

Public Document Pack
SOUTHEND-ON-SEA BOROUGH COUNCIL

Place Scrutiny Committee

Date: Monday, 15th March, 2021

Time: 6.30 pm

Place: Virtual Meeting via MS Teams

Contact: Tim Row - Principal Democratic Services Officer

Email: committeesection@southend.gov.uk

A G E N D A

- 1 Apologies for Absence**
- 2 Declarations of Interest**
- 3 Questions from Members of the Public**
- 4 Minutes of the Meeting held on Monday, 1st February 2021 (Pages 1 - 6)**

****** ITEMS CALLED-IN/REFERRED DIRECT FROM CABINET HELD ON 23RD FEBRUARY 2021**

- 5 Southend New Local Plan (Pages 7 - 24)**
Minute 855 (Cabinet Agenda Item No. 6 refers)
Called-in by Councillors Cox and Davidson
- 6 Minutes of Environment and Planning Working Party held on Wednesday 20th January 2021 (Pages 25 - 28)**
Minute 862 (Cabinet Agenda Item No. 13 refers)
Called-in by Councillors Cox and Davidson
- 7 Minutes of Transport, Capital and Inward Investment Working Party held on Thursday 7th January 2021 (Pages 29 - 32)**
Minute No. 863 (Cabinet Agenda Item No. 14 refers)
Called-in by Councillors Cox and Davidson
- 8 SO46 Report (Pages 33 - 34)**
Minute 867 (Cabinet Agenda Item No. 18 refers)
Item 2.1 - Southend Manor Football Club Community Use Agreement only
Called-in by Councillors Cox & Davidson

****** ITEMS CALLED-IN/REFERRED DIRECT FROM CABINET COMMITTEE HELD ON 22ND FEBRUARY 2021**

None

****** ITEMS CALLED-IN FROM THE FORWARD PLAN**

None

****** PRE-CABINET SCRUTINY ITEMS**

None

****** OTHER SCRUTINY MATTERS**

9 Update on Scrutiny Project

TO: The Chair & Members of Place Scrutiny Committee:

Councillor A Moring (Chair),

Councillors K Buck (Vice-Chair), B Ayling, J Beck, A Bright, L Burton, A Chalk, D Cowan,

T Cox, A Dear, M Dent, S George, D Jarvis, S Wakefield, C Walker, N Ward and

P Wexham

SOUTHEND-ON-SEA BOROUGH COUNCIL

Meeting of Place Scrutiny Committee

Date: Monday, 1st February, 2021
Place: Virtual Meeting via MS Teams

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Present: Councillor A Moring (Chair)
Councillors K Buck (Vice-Chair), B Ayling, J Beck, A Bright, L Burton,
A Chalk, D Cowan, T Cox, A Dear, M Dent, S George, D Jarvis,
S Wakefield, C Walker, N Ward and P Wexham

In Attendance: Councillors I Gilbert, C Mulroney, K Robinson, M Terry and
R Woodley (Cabinet Members)
Councillors S Aylen and K Evans
A Lewis, J Williams, J Chesterton, T Forster, S Moore, S Dolling,
C Robinson, P Bates, S Harrington, P Jenkinson, T Saunders, G
Perry-Ambrose, T Row, E Cook and A Wate

Start/End Time: 6.30 pm - 9.15 pm

758 Apologies for Absence

There were no apologies for absence.

759 Declarations of Interest

The following interests were declared at the meeting:

(a) Councillors I Gilbert, C Mulroney, K Robinson, M Terry and R Woodley (Cabinet Members) - Interest in the called-in items; attended pursuant to the dispensation agreed at Council on 19th July 2012, under S.33 of the Localism Act 2011;

(b) Councillor Buck – Minute 765 (Domestic Vehicle Parking Policy) – Non-pecuniary interest: Has been contacted and spoken to numerous residents regarding the policy;

(c) Councillor Cowan – Minute 763 (Draft Prioritising Resources to Deliver Better Outcomes – 2021/22 to 2025/26) – Non-pecuniary interest: Staffing matters are mentioned and is member of the GMB Union;

(d) Councillor Gilbert – Minute 763 (Draft Prioritising Resources to Deliver Better Outcomes – 2021/22 to 2025/26) – Non-pecuniary interest: SAVS and the voluntary sector is mentioned in the report and is the Council appointed representative to the SAVS Board and staffing matters are mentioned and is member of the GMB Union;

(e) Councillor Mulroney – Minute 766 (Southend on Sea Borough Council Tree Policy) – Non-pecuniary interest: Member of Leigh Town Council which is mentioned in the report; and

(f) Councillor Woodley – Minute 763 (Draft Prioritising Resources to Deliver Better Outcomes – 2021/22 to 2025/26) – Non-pecuniary interest: Beach huts were mentioned in the report and is a beach hut owner.

760 Questions from Members of the Public

The Committee noted the responses to two questions that had been submitted by Mr Grubb to the Cabinet Member for Environment & Planning. Copies will be forwarded to him as he was not present at the meeting.

761 Minutes of the Meeting held on Monday, 23rd November, 2020

Resolved:-

That the Minutes of the Meeting held on Monday, 23rd November 2020 be received, confirmed as a correct record and signed.

762 Minutes of the Special Meeting held on Tuesday, 8th December, 2020

Resolved:-

That the Minutes of the special meeting held on Tuesday, 8th December 2020 be received, confirmed as a correct record and signed.

763 Draft Prioritising Resources to Deliver Better Outcomes – 2021/22 to 2025/26

The Committee considered Minute 730 of Cabinet held on 14th January 2021, which had been referred direct to Scrutiny by Cabinet, together with the report of the Executive Director (Finance & Resources) presenting a draft General Fund Revenue and Capital Budget for 2021/22 to 2025/26.

Resolved:-

That the following decisions of Cabinet be noted:

“1. That it be noted that a Medium-Term Financial Strategy for 2021/22 – 2025/26 will be available for consideration in February 2021 and the draft Medium Term Financial Forecast and estimated Earmarked Reserves Balances up to 2025/26 (Annexes 1 and 2 to Appendix 1 to the submitted report), be endorsed.

2. That the draft Section 151 Officer’s statement on the robustness of the proposed budget, the adequacy of the Council’s reserves and the Council’s Reserves Strategy (Appendix 2 to the report), be noted.

3. That the appropriation of the sums to earmarked reserves totalling £3.625M (Appendix 3 to the report), be endorsed.

4. That the appropriation of the sums from earmarked reserves totalling £6.218M, which includes £2.500M to cover the remaining estimated budget gap for 2021/22. (Appendix 3 to the report), be endorsed.

5. That a General Fund Budget Requirement for 2021/22 of £133.423M and Council Tax Requirement of £87.712M (Appendix 4a) and any required commencement of consultation, statutory or otherwise, be endorsed.

