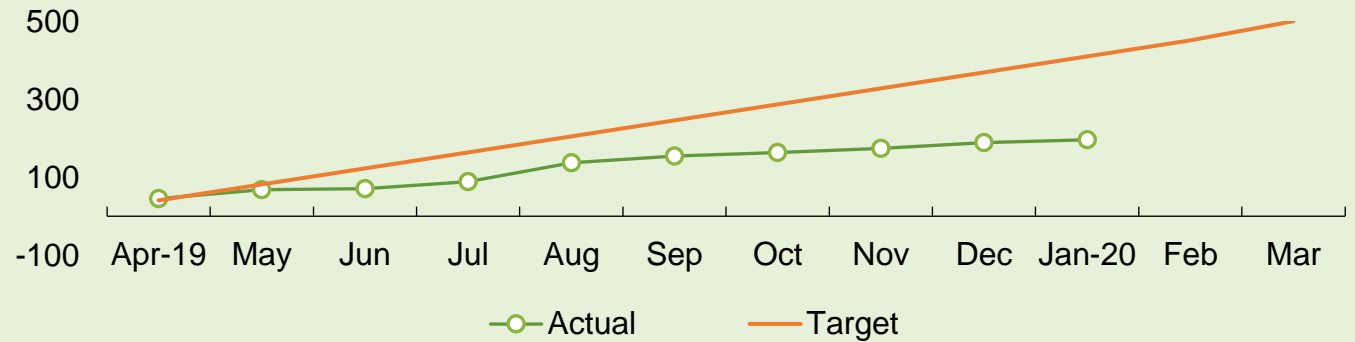
Long trend: ↑

**A Better Start Parent Champions and Ambassadors As at Mar 2020**





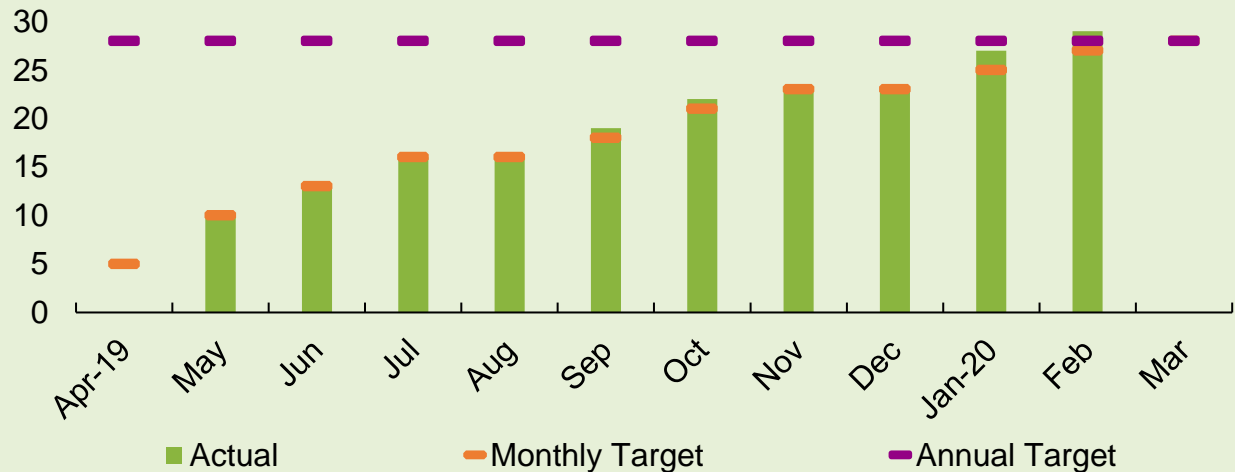
### Number of people completing 12 weeks of the Exercise Referral Programme [Data for Feb and Mar '20 not available]



#### Key insights

- No Feb and Mar '20 data available for the Exercise Referral and Daily Mile Programmes – both due to the coronavirus outbreak

### Number of schools signed up for the Daily Mile Programme or equivalent [Data for Mar '20 unavailable]







*\*indicates end of period update has been delayed due to the coronavirus outbreak*

credit: ActiveSouthend

## Period 4 Update

The council, Active Essex, Everyone Health and Public Health England and Sport England have been working together to increase **physical activities and health sessions** in the community at existing venues, such as in schools, sheltered housing, the Job Centre, The Forum Library, and parks and other open spaces. A range of ActiveSouthend projects are being run, to encourage people to become more physically active, such as an adult basketball, photography and physical activity, multi sports and rowing aimed at young people, dementia yoga, and adult cycling. Use of the ActiveSouthend website and its social media continues as an efficient way to communicate with residents and partners. The ActiveSouthend website – [www.activesouthend.com](http://www.activesouthend.com) will work in coordination with the Live Well website.

The consultation on the **exercise referral programme** has been completed. The new programme will be called the Wellbeing Referral Programme, comprised of a supervised introduction to physical activity using the gym; swimming and water therapy classes; pulmonary classes; low intensity circuit training; cardiac rehabilitation classes; pain management courses focusing on back pain; low impact body workouts and yogilates. Courses and classes will be delivered at Southend Leisure and Tennis Centre, Belfairs Swim School, Shoeburyness Leisure Centre and Chase Sports and Fitness Centre.

Southend has been identified by the Health Foundation as one of four areas within the UK to be part of a research project to develop a cross cutting approach to **health and wellbeing**, which involves community organisations that are already delivering services to the local community, and which thinks about the longer term through involving providers and members of the public. A sub-group has been set up to develop the research and gather further data on health and wellbeing.

A **Co-production Champion** funded by the council and A Better Start Southend, and employed by SAVS, has been appointed and will be embedded in the local system to support greater participation of residents and service users in Southend 2050. A co-location agreement between SAVS and the councils' Engagement and Participation Team has been drafted with the development of joint ways of working ongoing.\*

A Southend 2050 Test, Learn, Collaborate event was held in Jan '20, where several outcome leads were sourced from the community and the council's partners, who will become part of the joint efforts to realise the ambitions.



Test, Learn, Collaborate event in Jan '20

### Period 4 Update cont....

A Better Start Southend Parent Champions and Ambassadors have been undertaking **co-production and co-design** through attending Governance Meetings, Parent Forums and Ward Panels and the Mental Health Group; carrying out work on the new Community Hub including building furniture, painting a chalkboard, sourcing equipment, being part of the steering group and painting a mural; meeting with Mental Health Commissioners to discuss long term mental health conditions that can be experienced by parents; and supporting two research projects being run by Traverse and Dartington.

The council set up the Southend Coronavirus Action Helpline in 10 days, with its first day of operation being 26 March '20. Well over 4000 inbound and 7000 outbound calls have been received from and made to shielded people to date. Over 2300 support actions have been delivered to over 1000 separate households, including over 500 food parcels, 500 households being helped with shopping and over 500 people having their prescription medications collected and delivered; the helpline has also assisted people with accessing money, with their gas and electric, helped to befriend many people and walked 24 dogs. The helpline has been a true community effort to be proud of, with organisations such as SAVS, South Essex Homes, South Essex Community Hubs, Storehouse, Salvation Army, Everyone Health, Family Action, food retailers and wholesalers (including donations from some), community pharmacists and more besides pulling together to support and deliver the helpline.

### Future Milestones

A number of **affordable housing schemes** are due to progress in 2020/21 including Sanctuary Housing's redevelopment of the former Chalkwell Lodge.

Council officers, members, partners and residents will be collaborating in early 2020/21 to review and update the **2023 Road Map** and agree milestones for the **2028 Road Map**.

A regular **Community of Practice** will be developed in partnership with SAVS in the early part of 2020/21.

*\*indicates end of period update has been delayed due to the coronavirus outbreak*



### Delivery of the Capital Programme [Cumulative YTD]

**83%**  
as at  
Mar 2020

**-8.7%**  
vs.  
Mar 2019

### High street occupancy (BID area only) As at Mar 2020

**82.1%**  
458 businesses listed  
82 premises vacant

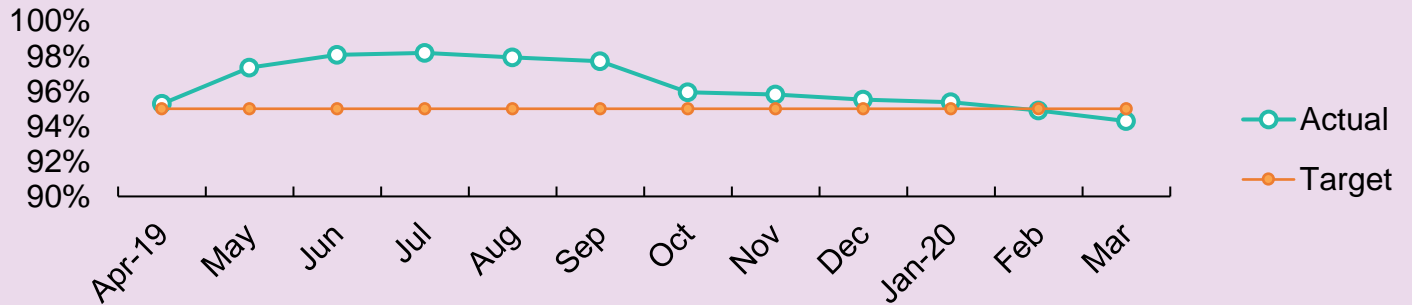
1.5% decrease since Dec 2019

National benchmark: Not yet available

### Key insights

• 93.9% of Primary schools are good or outstanding, compared to 90.9% in Jun '19; 100% of special schools and 75% of secondary schools remaining "good" or "outstanding"

### Percentage of 2 to 2 and a half year old reviews completed using Ages & Stages Questionnaire (ASQ-3)



### Percentage of children in good or outstanding schools

2019/20 target:  
86%

85.8%  
Mar 2019

88.2%  
Mar 2020

2.7%  
increase on  
same period in 2019

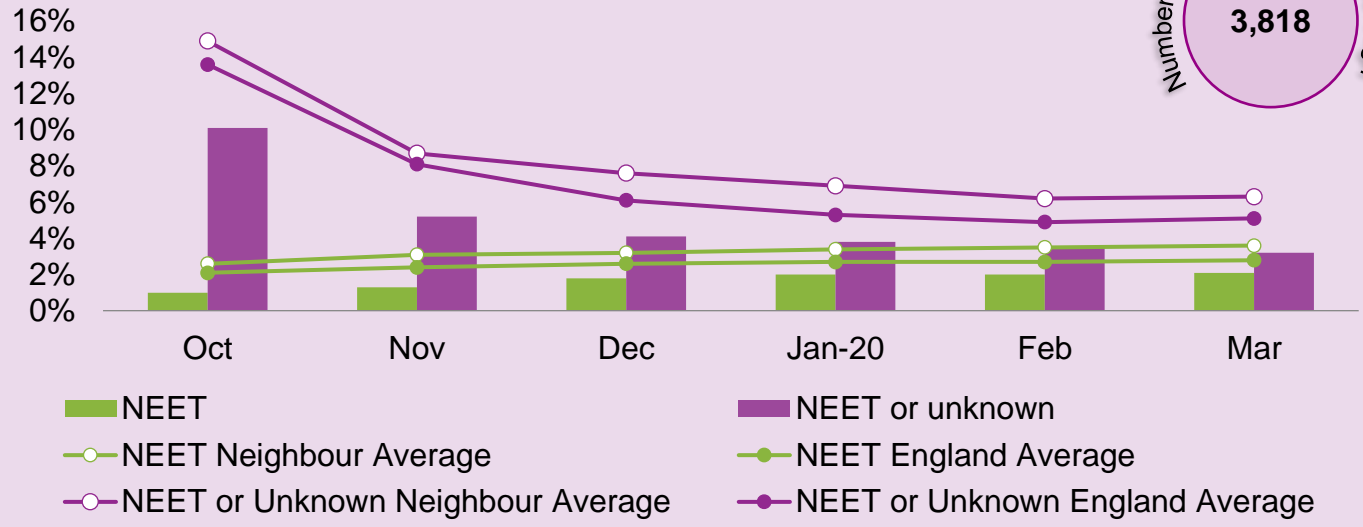


### Key insights

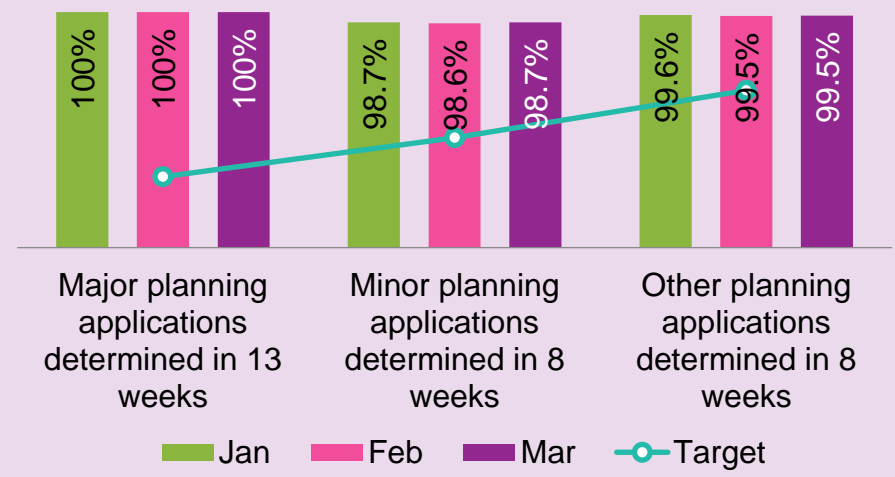
- The success of planning appeals figure represents an almost 30% improvement on the council's appeal success rate compared to the position two years ago
- The council's NEET and Unknown figure has reduced to 3.2% (vs. 3.5% in Period 3), well below the national average of 5.1% and the borough's statistical neighbours average of 6.3%. The borough is now in the 1st Quintile for this measure

### Young people Not in Employment, Education or Training (NEET) or whose situation is Unknown [Aim to minimise]

Number of young people in the Borough  
**3,818**



### Planning Applications



**Number of overall planning applications submitted in 2019/20: 2,288**

**Success of appeals P4 2019/20: 77% dismissed or split against a target range of 65-85%**



Proposed Roots Hall development

### Period 4 Update

Planning officers are meeting virtually with officers in adjoining authorities to continue work on the **Local Plan**.

The council's strategy to ensure **sufficient school places** for its residents is nearing completion. Expansions in several secondary schools are either complete or near completion. One project remains in its early stages.

Out of 2071 applications, 87% of children in Southend-on-Sea will start primary school in Sep '20 at their first-choice primary school, and 96% at one of their top three preferences. Seventy-seven children (4%) received an alternative offer.

Currently 93.9% of **primary schools are good or outstanding** compared to 90.9% in Jun '19. 100% of special schools and 75% of secondary schools remain good or better. The overall figure for the Borough is that 86.8% of pupils attend a good or outstanding school. The disruption to OFSTED's inspection schedule due to the coronavirus outbreak will mean that some schools that were well on their way to becoming "good" may now not have an inspection for some time.

**Southend Adult Community College** has targeted its provision for those that have benefited least from the education system previously, those from the most deprived areas and those from vulnerable and underrepresented groups. Students have reported that learning with the college has increased their confidence, self-esteem and aspirations for the future. Achievement in adults has increased and is above national average in the majority of areas. The provision of English for Speakers of Other Languages is achieving results 20% above national average.

The redevelopment of **Roots Hall** for 502 new homes for rent, and the delivery of a new football stadium, has been agreed. The stadium at **Fossetts Farm** would be enabled by around 800 homes for rent through the agreement with the council, and potentially hundreds more homes through a separate joint venture. All the housing delivered with the council would be for rent including 30% at affordable rent levels. Liaison is continuing with Homes England in regards to the site and Heads of Terms have been agreed with Citizen Housing.