6. That it be noted that the 2021/22 revenue budget has been prepared on the basis of using £1.5 million from accumulated Collection Fund surpluses for the core budget to allow for a smoothing of the budget gap across the next four financial years.

7. That a Council Tax increase of 3.99% for the Southend-on-Sea element of the Council Tax for 2021/22, being 1.99% for general use and 2.0% for Adult Social Care (Paragraph 10.16), be endorsed.

8. That it be noted that the position of the Council's preceptors is to be determined:

- Essex Police – no indication of Council Tax position
- Essex Fire & Rescue Services – no indication of Council Tax position
- Leigh-on-Sea Town Council – proposed precept increase of 3.02%;

9. That no Special Expenses be charged other than the Leigh-on-Sea Town Council precept for 2021/22, be endorsed.

10. That the proposed General Fund revenue budget investment of £8.122M (Appendix 5 to the report), be endorsed.

11. That the proposed General Fund revenue budget savings and income generation initiatives for 2021/22 of £4.155M (Appendix 6 to the report), be endorsed.

12. That the proposed future outline Budget Transformation Programme 2022/23 – 2025/26 (Appendix 7 to the report), be endorsed.

13. That the proposed range of fees and charges for 2021/22 (Appendix 8 to the report), be endorsed.

14. That the Dedicated Schools Grant budget and its relevant distribution as recommended by the Education Board (Appendix 9 to the report), be endorsed.

15. That the Capital Investment Strategy for 2021/22 to 2025/26 (Appendix 10 to the report) and the Capital Investment Policy (Annex 1 to Appendix 10 to the report), be endorsed.

16. That the new schemes and additions to the Capital Investment Programme for the period 2021/22 to 2025/26 totalling £21M for the General Fund and new schemes subject to viable business cases (Appendix 11 to the report), be endorsed.

17. That the proposed changes to the current Capital Investment Programme that were considered for approval as part of the Resourcing Better Outcomes – Financial Performance Report – Period 8 (Appendix 12 to the report), be noted.

18. That the proposed Capital Investment Programme for 2021/22 to 2025/26 of £168.6M for 2021/22 to 2025/26 (Appendix 13 to the report) of which £25.6M is supported by external funding, be endorsed.

19. That the Minimum Revenue Provision (MRP) Policy for 2021/22 (Appendix 14 to the report) and the prudential indicators (Appendix 15 to the report), be endorsed.

20. That the operational boundary and authorised limits for borrowing for 2021/22 are set at £375M and £385M respectively (Appendix 15 to the report), be endorsed.”

Note: This is an Executive Function save that approval of the final budget following Cabinet on 16th February 2020 is a Council Function
Cabinet Member: Cllr Gilbert

764 Controlled Parking Zones Policy

The Committee considered Minute 735 of Cabinet held on 14th January 2021, which had been called-in to Scrutiny, together with the report of the Executive Director (Neighbourhoods and Environment) proposing a new policy in respect of Controlled Parking Zones.

Resolved:-

That the following decisions of Cabinet be noted:

“1. That the new policy for Controlled Parking Zones appended to the submitted report, be adopted.

2. That it be noted that the new criteria will not automatically be applied to existing Controlled Parking Zones, until such time as they are subject to a full, comprehensive review.

3. That it be noted that the financial implications of Controlled Parking Zones will vary depending on wider Council decisions on fees and charges, which will be considered on a case-by-case basis.”

Note: This is an Executive Function
Cabinet Member: Cllr Woodley

765 Domestic Vehicle Crossing Policy

The Committee considered Minute 736 of Cabinet held on 14th January 2021, which had been called-in to Scrutiny, together with the report of the Executive Director (Neighbourhoods and Environment) concerning the adoption of a new Domestic Vehicle Crossing Policy.

Resolved:-

1. That the following decisions of Cabinet be noted:

“1. That the new policy for Domestic Vehicle Crossings appended to the submitted report, be adopted.

2. That it be noted that new enforcement activity will begin once the establishment of the new Highway Enforcement Team is completed.

3. That it be noted that this policy will be utilised by the Traffic Regulations Working Party in its considerations of appeals to rejected applications, as set out in the Council’s Constitution.”

2. That, in accordance with Council Procedure Rule 39, the matter be referred to full Council for consideration.

Note: This is an Executive function
Cabinet Member: Cllr Woodley

766 Southend-on-Sea Borough Council Tree Policy

The Committee considered Minute 739 of Cabinet held on 14th January 2021, which had been called-in to Scrutiny, together with the report of the Executive Director (Neighbourhoods and Environment) presenting the revised tree policy together with the results of the associated public consultation.

In response to questions regarding the policy and the possibility of notifying Ward Councillors of proposed locations of tree planting, the Cabinet Member for Environment & Planning gave her assurances that this would be investigated and included in the policy.

Resolved:-

That the following decisions of Cabinet be noted:

1. That the Tree Policy set out at Appendix 1 to the submitted report, be adopted.

2. That the development of a planting strategy that will consider the availability of land, its usage, and tree planting opportunities, be approved.

3. That it be noted that the adoption of the Tree Policy will require ongoing funding to manage the Council's tree stock, which will need to be considered as part of future budget setting.

Note: This is an Executive Function
Cabinet Member: Cllr Mulronev

767 Enforcement Review Update & SBC Environment & Regulatory Enforcement Policy

The Committee considered Minute 740 of Cabinet held on 14th January 2021, which had been called-in to Scrutiny, together with the report of the Executive Director (Neighbourhoods and Environment) setting out for consideration an Environment & Regulatory Enforcement Policy.

Resolved:-

That the following decisions of Cabinet be noted:

“1. That the progress with the enforcement review, be noted.

2. That the Environment & Regulatory Enforcement Policy at Appendix 1 to the submitted report, be approved.”

Note: This is an Executive Function
Cabinet Member: Cllr Terry

Chair: _____

Southend-on-Sea Borough Council

Report of Deputy Chief Executive & Executive Director

To

Cabinet

On

Date 23 February 2021

Report prepared by: Mark Sheppard

Agenda
Item No.

5

Southend New Local Plan Revised and Updated Local Development Scheme

Place Scrutiny Committee
Cabinet Member: Councillor Mrs Mulroney
Part 1 (Public Agenda Item)

1. Purpose of Report

- 1.1 To seek Member approval of a revised and updated Local Development Scheme (LDS) which sets out the future programme for the preparation of the Southend New Local Plan.

2. Recommendations

- 2.1 In order to take forward the Southend New Local Plan in a timely, coordinated and efficient manner that Members approve the updated and revised Local Development Scheme (Appendix 1).
- 2.2 That Members agree to delegate authority to the Deputy Chief Executive and Executive Director Growth and Housing, in consultation with the Cabinet Member for Environment and Planning, to agree any future updates to the Local Development Scheme (Appendix 1) as required.