Proposed Better Queensway development

### Period 4 Update cont...

The **Better Queensway** housing programme is progressing and close partnership work is continuing in regards to the housing and decant elements of the project. Work is also ongoing regarding additional rented accommodation on the site.

The contract with Family Action has been extended for a year to allow Members to determine how to meet **ambitions for giving young citizens the best start in life and readiness for school (the 0-19 Pathway)**. During the disruption caused by the coronavirus outbreak, the council has supported all early years providers, including Children's Centres, to continue their work in supporting vulnerable young families.

The Key Stage 2 outcomes in 2019 for **disadvantaged pupils** in Southend reaching the expected standard in reading, writing and maths remains above the national average, placing Southend 66th out of 151 local authorities nationally. The gap between all six Key Stage 4 indicators and disadvantaged and all other pupils has reduced since 2018/19.

The project to support the **Multi Academy Trusts on their journey of improvement** is nearing completion. The disruption to both examinations and inspection schedules may not allow the impact of this work to be evidenced externally.

46.86% of Year 7 – 13 places at **Grammar schools** were taken by Southend pupils as of the October 2019 census, compared to 45.3% and 43.61% for the two previous academic years. The council, in partnership with Grammar School leaders, has provided the "Southend 11+ No Fuss" website. Part of the 11+ campaign activity was scheduled for Apr and May '20, but has been paused due to coronavirus outbreak. The amount of social media advertising for the campaign will be increased to go towards compensating for this.

97.9% of young people aged 16-17 with Special Educational Needs (SEN) were participating in some form of **education or training** this period, an increase from last period. Southend is therefore well above the national (88.5%) and statistical neighbour (89.4%) averages for this group. Southend is currently ranked 3rd out of 152 local authorities for SEN young people participating in education and training, and 1st out of 152 authorities for its Unknown figure, which at Mar '20 is 0%.



### Period 4 Update cont...

Council officer pay has been analysed since the Living Wage Foundation announced an increase in the **living wage** from the 1st November 2020. A number of council, Southend Care, and South Essex Property Services employees were found to be below the real living wage, and the lead Director within the council is currently looking at how this can be progressed. Work is underway to define the criteria for contractors who will fall in scope of the real living wage and to identify council contract managers who can liaise with suppliers when contracts are up for renewal. A contracts register is being prepared.\*

The works to expand the **Focal Point Gallery (FPG)** have been delayed due to the coronavirus outbreak, with the opening date now set for no earlier than Easter 2022. The FPG is leading series of working groups to consider ICT requirements, user engagement, fit for purpose exhibition and learning programme, communications, and public realm. Through the Local Growth Fund, money will be available to consider the area around the building, ensuring an environment visitors and residents want to be in, with proposals including planting, repaving, signage, public art and lighting designs.

A draft Strategic Infrastructure Position Statement is being finalised, a first stage in developing an Strategic Infrastructure Plan for South Essex. A South Essex Statement of Community Involvement (SCI) addendum has been consulted upon for the **Joint Strategic Local Plan**.\*

A new financial sustainability strategy and a fully refreshed medium term financial strategy have been created, both key drivers to the council working on its **financial independence**. The total value of local income sources (Council Tax, Business Rates, Fees & Charges etc.) are now greater than the level of general grants the council receives from central Government.\*

*\*indicates end of period update has been delayed due to the coronavirus outbreak*



### Future milestones

Final Proposals for the **Better Queensway** project will be submitted for approval prior to submission for planning, and a hybrid planning application will be submitted in Jun '20.

The **Airport Business Park** will see completion of the Ipeco building (which was on programme before the coronavirus outbreak), procurement of the team to build the Launchpad, and procurement of the Launchpad operator.

Work with schools to target cultural opportunities (such as music) has been aimed at the most **deprived families**, and the council has commissioned work from METAL aimed at improving literacy levels (through, for example, activities such as poetry workshops) to 14 schools with the highest number of deprived pupils. Some of these workshops took place in Mar '20 as planned. Those scheduled for Apr and May '20 have been postponed due to the coronavirus outbreak.

The next wave of support for **disadvantaged learners** aims to implement a programme of school-to-school support, providing high quality training, professional development and teacher networking opportunities.

The schools involved in the project to support **Multi Academy Trusts to be come OFSTED rated “good” or better** will be assessing the impact of the project with council officers. In other schools that aren't yet categorised as “good” or better, the council's Education Board and experienced leaders are working alongside these schools to support them in improving.

**Southend Adult Community College** is changing its offer for the development of workforce skills required across Southend during the coronavirus outbreak recovery phase, developing a new suite of skills provision and preparing courses for residents who have been furloughed or made redundant.





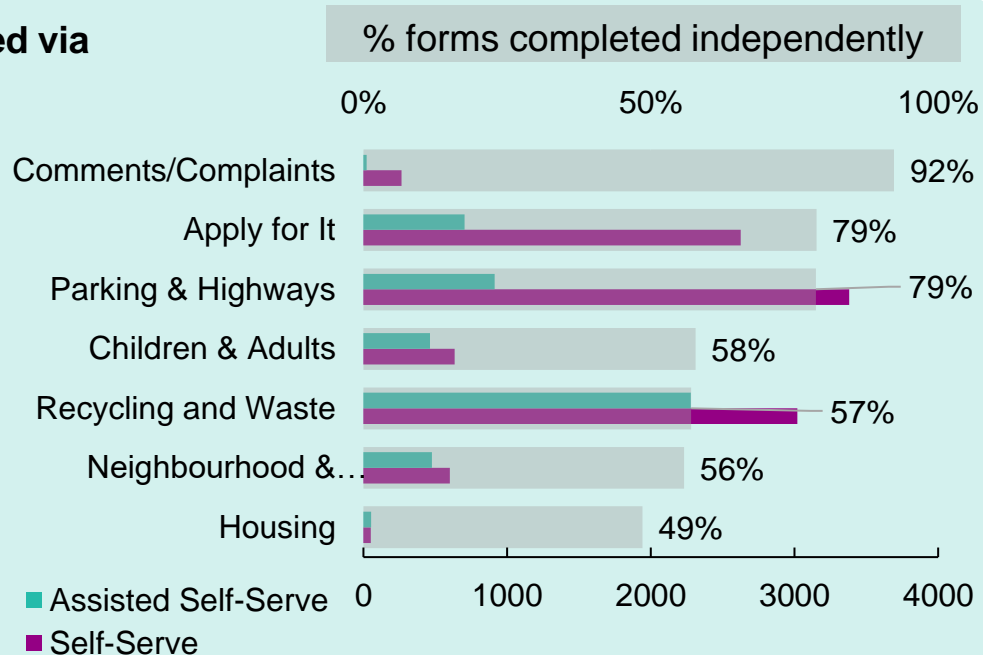
### Key insights

- The High Street, Eastern Esplanade and Hamlet Court Road remain the most common locations for people to register for and use Southend's free WiFi, with the highest represented age range being 18-24; day trippers account for the highest number of user types
- 23,949 service requests were received via MySouthend this period, a 21.4% increase on last period

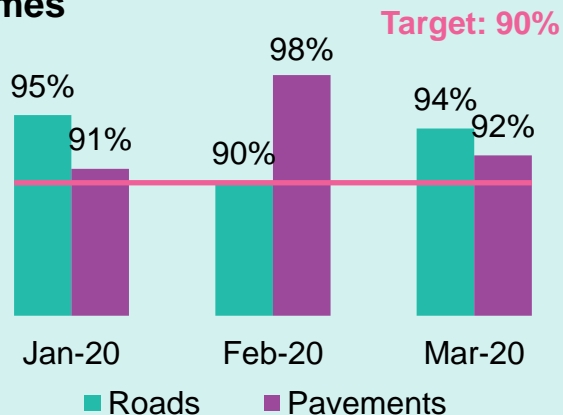
### Service requests submitted via MySouthend P4 2019/20

**100% of service requests submitted without Customer Services assistance for:**

- Planning & Building Control
- Births, Deaths & Marriages
- Licensing
- Events, Leisure & libraries
- Internal Forms
- Council Tax
- Business Rates
- Benefits



### Percentage of serious defects, on the roads and pavements, made safe within response times



119,999

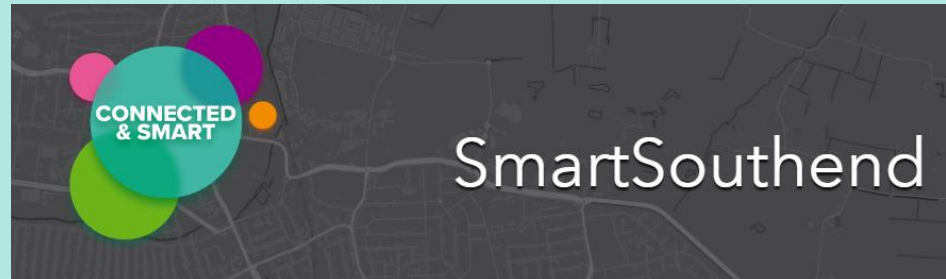
Total number of free WiFi registrations to date



**75%** of people found it easy to get around the borough

**60%** of people with a disability found it easy to get around the borough

**69%** of people who do not have a car found it easy to get around the borough



credit: Forward Motion

## Period 4 Update

The 2020/21 **road and footway resurfacing programme** continues through the ongoing coronavirus outbreak, to ensure roads and pavements are repaired and maintained as many important professions such as health workers, delivery drivers and emergency services still require the use of the roads. The council's highways contractor, Marlborough, is repairing and maintaining roads to keep routes safe for these services.

A submission has been made to the Department for Transport in respect of a consultation for a **Lower Thames crossing**; it identified the importance of good transport links and the work of the Association of South Essex Local Authorities on strategic transport and economic growth.

The contract has been awarded for the **A127 Bell junction improvements**, with the works start date being programmed. £4.3m of the funding is from the Local Growth Fund via the South East Local Enterprise Partnership, and the council is contributing £0.72m.

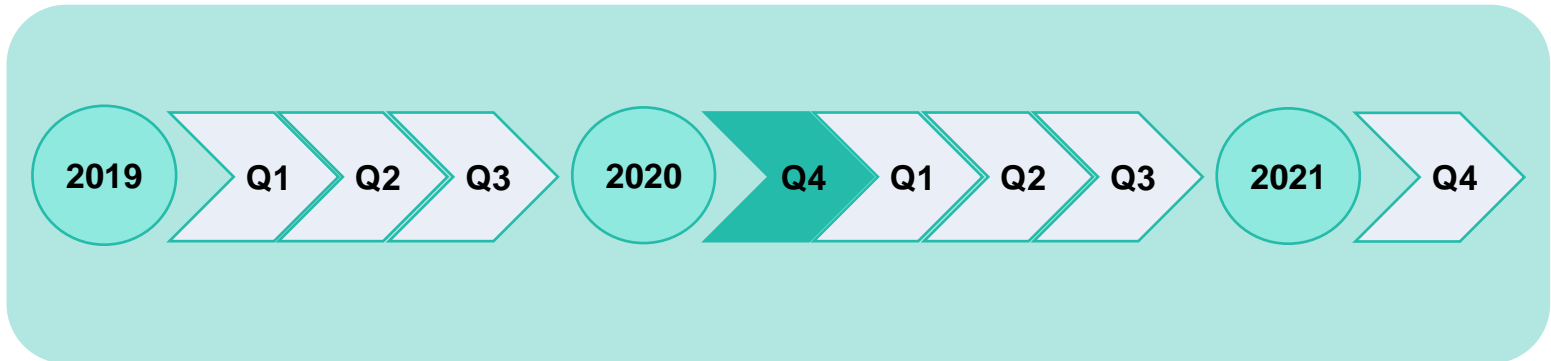
Stage 3 amendments at the **Kent Elms junction** have been delayed due to the contractor closing down sites due to the coronavirus outbreak; these will be reprogrammed once the contractor has remobilised.

Highways modelling work has been commissioned as part of looking at transport options for **a road to the east and new relief road**; this will inform the approach to seeking funding.

The council's **data warehouse**, SmartSouthend ([www.smartsouthend.org](http://www.smartsouthend.org)), was launched in Jan '20. Some partners and businesses have given their ideas on how it should develop.

Work is underway on the **parking service review** and the 2020/21 **street lighting** programme has been agreed.

Forward Motion is working with businesses to offer personal travel planning designed to encourage modal shift. All new highway projects include **sustainable transport provision** as part of the overall design ethos. The council and London Hire Joint Venture will ensure there is integrated transport for vulnerable adults and children.



### Period 4 update cont...

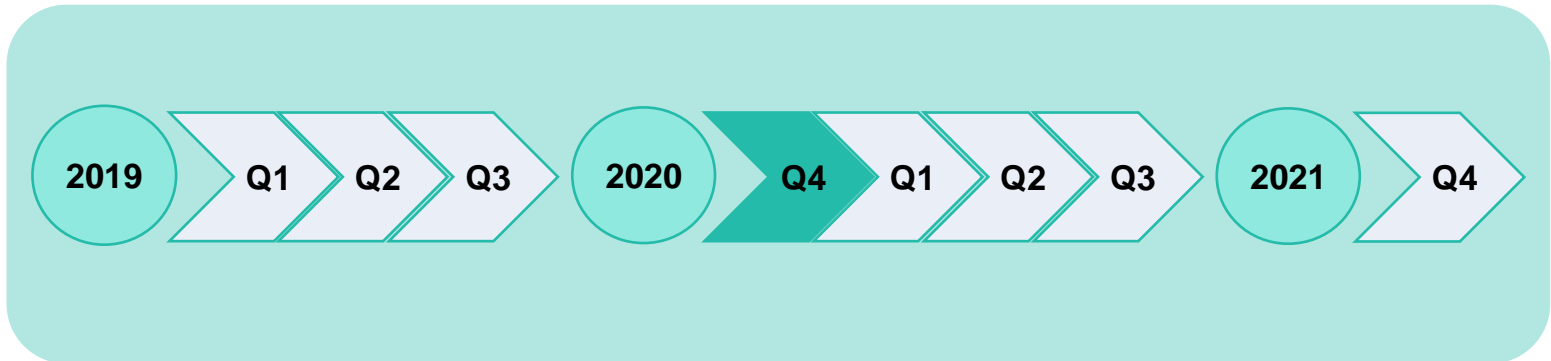
WorkLife, in conjunction with ICT, has since the start of the coronavirus outbreak made incredible achievements to roll out new **agile working** technologies such as Microsoft Teams and the remote working technology to allow the vast majority of council staff to work effectively from home. This situation sets the council up to look at further opportunities as part of the project, including a review of its outcomes. Council staff have adapted well to this change in a very short space of time. Steps have been taken to declutter the building and promote physical collaboration; new furniture has showcased for staff feedback; additional lockers ordered to facilitate the end of pedestal working and a consistent clear desk policy; a stand up innovation area created, with a pilot of writable walls being a success and plans to roll out further; TV screen and charging points installed as part of a pilot, with positive feedback received and plans in place to roll out further; the first ever digital literacy survey carried out as a collaborative piece of work between WorkLife, ICT, HR and Workforce Development, to discover strengths, weaknesses and training needs across the council and better use and invest resources.

A draft four year programme has been developed for the completion of **pavements and carriageway restoration**, based on the level of funding made available.\*

Council customers are being encouraged to use **digital services**, with a number of customers having direct input to improve MySouthend with the aim of making it easier to use. Awareness of the council's digital offering has steadily been increased and more help made available to customers who are struggling to access services for the first time. The council is being proactive in its approach, adopting 'nudge theory' methodology to have conversations with customers, talking through the digital alternatives and the benefits of such a change in contact. Greater accuracy in Benefits cases will come from improved data sharing processes and the provision of a simple effective learning tool. All correspondence / forms and means of contact that residents and stakeholders access are being reviewed.\*

Full fibre technology is in place, being implemented by **City Fibre**. The project to provide Full Fibre to the Home solution for up to 64,000 homes within Southend is underway by City Fibre in partnership with Vodafone, and due for completion by March 2021.