3. Background

3.1 *Local Development Scheme*

- 3.1.1 The Local Development Scheme (LDS) sets out a timetable for preparing and reviewing the Southend New Local Plan and related Development Plan documents to provide:

- an up-to-date statutory basis for determining planning applications (unless material considerations indicate otherwise); and
- a long-term spatial planning framework for the Borough's development, within which the Council, other agencies and key stakeholders can coordinate their investment programmes.

3.1.2 In the light of the proposed changes to the preparation of the Southend New Local Plan revisions will be required to the Local Development Scheme.

3.1.3 **Appendix 1** sets out a revised and updated Southend Local Development Scheme to facilitate the preparation of the Southend New Local Plan.

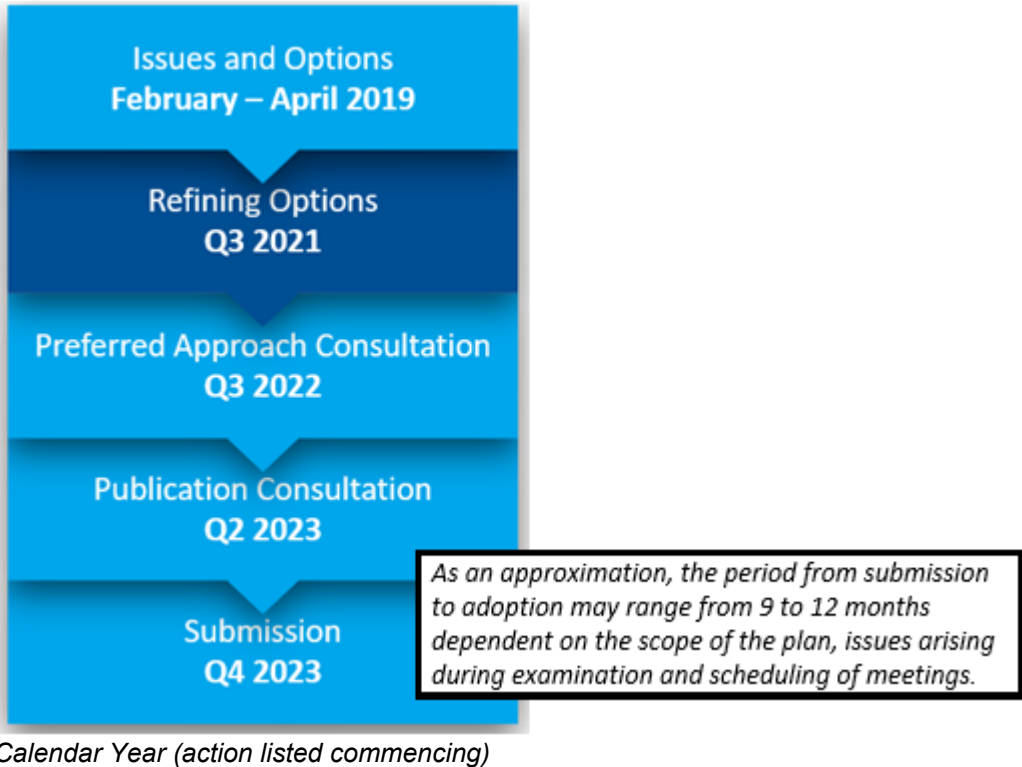
3.2 Southend New Local Plan Preparation

3.2.1 In early 2019 an ‘Issues and Options’ document was published for public comment as part of the first stage in the preparation of the Southend New Local Plan. Details of feedback to the Issues and Options consultation were published in August 2019 in a Consultation Report ¹ .

3.2.2 This consultation feedback continues to be invaluable in informing the next stage of local plan preparation, ‘Refining the Options’, proposed for summer 2021. Thereafter, the Plan will be subject to further consultation stages in 2022 and 2023, in accordance with statutory procedures before being submitted to be examined by an independent Inspector.

3.2.3 The forthcoming stages of local plan preparation are depicted in the **Figure 1** below. Ongoing plan preparation may also need to embrace any changes that are legislated in response to the Governments recently published White Paper, ‘Planning for the Future’². The White Paper proposes a package of measures which seek to radically reform the planning system including how Local Plans are prepared and presented.

Figure 1: Stages of Local Plan Preparation



¹ [Southend New Local Plan Issues and Options Consultation Report Southend on Sea Borough Council, August 2019](#)

² Planning for the Future, Ministry of Housing, Communities and Local Government, March 2020

3.2.4 Once adopted the Southend New Local Plan will be a key document in guiding and facilitating new development and growth in the Borough, helping to deliver some of the key aspirations of Southend 2050 and acting as a catalyst to assist economic recovery from the Covid pandemic. When adopted, the new local plan will replace the existing suite of documents that currently comprise the Local Development Framework, including the Southend Core Strategy (2007), Development Management Document (2015) and Southend Central Area Action Plan (2018).

3.3 Strategic Context

3.3.1 In 2017, in response to a wider need for a strategic and co-ordinated approach to development in South Essex, all six-constituent South Essex local authorities³ and ECC committed to the establishment of the Association of South Essex Authorities (ASELA). ASELA was formed in response to the need for greater cross-boundary working on strategic infrastructure planning and growth across South Essex, to provide the wider place leadership for South Essex and promote healthy growth for our communities.

3.3.2 Through ASELA, the Council has committed to the preparation of a South Essex Strategic Framework. When prepared, the framework will continue to inform the preparation and review of detailed Local Plans by the six Local Authorities and provide an effective 'joined-up' approach.

3.3.3 The wider strategic framework will be particularly helpful to Southend given that the preparation of evidence-based documents to support the preparation of the new local plan for Southend have identified a number of cross-boundary issues that cannot be effectively addressed in isolation, and under the Duty to Co-operate should be resolved in a co-ordinated manner. The preparation of background evidence base documents at South Essex level continues to feed into respective local plans, as appropriate.

3.3.4 In addition, the Borough Council continues to work closely with neighbouring local authority areas on specific cross-boundary issues. To date, various discussions and options have been explored with neighbouring local authorities including both Castle Point Borough Council and Rochford District Council to consider plan-making process and key development issues. This included discussion with Rochford District Council on the possibility of preparing a joint Part 1 of the local plan to cover cross-boundary growth issues, given that both authorities were at a similar stage of plan preparation.

3.3.5 Following these discussions, Rochford District Council has determined it wishes to pursue its own local plan on an individual basis. Therefore, each local authority will now prepare its own local plan but will continue to ensure the Duty-to-Cooperate process between the two authorities effectively addresses key cross-boundary development issues. That cooperation is required to ensure the 'soundness' of both authority's plans and will be thoroughly tested at Plan Examination in due course. Noting this approach, it is necessary to update and

³ Basildon, Brentwood, Castle Point, Rochford, Southend and Thurrock Councils

revise the current Local Development Scheme (LDS), previously agreed by Cabinet on 16 January 2019⁴.