*\*indicates end of period update has been delayed due to the coronavirus outbreak*



### Period 4 update cont...

#### Future Milestones

Engagement on the next phase of the council's SmartSouthend **data warehouse** will be undertaken.

**Worklife** will be starting paperless pilot, trialling new technologies, rolling out digital signage screens, and researching new room booking technologies.

Southend is working with other local authorities across south Essex looking at strategic transport options to support growth, and promoting **a river crossing east of the Lower Thames crossing** will form part of this work.

The coronavirus outbreak has led to an increase in people accessing council services online using MySouthend to contact the council during late-Mar '20, with a simultaneous decrease in telephone calls [*data awaited*]. The Customer Services team will be working to embed this shift.

# Annual **Place Based Report**



**2019/20**

# Introduction

## From the Leader and Chief Executive



Cllr Ian Gilbert, Leader of the Council



Alison Griffin, Chief Executive

Southend-on-Sea Borough Council is as ambitious, creative and diverse as the community we serve. We have a clear, collective vision for the future of our borough and a strong sense of purpose that helps us push on and make progress against our Southend 2050 goals.

The Southend 2050 ambition was published in 2018/19 and sets out how we plan to transform and work with others to improve Southend and make our residents' lives better. And we're well on our way to achieving this.

We've remained strong despite recent challenging times – we've lost 64% of our

funding from government, while dealing with the political and economic uncertainty of Brexit and the more recent global pandemic of Covid-19. Much of our focus recently has been responding to the pandemic and building an investment focussed approach to recovery.

However, it's also important to reflect on the work we have done. This report highlights the progress we've made during 2019/20 and showcases a number of our priorities for the coming year. It's more important than ever that at the heart of our work we remain collaborative, inclusive, honest and proud.

2019/20 was a year of successes across our 400+ services with a variety and complexity unlike any other organisation locally. Not every resident will use every service, but the work of our council is vital to the wellbeing and way of life of residents across the borough.

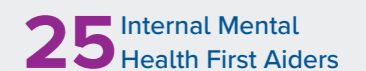
### Our achievements include:

-  Investing over £5m to buy private local homes to create new council homes - already several local families have moved out of temporary accommodation into these new council homes and we have more houses in the pipeline;
-  Agreeing terms which will see the creation of around 1,300 homes for market and affordable rent for the council at Roots Hall and Fossett's Farm and the development of a new stadium for Southend United Football Club;
-  Signing a joint venture with Swan Housing Association to deliver a Better Queensway with significant locally affordable housing, the biggest housing regeneration the town has seen and progressing with the leisure led development at Seaways Car Park;
-  Supporting local volunteers to plant 1,500 tree whips and replant standard trees in six locations during National Tree Week;
-  Pushing on with our drive to become carbon neutral through initiatives such as Plasticity and ForwardMotion encouraging residents to be more environmentally-friendly;
-  Working with partners to deliver skills, employment and training initiatives that have led to an increase in young people in training, education and employment, and supporting our fantastic schools to continue to perform above national average.
-  Our Leisure and culture achievements include 333,240 visitors to the Pier this year, and approximately 7.5m visitors to Southend every year.
-  We also created the #PrideAndJoy social media campaign, with the objective to flood the internet with positive images of Southend, to spread a sense of pride and joy in to the borough, of which has had a positive response, reaching over 163,000 people across all social media channels.
-  We challenged the Essex Girl stereotype through an exhibition developed by Southend Museums Service in collaboration with the Essex Girls Liberation Front - confronting negative stereotypes and challenging the system in which the stereotypes were developed and encouraged.

We recognise that our services need to evolve in order to continue to be effective and efficient. With that in mind, we've been investing in transforming and re-designing them in collaboration with local organisations and residents; and achieving the Real Living Wage accreditation to benefit local people.

### Contents

- 02 | Introduction
- 04 | Southend 2050
- 08 | Did you know
- 10 | More about Southend
- 12 | Our performance and success stories
- 18 | Timeline
- 24 | Resources
- 26 | Looking forward



## 2050: Five themes and 23 outcomes for 2023

The Southend 2050 ambition includes twenty-three outcomes which fit into five themes. The five-year roadmap timeline identifies key projects that will help make the ambition a reality.

In 2018 we developed our shared ambition for Southend 2050. It is grounded in the values of Southenders. It is bold, challenging but achievable. It will, however, need all elements of our community to work together to make it a reality. We will also need our neighbouring boroughs, and central Government to play their part.

**Southend 2050: it all starts here** – where we are known for our creativity, our cheek, our just-get-on-with-it independence, and our welcoming sense of community. And so, whilst the growth of London and its transport network has made the capital feel closer than ever, we cherish our estuary identity – a seafront that still entertains and a coastline, from Shoebury garrison to the fishing village of Old Leigh, which always inspires. We believe it is our contrasts that give us our strength and ensures that Southend has a vibrant character of its own.



### Pride & Joy

**By 2050 Southenders are fiercely proud of, and go out of their way, to champion what our city has to offer. By 2023:**

1. There is a tangible sense of pride in the place and local people are actively, and knowledgeably, talking up Southend.
2. The variety and quality of our outstanding cultural and leisure offer has increased and we have become the first choice English coastal destination for visitors.
3. We have invested in protecting and nurturing our coastline, which continues to be our much loved and best used asset.
4. Our streets and public spaces are clean and inviting.

### Safe & Well

**By 2050 people in Southend-on-Sea feel safe in all aspects of their lives and are well enough to live fulfilling lives. By 2023**

1. People in all parts of the borough feel safe and secure at all times.
2. Southenders are remaining well enough to enjoy fulfilling lives, throughout their lives.
3. We are well on our way to ensuring that everyone has a home that meets their needs.
4. We are all effective at protecting and improving the quality of life for the most vulnerable in our community.
5. We act as a Green City with outstanding examples of energy efficient and carbon neutral buildings, streets, transport and recycling.

### Active & Involved

**By 2050 we have a thriving, active and involved community that feel invested in our city. By 2023:**

1. Even more Southenders agree that people from different backgrounds are valued and get on well together.
2. The benefits of community connection are evident as more people come together to help, support and spend time with each other.
3. Public services are routinely designed, and sometimes delivered, with their users to best meet their needs.
4. A range of initiatives help communities come together to enhance their neighbourhood and environment.
5. More people have active lifestyles and there are significantly fewer people who do not engage in any physical activity.

By 2050 Southend-on-Sea is a successful city and we share our prosperity amongst all of our people. By 2023:

1. The Local Plan is setting an exciting planning framework for the Borough.
2. We have a fast-evolving, re-imagined and thriving town centre, with an inviting mix of shops, homes, culture and leisure opportunities.
3. Our children are school and life ready and our workforce is skilled and job ready.
4. Key regeneration schemes, such as Queensway, seafront developments and the Airport Business Park are underway and bringing prosperity and job opportunities to the Borough.
5. Southend is a place that is renowned for its creative industries, where new businesses thrive and where established employers and others invest for the long term.

By 2050 people can easily get in, out and around our borough and we have a world class digital infrastructure. By 2023:

1. It is easier for residents, visitors and people who work here to get around the borough.
2. People have a wide choice of transport options.
3. We are leading the way in making public and private travel smart, clean and green.
4. Southend is a leading digital city with world class infrastructure.

We're delivering these outcomes through a transformation programme within the Council and by taking a truly collaborative approach with local residents, businesses, partners and stakeholders.

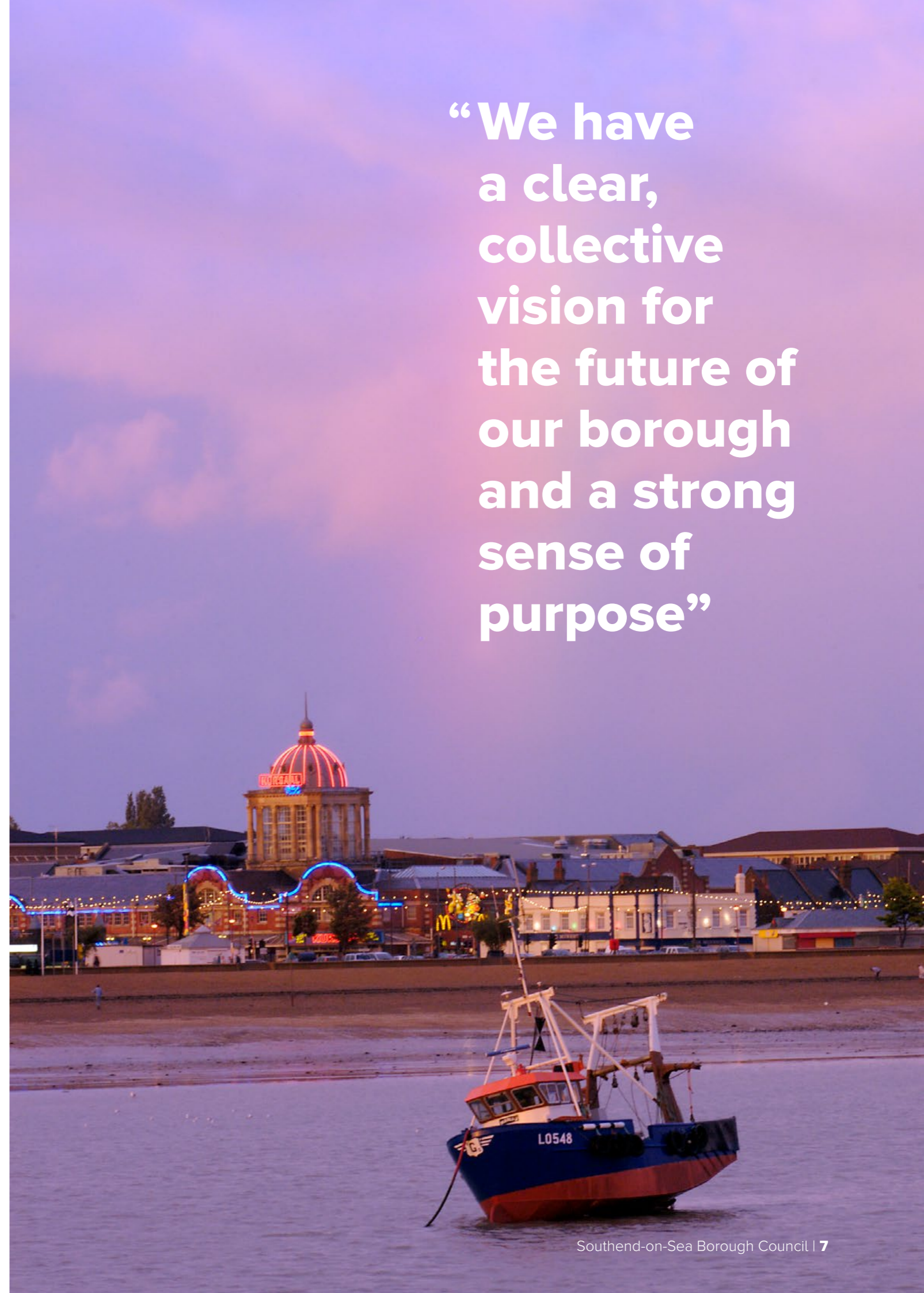
Like all organisations, our most valuable asset is our staff. In 2019/20 our teams created and embedded new values and behaviours in our work, enabling us to drive positive change, demonstrate strong leadership, work with trust and respect, act with integrity, behave responsibly and build relationships to work together.

While the goals of Southend 2050 remain the same, how we get there will inevitably be affected by new external and financial challenges ahead. With this in mind, we recognise we'll have some difficult decisions to make and will need to transform the way we work and do business.

We aim to work in an agile, flexible way and ensure our technology and systems allow us to adapt quickly to new opportunities and challenges alike. Alongside this, collaborating and co-designing with others will enable us to understand and identify any prospects or barriers on the way, so we can make best use of our resources and time.

Transformation can be challenging, but by taking a strategic, bold approach and working as a collective we'll achieve our goals.


“We have a clear, collective vision for the future of our borough and a strong sense of purpose”







# Did you know Southend has...


 **182,500** Mid-year population estimate (NOMIS July 2018)

**32**  
Parks 


**6**  
Green Flag Awards 

**36**  
Play areas 


 **35,540**  
Child population (0-17) in Southend-on-Sea (ONS Mid-year Estimates)

 **107,826**  
Adult population (18-64) in Southend-on-Sea (ONS Mid-year Estimates)

 **35,097**  
Over 65s population in Southend-on-Sea (ONS Mid-year Estimates)




**7,596,000**  
Visitors to Southend-on-Sea in 2018  
  
Cambridge Economic Impact Model (reorganised by Visit Britain)


**29**  
GP's and Health Centres in the borough 

**52**  
Schools in the borough 


**14**  
conservation areas 

**9**  
Railway stations in the borough 

**Ethnicity Data from 2011 Census**  
**87%** of Southenders self-reported their ethnicity as White British (151,223) in the last census (2011).  
 **2,941** African  
 **1,825** Indian/British Indian  
 **1,268** Polish  
  
There were 87 different ethnicity categories self-reported. Other ethnicity categories for which there were more than 100 responders in Southend-on-Sea were: Irish, Gypsy/Irish Traveller, Other Asian, Other Black, Arab, Albanian, Australian/New Zealander, Baltic States, Black British, Commonwealth of (Russian) Independent States, Greek, Iranian, Italian, Latin American, Multi-ethnic Islands, North American, Sri Lankan, Thai, and Turkish.

**4**  
Blue Flags 

**150**  
historic buildings and structures 

**114**  
Foster carer families in Southend-on-Sea 

 **75%**  
of people found it easy to get around the borough\*

**8**  
beaches 


**131**  
languages spoken at schools 


**4**  
Leisure Centres 

 **60%**  
of people with a disability found it easy to get around the borough\*

**9** Children's Centres 

**7**  
miles of coastline 

**40**  
open spaces 

**98**  
Places of worship 

 **69%**  
of people who do not have a car found it easy to get around the borough\*

\* National Highway and Transport (NHT) Public Statistics Survey (2019)

# More about Southend

It's clear to see that we are proud of our town, but it's important to note the challenges we face, and the impact of these challenges and how we can improve the quality of life for all, which is outlined in our shared ambition.

The Index of Multiple Deprivation (IMD) is an official measure of deprivation in England, and an updated version was published by government in May 2019.

There are 7 domains of deprivation these are; Income, Employment and skills, Education, Health, Crime, Housing and Living environment.

Every small area in England is ranked according to its deprivation score from Rank 1 (being the most deprived) to Rank 32,844 (being the least deprived). This is what forms the Index of Multiple Deprivation.

In Southend, over a third (35%) of our residents live in the top 30% most deprived areas in England, and this is particularly high in the East Central Locality, of which is in the town centre. This includes wards St. Luke's, Victoria, Milton and Kursaal.

We know that a large proportion of our children, and working age residents live in the most deprived areas, compared to our residents aged 65+.

Deprivation is directly linked to life expectancy and the length of disability free life. This essentially means that those living in poorer areas do not only die sooner, but also they will spend more of their shorter lives with a disability.