4. Other Options

- 4.1 The failure to prepare a new local plan for Southend would result in its current plans becoming increasingly out of date and the Council becoming increasingly unable to positively influence the scale, nature and location of development within the Borough. Without the certainty of a recently adopted local plan which includes up to date policies and proposals for the location development and new infrastructural investment, potential investors in new development may be dissuaded from investing in the local area, leading to fewer new homes including affordable homes, and new jobs and facilities not being provided in the right places to best support the local economy and community. The local community would also be left with limited certainty of where and how new development would be provided for in future years.
- 4.2 An out-of-date local plan also brings the potential risk of “planning by appeal” with the responsibility for decision making increasingly being passed from the Council and the local community to the Planning Inspectorate and the Secretary of State, as the council’s existing local plan becomes further out of date. Councils can also be directed to prepare local plan where they are recalcitrant in keeping their local plan up to date and can even have plan-making powers taken away, should they fail to progress plan preparation in a timely manner, or refuse to prepare a plan.
- 4.3 The preparation of the Southend New Local Plan and associated documents in close collaboration with neighbouring local authorities is considered to provide the most effective way forward for the Borough mindful of the intention of neighbouring districts to prepare their own local plans. Ongoing co-operation with neighbouring councils and across the wider South Essex area (through ASELA), will continue to progress cross-boundary strategic development issues.

5. Reasons for Recommendations

- 5.1 To ensure the expeditious production of a New Local Plan for Southend and associated evidence base to manage and guide future growth and development in the Borough and its hinterland in a positive and timely manner, where the Council has control of decision making in the public interest as representatives of the local community.

6. Corporate Implications

6.1 Contribution to the Southend 2050 Road Map

- 6.1.1 The successful delivery of the Southend New Local Plan will contribute significantly to the fulfilment of a number of elements of the Council’s vision and priorities, for example, meeting local housing needs, improving transport provision and infrastructure, improving economic prosperity, and protecting and enhancing the natural and built environment.

⁴ Southend Cabinet Report 16 January 2019 - Southend New Local Plan Update

6.1.2 The delivery of the Southend New Local Plan is included as a Southend 2050 outcome on the Opportunity and Prosperity theme. In addition, it will make a key contribution to five of the six 'recovery' priorities of the Council in responding to the impacts of Covid 19, namely:

- Recovery Priority 1 - Economic focus on a stronger and safer town
- Recovery Priority 2 - Green City and Climate Change
- Recovery Priority 3 - Travel and Transport
- Recovery Priority 4 - People and Communities
- Recovery Priority 5 - Major Projects

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 Southend New Local Plan. It should be noted that taking a development plan document through to adoption does have significant financial implications owing to the statutory process which has to be adhered to.

6.2.2 The costs associated with preparing the Southend New Local Plan will be met from existing agreed budgets with the Director of Finance and Resources.

6.3 Legal Implications

6.3.1 To meet its objectively assessed housing need each local authority must engage with adjoining local authorities under the Duty to Co-operate provisions set out in the Localism Act. It places a legal duty on local planning authorities to engage constructively, actively and on an on-going basis to maximise the effectiveness of development plan preparation in the context of strategic cross boundary matters.

6.3.2 Local planning authorities should make every effort to secure the necessary cooperation on strategic cross boundary matters before they submit their Local Plans for examination. Local planning authorities must demonstrate how they have complied with the duty at the independent examination of their Local Plans. If a local planning authority cannot demonstrate that it has complied with the duty then the Local Plan will not be able to proceed further in examination.

6.3.3 Local planning authorities will need to satisfy themselves about whether they have complied with the duty. As part of their consideration, local planning authorities will need to bear in mind that the cooperation should produce effective and deliverable policies on strategic cross boundary matters.

6.3.4 The status of a Local Plan is prescribed in Section 38(6) of the Planning and Compulsory Purchase Act 2004, which gives primacy to the development plan. It states: "if regard is to be had to the development plan for the purpose of any determination to be made under the planning Acts the determination must be made in accordance with the plan unless material considerations indicate otherwise." As such, having an up-to-date Local Plan in place allows the local authority to plan positively and direct development to those sites and locations that are in accordance with the Councils Strategy for regeneration and growth. It

will provide the authority with the framework to robustly defend planning decisions at appeal.

6.4 *People Implications*

6.4.1 Significant staff resources from the Strategic Planning Team will continue to be required in order to contribute to the ongoing preparation of the Southend New Local Plan. Support from Performance and Business Support will also continue to be required, particularly with regards to the public consultation process.

6.4.2 As the new local plan is cross-cutting in its coverage, inputs from a number of other Council teams will be required particularly in relation to transport, housing, employment, tourism, recreation, health and well-being, nature conservation and corporate strategy and communication. As local plan preparation is often controversial in the local community and requires close co-operation on wider strategic planning issues and infrastructure provision, clear co-ordination, oversight and strong place-making leadership input from senior managers is also regularly required to help progress a plan.

6.5 *Property Implications*

6.5.1 A New Local Plan for Southend will provide allocations and planning policy for all land in the Borough, including Council owned assets.

6.6 *Consultation*

6.6.1 One of the key elements of the local planning system is the recognition of the need for the earliest and fullest community involvement in the preparation of new planning documents. The New Local Plan for Southend will be subject to statutory consultation under the 2012 Regulations as amended. In addition, they will be subject to an examination in public held by an independent government appointed planning inspector to consider whether the plans are 'sound' and may be put forward for adoption.

6.6.2 The Southend New Local Plan public consultation process will be in accordance with the Council's adopted Statement of Community Involvement.

6.7 *Equalities and Diversity Implications*

6.7.1 An equalities impact assessment will be produced for the Southend New Local Plan. The public consultation will give the opportunity for different sections of the community to input into the plan making process.

6.8 *Risk Assessment*

6.8.1 The plan preparation timetable for the Southend New Local Plan is challenging. Significant staff resources within the Strategic Planning Team will continue to be required to take forward the plan through its various statutory stages including the examination stages at inquiry before an independent inspector.

6.8.2 If the local plan were not to be published and taken forward to adoption, the absence of up-to-date planning policies may result in significant uncertainty for

potential investors, with a consequential reduction in new investment in jobs, homes, facilities and infrastructure coming into the Borough. It may also lead to inappropriate development taking place within the local authority area to the detriment of the local environment and supporting infrastructure. In addition, there would be no policy to manage the development of key sites and infrastructure, as well as having adopted planning policy to help secure Government funding particularly in relation to securing significant improvements to infrastructure provision.

6.8.3 Preparation of the Local Plan will need to be cognisant of future changes to national planning policy and legislation, including those proposed within the White Paper, which seek to radically reform the planning system including how Local Plans are prepared and presented.

6.9 Value for Money

6.9.1 The preparation of an up to date local plan brings significant new investment to an area. That investment manifests itself through the investment in construction of new homes, commercial premises, community facilities and infrastructure. Associated with the delivery of new development comes the ability to provide new affordable homes, the creation of significant new jobs and household income for workers living locally, greater spend to local businesses, developer contributions towards the provision of new community facilities, infrastructure and services, the ability to bid for a wider range of government funds to help facilitate growth and additional funds through council tax, business rates and homes bonus funding etc. to help provide new and improved council services. In terms of the process of plan preparation itself, the work proposed will be carried out using in-house resources wherever possible. This will have generic benefits in terms of building in-house experience and expertise for officers, as well as utilising local knowledge and experience within the Strategic Planning team which would not be gained otherwise.

6.10 Community Safety Implications

6.10.1 The Southend New Local Plan will seek to improve the natural and built environment (including designing out crime in development and the public realm) thereby contributing towards improving community safety.

6.11 Environmental Impact - Sustainability Appraisal

6.11.1 All iterations of the Southend New Local Plan will require a Sustainability Appraisal to be undertaken. The Sustainability Appraisal is an assessment of the potential significant social, environmental and economic impacts of development. It forms an integral part of the plan making process. It ensures that all policies and proposals are prepared with a view to contributing to the achievement of sustainable development. The appraisals will be used to assist decision-making and identification of the most sustainable policies to take forward.

6.12 Environmental Impact - Habitats' Regulations Screening Report

6.12.1 Southend-on-Sea and the surrounding districts are home to a number of important designated sites for nature conservation. Habitats screening is an assessment of the potential significant effects of a policy on European Sites designated for their nature conservation importance. These include Special Areas of Conservation, Special Protection Areas, and international Ramsar sites. As part of the preparation of the Southend New Local Plan each policy included in the plans will need to be assessed for any significant impacts on sites designated of nature conservation value. Policy should only be approved after determining that it will not adversely affect the integrity of such sites.

7. Background Papers

- 7.1 Southend Cabinet Report 19 June 2018 - Southend Development Plan Review: Comprising South Essex Joint Strategic Plan and Southend New Local Plan
- 7.2 Southend Cabinet Report 16 January 2020 - Southend New Local Plan Update
- 7.3 The Town and Country Planning (Local Development) (England) Regulations 2012.
- 7.4 Planning and Compulsory Purchase Act 2004
- 7.5 National Planning Policy Framework (NPPF,2018)
- 7.6 Planning for the Future, Ministry of Housing, Communities and Local Government, March 2020
- 7.7 Southend Local Development Scheme (2018)
- 7.8 Southend New Local Plan Issues and Options Consultation (February 2019)
- 7.9 Southend New Local Plan Issues and Options Consultation Report Southend on Sea Borough Council, August 2019
- 7.10 South Essex Statement of Common Ground (2018)

8. Appendices

- 8.1 Appendix 1: Revised and Updated Local Development Scheme

Appendix 1: Local Development Scheme 2021

Contents

Introduction

Existing Adopted Planning Framework

Emerging Planning Policy

Other Associated Planning Documents

Local Development Scheme

Appendix 1 – Live Timetable

Introduction

This Local Development Scheme (LDS) sets out a ‘live’ timetable for preparing and reviewing the Southend-on-Sea (Southend) Development Plan to provide:

- An up-to-date statutory basis for determining planning applications (unless material considerations indicate otherwise);
- A long-term spatial planning framework for the Borough’s development, within which the Council, other agencies and key stakeholders can coordinate their investment programmes.

It will replace the current LDS which was adopted in 2020.

Existing Adopted Planning Policy

The Planning and Compulsory Purchase Act (2004) introduced a system of statutory Development Plan Documents (DPDs). These documents outline planning policy to manage development and related spatial matters.

Adopted local planning policy for Southend currently consists of:

- Core Strategy (2007);
- London Southend Airport and Environs Joint Area Action Plan (JAAP) (2014);
- Development Management Document (DMD) (2015);
- Essex and Southend-on-Sea Waste Local Plan (2017);
- Southend Central Area Action Plan (SCAAP) (2018); and
- a number of saved Borough Local Plan policies (1994) .

Emerging Planning Policy

A new Development Plan for Southend

The new development plan will comprise of the Southend New Local Plan (SNLP) and review of the Essex and Southend Waste Local Plan.

The South Essex Strategic Framework will provide the-subregional context within which more focused local development plans will be prepared and/ or reviewed, including the SNLP. The need for additional development plans to guide development and manage areas of growth and change will be kept under review (see Appendix 1).

South Essex Joint Strategic Framework

The six South Essex authorities (Basildon Borough, Brentwood Borough, Castle Point Borough, Rochford District, Southend Borough and Thurrock Borough Councils) are preparing a strategic framework for South Essex¹ through the Association of South Essex Authorities (ASELA) which will provide a context for the preparation of the six local planning authorities' local plans.

Southend New Local Plan

The SNLP will provide local development plan polices to address local issues and objectives. These policies will guide future planning applications decisions within the Borough of Southend.

In January 2019 an 'Issues and Options' document was published for consultation purposes as part of the first stage in the preparation of the SNLP. A Feedback report was published in September 2019. Once adopted the SNLP will promote and guide development in the Borough.

The SNLP will include a review of the Core Strategy, DMD, SCAAP and remaining Saved Borough Local Plan Policies, and will include a spatial strategy, development management policies, site allocations and policies map.

The need for additional development plan documents to supplement the SNLP will be kept under review. For instance, additional plans can be used to set out more detailed policies for specific areas or types of development where appropriate.