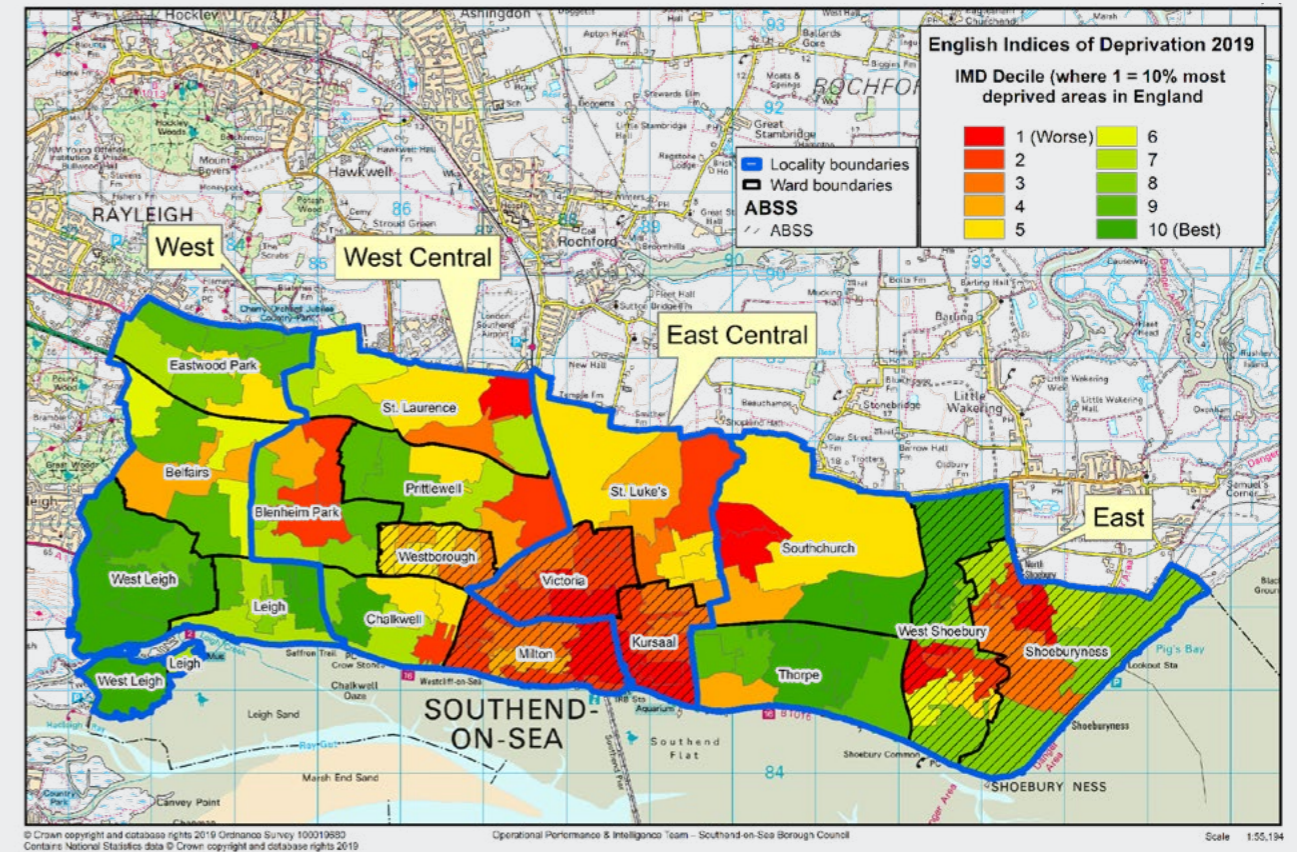
The consequences of poverty, higher levels of harmful behaviour and lower levels of protective behaviours are seen more clearly in the distribution of illnesses and health status. When compared to those living in more affluent communities, populations living in areas of high deprivation statistically have:

- ▶ Higher levels of mental illness
- ▶ Increased likelihood of developing a long-term condition, particularly chronic respiratory conditions, cardiovascular diseases and arthritis
- ▶ A higher prevalence of unhealthy lifestyle behaviours such as obesity, physical activity and smoking

The impact on children living in areas of high deprivation:

- ▶ Experience a higher risk of infant mortality
- ▶ Are at higher risk of acute illnesses requiring hospital admissions
- ▶ May be more likely to experience emotional and behavioural problems
- ▶ Are less likely to maintain a healthy weight
- ▶ Are more likely to experience problems with oral health
- ▶ Are more likely to achieve lower levels of educational attainment

## Index of Multiple Deprivation 2019



In addition, young people growing up in areas of high deprivation:

- ▶ Are more likely to conceive and become teenage parents
- ▶ Are more likely to enter the youth justice system
- ▶ Are more likely to smoke
- ▶ Are at higher risk of becoming 'NEET' (Not in Education, Employment or Training)
- ▶ And may experience lower earnings and poorer qualifications in adulthood

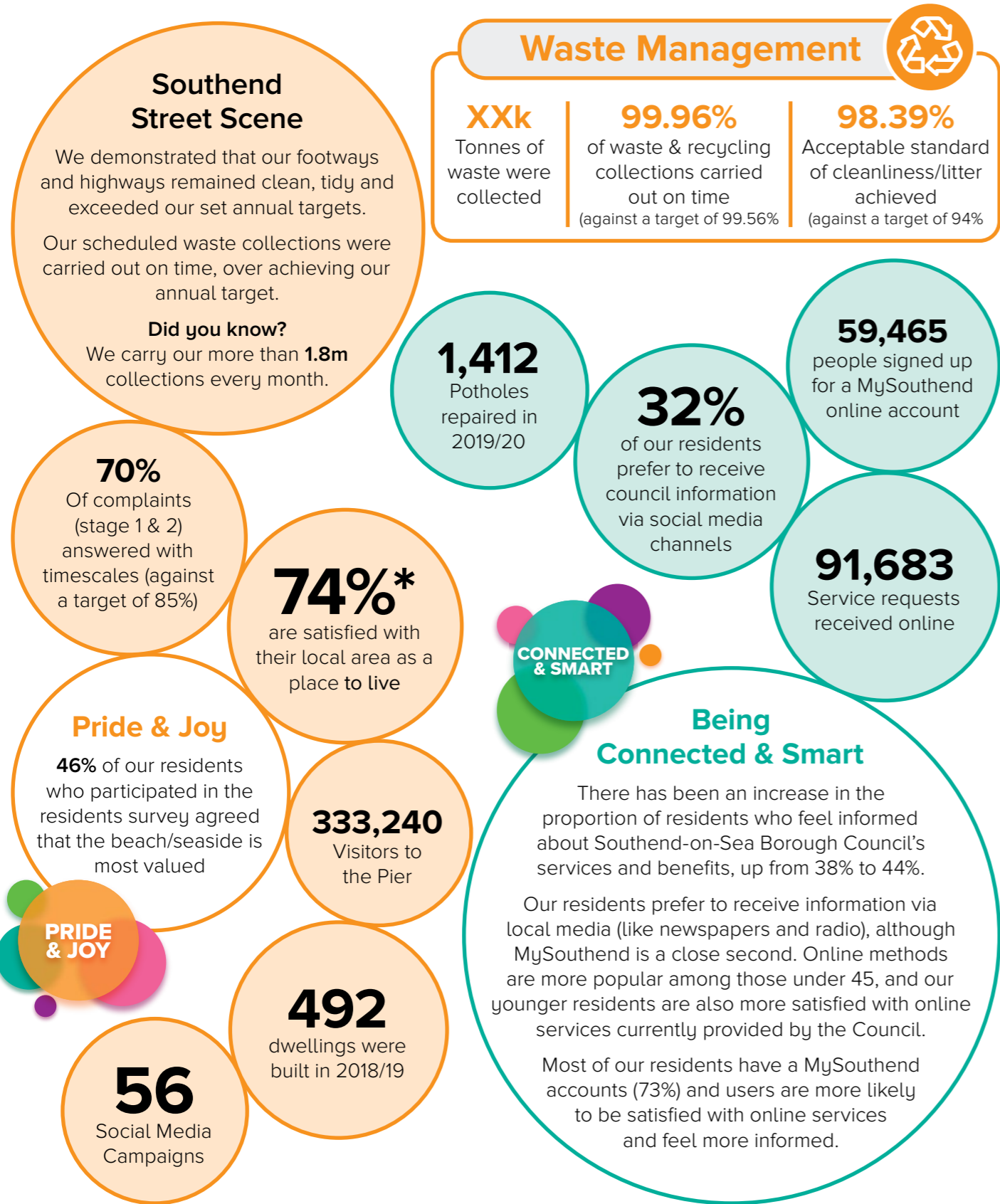
## Health & Wellbeing

In summary the health of people in Southend-on-Sea is varied compared with the England average.

Approximately 6,365 children live in low income families, this equates to 19.1%.

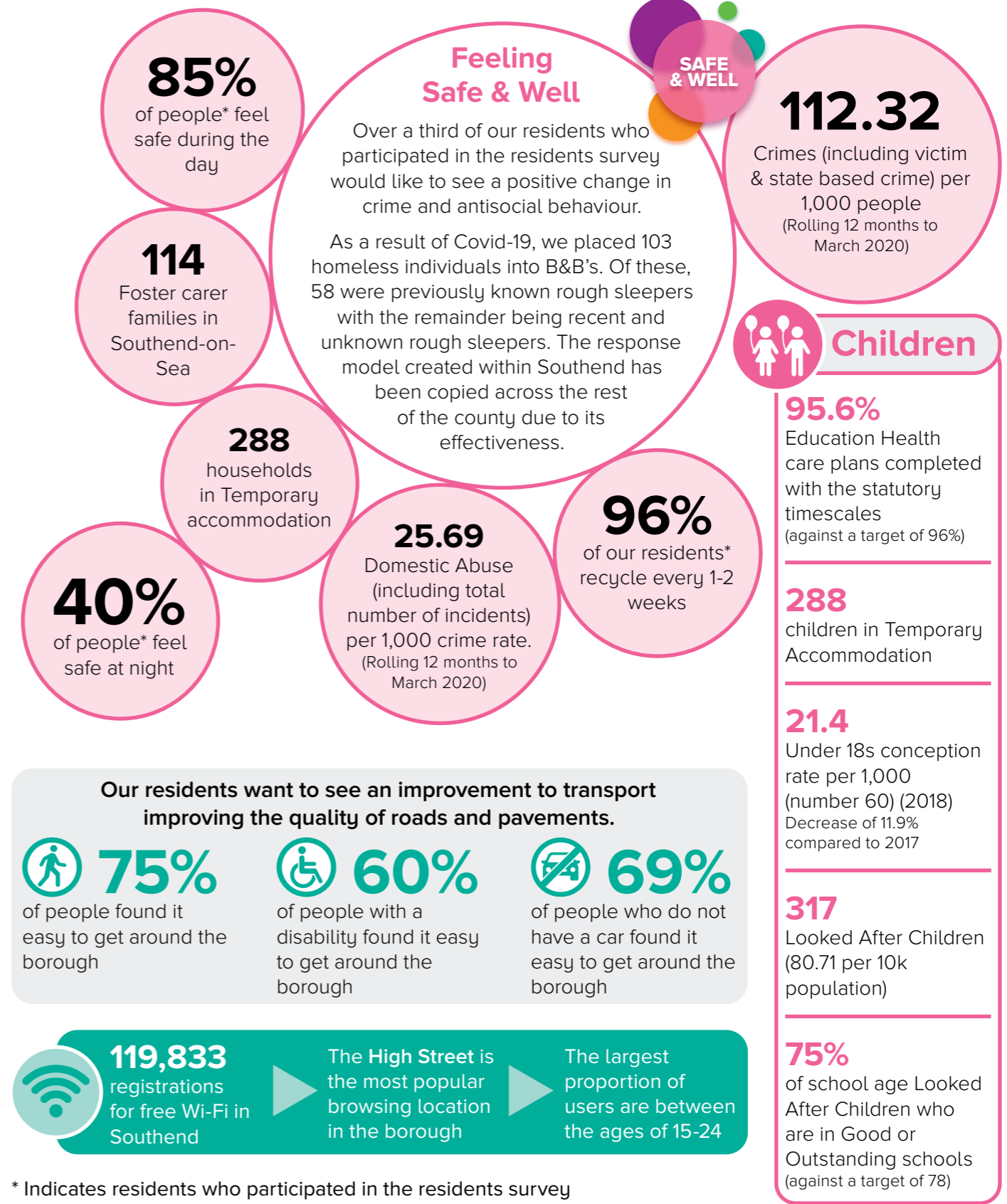
- ▶ Life expectancy for both men and women is lower than the England average
- ▶ Life expectancy is 11.5 years lower for men and 10.3 years lower for women in the most deprived areas of Southend-on-Sea than in the least deprived areas
- ▶ In child health – levels of teenage are worse than the England average
- ▶ In adult health, the rate of alcohol-related harm hospital admissions is approximately 595 per 100,000 population, which is better than the average for England
- ▶ The rates of homelessness and employment are better than the England average
- ▶ The rate of under 75's mortality rate from cancer is worse than the England average
- ▶ In child health, the under 18 teenage conception rate is above the England average

# Our performance and success stories



**Kelvin Read @Red\_E\_Read**  
@YourSouthend @SouthendBC best £1 I have spent in a long while. Walking up and down the worlds longest pleasure Pier on such a lovely day is a must for anyone. <https://t.co/N58HUgjHmf>  
Dec 30 2019, 17:10 | Responded in 42.42 mins | Public message

**D'Ukes @ukedukes**  
Thanks @SouthendBC we had them dancing around Priory Park Bandstand on Saturday. Hope to see you all again in 2020 (or before) #Southend #Essex #ukulele #livemusic <https://t.co/ppUx7dd4PK>  
Aug 5 2019, 07:14 | Public message



## Opportunity & Prosperity

Almost 9/10 residents who participated in the resident survey are in employment and have a suitable number of hours and feel reliable (**86%**); with around three quarters (**77%**) feel their job is secure. Residents who are in employment have a good quality of work no matter if they work in or outside of Southend.

**97.50%**  
of Council Tax collected in 2019/20

**40**

enterprises registering with HMRC trading in 'Art' based activities in Southend-on-Sea as of March 2017  
\*Data released in March 2019

## Special Educational Needs (SEN)

There are, **97.9%** of young people aged 16-17 with a **SEN** were participating in education or training, an increase from the last quarter.

This means that Southend is well above the national (88.5%) and statistical neighbour (89.4) averages. We are currently ranked **3rd** out of **152** Local Authorities for SEN young people participating in education and training.

**88.1%**

of children in good or outstanding schools

**83.3%**

High Street occupancy 456 businesses listed 76 premises vacant (BID area only)

**98.30%**

of Non-Domestic Rates collected in 2019/20

## Unemployment

**4,425**  
**4.0%**

Out of Work Benefit Claimants (March 2020)

**3.2%** of young people who are not in employment, education or training or whose situation is not known (March 2020)

## OPPORTUNITY & PROSPERITY

South East LEP @southeastlep

Plans to build the first dedicated innovation facility for small businesses and start-ups on Airport Business Park Southend have been approved by @RochfordDC

The project, led by @SouthendBC is funded by @southeastlep #LocalGrowthFund

<https://t.co/qBdR6dWzln> <https://t.co/csiKKV0Qsd>

Nov 19 2019, 16:53 | Public message

## Planning

**100%**

of major planning applications determined in 13 weeks

**98.30%**

of minor planning applications determined in 8 weeks

**99.54%**

of other planning applications determined in 8 weeks

## Our response to Covid-19

Over **100** people have volunteered and upwards of **50** council staff have played their part at the Civic Centre Covid-19 Helpline. Volunteers and council staff have been in the background helping to operate robust systems, means of data capture or working at the Pier stocking and distributing food parcels to our communities.

We have supported those most in need with access to money, their amenities and providing a befriending service, offering companionship and a friendly conversation

The Covid-19 helpline has received over **4,000** calls and made **7,000** outbound to shielding people in our communities (as of 13th May 2020).

We are proud of our partnership working with SAVS; South Essex Homes; South Essex Community Hubs; Storehouse; Salvation Army; Everyone Health; Family Action; many food retailers and wholesalers (including donations from some); community pharmacists and many more

Over **2,300** support actions have been delivered to over **1,000 separate households**, which includes delivering over **500** food parcels, **500** households being helped with shopping and over **500** people having their prescription medications collected and delivered.