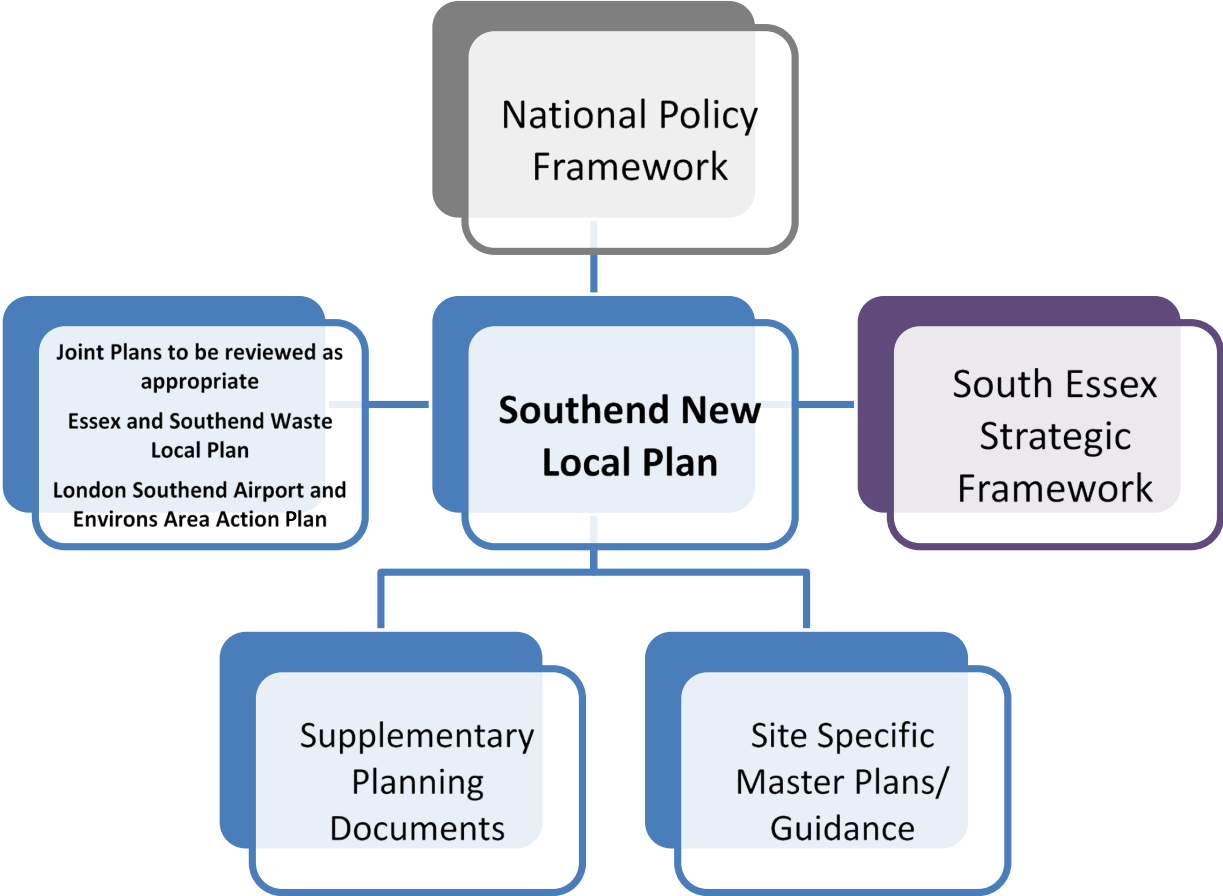
The current adopted joint area action plan for London Southend Airport and its Environs (JAAP 2014), prepared jointly with RDC, sets out planning policies up to 2031 and beyond. Its review may be as a separate document as the land straddles the administrative boundary with Rochford District Council.

The recently adopted Essex and Southend Joint Waste Local Plan (2017) will also be subject to its own separate review and will form part of the Southend wider development plan.

The emerging policy framework is depicted in **Diagram 1**.

¹ Basildon, Brentwood, Castle Point, Rochford, Southend and Thurrock working together with Essex County Council.

Diagram1: The Emerging Policy Framework²



Other Associated Planning Documents

The following documents together with the planning policy documents outlined above make up the family of plans comprising the Southend Local Planning Framework³ , namely:

- **Statement of Community Involvement (SCI)** – The Southend SCI outlines the Council’s approach to community involvement and consultation in regard to planning policy documents and planning applications;
- **Annual Monitoring Report (AMR)** – reports on and reviews progress in preparing the Local Plan, including individual DPDs, and on the implementation and effectiveness of the Council’s planning policies, including the delivery of new housing and employment floorspace;
- **Supplementary Planning Documents (SPDs)** - provide additional guidance on Local Plan policies and proposals. The Council has adopted three SPDs: the

² The need for Supplementary Planning Documents and Site Specific Master Plans/ Guidance will be kept under review

³ Previously known as Local Development Framework (LDF)

Design and Townscape Guide SPD (2009) that provides guidance on design related issues for all development in Southend; the 'Planning Obligations' SPD (2015), which sets out the Council's approach towards Section 106 agreements and developer contributions; and the 'Streetscape Manual' SPD (2015), which provides guidance for the design and management of the Borough's streets, including street furniture and surfacing. The need for more detailed Supplementary Guidance and Masterplans will be kept under review, particularly the need for any Masterplan to guide major development proposals;

- **Community Infrastructure Levy (CIL)** - This document expands upon the infrastructure requirements identified in relevant planning policy documents and details a schedule of charges to be paid by developers to contribute towards the implementation of requisite infrastructure. The document states how the CIL legislation will be applied locally.

Local Development Scheme

The purpose of this LDS is to:

- i. provide a brief description of the planning policy documents to be prepared and the content and geographic area which they relate;
- ii. explain how different policy documents relate to one another as part of the planning framework;
- iii. set out the timetable for preparing policy documents, including the detail of the key milestones); and
- iv. provide information regarding the CIL (Charging Schedule) and its review.

There is not a requirement for the LDS to show what other documents, for example Supplementary Planning Documents or other non-statutory documents, the Council intends to produce.

Each document listed in **Appendix 1** has a timetable for preparation; these timetables are an approximation and may need to be revised in future, hence the timetable is categorised as 'live'.

Plan preparation will continue to be monitored and reviewed as part of the AMR process and interim live updates to the LDS timetable will be provided, where necessary, and published on the Council's website.

The key milestones in the production of DPDs are set out below⁴ :

1. Information gathering/ document preparation –

- The Local Planning Authority will collate evidence that will help inform the preparation of the document and supporting Sustainability Appraisal (SA). Initiating the SA, which will be used to appraise the DPD from a social, economic and environmental perspective, marks the formal commencement of the document. This stage may also involve informal consultation.

⁴ Nevertheless Plan preparation will have regard to and ensure conformity with the current Regulations that set out the statutory stages for local plan preparation.

- A range of options for the DPD are developed for consultation, community involvement and appraisal, this may include preferred options. This stage culminates in the publication of a document for public participation.
2. Community involvement / Public participation – public participation on the DPD, including on reasonable alternative options. It is essential that consultation with members of the public, delivery bodies, statutory organisations and other stakeholders is undertaken at an early stage in the production of the DPD so that engagement can be most effective. The scale of the consultation and methods undertaken at this stage will be appropriate to the issues being addressed by the particular DPD, indeed some DPDs may be subject to more than one public participation stage. The results of the community involvement and consultation at this stage will be used to develop the next iteration of the DPD.
 3. Consideration of consultation responses and preparation of document – the Council will review the responses to the public participation and consultation, and use the results, along with any new evidence, to aid the development of the next iteration of the DPD.
 4. Publication of proposed submission consultation –
 - Having regard to the evidence base, the results of previous consultation and community involvement, and appraisal of earlier iterations, the Local Planning Authority will prepare the proposed submission draft of the DPD with the aim of producing a “sound” document for submission to the Secretary of State.
 - At this stage the Council will publish what it considers to be a “sound” DPD i.e. one which is positively prepared, justified, effective, consistent with national policy, and legally compliant. A formal six-week consultation period provides an opportunity for stakeholders to comment on the soundness and legal compliance of the DPD.
 5. Submission of DPD to Secretary of State – following proposed submission consultation; the response to this, together with the DPD, a summary of previous community involvement and other supporting documents are submitted to the Secretary of State to be subjected to independent examination.
 - Independent Examination – the submitted DPD is then subject to independent examination conducted by the Planning Inspectorate (PINS) on behalf of the Secretary of State. PINS will consider responses to the proposed-submission consultation and determine whether the DPD is sound and legally compliant. The duration of the examination and timing of hearings will be determined by the issues arising and PIN’s scheduling and therefore is not plotted on the timetable. As part of the examination process modifications may be proposed, via the Planning Inspector, to ensure the Plan is sound that the Borough Council would need to consult upon.
 - Following examination PINS will submit a report to the Local Planning Authority on the DPD’s soundness and legal compliance. Once a fact check of the document has been completed, the Local Planning Authority will then publish

the Inspector's Report, which will include recommendations and reasons for these recommendations.

- Adoption – under the Council's constitution, a DPD must be adopted following a meeting of Full Council. As an approximation the period from submission to adoption may range from 9 to 12 months dependent on the content and scope of the DPD, issues arising during examination and scheduling of meetings.

Table 1 - Existing adopted planning policy and community infrastructure levy

Document	Status	Description	Geographical Coverage	Chain of Conformity	Date of Adoption
Core Strategy	DPD	Contains the council's vision for Southend and provides the strategic policy framework and growth targets to guide and promote all development in the Borough to 2021.	Borough Wide	National Policy	Dec 2007
London Southend Airport and Environs Joint Area Action Plan (JAAP)	DPD	Contains a policy framework, site allocations and proposals to deliver economic development and growth in and around London Southend Airport, including two business parks, in accordance with the vision and objectives in the Core Strategy and taking account of the broader objectives of the Thames Gateway south Essex regeneration area. (Plan prepared jointly with Rochford District Council)		With Core Strategy	Dec 2014
Development Management Document (DMD)	DPD	Contains detailed policies for the management of development in the Borough. A Policies Map will accompany this DPD to illustrate geographically the application of its policies.	Borough Wide	With Core Strategy	July 2015
Community Infrastructure Levy	Charging Schedule	To set out a charging regime for contributions to infrastructure.	Borough Wide	With Core Strategy	July 2015
Essex and Southend Waste local Plan	DPD	The document comprises a Core Strategy, site allocations and Development Management Policies. It sets out the vision, objectives and spatial strategy for dealing with waste in the Plan area up to 2032. Identifies locations for the provision of waste management sites and sets out the key development management policies that waste planning applications will be assessed against. (Plan prepared jointly with Essex County Council)	Administrative area of Essex County Council and Southend Borough Council.	National Policy	Oct 2017
Southend Central Area Action Plan (SCAAP)	DPD	Contains the policy framework, site allocations and proposals aimed at strengthening the role of Southend Town Centre and Central Seafront area as a successful place to live, work and visit. It also sets out the policy framework and proposals for adjacent residential areas. It is accompanied by an up-to-date Policies Map.	Southend Town Centre, Central Seafront and adjacent residential areas	With Core Strategy	Feb 2018

Table 2 – Emerging planning policy

Document	Status	Description	Geographical Coverage
Southend New Local Plan (SNLP)	DPD	<p>The SNLP will be prepared taking account of the South Essex strategic framework being developed through ASELA. The SNLP will provide detailed development plan policies to address local issues, including local objectives and mineral planning matters. These policies will guide future planning application decisions within the Borough of Southend.</p> <p>The SNLP will include a review of the Core Strategy, DMD, SCAAP, remaining Saved Borough Local Plan Policies and some of the strategic policies within the JAAP. Once adopted the SNLP will replace these planning documents.</p> <p>The Community Infrastructure Levy (Charging Schedule) will be reviewed as a separate document, having regard to the SNLP and its associated infrastructure requirements.</p>	Southend Borough Wide

Appendix 1

LOCAL DEVELOPMENT SCHEME – PROJECT TIMETABLES

These are live timetables that are subject to monitoring and will be updated as appropriate. (Q refers to the quarter of that calendar year)

Southend New Local Plan

STAGE	DATE *
Evidence base preparation	On-going
Call for Sites	On-going
Issues (and Options) Document public consultation	2019 Q1
Refining Options	2021 Q3
Preferred Approach Document public consultation	2022 Q3
Publication of Proposed Submission Document public consultation	2023 Q2
Submission to Secretary of State for independent examination followed by subsequent Examination and Adoption**	2023 Q4

* Q = calendar based yearly quarter (i.e. Q1: Jan-March, Q2: April-June, Q3: July-Sept, Q4: Oct-Dec) with the relevant stage commencing during this time period

**As an approximation, the period from submission to adoption may range from 9 to 12 months dependent on the content and scope of the plan, issues arising during examination and scheduling of meetings.

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SOUTHEND-ON-SEA BOROUGH COUNCIL

Meeting of Environment & Planning Working Party

Date: Wednesday, 20th January, 2021

Place: Virtual Meeting - MS Teams

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Present: Councillor C Mulroney (Chair)
Councillors C Nevin (Vice-Chair), K Mitchell, S Wakefield and
P Wexham

In Attendance: Councillors A Chalk and N Ward
S Moore, R Harris, S Dolling, P Jenkinson, T MacGregor and
C Robinson

Start/End Time: 6.00 - 7.10 pm

1 Apologies for absence

Apologies for absence were received from Councillors Bright, D Garston and McGlone (no substitutes).

2 Declarations of Interest

There were no declarations of interest at this meeting.

3 Notice of Motion - Ban BBQs on Beaches and Public Spaces

The Working Party considered a report of the Executive Director (Neighbourhoods and Environment) responding to the Notice of Motion referred by Cabinet held on 3rd November 2020 (submitted to Council on 10th September 2020), concerning the banning of barbeques on the Borough's beaches and public spaces.

The Working Party asked a number of questions which were responded to by officers. Councillors also highlighted a number of residents' concerns and issues regarding the use of barbeques, namely East Beach.

The Working Party also discussed the draft Policy attached at Appendix 1 to the report and commented that it needed to be strengthened and more robust.

Resolved:

1. That the Notice of Motion Note relating to the use of barbeques on beaches, parks and open spaces, be noted.
2. That Cabinet be recommended that officers review the potential use of existing byelaws to address barbeques in inappropriate locations.
3. That Cabinet be recommended that officers develop a robust policy for the management of barbeques to support use at suitable locations.

4. That Cabinet be recommended that consultation be undertaken via YourVoice Southend on the use of barbeques on the beaches and public spaces in the Borough.

4 Notice of Motion - Make our Gardens and Open Spaces to RHS Britain in Bloom Standard

The Working Party considered a report of the Executive Director (Neighbourhoods and Environment) responding to the Notice of Motion referred by Cabinet held on 3rd November 2020 (submitted to Council on 10th September 2020), to make the Borough's Gardens and Open Spaces to RHS Britain in Bloom Standard.

The Working Party asked a number of questions which were responded to by officers.

Resolved:

1. That the Notice of Motion to make our Gardens and Open Spaces to RHS Britain in Bloom Standard, be noted.

2. That Cabinet be recommended that the parks that meet the criteria continue to be entered for the Green Flag awards.

3. That Cabinet be recommended to note that the Parks Team continue to work with friends groups and volunteers.

4. That Cabinet be recommended that, if a community group wishes to set up as an In Bloom Committee to enter the Borough in Britain in Bloom, the relevant sections in the Council will liaise with the group.

5. That Cabinet be recommended to note that the planting and management of the Borough's parks and green spaces will continue to adapt to the changing climate and environment, to support biodiversity, and help meet the varied needs of citizens.

6. That Cabinet be recommended that consultation be undertaken on Your Voice Southend to provide up-to-date information about how people use the town's parks and green spaces and how they would like to use them in the future.

5 Notice of Motion - Water Fountains and Water Bottle Refill Points

The Working Party considered a report of the Executive Director (Neighbourhoods and Environment) responding to the Notice of Motion referred by Cabinet held on 3rd November 2020 (submitted to Council on 10th September 2020), concerning the provision of water fountains and water bottle refill points in public areas.

The Working Party asked a number of questions which were responded to by officers. The Working Party noted that schemes were already in place providing a number of water fountains and refill points and that the provision of additional

water fountains and / or refill points will potentially have significant resource implications for the Council (i.e. maintenance costs).

Resolved:

1. That the Notice of Motion on water fountains and water refill points, be noted.
2. That Cabinet be recommended not to install any new public water fountains at this stage.
3. That Cabinet be recommended that the water bottle refill schemes that are available continue to be promoted, with a view to increasing access points for these schemes.

Chair: _____

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SOUTHEND-ON-SEA BOROUGH COUNCIL

Meeting of Transport, Capital, Inward Investment Working Party

Date: Thursday, 7th January, 2021
Place: Virtual Meeting via MS Teams

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Present: Councillor R Woodley (Chair)
Councillors S Wakefield (Vice-Chair), S Ayles, M Borton, K Buck,
P Collins and D Cowan

In Attendance: S Moore, S Harrington, J Matthews, M Warren, T Row and
N Constantine

Start/End Time: 6.30 pm – 7.35 p.m.

1 Apologies and Substitutions

Apologies for absence were received from Councillor Moring.

2 Declarations of Interest

No interests were declared at the meeting.

3 Minutes of the meeting held on Thursday 22nd October 2020

Resolved:-

That the Minutes of the Meeting held on Thursday, 22nd October 2020 be received and confirmed as a correct record.

4 Cycling Strategy

The Working Party received an oral report in response to the notice of motion that had been referred to it by Cabinet at its meeting on 3rd November 2020 (Minute 526 refers). The motion called upon the Council to generate a comprehensive strategy to increase the uptake of cycling and make cycling safer in the Borough and had been presented to Council at its meeting on 10th September 2020 (Minute 313 refers),

The Working Party discussed the motion and cycling issues in some detail and noted the work that had been undertaken to date. The Transport Strategy Team were developing the Local Transport Plan (LTP) 4 and a cycling strategy could be included as part of this, ensuring that the long-term ambitions for all modes of transport in the Borough were addressed together and not in isolation. The LTP would run from 2022 to 2026 and would be published in early 2022. An update on the LTP4 would be presented to the Working Party at a meeting later in the year.

The Working Party identified that the connectivity of cycle routes north to south required improvement. An interim Transport Strategy was currently being prepared for the Borough and this could possibly be included as part of this strategy. A report / briefing would be added to the Agenda for a future meeting of the Working Party to provide an update on the progress to date and what the next

steps are. As part of this, a detailed map of the cycle routes / network within the Borough would be included. The use of electric bikes and infrastructure requirements, as well as the connectivity of cycle routes such as at Shoebury Station, should also be considered as part of this strategy.

Resolved:

1. That an update on the LTP4, including the development of a cycling strategy, be presented to the Working Party at a meeting later in the year
2. That a report / briefing be added to the Agenda for the next/future meeting of the Working Party providing an update on the progress of the Transport Strategy to date and what the next steps are.

5 Ekco Park Estate

The Working Party received an oral report in response to the notice of motion that had been referred to it by Cabinet at its meeting on 3rd November 2020 (Minute 526 refers). The motion had been presented to Council at its meeting on 10th September 2020 (Minute 315 refers) and called upon the Council to:

1. Undertake to investigate the un-adopted highway and land at the Ekco Park Estate with a view to bringing all land on that estate to adoptable standards; and
2. Highlight to all Councillors future planning applications that include any un-adopted or unadoptable highway or land for consideration in the planning process.

The report provided an overview of the legal issues of highways adoption, including the requirements and responsibilities of the Highway Authority and as part of the planning process.

The Working Party discussed the subject in some detail and found the information on planning extremely helpful and informative. It noted the Council's position in relation to action sought in relation to the motion and agreed that it would be beneficial for the subject to be included as a subject for a Development Control training session for Councillors.

Resolved:-

1. That a Development Control training session on the planning rules regarding adoption of highways.

6 Tyre Pump Stations

The Working Party received an oral report in response to the notice of motion that had been referred to it by Cabinet at its meeting on 3rd November 2020 (Minute 526 refers). The motion had been presented to Council at its meeting on 10th September 2020 (Minute 321 refers). It called upon the Council to install communal bike pumps, similar to those seen in cities such as Portsmouth, in areas such as our segregated cycle lanes and high footfall areas to allow for cyclists and users of wheelchairs and pushchairs to inflate their tyres.

The Working Party felt there would be some merit in investigating the feasibility of providing such facilities. The Council's Head of Traffic & Highways undertook to contact her colleagues at Portsmouth City Council to ascertain their experiences and if they had undertaken any risk assessments in providing them. It might be possible to seek funding to install such facilities under Tranche 2 funding for Active Travel Schemes and/or the Community Infrastructure Levy.

Resolved:-

That Portsmouth City Council be contacted to ascertain their experiences on the installation communal bike pumps in the City as part of the feasibility study to provide similar facilities in the Borough.

Chair: _____

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CABINET

Tuesday, 23rd February, 2021

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 and Resources) authorised:

1.1 Costa and Airport Business Park

Decision to progress with a commercial transaction to deliver a Costa Drive-Thru unit at the entrance to Airport Business Park using funds already allocated in the Capital Programme. Planning permission has been granted by Rochford District Council and the development will ensure that construction activity continues at the business park with the associated benefits to marketing, jobs creation and economic activity whilst providing a long-term commercial income to the Council.

2. The Interim Executive Director (Neighbourhoods and Environment) authorised:

2.1 Southend Manor Football Club Community Use Agreement

Approval to advertise the loss of public open space and enter into a lease agreement for the footprint of a number of proposed fixed structures including fencing, seating and dugouts associated with Southend Manor Football Club and the continued use of the football pitch at Southchurch Park as per the community use agreement.

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