**602**

standard trees planted in 2019/20 (477 highways & 125 parks)

**54**

fruit trees were planted this year

**10%**

of adults with a learning disability are in paid employment Benchmarking England average 5.9%

**13,187**

hours given by volunteers

**29**

schools participated in the Daily Mile or equivalent (against a target of 28)

**5,000**

whips were planted this year

**74%**

of our residents have good friendships in and out of their local area

**350**

under 5's took part in the mini Summer Reading Challenge

## Staying Active & Involved

Our residents are positive about community cohesion and relations between different groups in their local area.

**58%** of residents who participated in the resident's survey, agree that their local area is a place where people from different backgrounds get on well together.

**69%** of residents are active, doing some form of physical activity once a week.

Time and cost are the biggest barriers to exercise

**436,955**

items issued from our libraries

**132,366**

library users

\*In October 2019, we distributed paper surveys (Residents Perception Surveys) to 5,000 random residential addresses in Southend-on-Sea.

1,313 paper surveys were returned (a 26% response rate), with 12% of the surveys being completed online.

We have  
**150**  
historic  
buildings and  
structures



LiveLeigh LoveLeigh @liveleighlove  
 Thanks for sharing @SouthendBC the Skate Park at Southend @MaverickSkate looks like it's been very well received so far 🙌 that's fantastic 🙌🙌  
 Aug 5 2019, 18:44 | Public message



Amir Girnary @elephantarrow  
 A buzzy event at the Park Inn for the Southend Council Apprenticeship event. Some great organisations present including Investment2020, the Army, Border Force and Ipeco @SouthendBC @AmazingAppsUK @businessonsea @RoyalAirForce @forwardmotionSE @SouthEssexColl @SouthendACC https://t.co/5QeyBlq64h  
 Feb 12 2020, 17:37 | Responded in 53.20 mins | Public message



A Town Centre that feels safe with an active approach to the street community

Improved children's well-being (0-19 pathway), including through better use of children's centres

Wheeled sports facility in the town centre

Southend ambitions agreed with partners and community

Community based social work practice will be embedded

Prioritise work on climate change, energy saving, air quality & bio-diversity. Increase recycling rates and reduce plastic use

Identify and agree secondary school places solution and pathways into employment, education or training

2019

Kent Elms junction works to be finished

Better Queensway partner contract signed

Rough sleeping reduced across the borough

Seaways development – final decision

Increased numbers of active people

Enhance community safety across the borough – press for additional policing/ neighbourhood policing

Finalise plans for new artists' studios

Agree partnership for re-imagining the town centre

New programme for street lighting, improved roads, pavements & verges agreed – linked to new city fibre network

Renewed partnership with voluntary and community sector

- Completed
- On track
- Progressing well
- Impacted by Covid-19





Work with schools and Academy Trusts to secure improvements in performance in underperforming schools

Housing opportunities, including new social and key worker housing identified and business plan for Better Queensway agreed

Plan for selective licensing scheme for private rented sector agreed.

Data Warehouse using Real Time information

Building programme of private, locally affordable housing, for rent and sale begins

Localities – integrated health and care services provided locally, including promotion of new Shoebury health centre and others to tackle health inequalities

The gap between disadvantaged pupils and their peers continues to close

Enhanced skills provision, including through more apprenticeships

2020

More integrated transport provision with revised parking strategy for residents/business/visitors

Become a living wage employer, working toward full living wage accreditation.

Support and work with the leaseholder to enable them to secure a viable future for the Kursaal

Agile working culture being embedded in Council

Reimagined vibrant Town Centre with community shared space for arts, music, retail and homes

Following the start of Queensway regeneration, develop further plans for housing opportunities

Reviewing and delivering a more integrated children's pathway across health and social care to include community paediatrics service

New social care home operational



Completed  
 On track  
 Impacted by Covid-19





Campaigning for further river crossing east of Lower Thames crossing

More integrated transport provision

Improved pavements and carriageway restoration

Better Queensway regeneration and housing scheme starts

Airport Business Park on site (first tenant)

Customers can access all Council services digitally / online

2021

Pier Pavilion opens

Council moving towards financial independence

Cliffs Pavilion upgraded

Joint Strategic Plan agreed by south Essex local authorities

Increased local accommodation for looked after children

Campaign for a new hospital for the Southend area

Estuary 2020 festival

Raising aspiration and educational attainment in deprived areas





Preventative measures for improved street cleansing including dog fouling

A127 maintenance complete

Forum 2 opens

All schools will be good or outstanding

Developing all age community services including mental health, adult social care and children's services aligned to primary care in community hubs in localities

-  Completed
-  On track
-  Rescheduled
-  Impacted by Covid-19



# Resources

Like all Local Authorities, Southend-on-Sea Borough Council has seen a decline in the amount of funding it receives from central government. Compared to our statistical neighbours for 2018/19, our spending power per dwelling was ranked 13th out of 16. Despite the inherent unfairness presented by our reduced level of core spending power capability, we believe that from a financial resilience perspective we would currently be placed in the top quartile of all upper tier local authorities in the country. This is based on many factors including evidence presented by CIPFA's Resilience Toolkit, which was launched in December 2019.

Along with most local authorities across the country, we continue to face significant challenges in providing essential services to meet the needs of local residents within the level of resources we have at our disposal. This has been exacerbated by a combination of increasing and more complex local demand, inflation and uncertainty over future government funding levels and arrangements. This was taken to whole new level of complexity and challenge towards the end of 2019/20 with the worldwide impact of the Covid-19 pandemic. In line with a number of other upper tier local authorities we experienced unprecedented levels of demand for key social care services for both children and adults in 2019/20. Our total net revenue expenditure for 2019/20 was £132M and significant additional investment was made available to support our most vulnerable residents. We are determined to make sure that we continue to invest in priorities that make

a real positive difference locally. Delivering better outcomes by carefully targeting scarce resources to where it matters most and where it has the biggest positive impact has been a key feature of 2019/20.

The council's strategic response to this situation (prior to Covid-19) in 2019/20 had been to develop a new high-level Financial Sustainability Strategy for 2020 – 2030 and comprehensively update our Medium Term Financial Strategy for 2020/21 – 2024/25. These key strategies outline our ambition, approach, desire and commitment to do everything we can to reflect and learn from the past in order to help us to plan more effectively for the future, investing in priorities that make a real positive difference locally. This is predicated on ensuring that the council remains financially stable and resilient and that we move towards a position of financial self-sustainability.



## Development of 1m sq ft of space at the Airport Business Park

The council also began to introduce a new approach to outcomes based planning and budgeting in 2019/20 which looked at repurposing resources towards agreed priorities and outcomes. This development work was designed to target resources more effectively to achieve better outcomes for local residents, businesses and visitors. This approach formed a major part of the council's programme to finance the key priorities that were outlined in the road map to 2023. Our ambition for Southend 2050 was developed with our local communities for our local communities and is built on our five agreed related themes which resulted in the identification of 23 priority outcomes for delivery by 2023.

The council also has an ambitious capital investment programme designed to create the right conditions to attract additional private sector investment into the local area and to directly benefit Southend's residents, businesses and future visitors. The level of planned investment is around £222m over the next five years. In 2019/20 the council invested £59m into capital schemes to continue to improve Southend as a place, including

the development of the Airport Business Park, investment to facilitate the delivery of Better Queensway which will be the largest housing and regeneration project the council has undertaken since the 1960's, the re-development of the Delaware and Priors Residential Care homes, the provision of new secondary school places, improvements to the town's highways and footpath network and the second phase development of the Forum.

The council are determined to build on the solid financial foundation that it has worked so hard to create locally. This will be essential in order to navigate the challenges and impact of the current pandemic and continue to effectively manage the level of local demand for priority services. During 2019/20 the council demonstrated strong collegiate leadership and proactive engagement with its residents and communities in order to take as much local control over the future financial destiny of Southend-on-Sea as possible. We now believe that we are in a strong position to influence, shape and redesign services both locally and regionally to make a real positive difference to the lives of Southenders.

# Looking forward

As we continue with our journey to Southend 2050, it's important for us to recognise the challenges we've had to deal with not only as a local authority but the impact Covid-19 has had across the world too.

We draw strength and learn from the way our communities have responded and the innovative ways we have come together; whilst of course keeping in our memories the loved ones who were sadly lost. Our ambition remains the same and we will continue to work with the same tenacious drive. We are central to supporting and enabling recovery from these unprecedented circumstances.

Our priorities and outcomes set in 2050 are more relevant than ever. The ambition set in the 2050 remains the same but the steps towards getting there will be updated to reflect the effect of Covid-19 on Southend. The outcomes and roadmap that sets out the detail of how 2050 will be delivered will be updated to reflect the council's Joint Administration priorities around Covid-19 recovery.

In addition, we do know that our focus for 2020/21 will include providing more care for those who need it, providing more council housing, delivering more road repairs and introducing more trees and greenery in our borough.

We're also prioritising energy projects, including more electric car and taxi charging points, solar panels and air quality improvements.

We want to see a borough where everyone has a safe, decent, affordable home that meets their needs. £9.5million is planned to be invested to buy more private housing to turn into council homes.

In 2020 a new website will be provided for our customers, enabling a better digital experience.

Our financial challenges remain in light of new pressures and as funding decreases. Alongside our focus on achieving our ambition, there is a drive for greater financial sustainability. Our Financial Sustainability Strategy sets out how we aim to achieve this.


2019/20 has brought some of the most extraordinary challenges any of us has ever experienced as a result of Covid-19, and we're proud of the resilience and creativity our people, residents and businesses have shown. We've come together and are stronger as a result, and we're looking forward to new opportunities and a brighter Southend-on-Sea.



First version published - June 2020

This document is published by Southend-on-Sea Borough Council. A summary can be provided in alternative formats such as Braille, audio-tape or in large print.

Translations of this document in alternative languages are also available upon request.

 Civic Centre, Victoria Avenue,  
Southend-on-Sea, Essex SS2 6ER

 01702 215000

 [www.southend.gov.uk](http://www.southend.gov.uk)



**SOUTHEND**  
**2050**  
*it all starts here*

This page is intentionally left blank

# Southend-on-Sea Borough Council

Report of Executive Director (Finance & Resources)  
to  
**Cabinet**  
on  
**16 June 2020**

Agenda  
Item No.

**11**

---

**Annual Treasury Management Report – 2019/20**  
**Policy and Resources Scrutiny Committee**  
**Cabinet Member: Councillor Ron Woodley**  
*A Part 1 Public Agenda Item*

---

## **1. Purpose of Report**

- 1.1. The Annual Treasury Management Report covers the treasury activity for the period from April 2019 to March 2020 and reviews performance against the Prudential Indicators for 2019/20.

## **2. Recommendation**

**That Cabinet;**

- 1.2. **Approves the Annual Treasury Management Report for 2019/20 and the outturn Prudential Indicators for 2019/20.**
- 1.3. **Notes that the financing of 2019/20 capital expenditure of £59.451m has been funded in accordance with the schedule set out in Table 1 of section 4.**
- 1.4. **Notes that Capital Financing and Treasury Management were carried out in accordance with statutory requirements, good practice and in compliance with the CIPFA (The Chartered Institute of Public Finance and Accountancy) Prudential Code during 2019/20.**
- 1.5. **Notes the following in respect of the return on investment and borrowing;**
- **The loan and investment portfolios were actively managed to minimise cost and maximise interest earned, whilst maintaining a low level of risk.**
  - **£2.174m of interest and income distributions were received during 2019/20. The total investment income (including the movement on the**

unit price of externally managed funds) was £0.882m, giving a combined return of 0.70%. This is 0.16% over the average 7 day LIBID rate (London Interbank Bid Rate) and 0.02% under the average bank base rate. (Section 7).

- The level of borrowing from the Public Works Loan Board (PWLB) (excluding debt relating to services transferred from Essex County Council on 1<sup>st</sup> April 1998) increased from £267.8m to £310.3m (Housing Revenue Account (HRA): £75.0m, General Fund (GF): £235.3m) by the end of 2019/20.
- The level of financing for 'invest to save' schemes decreased from £8.73m to £8.64m by the end of 2019/20.

### 3. Background

- 1.6. The CIPFA Prudential Code requires the Council to set Prudential Indicators for its capital expenditure and treasury management activities and to report on them after the end of the financial year.
- 1.7. This Council has adopted the 'CIPFA Code of Practice for Treasury Management in the Public Sector' and operates its treasury management service in compliance with this Code. The Code requires the reporting of treasury management activities to:
  - Review actual activity for the preceding year (this report); and
  - Forecast the likely activity for the forthcoming year (in the Treasury Management and Prudential Indicators Report in February).
- 1.8. The Prudential Code is the key element in the system of capital finance that was introduced from 1<sup>st</sup> April 2004 as set out in the Local Government Act 2003. The Code has been developed to support Local Authorities in taking capital investment decisions and to ensure that these decisions are supported by a framework which ensures prudence, affordability and sustainability.
- 1.9. To demonstrate compliance with these objectives of prudence, affordability and sustainability each local authority is required to produce a set of prudential indicators and to update these annually as part of setting the Council's budget.

#### 4. Prudential Indicators

1.10. Appendix A provides a schedule of the prudential indicators.

##### 1.11. Capital Expenditure

The first of these is the amount of capital expenditure in the year on long term assets. The table below shows this and the ways it has been financed.

Table 1: Capital Expenditure and Financing

	<b>2019/20 Revised Budget £000s</b>	<b>2019/20 Actual £000s</b>	<b>2019/20 Variance £000s</b>
Total Capital Expenditure	<b>70,957</b>	<b>59,451</b>	<b>(11,506)</b>
Financed by:			
Borrowing <sup>(1)</sup>	21,869	14,661	(7,208)
Invest to Save Financing <sup>(1)</sup>	3,132	2,276	(856)
Capital Receipts	3,197	2,340	(857)
Capital Grants Utilised	21,929	28,146	6,217
Major Repairs Reserve	8,408	5,929	(2,479)
Other Revenue/ Capital Reserve Contributions	10,294	5,549	(4,745)
Other Contributions	2,128	550	(1,578)
Total Financing	<b>70,957</b>	<b>59,451</b>	<b>(11,506)</b>

Note 1 - this relates to both internal and external borrowing

The capital expenditure financed by borrowing is lower than budgeted and the capital expenditure financed by grants is higher than budgeted. This is mainly due to the project for the increased provision of secondary school places where the grant funding is paid in instalments over several years. Last year this project had been notionally financed by borrowing whilst awaiting the grant funding. This year the grant funding has been received and used to finance most of the years spend.

As at 31 March 2020 actual borrowing by the HRA was £98.816m, comprising £74.993m external borrowing and £23.823m internal borrowing.

The HRA can also finance its capital spend from the major repairs reserve, from grants and directly from the HRA by way of revenue contributions to capital.

## 1.12. Capital Financing Requirement (CFR)

The Council's underlying need to borrow is called the Capital Financing Requirement (CFR). This figure is a measure of the Council's debt position and represents capital expenditure up to the end of 2019/20 which has not yet been charged to revenue. The process of charging the capital expenditure to revenue is a statutory requirement and is done by means of the Minimum Revenue Provision (MRP). The Council's CFR is shown in table 2 and is a key prudential indicator.

Table 2: Capital Financing Requirement (CFR)

	<b>31st March 2020 Revised Budget £000s</b>	<b>31st March 2020 Actual £000s</b>
Balance 1st April 2019	359,962	359,962
Plus: capital expenditure financed by borrowing (internal and invest to save financing)	25,001	16,937
Plus: fixed assets subject to finance leases	0	0
Less: Capital Receipts used to repay borrowing	0	0
Less: Minimum Revenue Provision	(4,343)	(4,343)
Balance 31st March 2020	380,620	372,556

The CFR is the Council's theoretical need to borrow but the Section 151 Officer can manage the Council's actual borrowing position by either borrowing to the CFR, choosing to use temporary cash flow funds instead of borrowing (internal borrowing) or borrowing for future increases in the CFR (borrowing in advance of need). The Section 151 Officer currently manages the Council's actual borrowing position in the second of the above CFR scenarios.

Of the sum in table 2 above, the Council has already addressed the theoretical need to borrow by having undertaken external borrowing and credit arrangements of £321.537m and by internally borrowing the remaining £51.019m.

## 1.13. Treasury Position on Borrowing and Investments

The overall treasury position at 31 March 2020 compared with the previous year is set out in the table on the next page.



Table 3: Treasury Position

	31 March 2020 Revised Budget	31 March 2020 Actual	
	Principal £000s	Principal £000s	Average Rate (%)
Total gross Debt# (excluding ECC transferred debt)	321,668	321,537	3.93

# This includes PWLB borrowing of £310.332m with the balance being invest to save financing, short term borrowing for cash flow purposes and finance leases (as these are credit arrangements).

In order to ensure that borrowing levels are prudent over the medium term, the Council's gross external borrowing must only be for a capital purpose. Gross borrowing should not therefore, except in the short term, exceed the CFR for 2019/20 plus the expected changes to the CFR over 2020/21 and 2021/22. The table below shows that the Council has complied with this requirement.

Table 4: CFR compared to Gross Borrowing Position

	31 March 2020 Revised Budget £000s	31 March 2020 Actual £000s
Gross borrowing position	321,668	321,537
Estimated Capital Financing Requirement at 31 March 2022		427,081

#### 1.14. Authorised Limit, Operational Boundary and Ratio of Financing Costs

In addition to ensuring that the net borrowing position is lower than the CFR, the Council is required to set gross borrowing limits. These are detailed below with the actual positions during the year.

Table 5: Borrowing limits

	2019/20 (£000s)
Authorised Limit	360,000
Operational Boundary	350,000
Maximum gross borrowing position during the year	329,351
Financing costs as a proportion of net revenue stream	9.70%

The Authorised Limit is the “Affordable Borrowing Limit” required by the Local Government Act 2003. This is the outer boundary of the Council’s borrowing based on a realistic assessment of the risks. The table above demonstrates that during 2019/20 the Council has maintained gross borrowing within its Authorised Limit.

The Operational Boundary is the expected borrowing position of the Council during the year, and periods where the actual position is either below or over the Boundary are acceptable subject to the Authorised Limit not being breached. The Council has maintained borrowing within the boundary throughout 2019/20.

The indicator “financing costs as a proportion of net revenue stream” identifies the cost of capital (borrowing costs net of investment income) as a proportion of the Council’s total budget. For the General Fund the actual figure in 2019/20 was 9.70%.

#### 1.15. Maturity structure of borrowing (against maximum position)

The table below shows the upper limits for which the Council delegates its length of borrowing decisions to the Executive Director (Finance and Resources)/Section 151 Officer in 2019/20 and the actual maturity structure of the borrowing as at 31<sup>st</sup> March 2020.

Table 6: Maturity Structure of Borrowing

	<b>Upper limit %</b>	<b>Outstanding debt maturity at 31<sup>st</sup> March 2020 %</b>
Under 12 months	20	0
12 months and within 24 months	30	1
24 months and within 5 years	40	3
5 years and within 10 years	60	18
10 years and within 20 years	100	32
20 years and within 30 years	100	8
30 years and above	80	38

The percentages in each category for the upper limits do not add up to 100% as they do not represent an actual allocation.

## 5. Treasury Management Strategy

- 1.16. During 2019/20 the Council complied with all of the relevant statutory and regulatory requirements which limit the levels of risk associated with its treasury management activities. In particular its adoption and implementation of the Code of Practice for Treasury Management means its treasury practices demonstrate a low risk approach.

- 1.17. The Council is aware of the risks of passive management of the treasury portfolio and has taken steps to improve the proactive management of the debt and investments over the year with the support of its treasury management advisers.
- 1.18. Shorter-term variable rates and likely future movements in these rates predominantly determine the Council's in-house investment return. These returns can therefore be volatile and, whilst the risk of loss of principal is minimised through the annual investment strategy, accurately forecasting future returns can be difficult.
- 1.19. UK interest rates continued to be low throughout 2019/20. The bank base rate stayed at 0.75% until 10<sup>th</sup> March when the Bank of England decreased the rate to 0.25% as one of a package of measures in response to the economic disruption associated with Covid-19. On 19<sup>th</sup> March the Bank of England took further action to protect the UK economy from the economic effects of the Covid-19 outbreak and decreased the rate to 0.10%. With growing uncertainty in the financial markets and over future cashflows, most of the monies held in the Money Market Funds were brought back into the Council's main current account over the year end. As this was done in late March and the interest rates by that time were very low this did not impact on investment returns for the year.
- 1.20. The monies being managed by external fund managers were impacted by the effects of Covid-19 in the last month or quarter, depending on the fund. The income distributions were only slightly affected for one of the property funds as these are based on property rental income, although most were paid a quarter in advance. The unit value of all external funds decreased but in line with the capital finance and accounting regulations the Financial Instrument Revaluation reserve is used to capture all the changes in the unit value of the funds so they do not affect the General Fund balance. (See sections 8 and 9 for the performance of the externally managed funds.
- 1.21. Long term interest rates from the Public Works Loans Board (PWLB) fluctuated throughout 2019/20 in response to economic events: 10 year PWLB rates between 1.15% and 2.79%; 25 year PWLB rates between 1.73% and 3.25% and 50 year PWLB rates between 1.57% and 3.05%. These rates are after the PWLB 'certainty rate' discount of 0.20%.
- 1.22. The current levels of external borrowing are well below the Council's underlying need to borrow. Given the political situation throughout the year with the uncertainty around the expected Brexit leave date and a general election, the PWLB rates fluctuated quite widely. Within those fluctuations the long term rates have at times reached historic lows and when this happens it can be economically advantageous to take out loans at those exceptionally low rates. This happened in June and August, with the following new PWLB loans taken out:
- £10m at 2.16% for 48 years;
  - £10m at 1.99% for 45 years and one month;
  - £10m at 1.99% for 46 years;
  - £10m at 1.84% for 47½ years;
  - £10m at 1.84% for 49 years;

Additionally, a £7.5m loan taken out in December 1989 at 9.875% matured in September and was repaid. No debt restructuring was carried out during the quarter.

- 1.23. Since 1 November 2012 HM Treasury implemented a ‘certainty rate’ of the Government gilt rate plus 0.8% for those authorities providing improved information and transparency on their locally-determined long-term borrowing and associated capital spending plans. This Council provided the necessary information again in 2019/20 and was therefore eligible for this ‘certainty rate’. As the cost of borrowing has fallen to record lows and local authorities had been increasing their use of the PWLB, HM Treasury took the decision to increase the margin that applies to new loans from the PWLB by 1% on top of the usual lending terms, with immediate effect from 9<sup>th</sup> October.
- 1.24. At the beginning of the 2019/20 financial year the average rate of the Council’s overall PWLB borrowing was 4.61%. After the above borrowing and repayment in 2019 this average rate for 2019/20 has fallen to 3.93%.
- 1.25. The level of PWLB borrowing at £310.3m is in line with the financing requirements of the capital investment programme and the revenue costs of this borrowing are fully accounted for in the revenue budget. The current level of borrowing is also in line with the Council’s prudential indicators and is prudent, affordable and sustainable.

## 6. Borrowing

### PWLB and short term borrowing

- 1.26. The table below summarises the PWLB borrowing activities during the financial year 2019/20:

Table 7: PWLB borrowing

Quarter	Borrowing at beginning of quarter (£m)	New Borrowing (£m)	Re-financing (£m)	Borrowing repaid (£m)	Borrowing at end of quarter (£m)
April to June 2019	267.8	10	0	(0)	277.8
July to September 2019	277.8	40	0	(7.5)	310.3
October to December 2019	310.3	0	0	(0)	310.3
January to March 2020	310.3	0	0	(0)	310.3

1.27. The Council's outstanding PWLB borrowing as at 31<sup>st</sup> March 2020 was:

- Southend-on-Sea Borough Council £310.3m\*
- ECC transferred debt £10.7m

\* £235.3m General Fund and £75.0m Housing Revenue Account.

1.28. Repayments in 2019/20 were:

- Southend-on-Sea Borough Council £7.5m
- ECC transferred debt £0.6m

1.29. Outstanding debt relating to services transferred from Essex County Council (ECC) on 1<sup>st</sup> April 1998, remains under the management of ECC. Southend Borough Council reimburses the debt costs incurred by the County. The debt is recognised as a deferred liability on our balance sheet.

1.30. The table below summarises our PWLB borrowing position as at the end of 2019/20:

Table 8: Debt position

	31 March 2020		31 March 2019	
	Principal (£000s)	Average Rate (%)	Principal (£000s)	Average Rate (%)
-PWLB – Fixed	310,332*	3.93	267,816	4.61
-ECC Transferred Debt	10,707	2.43	11,282	2.55

\* £235.3m General Fund and £75.0m Housing Revenue Account.

1.31. Some of the Council's borrowings are at a higher interest rate than the current rate of borrowing. To redeem these loans before their maturity date (i.e. to redeem them early) the Council would be required to pay a premium (this is like paying to redeem a mortgage early except the amount of the penalty depends on the prevailing rate of interest). New loans could then be taken out at the current rate.

1.32. In November 2007 the PWLB changed its structure of interest rates so that any early repayment of PWLB debt has a higher repayment rate applied. No PWLB restructuring was carried out in 2019/20 due to the higher cost of PWLB repayments making it uneconomical and giving no benefit to the Council.

1.33. The total interest payments during the year were £11.7m, compared to the original budget of £11.1m. The original budget assumed that the Council would take out £31m of loans during 2019/20. Due to the advantageously low rates £50m of new loans were taken out by the Section 151 Officer in June and August, earlier in the financial year than anticipated but at lower rates than anticipated. This therefore led to the overspend on the interest payments against the original budget.

1.34. During the year no short term borrowing was undertaken for cash flow purposes.

### **Funding for Invest to Save Schemes**

- 1.35. Capital projects were completed on energy efficiency improvements at the Beecroft Art Gallery, replacement lighting on Southend Pier, draughtproofing of windows, lighting replacements at University Square Car Park and Westcliff Library which will generate on-going energy savings. These are invest-to-save projects and the predicted revenue streams cover as a minimum the financing costs of the project.
- 1.36. To finance these projects in total the Council has taken out interest free loans of £0.295 with Salix Finance Ltd which is an independent, not for profit company, funded by the Department for Energy and Climate Change that delivers interest-free capital to the public sector to improve their energy efficiency and reduce their carbon emissions. The loans are for periods of four and five years with equal instalments to be repaid every six months. There are no revenue budget implications of this funding as there are no interest payments to be made and the revenue savings generated are expected to exceed the amount needed for the repayments. £0.047m of these loans were repaid during the year.
- 1.37. At the meeting of Cabinet on 23rd June 2015 the LED Street Lighting and Illuminated Street Furniture Replacement Project was approved which was to be partly funded by 25 year reducing balance 'invest to save' finance from L1 Renewables Ltd. Repayments of £0.052m were made during the year and the balance outstanding at 31 March 2020 was £8.54m.

## 7. Investments

1.38. The table below summarises the Council's investment position at the end of 2019/20:

Table 9: Investment position

	31 March 2020	2019/20		31 March 2019	2018/19	
	Principal (£000s)	Average Balance (£000s)	Average Rate (%)	Principal (£000s)	Average Balance (£000s)	Average Rate (%)
Call accounts #	34,936	5,450	0.23	8,080	8,456	0.64
Money Market Funds	4,000	34,088	0.86	33,000	12,921	0.78
Fixed Term Deposits	35,000	37,008	1.04	0	0	N/A
<b>Total investments managed in- house</b>	<b>73,936</b>	<b>76,546</b>	<b>0.90</b>	<b>41,080</b>	<b>21,377</b>	<b>0.74</b>
Enhanced Cash Funds	4,990	5,080	(0.52)	5,066	5,053	0.81
Short Dated Bond Funds	14,992	15,465	(0.49)	15,377	15,272	2.20
Property Funds	27,554	28,284	1.05	28,385	28,296	5.34
<b>Total externally managed funds</b>	<b>47,536</b>	<b>48,829</b>	<b>0.40</b>	<b>48,828</b>	<b>48,621</b>	<b>3.88</b>
<b>Total investments@</b>	<b>121,472</b>	<b>125,375</b>	<b>0.70</b>	<b>89,908</b>	<b>69,998</b>	<b>2.93</b>

# This includes the council's main current account.

@ This excludes the cash held by schools.

1.39. In summary the key factors to note are:

- An average of £76.5m of investments were managed in-house. These earned £0.689m of interest during the year at an average rate of 0.90%. This is 0.36% over the average 7 day LIBID and 0.18% over the average bank base rate;
- An average of £5.1m was managed by an enhanced cash fund manager. This lost £0.027m during the year from a combination of a decrease in the value of units offset by income distributions, giving a combined return of (0.52)%;

- An average of £15.5m was managed by two short dated bond fund managers. This lost £0.076m during the year from a combination of a decrease in the value of the units offset by income distributions, giving a combined return of (0.49)%;
  - An average of £28.3m was managed by two property fund managers. This earned £0.296m during the year from a combination of an increase in the value of the units and income distributions, giving a combined return of 1.05%.
- 1.40. In line with the capital finance and accounting regulations a Financial Instrument Revaluation reserve will be used to capture all the changes in the unit value of the externally managed funds and these will not impact the revenue account, with only the income distributions impacting that. As a total over all the investments, £2.174m of interest and income distributions were received during the year. The total investment income (including the movement on the unit price of externally managed funds) was £0.882m, giving a combined return of 0.70%.
- 1.41. The actual rate on investments earned in 2019/20 was 0.70% compared to a forecast of 2.23% which was included in the budget. This forecast was based on the best estimates of balances and future interest rates at the time the budget was set and did not envisage a global pandemic.
- 1.42. The Council earned a total of £0.882m of interest through the investment of surplus funds both in-house and with the fund managers. The interest earned was £0.562m lower than the budgeted figure of £1.444m. Although there were higher levels of in-house balances to invest, this was more than offset by the decrease in the unit value of the externally managed funds. These forecasts were based on the best estimates at the time the budget was set.
- 1.43. The Council's investment policy is governed by the CIPFA Code of Practice for Treasury Management in the Public Sector, which has been implemented in the Annual Treasury Management Investment Strategy approved by the Council on 21 February 2019. The investment activity during the year conformed to the approved strategy, and the Council had no liquidity difficulties.
- 7.7 The majority of the cash balances held by the Council are required to meet short term cash flow requirements and therefore throughout the year monies were placed 42 times for periods of one year or less. In the light of the banking crisis and the prevailing financial market conditions there has been greater emphasis on counterparty risk and the security of the principal sums invested.

The table on the next page shows the most used counterparties overall and the countries in which they are based. All deals are in sterling despite the country the counterparties are based in.



Table 10: Counterparties used

Counterparty	Country	No. of Deals	Value of Deals (£m)
Goldman Sachs	Money Market Fund (Various Counterparties)	14	76
Blackrock	Money Market Fund (Various Counterparties)	12	74
Insight Investment Management Ltd	Money Market Fund (Various Counterparties)	10	60
Aberdeen Liquidity Fund	Money Market Fund (Various Counterparties)	6	44
<b>Total</b>		<b>42</b>	<b>254</b>

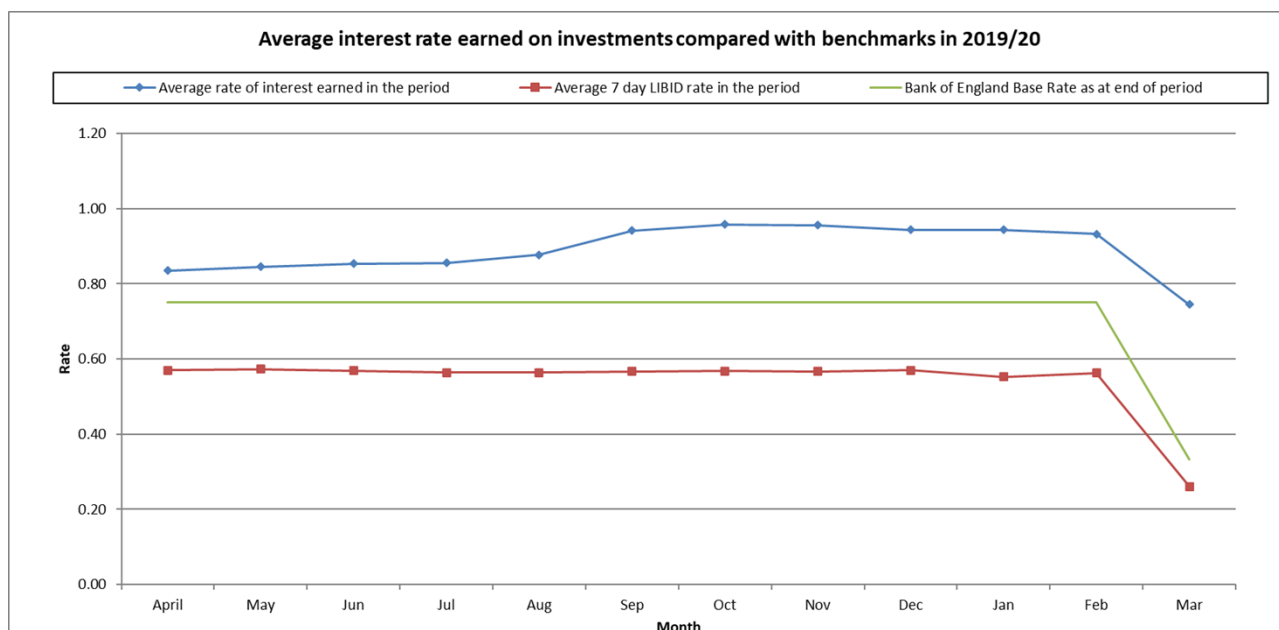
- 7.8 In addition to the above, use was also made of call accounts during the year, because they provide instant access to funds. This meant that funds were available for unexpected cash flow events to avoid having to pay higher rates to borrow from the market. During 2019/20 an average of £5.5m was held in such accounts.
- 7.9 For cash balances that are not needed to meet immediate or very short term cash flow requirements, monies were invested in fixed term deposits of up to one year, depending on the liquidity requirements. The table below shows the fixed term deposits held during the year:

Table 11: Fixed Term Deposits

Counterparty	Date of Deposit	Return Date	Number of days	Interest rate (%)	Amount (£m)
Lloyds Bank plc	01/05/2019	05/08/2019	96	0.95	10
Goldman Sachs International	12/06/2019	11/12/2019	182	0.95	10
Santander UK plc	15/07/2019	15/01/2020	184	1.00	10
Goldman Sachs International	15/08/2019	14/02/2020	184	0.90	10
Santander UK plc	14/08/2019	14/08/2020	366	1.15	10
Lloyds Bank plc	14/08/2019	14/08/2020	366	1.10	20
Santander	27/02/2020	01/03/2021	368	1.10	5

- 7.10 The in-house performance during the year is compared to the average 7 day LIBID rate. The graph on the next page shows the Council's performance month by month compared to this benchmark and the bank base rate.

Graph1: In-house investment performance compared to benchmarks



- 7.11 Overall, performance on in-house managed funds was 0.36% over the average 7 day LIBID rate for the year and averaged 0.18% over the average base rate for the year. The performance and their associated benchmarks reduced during March as a result of the events outlined in paragraph 5.4. If performance had been maintained at the February levels, the average rate of return on in-house investments would have been 0.92% compared to an outturn of 0.90%, which is a reduction in expected investment income of £0.015m due to the Coronavirus pandemic. The effects will be reflected more in the investment performance in 2020/21.
- 7.12 There is a lot of uncertainty about how the financial markets will react as the lockdown is further eased and the economy enters the recovery phase. Some economists are forecasting low interest rate for up to five years with even the possibility of negative interest rates being discussed. It is likely that a very low interest rate environment will continue into the medium term which will mean lower levels of in-house investment income than in previous years. However, the investment in fixed term deposits at over 1% will provide enhanced returns for part of 2020/21 which will lessen this effect.
- 7.13 An average of £5.1m was managed by the enhanced cash fund manager Payden & Rygel. During the year the value of the fund decreased by £0.076m due to a decrease in the unit value. There was also income distribution relating to the year of £0.049m. The combined return was (0.52)%
- 7.14 The Payden & Rygel fund started the year at £5.066m and decreased in value due to the decrease in the value of the units, with the fund at the end of the year at £4.990m.

## **8. Short Dated Bond Funds**

- 1.44. Throughout the year medium term funds were invested in two short dated bond funds: Royal London Investment Grade Short Dated Credit Fund and the AXA Sterling Credit Short Duration Bond Fund.
- 1.45. The monies are invested in units in the fund, the fund is then invested as a whole by the fund managers into corporate bonds in the one to five year range. An income distribution will be generated from the coupon on the bond and income distributions are paid to the Council. The price of units can rise and fall, depending on the price of bonds in the fund so these funds are invested over the medium term with the aim of realising higher yields than short term investments.
- 1.46. In line with the capital finance and accounting regulations the Financial Instrument Revaluation reserve will be used to capture all the changes in the unit value of the funds. Members should be aware that the investment returns in some quarters will look very good and in other quarters there may be losses reported, but these will not impact the revenue account as only the income distributions will impact that and not the change in the unit price.
- 1.47. An average of £7.7m was managed by AXA Investment Managers UK Limited. During the year the value of the fund decreased by £0.199m due to a decrease in the unit value. There were also income distributions relating to that period of £0.119m. The combined return was (1.05)%.
- 1.48. The AXA fund started the year at £7.636m and decreased in value due to the decrease in the value of the units, with the fund ending the year at £7.437m.
- 1.49. An average of £7.8m was managed by Royal London Asset Management. During the year, the value of the fund decreased by £0.185m due to a decrease in the unit value. There were also income distributions relating to that period of £0.191m. The combined return was 0.07%.
- 1.50. The Royal London fund started the year at £7.740m. The fund decreased in value due to the decrease in the value of the units, with the fund ending the year at £7.555m.

## **9. Property Funds**

- 1.51. Throughout the year long term funds were invested in two property funds: Patrizia Hanover Property Unit Trust and Lothbury Property Trust.
- 1.52. The monies are invested in units in the fund, the fund is then invested as a whole by the fund managers into properties. An income distribution is generated from the rental income streams from the properties in the fund. Income distributions are paid to the Council. There are high entrance and exit fees and the price of the units can rise and fall, depending on the value of the properties in the fund, so these funds are invested over the long term with the aim of realising higher yields than other investments.

- 1.53. In line with the capital finance and accounting regulations the Financial Instrument Revaluation reserve will be used to capture all the changes in the unit value of the funds. Members should be aware that the investment returns in some quarters will look very good and in other quarters there may be losses reported, but these will not impact the revenue account as only the income distributions will impact that and not the change in unit price.
- 1.54. An average of £14.7m was managed by Patrizia Property Investment Managers LLP. During the year the value of the fund decreased by £0.371m due to a decrease in the unit value. There were also income distributions relating to that period of £0.706m. The combined return was 2.27%.
- 1.55. The Patrizia fund started the year at £14.825m and decreased in value due to the decrease in the value of the units, with the fund ending the year at £14.454m.
- 1.56. An average of £13.6m was managed by Lothbury Investment Management Limited. During the year the value of the fund decreased by £0.459m due to a decrease in the unit value. There were also income distributions relating to that period of £0.421m. The combined return was (0.28)%.
- 1.57. The Lothbury fund started the year at £13.559m and decreased in value due to the decrease in the value of the units, with the fund ending the year at £13.100m.

## **10. Other Options**

- 1.58. There are many options available for the operation of the Treasury Management function, with varying degrees of risk associated with them. The Treasury Management Policy aims to effectively control risk to within a prudent level, whilst providing optimum performance consistent with that level of risk.

## **11. Reasons for Recommendations**

- 1.59. The CIPFA Code of Practice on Treasury Management recommends that Local Authorities should submit reports regularly. The Treasury Management Policy Statement for 2019/20 set out that reports would be submitted to Cabinet quarterly on the activities of the treasury management operation.

## **12. Corporate Implications**

- 1.60. Contribution to Council's Vision & Critical Priorities

Treasury Management practices in accordance with statutory requirements, together with compliance with the prudential indicators acknowledge how effective treasury management provides support towards the achievement of the Council's ambition and desired outcomes.

- 1.61. Financial Implications

The financial implications of Treasury Management are dealt with throughout this report.

#### 1.62. Legal Implications

This Council has adopted the 'CIPFA Code of Practice for Treasury Management in the Public Sector' and operates its treasury management service in compliance with this code.

#### 1.63. People Implications

None.

#### 1.64. Property Implications

None.

#### 1.65. Consultation

The key Treasury Management decisions are taken in consultation with our Treasury Management advisers.

#### 1.66. Equalities Impact Assessment

None.

#### 1.67. Risk Assessment

The Treasury Management Policy acknowledges that the successful identification, monitoring and management of risk are fundamental to the effectiveness of its activities.

#### 1.68. Value for Money

Treasury Management activities include the pursuit of optimum performance consistent with effective control of the risks associated with those activities.

#### 1.69. Community Safety Implications

None.

#### 1.70. Environmental Impact

None.

### **13. Background Papers**

None.

### **14. Appendices**

Appendix A - Prudential Indicators 2019/20

## Prudential Indicators 2019/20

	Figures are for the financial year unless otherwise titled in italics	2019/20 Revised Indicator	2019/20 Actual
1	Capital Expenditure	£70.957m	£59.451m
2	Capital Financing Requirement (CFR)	£380.620m	£372.556m
3	Gross Borrowing at 31 March	£321.668m	£321.537m
4	Authorised Limit ( <i>against maximum position</i> )	£360.000m	£360.000m
5	Operational Boundary	£350.000m	£350.000m
6	Ratio of financing costs to net revenue stream	9.53%	9.70%
7	Maturity structure of fixed rate borrowing: ( <i>against maximum position</i> )		
	Under 12 months	20%	0%
	12 months to 2 years	30%	1%
	2 years to 5 years	40%	3%
	5 years to 10 years	60%	18%
	10 years to 20 years	100%	32%
	20 years to 30 years	100%	8%
	30 years and above	80%	38%
	Total	N/A	100%

# Southend-on-Sea Borough Council

Agenda

Item No.

12

## Report of Executive Director Finance & Resources

To

Cabinet

on

16<sup>th</sup> June 2020

Report prepared by: Bridgette Cowley  
Revenues Group Manager

---

### Debt Management - Position to 31<sup>st</sup> March 2020

Policy and Resources Scrutiny Committee  
Cabinet Member : Councillor Gilbert

*A Part 1 Public Agenda Item*

---

#### 1. Purpose of Report

1.1 The purpose of this report is to apprise Cabinet of the following:

- The current position of outstanding debt to the Council, as at 31<sup>st</sup> March 2020;
- Debts that have been written off, or are recommended for write off, in the current financial year as at 31<sup>st</sup> March 2020;
- Obtain approval for the write off of irrecoverable debts that are over £25,000.

#### 2. Recommendation

That Cabinet:-

- 2.1 Notes the current outstanding debt position as at 31<sup>st</sup> March 2020 and the position of debts written off to 31<sup>st</sup> March 2020 as set out in **Appendices A & B**.
- 2.2 Notes that no write offs greater than £25,000 are requested, as shown in **Appendix B**.

#### 3. Background

- 3.1 It was agreed by Cabinet on 19<sup>th</sup> March 2013 that the S151 Officer would submit regular reports to Cabinet on all aspects of the Council's outstanding debt, along with the required write off position. This is third and final report for the financial year 2019/20.

- 3.2 Southend-on-Sea Borough Council is made up of a number of service areas responsible for the collection and administration of outstanding debt. The main areas are Accounts Receivable and Revenues which are linked to the billing and collection of the vast majority of debts that fall due to be paid to the Council for chargeable services, such as social care (see Section 4.5 ) and statutory levies such as Council tax and Non Domestic Rates (Business Rates).

There are also other areas of debt that are included in this report, namely recovery of Housing Benefit Overpayments, Parking and Enforcement penalties and library fines. In addition, there are also debts for the Housing Revenue Account for rent arrears and service charges.

- 3.3 The process and legislative framework for the collection and write off of debt was detailed in the report to Cabinet on 17<sup>th</sup> September 2013. It is worth highlighting that the Council has a good success rate in collection of debt. The collection targets are agreed annually as part of the Councils service and financial planning process.
- 3.4 Debts are only considered for write off where all other courses of recovery available have been undertaken or explored and the debt is considered irrecoverable.

#### 4. Councils Debt Types

##### 4.1 Council Tax

£100m of Council Tax was due to be collected in 2019/20, with a collection target of 97.5%. At the 31<sup>st</sup> March 2020 the Council has collected £97.25m (97.5%), this equals the end of year target for Council Tax collection for 2019/20.

Collection also continues for the outstanding arrears for that year and for previous years. The chart below shows the actual in year collection rate over the past 4 years, and the collection rate of each year's charge to date, including debts that have been written off.

	Council Tax Performance	
	As at 31st March of relevant year	As at 31 <sup>st</sup> March 2020
1st April 2015 - 31st March 2016	97.2%	99.6%
1st April 2016 - 31st March 2017	97.5%	99.5%
1st April 2017 - 31st March 2018	97.5%	99.3%
1st April 2018 - 31st March 2019	97.5%	98.7%



#### 4.2 Non Domestic Rates (Business Rates)

During the 2019/20 financial year a total of £45.1m was due to be collected for Non Domestic rates, of this sum £44.4m was collected, this meaning that the collection target of 98.3% was achieved by the department.

Collection is continuing for outstanding arrears for previous financial years. The chart below shows the actual in year collection rate over the past 4 years, and the collection rate of each year's charge to date, including debts that have been already written off.

	Non-Domestic Rates Performance	
	As at 31st March of relevant year	As at 31 <sup>st</sup> March 2020
1st April 2015 - 31st March 2016	97.8%	99.9%
1st April 2016 - 31st March 2017	98.0%	99.9%
1st April 2017 - 31st March 2018	98.6%	99.9%
1st April 2018 - 31st March 2019	98.3%	99.5%

#### 4.3 Housing Benefit Overpayment

This is any entitlement to a rent allowance or rent rebate that a person has received but is not entitled to. Most commonly this accumulates when there is a change to a person's circumstance and they fail to notify us in good time. The overpayment will be invoiced unless they are in receipt of Housing Benefit in which case their benefit entitlement is reduced to enable recovery of the overpayment. The vast majority of Housing Benefit overpayment is due to claimant error.

#### 4.4 Libraries

Library debt is made up of overdue fines and replacing lost or non-returned books.

#### 4.5 Adult Services

Adult Services make charges for the following services;

- Contributions to residential accommodation
- Charges for non-residential services i.e. Home Care, Community Support, Day Services and transport to services
- Charges to other local authorities
- Charges to National Health Service

Adult Social Care debt as at 31/03/2020 was £5,700,000

It should be noted that of the total amount outstanding;

£3.09m is debt deferred against property;  
£0.91m is under 30 days old.

#### 4.6 **Parking**

The recovery of unpaid Penalty Charge Notices is undertaken by semi-judicial process under the current Traffic Management Act 2004.

From 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020 a total of 53,176 Penalty Charge Notices (PCNs) have been issued identifying a projected income of £3,203,740. It should be noted that PCNs are issued at a higher rate and lower rate (£70.00 and £50.00 respectively) depending on the seriousness of the parking contravention. PCNs may be paid at a discounted rate of 50% of the charge if paid within 14 days of the date of issue.

This value is continuously being amended as payments are received and it should be recognised that payments made at the 50% discount amount will reduce the projected income level. Generally, 75% of paid PCN's are paid at the discounted payment.

The value of cancelled notices is £225,514 and cases written off where no keeper has been identified totals £9,351.

#### 4.7 **Miscellaneous Income**

This will include a range of services that the Council will charge for including such areas as rental income on commercial properties, recharges to other bodies for services we have provided, and recovering overpaid salaries from staff that have left.

It is important to note that collection can vary month by month depending on the value of invoices raised as a reasonable period needs to be allowed for payment to be made.

#### 4.8 **Housing**

Under the management of South Essex Homes there are the arrears of outstanding debt of Rent and Service Charges. The cost of any write-offs for this category of debt is specifically charged to the Housing Revenue Account and not to Council Tax Payers.

## 5. Write-Off Levels

Write off approval levels currently in place are shown in the tables below, which are in accordance with the Financial Procedure rules set out in the Constitution and the latest corporate debt recovery policy.

### Debt Type: Council Tax/ Accounts Receivable/Adult Services/ Housing and Council Tax Benefit

Designation	Amount
Assistant Manager	under £5,000
Manager	Up to £10,000
Director	Between £10,000 and £25,000
Cabinet	£25,000 and above

### Debt Type: NNDR (Non Domestic Rates)

Designation	Amount
Assistant Manager	under £5,000
Manager	Up to £10,000
Director	Between £10,000 and £25,000
Cabinet	£25,000 and above

### Debt Type: Parking

Designation	Amount
Notice Processing Officer & Section Leader	under £5,000
Section Leader	Between £5,000 and £10,000
Group Manager	Between £10,000 and £25,000
Cabinet	£25,000 and above

### Debt Type: Housing Rents and Service Charges

South Essex Homes, as managing agent, submit proposed write-offs to the Council, following which the following approval levels are exercised.

Designation	Amount
Head of Service	Under £25,000
Cabinet	£25,000 and above

## 6. Council Debt Position (as at 31/3/20)

6.1 **Appendices A and B** show the current debt position within each service area, and the amount that has been written off in the current financial year 2019/20.

6.2 For Council Tax and Non Domestic rates there is a net collectable debt at the beginning of the year. Although this can change depending on changes to liability or property being removed or introduced to the lists, it is fairly consistent.

However other service areas may see greater fluctuations as new debts are created during the financial year.

6.3 The Council's debt position across all services at the 31/3/20 was £14.6million in comparison to the position at 31/3/19 of £13.2million. This shows an increase of £1.4million, circa 10.6% since the end of the previous financial year.

6.4 This increase is mainly due to the Miscellaneous Income outstanding debt increase of 64.9% from £2,665,000 outstanding in March 2019 to £4,394,000 in March 2020. This was mainly due to 24 of the largest invoices raised in 2019/20 still outstanding as at 31/3/20/20 totalling £1.908m. 16 of these were only raised in March 2020. 13 of these 24 invoices have now been paid in full, however there is still currently nearly £800,000 outstanding from these remaining invoices and are being followed up for collection in the normal way.

6.5 There has also been an increase of 26% for parking arrears from £622,000 in March 2019 to £784,000 in March 2020 and an increase of 11.2% in Adult Social Care debt from £3,180,000 in March 2019 to £3,535,000 in March 2020.

6.6 The Council Tax debt at 31<sup>st</sup> March 2020 shows an increase of £145,000 from £2,385,000 in March 2019 to £2,530,000 in March 2020 which reflects a 6.1% increase on the end of March 2019 position, this is mainly due to a significant increase in the number of Council Tax properties than the previous year, and also the initial effects of Covid-19.

6.7 Business Rates collection for 2019/20 remained very much in line with the previous year.

6.8 Housing Benefit overpayment arrears have seen a significant reduction from £2.72m at 31/3/19 to £1.36m at 31/3/20, partly due to the transition of benefits to Universal Credit.

## **7 Covid-19 Pandemic**

An area of major concern for 2020/21 and the future is the local impact that Covid-19 will have in terms of income collection and the potential requirement for increases in bad and doubtful debts right across all our main income sources. The Council has quite rightly prioritised support for local residents, tenants and businesses by not issuing any recovery documentation, no enforcement action by agents and no summons have been issued during 2020/21 so far. The situation is being kept under constant review, along with our strategic and tactical response to the ever changing local demands that have been caused by the pandemic. An assessment of the impact on income collection and subsequent debt levels will be provided to Cabinet in the next Corporate Debt report scheduled for August 2020.

## **8. Other Options**

This is a report notifying members of the current position of the Council's debt and related write offs, and therefore there are no other options.

## **9. Reasons for Recommendations**

All reasonable steps to recover the debt have been taken, and therefore where write off is recommended it is the only course of action that is left available.

If the Council wishes to pursue debts for bankruptcy proceeding, it will follow the agreed and published recovery policy that covers this.

## **10. Corporate Implications**

### **10.1 Contribution to the Southend 2050 Road Map**

Efficient write off of bad and irrecoverable debts, where appropriate, is good financial practice and reduces the bad debt provision and financial impact in the Authority's accounts and helps towards financial self-sustainability of the organisation.

### **10.2 Financial Implications**

Debts that are written off will have been provided for within the Councils bad debt provision and as such there should be no specific financial implications. However it is possible that unforeseen and unplanned additional write offs occur, which could lead to the value of debts written off in any year exceeding the bad debt provision.

Where this is likely to happen, this report will act as an early warning system and will enable additional control measures to be agreed and undertaken to either bring the situation back under control, or to make appropriate adjustments to the bad debt provision.

Relevant service areas are aware that they have to bear the cost of any debts that are written off within their budget.

### **10.3 Legal Implications**

If there are debts to be written off that exceed the level at which officers have delegated powers to deal with the matter, authorisation is required from Cabinet.

### **10.4 People Implications**

The people implications have been considered and there are none relevant to this report.

## 10.5 **Property Implications**

The property implications have been considered and there are none relevant to this report.

## 10.6 **Consultation**

Consultation is not required for write off of debt.

## 10.7 **Equalities and Diversity Implications**

Debt Collection is managed through a Corporate Debt Management Policy and is based on an approach of “Can’t Pay Won’t Pay”. Each write-off is considered on an individual basis through a standard consistent approach.

## 10.8 **Risk Assessment**

There is a financial implication to the bad debt provision if write offs are not dealt with within the current financial year.

## 10.9 **Value for Money**

It is a matter of good financial practice and good debt management to regularly report on the value of debt outstanding, collected and written off.

## 10.10 **Community Safety Implications**

There are no Community Safety Implications.

## 10.11 **Environmental Impact**

There is no environmental impact.

## 10.12 **Background Papers**

Full details of recovery action against each recommended write-off are held within the services computer systems.

## 11. **Appendices**

Appendix A Summary of outstanding debt

Appendix B Summary of Write offs

**Summary of Outstanding Debt****Outstanding Debt pre 1<sup>st</sup> April 2019 (arrears)**

<b>Debt pre 1/4/2019</b>	<b>Council Tax (a)</b>	<b>Business Rates (a)</b>	<b>Housing Benefit Overpayments (b)</b>	<b>Adult Services</b>	<b>Miscellaneous Income</b>	<b>HRA (Care Line/Service Charges)</b>	<b>Parking (c)</b>	<b>Libraries (d)</b>	<b>HRA Current Tenants (e)</b>	<b>HRA Former Tenants (e)</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Net Collectable Debt	6,060	1,317	6,191	5486	3290	142	14,167	n/a	-	306
Amount Paid @ 31.03.2020	2,234	802	3,110	3231	2351	70	12,593	564	-	169
Number of Accounts	9,690	172	1395	941	753	151	n/a	n/a	-	374
<b>Total Outstanding</b>	<b>3,826</b>	<b>515</b>	<b>3,195</b>	<b>2,255</b>	<b>939</b>	<b>72</b>	<b>1,574</b>	<b>n/a</b>	<b>-</b>	<b>137</b>

**Current Year Debt (Debt raised in respect of 2019/20)**

<b>Debt post 1/4/2019</b>	<b>Council Tax (a)</b>	<b>Business Rates (a)</b>	<b>Housing Benefit Overpayments (b)</b>	<b>Adult Services</b>	<b>Miscellaneous Income</b>	<b>HRA (Care Line/Service Charges)</b>	<b>Parking (c)</b>	<b>Libraries (d)</b>	<b>HRA Current Tenants (e)</b>	<b>HRA Former Tenants (e)</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Net Collectable Debt at 31.03.2020	99,777	45,170	2,106	14303	38607	2984	1,986	n/a	32,661	287
Amount Paid @31.03.2020	97,247	44,400	3,110	10768	34213	2616	1202	9	32,480	81
Number of Accounts	8,850	384	1089	1973	1583	167	n/a	n/a	1799	371
<b>Total Outstanding</b>	<b>2,530</b>	<b>770</b>	<b>1,359</b>	<b>3,535</b>	<b>4,394</b>	<b>368</b>	<b>784</b>	<b>n/a</b>	<b>709</b>	<b>205</b>

## **NOTES**

- (a) Council Tax and Business Rates includes adjustments for write offs, credits and outstanding court costs.
- (b) HB Overpayment is not attributable to a financial year in the same way that Council Tax or NDR are i.e. a yearly debit is not raised. It is also not feasible to state when a payment is made which age of debt it has been paid against. For these reasons the outstanding amounts in the report reflect the actual outstanding debt at the date requested, it does not reflect the outstanding debt against current year and previous year debts.
- (c) Parking total outstanding is net of PCNs cancelled and written off.
- (d) The figure of £564k relates to total payments received since January 2005 until 31/03/2020.
- (e) HRA tenancy debts (residential rent accounts) are rolling amounts, with no breaks in years or rollovers. Any cash received is applied to the oldest rent week outstanding. The figures shown are total arrears outstanding, and therefore include arrears still outstanding from prior years.



Summary of Write Off's

Debts written off in 2019/20  
Period 1 April 2019 – 31 March 2020 relating to any year

Write Offs	Council Tax £	Business Rates £	Housing Benefit Overpayment £	Adult Services £	Miscellaneous Income £	HRA (Care Line/Service Charges) £	Parking £	Libraries £	HRA Tenants £
Under £5k	718,875.46	90,388.18	205,527	64,368.18	37,217.04	2,436.86	59,458	796.14	170,363.78
£5k-£25k	71,749.66	179,957.36	128,834	16,889.82	0	0	0	0	9,560.76
Over £25k	0	238,624.26	27,305	0	0	0	0	0	0
<b>Total</b>	<b>790,625.12</b>	<b>508,969.80</b>	<b>361,666</b>	<b>81,258.00</b>	<b>37,217.94</b>	<b>2,436.86</b>	<b>59,458</b>	<b>796.14</b>	<b>179,924.54</b>

No Write off's greater than £25,000 are required for this period.

Amount of write off	None.	Service Area

This page is intentionally left blank

## CABINET

Tuesday, 16<sup>th</sup> June, 2020

### COUNCIL PROCEDURE RULE 46

The following action taken in accordance with Council Procedure Rule 46 is reported. In consultation with the appropriate Cabinet Member(s):-

#### 1. The Executive Director (Finance & Resources) authorised

##### 1.1 Covid-19 Rent Arrangements for Council Commercial Tenants

This letter sets out the Council's approach to rent collection and rent arrears for its business tenants in the light of the Covid-19 situation and the latest advice issued by the Government.

In addition to the Government support, the Council is keen to support its tenants to the extent that it can legally and practically do so and it is recommended that the following measures are put in place in line with the Government's guidance at the earliest opportunity:

1. The Council will continue to invoice in line with the contractual arrangements (leases and licences etc) so that businesses remain aware of their rent liability. If tenants are unable to pay their rent because of Coronavirus then the Council will pause all rent enforcement measures and will not pursue evictions for at least the next 3 months (until the end of June 2020) and then reviewed at that point.
2. For businesses required to close as a result of the Government's – Further businesses and premises to close: guidance updated on 25 March 2020, the Council will respond to any requests from businesses for rent payment to be deferred, and for payment plans to be put in place initially for 3 months' rent (until the end of June 2020) and then reviewed.

##### 1.2 Roots Hall and Fossetts Farm

Following agreement to proceed in principle provided at 17 September 2019, Cabinet (Minute 324 refers), good progress has now been made in relation to these arrangements.

Under usual circumstances, the matter would be presented to Cabinet at this point (with recommendations that the final detailed matters are delegated). With the Coronavirus pandemic it is very difficult to make decisions in the usual way. The letter therefore enables the matter to

proceed pursuant to Standing Order 46. The matter will be presented to Cabinet for final approval and authority to complete the relevant agreements.

The proposal set out presents a new way for the Council to enable, deliver and own significant private and affordable housing stock with no up-front capital investment and offers an exciting commercial proposition. This will provide substantial private and affordable housing to rent to meet the significant current need. By the removal or retail from Fossetts Farm, potential conflicts with the town centre are removed.

### 1.3 Business Continuity Plans – Waste Collection & Disposal Services

In response to Coronavirus (COVID-19), the implementation the Business Continuity Plans for the delivery of waste collection and disposal services which involve the following:

- As of 24<sup>th</sup> March 2020, close the Councils Household Waste Recycling Centres at Leigh Marsh and Stock Road, (to implement Government measures on social distancing and free up resources);
- As of 24<sup>th</sup> March 2020 suspend planned gulley cleaning, (due to staff shortages);
- As of 26<sup>th</sup> March 2020 close the following public toilets; (due to staff shortages and implement Government measures on social distancing);
  - (i) Southchurch Hall Gardens, Southchurch Park, Priory Park, Belfairs Park and Shoebury Park;
  - (ii) Chalkwell Park, London Road;
  - (iii) Chalkwell Esplanade, Chalkwell;
  - (iv) Dalmatia Road, Southchurch – near junction between Dalmatia Road and Southchurch Road;
  - (v) East Beach, Shoeburyness;
  - (vi) Elm Road, Leigh-on-Sea – between Rectory Grove and Broadway West;
  - (vii) Hamlet Court Road, Westcliff – Hamlet Road Car Park near junction with London Road;
  - (viii) Ness Road, Shoeburyness – junction with Ness Road and Campfield Road;
  - (ix) Seaway, Southend-on-Sea – next to Seaway car Park and Lucy Road;
  - (x) Sutherland Boulevard, Leigh-on-Sea – at junction between Sutherland Boulevard and London Road; and
  - (xi) Thorpe Bay Corner, Thorpe Bay.
- As required, suspend services for the collection of; Bulky Waste, Garden Waste, Recycling, Food Waste in order to maintain collection of Residual Waste;
- As an option, if feasible, implement the above collections on a reduced collection frequency e.g fortnightly, to maintain levels of service and promote recycling; and

- As required reduce street cleansing in non-priority areas if staff shortages arise.

**2. The Deputy Chief Executive and Executive Director (Housing & Growth) authorised:**

2.1 Southend Adult Community College Scheme of Delegation

The implementation of the revised Scheme of Delegation to reflect the changes to senior management structure to ensure appropriate accountability and support. Other changes in the Scheme of Delegation include:

- a minor change to the terminology relating to Learner Engagement Monitoring;
- the introduction of the ability to hold virtual approvals and delegations as is common practice elsewhere; and
- the Cabinet Member with responsibility for learning to be the Council representative on the College's Governing Body, supported by the Director of Regeneration and Growth. Hereafter, Councillor representation on the Governing Body is appointed by Council and the Terms of Reference of the Appointments Committee are updated to reflect that.

This page is intentionally left blank

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank