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SOUTHEND-ON-SEA CITY COUNCIL

Cabinet

Date: Thursday, 12th January, 2023

Time: 6.30 pm

Place: Committee Room 1 - Civic Suite

Contact: Colin Gamble - Head of Democratic Services

email: committeesection@southend.gov.uk

AGENDA

- 1 Apologies for Absence**
- 2 Declarations of Interest**
- 3 Minutes of the Meeting held on Tuesday, 8 November 2022**
- 4 Resourcing Better Outcomes - Financial Performance Report for November 2022 (Period 8) (Pages 17 - 106)**
Report of Executive Director (Finance and Resources)
- 5 Council Tax Base and Non Domestic Rating Base 2023/24**
Report of Executive Director (Finance and Resources) to follow
- 6 Draft Prioritising Resources to Deliver Better Outcomes - 2023/24 to 2027/28**
Report of Executive Director (Finance and Resources) to follow
- 7 Draft Housing Revenue Account Budget 2023/24 and Rent Setting**
Report of Executive Director (Finance and Resources) to follow
- 8 Parking Strategy (referred back from Place Scrutiny Committee held Monday, 28th November 2022) (Pages 107 - 178)**
Report of Executive Director (Neighbourhoods and Environment)
- 9 Use of Section 106 Contributions (Pages 179 - 196)**
Report of Executive Director (Neighbourhoods and Environment)
- 10 Parking Strategy Adoption of Powers to Enforce Moving Traffic Offences by CCTV in Southend (Pages 197 - 204)**
Report of Executive Director (Neighbourhoods and Environment)
- 11 Enhanced Partnership with Bus Operators (Pages 205 - 234)**
Report of Executive Director (Neighbourhoods and Environment)
- 12 Climate Change Programme (Pages 235 - 248)**
Report of Executive Director (Neighbourhoods and Environment)
- 13 Heat Stress Strategy (Pages 249 - 316)**
Report of Executive Director (Neighbourhoods and Environment)

- 14 **Grassland Management Policy** (Pages 317 - 352)
Report of Executive Director (Neighbourhoods and Environment)
- 15 **Proposed Community Infrastructure Levy (CIL)** (Pages 353 - 500)
Report of Executive Director (Neighbourhoods and Environment)
- 16 **Car Cruise PSPO** (Pages 501 - 524)
Report of Executive Director (Neighbourhoods and Environment)
- 17 **Southchurch Park Lake - Removal of Post and Rail** (Pages 525 - 536)
Report of Executive Director (Neighbourhoods and Environment)
- 18 **The Private Rented Sector Housing Enforcement Policy 2022** (Pages 537 - 602)
Report of Executive Director (Neighbourhoods and Environment)
- 19 **School Arrangements for Community Schools** (Pages 603 - 630)
Report of Executive Director (Children and Public Health)
- 20 **Maintained School Term Dates** (Pages 631 - 638)
Report of Executive Director (Children and Public Health)
- 21 **Corporate Debt Management - Position to 30 November 2022** (Pages 639 - 652)
Report of Executive Director (Finance and Resources)
- 22 **Minutes of the Economic Recovery, Regeneration and Housing Working Party held Wednesday, 2 November 2022** (Pages 653 - 654)
Minutes attached
- 23 **Minutes of the Corporate Matters and Performance Delivery Working Party held Wednesday, 7 December 2022** (Pages 655 - 658)
Minutes attached
- 24 **Minutes of the Environment, Culture and Tourism Working Party held Monday, 9 January 2023**
Minutes to follow
- 25 **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 items of business set out below on the grounds that they involve 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.

- 26 **Social Care Arrangements for Adult Mental Health**
Confidential report of Executive Director (Adults and Communities) – circulated separately

Chair & Members:

Cllr S George (Chair), Cllr C Mulroney (Vice-Chair), Cllr L Burton, Cllr P Collins, Cllr I Gilbert, Cllr K Mitchell, Cllr M Terry and Cllr S Wakefield

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SOUTHEND-ON-SEA CITY COUNCIL

Meeting of Cabinet

Date: Tuesday, 8th November, 2022
Place: Council Chamber - Civic Suite

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Present: Councillor S George (Chair)
Councillors C Mulroney (Vice-Chair), L Burton, P Collins, I Gilbert,
K Mitchell, M Terry and S Wakefield

In Attendance: Councillors T Cowdrey and K Murphy
R Polkinghorne, M Marks, J Chesterton, C Gamble, G Gilbert, J Burr,
S Dolling, G Halksworth, T Harris and A Richards

Start/End Time: 6.30 pm - 7.25 pm

448 Apologies for Absence

There were no apologies for absence at this meeting.

449 Declarations of Interest

The following declarations of interest were made:

- (a) Cllr Burton – Minute 458 (SEND Strategy) – works at a local school;
- (b) Cllr George – Minutes 468 and 469 (Minutes of the Shareholder Board held 12th October and 8th November relating to Porters Place LLP) – brother-in-law serves on the Board of Sanctuary Housing Association;
- (c) Cllr Mitchell – Minute 456 (Options for the procurement of the Voluntary Sector Infrastructure Contract) – Chair of Hamlet Court Road in Harmony which is in receipt of community investment board funds;
- (d) Cllr Wakefield – Minutes 468 and 469 (Minutes of the Shareholder Board held 12th October and 8th November relating to Porters Place LLP and South Essex Homes) – Sanctuary Housing is one of his customers and a sub-contractor for South Essex Homes;
- (e) A Richards – Minutes 468 and 469 (Minutes of the Shareholder Board held on 12th October and 8th November 2022 relating to Porters Place LLP) - Council appointed representative on the Porters Place LLP Board.

450 Minutes of the meeting held Tuesday, 26 July 2022

Resolved:

That the minutes of the meeting held on Tuesday, 26 July 2022 be confirmed and signed as a correct record.

451 Minutes of the meeting held Wednesday 24 August 2022

Resolved:

That the minutes of the meeting held on Wednesday, 24 August 2022 be confirmed and signed as a correct record.

452 Minutes of the Meeting held Thursday, 29 September 2022

Resolved:

That the Minutes of the Meeting held on Thursday, 29 September 2022, be confirmed as a correct record and signed.

453 Resourcing Better Outcomes - Finance and Corporate Performance Report 2022/23 - Period 6

The Cabinet considered a report of the Executive Director (Finance and Resources) reviewing the Council's financial performance.

Recommended:

That, in respect of the 2022/23 Revenue Budget Performance, as set out in Appendix 1 to the submitted report:

1. That the forecast outturn for 2022/23 for the General Fund and the Housing Revenue Account as at 30 September 2022, be noted.
2. That the management action taken and to be taken to reduce the forecast overspend of the Council's revenue budget for 2022/23, be noted.
3. That the planned budget transfers (virements) of £400,000 from earmarked reserves, be approved.

That, in respect of the 2022/23 Capital Budget Performance, as set out in Appendix 2 to the report:

4. That the expenditure to date and the forecast outturn as at 30 September 2022 and its financing, be noted.
5. That the requested changes to the capital investment programme for 2022/23 and future years, be approved.
6. That the Corporate Plan Performance Report as at 30 September 2022, as set out at Appendix 3 to the report, be noted.

Reasons for recommendations:

1. The regular reporting of Revenue and Capital Budget Monitoring information provides detailed financial information to Councillors, senior officers and other interested parties on the financial performance of the Council. It sets out the key variances being reported by budget holders and the associated management action being implemented to address any identified issues. It also informs decision making to ensure that the Council's priorities are delivered within the approved budget provision.

2. It is important that any adverse variances are addressed in order for the Council to remain within the approved budget provision or where this cannot be achieved by individual service management action, alternative proposals are developed and solutions proposed which will address the financial impact. Councillors will have a key role in approving any actions if the alternative proposals represent significant changes to the service delivery arrangements originally approved by them.

3. The challenge of delivering a balanced financial outturn for 2022/23 is significant. Some positive improvement has been achieved from Period 4 to 6, but further urgent action is needed to try to reduce all non-essential expenditure and/or generate extra income. This priority must be achieved whilst ensuring that our most vulnerable residents are looked after appropriately, and our statutory responsibilities are effectively discharged.

Other options:

The Council could choose to monitor its budgetary performance against an alternative timeframe, but it is considered that the current reporting schedule provides the appropriate balance to allow strategic oversight of the budget by Councillors and to also formally manage the Council's exposure to financial risk. More frequent monitoring is undertaken by officers and considered by individual service Directors and the Council's Corporate Management Team (CMT) including the implementation of any necessary remedial actions.

Note: This is a Council Function

Called-in to: Policy and Resources Scrutiny Committee

Cabinet Members: Cllr George and Cllr Collins

454 Treasury Management Report - Mid Year 2022/23

The Cabinet considered a report of the Executive Director (Finance and Resources) presenting the mid-year Treasury Management Report covering the treasury management activity for both quarter two and the period from April to September 2022.

Resolved:

1. That the Treasury Management Mid-Year Position report for 2022/23, be approved.
2. That it be noted that the treasury management activities were carried out in accordance with the CIPFA (The Chartered Institute of Public Finance and Accountancy) Code of Practice for Treasury Management in the Public Sector during the period from April to September 2022.
3. That it be noted that the loan and investment portfolios were actively managed to minimise cost and maximise interest earned, whilst maintaining a low level of risk.
4. That it be noted that £1.393m of interest and income distributions for all investments were earned during this six-month period at an average rate of 1.62%. This is 0.40% over the average SONIA rate (Sterling Overnight Index Average) and 0.34% over the average bank rate. Also, the value of the externally managed funds decreased by a net of £1.687m due to changes in the unit price, giving a combined overall return of -0.34%.
5. That it be noted that the level of borrowing from the Public Works Loan Board (PWLB) (excluding debt relating to services transferred from Essex County Council on 1st April 1998) remained at £347.3m (Housing Revenue Account (HRA): £74.2m, General Fund: £273.1m) during the period from April to September 2022 at an average rate of 3.46%.

6. That it be noted that the level of financing for 'invest to save' schemes decreased from £8.39m to £8.30m during the period from April to September 2022.

Reasons for decision:

The CIPFA Code of Practice on Treasury Management recommends that Local Authorities should submit reports regularly. The Treasury Management Policy Statement for 2022/23 set out that reports would be submitted to Cabinet quarterly on the activities of the treasury management operation.

Other options:

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.

Note: This is an Executive Function

Eligible for call-in to: Policy and Resources Scrutiny Committee

Cabinet Member: Cllr Collins

455 Endorsement of Transport East Transport Strategy (Referred back from Place Scrutiny Committee, 10th October 2022)

The Cabinet considered a report of the Executive Director (Neighbourhoods and Environment) presenting the Transport East Transport Strategy which was referred back to Cabinet by the Place Scrutiny Committee held Monday 10th October 2022 (Minute 338 refers).

On consideration of the report, the Cabinet noted the comments from the Place Scrutiny Committee concerning the need for a new major east-west corridor from Shoeburyness to be included in the strategy.

Resolved:

That the Transport East Transport Strategy, set out at Appendix 1 to the Submitted report, be endorsed.

Reasons for decision:

1. To endorse the Strategy, not adopt it. The Strategy fully aligns and supports our current Local Transport Plan 3, will inform and support the emerging Local Plan and Local Transport Plan 4. The Strategy supports Southend's 2050 ambitions, Southend's Green City Action Plan, our Net Zero ambitions and levelling up agenda through improved access to jobs, skills, training and services.

2. The Strategy supports the work of Opportunity South Essex and the Association of South Essex Local Authorities vision to deliver a decarbonised, integrated public transport system. Rebalance modal priorities in favour of active and sustainable modes and reducing carbon emissions with the aim for South Essex to become carbon neutral ahead of national targets.

3. Department for Transport tasked Transport East to develop a Transport Strategy to set a single voice for the future strategic transport investment in the East Region. Endorsing the Strategy will strengthen Southend's and the Region's strategic case to government in future bids for funding.

Other Options

None. If the Council does not endorse the Strategy it could undermine the strategy (and the one voice of the region) and may make it even more difficult for Southend, and possibly the whole of the region, to attract DfT funding.

Note: This is an Executive Function

This matter was referred back and is not eligible for call-in

Cabinet Member: Cllr Wakefield

456 Options for the Procurement of the Voluntary Sector Infrastructure Contract (Referred back from People Scrutiny Committee, 11th October 2022)

The Cabinet considered a report of the Executive Director (Adults and Communities) presenting the options for the re-procurement of Voluntary Sector Infrastructure Contract which had been referred back by the People Scrutiny Committee held Wednesday, 11th October 2022 (Minute 351 refers).

On consideration of the report the Cabinet noted the concerns of the People Scrutiny Committee concerning the possible impact of the proposed financial envelope for the Southend Infrastructure Service on the local community and voluntary sector.

Resolved:

1. That the outcomes set out in the submitted report, the financial envelope of £100,000 and the recommended procurement option to go to tender for a Southend infrastructure service, be approved.

Reasons for decision:

To go out to the market for a new voluntary sector infrastructure service for Southend so that it may attract different providers with new ideas and the City can benefit from economies of scale. It will also allow Southend City Council to clearly specify what they want from the new contract.

Other options:

1. To cease funding an infrastructure contract.

2. To go out to tender with Essex County Council as part of a larger contract.

Note: This is an Executive Function

This matter was referred back and is not eligible for call-in

Cabinet Member: Cllr Mitchell

457 Refugee Resettlement and Asylum Work

The Cabinet considered a report of the Executive Director (Growth and Housing) setting out the work underway and proposals to support the resettlement of refugees and asylum seekers in Southend-on-Sea.

Resolved:

1. That the progress on the Afghan Relocations and Assistance Policy (ARAP) and the Afghan Citizens Resettlement Scheme (ACRS) programmes, be noted.
2. That the renewed pledge for accommodating families under the United Kingdom Resettlement Scheme (UKRS), be endorsed.
3. That the progress on the Homes for Ukraine (H4U) scheme, be noted.
4. That the subsidising of housing costs from the wrap around / support funds received, to meet the pledge levels identified in resolution 2 above and effectively respond to other housing pressures, be approved.
5. That the Director of Housing, in conjunction with the Executive Director (Growth and Housing) and the Cabinet Member for Economic Recovery, Regeneration and Housing, be authorised to:
 - Reach agreement with the East of England Local Government Association Strategic Migration Partnership (SMP) and the Home Office regarding resettlement targets, asylum dispersal arrangements and local responses to national policy.
 - To review the internal structures and external services to deliver this, to be fit for legacy, current and future challenges, including service commissioning as required.
6. That the intentions to support partners across the City to pursue City of Sanctuary status, be noted.

Reasons for decision:

1. To make a significant pledge, as part of the Council's commitment for accommodating families under the United Kingdom Resettlement Scheme.
2. The current requirements for resettlement properties to be sourced at LHA rates is impracticable and that without adoption or alternative local practice or revised national policy, the Council is unlikely to be successful in finding suitable property for refugees. Deployment of a proportion of the support grant for some families will assist in securing houses for them. This would be undertaken on a case-by-case basis and would take account of future affordability by the family to avoid placing them in unsuitable housing.
3. It is important to continuously monitor system capacity to be able to respond effectively to the fluctuating demands of such a programme of work. This applies both to service directly provided by the Council, as well as support, education and other services which are supplied by other organisations. It is therefore important to establish dynamic service configurations and commissioning approaches to enable this.

4. The Council is a key contributor to the success on the work undertaken to support Afghan and Ukrainians forcefully displaced by the political and military situations in their home states. The benefits of becoming a City of Sanctuary includes access to a considerable network of other leading cities across the country and the many organisations active in those communities who provide inclusive and welcoming environments for refugees and asylum seekers. This will be of significant benefit to the Council, as well as community groups and organisations.

Other options:

1. Not to pledge to support any further families to resettle in the city and continue to work only with those families currently here as part of the UKRS or in temporary arrangements such as bridging accommodation or the Homes for Ukraine scheme.

2. Not to seek to identify ways to increase the viability of private sector housing options for refugees through potential use of support grants for this purpose, or to supplement hosts to extend arrangements for Ukrainian guests under H4U.

3. Not to support the community and faith organisations to pursue City of Sanctuary accreditation.

Note: This is an Executive Function

Eligible for call-in to: Policy and Resources Scrutiny Committee

Cabinet Member: Cllr Gilbert

458 SEND Strategy

The Cabinet considered a report of the Executive Director (Children and Public Health) presenting the Southend SEND Strategy 2022-2025.

Resolved:

1. That the Southend SEND Strategy 2022-25, set out at Appendix 1 to the submitted report, be approved.

2. That the strategy be produced in an accessible document, which can be shared in a variety of formats in order to engage a range of audiences.

Reasons for decision:

It is widely acknowledged that SEND is a joint area responsibility encompassing partners from Education, Health and Care and the children, young people and families they support and therefore a specific coproduced SEND Strategy outlining priorities for the next 3 years is recommended.

Other options:

The SEND Partnership could continue to operate without a formal published strategy or subsume the SEND Strategy into a wider Council Strategy.

Note: This is an Executive Function

Called-in to: People Scrutiny Committee

Cabinet Member: Cllr Burton

459 The Victoria Shopping Centre and Utilisation of Council Buildings

The Cabinet considered a joint report of the Executive Director (Growth and Housing) and the Executive Director (Finance and Resources) setting out the range of opportunities the Victoria Centre presents in the context of the City Centre, the centre itself and other parts of the Council's operational estate including the Civic Campus and the Tickfield Centre.

Resolved:

1. That the following guiding principles to develop plans for the work to proceed, be approved:

(a) The Victoria Centre provides a thriving mix of uses right in the heart of the City Centre with opportunities for businesses to thrive, and residents and visitors to shop, play, live and work.

(b) That the Council will seek to move administrative (and where appropriate other) functions into the Civic Centre, to establish the optimum volume and type(s) of space required for its future operations and then, subject to detailed feasibility, relocate the Council to the Victoria Centre. This will in turn release the Civic Campus for regeneration and provide opportunities to redeploy, sell, develop or lease other buildings with the Council's estate vacated as part of the rationalisation and to exit leased-in premises.

2. That a feasibility budget of £250,000 to support the next stages of work and enable the propositions to be developed and progressed, be approved. This will be funded by £75k from existing Civic Centre efficiencies capital budget with the balance of £175k met from the Business Transformation Reserve initially. This budget will be paid back through estate efficiencies and capital receipts as the project progresses.

3. That the procurement options be developed.

4. That the officers actively seek out external funding sources which may support this work.

Reasons for decision:

1. To provide officers with a clear set of principles to plan and work towards.

2. To enable the Council to ensure its administrative estate is right-sized, efficient, centrally located for easy access and to optimise the opportunities for increased footfall and linked spend in the City Centre.

3. To support the diversification and evolution of the Victoria Centre and make a clear, long-term statement of commitment to the City Centre.

4. To release brownfield land for development to help to meet the growing housing delivery challenge while also reducing its carbon footprint and occupational costs through rationalisation of the operational estate.

5. To enable planning, feasibility and strategy development and preliminary stages of delivery to move ahead.

Other options:

Not to agree the principle of relocation of the main administrative centre to the Victoria Centre and remain in the existing Civic Campus, acknowledging that it is far too large, inefficient, and expensive for the level of current and anticipated use and declining the regeneration opportunity presented. This would leave the spaces in the Victoria Centre available for leasing to generate further income.

2. To lease out floors of the Civic Centre again with a view to staying longer-term.

Note: This is an Executive Function

Called-in to: Policy and Resources Scrutiny Committee

Cabinet Member: Cllr Collins

460 Parking Strategy

The Cabinet considered a report of the Executive Director (Neighbourhoods and Environment) presenting the Southend Parking Strategy 2022-2032 and Southend Parking Implementation Plan 2022-2032 and action plan.

Resolved:

1. That the comments of the Transport, Asset Management and Inward Investment Working Party held on 6th September 2022, be noted.

2. That the recommendation to adopt the policies where there was majority support from the public consultation for them, as set out in paragraph 3.5 of the submitted report, be noted.

3. That the Southend Vision for Parking, Southend Parking Strategy 2022-2032, Southend Parking Implementation Plan 2022-2032 and the Southend Parking Implementation Action Plan 2022-2032, set out at Appendix 3 to the report, be approved.

Reasons for decision:

To adopt the finalised versions of the Southend Vision for Parking, Southend Parking Strategy 2022-2032, Southend Parking Implementation Plan 2022-2032 and Southend Parking Implementation Plan 2022-2032 and Action Plan following comments from the Transport, Asset Management and Inward Investment Working Party and the results of the public consultation.

Other options:

None.

Note: This is an Executive Function

Called-in to: Place Scrutiny Committee

Cabinet Member: Cllr Wakefield

461 **City of Culture Bid**

The Cabinet considered a report of the Executive Director (Adults and Communities) setting out the implications of a possible bid for the UK City of Culture competition.

Resolved:

That the potential benefits of developing a City of Culture bid in the future, be noted. However, as a fledging City, which alongside the City's residents and businesses, is faced with the cost of living crisis, inflation and significant pressures in adult and children's social care, it is considered inappropriate to incur any expenditure in relation to a bid in the 2029 competition.

Reasons for decision:

The timing and an unpredictable economic future are major factors which mitigate against such major expenditure as would need to be incurred.

Other options:

To continue with a consultation before reaching a decision. However, at this time of uncertainty this expenditure is considered to be inappropriate and the Council should concentrate all of its efforts in assisting and working with residents and businesses to ameliorate the effects of the current economic situation in anyway it can.

Other parties could take a lead and prepare for the 2029 bid. However, advice from Government is that the Council's resources and commitment are generally required to make the bids successful.

Note: This is an Executive Function

Called-in to: Place Scrutiny Committee

Cabinet Member: Cllr Mulroney

462 **Scrap Metal Dealers Licensing Consultation**

The Cabinet considered a report of the Executive Director (Neighbourhoods and Environment) setting out the legal obligations on the Council, acting as the Licensing Authority, in respect of the Scrap Metal Licensing Policy.

Resolved:

1. That the revised Scrap Metal Dealers Licensing Policy, set out at Appendix 1 to the submitted report, be approved.

2. That authority be delegated to the Executive Director (Neighbourhoods and Environment), in consultation with the Cabinet Member for Public Protection, to make any future amendments to the Scrap Metal Licensing Policy.

Reasons for decision:

To update and improve the Policy.

Other options:

None.

Note: This is an Executive Function
Eligible for call-in to: Place Scrutiny Committee
Cabinet Member: Cllr Terry

463 Annual Safeguarding Report

The Cabinet considered a joint report of the Executive Director (Adults and Communities) and the Executive Director (Children and Public Health) presenting the Southend Safeguarding Partnership Annual Report 2021/22.

Resolved:

That the Southend Strategic Safeguarding Partnership Annual Report 2021-2022, be noted.

Reasons for decision:

As one of the three strategic partners of the Southend Strategic Partnerships the Council needs to receive and note the Annual Report.

Other options:

None

Note: This is an Executive Function
Called-in to: People Scrutiny Committee
Cabinet Members: Cllr Mitchell and Cllr Burton

464 Council Tenants Heating Charges Assessment 2022/23

The Cabinet considered a report of the Executive Director (Finance and Resources) setting out the justification for increasing heating charges during 2022/23 in line with actual costs being incurred.

Resolved:

That an increase to Heating Charges for Housing Tenants for 2022/23, in line with the proposals contained in the submitted report, with effect from 1st January 2023, be approved.

Reasons for decision:

The residents of Sheltered Schemes and Hostels are currently paying below the actual cost for heating and hot water in their homes. This adjustment means that residents will start to pay the true cost of these services into their homes and better prepare them for further increases in 2023/24 in line with the energy market.

Other options:

Not to increase heating charges, the implications of this are twofold. Firstly, resident's costs of heating and hot water in their homes will be subsidised by the funds of South Essex Homes and the HRA. This is not a fair or appropriate use of HRA funds. Secondly, the losses being incurred by South Essex Homes on delivering these services will continue to increase putting further pressure on the reserves position and viability of South Essex Homes to continue to deliver vital services to the tenants.

Note: This is an Executive Function

Eligible for call-in to: Policy and Resources Scrutiny Committee

Cabinet Member: Cllr Gilbert

465 Proposal to increase the allowances and fees for Southend in-house foster carers

The Cabinet considered a report of the Executive Director (Children and Public Health) setting out how the Council will improve the offer to prospective and existing foster carers with a new allowance and fee structure, additional benefits such as Council Tax relief and greater support and recognition for the valuable work foster carers do.

Recommended:

1. That the new fee and allowance structure for Southend-on-Sea foster carers, be approved.
2. That the introduction of the additional allowances, as set out in the submitted report, be approved.
3. That Southend-on-Sea approved foster carers who foster a Southend-on-Sea- child for at least 26 weeks of the year receive Council Tax relief up to Band D (if they live in Band E or above, they will get relief up to Band D) from 1st April 2023.
4. That funding for a new 1 FTE Fostering Panel Advisor, be approved.
5. That mileage payments for costs associated with the child, be approved.

Reasons for recommendation:

1. Improving the offer to foster carers will make it more appealing and more competitive and will help attract new carers to join the Council and reduce the current reliance on the external IFA market, whilst also reducing expenditure pressure on external placements. More importantly, it will ensure foster carers have the support they need to achieve the best outcomes for children in the Council's care.
2. Demand for foster carers significantly outstrips the current supply so the Council needs to ensure that it has a robust offer to attract and retain sufficient local foster carers. All local authorities find it a significant challenge to recruit and retain foster carers but other neighbouring local authorities currently perform better than the Council.

3. Increasing the number of in-house foster carers is more affordable. The proposed new offer will have average cost of £26,000 per child per year. The current average cost of an IFA is £50,000 per annum and the current cost of an average residential placement is £220,000 per annum (excluding the extremely high cost complex packages) and supported accommodation is £42,000 per annum.

4. It is anticipated that the new offer will increase the number of in-house foster carers, from an August 2022 baseline, by 69 additional foster carers by September 2025.

Other options:

1. Do nothing and maintain the current fees and allowances structure. However, if there is no change to the current offer the Council will continue to lose more foster carers and recruitment will continue to be challenging resulting in further use of the private, voluntary and independent market. This would mean the Council failing in its statutory sufficiency duty that requires local authorities to take steps to secure, so far as reasonably practicable, sufficient accommodation with the authority's area to meet the needs of children that are in the Council's care.

2. To only increase allowances by the recommended amount to support with the increased cost of living but remove any fees. The Council is only required to pay foster carers minimum allowances to cover the costs of caring for the child they foster, not fees, which are provided to the foster carer to reflect the work they do to support children in the Council's care. This would likely result in a loss of a significant portion of the in-house foster carers and make the Council even less competitive than other foster care providers including IFA and neighbouring local authorities. This will make it very difficult to attract new foster carers to the Council.

Note: This is a Council Function

Eligible for call-in to: Policy and Resources Scrutiny Committee

Cabinet Member: Cllr Burton

466 Debt Management - Position to 30th September 2022

The Cabinet considered a report of the Deputy Chief Executive and Executive Director (Finance and Resources) providing an update on the current position of outstanding debt to the Council, as at 30th September 2022.

Resolved:

1. That the current outstanding debt position on 30th September 2022 and the position of debts written off to 30th September 2022, as set out in Appendices A and B to the submitted report, be noted.

2. That the five write-offs for debts that exceed £25,000, as shown in Appendix B to the report, be approved.

3. That the positive achievement in securing payment for historical rent and service charge debts inherited by the Council following the acquisition of the Victoria Centre in December 2020, be noted.

Reason for Decision:

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.

Other Options:

None.

Note: This is an Executive Function

Eligible for call-in to: Policy and Resources Scrutiny Committee

Cabinet Member: Cllr Collins

467 Minutes of the meeting of Public Protection Working Party held Thursday, 6 October 2022

The Cabinet considered the recommendations from the Public Protection Working Party held Thursday, 6 October 2022.

1. That the Notice of Motion seeking the establishment of an online 'Wall of Shame' to highlight incidences of flytipping and environmental crime across Southend, be noted.

2. That the Interim Executive Director (Neighbourhoods and Environment) work with the Council's current waste management contractor to identify opportunities for the enhancement of the current approach to the tackling of incidences of flytipping and environmental crime.

3. That a report be made to a future meeting of the Cabinet setting out fully costed and evaluated options for the enhancement of the Council's current approach to the tackling of incidences of flytipping and environmental crime, including the potential establishment of a 'Wall of Shame' as proposed by the Notice of Motion and the possible expansion of the Council's CCTV infrastructure.

4. That in the meantime:

(a) Officers continue to provide appropriate education for councillors and the public on flytipping and misrepresented waste and associated enforcement action.

(b) Officers continue to provide councillors with the quarterly 'Waste Dashboard' reporting levels of flytipping and misrepresented waste across the City.

Reasons for decision:

To respond to the Notice of Motion.

Other options:

None

Note: This is an Executive Function

Called-in to: Place Scrutiny Committee

Cabinet Member: Cllr Terry

468 Minutes of the meeting of The Shareholder Board held Wednesday, 12 October 2022

The Cabinet considered the recommendations of the Shareholder Board held on Wednesday, 12 October 2022 concerning the proposed establishment of two subsidiary companies of South Essex Homes (SEH).

On consideration of the matter, it was noted that the report to the Shareholder Board was confidential and was dealt with under Part 2.

Resolved:

1. That the proposal of the SEH Board to establish an additional commercial subsidiary company, in parallel with the existing subsidiary SEPS, for the reasons set out in the confidential report to the Shareholder Board, and in line with the recommendation of Trowers and Hamblins, be approved.

2. That the proposal of the SEH Board to establish an additional subsidiary company, in anticipation of a partnership being entered into with Southend-on-Sea City Council and others, for the management and/or maintenance of properties on the Roots Hall and Fossetts Farm developments and/or the potential joint venture partner with the developer, be approved.

Reasons for Decision:

As set out in the confidential report to the Shareholder Board.

Other options:

None

Note: This is an Executive Function

Eligible for call-in to: Policy and Resources Scrutiny Committee

Cabinet Member: Cllr Collins

469 Minutes of the meeting of the Shareholder Board held Tuesday, 8 November 2022

The Cabinet considered the recommendations of the Shareholder Board held on Tuesday, 8th November 2022:

(a) Porters Place LLP – Change of Control

Resolved:

1. That consent, under the Porters Place Southend-on-Sea LLP Agreement, to a change of control of Swan BQ Limited to reflect the proposed acquisition of Swan Housing Association, together with its subsidiaries, by Sanctuary Housing Association, be approved.

2. That the Executive Director of Finance & Resources be authorised to finalise and authorise the execution of any legal documentation (if required) with Sanctuary, and any relevant other party, to comply with the terms of the legal suite and to effect the approval of the change of control.

3. That as per the recommendations of Shareholder Board on 23 August 2022 and the subsequent decision at Cabinet 24 August 2022 (minute 227), that the deadline for receipt of the revised Business Plan remains the end of December 2023.

Reasons for decision

As set out in the report to the Shareholder Board.

Options:

None

Note: This is an Executive Function

Referred direct to Special Place Scrutiny Committee

Cabinet Member: Cllr Gilbert

(b) London Hire Community Services (LHCS) and Southend Travel Partnership (Vecteo) Share ownership update

On consideration of the matter it was noted that the report to the Shareholder Board concerning London Hire Community Services (LHCS) and Southend Travel Partnership (Vecteo) was confidential and was dealt with under Part 2.

Resolved:

That the recommendations set out in the submitted confidential report pertaining to the share ownership of London Hire Community Services (LHCS) and Southend Travel Partnership, be approved.

Reasons for decision:

As set out in the confidential report to the Shareholder Board.

Other options:

None

Note: This is an Executive Function

Referred direct to Special Policy and Resources Scrutiny Committee

Cabinet Members: Cllr Collins

470 SO46 Report

Resolved:

That the submitted report, be noted.

Note: This is an Executive Function

Eligible for call-in to: as appropriate to the item

Cabinet Member: as appropriate to the item

471 Fair Cost of Care and Market Sustainability Plan

This matter was withdrawn.

Chair: _____

Southend-on-Sea City Council

Report of the Deputy Chief Executive and Executive
Director (Finance & Resources)

To

Cabinet

On

12 January 2023

Agenda
Item No.

4

Report prepared by:
Pete Bates, Interim Director of Financial Services,
Caroline Fozzard, Senior Finance Lead (Strategy,
Sustainability and Governance), Gareth Nicholas (Insights
Manager)

**Resourcing Better Outcomes –
Finance and Corporate Performance Report 2022/23 (Period 8)
Policy and Resources Scrutiny Committee
Cabinet Members: Councillor Stephen George and Councillor Paul Collins
Part 1 (Public Agenda Item)**

1 Purpose of Report

The regular Resourcing Better Outcomes report is a key tool in scrutinising the Council's overall finance and corporate performance. It is designed to provide an overview of progress to all relevant stakeholders at regular stages throughout the financial year. It is essential that the Council monitors its budgets and assesses its performance regularly to ensure that it is meeting its strategic objectives and providing value for money. This approach highlights where corrective action is necessary and reasonable mitigation is required to try to deliver a balanced financial position by the end of the year.

The continued volatility of the current operating environment, combined with the significant increases experienced in both local service demand and unavoidable inflationary cost pressures arising from the global cost of living crisis has exacerbated an already challenging situation. It is unlikely that a balanced budget can now be achieved in 2022/23, without the use of some of our earmarked reserves which have been prudently built up over the years. Every effort will continue to be undertaken across the whole organisation to improve the financial position by the year-end. This period 8 report provides the latest forecast outturn position and reinforces the requirement that any spending for the rest of the financial year is restricted to essential activity only.

2 Recommendations

That, in respect of the 2022/23 Revenue Budget Performance as set out in Appendix 1 to this report, Cabinet:

- 2.1 **Note the forecast outturn for 2022/23 for the General Fund and the Housing Revenue Account as at 30 November 2022.**
- 2.2 **Note the management action taken and to be continued to reduce the forecast overspend of the Council's revenue budget for 2022/23.**
- 2.3 **Note the potential requirement to use earmarked reserves to balance the 2022/23 budget (Section 4.2 and Appendix 1).**
- 2.4 **Approve the planned budget transfer (virement) of £456,000 from earmarked reserves, as set out in Section 4.35.**

That, in respect of the 2022/23 Capital Budget Performance as set out in Appendix 2 of this report, Cabinet:

- 2.5 **Note the expenditure to date and the forecast outturn as at 30 November 2022 and its financing.**
- 2.6 **Approve the requested changes to the capital investment programme for 2022/23 and future years, as set out in Section 4 of Appendix 2.**
- 2.7 **Note the Southend-on-Sea City Council (SCC) Corporate Plan Performance Report as at 30 November 2022 set out in Section 7 and Appendix 3.**

3 Financial Challenge Continues

- 3.1 Southend-on-Sea City Council, along with most Local Authorities across the country, continues to face arguably its greatest challenge yet in trying to provide essential services to meet the needs of local residents within the level of resources it has at its disposal. Most local authorities continue to struggle with major financial pressures – caused by inflationary factors outside of their control, increasing service demands and concerns for their residents and local areas. The Council has had to cope with the perfect storm of huge increases in service demand post the pandemic combined with unavoidable rapid inflationary increases in operating costs across almost every aspect of its Organisation. This continues to have a huge financial impact on the Council's financial plans for 2022/23 and the general economic climate is creating serious cost of living challenges for our local residents.
- 3.2 As previously reported the Council was already learning of major concerns from lots of residents about the impacts of cost of living rises on their day-to-day lives. Price increases for food and fuel, as well as in supply chains for other goods, are leading to many more local residents struggling to deal financially with the situation they now face. This situation is concerning and a prolonged period of high inflation will only exacerbate the impact locally.

- 3.3 From the Council's perspective the challenge of delivering a balanced financial outturn for 2022/23 now looks unlikely but every effort is being made to improve the position. Nearly all the financial pressures that the Council is now experiencing have been down to external factors where the Council has had no influence or control and they have all happened at great pace, since the Council's 2022/23 budget was approved in February 2022. This means that some very difficult choices and prioritisation of existing approved spending plans for both capital and revenue during 2022/23 continue to be considered and further reductions are urgently required.
- 3.4 Unfortunately, other major areas of concern that were highlighted in 2021/22 included the potential impact and increase on service demand 'post COVID-19' or 'living with COVID-19' in the future. This risk added to the precarious economic situation for many residents, due to the rapid increases in energy and inflationary pressures, has translated into large increases in service demand for the Council. The other major area of concern that was highlighted was the impact locally of the Government withdrawing the temporary financial support that was provided during the pandemic, this has coincided with huge increases in unavoidable operating costs, creating the worst combination of factors that continues to threaten the future financial sustainability of the Council and indeed the viability of a lot of Local Authorities across the country.
- 3.5 We are now eight months through this financial year and continued further urgent action is needed to try to reduce all non-essential expenditure and/or generate extra income. This priority must be achieved whilst ensuring that our most vulnerable residents are looked after appropriately, and our statutory responsibilities are effectively discharged. Improving efficiency and productivity is essential but the scale of the unprecedented financial pressures will inevitably lead to a reduction in the range, quality and responsiveness of other discretionary Council services now and in the future.
- 3.6 This report will focus on providing some detail and commentary of the financial variances at a portfolio level that are currently forecast for 2022/23. It highlights the variations from the position reported for period 6. It should be noted that these estimates have been based on the best information we currently have available and will be continually kept under review.

Fiscal Policy Statement - 17 November 2022

- 3.7 The Chancellor of the Exchequer shared some headlines of the Government's 'borrowing, tax and departmental spending' plans that would feature within the Provisional Local Government Finance Settlement during a key Statement to the House of Commons on 17 November 2022. The statement confirmed that there would NOT be a 3-year Comprehensive Spending Review for the Local Government sector but did also provide some reassurance of making additional funding available, particularly for Social Care from 2023/24. The 'Draft Prioritising Resources to Deliver Better Outcomes – 2023/24 to 2027/28' budget report elsewhere on this agenda will provide more insight and assessment of the local impact of the Provisional Local Government Finance Settlement that was published on 19 December 2022.

- 3.8 The Council ended 2021/22 in a relatively strong financial position but the size of the financial challenge now and for the future is arguably the biggest in the Council's history.
- 3.9 To help to begin to address and close the estimated budget gap over the next five years the Council will continue to aim to achieve financial sustainability by growing local income sources and relying less on grant support from Central Government in the future. The Council will continue to work collaboratively with its partners, increase its focus on the delivery or joint commissioning of services in a targeted way to ensure that those in most need and who will receive the greatest benefit are the recipients of services. It is vital that we learn from our COVID-19 experience and tailor our services and working practices accordingly.

4 Revenue – General fund

- 4.1 In February 2022, the Council approved a General Fund Revenue Budget requirement for 2022/23 of £140.741M. This report provides details of the current projected outturn position for 2022/23 based on information as at the end of November 2022 (Period 8). In headline terms Council Corporate Budgets and Service Portfolios are currently forecasting a gross overspend by the year-end of **£7.346M** for 2022/23. This is a **significant improvement of around £4.7 Million** on what was reported at period 6, but still represents a huge challenge and forecast overspend at this stage of the year. Action is and will continually be taken to further mitigate this potential overspend throughout the rest of the year. This reduced total projected overspend stands at around 2.0% of the Council's gross expenditure budget.
- 4.2 Given the significant financial situation and current forecast outturn position for 2022/23, the Council will have no choice but to use its earmarked reserves, which have been prudently developed over previous years, to cover any overspend that remains at the end of this financial year. The Council has proactively and intentionally established two specific risk reserves totalling **£5M** (£2.5M each) for Adult Social Care and Children's Social Care, which will be called on first if required at the year-end. The total estimated impact (based on this period 8 forecast) has been reflected in the 2022/23 forecast reserves balances included in this report (Appendix 1). This results in an estimated total closing reserve balance for the City Council as at 31st March 2023 of **£83.3M**.
- 4.3 The Council approved a Medium Term Financial Strategy which included a medium term financial forecast with a predicted **budget gap of £24.0M** by 2026/27. (2023/24 = £8.6m, 2024/25 = £3.9m, £2025/26 = £6.3m, 2026/27 = £5.2m) in February 2022. The full implications of the recently published Provisional Local Government Settlement for 2023/24 and an assessment of the current forecast financial baseline pressures for the City Council is considered and a revised medium term financial forecast for the period 2023/24 – 2027/28 is included within the 'Draft Prioritising Resources to Deliver Better Outcomes – 2023/24 to 2027/28' budget report elsewhere on this agenda.

- 4.4 Our 'Getting to Know Your Business' programme for service managers continues in 2022/23 and will be essential in assessing the new operating environment, financial challenges and value for money (VFM) of services. The ambition is that all service managers in Southend-on-Sea City Council will continue to develop and enhance their understanding of their business areas in terms of benchmarked operational and financial performance, key demand and cost drivers, income levels, commercial opportunities, value for money and customer insight. This programme is 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. Independent advice and support for dealing with our financial challenges and consideration of a range of options has also been secured.
- 4.5 Alongside the "Getting to Know Your Business" programme, the Executive Director of Finance & Resources also put into place at the start of this financial year a set of 12 budget planning principles for the organisation that were presented to Cabinet in the period 4 report.
- 4.6 Services are considering the impact and risks of making further reductions in their budgets and developing recovery and mitigation plans to try to improve the current financial situation and to prepare for the significant future financial challenge. All services are being encouraged to try to improve efficiency and productivity to ensure that the resourcing of better outcomes for our residents are achieved at the best value for the local taxpayer.
- 4.7 To continue to reduce the forecast overspend this year and to remain on a sound financial footing to deal with the budget gap in this and future years, several tactical mitigations have been put in place and will continue for the rest of this financial year:
- Continued consideration to what non-essential spending can be stopped, delayed or deferred.
 - Reviewing all third-party supplies and services contracts.
 - Constructively challenging all recruitment and resourcing requests.
 - Continued consideration to whether our organisation has the right structure which is of a proportionate size and cost.
- 4.8 Some of the actions already commenced and actioned by officers to support the 2022/23 budget position and 2023/24 budget planning process are:
- The mothballing/storage use only of the top five floors of the Civic Centre to reduce expenditure on our utility costs.
 - The review of our estate to ensure administrative buildings are only being used on an essential basis by staff and where possible to reduce usage accordingly to save on relevant premises, utility costs and carbon footprint.
 - A fundamental review of the capital investment programme to reduce the need to borrow in the future and therefore incur less financing costs for the revenue budget (more details of this review is contained in section 6).
 - Directors have developed a series of ideas to try and reduce their 2022/23 cost base and for this to be assessed as part of 2023/24 budget planning in the face of these unprecedented inflationary and demand pressures.

- A review of third-party supplies and service contracts continues which is looking at all contracts to secure efficiencies/reductions.
- Independent advice has been sought to assess the Council's cost base and understand how our services benchmark against other unitary authorities including staffing structures.
- A range of councillor, staff and resident briefings and communications will continue to help to explain the Council's financial position and the actions that have been taken/will be taken over the remainder of the financial year.
- A communications strategy has been developed to inform all stakeholders, local businesses and residents.
- A set of internal budget challenge sessions have been implemented to constructively review the cost base of all service budgets. These were initially carried out by the Corporate Management Team within their own departments and then separate challenge sessions with departments and cabinet members have also been undertaken, overseen by the Cabinet Member for Asset Management and Inward Investment and the S151 Officer.
- The Workforce Transformation Panel has been set up to review and act as a final sign off for essential only recruitment (permanent and temporary) and it is also reviewing the current range of interim staffing arrangements.

Summary of some of the major factors that are directly contributing to the Council's forecast overspend in 2022/23

- 4.9 The pay award has been finalised with each spinal column point receiving an increase of £1,925. For those staff on National Joint Council (NJC) spinal points, which is the vast majority, this represents an increase of between 10.2% and 2.7%. The ongoing cost to the Council is estimated to be around £4.0M a year. The estimated cost of the pay award at budget setting was £2.33M, the difference of £1.67M is an in-year budget pressure and creates a permanent pressure of equivalent value in the Council's revenue base budget from 2023/24 onwards.
- 4.10 The reversal of the 1.25% increase in Employers National Insurance Contribution has now been implemented and the financial benefit to the Council of around £0.3M is offsetting a small amount of the in-year employee related pressure identified in 4.9.
- 4.11 In November 2022 the rate of inflation, as measured by the Consumer Price Index (CPI), was 10.7%, down from another new record high in October 2022 of 11.1%. It is estimated that increased energy costs alone will create around a £2.1 million pressure for the Council in 2022/23. According to the Office for National Statistics (ONS) the principal drivers of inflation in November were a downward contribution from transport, particularly motor fuels, being partially offset by upward contributions from rising prices in restaurants, cafes and pubs¹

¹ <https://www.ons.gov.uk/economy/inflationandpriceindices/bulletins/consumerpriceinflation/november2022>

- 4.12 The following sections summarise the resulting cost and demand pressures on individual budgets and the impact on the financial forecast performance of each portfolio of services for 2022/23. A more detailed analysis of the variances for each portfolio is presented in Appendix 1. The table below summarises the overall movement from period 6 to period 8 and highlights where the circa **£4.7 million** estimated net improvement has been delivered.

2022/23 Forecast Variance Comparison – Period 6 to Period 8

Portfolios	P6 Reported Variance £M	P8 Reported Variance £M	Movement £M
Leader: Corporate Matters & Performance Delivery	0.248	0.115	(0.133)
Deputy Leader (May-Oct): Environment, Culture & Tourism	1.039	0.763	(0.276)
Deputy Leader (Nov-May): Public Protection	1.588	1.433	(0.155)
Adult Social Care & Health Integration	2.681	1.910	(0.771)
Asset Management & Inward Investment	0.664	0.657	(0.007)
Children and Learning & Inclusion	6.490	6.938	0.448
Economic Recovery, Regeneration & Housing	(0.730)	(0.827)	(0.097)
Highways, Transport & Parking	1.024	0.794	(0.230)
Portfolio Sub - Total	13.004	11.783	(1.221)
Corporate Budgets (Proactive Treasury Management Activity)	0.000	(0.939)	(0.939)
Services - Total	13.004	10.844	(2.160)
Contribution from earmarked reserves (Inflation £1M & COVID-19 Recovery £0.848M)	0.000	(1.848)	(1.848)
Revenue Contribution to Capital	0.000	0.000	0.000
Non-Service Specific Grants	(0.900)	(0.900)	0.000
Financing Sub - Total	12.104	8.096	(4.008)
Funding (Essex Business Rates Pool - estimated benefit)	0.000	(0.750)	(0.750)
Planned contributions from reserves	0.000	0.000	0.000
TOTAL	12.104	7.346	(4.758)

Corporate Matters & Performance Delivery

- 4.13 The overall financial performance of this portfolio of services has improved by £132,000 since period 6. The main contribution to this improvement continues to be the proactive management of vacancies wherever possible and a new forecast of lower-than-expected costs relating to historical pension liabilities.
- 4.14 These benefits have been partially offset by additional utilities costs at Porters Place. A 4.04% increase to Councillor Allowances has now been approved and finalised, which added an extra £26,000 cost pressure in 2022/23. Legal services continue to experience increased demand and reliance on agency staff to fulfil critical duties due to market conditions making it very difficult to recruit to roles permanently.

Environment, Culture & Tourism

- 4.15 The delivery of the Parks and Grounds Maintenance services is severely impacted by the high inflationary pressures for utility and fuel costs. There is a pressure of £230,000 for these elements as well as £50,000 from the pay award. Vehicle and machinery hire, and leasing costs are creating a further pressure of £100,000 and income is expected to be £60,000 below target this year. Part of this pressure is being offset by the proactive management of staff vacancies and it is anticipated that this will save around £200,000 in 2022/23.
- 4.16 Several significant Development Control and Building Control applications have come into the Council this year which has resulted in a considerable amount of additional income received in the first eight months of the year. Due to the complexity of these applications, it is expected that some additional resources will be required to support the processing of these applications. It is anticipated that the overall net impact on the income budget will be a surplus of approximately £250,000 by the end of 2022/23.
- 4.17 Museums and Galleries, Theatres and Libraries forecast a combined overspend of £549,000 for 2022/23. The primary driver of this is increased energy costs which are causing a £407,000 pressure, there is also a £69,000 pressure because of the pay award and pressures continue in respect of repair and maintenance (£31,000) of ageing buildings and assets.
- 4.18 The Pier and Foreshore Service are forecasting a net overspend of £59,000, the largest driver of which continues to be the pressure from increased energy bills (£123,000). There is a £35,000 pressure relating to the water fountains on the seafront due to a backdated bill from 2020 being received and £81,000 for water treatment costs. Repairs and maintenance additional costs of around £30,000, in relation to the Cliff Lift and a further £12,000 overspending is caused by the approved pay award. These combined adverse pressures have been mitigated by an increased income forecast of around £232,000 from pier admissions following the higher number of visitors to the attraction this year.
- 4.19 There is an in-year pressure of £154,000 on recovery of income from the leisure contract but this is temporary as Cabinet and Fusion Lifestyle have agreed that the income will be received in 2023/24.

Public Protection

- 4.20 As a result of changes in people movements and consumer habits (increased time spent or working at home, coupled with a significant increase in home deliveries) there is an increase in the volumes of waste generated from residential properties. Although some of this increase will be partly recyclable material, the majority has resulted in an increase in residual waste, which continues to add significant cost pressures for the Council.
- 4.21 Increased residual waste volumes have a direct impact of increasing our disposal cost, unlike recycling tonnage, and it is estimated that the financial implication of this will be an extra cost of approximately £0.9M this year. An estimated improvement in the financial performance from period 6 is due to the positive outcome of the recent waste disposal procurement exercise which has resulted in a more advantageous disposal rate per tonne. As previously reported waste collection levels and disposal tonnages are a particularly volatile and difficult area to predict. The need to proactively encourage all residents and businesses to do more to recycle and minimise the levels of residual waste remains a major priority for the city.
- 4.22 The cremators at the crematorium are due to be refurbished towards the end of 2022. Significant work has been undertaken to review the planning of this work to minimise disruption to our service offer and to reduce the impact on income that could be generated (forecasting an income shortfall of around £270,000 for the year). The service continues to be significantly affected by the increase in utility costs and an estimated pressure of around £170,000 is forecast by the end of the financial year.

Adult Social Care & Health Integration

- 4.23 Adult Social Care are reporting a reduced forecast overspend of £1.9m which is predominantly due to the continued delivery of statutorily required care and support. It also includes a pressure from the pay award which accounts for around £220,000.
- 4.24 The market pressures which have caused prices to increase, particularly in residential settings, continue to drive the most significant element of the overspend. Combined with demand pressures, these now account for around £830,000 overspend on social care packages. There has been an improvement on the forecast for income where clients contribute to the cost of their care following a means tested assessment, this is mainly due to their contribution to previously reported price increases across all packages of care.

- 4.25 The transition of clients from either Children's Services or Educational placements continue to cause a pressure on the budget of around £540,000. This has reduced since period 6, where costs, following a comprehensive review have been confirmed as lower than previously estimated. There is a degree of uncertainty in the forecast cost of these placements due to estimating costs for care and support which have not yet been put in place for the remainder of the year for some clients within Adult Social Care.
- 4.26 Some savings proposals that were built into the 2022/23 budget are now not forecast to be delivered this financial year due to increased demand pressures, which continues to drive a £350,000 budgetary pressure.

Asset Management & Inward Investment

- 4.27 There has been very little movement in the Portfolio's forecast position since period 6, the small improvement in performance is a direct result of the services continuing to proactively manage staff vacancies wherever possible.

Children & Learning & Inclusion

- 4.28 The significant spend pressure trends highlighted in both the period 4 – July 2022 report and the period 6 – September 2022 report have continued and unfortunately have increased further in this latest forecast. External foster care placements throughout 2022/23 have continued to slightly increase. The major concern has been the increased reliance on independent residential care placements in 2022/23, including some very high cost and complex cases. The external residential care market is also short of supply which is increasing the prices paid by all Local Authorities nationally for this service. This expenditure pressure has continued to increase between period 6 to period 8, mainly due to some previous existing foster care placement breakdowns for children with complex needs who have therefore now required an alternative independent placement provision within residential care.
- 4.29 Expensive independent placement costs continue to be the main causes of the overall forecast overspend. Discussions are being undertaken to seek to reduce these costs where possible, but the safety and wellbeing of the child will remain of paramount importance. All packages are also being reviewed to see if the individual needs of any child meet the eligibility criteria to receive a financial contribution from our Health partners.
- 4.30 Building and sustaining capacity within our in-house foster carer provision remains a top priority, together with wider engagement regionally given the risks and ever-increasing costs of the independent residential care market.

- 4.31 Other financial pressures within Children Services for 2022/23 have remained at around the same level as reported at period 6. This includes continued reliance on temporary agency staff to cover critical social work or operational posts and some high cost complex placements within the care leaver provision. There are also smaller pressures on Unaccompanied Asylum Seeking Children placements where young adults have now turned 18 and Home Office support funding reduces. The cost of placements supporting children with disabilities also remains a budget pressure.

Economic Recovery, Regeneration & Housing

- 4.32 A proactive approach to managing all non-critical staff vacancies across the Portfolio continues which is contributing to the positive overall financial performance. There is also some additional income expected for the administration of the Essential Living Fund on behalf of Essex County Council by our Benefits Team.
- 4.33 Several positions in the Housing team had proved difficult to permanently recruit to earlier in the financial year which contributed significantly to the forecast underspending on this Service. Some agency staff had to be engaged to backfill critical roles initially, but it is now pleasing to report that several roles have now been appointed to on a permanent basis.
- 4.34 The Council has received confirmation that the Homelessness Prevention Grant can be used to directly fund a proportion of this core base staffing budget for 2022/23. Despite significant pressure on this portfolio of services, they are continuing to make a vital contribution to reducing the overall forecast overspend for the Council in 2022/23.

Highways, Transport & Parking

- 4.35 Before COVID-19 there was a slow decline in the use of cash, but the pandemic accelerated this decline as more and more people use digital forms of payment. As a result, 82% of parking payment transactions are now made by card or phone app and the direct impact of that trend is that the Council is now paying significantly higher costs for card transactions and processing fees. The forecast overspend for this is now expected to be in the region of £235,000 by the end of 2022/23. Cash collection costs have not reduced proportionately as there is still cash being collected from multiple venues, despite lower values. The Council is exploring options to see if any future mitigation can be achieved, including reviewing the existing contract.
- 4.36 Across our entire estate, street lighting energy costs are the highest cost pressure area for electricity. Although the rate is fixed for 12 months until April 2023, the inflation on utility costs is resulting in an estimated overspend of around £350,000 in this area. This is despite the significant LED conversion programme undertaken by the Council in recent years, without which the impact of increasing energy costs would have been even greater.

- 4.37 There are also a range of staffing pressures in the service and currently the most senior management role in the service is being temporarily filled by an interim member of staff whilst a permanent solution is sought.
- 4.38 The operation of the Travel Centre in Chichester Road continues to bring with it additional cost pressures due to increased security, cleaning and utility costs totalling approximately £120,000.
- 4.39 The Concessionary Travel Recovery Guidance recommends a sliding scale of a 5% reduction per month until financial support matches usage numbers and because the number of passengers are not returning to pre-covid levels promptly there is now a projected underspend of around £400,000 for this year.

Budget Virements

- 4.40 All budget transfers (virements) over £250,000 between portfolios or between pay and non-pay budgets are considered and approved by Cabinet. These budget transfers have a net nil impact on the Council's overall budget. The budget transfer for Cabinet approval for this period is:

<u>£</u> 456,000	Transfer from the Minimum Revenue Provision (MRP) equalisation reserve to mitigate the budget pressure caused by more of the 2021/22 capital investment programme being financed by borrowing than expected.
<u>456,000</u>	<u>TOTAL</u>

5 Revenue – Housing Revenue Account

- 5.1 In February 2022, the Council approved a balanced 2022/23 Housing Revenue Account budget. This section of the report details the projected outturn position for this year based on actual activity and financial performance as at the end of November 2022 (Period 8).
- 5.2 The forecast for the Housing Revenue Account (HRA) at period 8 indicates that it will have a net deficit of £300,000 in 2022/23, a variance of around 1.1% of the gross operating expenditure.
- 5.3 The challenges highlighted in the period 6 monitoring report due to the inflationary pressures experienced by key contractors are forecast to remain broadly the same for the rest of the year. The major changes reported in period 8, relate to the finalisation of the pay award for 2022 which has created a circa £200,000 pressure. This has been offset by an improvement in the turnaround times for re-letting void properties across the housing stock, except for Queensway, where the units are intentionally being held vacant, pending the planned major development.

- 5.4 The reduced supply of building materials and a shortage of specialist skills are increasing the unit costs on repairs and maintenance contracts. Whilst we have a duty to meet our regulatory and statutory requirements, the repairs programme is currently being reviewed to reduce costs where possible, without compromising the safety of tenants.
- 5.5 Significant pressures relating to energy costs incurred by South Essex Homes, (in effect on behalf of our tenants) has also been highlighted. A report was considered by Cabinet in November 2022 which illustrated the implications. Some pressures are also emerging around rent and service charge collection rates given the cost-of-living pressures on tenants. South Essex Homes will continue to provide advice and support wherever possible.

6 Capital

- 6.1 Successful and timely delivery of the capital investment programme is a key part of achieving the Southend 2050 ambition and delivering priority outcomes within the Corporate Plan. The investment contributes to the five main themes in the following way:
- 6.2 Pride and Joy – the key investment areas are: the ongoing refurbishment and enhancement of Southend’s historic pleasure pier and the town’s cultural and tourism offer, including parks, libraries and museums.
- 6.3 Safe and Well – the key investment areas are: the construction and acquisition of new council homes and the refurbishment of existing ones via the decent homes programme.
- 6.4 Opportunity and Prosperity – the key investment areas are: the Launchpad at the Airport Business Park to deliver benefits for both local businesses and local communities, creating thousands of job opportunities and attracting inward investment; the schools high needs and special provision programmes to enhance the facilities and number of places available for children with special educational needs and disabilities or requiring alternative provision; refurbishment works at the Victoria Centre to make a significant contribution to the attraction and amenity of the centre and improve and enhance that end of the City Centre; the Levelling Up Fund projects at Leigh Port, the Cliffs Pavilion and City Beach.
- 6.5 Connected and Smart – the key investment areas are: the investment in the borough’s highways and transport network, including improvements funded via the Local Transport Plan and Local Growth Fund; investment in the Council’s ICT infrastructure and networks to enable and transform outcome focussed service delivery.

- 6.6 In February 2022 the Council agreed a capital investment programme budget for 2022/23 of £99.1M. The outturn for 2021/22 showed a final spend of £69.0M against a revised budget of £78.6M, an underspend of £9.6M. The proposed budget carry-forwards, accelerated delivery requests and other budget re-profiles and amendments at June Cabinet resulted in a revised budget for 2022/23 of £115.5M. Budget re-profiles and other changes as a result of the early stages of the review of the capital investment programme were approved at September Cabinet and reduced the revised budget for 2022/23 to £93.7M. As the review progressed further budget re-profiles and other changes were approved at November Cabinet and further reduced the revised budget for 2022/23 to £75.7M. Of this amount £57.0M is deliverable directly by the Council and £18.7M is to be delivered by South Essex Homes Limited, Porters Place Southend-on-Sea LLP and Kent County Council.
- 6.7 This amount should be considered in the context that there is a further list of schemes that are not in the approved programme but are subject to viable business cases. This includes schemes where the costs have been estimated (totalling £97M at November Cabinet) and schemes that are yet to be costed. There may also be urgent health and safety works that might occur that are unforeseen.
- 6.8 All Councils are being affected by inflationary pressures and supply chain issues which will affect deliverability and affordability. There are multiple causes for the inflationary pressures:
- wage inflation due to scarcity of labour.
 - base material price inflation due to global demand exacerbated by supply impacts in key areas due to the pandemic and the war in Ukraine.
 - energy cost inflation impacting on all areas from production to logistics to on site energy costs.
 - contractor risk pricing.
- 6.9 The Consumer Prices Index (CPI) rose by 10.7% in the 12 months to November 2022. Forecasts suggest that Construction Price Inflation is currently more than CPI with major spikes for certain materials and products sometimes over 20%. This not only has an impact on the current capital investment programme but also on future projects for which the Council may bid for funding.
- 6.10 Given the above and the Council's finite capacity to afford and to deliver capital schemes, there is a need to reduce or delay the Capital Investment Programme. In this context the Capital Programme Delivery Board has advised the following considerations when reviewing projects:
- For schemes financed by borrowing: whether the scheme generates an income stream which at least covers the borrowing costs and any running/maintenance costs, or whether future capital receipts are expected to enable the borrowing to be repaid.
 - Whether there are the staff resources available to deliver the project or any supply chain issues.
 - Whether the main contract has been awarded.
 - Whether the project spend is committed.

- Whether deleting or postponing the project would give rise to a significant health and safety or maintenance issue.
 - Any feasibility study costs that would be transferred to revenue if the scheme does not go ahead.
 - Whether the project is still relevant in the context of the current economic climate.
 - For schemes financed by grants and third-party contributions: the grant conditions and any match funding.
- 6.11 A generic approach to the programme would not be appropriate as each project is different in the way the impact of the inflationary pressures and supply chain issues will be felt.
- 6.12 The way that projects are funded also needs to be considered as grant and third-party funding would have to be returned if not spent or if delayed beyond the agreed expenditure timeframe. The Capital Programme Delivery Board have been particularly considering the affordability of projects funded by borrowing and seeking to reduce or delay those where possible to reduce the impact on the revenue account budget of the associated financing costs. These considerations have been a fundamental element of the capital challenge sessions held so far this year.
- 6.13 The capital investment programme should continue to be subject to continuous review and re-prioritisation to ensure resources are aligned to the Council's Southend 2050 ambitions, recovery priorities and joint administration priorities. This will inevitably lead to some difficult decisions having to be made regarding the programme with the delivery of some schemes being scaled back, delivered over a longer timescale, paused or removed.
- 6.14 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.
- 6.15 As this review has progressed via challenge meetings, the Capital Programme Delivery Board and the Investment Board, re-profiles and other adjustments to the programme for 2022/23 and future years have been put forward for approval.
- 6.16 Three rounds of capital challenge have been undertaken with the Cabinet Member for Asset Management and Inward Investment: In August sessions relating to the strategic schemes, in early October sessions relating to all schemes and in early December sessions targeted on the key areas where further progress needed to be made. The requested changes to the capital investment programme resulting from the August sessions were included in the Period 4 performance report to Cabinet in September. The requested changes resulting from the October sessions were included in the Period 6 performance report to Cabinet in November. The requested changes resulting from the December sessions are included in this report.

- 6.17 Approximately 27% of the capital investment programme is financed by Government grants, external developer or other contributions and at the end of November 85% of that had been received. The rest of the programme is funded by capital receipts, the use of reserves or by borrowing. Funding schemes by borrowing has a revenue consequence of approximately £70k p.a. for every £1M borrowed.
- 6.18 This report details the projected outturn position for 2022/23 based on information as at the end of November (period 8). The report includes details of progress in delivering the 2022/23 capital investment programme and in receiving external funding relating to that year.
- 6.19 This report includes any virements between schemes, re-profiles across years, new external funding, any proposed scheme deletions and any proposed transfers to the 'subject to viable business case' section.
- 6.20 The progress of schemes for 2022/23 is detailed in sections 1 to 3 of Appendix 2 with Section 4 setting out the resulting requests to:

For schemes to be delivered by the Council:

- Carry forward £9,573,000 of 2022/23 scheme budgets, £8,473,000 into 2023/24, £991,000 into 2024/25 and £109,000 into 2025/26.
- Accelerate delivery of £106,000 of scheme budgets into 2022/23, £81,000 from 2023/24 and £25,000 from 2024/25.
- Add scheme budgets totalling £192,000 into 2022/23 where new external funding has been received.
- Remove £691,000 from 2022/23 and £416,000 from 2023/24 for scheme budgets no longer required.
- Action virements of budget between approved schemes.
- Transfer £433,000 of 2022/23 budgets and £1,659,000 of 2023/24 budgets from the main programme to the 'subject to viable business case' section

For schemes to be delivered by Subsidiary Companies, Partners and Joint Ventures:

- Carry forward £3,582,000 of 2022/23 scheme budgets, £1,407,000 into 2023/24 and £2,175,000 into 2026/27.
- Accelerate delivery of £74,000 of scheme budgets into 2023/24 from 2024/25.
- Action virements of budget between approved schemes.

- 6.21 As at the end of November the capital outturn for 2022/23 is currently estimated at £47,730,000 for schemes to be delivered by the Council and £15,167,000 for schemes to be delivered by subsidiary companies, joint ventures and partners. These amounts have reduced following the on-going review of the capital investment programme as highlighted in 6.13 to 6.16. However, the review now needs to focus on the 2023/24 financial year and consider the investment profile across the medium term.

- 6.22 The 2022/23 capital budget is part of the wider capital investment programme spanning several years. The table below shows the revised programme if all the above requests are approved.

Programme to be delivered by the Council (GF and HRA)

	2022/23 £000	2023/24 £000	2024/25 £000	2025/26 £000	2026/27 £000	Total £000
At November Cabinet	56,999	61,593	31,631	5,818	5,960	162,001
Amendments	(10,399)	6,317	966	109	0	(3,007)
Revised programme	46,600*	67,910	32,597	5,927	5,960	158,994

* The forecast outturn in paragraph 6.21 is higher than the revised budget for 2022/23 due to the forecast overspend relating to Brook Meadows House, which is subject to actions for recovery for these additional costs (see page 9 of Appendix 2).

Programme to be delivered by Subsidiary Companies and Joint Ventures

	2022/23 £000	2023/24 £000	2024/25 £000	2025/26 £000	2026/27 £000	Total £000
At November Cabinet	18,749	23,162	9,598	3,250	1,000	55,759
Amendments	(3,582)	1,481	(74)	0	2,175	0
Revised programme	15,167	24,643	9,524	3,250	3,175	55,759

7 Corporate Performance

- 7.1 The Corporate Plan Performance Report Period 8 2022/23 (Appendix 3) provides a mechanism for reporting to the Corporate Management Team (CMT) and Members on Key Performance Indicators (KPIs) and key programmes of work, highlighting the Councils overall performance against agreed corporate objectives. It is based on the Council's newly established [Corporate Plan \(2022-2026\)](#) and how the Council is performing against the agreed priorities detailed within the corporate plan.

- 7.2 The total number of KPIs is **84**, with the breakdown of performance as follows.

Red	Amber	Green	In Development	Future KPIs
<i>At risk of missing target</i>	<i>Some slippage against target</i>	<i>On course to achieve target</i>	<i>KPIs that do not yet have a target and are still in development</i>	<i>Highlighting KPIs to be measured in the future</i>
14	12	47	4	7

7.3 The new performance content is based on the four priorities agreed by the council:

1. A city that is strong and prosperous
2. A city with a good quality of life
3. A city rising to the climate change challenge
4. A city delivering genuinely affordable housing

7.4 Each of the four priorities are further broken down into corporate objectives, with the most appropriate KPI and key programme linked to illustrate how well the objective is performing. The corporate objectives are:

A city that is strong and prosperous

Objectives:

- Support economic regeneration and business development
- Use our spending power
- Bid for funding opportunities and attract inward investment
- Sustain and grow digital investment and inclusion
- Deliver our city centre strategy and investment plan
- Enhance our tourism, cultural and leisure offer
- Support community recovery
- Improve community safety

A city with a good quality of life

Objectives:

- Achieve our vision of a city where all children achieve success
- Ensure children and young people, including those in care, feel and are safe at home, school and in their communities
- Enable and provide opportunities for the best start in life
- Enable people to age well, live well and care well
- Ensure that health and social care services meet the needs of all
- Ensure services are diverse, sustainable and high quality, including those who pay for their own care

A city rising to the climate change challenge

Objectives:

- Local Transport Plan 4
- Become a net Zero Carbon Southend by 2030
- Prevent waste, re-use and increase recycling
- Develop an active and sustainable travel network
- Enhance, promote and protect our natural environment
- Undertake flood and coastal erosion risk management

A city delivering genuinely affordable housing

Objectives:

- Address local housing need
- Prioritise the supply and quality of safe, genuinely affordable homes
- Make any instance of homelessness brief and non-recurrent, aiming for functional zero homelessness
- Maximise environmental sustainability of homes
- Ensure good quality housing design, management and maintenance
- Reduce the number of empty homes
- Deliver the Local Plan and manage Development Control

7.5 There have been changes to the status of KPIs and key programmes of work since the period 6 Corporate Plan Performance Report. The breakdown of this is summarised in the following table.

Direction of travel for KPIs and key programmes	
A city that is strong and prosperous	1 KPI moved from Amber to Green 1 KPI moved from Green to Red 2 KPIs moved from Green to Amber
A city with a good quality of life	2 KPIs moved from Red to Amber 2 KPIs moved from Red to Green 1 KPI moved from Amber to Green
A city rising to the climate change challenge	1 KPI moved from Red to Green
A city delivering genuinely affordable housing	2 KPIs moved from Green to Amber

Further details of the specific direction of travel for relevant KPIs and key programmes can be found at the highlight report sections of the Corporate Plan Performance Report Period 8 2022/23 (Appendix 3).

7.6 The purpose of the report is to update on the council's current performance and to give sight of future measures that are intended to become live during the lifespan of the Corporate Plan (2022-2026).

7.7 The Corporate Plan Performance Report (Appendix 3) covers performance up until November 2022 to align with the reporting of Financial Performance for period 8. This follows on from the last corporate performance reporting based on period 6 (September 2022) data and information as noted at the [08 November 2022 Cabinet meeting \(item 453\)](#).

- 7.8 There are some exceptions where data is unavailable at this time either due to the collection periods for those KPIs, or due to these KPIs being newly introduced for the new corporate priorities and objectives (noted in 7.2 and 7.3) and therefore having actual and target data currently in development. KPIs in this state of development are articulated within the report at Appendix 3. Data has been rated Red, Amber or Green (RAG) against targets where applicable and compares our current position to the previous collection interval (i.e. monthly, quarterly, annually, period) where data is available.
- 7.9 A comprehensive review of KPIs has taken place to link the most appropriate data with the corporate objectives, to ensure strategic alignment. This means that there are some KPIs that have carried over from previous reports and some that are new; new KPIs are noted on Appendix 3 at each applicable KPI.
- 7.10 Some KPIs have also been reintroduced post COVID-19 pandemic, as they were not reported during this period and data was not collected.
- 7.11 Corporate risk is noted within the report at Appendix 3 and annotated against relevant KPIs to highlight the linkages between risk and performance. Aligning our corporate risks and performance enables a holistic approach to understanding and presenting the impact the council's highest risks may have on performance, and to allow for risk mitigation and planning to be informed by performance data.
- 7.12 The following table sets out those risks that are affiliated to KPIs. The KPIs with associated risks can be read throughout the Corporate Plan Performance Report (Appendix 3); not all KPIs are allocated to corporate risks. The remaining corporate risks are overarching and therefore not linked to KPIs (1 – Covid-19 pandemic, 4 – Public services landscape, 5 – Workforce, 6 – a) Cyber security b) Data protection, 11 - LGA peer review of SEND & CWD, 15 – Southend Travel Partnership); the full risk register reference key can be found on page 30 of the Corporate Plan Performance Report (Appendix 3).

Corporate Risks associated with KPIs	
2 – Financial sustainability	13 – Adult social care
3 – Inflation and cost of living pressures	14 – Social cohesion
7 - Capital investment programme delivery	16 – Waste Management
8 – Safeguarding responsibilities and child welfare	17 – House building programme
	18 – Regeneration and major projects
9 – Mitigating for and adapting to climate change	19 – Visitor destination
10 – Health inequalities	20 – Economic recovery and income inequalities
12 – Housing	21 - Local Plan

- 7.13 The indicators currently showing as red on their RAG status, indicate that they are at risk of missing target. These indicators are highlighted on the Corporate Plan Performance Report (Appendix 3) by exception.

- 7.14 There are a mixture of Output and Outcome based KPIs within the Corporate Plan Performance Report.
- 7.15 Output measures are deliverables (i.e. a strategy) and are based on delivering and being accepted within the timescales set. These measures have a percentage of completion and status update noted against them to demonstrate progress:
- On course to achieve target = the measure is progressing well and to target
 - Some slippage against target = there is a variance between the current state and the original agreed information
 - At risk of missing target = the measure is in danger of not meeting the agreed standards
- 7.16 Outcome measures are based on having baseline data and targets to see how the council is performing against our agreed goals.
- 7.17 It is intended that Output measures will inform future Outcome based KPIs, so that the impact of previous key pieces of work are measured, to therefore understand the benefits realised for the council and to contribute towards ongoing performance management.
- 7.18 There are a range of KPIs within the Corporate Plan Performance Report that will become live in future years of the Corporate Plan. These KPIs are highlighting the intended pathway to measure performance against relevant corporate objectives and may be subject to change depending on the council's view of these measures and/or external drivers (i.e. changes in Central Government policy).

8 Other Options

- 8.1 The Council could choose to monitor its budgetary performance against an alternative timeframe, but it is considered that the current reporting schedule provides the appropriate balance to allow strategic oversight of the budget by members and to also formally manage the Council's exposure to financial risk. More frequent monitoring is undertaken by officers and considered by individual service Directors and CMT, including the implementation of any necessary remedial actions.

9 Reasons for Recommendations

- 9.1 The regular reporting of Revenue and Capital Budget Monitoring information provides detailed financial information to members, senior officers and other interested parties on the financial performance of the Council. It sets out the key variances being reported by budget holders and the associated management action being implemented to address any identified issues.
- 9.2 It also informs decision making to ensure that the Council's priorities are delivered within the approved budget provision.

9.3 It is important that any adverse variances are addressed for the Council to remain within the approved budget provision or where this cannot be achieved by individual service management action, alternative proposals are developed, and solutions proposed which will address the financial impact. Members will have a key role in approving any actions if the alternative proposals represent significant changes to the service delivery arrangements originally approved by them.

9.4 The challenge of delivering a balanced financial outturn for 2022/23 is considerable. Significant positive improvement has been achieved from Period 6 to Period 8, but further urgent action is needed to try to reduce all non-essential expenditure and/or generate extra income. This priority must be achieved whilst ensuring that our most vulnerable residents are looked after appropriately, and our statutory responsibilities are effectively discharged. Improving efficiency and productivity is essential but the scale of the unprecedented financial pressures will inevitably lead to a reduction in the range, quality, cost and responsiveness of other discretionary Council services.

10 Corporate Implications

10.1 Contribution to the Southend City Council Corporate Plan (2022-2026) and the Southend 2050 Road Map

The robustness of the Council's budget monitoring processes and the successful 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 residents, local businesses and visitors to Southend-on-Sea.

10.2 Financial Implications

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

10.3 Legal Implications

The report provides financial performance information. It is good governance and sensible management practice for the Council to consider monitoring information in relation to plans and budgets that it has adopted. Section 3 of the Local Government Act 1999 requires the Council as a best value authority to "make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness". Monitoring of financial and other performance information is an important way in which that obligation can be fulfilled.

The Council is required by section 151 of the Local Government Act 1972 to make arrangements 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. To comply with these best practice arrangements, it is important that Cabinet receive information and comment accordingly on the performance of the revenue and capital budgets as set out in the report.

10.4 People Implications

As various mitigating actions are worked through for 2022/23 and consideration of options for 2023/24 and future years there is likely to be an impact on staffing. As and when these are assessed they will be taken through the necessary and appropriate Council procedures and governance routes.

10.5 Property Implications

There will be an impact on the Civic Centre with the closure of the top five floors and a potential impact on other administrative and operational businesses through the review of service offer, asset rationalisation considerations and the potential closure and/or realignment of opening and closing times.

10.6 Consultation

Engagement has already been made with staff, cabinet members and with all councillors and this will continue as options to mitigate the forecast overspending for 2022/23 are progressed as well as the development of options for delivering a robust balanced budget for 2023/24.

10.7 Equalities and Diversity Implications

Some of the actions may have equality and diversity implications and these will be considered as part of our normal equalities impact assessments.

10.8 Risk Assessment

Sound budget monitoring 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. The unprecedented levels of inflationary cost pressures and service demand experienced across almost every aspect of the Council's operations are adding significant risk to its future financial sustainability. This challenge is replicated across most upper tier local authorities right across the country.

The primary mitigation lies with the expectation on CMT and Directors to continue to take all appropriate action to keep costs down and to optimise income opportunities. All adverse variances have required the development of remedial in year savings plans and appropriate spending reductions wherever possible. The ultimate back-stop mitigation would be to draw on reserves to rebalance the budget, but this will only be done at year end and will only be considered should all other in year measures fail.

With the likely scale of funding pressures and future resource reductions continuing, 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 and improved productivity in the way it operates. Monitoring the delivery of services within the budget helps to highlight areas of concern and to assist in the achievement of improved value for money.

10.10 Community Safety Implications

There may be impacts arising from options developed and the full impact on Community Safety will be considered.

10.11 Environmental Impact

The various options may have an environmental impact but again these will be fully assessed before any specific action is taken and the difficult financial position may make investment more difficult to support our climate change aspirations.

11 Background Papers

Approved 2022/23 Budget – Report to Council 24 February 2022

Medium Term Financial Strategy 2022/23 – 2026/27

Resourcing Better Outcomes – Finance and Corporate Performance Report – July 2022-23 – Period 4

Resourcing Better Outcomes – Finance and Corporate Performance Report – September 2022-23 – Period 6

12 Appendices

Appendix 1 Period 8 – November 2022 Revenue Budget Performance 2022/23

Appendix 2 Period 8 – November 2022 Capital Investment Programme Performance 2022/23

Appendix 3 Corporate Plan Performance Report – Period 8 2022/23

Appendix 1

Budget Monitoring & Reporting 2022/2023

Period 08 - November 2022 Revenue Budget Performance

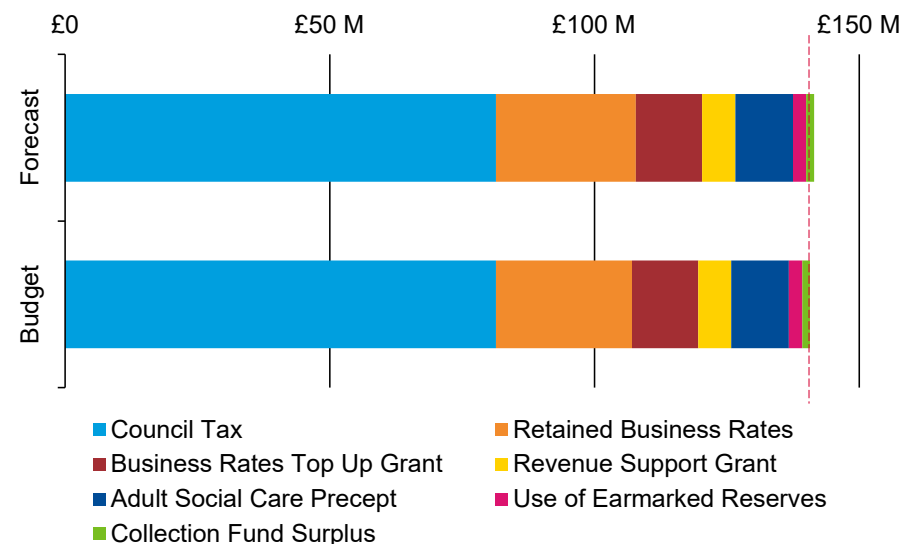
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Summary

Last Reported Variance £M	Portfolio	Revised Budget £M	Forecast Outturn £M	Variance £M
0.248	Leader: Corporate Matters and Performance Delivery	20.646	20.761	0.115
1.039	Deputy Leader (May-Oct): Environment, Culture and Tourism	11.401	12.164	0.763
1.588	Deputy Leader (Nov-May): Public Protection	14.462	15.895	1.433
2.681	Adult Social Care & Health Integration	46.253	48.163	1.910
0.664	Asset Management and Inward Investment	4.424	5.081	0.657
6.490	Children and Learning and Inclusion	33.891	40.829	6.938
(0.730)	Economic Recovery, Regeneration and Housing	3.646	2.819	(0.827)
1.024	Highways, Transport and Parking	0.922	1.716	0.794
13.004		135.645	147.428	11.783
0.000	Corporate Budgets	20.804	19.865	(0.939)
13.004		156.449	167.293	10.844
0.000	Contribution to / (from) earmarked reserves	(3.434)	(5.282)	(1.848)
0.000	Revenue Contribution to Capital	0.418	0.418	0.000
(0.900)	Non Service Specific Grants	(12.692)	(13.592)	(0.900)
12.104	TOTAL	140.741	148.837	8.096
0.000	Funding (including Collection Fund)	(138.241)	(138.991)	(0.750)
0.000	Planned contributions from reserves	(2.500)	(2.500)	0.000
12.104		0.000	7.346	7.346

Sources of funding (£s)



Southend-on-Sea's financial position and forecast outturn for 2022/23 remains a major concern despite the forecast improvement of around £4.7 million from Period 6 to Period 8.

Proactive treasury management activity has resulted in securing an increase in estimated investment income of £875,000. This is linked to the recent rises in the Bank of England base rate. Actioning a £100,000 reduction in the voluntary part of the repayment to Essex County Council regarding the transferred debt balance when the City Council became a Unitary Authority is also reflected in the improved forecast variance on Corporate Budgets for Period 8.

Further improvement in the financial performance between Period 6 and Period 8 is due to the application of £1.848 million of earmarked reserves; £1 million which was set aside within the 2021/22 Outturn report to help the Council deal with the impact of rising inflation in 2022/23 and £848,000 has now been applied which was the remaining balance held in the COVID-19 Recovery and Response reserve that was created in 2020/21.

The City Council is an integral part and member of the Essex Business Rates Pool. An estimated benefit of £750,000 is now expected to be realised for this financial year and this has now been included in the updated Period 8 forecast.

Further reduction in the Council's revised forecast overspend of **£7.346 million** will require some very difficult choices and decisions to be made during the remainder of the year. The Council will have no choice but to use its reserves which have been prudently developed over previous years to cover any overspend that remains at the end of this financial year. The estimated impact (based on Period 8's forecast) has been reflected in the 2022/23 reserves balances included in this report. This means that the total closing reserve balance for the City Council as at 31st March 2023 is now forecast to be **£83.3 million**. The use of reserves to cover ongoing expenditure is not a sustainable option as by their very nature reserves can only be spent once. In order to ensure ongoing financial resilience and future sustainability the cost base of the Council will need to be reduced and reserves will need to be replenished in the medium to longer term.

This report provides an insight into the key spending pressures that are continuing and what action is being taken to mitigate the impact. Given the nature of the major demand and cost pressures in core statutory services, a situation that is replicated in many upper tier authorities across the country, there are limited short term tactical options left to improve the overall financial position by the end of the financial year.

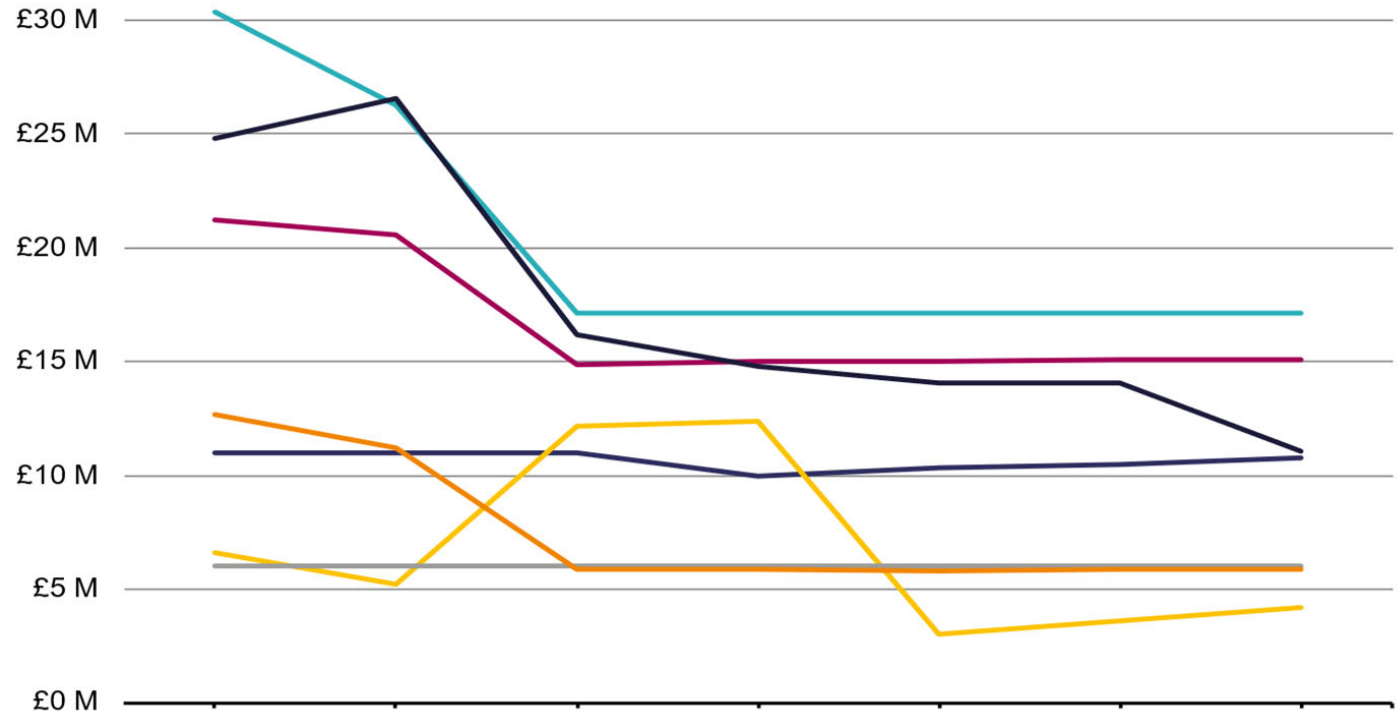
Work will continue to try and improve the Council's financial position throughout the rest of 2022/23 and a final outturn report will be presented to Cabinet in June 2023.

Reserves

The Council maintains General Fund reserves between £10M and £12M in line with the Medium Term Financial Strategy. This provides a working cashflow balance and allows a degree of financial security in the case of unexpected events or emergencies.

Earmarked Reserves are set aside to fund future projects and to mitigate specific risk. The level of these reserves will fluctuate as grants are received, risk is realised and projects progress.

↴ The fall in grant and service reserve balances from 2020-21 to 2022-23 broadly reflects the use of additional funding received in relation to COVID-19. The forecast outturn for 2022/23 has been reflected in our Reserves position with the potential use of £7.346M to meet the current forecast overspend.

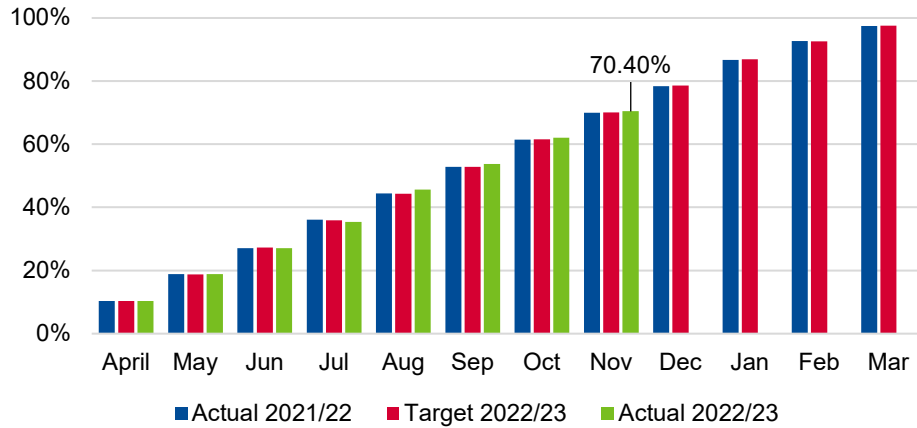


Reserves in £M	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
General Reserves	11.0	11.0	11.0	10.0	10.3	10.5	10.8
Capital Reserves	6.6	5.2	12.2	12.4	3.0	3.6	4.2
Corporate Reserves	21.2	20.6	14.9	15.0	15.0	15.1	15.1
Grant Reserves	30.4	26.3	17.1	17.1	17.1	17.1	17.1
Insurance Reserves	6.0	6.0	6.0	6.0	6.0	6.0	6.0
Service Reserves	12.7	11.2	5.9	5.9	5.8	5.9	5.9
Technical Reserves*	24.8	26.6	16.2	14.8	14.1	14.1	11.1
Total	112.7	106.9	83.3	81.2	71.3	72.3	70.2

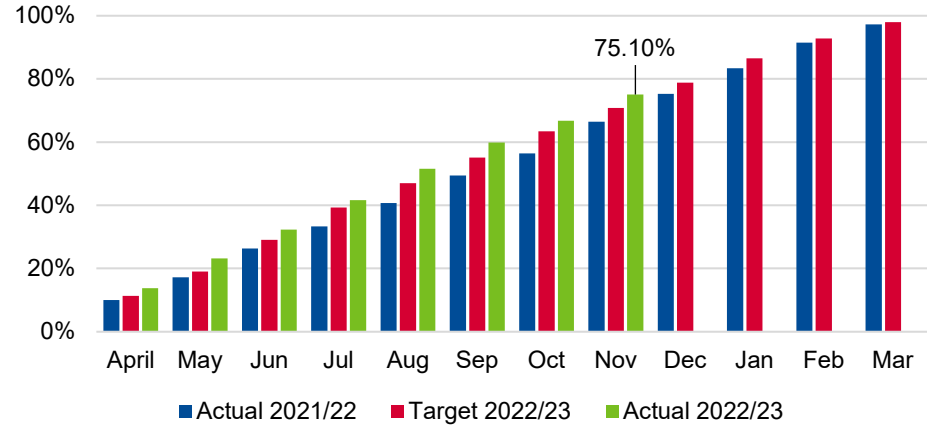
* Technical Reserves are held to even out the Council's finances and reduce in year volatility

Collection Rates

Council Tax Collection

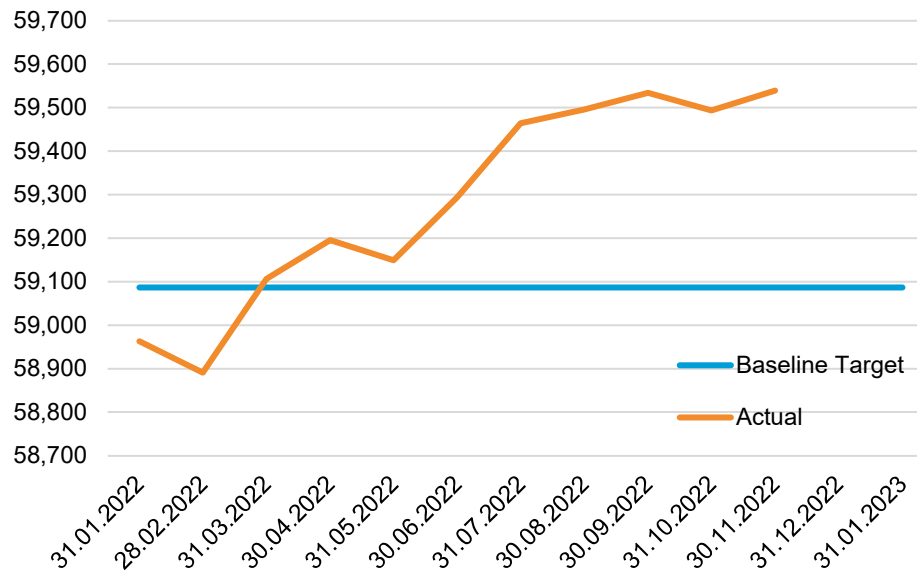


Business Rates Collection



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Council Tax Base



The Council Tax Base has increased by circa 453 Band D equivalents since the baseline was set for this financial year. This is primarily due to 388 additional properties added. The decrease in the number of Council Tax Reductions (CTR) that is applied to accounts continues, with the caseload now nearing a pre-Covid 19 position.

Council Tax collection is 0.4% (£0.454M) above target for the current year and 6.7% (£0.648M) lower than target for previous year's arrears.

Business rates in year collection is 4.3% (£1.721M) above target and previous year's arrears is 4.7% (£0.065M) below target.

Leader: Corporate Matters and Performance Delivery

7.46%

of Total Gross Revenue
Service Budget

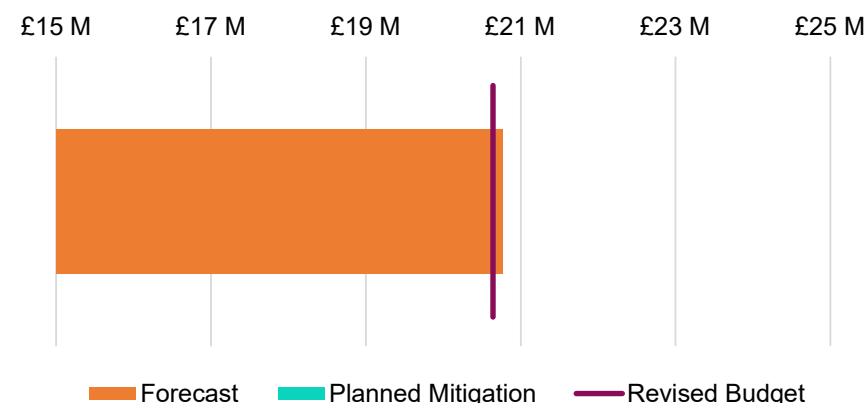
£0.1M

Forecast Adverse Variance

0.56%

Variance as % of Net Portfolio
Service Budget Envelope

Last Reported Variance £M	Service Area	Revised Budget £M	Forecast Outturn £M	Variance £M
(0.080)	Audit	0.781	0.701	(0.080)
0.046	Civic Affairs	0.965	1.060	0.095
(0.200)	Corporate Budget and Resources Planning	0.618	0.418	(0.200)
(0.106)	Corporate Planning and Strategic Direction	3.083	2.976	(0.107)
(0.169)	Council Tax and Business Rates	0.358	0.189	(0.169)
(0.104)	Customer Contact	1.711	1.607	(0.104)
0.331	Digital and Technology	4.675	4.929	0.254
(0.016)	Emergency Planning	0.229	0.213	(0.016)
0.267	Human Resources	1.899	2.166	0.267
(0.188)	Learning and Workforce Development	0.908	0.697	(0.211)
0.194	Legal Services, Land Charges & Democratic Services	2.101	2.447	0.346
46 0.124	Other Services	1.034	0.969	(0.065)
0.149	Performance Delivery	2.283	2.389	0.106
0.248		20.645	20.761	0.116
0.460	Gross Expenditure	24.975	25.247	0.272
(0.212)	Gross Income	(4.330)	(4.486)	(0.156)
0.248		20.645	20.761	0.116



The forecast variance on Civic Affairs has risen due to the continuing increase in utilities costs at Porters Place and the 4.04% increase to Councillor Allowances is now included as a result of the agreed and finalised remuneration offer.

Legal services is also showing an increased forecast overspend which is due to increased demand and reliance on agency staff to fulfil critical duties. Current market conditions are making it very difficult to recruit permanent professional legal staff. A challenge that is unfortunately reflected in many areas of the Council's range of professional support services.

Despite these cost pressures the financial performance of the Portfolio has improved overall from Period 6. This is largely attributable to proactively managing staff vacancies and reducing agency requirements, together with lower than expected costs relating to historical pension liabilities.

Deputy Leader (May-Oct): Environment, Culture and Tourism

4.98%

of Total Gross Revenue
Service Budget

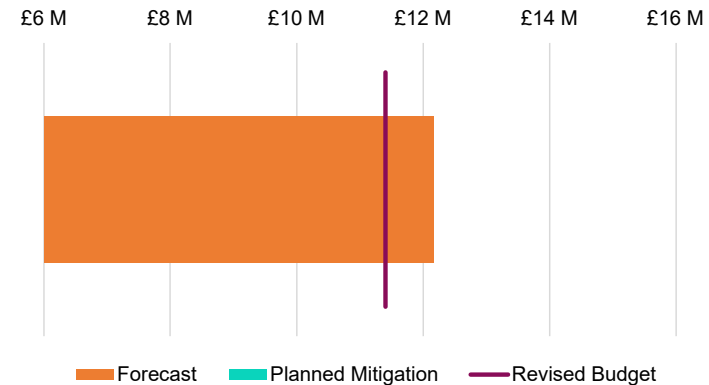
£0.8M

Forecast Adverse Variance

6.68%

Variance as % of Net Portfolio
Service Budget Envelope

Last Reported Variance £M	Service Area	Revised Budget £M	Forecast Outturn £M	Variance £M
(0.125)	All matters relating to trees, plants, grass verges and other flora	0.559	0.434	(0.125)
0.055	Climate Change, Renewable energy and Energy Saving	0.158	0.212	0.054
0.102	Marketing (Place Branding/Tourism)	0.331	0.483	0.152
0.631	Museums and Galleries, Theatres and Libraries	4.070	4.619	0.549
0.274	Parks and Open Spaces, Grounds Maintenance	4.663	4.974	0.311
0.290	Pier and Foreshore	0.414	0.473	0.059
(0.414)	Planning Policy and Planning Control, Building Control	0.923	0.459	(0.464)
0.060	Sea and Foreshore Defences	0.401	0.461	0.060
0.166	Sport Development	(0.117)	0.049	0.166
1.039		11.402	12.164	0.762
1.258	Gross Expenditure	16.669	17.819	1.150
(0.219)	Gross Income	(5.267)	(5.654)	(0.387)
1.039		11.402	12.165	0.763



47

The Pier and Foreshore Service is now forecast to overspend by £59,000, due to a combination of factors including cost pressures on gas and electricity budgets (£123,000), water services (£35,000 due to a back dated liability) and repairs and maintenance (£110,000). These pressures have been offset by increased pier admission income (£232,000) related to a higher number of visitors this year.

Museums and Galleries, Theatres and Libraries are reporting a combined £549,000 overspend which is primarily due to increasing gas and electricity costs (£407,000), the forecast for which has been updated to reflect the usage to date with an estimate for the remainder of the year, this challenge and comprehensive energy management review has contributed to a £110,000 reduction in the estimated cost pressure since Period 6. There is also a continuing pressure of £69,000 relating to the agreed increased pay award for 2022/23.

There is a £154,000 overspend arising from the under recovery of income on the Fusion contract this financial year. Cabinet approved the reprofiling of this income, which will now be received in 2023/24.

Maintenance works to trees on the highway is £125,000 lower than anticipated, although any potential storms through the winter may result in a surge in demand and increase responsive tree maintenance costs. This will be kept under review for the remainder of the year.

The Parks and Grounds Maintenance services are experiencing inflationary pressures of approximately £230,000 for fuel and utilities, as well as a reduction in income from 3rd parties and an increase in vehicle and machine hire costs. Some of this increased pressure is being offset by proactively managing staffing vacancies and critically reviewing agency requirements.

A number of large Building Control and Development Control fees have now been received by the department in the 8 months of the year which will require ongoing work throughout the remainder of 2022/23. Some additional resource may be required to support the processing and delivery of the applications due to their complexity. The securing of this additional income is the main contributing factor behind the improved forecast outturn now being reported.

Deputy Leader (Nov-May): Public Protection

5.57%

of Total Gross Revenue
Service Budget

£1.44M

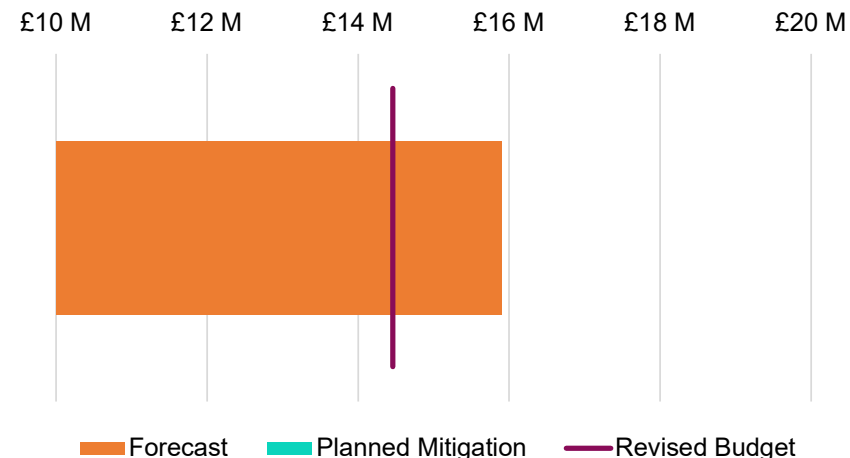
Forecast Adverse Variance

9.92%

Variance as % of Net Portfolio
Service Budget Envelope

Last Reported Variance £M	Service Area	Revised Budget £M	Forecast Outturn £M	Variance £M
0.552	Cemeteries, Crematoria and Bereavement Services	(1.616)	(1.061)	0.555
(0.086)	Cleansing of highways and public realm	1.821	1.794	(0.027)
0.114	Closed Circuit Television	0.489	0.540	0.051
(0.060)	Community Safety	0.916	0.865	(0.051)
0.010	Public Toilets	0.532	0.548	0.016
0.030	Registration Services	(0.086)	(0.056)	0.030
0.005	Regulatory services	1.231	1.213	(0.018)
0.003	Town Centre Management	0.130	0.122	(0.008)
1.020	Waste collection, disposal, management, recycling & sanitation	11.045	11.932	0.887
1.588		14.462	15.897	1.435
1.086	Gross Expenditure	18.653	19.581	0.928
0.502	Gross Income	(4.191)	(3.684)	0.507
1.588		14.462	15.897	1.435

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The cremators at the crematorium are due to be refurbished towards the end of 2022. Significant work has been undertaken to review the planning of this work in order to minimise disruption to our service offer and to reduce the impact on income that could be generated (forecasting an income shortfall of around £270,000 for the year). The service continues to be significantly affected by the increase in utility costs and an estimated pressure of around £170,000 is forecast by the end of the financial year.

Household waste tonnage levels increased during the pandemic and have generally remained at those levels throughout 2022/23 so far. Increased residual waste volumes has a direct impact of increasing our disposal cost, unlike recycling tonnage and it is estimated that the financial implication of this will be approximately £0.9M this year. An estimated improvement in the financial performance reported at Period 6 is due to the positive outcome of the recent waste disposal procurement which has resulted in a more advantageous disposal rate per tonne. As previously reported waste collection levels and disposal tonnages are a particularly volatile and difficult area to predict. The need to proactively encourage all residents and businesses to do more to recycle and minimise the levels of residual waste remains a major priority for the City.

Adult Social Care & Health Integration

25.87%

of Total Gross Revenue
Service Budget

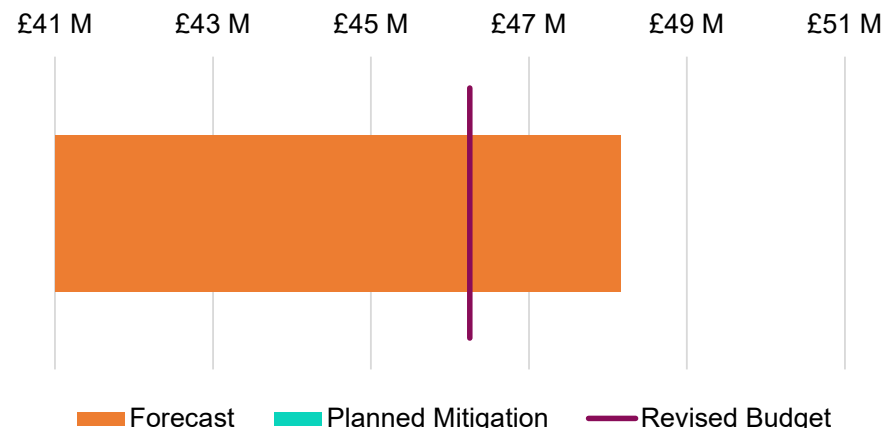
£1.9M

Forecast Adverse Variance

4.13%

Variance as % of Net Portfolio
Service Budget Envelope

Last Reported Variance £M	Service Area	Revised Budget £M	Forecast Outturn £M	Variance £M
2.095	Adult Social Care	35.300	36.835	1.535
(0.049)	Commissioning	5.642	5.521	(0.121)
0.629	Mental Health Services	4.469	4.962	0.493
0.000	Public Health	0.263	0.263	0.000
0.000	Community Cohesion and community assets	0.016	0.016	0.000
0.000	Drugs and Alcohol Service	0.379	0.379	0.000
0.006	Domestic Abuse (Social Aspects)	0.184	0.188	0.004
2.681		46.253	48.164	1.911
49				
1.594	Gross Expenditure	86.575	87.253	0.678
1.087	Gross Income	(40.322)	(39.089)	1.233
2.681		46.253	48.164	1.911



Following a comprehensive review of all operational aspects of this Portfolio a reduced forecast overspend of around £1.9m is now predicted for 2022/23, this includes circa £220,000 cost pressure arising from the finalisation of the 2022 pay award. Overall this is an improved position of £769,000 compared to Period 6.

A detailed challenge and assessment has been undertaken across a number of key areas that has contributed to this improved forecast position. The pressure relating to placements where a person transitions from Children's Services or an Educational establishment to adults has reduced but is still estimated to be £540,000 overspent by the end of the year. There also remains a pressure of £350,000 of undelivered savings that was approved as part of the budget but due to increasing demand this has not yet been achieved. A major review of care packages ensuring that the safety and needs of the individual are still met has contributed a forecasted £500,000 improvement in reduced total cost since Period 6, but an underlying cost pressure of around £830,000 still remains. This is primarily due to major inflationary pressures in the market, particularly in residential placements and a general increase in demand for statutory social care. The level of income to be recovered from client contributions to these increased cost of care packages is estimated to increase by circa £200,000 by the end of the financial year.

Asset Management and Inward Investment

2.84%

of Total Gross Revenue
Service Budget

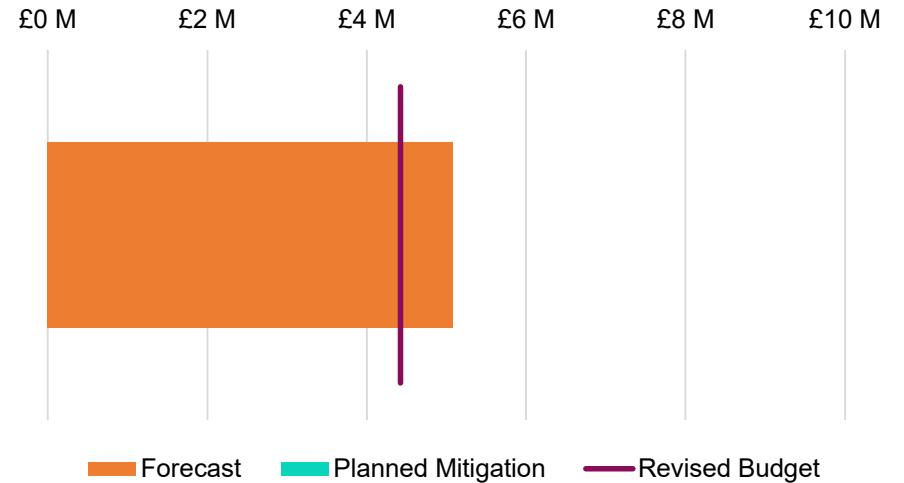
£0.7M

Forecast Adverse Variance

14.85%

Variance as % of Net Portfolio
Service Budget Envelope

Last Reported Variance £M	Service Area	Revised Budget £M	Forecast Outturn £M	Variance £M
(0.243)	Asset Management	0.677	0.496	(0.181)
0.003	Corporate Procurement	1.001	0.944	(0.057)
0.186	Financial Services (including Insurance etc.)	2.648	2.854	0.206
0.000	Home to School Transport Contract	1.438	1.438	0.000
0.718	Property and Commercial	(1.340)	(0.651)	0.689
0.664		4.424	5.081	0.657
1.463	Gross Expenditure	9.496	12.057	2.561
(0.799)	Gross Income	(5.072)	(6.975)	(1.903)
0.664		4.424	5.082	0.658



The majority of this portfolio of services has remained broadly consistent with the position reported at Period 6. The minor improvement is directly linked to the continued proactive managing of vacant posts and reviewing levels of agency support.

Children and Learning and Inclusion

29.85%

of Total Gross Revenue
Service Budget

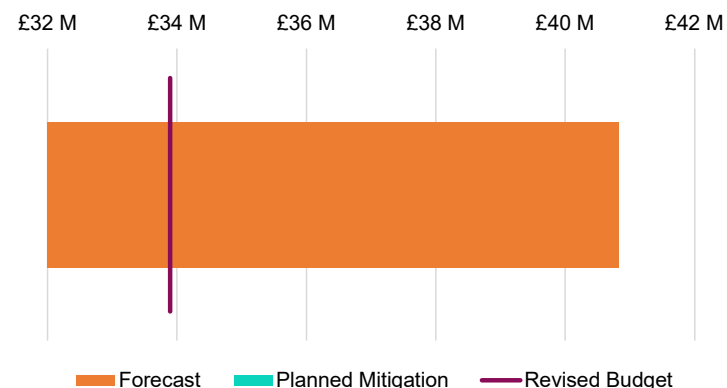
£6.9M

Forecast Adverse Variance

20.48%

Variance as % of Net Portfolio
Service Budget Envelope

Last Reported Variance £M	Service Area	Revised Budget £M	Forecast Outturn £M	Variance £M
0.000	Adult and Community Learning	0.070	0.070	0.000
0.344	Children with a special educational need and disability (SEND)	2.466	2.737	0.271
0.001	Children's Safeguarding	0.079	0.080	0.001
6.259	Children's Services	25.363	32.227	6.864
(0.009)	Family Centre, Early Years and Childcare	2.198	2.148	(0.050)
(0.121)	Schools, Education and Learning	1.220	1.110	(0.110)
(0.003)	Youth and Connexions	0.945	0.916	(0.029)
0.019	Youth Offending Service	1.549	1.541	(0.008)
6.490		33.890	40.829	6.939
7.121	Gross Expenditure	99.900	107.218	7.318
(0.631)	Gross Income	(66.010)	(66.389)	(0.379)
6.490		33.890	40.829	6.939



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The forecast overspend includes an estimated pay award pressure of circa £366,000 based on the now finalised pay offer for 2022.

The significant spend pressure trends highlighted in both the Period 4 – July 2022 report and the Period 6 – September 2022 report have continued and unfortunately have actually increased further in this latest updated forecast.

External foster care placements throughout 2022/23 have continued to slightly increase. The major concern has been the increased reliance on independent residential care placements in 2022/23, including some very high cost and complex cases. The external residential care market is also short of supply and this is increasing the prices paid by all Local Authorities nationally for this service. This spend pressure has continued to increase between Period 6 to Period 8, mainly due to some previous existing foster care placement breakdowns for children with complex needs who have therefore now required an alternative independent placement provision within residential care.

Expensive independent placement costs continue to be the main causes of the overall forecast overspend. Discussions are being undertaken to seek to reduce these costs where possible, but the safety and wellbeing of the child will remain of paramount importance. All packages are also being reviewed to see if the individual needs of any child meets the eligibility criteria to receive a financial contribution from our Health partners.

Building and sustaining capacity within our in-house foster carer provision remains a top priority, together with wider engagement regionally given the risks and ever increasing costs of the independent residential care market.

Other financial pressures within Children Services for 2022/23 have remained at around the same level as reported at Period 6. This includes continued reliance on temporary agency staff to cover critical social work or operational posts and some high cost complex placements within the care leaver provision. There is also smaller pressures on Unaccompanied Asylum Seeking Children placements where young adults have now turned 18 and Home Office support funding reduces and the cost of placements supporting children with disabilities.

Economic Recovery, Regeneration and Housing

19.78%

of Total Gross Revenue
Service Budget

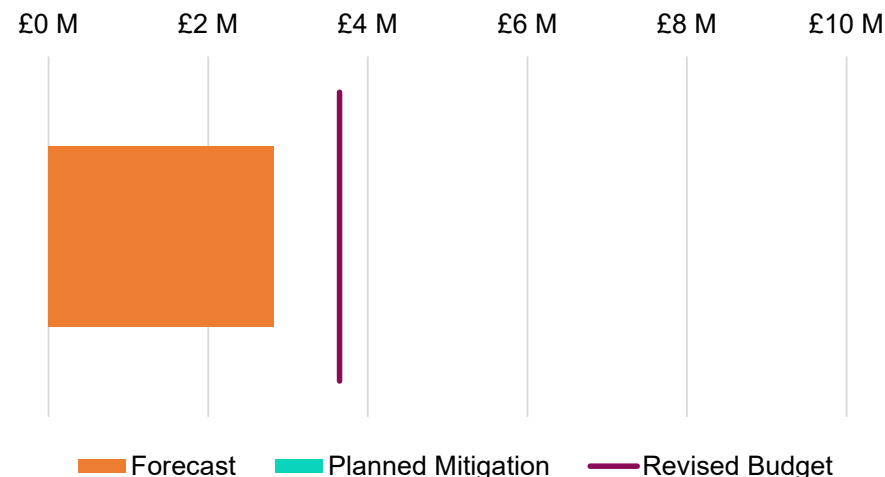
(£0.8M)

Forecast Favourable Variance

-22.68%

Variance as % of Net Portfolio
Service Budget Envelope

Last Reported Variance £M	Service Area	Revised Budget £M	Forecast Outturn £M	Variance £M
(0.418)	Homelessness and Rough Sleeping	0.360	(0.045)	(0.405)
(0.158)	Housing Benefit	1.625	1.467	(0.158)
0.025	Housing Management	0.070	0.061	(0.009)
(0.079)	Housing Strategy	0.459	0.334	(0.125)
(0.043)	Private sector housing standards and grants	0.530	0.451	(0.079)
0.000	Queensway Development	0.000	0.000	0.000
(0.057)	Regeneration and Business Growth	0.602	0.551	(0.051)
(0.730)		3.646	2.819	(0.827)
0.150	Gross Expenditure	66.203	66.263	0.060
(0.880)	Gross Income	(62.557)	(63.445)	(0.888)
(0.730)		3.646	2.818	(0.828)



The forecast includes an estimated pay award pressure of circa £136,000 based on the now finalised pay offer for 2022.

A proactive approach to managing all non-critical staff vacancies across the Portfolio continues which is contributing to the positive overall financial performance. There is also some extra income expected for the additional administration of the Essential Living Fund on behalf of Essex County Council by our Benefits Team.

A number of positions in the Housing team had proved difficult to permanently recruit too earlier in the financial year which contributed significantly to the forecast underspending on this Service. Some agency staff had to be engaged to backfill critical roles initially but it is now pleasing to report that several roles have now been appointed to on a permanent basis. The Council has received confirmation that the Homelessness Prevention Grant can be used to directly fund a proportion of this core base staffing budget for 2022/23. Despite significant pressure on this portfolio of services, they are continuing to make a vital contribution to reducing the overall forecast overspend for the Council in 2022/23.

Highways, Transport and Parking

3.64%

of Total Gross Revenue
Service Budget

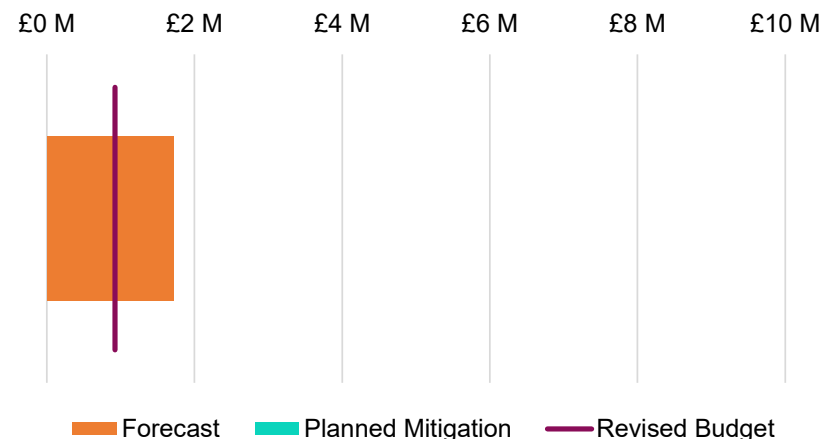
£0.8M

Forecast Adverse Variance

86.12%

Variance as % of Net Portfolio
Service Budget Envelope

Last Reported Variance £M	Service Area	Revised Budget £M	Forecast Outturn £M	Variance £M
0.453	Car parks and all car parking matters	(7.601)	(7.147)	0.454
(0.150)	Concessionary Fares	2.939	2.509	(0.430)
(0.010)	Engineering (Bridges and Structures)	0.051	0.041	(0.010)
0.627	Highways (including maintenance)	3.819	4.492	0.673
(0.035)	Highways and Transport	(0.344)	(0.373)	(0.029)
0.058	Passenger Transport / Vehicle Fleet	0.328	0.372	0.044
0.120	Public Transport	0.072	0.192	0.120
(0.039)	Transport (including Transport Policy and Licensing)	1.658	1.630	(0.028)
1.024		0.922	1.716	0.794
1.102	Gross Expenditure	12.170	13.107	0.937
(0.078)	Gross Income	(11.248)	(11.391)	(0.143)
1.024		0.922	1.716	0.794



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Parking income remains on target this year, in part due to the warm dry weather we experienced earlier in the year which brought tourists and residents to our beaches and City Centre. The transition to payments by phone and card instead of cash in our car parks continues to increase. These significant volume changes began just after the pandemic and these transaction methods are resulting in additional card processing costs being incurred by the Council. Security costs at the University Square car park also continue to bring a budget pressure.

The majority of the pressure in Highways (including maintenance) relates to the utility costs for street lighting. The Council undertook a significant conversion programme to LED which has reduced the amount of energy consumed. This proactive action has helped to minimise this energy cost pressure.

Security and utilities costs continue to bring cost pressures at the Travel Centre in Chichester Road and the impact of this arrangement is currently under review.

Concessionary fares payments are linked directly to actual usage on local buses. Due to the reduction in journeys post-pandemic our financial contribution has continued to reduce. A comprehensive analysis has now been completed for Period 8 and the estimated position by the end of the year is now forecast to reduce further based on updated usage numbers. This is the major contribution to the improved forecast outturn now being reported at Period 8 for 2022/23.

Housing Revenue Account

£0.3M

Forecast Adverse Variance

1.1%

Variance as % of Gross Operating Expenditure

Last Reported Variance £M	Service Area	Revised Budget £M	Forecast Outturn £M	Variance £M
0.000	Gross Expenditure	27.908	28.108	0.200
0.300	Gross Income	(30.447)	(30.347)	0.100
0.300	NET OPERATING EXPENDITURE	(2.539)	(2.239)	0.300
0.000	Revenue Contribution to Capital	8.309	8.309	0.000
(0.300)	Contribution to / (from) Earmarked Reserves	(5.770)	(6.070)	(0.300)
0.000	TOTAL	0.000	0.000	(0.000)

HRA Reserves 2022/23	Opening Balance	Forecast Movement	Closing Balance
Capital Investment Reserve	25.3	(8.0)	17.3
Major Repairs Reserve	8.0	4.1	12.0
Repairs Contract Pension Reserve	0.7	0.1	0.8
HRA Reserve	3.5	0.0	3.5
HRA Reserves Total	37.5	(3.9)	33.6

Inflationary pressures being experienced within the construction sector are escalating to unprecedented levels right across the UK, the south east of England is being particularly adversely affected. This is compounded by the declining availability of materials and the shortage of specialist skills.

All contractors and key suppliers delivering services to South Essex Homes have been forced to respond to these market forces and in order to maintain services at a viable level have increased their charges accordingly. Another major challenge is that due to the current climate the market for repairs and maintenance contractors nationally is shrinking with procurement of new arrangements resulting in either no bids being received or responses being inflated to unprecedented high price levels.

The Council via South Essex Homes have an obligation to ensure people are kept safe, receive the support they need, and to discharge our statutory and regulatory obligations in a climate where financial resources continue to be pressurised. As reported earlier in the year it is anticipated that the inflation pressure on our repairs and maintenance contract will be approximately £0.5M higher in 2022/23. This budget increase to £27.908M was agreed as part of the Period 4 report and this increase will be funded from HRA reserves. Analysis of all requirements will continue in an attempt to assess if any reductions to the programme can be made without compromising the safety of our tenants and ensure that we continue to meet our statutory requirements.

The additional £0.2M pressure on expenditure reported at Period 8 is due to the confirmation of the delayed pay award for 2022/23. The remaining pressure of £0.1M on income is in respect of the anticipated rent loss on a number of void properties, mainly at Queensway. This income forecast has improved since Period 6, due to improved turnaround times for re-letting across the rest of the housing stock. Significant pressures relating to energy costs incurred by South Essex Homes, in effect on behalf of our tenants has also been highlighted. A report was considered by Cabinet in November 2022 which illustrated the implications. Some pressures are emerging around rent and service charge collection rates, given the cost of living pressures on tenants, but this was anticipated when setting the budget. South Essex Homes are continuing to provide advice and support wherever possible and early intervention is helping to minimise the impact.

Budget Monitoring & Reporting 2022/23

Period 8 – November 2022 Capital Investment Programme Performance



Capital Investment Programme Performance Report

1. Overall Budget Performance by Investment Area

The revised Capital budget for the 2022/23 financial year which includes all changes agreed at November 2022 Cabinet is as follows:

Schemes	Revised Budget 2022/23 £'000
Total Schemes Delivered by General Fund (excluding those Funded by the Levelling Up Fund)	48,548
Total Schemes Delivered by General Fund Funded by the Levelling Up Fund	1,918
Total Schemes Delivered by Housing Revenue Account	6,533
Total Schemes Delivered by Subsidiary Companies and Joint Ventures	18,749
Total Capital Programme	75,748

Actual capital spend as at 30th November 2022 is £33.073 million representing approximately 44% of the revised budget. This is shown in section 5. (Outstanding creditors totalling £0.575 million have been removed from this figure).

The expenditure to date has been projected to year end and the outturn position is forecast to reflect the Project Manager's realistic expectation. This is broken down by type of investment area on the following pages.

Total Schemes Delivered by General Fund

Investment Area	Revised Budget 2022/23	Outturn to 30th November 2022	Current Variance to 30th November 2022	Expected outturn 2022/23	Latest Expected Variance to Revised Budget 2022/23	Amended Budget 2023/24 to 2026/27
	£'000	£'000	£'000	£'000	£'000	£'000
General Fund Housing	900	478	(422)	825	(75)	4,360
Social Care	0	1,130	1,130	1,130	1,130	263
Schools	1,828	1,167	(661)	1,451	(377)	7,527
Enterprise & Regeneration	10,526	4,345	(6,181)	9,201	(1,325)	12,445
Southend Pier	1,783	1,415	(368)	1,783	0	8,603
Culture & Tourism	660	119	(541)	428	(232)	152
Community Safety	784	371	(413)	755	(29)	29
Highways & Infrastructure	22,919	11,136	(11,783)	19,580	(3,339)	28,029
Works to Property	5,158	1,158	(4,000)	2,433	(2,725)	10,055
Energy Saving	516	252	(264)	516	0	256
ICT	2,942	1,706	(1,236)	2,942	0	1,260
S106/S38/CIL	532	228	(304)	532	0	201
Total	48,548	23,505	(25,043)	41,576	(6,972)	73,180

Total Schemes Delivered by General Fund – Funded by the Levelling Up Fund

Investment Area	Revised Budget 2022/23	Outturn to 30th November 2022	Current Variance 30th November 2022	Expected outturn 2022/23	Latest Expected Variance to Revised Budget 2022/23	Amended Budget 2023/24 to 2026/27
	£'000	£'000	£'000	£'000	£'000	£'000
Enterprise & Regeneration	1,918	618	(1,300)	1,240	(678)	22,405
Total	1,918	618	(1,300)	1,240	(678)	22,405

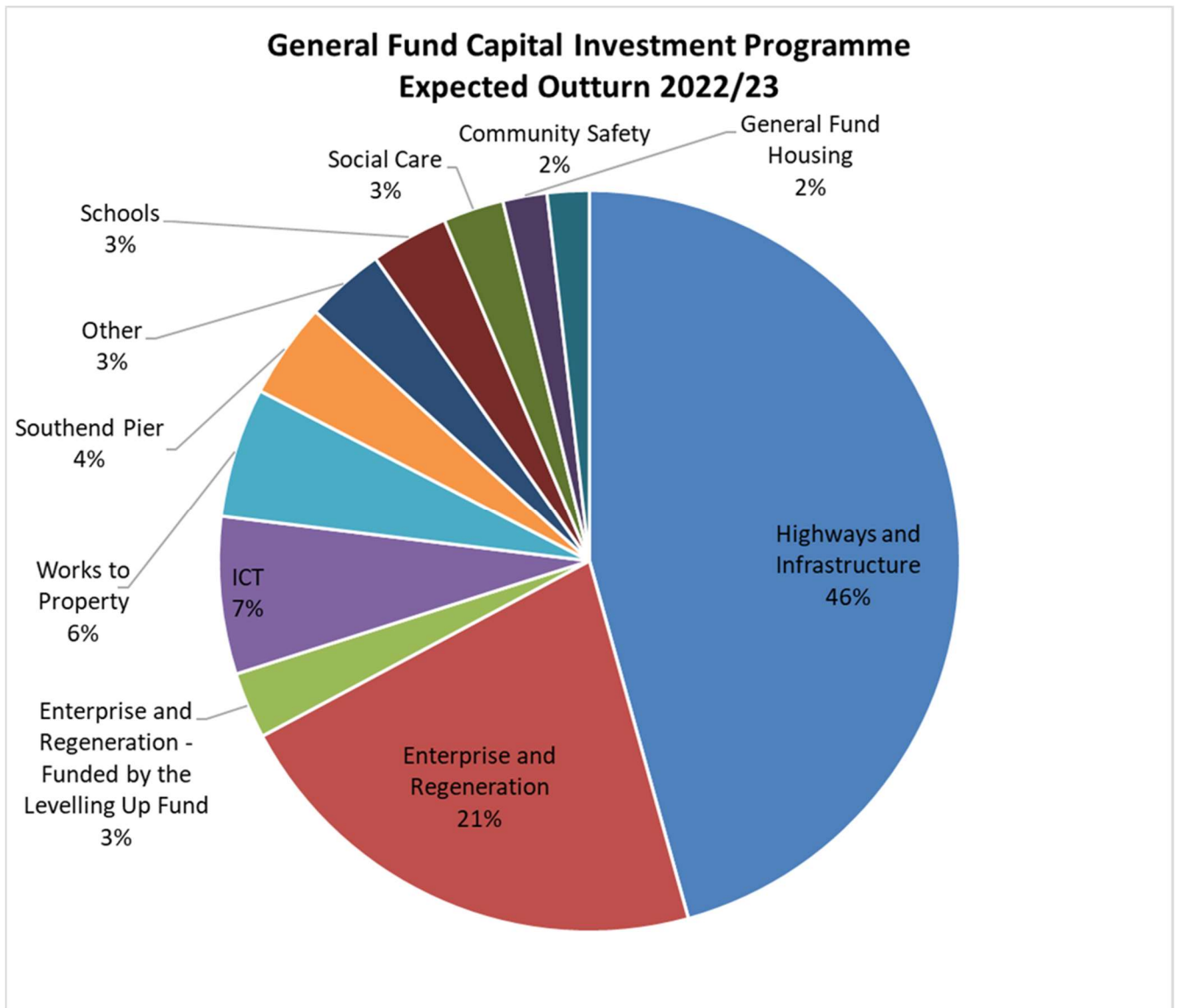
Total Schemes Delivered by Housing Revenue Account

Investment Area	Revised Budget 2022/23	Outturn to 30th November 2022	Current Variance to 30th November 2022	Expected outturn 2022/23	Latest Expected Variance to Revised Budget 2022/23	Amended Budget 2023/24 to 2026/27
	£'000	£'000	£'000	£'000	£'000	£'000
Council Housing New Build Programme	1,598	493	(1,105)	632	(966)	11,358
Council Housing Acquisitions Programme	4,056	2,501	(1,555)	3,512	(544)	3,796
Council Housing Refurbishment – Disabled Adaptations	879	336	(543)	770	(109)	1,655
Total	6,533	3,330	(3,203)	4,914	(1,619)	16,809

Total Schemes Delivered by Subsidiary Companies, Joint Ventures and Partners

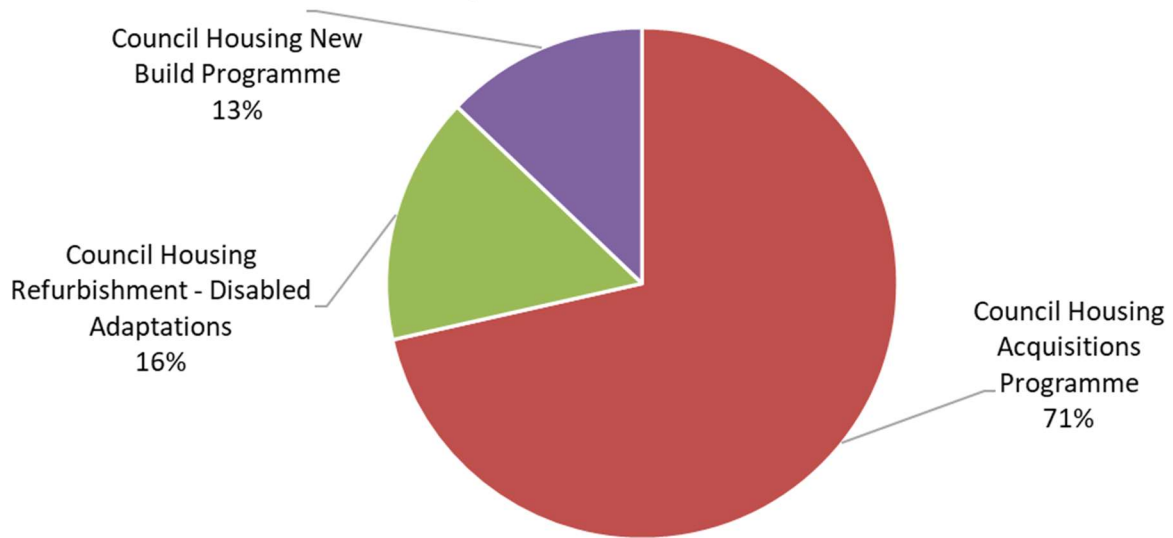
Investment Area	Revised Budget 2022/23	Outturn to 30th November 2022	Current Variance to 30th November 2022	Expected outturn 2022/23	Latest Expected Variance to Revised Budget 2022/23	Amended Budget 2023/24 to 2026/27
	£'000	£'000	£'000	£'000	£'000	£'000
Council Housing Refurbishment	9,949	4,755	(5,194)	9,317	(632)	13,867
Enterprise and Regeneration	8,800	865	(7,935)	5,850	(2,950)	26,725
Total	18,749	5,620	(13,129)	15,167	(3,582)	40,592

Total Capital Programme	75,748	33,073	(42,676)	62,897	(12,851)	152,986
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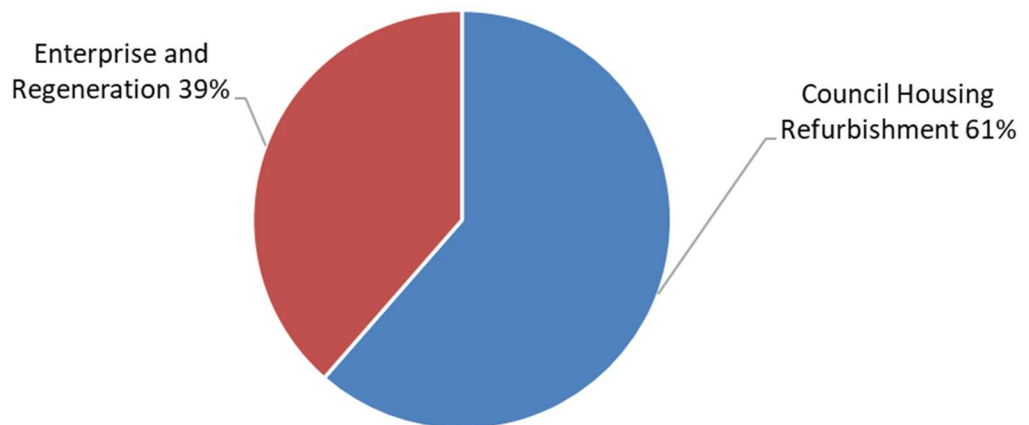


Other	Expected Outturn 2022/23	
S106/S38/CIL	£	532
Energy Saving	£	516
Culture and Tourism	£	428
	£	1,476

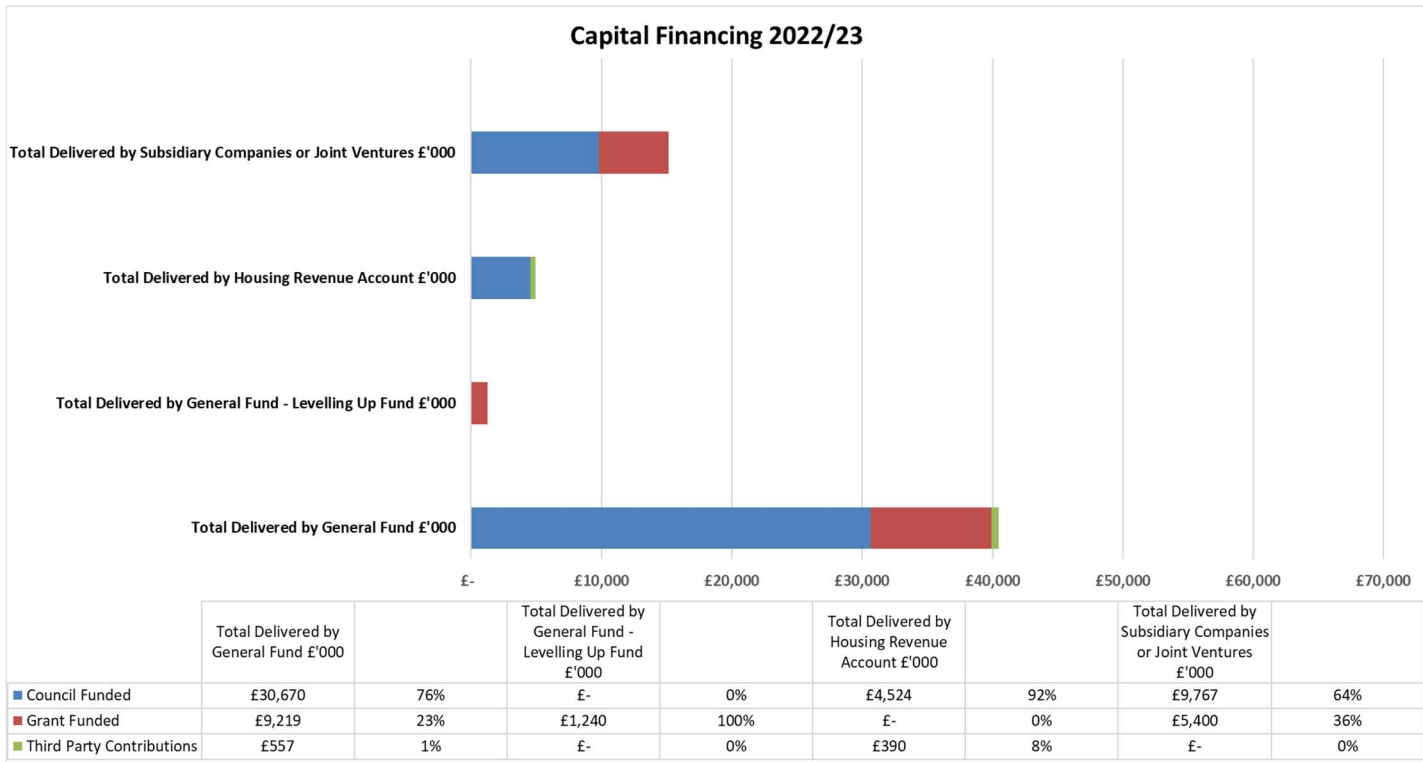
**Housing Revenue Account
Capital Investment Programme
Expected Outturn 2022/23**



**Capital Investment Programme Delivered by Subsidiary Companies,
partners or Joint Ventures
Expected Outturn 2022/23**



The capital investment for 2022/23 is proposed to be funded as follows:



Third party contributions are non-grant funding from external sources such as S106 contributions.

Of the £16.806 million of external funding expected, £14.230 million had been received by 30th November 2022.

2. Strategic Schemes

Successful and timely delivery of the capital investment programme is a key part of achieving the Southend 2050 ambition and delivering its outcomes.

£59.210 million of this relates to strategic schemes and approximately 46% spend has been achieved to date for these strategic schemes.

Investment Area	Scheme	Revised Budget 2022/23 £000	Outturn to 30th November 2022 £000	Expected outturn 2022/23 £000	Latest Expected Variance to Revised Budget 2022/23 £000	Amended Budget 2023/24 to 2026/27 £000
Strategic Schemes						
Enterprise and Regeneration	Airport Business Park (including Local Growth Fund)	7,265	3,633	7,265	-	-
Enterprise and Regeneration	Better Queensway - Programme Management	1,281	383	681	(600)	600
Enterprise and Regeneration	Seaway Leisure	-	-	-	-	10,000
Enterprise and Regeneration	Victoria Centre	1,980	329	1,255	(725)	1,600
Social Care	Brook Meadows House	-	1,130	1,130	1,130	-
Schools	High Needs Provision	675	-	-	(675)	6,873
Southend Pier	Southend Pier schemes	1,783	1,415	1,783	-	8,603
ICT	ICT schemes	2,942	1,706	2,942	-	1,260
Highways and Infrastructure	Footways and Carriageways Schemes	11,526	6,857	11,430	(96)	17,642
Highways and Infrastructure	Parking Schemes	1,511	974	1,467	(44)	100
Highways and Infrastructure	Highways and Infrastructure - Local Growth Fund and Local Transport Plan Schemes	5,235	1,853	3,944	(1,291)	6,047
Total General Fund Strategic Schemes		34,198	18,280	31,897	(2,301)	52,725
Enterprise and Regeneration	Leigh Port Detailed Design	720	253	720	-	14,182
Enterprise and Regeneration	Cliffs Pavillion	1,178	350	500	(678)	7,478
Enterprise and Regeneration	Marine Parade	20	15	20	-	745
Total General Fund - Funded by Levelling Up Fund Strategic Schemes		1,918	618	1,240	(678)	22,405
Council Housing New Build Programme	Council Housing New Build Programme	1,598	493	632	(966)	11,358
Council Housing Acquisitions	HRA Affordable Housing Acquisitions Programme	3,009	1,893	3,009	-	2,000
Council Housing Acquisitions	Acquisition of Tower Block Leaseholds - Queensway	938	521	417	(521)	1,573
Total HRA Strategic Schemes		5,545	2,907	4,058	(1,487)	14,931
Council Housing Refurbishment	HRA Decent Homes Programme	9,949	4,755	9,317	(632)	13,867
Enterprise and Regeneration	Better Queensway - Loan to Joint Venture	1,000	450	450	(550)	11,225
Enterprise and Regeneration	Housing Infrastructure Funding	2,400	-	-	(2,400)	14,500
Enterprise and Regeneration	Better Queensway - SELEP	4,200	375	4,200	-	-
Total Delivered by Subsidiary Companies and Joint Ventures Strategic Schemes		17,549	5,580	13,967	(3,582)	39,592
Total Strategic Schemes		59,210	27,385	51,162	(8,048)	129,653
Other Schemes						
Other General Fund Capital Investment Schemes		14,350	5,225	9,679	(4,523)	20,455
Other HRA Capital Investment Schemes		988	423	856	(132)	1,878
Other Delivered by Subsidiary Companies and Joint Ventures Capital Investment Schemes		1,200	40	1,200	-	1,000
Total Schemes						
TOTAL GENERAL FUND SCHEMES		50,466	24,123	42,816	(7,650)	95,585
TOTAL HRA SCHEMES		6,533	3,330	4,914	(1,619)	16,809
TOTAL DELIVERED BY SUBSIDIARY COMPANIES AND JOINT VENTURES SCHEMES		18,749	5,620	15,167	(3,582)	40,592
		75,748	33,073	62,897	(12,851)	152,986

General Fund

Enterprise and Regeneration

The completion of the Launchpad at the Airport Business Park is progressing well with practical completion now achieved and the opening of the building expected later in 2022/23. There is still some outstanding expenditure to be incurred, but the project is expected to complete within budget.

The refurbishment works to the Victoria Centre are progressing, and a number of the projects within this are now complete. Some of the remaining significant works within the project are still dependent on lease agreements being reached, and it is likely that work will continue into 2023/24 and 2024/25. Therefore, a carry forward request of £725k is requested as part of this report, £475k into 2023/24 and £250k into 2024/25.

The Council remains committed to the Better Queensway project. There have however been delays in this project, and this report therefore includes a request to carry forward £600k of the Programme Management budget into 2023/24.

Social Care

As reported in previous Cabinet reports, construction of the new care home Brook Meadows House was completed in 2021/22 with residents having moved into the building in early 2022 and the Priory Care Home has been demolished. Works incurred during 2022/23 do not have a budget allocation with £1.1M of expenditure incurred in 2022/23 over and above the overspend of £3.4M already incurred in 2021/22. The overspend has been incurred due to a number of issues including the performance of the design team. The Council is currently taking forward actions with a view to recovering significant costs incurred where these have been caused by the performance of third parties. The timing of any cost recovery is uncertain.

Schools

The High Needs Provision budget is financed by grant monies from the Department for Education to enhance the facilities and number of places available for children with special educational needs and disabilities or requiring alternative provision. There is not expected to be any spend against this budget in 2022/23. Therefore, a carry forward request of £675k to 2023/24 is requested as part of this report.

The special provision capital fund is similar funding from the Department for Education and there are currently three schemes at various stages of completion, for autism resource bases with more potential scheme options being considered. The resource base at Southend High School for Boys is due to be completed by the end of the autumn school term, the one at Thorpe Greenways Primary School is expected to be completed by the end of the financial year, whilst the one at Blenheim Primary School had been delayed and is unlikely to be finished by the end of the financial year end. These schemes are overall ahead of schedule, therefore this report includes a request to accelerate delivery of £106k from 2023/24.

Additional funding of £192k has been received in respect of the Devolved Formula Capital for 2022/23. This report therefore includes a request to add an additional £192k to the 2022/23 budget for schools.

Southend Pier

The pier schemes are progressing well at this point in the financial year. However, the works are more difficult to complete in the autumn and winter months. Whilst work on the pier is in progress, different elements of the project are at different stages of completion. It is anticipated that the total spend across all schemes in 2022/23 will be in line with the budget.

The 2023/24 budget includes £1,130k in respect of Pier Head development phase 1. There is not currently a planned project for this budget. A request to transfer the 2023/24 budget of £1,130k to the 'subject to viable business case' section below the main capital investment programme, has been included as part of this report. This budget will be revisited if a viable business case is submitted.

Highways and Infrastructure

The Footways and Carriageway schemes are progressing well with plans to deliver the allocated budget by the end of the financial year. There will be an indexation uplift of approximately 16-18% on works to be performed, which has resulted in the number of footways and carriageways which can be delivered within budget being lower than anticipated.

The Junction Protection works are progressing. Full City-wide installation is expected to be completed this financial year. Phase 2 of the project is subject to engineer reviews, but this phase is expected to be completed in the next two months.

£114k of orders have been placed in respect of the Zebra Crossing Surfacing Replacement (although the cost is expected to be nearer £134k after allowing for the indexation uplift). No further works are expected this financial year. Therefore, a request has been included within this report to carry forward £96k to 2023/24.

There have been delays in the tender process in respect of the Department for Transport active travel tranche 2 scheme, which have led to delays in the project overall. Therefore, a request has been included within this report to carry forward £711k to 2023/24.

Works on the A127 growth corridor are essentially complete. The 2023/24 expenditure budget includes £529k in respect of this project. This is match funding as part of the grant bid when the funds were awarded and must therefore be spent. A business case is required to determine how these funds will be spent. A request to transfer the 2023/24 budget of £529k to the 'subject to viable business case' section below the main capital investment programme, has been included as part of this report. This budget will be revisited when a viable business case is submitted. The 2022/23 budget is expected to be spent with commitments in place accounting for the majority of this amount. Some of this expenditure is not however expected to be incurred until 2023/24. A request to carry forward £200k to 2023/24 is also therefore included as part of this report.

Works on the Local Transport Plan Maintenance, Better Networks, Better Operation of Traffic Control Systems, Better Sustainable Transport and Street Lighting projects are ongoing, but it is considered unlikely that the full 2022/23 budget will be spent by the end of the financial year. Therefore, a request has been included within this report to carry forward £270k, £200k, £240k, £250k and £131k respectively to 2023/24.

The works to East Beach car park are complete and it has now reopened. The scheme costs have been finalised with an overspend of £52k identified in addition to the £9k reported to November Cabinet. This has arisen due to increased material costs. This report includes a request to transfer £52k from the car park infrastructure improvements project budget to cover this overspend.

General Fund - Funded by the Levelling Up Fund

Enterprise & Regeneration

A carry forward request into 2023/24 for £7,922k was approved at September Cabinet in respect of Leigh Port, with a further £280k approved at November Cabinet. The project remains on-programme to spend the remaining 2022/23 budget in the financial year.

As reported to the November Cabinet, the Marine parade project is unlikely to make much further progress by the end of the financial year. The remaining 2022/23 budget has now been fully utilised and no further spend is anticipated before year-end.

As reported in previous Cabinet reports, the Cliffs Pavilion project was placed on hold to enable the commercial terms to be agreed between the Council and the current operator. A redesign scheme is currently being proposed which is expected to meet the budget envelope and is expected to be delivered by the end of 2023/24. As a result of the above, the majority of this project will not be performed in 2022/23, and this report includes a request to carry forward £678k into 2023/24. This report also includes a request to accelerate delivery of £25k from 2024/25 into 2023/24.

Housing Revenue Account

Construction of New Housing on HRA Land

The procurement for the main contractor for Phase 3 has previously been unsuccessful. The specification has been increased to encompass the Future Homes Standard and has been split into two smaller procurements. The tender submission is expected to be completed in early 2023. Planning permission for Phase 4 was obtained at Development Control Committee on 12 October. A potential issue has subsequently arisen regarding a right of way. The expenditure on these projects is expected to move quickly once they are commenced, but neither is expected to be completed within the budgeted timescales. This report therefore includes requests to carry forward £369k and £297k respectively from 2022/23 into 2024/25.

There have been some delays to the West Shoebury scheme relating to the finalisation of designs. This report therefore includes a request to carry forward £300k into 2023/24.

There is no further expenditure expected on the next steps accommodation programme in 2022/23. This report therefore includes a request to carry forward £23k into 2023/24.

Affordable Housing Acquisitions Programme

Four properties are currently with solicitors with one further property expected to be completed by the end of the financial year. The budget is on course to be spent in 2022/23.

Acquisition of Tower Block Leaseholds – Queensway

The Council remains committed to the acquisition of tower block leaseholds at Queensway. The existing budget is considered to be sufficient to cover the expected expenditure for the remainder of the current financial year. Grant funding has been received in respect of Better Queensway, and all expenditure will be funded by the grant in the first instance. The existing budget funded by borrowing is proposed to be deleted as the expenditure is incurred in order to utilise this grant. Expenditure for the year-to-date is £521k. This report therefore includes a request to delete £521k from the 2022/23 budget.

Subsidiary Companies and Joint Ventures

HRA Decent Homes Programme

The main programme works are contractually committed and progressing. The overall budget is expected to be spent over the course of 2022/23 to 2024/25, but is not expected to be spent in the ways previously planned. This report includes a request for the following re-profiling:

2022/23

- Balmoral estate improvement and structural works: increase budget by £55k
- Common areas improvement: reduce budget by £687k

Overall reduction in budget of £632k

2023/24

- Balmoral estate improvements and structural works: increase budget by £955k
- Bathroom refurbishment: increase budget by £97k
- Kitchen refurbishments: reduce budget by £458k
- Common areas improvement: reduce budget by £475k
- Central heating: increase budget by £101k
- Environmental health and safety work: increase budget by £149k
- Rewiring: increase budget by £1,010k
- Roofs: increase budget by £110k
- Windows and doors: reduce budget by £999k
- Remodelling of tied accommodation: increase budget by £216k

Overall increase in budget of £706k

2024/25

- Balmoral estate improvements and structural works: increase budget by £64k
- Bathroom refurbishment: increase budget by £105k
- Kitchen refurbishments: reduce budget by £788k
- Common areas improvement: reduce budget by £64k
- Central heating: increase budget by £153k
- Environmental health and safety work: increase budget by £1,836k
- Rewiring: increase budget by £39k
- Roofs: reduce budget by £867k
- Windows and doors: reduce budget by £854k
- Remodelling of tied accommodation: increase budget by £302k

Overall reduction in budget of £74k

Housing Infrastructure Funding

The Housing Infrastructure Funding is grant funding which is to be drawn down from Homes England at the appropriate time and passported to Porters Place Southend-on-Sea LLP. During 2021/22 £500k was drawn down and passported to the LLP and Homes England are currently processing another drawdown of £2.4M which was due to be paid in 2022/23. The current spend deadline is March 2023, but an extension has been verbally agreed to December 2023. This is still awaiting a signed funding agreement. Assuming this is obtained, it is considered likely that the project will continue into 2023/24, and unlikely that any further work will be performed in 2022/23. This report therefore includes a request to carry forward £2.4M into 2023/24.

Better Queensway – Loan to Joint Venture

The Council remains committed to the Better Queensway project. There have been some delays to the project and this report therefore includes a request to carry forward £550k from 2022/23 and £1,625k from 2023/24 into 2026/27.

3. Progress of other schemes

General Fund

Social Care

HRA disabled adaptations are on target to spend £770k by the end of the financial year. Therefore, this report includes a request to carry forward £109k to 2025/26.

Highways and Infrastructure

The tender for works on the Cliff Parade Cliff Slip project has been awarded and works were due to start in August. This project has been delayed due to badger investigation works. Therefore, this report includes a request to carry forward £200k to 2023/24.

The coastal defence refurbishment programme has overspent against budget by £92k to date (£328k including committed spend) as a result of urgent works required. The estimated total increased capital budget required to complete the project is £500k. Funding options for this expenditure are currently being considered, including the submission of a business case to bring expenditure which is currently subject to a viable business case into the 2022/23 budget.

Progress was made on the groyne field refurbishment programme over the summer. Work on this project will be placed on hold over the winter in order to protect the overwintering birds in the area. Therefore, this report includes a request to carry forward £148k to 2023/24.

Works on the Southend transport model have been delayed. Therefore, this report includes a request to carry forward £15k to 2023/24.

The allocated budget for vehicle restraint replacement will be used to replace pedestrian guardrails. Works on this are not expected to commence until next financial year. Therefore, this report includes a request to carry forward £23k to 2023/24.

Whilst progress has been made in respect of street lighting renewal and bridge strengthening, the allocated budgets are not expected to be spent in full in this financial year for either project. Therefore, this report includes requests to carry forward £75k and £347k respectively to 2023/24.

Limited progress has been made in respect of the improved car park signage and guidance systems, or traffic signs upgrades. A request to transfer the associated expenditure budgets of £44k and £389k respectively to the 'subject to viable business case' section below the main capital investment programme, has been included as part of this report. These budgets will be revisited if viable business cases are submitted.

Works to Property

Planning permission has previously been granted for three café units at East Beach which would make a significant contribution to the attraction and amenity by enhancing the destination and providing facilities for locals and visitors to enjoy, year-round. As detailed in the September Cabinet report, there is an option to construct either two or three café units. Two café units have been estimated to cost £1,465k, with the unspent budget currently

consisting of £531k in 2022/23 and £1,000k in 2023/24. All work is expected to be completed in 2023/24. This report therefore includes a request to carry forward £465k to 2023/24 and a request to delete £66k of the 2022/23 budget.

The project to improve the efficient use of space within the Civic Centre has commenced.

In the year-to-date, there has been a draw down of £32k against the priority works budget of £300k (consisting of £24k relating to irrigation tanks, and £8k relating to heating at Porters House). A request was included as part of the November Cabinet report to carry forward 50% of this budget (£300k) into 2023/24. Due to the continued limited spend against this budget, this report includes a request to delete this £300k from the 2023/24 budget. This still leaves a £600k budget available for use in 2023/24.

No further work is anticipated at 62 Avenue Road or SMAC Eastern Esplanade slipway. This report therefore includes a request to delete the 2023/24 budgets of £38k and £27k respectively.

The plans for Aviation way car park have been revised downwards. The re-profiled budget requires £262k in 2023/24 and £75k in 2024/25. This report therefore includes a request to carry forward £75k from 2023/24 to 2024/25 and a request to delete £51k of the 2023/24 budget.

Expenditure against Seaways – Homes England condition funding is expected to be in line with budget, but the expenditure is not expected to be incurred until 2023/24. This report therefore includes a request to carry forward £170k to 2023/24.

Culture and Tourism

The project to review the provision of public toilet facilities across Southend-on-Sea will be reviewed in 2023/24. The budget for this of £699k is proposed to be retained for now.

Central museum works are ongoing but are not expected to be completed in this financial year. Therefore, a request is included as part of this report to carry forward £33k into 2023/24.

No further expenditure is expected to be incurred in respect of energy improvements in culture property assets or kiosks in libraries. A request to delete the remaining expenditure budgets of £5k and £5k respectively has been included as part of this report.

The library review is ongoing and expected to continue into 2023/24. Therefore, a request is included as part of this report to carry forward £50k into 2023/24.

No further expenditure is expected in respect of playground gates in the current financial year. Therefore, a request is included as part of this report to carry forward £69k into 2023/24.

Work is required on the Cart and Wagon shed to rectify the leaking roof at an estimated cost of £50k. The remaining budget on this project is £144k. A request to delete the remaining expenditure budget of £94k has been included as part of this report.

General Fund Housing

Work has recently been commissioned against the housing and development pipeline feasibility project within the general fund. This is expected to cost £25k. The 2022/23 budget is currently £100k. Therefore, a request is included as part of this report to carry forward £75k into 2023/24.

Cemeteries and Crematoriums

The contracts have been awarded for the purchase of new cremators as part of the crematorium refurbishment project, committing the Council to expenditure of approximately £1.5M. Some work on the overall project will be completed by year-end, but the majority will now be performed in 2023/24. Therefore, a request is included as part of this report to carry forward £2M into 2023/24.

Community Safety

The security measures project is progressing, but this is expected to continue into 2023/24. Therefore, a request is included as part of this report to carry forward £29k into 2023/24.

4. Requested Changes to the Capital Investment Programme

Carry Forwards to Future Years – programme to be delivered by the Council

Scheme	2022/23 Budget £000	2023/24 Budget £000	2024/25 Budget £000	2025/26 Budget £000	2026/27 and future years Budget £000	Total Budget (all years) £000
Groyne Field Refurbishment Programme	(148)	148				0
High Needs Provision	(675)	675				0
Vehicle Restraint Replacement	(23)	23				0
Zebra Crossing Surfacing Replacement	(96)	96				0
Crematorium Refurbishment	(2,000)	2,000				0
Local Transport Plan Maintenance	(270)	270				0
Playground Gates	(69)	69				0
Cliff Parade Cliff Slip	(200)	200				0
Street Lighting Renewal	(75)	75				0
Southend Transport Model	(15)	15				0
Challenge Fund - Bridge Strengthening	(347)	347				0
DfT Active Travel - Tranche 2	(711)	711				0
LTP - Maintenance - Steet Lighting	(131)	131				0
Local Growth Fund - A127 Growth Corridor	(200)	200				0
Victoria Centre	(725)	475	250			0
Better Queensway - Programme Management	(600)	600				0
Housing and Development Pipeline Feasibility - GF	(75)	75				0
Next Steps Accommodation Programme	(23)	23				0
Council Affordable Housing Development (Phase3) - Shoebury	(369)		369			0
Council Affordable Housing Development (Phase4) - St Laurence	(297)		297			0
Council Affordable Housing Development (MMC) - West Shoebury	(300)	300				0
Central Museum Works	(33)	33				0
Cliffs Pavillion - Levelling up Funding	(678)	678				0
Library Review	(50)	50				0
HRA Disabled Adaptations	(109)			109		0
Aviation Way Car Park		(75)	75			0
Seaways - Homes England Condition Funding	(170)	170				0
East Beach Café	(465)	465				0
LTP (IT block) - Better Sustainable Transport	(250)	250				0
LTP (Integrated Transport block) - Better Operation of Traffic Control Systems	(240)	240				0
LTP (Integrated Transport block) - Better Networks	(200)	200				0
Security Measures	(29)	29				0
Total Carry Forwards - programme to be delivered by the Council	(9,573)	8,473	991	109	0	0

Carry Forwards to Future Years - programme to be delivered by Subsidiary Companies, Partners and Joint Ventures

Scheme	2022/23 Budget £000	2023/24 Budget £000	2024/25 Budget £000	2025/26 Budget £000	2026/27 and future years Budget £000	Total Budget (all years) £000
Balmoral Estate Improvement and Structural Works	(632)	632				0
Better Queensway - Loan to LLP	(550)	(1,625)			2,175	0
Housing Infrastructure Funding	(2,400)	2,400				0
Total Carry Forwards - programme to be delivered by Subsidiary Companies, Partners and Joint Ventures	(3,582)	1,407	0	0	2,175	0

Accelerated Deliveries – programme to be delivered by the Council

Scheme	2022/23 Budget £000	2023/24 Budget £000	2024/25 Budget £000	2025/26 Budget £000	2026/27 and future years Budget £000	Total Budget (all years) £000
Special Provision Capital Fund	106	(106)				0
Cliffs Pavillion - Levelling up Funding		25	(25)			0
Total Accelerated Deliveries - programme to be delivered by the Council	106	(81)	(25)	0	0	0

Accelerated Deliveries – programme to be delivered by Subsidiary Companies, Partners and Joint Ventures

Scheme	2022/23 Budget £000	2023/24 Budget £000	2024/25 Budget £000	2025/26 Budget £000	2026/27 and future years Budget £000	Total Budget (all years) £000
Balmoral Estate Improvement and Structural Works		74	(74)			0
Total Accelerated Deliveries - programme to be delivered by Subsidiary Companies, Partners and Joint Ventures	0	74	(74)	0	0	0

Deletions from the Programme – programme to be delivered by the Council

Scheme	2022/23 Budget £000	2023/24 Budget £000	2024/25 Budget £000	2025/26 Budget £000	2026/27 and future years Budget £000	Total Budget (all years) £000
Cart and Wagon shed	(94)					(94)
Acquisition of tower block leaseholds - Queensway	(521)					(521)
Energy Improvements in Culture Property Assets	(5)					(5)
Kiosks in Libraries	(5)					(5)
62 Avenue Road		(38)				(38)
Aviation Way Car Park		(51)				(51)
Priority Works		(300)				(300)
SMAC Eastern Esplanade Slipway		(27)				(27)
East Beach Café	(66)					(66)
Total Deletions from the Programme - programme to be delivered by the Council	(691)	(416)	0	0	0	(1,107)

Virements between schemes - programme to be delivered by the Council

Scheme	2022/23 Budget £000	2023/24 Budget £000	2024/25 Budget £000	2025/26 Budget £000	2026/27 and future years Budget £000	Total Budget (all years) £000
Car Park Infrastructure Improvements	(52)					(52)
East Beach Car Park	52					52
<u>Virements already actioned</u>						
Priority Works	(24)					(24)
Irrigation tanks	24					24
Priority Works	(8)					(8)
Porters house heating issues	8					8
Total Virements between schemes - programme to be delivered by the Council	0	0	0	0	0	0

Virements between schemes - programme to be delivered by Subsidiary Companies, Partners and Joint Ventures

Scheme	2022/23 Budget £000	2023/24 Budget £000	2024/25 Budget £000	2025/26 and future years Budget £000	2026/27 and future years Budget £000	Total Budget (all years) £000
Common Areas Improvement	(687)					(687)
Balmoral Estate Improvement and Structural Works	687	249	138			1,074
Bathroom Refurbishment		97	105			202
Central Heating		101	153			254
Common Areas Improvement		(475)	(64)			(539)
Environmental - H&S works		149	1,836			1,985
Kitchen Refurbishments		(458)	(788)			(1,246)
Rewiring		1,010	39			1,049
Roofs		110	(867)			(757)
Windows and Doors		(999)	(854)			(1,853)
Remodelling of Tied Accommodation		216	302			518
Total Virements between schemes - programme to be delivered by subsidiary companies and joint ventures	0	0	0	0	0	0

New External Funding - programme to be delivered by the Council

Scheme	2022/23 Budget £000	2023/24 Budget £000	2024/25 Budget £000	2025/26 Budget £000	2026/27 and future years Budget £000	Total Budget (all years) £000
Devolved Formula Capital	192					192
Total New External Funding - programme to be delivered by the Council	192	0	0	0	0	192

Transfers to 'Subject to Viable Business Case' section from the main programme to be delivered by the Council

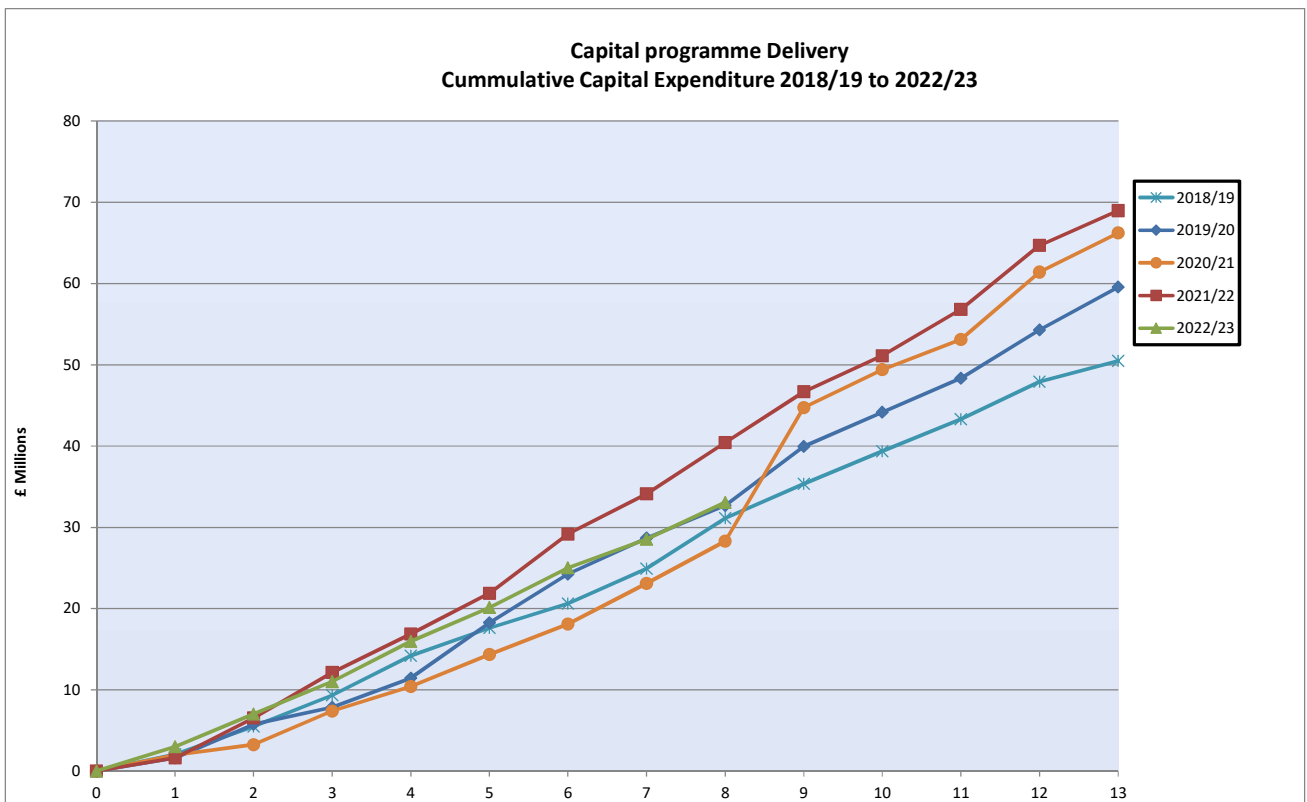
Scheme	2022/23 Budget £000	2023/24 Budget £000	2024/25 Budget £000	2025/26 and future years Budget £000	2026/27 and future years Budget £000	Total Budget (all years) £000
Improved Car Park Signage and Guidance Systems	(44)					(44)
Traffic Signs Upgrade	(389)					(389)
Local Growth Fund - A127 Growth Corridor		(529)				(529)
Southend Pier - Pier Head development Phase 1		(1,130)				(1,130)
Total Transfers from 'Subject to Viable Business Case' Section - programme to be delivered by subsidiary companies and joint ventures	(433)	(1,659)	0	0	0	(2,092)

5. Summary of Capital Expenditure at 30th November

	Original Budget 2022/23 £000	Revisions £000	Revised Budget 2022/23 £000	Actual 2022/23 £000	Forecast outturn 2022/23 £000	Forecast Variance to Year End 2022/23 £000	% Variance
General Fund Housing	1,017	(117)	900	478	825	(75)	53%
Social Care	203	(203)	-	1,130	1,130	1,130	
Schools	1,680	148	1,828	1,167	1,451	(377)	64%
Enterprise and Regeneration	7,228	3,298	10,526	4,345	9,201	(1,325)	41%
Southend Pier	6,300	(4,517)	1,783	1,415	1,783	-	79%
Culture and Tourism	145	515	660	119	428	(232)	18%
Community Safety	250	534	784	371	755	(29)	47%
Highways and Infrastructure	19,936	2,983	22,919	11,136	19,580	(3,339)	49%
Works to Property	6,337	(1,179)	5,158	1,158	2,433	(2,725)	22%
Energy Saving	425	91	516	252	516	-	49%
ICT	2,138	804	2,942	1,706	2,942	-	58%
S106/S38/CIL	35	497	532	228	532	-	43%
TOTAL PROGRAMME TO BE DELIVERED BY THE GENERAL FUND	45,694	2,854	48,548	23,505	41,576	(6,972)	48%
Enterprise and Regeneration	16,808	(14,890)	1,918	618	1,240	(678)	32%
TOTAL PROGRAMME TO BE DELIVERED BY THE GENERAL FUND - FUNDED BY THE LEVELLING UP FUND	16,808	(14,890)	1,918	618	1,240	(678)	32%
Council Housing New Build Programme	9,394	(7,796)	1,598	493	632	(966)	31%
Council Housing Acquisitions Programme	3,203	853	4,056	2,501	3,512	(544)	62%
Council Housing Refurbishment - Disabled Adaptations	770	109	879	336	770	(109)	38%
TOTAL PROGRAMME TO BE DELIVERED BY THE HOUSING REVENUE ACCOUNT	13,367	(6,834)	6,533	3,330	4,914	(1,619)	51%
Council Housing Refurbishment	9,008	941	9,949	4,755	9,317	(632)	48%
Enterprise and Regeneration	14,200	(5,400)	8,800	865	5,850	(2,950)	10%
TOTAL PROGRAMME TO BE DELIVERED BY SUBSIDIARY COMPANIES OR JOINT VENTURES	23,208	(4,459)	18,749	5,620	15,167	(3,582)	30%
Council Approved Original Budget - February 2022	99,077						
Programme to be delivered by the General Fund							
General Fund Housing	(117)						
Social Care	(203)						
Schools	148						
Enterprise and Regeneration	3,298						
Southend Pier	(4,517)						
Culture and Tourism	515						
Community Safety	534						
Highways and Infrastructure	2,983						
Works to Property	(1,179)						
Energy Saving	91						
ICT	804						
S106/S38/CIL	497						
Programme to be delivered by the General Fund - Funded by the Levelling Up Fund							
Enterprise and Regeneration	(14,890)						
Programme to be delivered by Housing Revenue Account							
Council Housing New Build Programme	(7,796)						
Council Housing Acquisitions Programme	853						
Council Housing Refurbishment - Disabled Adaptations	109						
Programme to be delivered by Subsidiary companies or Joint Ventures							
Council Housing Refurbishment	941						
Enterprise and Regeneration	(5,400)						
Council Approved Revised Budget - November 2022	75,748						

**Actual compared to Revised Budget spent is
£33.073M or 44%**

6. Capital Programme Delivery



Year	Outturn £m	Outturn Against Budget %
2018/19	50.0	96.0
2019/20	59.5	83.8
2020/21	66.2	81.0
2021/22	69.0	88.0

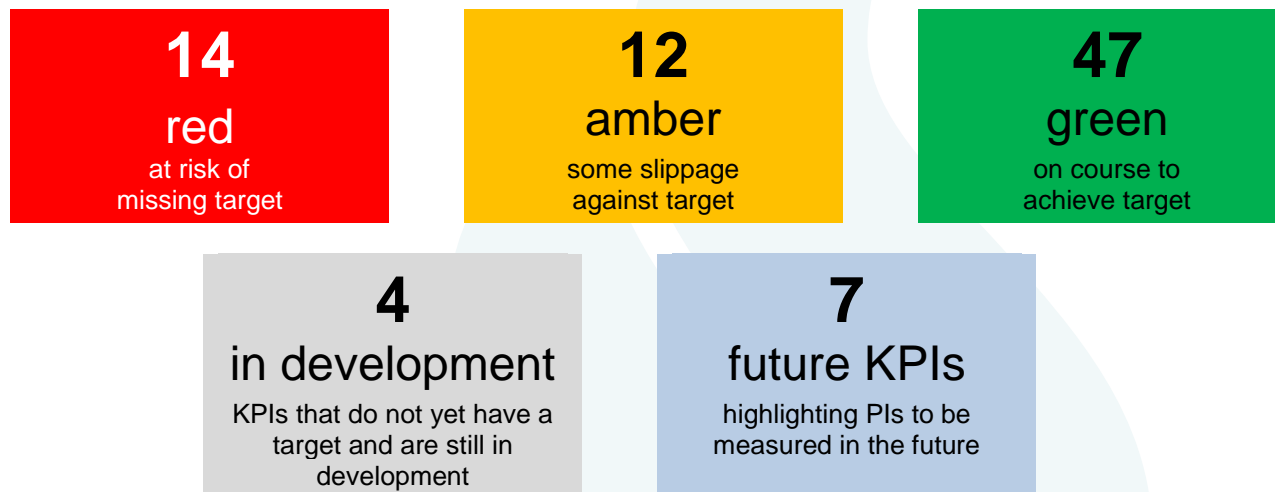
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Corporate Plan Performance Report – Period 8 2022/23

The Corporate Plan Performance Report includes performance indicators relating to the council's Corporate Plan (2022 to 2026) and Resourcing Better Outcomes - Finance and Corporate Performance Report. This report shows our corporate performance for Period 8 (October to November) of 2022/23 (there are some exceptions where data is currently unavailable). Where applicable, data has been RAG rated against targets and our current position compared to Period 7 (July to September) and the previous year. The report is split by the four Corporate Plan priorities, which are: a city that is strong and prosperous; a city with a good quality of life; a city rising to the climate change challenge; and a city delivering genuinely affordable housing.

Relevant corporate risks are noted underneath each applicable Key Performance Indicator (KPI) title. A risk register key can be found at page 26.

The total number of KPIs included is 84. This includes 19 output measures and 65 indicators. The summary of RAG status is as follows:



A city that is strong and prosperous

Highlight report:

22 Key Performance Indicators (KPIs) have been developed and aligned to the following objectives:

Support economic regeneration and business development	Use our spending power	Bid for funding opportunities and attract inward investment
Sustain and grow digital investment and inclusion	Deliver our city centre strategy and investment plan	Enhance our tourism, cultural and leisure offer
Support community recovery	Improve community safety	

11 KPIs are on target within this priority area. The KPI: *Visit Southend social media reach – total number of people that saw our social media posts* has moved from Amber at period 6 to Green for this reporting cycle. The following 5 KPIs are currently not meeting target:

- [Implement new approach to evaluating responses to social value](#) – Green at period 6 to Red for this reporting cycle.

This KPI is aligned to risks 2 (Financial sustainability) and 3 (Inflation and cost of living pressures) which may impact on enhancement of local income streams; the council's supply chain with potential labour shortages.

- [Rate of suppliers paying their staff at least Living Wage \[Quarterly snapshot\]](#)

This KPI is aligned to risk 3 (Inflation and cost of living pressures) and risk 20 (Economic recovery and income inequalities) which may impact on the council's supply chain with potential labour shortages; a reduction in economic activity.

- [Take up of the NHS Health Check programme \[Cumulative YTD\]](#)
- [Immunisation- MMR one dose at 2 years old \[Cumulative YTD\]](#)
- [Immunisation- MMR two doses at 5 years old \[Cumulative YTD\]](#)

These KPIs are aligned to risk 10 (Health inequalities), which may impact on widening health inequalities in the city. An additional outreach plan is being developed to increase delivery of the NHS Health Check programme and the MMR immunisation programme is undertaking catch-up activity to support bringing these measures up to target.

The following 2 KPIs are amber RAG rated:

- Regeneration and major projects – Green at period 6 to Amber for this reporting cycle.

This KPI is aligned to risk 18 (Regeneration and major projects) which may impact on the City's ability to meet the needs of residents or provide a suitable destination for visitors.

- Delivery of Levelling Up Fund benefits and UK Shared Prosperity Fund interventions, outputs and outcomes – Green at period 6 to Amber for this reporting cycle.

This KPI is aligned to risks 18 (Regeneration and major projects) and 20 (Economic recovery and income inequalities), which may impact on the city's ability to meet the needs of residents or provide a suitable destination for visitors; a reduction in economic activity.

A city that is strong and prosperous

Action (output measure)	Progress	Status	Due Date
<p>Regeneration and major projects <i>Corporate Plan objective: support economic regeneration and business development</i> <i>Corporate Risk Register Ref: 18</i></p>	37%	Some slippage against target	31 Mar 2024
<p>Let retail area on the ground floor of the Victoria Centre 31% – Some slippage against target Economic uncertainty has delayed some potential lettings, but it would appear they are now beginning to move forward again.</p> <p>Diversify uses on secondary areas on basement and first floor levels of the Victoria Centre 57% – Some slippage against target Slippage due to market uncertainty; albeit, Spymissions has opened and Brook is to open shortly.</p> <p>Work started on Seaway Leisure project 30% – Some slippage against target Agreement to lease due to be exchanged before end of December 2022. Unlikely development will go to the funding market until Quarter 2/3 2023.</p> <p>The council will work with the developer to progress the reserved matters planning application and will continue to identify ways in which development can be funded which secures the housing and regeneration outcomes alongside Southend United Football Club’s long-term plans 20% – Some slippage against target Agreements are in place and work is well underway to secure a suitable funder for the development. Recent economic volatility and build cost inflation have presented some challenges and work is underway to mitigate this, but it will almost certainly lead to some slippage.</p> <p>Develop the Launch Pad innovation hub at Airport Business Park Southend 50% – On course to achieve target Launchpad was finished and handed over by contractor end of October 22. Operator contract was signed by Oxford Innovation and soft launch event happened mid-November. Oxford Innovation now in six-month period of mobilisation and still on target to be fully open by 1 March 2023.</p>			

Action (output measure)	Progress	Status	Due Date
<p>The council will work closely with London Southend Airport under its new leadership to optimise inward investment and job creation opportunities and to explore viable environmental mitigations and opportunities</p> <p><i>Corporate Plan objective: support economic regeneration and business development</i></p> <p><i>Corporate Risk Register Ref: 20</i></p>	20%	On course to achieve target	31 Mar 2023
	<p>Relevant introductions have been made and a series of meetings established with the new airport management to enable positive collaborative working to help the airport return to pre-covid activity and unlock growth potential whilst also ensuring that the airport is appropriately held to account in relation to s.106 and lease compliance. This must be an ongoing, long-term relationship.</p>		
<p>Implement new approach to evaluating responses to social value</p> <p><i>Corporate Plan objective: use our spending power</i></p> <p><i>Corporate Risk Register Ref: 2 & 3</i></p>	30%	At risk of missing target	31 Mar 2023
	<p>The Procurement team is using the new Social Value tools and Themes, Outcomes and Measures as far as possible. Further work is needed to implement the Essex County Council model. Officers in the team are trying to progress this alongside the 'day job', as relayed to Corporate Management Team during 2022 when the Social Value Policy was reviewed</p>		
<p>Delivery of Levelling Up Fund benefits and UK Shared Prosperity Fund interventions, outputs and outcomes</p> <p><i>Corporate Plan objective: bid for funding opportunities and attract inward investment</i></p> <p><i>Corporate Risk Register Ref: 18 & 20</i></p>	0%	Some slippage against target	31 Mar 2025
	<p>Levelling Up Fund round 1 projects of Leigh Port, City Beach and Cliffs Pavilion will only be completed (in terms of construction) in 2024/25. The benefits attributable to these physical works to be realised over ten-year period.</p> <p>We are awaiting a decision from Government on Levelling Up Fund round 2, but this is looking unlikely.</p> <p>Investment Plan for the UK Shared Prosperity Fund only approved in December 2022 (delayed from September) and we still haven't signed Grant Funding Agreement. We then need to run a call for projects, assess bids, award funding and begin project delivery. Outcomes and outputs to be achieved by 31 March 2025.</p>		
<p>Develop and implement a tackling poverty strategy</p> <p><i>Corporate Plan objective: support community recovery</i></p> <p><i>Corporate Risk Register Ref: 3 & 20</i></p>	75%	On course to achieve target	31 Mar 2023
	<p>We have finalised the priorities and strategic objectives in the last two Tackling Poverty Steering Group meetings and have written the first draft of the strategy. The strategy will go through the governance route with a view to present it to Cabinet on 21 February 2023</p>		
<p>Delivery of connectivity strategy</p> <p><i>Corporate Plan objective: support community recovery</i></p> <p><i>Corporate Risk Register Ref: 14</i></p>	25%	On course to achieve target	31 Mar 2024
	<p>Feasibility study completed. Reviews of connectivity contracts with the council are in progress. Renegotiation of key contract in discussion.</p>		
<p>Southend Fibre Broadband connections installed</p> <p><i>Corporate Plan objective: sustain and grow digital investment and</i></p>	75%	On course to achieve target	31 Sep 2023
	<p>CityFibre update, December 2022:</p>		

Action (output measure)	Progress	Status	Due Date
<i>inclusion</i> Corporate Risk Register Ref: 7 & 20	<ul style="list-style-type: none"> • Build complete 81% • Passed premises 68,228 homes • 4,231 businesses on net (available via metro and Fibre-to-the-Premises build) • Residential take up growing • Five Internet Service Providers available • Last stage of build estimated completion spring 2021 		
	75%	On course to achieve target	31 Mar 2023
Retain our Purple Flag status Corporate Plan objective: <i>improve community safety</i>	Submission made to the Association of Town & City Management in October 2022. Assessors visited the Purple Flag Zone in November 2022. The national purple flag assessment panel will sit and review the recommendations in early 2023 at which time we will find out if Southend has retained or failed award.		
	25%	Some slippage against target	31 May 2023
8 Domestic Abuse Strategy Corporate Plan objective: <i>improve community safety</i> Corporate Risk Register Ref: 8 & 14	<p>The Domestic Abuse (DA) strategy won't be finalised until Spring 2023. The needs assessment has only just started.</p> <p>The interim DA strategy sets out the need for a robust approach to assessing the needs of our population to inform the commissioning of services. We have been refreshing our current needs assessment, including work with Essex and Thurrock Councils to commission a 'discovery exercise' to better understand the regional landscape. Revising the needs assessment will be completed early 2023.</p> <p>A local DA partnership board has been developed with senior leaders from the council and partner agencies, such as criminal justice, health and the voluntary sector.</p> <p>Department for Levelling Up, Housing and Communities grants have been used to provide internal capability to deliver the requirements, developing capacity within South Essex Homes to identify and support tenants experiencing domestic abuse to remain safe and commissioning a co-location pilot and therapeutic support for victims through Safe Steps. We have continued our support for our wider domestic abuse services provided by Safe Steps by extending our existing contract until March 2024.</p> <p>A longer-term approach which goes beyond the statutory safe accommodation duties is required to make a difference to our residents. Following our needs assessment in early 2023, we will be working through the Southend DA partnership Board to develop a robust whole system strategy to launch Spring 2024.</p>		

Indicator	Value	Target	Aim of indicator	Date range	Compared to the last period (period 6)	Compared to the previous year (Period 8)
Rate of suppliers paying their staff at least Living Wage [Quarterly snapshot] <i>Corporate Plan objective: use our spending power</i> <i>Corporate Risk Register Ref: 3 & 20</i>	19	176	Maximise	Q2 22/23	19	New KPI
	<p>The contract register currently indicates that 176 of circa 300 corporate contracts are in-scope (i.e. we could ask about Living Wage as they provide staff).</p> <p>A large proportion of suppliers have not provided their position on paying the real living wage.</p>					
Number of visitors to Southend Pier [Cumulative YTD] <i>Corporate Plan objective: enhance our tourism, cultural and leisure offer</i> <i>Corporate Risk Register Ref: 19</i>	322,603	298,500	Maximise	As at Nov 22	-	↑ 267,276
8	<p>Despite a quiet November, due to the wet and windy weather, this has been our busiest October on record- the previous highest was in 2018 with 25646 visitors (+2136). Notable attractions across this period include the 'Halloween On The Pier' event, seafront fireworks and 'Santa On The Pier' events, which sold out on all dates.</p> <p>At this stage in 22/23, visitor numbers demonstrate a 20.7% increase compared to 21/22.</p>					
Visit Southend website visitors – total number of people that visited our website [Cumulative YTD] <i>Corporate Plan objective: enhance our tourism, cultural and leisure offer</i> <i>Corporate Risk Register Ref: 19</i>	258,641	245,000	Maximise	As at Nov 22	-	↑ 185,488
	<p>The seasonal offer in Southend, with Christmas events and activities promoted online, has meant an increase in traffic to the website. The November target of 245,000 visitors to the website was exceeded by 13,500 visitors.</p> <p>At this stage in 22/23, website visitor numbers demonstrate a 39.4% increase compared to 21/22, and this indicator has moved from amber to green from period 6 to 8.</p>					
Visit Southend social media reach – total number of people that saw our social media posts [Cumulative YTD] <i>Corporate Plan objective: enhance our tourism, cultural and leisure offer</i>	4,334,698	3,850,000	Maximise	As at Nov 22	-	↓ 4,481,471

Indicator	Value	Target	Aim of indicator	Date range	Compared to the last period (period 6)	Compared to the previous year (Period 8)
	<p>Social media reach is challenging to estimate - alongside knowledge of upcoming events, reach is highly dependent on what other events occur in the coming year for the council to post about. The year to date has been more successful than expected, exceeding this period's target. A higher than usual turnover of engaging social media posts has meant a large unforeseen increase in post reach.</p> <p>At this stage in 22/23, Visit Southend social media reach demonstrates a 3.3% decrease compared to 21/22.</p>					
Take up of the NHS Health Check programme [Cumulative YTD] <i>Corporate Plan objective: support community recovery</i> <i>Corporate Risk Register Ref: 10</i>	1,375	2,904	Maximise	As at Nov 22	-	↑ 107
∞	<p>The NHS Health Check is a health check-up for adults in England aged 40 to 74. It's designed to spot early signs of stroke, kidney disease, heart disease, type 2 diabetes or dementia. 17 practices are currently delivering. To date, 37% of checks have been delivered to residents in the most deprived areas of the city (Indices of Multiple Deprivation (IMD) areas 1 to 4). Health Trainers to support delivery within Practices. An additional outreach plan is being developed to increase delivery, with a focus on IMD 1 to 4 area.</p>					
Immunisation- MMR one dose at 2 years old [Cumulative YTD] <i>Corporate Plan objective: support community recovery</i> <i>Corporate Risk Register Ref: 10</i>	88.8%	95%	Maximise	Q1 22/23	-- 88.8%	↑ 0% (Q1 21/22)
	<p>Q1 reporting remains the most up to date data. Q2 will not be available until 20 December 2022. The regional spread for COVER (Cover of Vaccinations Evaluated Rapidly) on this indicator is 79.0-93.9. Southend-on-Sea is third from bottom in list of East of England regions for vaccination coverage.</p>					
Immunisation- MMR two doses at 5 years old [Cumulative YTD] <i>Corporate Plan objective: support community recovery</i> <i>Corporate Risk Register Ref: 10</i>	88.4%	95%	Maximise	Q1 22/23	-- 88.4%	↓ 90.8% (Q1 21/22)
	<p>Q1 data remains the most to date data. Q2 data is due to be released on the 20th of December 2022. The regional spread for COVER (Cover of Vaccinations Evaluated Rapidly) on this indicator is 78.0-91.8. Southend-on-Sea is third from bottom in list of East of England regions for vaccination coverage.</p>					
Number of physically inactive adults completing a physical activity course and continuing to be physically active [Cumulative YTD]	328	272	Maximise	As at Nov 22	-	↑ 202

Indicator	Value	Target	Aim of indicator	Date range	Compared to the last period (period 6)	Compared to the previous year (Period 8)
Corporate Plan objective: support community recovery Corporate Risk Register Ref: 10						
	A good number of people have completed a course, and it is on schedule to achieve the annual target of 400.					
City centre footfall [Monthly average] Corporate Plan objective: deliver our city centre strategy and investment plan Corporate Risk Register Ref: 18 & 20	1,631,985	1,019,000	Maximise	As at Oct 2022	1,570,574	↑1,297,486 (Oct 21)
	Average monthly footfall for this period as at October 2022 sits at 1,631,985.					
	Looking at month-on-month change from September to October, there has been an 2.84% increase in footfall, compared to a national decrease of 4.34%.					
	Average dwell time as at October 2022 was 01:50:10. This is a slight increase from the previous quarter, at 01:42:26.					
Number of attendances at council run or affiliated arts and cultural events [Cumulative YTD] Corporate Plan objective: enhance our tourism, cultural and leisure offer Corporate Risk Register Ref: 19	TBC	TBC	Maximise	TBC	New KPI	New KPI
	Indicator under development. Following the cancellation of events due to Covid-19, monitoring of this indicator was paused. The service area is working with the Insights team to develop revised targets and baseline measures, with monitoring expected to begin in Q4 2022/23.					
Participation and attendance at Council-owned/affiliated sports and leisure facilities and events [Cumulative YTD] Corporate Plan objective: enhance our tourism, cultural and leisure offer Corporate Risk Register Ref: 19	TBC	TBC	TBC	TBC	New KPI	New KPI
	Indicator under development. Following the cancellation of events due to Covid-19, monitoring of this indicator was paused. The service area is working with the Insights team to develop revised targets and baseline measures, with monitoring expected to begin in Q4 2022/23.					
Increase the number of residents who have access to superfast broadband [Annual snapshot] Corporate Plan objective: sustain and grow digital	62,861	TBC	Maximise	As at Nov 2022	-	New KPI

Indicator	Value	Target	Aim of indicator	Date range	Compared to the last period (period 6)	Compared to the previous year (Period 8)
<i>investment and inclusion</i> Corporate Risk Register Ref: 20						
	<p>The CityFibre rollout is on track to complete in Spring 2023 and is progressing at pace. As of December 2022, building completion rate is at 81%.</p> <p>Work is underway to monitor the number of residents who have taken up the superfast broadband offer.</p>					
High Street occupancy [Quarterly snapshot] Corporate Plan objective: <i>deliver our city centre strategy and investment plan</i> Corporate Risk Register Ref: 18 & 20	88.2%	86.1%	Maximise	Q2 22/23	-	↑79.6%
	<p>The British Retail Consortium, as of October 2022, reported that the national vacancy rate is 13.9%.</p>					

A city with a good quality of life

Highlight report:

28 Key Performance Indicators (KPIs) have been developed and aligned to the following objectives:

Achieve our vision of a city where all children achieve success	Ensure children and young people, including those in care, feel and are safe at home, school and in their communities	Enable and provide opportunities for the best start in life
Enable people to age well, live well and care well	Ensure that health and social care services meet the needs of all	Ensure services are diverse, sustainable and high quality, including those who pay for their own care

16 KPIs are on target within this priority area. The KPIs: *Percentage of children open for at least 5 weeks, who have been discussed in Supervision in the last 3 months* has moved from Amber at period 6 to Green for this reporting cycle. The KPIs: *Percentage of children who have been in care for 2.5 years and in the same placement for 2 years or are placed for adoption and their adoptive placement together with their previous placement together last for at least 2 years for CLA under the age of 16; Proportion of older people (65 and over) who were still at home 91 days after discharge from hospital into reablement/rehabilitation services* have moved from Red at period 6 to Amber for this reporting cycle. The KPIs: *Percentage of children with a Child Protection Plan that have had their CPP for more than 2 years on the last day of the month; Percentage of eligible children benefiting from 2-year old funding* have moved from Red in period 6 to Green for this reporting cycle.

The following 7 KPIs are currently not meeting target:

- [Percentage of Social Workers who have a caseload of more than 18 children \[Monthly snapshot\]](#)
- [Percentage of audited cases judged as good or outstanding \[Quarterly snapshot\]](#)
- [Percentage of placements in residential and PVI settings \[Monthly snapshot\]](#)
- [Percentage of children completing the PLO process within 12 weeks \[Cumulative YTD\]](#)
- [Rate of children in care per 10,000 population under 18 years old \[Monthly snapshot\]](#)

These KPIs are aligned to risk 8 (Safeguarding responsibilities and child welfare) caused by an increase in demand and lack of resources. This could cause a failure to deliver the outcomes anticipated for vulnerable people that need support.

- [People in receipt of long-term support for more than 12 months that have received a review in the last 12 months \[Cumulative YTD\]](#)

This KPI is aligned to risk 13 (Adult social care) caused by an increase in demand and vacancies not filled. This could cause difficulty in meeting increasing demand for support, resulting in worsening outcomes for those in need of support.

- [Proportion of those that received short-term service during the year where sequel was either no on-going support or support of a lower level \[Cumulative YTD\]](#)

The following 5 KPIs are amber RAG rated:

- Percentage of children who have been in care for 2.5 years and in the same placement for 2 years or are placed for adoption and their adoptive placement together with their previous placement together last for at least 2 years for CLA under the age of 16 [Quarterly snapshot] – Red at Period 6 to Amber for this reporting period.

This KPI is aligned to risk 8 (Safeguarding responsibilities and child welfare) caused by an increase in demand and lack of resources. This could cause a failure to deliver the outcomes anticipated for vulnerable people that need support.

- Proportion of older people (65 and over) who were still at home 91 days after discharge from hospital into reablement/rehabilitation services [Monthly snapshot] – Red at period 6 to Amber for this reporting period.
- Overall satisfaction of people who use services with their care and support [Annual Snapshot]

These KPIs are aligned to risk 13 (Adult social care). This could cause difficulty in meeting increasing demand for support, resulting in worsening outcomes for those in need of support.

- The proportion of people who use services who have control over their daily life [Annual snapshot]

These KPIs are aligned to risk 10 (Health inequalities) which may impact on widening health inequalities in the city and 13 (Adult social care)

- Proportion of carers who report that they have been included or consulted [Annual Snapshot]

A city with a good quality of life

Indicator	Value	Target	Aim of indicator	Date range	Compared to the last period (period 6)	Compared to the previous year (Period 8)
<p>Percentage of Social Workers who have a caseload of more than 18 children [Monthly snapshot] <i>Corporate Plan objective: Achieve our vision of a city where all children achieve success</i> <i>Corporate Risk Register Ref: 8</i></p>	27%	10%	Minimise	Period 8	↑ 45.7%	-
<p>Although this is above what ideally a social workers caseload would be, this figure does relate to our Assessment and Intervention service whereby following heavy duty weeks with an increased amount of referrals into Southend children's services, allocations of such work is inevitable in order to meet the needs of our children and families in a timely manner.</p> <p>This performance indicator has been above target throughout 22/23, however has demonstrated a 6% decrease compared to the beginning of the year (Apr 22), and an 18.7% decrease compared to period 6.</p>						
<p>Percentage of children open for at least 5 weeks, who have been discussed in Supervision in the last 3 months [Monthly snapshot] <i>Corporate Plan objective: Achieve our vision of a city where all children achieve success</i> <i>Corporate Risk Register Ref: 8</i></p>	94.1%	93%	Maximise	Period 8	↑ 92.8%	↑ 90%
<p>This figure has remained consistently above target for the previous four months, having been below target prior to this since November 2021. Work is continuing across all service areas to ultimately achieve 100%.</p> <p>This performance indicator has moved from Amber to Green from period 6 to 8.</p>						
<p>Percentage of audited cases judged as good or outstanding [Cumulative YTD] <i>Corporate Plan objective: Achieve our vision of a city where all children achieve success</i> <i>Corporate Risk Register Ref: 8</i></p>	50.7%	85%	Maximise	Period 8	↑ 49.7%	↓ 59.5%
<p>Non-cumulatively, for October and November, combined performance stood at 60% good and outstanding. All areas of the audit (the domains) improved, with the exception of the judgement on reason for involvement. That domain had reduced slightly, however it stood at 75% good and outstanding.</p> <p>It should be noted that these are small sample sizes for each team that are enhanced by the broader range of audit activity introduced in October (themed audits aligned to the improvement roadmap each month and dip sample audits).</p>						
<p>Percentage of placements in residential and PVI settings [Monthly snapshot] <i>Corporate Plan objective: Achieve our vision of a city where all children achieve success</i> <i>Corporate Risk Register Ref: 8</i></p>	53.6%	20%	Minimise	Period 8	↓ 51.5%	↓ 46.5%
<p>The increased use of residential and Independent Fostering Agency placements coincides with the increasing numbers of children coming into our care in August 2021, coupled with the decreasing capacity within the inhouse foster service. The demand of private sector placements is unlikely to reduce this year due to the numbers of children who will require</p>						

Indicator	Value	Target	Aim of indicator	Date range	Compared to the last period (period 6)	Compared to the previous year (Period 8)
	<p>residential placement, including an increased number of pre-birth assessments which require a parent and child assessment unit and increased numbers of unaccompanied asylum-seeking children. The needs of our current children in care are becoming more complex and a number of foster placements have broken resulting in children requiring residential placements. It is envisaged that the new fostering offer will help alleviate some of the demand for IFA placements in 2023/24.</p> <p>This performance indicator has increased by 7.1% compared to the same period in the previous year, and by 2.1% compared to period 6.</p>					
<p>8</p> <p>Percentage of children who have been in care for 2.5 years and in the same placement for 2 years or are placed for adoption and their adoptive placement together with their previous placement together last for at least 2 years for CLA under the age of 16 [Quarterly snapshot] <i>Corporate Plan objective: Ensure children and young people, including those in care, feel and are safe at home, school and in their communities</i> <i>Corporate Risk Register Ref: 8</i></p>	62.6%	70%	Maximise	Period 8	↑ 59.6%	↑ 60.2%
<p>It is noted that there are problems with the methodology for this KPI, currently being measured in working days for the 2.5 years in care, increasing the number of children in this cohort thus impacting on the return. This has been raised with OPI and further work around the methodology is required.</p> <p>Performance has however improved, which is positive and indicates that there are a greater number of children and young people benefitting from stable and meaningful placements.</p> <p>We are on track to meet our indicator and will be-aligned or exceed the national indicator which is 68%.</p> <p>The placement stability framework was revised earlier in the year with a focus on supporting placements, with placement support meetings required to take place, which has helped to capture problems and support the carers, preventing notice/breakdowns. However, there are occasions where children/young people experience a move which is positive. Ongoing close scrutiny and implementation of new framework will help see further improvements.</p> <p>This indicator has moved from red to amber from period 6 to 8, demonstrating a 3% increase, and has shown 2.4% increase compared to the same period in the previous year.</p>						
	24%	65%	Maximise	Period 8	↑ 8.7%	-

Indicator	Value	Target	Aim of indicator	Date range	Compared to the last period (period 6)	Compared to the previous year (Period 8)
<p>Percentage of children completing the PLO process within 12 weeks [Cumulative YTD] <i>Corporate Plan objective: Ensure children and young people, including those in care, feel and are safe at home, school and in their communities</i> <i>Corporate Risk Register Ref: 8</i></p>	<p>In consultation with Legal Services, we are overall doing well in this performance area; however, as a result of analysis of figures that suggest differently, the service area have identified a recording issue that accounts for low performance figures.</p> <p>Each child's record is being checked/amended to reflect action required and it is envisaged that once rectified that accurate data will be captured and figures will significantly improve.</p> <p>As this is a cumulative figure, it is challenging to determine accurate figures on a month-by-month basis, due to a low starting point. There is some slippage with regards to monthly figures, however there is certainly overall improvement in the timeliness of the PLO process.</p>					
<p>Percentage of referrals that were received where a previous referral had been received within 12 months [Cumulative YTD] <i>Corporate Plan objective: Ensure children and young people, including those in care, feel and are safe at home, school and in their communities</i> <i>Corporate Risk Register Ref: 8</i></p>	21.8%	24%	Minimise	Period 8	↓ 20.8%	↑ 22.3%
<p>This is a repeat positive figure with the figure remaining within set targets; however, performance is closely monitored with regards to reducing further.</p> <p>This performance indicator has remained below target for the previous</p>						
<p>⌘</p> <p>Percentage of children with a Child Protection Plan that have had their CPP for more than 2 years on the last day of the month [Monthly snapshot] <i>Corporate Plan objective: Ensure children and young people, including those in care, feel and are safe at home, school and in their communities</i> <i>Corporate Risk Register Ref: 8</i></p>	4.9%	5%	Minimise	Period 8	↑ 7.2%	↓ 2.4%
<p>This figure has been on target consistently for two months, meeting target for the first time in 22/23. All children above two years are being reviewed by Head of Service for clarification of reasons/progressing to Legal gateway if necessary.</p> <p>This has related to all children being reviewed subject to a plan to ensure prevention of drift and delay and ultimately to ensure that the correct children are receiving the correct intervention at the correct time.</p> <p>This performance indicator has moved from red to green from period 6 to 8, demonstrating a decrease of 2.3%; however, the current position is 2.5% higher than the same period in 2021/22.</p>						
<p>Rate of children in care per 10,000 population under 18 years old [Monthly snapshot] <i>Corporate Plan objective: Ensure children and young people, including those in care, feel and are safe at home, school and</i></p>	76.75	65 – 75	Goldilocks	Period 8	↑ 77.18	↓ 73.1
<p>This figure has remained above the national average throughout 2022/23 and it is not expected that the rate of CIC per 10,000 will drop to the target of 65. The rate of children entering care compared to the rate of children exiting care is static. We continue to have a</p>						

Indicator	Value	Target	Aim of indicator	Date range	Compared to the last period (period 6)	Compared to the previous year (Period 8)
<p><i>in their communities</i> Corporate Risk Register Ref: 8</p>	<p>higher number of UASC coming into our care. All these factors mean the rate will not significantly reduce from the current rate.</p> <p>This figure demonstrates a 0.6% decrease compared to period 6, however shows a 5% increase compared to the same period in 21/22.</p> <p>In order to aim to reduce our numbers of children in our care, a new workstream has been developed, focussing on reunification where safe and appropriate, and another supporting carers to apply for a special guardianship order to support leaving care.</p>					
<p>Percentage of children in good or outstanding Schools [Monthly snapshot] Corporate Plan objective: <i>Enable and provide opportunities for the best start in life</i></p>	93.5%	88%	Maximise	Period 8	↑ 91.4%	↑ 86.9%
<p>This performance indicator has been above target throughout 22/23, demonstrating a 2.1% increase from period 6 to 8, and a 6.6% increase compared with the same period in 21/22.</p> <p>We have seen an increase following the publishing of reporting for Our Lady of Lourdes on the 10 November.</p> <p>100% of LA maintained schools remain good or better. The LA has worked with Our Lady of Lourdes to help secure an improved outcome for them and continues to work with all schools in the borough to support where necessary</p> <p>11 schools (including academy, maintained, independent and special schools) are currently rated as outstanding, with two currently rated as inadequate.</p>						
<p>Percentage of eligible children benefiting from 2-year old funding [Monthly snapshot] Corporate Plan objective: <i>Enable and provide opportunities for the best start in life</i></p>	68.7%	68%	Maximise	Period 8	↑ 64.5%	↓ 70.4%
<p>We are pleased that take up of two-year old funding is on course to meet target. We continue to do a deep dive and will continue working with OPI to maximise take up.</p> <p>New reporting has been built to identify any two-year olds accessing Family Centre services that may be eligible for two-year old funding. We will be targeting these families to encourage take up. We also continue to work closely with Family Centres to promote the offer to parents and are working with Family Centres to deliver virtual surgeries to support parents looking for childcare.</p> <p>We have successfully appointed to the role of Funding Officer who started with the council on 12 September. Part of the role will be to work with providers, health colleagues and partners to ensure that all eligible parents are informed about and supported to access two-year old funding.</p>						

Indicator	Value	Target	Aim of indicator	Date range	Compared to the last period (period 6)	Compared to the previous year (Period 8)
	<p>The Early Years Outreach Team is also working with the Communications Team to run social media and bus stop marketing campaigns.</p> <p>This performance indicator has moved from red to green from period 6 to 8.</p>					
Percentage of 2-, 3- and 4- year-old children benefitting from funded early education in good or outstanding settings [Monthly snapshot] <i>Corporate Plan objective: Enable and provide opportunities for the best start in life</i>	97.7%	96.5%	Maximise	Period 8	-- 97.7%	New KPI
	<p>This performance indicator is on target; however, nationally and locally, there are major workforce issues which the service area is carefully monitoring.</p>					
Percentage of young people who are not in employment, education or training or whose situation is not known [Monthly snapshot] <i>Corporate Plan objective: Enable and provide opportunities for the best start in life</i> <i>Corporate Risk Register Ref: 14 & 20</i>	4.7%	5.8%	Minimise	Period 8	↑ 4.8%	↑ 5.3%
	<p>Robust tracking of young people to identify their post-16 destination, and supporting young people back into employment, education or training means that we are on track.</p>					
8 The percentage of Southend-on-Sea children aged under 4 living in the most deprived areas (0-30%) involved in pre-school activity or education [Cumulative YTD] <i>Corporate Plan objective: Enable and provide opportunities for the best start in life</i> <i>Corporate Risk Register Ref: 8</i>	97.4%	70%	Maximise	Period 8	↑ 92.4%	-
	<p>We continue to work closely with A Better Start Southend, Health and partners to increase the offer to children and families of Southend.</p> <p>This period has seen an increase in the need for access to universal services, alongside an increase in the need for support with baby/toddler clothing, items and equipment through our baby bank donation service. Family Centres have also seen an increase in support needed to those with no resource to public funds and asylum seekers.</p> <p>Family Centres continue to strive to ensure early years services are provided for children in Southend; staff actively promote Early Years settings and childminders to families to maximise the opportunity of 2 and 3-4 entitlement and the centres are proactively working with colleagues and partner agencies to support refugees that have been placed in Southend adapting service provision to meet the needs of particular communities. Family Centres have also been successful in a joint bid with a local charity to support secondary school children to receive new uniform.</p>					

Indicator	Value	Target	Aim of indicator	Date range	Compared to the last period (period 6)	Compared to the previous year (Period 8)
	Packed with Smiles has increased funding opportunities through Family Centres to enable more children to receive new school uniform as a response to the cost-of-living crisis. Family Centres are also working closely with health visiting and maternity safeguarding leads to provide support to those with imminent births who are not practically prepared for babies arrival.					
ASCOF 1G Proportion of adults with learning disabilities who live in their own home or with their family [Cumulative YTD] <i>Corporate Plan objective: enable people to age well, live well and care well</i> <i>Corporate Risk Register Ref: 13</i>	87.2%	85.5%	Maximise	Period 8	↓ 89.0%	↓ 90%
	The LD Team's focus is supporting people with a Learning Disability to reside within tenanted arrangements which increases choice and control.					
ASCOF 2A(2)- Permanent admissions into residential/nursing care, per 100,000 population (65+) [Monthly snapshot] <i>Corporate Plan objective: enable people to age well, live well and care well</i> <i>Corporate Risk Register Ref: 13</i>	274.81	336.5	Minimise	As at Nov 22	-	↓ 227.14
	Remains on target. The service continues to prioritise supporting people in their own home to reduce the reliance and use of care home placements.					
ASCOF 1C (1A) - Proportion of People receiving self-directed support [Cumulative YTD] <i>Corporate Plan objective: ensure that health and social care services meet the needs of all</i> <i>Corporate Risk Register Ref: 10 & 13</i>	97.9%	95%	Maximise	Q2 22/23	-- 97.9%	↑97.2%
	This indicator has been consistently above target throughout 2022/23 and has demonstrated a 0.5% increase compared to the previous quarter, and a 0.7% increase compared to the same period in 2021/22.					
Percentage that were asked and safeguarding outcomes were Fully or partially achieved [Cumulative YTD] <i>Corporate Plan objective: ensure that health and social care services meet the needs of all</i> <i>Corporate Risk Register Ref: 8</i>	97.5%	97%	Maximise	Period 8	-- 97.5%	↓ 97.8%
	Data suggests that the overwhelming majority of people agree that the outcomes of the safeguarding enquiry were in line with their expectations.					
ASCOF 2B (1)- Proportion of older people (65 and over) who were still at home 91 days after discharge from hospital into reablement/rehabilitation services [Monthly snapshot] <i>Corporate Plan objective: ensure that health and social care services meet the needs of all</i> <i>Corporate Risk Register Ref: 13</i>	77.2%	80%	Maximise	Period 8	↑ 74.9%	↓ 86.3%
	Performance remains below target; however, has shown improvement over the past two months. It is important to note that the NHS continues to lead on discharge from hospital, which means the local authority has reduced input and control over this measure.					
	58.6%	75%	Maximise	Period 8	↓ 61.1%	↓ 78.1%

Indicator	Value	Target	Aim of indicator	Date range	Compared to the last period (period 6)	Compared to the previous year (Period 8)
<p>People in receipt of long-term support for more than 12 months that have received a review in the last 12 months [Cumulative YTD] <i>Corporate Plan objective: ensure that health and social care services meet the needs of all</i> <i>Corporate Risk Register Ref: 13</i></p>	<p>The challenged position for this performance indicator was expected and necessary due to the Review Team needing to prioritise other work streams relating to the increase in demand from the Access point and for safeguarding referrals.</p> <p>Recent improvement in the staffing levels within the team will enable a renewed focus over the coming months to improve performance in this area and additional focus on reviews that are overdue.</p>					
<p>ASCOF 2D - Proportion of those that received short-term service during the year where sequel was either no on-going support or support of a lower level [Cumulative YTD] <i>Corporate Plan objective: ensure that health and social care services meet the needs of all</i></p>	46.6%	58%	Maximise	Period 8	↑ 45.2%	↓ 56.5%
<p>The measure remains below target, however, has remained relatively static over recent months. This indicator will continue to be monitored in collaboration with the Commissioning service over the coming months.</p>						
<p>ASCOF 3C (1) - Proportion of carers who report that they have been included or consulted [Annual Snapshot] <i>Corporate Plan objective: ensure that health and social care services meet the needs of all</i></p>	72.3%	73.9%	Maximise	21/22	-	↓73.9% (2018/19)
<p>For 2021/22, Southend-on-Sea is ranked 9th nationally for this indicator. Region score: 67.3% England score: 64.7%</p>						
<p>ASCOF 3A- Overall satisfaction of people who use services with their care and support [Annual Snapshot] <i>Corporate Plan objective: ensure that health and social care services meet the needs of all</i> <i>Corporate Risk Register Ref: 13</i></p>	71.1%	71.2	Maximise	2021/22	-	↑ 70.6%
<p>For 2021/22, Southend-on-Sea is ranked 6th nationally for this indicator. Region score: 65.4% England score: 63.9%</p>						
<p>Percentage of total attendance in all schools [Monthly snapshot] <i>Corporate Plan objective: Enable and provide opportunities for the best start in life</i></p>	93.8%	91.2%	Maximise	Period 8	↓ 94.5%	New KPI
<p>The current national benchmark for absence across all schools (as of 21/11/22) is 8.8%. Regionally the data is 9% absence. This data is provided by the Department for Education and currently includes 75% of all primary, secondary and special schools across the country.</p> <p>Southend's current absence across all schools (not including Legra Trust schools or independents) is 6.75%. Southend is therefore performing better than national and regional partners at present, with all phases currently performing better than the national data.</p> <p>Attendance breakdown:</p>						

Indicator	Value	Target	Aim of indicator	Date range	Compared to the last period (period 6)	Compared to the previous year (Period 8)
	Primary - 94.07% (5.93% absence) National: 92.5% (7.5% absence) Secondary - 92.81% (7.19% absence) National: 89.7% (10.3% absence) Special - 86.52% (13.48% absence) National: 85.8% (14.2% absence)					
ASCOF 1H- Proportion of adults in contact with secondary mental health services who live independently with or without support [Monthly snapshot] <i>Corporate Plan objective: enable people to age well, live well and care well</i> <i>Corporate Risk Register Ref: 13</i> Ⓔ	40.4%	40%	Maximise	As at Oct 2022	↑ 39.7%	-
	Performance against revised definition - 40.4% for October 2022. It is noted that there was definition update for this performance indicator in May 2022 – amounting to a tenfold increase in service users included in this figure, and therefore impacting the outcome for this measure. This means that figures shouldn't be compared to previous figures.					
Number of carers assessed and/or reviewed per 100,000 population (18+) [Monthly snapshot] <i>Corporate Plan objective: enable people to age well, live well and care well</i> <i>Corporate Risk Register Ref: 13</i>	237.7	234.84	Maximise	As at Nov 22	-	↓ 425.76
	The numbers are starting to demonstrate the extensive work we have done since the beginning of the year on our carers offer and practice.					
ASCOF 3D (1) - The proportion of people who use services who find it easy to find information about support [Annual snapshot] <i>Corporate Plan objective: enable people to age well, live well and care well</i> <i>Corporate Risk Register Ref: 10 & 13</i>	71.6%	70.2%	Maximise	2022/23	-	↑ 68%
	For 2020/21, Southend-on-Sea is ranked 19th nationally for this indicator. Region score: 63.2% England score: 64.6%					
ASCOF 1B (1) - The proportion of people who use services who have control over their daily life [Annual snapshot] <i>Corporate Plan objective: enable people to age well, live well and care well</i> <i>Corporate Risk Register Ref: 10 & 13</i>	81.2%	81.8%	Maximise	2022/23	-	↓ 83.5%
	For 2021/22, Southend-on-Sea is ranked 18th nationally for this indicator. Region score: 77.3% England score: 76.9%					

A city rising to the climate change challenge

Highlight report:

16 Key Performance Indicators (KPIs) have been developed and aligned to the following objectives:

Local Transport Plan 4	Become a net Zero Carbon Southend by 2030	Prevent waste, re-use and increase recycling
Develop an active and sustainable travel network	Enhance, promote and protect our natural environment	Undertake flood and coastal erosion risk management

11 KPIs are on target within this priority area. The KPI: *Rate of publicly available electric vehicle charging devices at all speeds in Southend-on-Sea*, has moved from Amber at period 6 to Green for this reporting cycle.

The following 1 KPI is amber RAG rated:

- Percentage acceptable standard of cleanliness: detritus [Cumulative YTD]

The following 4 KPIs are currently developing their baseline and target data to be reported on from 2023/24 onwards:

- Improve the city's cycle network (increased metres of cycle lane)
- Improve number of school streets & low traffic neighbourhoods
- Tree Net Gain in the city [Annual snapshot]
- Increasing the areas devoted to Improve the survival of pollinating insects [Annual snapshot]

A city rising to the climate change challenge

Action (output measure)	Progress	Status	Due Date
Develop and deliver the Local Transport strategic document <i>Corporate Plan objective: Local Transport Plan 4</i> <i>Corporate Risk Register Ref: 9</i>	34%	On course to achieve target	31 Jul 2023
	On programme but awaiting Department for Transport release of Local Transport Plan (LTP4) guidance document that is 3-6 months overdue.		
Pathway to Net Zero Carbon <i>Corporate Plan objective: Become a net Zero Carbon Southend by 2030</i> <i>Corporate Risk Register Ref: 9</i>	15%	On course to achieve target	31 Mar 2023
	Scenario setting document that consultants are working on is being finalised. Scenario setting and modelling will inform council's decision making. It will be used to inform a preferred option and future strategy to be adopted by the council to meet net zero carbon challenge.		
Revise & update the Green City Action Plan <i>Corporate Plan objective: Become a net Zero Carbon Southend by 2030</i> <i>Corporate Risk Register Ref: 9</i>	10%	On course to achieve target	31 Mar 2024
	Green City Action Plan has been reframed, underpinned by robust evidence base. This will enable action plan to be delivered by its timescale.		
Delivery of a 10-year vision for parks & open spaces regeneration strategy (2022-2032) <i>Corporate Plan objective: Enhance, promote and protect our natural environment</i> <i>Corporate Risk Register Ref: 9</i>	40%	On course to achieve target	31 Mar 2023
	A first draft has been completed and is being assessed by the Head of Parks and Open Spaces before wider consultation on this.		
Southend City Council Shoreline Strategy Implementation Plan update <i>Corporate Plan objective: Undertake flood and coastal erosion risk management</i>	10%	On course to achieve target	31 Mar 2023
	Work on strategy due to start in New Year. Currently finalising scope documents, as much river, surface water and coastal modelling will be needed.		
Southend City Council Local Flood Risk Management Strategy update <i>Corporate Plan objective: Undertake flood and coastal erosion risk management</i> <i>Corporate Risk Register Ref: 9</i>	10%	On course to achieve target	31 Mar 2023
	Work on strategy due to start in New Year. Currently finalising scope documents, as much river, surface water and coastal modelling will be needed.		

Indicator	Value	Target	Aim of indicator	Date range	Compared to the last period (period 6)	Compared to the previous year (Period 8)
Rate of publicly available electric vehicle charging devices at all speeds in Southend-on-Sea [Quarterly snapshot]	14.8	13.25	Maximise	As at Oct 22	↑ 10.4	↑ 8.8

Indicator	Value	Target	Aim of indicator	Date range	Compared to the last period (period 6)	Compared to the previous year (Period 8)
<p><i>Corporate Plan objective: Become a net Zero Carbon Southend by 2030</i> <i>Corporate Risk Register Ref: 9</i></p>	<p>Charging device location data is sourced from the electric vehicle charging platform Zap-map and represents devices reported as operational.</p> <p>This performance indicator has moved from amber to green from period 6 to 8.</p>					
<p>Percentage acceptable standard of cleanliness: litter [Cumulative YTD] <i>Corporate Plan objective: Prevent waste, re-use and increase recycling</i></p>	97.2%	95%	Maximise	As at Nov 22	↑ 96.9%	↓ 99.8%
<p>This figure demonstrates a good level of cleansing, the indicator is on track with the 2022/23 target of 95%.</p>						
<p>Percentage acceptable standard of cleanliness: detritus [Cumulative YTD] <i>Corporate Plan objective: Prevent waste, re-use and increase recycling</i></p>	91.9%	95%	Maximise	As at Nov 22	↑ 91.4%	↑ 99.5%
<p>This demonstrates a lower-than-expected level of cleansing, which is being discussed with Veolia; however, it is still possible to achieve the 2022/23 target of 95%.</p> <p>Veolia went through some changes in staffing during the summer, resulting in a revised management structure at the end of September. With the new structure in place, there is an increased focus on street cleansing services, monitoring and reviewing current working practises. Officers are confident that this will result in measurable improvements in the coming months.</p>						
<p>Percentage of waste collections carried out on schedule [Cumulative YTD] <i>Corporate Plan objective: Prevent waste, re-use and increase recycling</i> <i>Corporate Risk Register Ref: 16</i></p>	99.9%	99%	Maximise	As at Nov 22	-- 99.9%	↑ 99.9%
<p>Missed collections:</p> <p>November – 1,015 reported missed collections October – 997 reported missed collections</p> <p>To date, 99.94% of collections have been carried out on time. This is above the annual target of 99.00%.</p>						
<p>Reduction of AQMA for Air Quality Management and to decarbonise the transport network [Annual snapshot] <i>Corporate Plan objective: Develop an active and sustainable travel network</i> <i>Corporate Risk Register Ref: 9</i></p>	35.5 µg/m3	40 µg/m3	Minimise	2021	-	↓ 44.6 (2020)
<p>This measure is collected on an annual basis. The most recent data shows as of 2021 that the air quality objective for NO2 were not exceeded. This may have been impacted by the COVID-19 pandemic and the reduced traffic in the city. This is being closely monitored to support reaching target for 2022 (to be reported in 2023).</p>						
	7	8	Maximise	2022/23	↑ 7	New KPI

Indicator	Value	Target	Aim of indicator	Date range	Compared to the last period (period 6)	Compared to the previous year (Period 8)
Increase & maintain the number of Green Flag Award parks in the city [Annual snapshot] <i>Corporate Plan objective: Enhance, promote and protect our natural environment</i>	The Green Flag Award® scheme recognises and rewards well managed parks and green spaces, setting the benchmark standard for the management of recreational outdoor spaces across the United Kingdom and around the world. There are currently 7 Green Flags in Southend-on-Sea with a target to improve this by +1 to 8 by the end of 2022/23. Progress will be unknown until near the end of Q4 2022/23.					
Improve the city's cycle network (increased metres of cycle lane) <i>Corporate Plan objective: Develop an active and sustainable travel network</i>	TBC	TBC	Maximise	TBC	New KPI	New KPI
Future indicator for 2023/24 - Currently developing baseline & improvements to develop actual and target data to go live from 2023/24.						
Improve number of school streets & low traffic neighbourhoods <i>Corporate Plan objective: Develop an active and sustainable travel network</i>	TBC	TBC	Maximise	TBC	New KPI	New KPI
Future indicator for 2023/24 - Currently developing baseline surveys & improvements (based on review of current school streets that have been implemented). KPI will be live with actual and target data from 2023/24.						
Tree Net Gain in the city [Annual snapshot] <i>Corporate Plan objective: Enhance, promote and protect our natural environment</i> <i>Corporate Risk Register Ref: 9</i>	TBC	TBC	Maximise	Annual	New KPI	New KPI
Future indicator for 2023/24 - this measure combines the previous KPIs "Tree Planting" and "Tree Removal" to report on the net gain of trees in the city. The target will be based on the previous year's actual data with an aim to maximise on this number.						
Increasing the areas devoted to Improve the survival of pollinating insects [Annual snapshot] <i>Corporate Plan objective: Enhance, promote and protect our natural environment</i>	TBC	TBC	Maximise	Annual	New KPI	New KPI
Naturalised grass/wildflower meadows (square metres) are required to support pollinator nest sites and increase the survival chances of pollinators in the city. This supports the SCC Adopt & Deliver the Grassland Management Strategy and the National pollinator strategy: for bees and other pollinators in England - GOV.UK (www.gov.uk) . A new baseline and target are being developed for this KPI, to be live from 2023/24 onwards. The proportion of Southend-on-Sea managed as naturalised in 2021 was: 0.79%						

A city delivering genuinely affordable housing

Highlight report:

18 Key Performance Indicators (KPIs) have been developed and aligned to the following objectives:

Address local housing need	Prioritise the supply and quality of safe, genuinely affordable homes	Make any instance of homelessness brief and non-recurrent, aiming for functional zero homelessness	Maximise environmental sustainability of homes
Ensure good quality housing design, management and maintenance	Reduce the number of empty homes	Deliver the Local Plan and manage Development Control	

9 KPIs are on target within this priority area. The following 2 KPIs are not meeting target:

- [% of Council Homes not meeting the Decent Homes standard](#)
- [Percentage of properties void & non-re-lettable](#)

The following 3 KPIs are amber RAG rated:

- Better Queensway Porters Place delivery –initial works on site (removal of footbridge) – Green at period 6 to Amber for this reporting period.

This KPI is aligned to risks 12 (Housing) 17 ([House building programme](#)) & 18 ([Regeneration and major projects](#)).

- Completion of the Preferred Approach Consultation of the Local Plan (stage 3 of 5) - Green at period 6 to Amber for this reporting period.

This KPI is aligned to risk 21 (Local Plan).

- Council tenants with more than seven weeks of rent arrears as a % of the total number of tenants

This KPI is aligned to [risk 12](#) (Housing) which may impact on the council's ability to address rising homelessness, particularly with the ongoing cost of living pressures. There is also a financial impact related to: tenants in rent arrears, void and empty properties not being re-let. Properties not meeting the decent home standard can lead to further deprivation i.e. fuel poverty; this may therefore have a residual effect on [risk 3](#) (Inflation and cost of living pressures).

The following 2 KPIs are dependent on the development of, and will have targets set as a result of, the outcome of the Local Plan; with proposed go live dates of 2024/25 for both:

- Increase the supply of ready to develop housing sites
- Housing Stock (Number of dwellings, as at 1 April) - Dwellings [Annual snapshot]

A city delivering genuinely affordable housing

Action (output measure)	Progress	Status	Due Date
Better Queensway Porters Place delivery –initial works on site (removal of footbridge) <i>Corporate Plan objective: Prioritise the supply and quality of safe, genuinely affordable homes</i> <i>Corporate Risk Register Ref: 12, 17 & 18</i>	0%	Some slippage against target	31 Mar 2023
	Delayed to early 2023 due to Swan merger. For future milestones of this KPI, the council will be looking to achieve a revised Business Plan for Better Queensway - Dec 2023 (2023/24) - further years are TBC for Better Queensway as dependent on a developed Business Plan.		
Increase options for key worker housing across the city, including targeted marketing of affordable home ownership schemes <i>Corporate Plan objective: Prioritise the supply and quality of safe, genuinely affordable homes</i> <i>Corporate Risk Register Ref: 12</i>	40%	On course to achieve target	31 Mar 2023
	Consideration alongside development of our pipeline and any new shared ownership schemes, speaking to providers as to how options for priority for this group can be achieved.		
Deliver research and viability report(s) regarding a Net Zero Housing Policy for SCC <i>Corporate Plan objective: Maximise environmental sustainability of homes</i> <i>Corporate Risk Register Ref: 9 & 12</i>	40%	On course to achieve target	31 Mar 2023
	Retrofit Action plan for existing housing has been drafted and presented to Growth and Housing DMT and the SEH/SCC Partnership Board. The Plan now needs to be incorporated into the new Corporate Plan and have agreed mechanisms for delivery. We have also just received the data back from our work with Parity Projects which helps us to map our pathway to net zero, a full report of this data will be produced by January and discussions can begin around the findings of the data. For our new builds we are now committed to the Passivhaus standard on future phases of HRA new build developments which is the most energy efficient standard available for new build homes.		
Completion of the Preferred Approach Consultation of the Local Plan (stage 3 of 5) <i>Corporate Plan objective: Deliver the Local Plan and manage Development Control</i> <i>Corporate Risk Register Ref: 21</i>	30%	Some slippage against target	31 Mar 2023
	The Refining the Plan Options stage of preparing the New Local Plan has been completed and the responses to this, along with other workstreams, are now feeding into the next stage of the process, a Preferred Approach Document, which is envisaged to be consulted on following local elections in 2023. It should be noted that nationally the Government is currently considering changes to national policy and legislation, which could have very significant impacts on the Local Plan process. However, until we are clearer on what the detail of these changes are and when they will come forward it is difficult to establish what impact they may have on timescales for progressing the New Local Plan.		

Indicator	Value	Target	Aim of indicator	Date range	Compared to the last period (period 6)	Compared to the previous year (Period 8)
<p>Number of Properties purchased by SCC via the Acquisitions Programme [Cumulative YTD] Corporate Plan objective: Address local housing need Corporate Risk Register Ref: 12</p>	13	15 (Annual)	Maximise	As at Nov 22	↑ 10	↓ 19
	<p>The Affordable Housing Acquisitions Programme successfully purchased two properties in both October and November, bringing the total value of properties purchased via the acquisition project up to 12 totalling to £1.87m (incl. SDLT). A further 4 properties are in solicitors' hands totalling £852,050 (incl. SDLT). Completed and potential acquisitions total £2.72M (incl. SDLT).</p> <p>One property was also purchased in July utilising the Land Acquisitions Fund (S106), the 3-bedroom family home was secured for £346k (incl. SDLT), which is included within the cumulative acquisitions total.</p> <p>A combined total of 13 properties have been purchased to date across the acquisitions programme and Land acquisitions fund. Work is underway for next year's acquisitions programme, with an additional four properties in solicitors' hands which are expected to complete in the next financial year.</p>					
<p>Number of affordable housing units delivered in the city (by SCC and RP's) [Cumulative YTD] Corporate Plan objective: Prioritise the supply and quality of safe, genuinely affordable homes Corporate Risk Register Ref: 12 & 17</p>	41	70 (Annual)	Maximise	Q2 22/23	-- 41	↑ 26 (Q2 21/22)
	<p>Harp Housing Association completed 7 units (beds) as part of the refurbishment of no.45 Marks Court and 4 units at no.47 Marks Court. It is expected the x35 new units and x4 flats at no.49, will be completed mid-November 2022. The total of 50 units form part of the Bluebird Project.</p> <p>The council has acquired six properties as part of its Acquisition Programme, and one further through its Land Acquisition Fund.</p>					
<p>Families with children in B&B for over 6 weeks [Quarterly snapshot] Corporate Plan objective: Make any instance of homelessness brief and non-recurrent, aiming for functional zero homelessness Corporate Risk Register Ref: 12</p>	0	0	Minimise	Q2 22/23	New KPI	New KPI
	<p>At quarter 2 end, we had 0 children in Bed and Breakfast (B&B) for over 6 weeks. The law views B&B's as unsuitable for homeless families with children, and where they are used, the placement should not exceed 6 weeks. Whilst we do not have any households with children in B&B for over 6 weeks at the end of this quarter, this is going to be a challenge to maintain amidst a cost-of-living crisis, frozen local housing allowance rates and a severe shortage of affordable housing. It is for this reason that we have introduced this new KPI measure, to keep the council alert and focussed on the need to avoid B&B use and the challenges associated with this.</p>					
	5.6%	5.25%	Minimise	Q2 22/23	-- 5.6%	-

Indicator	Value	Target	Aim of indicator	Date range	Compared to the last period (period 6)	Compared to the previous year (Period 8)
Council tenants with more than seven weeks of rent arrears as a % of the total number of tenants (tenancy sustainment) [Quarterly snapshot] <i>Corporate Plan objective: Ensure good quality housing design, management and maintenance</i> <i>Corporate Risk Register Ref: 12</i>						
	This year has seen a slight increase in the percentage of tenants in arrears over 7 weeks. Although it is felt this could be due to the rising costs of living having an impact, further work is required to analyse any potential reasons for this increase.					
Percentage of council homes not meeting Decent Home Standard [Cumulative YTD] <i>Corporate Plan objective: Ensure good quality housing design, management and maintenance</i> <i>Corporate Risk Register Ref: 12</i>	11.0%	0%	Minimise	As at Nov 22	↓12.1%	New KPI
	We are making progress in ensuring all of our properties meet the decent homes standard by 31 March 2023. We are not likely to meet the target of 0% non-decency by 31 March, due to issues with difficult access to undertake electrical rewires. We are looking at putting additional remedial action to bring this up to speed as quickly as possible, including the possibility of engaging a second contractor, but this will not be in place by 31 March 2023.					
100 Major planning applications determined in 13 weeks [Cumulative YTD] <i>Corporate Plan objective: Deliver the Local Plan and manage Development Control</i> <i>Corporate Risk Register Ref: 17</i>	100%	79%	Maximise	Period 8	-- 100%	-- 100%
	The service will continue to focus on delivering major developments, for the wider benefits that such schemes can often achieve. This is relevant to all applications to some degree, but major schemes are often key to supporting economic growth and recovery in the borough. The exceedance of this target is therefore particularly welcome. Although no major applications have received a decision this month, these types of scheme often have significant lead in periods and 11 major applications have been determined, all in time, this year. Applications received: October – 1 November - 0					
Minor planning applications determined in 8 weeks [Cumulative YTD] <i>Corporate Plan objective: Deliver the Local Plan and manage Development Control</i>	98.3%	84%	Maximise	Period 8	↓ 99.3%	↑ 98.0%
	The strong performance of the service against this target reflects a persistent drive to deal efficiently with the particularly large volumes of, often complex, smaller-scale applications received in Southend due to the relatively constrained built-up nature of much of the city. Applications received: October – 32 November - 20					
Other planning applications determined in 8 weeks [Cumulative YTD] <i>Corporate Plan objective: Deliver the Local Plan and manage Development Control</i>	99.2%	90%	Maximise	Period 8	↓ 99.6%	↑ 98.6%
	It is pleasing to see these ambitious targets exceeded and such strong performance in the context of the service dealing with the pressure of a number of complex major					

Indicator	Value	Target	Aim of indicator	Date range	Compared to the last period (period 6)	Compared to the previous year (Period 8)
	developments at present, such as the scheme of Southend United FC at Fossetts Farm and the redevelopment of Nazareth House. Applications received: October – 81 November - 61					
Percentage of property voids and non-relettable [Quarterly snapshot] <i>Corporate Plan objective: Reduce the number of empty homes</i> <i>Corporate Risk Register Ref: 12</i>	1.4%	1.1%	Minimise	Q2 22/23	New KPI	New KPI
	There are now 50 properties being held empty at Quantock awaiting a decision on works. At the end of September, we had 28 properties with a contractor and so unable to let, 19 being held for structural works at our Balmoral estate, 2 properties with major structural defects, 12 being used for decants and 5 being held awaiting transfer back to the owner. This figure represents the percentage of overall council owned stock. These properties are held or require major work so cannot be let by South Essex Homes.					
Percentage of property void and relettable [Quarterly snapshot] <i>Corporate Plan objective: Reduce the number of empty homes</i> <i>Corporate Risk Register Ref: 12</i>	0.7%	1.0%	Minimise	Q2 22/23	New KPI	New KPI
	The percentage of properties void and lettable is within target and currently is at 0.7%. This represents 44 properties which are awaiting a tenant match. Of these, 15 are hard to let sheltered properties that undergo repeated advertising cycles, 6 are Domestic Abuse properties awaiting a match, 18 are town centre properties awaiting a homeless match from hostels, 2 are with the homeless team and 2 are with Social Care to match. Only 1 is a general void available for the team to let through the standard process.					
Homeless prevention cases ending with settled housing being secured [Quarterly snapshot] <i>Corporate Plan objective: Make any instance of homelessness brief and non-recurrent, aiming for functional zero homelessness</i> <i>Corporate Risk Register Ref: 3, 12 & 20</i>	52%	TBC	Maximise	Q1 22/23	-- 52%	↑ 49%
	This KPI will go live with a target attached in 2023/24 ; the target will be based on benchmarking data with appropriate Local Authorities. We currently have 224 households placed in Temporary accommodation by the council/on our behalf. This includes 184 households placed under the usual homeless duties, and 40 households placed under the rough sleeping initiative.					
Number of empty homes brought back in to use [Quarterly snapshot] <i>Corporate Plan objective: Reduce the number of empty homes</i> <i>Corporate Risk Register Ref: 12</i>	TBC	TBC	Maximise	TBC	New KPI	New KPI
	This is a new measure corporately. The service is currently developing baseline and target data to be reported on 2023/24 . The service works with owner occupiers that have					

Indicator	Value	Target	Aim of indicator	Date range	Compared to the last period (period 6)	Compared to the previous year (Period 8)
	<p>properties empty than 6 months or more, to bring them back into use via support, guidance and signposting.</p> <p>The current number of empty properties brought back into use is 4. The service area is currently working with other departments to utilise their legislation powers for the benefit of empty homes work and the closure an empty dwelling management order.</p>					
<p>Housing Stock (Number of dwellings, as at 1 April) - Dwellings [Annual snapshot] <i>Corporate Plan objective: Deliver the Local Plan and manage Development Control</i> <i>Corporate Risk Register Ref: 12</i></p>	TBC	TBC	Maximise	Annual	New KPI	New KPI
<p>Future PI for 2024/25 – This KPI Reported to Central Govt. Govt returns are end of Sept each year for year just gone (1st April - 31st March).</p> <p>Housing target will be developed for the Local Plan once stage 3 of 5 is complete - will be available once the Local Plan is adopted (approx. adopted 2024/25).</p>						
<p>Increase the supply of ready to develop housing sites <i>Corporate Plan objective: Address local housing need</i> <i>Corporate Risk Register Ref: 12, 17 & 21</i></p>	TBC	TBC	Maximise	Quarterly	New KPI	New KPI
<p>Future indicator for 2024/25</p> <p>This KPI will be based on a 5-year housing supply, based on a target extrapolated over 5 years from the Local Plan. There is potential for this KPI to be live from 2024/25 subject to any Central Government changes between 2022-2024.</p>						

Risk Register Heat Map: Risk Numbers

Risk	
1 - Covid-19 pandemic	12 - Housing
2 – Financial sustainability	13 – Adult social care
3 – Inflation and cost of living pressures	14 – Social cohesion
4 – public services landscape	15 – Southend Travel Partnership
5 – Workforce	16 – Waste Management
6 – a) Cyber Security b) Data protection	17 – House building programme
7 ⁰¹ – Capital investment programme delivery	18 – Regeneration and major projects
8 – Safeguarding responsibilities and child welfare	19 – Visitor destination
9 – Mitigating for and adapting to climate change	20 – Economic recovery and income inequalities
10 – Health inequalities	21 – Local Plan
11 – LGA peer review of SEND & CWD	

Relevant Corporate Risks are noted underneath each applicable Key Performance Indicator title. The latest Corporate Risk Register report can be found [here](#).

Southend-on-Sea City Council

**Agenda
Item No.**

8

**Report of Executive Director
Neighbourhoods and Environment
to
Cabinet
On
12 January 2023**

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

Approval of the Southend Vision for Parking, Parking Strategy 2023-2033, the Parking Implementation Plan 2023-2033 and Parking Action Plan 2023-2033

Relevant Scrutiny Committee(s): Place Scrutiny
Cabinet Member: Councillor Steven Wakefield

1. Purpose of Report

- 1.1 Cabinet at its September 2021 meeting agreed a draft parking strategy and authorised public consultation on its content. A report setting out the results and analysis of the public consultation was reported to Cabinet at its February 2022 meeting. At the February meeting, Cabinet resolved:- “that the matter be referred to the Transport, Asset Management and Inward Investment Working Party for consideration.”
- 1.2 The comments of the Transport, Asset Management and Inward Investment Working Party are set out in **Appendix 2** and have been used to inform the finalised parking strategy which is recommended to Cabinet for adoption and approval.
- 1.3 The decision of Cabinet on the 8 November 2022 was called into Scrutiny where Scrutiny Committee held on the 28 November referred the report back to Cabinet for the following reasons:
- Report not clear on what was being proposed.
 - The wording on the Report / Strategy made it seem as though the Committee were agreeing to implementation and policies; whereby the Strategy is a high-level live document outlining issues that have been raised to look into in more detail and bring back outcomes before anything is agreed.
 - Scrutiny Committee requested that the report and Strategy be made clearer on what Cabinet was being asked to agree.

2. Recommendation

Cabinet are recommended to:-

- 2.1 Note the recommendation to agree a programme of works where there was support for them to be considered and items that are continually raised as complaints / concerns as set out in paragraph 3.5 of this report;
- 2.2 Approval of the Southend Vision for Parking, and Southend Parking Implementation Plan 2023-2033 and, Southend Parking Implementation Action Plan 2022-2032 contained in Appendix 3.
- 2.3 Agreement to bring back to Traffic Regulations Working Party the outcomes of the scoping / comprehensive reviews for agreement on the way forward.
- 2.4 Agreement to work with Portfolio holder and Ward Members on any of the items to be progressed if they are Ward Specific.

Background

- 3.1 The operation and management of civil parking enforcement (CPE) is regulated by primary legislation, regulations, and statutory guidance. In 2008, the Department for Transport (DfT) published the Secretary of State's Statutory Guidance, for Local Authorities on Enforcing Parking Restrictions¹. The Statutory Guidance requires local authorities to 'publish and openly promote' its strategies and policies and to undertake public consultation on their content.
- 3.2 Cabinet in September 2021 approved the draft Southend Vision for Parking and draft Parking Strategy and authorised public consultation on their content. **The Parking Strategy, Vision for Parking, Parking Implementation Plan (PIP) and Parking Implementation Action Plan are attached at Appendix 3.**
- 3.3 The adopted Vision for Parking promotes four principles the Council wants to instil across the City. These are:-
 - To provide parking where possible;
 - Control parking where necessary;
 - Enforce parking fairly and consistently;
 - Operate parking efficiently and cost effectively and;
 - Keep maintenance costs and disruption to a minimum.
- 3.4 Public consultation took place from 12th October to 2nd December 2021 via Your Say on the Southend website. The questionnaire asked a series of questions and included some of the issues that are often complained or enquired upon and were designed to inform the decision-making process to finalise a Parking Strategy for the city. There was also a comments section to enable other issues to be recorded. **The analysis of the results of the public consultation is set out in Appendix 2.**

¹ [Statutory guidance for local authorities in England on civil enforcement of parking contraventions - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/statutory-guidance-for-local-authorities-on-enforcing-parking-restrictions)

- 3.5 Of the 11 parking related questions contained within the consultation, 10 gained a clear majority of responses in support for the particular proposals to be reviewed in more detail.. Based on these items having majority support it is recommended that these items are agreed to form part of a comprehensive review as priority. Other comments received will be considered at a later date once all priority items are considered and or if there is the necessary budget or funding to do so.

If there is a rationale to consider implementation, individual items will require further consultation before being considered as policies which will be subject to Cabinet approval. The PIP will be a live document and will ever evolve dependent on change and if urgent issues arise. The items which received a majority in support are as follows;

Emissions-based parking charges

54% support/strongly support, 36% against, and 10% had no opinion.

Extending parking controls where there is significant night-time activity –

52% support/strongly support, 38% against, and 10% had no opinion.

Limiting the number of resident permits per household

50% support/strongly support, 42% against, and 8% had no opinion.

Stronger parking controls around schools

82% support/strongly support, 11% against, and 7% had no opinion.

Phasing out cash payments for parking

51% support/strongly support, 41% against, and 8% had no opinion.

A city-wide review of all limited waiting bays

78% support/strongly support, 7% against, and 15% had no opinion.

A city-wide review of business parking and loading provision

74% support/strongly supported, 4% against, and 22% had no opinion.

The conversion of controlled parking zones (CPZ) to shared use bays

57% support/strongly support, 30% against, and 13% had no opinion.

A review of existing town centre loading bays to provide more parking bays–

59% support/strongly support, 19% against, and 22% had no opinion.

A review of the Seafront and consideration of partial pedestrianisation ie: events that happen annually

61% support/strongly support, 29% against, and 10% had no opinion.

- 3.6 The parking related question where there was an indeterminate response neither for nor against is still recommended to be included in the scoping / comprehensive review. This is due to continuous complaints received and whereby budgets are continually overspent excessive budget used to on repairing damage; is:-

Options to convert verges damaged by parked vehicles to parking bays

– 49% support/strongly support, 45% against, and 6% had no opinion.

The response both for and against is considered to be indeterminate (too close between those for and against) and accordingly, the option to consider alternative uses for damaged grass verges will need to be considered within the comprehensive review and or scoped .

Additional comments

- 3.7 In addition to the fixed questions there was an opportunity for participants to make comments and suggestions. A total of 135 individual responses were received covering a range of subjects. Of the comments made, the five main threads were:-
- Improve public transport;
 - Increase electric charging points;
 - Park & Ride;
 - Parking Costs;
 - Review of all double yellow lines.
- 3.8 Improving public transport sits outside the remit of the parking strategy except for the provision or enforcement of bus stops/bus stop clearways which is a parking enforcement function.
- 3.9 Park and Ride can seem to be an effective tool in the management of traffic in and around towns. Such schemes are effective where there is extensive demand from commuters working in a town centre who are travelling into the centre to park at the beginning of the day, parking all day and then leaving in the evening. This is not the pattern in Southend where the main employment for residents is outside the City In these circumstances Park and Ride would not be beneficial.
- 3.10 The review of double yellow lines, parking costs and electric vehicle charging provision are covered within the Parking Implementation Plan as this sets out the operational approach for delivery.
- 3.11 Although the response rate on the initial consultation was low; it must be noted that this was just asking the views of the City's Residents and Businesses about issues they would like the Council to investigate. Should any of the scoping / comprehensive reviews give the data / evidence that implementation should be considered there will be a need to follow statutory guidelines with future consultation.

4. The Parking Implementation Plan (PIP)

- 4.1 The adoption of the Parking Strategy provides the over-arching principles for the development of the Parking Service for the next decade 2023-2033. The operational delivery of the Parking Strategy is set out in more detail in the Parking Implementation Plan (PIP).
- 4.2 The PIP provides greater detail on the approach we will adopt for the delivery of the Parking Strategy and twenty-two specific statements setting out how the Parking Service will deliver the objectives. The PIP is a **living document** setting out the operational approach and indicative timeframes for achieving its objectives. It is recognised that these may vary or change over time. The PIP will be reviewed and updated annually. The progress on the delivery of the PIP and any updates of

the PIP will be reported for information to the first quarter meeting of the Traffic Regulations Working Party in its new scrutiny role of the Service.

- 4.3 It must be noted that the PIP is about the principles for the Parking Service to review specific issues that have been raised through Complaints, Members and other channels. It is a delivery plan for exploration and review, NOT for implementation. Should implementation of any of the items in the PIP be required then the Council's governance and decision-making process in addition to any statutory obligations will be followed.

5. Transport, Asset Management and Inward Investment Working Party comments

- 5.1 The February Cabinet decision was to refer the proposal to adopt the Parking Strategy, Vision for Parking and Parking Implementation Plan to the Transport, Asset Management and Inward Investment Working Party for consideration. The Working Party considered the proposals at its 6 September 2022 meeting. **The comments of the Working Party are summarised in Appendix 2.**

6. Corporate Implications

6.1 Contribution to the Southend 2050 Road Map

The adoption and publication of the Southend Parking Strategy and Parking Implementation Plan are statutory requirements for local authorities operating civil parking enforcement. They are seen as key contributors to the Southend 2050 Road Map particularly in the ability to influence modal shift to other modes of more sustainable transport.

7. Financial Implications

- 7.1 While statutory guidance has removed the requirement that local authorities operate their parking accounts to be 'at least self-financing' it remains 'best practice'. Civil enforcement authorities cannot adopt policies that are designed as income generation, nor should policies be adopted meaning non-motoring residents are subsidising parking for residents who chose to own and run a vehicle. The Southend Parking Strategy objective is to continue to operate the Southend Parking Account, so it remains in surplus for the next decade. All aspects of service delivery set out in the PIP will have to be self-contained within the parking account to ensure that no additional funding is required to support any elements of the parking strategy.

8. Legal Implications

- 8.1 Adopting the recommendations will ensure the authority is compliant with statutory guidance issued by the Secretary of State under section 87 of the Traffic Management Act 2004. The Secretary of State requires civil enforcement authorities to openly publish its policies and strategies and to consult the public on the content. After adoption and publication, the Parking Strategy document will need to be kept under review to ensure it is consistent with current guidance.

9. Consultation

- 9.1 Public consultation was carried out via the Council's 'Your Say' Southend platform and ran from 6 October to 2 December 2021. A number of social media reminders and a press release were circulated during the consultation period with the aim to encourage public engagement.
- 9.2 2,600 people accessed the online consultation and 1,400 people visited the consultation page and viewed the survey and associated documents. 206 people took the time to respond online. The analysis was based on a clear majority with an 8% or greater differential between for/against. Where the differential was less than 8% the results were considered indeterminate. **The analysis of the results of the public consultation can be found in Appendix 1.**
- 9.3 The low numbers engaging and responding to the public consultation is disappointing particularly after the amount of effort put in to publicising the consultation through press and social media. The low engagement/response rate may have been influenced by a number of factors:-
- Only running an online consultation;
 - The number of questions may have been a detraction;
 - The strategy proposals were not contentious.
 - The recipient had no immediate issue or opinion
- 9.4 While parking issues at local level can be very contentious and result in significant public engagement, response rates to higher level parking policies are generally less contentious resulting in lower response rates. Low response rates to parking policy consultations is a national trend and can give rise to questions about the reliability of the results as a means to inform the decision-making process. It is also worth noting that the parking strategy does not contain anything contentious
- 9.4 Some years ago the London Borough of Wandsworth commissioned MORI to undertake research on the viability of low parking response rates. The research involved 'door knocking' all households in a number of locations where parking consultation had taken place to assess if a greater number of responses changed the overall response rates between the ratio of the yes/no/don't know response rates. The result of the research showed the response rate ratio remained within 1-2 percentage points irrespective of a low or high overall response rate.
- 9.5 It is reasonable to assume that similar results to what MORI found in Wandsworth would be applicable to other parking consultations in other boroughs. It is therefore reasonable that the Wandsworth research would also apply to the ratio of response rates of the recent parking consultation in Southend. On this basis the analysis of the results of the consultation are considered to be valid and can be used to inform the decision-making process in this report.

10. Equality analysis

- 10.1 The equality analysis is set out in **Appendix 4** to the report.

Background Papers Parking Strategy 2021-2031

Appendices

Appendix 1

Analysis of the results of the parking consultation

Appendix 2

- Minutes of highways, transport & parking working party meeting

SOUTHEND-ON-SEA CITY COUNCIL
Meeting of Highways, Transport & Parking Working Party
Date: Tuesday, 6th September, 2022
Time: Virtual Meeting via MS Teams
Present: Councillor D Shalibeh (Chair)
Councillors M Henry, A. Burt, D. Crowe, T. Cole, M O'Connor,
A. Thompson and C. Walker
In Attendance: J. Burt, L. Delaherty, N. Hobbs, T. Row and A. Turk
Start/End Time: 6.30 pm - 8.20 pm
1 Apologies for absence & Substitutions
Apologies for absence were received from Councillors D Gatten (Chair), Councillor
Walker and Fairs, (Councillor Councillor Burt)
2 Declarations of Interest
No interests were declared at the meeting.
3 Parking Strategy
Pursuant to Minute 726 of the meeting of Cabinet held on 22nd February 2022, the
Working Party received a report of the Executive Director (Highways, Roads and
Environment) on the results of the public consultation on the draft Parking
Strategy and Parking Implementation Plan. The contents of the working Party
would be referred to Cabinet for consideration at its meeting in November 2022
with the final draft Parking Strategy and Parking Implementation Plan.
The Working Party discussed the report in some detail. It was noted that the level
of response to the consultation had been relatively low, although this was not
unusual. The Working Party felt that there was some inconsistency in applying
the criteria to determine the proposals to be progressed in the strategy. It was
agreed that the proposals set out in the strategy would be re-examined
immediately but would be progressed in a phased, structured way over time. The
report to Cabinet would be amended to reflect this including the effects of the
current cost of living crisis. The Parking Strategy was a live document and would
be updated as appropriate to reflect the current situation and resource data during
the life of the plan.
With reference to the aspiration to move to cashless payments for parking, it was
suggested that a proven approach to implementing this should be considered.
This was suggested given the poor implementation of the system at Southend,
including the failure to create during the 10-15 mins free of payment time
leading to thousands of the facility for all cash payments for parking were
withdrawn. The Working Party was pleased that the removal of cash payments
would not be overnight but would be phased in over many years as the demand
and use of cash diminishes and disappears. The Executive Director

Appendix 3

- Southend Parking Strategy 2022 -2032 (including the Vision for Parking)
- Southend Parking Implementation Plan 2022 -2032
- Parking Implementation Action Plan

Appendix 4

- Equality Analysis

Parking Strategy Questionnaire

Results.

Questions 1 – 2 were address based questions and are not shown here

3. Do you support the concept that the most polluting vehicles should pay more than less polluting vehicles?

	Number of Responses	Percentage
Strongly agree	44	22.8%
Agree	59	31.2%
Neither agree nor disagree	19	10.1%
Disagree	35	18.5%
Strongly disagree	33	17.5%

Optional question (189 response(s), 3 skipped)

4. Do you support the concept of extended parking controls in areas with a large evening/night-time activity, subject to local consultation?

	Number of Responses	Percentage
Strongly agree	49	25.9%
Agree	49	25.9%
Neither agree nor disagree	19	10.1%
Disagree	45	23.8%
Strongly disagree	27	14.3%

Optional question (189 response(s), 3 skipped)

5. Do you support the concept of limiting the number of permits per household as a means of increasing parking capacity?

	Number of Responses	Percentage
Strongly agree	41	21.7%
Agree	54	28.6%
Neither agree nor disagree	14	7.4%
Disagree	45	23.8%
Strongly disagree	35	18.5%

Optional question (189 response(s), 3 skipped)

6. We propose to review all schools and the surrounding streets with the vision of installing stronger parking controls in the area? Is this something you would support in principle?

	Number of Responses	Percentage
Strongly agree	101	53.4%
Agree	54	28.6%
Neither agree nor disagree	14	7.4%
Disagree	10	5.3%
Strongly disagree	10	5.3%

Optional question (189 response(s), 3 skipped)

7. We propose phasing out all cash payments within the lifetime of this Strategy for paid parking and rely on card only and mobile enabled technologies. Is this something you would support in principle?

	Number of Responses	Percentage
Strongly agree	49	26%
Agree	47	25%
Neither agree nor disagree	15	8%
Disagree	30	16%
Strongly disagree	47	25%

Optional question (188 response(s), 4 skipped)

8. Do you support the principle that where there is evidence of ongoing damage and safety conflicts for pedestrians that grass verge areas are considered for other use, eg: formalised parking bays (hardstanding); increasing the footpath width even if ...

	Number of Responses	Percentage
Strongly agree	44	23.2%
Agree	49	25.8%
Neither agree nor disagree	11	5.8%
Disagree	43	22.6%
Strongly disagree	43	22.6%

Optional question (190 response(s), 2 skipped)

9. Do you support the principle that the Council undertake a review of all limited waiting bays with the vision to change the restrictions to something better suited to the location?

	Number of Responses	Percentage
Strongly agree	55	29.1%
Agree	93	49.2%
Neither agree nor disagree	28	14.8%
Disagree	7	3.7%
Strongly disagree	6	3.2%

Optional question (189 response(s), 3 skipped)

10. Do you support the principle that the Council undertake a review of the seafront to look at times when certain areas may be pedestrianised at specific times of the day (with deliveries unaffected)?

	Number of Responses	Percentage
Strongly agree	64	34%
Agree	52	27%
Neither agree nor disagree	19	10.1%
Disagree	27	14.4%
Strongly disagree	26	13.8%

Optional question (188 response(s), 4 skipped)

11. Do you support the principle of shared use bays within controlled parking zones; this would permit visitors to pay to park when there are free bays within the zone?

	Number of Responses	Percentage
Strongly agree	42	22.2%
Agree	65	34.4%
Neither agree nor disagree	25	13.2%
Disagree	34	18%
Strongly disagree	23	12.2%

Optional question (189 response(s), 3 skipped)

12. Do you support the principle a review be undertaken to look at the implementation of more parking bays in the town centre and restricting times for deliveries?

	Number of Responses	Percentage
Strongly agree	47	24.9%
Agree	65	34.4%
Neither agree nor disagree	42	22.2%
Disagree	28	14.8%
Strongly disagree	7	3.7%

Optional question (189 response(s), 3 skipped)

13. Do you support in principle a review of all business and loading bays to ensure they are in the right place and service the right groups?

	Number of Responses	Percentage
Strongly agree	44	23.8%
Agree	93	50.3%
Neither agree nor disagree	40	21.6%
Disagree	6	3.2%
Strongly disagree	2	1.1%

Optional question (185 response(s), 7 skipped)

14. If you feel there are any issue you feel we should consider as part of the strategy, please state here in no more than 100 words.

Comments	
1.	Allow churches etc visitor permits. Needed for community activities, weddings, funerals, worship
2.	More areas need to be converted to non traffic areas except for buses, deliveries and taxis,
3.	churches which serve the community in different ways should have easy access to permits
4.	I think that you need an overall strategy for Parking before you start asking us for fine tuning.
5.	As a resort town why extort so much from visitors parking!!
6.	Address the problem of vehicles parked partially (or wholly) on the pavement with FP notices
7.	All vehicles parked overnight on public spaces should pay a fee.
8.	Restrict all parking one side of the road on all bus routes
9.	Questions assume people will use individual vehicles. Plans should encourage public transport
10.	No residents parking zones 9am to 5.30pm this leaves street parking empty during shopping times.
11.	Sunday free parking
12.	Using colour coded bays, for pay & display, permit,& free parking, making bays longer.
13.	Review the parking permits for businesses where they may only go into the office couple times a week
14.	Do not turn grass kerbs into parking for cars stop cars vans parking on the pavement.
15.	We need more short stay free parking bays around town centre particularly the sea front end.
16.	Greater emphasis to be placed on curbing car use and better public transport provision
17.	End1 hour a day parking nr stations replace with Red pkg scheme to include ALL Ed's nr stations.
18.	We need much more focus on delivery hubs/cargo bikes and reducing car numbers, not increasing them
19.	None of this will help congestion or emissions unless park and ride is seriously considered.
20.	So many roads have unnecessary parking restrictions whilst other roads have none and needs a review
21.	review all double yellow lines to see if they can be removed or reduced to provide more parking.
22.	look at Burges Terrace to Warwick Road to amend the parking from March to Oct to July to Sept only
23.	Charging for electric vehicles, especially for residents with no parking, driveways or garages.
24.	Improve the bus service to get people out of their cars
25.	Lower parking charges on Belton Way its not used much now because of cost
26.	Intro of controlled Parking Zone @ Burdett Avenue + St John's Road. Use of carparks for business.
27.	I live in Burdett Avenue and I cannot easily park my care either night or day ,We need residence par
28.	Residents parking in Burdett Avenue. We have campaigned for resident parking and is supported

29.	Permit parking for residents. To encourage people to use public transport and walking. Much greener.
30.	Resident parking scheme for Burdett Avenue URGENT
31.	You should implement a Park and Ride service to reduce the traffic flow in the town centre.
32.	Living near schools & London Rd, we need permit parking! Large car parks nearby are not being used.
33.	Review 1 hr no parking on Chalkwell Hall & Marine estates. Consider resident permit zones in Leigh
34.	Give parking permits to residents down Burdett Avenue, parking fees from workers using our street
35.	Resident parking permits needed in Woodfield Road.
36.	Older people don't have mobiles or your e payments, they often drive older cars this won't help them
37.	Dropped kerb policy revised to allow for more at home electric chargers. + more public chargers.
38.	You don't mention disabled parking on this survey. We need to be able to park on seafront to enjoy.
39.	Make parking cheaper for working people. Make spaces big enough for modern cars. Keep cash payments.
40.	Disabled parking. Some car parks do not have disabled bays; why? Wheelchair must not be excluded.
41.	I will not park anywhere that I have to pay for parking on my phone I am sure I am not the only person
42.	Surely this survey is too ambiguous to make constructive answers
43.	Stop cars parking on single yellow lines on Sunday, or any day of the week
44.	Incentivise greater use of public transport & restrict town centre parking. Prioritise buses over car
45.	Parking for residents in and around Leigh Broadway has become impossible residents need permits asap
46.	Better traffic flow would stop pollution, stop trying to slow traffic down everywhere!!
47.	I think a permit scheme in Salisbury Avenue would benefit residents as evening parking is impossible
48.	A special reduced daily rate for people that work in the town centre. £5.00 per day would be better
49.	Charges at car parks near local shops, eg Thorpe Bay Broadway. Too expensive for 5/10 mins
50.	Seasonal park n ride option for seafront
51.	Introduce park and ride at Leigh station with enhanced, 10min train service between Leigh – Southend
52.	Introduce 20mph limits in residential roads
53.	Milton shows high number of unused resident bays which could be filled with shoppers or workers.
54.	Local people should have reduced fees for the Southend parking pass and visitors from outside the area
55.	Please ensure all reviews and potential changes are accessible and allow provisions for Blue Badge
56.	Park and ride scheme stop airport expansion stop building flats/new homes this town is full
57.	Compensation to homeowners if changes in residential areas negatively impacts property values.

58.	Lighting in car parks. I noticed how bad the lighting was on Alexandra St car park at 5.30pm
59.	Split the seafront zone on parking pass to allow 3 hours at East beach and Chalkwell
60.	We need to keep as much green verge as possible or we risk becoming a lifeless concrete jungle.
61.	Allow St Bernards school free parking in Cambridge rd so residents can park around school.
62.	Price of parking has risen excessively with little change in service. I avoid going to Southend now
63.	We need to put the protection of environment and green space, and the safety of pedestrians, first.
64.	We need to encourage people out of cars. The bus network should be improved. Park & Ride even better
65.	Make it cheaper. Parking is too expensive.
66.	We should not pay for parking on a Sunday make it free Sunday's are a sacred day
67.	Consideration please to extending resident only parking to the whole of Westbourne grove
68.	Charges and restrictions are unfair when there is no alternative
69.	I think there are too many double yellow lines in the area that really should be single yellow lines
70.	Don't penalise drivers. Public transport is poor especially for limited mobility people
71.	Park and ride. Public transport investment. Replace Mobon with a better alternative for end users.
72.	There should resident parking available to people who live in town
73.	Remove car free buildings and issue resident permits to anyone paying Council Tax in Southend
74.	remove parking restrictions on bank holidays in Thorpe bay and /or for residents
75.	Bus stop at The Woodcutters is a waste of valuable parking space. Change to a mixed bag.
76.	Please review the traffic calming measures to ensure they do not continue to create gridlock.
77.	Just admit it's a revenue raising exercise, look at aircraft, full power on take off over the town.
78.	Some roads need to allow parking with 2wheels on the pavement or there's no room for trucks to pass
79.	Consider I
80.	In certain town centre locations people often park without permits or they park blocking the way
81.	Southend is not London. It'll never have the public transport infrastructure to justify its strategy
82.	We need visitors so there must be plenty of cheap parking available. EV points in residential areas
83.	More flats built, no where to charge electric cars, until that's put right, no point
84.	More resident parking zones should be implemented - especially in areas close to car parks
85.	Permit parking, marked bays Electric charging points more accessibility for older properties.

86.	More on-street charging points.
87.	Residents parking permit areas to be extended as we are on edge of one and road is difficult to park
88.	The need for more blue badges within the borough.
89.	Boscombe Road being one of the last roads to have residents parking scheme. Awful for the residents
90.	Southend's shopping and entertainment offer is poor compared to other areas like Basildon, Chelmsford
91.	Parking restrictions should be introduced to improve traffic flow. Hamstel Road is good example.
92.	There is a lack of Blue Badge spaces and not enough clarity over when Badge holders can park for free
93.	the fact that this is only available on-line totally skews and invalidates the survey.
94.	I think that the roads along the seafront (I.e Seaforth) should have residential parking
95.	I work at the hospital and a parking review for staff is desperately needed.
96.	More permit restricted parking in residential areas to restrict households with multiple cars
97.	Better and safer cycling paths and cycle parking lockups for car free journeys
98.	Turn white line road markings to yellow otherwise they are of no use or benefit.
99.	Have you considered a park and ride scheme for visitors? This would reduce traffic coming into town.
100.	Residents of warrior house, Southchurch road should be able to park in warrior square
101.	The whole multi zone parking day pass scheme is a joke and so complicated
102.	Make city more accessible, cheaper parking, better road access. Don't penalise residents
103.	Current parking charges are far to high, particularly along the seafront.
104.	Surprised there are no qs about the cost of parking in eg Belton Hills - huge own goal by council
105.	Conversion of redundant bus stops to parking i.e. Hamlet Court Road.
106.	Cost of parking in Southend is outrageous. Support the town and cut charges
107.	More trees in all available areas! Don't penalise the poorest who are unable to switch to electric.
108.	Introduce residents parking in roads that have a one hour parking ban in the middle of the day.
109.	Security in parkings
110.	Night parking on double yellows & corners, no traffic Wardens so people take advantage. Dangerous
111.	More Electric charging points in the ratio of two per ten parking bays in council car parks.
112.	Some roads need double yellows down one side of road to keep traffic flowing.
113.	Less charge

114.	Do not go to a cashless payment system. This limits parking to those that have smartphone/bank acco
115.	Parking bays in Leigh to encourage considerate parking.
116.	Change the minimum size of a parking space/drop curb for residents will half your parking problem!!
117.	We are not rich to pay for parking everywhere. If I have to pay for parking I don't go there, simple
118.	Insufficient designated disabled parking bays on roads in town & along the seafront as well as SGH
119.	The parking strategy MUST include Leigh! One way streets and use of verges.
120.	Delivery trucks parking up on the pathways, blocking the path for pedestrians and destroying surface
121.	Grass verges important, barren town unappealing. Don't remove them, fine people for ruining them!!
122.	Food delivery agents need access to food outlets in high street without paying every time
123.	More delineated bays. Better enforcement of parking on verges and junctions. Charging Leigh parking
124.	Review of resident parking options in streets around Leigh and parking options for visitors
125.	Word your survey better
126.	Parking is so damn exp in Southend
127.	Allow parking on grass verges (Eastwood Road SS9) for accident/emergency i.e. puncture/broken down
128.	Please look at parking cost. We need people in the town not restricted by the high cost of parking
129.	Parking is abysmal in Westcliff often impossible to park in your own road let alone near own home.
130.	we need more disabled bays, disabled should be able to park in residents permit parking bays free to
121.	I feel very strongly that parking controls are CAUSING the problems around Earls Hall Primary School
132.	It would be nice to see free parking on Sundays in evenings and Xmas time in Southend.
122.	The cost of the parking on Belton way is unreasonable
134.	Parking charges are iniquitous. Penalises visitors. Makes town look greedy and unwelcoming.
135.	A citizen's charter for positive parking. Also low rise multi storey car park in Leigh

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SOUTHEND-ON-SEA CITY COUNCIL

Meeting of Highways, Transport & Parking Working Party

Date: Tuesday, 6th September, 2022

Place: Virtual Meeting via MS Teams

Present: Councillor S Wakefield (Chair)
Councillors M Berry*, K Buck, D Cowan, T Cox, M O'Connor,
A Thompson and C Walker*
(*Substitute in accordance with Council Procedure Rule 31.)

In Attendance: J Burr, L Delahunty, N Hoskins, T Row and A Turk

Start/End Time: 6.30 pm - 8.20 pm

1 Apologies for absence & Substitutions

Apologies for absence were received from Councillors D Garston (Substitute: Councillor Walker) and Hyde, (Substitute: Councillor Berry).

2 Declarations of Interest

No interests were declared at the meeting.

3 Parking Strategy

Pursuant to Minute 726 of the meeting of Cabinet held on 22nd February 2022, the Working Party received a report of the Executive Director (Neighbourhoods and Environment) on the results of the public consultation on the draft Parking Strategy and Parking Implementation Plan. The comments of the Working Party would be referred to Cabinet for consideration at its meeting in November 2022 with the final draft Parking Strategy and Parking Implementation Plan.

The Working Party discussed the report in some detail. It was noted that the level of response to the consultation had been relatively low, although this was not unusual. The Working Party felt that there was some inconsistency in applying the criteria to determine the proposals to be progressed in the strategy. It was explained that the proposals set out in the Strategy would not be implemented immediately but would be progressed in a phased, structured way over time. The report to Cabinet would be amended to reflect this including the effects of the current cost of living crisis. The Parking Strategy was a live document and would be updated as appropriate to reflect the current situation and relevant data during the life of the plan.

With reference to the aspiration to move to cashless payments for parking, it was suggested that a slower approach to implementing this should be considered. This was essential given the age demographics of the residents of Southend, including the numbers of people visiting the city. Visitors may be deterred from coming to Southend if the facility for all cash payments for parking were withdrawn. The Working Party was informed that the removal of cash payments would not be overnight but would be phased in over many years as the demand and use of cash diminishes and disappears. The Executive Director

(Neighbourhoods & Environment) gave assurances that the report to Cabinet would also be amended to reflect this, including an aspirational timescale. He also undertook to investigate the locations of the car parks where the level of cash used for parking was higher and the possibility of using other cashless/contactless payment facilities such as PayPal or PayPoint.

In response to a question regarding the over rigorous enforcement of the alternative month parking restrictions against residents in the affected roads, the Cabinet Member (Highways, Transport & Parking) gave his assurance that this would be investigated.

With reference to Emissions Based Permit Charging, the Working Party felt that, whilst it was mindful of the need to address the effect emissions and air quality, it could not support imposing such surcharges for diesel/petrol fuelled vehicles to reduce air pollution. The current cost of electric and other alternative powered vehicles was prohibitively expensive for many, including key workers who relied on older forms of transport to travel to and from the city.

The Working Party felt that the wording of some of the questions in the consultation were vague and unclear. It also felt that people may have been deterred from responding to the consultation on the basis that they needed to register on the site before accessing the consultation. There had been limited/no publicity regarding the consultation.

Given the low level of response the Working Party felt it would be difficult to justify the implementation of the Parking Strategy as proposed. Further consultation and dialogue should be undertaken with clearer worded questions and more publicity including the use of other forms of social media, before the final draft Strategy was submitted for approval.

With reference to the Parking Implementation Plan it was suggested that the criteria suggested for implementing parking zones to address parking congestion needed greater flexibility and clearer criteria. The second line of the second paragraph of Page 17 should be amended to read "We will generally not consider implementing a parking scheme unless there is evidence that at least 85% of available kerbside parking is occupied for most of the working day."

Resolved:-

That Cabinet be recommended that further consultation be undertaken with clearer worded questions, and greater publicity where the questionnaire can be accessed, and that a further report be submitted to the Working Party before the Parking Strategy and Parking Implementation Plan is finalised.

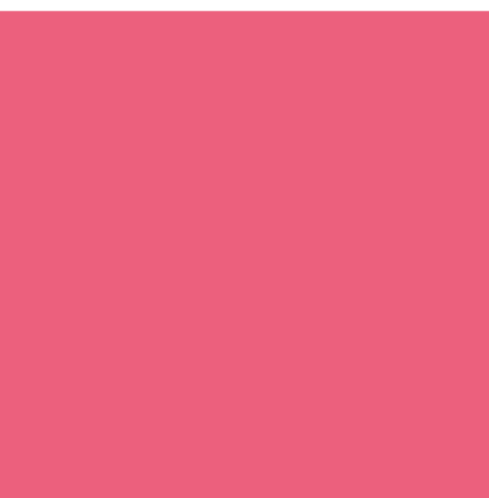
Note: This is an Executive function
Eligible for call-in to the Place Scrutiny Committee
Cabinet Member: Councillor Wakefield

Chair: _____



Parking Strategy 2023 - 2033

Traffic & Highways



Parking Strategy 2022-2032

Version	Date	Author	Rationale
1	July 2021	Alistair Turk	First draft
1.1	Aug 2021	Sharon Harrington	Internal review
1.2	Aug 2021	Lorraine Delahunty, Adetayo Kehinde, Sharon Harrington	Internal review
1.3	Aug 2021	Sharon Harrington	Internal review
1.4	Sept 2021	Sharon Harrington	Internal review
1.5	Jan 2022	Alistair Turk	Final review
1.6	Sept 2022	Alistair Turk	Final
1.7	Dec 2022	Sharon Harrington	Amendments following scrutiny process

Authorised by:			
Name	Title	Signature	Date
Lorraine Delahunty	Service Manager, Parking		
John Burr	Interim Executive Director, Neighbourhood and Environment		

Next review	Date
1	2024/25

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1. Introduction

Southend-on-Sea City Council's shared ambition to transform the borough by 2050 is aligned to five themes, with related desired outcomes: -

- **Pride & joy** - By 2050 Southenders are fiercely proud of, and go out of their way, to champion what our city has to offer;
- **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;
- **Active & involved** - By 2050 we have a thriving, active, and involved community that feel invested in our city;
- **Opportunity & prosperity** - By 2050 Southend-on-Sea is a successful city and we share our prosperity amongst all of our people;
- **Connected & smart** - By 2050 people can easily get in, out, and around our city and we have world class digital infrastructure.

This strategy supports the more specific desired outcomes for each theme, including: -

- Our streets and public spaces are valued and support the mental and physical wellbeing of residents/businesses and visitors. People in all parts of the city feel safe and secure at all times.
- A range of initiatives help increase the capacity for communities to come together to enhance their neighbourhood and environment.
- We are leading the way in making public and private travel smart, clean, and green.

To help achieve these goals, our approach requires effective joined-up regulation and compliance. We will use the results of the public consultation on the draft parking strategy to develop the parking policy and implementation plans for the next decade.

This strategy is intentionally at a high level as it cannot cover every eventuality, especially where there are specific local or national standards which have to be met.

In doing so we will follow the principles of: -

- The Regulators Code www.gov.uk/government/publications/regulators-code;
- The Enforcement Concordant (Central and Local Government Enforcement Concordat, March 1998);
- Enforcement contained in the Legislative and Regulatory Reform Act 2006 (enforcement is proportionate, targeted, transparent consistent and accountable).

2. Background

Covid-19, the climate emergency, the cost-of-living crisis, and the ban on the sale of new petrol and diesel vehicles in the UK from 2030 will see rapid change to the types and vehicle usage on the road network in the next decade. This in turn will impact on the demand for parking both on-street and in off-street car parks.

In order to be fully prepared for these challenges in Southend we believe it is time to formulate a new parking strategy for the borough covering the next decade.

The themes outlined in the draft strategy and the community engagement that accompanied its publication have been used to develop the policy framework and implementation plans to deliver the strategy for the next decade.

3. Vision for parking

The Southend vision for parking is:-

To provide parking where possible;

- Minimise the use of vehicles in the busiest and congested areas at what experience and research shows to be the most appropriate times.
- At the same time provide sufficient short-stay parking facilities to support shops/commercial organisations and leisure activities, thereby underpinning social and economic life.
- Reduce the risk of accidents.
- Safeguard the needs and requirements of residents, visitors, businesses, and other organisations.
- Improve traffic conditions.
- Preserve and improve the infrastructure and the general environment.
- Increase and improve pedestrian and cyclist mobility.
- Regulate and control parking both on and off street.

Control parking where necessary;

- We will aim to get penalty charge notices right first time using accurate 'hand-held' technology.
- We will take every opportunity to develop online services to improve customer access to information.

- We will develop the on-street parking service to include Blue Badge enforcement, school patrols, advice and information, and assistance at special events.

Enforce parking fairly and consistently;

- We will take consistent enforcement action to deter inconsiderate parking.
- We will pursue people who try and evade penalty charges to recover debt owed to the Council.
- We will work with the police to prevent crime and anti-social behaviour and to protect our civil enforcement officers from abuse and violence.

Civil enforcement officers will adopt a helpful attitude and a consistent approach to enforcement in order to encourage lawful and considerate parking. Our customer promise is that we will always:

- Be professional, fair, and courteous.
- Be polite, calm, and understanding.
- Be open and honest.
- Offer advice on the appeals procedure if requested.

Operate parking efficiently and cost effectively.

- We will reply as quickly as possible to representations against penalty charge notices, whilst properly investigating motorists' comments.
- We will aim to get penalty charge notices right first time using accurate 'hand-held' technology.
- We will take every opportunity to develop online services to improve customer access to information.

4. Strategies

4.1. Climate change

- 4.1.1. According to scientists, the UK is already undergoing disruptive climate change with increased rainfall, sunshine, and temperatures. 2020 was the third warmest, fifth wettest and eighth sunniest on record according to the 'UK State of the Climate' report. No other year is in the top 10 on all three criteria. In July 2022 the UK recorded its hottest temperature of 40.3 degrees in Coningsby, Lincolnshire.
- 4.1.2. Climate change includes global warming through the emission of greenhouse gasses such as carbon dioxide (CO₂) and Methane (CH₄) resulting in the large-scale shift in weather patterns. A typical passenger vehicle emits about 4.6 metric tons of CO₂ per year along with nitrogen dioxide (NO₂).

- 4.1.3. Southend published its Low Emission Strategy in 2018 and currently has 2 Air Quality Management Areas (The Bell Junction and Victoria Avenue close to the junctions with Priory Crescent, East Street and West Street) where NO₂ levels exceed the national air quality goal.
- 4.1.4. Roughly 72 percent of CO₂ emissions in Southend is from road transport which equated to 156kt (3kt per person) in 2018. This is why the Council has declared a climate emergency and set the challenge to achieve net zero carbon by 2030.
- 4.1.5. 2030 is the date when the sale of new petrol and diesel vehicles is due to be banned in the UK. Sales of new Hybrid vehicles are set to be banned from 2035. In order to stand a chance of achieving net zero carbon emissions by 2030 it will be necessary to influence motorists to change to less polluting means of transport beforehand.
- 4.1.6. An increasing number of local authorities in the UK have introduced an emissions-based pricing structure for parking permits and paid parking and evidence shows that it is an influencer in encouraging a switch to less-polluting means of transportation.
- 4.1.7. We are considering introducing emissions-based parking charges aimed at addressing our poor air quality and lowering vehicle emissions. The aim is to encourage motorists to switch to less-polluting vehicles and/or to make more local trips by alternative sustainable modes of transport.

4.2. Electric vehicles and charging

- 4.2.1. The Government's 'Road to Zero' strategy has set the target of no new conventional petrol or diesel cars will be sold by 2030 and no hybrid vehicles by 2035. Meeting this ambition is going to require a step change in the availability of electric vehicle (EV) charging infrastructure. EV charge points will need to be as commonplace as petrol stations are now.
- 4.2.2. The lack of a national strategic plan for the provision of a network of EV charge points is going to be a significant challenge to meet the Government 2030 ambition. While the bulk of charging will take place at homes and workplaces where vehicles are parked for longer and it is generally cheaper and more convenient to do so, not everyone has the ability to access these facilities. While it does not fall to the role of local councils to become the long-term default provider of EV charge points, they can have a role to play as a catalyst to the market.
- 4.2.3. Planning policies should facilitate the transition towards a low emission future.
- 4.2.4. To this end the Council has adopted an Interim Planning Statement regarding the provision of EV charge points in new developments and is moving towards adopting Supplementary Planning Guidance to embed this policy into the Local Development Framework for Planning moving forward through the emerging Local Plan process.
- 4.2.5. The Council's new Local Transport Plan 4 and Implementation Plan are currently being developed and it is anticipated this will set out the Council's EV and EV charge point policy.

4.3. Covid-19 recovery

- 4.3.1. The global pandemic has seen a significant change in the patterns of working, shopping, and travel. The enforced lockdown meant most people were not going out. Working from home and online shopping became the new normal for most households. This in turn saw a sudden change to long-established parking patterns. On-street commuter parking largely abated. Residential parking spaces became harder to find when the majority of residents were working from home and residential vehicles did not move from day to day.
- 4.3.2. In mid-July 2021, the last of the Covid-19 lockdown measures were removed in England. While the population gets used to the freedom to move about once more, it is unclear if this will result in travel and parking patterns returning to pre-pandemic levels. It is predicted that working from home is here to stay and will remain a preferred option for at least part of the working week going forward. Similarly, the convenience of on-line shopping and household delivery of purchases is here to stay in some form or another. In 2022 the cost-of-living crisis with rising energy prices is impacting households, with choices being made about energy consumption (including vehicle use). It is too soon to gauge if parking patterns will return to pre-Covid-19 numbers or normalised parking demand will be at a reduced capacity.
- 4.3.3. Providing a flexible approach to parking provision and control will be essential going forward as we cannot assume that post-pandemic parking patterns and growth will replicate those pre-2020. We propose that any parking schemes that were previously approved but not implemented will be put on hold for 12 months to enable a review of the parking stress/demand to take place over the period; this will include all pending schemes and changes to existing unless there are high safety issues. If there is evidence of ongoing parking stress after the 12 months review the scheme will be implemented, if not, the scheme will not be implemented until such time that parking stress/demand returns to pre-Covid levels.
- 4.3.4. Existing commuter parking schemes may also need revision if commuters do not return to previous numbers. Resident parking areas may suffer from greater stress from residents themselves and measures to limit the number of permits per household may be an option. We propose to review all parking zones over the next six years to establish if they remain fit for purpose.

4.4. Business recovery

- 4.4.1. Even before the pandemic, there were widespread reports of the crisis facing the retail sector. A significant number of household retail names have disappeared forever from the high street during the pandemic. The shift towards online shopping was accelerated during lockdown and the lack of income for retailers during this period will put further pressure on their long-term viability and presence on the high street/secondary town centres.

- 4.4.2. Local authorities will need to support high street businesses in their recovery and one of the potential ways of doing so is by making parking and loading easier for customers and businesses. We will need to ensure this does not adversely impact on measures designed to encourage modal shift to less polluting means of transportation. Options could include relaxing some parking controls either completely or at off-peak times, extending parking time or reduced charging. It may also be necessary to introduce measures to achieve a greater turnover of parking spaces if parking is in high demand.
- 4.4.3. We are also mindful that pre-Covid there were parts of the town where a strong night-time economy was present, and the Council were receiving requests/complaints about parking issues. These included issues about dangerous parking/accessibility issues and the difficulty of parking in the evenings and increased parking demand in some residential locations. If/when we see these issues developing, we may need to consider the need to extend enforcement controls for safety reasons and to ensure a turnover of parking spaces.

4.5. Finance

- 4.5.1. When parking enforcement was originally decriminalised under the Road Traffic Act 1991 local authorities were required to operate their parking accounts so that they were 'at least self-financing'. The Statutory Guidance published at the time (March 2008) Part 6 of the Traffic Management Act 2004 was implemented made revisions so that local authorities were no longer required to operate parking accounts in surplus although it should still be the aspiration to do so where necessary so as to be reinvested.
- 4.5.2. Section 55 of the Road Traffic Regulation Act 1984 places conditions on how local authorities operate their parking account which is ring-fenced from the council's general account. The parking account is used for the operation of the parking service. Any surpluses left once the costs have been accounted for are firstly used for maintenance and safety enhancements after which it can only be spent on parking and traffic-related schemes.
- 4.5.3. In Southend, we aim to operate the parking account so there is a surplus. We believe that motorists who benefit from using parking bays and car parks or who park in contravention should pay for the parking enforcement service rather than non-motoring residents having to pay for a service they do not use through the council tax general account.
- 4.5.4. We will use surpluses to cover the full cost of parking enforcement and to maintain our car parks, so they are safe and maintained where possible to the national 'ParkMark' standard. We are anticipating significant expenditure will be required for the repair and upgrade of some car park facilities to extend their life-expectancy well into the next decade. We will also use surpluses to pay for any new on-street parking schemes.

4.6. Efficiencies

- 4.6.1. We are committed to running the parking service as efficiently as possible and to make best use of new technologies to make the user experience easier and more cost effective. We out-source parking enforcement to a specialist parking enforcement contractor as we believe this is the most efficient and cost-effective process. We will be retendering the enforcement contract during 2022/23. This will be a new contract and it is anticipated that it will be for up to 10 years with the potential for extensions if quality and key performance indicators are met.
- 4.6.2. We introduced virtual permits for resident permits during 2020/21. These replace the need for the display of paper-based permits in vehicles. They have cost and environmental savings as the process does not require the printing of permits on plasticised paper nor the need for fulfilment and posting. They also benefit the resident as the on-line process is largely automated and quicker to administer resulting in a permit approval and activation in a far shorter period than before. The success of the virtual permit means we propose to extend its use during 2021/22 for all permits and vouchers issued by the parking service. We will also be considering other technological options currently available to make the application and verification process easier and more efficient for the applicant. This could include, for example, dispensing with the need to resubmit 'proofs' each year for up to 3 years where the application details remain unchanged.
- 4.6.3. The Southend Pass Pilot was developed and introduced in 2021 which aims to enable an efficient and cashless process for customers to regularly move about the borough to be able to park at a discounted rate in car parks or paid on-street parking bays. The concept of the Southend Pass began before the pandemic when it was anticipated it would prove a popular choice for residents only. The timing of its introduction during a further UK lockdown was not auspicious and although extended to apply to anyone it has resulted in a less than predicted uptake of the pass. The Council will need to extend the original monitoring / trial period and review annually until travel and parking patterns have normalised to establish the long-term viability of the scheme.
- 4.6.4. We offer an alternative to paying with cash at on-street paid parking bays and in our car parks. This has been in operation for a number of years and has proved popular with motorists. It reflects the growing trend in the UK population not to carry cash and particularly loose change around. Cashless paid parking time can be purchased by debit/credit card, or by phone using the MOBON app. The latter also has the advantage of being able to top up parking time (up to the maximum length of stay) remotely via the app.
- 4.6.5. Since introducing the cashless payment methods, we have seen a significant increase in their use over cash payments with cashless payment in 2022 accounting for around 82 percent of all transactions. We anticipate this trend will continue as has been borne out by the experience of other local authorities. There is a considerable cost involved in facilitating cash payments for parking from the cost of the machines. This includes the technical operation and servicing, the printing and provision and replacement of parking tickets, cash collection, sorting, reconciliation,

and banking of cash. We propose phasing out the cash payment option initially by reducing the number of existing pay and display machines except where card/contactless payment options are planned to be retained. We anticipate this will be considered in 2023/24.

5. Public engagement

The Secretary of State for Transport's statutory guidance on enforcing parking restrictions recommends that local enforcement authorities should consult locally on their parking policies/strategies. We intend to follow this recommendation with an on-line consultation on the draft parking strategy in 2021. The results of the public engagement will be used to inform the finalised version of the parking strategy and the development of the Parking Implementation Plan which will set out the policies for the implementation of the parking strategy.

A copy of the questionnaire is also contained in [Appendix 1](#).

6. Parking Implementation Plan

Once the parking strategy is finalised, the policies for implementing the strategy will be developed and published in our Parking Implementation Plan (PIP) subject to approval at Cabinet. We anticipate the PIP will be published in Q4/2024. This PIP will be a **living** document and will be reviewed and updated if/when statute or national standards or best practice requires it and annually for the life of the Parking Strategy.

Note: This is a **living and working** document that will be refined as part of the parking policy throughout its lifecycle.

7. Review

This is a **living and working** document and will be reviewed and updated if/when statute or national standards or best practice requires it. This will be reviewed after 12 months of operation and then every 3 years.

Appendices

Appendix 1 – Parking Strategy Questionnaire

Climate change is a big challenge for Southend. 72 percent of CO₂ emissions is from road transport which equated to 156 kt (3kt per person) in 2018. This is why the Council has declared a climate emergency and set the challenge to achieve net zero carbon by 2030.

Please confirm what Ward you are currently living in _____

We are considering introducing emissions-based parking charges aimed at addressing our poor air quality and lowering vehicle emissions. The aim is to encourage motorists to switch to less-polluting vehicles and/or to make more local trips by sustainable modes of transport.

1. Do you support the concept that most polluting vehicles should pay more than less polluting vehicles?

	Tick one box
Strongly agree	
Agree	
Neither agree nor disagree	
Disagree	
Strongly disagree	

We know some areas have parking issues where there is an active evening economy. Residents and Businesses have asked for extended parking controls where this occurs.

2. Do you support the concept of extended parking controls in areas with a large evening/night-time activity, subject to local consultation?

	Tick one box
Strongly agree	
Agree	
Neither agree nor disagree	
Disagree	
Strongly disagree	

We know that with more people working from home as a result of the Covid-19 pandemic, some zones have a minimum number of free parking spaces available during the day.

3. Do you support the concept of limiting the number of permits per household to say a maximum of three as a means of increasing parking capacity?

	Tick one box
Strongly agree	
Agree	
Neither agree nor disagree	
Disagree	
Strongly disagree	

We receive a lot of complaints from residents near schools whereby there are poor driving behaviours. We propose to review all schools and the surrounding streets with the vision of installing stronger parking controls in the area?

4. Is this something you would support in principle?

	Tick one box
Strongly agree	
Agree	
Neither agree nor disagree	
Disagree	
Strongly disagree	

The use of cashless payments for parking (mobile phone and card) has proved popular with motorists as increasingly the population are carrying less loose change or cash around. The pay by phone option also has the benefit of allowing motorists to top up paid parking (up to the maximum length of stay) remotely if they are going to be later back to their vehicle than originally anticipated. We propose phasing out all cash payments within the lifetime of this Strategy for paid parking and rely on card only and mobile enabled technologies.

5. Is this something you would support in principle?

	Tick one box
Strongly agree	
Agree	
Neither agree nor disagree	
Disagree	
Strongly disagree	

We believe we need to help local shops and businesses during the post-Covid recovery. This could include changes to encourage greater use of town/local centre parking places to support people to use local shops and businesses.

6. Is this something you would support in principle?

	Tick one box
Strongly agree	
Agree	
neither agree nor disagree	
Disagree	
Strongly disagree	

We understand that grass verges are an important part of our environment; however, in many areas of the borough they are unsightly due to ongoing damage and in some areas even becoming a safety issue.

7. Do you support the principle that where there is evidence of ongoing damage and safety conflicts for pedestrians that grass verge areas are considered for other use, eg.: formalised parking bays (hardstanding); increasing the footpath width even if this may be at the detriment of the Council's vision for a green street scene?

	Tick one box
Strongly agree	
Agree	
Neither agree nor disagree	
Disagree	
Strongly disagree	

We receive multiple complaints about the lack of parking enforcement on various limited waiting bays where there is a 1, 2 or 4 hour no return restriction.

8. Do you support the principle that the Council undertake a review of all limited waiting bays with the vision to change the restrictions to something better suited to the location?

	Tick one box
Strongly agree	
Agree	
neither agree nor disagree	
Disagree	
Strongly disagree	

We receive multiple complaints about inconsiderate parking and bad driver behaviours along parts of the seafront.

9. Do you support the principle that the Council undertake a review of the seafront to look at times when certain areas may be pedestrianised at specific times of the day (with deliveries unaffected)?

	Tick one box
Strongly agree	
Agree	
Neither agree nor disagree	
Disagree	
Strongly disagree	

We regularly receive enquiries about Controlled Parking Zones and the use of the bays.

10. Do you support the principle of shared use bays within Resident Parking Zones; this would permit visitors to pay to park when there are free bays within the zone?

	Tick one box
Strongly agree	
Agree	
Neither agree nor disagree	
Disagree	
Strongly disagree	

We regularly receive enquiries about additional parking bays to be implemented in the Town Centre.

11. Do you support the principle of the implementation of more parking bays in the town centre and restricting times for deliveries?

	Tick one box
Strongly agree	
Agree	
Neither agree nor disagree	
Disagree	
Strongly disagree	

We regularly receive enquiries about additional loading and business parking bays to be implemented in the Borough.

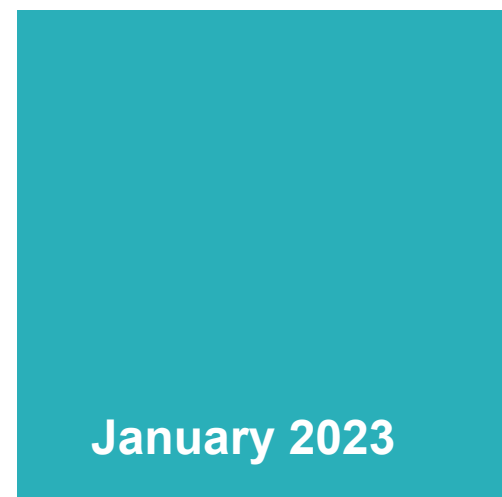
12. Do you support in principle a review of all business and loading bays to ensure they are in the right place and service the right groups

	Tick one box
Strongly agree	
Agree	
Neither agree nor disagree	
Disagree	
Strongly disagree	

13. If you feel there are any issue you feel we should consider as part of the strategy, please state here in no more than 100 words:



Parking Implementation Plan



Parking Implementation Plan (PIP)

Version	Date	Author	Rationale
1	7 July 21	Alistair Turk	Master document
1.1	January 22	Alistair Turk	Minor amendments for Cabinet Report
1.2	Sept 22	Alistair Turk	Final amendments for Nov Cabinet Report
1.3	Dec 22	Sharon Harrington	Amendments following Scrutiny on 28/11/22

Authorised by:			
Name	Title	Signature	Date
Lorraine Delahunty	Service Manager, Parking		
John Burr	Interim Executive Director, Neighbourhood and Environment		

Next review	Date
1	2023/24

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1. Introduction

Southend-on-Sea City Council's shared ambition to transform the City by 2050 is aligned to five themes, with related desired outcomes: -

- **Pride & joy** - By 2050 Southenders are fiercely proud of, and go out of their way, to champion what our city has to offer;
- **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;
- **Active & involved** - By 2050 we have a thriving, active, and involved community that feel invested in our city;
- **Opportunity & prosperity** - By 2050 Southend-on-Sea is a successful city and we share our prosperity amongst all of our people;
- **Connected & smart** - By 2050 people can easily get in, out, and around our city and we have world class digital infrastructure.

This Parking Implementation Plan (PIP) supports the more specific desired outcomes for each theme, including: -

- Our streets and public spaces are valued and support the mental and physical wellbeing of residents and visitors. People in all parts of the city feel safe and secure at all times.
- A range of initiatives help increase the capacity for communities to come together to enhance their neighbourhood and environment.
- We are leading the way in making public and private travel smart, clean, and green.

To help achieve these goals, our approach requires effective joined-up regulation and compliance.

This PIP is a living document and cannot cover every eventuality, especially where there are specific local or national standards which have to be met but the approach is consistent with national and local policy.

In doing so we will follow the principles of: -

- The Regulators Code www.gov.uk/government/publications/regulators-code;
- The Enforcement Concordant (Central and Local Government Enforcement Concordat, March 1998);
- Enforcement contained in the Legislative and Regulatory Reform Act 2006 (enforcement is proportionate, targeted, transparent consistent and accountable).

2. Executive summary

The PIP is designed to help shape, manage, and deliver Southend-on-Sea City Council's Vision for Parking. The PIP sets out our approach for the delivery of Civil Parking Enforcement of on-street parking, waiting, and loading, and the provision and enforcement of off-street car parks and acknowledges and shapes the future following the responses of the parking strategy consultation concluded in December 2021.

3. Background

The Council consulted on the draft parking strategy (October to December 2021). The PIP sets out our vision for parking in Southend, and underpins the strategies and action plans for its implementation over the next 10 years.

The PIP is a living document and will be regularly reviewed and updated as necessary or regulation requires. It will consider innovation and new practices, changes in legislation, and will also monitor and compare policies of neighbouring authorities.

4. Vision for parking

Southend's Vision for Parking is:-

- 1) To provide parking where possible;**
- 2) Control parking where necessary;**
- 3) Enforce parking fairly and consistently;**
- 4) Operate parking efficiently and cost effectively;**
- 5) Keep maintenance costs and disruption to a minimum.**

5. About Southend

Southend-on-Sea is a large coastal city and unitary authority in southeast Essex on the north side of the Thames Estuary and 40 miles east of central London. Considering the primary urban area (PUA), Southend-on-Sea is defined as one of 63 cities in the UK¹.

Southend-on-Sea developed as a seaside resort in the 19th century and is home to the world's longest pleasure pier. Good rail links and its proximity to London have meant that as tourism has declined it has become a dormitory town for London city workers with good rail links via two mainlines into London (Liverpool Street and London Fenchurch Street Stations).

Southend-on-Sea covers approximately 41.7 hectares (16 square miles) and has a population of 183,125² living in 74,678³ households. Southend-on-Sea is the 7th most densely populated area in the UK outside the London boroughs with around 38.8 people per hectare compared to a national average of 3.77.

Unlike most cities in the UK, wages for residents of Southend-on-Sea are greater than the UK average and greater than for its workers which were the second lowest among UK cities in 2015. Around 20% of the working population commute to London each day. Southend-on-Sea also has the 4th highest proportion of people aged over 65 among the UK cities. Southend-on-Sea's attractiveness as a place to live for London commuters and older people makes it the 11th most expensive place to live in Britain⁴.

6. Vehicle ownership

Vehicle ownership per household in Southend-on-Sea is 109%⁵. This is below the average for Essex (136%) and the east region average of 126%. The urban makeup of Southend-on-Sea does mean a greater concentration of cars and parking stress on the road network. There are 27.3% of households without access to a vehicle, 44.5% with one vehicle, 28.2% with 2-3 vehicles and 14% with 4 or more vehicles in the household.

¹ Centre for Cities 2016

² Office for National Statistics 2019

³ 2011 census

⁴ Cities Outlook report 2015 – City Monitor – Paul Swinney 2016

⁵ 2011 census

7. Parking Strategy

In 2021 the Council published a draft ten-year parking strategy and undertook public consultation in the autumn with residents, businesses, and external stakeholders to help define the future aspirations for the delivery of parking services in the next decade. The analysis of the public consultation was reported to the February 2022 Cabinet meeting who referred it to the Transport, Asset Management, and Inward Investment Working Party for consideration in September 2022.

The November 2022 Cabinet meeting received back the report along with the recommendation to approve the Southend Vision for Parking, the finalised Parking Strategy 2022 – 2032, the Parking Implementation Plan 2022 – 2032 and the Parking Implementation Action Plan 2022 – 2032.

8. The need for a Parking Implementation Plan

Managing parking is one of the most effective means of tackling congestion and its more serious consequences:-

- increased air pollution,
- delay, and
- unreliability of public transport services.

Parking on the public highway leads to conflict and tension. On the one hand, motorists want to park conveniently close to their homes and destinations; on the other hand, they do not want delayed journeys, or the roads obstructed by parked vehicles. Balancing these conflicting demands whilst recognising that access by car and convenient parking can have a major influence on a location's overall success and in particular its economic vitality and viability is not always easy.

The Vision for Parking aims to achieve this by providing parking where possible and controlling parking where necessary.

9. Legal background

The Road Traffic Regulation Act 1984 (as amended) (RTRA) makes it the duty of the local traffic authority (Southend-on-Sea Borough Council) to “secure the expeditious, convenient and

safe movement of traffic and the provision of suitable and adequate parking facilities so far as this is practicable⁶". The Act empowers the Council to control waiting and loading and to provide parking places.

The Traffic Orders (Procedure) (England and Wales) Regulations 1996 sets out the legal process for making traffic regulation orders to implement measures under the RTRA.

The Road Traffic Act 1991 (RTA) decriminalised parking offences and introduced civil penalties in London taking the role of enforcement of waiting, loading and parking away from the police and traffic warden service and transferring the responsibility of enforcement to the traffic authority.

The Civil Enforcement of Parking Contraventions (England) General Regulations 1997 extended the civil penalties regime outside of London.

Part 6 of the Traffic Management Act 2004

(enacted March 2008) (TMA) replaced the RTA for England and Wales and is the current legislation under which civil parking enforcement (CPE) is regulated.

(enacted May 2022) and Schedule 7 gives local authorities in England outside London the power to enforce 'moving traffic offences'. This includes incorrectly driving into a bus lane, stopping in a yellow box junction, banned right or left turns, illegal U-turns, going the wrong way in a one-way street, ignoring a Traffic Regulation Order.

The Secretary of State's Statutory Guidance to Local Authorities on Civil Enforcement of Parking Contraventions (June 2020) and;

Right to challenge parking policies (March 2015) is the statutory instrument requiring local authorities to adopt specific policies for the acceptance and management of parking petitions over and above the local authority's general petition policy.

The Local Government Transparency Code 2015 sets out information local authorities are required to publish including the requirement to publish an annual parking account and the number of marked out parking spaces both on- and off-street.

The Traffic Signs Regulations and General Directions 2016 (TSRGD) prescribes the traffic and parking signs to be used on the highway.

⁶ S.12 Road Traffic Regulation Act 1984

Parking Places Variation of Charges Act 2017 is amending legislation that requires local authorities to carry out consultation on any proposed changes to parking tariffs.

10. Management of public parking

The decriminalisation of parking enforcement (DPE) under the provisions of the RTA enabled traffic authorities to have, for the first time, control over parking and traffic policy and its enforcement. At the same time, it made the process a civil matter and put in place measures to enable a motorist to challenge enforcement that was free to use and avoided having to go to Law.

In March 2008, the legislation changed when Part 6 of the Traffic Management Act 2004 was enacted and DPE became civil parking enforcement (CPE) and parking attendants became civil enforcement officers (CEO).

The adoption of CPE reinforced the links between parking enforcement reinforcing wider transport objectives. It also required a greater clarity and transparency about how local authorities administered CPE and introduced the requirement to publish information. Some additional powers to enforce parking across dropped kerbs and double parking were introduced along with the ability to serve a PCN by an approved device (camera enforcement), where a CEO feels threatened or where they are prevented from issuing a PCN by a 'vehicle drive away'.

11. The economics of CPE

Parking Implementation Plan 1

PIP.1 – We believe civil enforcement should be at least self-financing. The Council's parking account delivers a modest operational surplus which is reinvested in the service.

One of the tenets of decriminalisation under the RTA was that parking regimes should be at least self-financing. Part 6 of the TMA replaced the RTA in England and Wales and changed DPE to civil parking enforcement (CPE). Under the Secretary of State's Statutory Guidance published under s.87 of the TMA, the requirement that parking regimes should be at least self-financing also changed with the advice that CPE enforcement authorities should run their civil parking enforcement (CPE) operations "efficiently, effectively and economically"⁷. It goes on to say that it is still a sensible aim to make the operation self-financing as soon as possible, and that traffic authorities "will need to bear in mind that if their scheme is not self-financing, then they need to be certain that they can afford to pay for it from within existing funding. The Secretary of State will not expect either national or local taxpayers to meet any deficit"⁸.

12. CPE operational model

Parking Implementation Plan 2

PIP. 2a – Review all existing contracts to ensure they remain fit for purpose, achieve best value and are future proofed.

PIP. 2b – Work with stakeholders and suppliers to ensure innovation and enhanced service offerings are at the core of all new contracts.

Legislation allows local authorities to operate as a totally in-house operation or to outsource a number of the enforcement processes. Outsourcing can include on-street and car park enforcement, the consideration of informal representations and debt collection either as a single contract or a number of contracts. The only part that must remain the direct responsibility of the local authority is the consideration of formal representations (also known as appeals). This is to ensure that decisions are impartial. With in-house operations there should be a clear separation

⁷ s.2.6 of the Secretary of State's Statutory Guidance to Local Authorities on the Civil Enforcement of Parking Contraventions

⁸ s.2.9 of the Secretary of State's Statutory Guidance to Local Authorities on the Civil Enforcement of Parking Contraventions

between staff that decide on representations and those that decide on appeals.

The Council have outsourced parking enforcement services for many years as it believes this is the most efficient operating model and currently outsource parking enforcement.

The Council will be re-tendering its parking and parking enforcement operations during 2023 based on a longer contract period which will enable and provide a more fluid and fit for purpose contract.

13. Paid for Parking & Fees & Charges

Parking Implementation Plan 3

PIP.3 – Parking fees and charges will be reviewed, benchmarked and amended annually. As a minimum it will be a reflection and indicative of the changes to the Retail Price Index (RPI) or Consumer Price Index (CPI).

As a rule, motorists don't like paying to park, yet want to be able to park close to their homes or other destinations at the start or end of a journey. In reality, there is no such thing as free parking, particularly in areas of high density and/or where there are popular or high demand visitor attractions.

The costs of developing and maintaining parking spaces and then enforcing proper use have to be borne by somebody. In the case of local authority operated parking any costs that are not covered by parking revenue falls to local council tax payers.”⁹ The RAC Foundation stated... “Proper parking management demands that the authorities impose parking charges, in order to cover the cost of administering the schemes and impose penalty charges to deter those who disobey the rules.”¹⁰

There will be claims that to do so will damage businesses, force people to shop elsewhere and damage the local community. In the very short term, there may be some change but Mary Portas in her review into the future of high streets said “I understand that to offer free parking all

⁹ The Relevance of Parking in the Success of Urban Centres (London Councils 2012)

¹⁰ The control of parking by local authorities – RAC Foundation August 2010

day is not the solution. I recognise that this would be potentially open to abuse by local workers.”¹¹

Shopkeepers consistently overestimate the share of their customers coming by car. Walking is generally the most important mode for accessing local town centres. Walkers and bus users spend more over a week or a month; car drivers spend more on a single trip.¹²

Evidence shows that average personal expenditure by the [individual] motorist on parking is very low. The primary aim of any charging should be to avoid capacity problems; the secondary aim of charging is as part of travel demand management.¹³

A good mix of shops and services and a quality environment are some of the most important factors in attracting visitors to town centres. If these are poor, then free parking or changes to accessibility are very unlikely to make a town centre more attractive. Our aim should be for parking spaces to be readily available to support the vitality, vibrancy, and resilience of town centres with high turnover of spaces to allow more users to be accommodated per space. We should also encourage shoppers and visitors to travel during inter-peak periods when there is usually spare capacity on the road network.

We will consistently review and adopt parking charges, at least annually to encourage shoppers and visitors to travel and park during inter-peak periods in Southend wherever it is considered to be appropriate.

We currently review parking fees and charges annually. This involves research, reports and internal consultation and is a process that takes months from start to finish. An alternative and more efficient process involves agreeing a pre-determined pricing strategy either linked to national measures such as the Retail Price Index (RPI) or Consumer Price Index (CPI) or to agree a pre-determined percentage increase applied each year. Adopting this approach will require a change in the constitution and where parking charges will rise (or fall) in line with the RPI is fairer, easier to administer and avoids time spent on producing reports and recommendations by officers and debating by elected members. This approach will be used in conjunction with the internal dialogue with stakeholders so as to agree and contribute to shaping a balanced budget.

¹¹ The Portas Review – An independent review into the future of our high streets – Mary Portas December 2011

¹² The Relevance of Parking in the Success of Urban Centres – London Councils 2012

¹³ Spaced Out – perspectives on parking policy – RAC Foundation July 2012

14. Existing controls & charges

Parking Implementation Plan 4

PIP.4 - Extended operational and charging hours – will only be considered where there is compelling evidence of its need particularly around locations with evening/late night activity.

The Council carried out a comprehensive and thorough review of parking charges and designated the borough into zones and modelled parking charges around the locality, placement, and demand. Since its inception in April 2021, it is evident that this has simplified the charging structure and has the right foundations in place so as to further review the needs with a zonal approach.

15. The Seafront

Parking Implementation Plan 5

PIP.5 – A comprehensive review of the central seafront to assess and consider whether the existing parking controls and infrastructure are fit for purpose.

The central seafront is a fundamental part of Southend on Sea and attracts a high number of visitors to the city. Whilst parking pressure increases significantly in the summer months, visitors continue throughout the year and particularly when seasonal events and or attractions are open. To ensure the seafront remains attractive, safe, and viable, it is recommended that a comprehensive review is undertaken of existing parking facilities, parking controls and traffic management and aspire to maximise the number of spaces available and to ensure they continue to meet the ever-evolving demands and be effective.

16. Town Centres

Parking Implementation Plan 6

PIP.6 – We will carry out a review of town centre parking provisions, business and loading bay facilities to ensure the right placement and service the right groups.

Town centres and shopping parades remain vital and an integral part of the city and what it has to offer, and shopping behaviours may have changed due to the impacts of Covid19.

Customer engagement enables any parking and traffic myths be alleviated and to ensure businesses understand what the signs mean and advise their customers in terms of loading, unloading, and parking and understand how important turnover in parking bay usage is for them.

We remain committed to the review of limited waiting bays with the vision to change the restriction to something better suited dependent on location and need and to also encourage the turnover of spaces.

17. Emissions based permit charges

Parking Implementation Plan 7

PIP.7 – To consider a vehicle emissions-based permit tariff and/or diesel surcharge. If adopted, it is anticipated that such measures could form part of the review of parking fees & charges on an annual basis.

Tackling air quality is increasingly important for our health and wider environmental reasons. The Government has tasked local authorities to work to reduce nitrogen dioxide (NO₂) levels to assist in meeting its air quality targets. Vehicle emissions are one of the main sources of NO₂ and are exacerbated when combined with traffic congestion. A recent report from scientists at Kings College London has revealed that London's Oxford Street has the highest levels of NO₂ in the world which is produced by diesel fumes and can trigger asthma and heart attacks. Noticeable symptoms include wheezing, coughing, colds, flu, and bronchitis.¹⁴

¹⁴ David Carslow, Kings College London

Local authorities are increasingly adopting differential charging for permits based on car emissions whereby cars with low or zero emissions pay a very low rate compared to vehicles with high emissions and some are going further by imposing a surcharge for diesel fuelled vehicles. The adoption of emissions-based permit charges is most common in the urban enforcement authorities where NO2 levels are highest but increasingly, other authorities are adopting this approach as part of its wider commitments to tackle air quality. While it is recognised that such measures on their own are unlikely to have a significant effect on reducing air pollution, it is a measure that raises the awareness of air pollution to motorists and encourages the switch to less polluting vehicles.

The Council is embarking upon its Air Quality action plan and so it is right that we undertake a comprehensive review to consider what an emissions-based permit and paid for parking sessions pricing structure could look like for Southend and if it could encourage less polluting vehicles within the City.

18. Virtual permits

Parking Implementation Plan 8

PIP.8 – We will replace all paper-based parking permits/vouchers with virtual permits during 2022/23. All new applications/renewals will receive a virtual permit upon renewal of the permit or upon expiry.

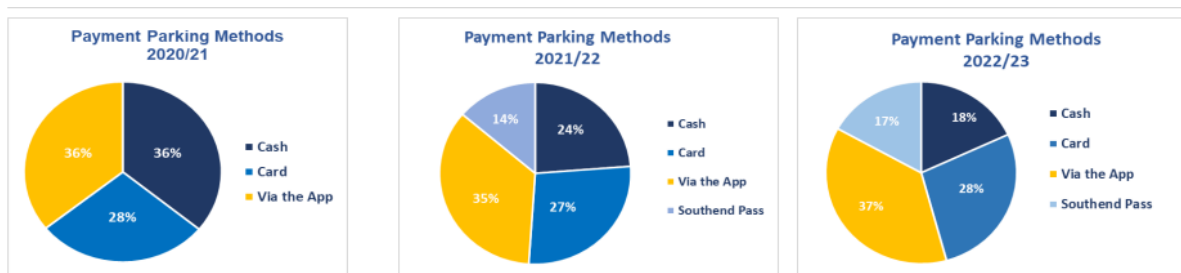
In 2020/2021, we changed from a paper-based permit to virtual permits for residents. This has several benefits; it saves on paper, printing and postage costs and enables the resident to obtain a permit quicker than before. We intend to phase out all paper-based parking permits and vouchers (except in exceptional circumstances) with virtual permits. Any existing paper visitor voucher will still be able to be used up to the date agreed and communicated with those affected and or upon its expiration date.

19. Cashless payment options

Parking Implementation Plan 9

PIP.9 – An options paper and business case will be produced during 2022 for the phased removal of pay and display machines in Southend and outline the benefits and efficiencies.

We already have a cashless payment facility which has proved popular with customers and shows increased uptake over time, more so following Covid and its associated impact. The public are less reliant on cash generally and do not carry around loose change as they did in the recent past. Motorists prefer the convenience of cashless payment and the ability for the topping up of parking time if the motorist is delayed returning. Cashless paid parking at 2022 accounts for 82 percent of all transactions and is increasing.



Benchmarking with other local authorities who have operated cashless parking for a longer period has shown that pay and display machine usage decreased significantly to a point where they are no longer financially viable to operate. This has resulted in their removal from on-street locations and a reduction in number within car parks.

If Southend were to follow this trend it could deliver efficiencies by eliminating capital costs for pay and display machines and revenue costs for the maintenance of machines, the cost of tickets and cash collection. We will produce a business case in 2023/24 to consider the phased removal of pay and display machines in Southend.

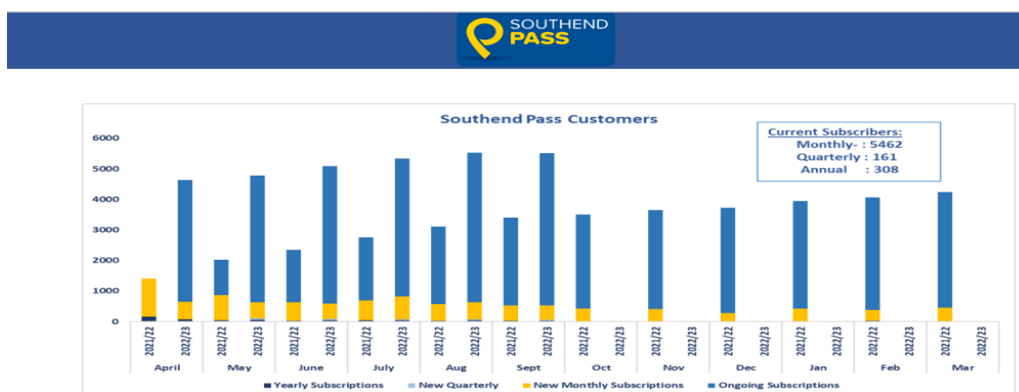
20. Southend Pass

Parking Implementation Plan 10

PIP.10 – A report on the performance of the Southend Pass has been produced in 2022 following a 12-month period of operation in a post-Covid-19 environment.

In response to requests from motorists and residents to be able to move more freely around the city and to be able to park in multiple parking locations during a day we worked on the introduction of the Southend Pass. In essence it is an all-zone permit that allows a motorist to park in any on-street paid parking bay or car park for up to 3 hours a day, in any zone for a monthly charge as outlined in the budget monitoring with the likelihood of annual increases.

The Southend Pass was launched in April 2021. The service will continue to monitor the operation and uptake of the Southend Pass. There is still appetite for the Southend Pass to continue to support local residents with a steady up take month on month.



21. Objectives of on-street parking control

Parking Implementation Plan 11

PIP.11 – Undertake a review of enforcement and existing controls to ensure enforcement priorities reflect the local need.

A request to “do something about parking” is one of the most frequent issues for local authorities across the Country and has the potential to be one of the most contentious. Not everybody will have the same viewpoint, and petitions or group held views, however strongly

expressed, may not represent the collective view of the silent majority. The need for community engagement and statutory consultation before any proposals are introduced is essential.

The most common types of parking issue can be broken down into four categories: –

- **Dangerous and inconsiderate parking: –**
 - Parking around junctions;
 - Parking on bends;
 - Blocking driveways and accesses;
 - Affecting free flow of traffic.

- **School parking: –**
 - Inconsiderate/dangerous parking during the school-run;
 - School access controls;
 - Student parking.

- **Commuter and tourism parking on local roads: –**
 - Clogging up local streets;
 - Restricting residential parking.

- **Parking priority schemes: –**
 - Where residents have limited/no off-street parking and want priority over other motorists to park on-street;
 - A turnover of parking spaces to serve local businesses and stop all-day parking.

Taking things one step at a time, we need to assess:-

- **Who is raising the issue?**
- **What is the evidence of a problem?**
- **Who or where is the source of the evidence?**
- **What actual safety risks are there?**
- **What is the potential impact on the wider area?**

- How is the request to be funded?

22. Safety around our primary schools

Parking Implementation Plan 12

PIP.12 – We will review primary schools and the surrounding streets with the vision of installing stronger parking controls or schemes in the area where necessary.

The Council are regularly contacted by residents, schools, and parents asking for additional support to tackle illegal, inconsiderate, and dangerous parking in and around the school gates at dropping off and pick-up times. Despite our best efforts it is challenging, and the enforcement resource is simply unable to meet the demand or be omni-present.

Proactive solutions like the school streets scheme and attended or unattended CCTV enforcement improves the levels of compliance and keeps our children safe whilst travelling to and from school. It is our utmost priority and these recent innovations have proven to be incredibly popular with schools, pupils, parents, staff, and residents. We know that not every school is in a location suitable for School Streets, so trials should be undertaken for alternative approaches including that of CCTV enforcement.

23. Tackling parking congestion

Parking Implementation Plan 13

PIP.13– A Parking Zone (PZ) will only be added to the waiting list where there is evidence of parking stress and indicative public support for some form of parking controls and the required budget.

Parking congestion occurs where parking stress (the number of vehicles parking) is close to or outweighs parking capacity (the amount of available kerbside space). Where the parking stress is caused by a variety of users; resident, shopper, commuter, it is relatively straightforward to develop proposals that make the best use of the kerbside space and improve traffic flow.

Parking can be a very effective form of passive traffic calming. Removing parking entirely (except on roads that form part of the strategic highway network) generally is not a good idea as it can result in increased traffic speed and increasing hazards for other road users. It also tends

to displace parking to other, adjacent streets resulting in further demands for parking controls. This in itself does not represent value for money.

Parking schemes must make the best use of kerbside space. We will not consider implementing a parking scheme unless there is evidence that at least 75% of available kerbside parking is occupied for most of the working day. All schemes will be designed and implemented on the basis that parking will be allowed where it is safe for vehicles to park. Schemes will not be progressed if the primary aim is to remove all non-resident parking from a street unless there is overwhelming evidence that there is insufficient parking space for residents on that street, irrespective if residents support that approach.

Where residents primarily cause the parking problem themselves by having too many cars for the available parking, the only way to resolve the matter is to introduce a parking scheme which also restricts the number of resident vehicles through price and eligibility. This may not be popular, and it may be better to do nothing in terms of parking restrictions.

24. Parking zones (PZs)

PIP.14 – A PZ Design Guide to be investigated and developed

A Parking Zone (PZ) is an area where all kerbside space is controlled by either zone entry plates or yellow lines or parking places which generally have the same operational hours and days of control. The most common types of parking zones currently used in the UK are:-

1. A controlled parking zone (CPZ) is the most common form of PZ and is where zone entry plates indicate the operational days and hours of the single yellow lines within the zone. Any parking places within a CPZ are technically exceptions and have to be separately signed with the operational controls of the parking bay.
2. A PZ is where there are no entry signs and all single yellow lines within parking zones are accompanied by signs or where there are only double yellow lines surrounding the parking bays which are also signed with the operational controls of the parking bay.
3. Restricted parking zones (RPZs) are where there are no lines at all; instead, the restrictions are individually plated, and any bays are shown by road studs or other markings. RPZs are only used where there are special circumstances such as narrow streets or special carriageway materials (such as cobbles) that make lining inappropriate.
4. Permit holder parking only (PHPO) is a more recent type of zone where 'permit holders parking only past this point' signs are used to indicate a whole area which is used by permit holders only. Generally, no white or yellow road markings are allowed in a PPA. The only exceptions are for disabled bays or double yellow lines.

25. Identifying the need for a Parking Zone (PZ)

The most common indicators of the need for a parking zone in an area are:

1. **Parking stress.** An initial indicative assessment will be undertaken to determine if an uncontrolled area is deemed to be suffering from high parking stress, which is deemed to be at or above 85% of available kerbside space.
2. **Public support.** The level of public support will be determined by requests received from residents and businesses in a particular area. This includes petitions from two or more streets within the area with at least 52% signatories of the total properties affected, email requests, complaints and feedback provided through Ward Members.

Officers will use the level of public support and parking stress to determine whether an area should be included on the PZ waiting list. Work on PZs will be progressed in order and subject to there being sufficient funds in the parking account to allow for the development.

26. Parking petitions

PIP.15 – A valid parking petition will be set at a minimum of at least 52% signatories of the total properties affected.

A parking petition review can take 12 months before the report is finalised and considered by Members.

Parking petitions will not be considered:-

- within 3 years of the adoption of the Area Parking Plan;
- less than 1 year after the adoption of a new traffic regulation order;
- less than 1 year after the implementation of an on-street parking scheme and
- within 2 years of consultation of a previously requested scheme.

The Department for Communities and Local Government (DCLG – now Ministry of Housing, Communities and Local Government) produced statutory guidance in 2015 to local authorities under section 18 of the **Traffic Management Act 2004** requiring them to set policies for petitions challenging parking policies. The statutory guidance recognises that local authorities should already have policies for petitioning about council run services but requires specific and

additional policies and procedures to be published with respect to parking policies. The DCLG have provided guidance and best practice advice on what policies should be adopted and provided illustrative examples for a rural district and/or county council that covers:-

- **The minimum number of signatures for a valid petition;**
- **Information that needs to be provided by and about the petitioners;**
- **How the petition will be managed on receipt;**
- **The timeframe for a review;**
- **The circumstances when a petition will not be considered;**
- **Definition of vexatious petitions.**

We have set a minimum number of at least 52% signatories of the total properties affected for valid parking petitions. The DCLG guidance does require the use of discretion rather than imposing a minimum threshold as an immovable hurdle.¹⁵ “Some parking issues may most directly affect a particularly small number of people – such as residents on a street. In these cases, local authorities should take this into account when considering the appropriate thresholds for specific petitions.”

How a parking petition will be managed

- 1) A valid parking policy petition will be managed in the following way. An acknowledgement will be sent to the petition organiser within 10 working days of receiving it and confirming that it is a petition. In most cases this will involve:-
 - **undertaking a review;**
 - **possibly public consultation;**
 - **analysis of results;**
 - **Delegated Authority report on the outcome of the review with recommendations;**
 - **The petitioner will be notified of the outcome.**

The timeframe for a review

¹⁵ Right to challenge parking policies – DCLG (March 2015) page 6

The timeframe for a review of a petition is recommended to be set at 12 months from the date of acknowledgement of the petition.

When a parking petition is inappropriate

The circumstances when a parking petition will be inappropriate are generally linked to where public consultation has already taken place in the formulation of a policy, traffic regulation order or prior to the introduction of a parking scheme. In these circumstances the public have had an opportunity to influence the decision prior to it being adopted. It would not be a good use of council resources to carry out further reviews until a reasonable time has lapsed from the adoption or implementation of a scheme. The proposed time restraint on accepting petitions on parking polices are set at:-

- 3 years following the adoption or review of policies within the Parking Implementation Plan;
- 1 year following the adoption of new traffic regulation orders;
- 6 months after the implementation of an on-street parking scheme.

In setting a time limit where a petition would not be considered the Councils will not use this as an immovable hurdle if local circumstances have changed and will use its discretion to ascertain if there is merit in accepting a petition and commencing a review of the issues raised in the petition.

27. Disabled parking bays

The disabled badge scheme was originally introduced as the Orange Badge scheme in 1971 but was replaced by the current European Blue Badge scheme. The scheme was introduced to help those with severe mobility problems and who rely on a car for transportation to be able to park close to where they need to go. Apart from the concession to be able to park for up to 3 hours on yellow lines where it is safe to park and where there is no loading restriction in force, it also allowed traffic authorities to mark disabled parking bays on the highway.

The Traffic Signs Regulations and General Directions (TSRGD) sets out the national requirements for signs and lines to be used on the highway network. Disabled parking bays backed by a traffic order (and therefore enforceable) need to be marked out in accordance with TSRGD diagram 661A (sign) and diagram 1028.3 (line). In urban town centre settings, there is

a need to provide general enforceable Blue Badge bays and the DfT traffic Advisory Leaflet 5/95 provides guidance. Blue Badge bays should be provided within 50-100m of likely destinations such as Banks, Post Offices or shops and advises that these bays are regularly enforced to prevent misuse.

28. Disabled parking bays in residential areas

Parking Implementation Plan 16

PIP.16 – We will continue the current policy of providing advisory Blue Badge bays for residents meeting the eligibility criteria. The carriageway markings will comply with the TSRGD

In residential areas our current procedure is to only consider installing a disabled bay if there is a Blue Badge holder in receipt of the higher level of attendance allowance living at the property and the car that the Blue Badge holder uses has to be registered at the address.

We will not install a bay if:-

- there is suitable off-street parking; or
- within 10m of a junction; or
- if the road is not wide enough to accommodate the bay and still allow the free flow of traffic (including larger vehicles).

The disabled bays are installed as advisory disabled bays. This means they do not have a traffic sign or traffic order and have no legal standing but in the main they are generally well respected by other drivers and left for the use of those that need them. The main advantage of using advisory bays is the speed of installation. The existing procedure of using advisory disabled bays will continue. However; it is the aim of the service to formalise these bays where possible to ensure that they are correctly used and can be enforced against should the need arise.

29. Blue Badge enforcement

Parking Implementation Plan 17

PIP.17 – We will continue to enforce and take action against any Blue Badge misuse in accordance with the powers given to the local authority. We will work in collaboration with colleagues and partners in tackling and mitigating the risks of abuse.

Civil enforcement officers (CEOs) are given the power to inspect and retain Blue Badges if there are reasonable grounds to believe that the badge is stolen, a fake or is being misused. Genuine Blue Badge holders are widely supportive of action to tackle the misuse of the Blue Badge scheme and recognise that lack of action has the potential to bring the whole scheme into disrepute.

The Council have the powers to and do inspect blue badges regularly. During 2021 CEOs have engaged and worked in collaboration with colleagues within the Counter Fraud & Investigation team so as to demonstrate that the Council will not tolerate such abuse and take a robust approach to any fraudulent activity.

30. Dangerous and obstructive parking

Parking Implementation Plan 18

PIP.18 – Parking schemes that pass the Highway Code test will be progressed without the need for extensive informal consultation. Only statutory consultation as set out in the Traffic Order Procedure Regulations will apply.

Highway safety will always be our main priority. We are proposing revisions to the current process for tackling these problems to make the development and implementation quicker and cheaper. The Highway Code rules for waiting and parking sets out rules for motorists in the UK.

Highway Code Rule 242 states: - “You must not leave your vehicle or trailer in a dangerous position or where it causes any unnecessary obstruction of the road.”

Highway Code Rule 243 states: - “do not stop or park:-

- near a school entrance;

- anywhere you would prevent access for Emergency Services;
- at or near a bus or tram stop or taxi rank;
- on the approach to a level crossing/tramway crossing;
- opposite or within 10 metres (32 feet) of a junction, except in an authorised parking space;
- near the brow of a hill or hump bridge;
- opposite a traffic island or (if this would cause an obstruction) another parked vehicle;
- where you would force other traffic to enter a tram lane;
- where the kerb has been lowered to help wheelchair users and powered mobility vehicles;
- in front of an entrance to a property;
- on a bend;
- where you would obstruct cyclists' use of cycle facilities except when forced to do so by stationary traffic.

Inconsiderate parking in these circumstances needs control and it should not have to go through the extensive informal consultation stages that are necessary for other parking schemes before they are implemented.

We propose a new procedure for schemes that pass the 'Highway Code test' (where the primary objective is to reinforce rules 242 and 243) will be:-

1. Agree proposed measures with Portfolio Holder and Ward Councillor(s);
2. Draft report to seek approval to advertise draft traffic Orders; and,
3. Carry out Statutory public consultation as part of the TRO process;
4. Draft report seeking approval to overrule objections (in consultation with Portfolio Holder and Ward Councillor(s));
5. Make traffic Order; and,
6. Implement measures.

32. Footway and verge parking

Parking Implementation Plan 19

PIP.19 – Footway parking measures will only be implemented where damage to the footway construction and underground services are unlikely to be compromised and only with agreement from local councillors. When permitted enforcement of footway parking will be appropriately considered and implemented.

Footway and verge parking is an issue at many locations across the country. Motorists often do so in the belief that they are assisting other motorists by keeping the carriageway free for passing vehicles. What motorists fail to take into account is the problem it causes for pedestrians and wheelchair users trying to walk on the footway or the potential damage to the footway itself and assets under the footway.

Under current legislation, taking action against vehicles parking on the footway or verge is not straightforward. Where a yellow line restriction is in place it also covers the footway and/or verge and we can enforce. Where no restrictions are in place, CEOs cannot enforce unless there is a specific footway parking restriction in place (unless it is a lorry).

It is envisaged that this approach may change in the near future as the DfT (Department for Transport) are considering options to extend the blanket-wide footway parking bans that apply in London and some other cities. Should these powers be given then it will be the Council's intention to introduce them as and where necessary in conjunction with the necessary engagement and implementation processes.

The 2016 edition of the TSRGD has allowed the option to create an area-wide footway/ verge parking ban which is signed in a similar fashion to a CPZ. This is a potentially attractive option to consider but before adopting we will need to define some standardised protocols to be used in the consideration of future schemes. An options paper with recommendations will be prepared for consideration as outlined in the action plan.

There are certain locations where vehicles have traditionally parked, partly or fully on the footway in order to maintain a wide enough thoroughfare on the carriageway or where the footway is sufficiently wide that footway parking would not be a problem. Certain tests need to be applied before allowing footway parking. It is proposed that a 'double buggy' rule will be applied whereby a double buggy or wheelchair can easily pass a parked vehicle – in essence the unobstructed footway width would be around 1200mm.

In some locations where the footway and carriageway is particularly narrow, consideration will be given to allow footway parking on one side of the road provided the other footway is unobstructed. Where footway parking is allowed, traffic signs complying with the TSRGD will be placed to indicate the extents where footway parking is allowed. Verge parking will not be allowed.

31. Moving traffic enforcement

Parking Implementation Plan 19

PIP.19 – We will work towards the introduction of moving traffic enforcement starting with the objective of undertaking enforcement from 2024/2025 subject to the required permissions being granted under TMA powers being agreed and adopted.

The government from 31 May 2022 started a process to allow all local traffic authorities outside of London to apply for the necessary powers to enforce moving traffic offences. The Council have expressed their interest in adopting these powers with an intention to enforce when able. We will review existing restrictions and compliance during 2023 and produce a strategy and implementation plan for undertaking moving traffic enforcement across the borough.

The entire operation of moving traffic needs to be reviewed in order to reduce accidents and improve non-compliance across the borough. Existing CCTV enforcement is outdated with the use of CCTV vehicles and so an aspiration is to introduce attended or unattended cameras at key priority sites.

32. Objectives of off-street parking

Parking Implementation Plan 20

PIP. 20 – To retain and attain Park Mark accreditations for Council car parking facilities.

The Council operated off-street car parks primarily to provide capacity for longer term parking needs, but also cover the shortage of available on-street parking capacity for short stay parking. The balance changes over time and in some cases is not fit for purpose. The seasonal nature of Southend as a tourist destination means that during the summer and periods of good weather, car parks operate close to or over capacity while at other times they are relatively underused. The central car parks (particularly the surface level car parks) are also potential development sites so their long-term contribution to parking capacity is not certain.

Multi--storey car parks (MSCPs) provide significant capacity in a smaller ground footprint but require significant additional investment to maintain them properly.

During 2022 we carried out a review of existing car parks and assessed their condition, suitability, and produced a 5-year maintenance programme to ensure they secure and retain the industry standard 'ParkMark' accreditation for safe and secure car parks.

33. Electric vehicle (EV) charging points

Parking Implementation Plan 21

PIP.21 – We will engage with the Councils corporate EV strategy for Southend-on-Sea during 2023 and beyond with the objective of installing the required EV charging infrastructure within or at Council parking provisions

The Government has confirmed its intention to ban the sale of new petrol and diesel vehicles in the UK from 2030. The London Mayor is expanding the Ultra-Low Emission Zone (ULEZ) from October 2021 to cover an area up to (but not including) the A406 North and A205 South Circular Roads. This will encourage more Londoner's to switch to EV and with Southend being in reasonable driving distance from central London the potential for additional tourism exists if there are fast EV charging points within Southend. Both measures will see an increase in electric vehicle sales and with it a demand for electric vehicle charging points.

We have begun the installation of EV infrastructure and charging points in town centre car parks during 2021 but more EV charging points will need to be provided as demand increases. At present there is no co-ordinated national strategy for the provision of EV charging points, nor is there a requirement for local authorities to provide EV charging points (although they do have a role to play). Few local authorities have published an EV strategy partly because it is a complex and rapidly changing environment. The Council intend to produce an EV strategy for Southend during 2022 of which parking services will engage with.

Appendices

None.

Appendix 6

Equality Analysis

1. Background Information

1.1 Southend Parking Strategy 2022 – 2032, Southend Parking Implementation Plan 2022 - 2032

1.2 Department:- Traffic and Highways

1.3 Service Area: Parking

1.4 Date Equality Analysis undertaken: 24 January 2022

1.5 Names and roles of staff carrying out the Equality Analysis:

Name	Role	Service Area
Alistair Turk	Senior Policy Manager	Traffic and Highways

1.6 What are the aims or purpose of the policy, service function or restructure that is subject to the EA?

Establishing the Parking Strategy and Parking Implementation Plan for Southend for the next decade 2022-2032.

1.7 What are the main activities relating to the policy, service function or restructure?

The strategic delivery of parking services on- and off-street for the next decade.

The Parking Implementation Plan establishes the process and timeline for the delivery of the Parking Strategy.

2. Evidence Base

2.1 Please list sources of information, data, results of consultation exercises that could or will inform the EA.

Source of information	Reason for using (e.g. likely impact on a particular group).
Statutory Guidance – Guidance for local authorities on enforcing parking restrictions (updated June 2020).	Statutory Guidance – Pt 6 enforcement authorities should monitor their parking policies/strategies and consult locally when they appraise them.
Peer review of other local authorities parking strategies.	Establish best practice.
Local public consultation via 'Your Say' on the Southend website.	The Council's public consultation platform.

Please Note: reports/data/evidence can be added as appendices to the EA.

- 2.2 Identify any gaps in the information and understanding of the impact of your policy, service function or restructure. Indicate in your action plan (section 5) whether you have identified ways of filling these gaps.

The response rate was not particularly high but there were sufficient numbers that took part to make the analysis of responses meaningful for the decision making and finalisation of the Parking Strategy.

3. Analysis

- 3.1 An analysis and interpretation of the impact of the policy, service function or restructure should be undertaken, with the impact for each of the groups with '*protected characteristics*' and the source of that evidence also set out against those findings.
- 3.2 In addition, the Council has identified the need to assess the impact of a policy, service function or restructure on carers, looked after children (as part of the age characteristic) as well as the socioeconomic impact of different groups, such as employment classifications.

Initial assessment of a perceived impact of the policy, service function or restructure. The impact can be positive or negative (or in some circumstances both), none or unclear:

	Impact - Please tick				
	Yes			No	Unclear
	Positive	Negative	Neutral		
Age (including looked after children)				X	
Disability	X				
Gender reassignment				X	
Marriage and civil partnership				X	
Pregnancy and maternity	X				
Race				X	
Religion or belief				X	
Sex				X	
Sexual orientation				X	
Carers	X				
Socio-economic					X

Descriptions of the protected characteristics are available in the guidance or from: [EHRC - protected characteristics](#)

3.3 Where an impact has been identified above, outline what the impact of the policy, service function or restructure on members of the groups with protected characteristics below:

	Potential Impact
Age	None
Disability	Prioritised parking for Blue Badge holders – provision of dedicated bays and as exemption to waiting restrictions
Gender reassignment	None
Marriage and civil partnership	None
Pregnancy and maternity	Controlled parking zones prioritise parking for residents making it easier to find a space close to a resident's home
Race	None
Religion or belief	None
Sex	None
Sexual orientation	None
Carers	Controlled parking zones prioritise parking for residents making it easier to find a space close to a resident's home or for visitors to the home
Socio-economic	Increases in parking charges have traditionally been carried out at somewhat erratic intervals of multiple years. Any increase is viewed by the public as significant. The alternative is to review parking

	charges annually and any change (up or down) is linked to changes in the retail price index (RPI) or consumer price index (CPI). This will ensure changes are small and easier for households on tight budgets to accommodate.
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4. Community Impact

- 4.1 The proposed introduction of any area wide measures will be subject to informal and formal consultation and the results used to inform the decision making process

5. Equality Analysis Action Plan

Planned action	Objective	Who	When	How will this be monitored (e.g. via team/service plans)
Implementation of the Parking Strategy	Annual scrutiny	Traffic Regulations Working Party	Q1 meeting	Parking Implementation Plan

Signed (lead officer):

Sharon Harington (Head of Traffic and Highways)

Signed (Director):

Anna Eastgate (Executive Director, Neighbourhoods and Environment)

Once signed, please send a copy of the completed EA (and, if applicable, CCIA)

to Sarah Brown Sarahbrown@southend.gov.uk.

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Southend-on-Sea City Council

Report of the Executive Director for Growth and Housing

to

Cabinet

On

12th January 2023

Agenda
Item No.

9

Report prepared by: (1) Kevin Waters, Director of Planning and
(2) Giles Gilbert, Director of Legal Services

Use of Section 106 Contributions

Place Scrutiny Committee

Cabinet Member: Councillor Carole Mulroney

Part 1 (Public Agenda Item)

1. Purpose of Report

The purpose of this report is to consider the motion of the Opposition Councillors (“Opposition Business”) and its legality and wider implications, as moved at the meeting of Council on the 15th December 2022. The Opposition Motion is appended to this report (Appendix 1). The Amendment to this motion is appended at Appendix 2

2. Recommendation

- 2.1 That the Council acknowledges that it cannot become involved in relation to decisions relating to individual planning applications presented to Development Control through conflict of roles and that the Development Control Committee is a quasi-judicial function, not a political function.
- 2.2 That the Council continues to support the provision of public art through the long established, policy and legal framework, of, where appropriate, seeking contributions to funding public art through Section 106 Agreements, and that

where a planning application is required in relation to public art this is progressed through the Development Control process in accordance with the procedures in the Council's Constitution.

- 2.3 That a review of the policy framework for securing contributions to public art be considered as part of preparing the new Local Plan, when all Councillors, residents and other stakeholders can have input into any changes.

3. Background

- 3.1 On the 14th December 2022 Councillors Cox and Davidson submitted an Opposition motion to be debated at Council on the 15th December 2022.

- 3.2 The motion read as follows:

This Council resolves that it should:

- 1. Never seek to use Development & Control as a means of implementing Council policy.*
- 2. As the applicant of the above planning applications, withdraw these planning applications*
- 3. Consult with members of this Council to reprovise spending on these art commissions to vital infrastructure projects.*

- 3.3 In response Councillors Mulronee and George proposed:

The Council continues to support the provision of public art through the established, policy and legal framework and the development control process. The policy framework for securing contributions to public art will be considered as part of preparing the new Local Plan when all members and residents will be able to have input.

- 3.4 In considering the merits and legalities of the Opposition motion:

- 3.5 *Never seek to use Development & Control as a means of implementing Council policy.*

- 3.5.1 Policies for obtaining planning obligations should be set out in a Council's Development Plan documents and are expected to be clear about what is required. Councils should then consider whether otherwise unacceptable development could be made acceptable using planning obligations.

- 3.5.2 Planning obligations, often referred to as Section 106 Contributions, are legal obligations entered into to mitigate the impacts of a development proposal. They can, where appropriate, be used to require the payment of financial contributions for a range of purposes, secure the direct delivery of mitigation and to control development in a variety of ways, for example to manage the phasing of large-scale complex schemes.

- 3.5.3 Southend's current Development Plan, in Policy KP3 of the Core Strategy (adopted in 2007), sets out that the Council will enter into planning obligations with developers to ensure the delivery of a range of potential contributions,

including, where appropriate, the provision of public art. Many councils have such policies in their Development Plans.

3.5.4 The Council therefore has a long standing adopted policy of, where appropriate, seeking contributions to public art through the use of Section 106 Agreements and the Council's approach to adopting this policy is consistent with national guidance.

3.5.5 Where the delivery of a piece of public art results in an application for planning permission needing to be submitted to the Council it may, under the terms of the Council's Constitution, be required to be determined at the Council's Development Control Committee. That is therefore the forum in which it must receive a decision.

3.6 *As the applicant of the above planning applications, withdraw these planning applications*

3.6.1 Planning permissions have now been granted for all three applications submitted by Focal Point Gallery. In accordance with the procedures set out in the Council's Constitution two of the applications, with reference numbers 22/01511/BC3 and 22/01976/BC3, were determined respectively by the Council's Development Control Committee on the 2nd and 30th November 2022. The third application, with reference 22/01512/BC3, received no objections and was determined under delegated powers in October 2022. The decision notices for these applications are attached at Appendix 3.

3.6.2 The three planning applications concerned are no longer under consideration by the Council, as Local Planning Authority, and have all received a decision granting planning permission. They are therefore not able to be withdrawn by the Council or the applicant. In each case the applications were determined on the basis of the relevant material planning considerations alone, as required by national planning policy and legislation, and there were no valid planning grounds to justify a refusal of planning permission.

3.7 *Consult with members of this Council to re-provision spending on these art commissions to vital infrastructure projects.*

3.7.1 Where planning applications have received a decision already and the associated planning obligations have secured the delivery of financial contributions to public art, the obligations require the sums provided to be spent on public art only. If the contribution is not to be spent on public art it must be returned to the applicant. It cannot be spent on any other purpose.

3.7.2 This situation is not specific to public art contributions and all sums paid to the Council through planning obligations are for clearly specified purposes and only those purposes. The Council is not legally able to secure financial contributions for generic purposes using planning obligations.

3.7.3 When planning applications are determined, either under delegated powers or at Development Control Committee, they must receive a decision only on the basis of policies in the development plan and other material planning considerations. This can include a wide range of factors such as design, character, amenity and safety matters. However, it is difficult to envisage circumstances where the funding arrangements for a piece of public art could be seen as a material planning consideration, when the funding is from an entirely separate application determined some time previous to the application to deliver the public art itself.

4. Reasons for Recommendations

4.1 The recommendations ensure that planning applications continue to be determined in accordance with the requirements of national legislation and policy and the Council's own Constitution and adopted policy framework. It also makes certain that contributions to public art which have already been received are not returned to the developer, that new contributions continue to be sought for public art in accordance with our adopted policy framework and that any change to that framework goes through the appropriate route, allowing all relevant stakeholders to input into the process.

5. Other Options.

5.1 The Council could decide to no longer seek planning obligations requiring contributions to public art from developers. However, it does, through policy KP3 in the Core Strategy, have a development plan policy basis to do so in certain circumstances. This is why such sums have been collected previously.

6. Corporate Implications

6.1 Contribution to Southend 2050.

6.1.1 The delivery of public art through the securing of funds using Section 106 Agreements contributes to meeting a number of Southend 2050 outcomes, particularly those under the themes of pride and joy and active and involved. It is unclear what other sources of funding would be available for delivering public art in the absence of those delivered through the use of Section 106 Agreements.

6.2 Financial Implications –

6.2.1 The Executive should not be trespassing into matters for Development Control Committee, which are matters for the Council's quasi judicial role in appropriately dealing with planning applications. So long as Section 106 funds are secured and spent lawfully and as specified in the agreement then this is a matter dealt with through that process.

6.2.2 Where Section 106 Agreements have identified sums for public art they are required to be spent as such and cannot be spent on other matters. The alternative is to return the funds to the developer. Should the council decide to stop seeking

contributions to delivering public art from development, it is unclear what other sources of funding might become available for such work.

6.3 Legal Implications – as contained in this report and:

6.3.1 Section 316 of the Town and Country Planning Act 1990 refers to planning authorities considering applications made by themselves (there are also regulations made under that section) – the provisions clearly envisage that a planning authority can consider and determine an application made by itself. The usual procedures apply, including requirements to advertise and consult on the application, and an application must be decided in accordance with the development plan and planning policies unless material considerations indicate differently. Central government considers that these requirements contain sufficient safeguards to protect against potential misuse of the system.

6.4 People Implications – None

6.5 Property Implications – None

6.6 Consultation – None required

6.7 Equalities and Diversity Implications – To be considered in relation to each individual planning application.

6.8 Risk Assessment – Not required

6.9 Value for Money – Section 106 funds identified for public art are required to be spent as such and cannot be spent on other projects as explained in this report. The alternative is to return the funds to the developer.

6.10 Community Safety Implications – None

6.11 Environmental Impact – The benefits of public art to the built environment are well recognised and there is support for its delivery in the Council's adopted planning policies. It is unclear what other sources of funding could be utilised to deliver public art in absence of sums secured through Section 106 Agreements.

7. Background Papers

8. Appendices

Appendix 1 Opposition Business Motion of the 14th December 2022

Appendix 2 Administration Amendment of the 15th December 2022

Appendix 3 Planning Decision Notices 22/01976/BC3; 22/01511/BC3 and 22/01512/BC3.

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To Full Council

Opposition Business Motion

Use of Section 106 Contributions

A section 106 agreement is an agreement between a developer and the Council about measures that the developer must take to reduce their impact on the community.

A section 106 agreement is designed to make a development possible that would otherwise not be possible, by obtaining concessions and contributions from the developer. It forms a section of the Town And Country Planning Act 1990.

They can be used to support the provision of services and infrastructure, such as highways, recreational facilities, education, health and affordable housing.

It was surprising to find in a recent planning applications, submitted by the Council, at a recent meeting of the Development & Control Committee that section 106 contributions were being used to commission pieces of art at the junction of Lynton Road and Thorpe Esplanade, Junction of Thorpe Hall Avenue and Burgess Road and land at Southchurch Park East in Lifstan Way.

In times of constraint and when there are various infrastructure improvements urgently required, we believe that these art commissions are inappropriate. Therefore,

This Council resolves that it should:

1. Never seek to use Development & Control as a means of implementing Council policy.
2. As the applicant of the above planning applications, withdraw these planning applications
3. Consult with members of this Council to reprovise spending on these art commissions to vital infrastructure projects.

Proposed By: Cllr Cox
Cllr Davidson

Seconded By Cllr Beggs
Cllr Buck
Cllr Buckley
Cllr Boyd
Cllr Courtenay
Cllr Dear
Cllr Evans
Cllr Folkard
Cllr Garston
Cllr Habermel
Cllr Harland
Cllr Jarvis
Cllr Jones

Cllr Lamb
Cllr Moyies
Cllr Nelson
Cllr Salter
Cllr Walker
Cllr Warren

Council – 15th December 2022

Agenda Item 25: Opposition Business (use of Section 106 Contributions)

AMENDMENT:

The Council continues to support the provision of public art through the established, policy and legal framework and the development control process. The policy framework for securing contributions to public art will be considered as part of preparing the new Local Plan when all members and residents will be able to have input.


Proposers: Cllrs Mulroney and George


Seconders: Cllr Terry, Wakefield, Mitchell, Burton, Collins and Gilbert


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Southend-on-Sea City Council

Director of Planning (Growth and Housing): Kevin Waters

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

 01702 215000

 www.southend.gov.uk



Miss Laura Bowen
Focal Point Gallery
The Forum
Elmer Square
Southend On Sea
Essex
SS1 1NB

Our ref: 22/01976/BC3
Dated: 30th November 2022

TOWN AND COUNTRY PLANNING ACT 1990 (AS AMENDED) TOWN AND COUNTRY PLANNING GENERAL REGULATIONS 1992

Proposal:

**INSTALL PERMANENT SCULPTURE COMPRISING OF A BRICK COLUMN
SCULPTURE (B) AS PART OF THE "MADE FROM THIS LAND" SCULPTURE
TRAIL (SITE 4)**

Location:

**PAVEMENT JUNCTION AT LYNTON ROAD WITH THORPE ESPLANADE THORPE
BAY ESSEX**

Applicant: Miss Laura Bowen

Southend-on-Sea City Council, as the Local Planning Authority, having considered the application described above and specified in the application received on 18th October 2022 has reached the following decision:

Grant Conditional Permission

01 The development hereby permitted shall begin no later than three years beginning with the date of this permission.

Reason: To ensure the development is carried out in accordance with the consent sought, has an acceptable design and complies with Policy DM1 of the Development Management Document (2015).

02 The development hereby permitted shall be carried out in accordance with the following approved plans, inclusive of the materials annotated: Location Plan; A010 Rev A; A201 Rev G.

Reason: To ensure that the development is carried out in accordance with the provisions of the Development Plan.

- 03 The development hereby permitted shall be carried out and maintained solely in accordance with the details contained in the submitted document "Made from this Land", Emma Edmondson, Section 106 Southchurch Art Commission".

Reason: To ensure that the development is carried out in accordance with the provisions of the Development Plan.


The Local Planning Authority has acted positively and proactively in determining this application by assessing the proposal against all material considerations, including planning policies and any representations that may have been received and subsequently determining to grant planning permission in accordance with the presumption in favour of sustainable development, as set out within the National Planning Policy Framework. The detailed analysis is set out in a report on the application prepared by officers.

PLEASE NOTE

- 01 You are advised that as the proposed development equates to less than 100sqm of new floorspace, and does not involve the creation of a new dwelling (Class C3), the development benefits from a Minor Development Exemption under the Community Infrastructure Levy Regulations 2010 (as amended) and as such no charge is payable. See the Planning Portal (www.planningportal.co.uk/info/200136/policy_and_legislation/70/community_infrastructure_levy) or the Council's website (www.southend.gov.uk/cil) for further details about CIL.
- 02 You should be aware that in cases where damage occurs during construction works to the highway in implementing this permission that Council will seek to recover the cost of repairing public highways and footpaths from any party responsible for damaging them. This includes damage carried out when implementing a planning permission or other works to buildings or land. Please take care when carrying out works on or near the public highways and footpaths in the city.

YOU ARE ADVISED THAT THE DEVELOPMENT HEREBY APPROVED MAY REQUIRE APPROVAL UNDER BUILDING REGULATIONS. OUR BUILDING CONTROL SERVICE CAN BE CONTACTED ON 01702 215004 OR ALTERNATIVELY VISIT OUR WEBSITE http://www.southend.gov.uk/info/200011/building_control FOR FURTHER INFORMATION.


If this application relates to a new residential development or a residential conversion, you are requested to contact Street Naming and Numbering at Southend-on-Sea City Council, Victoria Avenue, Southend on Sea, Essex SS2 6ER Tel: 01702 215003 email: council@southend.gov.uk regarding the approval and registering of new addresses and the issue of new postcodes.





**Kevin Waters
Director of Planning (Growth and Housing)**

Southend-on-Sea Borough Council

Director of Planning (Growth and Housing): Kevin Waters

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

 01702 215000

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lives better
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Miss Laura Bowen
Focal point Gallery
The Forum
Elmer Square
Southend On Sea
Essex
SS1 1NB

Our ref: 22/01511/BC3

Dated: 2nd November 2022

TOWN AND COUNTRY PLANNING ACT 1990 (AS AMENDED) TOWN AND COUNTRY PLANNING GENERAL REGULATIONS 1992

Proposal:

INSTALL PERMANENT SCULPTURE COMPRISING OF A BRICK COLUMN SCULPTURE (A) AS PART OF THE "MADE FROM THIS LAND" SCULPTURE TRAIL ON FOOTPATH AT THORPE HALL AVENUE (SITE 2)

Location:

PAVEMENT ADJACENT TO THORPE HALL AVENUE THORPE BAY ESSEX

Applicant: Miss Laura Bowen

Southend-on-Sea Borough Council, as the Local Planning Authority, having considered the application described above and specified in the application received on 11th August 2022 has reached the following decision:

Grant Conditional Permission

01 The development hereby permitted shall begin no later than three years beginning with the date of this permission.

Reason: Required to be imposed pursuant to Section 91 of the Town and Country Planning Act 1990. (R01A)

02 The development hereby permitted shall be carried out in accordance with the following approved plans, inclusive of the materials annotated; Location Plan Rev B '11/08/2022'; A002B; A200G

Reason: To ensure the development is carried out in accordance with the consent sought, has an acceptable design and complies with Policy DM1 of the Development Management Document (2015).

- 03 The development hereby permitted shall be carried out and maintained solely in accordance with the details contained in the submitted document "Made from this Land", Emma Edmondson, Section 106 Southchurch Art Commission".

Reason: To ensure that the development is carried out in accordance with the provisions of the Development Plan.

The Local Planning Authority has acted positively and proactively in determining this application by assessing the proposal against all material considerations, including planning policies and any representations that may have been received and subsequently determining to grant planning permission in accordance with the presumption in favour of sustainable development, as set out within the National Planning Policy Framework. The detailed analysis is set out in a report on the application prepared by officers.

PLEASE NOTE

- 01 The site is owned by the Council and therefore a formal installation licence/lease will be required on the land. This will be subject to obtaining all necessary statutory consents and internal approvals. Please contact Antony Daniels antonydaniels@southend.gov.uk This needs to be completed prior to installation.
- 02 The applicant is advised to contact the Parks Team to agree reinstatement works where damage may have occurred e.g. to grassed areas. Please contact pauljenkinson@southend.gov.uk
- 03 You should be aware that in cases where damage occurs during construction works to the highway in implementing this permission that Council will seek to recover the cost of repairing public highways and footpaths from any party responsible for damaging them. This includes damage carried out when implementing a planning permission or other works to buildings or land. Please take care when carrying out works on or near the public highways and footpaths in the city.
- 04 You are advised that as the proposed development equates to less than 100sqm of new floorspace, and does not involve the creation of a new dwelling (Class C3), the development benefits from a Minor Development Exemption under the Community Infrastructure Levy Regulations 2010 (as amended) and as such no charge is payable. See the Planning Portal (www.planningportal.co.uk/info/200136/policy_and_legislation/70/community_infrastructure_levy) or the Council's website (www.southend.gov.uk/cil) for further details about CIL.

YOU ARE ADVISED THAT THE DEVELOPMENT HEREBY APPROVED MAY REQUIRE APPROVAL UNDER BUILDING REGULATIONS. OUR BUILDING CONTROL SERVICE CAN BE CONTACTED ON 01702 215004 OR ALTERNATIVELY VISIT OUR WEBSITE http://www.southend.gov.uk/info/200011/building_control FOR FURTHER INFORMATION.

If this application relates to a new residential development or a residential conversion, you are requested to contact Street Naming and Numbering at Southend-on-Sea Borough Council, Victoria Avenue, Southend on Sea,

Essex SS2 6ER Tel: 01702 215003 email: council@southend.gov.uk
regarding the approval and registering of new addresses and the issue of
new postcodes.


A handwritten signature in black ink, appearing to read 'KW', enclosed within a hand-drawn oval shape.


Kevin Waters
Director of Planning (Growth and Housing)


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Southend-on-Sea Borough Council

Director of Planning (Growth and Housing): Kevin Waters

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

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Miss Laura Bowen
Focal point gallery
The Forum
Elmer Square
Southend On Sea

Our ref: 22/01512/BC3
Dated: 6th October 2022

TOWN AND COUNTRY PLANNING ACT 1990 (AS AMENDED) TOWN AND COUNTRY PLANNING GENERAL REGULATIONS 1992

Proposal:

INSTALL PERMANENT SCULPTURE WALL FOR PART OF THE "MADE FROM THIS LAND" SCULPTURE TRAIL

Location:

**LAND AT SOUTHCHURCH PARK EAST LIFSTAN WAY SOUTHEND-ON-SEA
ESSEX**

Applicant: Miss Laura Bowen

Southend-on-Sea Borough Council, as the Local Planning Authority, having considered the application described above and specified in the application received on 11th August 2022 has reached the following decision:

Grant Conditional Permission

01 The development hereby permitted shall begin no later than three years beginning with the date of this permission.

Reason: Required to be imposed pursuant to Section 91 of the Town and Country Planning Act 1990. (R01A)

02 The development hereby permitted shall be carried out in accordance with the following approved plans, inclusive of the materials annotated; A030C; A003B; A100D

Reason: To ensure the development is carried out in accordance with the consent sought, has an acceptable design and complies with Policy DM1 of the Development Management Document (2015).

- 03 The development hereby permitted shall be carried out and maintained solely in accordance with the details contained in the submitted document " 'Made from this Land', Emma Edmondson, Section 106 Southchurch Art Commission".

Reason: To ensure that the development is carried out in accordance with the provisions of the Development Plan.

PLEASE NOTE

- 01 You are advised that as the proposed development equates to less than 100sqm of new floorspace, and does not involve the creation of a new dwelling (Class C3), the development benefits from a Minor Development Exemption under the Community Infrastructure Levy Regulations 2010 (as amended) and as such no charge is payable. See the Planning Portal (www.planningportal.co.uk/info/200136/policy_and_legislation/70/community_infrastructure_levy) or the Council's website (www.southend.gov.uk/cil) for further details about CIL.
- 02 You should be aware that in cases where damage occurs during construction works to the highway in implementing this permission that Council will seek to recover the cost of repairing public highways and footpaths from any party responsible for damaging them. This includes damage carried out when implementing a planning permission or other works to buildings or land. Please take care when carrying out works on or near the public highways and footpaths in the city.

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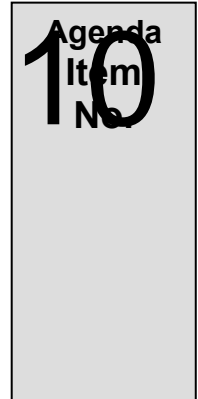
**Kevin Waters
Director of Planning (Growth and Housing)**

Southend-on-Sea City Council
**Report of Executive Director Neighbourhoods &
Environment**

**To
Cabinet**

**On
12 January 2023**

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



Adoption of Moving Traffic Enforcement Powers for Local Authorities Outside of London.

**Relevant Scrutiny Committee(s): Place
Cabinet Member: Councillor Steve Wakefield**

Part 1 (Public Agenda Item)

Purpose of Report

- 1.1. The Government has extended Part 6 of the Traffic Management Act 2004 to allow Local Authorities (LA's) outside of London to enforce moving traffic contraventions. LA's are now able to apply for those powers.
- 1.2. This means traffic enforcement cameras could be used to enforce a variety of highway restrictions on Southend's roads to help improve safety and reduce congestion. They could also be a key tool in the development of our new transport strategies (LTP4) aimed at improving infrastructure for buses, cycles and pedestrians.
- 1.3. This report sets out the background, benefits and issues associated with Moving Traffic Enforcement (MTE) and recommends that the Council applies for these new powers following the process prescribed by the Department for Transport (DfT).

2. Recommendations

It is recommended that Cabinet agree:

- 2.1. **To support and agree to the submission of an application to the DfT to apply for a Designation Order for Southend City Council to enforce moving traffic offences when the requirements noted by DfT have been met and which are noted in 3.5 of this report.**

- 2.2. To agree that the Council commission the resource required to undertake and ensure compliance with the tasks required prior to making an application for a Designation Order. These include but are not limited to;
- Surveys of existing road layout including road signs
 - One-ways
 - HGV / weight restrictions
 - Parking pressures
 - No right- or left-hand turns
 - Schools suitable for School Streets to determine the top priority locations for Southend.
- 2.3. To delegate authority to the Executive Director for Neighbourhoods and Environment in agreement with the Cabinet Member for Highways, Transport and Parking to submit the application at the appropriate time for a Designation Order to the DfT.
- 2.4. To delegate authority to the Executive Director for Neighbourhoods and Environment in agreement with the Cabinet Member for Highways, Transport and Parking to implement City-wide moving traffic enforcement powers under Part 6 of the Traffic Management Act 2004 at the appropriate time.
- 2.5. To delegate authority to the Executive Director for Neighbourhoods and Environment in agreement with the Cabinet Member for Highways, Transport and Parking the management of operational policy regarding camera locations and or any future camera enforcement locations.
- 2.6. To approve the setting of the penalty charge of moving traffic enforcement (when introduced) to be at the higher charge as outlined by DfT.
- 2.7. To acknowledge and agree that the required procurement process will be undertaken (where required) to ensure an appropriate provider is selected to undertake the scoping tasks associated for this project.

3. Background

- 3.1. The Local Government Association and many LA's have lobbied successive Governments to extend the powers contained in Part 6 of the Traffic Management Act 2004, to allow LA's outside London to enforce moving traffic contraventions.
- 3.2. In June 2021, the Government published its intention to seek Parliamentary approval to extend the Part 6 powers by the end of 2021. The DfT asked LA's outside of London to indicate their interest in adopting moving traffic enforcement powers by the end of August 2021. Southend-on-Sea City Council complied with the request and confirmed its intention to make an application to adopt the Part 6 powers for its area.

- 3.3. These powers will enable the Council to enforce moving traffic offences such as; no entry, banned turns, weight restrictions, school keep clears and yellow boxed junctions.
- 3.4. By agreeing to the powers, it will create a cohesive civil enforcement regime, will remove numerous inconsistencies which inherently arose due to the disparate enabling legislation, enabling a more efficient regime. Crucially, it will empower this Council to tackle the moving traffic offences at identified locations.
- 3.5. Tasks to be completed before an application can be made to the DfT include but not limited to;
 - 3.5.1 Consult the Chief Officer of Police and have their support.
 - 3.5.2 Carry out a minimum six-week public consultation on the detail of planned civil enforcement of moving traffic contraventions. Consultations should include the types of restrictions to be enforced and the location(s) suggested.
 - 3.5.3 Consider all objections raised and take such steps the Council considers reasonable to resolve any disputes. A summary of the consultation and its results will be provided as supporting documentation to the application submitted to the DfT. Carry out effective public communication and engagement as the Council considers appropriate, for example using local press and social media, and that this will continue up to the start of enforcement and for a reasonable period thereafter.
 - 3.5.4 Ensure all moving traffic restrictions to be enforced will be underpinned by traffic regulation orders (TROs) and indicated by lawful traffic signs and road markings.
 - 3.5.5 Ensure all the relevant equipment has been certified by the Vehicle Certification Agency specifically for moving traffic contraventions.
 - 3.5.6 Identify and remove any signs that are obsolete whether or not relating directly to the restriction being enforced. This will reduce sign clutter and aid effective enforcement by ensuring drivers are presented with clear information in an uncluttered environment.
 - 3.5.7 Provide detailed evidence to support the top 10 non-compliant locations across the City for Phase 1 of Moving traffic enforcement implementation.
- 3.7. It will only be possible to submit an application when the Council has completed the steps outlined above. The DfT have confirmed that our application would only need to reference a minimum of 2 but up to 10 locations where we would initially propose to enforce within the first 12-18 months of enforcement activity. Upon receipt of our application, it will be reviewed and if approved will make a designation order that will provide the Council with Part 6 powers, City wide.

4. Reasons for Recommendation

- 4.1. To enable the Local Authority to apply for and adopt moving traffic enforcement powers for the City.
- 4.2. To improve safety on the public highway.
- 4.3. To improve safety around schools.
- 4.4. To protect our weight restricted assets.
- 4.5. To improve connectivity, boost active travel, and improve air quality by reducing congestion.

5. Corporate Implications

- 5.1. Contribution to the Southend 2050 Road Map:
 - Opportunity & Prosperity – The adoption of moving traffic enforcement aims to improve connectivity and boost active travel.
 - Safe & Well – The adoption of these powers will improve safety on the highway and increase air quality by reducing congestion.
 - Connected & Smart – The adoption of these powers will improve connectivity, reduce congestion and boost active travel around the borough.

6. Financial Implications

- 6.1. Funding of the commissioning survey is necessary to enable the initial DfT application and will be funded from earmarked reserves. With the correct engagement and survey this should result in return on investment being made within a timely manner (estimated between £100-£130k investment)
- 6.2. The risk of not commissioning this survey will result in the Council not being able to commence with or implement moving traffic enforcement.
- 6.3. The outcome report of the commissioning survey will demonstrate the scale and location of enforcement measures that will be required but the indicative costs for enforcement cameras can cost between £15,000 to £25,000 or up to £700 per month to operate and maintain.
- 6.4. A future capital funding bid will be required to fully implement moving traffic enforcement. Without this funding, the inception and delivery of effective moving traffic enforcement in the City will not be met.
- 6.5. Cameras should also be re-deployable to be able to be rotated or moved elsewhere depending on need.
- 6.6. Any investment should be self-financing over time, but is a variable and dependent on the levels of non-compliance of the restrictions. There is also a legislative requirement to only issue warning notices for a period of 6 months and so any return of investment will be delayed.

- 6.7. The enforcement of moving traffic is to improve safety and to manage non-compliance of more serious driving behaviours. It is therefore recommended to set the penalty charge of moving traffic contraventions at the higher charge/full penalty as outlined by DfT.
- 6.8. From the levels of enforcement activity of London authorities, it is anticipated that a cost neutral position can be achieved within five years of any future capital investment but is dependent on the level of non-compliance that occurs.
- 6.9. Any surplus income generated as a result of moving traffic enforcement will be allocated to highways or transportation schemes as a statutory requirement in terms of accounting in accordance with the Traffic Management Act 2004 in a similar way to income derived from parking activity already does.

7. Legal Implications

- 7.1. The adoption of moving traffic enforcement powers is achieved through secondary legislation where a Statutory Instrument prepared by lawyers in the Department for Transport will be laid before Parliament.
- 7.2. The Department for Transport will only approve an application after it is satisfied a local authority has reviewed and updated its traffic orders and given assurances that appropriate signage will be in place to inform motorists of moving traffic restrictions and camera enforcement. The tasks and anticipated costs set out in this report are necessary if the Council intends undertaking moving traffic enforcement under Part 6 of the Traffic Management Act 2004.
- 7.3. A new traffic regulation order for moving traffic offences using powers set out in the Road Traffic Regulation Act 1984, and in accordance with the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996 and enforced using powers in the Traffic Management Act 2004 and supplemented by relevant Regulations, guidance, and industry codes of practice will be required.

8. People Implications

- 8.1. It is anticipated that delivery of the recommendations set out in this report can be achieved using existing resources.
- 8.2. Resources to survey, design and manage the TTRO process will be commissioned by an external consultancy.

9. Property Implications

- 9.1. There are no property implications arising from this report.

10. Consultation

- 10.1. A six-week public consultation period is required in preparation for an application being made to the DfT. This will be undertaken for locations identified as suitable, upon completion of initial feasibility study.

- 10.2. The results of the survey and consultation will help finalise the moving traffic enforcement priorities within the City. A summary of the consultation and its results will be provided as supporting documentation to the application.
- 10.3. Early engagement with Essex Police has confirmed its support regarding the adoption of powers by the local authority.
- 10.4. Officers from Neighbourhoods and Environment will evaluate locations identified and present and agree with the Cabinet Member for Highways, Transport and Parking prior to any implementation.

11. Equalities and Diversity Implications

- 11.1. The Council has an established policy for considering the adverse or disproportionate impacts on protected groups. As part of any proposal, the Council will undertake an assessment to understand the risk of any adverse impact, and whether any mitigation is required. It is not anticipated there are any implications arising from these proposals, as set out in the assessment attached to this report.

12. Risks

- 12.1. Approval for the Council from DfT to adopt these powers is still required. There is a risk that it will not be given or more likely delayed.
- 12.2. Not adopting these powers will cause inconsistencies across the region if most LA's outside of London introduce these powers.
- 12.3. The level of enforcement carried out by the Police does not effectively address the anticipated levels of non-compliance.

13. Value for Money

- 13.1 All parking enforcement activity should be self-financing and if there is any income surplus then this should be reinvested. Cameras used for enforcing moving traffic should be able to be redeployed dependent on priority and need. This reduces the investment required and provides a flexible and cost-effective option.

14. Community Safety Implications

- 14.1. The adoption of moving traffic enforcement powers will enable the Council to be more responsive to safety concerns and provide additional options for consideration when managing the road network.

15. Environmental Impact

- 15.1. Moving traffic enforcement powers have been in London for many years and has proven to be a key tool in helping to deliver transportation and environmental objectives and references made to improving air quality.

15.2. Congestion should be reduced at problematic locations whilst also seeing an improvement in bus and cycle routes. In addition, the safety of pedestrians and vulnerable road users will of course be greatly improved.

16. Background Papers

16.1 There are no background papers associated with this report.

17. Appendices

17.1 There are no appendices associated with this report.

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Southend-on-Sea City Council

Report of Executive Director for Neighbourhoods and Environment

To

Cabinet

On

12th January 2023

Report prepared by: Karen Gearing, and Roy Skinner
(Strategic Transport Policy)

Agenda
Item No.

11

Enhanced Partnership Plan (EPP)

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

1. Purpose of Report

- 1.1 The Department for Transport (DfT) in March 2021 published a National Bus Strategy for England titled “Bus Back Better”. The Bus Strategy sets out the policy priority for buses at a national level and requires Local Transport Authorities to have a Bus Service Improvement Plan (BSIP) and Enhanced Partnership Plan and Scheme (EPP) in place. This report seeks Member approval for the adoption of the Enhanced Partnership Plan (EPP).

2. Recommendations

- 2.1 **Approve the Enhanced Partnership (EPP) to be adopted to start on 1 April 2023 (attached at Appendix 1).**

3. Background

- 3.1 In March 2021 the Department for Transport (DfT) published The National Bus Strategy for England titled Bus Back Better. The Bus Strategy sets out the policy priority for buses at a national level. The overarching goal of the strategy is:

“...to get bus use back to what it was before the pandemic. Then we want to increase patronage and raise buses’ mode share. We can only do these things by ensuring that buses are an attractive alternative to the car for far more people.”

Local Transport Authorities (LTA’s) were expected to adhere to the following timelines:

- By 30 June 2021 (LTA's) had to commit to establishing an Enhanced Partnership under the Bus Services Act 2017. (This was met by the Council)
 - By 31 October 2021 LTAs had to publish a local Bus Services Improvement Plan (BSIP), which is expected to be updated annually and reflected in the authority's Local Transport Plan (LTP) and other relevant plans such as Local Cycling and Walking Infrastructure Plans. (LCWIPs).
 - The Council adopted its BSIP in October 2021, following 6 weeks of consultation including bus operators, Members and residents.
 - By 1 April 2022 LTA's were required to have an Enhanced Partnership Plan in place. This timescale was subsequently amended to as soon as practically possible, as explained further below.
- 3.2 On 11 January 2022 DfT wrote to all LTA's stating that they were amending the EPP timescale and were asking LTA's to submit draft Enhanced Partnership Plans and Schemes to them by the end of April 2022.
- 3.3 On 4 April 2022 a further amendment was made after the DfT BSIP 1st tranche of funding announcement on 3 April 2022, where LTA's are now required to submit EPP's as soon as practicably possible.
- 3.4 The National Bus Strategy is explicit in priority for buses over other modes of transport, notably the use of the private car. Furthermore, the National Bus Strategy itself gives new requirements on all LTA's, which will significantly affect the plans for buses in the authority over the coming months and years.
- 3.5 The strategy makes it very clear that the Government expects LTA's to lead on the processes and setting up the arrangements set out in the National Bus Strategy to have an EPP in place. To assist with this, the Government made available during the 2021/22 financial year £25 million for capacity building, which can take the form of securing external consultants, or recruiting additional members of staff. Of this, £100,000 was made available immediately for each Local Transport Authority. A second payment of £62,000 was also received as Southend City Council's additional proportion of the funds.

4 **Enhanced Partnership Plans (EPP)**

- 4.1 The BSIP was adopted in October 2021 and this EPP is the implementation plan for the BSIP. This EPP includes the actions to carry out the bus service improvement plans which have already been adopted in the BSIP.
- 4.2 At the core of the strategy, is the need for LTA's to demonstrate that they are working with local bus operators to improve local bus services. The primary mechanism for this is an EPP. In summary, an EPP is:
- A formal agreement between the LTA and local bus operators to work together to improve local bus services. The LTA has formal responsibility for making the EPP scheme(s), but at set points in the process they can only proceed with their proposals if they have the support of a majority of local bus

operators. There are 3 main bus operators currently in Southend which are Arriva, First Essex Buses and Stephenson's of Essex. Due to route mileage, Arriva and First are the major operators.

- 4.3 An EPP often comprises two parts: The Plan which defines the problems to be addressed, establishes an evidence base and sets out the ambition and targets to be achieved, and also; the scheme that develops the measures to be delivered by each partner.
- 4.4 Having an EP in place is critical to accessing future funding for buses and is a necessary pre-requisite for accessing future government funding for all transport and highways schemes (see 5.2).
- 4.5 From 1 July 2021, the COVID-19 Bus Services Support Grant (CBSSG), provided funding to bus operators as they recovered from the pandemic. This was only made available to support bus services in areas where the operator and the LTA are committed to being part of an Enhanced Partnership, and was required to be provided by 30th June 2021.
- 4.6 This discretionary funding was linked to LTA's Bus Service Improvement Plans (BSIP). There have been additional support measures by central government which have superseded the CBSSG by way of the Bus Recovery Grant (BRG), which is due to expire by 31 December 2022.

Cross-boundary services

- 4.7 The majority of bus services in Southend are cross-boundary and Officers have worked and will continue to work in collaboration with Essex County Council colleagues. Improved bus services in Southend are being co-ordinated across south Essex, and the EPP includes for cross boundary services (with collaboration between Essex and Southend) to have the same branding and ticketing, as well as reviews of routes and investigating bus priority along key corridors.

Franchising

- 4.8 The Bus Services Act 2017 provides automatic access to franchising powers to Mayoral Combined Authorities (MCA), akin to the system operated by Transport for London (TfL). The franchising powers within the Bus Services Act can currently be used by MCAs at any time, but only by other LTAs with the Secretary of State's consent and new secondary legislation.
- 4.9 DfT support the use of franchising and will allow any LTA which has the capability to do so to pursue franchising where it would not needlessly delay the provision of better services. This will include demonstrating the capability in traffic management necessary to ensure buses are prioritised appropriately. The Secretary of State will reserve the right to refuse an application for franchising if they believe a LTA does not, or will not, have the capability and resources to deliver the franchised model chosen; or that an EPP would deliver the improvements proposed more quickly and cost-effectively.

5. Implications for bus services in Southend

5.1 The most significant implication of the Bus Strategy for the Council is financial. The Bus Strategy makes it clear, that the following funding sources are conditional upon the Council and local bus operators entering into at least an Enhanced Partnership:

- The COVID-19 Bus Services Support Grant (CBSSG) was providing funding for operators to keep services running as demand returns following the COVID-19 pandemic. Since 1 July 2021, getting access to this funding was made conditional on operators and councils committing to enter into an EPP. Without this immediate funding, many services would be financially unviable. This grant ceased on 31 August 2021 and was paid directly to the bus operators.
- The CBSSG has been replaced by the Bus Recovery Grant which started on 1 September 2021 and is scheduled to finish on 5 April 2022. To receive this grant adequate steps have to be taken in working towards an EPP or Franchising. The Bus Recovery Grant is paid directly to the Operators.
- Having an EPP in place will be a necessary pre-requisite to accessing future discretionary funding released through the National Bus Strategy. This funding, could range from transitioning to zero emissions vehicles, to supporting additional services.
- The Bus Service Operator Grant (BSOG) is a scheme that refunds (directly to the Operators) some of the fuel duty incurred by operators of registered local bus services. DfT is considering options for making this funding conditional on being part of an EPP. Without this grant, bus services across the City may become unviable.

5.2 In addition to these bus industry-specific funding allocations, as part of funding bids for Major Schemes in the future, LTA's will be expected to demonstrate and evidence how their proposals will prioritise buses meaningfully. This is not in terms of improving the general operational environment for buses (e.g. reduced congestion), but in terms of specific, dedicated improvements for buses (e.g. bus lanes and re-allocating road space to benefit buses).

5.3 Policy implications

The National Bus Strategy places a significant emphasis on prioritising buses – alongside walking and cycling – as a mode of transport at a local level. LTA's will be expected to demonstrate that they are doing so through their delivery of bus service improvements in partnership with operators.

5.4 The National Bus Strategy does not, as a precondition, require local authorities to change local transport policies to access National Bus Strategy funding. But entering into an EPP will necessitate aligning Southend's transport policies to reflect the National Bus Strategy. This will be facilitated through the delivery of Local Transport Plan 4, with the development of the BSIP for Southend.

6. Other Options

- 6.1 This Authority could choose not to have an EPP, however this will affect future funding from DfT on any minor and major transport highway schemes, that Southend bids for. This will also affect any funding that DfT allocate to bus operators in the City and any reduction in funding to the operators will affect bus services in Southend.

7. Reasons for Recommendations

- 7.1 The recommendations in this report are to ensure that this Authority has an adopted Enhanced Partnership Plan as required by Government This will ensure that the reasons in section 5 are carried out.
- 7.2 Having an EPP in place will be a necessary pre-requisite to accessing future discretionary funding released through the National Bus Strategy. This funding could range from transitioning to zero emissions vehicles, to supporting additional services.

8. Corporate Implications

8.1.1 Contribution to the Southend 2050 Road Map

- 8.1.2 The EPP along with the BSIP will contribute significantly to a number of elements of the Council's vision, themes and outcomes, for example, improving transport provision and infrastructure, reducing carbon emissions, improving air quality and enhancing overall well-being. It will ensure that the bus services that people need are provided including those residents without cars.

8.1.3 The EPP will particularly help to deliver the Connected and Smart 2050 outcome.

- Facilitate a wide choice of transport that improves accessibility, connectivity, and mobility to all residents, including , working with public transport providers to deliver long term aspirations.
- The EPP will help towards making public and private travel smart, green and clean.

8.2 Financial Implications

- 8.2.1 The EPP is a legally binding document, and it is clear in the EPP that all schemes are subject to DfT funding. Therefore unless external funding is provided to implement the schemes no funding will currently be required to be provided by either Southend City Council or the bus operators.

- 8.2.2 DfT have indicated that there is a possibility a second tranche of limited funding could be available to those LTA's that were not successful in receiving BSIP funding (1st tranche). It is understood that there will be a revenue/capital split, however at this stage the split is unknown.

8.3 Legal Implications

8.3.1 The EPP, is a legally binding document and is a legal partnership, placing a liability on the Council and bus operators to deliver on its commitments to improve local bus services.

8.4 People Implications

8.4.1 The EPP will have an effect on all the citizens in the City including residents, visitors and businesses. The purpose of the EPP is to improve bus services and therefore to encourage bus usage and accessibility to residents.

8.5 Property Implications

8.5.1 There are no property implications associated with this report.

8.6 Consultation

8.6.1 The EPP is a legal document DfT were very specific in who the statutory consultees were to be consulted on, aside from the bus operators who were consulted first as required, the other statutory consultees were organisations that represent local passengers; other local authorities that would be affected by the proposals; the Traffic Commissioners; the chief officer of police for each area to which the plan relates; Transport Focus; the Competition and Markets Authority (CMA) and MP's.

8.6.2 This consultation process for the statutory consultees was carried out for the recommended period of 28 days from 20 June 2022 until 17 July 2022.

8.6.3 A follow up email was sent to those statutory consultees who hadn't responded allowing for a further week to send in any responses, no others were received.

8.6.4 The Competition and Marketing Authority requested for their role to be removed under the Governance section and following legal advice a further 28 days of consultation period (from 7 October 2022 until 3 November 2022), with the bus operators was carried out, with no objections received.

8.7 Equalities and Diversity Implications.

8.7.1 An Equality Assessment has been undertaken and indicates that the EP will not have an impact on people with a particular characteristic.

8.8 Risk Assessment

8.8.1 The Government have made it clear if the Council does not enter into an EPP then the risk is that Government funding will not be provided by DfT for any future highway schemes, or any future funding to bus operators.

8.8.2 Any schemes that arise from the EPP or BSIP will undergo a specific risk assessment.

8.9 Value for Money

8.9.1 The preparation of an EPP intends to bring new investment for bus services in the City which benefits residents, businesses and visitors along with the ability to bid for government funds to help growth in the bus market.

8.10 Community Safety Implications

8.10.1 Community Safety Implications will be taken into account when the EPP is developed.

8.11 Environmental Impact

8.11.1 The EPP will support a mode shift from car to public transport, which in turn will help to improve air quality for health and reduce vehicle emissions; by enabling a shift from private vehicles to bus in addition to promoting a low-carbon bus fleet.

9. Background Papers

Bus Back Better – National Bus Strategy for England March 2021

National Bus Strategy Bus Service Improvement Plans (BSIP) guidance May 2021

Bus Services Act 2017 Enhanced Partnerships Guidance revised July 2021

Bus Service Improvement Plan 2022 – 2027 (adopted by Council in October 2021)

10. Appendices

10.2 Appendix 1 Enhanced Partnership Plan and Scheme Document (for adoption)

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THE SOUTHEND-ON-SEA ENHANCED PARTNERSHIP PLAN 2023-2028

AND

SOUTHEND-ON-SEA ENHANCED PARTNERSHIP SCHEME

INTRODUCTION.

- 1 This Enhanced Partnership is intended to deliver the vision and ambition set out in the Southend-on-Sea Bus Service Improvement Plan (BSIP).
- 2 An improved local bus service will help the Council to achieve a number of its outcomes as outlined in Southend 2050:
 - Facilitate a wide choice of transport that improves accessibility, connectivity, and mobility to all residents. Including, working with public transport providers to deliver these long-term aspirations.
 - We are leading the way in making public and private travel smart, clean and green.

BSIP Objectives and Enhanced Partnership approach

BSIP Objectives	EP Approach
Improve the reliability of local buses	<ul style="list-style-type: none"> • To deliver bus priority at major traffic signal junctions in Southend • To undertake a review of major corridors with the view to delivering solutions that could improve bus journey speeds and reliability of services
Make bus journeys quicker, especially on the key routes into and out of Southend	<ul style="list-style-type: none"> • To deliver bus priority at major traffic signal junctions in Southend • To review major corridors with the view to delivering solutions that could improve journey speeds and reliability of services • To upgrade ticket transactions to contactless and mobile payments, speeding up bus boarding times
Improve the quality of local bus stops and waiting facilities for all users	<ul style="list-style-type: none"> • To deliver a series of Mobility Hubs across Southend to improve connections between buses, trains, walking, cycling, car clubs and other forms of transport • To review major corridors to identify solutions that will improve journey speeds and reliability of services, as well as improving the quality of local bus stops • Ensure that all local bus stops meet minimum standards of accessibility and information
Deliver a more integrated public transport network that is easier for people to use	<ul style="list-style-type: none"> • To deliver a series of Mobility Hubs across Southend to improve connections between buses, trains, walking, cycling, car clubs and other forms of transport • To expand the current Octopus ticket to all operator mobile apps and contactless payment and to be accepted on local rail services • To develop and deliver a single brand identity to be applied to all bus information, stops, and services.
Improve the quality and accessibility of bus information	<ul style="list-style-type: none"> • To develop and deliver a single brand identity for local buses, to be applied to all bus information, stops, and services. Expand the range of media for static and real time information.

<p>Improve the quality standards of local bus services</p>	<ul style="list-style-type: none"> • To retrofit existing buses in Southend to an improved emissions standard • To ensure that all new buses in Southend are low emission.
<p>Market and promote local bus services</p>	<ul style="list-style-type: none"> • To develop and deliver a single brand identity for local buses, to be applied to all bus information, stops, and services. • To undertake a marketing campaign to promote bus use

3 Part 1 of this document contains the Southend-on-Sea City Council Enhanced Partnership Plan (EP Plan).

4 Part 2 of this document contains the Southend-on-Sea City Council Enhanced Partnership Scheme (EP Scheme).

PART 1 - EP PLAN

THE SOUTHEND-ON-SEA CITY COUNCIL ENHANCED PARTNERSHIP PLAN FOR BUSES IS MADE IN ACCORDANCE WITH SECTION 138G(1) OF THE TRANSPORT ACT 2000 BY SOUTHEND-ON-SEA CITY COUNCIL

Definitions

Term	Definition
ADR Notice	A notice in writing in relation to the referral of a dispute to mediation.
BSIP	Bus Service Improvement Plan, which sets out the strategy and the plan for improving bus services in Southend. This will be revised annually where appropriate.
CEDR	Centre for Effective Dispute Resolution, Registered charity number: 1060369 Company registration number: 2422813.
CMA	The Competition and Markets Authority, the competition regulator for the United Kingdom.
EP	Enhanced Partnership, referring to both the Enhanced Partnership Plan and the Enhanced Partnership Scheme unless otherwise stated.
EPP	Enhanced Partnership Plan, as defined under Section 138A of the Bus Services Act 2017.
EPS	Enhanced Partnership Scheme, as defined under Section 138A of the Bus Services Act 2017.
Large operator	Any operator of a qualifying bus service operating within the Enhanced Partnership Plan Area whose total route mileage within the Enhanced Partnership Plan Area is equal to or in excess of 30% of all route miles. The number of route miles for all operators will be calculated at least once every year, and The Council will always maintain a list of large and small operators for the avoidance of doubt.
Qualifying bus service	A registered local bus service with one or more stopping place within the geographical area of the Enhanced Partnership, except for: <ul style="list-style-type: none"> • Any schools or works registered local bus service not eligible for Bus Service Operators Grant; • Any services operated under section 22 of the 1985 Act; • Any other bus service defined as being exempt from the requirements of this Enhanced Partnership as defined in the Enhanced Partnership Scheme. <p>For the avoidance of doubt, a list of Qualifying Bus Services will be published at the start of each financial year by Southend-on-Sea City Council.</p> <p>In addition, any tendered service on which the tendering authority takes the revenue risk will not be subject to the Operator Objection mechanism, consistent with The Enhanced Partnership Plans and Schemes (Objections) Regulations 2018</p>
Small operator	Any operator of a qualifying bus service operating within the Enhanced Partnership Plan Area whose total route mileage within the Enhanced Partnership Plan Area is less than 30% of all route miles.

	The number of route miles for all operators will be calculated at least once every year, and the Council will always maintain a list of large and small operators for the avoidance of doubt.
The Board	The Local Bus Board. The Board will be responsible for duties relating to advising, agreeing on, and managing, the delivery of the EP Plan and Scheme.
The Council	Southend-on-Sea City Council, the local transport authority and the local highway authority for Southend-on-Sea. Southend was awarded City status in October 2021.
The Forum	The Local Bus Forum. The Forum will bring together representatives from a wide range of key stakeholder groups to review the progress of the BSIP and EPP annually and to recommend to the Board the priorities for improving the bus network that it should consider for the following year.
The Partnership	Both the Local Bus Forum and the Local Bus Board collectively.

Enhanced Partnership Plan Area and Time Period

- 1 The Southend-on-Sea Enhanced Partnership Plan will cover the administrative area of the Council, and this is shown in the map below.



- 2 The plan is for an initial period of five years covering the period 1 April 2023 to 31 March 2028. The plan will be reviewed annually by the Board.

Impacts on the local bus market

- 3 Several external factors are likely to impact upon the viability of the bus market in Southend, some of which are within the control of the signatories to the Enhanced Partnership. These have been recognised as the plan has been developed.

- **The long term impacts of the COVID-19 pandemic on travel patterns.** Currently, bus use is below pre-pandemic levels. Whether this is a permanent change is uncertain, particularly for trips to and from work placing financial pressure upon the bus operators and this could affect the ability to deliver against this EP;
- **Local authority resourcing and capacity.** The Council has made a bid to government to resource the delivery of its Bus Service Improvement Plan. The funding to be awarded by government will determine what can be delivered over the initial years of the EP. Over the longer term, local government funding is likely to come under renewed pressure and will affect the ability to deliver against this EP;
- **Changes in the network and levels of congestion.** Congestion has a significant impact on the reliability and journey times of local buses. This may necessitate changes to the bus network to minimise the impacts of congestion on key bus corridors;
- **Climate change and air quality.** The Council has declared a Climate Emergency, and is considering actions to cut emissions including transport. Additionally, seafront areas and roads are more at risk from climate-related major events such as flooding. Poor air quality is also a concern in some areas of the town.

Passenger Experience

- 4 Data on the passenger experience of local buses across Essex is shown below, which is the most locally relevant data on the experience of passengers. Although it should be noted that this covers all areas of Essex.

Key results									
Satisfaction (%)	2016 all satisfied	2017 all satisfied	2018 all satisfied	2019 all satisfied	2019 very satisfied	2019 fairly satisfied	2019 neither /nor	2019 all dissatisfied	2019 base size
Overall journey satisfaction									
All passengers	86	85	80	86	46	40	8	5	795
Fare-paying passengers	78	79	72	82	37	44	11	7	307
Free pass holders	95	95	90	92	58	34	5	3	485
Aged 16 to 34	75	70	70	80	21	59	12	8	96
Aged 35 to 59	85	87	79	82	48	34	10	8	159
Passengers commuting	76	73	68	80	28	51	13	7	186
Passengers not commuting	94	95	89	90	57	33	5	4	580
Passengers saying they have a disability	89	87	78	87	44	43	8	5	258
Value for money									
All fare-paying passengers	46	51	44	53	23	30	17	29	290
Aged 16 to 34	31	41	37	47	23	24	22	31	86
Aged 35 to 59	63	60	54	58	22	36	15	27	133
Passengers commuting	43	43	41	50	19	32	20	30	166
Passengers not commuting	52	67	50	59	30	29	13	28	118
Punctuality and time waiting for bus									
Punctuality of the bus	70	68	61	65	38	27	12	23	700
The length of time waited	70	68	63	69	37	32	13	18	764
On-bus journey time									
Time the journey on the bus took	85	83	81	86	53	33	9	5	795

Data on journey speed and the impact of congestion

- 5 Data from our real time system indicates locations where there are issues on the highway network that hold up buses. What this indicates is that whilst there are areas where delays are worse than other areas, delays to buses is a consistent issue across the network.



Outcomes

6 The outcomes that the partnership expects to achieve are contained within the Bus Service Improvement Plan. Achieving these outcomes is subject to funding secured from the Department for Transport through the National Bus Strategy, as specified in the Bus Service Improvement Plan or any replacement, successor, or additional schemes established for a similar purpose:

- a 25% reduction in average delay to weekday daytime bus services over the course of the BSIP;
- a reduction of 15% of the number of buses arriving late at their destination;
- all key corridors in the town to have coordinated timetables to even out service frequencies with a bus every five minutes throughout the day;
- all core services to provide a service frequency of at least 15 minutes between 1900 and 2200 on weekdays;
- to increase the number of trips on local bus services by 500,000 trips per annum above the 2019/20 baseline by April 2028;
- to increase the proportion of trips undertaken by non-National Concessionary Bus Pass holders on local buses to 65% by April 2028;
- to establish a baseline for customer satisfaction on local bus services in Southend in 2023/24, with the view to set a specific target in the next BSIP;
- to improve the percentage of local people satisfied with local bus services to 75% by 2028

Interventions and Policies

7 The partnership believes the following key interventions are required:

- Make improvements to reliability and bus journey times, immediately through bus priority signalling and over the longer term delivering significant changes to key corridors;
- Develop the network through providing new services linking key hubs across the town;

- Improved networks supported by better infrastructure, offering clearer information, better ticketing, higher quality, frequency and better integration

Review and Consultation Process

- 8 The EPP will be reviewed by 31st March every year alongside the BSIP. This review will be led by Southend-on-Sea City Council, in partnership with the Forum and the Board, annually as set out in Section 5 of the EPS.

Analysis of local bus services

- 9 Southend-on-Sea is characterised as having a frequent core commercial bus network, with bus operations focussing on high frequency services (10 to 30 minutes frequencies between 0700 and 1900 on weekdays and Saturdays) radiating from the City Centre. Frequencies are often lower after 1900, and on Sundays.

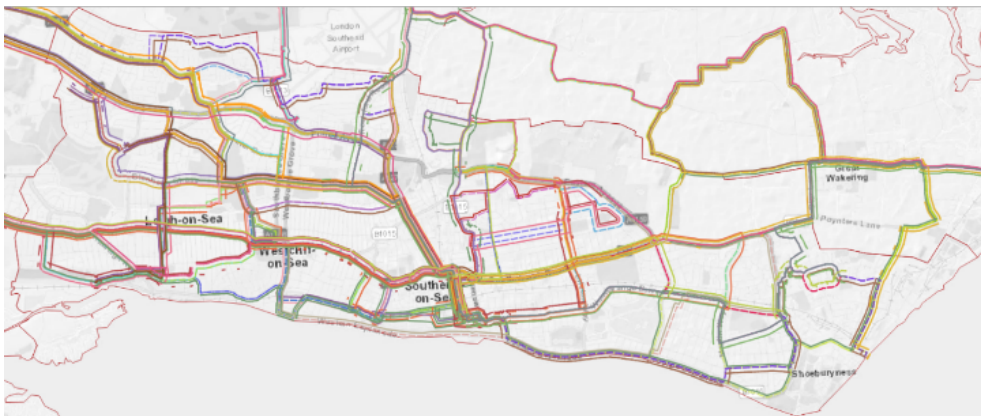


Figure 1: Bus routes in Southend

- 10 The routes are a mixture of urban services operating within the city, and interurban bus services operating to nearby towns such as Basildon, Rochford, and Chelmsford. The corridors in the town with the highest frequencies of services are the A13 London Road, Victoria Avenue, Prittlewell Chase, Chichester Road, Rochford Road, and the A127.
- 11 As of 1st July 2021, there were 23 registered local bus services, open to the general public operating in Southend. In financial year 2019/20, local bus services carried 7.1 million passengers, down from 8.7 million in 2009/10.
- 12 As of 1st September 2021, the majority of local bus services are operated by two companies: First Essex and Arriva. Stephenson's is the largest small operator of services. Additionally, a seasonal bus services also operates, serving visitors and residents to the town.

Objectives of the Enhanced Partnership Plan

- 13 The Objectives of the Enhanced Partnership Plan are those of the Bus Service Improvement Plan:
 - Manage the highway network in a manner that improves the reliability of local bus services;
 - Make local bus journeys quicker, especially on key routes in Southend;
 - Improve the quality of bus stops and waiting facilities for all users of local bus services;
 - Deliver a more integrated public transport network that is easy for everyone to use;
 - Improve the quality and accessibility of bus service information through all media channels;
 - Improve the quality standards of local bus services, including reducing emissions;

Market and promote local bus services in a holistic manner.

Enhanced Partnership Plan and relationship to schemes

14 The first Enhanced Partnership Scheme is focused on delivering the following elements of the Enhanced Partnership Plan and BSIP objectives:

BSIP Objectives	EP Approach
Improve the reliability of local buses	<ul style="list-style-type: none"> • To deliver bus priority signalling at major junctions in Southend • To review major corridors to identify solutions that will improve journey speeds and reliability of services
Make bus journeys quicker, especially on the key routes into and out of Southend	<ul style="list-style-type: none"> • To deliver bus priority at major traffic signal junctions in Southend • To review major corridors to identify solutions that will improve journey speeds and reliability of services • To upgrade existing tickets to contactless and mobile payments, speeding up bus boarding times
Improve the quality of local bus stops and waiting facilities for all users	<ul style="list-style-type: none"> • To deliver a series of Mobility Hubs across Southend to improve connections between buses, trains, walking, cycling, car clubs, and other forms of transport • To review major corridors to identify solutions that will improve journey speeds and reliability of services, as well as improving the quality of local stops • Ensure that all local bus stops meet minimum standards of accessibility and information
Deliver a more integrated public transport network that is easier for people to use	<ul style="list-style-type: none"> • To deliver a series of Mobility Hubs across Southend to improve connections between buses, trains, walking, cycling, car clubs, and other forms of transport • To expand the current Octopus ticket to all operator mobile apps and contactless payment, and to be accepted on local rail services • To develop and deliver a single brand identify to be applied to all bus information, stops, and services.
Improve the quality and accessibility of bus information	<ul style="list-style-type: none"> • To develop and deliver a single brand identify to be applied to all bus information, stops, and services. Expand the range of media for static and real time information.
Improve the quality standards of local bus services	<ul style="list-style-type: none"> • To retrofit existing buses in Southend to an improved emissions standard • To ensure that all new buses in Southend are low emission
Market and promote local bus services	<ul style="list-style-type: none"> • To develop and deliver a single brand identify to be applied to all bus information, stops, and services.

15 The measures and facilities to deliver these are set out in the Enhanced Partnership Scheme in Part 2.

16 The expectation is that future schemes will emerge from the network reviews and potentially for cross-border services, and when additional funding becomes available.

17 Discussions have been undertaken with all neighbouring authorities and cross boundary services and co-operation will form a significant part of the network reviews.

PART 2 – EP SCHEME

THE SOUTHEND-ON-SEA CITY COUNCIL ENHANCED PARTNERSHIP SCHEME FOR BUSES IS MADE IN ACCORDANCE WITH SECTION 138G(1) OF THE TRANSPORT ACT 2000 BY SOUTHEND-ON-SEA CITY COUNCIL

EP Scheme Content

1 This document fulfils the statutory requirements for an EP Scheme. In accordance with statutory requirements in section 138 of the Transport Act 2000, the EP Scheme document will set out:

Section 2 - Scope of the Scheme and commencement date

Section 3 - Obligations on the Authority

Section 4 - Obligations on Local Bus Operators

Section 5 – Governance Arrangements

2 This document should be considered alongside the associated Enhanced Partnership Plan.

3 The EP Scheme has been jointly developed by Southend-on-Sea City Council and the bus operators that provide local bus services in the EP Scheme area. It sets out obligations and requirements on both the local transport authority and operators of local services in order to achieve the intended improvements, with the aim of delivering the objectives of the associated EP Plan.

4 The delivery of the obligations set out in this scheme are subject to funding secured from the Department for Transport through the National Bus Strategy, as specified in the Bus Service Improvement Plan or any replacement, successor, or additional schemes established for a similar purpose.

Section 2- Scope of the EP Scheme and Commencement Date

Description of Geographical Coverage

5 The EP Scheme will support the improvement of all local bus services operating in Southend-on-Sea, as defined by the administrative boundary of The Council.

6 The Enhanced Partnership Scheme covers the same geographical area as the Enhanced Partnership Plan.

Commencement Date

7 The EP Plan and scheme are to be made on 31 March 2023, covering the period 1 April 2023 to 31 March 2028.

8 The EP Scheme will expire on 31 March 2028, and will be reviewed by Southend-on-Sea City Council, in partnership with the Forum and the Board, annually as set out in Section 5.

Exempted Services

9 Local bus services registered to operate only between 1st May and 1st September every year for the primary purpose of serving visitors to Southend-on-Sea will be exempted from the requirements of this EP.

Section 3 - Obligations on the Council

10 The scheme places the following obligations on the Council. The successful delivery of these obligations and their outcomes is also subject to the successful delivery of the obligations on operators as set out in Section 3. The delivery of the obligations set out in this scheme is subject to funding secured from the Department for Transport through the National Bus Strategy, as specified in the Bus Service Improvement Plan or any replacement, successor, or additional schemes established for a similar purpose.

Facility	Responsibility	Action	Delivery date (subject to funding)
A set of facilities as set out at Annex A to this scheme	Southend-on-Sea City Council	To provide the listed facilities	April 2028

Measure	Responsibility	Action	Delivery date
Proposals to deliver the Southend Bus Service Improvement Plan	Southend-on-Sea City Council	The Council in collaboration with operators will deliver the proposals set out in the Bus Service Improvement Plan, contained in Annex B to this scheme.	Ongoing
Improvements to customer information and to market and promote local bus services in collaboration with Essex County Council	Southend-on-Sea City Council	<ul style="list-style-type: none"> To develop a Southend and South Essex bus brand, and implement on the Council's digital and physical assets To develop and deliver a 'Get back on the Bus' style promotional campaign and deliver with operators To develop and launch a joint marketing and promotional campaign with operators and Essex County Council 	<ul style="list-style-type: none"> April 2024 June 2023 <p>Ongoing</p>

To facilitate and make improvements to the Octopus ticket	Southend-on-Sea City Council	<ul style="list-style-type: none"> • Upgrade the existing Octopus ticket to contactless and mobile phone payments in collaboration with operators • Upgrade Octopus ticket to be accepted on local rail services, subject to acceptance by train operating companies • Work with the bus operators to identify options to promote value fares for Summer 2024 as outlined in the Bus Service Improvement Plan 	<ul style="list-style-type: none"> • May 2024 • December 2028 • August 2024
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Section 4 - Obligations on Local Bus Operators

11 The scheme places the following obligations on operators. The successful delivery of these obligations is also subject to the successful delivery of the obligations on the Council as set out in Section 3. The delivery of the obligations set out in this scheme and their outcomes is subject to funding secured from the Department for Transport through the National Bus Strategy, as specified in the Bus Service Improvement Plan or any replacement, successor, or additional schemes established for a similar purpose, and other existing funding streams being retained at their existing levels.

12 The obligations upon operators established in this EP Scheme constitute, unless otherwise specified or exempted, a collective obligation upon all bus operators, that they will endeavour to achieve through collaborative working established to achieve the aims of this EP. The delivery of these obligations will be cognisant of the appropriate legislation concerning competition.

13 Where any operator withdraws services in a manner that affects the collective ability of all operators to achieve a recommended or agreed service frequency on a corridor (as defined by the BSIP), and operators collectively are not able to maintain this frequency through changes to other services in a manner that is commercially viable, this will be considered as a substantial change. This would be subject to the variation procedure as set out in [paragraphs 67 and 68].

Measure	Responsibility	Action	Delivery Date
Improvements to customer	Operators	<ul style="list-style-type: none"> • To engage with the development of the single 	<ul style="list-style-type: none"> • April 2024

<p>information and to market and promote local bus services in collaboration with Essex County Council</p>		<p>Southend and / or South Essex brand</p> <ul style="list-style-type: none"> • To use the brand on digital and physical assets (e.g. buses) in a light touch way e.g. vinyls not wholesale re-livery and at a suitable and agreed scale • To develop and launch a joint marketing campaign with the Council • To implement a Bus Passenger Charter • To agree a set of common network/timetable/registration change dates per year. 	<ul style="list-style-type: none"> • April 2024 • April 2024 • July 2023 • Ongoing
<p>To work jointly with the Council on major improvements to bus corridors</p>	<p>Operators</p>	<ul style="list-style-type: none"> • To work jointly on the improvements to main bus corridors as set out in the BSIP 	<ul style="list-style-type: none"> • Ongoing
<p>To make improvements to ticketing options and information</p>	<p>Operators</p>	<ul style="list-style-type: none"> • To make the Octopus ticket readily available on all ticketing platforms and to publicise the ticket (with a review of operation and apportionment by July 2024) • Work with the Council to identify options to promote value fares for Summer 2024 as outlined in the BSIP 	<ul style="list-style-type: none"> • July 2024 • August 2024
<p>Reinvesting in an improved network</p>	<p>Operators</p>	<ul style="list-style-type: none"> • Where highway network changes are made that result in resource savings as a 	<ul style="list-style-type: none"> • Ongoing

		result of faster journey times operators will reinvest a proportion of the benefits in more frequent services, or new buses, or other improvements of mutually agreed value	
Introducing cleaner vehicles	Operators	<ul style="list-style-type: none"> All new buses are built to a low emissions standard. Where brand new vehicles are introduced within the area, their allocation will be cognisant of local air quality concerns as one of the factors considered within the operator's business case. 	<ul style="list-style-type: none"> Ongoing

Section 5 – Governance Arrangements

14 The Enhanced Partnership will constitute two separate bodies: the Local Bus Board and the Local Bus Forum. The Local Bus Board's primary function is to advise and agree on, and manage, the delivery of the EP Plan and Scheme. The Local Bus Forum's primary function is to set the strategic direction of the Enhanced Partnership, and to appoint individual members of the Board, subject to the rules contained within these governance arrangements.

15 All members of both the Board and the Forum are expected to act with due propriety. This means that all members should act in accordance with the broader public interest and the needs of bus passengers, and in the spirit of working in partnership to improve bus services. All members of both the Board and the Forum are expected to exercise their own professional judgement in meeting this expectation, and must not act only with their own interests or those of their individual companies or constituents.

Local Bus Board

16 The Board will be responsible for duties relating to advising and agreeing on, and managing, the delivery of the Plan and Scheme. These duties consist of, but are not limited to, the following:

- To recommend to the Forum the future aims and objectives of the Bus Service Improvement Plan, Enhanced Partnership Plan, Enhanced Partnership Scheme and Enhanced Partnership, including recommending to its constituent organisations changes that should be made;
- To develop policy recommendations to Southend-on-Sea City Council about planning and priorities for the improvement of the local bus network;
- To develop operational recommendations to operators for the improvement of the local bus network;
- To develop recommendations for any variations in the Enhanced Partnership agreement to be presented to the Forum;
- To be a consultee on any changes in policies such as the Local Transport Plan and Local Plan;
- Be responsible for setting Key Performance Indicators and measuring the progress of the delivery of the objectives and targets in the BSIP and EP Plan and Scheme;
- Monitoring and managing the Enhanced Partnership and BSIP and adherence to it by the relevant parties, agreeing any actions that need to be taken accordingly.

- 17 In exercising this role, the Board is expected to not act in isolation. It should seek the views and input of relevant others including (but not limited to) other operators, local bus users and passenger representative groups, neighbouring local transport and planning authorities, and other key stakeholders.
- 18 The Board will have equal voting representation from Southend-on-Sea City Council and from bus operators who run eligible registered local bus services within the Enhanced Partnership Plan Area.
- 19 The Chair of the Board will be nominated and approved by the Forum, serving a period of 12 months. The Chair must be independent of the both the Council and local bus operators, having no personal or financial interests in either. Should the Chair opt to rescind their role, a meeting of the Forum will be called no later than 28 days from the Chair notifying the Board of their intention, with the purpose of nominating a new Chair.
- 20 All large bus operators will have one nominated representative on the Board. All small bus operators will be represented by a single nominated representative.
- 21 Pursuant to establishing the Board, the Confederation of Passenger Transport will facilitate a meeting between small operators, who will then agree the representative of small operators on the Board. Should that representative opt to rescind their role as a Board member, the CPT will be asked to facilitate another meeting between small operators to select a replacement representative as required.
- 22 The number of Council representatives on the Board will be equal to the total number of large and small bus operator representatives combined, giving an equal voting representation from The Council and operators. The Council's representatives will be appointed internally and will include senior officers with responsibility for highways and public transport functions. As a minimum, one representative of the Council will be the Cabinet Member with responsibility for Highways and Transport.
- 23 All Board members will be responsible for ensuring attendance at all Board meetings that they are invited to. They should ensure that they have reviewed and understood all meeting papers in advance of the meeting, and where feasible the required mandate for whom they represent.
- 24 If a Board member cannot attend a particular meeting, they can nominate a substitute of another person of a similar level or role within the same organisation. The exception is the representative for small operators, who may nominate a substitute from another operator to attend in their absence.
- 25 The Board will also have two representatives attending in an observing capacity and where invited to do so by the Chair contribute to any of the discussions and agenda items. They do not have any voting rights on the Board. These representatives will be from Essex County Council and the Southend Area Bus User Group.
- 26 All Council representatives, all bus operator representatives, and the Chair will have a single vote on all matters requiring a decision. For a decision to be carried by the Board, both over 50% of Council representatives present at the meeting, and over 50% all bus operator representatives present at the meeting must vote in favour of the decision made by the Board.

- 27 Representatives not exercising their vote, through not casting a vote at the meeting or through not attending the meeting and not nominating a substitute or their substitute not casting a vote, will be deemed to have abstained and will not have their vote counted.
- 28 Decisions on matters which are likely to be significant in terms of its effects on local communities and/or with financial impacts on the Council will be subject to the Council's constitution and governance policies and processes.
- 29 The Board and the Forum shall have no authority to commit the Council or operators to any action that either the Council or operators consider to be contrary to applicable law and statutory obligations.
- 30 Board meetings will only take place if the meeting is quorate. To be quorate, the following Board members must be in attendance:
- 50% of the total nominated bus operator representatives
 - 50% of the total nominated Council representatives
 - The Chair of the Board
- 31 The Board will meet quarterly (January, March, June, September), with additional meetings at the discretion of the Board. Meeting dates will be set and notified to members at least a month in advance.
- 32 All papers will be circulated by the Secretariat at least 2 weeks before a meeting. Should papers be submitted less than 2 weeks in advance of the meeting, its inclusion on the agenda is at the discretion of the Chair.
- 33 The Council will act as the Secretariat for Board Meetings, with the role being performed by a member of Council staff who is not one of the nominated representatives on the Board. The person undertaking that Secretariat role will not have the rights corresponding with representatives on the Board at Board meetings.
- 34 All papers will be circulated by the Secretariat at least 2 weeks before a meeting. Should papers be submitted less than 2 weeks in advance of the meeting, its inclusion on the agenda is at the sole discretion of the Chair.
- 35 Wherever feasible, Board meetings will take place in person at the Civic Offices, Victoria Avenue, Southend. They can also take place online via remote access, such as MS Teams.
- 36 Draft minutes of the Board meetings will be circulated no more than two weeks after each meeting to all representatives and observers.
- 37 The Board may be assisted by relevant working groups that may be formed based on the facility or measure that is being implemented, or by topic or area. Their primary purpose will be to provide expertise in the area of interest, to seek any wider stakeholder input or engagement, and recommend to the Board any appropriate actions or measures that could be delivered.
- 38 The membership of the working groups will be at the discretion of the Board. The Board may invite membership on any working groups from outside the membership of the Board and that of the Forum.

39 Any deliberations and recommendations by the working groups will be fed into the Board meetings as appropriate. The Board is not bound to accept any recommendation made by these working groups.

The Local Bus Forum

40 The Forum will bring together representatives from a wide range of key stakeholder groups to review the progress of the BSIP and EPP. It may also recommend to the Board the priorities for improving the bus network that it should consider for the following year.

41 The Forum will be responsible for advising the Board on the strategic direction of the EP, and may make recommendations to the Board about the priorities for improving the bus network that it should consider in the future. The Forum is an advisory body and has no formal decision-making powers over the Board, but it has two formal roles within the EP:

- To nominate and appoint an independent Chair of the Board, to serve a minimum period of 12 months;
- To consider and make recommendations of any variations proposed by the Board on the Enhanced Partnership Plan or Scheme.

42 The following organisations will initially be formally invited to be members of the Forum:

- Southend-on-Sea City Council, constituting the Cabinet Member with responsibility for Highways and Transport, the Cabinet Member with responsibility for Planning, and the appropriate Director with responsibility for Highways and Transport.
- All operators of qualifying bus services operating in the EPP Area;
- Essex County Council;
- Castle Point Borough Council;
- Rochford District Council;
- Southend Area Bus User Group;
- Transport Focus;
- Bus Users UK;
- Essex Police;
- Southend Business Improvement District.

43 The Forum may nominate additional representatives from other groups to attend future Forum meetings. Any additional members would be subject to a vote of the Forum, requiring a majority for additional members to be confirmed.

44 The Forum will be chaired by the Council's Cabinet Member with responsibility for Highways and Transport.

45 The Forum will be a public meeting, advertised on the Council's website no later than two weeks prior to the meeting. An agenda will be made available no less than one week prior to the meeting. This will be sent to all invited participants and be made publicly available.

46 At each Forum, there will be a minimum of one agenda item at which members of the public will be invited to ask questions or make comment about any of the agenda items at the meeting. Each member of the public will have no more than 3 minutes in which to speak. For the rest of the meeting, members of the public can attend in an observing capacity only.

- 47 Forum meetings will only take place if the meeting is quorate. To be quorate, the following Forum members must be in attendance:
- The Chair of the Forum
 - At least 50% of the nominated bus operator representatives or their substitutes
 - At least 50% of the nominated Council representatives or their substitutes
 - Of all non-Council and non-operator parties, at least one being in attendance.
- 48 The Forum will meet at least annually in September of each year, with additional meetings as required. Meeting dates will be set and notified to members at least a month in advance.
- 49 All Forum members will be responsible for ensuring attendance at all Forum meetings that they are invited to. They should ensure that they have reviewed and understood all meeting papers in advance of the meeting, and where feasible the required mandate for whom they represent.
- 50 If a Forum member cannot attend a particular meeting, they can nominate a substitute of another person of a similar level or role within the same organisation.
- 51 All Forum members will have a single vote on all matters requiring a recommendation to be made. For a recommendation to be carried by the Forum, a majority of votes from all representatives present is required.
- 52 Representatives not exercising their vote, through not casting a vote at the meeting or through not attending the meeting and not nominating a substitute or their substitute not casting a vote, will be deemed to have abstained and will not have their vote counted.
- 53 The Council will act as the Secretariat for the Forum, with the role being performed by a member of Council staff who is not one of the nominated representatives on the Forum. The person undertaking that Secretariat role will not have the rights corresponding with representatives on the Forum at Forum meetings.
- 54 Nominations for the position of Chair of the Board must be received by the Secretariat no later than one week prior to the Forum meeting. No representative of the Council or any operator of registered local bus services, or any person with a financial interest in either the Council or any operator of registered local bus services will be eligible for the position of Chair of the Board. All candidates for the position of Chair will be vetted by the Secretariat prior to being put to a vote.
- 55 All prospective Chairs of the Board will be invited to state their case to be Chair at the Forum for no longer than 3 minutes. Once all nominations who have chosen to state their case have done so, a vote will then be taken.
- 56 To elect a Chair of the Board, a minimum of 50% of the representatives present must vote in favour of a Chair of the Board. Where the vote results in no candidate securing the vote of at least 50% of representatives present, the candidate with the lowest number of votes will be eliminated, and a further round of voting will take place with the remaining candidates. Further rounds of voting will take place, with the candidate with the lowest number of votes being eliminated in each round, until a candidate wins a minimum of 50% of the votes of the representatives present.

- 57 All papers will be circulated by the Secretariat at least 2 weeks before a meeting. Should papers be submitted less than 2 weeks in advance of the meeting, its inclusion on the agenda is at the sole discretion of the Chair of the Forum.
- 58 At each meeting, the Forum will receive an update on the Enhanced Partnership and the BSIP by a nominated representative from the Board.
- 59 Wherever feasible, Forum meetings will take place in person at the Civic Offices, Victoria Avenue, Southend. They can also take place online via remote access, such as MS Teams.
- 60 Draft minutes of the Forum meetings will be circulated no more than two weeks after each meeting to all attendees.

Competition

- 61 The Council has undertaken an assessment of the impacts of this EP Plan and Scheme to be made on 31 March 2023 on competition for the purposes of Part 1 of Schedule 10 of the Transport Act 2000 and believes that the majority of it will not or is unlikely to have a significantly adverse effect on competition, for the purposes of Part 1 of Schedule 10 of the Transport Act 2000. Portions of the EP Plan and Scheme, particularly related to standardisation, route timetabling, and ticketing, may have a significantly adverse effect on competition. However, the authority believes those portions of the EP Plan and Scheme(s) are justified because:
- a) they are made with a view to achieving one or more of the following purposes:
 - securing improvements in the quality of vehicles or facilities used for or in connection with the provision of local services;
 - securing other improvements in local services of benefit to users of local services; and
 - b) reducing or limiting traffic congestion, noise or air pollution.
 - c) their effect on competition is or is likely to be proportionate to the achievement of that purpose or any of those purposes.
- 62 All members of the Board and the Forum are expected to carry out their duties in accordance with the rules and regulations governing competition in the bus industry. These are laid out in the relevant Acts of Parliament and guidance from the Department for Transport, Competition and Markets Authority, and other relevant best practice. Decisions to be made by the Board must consider their implications on competition, and such considerations should be part of the deliberations of the Board where relevant.

Dispute resolution

- 63 All members of the EP Board and Forum commit to working in partnership to resolving issues and disputes as they arise. It is anticipated that the majority of such matters will be resolved through the working of the EP. In exceptional circumstances, the Board may seek the opinion of the Department for Transport or the Competition and Markets Authority in assisting in resolving a dispute.
- 64 If a dispute arises out of or in connection with this agreement or the performance the EPP or EPS between the Council and a single operator, or the validity or enforceability of it the EP Plan or Scheme (Dispute), then except as expressly provided in the EPP or EPS, the parties shall follow the procedure:

1. The relevant party or parties shall give to the other written notice of the Dispute, setting out its nature and full particulars (Dispute Notice), together with relevant supporting documents. On service of the Dispute Notice, all parties shall attempt in good faith to resolve the Dispute;
2. If the representatives of the parties are for any reason unable to resolve the Dispute within 30 days, the parties agree to enter into mediation in good faith to settle the Dispute in accordance with the CEDR Model Mediation Procedure. Unless otherwise agreed between the parties within 7 days of service of the Dispute Notice, the mediator will be nominated by the CEDR. To initiate the mediation, a party must give notice in writing (ADR notice) to the other party to the Dispute, referring the dispute to mediation;
3. Unless otherwise agreed between the parties, the mediation will start not later than 14 days after the date of the ADR notice. Where the Dispute is brought by more than one operator, the provisions set out above shall apply except that the operators may be represented by the Confederation of Passenger Transport should they so choose.
4. No party may commence any court or arbitration proceedings in relation to the whole or part of the Dispute until it has attempted to settle the Dispute by mediation and either the mediation has terminated or the other party has failed to participate in the mediation, provided that the right to issue proceedings is not prejudiced by a delay.
5. If for any reason the Dispute is not resolved within 30 days of commencement of the mediation, the Dispute shall be referred to and finally resolved by the courts of England and Wales OR arbitration proceedings.

65 This dispute resolution procedure will not be used to overturn decisions or recommendations of the Board or Forum.

Review of EPS

66 Once the EPS is made, it will be reviewed by the Board every year following publication of data on progress towards targets, as required by the BSIP – this will ensure any necessary action is taken to deliver the targets set out in the BSIP. Southend-on-Sea City Council will initiate each review, to report recommendations to the Board by 31st December of each year.

67 The Board can also decide to review specific elements of the scheme on an ad-hoc basis. Board members must contact the Council explaining what the issue is and its urgency. The Council will then decide whether to table the issue at the next scheduled meeting or make arrangements for all of the necessary Board members to gather more quickly.

Bespoke Arrangements for Varying or Revoking the Enhanced Partnership Scheme

68 Under powers at s.138E of the Transport Act 2000, Enhanced Partnership Scheme Variations where this section is quoted will be subject to the bespoke voting mechanism also as set out in this section.

Proposer of a variation or revocation

69 Consideration will be given to potential EP Scheme variations, or a revocation highlighted either by a local authority or an operator of local bus services. The proposer of a variation or revocation should demonstrate how this might contribute to achieving the objectives set out in the BSIP, EP Plan and current local transport policies. Such requests should be in writing and submitted to Southend-on-Sea City Council. The Council will forward all requests onto all Board members within 5 working days.

Decision-making Process

70 On receipt of a request for a variation or a revocation of part or all of an EP Scheme, the Council will convene the Board, giving at least 14 days' notice for the meeting, to consider the proposed variation or revocation proposal. To agree a proposal of variation or revocation, voting members of the Board or their substitutes must vote in favour of the variation or revocation in line with its standard rules on voting. If the proposed variation or revocation is agreed, the Scheme variation or revocation will be made within seven working days and the revised EP will be published on the Council website; or a statement will be issued confirming that the scheme has been revoked.

71 If at any point in the future the EP scheme area is included in a bus franchising area, the relevant requirements set out in this EP scheme document will cease to apply from the commencement date of the franchising scheme.

72 In the event that a number of operators which would trigger the default operator objection mechanism (as set out in the Enhanced Partnerships and Schemes (Objections) Regulations 2018) raise concerns in writing to a minimum of one subsequent Board meeting about a previous decision of the Board, the decision-making process for Enhanced Partnership Scheme Variations will revert to the default operator objection mechanism contained in those regulations to review that decision and as appropriate for future decision-making purposes.

Annex A – Identified Facilities

The facilities that are subject to this Enhanced Partnership are outlined below. The planned facilities are subject to funding being available from the Department for Transport through the Bus Service Improvement Plan.

	Current facilities	Planned facilities
Bus stops	<p>All bus stops within the ownership of Southend-on-Sea City Council and within the administrative boundary of the Council in their state as of the making of this Partnership.</p> <p>These facilities include the following where they currently exist at each stop:</p> <ul style="list-style-type: none"> • Flags • Poles • Timetable cases • Real time information screens • Shelters • Seating • Raised kerbs • On-road markings and parking restrictions • Lighting, including street lighting • CCTV • Drainage 	<p>Upgraded or new bus stops delivered through the Bus Service Improvement Plan, including additional facilities installed such as the following:</p> <ul style="list-style-type: none"> • Flags • Poles • Timetable cases • Real time information screens • Shelters • Seating • Raised kerbs • On-road markings and parking restrictions • Lighting, including street lighting • CCTV • Drainage
Bus priority facilities	None	<p>Planned facilities to be delivered as part of the Bus Service Improvement Plan. This includes:</p> <ul style="list-style-type: none"> • Bus Priority Signalling at major junctions in Southend • Bus priority measures delivered as part of major corridor upgrades (Southend Town Centre to Hadleigh, Southend Town Centre to Eastwood, Southend Town Centre to Shoeburyness Town Centre, and Southend Town Centre to Southend Airport)
Hubs and Interchanges	Southend Travel Centre, Southend-on-Sea, SS1 2BD	<p>Mobility Hubs to be delivered as part of the Bus Service Improvement Plan, and subject to feasibility and agreement with land owners on ownership and maintenance of facilities where applicable. These hubs are:</p> <ul style="list-style-type: none"> • Southend Town Centre • Leigh-on-Sea • Southend Hospital • Thorpe Bay Railway Station • Shoeburyness Town Centre • Southend Airport

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Southend-on-Sea City Council

Agenda
Item No.

12

Report of Executive Director John Burr

To

Cabinet

On

12th January 2023

Report prepared by: Jo Gay, Interim Head of Waste and
Climate Change

Climate Change Programme Update

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

1. Purpose of Report

- 1.1 The purpose of the report is to provide an update to Cabinet on the activities in the Council's Climate Change Programme.

2. Recommendations

- 2.1 **To note the update of the Council's climate positive activities as related to the five focus areas of the Green City Action Plan.**

3. Background

- 3.1 Southend-on-Sea City Council (SCC), declared a climate emergency in 2019 with the aim of achieving net zero carbon by 2030 for both the City and council operations. The target being 20 years ahead of national government shows the council's commitment and ambition.
- 3.2 Since the emergency was declared, officers have been working across a breadth of climate adaptation, stakeholder engagement, coastal resilience and carbon mitigation policies, strategies and projects. The Council also benefits from relationships and partnerships with international, national and local stakeholders. The knowledge shared and gained through access to global expertise with governments, academia, industry experts, and community activists is extremely positive for the programme.
- 3.3 Over the past 12 months, the organisation has focussed on developing and consolidating a robust evidence base. This approach ensures that that the programme prioritises measurable climate positive outcomes, which support the trajectory to net zero and climate resilience whilst managing resources and finances appropriately.

- 3.4 Climate Change is a corporate priority for the Council and the further development of the climate change programme will be aligned across corporate objectives, as well as statutory and regulatory requirements.
- 3.5 Climate positive action is embedded across corporate activity. This meeting's agenda seeks approval to go to public consultation on the draft Heat Stress Strategy (Item no X) which identifies locations which are less resilient to heat stress and appropriate mitigation measures. The Grassland Management Strategy (Item no X) sets the Council's strategic direction on pollinators and both documents support the climate adaptation and resilience in the City.
- 3.6 As part of the waste procurement, (Item no X) the technical team are ensuring that carbon reduction features prominently in the tender process. Bidders will be required to demonstrate a cradle to grave commitment to the council's net zero carbon target

3.7 Externally Funded Projects.

- 3.7.1 The Council benefits from participating in a range of externally funded projects which bring together global knowledge and expertise that underpins carbon mitigation and climate adaptation activity.
- 3.7.2 The REMeDY project, which ended in May 2022, was part funded by UK Research and Innovation (UKRI) - a non-departmental public body sponsored by the Department for Business, Energy and Industrial Strategy (BEIS). The project was led by SCC with a consortium of partners. Working together, the aim was to bring affordable low carbon heating to residents and businesses in Southend, using a business model which can be replicated across the UK. This project has delivered an extensive amount of carbon data and energy modelling which is the foundation for the city-wide trajectory to net zero carbon. REMeDY was project managed by the Climate Change Team
- 3.7.3 'Cool Towns' is a recently completed, EU funded project, partnering cities as well as research and academic institutions across France, Belgium, the Netherlands and the UK, that sought to combat urban heat stress. This climate adaptation project funded a range of measures which reduced the impact of flooding and heat stress in a pilot project on London Road including rain, gardens, trees as well as delivering the Council's draft Heat Strategy which will support corporate policy and strategy development. 'Cool Towns' is a project managed by the Climate Change Team with operational delivery lead by the Civil Engineering Team.
- 3.7.4 The Nature Smart Cities project, (EU funded), aims to support cities to invest more in green infrastructure. Eight city and three academic partners in the UK, Belgium, The Netherlands, and France have joined forces to develop a business model which local authorities can use to promote green infrastructure solutions, bridging the gap between research and practice. The Business Model is based on evidence collected through interviews with local authorities and analysis of geographical, biophysical and economic data. Southend is the lead partner for Nature Smart Cities which is project managed by the Climate

Change Team, with operational delivery on the pilot site (LaunchPad), led by the Architecture Team.

- 3.7.5 The aim of the PlastiCity project is to increase commercial and industrial recycling rates across cities in England, The Netherlands, France and Belgium. Cities in these countries experience similar rates of recycling and the collaboration allows for thought leadership and shared opportunities to be developed. Each city participating in the project has a different focus. Southend was looking at stakeholder responses and capacity building. PlastiCity is project managed by the Climate Change Team in collaboration with the Waste Team.
- 3.7.6 The Council is the lead partner on the Sustainable and Resilient Coastal Cities (SARCC) project, which is improving the understanding of Nature-Based solutions in coastal cities. 14 project partners (including the Environment Agency), are working together with the objective of mainstreaming Nature Based Solutions (NBS) into coastal management. Across the partnership, NBS are being installed as standalone projects or integrated into existing grey infrastructure. There is also a tranche on capacity building to ensure that policies supporting NBS are embedded into future coastal management practice. SARCC is project managed by the Climate Change Team with operational delivery led by the Civil Engineering Team to deliver NBS along the coastline.
- 3.8 Leadership and Strategic Approach – the Corporate Leadership Framework that enables Southend to be recognised as a Green City
- 3.8.1 Council operations account for approximately five percent of the total carbon emissions in the City. However, the Council is an important stakeholder within the City and has a responsibility to demonstrate through climate leadership, as well as facilitating and convening climate action across the Southend’s resident, visitor and business communities.
- 3.8.2 The Council is prioritising getting its own house in order, ensuring that all council assets are on green heat and power tariffs and strengthening the officer Green Staff Forum to drive internal climate action at all levels within the organisation.
- 3.8.3 Residents have told us that they are not always aware of the actions that the Council is taking, so we have created a Southend Climate Action microsite – a dedicated accessible digital space to signpost information and resources and share corporate actions. A bi-monthly newsletter is also being developed to share and signpost climate change related activity.
- 3.8.4 Further actions and activities include,
- **Climate and Ecological Emergency Bill:** The Council officially support the CEE Bill introduced in Parliament by Caroline Lucas MP in 2020.
 - **Green Staff Forum:** the Council has strengthened the format and guest speakers and provides a forum for staff (many of whom are residents) to share and learn.

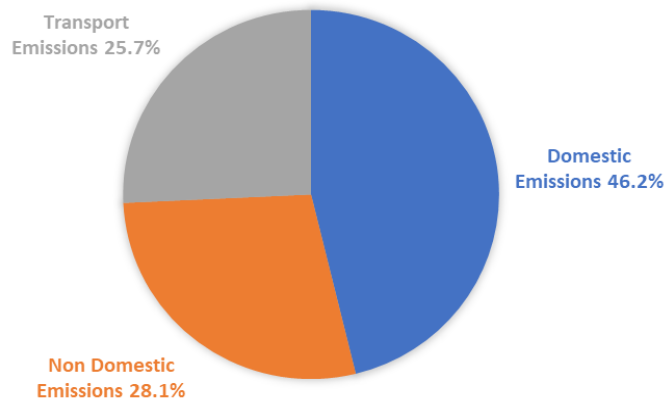
- **Head of Climate Change:** the Council recruited its first Head of Climate Change to drive and embed climate action across the Council and the City.
- **Carbon Disclosure Project (CDP):** in 2022 the Council received 'A' status reflecting the inroads that had been made to reduce emissions over time.
- **Electric Vehicle Feasibility Study:** the Council commissioned an internally facing report that provides the evidence to support the appropriate delivery of electric vehicle charging infrastructure across the City.
- **Draft Heat Stress Strategy:** sets out the areas in the City that are least resilient to heat stress and options for mitigation (*Cool Towns project*).
- **Capacity Building:** the Council led 37 local authorities from across the UK, Natural England, local wildlife trusts, academia to overcome challenges in investment for GI projects to create compelling business cases (*Nature Smart Cities Project*).
- **Utilities Green Tariff:** all council assets moved over to a green tariff giving both financial and carbon savings.
- **Emerging Local Transport Plan 4:** Southend's Transport Strategy that supports decarbonisation and a sustainable Green City agenda.
- **Green Taxi Licensing:** the Council has updated its taxi license conditions to ensure that low and zero emission taxis are proactively encouraged.
- **Electric Vehicle Charging Infrastructure in New Developments Supplementary Planning Document (SPD):** Planning guidance which sets out the electric vehicle infrastructure that new developments are required to provide.

3.9 Establishing a Pathway to Net Zero Carbon - actions that support our ambition to be a net zero carbon City

3.9.1 Carbon footprints are an important tool, as they show the impact of carbon emissions of a geographical area; an individual; a community or an organisation. For the Council, the carbon footprint allows us to define the scale of the carbon mitigation challenge and prioritise action to generate the most significant reductions in the shortest amount of time. Carbon footprints are only as good as the data that is used to model them, and they provide a snapshot of impact. The REMeDY project, produced the first iteration of the footprint in March 2022, the second iteration produced six months later is more refined as more data became available to the team.

Figure 1: Southend on Sea Carbon Footprint

SOUTHEND ON SEA CARBON FOOTPRINT



3.9.2 Emissions in the city come from three main sources:

- Domestic buildings (364,753 tCO₂) or 46.2%
- Non domestic buildings (221,878 tCO₂) or 28.1%
- Transport (203,171 tCO₂) or 25.7%

The carbon footprint models emissions within the administrative jurisdiction of the local authority, so shipping and aviation emissions are not included.

3.9.3 In collaboration with the Operational Performance and Intelligence Team, the Council has developed a range of maps which show carbon intensity, across domestic and non-domestic properties. These provide a visual representation of areas where carbon mitigations measures should be prioritised.

3.9.4 Other carbon mitigation activity includes:

- **Pier Train:** the Council unveiled new battery powered trains to replace the diesel trains and reduce carbon emissions.
- **Recycling:** more than 33,000 tonnes of household waste has been recycled, diverting from landfill and reducing carbon emissions.
- **Solo Haus:** innovative purpose-built low carbon modular homes.
- **Local Energy Advice Partnership:** over 150 referrals which resulted in more than 50 appliances being replaced with energy efficient options 37 energy efficient boilers.
- **Green Home Grant (Local Authority Delivery Scheme):** ongoing project, over 200 photovoltaic array installations delivered through the first tranche of the scheme. Annual carbon savings delivered by the scheme are estimated to be 22,000t CO₂.
- **Launchpad Innovation Centre:** Council development achieving BREEAM Outstanding certification.
- **LoCASE:** over £40,000 awarded to small and medium sized businesses in Southend since 2019 to support energy efficiency improvements.
- Electric Vehicle Scrutiny Group – Councillor led group reviewing options for City wide rollout of electric vehicle infrastructure.

3.10 Building Climate Resilience Across Southend - build and increase the climate resilience of Southend's urban landscape and coastline.

3.10.1 The Climate Change Team work closely with Parks and Open Spaces, Public Health and Civil Engineering across adaptation and resilience projects including,

- **Sustainable Drainage Systems:** the Council installed at Marine Parade to manage flood risk by minimising run off.
- **Urban Heat Stress Strategy:** policy document that identifies key locations for interventions and mitigation of heat stress. (Cool Towns Project).
- **Reclaimed Timber:** the Council used in the refurbishment of the Groyne Field, protecting coastal defences and reducing carbon.
- **Two Tree Island:** the Council has installed green gabian walls grown in the SCC nursery installed on the seafront (*SARCC project*).
- **Old Leigh:** the Council has installed vertipools and piling habitats to reduce wave action and create intertidal habitats (*SARCC project*).
- **East Beach:** Dune stabilisation and restoration with native coastal planting grown at the SCC nursery (*SARCC project*).
- **Old Gas Works:** Vegetated shingle enhancement which supports coastal biodiversity and enhances coastal resilience (*SARCC project*).
- **Eastwood Brook Flood Alleviation Scheme:** reduction of risk of flooding from the brook.
- **Launchpad Innovation Centre:** Green infrastructure at the site promotes climate resilience through 1 x swale of 300sqm, 1 x meadow 1889 sqm, 2900sqm of permeable paving 47 trees and additional hedges.
- **Tree Planting:** The Council planted over 600 trees in financial year 2021/22 (this figure excludes trees planted in new developments and by private landowners and whip and shrub planting).
- **Habitat Enhancement:** the Council has delivered a range of habitat enhancement measures for protected species at Edwards Hall.
- **Pollinator Friendly Planting:** the Council has installed pollinator friendly planting at Chalkwell Park, Southend Cliffs, Leigh Library Gardens, Southchurch Park and The Bell open space.
- **Non-Glyphosate Herbicide Trial:** the Council is currently testing several alternatives to glyphosates.
- **Community Orchards:** the Council created community orchards at Norwich Avenue, Chalkwell Park and Friars Park.
- **Bug Hotels:** the Council has installed bug hotels in Chalkwell Park, Milton Gardens and Leigh Library Gardens.

3.11 Future Generations - actively engaging schools, colleges and youth organisations.

3.11.1 Through the PlastiCity Project, the Climate Change Programme has carried out a range of projects including a hub trial to collect and recycle plastics across six schools in the City, project logo design, and the PlastiCity Pledge where schools are committing to increasing their recycling rates and reducing plastic waste.

3.11.2 Other activities include,

- **Youth Council x Net Zero Carbon:** Event run by the Youth Council showcasing ideas about how to support the city-wide net zero carbon ambition.

- **School Streets:** the Council's multidisciplinary programme includes active travel, school travel plans, traffic calming at school pick up and drop of times, which improves air quality through reduced network congestion and reduces carbon emissions.
- **Schools Energy Efficiency Project:** Council led project that helped to reduce energy use and carbon emissions across 20 schools in the city (*EMPOWER project*).
- **Green Roof:** installed and maintained at Earl's Hall primary school which mitigates the impact emissions.
- **Hydropanels:** Installation of the City's first zero mass water source panels at Southend High School for Boys.
- **School Orchards:** Eleven schools across the City provided with fruit trees (delivered during September and October).

3.12 Building Partnerships - developing solid partnerships to support and co create climate action and sustainability solutions

3.12.1 A snapshot of activity from the past year includes,

- **ECO Days with Trust Links:** 10 face-to-face and eight online events in collaboration with local environmental charity, 'Trust Links', attracting over 400 local residents businesses and stakeholders (*REMeDY project*).
- **Green Love Southend:** engagement initiative to encourage net zero conversations and practical advice on energy efficiency (*REMeDY project*).
- **Plastics Engagement:** 40 businesses engaged in our plastics recycling trial (*PlastiCity project*).
- **Net Zero Carbon Pilot:** SCC is one of three local authorities that is partnering with Nesta and University College London to develop a game which will engage communities on net zero and support decision making.
- **Non-Domestic Energy Management:** Held workshops which supported 24 Businesses and schools improve energy management at their premises (*REMeDY project*).
- **Street Champions:** the Council has recruited 111 Street Champions since April 2022 (now 700 in total), who are supporting their neighbourhood through volunteering to improve the environment.
- **Official Clean Air Day partner:** in 2022, the Council became an official Clean Air Day partner, led by officers from Public Health engagement focussed on schools.
- **Climate Hub:** the Council welcomed more 500 people to the hub in the first 12 weeks that it was opened, and it continues to be a focal point for community engagement.
- **Local Nature Recovery Partnership:** the Council is collaborating with Essex County Council, Thurrock Council, Essex Wildlife Trust, Natural England and partners to develop a regional Local Nature Recovery Strategy.
- **Essex Climate Action Anchor Network:** the Council is a key member of this subregional partnership of local authorities and stakeholders which collaborate across the region.

3.13 Next Steps

3.13.1 There is a significant amount of collaborative activity taking place corporately and this will continue. The Green City Action Plan is going to be reviewed and updated to ensure that there is a clear route for delivery and appropriate performance indicators are established. The Net Zero Carbon trajectory is being finalised and a Net Zero Carbon Energy strategy will be developed from that modelling. Scope three emissions (emissions from the supply chain) will be assessed with opportunities to reduce and mitigate the impact on corporate activity and support the city-wide value chain undertaken. The evidence that is generated through the climate change programme also underpins a wide range of forthcoming corporate strategies including the Local Plan and the Local Transport Plan 4.

4. Other Options

4.1 The report provides an update; no other options are under consideration.

5. Reasons for Recommendations

5.1 To keep the Cabinet informed of the progress of the Climate Change programme.

6. Corporate Implications

6.1 Contribution to the Southend 2050 Road Map

- Pride and Joy – the Corporate Climate Change Programme underpins the sustainable and Green City objective through the five focus areas set out in the Green City Action Plan.
- Safe and Well – the Climate Change Programme is bringing forward low and zero carbon homes and maximising green infrastructure
- Active and Involved – partnership building, and collaboration is at the heart of the Climate Change Programme and provides opportunities for people of all ages to engage on this priority
- Opportunity and Prosperity- the Climate Change Programme supports lifelong learning and curiosity through leadership and community engagement
- Connected and Smart – the Climate Change Programme supports the long-term aspirations to improve transport accessibility and modal shift.

6.2 Environmental Impact

6.2.1 The Climate Change Programme delivers climate positive outcomes which support the City's climate resilience and carbon mitigation objectives set out in the Green City Action Plan.

6.3 Financial Implications

6.3.1 No Financial implications are associated with this report.

6.4 Legal Implications

6.4.1 No Legal implications are associated with this report.

6.5 People Implications

6.5.1 The strategies and projects set out in this report have a positive impact on the communities that live and work in the City as they ensure that their environment is resilient to future changes in climate now and in the future.

6.6 Property Implications

6.6.1 The strategies and projects set out in this report have a positive impact on property and assets in the City, ensuring that they are resilient to future changes in climate and minimise additional carbon intensity.

6.7 Consultation

6.7.1 Consultation has been carried out as required on individual strategies and projects.

6.8 Equalities and Diversity Implications

6.8.1 The climate positive actions set out in this report do not have a detrimental or inappropriate impact on people with protected characteristics.

6.9 Risk Assessment

6.9.1 The climate positive actions set out in the paper reduce the risk of the Council and the City experiencing detrimental impacts of future changes in climate.

6.10 Value for Money

6.10.1 The actions highlighted in this report represent significant value for money, through the direct and indirect improvement of climate resilience and reduction of carbon intensity both for Council operations and across the City.

6.11 Community Safety Implications

6.11.1 There are no Communication Safety implications associated with this report.

7. Background Papers

7.1 Links to the projects highlighted in the report

[REMeDY Project \(netzeroremedy.uk\)](http://netzeroremedy.uk)

[Green Love Southend](#)

[Cool Towns - Cool Towns](#)

[Home - Nature Smart Cities](#)

[PlastiCityProject – Resourcing plastics from the city](#)

[SARCC - Sustainable And Resilient Coastal Cities](#)

[THE Homepage – Climate Change \(southendclimateaction.co.uk\)](http://southendclimateaction.co.uk)

8. Appendices

8.1 There are no appendices.

Equality Analysis Screening Sheet

To be completed in combination with the Equality Analysis template where needed

Directorate	Neighbourhoods and Environment
Executive Director	John Burr
Head of Service	Jo Gay
Report Author	Jo Gay
Project	Climate Change Programme Update

1. In order to determine if an Equality Analysis is required, please consider the following:
2. What are the aims or purpose of the new/changed policy, service function, restructure or other proposed changes?

No changes are proposed, the report provides an update on current activity in the climate change programme

3. What are the main activities relating to the new/changed policy, service function, restructure or other proposed changes?

No changes are proposed, the report provides an update on current activity in the climate change programme

4. What will be the impact of the proposed change(s) on the following groups of protected Characteristics

(There is an EA Checklist for groups with Protected Characteristics that you may find useful [here](#))

The report does not propose any changes.

Protected Characteristic	Positive Impact	Negative Impact	No Impact	Unclear
Age (inc Looked After Children)				

Disability (inc carers)				
Gender Re-assignment				
Marriage & Civil Partnership				
Pregnancy & Maternity				
Race				
Religion or Belief				
Sex				
Sexual Orientation				
Socio-Economic				
Intersectionality				

5. Is the proposed change generic? (Examples of generic change might be removal of parking bays, increasing parking charges, highways footpath maintenance).
If yes, consideration should be given to whether any of the protected groups may be more disadvantaged
No changes are proposed, the report provides an update on current activity in the climate change programme
6. Where no impacts across all groups are identified, please evidence below, making reference to any research or data you have used to arrive at this conclusion.
7. Where impacts on any group or groups are identified, please complete a full Equality Analysis

Sign off for: John Burr

Signed: Jo Gay

Dated: 21/11/22

Please return Screening Sheet to the [Policy Team](#) Policy Team for recording onto Pentana

Full Equality Analysis Required

The conclusions of this Equality Assessment will be embedded in future decision Making

Signed:

Dated:

Please return Screening Sheet and completed Equality Analysis to the [Policy Team](#) for recording onto Pentana

Officer Identified to complete Equality Analysis:

Southend-on-Sea City Council

Report of Interim Executive Director for Neighbourhoods
& Environment

To

Cabinet

On

12th January 2023

Report prepared by: Jo Gay, Interim Head of Waste and
Climate Change

Agenda
Item No.

13

Draft Urban Heat Strategy – Approval to Undertake Public Consultation

Relevant Scrutiny Committee: Place
Cabinet Member: Councillor Cllr Carole Mulronee
Part 1 (Public Agenda Item)

1. Purpose of Report

- 1.1 The purpose of this report is to present the Council's first draft Urban Heat Strategy. It is part of the Council's suite of strategy documents that provide guidance on climate adaptation and resilience for development across the city.
- 1.2 The report also seeks approval to undertake public consultation so that the strategy can be adopted.

2. Recommendations

- 2.1 That the Council notes the guidance and recommendations in the strategy.
- 2.2 That the Council approves the draft Urban Heat Strategy for public consultation, as the next step towards formal adoption by the Council as a corporate strategy.
- 2.3 That the Council confers delegated authority to the Executive Director for Neighbourhoods and Environment and the portfolio holder for the Environment to adopt the Heat Stress Strategy post consultation.

3. Background

- 3.1 Southend-on-Sea City Council (SCC), is one of 14 partners in the Interreg Cool Towns project which promotes climate resilience through the reduction of heat stress. The organisations collaborating on this project include regional and municipal governments, industry partners and academics from across the UK and Europe.
- 3.2 The Urban Heat Stress Strategy is one of the deliverables from the project. It assesses the risk of heat stress in the City and sets out options to mitigate that impact. The strategy aligns with Government's Heatwave Plan which was originally published in 2014 and was updated in August 2022.

3.3 Heat Stress, as defined by the Health and Safety Executive (HSE), occurs when the body's means of controlling its internal temperature starts to fail. Densely populated urban areas like Southend, experience greater heat stress than rural areas due to high levels of surfaces eg concrete, asphalt which absorb heat, and buildings in close proximity to each other which trap heat. Increased traffic levels and air pollution can also contribute to increased temperatures in urban areas. There are often areas within cities that retain more heat than others and these are described as Heat Islands.

3.4 Heat stress can lead to increased morbidity and mortality in vulnerable populations. Elderly people, those with underlying health problems, young children and those experiencing high levels of deprivation, are at increased risk of experiencing heat stress.

3.5 The Strategy analyses the following data:

- Heat in different areas of the City at different times of day.
- Areas with higher and lower cooling potential.
- Vegetation distribution across the City, including urban parks and tree canopy cover.
- Population density variation across Southend.
- Health vulnerability across Southend.
- Distribution of the very young, and the very elderly across Southend.
- Distribution of deprivation across the City including populations with low incomes.

3.6 The results show Westborough Ward is most susceptible to extreme heat, Shoeburyness has a relatively high level of retained heat, but the highest levels are in the City Centre. The Strategy sets out:

- How it integrates with existing SCC corporate strategies, as well as subregional and national strategies.
- Key locations for interventions.
- Options for mitigation.

4. Other Options

4.1 The Urban Heat Strategy does not undergo a public consultation and the document is used as unadopted guidance.

5. Reasons for Recommendations

5.1 The Urban Heat Stress Strategy is an important document for the authority, setting a strategic position for climate adaptation

- Heat stress has wide reaching implications for the City's public health (increasing mortality and morbidity rates);
- Planning and Regeneration (mitigation options for new buildings);
- Parks and Open Spaces (increased tree canopy and enhanced parks and open spaces);
- Highways (reduction in infrastructure damage), and

- The Council's statutory responsibility as Flood Risk Authority (appropriate green infrastructure interventions at the appropriate locations).
- Operational Planning – ensuring there are appropriate mitigations in place for the significant number of visitors to the City (March to October)

5.2 By reviewing the heat data, alongside socioeconomic and demographic data, the areas most impacted can be identified and the Council can provide a more holistic response to heat stress through existing and forthcoming corporate strategies.

6. Corporate Implications

6.1 Contribution to the Southend 2050 Road Map

Pride and Joy: supporting the commitment to be a green and climate resilient City.

Safe and Well: protecting and improving the quality of life for all residents.

Active and Involved: access to improved green and open spaces.

6.2 Environmental Impact

6.2.1 The Environmental Impact of the public consultation, carried out in accordance with the Council's policies will be minimal.

6.3 Financial Implications

6.3.1 There are no financial implications associated with this report, as the public consultation will be carried out in accordance with the Council's existing processes. Where heat stress mitigation measures are delivered on corporate assets, there may be financial implications related to maintenance of measures, but this will be offset by reduced energy demand.

6.4 Legal Implications

6.4.1 There are no Legal implications associated with undertaking a public consultation on the Urban Heat Stress Strategy.

6.5 People Implications

6.5.1 There are no People implications associated with carrying out the public consultation.

6.6 Property Implications

6.6.1 There are no Property implications associated with carrying out the public consultation.

6.7 Consultation

6.7.1 This document is seeking approval to undertake a public consultation.

6.8 Equalities and Diversity Implications

6.8.1 The public consultation will be carried out in accordance with Southend's corporate processes, and equalities objectives.

6.9 Risk Assessment

6.9.1 There are no risks associated with undertaking a public consultation on this document.

6.10 Value for Money

6.10.1 The value of carrying out the public consultation is high, as it will ensure that the guidance in the document can be adopted and integrated into existing and forthcoming strategies.

6.11 Community Safety Implications

6.11.1 There are no Community Safety implications associated with the public consultation process

7. Background Papers

7.1 There are no background papers associated with this report.

8. Appendices

8.1 Appendix 1 - Draft Urban Heat Strategy

Urban Heat Strategy



Photo: Cool Towns website



Prepared by Dr Phil Back

September 2022

Authorship

This strategy has been prepared by Dr Phil Back, an independent research consultant with a background in local government and green infrastructure. He has spent much of the past three years as a research consultant for the INTERREG Nature Smart Cities project, which aims to strengthen the delivery of green infrastructure in smaller municipal authorities, including addressing problems caused by extreme heat, and has been heavily involved in the development of a user-friendly tool to help assess GI proposals.

Phil's qualifications include an Advanced Diploma in Historic Landscape from the University of Cambridge, and a doctorate in Landscape History from the University of Sheffield, following which he was appointed as a Research Associate for Imperial College London, exploring different aspects of municipal green infrastructure decision-making and co-authoring a report and three academic papers on these topics. He has worked over many years with projects covering all types of municipal green space for councils across the UK, and in France, Belgium and the Netherlands.

1 Background: Southend-on-Sea

The city of Southend-on-Sea is situated on the Thames estuary in south-eastern England, around 40 miles east of London. The city has a population of 181,000 in 78,300 households, a population that has grown by 4% in the past decade. The city is the fifth most densely populated urban area in England outside London.¹

Initially developed as a resort, it retains a strong tourism base in its economy but has diversified into light industry and commerce, and has a vibrant arts and cultural scene as well. Heritage assets include the pier, the Priory and its park, and St Mary's Church at Prittlewell, while environmental assets include a long foreshore on the Thames Estuary, Nature Reserves at Belfairs and Leigh-on-Sea, and horticulturally scenic Cliff Gardens. Good communication links to London make it a popular residential area for commuters; one in five of Southend's economically active residents works in the capital.² There is also a significant and growing population of retired people; of all UK cities, Southend has the fourth highest share of people over 65 in its resident population.³

City status was granted in 2022, following the untimely death of a local MP who had long advocated this recognition. Local government is provided by Southend City Council, whose members are elected from seventeen wards; the council was named 'Council of the Year' in 2012.⁴

Southend City Council is a partner in the INTERREG Cool Towns project, a collaboration between fourteen organisations across the European Union 2 Seas/mers/zeeën region. This includes municipal and regional government, alongside academic and industry partners, working together to promote reduction of urban heat risk, and to help cities to become more resilient to future heat stress. One of the deliverables required from this participation is a strategy document that assesses heat stress risk in the city, assesses mitigation options, and suggests spatially specific solutions; this document answers that requirement.

¹ [England Local Authorities: Ranked by Population Density \(demographia.com\)](#) [Accessed 29 August 2022].

² Paul Swinney, Centre for Cities, [Cities Outlook 2016: Why does Southend have both a high-wage and high-welfare economy? | Centre for Cities](#) [Accessed 24 August 2022].

³ *Ibid.*

⁴ Southend Echo, 14 March 2012.

2 Introduction

Among the many well-established forecasts linked to climate change is the likelihood that heat waves in Europe are becoming both more frequent and more intense.⁵ This is increasingly recognised in governmental circles; the UK Government published a Heatwave Plan in 2014, and updated it earlier this year;⁶ Belgium and The Netherlands have emergency plans in place for tackling heat, and the European Commission has updated its own action planning as well.⁷ Local government has an important role to play in understanding, addressing and mitigating the effects of excessive heat, and this strategy sets out Southend-on-Sea City Council's analysis of the issue and its priorities and proposals for action at the local level.

A recent study has estimated that one in three UK homes overheats already, and forecasts a trebling in heat-related mortality, with older people seen as especially vulnerable. The problem is worst in the UK in London and the south of England, and leads to productivity declining by 1.7% per degree above 15°C. Heat also affects test and examination scores, reducing attainment levels in schools.⁸

Urban areas experience greater heat stress than their rural surroundings, because of the preponderance in urban areas of paved ground, concrete and asphalt, all of which absorb heat, and of buildings close to one another and narrow streets, which tend to trap heat.⁹ Urban areas also experience higher levels of traffic, and of atmospheric pollution, which contribute to urban temperature rise.¹⁰ Different surfaces and environments retain heat to different extents, and the effect of this is to create 'heat islands' where some areas of a city experience higher and longer-lasting levels of heat stress than others. Urban areas are not homogeneous in this respect, and vary widely in their propensity to retain heat, as this chart – which compares typical late afternoon heat levels - shows:

⁵ G. Meehl, C. Tebaldi: 'More intense, more frequent, and longer lasting heat waves in the 21st century', *Science*, 305 (2004), pp. 994-997.

⁶ UK Health Security Agency: *Heatwave Plan for England*, 2004; updated August 2022.

⁷ European Commission: *Forging a climate-resilient Europe – the new EU strategy on Adaptation to Climate Change*, COM(2021) 82, para. 1 and box 1.

⁸ UK Climate Change Committee: *Risks to Health, Wellbeing and Productivity from Overheating in Buildings* (CCC, 2022).

⁹ Copernicus.eu: [Demonstrating heat stress in European cities | Copernicus](#) [Accessed 16 August 2022].

¹⁰ K. Law: 'Combined policies for better tackling of climate change and air pollution' *Science for Environmental Policy*, 24, November 2010.

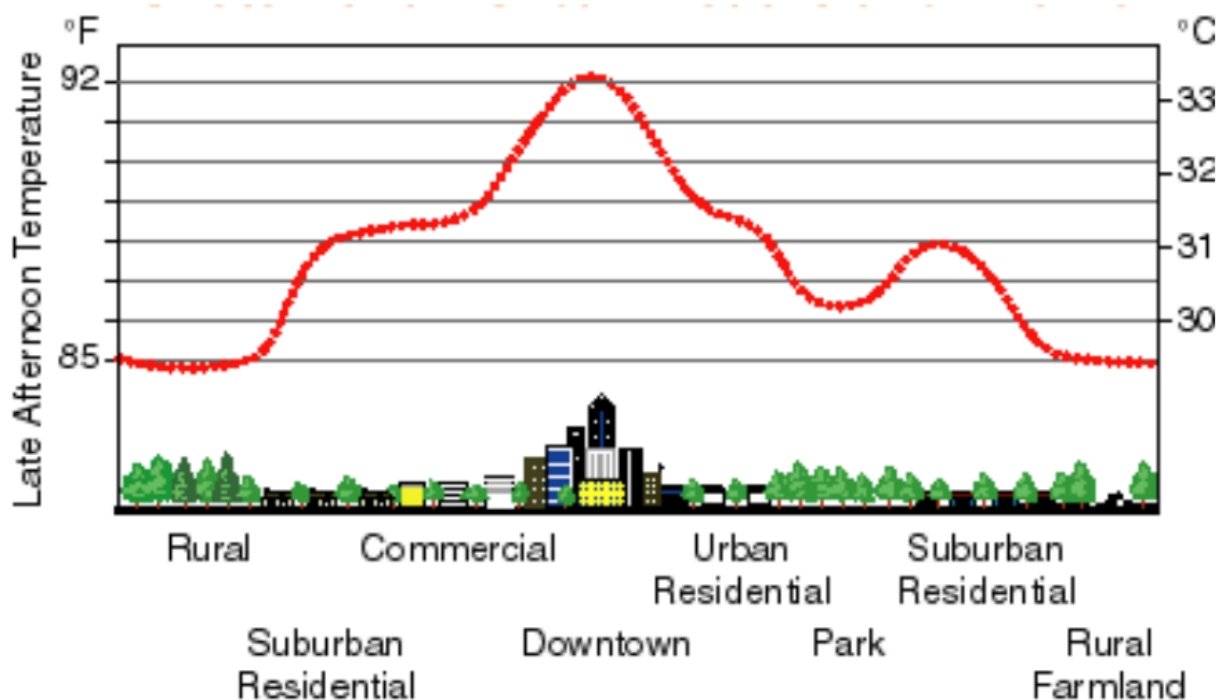


Chart 1 : Typical Urban Heat Island profile

Source: S. Onder and S. Dursun: 'Global Climate Changes and Effects on Urban Climate of Urban Green Spaces', *Int. J. of Thermal and Environmental Engineering*, 3(1), 2010

Typically, a city centre experiences the highest temperatures, higher than in surrounding areas, but this does not mean that other urban and suburban areas are immune from heat stress. Vegetated areas experience lower temperatures, particularly in a city's rural surroundings, but also in areas where parks, domestic gardens and other vegetation are present. However, this general picture must be refined to reflect the unique geo-spatial characteristics of each city, hence the need for this strategy.

Heat stress has the potential to cause significant negative impacts, particularly on public health, both in terms of morbidity and mortality; in the 2003 heatwave in the West Midlands, an estimated 130 excess deaths (i.e. deaths above the number expected) arose.¹¹ Illnesses associated with heat stress include heatstroke, cardiovascular stress, and thermal exhaustion. Other impacts of excessive heat include drought, intense storms, flash flooding,¹² lower air

¹¹ C. Heaviside, S. Vardoulakis and X-M. Cai: Attribution of mortality to the urban heat island during heatwaves in the West Midlands, UK. *Environmental Health* 2016, 15 (Suppl. 1): 27.

¹² International Panel on Climate Change, Working Group II: *Impacts, Adaptation and Vulnerability: Summary for Policymakers* (IPCC, 2014)

quality,¹³ economic damage and disruption, especially to weather-dependent businesses such as horticulture, market gardening, or outdoor play, and damage to public and tourism assets such as parks, gardens and urban water (where growth of poisonous algae can be promoted by heat). Heat can also damage infrastructure such as railways or road surfaces.¹⁴ On the other hand, heat encourages people to visit the seaside, and this is an important dimension of Southend's economy which must be respected in any action taken to mitigate heat stress.

Alongside the incidence of heat itself, it is also necessary to explore concentrations of vulnerability to climate extremes. Vulnerability to heat stress varies demographically, socio-economically and geographically. Those with underlying health problems, including diabetes and heart weaknesses, are among the more vulnerable in the population;¹⁵ so too are the elderly and the very young, those living in relative poverty, and those who live in more densely populated areas.¹⁶ This means that a strategy to explore urban heat stress must look not only at heat mapping and the locations that experience the most extreme heat stress, but also analyse other factors that increase the risks associated with higher ambient temperatures. This strategy therefore brings together data on heat with key demographic and socio-economic data to enable a more holistic understanding, and to allow identification of priority areas for municipal response.

¹³ University Corporation for Atmospheric Research Center for Science Education: *How weather affects air quality*. <https://scied.ucar.edu/learning-zone/air-quality> [Accessed 16 Aug 2022].

¹⁴ IPCC, *Op. cit.*

¹⁵ Diabetes UK: [Diabetes and hot weather | Diabetes UK](#); British Heart Foundation: [How does hot weather affect my heart? | British Heart Foundation \(bhf.org.uk\)](#) [Accessed 16 Aug 2022].

¹⁶ S. Sandholz *et al*, 'Rethinking Urban Heat Stress: Assessing Risk and Adaptation options across socio-economic groups in Bonn, Germany'. *Urban Climate* 37 (2021), 100857

3 Data underpinning this strategy

The maps used in this strategy have been prepared by the Amsterdam University of Applied Sciences (AUAS) using a standardised methodology common to the municipal partners in the Cool Towns collaboration, and using data commissioned from meteorological specialists, and validated by AUAS using mobile weather stations across the city. The approach uses a metric called PET (Physiological Equivalent Temperature) that was first proposed in 1987 and has since become an established and authoritative scientific basis for measuring environmental heat.¹⁷ The components of the metric include spatial data such as land cover, elevation, and vegetation, and weather data including air temperatures taken at specified intervals at different times of day. The method allows a geo-spatial comparison between different areas and a comparison between the two times of day monitored; the data is mapped at Lower Layer Super Output Area (LSOA) level, the same mapping base as is used in the 2011 Census for the UK.

Demographic and socio-economic data drawn from the 2011 UK census and similar UK Government data sources has also been mapped at LSOA level, and enables a comparison between the PET results and demographic and socio-economic data. Health-related data has been obtained from Public Health England and is normally 2018 data. Because LSOAs are small, localised areas with no natural identity, the strategy generally refers to council wards as a geographical point of reference familiar to readers.

The introduction indicates that these are the most critical data needed to analyse heat stress information for the city:

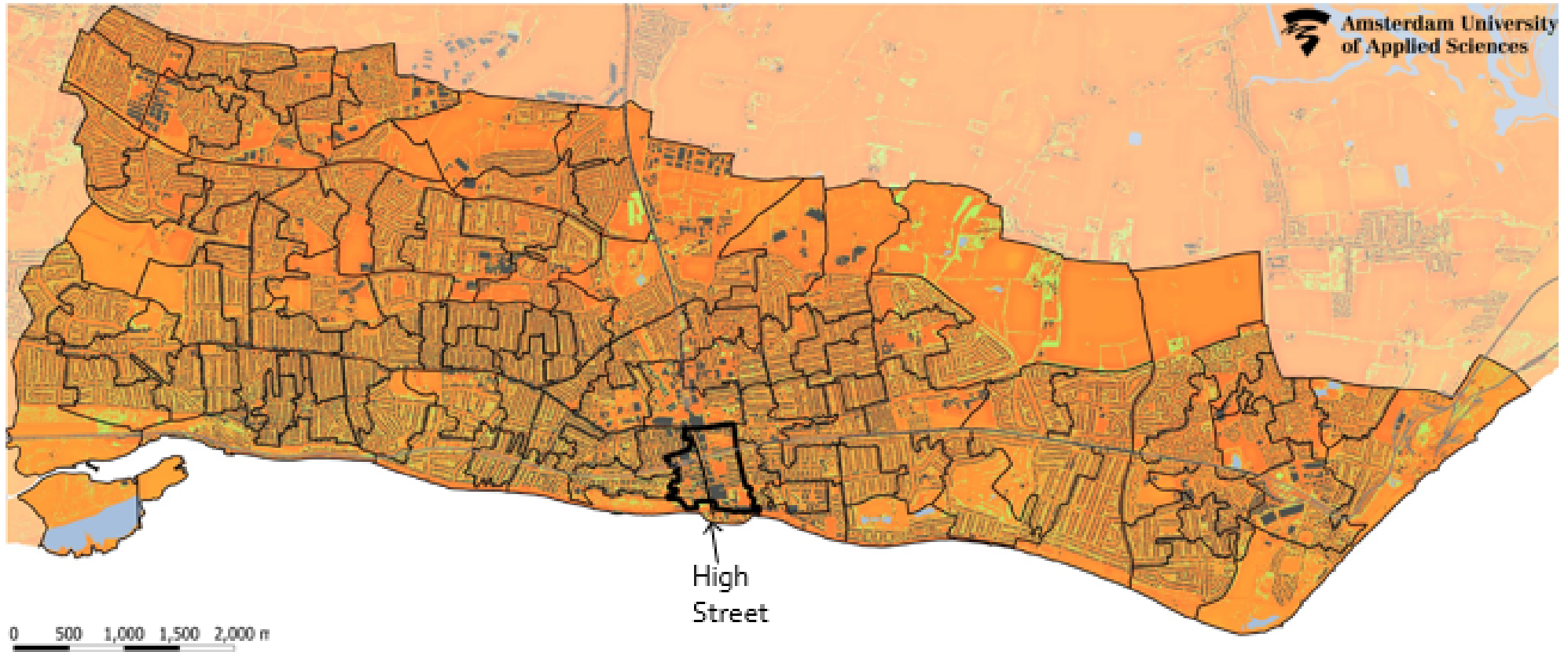
- heat in different areas of the city at different times of day
- areas with higher and lower cooling potential
- vegetation distribution across the city, including urban parks and tree canopy cover
- population density variation across the city
- health vulnerability across the city
- distribution of the very young, and the very elderly, across the city
- distribution of deprivation across the city, including populations with low income

¹⁷ P. Höppe: 'The physiological equivalent temperature: a universal index for the biometeorological assessment of the thermal environment.' *International Journal of Biometeorology* (1999), 43, pp. 71-75.

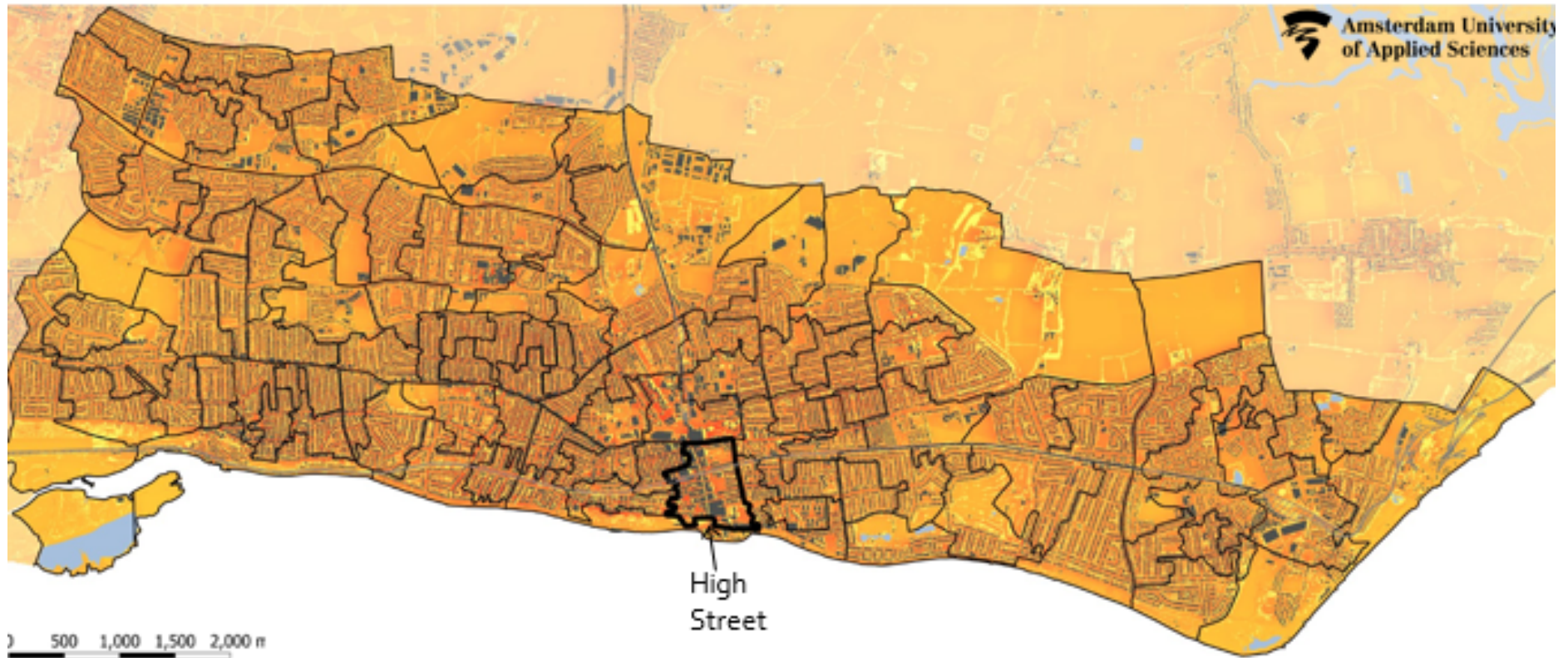
4.1 Heat across the city

Maps 1 and 2 show the levels of heat stress at two different times of day, midday and 3pm, on the date of measurement, 28th July 2019, at the end of a week in which the East of England had experienced a severe heatwave.¹⁸ By the 28th, the severity of the heatwave had moderated, so these heat maps reflect less extreme weather than had occurred earlier in the week; the date was chosen specifically by AUAS as a typical warm summer's day, rather than a date of extreme weather. The two maps nevertheless show levels of heat stress that reach what academics describe as 'LV1', a level that is categorised as the beginning of extreme heat stress.

¹⁸ G. Spanjar et al, *Applying city-scale PET and vulnerability maps*. (AUAS, November 2021)














Map 1: Distribution of urban heat at midday, air temperature 28°



Map 2: Distribution of urban heat at 3pm, air temperature 33°

Legend

-  <=18 Slight Cold Stress
-  18-23 No Thermal Stress
-  23-29 Slight Heat Stress
-  29-35 Moderate Heat Stress
-  35-41 Strong Heat Stress
-  41-46 Extreme Heat Stress (LV1)
-  46-51 Extreme Heat Stress (LV2)
-  51-56 Extreme Heat Stress (LV3)
-  >56 Extreme Heat Stress (LV4)

-  Water
-  Buildings

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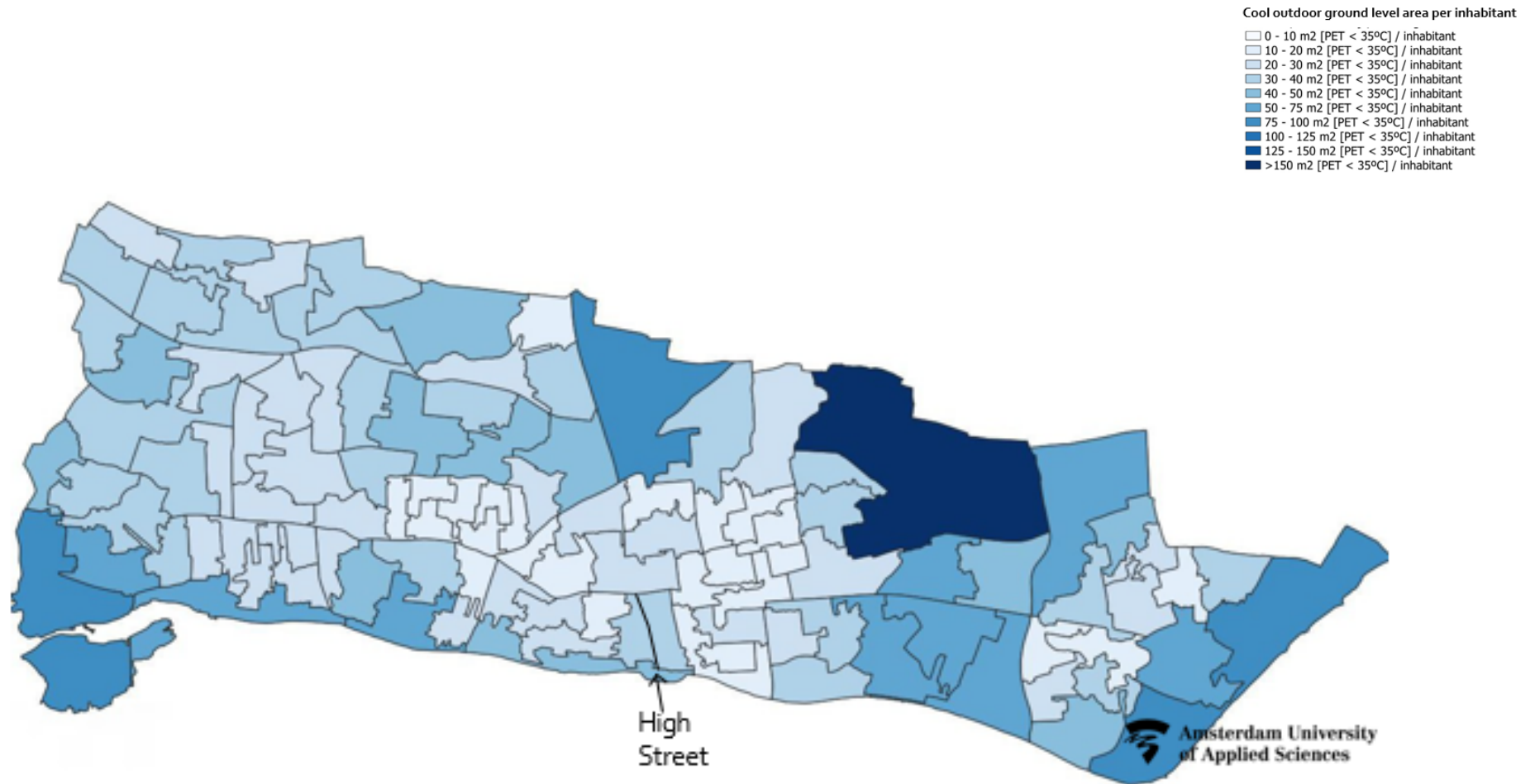
Map 1, the midday map, shows a fairly even spread of heat stress across the whole of the built-up area of the city. Most of this area was experiencing the lowest level (LV1) of extreme heat stress at midday, although there were pockets of lower heat stress in more outlying areas in the Garon Park area north of Eastern Avenue, to the east of Shoeburyness, along the sea front, and in Leigh, Southchurch and Thorpe Bay. In contrast, there are small areas of higher-level heat stress (up to LV2) in the city centre (parts of Kursaal and Milton wards) and Victoria areas.

Map 2, the afternoon map, shows that even though the air temperature was higher than at midday, much of the city's hard surfacing had cooled down a little by this time. Large parts of the northern and eastern suburbs had fallen below the levels associated with extreme heat stress, as had much of West Leigh. However, the LV1 extreme heat stress level was still present in the city centre, Westborough, West Shoebury, and LV2 extreme heat stress levels still affected parts of the city centre and Victoria Avenue areas. This is the 'heat island effect', where some areas retain heat while surrounding localities are releasing it; the phenomenon particularly promotes poorer air quality and heat-related illness.

Although the heat maps show localised areas of heat stress in various parts of the city, the most concentrated areas with residual heat challenges are the city centre, north from the seafront up to Victoria Avenue (Kursaal ward and adjacent areas of Victoria and Milton wards) and the Westborough area as those most susceptible to extreme heat stress. Shoeburyness is also identifiable in Map 2 as an area of relatively high retained heat.

4.2 Cooling

AUAS has also mapped the potential of each LSOA to provide cooling to residents, and this forms Map 3, which shows the amount of cool outdoor ground in relation to the number of inhabitants in each LSOA, with the areas providing the greatest level of mitigation coloured in the deeper shades of blue.



Map 3: Cool outdoor ground area per inhabitant

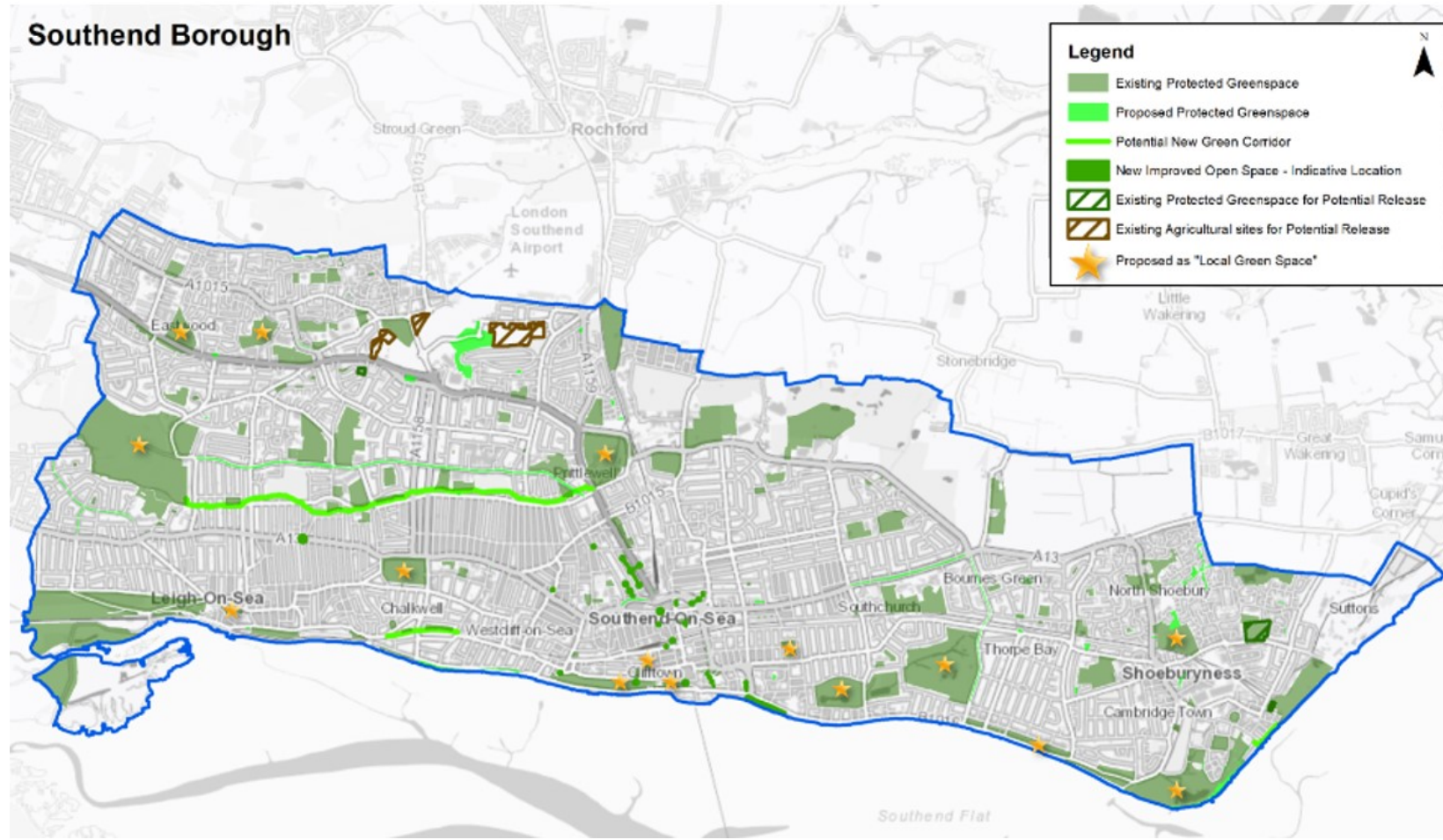
The map shows considerable variation across the city in the presence of cool ground. The greatest potential for an inhabitant to find a cooler area is in Southchurch ward, where a high level of vegetation is of great benefit to residents; the northern area of St. Luke's ward is also an area of cooling potential, as are the coastal areas of Leigh and Shoebury, and much of the river coast generally. In contrast, areas with limited cooling potential include parts of the city centre, especially east of the High Street; parts of Victoria, St Luke's and Milton wards; the Westborough ward in its entirety; and inland parts of Shoebury and West Shoebury.

4.3 Vegetation and canopy cover

Urban heat stress is at least partly relieved by vegetation, which includes parks, public and private gardens, amenity grassland and street verges, allotments, cemeteries and churchyards, sports grounds, nature reserves, woodland and countryside areas. Map 4 shows the distribution of both existing and projected green space of various types across Southend; the projected spaces were consulted on in 2021, but have not yet been formally adopted.¹⁹

¹⁹ [Local Plan - Refining the Plan Options | Southend Local Plan](#)

Map 4: Vegetation in Southend

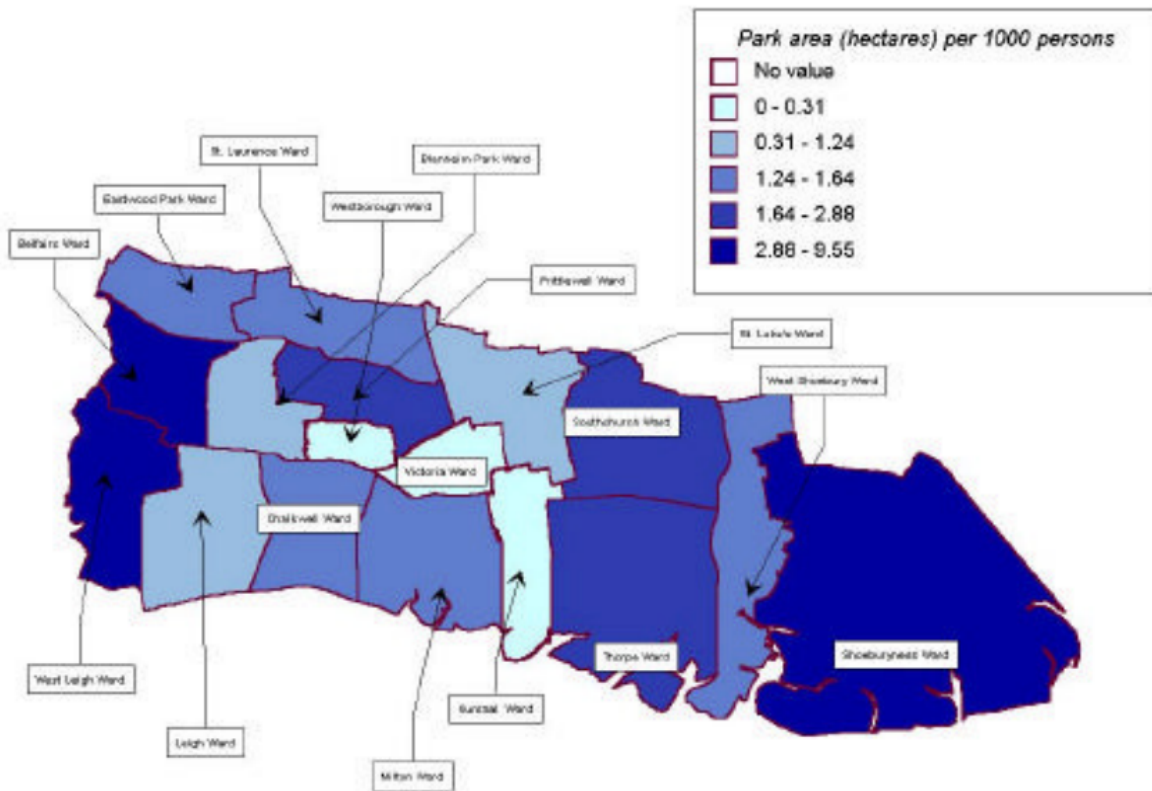


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The most heavily vegetated areas of the city are for the most part peripheral areas. In the west, southern West Leigh and Belfairs show relatively high levels of vegetation, as does the coastal area around Shoeburyness. Thorpe Bay has high levels of vegetation, and so does the northern edge of the city, with Southchurch, St Luke's and Eastwood Park all relatively well provided for, and a planned improvement in St Laurence ward. On the other hand, there are open space deficiencies in Kursaal and Victoria wards, in Leigh and the north of West Leigh, and in Westborough ward (although there is existing and planned provision on its boundaries).

Accessibility analysis has been undertaken by the council using a model which examines the numbers of households outside a 480m radius of an open space. This reveals Southchurch and Westcliff as especially problematic in this respect; such open space as there is excludes a large proportion of the local population by virtue of its distance from their homes. The new Natural England 'Nature Nearby' model posits a much more ambitious accessibility standard, including a 2 ha greenspace within 300m of home, and this will highlight further accessibility deficiencies in Kursaal, Victoria and St Luke's wards, as well as a number of lesser deficiencies elsewhere in the city.

Map 5 shows the locations of parks taken from the Council's open spaces strategy. It confirms deficiencies in open space provision in Kursaal, Milton, Victoria and Westborough wards, all of which have less than 0.31 ha of park per 1000 residents.



Map 5: Park area per 1000 residents

(Source: Southend City Council Parks and Open Spaces Strategy 2015-20)

The tree canopy cover in Southend was measured in 2019, as part of the preparation of the city’s 2020 tree strategy. This chart shows how the canopy cover varies across the city’s wards:

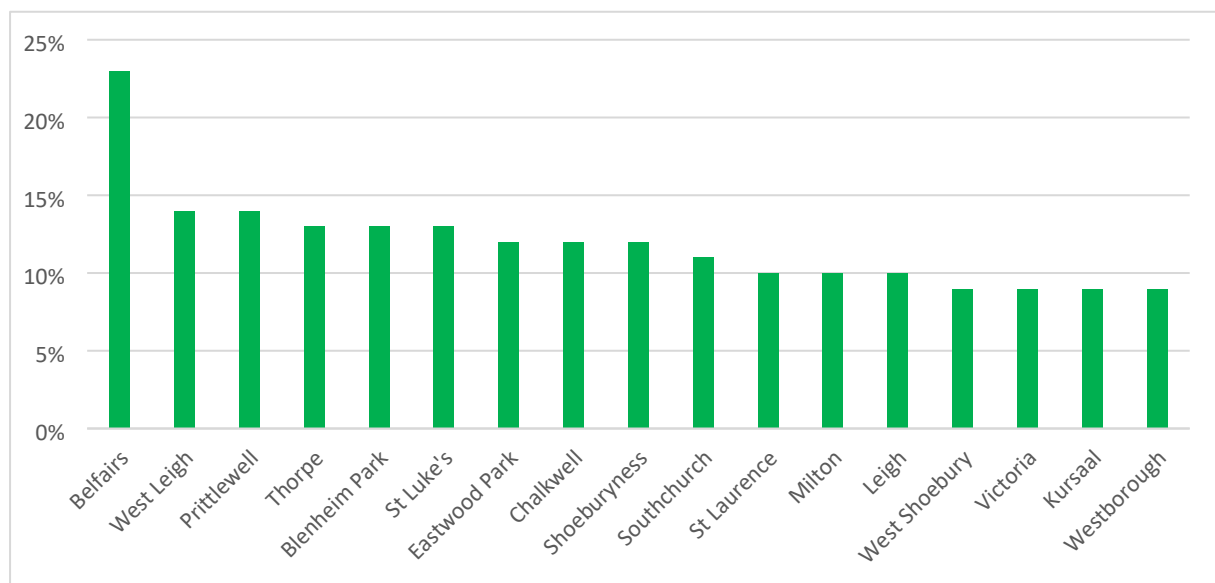


Chart 1: Tree canopy cover by ward

Source: *Southend City Council Tree Strategy, 2019 I-tree Eco study.*

The average city-wide canopy cover for the city is 12%, but this varies enormously by ward. Canopy cover is at its most extensive in Belfairs ward, where it is boosted by the large numbers of trees in Belfairs Park and the Nature Reserve. The lowest levels of canopy cover (and therefore the lowest levels of shade provided by trees) are in Westborough ward, with just 9% covered, and similarly low provision in Kursaal, Victoria and West Shoebury wards.

4.4 Population density

Academic research shows a correlation between urban heat stress and higher population densities.²⁰ Areas with higher density populations often include more hard surfaces such as roofs, roads and pavements, all of which retain heat for longer, have fewer and smaller gardens, and little room for street vegetation. They can also become ‘heat canyons’ where the proximity of buildings to one another traps heat, obstructs breezes and limits the space for potential mitigation measures. This phenomenon is particularly noted in areas with higher buildings and limited spatial separation, such as in city centres. It is therefore useful to explore population density as an indicator of vulnerability to heat stress, and Map 6 shows this.

²⁰ For example: W. Keat, E. Kendon and S. Bohnenstengel, ‘Climate Change over UK Cities: the urban influence on extreme temperatures in the UK climate projections’. *Climate Dynamics*, 57 (2021), 3583-3597.

Population density is high in Westborough ward, where most LSOAs show densities of over 100 persons per hectare, with the remaining LSOAs only just below this level. Densities over 100 persons per hectare also occur in areas of Kursaal and St Luke’s wards, alongside high but less intense densities in Leigh, Chalkwell and Milton. Shoebury and West Shoebury are also contain areas of relatively high density. Although much of Victoria ward is low density, two LSOAs adjacent to neighbouring wards show higher densities of population. Most of the rest of the city, and all the outlying areas, have low levels of population density.

4.5 Age

Age is a recognised factor in vulnerability to heat, with under 5s and the elderly considered the most susceptible to heat-related illness. This chart shows how the proportion of young children varies by ward in Southend.

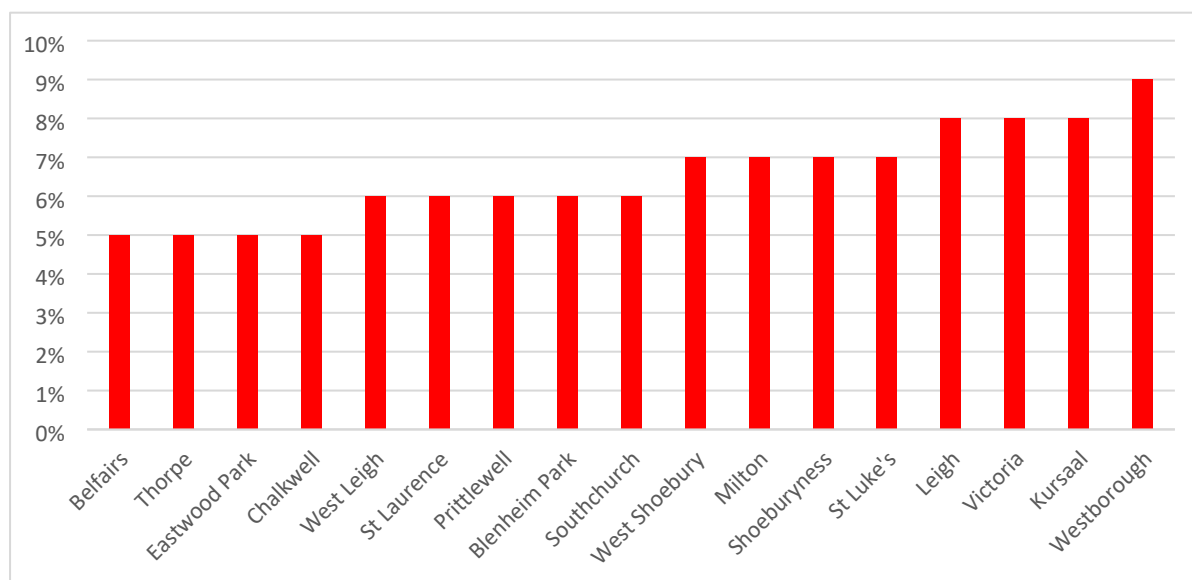


Chart 2: Under 5s as a proportion of ward populations

Source: 2011 census

Overall, 6% of the city’s population are aged under 5, but these are not spread evenly across the city. The highest concentrations of under 5s occur in Westborough ward, where one in eleven residents is a child under 5; there are also numbers well above the city-wide average in Kursaal, Victoria and Leigh wards. In contrast, Belfairs, Thorpe, Eastwood Park, and Chalkwell have below average numbers of under 5s.

Over 75s are also an identified group vulnerable to heat stress, and they also are unevenly distributed across the city, as this chart shows.

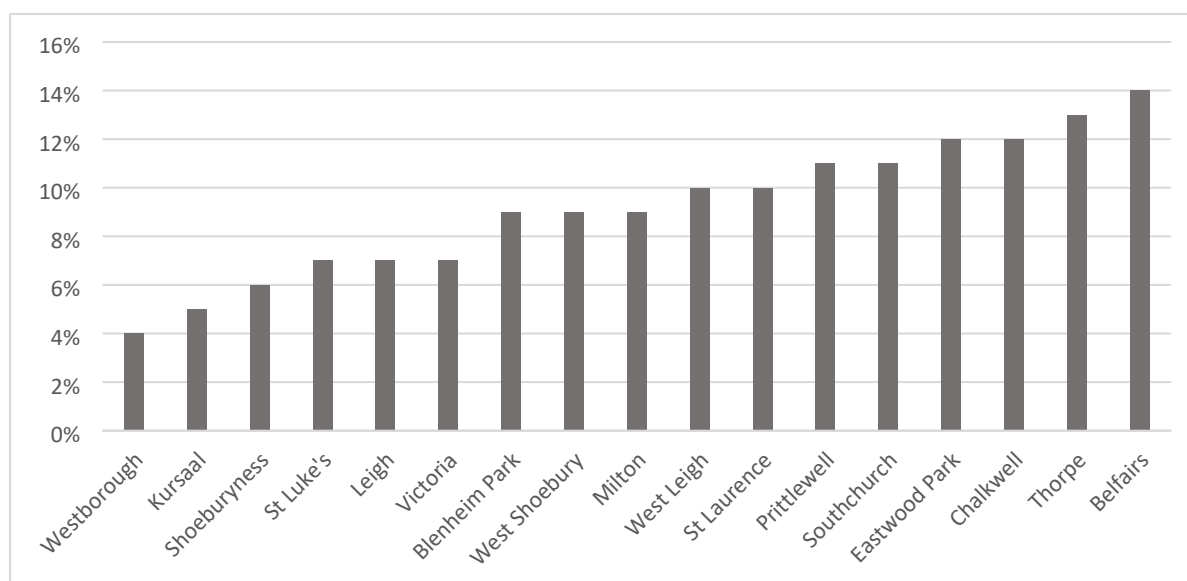


Chart 3: Over 75s as a proportion of ward populations

Source: 2011 census

The city-wide average proportion of over 75s is 9%, but at ward level there is a huge variation in this proportion. One in seven residents of Belfairs ward is in this age-group, as is one in eight residents of Thorpe ward; Chalkwell and Eastwood Park also show high proportions of over 75s. People of this age are however relatively rare in Westborough, where just 4% of the population is over 75, and Kursaal, Shoeburyness, St Luke's, Victoria and Blenheim Park are also below the city-wide average in this respect.

A recent study found that although older people are more *susceptible* to heat stress, they are less exposed to it, because they can more easily remain indoors during the hottest spells. *Exposure* was highest for students and younger professionals, thought largely to be because of their likely housing conditions, and their dependence on public transport.²¹

4.6 Health

²¹ Sandholz, S. et al. 'Rethinking urban heat stress: Assessing risk and adaptation options among socio-economic groups in Bonn, Germany'. *Urban Climate* 37 (2021), 100857.

The link between heat stress and health is exacerbated for those individuals already in poor health, particularly those with underlying conditions such as diabetes or heart weaknesses. People with diabetes need to keep active, to maintain safer blood sugar levels, and those who take insulin or other injected medication need to keep this cool to avoid loss of effectiveness. Unstable blood sugar levels can increase risk of heat exhaustion.²² Hot weather can also mean the heart has to work harder to maintain a safe body temperature, putting additional strain on vital organs including the heart itself. It also increases the risk of heat stroke, through loss of body fluid by sweating.²³

Overall, 19% of the population of Southend has a limiting long-term illness or disability, but this again varies by ward, as this chart shows:

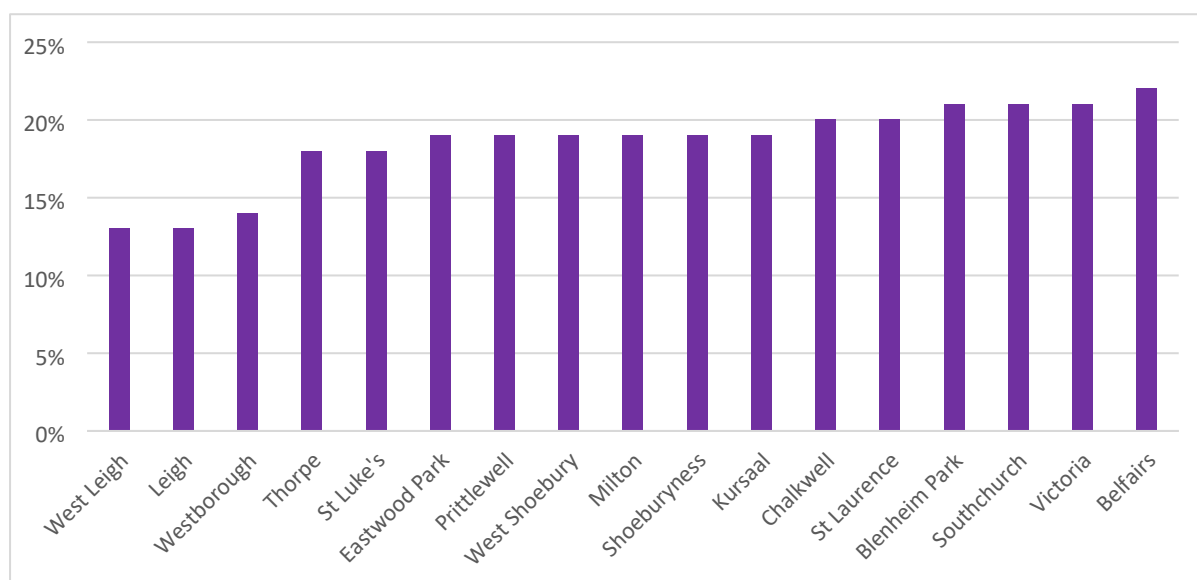


Chart 4: Long-term limiting illness or disability by ward

Source: Public Health England ward profiles, 2018 data

The data does not allow us to drill down into specific areas of illness or disability, but the wards with the highest incidence of limiting long-term illness or disability are Belfairs, Victoria, Southchurch and Blenheim Park. These results are heavily influenced by the age profile of the local population, however, since older people are more likely to have these limiting factors,

²² Diabetes UK, www.diabetes.org.uk/guide-to-diabetes/managing-your-diabetes/hot-weather [Accessed 22 Aug 2022].

²³ British Heart Foundation, www.bhf.org.uk/informationsupport/support/practical-support/weather-and-your-heart [Accessed 22 Aug 2022]

so it is striking that Kursaal and Victoria wards, neither of which have above-average numbers of elderly residents, feature prominently in this chart. In contrast, Thorpe ward, with a similar proportion of elderly residents to Belfairs, shows a much lower level of long-term limiting illness or disability.

Chart 5 shows how life expectancy in Southend varies by ward, a further indicator of vulnerability to heat in that those with shorter life expectancy would be likely to be more susceptible to heat stress.

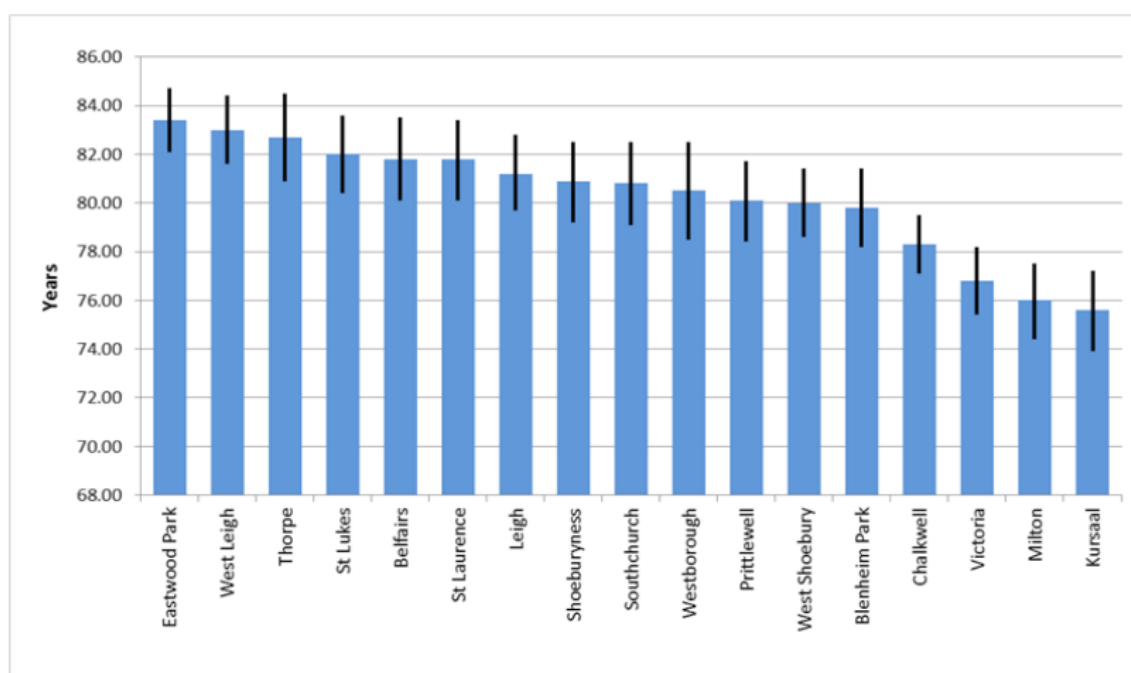


Chart 5: Life expectancy by ward in Southend

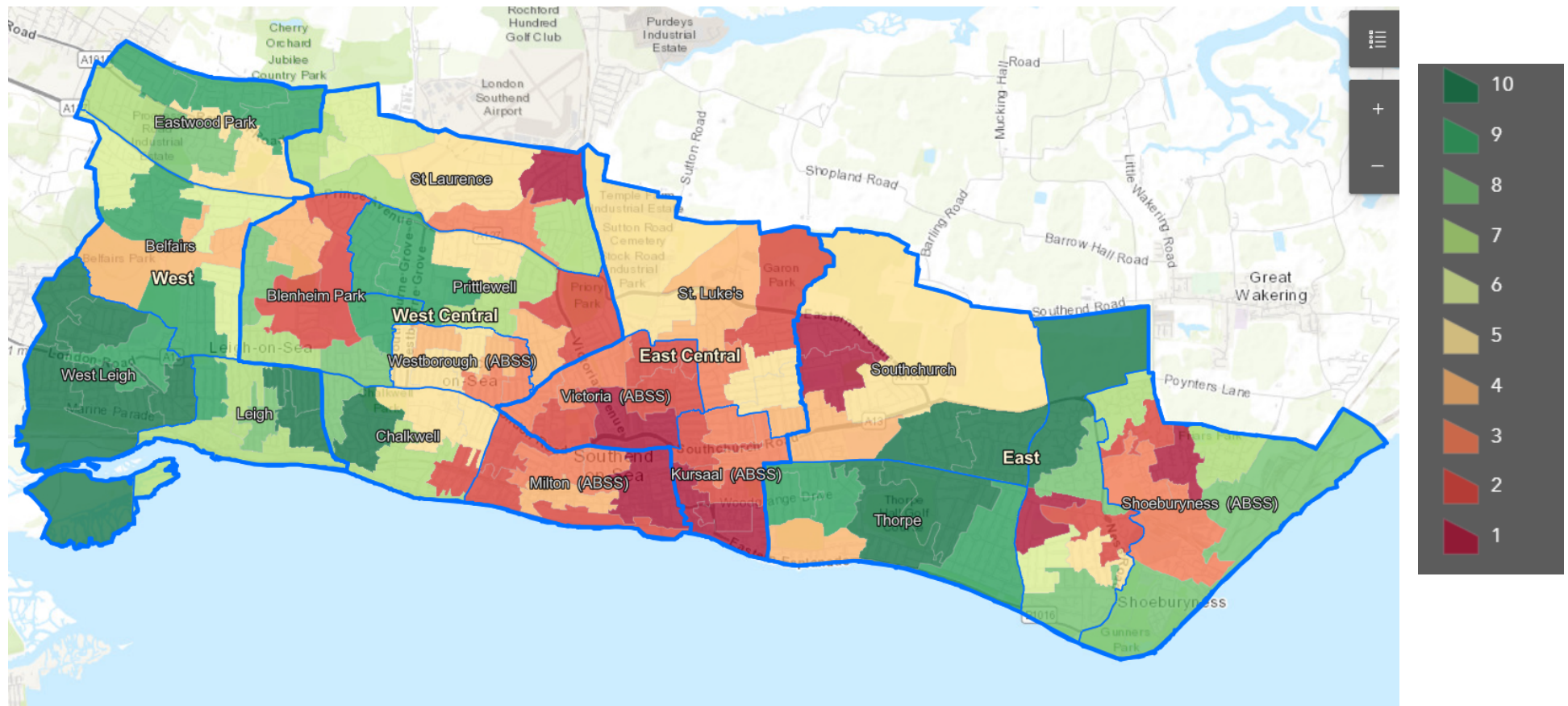
Source: Eastern Region Public Health Observatory, 2018

There is a seven-year differential in life expectancy between those living in Eastwood Park ward, where people live longest, and Kursaal ward, which has the shortest life expectancy in the city. Milton, Victoria and Chalkwell wards also have markedly shorter life expectancies than other parts of Southend.

4.7 Deprivation

Deprivation is an indicator of vulnerability to heat stress because those with lower economic capacity have fewer options available to them to mitigate the effects of extreme heat or to relocate themselves away from the areas most susceptible to its effects.

The Index of Multiple Deprivation was last measured in 2019, using seven 'domains', which are combined to create an index comparable between different geographical areas. These domains are low income; unemployment; education, skills and training; health deprivation and disability; crime risk; barriers to housing and services; and the liveability of the local environment. The result is a composite index integrating all these dimensions of deprivation into a single calculation, which is then used to place each LSOA into deciles, allowing a user to map a local area and see which LSOAs are in the most deprived 10% of all English LSOAs, which are in the most deprived 20% of all LSOAs and so on. The composition of the index means that making the local environment more liveable, for instance by providing additional greening and mitigating ambient heat, reduces local deprivation in this metric.



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Map 7: Index of Multiple Deprivation 2019

Source: SmartSouthend maps

The highest levels of deprivation are found in the city centre, with concentrations in Kursaal, Milton and Victoria wards. There are also smaller pockets of high deprivation in Southchurch, Shoeburyness and West Shoebury, and in Blenheim Park, St Lawrence and Prittlewell wards. Westborough ward does not show the same level of deprivation, but is another area where deprivation is more concentrated. Although the west of the city shows generally much lower levels of deprivation, there are nevertheless pockets that indicate less than universal socio-economic comfort in these areas.

Kursaal and Victoria are among the 20% most deprived wards in England.²⁴

Current economic pressures suggest that fuel poverty – defined as spending more than 10% of household income on energy - will be an especially significant factor in the immediate future. Although all areas of the city have residents who experience fuel poverty, this varies quite significantly by ward, as this chart shows:

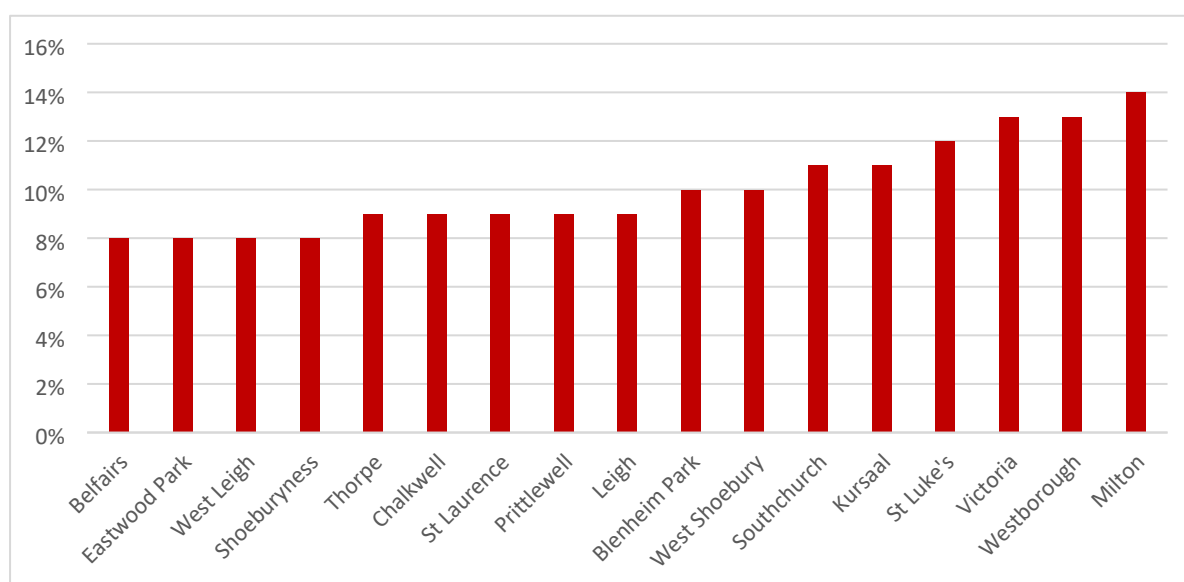


Chart 6: Fuel poverty by ward

Source: Public Health England ward profiles, 2018 data

Over the city as a whole, one in ten households experiences fuel poverty, but this rises to one in seven households in Milton ward and a similar level in Victoria and Westborough wards. Fuel poverty also exceeds the city-wide average in St Luke's, Kursaal and Southchurch wards.

²⁴ Southend Echo, 10 August 2021, citing Council's Annual Report.

5 Key locations for intervention

The data indicates that these wards are the highest priorities for intervention and mitigation of heat stress.

Ward	Mapped heat levels	Vulnerabilities (relative to city-wide averages)
Kursaal	Several areas of intense heat Limited cool ground	Low vegetation level Limited canopy cover High population density High proportion of under 5s Low life expectancy High deprivation High fuel poverty
Victoria	Several areas of intense heat Very little cool ground	Limited canopy cover High population density High proportion of under 5s High levels of limiting long-term illness Low life expectancy High deprivation High fuel poverty
Milton	Some areas of intense heat Limited cool ground	Low level of vegetation High population density Low life expectancy High deprivation High fuel poverty
Westborough	Large area of concentrated heat Very little cool ground	Low level of vegetation Limited canopy cover High population density High proportion of under 5s High fuel poverty
St Luke's (southern part)	Localised areas of intense heat Very little cool ground	Limited vegetation High population density High proportion of under 5s High deprivation High fuel poverty

West Shoebury	Localised area of high heat Little cool ground	Limited canopy cover Higher population density Areas of high deprivation Moderate level of fuel poverty High proportion of under 5s
Shoeburyness	Localised areas of high heat Limited area of cool ground	Medium canopy cover Higher population density Areas of high deprivation High proportion of under 5s

As the data shows, other wards of the city have problems, but none have them in these concentrations. Belfairs, for example, has a high proportion of elderly residents, and a large pocket of relative deprivation, but it also has by far the greatest extent of canopy cover and a relatively high life expectancy. The prioritisation of the wards in this table reflects their susceptibility to higher temperatures set alongside the vulnerabilities present in the resident population. This does not preclude action being taken in other words to mitigate heat stress and is merely an indication of priorities.

6 Options for mitigating heat stress

Academic research and experience of mitigation measures identify several options for mitigating heat stress, but also a widening gap between the measures needing to be taken and their implementation.²⁵ The options available include these:

Trees and shrubs

Trees and shrubs have performed well in tests of heat mitigation. They provide shade in their immediate vicinity; shade can also reduce surface temperatures substantially, and reduce the temperatures through windows shaded by trees.

Trees also offer wider relief from heat through evapotranspiration, a process whereby water is released from foliage with the effect of reducing ambient temperatures across a wider area. Trees and shrubs also cool air currents, and are therefore valuable in denser urban areas which can become low pressure areas drawing heat in.

Trees also provide carbon sequestration, improving air quality, and can assist in reducing flooding and surface water.²⁶

Space for trees in the public realm can be found in parks, country parks, amenity green space (such as around social housing), school and academy grounds, other public open spaces such as allotments and cemeteries, along watercourses and on streets. On private land, tree planting can be encouraged or incentivised on institutional land (for instance commercial and industrial estates, hospital and other NHS grounds, college and independent school land, Network Rail land), business land, care home grounds, and private gardens.

Planters

Planters are often a solution to the provision of vegetation in densely built urban areas such as pedestrian precincts. They can contain shrubs chosen for their heat absorption potential, and can be combined with seating to improve the environmental appearance of otherwise bleak monocultural zones in cities.

An interesting extension of the idea of planters is a project named 'Incredible Edible', which uses planters to house on-street food growing. The food is free to harvest by locals, helping to relieve

²⁵ IPCC, *Op. cit.*

²⁶ Green Blue Urban, *The Importance of Urban Trees in Stormwater Management*, [The Importance of Urban Trees in Stormwater Management - GreenBlue Urban](#) [Accessed 29 August 2022].

pressure on household budgets and promote healthier diets, and the idea has proved successful in some cities, with over 120 live projects, including one in Leigh-on-Sea.

Grass

Parks and other green spaces, particularly those with a mix of grass, trees and shrubs, use evapotranspiration to create an 'oasis effect' or 'park cool islands' that can reduce ambient temperatures. While the academic literature agrees that parks are of benefit in reducing temperatures, the actual reductions achieved vary greatly between studies and depend on several local variables.²⁷ Claims are made for parks to achieve reductions ranging from 3°C upwards. Evapotranspiration has been found to reduce ambient temperatures up to 500m away from the boundary of a park.²⁸ Parks that include planting such as trees and shrubs are much more effective than areas of grass alone.²⁹

Even small green spaces can have a measurable impact on environmental temperatures.³⁰ Moreover, although larger parks provide higher levels of cooling,³¹ there is evidence to suggest that a number of small green spaces collectively have a greater effect than a single large green space, making this approach a more effective intervention in an already densely built area.³²

Water

Fountains have been found to be an attractive and effective way of promoting cooler urban environments. Their process of evaporation cools the temperature in their vicinity, and they also offer opportunities for pedestrians to cool themselves through dipping parts of their bodies in the water flow. Flowing water is much more effective in this respect than still water.

Ponds and other static shallow water have only a limited effect on temperature. They have been found in a Dutch study to reduce temperatures by less than 1°C.³³ Static water cools mainly by evaporation rather than reflection, and absorbs heat, reducing effectiveness.³⁴

²⁷ Brown, D. et al. 'Designing urban parks that ameliorate the effects of climate change', *Landscape and Urban Planning*, 138 (2015), pp. 118-131.

²⁸ Trust for Public Land, *The benefits of green infrastructure for heat mitigation and emissions reduction in cities* (Georgia Institute of Technology, 2016)

²⁹ Bowler, D et al: 'Urban greening to cool towns and cities: A systematic review of the empirical evidence', *Landscape and Urban Planning* 97 (2010), pp. 147-155.

³⁰ Trust for Public Land, *op. cit.*

³¹ Bowler, *op cit.*

³² Gunawardena, *op. Cit.*

³³ Jacobs, C et al. 'Are Urban water bodies really cooling?' *Urban Climate* 32 (2020) 100607.

³⁴ Gunawardena, K et al: 'Utilising green and blue space to mitigate urban heat island intensity', *Science of the Total Environment*, 584-585 (2017) pp. 1040-1055.

Fountains can be an attractive addition to a cityscape, as with the modern jet systems in Hull and Stockport, or to an urban park, as in Brighton. They cool the air by means of evaporation, but the effect is really only seen on the leeward side of the installation where atomised water mist is spread by the breeze.³⁵

Drinking fountains do little to reduce ambient temperatures, but are useful in keeping people hydrated and in reducing plastic waste (people can use them to refill and reuse existing bottles). Some local authorities have been successful in securing business sponsorship to cover the costs of installing these, while other businesses place them within their premises for public use.

Green roofs and walls

Green roofs and walls have proved effective in heat mitigation, and also help to absorb water, reducing flood risk. They have an evapotranspiration role, and can reduce temperatures by up to 5°C.³⁶ There are two basic types of green roof, intensive (a deep soil layer capable of supporting shrubby plants) and extensive (a shallow soil layer with low level vegetation); extensive green roofs are both cheaper and easier to install, and to maintain, whereas intensive green roofs are heavy and require adequate support as well as more sustained maintenance. Drainage needs to be considered in both types of installation. Green roofs achieve cooling through reflection of solar radiation and by evapotranspiration.³⁷

Green walls are effective at absorbing heat and pollutants, support biodiversity (including non-typical urban species), and insulate the interior of the building in question.³⁸ As with roofs, there are two types: green facades, where the plants are rooted in the ground and climb the wall, and living walls where a substrate is attached to the wall into which plants are bedded. Green facades are cheap, easily maintained but slow to contribute to heat reduction, while living walls are most expensive, require more maintenance, but deliver quickly on heat and other ecosystem services.³⁹

³⁵ Kluck, J. et al, *De hittebestendige stad: Een koele kijk op de inrichting van de buitenruimte* (Hogeschool van Amsterdam, 2020).

³⁶ Trust for Public Land, *op. cit.*

³⁷ Yang, J et al, 'Green and cool roofs' urban heat island mitigation potential in tropical climate', *Solar Energy* 173 (2018), pp.597-609.

³⁸ Fox, M et al, 'Living wall systems for improved thermal performance of existing buildings', *Building and Environment* 207A (2022), 108491.

³⁹ Koch, K. 'Urban heat stress mitigation potential of green walls: a review', *Urban Forestry and Urban Greening* 55 (2020), 126843.

Other on-street solutions

Two further on-street solutions have been identified: green pillars, and CityTrees. Neither is directly focussed on reducing heat, but both are green solutions which, if deployed in the right way, reduce atmospheric pollution and thereby have potential indirect impact on heat reduction.

Green (or living) pillars usually take the form of lamp posts, and four have already been installed in Southend (in Whitegate Road). They are run on solar energy, are a potentially attractive addition to a streetscape, occupy less space than street trees (and pose fewer risks to property and paving), and can attract revenue through sponsorship, giving a sponsor a green credential. Suitable planting can focus their effect either on attractiveness, or on pollution reduction.

CityTrees are dense, moss-based solutions to areas with high levels of atmospheric pollution. Their manufacturer claims that one CityTree can reduce pollution to the same extent as 275 standard trees.⁴⁰ The installation also includes technology that monitors and reports on ambient pollution levels for air quality management. They have been deployed in Glasgow, London and Cork, among other places, and on the highly polluted Valkenburgerstraat in Amsterdam, but their impact has been questioned and it is reported that Amsterdam is closing down this pilot project due to disappointing results.⁴¹

Artificial shade

Outdoor shade can be provided naturally, by trees, or artificially, through the use of parasols, awnings and canopies. These reduce space on paved areas but lower temperatures and create a street-café vibe in city centres in particular. A study of the effectiveness of conical parasols showed a reduction of up to 30% in temperature under the parasol.⁴² Other studies have also found artificial shade to be effective,⁴³ but security concerns mean they can only be deployed when the business providing them is in operation.

Air quality and emissions reduction

The European Commission has identified reducing certain types of emission as helpful in respect of reducing heat. Some types of emitted particulate, such as black carbon (emitted by diesel engines and

⁴⁰ [Air Pollution Solutions: What is CityTrees? Pollution Solutions Online \(pollutionsolutions-online.com\)](https://www.pollutionsolutions-online.com) [Accessed 5 September 2022].

⁴¹ Van Zoelen, B. 'Proef met CityTrees loopt uit op mislukking', *Het Parool*, 31 May 2019

⁴² Golbabaie, F et al, 'Modelling and investigating the effect of parasol installation on solar radiant temperature reduction using COMSOL Multiphysics', *J. of Occupational Safety and Ergonomics*, May 2022.

⁴³ E.g. 'Nachhaltige Gebäudeklimatisierung in Europa - Konzepte zur Vermeidung von Hitzeinseln und für ein behagliches Raumklima', *Umwelt Bundesamt* 32 (2022).

other fossil fuel usage) absorb heat and have warming properties. Reducing the use of fossil fuels and diesel engines can thus contribute indirectly to reducing ambient heat.

One way of doing this is to enforce anti-engine idling provisions in legislation. While this is exceptionally difficult to apply to all vehicles, some councils have reached agreement with public transport operators that bus engines will be shut down when the bus is 'marking time' after arriving early at a stop. York is one council that has actively promoted this measure in areas with problematic air quality; the emissions saving through such measures can be quite significant, as can the benefit to wider public health, especially for those suffering from respiratory problems.⁴⁴

High albedo surfacing

The use of high albedo materials for surfacing of roofs and pavements is promoted as a possible mitigation factor in heat stress, as such materials are highly reflective and do not readily absorb heat; however, perspectives on this approach differ. Tests in the West Midlands have produced promising results,⁴⁵ but the use of materials that reflect heat in some situations has been found to cause multiple reflections that actually amplify the heat stress, especially when used as pavements and in heat canyons where the reflected heat can end up trapped.⁴⁶

Porous paving

Porous paving contributes to heat mitigation by reducing the reflection of heat that occurs with solid paving. Typically it is formed of a network of open cells that allow heat to be absorbed by whatever material is used to fill the spaces – which could be grass, sand, gravel or other natural material. Such surfaces also help to reduce rainwater runoff by absorbing water and slowing flow, and absorb and neutralise pollutants. However, maintenance implications arise in keeping the pores open.

Encouraging behavioural change

People can be encouraged to take small steps to protect themselves, and many local authorities offer advice on reducing the effects of heat. Common, simple ideas include closing curtains during the day and leaving windows open at night (when security permits), ensuring that people stay hydrated, and encouraging the provision of shade for workforce break times. A more radical suggestion is the

⁴⁴ [Kick the Habit anti-idling campaign – City of York Council](#) [accessed 7 September 2022].

⁴⁵ MacIntyre, H. and Heaviside, C. 'Potential benefits of cool roofs in reducing heat-related mortality during heatwaves in a European city' *Environment International* 127 (2019), 430-441.

⁴⁶ O'Malley, C et al: 'An investigation into minimising urban heat island effects: a UK perspective', *Energy Procedia* 62 (2014), pp. 72-80.

adjustment of working hours to allow people to rest during the hottest periods of the day, as is traditional in hotter climates.

Cooling through building design/modification/regulation

Apartment buildings are more susceptible to indoor overheating, as are buildings with large facades of glass.⁴⁷ Several building assessment methodologies include parameters related to heat; these include BREEAM, LEED, CASBEE and BEAM. Of these, CASBEE makes the most use of heat-related parameters. These assessments look for passage of air and ventilation, shading, water, the use of high albedo surface materials, and green walls or roofs.⁴⁸

Indoor cooling can also be achieved using improved glazing or reflective coatings on glass.

The Government's proposed Heatwave Action Plan, scheduled for publication in 2022, may include possible adaptation of Building Regulations to address heat issues, and may extend the recently released Document O covering overheating in new development..

Emergency planning

Although only a small number of councils have published heat emergency plans (Southampton, Portsmouth and Chichester are among these), many are responsive to the Heat Health Watch system and the alerts provided by the UK Health Security Agency and the Met Office's early warning system. The Government has plans to publish a Heatwave Action Plan later in 2022 but its details are not yet known, other than a possible amendment to Building Regulations.

⁴⁷ UK Climate Change Committee: *Risks to Health, wellbeing and productivity from overheating in buildings* (CCC, 2022)

⁴⁸ O'Malley, C et al: 'An investigation into minimising urban heat island effects: a UK perspective', *Energy Procedia* 62 (2014), pp. 72-80.

7 Integration with existing strategies

Southend City Council has a number of agreed and adopted existing strategies, with which this strategy needs to be consistent. These include:

Tree Strategy, 2020-30

The city's tree strategy includes in its policy aims an extension of the existing tree canopy, from the existing 12% to 15% by 2050. This suggests an ambitious programme of tree planting, increasing the number of trees in the city by one quarter of the existing tree stock. The strategy indicates that progress on this target will be prioritised using the existing canopy cover data, and will initially (until 2023 at least) focus on wards with low canopy cover but where planting is practicable.

This fits well with the heat strategy aims, since the wards being prioritised for planting are also those prioritised under the heat strategy.

Parks and Green Space Strategy

The strategy promotes connectivity between green spaces, to maximise their value as part of a network of greenspace, using green corridors and street planting as a means of delivering this while delivering an attractive streetscene. It also includes quantity, quality and accessibility standards for public open space, and uses these as targets.

One third of the city currently falls below the agreed quantity standard of 1ha of publicly accessible open space per 1000 population; the greatest deficiencies are in Kursaal, Milton and Westborough wards, with less than 0.3ha per 1000 people in each case.

The quality standard envisages a thriving and attractive town centre, and attractive and safe local streetscenes, both of which will contribute to the city's climate change priorities, as well as improving interconnectivity in the city's green network.

The accessibility standard is based on Natural England's ANGST⁴⁹ framework, and the more recent 'Nature Nearby' guidance which calls for everyone to have a natural green space of at

⁴⁹ Accessible Natural Green Space in Towns

least 2ha in size no more than 300m from their home. The guidance also emphasises naturalness, accessibility and interconnection of green space.

The strategy's emphasis on interconnectivity sits well alongside the use of green elements in the city's streetscene to mitigate extreme heat. The strategy's recognition of the desirability for an attractive city centre is also coherent with similar heat strategy objectives. Although the quantity and accessibility standards seem ambitious in relation to those areas that are already highly developed, such as the city centre, the heat strategy does not conflict with these ambitions in any way.

Air Quality Action Plan 2022

Southend's Air Quality Action Plan identifies two key locations, designated as Air Quality Management Areas, where air quality falls below the standards required, namely the A127 in the Bell Junction area, and Victoria Avenue, caused by traffic and congestion and generating problematic levels of nitrogen dioxide. There will shortly be a bee-friendly bus shelter on Rochford Road close to this junction as a mitigation measure. The new draft strategy however indicates a city-wide approach rather than an exclusive focus on these hot spots. The strategy promotes the use of green infrastructure as a means of reducing atmospheric pollution, and identified the potential for GI to promote modal shift away from the car and towards sustainable travel. It notes the council's existing GI projects at Chalkwell Avenue, Victoria Circus, and Queensway.

The heat strategy sits very comfortably alongside the air quality plan, and will benefit from the measures being planned to reduce atmospheric pollution and secure modal shift. The AQMA at Victoria Avenue is focussed on an area that is problematic for extreme heat and improvements in air quality in this locality will help to mitigate heat issues there.

Community safety priorities

The Southend Community Safety Partnership does not publish a strategy, and its website is not especially informative, but it does identify the partnership's current priorities as including town centre crime and disorder, suggesting that the city centre of Southend is a problematic area in this respect.

This has a bearing on any action taken to mitigate heat, as this may be subject to vandalism or criminal damage as a result. However, a more vigorous evening economy would help to reduce anti-social activity in the city centre by drawing more people into the locality.

Low Carbon Energy and Sustainability Strategy 2015-2020

This document aims at a climate-resilient city, communicating effectively and securing community buy-in to its objectives. It has six key focus areas, four of which have relevance to a heat strategy.

- *Reducing carbon emissions*, when achieved, will improve air quality and reduce the presence of particulates in the atmosphere.
- *Policy and regulation* promulgate the use of planning policies to promote reduced emissions, energy-efficient building design, and the inclusion of urban greening measures in development; SPDs to this effect are already in place. The strategy also encourages the use of standards such as BREEAM – including by retrofitting as well as in new build – to ensure resilience and contribution towards climate goals.
- *Sustainable travel and transport* also imply reduced emissions and improved air quality.
- *Adapting to climate change* promotes an increased use of climate change impact assessments in the council's decision-making processes, as well as a specific ambition to create more green space.

The council's climate mitigation policies include more and better-quality green space, the use of green roofs and walls, and building resilience into local infrastructure to minimise disruption due to heat, and more effective emergency planning. The central area of Southend, including Victoria Avenue's office area, has been designated as an Eco Innovation Zone, thus promoting energy efficiency.

Southend 2050: Our Shared Ambition

The Council's overarching plan sets ambitions for the next thirty years across five themed areas, one of which is 'Safe and Well', a goal for local residents to live long, safe, and healthy lives. This theme covers policy areas such as housing, support for the more vulnerable in the community, and a greener city with carbon-neutral buildings, energy-efficient transport and

green spaces. The roadmap to secure these ambitions includes target dates for reimagining the city centre, and the development of a partnership of stakeholders to implement this.

Although this is a high-level plan, it is clear that the actions envisaged to mitigate heat stress will contribute to this theme, and that the problems of heat in Kursaal and Victoria wards in particular should be addressed as part of a refreshed and reimagined city centre.

Green City Action Plan, 2021

This plan sets out how Southend will move towards its ambition to become a 'Green City'. It calls for a strategic approach to this, and for regular communication as to progress; among the focus areas is the importance of climate resilience, and the need for a proactive approach to this. Action on open space in Southend is prioritised, as is planning for green infrastructure, particularly on the Council's own estate but also through engagement with local business. The strategy identifies project ideas for greening, together with funding sources, which if implemented will contribute to heat reduction in the city, even though this may not be their primary purpose. It also promotes learning from the council's two INTERREG projects, Cool Towns and Nature Smart Cities.

Although a heat strategy is not mentioned, it is clearly implicit both in the strategic framework the city envisages developing, while the strategy also clearly integrates with the prioritisation of healthier living and community wellbeing, and the projected work on open space and on air quality. Progress on the greening measures outlined here will be progress on heat mitigation, so although heat is not a specific focus for this document, its emphasis on greening means that a heat strategy would be entirely consistent with its objectives.

Southend Central Area Action Plan (SCAAP)

This document is part of the city's Local Planning Framework, sitting within the Core Strategy. It will be superseded by the new local plan, when this is approved.

The ambition underlying the SCAAP is to create a city centre that offers a positive experience to residents and visitors alike. Among its emphases is a desire to provide more and better open space in the central area to relieve pressures on existing space, and especially those areas that carry environmental designations. It also looks for improvements in the public realm, including the use of public art, enhancement of the natural environment, and improved

setting of heritage assets, to increase the sense of place, enrich the central area, and stimulate a more diverse, vibrant and safe evening economy. The key areas identified within the centre include the seafront, the pier head, the Royal Terrace area, and the Kursaal.

The plan notes the 'imperative' to provide more green space, even if this is limited in scale to pocket parks and small play areas, to divert people away from more environmentally sensitive localities but also to strengthen the network of green space within the city and to improve the appearance of city centre streetscapes. Green walls and roofs, landscaping, and tree planting all have potential in this respect.

Several areas of the city centre are identified as 'opportunity sites', with several detailed suggestions made. The locations suggested are:

- High Street/Victoria Circus
- London Road
- Elmer Square
- Queensway
- Warrior Square/Chichester Road
- Clifftown/Southend Central
- Tylers
- Seafront/Royals/Palace Hotel/Pier Hill
- Victoria Avenue
- Sutton Gateway

The proposals listed for these sites include several strong opportunities for projects that would not only enhance the city centre but also work to mitigate extreme heat. The heat strategy therefore sits very well alongside this document and several of the recommendations offered here are repeated within the heat strategy as good opportunities for progress.

Consultation on the Local Plan through the 'Your Say' website in 2021 endorsed several green options that would potentially reduce ambient heat, including tree planting, green spaces, green walls and roofs, and several site-specific suggestions, including

- A sunken park on wasteland near the Kursaal (this site now appears to be acquired for development)
- Streetscene improvements in city centre
- Outdoor restaurants and cafes in city centre (these would promote shade)
- Street trees on Leigh Broadway and London Road

- Trees and seating on Southchurch Avenue and York Road

Where appropriate, these suggestions are examined as possible opportunities in this strategy.

City Centre Strategy and Investment Plan, 2022

This plan was approved by the Council in September 2022, following a study carried out by consultants overseen by a cross-sectoral partnership body and involving consultation with stakeholders and residents. It adopts a place-making approach to the city centre with a mix of propositions that include ‘anchor’ projects in key central locations, aiming to produce a different kind of city centre, promote health and inspire the city’s younger residents. Sustainability is a cross-cutting, underlying theme throughout.

The plan includes an aspiration for a greener High Street , including tree planting, green roofing and the creation of pocket parks in this area, with an overall improved public realm. The strategy describes a ‘vibrant, green, well-used, 24-hour city centre accessible by all’, and which contributes to a sense of civic pride and to the further development of the visitor economy. There is also an expectation that a more varied, greener city centre will contribute positively to mental and physical wellbeing.

The strategy is a high-level document and does not mention heat specifically, but its proposals for the city centre generally and for the High Street in particular are entirely consistent with the aims of this document. Delivery however is dependent on securing central Government funding.

Local Plan

The Local Plan is still under development, but the Issues and Options discussion highlights issues relevant to a heat strategy. The discussion notes the pressures on the foreshore, much of which carries environmental designation, created by the leisure and recreation demands of residents and visitors, which is a vitally important part of the local economy. The Plan recognises the importance of striking an appropriate balance between protecting natural assets and responding to climate change, on the one hand, without adversely affecting tourism and the visitor economy on the other. In consultation, the most frequent comments sought more trees and urban greening in the city centre.

The plan suggests the provision of additional, alternative recreational space to help protect important habitat areas, with developer contributions helping both to manage or enhance existing open space and to provide additional space where possible, in the form of pocket parks (these are sites generally smaller than 0.5ha).

The Local Plan will also focus on making Southend a Low Carbon, Smart City. This will include promoting alternatives to the private car, and supporting low emission vehicles, alongside urban greening, landscaping, the use of green walls and roof, and tree planting, all of which will be sought as elements in new development being brought forward for consideration.

The heat strategy echoes the aims of the Local Plan and no conflict is envisaged between these two documents.

South Essex Strategic Green and Blue Infrastructure Study Vol 1: Resilient by Nature

This is a high-level strategic document covering the whole of south Essex, which examines strategic approaches to green and blue infrastructure in southern Essex, but also identifies opportunities for GI development. It looks to establish a strategic park concept, the SEE Park, which integrates and interconnects what is currently a fragmented and disconnected network of green and blue sites, creating a more liveable environment and improving resident health and well-being.

Among the sites noted in this document are those detailed in the SCAAP, the B1015 (Victoria Avenue), a possible coastal path linking Gunners Park and East Beach Park in Shoeburyness, and greenways on Southbourne Grove (through Westborough), along the Prittle Brook and across Thorpe Bay to the coast. In particular, it explores the potential for the Victoria Avenue public realm improvements to incorporate roadside trees and a green link to the Victory playing fields. It also envisages a major greenway from Victoria Avenue south through the city centre to the foreshore.

The document does not consider heat as a specific issue, but its proposals for greening and its identification of opportunity sites link very helpfully with the heat strategy.

Heatwave Plan for England

This is produced by the UK Health Security Agency, and focusses not only on responsive actions in the event of a heatwave, but also preparedness. It suggests improving resilience through a variety of measures, such as tree planting, greenspace, shading, water features, and porous paving. It urges planning for information and messaging for the public, to promote the behavioural changes that will reduce potential impacts, and the existence of a plan with staff allocated to specific responsibilities.

This strategy, and its recommendations, have been informed by the national Heatwave Plan.

9 Possible opportunities for heat-mitigating intervention

The suggestions made in this section are drawn from existing sources, including council strategies where they have already been put forward as locations for possible intervention, augmented by observations taken during a walk through the main areas identified through the analysis in this strategy. The list is not necessarily exhaustive. However, it should be noted that no assessment of feasibility has been made in relation to any of these suggestions.

It will also be apparent that improving the green content of any given area is usually also beneficial to its appearance. There is therefore a considerable overlap – not least in many of these suggestions - between using green infrastructure for heat mitigation, and achieving environmental enhancement.

The city centre offers several locations where green installations might be effective, as well as adding green interest to a largely paved area. The **High Street** is a wide pedestrian area, which although it can become busy at times, has sufficient space to allow planters, short areas of linear planting, or green pillars to be installed. As the city's main business throughfare, it might be possible to attract sponsorship for some of these installations. In particular, a large area towards the northern end of the High Street, where two facing rows of semi-circular seating have been located, might benefit from a focal point for those seated to enjoy. A fountain might be too disruptive, but a green focus, or some horticulture, would help with both heat and interest.



Pic 1: High Street from the south



Pic 2: A rare awning on the High Street.

Although there are several catering establishments along the High Street, few have awnings to encourage *al fresco* dining or snacking. Awnings would help to reduce heat stress and would also encourage a 'coffee culture' that might help local business. The fixed canopy over two coffee shops under the **Royals** is proving popular with customers, but offers little relief from high temperatures. One restaurant on **London Road** has 'planters' to demarcate an alfresco dining area, but these are filled with artificial plants.

The main junctions on the High Street, at **Alexandra Street/Heygate Avenue**, **York Road**, **Tylers Avenue** and **Whitegate Road**, would support additional green public realm provision.



Pic 3: Plenty of street furniture, but little greenery



Pic 4: An important High St junction, but no green infrastructure

As well as the High Street, there are several paved areas that would provide space for planters, or even more permanent green provision. These include the block-paved areas at either end of the High Street, at **Odeon Square** and outside the **Palace Hotel**, where planting of some description would enhance the environment and provide more of a piazza-type ambience.



Pic 5: A potential piazza, near the Palace Hotel



Pic 6: And another, at Odeon Square

There are also large paved areas along the **Western Esplanade** and **Marine Parade** pavements which are sufficiently spacious to allow for planting, or at least for planters, while the bottom of **Pier Hill**, which already has some planters, looks as though it could accommodate more. There is also some space outside the main entrance to the **Kursaal**.

A larger paved area separates **Warrior Square** from **Chichester Road**. There is room here for tree planting to augment the trees around the park itself. Adjacent to this space is a dead paved area between the small car park and Chichester Road, which could also be brought into play through greening.



Pic 7: A wide paved area separates Warrior Square from Chichester Road



Pic 8: Dead space alongside Warrior Sq car park

Outside the **Forum** is a further large paved area, which appears to be being extended even further; a fenced off area here is storing a large quantity of block paving at present. This space provides an ideal opportunity for some imaginative planting to relieve the monoculture of the paving and to mitigate heat in an area that at present is largely absorptive. The bike shed at the **Forum** may also offer a further green roof opportunity. The northern flank wall of the Forum is currently bare, and might support a green wall.

The eastern end of **London Road** is a large pedestrianised area with some seating, but no greenery at all. If a water feature were deemed unsuitable for the High Street itself, or the squares at either end of it, one of these locations might be considered for a water installation. The Forum area is exceptionally large, but might have too little passing foot traffic to justify the cost.



Pic 9: Outside the Forum



Pic 10: New paved area in preparation outside the Forum (photo: C. Victory, used with permission)

Work has already been done to enhance some of the side streets leading away from the High Street, but there are still opportunities in these areas. **Tylers Avenue** in particular would benefit from greening. On the far side of the York Road car park, **Baltic Avenue, Quebec**

Avenue and **Portland Avenue** have been proposed as Home Zones, where the space is more equally shared between cars and other road users.

The frontages to **Southend Central** station offer possible opportunities. The southern frontage, leading on to **Clifftown Road**, could be made into an attractive green space, or a planted plaza area, offering a much nicer welcome to visitors than the present car park, although there might be difficulty finding new spaces for the staff cars that occupy this area at present. The northern entrance on to **Luker Road** is less prominent, but greening this area would help to connect the area to the green space in front of the South Essex College, as well as helping to mitigate heat in a highly developed part of the city centre.



Pic 11: Southend Central, southern entrance, Clifftown Road



Pic 12: Southend Central, northern entrance, Luker Road

There is a wall space on the **University of Essex** building that might accommodate a green wall. And there are several large buildings in the centre with flat roofs, that if being planned today might well have incorporated green infrastructure. The council might think it worthwhile to convene a discussion with property owners to present the considerable advantages of greening roofs and walls, and associating the businesses with climate change responses.

The car park fronting on to **York Road** is a large tarmac prairie that absorbs heat and offers no scenic beauty at all. There is dead space within this car park, including in the corners where parking is not possible, which could be used for small shrubbery planting. On **York Road** itself, a wide footpath adjacent to the car park could accommodate linear planting along the car park fence, or tree pits. Verges would also be an option. A similar opportunity exists at the car park north of Queensway and east of Victoria Station, where a similarly wide pavement could be adapted to green installation. Other car parks, including the one at **Essex Street**, offer similar opportunities for small-scale shrub planting. It would also be possible, of course, to sacrifice a small number of parking spaces to allow more greening, though this might well be resisted by business and tourism interests.



Pic 13: Unused space, York Road car park



Pic 14: Unusable space, York Road car park

Some existing planted areas are badly in need of remedial work, which will improve their heat-resisting capabilities. They include linear planting along the **Eastern Esplanade** in front of the Gas Works car park, which is in poor condition. At the southern end of **Victoria Avenue**, near the station, there is a small park, originally developed as a sensory garden, which could once again provide an attractive ornamental garden with further remedial work. At the point

where **London Road** meets **Odeon Square**, a green roof on top of a bike shed is also looking rather the worse for wear.



Pic 15: Eastern Esplanade, linear planting



Pic 16: Scorched pocket park needing attention, adjacent to Victoria Station car park

The large wasteland at the seafront end of **Southchurch Avenue**, identified by a consultee in the Your Say exercise as a possible park, is now surrounded by site boards, suggesting a forthcoming development. Opportunity should be taken through the planning process to seek some green infrastructure within this development as it emerges. Similar considerations should apply to whatever is intended to fill the demolition site north of the central bus stops on **Chichester Road**.

Most of the city centre bus shelters are roofed with curved lightweight polycarbonate that would not support a green roof, but several cities are pursuing this approach to bus shelters, pioneered in Utrecht in the Netherlands. As bus shelters become due for replacement, it might be worth bearing in mind their potential to provide green roof opportunities. The bus shelter provider Clear Channel is known to be amenable to this, and adoption of this approach is becoming more widespread across the UK.⁵⁰

The bus shelter at the Civic Centre on **Victoria Avenue** is much more substantial and a green roof there might be deliverable.



⁵⁰ Weston, P. 'Buzz Stops: Bus shelter roofs turned into gardens for bees and butterflies', *The Guardian*, 24 September 2022.

Pic 17: Bus shelter outside Civic Centre, Victoria Avenue



Pic 18: Empty, but paved, space adjacent to Beecroft Art Gallery, Victoria Avenue

Victoria Avenue has a good deal of green infrastructure already in place, but there is scope for more. There is dead paved space north of the Beecroft Gallery, and an empty existing planting space near the Courthouse. There may also be scope for more planting near the Civic Centre. **Victoria Circus** is also well-planted, but with large paved areas that could accommodate more shrubs and trees, such as in front of the large empty office building opposite Victoria station. There is also space to make **Southend Victoria** station contribute more to heat mitigation. Opportunities for green walls have been identified on commercial properties along **Queensway**.



Pic 19: Empty planting space, Courthouse, Victoria Avenue



Pic 20: Bleak landscape, Victoria Station

A plot between Queensway and **Coleman Street**, near to the **Pennine** tower block, consists of a hard surface area surrounding a multi-use games area. The hard surface does not seem

to serve any purpose and could be made into a pocket park, while retaining the MUGA, unless this area is part of the scheduled Queensway flats redevelopment.



Pics 21 and 22: A potential pocket park? Between Queensway and Coleman Street.



Pic 23: Hard surface front 'gardens' on Westborough Road



Pic 24: Hard surface between and behind houses on Westborough Road

The **Westborough** area offers rather less in terms of obvious opportunities. The area consists of tightly packed private housing, most with front and rear gardens, but many, if not most, of the front gardens have been hard-surfaced and are used to park cars. Despite the presence of street trees on several streets, and of greenery in many back gardens, this area is a heat hotspot because of the proliferation of hard surfaces in front of, and alongside, the houses.

However, traffic management measures in these streets may offer scope for planting, subject to ensuring visibility and pedestrian safety, such as on hard surface chicanes and street corners. An incentivised tree planting scheme for back gardens is a possibility here as well, as is the planting of climbing greenery close to the walls of existing properties fronting directly on to the street. Porous paving on some streets, while costly and disruptive to install, might also offer some relief, and the Nature Smart Cities project in Kapelle, Netherlands, may provide helpful background on this approach.



Pic 25: Street entrance chicane, Brightwell Ave.



Pic 26: In-street chicane, Glenwood Ave.

CityTrees may offer a solution to the main air quality management areas at the **Bell Junction** and on **Queensway**, but their effectiveness and cost-effectiveness should be evaluated first, through consultation with those cities that have deployed them (e.g. Glasgow, Westminster, Amsterdam, Cork).

Alongside the space-specific suggestions, we propose that the council work with local bus companies to enforce **anti-idling measures**, particularly for diesel-powered vehicles marking time at the central bus stops. This will reduce particulate emission and make a small but important contribution to heat mitigation alongside public health benefits. A bus shelter partnership with the companies that supply bus shelters (and profit from placement of advertisements there) may also be an option for the future, with green roofs in mind.

We also suggest that the council consider whether it needs an **emergency plan** to deal with extreme heat stress, through the provision of information to encourage behavioural change and to help residents to adapt their lifestyles under these conditions.

Equality Analysis Screening Sheet

To be completed in combination with the Equality Analysis template where needed

Directorate	Neighbourhoods and Environment
Executive Director	John Burr
Head of Service	Jo Gay
Report Author	Jo Gay
Project	Draft Urban Heat Strategy

1. In order to determine if an Equality Analysis is required, please consider the following:
2. What are the aims or purpose of the new/changed policy, service function, restructure or other proposed changes?

The Urban Heat Stress Strategy identifies the areas in the City which have the greatest exposure to heat stress and provides a range of measures to mitigate the impact. This evidence will be used to underpin a range of corporate plans and strategies including the Local Plan. The report seeks permission to undertake public consultation. An Equalities Assessment will be carried out at to support the public consultation process.

3. What are the main activities relating to the new/changed policy, service function, restructure or other proposed changes?

The activity is to identify areas that will be most exposed to heat stress. The range of measures to mitigate the impact heat stress will be delivered through a range of operational activities.

4. What will be the impact of the proposed change(s) on the following groups of protected Characteristics
(There is an EA Checklist for groups with Protected Characteristics that you may find useful [here](#))

Protected Characteristic	Positive Impact	Negative Impact	No Impact	Unclear
Age (inc Looked After Children)	√			

Disability (inc carers)	√			
Gender Re-assignment				√
Marriage & Civil Partnership				√
Pregnancy & Maternity	√			
Race				√
Religion or Belief				√
Sex				√
Sexual Orientation				√
Socio-Economic	√			
Intersectionality				√

Whilst it is likely that people with protected characteristics are highly represented in the demographic that is most impacted by heat stress, it is not possible to say that what the impact is on eg race without consideration of other characteristics – hence unclear for the majority of groups in the table.

- Is the proposed change generic? (Examples of generic change might be removal of parking bays, increasing parking charges, highways footpath maintenance).
If yes, consideration should be given to whether any of the protected groups may be more disadvantaged

N/A

6. Where no impacts across all groups are identified, please evidence below, making reference to any research or data you have used to arrive at this conclusion

N/A

7. Where impacts on any group or groups are identified, please complete a full Equality Analysis

A full EA will be completed as part of the suite of documents to support the public consultation and submitted with the cabinet report seeking adoption of the document.

Sign off for: John Burr

No further Equality Analysis required

Signed: Jo Gay

Dated: 21/11/22

Please return Screening Sheet to the [Policy Team](#) Policy Team for recording onto Pentana

Full Equality Analysis Required

The conclusions of this Equality Assessment will be embedded in future decision Making

Signed:

Dated:

Please return Screening Sheet and completed Equality Analysis to the [Policy Team](#) for recording onto Pentana

Officer Identified to complete Equality Analysis:

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Southend-on-Sea City Council

Report of Executive Director for Neighbourhoods and Environment

To Cabinet

On
12 January 2023

Report prepared by: Paul Rabbitts, Head of Parks & Open Spaces

Agenda
Item No.

14

Bee Happy – A Grassland Management Strategy for Southend-on-Sea 2023-2027

Relevant Scrutiny Committee(s): Place
Cabinet Member: Councillor Carole Mulroney
Part 1 (Public Agenda Item)

1. Purpose of Report

- 1.1 To present Cabinet with the Grassland Management Strategy which provides a framework for Southend-on-Sea City Council to improve the overall status and reduce losses in the diversity of pollinator species within the City and is recommended for adoption by the Council to allow delivery of the actions within.

2. Recommendations

It is recommended that:

- 2.1 That Cabinet adopt the Grassland Management Strategy as attached Appendix A.
- 2.2 Areas to be identified in advance and greater engagement with Ward Councillors, and residents' associations, with wider publicity.
- 2.3 Greater City-wide publicity to change 'minds and hearts' and encourage a culture change. This is not about saving money, but about our changing environment;
- 2.4 Greater onsite notices advising of why there have been changes; and
- 2.5 That Officers continue to engage with Members and communities in areas proposed for grassland management regime changes.

3. Background

- 3.1 In 2020 the Parks and Open Spaces Service commenced a piece of work as a response to the Global Climate Crisis we are all facing. As early as 2010, the Council carried out a Local Climate Impacts Profile ('LCLIP') to find out the effects that climate change could have on Southend.

3.2 The LCLIP found that the City is likely to feel the effect of:

- warmer and wetter winters
- hotter and drier summers
- an increased risk of coastal erosion
- more severe weather, such as coastal flooding and flash floods.

3.3 This helped us to identify 5 priority actions to reduce the most serious threats to the City. One of these priorities was to:-

- Manage natural resources sustainably:
 1. by using water more efficiently;
 2. by helping other species adapt and move as the climate changes;
 3. by making space for water along rivers and the coast.

3.4 As the evidence nationally and internationally has now indicated, the climate is changing considerably at an unprecedented rate. Local authorities are tackling this in many ways, including here in Southend-on-Sea. We have been investigating ways in which the Parks and Open Spaces Service can deliver this, through Grassland Management and increasing the number of pollinators in the City.

3.5 The parks, fields, gardens, open spaces, allotments and farmland across our City rely on the service pollination provides. Pollinators including bees, butterflies, hoverflies, wasps, beetles and flies are vital contributors to our landscapes, our economy and our food industry.

3.6 Evidence has shown that one-third of pollinating insects have seen population declines in parts of the UK from 1980 to 2013, which is particularly the case among rarer species, such as solitary bees (Powney et al., 2019). Action must be taken to promote the conservation of all pollinators.

4. Grassland Management Strategy

4.1 We must act now to ensure that we leave our environment in a better state for future generations and therefore Southend-on-Sea City Council has chosen to adopt the Government vision on bees and pollinators.

“...to see pollinators thrive, so they can carry out their essential service to people of pollinating flowers and crops while providing other benefits for our native plants, the wider environment, food production and all of us.”

4.2 By adopting the Government vision, the Council aims to deliver across four key areas:

1. Supporting pollinators across the town and countryside;
2. Enhancing the response to pest and disease risks;
3. Raising awareness of what pollinators need to survive and thrive;
4. Improving evidence on the status of pollinators and the service they provide.

4.3 By delivering on these aims, the Council is committed to delivering on the following outcomes:

- More, bigger, better, joined-up, diverse and high-quality flower-rich habitats (including nesting places and shelter) supporting our pollinators across the City;
- Healthy bees and other pollinators which are more resilient to climate change and severe weather events;
- Enhanced awareness across the City including a greater public understanding of the essential needs of pollinators;
- Evidence of actions taken to support pollinators.

4.4 The Parks and Open Spaces Team are therefore proposing to expand on the changes to Grassland Management Maintenance regimes across the City. From 2022, the service has gradually been looking at areas where grasslands can be managed where pollinators can be encouraged. Several areas have changed over the last 2 years within parks, on verges and in open spaces. The full rationale for doing so is highlighted in the strategy (see Appendix A).

4.5 This has been met in many cases, favourably and positively and we have seen areas of grassland flourish, wildflowers begin to become more established and because of this, more pollinators. However, in some instances, there has been localised opposition, partly due to ineffective consultation and in some cases, a lack of it, with Members and residents.

4.6 Looking ahead, to mitigate this, we are recommending the following:-

- The adoption of the strategy by Cabinet so this becomes a Council approved policy;
- Areas to be identified in advance and greater engagement with Ward Councillors, and residents' associations, with wider publicity;
- Greater City-wide publicity to change 'minds and hearts' and encourage a culture change. This is not about saving money, but about our changing environment; and
- Greater onsite notices advising of why there have been changes.

4. Other Options

4.1 Do nothing and retain the current management and maintenance standards – the impact would be that mowing regimes would not be conducive to enhancing local biodiversity.

5. Reasons for Recommendations

5.1 To allow the delivery of the Strategy and its wider action plans, with the outcome that we have a more sustainable environment in Southend-on-Sea and: -

“To see pollinators thrive, so they can carry out their essential service to people of pollinating flowers and crops while providing other benefits for our native plants, the wider environment, food production and all of us.”

6. Corporate Implications

6.1 Contribution to the Southend 2050 Road Map

6.1.1 The delivery of the Grassland Management Strategy contributes to the Southend 2050 Road Map through ‘Pride and Joy’ and specifically: -

- *“We act as a sustainable and green City, embracing the challenges of the Climate Emergency Declaration made in 2019”.*
- It also contributes to the Council’s Corporate Plan as ‘A city rising to the climate change challenge’ where we will tackle climate change. We will become a greener city. We will make Southend-on-Sea a national example of good flood and coastal erosion risk management.

6.2 Financial Implications

6.2.1 There are limited financial implications for adopting new management regimes, but will result in some savings through lesser mowing regimes. These will depend on the size of the areas changed and the scale of the area adopted. A number of financial savings have been proposed as part of the councils intention to reduce the current deficit. This includes a significant proposal to reduce mowing regimes on grass verges on highways, central reservations and boulevards.

6.3 Legal Implications

6.3.1 There are no Legal implications associated with this report.

6.4 People Implications

6.4.1 The strategy highlights the misconception that re-wilding does not affect health in relation to those with breathing difficulties or suffering from hay fever.

6.5 Property Implications

6.5.1 There are no Property implications associated with this report.

6.6 Consultation

6.6.1 The initiative was widely consulted upon as part of the development of the strategy. Early issues have indicated support, as well as those that do not agree and tend to favour ‘neat and tidy’. The Strategy highlights how we need to engage better as well as promote and encourage a ‘change in culture’.

6.7 Equalities and Diversity Implications

6.7.1 There are no Equality and Diversity implications associated with this report.

6.8 Risk Assessment

6.8.1 There are no Risk Assessment implications associated with this report.

6.9 Value for Money

6.9.1 There are no Value for Money implications associated with this report.

6.10 Community Safety Implications

6.10.1 There are no Community Safety implications associated with this report. There have been some comments from residents with regards to dogs and impact on their health, with ticks and seeds in ears. This has been noted.

6.11 Environmental Impact

6.11.1 These are highlighted in the strategy with many positive environmental benefits for the wider city.

7. Background Papers

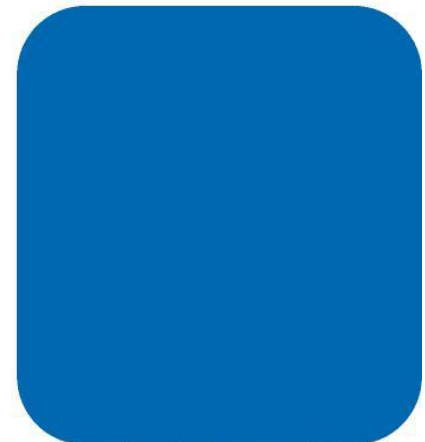
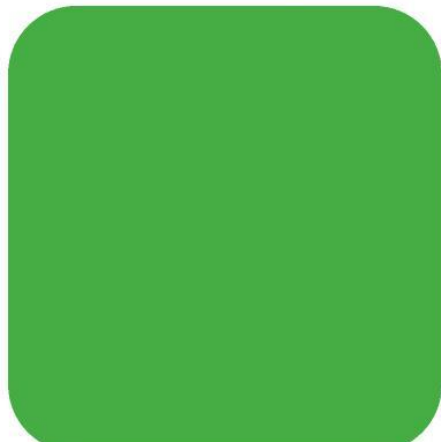
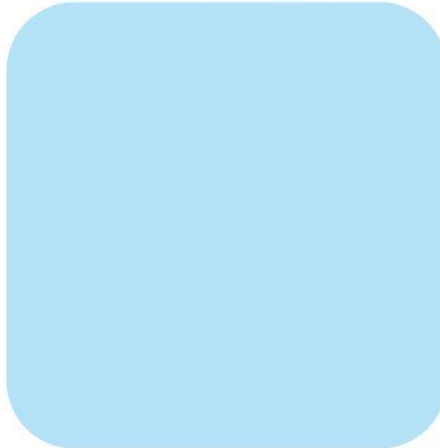
7.1 These are highlighted in the Strategy

8. Appendices

8.1 **Appendix A:** Bee Happy – A Grassland Management Strategy for Southend-on-Sea 2022-2027

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Bee Happy - A Grassland Management Strategy for bees and other pollinators – 2023 - 2028
Southend-on-Sea City Council





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The parks, fields, gardens, open spaces across our City rely on the service pollination provides. Pollinators including bees, butterflies, hoverflies, wasps, beetles, and flies are vital contributors to our landscapes, our economy and our food industry.

Evidence has shown that one-third of pollinating insects have seen population declines in parts of the UK from 1980 to 2013, which is particularly the case among rarer species, such as solitary bees (Powney et al., 2019). Action must be taken to promote the conservation of all pollinators.

This strategy provides a framework for Southend-on-Sea City Council to improve the overall status and reduce losses in the diversity of pollinator species within the city.

2. The Council's Vision and Commitments

We must act now to ensure that we leave our environment in a better state for future generations and therefore Southend-on-Sea City Council has chosen to adopt Central Government's 2014 vision on bees and pollinators and how this can be delivered through a new 'Grassland Management Strategy'. Our vision is:-

"...to see pollinators thrive, so they can carry out their essential service to people of pollinating flowers and crops while providing other benefits for our native plants, the wider environment, food production and all of us."

The Government vision set out in the National Pollinators Strategy for Bees and other Pollinators in England 2014 its aims to deliver across five key areas:

1. Supporting pollinators across the town and countryside
2. Enhancing the response to pest and disease risks
3. Raising awareness of what pollinators need to survive and thrive
4. Improving evidence on the status of pollinators and the service they provide
5. Supporting pollinators on farmland

In Southend-on-Sea, the Council is committed to delivering on the following outcomes:

- More, bigger, better, joined-up, diverse and high-quality flower-rich habitats (including nesting places and shelter) supporting our pollinators across the City, improving air quality and reducing the heat island effect
- Healthy bees and other pollinators which are more resilient to climate change and severe weather events
- Enhanced awareness across the City including a greater public understanding of the essential needs of pollinators and how we deliver a 'change in culture' - tidy versus 'good for pollinators'
- Evidence of actions taken to support pollinators

3. Why are pollinators important?

Globally, pollinators and animal pollinated plants contribute to a wide range of socio-cultural values including aesthetic value, air quality, heat reduction, cultural symbolism, existence value, health and undiscovered economic and non-economic value (Steele et al., 2019).

Bee Happy - A Grassland Management Strategy for Bees and Pollinators 2023-2028

3

What is pollination?

Pollination is a keystone process in both human managed and natural terrestrial ecosystems. It is critical for food production and human livelihoods and directly links wild ecosystems with agricultural production systems (FAO, 2015).

In short, pollinators eat pollen and nectar from flowers, it sticks to their bodies, it transfers between flowers they visit, and this fertilises the plants visited and allows the plants to reproduce and grow fruits and seeds. There are at least 1,500 species of insect pollinators in the UK (for example, bees, moths, flies, wasps, beetles and butterflies) (Defra, 2014). Some vertebrates can also carry out pollination, such as birds, bats, mice and squirrels (Ratto et al., 2018).

Crops and the Economy

The economic value of pollination to crop production in the UK is estimated to be approximately half a billion GBP a year (Steele et al., 2019). However, these estimates are based on generalisations of global literature, and do not include the benefits to consumers, therefore are likely to be underestimated. Pollination provides economic benefits in the UK which include the following:

- Market production – pollination directly increases the quantity and quality of yield in many crops such as raspberries, apples and pears (Smith et al., 2013 and Ollerton et al., 2016). Reduction in pollinator numbers would make it more difficult and expensive for farmers to produce some crops on the scale they do today (Steele et al., 2019).
- Producer profits – by increasing production, farmers can gain a greater degree of net profit (Garratt et al., 2016).
- Waste reduction – pollination can increase the storage life of some crops, reducing the economic costs for farmers and supermarkets in managing waste (Wietzke et al., 2018).
- Consumer surplus – by increasing the supply of a crop relative to demand, pollinators help reduce the costs for consumers (Bauer and Wing, 2016).
- Costs avoided – alternatives to wild pollination services are available, such as mechanical methods and paid services (Allsopp et al., 2008).



Health and Wellbeing

Pollinators are essential to the production of many of the micronutrient rich fruits, vegetables, nuts, seeds and oils we eat (Chaplin-Kramer et al., 2014). Close to 75% of the world's crops producing fruits and seeds for human consumption depend, at least in part on pollinators (FAO, 2015). Global evidence indicates that pollination is important in underpinning the supply of micronutrients that are necessary for good quality of life. There is also no evidence of any reported negative impact on health from this new approach to 'rewilding' in urban conurbations, in particular sufferers from hay fever or breathing issues.

The process of pollination also contributes to the beauty of our wider environment. Rich and diverse parks and open spaces contribute to our mental health and wellbeing by providing natural views and places to get away from the stresses of urban living. This can be an important factor in reducing stress-related illnesses and the consequent social and economic impact of mental ill health (Public Health England, 2020). Biodiverse parks also promote social cohesion by providing attractive places to meet, taking part in sport and walking the dog as well as increasing air quality and reducing urban heat island effects.

Bee Happy - A Grassland Management Strategy for Bees and Pollinators 2023-2028

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Biodiversity

Pollination is a keystone process in terrestrial ecosystems, and without it, many interconnected species and processes functioning within an ecosystem would collapse (United Nations, 2020). Pollinators contribute to the diversity of wildflowers and support healthy ecosystems, which improves biodiversity (DEFRA, 2014). Pollinator populations also have intrinsic biodiversity value, in addition to the ecosystem services they provide (Vanbergen et al., 2013)

Key Facts and Figures:

- Insect pollinators are vital for the maintenance of ecosystem health and global food security, with 75% of crop species, 35% of global crop production, and up to 88% of flowering plant species being dependent on insect pollinators to some extent (Powney et al., 2019).
- 3 out of 4 crops across the globe producing fruits or seeds for human use as food depend, at least in part, on pollinators (FAO, 2015).
- Improving pollinator density and diversity boosts crop yields – pollinators affect 35% of global agricultural land, supporting the production of 87% of the leading food crops worldwide (FAO, 2018).
- Safeguarding pollinators safeguards biodiversity: the vast majority of pollinators are wild, including over 20,000 species of bees (FAO, 2018).

4. Threats and reasons for decline

Pollinators are under threat. Present species extinction rates are 100-1000 times higher than normal due to human impacts (UN, 2020). Insects will likely make up the bulk of future biodiversity loss with 40% of invertebrate pollinator species – particularly bees and butterflies – facing extinction (FAO, 2015).

Land Uses

- Habitat loss and fragmentation paired with intensive land management practices have led to reduced food and nesting resources for pollinators and simplified pollinator communities which are now dominated by common, generalist species (Steele et al., 2019). For example, in the UK we have lost 97% of our wildflower meadows since the 1930s (Kew, 2017) and 50% of our hedgerows since WWII (PTES, 2019).
- Specialist pollinators, including some bumblebees and solitary bees, have specialist diets and so collect pollen from a limited range of plants (often wildflowers) and garden plants are not of benefit to them (RHS, 2019). Where suitable habitat remains, such as flower-rich meadows, it is often fragmented, making it difficult for populations to expand and colonise new areas (RHS, 2019).
- Urban insect pollinator communities are dominated by common, generalist species with some groups being more affected than others by urban development e.g. hoverflies are more affected than bumblebees (Steele et al., 2019).
- Some pollinators have specific requirements for nesting and breeding sites and loss and fragmentation of suitable habitats has reduced nesting and breeding opportunities (RHS, 2019).
- Herbicides and pesticides have a range of unintended direct and indirect effects on both wild and management pollinators. There may be synergistic effects of mixtures of these chemicals (Steele et al., 2019).
- Despite the restrictions imposed in 2015 to ensure correct use, neonicotinoids (e.g. clothianidin, imidacloprid and thiamethoxam) persist in soil leading to uptake and exposure to pollinators through wild plants, and plants sold for garden use (Wood and Goulson, 2017). They have negative sub-lethal effects on bumblebees, solitary bees and honeybees.

- Other pesticides, including weed killers, can remove potential foraging sources and prey species for those pollinators that have herbivorous or predatory larvae (RHS, 2019).

Invasive Alien Species

- Abundant alien flowering species (e.g. Himalayan Balsam), can dominate pollinator diets. The effects of this may be subtle, chronic (and possibly undetected) or act in combination. Invasive alien flowering plants can dominate pollinator interactions leading to a substantial modification of plant-pollinator networks (Vanbergen et al., 2017).
- The Asian hornet, if it establishes in the UK as in Western Europe, could gain high population density within ten years, and would be an additional threat to honey bee populations (Steele et al., 2019).
- Currently, in the UK the impact of invasive alien plant and predator species on pollinator and pollination is considered to be less profound than other pressures. However, their importance as a driver of pollinator status may rise with climate change creating new opportunities for invasive alien species, alongside more confounding pressures from climatic or other stressors (Steele et al., 2019).

Climate Change

- Human activities are estimated to have caused approximately 1.0°C of global warming and is likely to reach 1.5°C between 2030 and 2052 if it continues to increase at the current rate (IPCC, 2018). This has associated impacts including increases in droughts, floods, sea level rise and biodiversity loss (IPCC, 2018). The summer of 2022 saw record temperatures reached across the UK.
- Climate change has altered the range and seasonal activity of some pollinator species, and is likely to continue to do so in the coming decades (Steele et al., 2019).
- It has contributed to spring advancement, especially in the Northern Hemisphere (Settele et al., 2014). Seasonal advancement and extreme climatic events could potentially lead to mismatches in plant and pollinator life cycles, to the detriment of both (Thackeray et al., 2016).
- A diverse assemblage of pollinators, with different traits and responses to ambient conditions, is one of the best ways of minimising risks due to climate change. The “insurance” provided by a diversity of pollinators ensure that there are effective pollinators not just for current conditions, but for future conditions as well (UN, 2020). Resilience can be built in agroecosystems through biodiversity (Oliver et al., 2015).
- Higher temperatures, droughts, floods, other extreme climate events, and changes of flowering time hinder pollination largely by desynchronizing the demand (flowers in bloom) with the supply of service providers (abundant and diverse populations of pollinators) (FAO, 2018).
- The combination of climate change with other global change pressures (e.g. land use changes and invasive alien species) are likely to pose significant future threats to pollinator communities (Steele et al., 2019).
- Future pollination service to crops will be vulnerable where climate change creates a mismatch between optimal growth area, and pollinator distributions (Polce et al. 2014)

Pests and Diseases

- A major threat to honeybee populations is the mite *Varroa destructor* and the many bee viruses it transmits, such as the Deformed Wing Virus (DWV) (Wilfert et al., 2016). *V. destructor* is a parasitic mite that sucks fat and hemolymph (the blood equivalent for invertebrates) from the bodies of honeybee larvae, pupae, and adult bees (Ramsey et al., 2019). A new, more virulent strain of DWV is currently spreading through honeybee populations in Europe and the UK (McMahon et al., 2016). Neglect by beekeepers can cause levels of *V. destructor* building up (RHS, 2019).

- European foulbrood (EFB) is a disease caused by the bacteria *Melissococcus plutonius* in which affected larvae starve and turn a brownish colour, often appearing contorted (FAO, 2015). Despite Statutory control for 70 years, the incidence of EFB in the UK remains high (University of Sussex, 2010).

- Colony Collapse Disorder occurs when most worker bees in a colony disappear and leave behind a queen, food and a few nurse bees to care for the remaining immature bees and the queen (EPA, 2018). It's caused by a combination of factors including parasites, agricultural chemicals and poor nutrition (The Guardian, 2013).
- Wild bumble bees share viral and fungal pathogens with managed honeybees in the UK, and these pathogens have been shown to negatively impact bumble bees in the lab (Fürst et al., 2014).

5. Actions

Southend-on-Sea City Council will take actions across different areas to support pollinators in our City. We will be flexible and adapt to new data and understanding as they emerge by reviewing this pollinator strategy annually and how it links to the Councils developing Heat Strategy. We will consult, engage, encourage residents, partners and stakeholders the benefit of supporting pollinators in our City and the reasons why.

Allotments

Allotments form habitat mosaics and wildlife corridors, creating green infrastructural connectivity between parks, hedgerows, waterways, and other green spaces. Although their main purpose is to grow food, they can provide pollen and nectar resources for pollinators. Research by the Insect Pollinator Initiative found allotments to be one of the most important land use types for pollinators in urban areas, with a modelling approach study predicting that increasing the area of allotments resulted in the greatest increase in the plant-pollinator community robustness (Baldock et al., 2019). Allotments are a win for pollinators, a win for people and a win for sustainability.

However, allotments are usually the least abundant land use in urban towns and cities. We will be acting on this new evidence to create new allotment plots. Within our allotment locations we will create shared orchard areas which will be populated by dwarf trees, to the benefit of pollinators and the community. We will also create an 'Allotments and Biodiversity' booklet for new and existing allotment holders which gives ideas of how biodiversity can be enriched in allotments. Finally, as part of the annual allotment awards, we will be awarding points for planting of pollinator-friendly species which encourages allotment holders to act for pollinators.



Parks and Open Spaces

Research has shown there are lots of opportunities in parks and green spaces in urban areas – they have a high potential for improvement in terms of pollinators.

We will:

- Manage council land and properties with consideration to providing food, shelter and nesting sites for pollinators and engage with park users and residents on a site by site basis.
- Restrict the use of pesticides (herbicides and insecticides) to the council nursery, fine turf sports pitches and highways. However, alternative options will be explored before considering pesticide use.
- Not kill pollinators or destroy nests, including wasps.

As part of this process, we will liaise with residents and park users and engage with them on issues such as impact on dogs (ticks, dog fouling), impact on hayfever and the perception of 'untidiness'.

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Opportunities include:

- Nest boxes – These are for cavity nesting bees and have been successful in increasing numbers of solitary bees in their locality over time, particularly where nests are provided in the same place in subsequent years.
- Bare soil – Artificially exposed areas of bare soil can be successfully colonised by ground-nesting solitary bees and wasps in the first or second year.
- Mowing regimes – Mowing will be altered and reduced in some areas to create naturalised areas and maximise floral resources in parks for pollinators. This will include appropriate signage.
- Living roofs – Green roofs and brown roofs can attract native bees. Bee hotels on green roofs are more successful on lower buildings and in areas with increased areas of green space. We will support the development of living roofs across the City where possible.
- Wildflower meadows – The addition of meadows and naturalised areas to public greenspace areas can provide large quantities of additional floral resources in the form of pollen and nectar. Perennial native meadows have been shown to produce up to 20 times more nectar content and up to 6 times more pollen than annual meadows of equivalent size (Hicks et al., 2016). Native plant species growing in these meadows contributed high quantities of pollen and nectar, with dandelions being one of the most important pollen and nectar contributors among species commonly considered as weed (Hicks et al., 2016). A diversity of floral species is needed to provide adequate nutrition to bees at different life stages. The absence or presence of particular nutritional components, and their balance, can confer particular health benefits for bees, for example, reduce parasite loads (Steele et al., 2019).

Working with Local Groups

We will continue to work with the Essex Wildlife Trust, Parks Friends groups, local beekeepers, allotment societies, local schools, community gardeners and nature reserve volunteers. We will also engage with ward councillors and residents' associations where appropriate.

We will continue to provide volunteering opportunities to encourage good practice to help pollinators. Regular volunteer activities that we carry out with the community includes whip planting, tree planting, and bulb planting in our parks and open spaces.

We will spread awareness across the City by celebrating Bees' Needs Week (coordinated by Defra), Pollinator Awareness Week, the Big Butterfly Count and UN World Bee Day.

Road Verges

Road verges include highways verges, cycleways, pathways and shrub verges. Improving road verges for pollinators on a broad scale is a priority of ours, as even modest improvements can provide widespread benefits. Road verges can act as a food source, shelter, nesting and hibernation sites (for example, strong evidence exists that butterflies and moths breed along road verges) (Buglife, 2019). This land type provides a significant opportunity to support pollinators due to their widespread nature in Southend.

Road verges have been shown to be particularly important for pollinators in florally-poor landscapes due to limited availability of other resources (Buglife, 2019) hence the importance of road verges in our City. Research results suggest that having a regularly-mown strip along the edge of road verges, whilst maintaining high floral abundance in the rest of the verge, may reduce pollinator mortality through traffic collisions (Buglife, 2019). This also gives the appearance that the verge area is being maintained rather than abandoned. Appropriate signage will be displayed where adopted and sponsorship opportunities investigated. Leeds City Council have recently adopted such an approach.

Naturalised road verges can act as wildlife corridors and improve connectivity between our parks and open spaces. We will begin to naturalise some road verges across the town.

Another way in which we will manage road verges to the benefit of pollinators is considering pollen and nectar rich species when planting shrub verges or adopting a higher percentage of floral displays.

The suitability of certain road verges managed for the benefit of pollinators will be assessed on a case-by-case basis. Factors that determine suitability include, but are not limited to, width of the verge, occurrences of dog fouling, proximity to busy main roads and safety concerns.

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It is also worth noting that there are many examples of highly 'floriferous' wildflower verges that capture the headlines and the imagination of the public. Cities like Sheffield and Rotherham have invested in such areas that are high impact and visually stimulating. Southend will investigate the impact of such management regimes. However, many of these are short-lived displays and become untidy in appearance. These mixes are usually high in floral content, whereas the preferred option is to look at verges that are managed in a way that encourage wildflowers to establish naturally along with an appropriate grassland which in the longer term, is more suitable for pollinators.

Biodiversity Net Gain

Biodiversity net gain (BNG) is an approach to development, and/or land management, that aims to leave the natural environment in a measurably better state than it was beforehand. Biodiversity net gain delivers measurable improvements for biodiversity by creating or enhancing habitats in association with development. Biodiversity net gain can be achieved on-site, off-site or through a combination of on-site and off-site measures.

The most recent State of Nature report, published in 2019, suggests there has been a 13% decline in the average abundance of wildlife in the UK since the 1970s. This is despite legislation and policy to protect biodiversity and wildlife. Although certain sites and species are protected, there are limited mechanisms to value, maintain, enhance and create wildlife habitats beyond protected sites. As a result, most habitats continue to be lost to development, reducing nature's ability to connect and thrive.

BNG is additional to existing habitat and species protections. BNG aims to create new habitat as well as enhance existing habitats. Nature is important in its own right, but it is also essential for the processes that support all life on Earth, including humans. The natural environment provides benefits to us all through 'ecosystem services'.

For local authorities, BNG links to a range of agendas including:

- addressing the climate emergency
- place-making
- green infrastructure
- access to greenspace and nature
- mental and physical health and wellbeing
- flood resilience
- improving air quality

As part of this Grassland Management Strategy, we will develop a system where existing developments can be improved with regards to BNG as well as looking at opportunities off site and how credits can be built up to ensure long term improvements to our open spaces, linked to enhanced biodiversity.

Monitoring

It is important to develop a sustainable long-term monitoring programme so we better understand the status, the causes of any declines and where our actions will have the most effect. Monitoring will allow us to improve evidence on what management techniques are most effective in the borough and where our actions can have the most impact.

We will use a citizen science approach involving volunteers logging observations and gathering other evidence. Citizen science is invaluable in providing information at scales that would not otherwise be practical, and a study by Breeze et al. (2020) suggests that combining the strengths of both volunteers (who are often highly skilled) and professionals is the most effective way of monitoring pollinators.

To develop citizen science, we will expand the pool of taxonomic expertise and people capable of identifying the many species of insect pollinators in the UK. We will also improve the understanding of those who participate in volunteer recording schemes and their motivations to aid recruitment of additional volunteers into new monitoring schemes. This will allow us to establish a baseline for the City and what the impact is of changing these management regimes.

Workshop

With inspiration from the actions of Defra, we will hold a 'Pollinator Workshop' and annual review meeting to raise awareness and share the information and evidence found by new research in a format that is easily digestible, understandable, and allows for Q&A. It will involve working with all of Southend-on-Sea to promote simple changes to land management to provide food, shelter and nest sites for pollinators.

The workshop will be for:

- Developers
- Planners
- Social landlords
- Landscape architects
- Brownfield site managers
- Local Nature Partnerships
- Businesses and potential sponsors
- Residents
- Schools
- Community groups
- Southend Youth Council
- Councillors

The workshop aims to:

- Ensure good practice to help pollinators through initiatives with a wide range of organisations and professional networks.
- Encourage the public to act in their gardens, allotments, window boxes and balconies to make them pollinator-friendly or through other opportunities such as community gardening and volunteering fostering this change of culture.
- Secure commitments from large-scale land managers in the city and in utility and transport businesses.
- Encourage developers to consider pollinators in all developments and landscaping schemes.
- Encourage a greater acceptance of naturalised area including long grass with wildflowers.

Support for these Actions

We will support these actions by:

- Delivering a State of Nature report for Southend-on-Sea
- Providing current and relevant information to the public to encourage action in support of pollinators – via workshops and the council website, newsletters, social media and member briefings.

- Working with charities and other organisations with an interest in supporting pollinators
 - Supporting national campaigns including Bees' Needs and Pollinator Awareness Week
- [Bee Happy - A Grassland Management Strategy for Bees and Pollinators 2023-2028](#)

- Reviewing the Grassland Management Strategy annually to ensure integration into wider council practices
- Keeping up to date with the most recent research on pollinators
- Being flexible and adapting to new data and understanding as it emerges
- Using the pollinator friendly logo in parks and open spaces across the City.

Case Studies

Badgemore Primary School, Henley on Thames

The RHS Campaign for School Gardening team has planted willow plum and pear for early spring blooms, as well as apple and crab apples and native hedging to provide good habitat for pollinators and other wildlife. The school has reduced mowing to once a year in select areas, as the town park's team does in the area. Their beehives are complemented by a wildlife pond, flower beds and raised veg planters, providing plenty of forage for the resident honeybees.

Barnoldswick in Bloom, Lancashire

Reused plastic bottles paired with irrigation tubes and pollinator-friendly plants became a living 'bee wall' at the Rainhall Centre, designed by college students as part of Barnoldswick in Bloom activities. Planters with the same buzzing theme line the wall, alongside a bug friendly hotel. This is just one of the planting schemes in the town aimed at encouraging pollinators. 'We try and make sure every scheme is bee-friendly and ensure there are early and late sources of food for them,' explains group volunteer David Whipp. Barnoldswick also has its own 'Buzz Stop' – a bus stop complete with pollinator-friendly signage explaining the plight of bees and the need to provide them with food and shelter. Bumble Bee Conservation Trust (2019)

Stotfold Mill Meadows Local Nature Reserve

Stotfold Mill Meadows is a Local Nature Reserve in Bedfordshire consisting of 3 meadows that were used for cattle grazing until 1999. Since then, the site has been managed for conservation purposes. One of these meadows has been the focus of management to support wildflowers and pollinators. In 2016 volunteers over-seeded the meadow with a wildflower mix. A late summer hay cut was taken to continue to remove nutrients from the meadow. The area has now turned into a flowery haven for pollinators and people alike. With picnic benches and mown paths through the meadow everyone can enjoy the beauty of the reserve.

St Laurence Park, Southend-on-Sea

Historically, St Laurence Park was farmland. During its establishment, 5 different seed mixes were used. This has resulted in high diversity naturalised and wildflower areas. The mix of flowering species provides an abundant resource for pollinators. Survey transects undertaken in 2020 recorded nearly 100 butterflies and 8 different species in just one hour. There are mown paths throughout the park and benches to sit and enjoy the nature. Mowing occurs during autumn with cuttings removed to prevent excess nutrients, with patches remaining to provide refuge for any invertebrates, reptiles, or other wildlife.



6. What people can do in their gardens

Research by the Insect Pollinator Initiative found gardens to be one of the most important land use types for pollinators (Baldock et al., 2019). UK gardens have been found to contain greater density and survival of bumblebee nests, compared to agricultural and woodland habitats (Osborne et al., 2008). Parks, road verges and other green space collectively were estimated to hold far fewer pollinator visits on a city scale compared to gardens, which make up a similar area in cities (Baldock et al., 2019).

With the help of Make Southend Sparkle, we will encourage the public to take action in their gardens, allotments, window boxes and balconies to make them pollinator-friendly.

Here are some examples from the Bumblebee Conservation Trust of actions that can be taken for pollinators:

- Grow more flowers, shrubs and trees that provide nectar and pollen as food for bees and other pollinators throughout the year. For example, pussy willow, primroses and crocuses in spring, lavenders, meadow cranesbill and ox-eye daisies in summer, ivy and hebes in autumn and mahonia shrubs and cyclamen in winter.
- Avoid plants with double or multi-petalled flowers.
- Plantings comprising native and near native species attract more pollinators than exotic species, although using exotic plants to extend the flowering season is beneficial for pollinators later in the year.
- Leave patches of land to grow wild with plants like stinging nettles and dandelions to provide other food sources (such as leaves for caterpillars) and breeding places for butterflies and moths.
- Cut grass less often and ideally remove the cuttings to allow plants to flower – floral resources in gardens benefit from reduced mowing frequency.
- Avoid disturbing or destroying nesting or hibernating insects, in places like grass margins, bare soil, hedgerows, trees, deadwood and walls.
- Think carefully about whether to use pesticides especially where pollinators are active or nesting or where plants are in flower. Consider control method appropriate to your situation and only use pesticides if absolutely necessary. Many people choose to avoid chemicals and adopt methods like physically removing pests or using barriers to deter them.
- Build a bug hotel – creating a multi-storey bug hotel with natural materials can provide shelter for pollinators. Materials you can use include dead wood, hollow stems, stones and tiles, bricks, dry leaves, loose bark, and corrugated cardboard. Visit the Wildlife Trusts website for more information on how to build your own bug hotel.

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Southend-on-Sea City Council

Report of Interim Executive Director for Growth &
Housing

To
Cabinet

On

12 January 2023

Report prepared by:

Amanda Rogers (Principal Planning Officer (CIL and S106))

Agenda
Item No.

15

Proposed Community Infrastructure Levy (CIL) spending – Parks Improvement Programme

Place Scrutiny Committee
Cabinet Member: Councillor Carole Mulroney

A Part 1 (Public Agenda Item)

1. Purpose of Report

- 1.1 To seek agreement to spend up to £1 million from the Community Infrastructure Levy (CIL) Main Fund on enhancing Children's Play equipment in public parks within the City. Details of the improvements are set out in the Parks Improvement Programme - CIL Main Fund Application (**Appendix 1**).
- 1.2 The Infrastructure Funding Statement 2021-22 (**Appendix 2**) sets out the total amount in the CIL Main Fund, but it is confirmed that sufficient funds are available.

2. Recommendation

- 2.1 Note the 'Parks Improvement Programme - Community Infrastructure Levy (CIL) Main Fund Application' (**Appendix 1**).
- 2.2 Agree that up to £1 million from the CIL Main Fund is spent on enhancing children's play provision in public parks within Southend City subject to sign-off of the process as set out in 2.3 below.
- 2.3 Agree to delegate authority to the Director for Planning, in consultation with the Cabinet Member for Environment, Culture and Tourism, to sign-off that the process has complied with the objectives of the CIL Governance Framework (**Appendix 3**) when spending the sum agreed under Recommendation 2.2 of this report.

3. Background

- 3.1 Southend City Council has an adopted Community Infrastructure Levy Charging Schedule (“CIL”), which came into effect on 27th July 2015.
- 3.2 At the end of the financial year 2021-22 the Council held **£2,766,558** in the CIL Main Fund (See **Appendix 2**); and these funds continue to accrue as development is implemented.
- 3.3 The spending and reporting arrangements for CIL are set out in the Council’s CIL Governance Framework (July 2015) (**Appendix 3**).
- 3.4 The initial intention was to prepare an Infrastructure Business Plan (IBP), identifying the project(s) from the Regulation 123 Infrastructure List that would benefit from CIL receipts within the CIL Main Fund, for consideration by Cabinet each year. However, to date, an IBP has not been required because Cabinet has agreed to carry forward monies in the CIL Main Fund with a view to accumulating a bigger ‘pot’ that may be more effective in enabling the Council to meet strategic infrastructure needs. This position is reviewed annually when the Southend Infrastructure Funding Statement is presented to Cabinet.
- 3.5 The 2019 amendments to the CIL Regulations removed the requirement for authorities to publish a CIL Regulation 123 Infrastructure List. Regulation 123 lists previously set out the projects that may be funded through CIL and included a list of infrastructure required for the delivery of the Council’s adopted Development Plan Documents. Although the requirement for the list has now been removed, it is noted that when Southend published its list it included ‘Children’s Play Areas’ and ‘Youth facilities’ in parks.
- 3.6 Regulation 123 lists have now been replaced by Infrastructure Funding Statements, which are updated annually. The Southend Infrastructure Funding Statement (**Appendix 2**) includes ‘leisure and recreation’ as an infrastructure category that can be delivered through developer contributions, including those secured through CIL. It also noted, for the end of the 2021 to 2022 financial year, the main CIL fund was carried forward.
- 3.7 The purpose of the CIL Main Fund is for it to be spent on strategic infrastructure that is considered essential to deliver the growth identified in the City’s Local Development Plan. This infrastructure was initially identified in the Infrastructure Delivery Plan (IDP) where it states that *‘as the population expands, there is a need for more children’s play facilities. Often this takes the form of improving the provision at existing play areas.’*
- 3.8 Although the ‘Borough Play Strategy’ was adopted in 2007 many of its findings are still relevant. As part of a recent audit process, a number of play areas in Southend have been found to be of relatively low quality. The need for enhancing play equipment has also been highlighted on various councillor ward walks. Recent refurbishments have included Shoebury Common North, Shoebury Park, Blenheim Park and Eastwood Park.

- 3.9 The Parks and Open Spaces Team are currently developing a 10-year plan for enhancing parks and open spaces in Southend. As part of this process, 8 parks have been identified to initially focus on.
- 3.10 The Proposed Parks Improvement Programme set out in **Appendix 1** is considered sufficiently detailed to constitute a sound and reasonable business case for spending **up to £1 million** of the CIL Main Fund on enhancing the children’s play provision in public parks within the City. This aligns to the evidenced need for infrastructure as set out in the IDP and shows that the works are still relevant. While an IBP has not yet been prepared in the format fully envisaged in the original CIL Governance Framework, national legislation has since moved on and compliance with the objectives of the CIL Governance Framework will be met through subsequent work, as set out in paragraph 2.3 of the Recommendation in this report.

4. Other Options

- 4.1 Do not agree to spend up to £1 million from the CIL Main Fund on improving and enhancing children’s play provision. Whilst other funding sources may become available at some point, there is no guarantee as to if this would occur, when it would take place and the sums provided.

5. Reasons for Recommendation

- 5.1 The proposed works set out in the Parks Improvement Programme (**Appendix 1**) fall within the definition of infrastructure that can be CIL funded in accordance with the CIL Regulations 2010 (as amended) and the provision of children’s play equipment was evidenced as an infrastructure priority within the Southend IDP.
- 5.2 At a time when the financial position is particularly challenging and funding may not be available from other sources, CIL funding that has previously been secured from new development in the City, can make a significant difference to the well-being of our residents by delivering the infrastructure needed to support development in the area.
- 5.3 If the use of CIL funding is agreed, it is the intention to commence works by May 2023. They will deliver substantial improvements to our children’s play facilities across the City over a relatively short implementation period.

6. Corporate Implications

6.1 Contribution to the Southend 2050 Road Map

- 6.1.1 CIL income is to be spent on community infrastructure that supports development in the City. The proposed CIL spending will support the delivery of several of the Council’s corporate priorities as identified in the Southend 2050 ambition, particularly those under the themes of Pride and Joy, Safe and Well and Active and Involved.

6.2 Environmental Impact

6.2.1 The proposed Parks Improvement Programme endeavours to create play areas with more natural settings so they make a positive contribution to our overall park areas in terms of sustainability, health, well-being and biodiversity.

6.3 Financial Implications

6.3.1 The proposed improvements to our children's play facilities across the City would use 36% of the CIL Main Fund as it stood at the end of the financial year 2021-22. It is considered that this is appropriate use of CIL funding. The provision of new play equipment will ensure that revenue maintenance costs are minimised.

6.3.2 Other common sources of income for improving play facilities may include through the capital programme which would include associated borrowing costs, S106 and specific funding bids, for example lottery funding. However, there is no guarantee of funding through these other sources, when it would be available and the sums provided.

6.4 Legal Implications

6.4.1 All procedures in relation to CIL implementation, collection, reporting and spending must adhere to the Planning Act 2008 (as amended) and the CIL Regulations 2010 (as amended). The proposed spending is fully compliant with the relevant legislation.

6.5 People Implications

6.5.1 Staff resources, particularly within the Parks and Open Spaces Team, will be required to liaise with procurement, stakeholders and to effectively project manage the proposed works to ensure the infrastructure is delivered in a timely manner and within the agreed budget. Planning staff resource will also be needed to administer the spending of CIL Main Fund monies.

6.6 Property Implications

6.6.1 The Parks and Open Spaces Team may need to liaise with the Property and Estate Management Team as work goes ahead in relation to enhancing Council assets.

6.7 Consultation

6.7.1 Spending of the CIL Main Fund does not require statutory consultation. The identification of necessary infrastructure to support growth identified in adopted Local Development Plan Documents as set out by Southend IDP was subject to stakeholder engagement.

6.8 Equalities and Diversity Implications

6.8.1 CIL funding contributes towards infrastructure and community needs across a wide spectrum of businesses and residents within the City. Any decisions in relation to CIL spending must be made taking into consideration issues of equality and diversity. Correct procurement procedures would need to be followed and

the infrastructure provided should be accessible to all. This can be ensured through the appropriate detailed design of the play infrastructure as it is developed.

6.9 Risk Assessment

6.9.1 There is a possible risk that spending the CIL Main Fund as set out above is not delivered in a timely manner. Appropriate management of the process by the Council Parks team should provide adequate mitigation for such risk.

6.10 Value for Money

6.10.1 Appropriate Council procurement/tendering processes will ensure value for money in delivering the proposed play park improvements.

6.11 Community Safety Implications

6.11.1 A key criterion covered by the recent audit carried out by the Parks and Open Spaces Team included 'Safety and Security'. It is essential that all our play park facilities are safe places to play and enjoy. The changes delivered through this spending should have a positive impact in this regard.

7. Background Papers/Reference Documents

7.1 The Community Infrastructure Levy Regulations 2010 (as amended)

7.2 Southend-on-Sea City Council CIL Charging Schedule 2015

7.3 National Planning Policy Guidance

8. Appendices

8.1 **Appendix 1:** Proposed Parks Improvement Programme dated 27/10/2022

8.2 **Appendix 2:** Infrastructure Funding Statement 2021-22

8.3 **Appendix 3:** [Southend-on-Sea City Council CIL Governance Framework 2015](#)

8.4 **Appendix 4:** [Southend-on-Sea City Council Infrastructure Delivery Plan 2015](#)

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Parks Improvement Programme

CIL Main Fund Application

The Parks and Open Spaces Team are currently developing a 10-year plan for regenerating parks and open spaces in Southend-on-Sea with the following vision:-

A Parks and Open Spaces Vision for the City of Southend-on-Sea

Southend will have a network of accessible, high quality and highly valued parks and open spaces to be proud of, promoting sustainability, health, and well-being, supporting biodiversity and extensively contributing to the economic, social and environmental aspirations of the city.

As part of this process, we have been auditing and assessing many of our parks, play areas and open spaces to enable us to prioritise what works are required as and when funding becomes available.

Cabinet are now hoping to approve the allocation of £1million funding towards improving parks and play areas across the city – specifically:-

Up to, but not to exceed £1m – to support **CHILDREN’S PLAY FACILITIES** aim, as set out in the Council’s Infrastructure delivery plan, in particular 11.7, “In light of the number of parts of the Borough identified in the Play Strategy as lacking good accessibility to equipped play areas, it is likely that there will be other needs which must be addressed. In addition, Policy CP7 of the Core Strategy identifies the need for four equipped play areas to address the needs arising from growth. It will be important that the location for these additional needs is determined; ideally this should address existing deficiencies as well as the need arising from growth.”

It is Cabinet’s wish that this sum is spent on improving and enhancing our Children’s Play Provision in our City, to promote healthy lifestyles and to support families at time of the Cost-of-Living Crisis.

The ‘Borough Play Strategy’ is dated and was adopted in 2007 but many of its findings are still relevant. As part of the audit process, many play areas in Southend are low quality and of low play value and very dated. Recent refurbishments have included Shoebury Common North, Shoebury Park, Blenheim Park and Eastwood Park. Many play areas in our most popular parks are very poor, and include Priory Park, Southchurch Park, Chalkwell Park and Belfairs Park, these being Green Flag Parks, though Priory Park lost this status in 2022, partly due to the poor quality of the play area.

To date (13/10/2022), 25 play areas have been audited based on a number of criteria which include:-

- Play Value
- Equipment available
- Accessibility

- Safety and Security
- Condition of play equipment
- Management and Maintenance
- Other adjacent facilities.

Others remain to be audited and will be over the next few months. However, we have focussed on the most popular and visited play areas in several of the most important parks, considering condition, play value, location, whether in a Green Flag Award winning park and wider accessibility. This has given us a % score for play quality and the play value of the site. It is therefore the parks teams intention to initially focus on the following play areas:-

- Priory Park
- Bournes Green Park
- Chalkwell Park
- Belfairs Park
- Milton Gardens (to be funded by Levelling up Funding)
- Oakwood Park
- Friars Park
- Southchurch Park

Priory Park

Quality: 45%

Play Value of site: 72%

Works required - a full redesign of the site is required, with a replacement of most of the equipment which is dated and in poor condition. Some items can be restored or reconditioned. The site offers many opportunities due to its location within the park, its landscape setting for formal and more informal play opportunities.

This will include:-

1. New signage
2. Access improvements from the main park and the bridge
3. Removal of old play equipment where it has reached the end of its useful life – see images below as example – to include see saw, climbing frames, multi play unit.
4. Replacement with new inclusive multi-play units, rotating equipment, and more challenging items for all ages.
5. New and improved safety surfacing to all areas – recommending Grassmatt.
6. Landscaping – to include tree planting, long grass areas to the periphery, mounding with boulders, with a more natural setting.
7. Repainting of existing swings with refurbishment



See saw, climbing frame in Priory Park, dated and of low play value

Budget required: £200,000

Bournes Green Park

Quality: 28%

Play Value of site: 74%

Works required - a full redesign of the site is required, with a replacement of most of the equipment which is dated and in poor condition. Location is central to the park with mature trees so offers a good scope for a more naturalistic setting.

This will include:-

1. New signage
2. Removal of derelict and broken fence which serves no purpose
3. Removal of most of the play equipment where dated, including climbing frames and skate features (subject to consultation on the skate features)
4. Refurbish swings and repaint
5. New inclusive play equipment to include iconic central multiplay unity eg ropeplay item that will be the main draw for young people
6. Enhancement of the landscape setting with limited groundworks
7. Street furniture adding – better seats and bins
8. Creation of a footpath to connect to path network (if affordable).



Dated equipment and redundant fence



Existing skate facilities to be removed or enhanced subject to consultation

Budget required: £160,000

Chalkwell Park (upper and lower play areas)

Quality: 64%

Play Value of site: 71%

Works required: Some improvements have been carried out here already with equipment replaced but only with a limited budget. The play space is quite barren and uninspiring and requires considerable improvements to the setting with other items replaced. The main Hags unit is past its best and needs replacing.

Works to include:-

1. Signage improvements
2. Accessibility improvements, especially to hard surfaced areas
3. Removal of the large Hags play unit and mound and replacement with iconic inclusive multiplay unit (subject to condition survey of the main item). If retained, mound area to be resurfaced
4. Improvements to safety surfacing to existing equipment.
5. Lower play area – dated items removed and continued focus on younger children.
6. Accessibility improved



Hags Unit – can this be restored? Mound to be improved. Subject to condition survey. Current position is to remove and replace it.

Budget required: £200,000

Belfairs Park

Quality: 57%

Play Value of site: 72%

Works required: There has been some debate as to whether this play area is in the right location or whether it should be relocated to the proximity of the Woodland Centre. This would require a greater budget, planning and an approach based on an agreed masterplan. The intention is to focus on renewing the current play area, making it more accessible and attractive to visitors and nearby residents. Dated equipment to be replaced and accessibility and boundaries improved.

Works to include:-

1. Accessibility improvements, in particular signage. The location of this play area is well suited to the adjacent residential area, but for park visitors, is deemed, quite remote and out of the way.
2. Replacement of the chain link fence which is in poor condition and a more suitable boundary. Access feature where main gate is eg an archway or gateway structure.
3. Removal of all dated equipment eg see saw, spring units, small modular climbing frame.
4. Replacement with new inclusive equipment that is iconic, challenging and visually as well as physically challenging.
5. Improvements to safety surfacing
6. Refurbishment and repainting of existing swings.
7. Planting to the boundary edge





Dated equipment and poor boundary

Budget required: £50,000

Milton Gardens

Quality: 66%

Play Value of site: 81%

Works required: A very small site that requires minimal works but is an important space within the ward as it is the only green space and play facility. These works include resurfacing, replace some equipment and basic enhancements of the setting. These will be funded by the £85,000 from the recent Levelling up Fund.



Poor quality play surfacing

Budget required: £85,000

Oakwood Park

Quality: 54%

Play Value of site: 84%

Works required: A good setting in a popular park but could be enhanced replacing dated equipment and possibly extended. Accessibility to it is very poor and needs to be improved. The skate ramp is legendary but could be moved to a better location.

Works to include:-

1. Accessibility issues, for those less able. New footpath and access point from the adjacent industrial estate
2. Relocation of the skate ramp to a more central location with additional skate feature.
3. Addition of extra equipment where space permits
4. Signage
5. Removal of dated equipment and replacements added that are inclusive.



Dated equipment, opportunities to increase play

Budget required: £75,000

Friars Park

Quality: 48%

Play Value of site: 68%

Works required: Probably one of the worst play areas that we have within parks, with limited play and where it exists is badly vandalised in a hidden setting. It requires a complete redesign of the site taking advantage of its setting.

Works to include:-

1. Signage – the park itself has little identity with no obvious entrance, no signage, waymarking and as a result the play space is lost within the park. New signage and improvements to the park entrances will be incorporated into the design – gateway features and directional signage.
2. Removal of dated and vandalised equipment including fitness tower.

3. Introduce iconic but inclusive play item eg large ropeplay unit or similar.
4. Enhance the setting of current play units with landscaping.
5. Basket swing introduced



Limited play within this popular park

Budget required: £100,000

Southchurch Park

Quality: 63%

Play Value of site: 76%

Works required: Another dated play area with poor quality play equipment and surfacing, much of it dated. A number of items can be retained and improved eg swings, but some of the units are so old they need replacing. Hard surface areas are also very poor in some areas. The play area is popular but needs an identity and a greater focus. It lacks excitement.

Works to include:-

1. Improve signage
2. A number of items have been removed over the years and need to be replaced with new exciting as well as inclusive items.
Repaint and refurbish the existing swings.
3. Removed very dated units including smaller Record Play multiplay units and replace with more challenging exciting play equipment.
4. Improve safety surfacing within the play area
5. Additional seating and litter bins



Dated equipment, missing items

Budget required: £150,000

Many of these play areas have dated equipment that now offer little in play value. The settings that many of these play areas sit within are of high value, due to existing trees, places to run around, landscaping etc, but the play value of the equipment and quality is very low.

Our intention is to replace with equipment such as below:-



Kompan Galaxy range, robust and exciting



Kompan DOME unit, iconic and will cater for large numbers of children



Inclusivity is important



Proludic Range is modern and exciting

TOTAL ON PLAY AREA REFURBISHMENT £1,020,000

Other proposals to include the following:-

Southchurch Park Lake – installation of an aeration system to combat water quality issues

Leigh Library Gardens – footpath improvements as well as play area enhancement

Budget required: £120,000 estimated – funded by existing capital programme

Procurement and methodology

The team have carefully considered this and, subject to Cabinet approval, will procure 2 contracts to deliver these improvements:-

1. Landscape architect consultancy to design, procure and oversee the delivery of these works. Fees included in the above costs – expected to be between 8-12%.
2. Landscape contractor to deliver the on site works to full practical completion.

We are already discussing with the procurement team the process and have drafted a tender specification for the ITT for the landscape architect. The budgets required are:-

- CIL - £1,000,000-00 (Play improvements)
- LUF - £85,000 (Milton Gardens) – approved and already received

We are also intending to add in other ‘to be approved’ Neighbourhood CIL projects such as Churchill Gardens, Southchurch Hall Gardens and East Beach Tree planting.

Timescale (subject to procurement process and availability of contractors and Cabinet approval)

Mid Nov - Out to tender for the landscape architect

Early Dec – tender return

Mid Dec – appoint landscape architect

Late Dec – Early Feb – design process

March 2023 – out to tender for main contract

April – May – appoint contractor and commence works

Paul Rabbitts

Head of Parks and Open Spaces

27/10/2022

Infrastructure Funding Statement

Reported Year

1 April 2021 to 31 March 2022

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1. Introduction

Local authorities are required to publish an annual infrastructure funding statement (IFS) providing details of developer contributions to infrastructure¹ from the Community Infrastructure Levy (CIL)² and Section 106 (S.106) planning obligations³.

Southend-on-Sea City Council became a CIL Charging Authority, and commenced CIL charging, in July 2015; and has been securing developer contributions through planning obligations since the introduction of Section 106 of The Town and Country Planning Act 1990 (as amended).

For the purpose of this IFS, the Reported Year is the financial year from 1 April 2021 to 31 March 2022.

Further information regarding CIL and S.106 planning obligations can be found on the [Council's website](#) or obtained from the [Planning Portal](#) or the Government's online [Planning Practice Guidance](#).

¹ Regulation 121A of the Community Infrastructure Levy (CIL) Regulations 2010 (as amended). The matters included in this IFS reflect the requirements set out in Schedule 2 of the regulations.

² The Community Infrastructure Levy (CIL) is a charge which can be levied by local authorities on new development in their area. It is an important tool for local authorities to use to help them deliver the infrastructure needed to support development in their area.

³ Planning obligations under Section 106 of the Town and Country Planning Act 1990 (as amended), commonly known as S.106 agreements, are a mechanism which make a development proposal acceptable in planning terms, that would not otherwise be acceptable. They are focused on site specific mitigation of the impact of development.

2. Executive Summary

Summary Table 1: Community Infrastructure Levy (CIL) Funds 2021 to 2022

Reported Year 2021 to 2022		Amount
	Total value of CIL set out in all Demand Notices issued in the reported year	£1,127,607.67
	Total amount of CIL receipts carried over from previously reported years	£1,979,577.69
	Total amount of CIL receipts in reported year	£1,296,881.50
	Total amount of CIL expenditure (including admin expenses) in reported year	£74,797.63
	Total overpayments returned ⁴ in reported year	£31,408.68
	Total amount transferred to other organisations in reported year	£37,678.73
	Total amount of CIL allocated but unspent in reported year	£94,878.39
	Total amount of CIL collected in any year yet to be allocated and remaining to be spent at the end of the reported year	£3,037,695.76

Summary Table 2: Section 106 (S.106) Planning Obligation Funds 2021 to 2022⁵

Reported Year 2021 to 2022		Amount
	Total amount of money to be provided under any planning obligations which were entered into during reported year ⁶	tbc
	Total amount of money under any planning obligations carried over from previously reported years which had not been allocated and was available to spend at the start of reported year	£1,726,797.35
	Total amount of money under any planning obligations carried over from previously reported years which was allocated but not spent at the start of the reported year	£2,325,106.42
	Total amount of money under any planning obligations which was received in reported year	£141,825.94
	Total amount of money under any planning obligations which was spent in reported year	£1,207,751.34
	Total amount of money under any planning obligations transferred to other organisations in reported year	£0.00
	Total amount of money under any planning obligations which was allocated but not spent at the end of the reported year	£1,304,351.44
	Total amount of money under any planning obligations yet to be allocated and remaining to be spent at the end of reported year	£1,681,626.93

⁴ Payments are returned under CIL Regulation 75 (Overpayments) if the amount paid proves to be greater than the amount due.

⁵ Figures correct at time of preparation of this report but may be subject to adjustments.

⁶ This figure relates to either development that has yet to commence or implemented schemes for which the due date for contributions has not yet been reached i.e. the contributions have not been received and cannot be guaranteed to be received. The figure cannot be confirmed as the developments concerned included an outline planning permission, details of which have yet to be agreed.

3. Community Infrastructure Levy (CIL) contributions for 2021 to 2022

3.1 CIL Funding Summary

Table 1 sets out the CIL financial summary for 2021 to 2022 for the period from 1 April 2021 to 31 March 2022.

Table 1: Total CIL Summary

Total CIL receipts carried over from previously reported years⁷	£1,979,577.69
Total CIL receipts⁸ in reported year including:	£1,296,881.50
CIL receipts in CIL Main Fund in reported year	£1,046,563.55
CIL receipts in CIL Neighbourhood Allocation in reported year (15% of total receipts less surcharges)	£185,473.87
CIL received for administrative expenses in reported year (5% of reported year total)	£64,844.08
Total CIL receipts carried over from previously reported years and received in reported year	£3,276,459.19
Total overpayments returned in reported year ⁹	£31,408.68
Balance of CIL receipts after overpayments returned	£3,245,050.51
Total amount of CIL applied to administrative expenses in the reported year ¹⁰	£63,273.64
Total expenditure from CIL Ward Neighbourhood Allocation in reported year ¹¹	£11,523.99
Total amount of CIL transferred to Leigh Town Council (LTC) from the reported year (Local Council Neighbourhood Allocation)	£37,678.73
Total CIL receipts in CIL Main Fund and CIL Ward Neighbourhood Allocation unspent at the end of the reported year¹²	£3,132,574.15
Total CIL Ward Neighbourhood Allocation amount allocated but unspent in the reported year ¹³	£94,878.39
Total CIL receipts in CIL Main Fund and CIL Ward Neighbourhood Allocation yet to be allocated and remaining available to spend at the end of the reported year¹⁴	£3,037,695.76

⁷ This includes all unspent receipts within the CIL Main Fund and CIL Ward Neighbourhood Allocation.

⁸ This figure comprises total funds received in financial year 2021 to 2022 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.

⁹ Payments are returned under CIL Regulation 75 (Overpayments) if the amount paid proves to be greater than the amount due.

¹⁰ Receipts to CIL Admin Fund reduced by £ 1,570.43 to take into account overpayments returned in reported year.

¹¹ See Table 2 for a detailed breakdown.

¹² This figure can include 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.

¹³ See Table 2 for a detailed breakdown.

¹⁴ £0.01 difference to table in section 3.2 and 3.3 due to rounding differences.

3.2 CIL Main fund

The CIL Main Fund is to be spent on strategic infrastructure that is considered essential to deliver the growth identified in the city's Local Development Plan. This infrastructure was initially identified in the CIL Infrastructure Delivery Plan 2015 ('IDP') but is under review as part of the new Southend Local Plan.

CIL Main Fund (summary)	
Main Fund carried over from previously reported years	£1,745,122.24
Main Fund receipts for the reported year	£1,046,563.55
Total overpayments returned in the reported year ¹⁵	£25,126.94
Main Fund expenditure for the reported year	£0.00
Main Fund retained at the end of the reported year	£2,766,558.85

3.3 CIL Neighbourhood Allocation

Neighbourhood Allocation (summary)	
Neighbourhood Allocation carried over by Southend-on-Sea City Council from previously reported years	£234,455.46
Total Neighbourhood Allocation receipts for the reported year including funds to be transferred to LTC	£185,473.87
Total CIL receipts to be transferred to LTC for the reported year	£37,678.73
Total overpayments returned in the reported year ¹⁶	£4,711.30
Neighbourhood Allocation expenditure for the reported year excluding funds transferred to LTC	£11,523.99
Total CIL Ward Neighbourhood Allocation unspent at the end of the reported year¹⁷	£366,015.31
Total CIL Ward Neighbourhood Allocation amount allocated but unspent in the reported year ¹⁸	£94,878.39
Total CIL Ward Neighbourhood Allocation yet to be allocated and remaining to spend at the end of the reported year¹⁹	£271,136.92

3.3.1 CIL Local Council Allocation

¹⁵ Payments are returned under CIL Regulation 75 (Overpayments) if the amount paid proves to be greater than the amount due.

¹⁶ Payments are returned under CIL Regulation 75 (Overpayments) if the amount paid proves to be greater than the amount due.

¹⁷ - £0.02 difference to Table 2 due to rounding differences.

¹⁸ See Table 2 for a detailed breakdown.

¹⁹ - £0.02 difference to Table 2 due to rounding differences

Local parish council: Leigh Town Council (LTC)	
Total CIL receipts allocated to LTC for the reported year	£37,678.73
Ward breakdown:	
CIL receipts within Belfairs (within LTC boundary)	£3,716.83
CIL receipts within Blenheim Park (within LTC boundary)	£10,888.35
CIL receipts within Leigh	£18,954.46
CIL receipts within West Leigh	£4,119.09
Deductions ²⁰ from allocated amount in reported year	£0.00
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:	
Total value of CIL receipts requested to be returned from LTC	£0.00
Total value of CIL receipts yet to be recovered from LTC for the reported year	£0.00
Total CIL receipts to be transferred to LTC for the reported year	£37,678.73

Leigh-on-Sea Town Council's CIL Annual Reports, setting out details of expenditure, are published on the Parish Council's website: <http://www.leighonseatowncouncil.gov.uk>

²⁰ Payments are returned under CIL Regulation 75 (Overpayments) if the amount paid proves to be greater than the amount due.

3.3.2 CIL Ward Neighbourhood Allocation

The CIL Ward Neighbourhood Allocation must be spent on schemes that will help support development of the ward area by funding either: a) the provision, improvement, replacement, operation or maintenance of infrastructure; or b) anything else that is concerned with addressing the demands that development places on an area.

Details relating to expenditure of the Neighbourhood Allocation within Southend-on-Sea City Council Wards in the reported year are set out in Table 2 below.

Table 2: Details of CIL Ward Neighbourhood Allocations

Ward	Receipts in 2021 to 2022 (£)	Funds carried over from previously reported years (£)	Overpayments returned for the reported year (£)	Items to which the Neighbourhood Allocation have been applied	Total budget allocated to each itemised project (£)	Expenditure in previously reported years (£)	Expenditure for the reported year (£)	Funds retained at the end of the reported year (£)	Remaining committed funds to be deducted (£)	Available funds after commitments (£)
				Chalkwell Speedwatch	799.00	0.00	0.00	-	799.00	-
Chalkwell	8,982.18	13,715.08	0.00				0.00	22,697.26	799.00	21,898.26
				Tree planting between Eastwood and Oakwood parks	2,191.20	661.00	0.00	-	1,530.20	-
				Rochford Corner power connection	1,394.93	0.00	1,354.87	-	40.06	-
Eastwood Park	1,846.07	4,500.80	0.00				1,354.87	4,992.00	1,570.26	3,421.74
Kursaal	8,034.66	1,881.35	1,089.89				0.00	8,826.12	0.00	8,826.12

				Milton Park improvements	5,000.00	3,024.00	246.60	-	1,729.40	-
				Park Street replacement bollards	2,856.54	1,517.31	0.00	-	1,339.23	-
				Milton railway bridge artwork	3,779.03	0.00	0.00	-	3,779.03	-
				Whitegate Play Space	15,000.00	0.00	0.00	-	15,000.00	-
Milton	26,554.69	22,094.26	0.00				246.60	48,402.35	21,847.66	26,554.69
				Priory Park fountains restoration	25,000.00	0.00	7,827.52	-	17,172.48	-
Prittlewell	3,475.68	34,610.54	0.00				7,827.52	30,258.70	17,172.48	13,086.22
				Resurfacing Shoebury High Street	8,418.39	0.00	0.00	-	8,418.39	-
				East Beach improvements	4,289.19	0.00	0.00	-	4,289.19	-
Shoebury-ness	28,762.33	15,681.20	0.00				0.00	44,443.53	12,707.58	31,735.95
				Southchurch Speedwatch	444.35	0.00	0.00	-	444.35	-
South-church	351.86	1,902.10	0.00				0.00	2,253.96	444.35	1,809.61
				St Laurence whip hedge planting	174.90	0.00	120.00	-	54.90	-

				Eastwood Community Centre replacement water heaters	1,975.00	0.00	1,975.00	-	0.00	-
				Eastwood Community Centre LED lighting project	4,032.00	0.00	0.00	-	4,032.00	-
St Laurence	1,011.17	22,805.09	0.00				2,095.00	21,721.26	4,086.90	17,634.36
St Lukes	957.95	1,216.47	0.00				0.00	2,174.42	0.00	2,174.42
				Southchurch Bowls Club Irrigation System	8,500.00	0.00	0.00	-	8,500.00	-
Thorpe	4,351.83	14,203.25	0.00				0.00	18,555.08	8,500.00	10,055.08
				Balmoral Community Centre Garden	1,250.00	0.00	0.00	-	1,250.00	-
Victoria	43,613.96	58,533.80	0.00				0.00	102,147.76	1,250.00	100,897.76
West Shoebury	4,616.05	6,420.63	718.91				0.00	10,317.77	0.00	10,317.77
				Westborough Signposting	1,151.36	0.00	0.00	-	1,151.36	-
West-borough	7,803.99	5,834.45	2,902.50				0.00	10,735.94	1,151.36	9,584.58
				Belfairs Memorial Bench	1,810.00	0.00	0.00	-	1,810.00	-

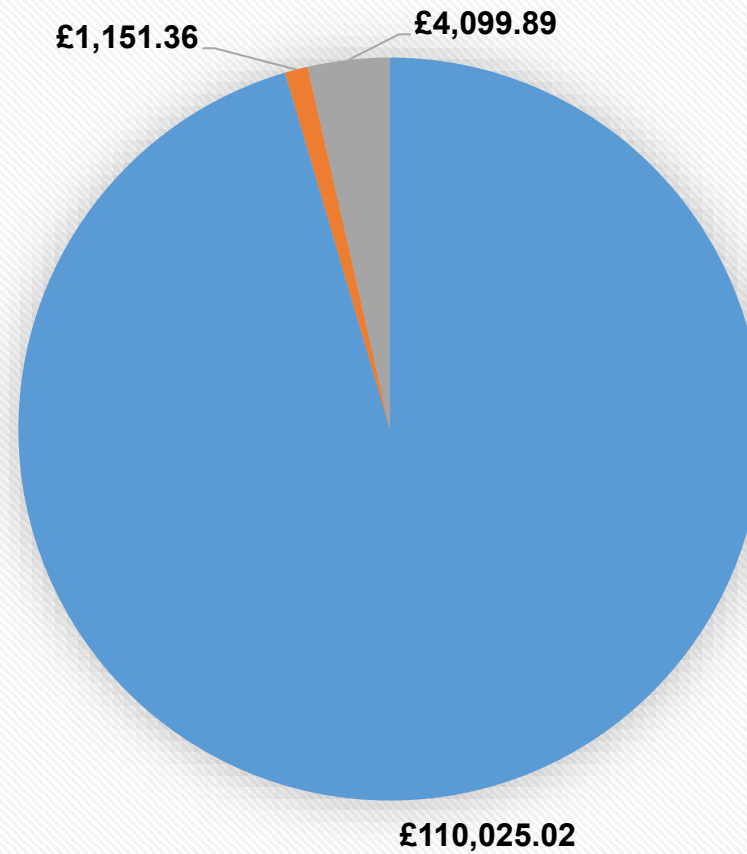
Belfairs (outside LTC boundary)	2,879.54	3,846.06	0.00				0.00	6,725.60	1,810.00	4,915.60
				Mendip Wildlife Garden	2,000.00	0.00	0.00	-	2,000.00	-
				Blenheim Park 'Makeover'	5,000.00	3,671.58	0.00	-	1,328.42	-
				Blenheim Park Gym and Games Equipment	20,210.38	0.00	0.00	-	20,210.38	
Blenheim Park (outside LTC boundary)	4,553.20	27,210.38	0.00				0.00	31,763.58	23,538.80	8,224.78
TOTAL	147,795.16	234,455.46	4,711.30				11,523.99	366,015.33	94,878.39	271,136.94

The contribution this CIL expenditure makes to particular Southend 2050 Outcomes²¹ is shown in Figure 1 below, which reflects column 6 ('Total budget allocated to each itemised project (£)') of Table 2 above. The main focus of investment has been on a range of projects to ensure that 'Our streets and public spaces are valued and support the mental and physical wellbeing of residents and visitors.'

More information on Southend 2050 is provided in Appendix 1, including a list of all the 2050 Outcomes.

²¹ See www.southend.gov.uk/southend2050 for further details.

Figure 1: CIL Ward Neighbourhood Allocations by 2050 Outcomes



- Our streets and public spaces are valued and support the mental and physical wellbeing of residents and visitors.
- A range of initiatives help increase the capacity for communities to come together to enhance their neighbourhood and environment.
- People in all parts of the borough feel safe and secure at all times.

4. Section 106 (S.106) planning obligation contributions for 2021 to 2022

The total amount of money under any planning obligations carried over from previously reported years, which had not been allocated and was available to spend at the start of the reported year was £1,726,797.35 ²².

The total amount of money received through planning obligations, agreed in any year, retained at the end of the reported year (less £1,304,351.44 allocated funds) was £1,681,626.93 ²³.

4.1 S.106 financial contributions received

Income received during the reported year 2021 to 2022 amounted to £141,825.49.

Figure 2 below indicates the contribution of S.106 income received towards achieving 2050 Outcomes²⁴. Most of the contributions are to be targeted towards the outcome ‘We are well on our way to ensuring that everyone has a home that meets their needs’. Other outcomes that will benefit from S.106 income are ‘Our children are school and life ready and our workforce is skilled and job ready’, and ‘People have a wide choice of transport options’.

²² Correct at time of preparation of this report but may be subject to adjustments.

²³ Correct at time of preparation of this report but may be subject to adjustments.

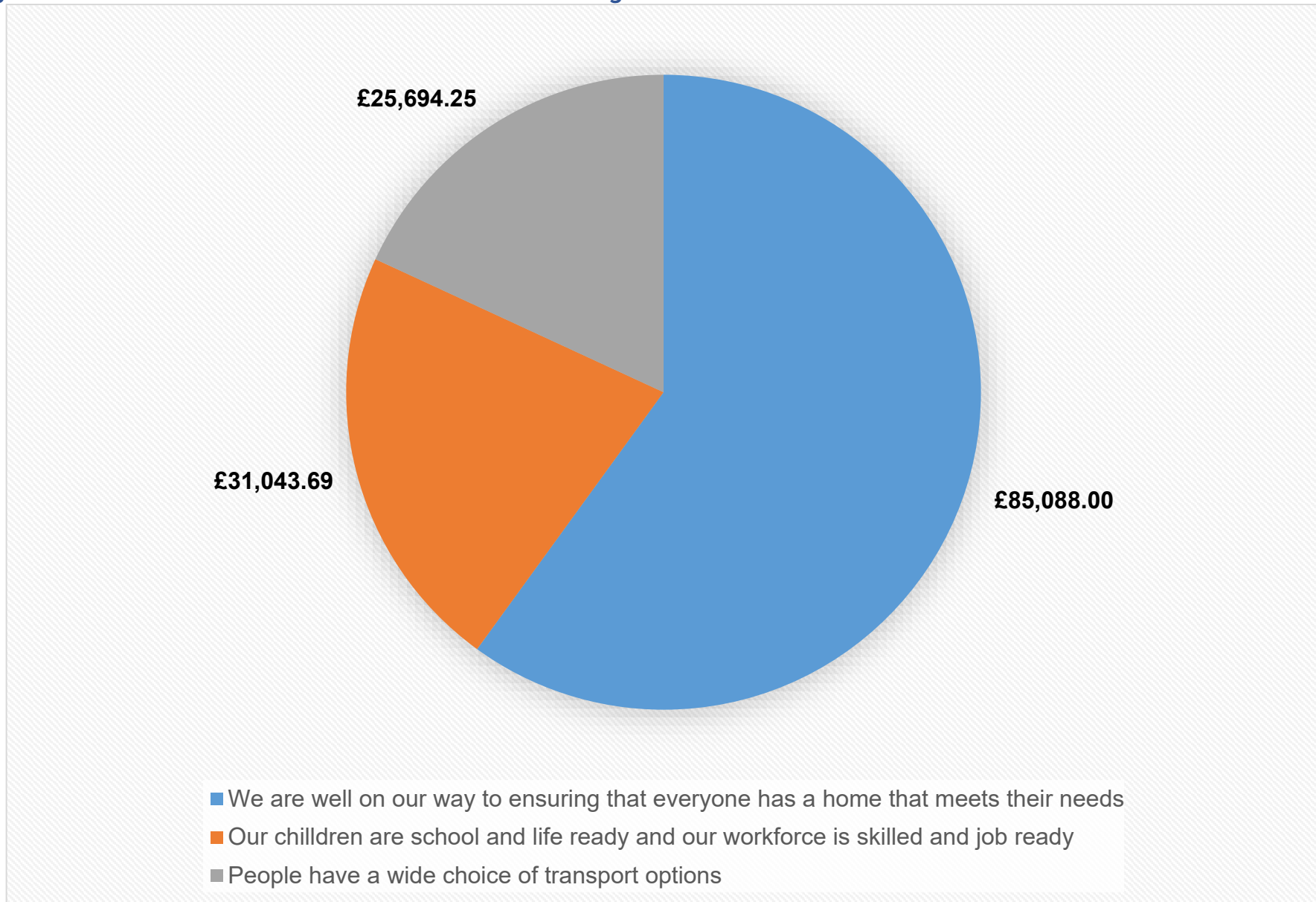
²⁴ See www.southend.gov.uk/downloads/file/6148/southend-2050-ambition for further details.

Table 3: Details of S.106 income received to date in financial year 2021 to 2022 (as at 31 March 2022)

Site Address	Application no.	Date of S.106 agreement	Amount received (£)	Date received	Service area	Purpose
1307 London Road Leigh-On-Sea Essex SS9 2AD	17/01426/DOV5	22/03/2018 (as amended)	85,088.00	05/05/2021	Strategic Housing	For the provision of affordable housing within the city
University Of Essex Southend, Princess Caroline House 1 High Street Southend On Sea Essex SS1 1JE	04/01561/FUL	15/05/2006	10,000.00	02/08/2021	Traffic/ transport	To be spent on improving pedestrian facilities and providing cycle spaces on Luker Road and other areas within the vicinity of the development to enhance sustainability
The Esplanade Western Esplanade Southend-On-Sea Essex SS1 1EE	17/02266/FULM	05/09/2018 (as amended)	31,043.69	07/02/2022	Education	Towards the expansion of secondary places at Eastwood Academy required as a consequence of the Development to provide 4.28 additional secondary school places
The Esplanade Western Esplanade Southend-On-Sea Essex SS1 1EE	17/02266/FULM	05/09/2018 (as amended)	15,694.25	07/02/2022	Traffic/ transport	To provide a loading bay, re-provision of parking spaces, dropped kerbs and tactile paving
Total:			141,825.49			

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Figure 2: Contribution of S.106 income received to achieving 2050 Outcomes



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4.2 S.106 financial contributions spent

The total amount of money under any planning obligations which was spent in the reported year 2021 to 2022 was £1,207,751.34.

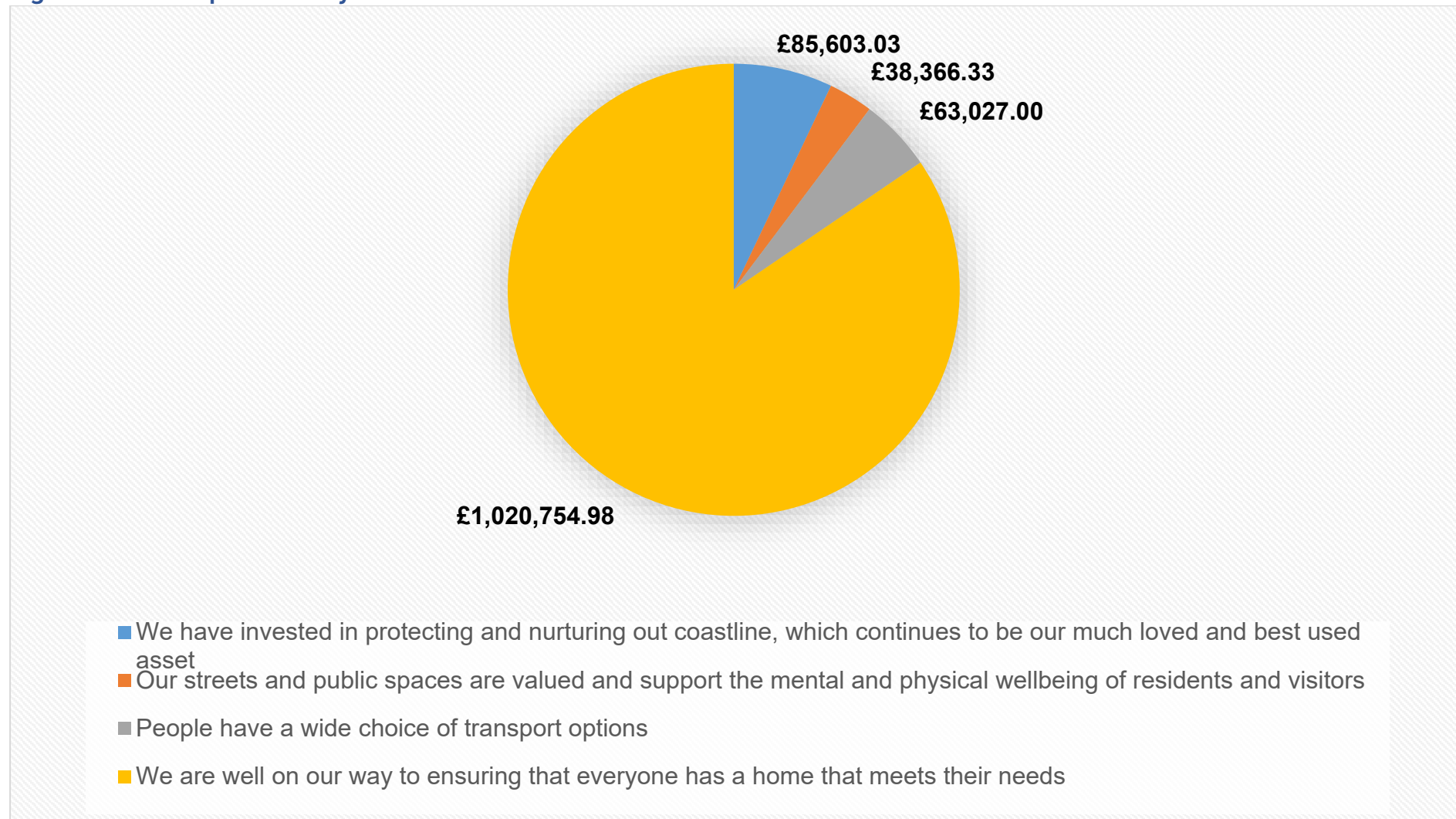
Table 4: Details of S.106 expenditure in financial year 2021 to 2022

Site Address	Application no.	Date of S.106 agreement	Amount spent (£)	Service area	Purpose
Ajax Works, Station Avenue SOS	03/00130/FUL	05/05/2004	623.80	Parks and Open Spaces	Ongoing maintenance of the Public Open Space
Former Municipal College Playing Fields Lifstan Way Southend-on-Sea Essex SS1 2XX	00/00273/OUT	20/12/2004 and 07/01/2005	1,131.84	Parks and Open Spaces	Ongoing maintenance of the Public Open Space
Vacant Land Adj Asda North Shoebury Road Shoeburyness	03/01504/OUT	20/12/2004 and 07/01/2005	26,910.00	Parks and Open Spaces	Ongoing maintenance of Shoebury Park extension
Avenue Works Southchurch Avenue Southend-On-Sea Essex	14/01968/AMDT	05/03/2015	8,904.69	Culture	Public art provision within the vicinity of the site
Hinguar Primary School Hinguar Street Shoeburyness Southend-On-Sea Essex SS3 9AN	14/01672/BC4M	23/04/2015	796.00	Culture	Public art provision within the vicinity of the site
Land West Of Oak Road And North Of Hall Road Rochford Essex	18/00437/NBC	01/07/2013 (as amended)	63,027.00	Traffic/ transport	Used towards highway improvements at the Bell Junction on the A127 Junction at Holeythick Lane and Rochford Road with Prince Avenue including new signage road markings and kerb realignments which are required to satisfy and facilitate additional traffic flow resulting from the Development.
Shoebury Garrison, Ness Road	14/00153/DOV	15/01/2015	85,603.03	Civil Engineering	Repair and maintenance of the sea wall and associated structures at Shoebury Garrison

3 Acacia Drive, Thorpe Bay, Essex SS1 3JU	16/00876/DOV	28/07/2016	165,458.00	Strategic Housing	Feasibility work for Phase 5 and 6 of the Housing Revenue Account (HRA) Land Review and acquisition of 44 Harwich Road for affordable housing.
32-36 Valkyrie Rd, Westcliff-on-Sea, Essex SS0 8BU	17/00893/DOV5	10/10/2017	146,767.00	Strategic Housing	Acquisition of 44 Harwich Road for affordable housing.
British Heart Foundation, 3-5 High Street, Southend-on-Sea, Essex SS1 1JE	15/01496/AMDT and 15/01070/DOV	23/12/2015	24,232.00	Strategic Housing	Spent on acquiring properties as part of the Next Steps Accommodation Programme (NSAP) to provide permanent and supported accommodation for rough sleepers.
St Hildas School, 13-15 Imperial Ave, Westcliff- on-Sea, Essex SS0 8NE	17/00530/AMDT	27/06/2017	8,530.00	Strategic Housing	Phase 5 or 6 design work for HRA Land Review Project providing new affordable homes in the city.
Heath House And Carby House Victoria Avenue Southend-On-Sea Essex	15/02019/S106BA	25/02/2016	520,610	Strategic Housing	Towards the Next Steps Accommodation Programme to provide permanent and supported accommodation for rough sleepers.
258 Leigh Road Leigh-On-Sea Essex	18/00484/FULM	03/07/2018	155,157.98	Strategic Housing	Towards the Next Steps Accommodation Programme to provide permanent and supported accommodation for rough sleepers.
Total:			1,207,751.34		

Figure 3 below indicates the expenditure of S.106 income spent by 2050 Outcomes.

Figure 3: S.106 expenditure by 2050 Outcomes



4.3 S.106 financial contributions not required and returned

It is confirmed that in financial year 2021 to 2022 no S.106 financial contributions were returned as a consequence of not being required.

4.4 S.106 financial contributions allocated but not yet spent

The funds set out in Table 5 have been allocated to projects but not yet spent. All of the S.106 contributions set out in Table 5 have been allocated to either the Strategic Housing or Education service areas. They will contribute towards the 2050 Outcomes ‘We are well on our way to ensuring that everyone has a home that meets their needs’ and ‘Our children are school and life ready and young people are ready for further education, training or employment’. The Southend 2050 Outcomes are set out in full in Appendix 1.

Total amount of money under any planning obligations which was allocated but not spent at the end of the reported year was £1,304,351.44.

Table 5: Details of S.106 financial contributions allocated to projects (but not yet spent) in financial year 2021 to 2022

Site Address	Application no.	Date of S.106 agreement	Date received	Amount allocated (£)	Service area	Purpose
Essex House, Southchurch Ave, Southend-on-Sea, Essex SS1 2LB	16/00116/DOV	06/05/2016	20/09/2016	319,588.23	Strategic Housing	Strategic land acquisition for the provision of affordable housing in the city
3 Acacia Drive, Thorpe Bay, Essex SS1 3JU	16/00876/DOV	28/07/2016	10/02/2017	5,000	Strategic Housing	Strategic land acquisition for the provision of affordable housing in the city
32-36 Valkyrie Rd, Westcliff-on-Sea, Essex SS0 8BU	17/00893/DOV5	10/10/2017	21/11/2017	71,233.00	Strategic Housing	Strategic land acquisition for the provision of affordable housing in the city
845-849 London Rd, Westcliff-on-Sea, Essex	16/01030/AMDT	14/07/2016	09/01/2018	142,528.00	Strategic Housing	Strategic land acquisition for the provision of affordable housing in the city

St Hildas School, 13-15 Imperial Ave, Westcliff-on-Sea, Essex SS0 8NE	17/00530/AMDT	27/06/2017	09/01/2018	2,026.00	Strategic Housing	Phase 5 or 6 design work for HRA Land Review Project providing new affordable homes in the city
H Portsmouth And Son, 1043 London Road, Leigh-on-Sea, Essex SS9 3JY	15/01545/FULM	08/03/2016	11/06/2018	279,951.00	Strategic Housing	Strategic land acquisition for the provision of affordable housing in the city
Frankie And Bennys, 18-20 Southchurch Rd, Southend-on-Sea, Essex SS1 2ND	16/00177/DOV	22/06/2016	18/10/2018	130,232.79	Strategic Housing	Strategic land acquisition for the provision of affordable housing in the city
258 Leigh Road Leigh-On-Sea Essex	18/00484/FULM	03/07/2018	07/07/2020	36,121.54	Education	To be used for the expansion project at St Bernard's High School
British Heart Foundation, 3-5 High Street, Southend-on-Sea, Essex SS1 1JE	15/01496/AMDT and 15/01070/DOV	23/12/2015	26/10/2017	171,686.00	Strategic Housing	Strategic land acquisition for the provision of affordable housing in the city.
Car Park At 27 Victoria Avenue Southend-On-Sea Essex SS2 6AL	18/02151/FULM	02/07/2019	07/07/2020	145,984.88	Education	To be used for secondary school expansion projects
Total:				1,304,351.44		

5. Estimated future income from developer contributions

5.1 Value of CIL set out in all Demand Notices issued in the reported year

The total value of CIL set out in all Demand Notices issued in the reported year (i.e. between 1 April 2021 and 31 March 2022) was £1,127,607.67.

5.2 Value of S.106 planning obligations entered into in the reported year²⁵

Table 6 below sets out the details of the planning obligations that were entered into during the reported year (i.e. between 1 April 2021 and 31 March 2022). The total amount of money to be provided under planning obligations, which were entered into in the reported year, cannot yet be confirmed as the developments concerned included an outline planning permission (dwelling numbers to be agreed as part of a reserved matters planning application, at which point formulae will be applied to developer contributions).

Table 6 includes details of non-monetary contributions such as affordable housing, open space provision, travel plans and highway works. No monetary value has been attributed to these contributions for the purpose of this report but the infrastructure benefits are noted and are set out in each Section 106 agreement as part of the planning file for each development.

It should be noted that there is no guarantee that the developer contributions set out in this section of the report will be delivered as they may relate to either development that has yet to commence or implemented schemes for which the due date for contributions has not yet been reached.

²⁵ These amounts include some contributions that are stated in Section 106 agreements as a maximum and are subject to agreement between the parties depending on final cost of infrastructure provision required; and also exclude some contributions that are subject to viability assessment or final costing post-commencement.

Table 6: Details of planning obligations entered into during the reported year 2021 to 2022

Site Address	Application no.	Date of S.106 agreement	Obligation	£ contribution requested
245 Sutton Road Southend-On-Sea Essex SS2 5PE	19/02255/FULM	09/04/2021	RAMS Contribution	2,762.76
Suffolk House 5 - 9 Grosvenor Road Westcliff-On-Sea Essex SS0 8EP	17/02224/CLE	06/07/2021	Restriction on flats to: <ul style="list-style-type: none"> • Not dispose of any of the flats individually without the consent of the Council • Give the Council details of any disposal of the site • Limit the tenancies to 12 months (5.1.3); and • Only rely on the planning permission (and not the LDC) in respect of the lawful use of the site 	n/a
The Old Vienna Restaurant 162 Eastwood Road Leigh-On-Sea Essex SS9 3AG	19/01110/FULM	31/01/2022	<ul style="list-style-type: none"> • Education Contribution £23,359.59 • RAMS Contribution £1,654.90 	25,014.49
Part Of Fossetts Farm, Playing Fields, Jones Memorial Recreation Grd and SUFC Training Grd Eastern Avenue Southend-On-Sea Essex	17/00733/FULM		See Public Access for Planning for further details. Includes: <ul style="list-style-type: none"> • 30% affordable housing • Secondary education contribution • RAMS contribution • Transport and highway work and contributions • Continuity of provision (training pitches, associated car parking and clubhouse) • Amenity space and management plan • Car club • Local employment and skills training • Travel plan and monitoring fee • CCTV provision • Scheduled monument contribution • Community Use Agreement • Major Event Day Plan • Public art provision • Community fund 	Details tbc (in excess of £2m)

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Site Address	Application no.	Date of S.106 agreement	Obligation	£ contribution requested
			<ul style="list-style-type: none"> • Cecil Jones Memorial Ground improvement contribution • SUCET (Southend United Community & Educational Trust) increased activities 	
The Esplanade Western Esplanade Southend-On-Sea Essex SS1 1EE	20/02071/AMDT	07/10/2021	The provisions of the agreement dated 05/09/2018 (details under planning permission ref. 17/02266/FULM) to remain in effect on implementation of this new planning permission	n/a
636 Southchurch Road Southend-On-Sea Essex SS1 2PT	21/00054/AMDT	21/09/2021	The provisions of the agreement dated 18/09/2018 (details under planning permission ref. 17/01180/FULM) to remain in effect on implementation of this new planning permission	n/a
Development Land At Fossetts Way Southend-On-Sea Essex	21/00711/FULM	16/09/2021	<ul style="list-style-type: none"> • Residential use through the release of restrictions imposed in the S106 agreement dated 8 January 2004. • 221 dwellings for affordable housing (60% shared-ownership and 40% affordable rent). • £4,000.00 for junction improvement and traffic calming Traffic Regulation Orders. • £10,000.00 for improved connectivity the site to footpath 178 from the eastern boundary. • £5,000.00 for monitoring of the travel plan. • Essex RAMS payment of £28,133.30 to mitigate the potential disturbance to European designated sites. • Land in control of the applicant and 12% of the costs associated with the implementation of the Prittlewell Camp Scheduled Ancient Monument Archaeological Conservation Management Plan (July 2020) prepared by Orion. • Details for travel packs to be distributed to future occupiers. 	Details tbc (in excess of £47k)
Car Park At 27 Victoria Avenue Southend-On-Sea Essex	20/01464/AMDT	10/09/2021	The provisions of the agreement dated 02/07/2019 (details under planning permission ref. 18/02151/FULM) to remain in effect on implementation of this new planning permission	n/a

Site Address	Application no.	Date of S.106 agreement	Obligation	£ contribution requested
SS2 6AL				
Queensway Development Queensway Slip Road Sw Southend-On-Sea Essex	20/01479/BC4M	03/09/2021	See Public Access for Planning for further details. Includes: <ul style="list-style-type: none"> • 17.7% units of affordable housing on site (312 units) – with 300 social/ affordable rented units and 12 units as shared equity (with the ability for additional affordable housing subject to the viability review mechanisms). • Viability review mechanisms. • Contribution towards secondary education (which was initially estimated as £718,119.05) to be calculated on a formula basis and with the ability for additional deferred contributions subject to the viability review mechanisms. • Highway Works, Travel Strategy Group and (if required) up to £90,000 towards additional on and off-site mitigation and sustainable travel initiatives. • Traffic Regulation Orders. • Stopping up Orders. • Travel Plans, Travel Plan Fund and monitoring fees of £5,000 per year for a 10-year period. • Travel Packs. • Car Club. • Open Space and Play Space provision and maintenance. • Public Art. • Cultural Provision. • Essex RAMS payment per dwelling to mitigate the potential disturbance to European designated sites. • Employment and training. • CCTV. 	Details tbc (in excess of £1m)
53 - 57 Sutton Road Southend-on-sea Essex SS2 5PB	21/01643/FULM	22/02/2022	<ul style="list-style-type: none"> • A minimum of 4 Affordable housing units comprising 3 for affordable rent and 1 unit for shared ownership; • A financial contribution towards secondary education provision of £21,664.14, specifically for refurbishment to access places at Cecil Jones Academy; • A payment of £127.30 per dwelling for 17 dwellings, (£2,164.10) under the terms of the Essex Coast Recreational disturbance Avoidance Mitigation Strategy. 	23,828.24

Site Address	Application no.	Date of S.106 agreement	Obligation	£ contribution requested
Roslin Hotel Thorpe Esplanade Thorpe Bay Essex SS1 3BG	20/01199/FULM	07/03/2022	Highways contribution - £1,500.00 per year for 5 years from first occupation for monitoring of the travel plan.	7,500
Total:				Details tbc (in excess of £3,106,105.49)

All S.106 agreements completed can be viewed on the Council's [Public Access for Planning](#) system available on our website.

6. Planning for infrastructure expenditure

6.1 What do developer contributions deliver?

Developer contributions, secured through CIL and S.106 planning obligations, provide strategic and site specific infrastructure to support development and growth in the city. The projects that will be funded, wholly or partly by developer contributions fall within the following infrastructure and affordable housing categories:

- education
- health and social wellbeing
- coastal flood protection
- social and community
- leisure and recreation
- public realm and environment
- affordable housing

6.2 Future spending priorities

The categories listed in paragraph 6.1 above reflect the infrastructure needs identified in the Council's [Infrastructure Delivery Plan \(February 2015\)](#) as identified for the Development Plan period. The current Southend Development Plan covers the period up until 2021 and a review is underway as part of the new [Southend Local Plan](#). This review will comprise a detailed assessment of infrastructure requirements to support growth.

More detail will be provided in subsequent infrastructure funding statements regarding what infrastructure will be delivered, including when and where once the new Local Plan is adopted. The current CIL Main Fund (as at the end of the financial year 2021 to 2022) is therefore carried forward and it is proposed that its spending will be prioritised as part of the Development Plan review, which will identify essential infrastructure required to deliver growth set out in the new Southend Local Plan. S.106 planning obligations will continue to meet the statutory tests in [regulation 122](#) of the CIL Regulations 2010 (as amended) and as policy tests in the National Planning Policy Framework. They must be:

- necessary to make the development acceptable in planning terms;
- directly related to the development; and
- fairly and reasonably related in scale and kind to the development.

In accordance with the CIL Regulations 2010 (as amended), the Council will continue to allocate 5% of total CIL receipts to administrative expenses associated with CIL; and 15% of total CIL receipts (less surcharges) to localised neighbourhood projects.

Details relating to the governance arrangements (including spending and reporting arrangements) for CIL can be found in the [CIL Governance Framework \(July 2015\)](#).

Decisions relating to S.106 planning obligation requirements are made by the Development Control Committee. Further details in relation to the Council's approach and priorities in respect of seeking planning obligations when considering planning applications can be found in the Supplementary Planning Document '[Planning Obligations: A Guide to Section 106 and Developer Contributions 2015](#)'.

7. Conclusion

Southend-on-Sea City Council is committed to working with its partners to ensure that CIL and S.106 developer contributions are used in a fair and transparent way to maximise the benefits and opportunities arising from development, such as new affordable homes, community infrastructure, jobs and environmental improvements.

If you have any further queries or comments about this statement, please do not hesitate to contact us via email:

S106andCILadministration@southend.gov.uk

Appendix 1: Southend 2050 Outcomes

Southend 2050 is the city’s ambition for the future. It was developed following extensive conversations with those that live, work, visit, do business and study in Southend- on-Sea. These conversations asked people what they thought Southend-on-Sea should be like in 2050 and what steps are needed now, and in the coming years, to help achieve this. The ambition is grounded in the values of Southenders. It is bold and challenging and will need all elements of our community to work together to make it a reality.



The Southend 2050 programme is not about one single publication or statement. It is a mind-set – one that looks to translate the desires of local people and stakeholders into action, something that looks to the long term, but also at the action that is needed now and in the medium-term.

Southend 2050 is made up of the ambition, associated themes and the outcomes we want to achieve. Our Road Map²⁶, and all future delivery plans, strategies and policies will reflect this. The Road Map builds on our existing achievements and outlines what the Council wants to achieve in the coming five years. Our delivery plans will focus on achieving desired outcomes that reflect our ambition.



All the investment set out in this Infrastructure Funding Statement will contribute to achieving the 2050 Outcomes. Please see next page for a breakdown of the 2050 Themes and Outcomes.

²⁶ See www.southend.gov.uk/downloads/file/6148/southend-2050-ambition for further details.

Southend 2050 Themes & Outcomes

	<p>Pride and Joy By 2050 Southenders are fiercely proud of, and go out of their way, to champion what our city has to offer.</p>	<ol style="list-style-type: none"> 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 for our residents and visitors and we have become the region's first choice coastal tourism destination. 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 valued and support the mental and physical wellbeing of residents and visitors.
	<p>Safe and Well By 2050 people in Southend-on-Sea feel safe in all aspects of their lives and are well enough to live fulfilling lives.</p>	<ol style="list-style-type: none"> 1. People in all parts of the city 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. 6. Residents feel safe and secure in their homes

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	<p>Opportunity & Prosperity By 2050 Southend-on-Sea is a successful city and we share our prosperity amongst all of our people.</p>	<p>The Local Plan is setting an exciting planning framework for the city.</p> <ol style="list-style-type: none"> 1. We have a fast-evolving, re-imagined and thriving town centre, with an inviting mix of shops, homes, culture and leisure opportunities. 2. Our children are school and life ready and young people are ready for further education, training or employment. 3. Key regeneration schemes, such as Queensway, seafront developments and the Airport Business Park are underway and bringing prosperity and job opportunities to the city. 4. 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. 5. Southend provides fulfilling careers for our residents, and enough job roles to match the needs of the population. 6. Southend businesses feel supported to respond to economic shock; adapt to evolving global markets; and, have the tools to preserve their businesses by responding effectively and positively to change.
	<p>Active & Involved By 2050 we have a thriving, active and involved community that feel invested in our city.</p>	<ol style="list-style-type: none"> 1. Even more Southenders agree that people from different backgrounds are valued and get on well together. 2. Residents feel the benefits of social connection, in building and strengthening their local networks through common interests and volunteering. 3. Residents are routinely involved in the design and delivery of services. 4. A range of initiatives help increase the capacity for communities to come together to enhance their neighbourhood and environment. 5. More people have physically active lifestyles, including through the use of open spaces.



Connected & Smart

By 2050 people can easily get in, out and around our city and we have a world class digital infrastructure.

1. Working with the public transport providers to enhance and encourage the use of the existing provision moving towards a long-term aspiration to open new routes, enabling a wider accessibility to public transport options.
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 that reflects equity of digital provision for the young, vulnerable and disadvantaged.

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A summary can be provided in alternative formats such as Braille, audio-tape or in large print.

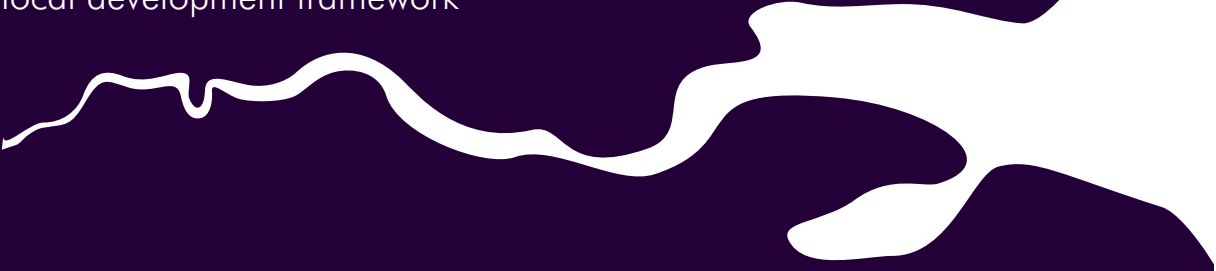
Translations of this document in alternative languages are also available upon request.

Civic Centre, Victoria Avenue,
Southend-on-Sea, Essex SS2 6ER
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www.southend.gov.uk

community infrastructure levy
july 2015

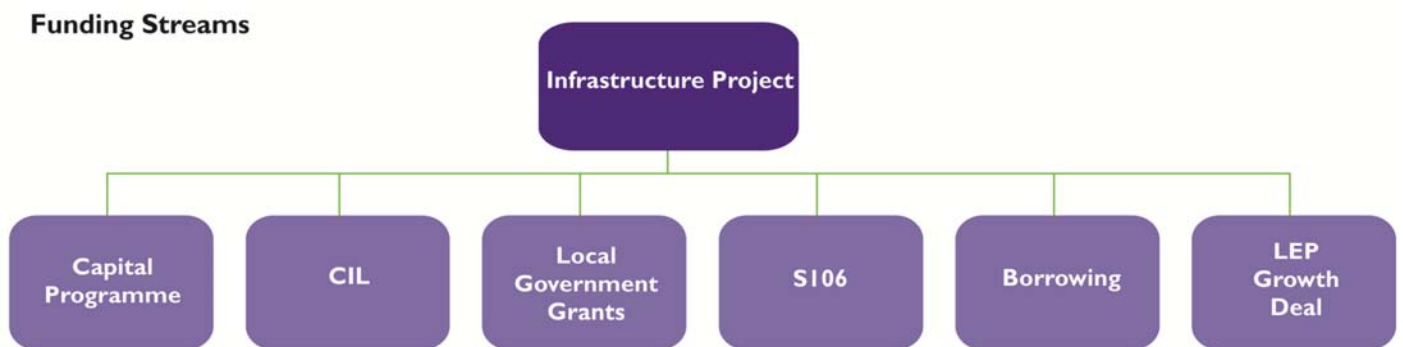
southend on sea borough council
local development framework



Community Infrastructure Levy (CIL) Governance Framework

1 Context

- 1.1 Southend Borough Council's CIL Charging Schedule will come into effect in July 2015 and therefore the following reporting and spending arrangements will be operational from the end of April 2016 onwards (as the reporting year must relate to the financial year).
- 1.2 Development presently being constructed and proposals already with planning permission will not be CIL liable. Therefore, there will be a transitional period between the new and old systems and it is not expected that there will be standard annual CIL receipts until Year 4 of implementation (2018/19).
- 1.3 CIL is just one funding stream that can be used in conjunction with others to fund infrastructure projects. See examples of other funding streams in the diagram below.



- 1.4 Although the priority to date has been to devise the policy and set up processes to collect CIL, there is a need to formalise future governance arrangements for CIL spend/allocation.

2 Statutory Requirements

- 2.1 As a Charging Authority, Southend Borough Council is responsible for determining CIL spend. The statutory guidance states that Charging Authorities should work closely with County/Town/Parish Councils in setting priorities on how CIL is spent. In the context of Southend, this would include Leigh Town Council.
- 2.2 Each year, 15% of CIL receipts will need to be spent on locally determined infrastructure in areas where development takes place – this is referred to below as the 'Neighbourhood Allocation' (up to a maximum of £100 per existing Council Tax dwelling). This will rise to 25% for those areas with an adopted neighbourhood plan in place but there are currently no Neighbourhood Plans in place in the Borough. As Leigh Town Council (LTC) is a Parished area 15% of CIL receipts from developments within the boundary of the Town Council must be passed to LTC. In the non-Parished areas the Neighbourhood Allocation is held by the Council for

spending on local neighbourhood infrastructure projects. A further 5% of CIL receipts can be retained by Charging Authorities for administrative costs.

- 2.3 As part of producing the CIL Charging Schedule, there is a requirement to produce a list (Regulation 123 Infrastructure List) of infrastructure projects or types that may be funded in whole or in part by CIL (although this list does not apply to the Neighbourhood Allocation). This list will be published on the Council's website, reviewed annually and can be amended following local consultation.

3 Governance

- 3.1 The governance framework for CIL is set out in Appendix 1, which shows in diagrammatic form the spending and reporting arrangements that would in place from April 2016 onwards.

CIL Annual Report

- 3.2 There is a requirement for Southend Borough Council (SBC), as a Charging Authority, to prepare an annual report detailing CIL receipts, balances and spend for each financial year. Leigh Town Council (LTC) will also have to produce a similar annual report relating to their Neighbourhood Allocation; however, as this is not required to be provided to SBC until 31st December 2016, the first SBC CIL Annual Report will exclude LTC CIL Annual Report but from April 2017 onwards will be incorporated.

Estimated CIL receipts

- 3.3 It is anticipated that after the 'lag' period outlined in paragraph 3.1 CIL receipts will average £428,760 per year if development continues at same pace as the last 3 years. Therefore, up until the end of the plan period 2021 the projected CIL income is as follows:

2018/19	2019/20	2020/21	
£428,760	£428,760	£428,760	TOTAL: £1,286,280

Including:

Neighbourhood Allocation of 15%: £192,942 (£64,314/year)

Administration costs up to 5%: £64,314 (£21,438/year)

These figures are broad estimates based on an average floor area for new dwellings, and affordable housing provided at 20%. CIL receipts will be affected by a number of other factors, which are more difficult to forecast, such as pace of development, CIL relief for self-build dwellings and windfall development. The estimated annual Neighbourhood Allocation (i.e. projected annual CIL receipts by ward) is shown in Table 1.

Table 1: Estimated/projected annual CIL receipts by ward

Ward	% of total Dwelling Completions by Ward between 2001 and 2012 ¹ :	Total estimated/projected CIL receipts by Ward (£/year) ²	15% Neighbourhood Allocation (£/year)
Belfairs	2%	8,078	1,212
Blenheim Park	2%	8,078	1,212
Chalkwell	6%	24,235	3,635
Eastwood Park	2%	8,078	1,212
Kursaal	16%	64,627	9,694
Leigh	5%	20,196	3,029
Milton	12%	48,470	7,271
Prittlewell	5%	20,196	3,029
Shoeburynes	16%	64,627	9,694
Southchurch	7%	28,274	4,241
St Laurence	1%	4,039	606
St Luke's	4%	16,157	2,424
Thorpe	3%	12,118	1,818
Victoria	11%	44,431	6,665
West Leigh	3%	12,118	1,818
West Shoebury	1%	4,039	606
Westborough	4%	16,157	2,424
TOTAL		403,920	60,590

Neighbourhood Allocation (Leigh Town Council)

- 3.4 15% of CIL receipts from development in Leigh Town Council (LTC) boundary will be transferred to LTC. If agreed with LTC their Neighbourhood Allocation will be transferred annually at the end of each financial year. However, in the absence of such an agreement, CIL Regulation 59D specifies that the neighbourhood portion of levy receipts must be paid every six months, at the end of October and the end of April.
- 3.5 Wards that fall, in whole or part, within Leigh Town Council (LTC) boundary are highlighted in Table 1 above; and the annual allocation to LTC is estimated as follows:

¹ Figures based on Annual Monitoring Report 2012 (if development continues at same pace as last 3 years, an average of 187 dwelling will be completed each year, deducting 20% affordable housing as non-CIL liable); and therefore the estimated/projected annual residential CIL receipts 2018/19 onwards will be **£403,920** based on average dwelling size of 72sqm and average CIL rate of £30/sqm.

² Includes **projected annual residential CIL receipts** only as no ward breakdown details for commercial uses; projected annual commercial CIL receipts amount to an additional £24,840.

Ward	Estimated annual CIL amount allocated to LTC	Estimated annual CIL amount responsibility of SBC Ward Members
Leigh (100% of ward within LTC boundary)	£3,029	£0
West Leigh (100% of ward within LTC boundary)	£1,818	£0
Belfairs (approx. 12% of ward within LTC boundary)	£145	£1,067
Blenheim Park (approx. 21% of ward within LTC boundary)	£255	£957
TOTAL	£5,247	-

3.6 As can be seen from the table above, two wards (Belfairs and Blenheim Park) are not wholly within the LTC boundary. Therefore, any CIL receipts relating to development outside LTC boundary within Belfairs and Blenheim Park will be the responsibility of the relevant SBC Ward Members.

3.7 The Neighbourhood Allocation of the levy can be spent on a wider range of projects than the rest of the levy, provided that it accords with CIL Regulation 59C to “support the development of the local council’s area” by funding:

- a) the provision, improvement, replacement, operation or maintenance of infrastructure; or
- b) anything else that is concerned with addressing the demands that development places on an area.

For example, the levy could be used to fund environmental improvements or affordable housing.

3.8 CIL guidance recommends that Parish, Town and Community Councils discuss their priorities with the Charging Authority during the process of setting the levy rates. And once the levy is in place, Parish, Town and Community Councils are recommended to work closely with the Charging Authority to agree on infrastructure spending priorities. If the Parish, Town or Community Council shares the priorities of the Charging Authority, they may agree that the Charging Authority should retain the neighbourhood funding to spend on that infrastructure. It may be that this infrastructure (e.g. a school) is not in the Parish, Town or Community Council’s administrative area, but will support the development of the area. If over the next couple of years LTC choose not to manage their Neighbourhood Allocation, this governance framework will be amended accordingly.

3.9 If LTC does not spend its levy share within five years of receipt, or does not spend it on initiatives that support the development of the area, the Charging Authority may require it to repay some or all of those funds to the Charging Authority (see CIL Regulation 59E(10) for details).

Neighbourhood Allocation (Wards outside LTC boundary)

- 3.10 In the non-Parished areas, the 15% Neighbourhood Allocation must be held separately by the Council. As set out in the CIL Charging Schedule, the Council will engage with the relevant communities at ward level to establish local infrastructure priorities.
- 3.11 The spending criteria referred to in paragraph 3.7 above also apply to the Ward Neighbourhood Allocation across the Borough.
- 3.12 When the CIL Infrastructure Business Plan (IBP) (see below for further details) is presented to Cabinet each July ward councillors will be delegated authority to agree on neighbourhood project(s) that their Ward Neighbourhood Allocation could be spent on. Upon agreement between themselves, ward councillors will be invited to submit a formal CIL Funding Bid (see Appendix 2) to the Council's Section 106 and CIL Officer.
- 3.13 If ward councillors cannot agree a Funding Bid for how their Neighbourhood Allocation is to be spent by the end of September following July's Cabinet, the Group Leaders will act as adjudicators in considering the project options and agreeing a Funding Bid. If an agreement can still not be reached then the matter will be reported back to Cabinet to make the final decision. If no decision is made by Cabinet then the funds would be rolled over to the next financial year up to a maximum of 5 years (consistent with the time period LTC have to spend their Neighbourhood Allocation).

NOTE: The Neighbourhood Allocation arrangements will be updated and amended should any Neighbourhood Plans be adopted across the Borough.

Infrastructure Business Plan

- 3.14 The Council will produce an Infrastructure Business Plan (IBP) which is updated and agreed annually. The CIL Annual Report will be appended to the IBP, which will:
- Identify the projects from the Regulation 123 Infrastructure List that will benefit from CIL receipts;
 - Set out the process and criteria for the prioritisation of infrastructure;
 - Set out the process for CIL funding and future updates;
 - Identify other funding sources;
 - Set out a cash-flow and spending plan;
 - Review the infrastructure projects contained within the Regulation 123 Infrastructure List and update if necessary.
- 3.15 It is recommended that each year the IBP prioritise a limited number of key infrastructure projects based on corporate priorities with a focus on using the prioritisation to gain match funding from other funding sources.
- 3.16 The draft IBP to be consulted and considered by Corporate Directors (who will liaise with any external infrastructure providers as necessary). Final agreement of the IBP would be made by Cabinet each July.

- 3.17 Due to the 'lag' period outlined in paragraph 3.1, it is likely that the Council will not receive any significant CIL receipts until 2018. Therefore, it is initially proposed that the first release of funds should not take place until April 2019 (i.e. CIL receipts carried forward each financial year until this point). However, this will be monitored (so that if significant sums are received they can be spent earlier) and reported to Cabinet each July following adoption and may be subject to change.

Updating the IBP

- 3.18 It is proposed that there is an annual update of infrastructure projects and infrastructure prioritisation within the IBP. The process of agreeing the updated IBP would follow the original IBP process as set out above i.e. agreement of priorities with Corporate Directors (liaising with any partner organisations/external infrastructure providers if necessary) and final agreement of IBP by Cabinet.
- 3.19 The Regulation 123 List will be reviewed annually alongside the IBP. Any resulting update to the Regulation 123 Infrastructure List would require local consultation in addition to agreement by Cabinet.

Third Party Infrastructure Providers

- 3.20 If CIL funding is allocated to a third party infrastructure provider, the CIL funding can only be used to deliver the agreed infrastructure type or project. This would be enforced by appropriate infrastructure contracts. A standard procedure will be created for the release of CIL monies for projects that are identified in the IBP.

Infrastructure Payments 'In Kind'

- 3.21 CIL Regulations 73, 73A, 73B and 74 allow a Charging Authority to accept one or more land payments or infrastructure instead of a financial payment from a developer if they wish. For example, where a Charging Authority has already planned to invest CIL receipts in a project there may be time, cost and efficiency benefits in accepting completed infrastructure from the party liable for payment of the levy.
- 3.22 The option to take the provision of infrastructure 'in kind' is discretionary and would require Infrastructure Agreements with developers and independent valuation of the land being offered. It would result in lower overall CIL receipts, but could help ensure timely infrastructure delivery.
- 3.23 SBC as Charging Authority will be publishing a Payment in Kind and Infrastructure Payment Policy together with publication of the Charging Schedule to confirm that it would accept 'in kind' infrastructure, subject to conditions including the fact that the Council will only accept land or infrastructure as payment of a CIL liability if the offer relates to infrastructure projects or types of infrastructure included in the Council's published Regulation 123 Infrastructure List.

4 Reporting, Monitoring and Review

- 4.1 The CIL Annual Monitoring Report which sets out CIL receipts, balances and spend will be published at the end of April for each financial year. Subsequently, the IBP will be drafted and reported to Cabinet in July each year to agree on how CIL funds should be spent.
- 4.2 As stated in the CIL Charging Schedule, the Council intends to commence a review of the Charging Schedule in 2018, which includes the CIL rates.

Appendix I: CIL Spending and Reporting arrangements from April 2016 onwards

End of April: SBC CIL Annual Report for financial year) published including the following details

- Total CIL receipts and details of CIL expenditure for last financial year
- Amount allocated to Leigh Town Council (15% of receipts from developments within LTC boundary)
- Amounts allocated to each ward (15% of receipts from developments within each ward excluding any development within LTC boundary)
- Details of any notice(s) served to Leigh Town Council requiring repayment of any funds not spent within 5 years of receipt
- Total amount of CIL receipts for the last financial year retained at the end of the last financial year
- Total amount of CIL receipts from other years retained at the end of the last financial year

Neighbourhood Allocation (LTC)

End of April (to be agreed with LTC): 15% of receipts from development in LTC boundary transferred to LTC

CIL Annual Report to be received from LTC by **end of December** for last financial year (included in SBC CIL Annual Report **April the following year**)

LTC CIL Annual Report to include details of any funds to be returned to SBC as not spent within 5 years (statutory requirement) and funds transferred concurrently

Neighbourhood Allocation (Wards)

July: Cabinet delegate authority to Ward Members and Corporate Director for Place (in discussion with Portfolio Holder for Regulatory Services) to agree how Neighbourhood Allocation (excluding LTC area) is to be spent

End of August: Ward Members notified of amount available to spend and invited to agree how the funds are to be spent then submit a Funding Bid to S106 and CIL Officer (Group Leaders to act as adjudicators if necessary) by **end of September**

Funding Bid agreed by Corporate Director for Place (in discussion with Portfolio Holder for Regulatory Services)

July: If no agreed Funding Bid received by September following July Cabinet, project options referred back to Cabinet to make final decision (if no decision made, roll over funds to next financial year up to a max. of 5 years)

Main CIL Fund

In liaison with CMT, S106 and CIL Officer to draft annual Infrastructure Business Plan (IBP), appending CIL Annual Report and suggesting projects from Regulation 123 Infrastructure List upon which the funds could be spent

Draft IBP to be agreed by CMT together with an annual review of Regulation 123 Infrastructure List

July: Infrastructure Business Plan (IBP) reported to Cabinet and projects to receive CIL funding agreed

End of August: Project managers notified of CIL allocation agreed by Cabinet

Appendix 2: Template for Ward Member CIL Funding Bid

Ward Member Lead/Contact:

Project Title:

Amount of funding required (i.e. total cost of project including design, installation etc.):

Project Summary (no more than 150 words):

Who will the project be delivered by?

What are the consequences of not carrying out the project?

Briefly describe how the scheme will help support the development of the ward area by funding either: a) the provision, improvement, replacement, operation or maintenance of infrastructure; or b) anything else that is concerned with addressing the demands that development places on an area.

What other funding sources have been identified/explored if not fully funded by the CIL Neighbourhood Allocation?

Please provide details of any on-going maintenance costs:

In accordance with the CIL Regulations 2010 (as amended) the Neighbourhood Allocation **must** be spent on schemes that will help support the development of the ward area by funding either: a) the provision, improvement, replacement, operation or maintenance of infrastructure; or b) anything else that is concerned with addressing the demands that development places on an area.

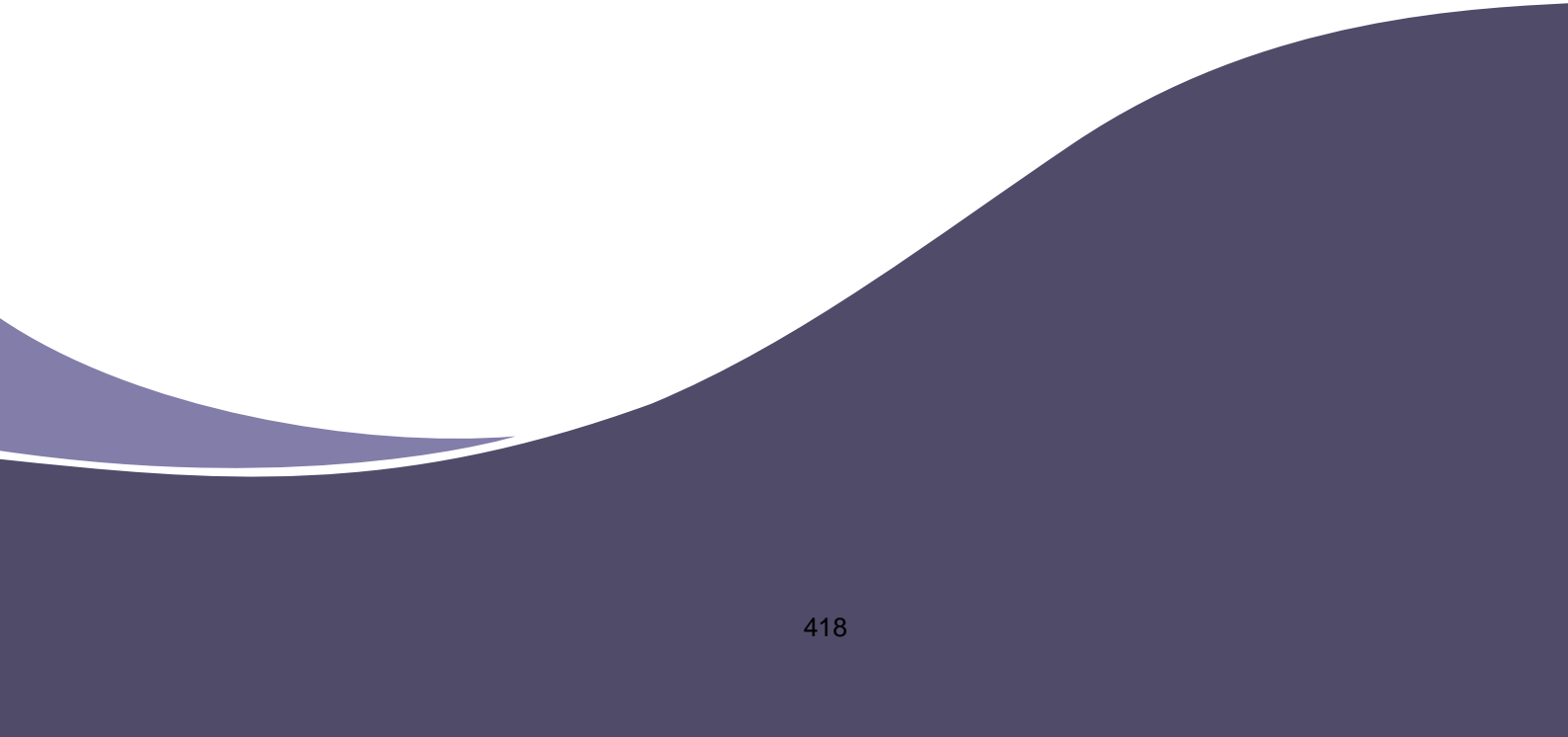
CIL funds allocated to wards to spend on neighbourhood projects should be for one-off spends i.e. projects that have no on-going revenue consequences for Southend Borough Council. For example:

Eligible for CIL Funding

- Environmental improvements e.g. one-off litter clearance, landscaping or open space improvements
- Public art
- Play equipment
- Street furniture
- One-off community projects or set up of a community group

Not Eligible for CIL Funding

- Projects that will require a significant amount of Southend Borough Council officer time to implement unless exceptional circumstances can be demonstrated
- Use of the funds to explore feasibility of a scheme for which funds are not yet available
- Projects that only benefit individuals or companies
- Projects that are already funded
- Projects not in line with Southend Borough Council's corporate objectives
- Projects with on-going revenue implications/maintenance costs for Southend Borough Council





Southend-on-Sea Borough Council

Infrastructure Delivery Plan

Navigus Planning

February 2015

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Appendix 1 Baseline healthcare context

Appendix 2 Healthcare infrastructure and funding requirements to meet planned growth

Appendix 3 Full list of infrastructure needs

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1 INTRODUCTION

- 1.1 This study was undertaken by Navigus Planning to inform Southend-on-Sea Borough Council (SOSBC) on the creation of its Infrastructure Delivery Plan (IDP) and Community Infrastructure Levy (CIL). Specifically, the commission requires that Navigus Planning supports SOSBC in updating its infrastructure evidence base and also helps it to produce a CIL Charging Schedule.
- 1.2 The term 'infrastructure' covers a wide range of services and facilities provided by public and private organisations. The definition of infrastructure is outlined in section 216(2) of the Planning Act 2008 (as amended) and CIL can therefore be spent on the provision, improvement, replacement, operation or maintenance of the following:
- (a) roads and other transport facilities,
 - (b) flood defences,
 - (c) schools and other educational facilities,
 - (d) medical facilities,
 - (e) sporting and recreational facilities, and
 - (f) open spaces.
- 1.3 Any infrastructure projects, which fall within these categories could appear in a list of 'relevant infrastructure' for the purposes of Regulation 123 of the CIL Regulations 2010. It should be noted that this is not definitive and only outlines what infrastructure includes. The Southend-on-Sea IDP covers the following infrastructure areas:
- Schools and other educational facilities
 - Health and social wellbeing
 - Utilities
 - Transport, including pedestrian facilities
 - Flood defences
 - Managing the impact of unstable land
 - Emergency services
 - Waste
 - Social and community (including libraries, museums, galleries, arts and heritage, cemeteries, allotments and community halls)
 - Leisure and recreational facilities (including children's play, youth and sports facilities)
 - Open space/green infrastructure and public realm
- 1.4 The requirement is to create an infrastructure plan which will show the following:
- What infrastructure is required and how it will be provided (e.g. co-location, etc).
 - Who is to provide the infrastructure.
 - How will the infrastructure would be funded.
 - When the infrastructure could be provided.

- 1.5 Discussions have taken place with a variety of infrastructure providers both within the Council and external organisations in order to ensure a comprehensive understanding of what is needed. This process has enabled these infrastructure providers to think more strategically in terms of future provision and the challenges brought about by significant growth in the long term. This IDP brings all these agencies' plans together in one document. This should encourage inter-relationships between parties and provides an opportunity to share information and possibly infrastructure.
- 1.6 This document has been written during a time of significant change, with the Government seeking to reform many of the public services that are responsible for providing and planning infrastructure. This is likely to have an impact on provision, delivery, funding and how the relevant organisations are able to respond in relation to future growth. In addition, it is often difficult to be certain about infrastructure requirements so far into the future, as the detail of many development schemes is not currently known. Therefore, this IDP is intended to be a document which is regularly updated given the uncertainty and fluid nature of planning for infrastructure. Where funding sources are known to be secured, this has been indicated. Other possible funding sources are identified but, at this stage, these are only possible sources and no funding has been secured from them. The funding gap therefore identifies the extent of funding required that has not been secured and made available.

Status and purpose of IDP

- 1.7 The IDP is a supporting document for the Core Strategy and part of the Local Development Framework. The IDP covers the remaining plan period up until 2021 although its content will be annually monitored and periodically reviewed. The document will also form an important part of the evidence base for any CIL Charging Schedule that the Council may publish.
- 1.8 The document includes details of the infrastructure identified by the Council and other service providers as being needed to support the delivery of the Core Strategy. It explains the approach the Council has taken to identifying this infrastructure, how it will be delivered, and an assessment of the potential risks associated with doing so.
- 1.9 The infrastructure detailed within the IDP has been categorised as either **critical** to the delivery of the Core Strategy (i.e. must happen to enable growth); **essential** and necessary to mitigate the impacts arising from development; **policy high priority** as it is required to support wider strategic or site-specific objectives which are set out in planning policy or are subject to a statutory duty but would not necessarily prevent development from occurring; and **desirable** for infrastructure that is required for sustainable growth but is unlikely to prevent development in the short to medium term (e.g. projects aligned to place-making objectives).

2 RELEVANT PLANNING POLICY AND CONTEXT FOR GROWTH

National policy

National Planning Policy Framework

- 2.1 The context for this Infrastructure Delivery Plan (IDP) is provided by the National Planning Policy Framework (NPPF). Paragraph 156 states:

“Local planning authorities should set out the strategic priorities for the area in the Local Plan. This should include strategic policies to deliver:

- *the provision of infrastructure for transport, telecommunications, waste management, water supply, wastewater, flood risk and coastal change management, and the provision of minerals and energy (including heat);*
- *the provision of health, security, community and cultural infrastructure and other local facilities.”*

- 2.2 Paragraph 162 goes on to state that:

“Local planning authorities should work with other authorities and providers to:

- *assess the quality and capacity of infrastructure for transport, water supply, wastewater and its treatment, energy (including heat), telecommunications, utilities, waste, health, social care, education, flood risk and coastal change management, and its ability to meet forecast demands; and*
- *take account of the need for strategic infrastructure including nationally significant infrastructure within their areas.”*

Community Infrastructure Levy

- 2.3 The Community Infrastructure Levy (CIL) is a planning charge that came into force on 6 April 2010. The levy allows local authorities in England and Wales to raise contributions from developers to help pay for infrastructure that is needed as a result of development.

- 2.4 The updated statutory CIL Guidance¹ sets out what infrastructure evidence is needed. It states that a charging authority needs to identify the total cost of infrastructure that it desires to fund in whole or in part from the levy. In order to do this, the charging authority must use ‘appropriate available evidence’ to consider:

- What additional infrastructure is needed in its area to support the development and growth needs set out in the Local Plan and
- What other funding sources are available (for example, core Government funding for infrastructure; anticipated section 106 agreements; and anticipated necessary highway improvement schemes funded by anyone other than the charging authority).

¹ Department for Communities and Local Government (2014) *Community Infrastructure Levy Guidance*

- 2.5 The Guidance is clear that for infrastructure, the ‘appropriate available evidence’ “...should be directly related to the infrastructure assessment that underpins their Plan”. In other words, it should be drawn from the IDP.
- 2.6 Statutory Guidance also states that “a charging authority needs to identify the total cost of infrastructure that it desires to fund in whole or in part from the levy” (paragraph 12). At CIL examination, a Charging Authority (CA) must demonstrate that a CIL is a necessity because there is not enough funding from all other sources to pay for the infrastructure the area needs, i.e. that there is an ‘infrastructure funding gap’.
- 2.7 The purpose of CIL is to pay for infrastructure to support the development of the area. The CIL Regulations 2010² require that CIL must be applied by a charging authority only for the “the provision, improvement, replacement, operation or maintenance of infrastructure” (Regulation 59). CIL can therefore be used to contribute to the capital costs of providing infrastructure as well as any ‘ongoing’ costs of infrastructure required to support the development of the area.
- 2.8 CIL Regulation 123 provides for an authority to set out a list of those infrastructure projects or types it “...intends will be, or may be, wholly or partly funded by CIL...” (Regulation 123). This list is not part of the charging schedule, and agreeing its content is not part of a CIL examination. It serves two purposes: giving an indication of where CIL is likely to be spent; and drawing the local boundary between the use of CIL and S106 planning obligations for funding infrastructure (the regulation stipulates that anything on the list cannot be required through S106 as part of awarding planning permission). In 2014, the government made further changes to the regulations to extending this to apply also to local use of agreements under S278 of the Highways Act.
- 2.9 As of April 2015 the CIL Regulations will restrict the ‘pooling’ of planning obligations to only allowing a maximum of five developments to contribute to a particular item of infrastructure. This will restrict SOSBC’s current practice of collecting a number of contributions and pooling them together to spend on larger items of infrastructure such as extensions to schools or public transport projects. Therefore, the CIL approach is likely to be adopted for ‘pooling’ funds to address the cumulative impact of development. Other planning obligations that would generally be site specific, such as on-site infrastructure for major development, are likely to still be dealt with under the s.106 planning obligation system. The existing SOSBC Planning Obligations SPD will need to be revised to reflect these changes and this is the intention of the Borough Council.
- 2.10 The CIL Statutory Guidance expects the authority to work proactively with developers to ensure they are clear about infrastructure needs and what they will be expected to pay through which route. It then requires a draft Regulation 123 list to be set out at examination, alongside an authority’s policy on the continued use of S106 for infrastructure. In February 2014 the Government amended the Regulations to make the draft Regulation 123 list part of the ‘appropriate available evidence’ informing the charging schedule, although the list will remain outside of the Schedule and will still not itself be subject to examination. This makes a legal requirement of what was previously in guidance and only serves to increase focus on the list and complementary S106 policy.
- 2.11 Therefore, for the purposes of a CIL evidence base an IDP should, as part of the funding and delivery picture, consider: which matters are likely to be funded wholly or partly through CIL, either new infrastructure or ‘ongoing’ maintenance costs related to new and existing infrastructure; which will continue to be funded via S106; which by S278; and which by other sources of funding. The anticipated timing of development coming forward and the order of

² http://www.legislation.gov.uk/ukdsi/2010/9780111492390/pdfs/ukdsi_9780111492390_en.pdf

priority for the delivery of supporting infrastructure will be an important factor in considering the funding required for delivery.

Local context

Profile of Southend-on-Sea

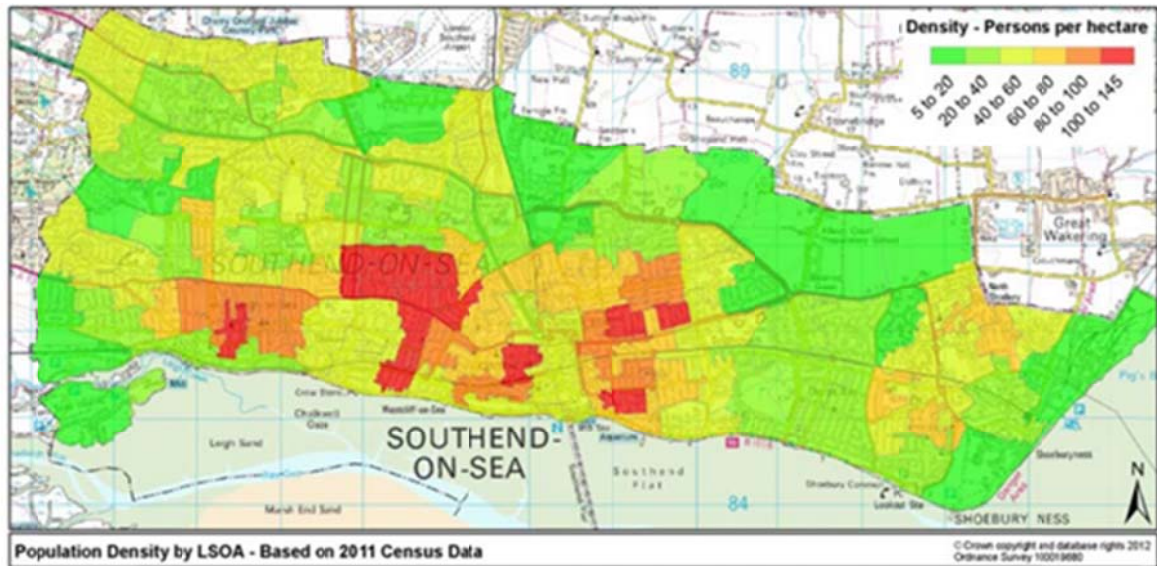
2.12 Alongside Thurrock, Southend-on-Sea is one of only two unitary authorities within the Greater Essex Area. It is located on the north side of the Thames Estuary approximately 40 miles east of London, is home to around 174,300 people (ONS 2011 Census) and is made up of 17 wards including one Town Council (Leigh Town Council).

Figure 2.1: Southend-on-Sea’s location



2.13 Southend-on-Sea is a densely populated urban area covering 4,175 hectares (ha), which equates to almost 42 residents per ha. Its density is high compared with other unitary authorities such as Thurrock and Brighton (10 and 31 residents per ha respectively). The most densely populated parts of the Borough fall within the districts of Leigh and Westcliff and to the east of central Southend where densities can be as high as 145 residents per ha. This is shown in Figure 2.2.

Figure 2.2: Population density within the Borough by Lower Super Output Area



Source: ONS 2011 Census

- 2.14 In addition to being a business and residential hub in its own right, Southend is an important economic and residential part of the Thames Gateway sub-region, a functional economic area with close economic links with London and high growth prospects.
- 2.15 Southend appeals to many groups for a variety of reasons. It offers London workers lower costs of living and better performing schools than most places within an hour of the capital, while its geographical location and seven miles of seafront are also major factors supporting its tourism industry.
- 2.16 The Borough is not simply a commuting and tourist town. Continued investment at London Southend Airport, the established university campus in the town centre and key sectors including the creative and cultural industries and medical technologies make for a dynamic place with varied and substantial economic strengths.
- 2.17 Southend's economy is changing. The employment base has become increasingly diverse, while back-office financial services jobs and public sector employment have replaced jobs lost in manufacturing and traditional tourism sectors. The creative and cultural sectors, aviation and medical technologies are all growing and offer further potential for the future.
- 2.18 Southend has a diverse population, with areas of great wealth and high quality of life sitting side by side with areas of severe deprivation. It therefore has great inequalities. Southend is changing in other ways too, with on-going development at Southend Airport and other investment in regeneration offering exciting opportunities for Southend to generate a strong recovery and a prosperous economic future.

Demography

- 2.19 According to the Office for National Statistics (ONS) records, Southend experienced a decline in population from 1997 onwards but then began to recover after 2001 to its current level after the 2011 Census. This may be attributed to in-migration from Eastern Europe, and by an influx of students to the new university campus. Southend Borough Council also considers that there may have been an under-count of total population in the 2001 Census in Southend-on-Sea, although this is difficult to verify. The major characteristics of Southend's population are:

- **A high population density** - A population density of 42 residents per ha, higher than the respective figures for Essex, the East of England and England and ranking the Borough as the 20th most densely populated local authority in the country;
- **A demographic structure moving towards the norm** - An old and aging population, but one which is aging slower than the national average and moving toward that level;
- **A growing population** - SOSBC has an adopted Core Strategy with growth levels requiring further development of an average of 308 new dwellings in the Borough each year between 2013 and 2021. Based on this figure, and an average household size of 2.34, this would equate to an additional 721 additional residents per year. With eight years remaining in the plan period this equates to a further increase in population of 5,768 up to 2021³;
- **The likelihood of increased migration** - Net migration in Southend has historically been lower than in Essex or the region but continued economic polarisation between North and South, and housing pressure in London, means that further in-migration to the greater South East region is inevitable.

Local policy

2.20 The Core Strategy was adopted in December 2007. It covers the period to 2021. The Strategic Objectives and Spatial Strategy of the Core Strategy include:

- securing sustainable regeneration and growth focused on the urban area;
- providing for not less than 13,000 net additional jobs (distributed as outlined in Core Strategy policy CP1) and 6,500 net additional dwellings (distributed as outlined in Core Strategy policy CP8) in the period 2001 to 2021 within Southend; and
- securing a 'step change' in the provision of transport infrastructure as an essential concomitant to new development.

2.21 As outlined in policy KP1 of the Core Strategy, the primary focus of regeneration and housing growth within Southend will be in Southend Town Centre and Central Area. In addition, appropriate growth will be focussed on the seafront and Shoeburyness.

2.22 An interim review of the Core Strategy is expected to be commenced in late-2014, with a view to adoption by the end of 2015.

2.23 A Southend Central Area Action Plan (SCAAP) was published for consultation in 2011. Since this time, the publication of the NPPF has created the need to check whether the SCAAP is in conformity with the NPPF. It is expected that the proposed submission document (Regulation 19) will be published for consultation in the Summer of 2014, with adoption in Spring 2015.

2.24 A London Southend Airport and Environs Joint Area Action Plan (JAAP) was submitted for examination in December 2014. It is expected that this will be adopted during the Summer of 2014. This includes areas that are outside Southend borough.

2.25 An Area Action Plan for Shoeburyness is to be prepared but is in its early stages. It is expected that this will commence in earnest in 2015, with adoption later in 2016.

³ A planned review of the Core Strategy timetabled in the Southend Local Development Scheme will set growth targets beyond 2021 taking into account appropriate, proportionate and robust evidence in line with the National Planning Policy Framework (NPPF). It may be appropriate for a review of the CIL Charging Schedule to be conducted in line with this.

- 2.26 Southend-on-Sea Borough Council is also the waste authority for the borough. The Essex and Southend Joint Waste Development Document is expected to be submitted in the Autumn of 2014, with adoption in late-2015.

Strategy for growth - Housing

- 2.27 The Core Strategy makes provision for at least 6,500 dwellings over the period to 2021. Up to 2012, a total of 3,779 dwellings had been completed, leaving a minimum of 2,721 dwellings to be delivered over the remaining nine years of the plan period. At the same date there were 2,027 outstanding planning permissions, leaving only 694 dwellings to be found (source: Annual Monitoring Report 2012).
- 2.28 The housing requirement is distributed as shown in Table 2.1.

Table 2.1: Distribution of housing by location

	Total required, 2001-2021	Completions, 2001-2012	Outstanding permissions	Residual to be found by 2021
Town Centre	2,000	574	1,150	276
Seafront	550	411	260	-121
Shoeburyness	1,400	638	119	643
Rest of Borough	2,550	2,156	498	-104
Total	6,500	3,779	2,027	694

Source: Annual Monitoring Report 2012

- 2.29 Whilst this shows that there is minimal additional growth required over the remainder of the plan period in order to deliver on the Core Strategy requirement, the IDP must consider the potential effects of further growth. It is likely that growth up to 2021 will exceed the minimum 6,500 dwelling requirement, particularly because delivery to date has been ahead of the annual average requirement, even taking into account the impacts of the economic downturn on growth. Also, the interim review – which is likely to consider needs up to 2031 – will be expected to identify further growth.
- 2.30 The Strategic Housing Land Availability Assessment (SHLAA) 2012 Update considers the 15-year dwelling provision trajectory up to 2027. This is shown in Table 2.2 below:

Table 2.2: Summary of 15-yr dwelling provision

	To date 2001/2012	5 Year Supply 2012/2017	10 Year Supply 2012/2022	15 Year Supply 2012/2027
Completions	3,779			
Outstanding Planning Permissions		938	990	990
SHLAA Sites with Planning Permission		768	1037	1,037
SHLAA Sites without Planning Permission		0	811	1,821
SHLAA Broad Locations		0	0	790
Windfall (small sites)		130	415	700
Total Completions/Projection for period	3,779	1,836	3,253	5,338
Target for period*	3670	1,590	3,130	4,630
minus overprovision 2001/2012	N/A	109	109	109
Number of dwellings left to build 2012/2017		1,481	3,021	4,521
Cumulative overprovision/ shortfall	109	246	232	817

Source: 2012 SHLAA Update

- 2.31 This shows that, based on the SHLAA sites and the expected future housing requirements, a further 4,521 dwellings are to be built in the Borough to 2027.
- 2.32 There are no very large sites in Southend-on-Sea. At present the largest potential scheme in the Borough is 300 dwellings, but this application has yet to be determined. The other sites in the SHLAA that are in excess of 200 dwellings are:
- Roots Hall, Victoria Avenue – 272 dwellings – delivered 2016-2022
 - Esplanade House – 216 dwellings – delivered 2014-2018
 - Seaway car park – 250 dwellings – delivered 2022-2027
 - Land at Southchurch Avenue/Marine Parade – 350 dwellings – delivered 2020-2027
 - The Golden Mile – 250 dwellings – delivered 2022-2027

Existing planning permissions

- 2.33 This IDP looks at the infrastructure requirements for growth from 2012 to 2021. The figures provided in the analysis above include completions and permissions that have already been granted in 2011/12. These figures already amount to approximately 1,220 dwellings within the Borough. These have been included in the calculations as it is important to gain a strategic understanding of the requirements over the plan period to ensure that these can be looked at strategically. Many of these permissions have either already contributed to the infrastructure requirements through planning obligations (s106) or will do so once development happens for these sites.
- 2.34 It should therefore be noted that whilst the total requirement is a certain amount, the actual sum that can legitimately be looked at for developer funding is less than might first appear.

- 2.35 The Council will need to ensure that no double counting takes places when it comes to calculating what may be collected through CIL and planning obligations to ensure that existing permissions are not included, i.e. analysing growth that has yet to received planning permission. This will be an exercise outside of the IDP as permissions are being given continually. Delivery of infrastructure will need to carefully take annual monitoring of planning permissions granted into account. This is likely to be through the work being carried out for the CIL charging schedule and subsequent monitoring and implementation of spending additional funds raised through CIL, s106 and by other means.

Strategy for growth - Employment

- 2.36 The Core Strategy seeks the provision of at least 13,000 jobs over the plan period. Whilst consistent job creation data is not available since 2001, there has been a decline of 2,700 jobs between 2007 and 2011 across the Borough.
- 2.37 The two main locations where jobs growth is expected is the A127 Corridor/Southend Airport and in the Town Centre/Seafront area. These two areas are expected to have a broadly equal share of the total jobs growth, with a specific target of 6,500 jobs in the Town Centre/Seafront. Growth at the Airport is principally expected to be on the surrounding business parks, with additional job growth arising directly from the growth of the Airport itself.
- 2.38 Jobs growth is also expected in other parts of the Borough, particularly in Shoeburyness where the Core Strategy identifies growth totalling 1,500 jobs.

Strategic Infrastructure and Local Enterprise Partnerships

- 2.39 Local Enterprise Partnerships (LEPs) have been set up to promote economic development through a strategic approach to planning, transport and infrastructure delivery. LEPs are business-led partnerships responsible for growing the economy and creation of new jobs, whilst also seeking to remove barriers to growth. Southend-on-Sea is covered by the South East LEP.
- 2.40 The NPPF requires local planning authorities to take into account the need for strategic infrastructure. At this stage these are not fully known. There may be strategic infrastructure requirements identified by the LEP in the future that will need to be taken into account in revisions to this IDP.

3 EDUCATION

- 3.1 This section considers early years, primary, secondary and post-16 education infrastructure. SOSBC is responsible for education infrastructure, though delivery now can take various forms (see section on 'Free Schools and Academies' below).

Early Years and Childcare

- 3.2 The Childcare Act 2006 places a duty on local authorities to ensure that there are enough childcare places to enable parents to work or train, and also sufficient funded early education places for all three- and four-year olds in the Borough. Furthermore for 2014-15 there is a need for funded education places for 40% of two-year olds in the Borough which will result in offering 800 funded two-year old places in total. Funded two-year old places are targeted at the most deprived families with the main criteria being the same as for free school meals.
- 3.3 In Southend Borough, 50% of funded three- and four-year old places are provided in nursery classes attached to maintained schools, and the remainder of places are in private, voluntary or independent provision, i.e. pre-schools, day nurseries, child minders and independent schools. Currently funded two-year old places are only available in pre-schools, day nurseries and child minders.

Needs

- 3.4 There have historically been sufficient overall childcare and funded places in Southend Borough with market forces resulting in matched supply and demand with a small excess across the Borough. However, the implementation of funded two-year old places is stretching supply, and the required increase to 40% of all two-year olds will mean that there will be a potential deficiency of up to 200 places.
- 3.5 Additional larger housing developments will increase demand on places, with pupil product usually resulting in 0.15 children per household. Based on a housing trajectory of 325 units per year for seven years, this will equate to an approximate requirement of 140 places.
- 3.6 Shoeburyness, West Shoebury, Victoria, Milton, Westborough, Prittlewell, St Lukes and Kursaal wards are listed as some of the most deprived in England and the increase in the requirement for two-year old funded places will put extreme pressure on places across early years' provision.
- 3.7 It is not possible to be precise about how large the impact of growth will be or when it will be required at this time. The size of the development, the mix of housing, the location and the expected date of occupation will impact on the need. Once these details are known the estimates in this IDP will be refined to real-time assessment.

Costs

- 3.8 The cost of early years' provision has been incorporated in the costs for primary infrastructure below.

Funding

- 3.9 Funding for funded early education places is provided by the Department for Education based on known child numbers forecast forward. Grant funding is then awarded accordingly.

Timing of provision

- 3.10 Delivery will be needed to coincide with completion of proposed housing.

Primary, Secondary and Sixth Form Education

- 3.11 The need for primary, secondary, and sixth form education school places are driven by the annual birth rate, the current school population, movement into and out of the borough by residential movement, housing developments and cross border travel from/to Essex to attend schools.

Current capacity

- 3.12 The past five years have seen a very high birth rate that was preceded by lower numbers currently in the Key Stage Two primary sector. Foundation and Key Stage One year groups are now being impacted on by the high birth rate and work is underway to increase primary school capacity to accommodate these numbers. Places are also becoming limited in the Key Stage Two groups as the numbers moving into the borough are greater than the number moving out. From September 2017 these high numbers will start to impact on the secondary schools.
- 3.13 In 2010, forecasts showed that the primary places available within the central areas of the town were insufficient to meet demand and a programme of expansion began for both temporary and permanent places. This programme is currently ongoing with the final places being made available from September 2015. The present temporary places will be lost as 'bulge year groups' pass through the schools. However, if the birth rate remains high further works will be needed from September 2016 onwards to increase primary capacity. Analysis of this is currently underway.
- 3.14 Shoeburyness High School is the only local secondary school close to the Shoebury Garrison. It is already oversubscribed in most year groups, and the recent high birth rate will impact further on the capacity at the local secondary school. There is some secondary capacity elsewhere until 2017, and then the impact of the past high birth rate is expected filter through in utilising this capacity.
- 3.15 Post-16 education is provided at the secondary school and two further education (FE) colleges. There is expected to be capacity until 2023 to meet post-16 requirements.

Needs

- 3.16 Forecasts for both primary and secondary are revisited annually by the Education Department of the Borough Council. These forecasts are taken forward five years for primary and ten years for secondary. Planned housing developments with known completion dates are included in the forecasts. The size and type of dwellings are assessed for the number of pupils they are anticipated to produce (pupil product).
- 3.17 Proposed housing developments will increase demand on places and additional capacity will be required to accommodate this growth. The SOSBC Education Department has estimated the need for the following additional infrastructure requirements based on the proposed growth and current capacity assessment:

- Due to location and current numbers in the Garrison area of Shoeburyness any additional proposed large developments in this area would necessitate the expansion of Hinguar Primary School or other local vicinity school being expanded by at least 1 form of entry (FE) (30 pupils per year). Hinguar School building was designed to increase by this number if required after its completion in 2012.
 - Town centre development in the vicinity of Victoria Ave, Woodgrange Drive, and Queens Way House, and Coleman Street will jointly necessitate the need for either a new two-form entry school or two separate one form entry schools. The former will be more cost effective, however, it is too not possible to say what provision will be required until development plans are considered in detailed and options for the most suitable site are identified.
 - The regeneration of brownfield sites within the central-north-south corridor⁴ of the town, other than Victoria Avenue, will lead to the need to increase the available primary places. This is most likely to be achieved by the expansion of an existing school. At present only Prince Avenue Primary School located at the southern end of Manners Way has sufficient land to achieve this.
 - The size and scale of works needed for secondary school capacity overall are harder to estimate until the number and size mix of dwellings is known. However, only three secondary schools have the land capacity to expand, one in the east/central area and two in the west. Some expansion is likely to be needed from 2017 onwards.
- 3.18 A more informed assessment will be made once the size of the development, the mix of housing, the location and the expected date of occupation is known.

Costs

- 3.19 The SOSBC Education Department has based the following estimate costs to meet the proposed primary and secondary school requirement based on the cost of past delivery of similar schemes:
- The expansion of the recently developed school at Hinguar School from a one-form entry to a two-form entry is estimated at £6m.
 - The cost of a new one-form primary school in the town centre to serve the Victoria Avenue area is estimated at £7.5m. A location is yet to be identified but this must be a priority.
 - The cost of a new one-form entry primary school in the town centre to serve the Woodgrange Drive, Queens Way House and Coleman Street is estimated at £7.5m.
 - The brownfield regeneration needs of the Priory Crescent/Roots Hall area of the town will be met by the expansion of Prince Avenue Primary School at an estimated cost of £4.2m.
 - Expansion will be required at one of the three secondary schools that have land capacity to expand. It is estimated that this could be in the region of £5m but further work will be required to assess requirement.
 - No additional cost is anticipated for sixth form education or early years' provision, and requirement for the latter will be included in the provision of the primary school.
- 3.20 The total estimated cost for education to meet the needs of planned growth is £30.2m.

⁴ This is broadly an area encompassing the A1158 (Westbourne Grove/Chalkwell Avenue) as a western boundary, the A127 to the north (i.e. where it runs east-west) as a northern boundary and the B1015 (Sutton Road leading to Queensway) as an eastern boundary. The seafront is the southern boundary.

Funding

- 3.21 Some funding for school places may be available from the Department for Education (DfE) based on known pupil numbers forecast forward taking agreed planning application pupil product into account. Grant funding is then awarded accordingly taking account of other funding sources.
- 3.22 There is a presumption by the DfE that all authorities will ask developers for a contribution of funds or land or buildings to assist with the impact on the local education infrastructure. SOSBC currently has a developer contributions requirement for education infrastructure. Once a CIL is in place, it is expected that this will be the mechanism for collecting financial contributions in respect of education. However, if a specific named education project can be identified, then it would be possible to pool contributions from up to five developments to pay for this through a Section 106 agreement.
- 3.23 Funding calculations are done on a year-by-year basis and the amount the local authority will be awarded is not known more than a few years ahead, it is therefore not possible to state what funding would be available at this time.

Timing of provision

- 3.24 Delivery will be needed to coincide with completion of proposed housing.

Free Schools and Academies

- 3.25 Current legislation dictates that whilst the Local Authority can build the school there has to be a full published offer for either an Academy or Free School to run it.
- 3.26 Free Schools and Academy Schools are outside local authority control but it is still necessary to consider them in pupil place planning. Of relevance to infrastructure planning is that, if there is insufficient capacity in existing schools, the local authority is not able to expand Free Schools or Academies to take additional children without the prior approval of these schools. It is then the responsibility of these schools to apply to the local authority to fund the school expansion with the use of developer contributions (if the need for additional places was created by new development).

4 HEALTH AND SOCIAL WELLBEING

GP services

- 4.1 Primary healthcare services and facilities in South Essex are commissioned by NHS England (NHSE).
- 4.2 The role of NHSE is to commission all healthcare services, incorporating the provision of primary care facilities within its administrative area, including within Southend-on-Sea Borough.
- 4.3 The growth associated with the Southend Borough Development Plan's spatial strategy and related policies is of particular relevance and will have a significant impact on the capacity of the local healthcare economy, requiring appropriate mitigation through developer provision of increased infrastructure and funding.
- 4.4 The proposed growth in the Development Plan would therefore necessitate additional (developer funded) healthcare provision, which would principally be focussed on GP related medical services and supporting community health services, such as physiotherapy and chiropody.
- 4.5 It is noteworthy that an increased draw down of NHS funding for the provision and maintenance of healthcare facilities and services over the plan period, would be experienced in Southend-on-Sea borough independently of the proposed growth. This is due to the ageing of the population and the associated increase in the proportion of patients with long-term limiting conditions, by the increased disease burden and the increased incidence of obesity, smoking and alcohol consumption, which would all have a significant impact on the future health of the patient population and health care capacity.
- 4.6 Existing provision of GP services is at 35 main GP practices across the Borough (seven of which have branch surgeries). People are not restricted to seeing a GP within their borough so growth on the fringe of Southend-on-Sea could result in people using medical centres within the administrative areas of Rochford or Castle Point.

Needs

- 4.7 The need for increased primary healthcare capacity is required to address both existing shortfalls in provision and the new growth that is proposed.

Existing deficits

- 4.8 There is currently a patient list size capacity deficit of 36,183 and a floorspace and funding deficit of 1,698m² and £3.40m respectively, associated with the capital cost required to bring existing floorspace provision up to a standard suitable to manage natural population growth.
- 4.9 The GP surgeries where this is required are shown in Appendix 1.

Needs arising from growth

- 4.10 Capacity building measures may comprise new and enhanced GP floorspace achieved through the extension, reconfiguration, refurbishment and re-equipping of the existing GP practices to meet Department of Health standards. Alternatively, developer land and contributions may be directed towards provision of a new GP facility, should such an approach be warranted in NHS Business case terms, on future planned sites.

- 4.11 At all of the growth locations, it is expected that new GP floorspace provision could be necessary. In total, this would need to support 2.6 addition GPs across the borough. These would either be at new surgeries or as part of expansion of existing surgeries.
- 4.12 The assessment is shown in Appendix 2.
- 4.13 However, this could only be properly determined through full assessments which are undertaken as part of ongoing discussions at planning application stage.

Costs

- 4.14 The total cost of providing for the primary healthcare needs associated with growth are £624,000. The breakdown of this is shown below in Table 4.1.

Table 4.1: Cost of healthcare provision to support growth in the district

<i>Healthcare - Capital Budget Estimate</i>				
<i>Location</i>	<i>Infrastructure Provision</i>	<i>Budget (£)</i>	<i>Developer Funding</i>	<i>When Required</i>
<i>Town Centre</i>	<i>New & Enhanced GP Floorspace Provision – extension, reconfiguration, refurbishment & re-equipping of surgeries</i>	<i>£326,400</i>	<i>Section 106 Agreements/ CIL</i>	<i>Phased over IDP periods in line with housing growth</i>
<i>Seafront</i>	<i>New & Enhanced GP Floorspace Provision – extension, reconfiguration, refurbishment & re-equipping of surgeries</i>	<i>£31,200</i>	<i>Section 106 Agreements/ CIL</i>	<i>Phased over IDP periods in line with housing growth</i>
<i>Shoeburyness</i>	<i>New & Enhanced GP Floorspace Provision – extension, reconfiguration, refurbishment & re-equipping of surgeries</i>	<i>£175,200</i>	<i>Section 106 Agreements/ CIL</i>	<i>Phased over IDP periods in line with housing growth</i>
<i>Rest of Borough</i>	<i>New & Enhanced GP Floorspace Provision – extension, reconfiguration, refurbishment & re-equipping of surgeries</i>	<i>£91,200</i>	<i>Section 106 Agreements/ CIL</i>	<i>Phased over IDP periods in line with housing growth</i>
<i>Total</i>		<i>£624,000</i>		

Source: Lawson Planning Partnership Ltd on behalf of NHS Property Services

- 4.15 The approach which has been used to derive this total is as follows:
 - Ascertain the space capacity in existing surgeries. Capacity is based on 1,800 patients per whole time equivalent GP and this is compared to patient lists at each surgery.
 - Assess the needs arising from growth. The population is calculated using an average household size of 2.3 persons - this comes from the 2011 Census.
 - Based on the 1,750 patients per GP, the requirement for additional GPs can be calculated.
 - The additional floorspace to accommodate the additional GPs is calculated based on a standard of 120m² per whole time equivalent GP – this standard has been based on the provision of modern GP surgeries in other locations across the UK.
 - The cost of providing the additional floorspace is calculated based on a standard cost multiplier for primary healthcare facilities in the East Anglia region of £2,000/m². This is provided by the BCIS (Q1 2013 Price Index).
- 4.16 The total cost of providing for the primary healthcare needs associated with growth are £624,000.

Funding

- 4.17 Funding to mitigate these impacts is expected to come through a CIL charge.

Timing

- 4.18 The provision of appropriate primary healthcare facilities to support growth is a critical item. The necessary expansion of existing surgeries should be delivered as new growth comes forward to ensure that healthcare impacts are appropriately mitigated. If any on-site provision is required as part of strategic sites then this would need to be provided in a timely manner once a patient orientated critical mass has been achieved.

Social care

- 4.19 Providing social care support to meet the needs of older and vulnerable residents in Southend Borough represents a large part of SOSBC's budget and the proportion committed to social care is forecast to grow in future due to demographic change and reduction in overall budgets. The predicted increase in the number of dwellings built, especially in Central Area, and an increasing population of which a large number will be over 65, means that there will be greater demands on social care services and associated infrastructure.
- 4.20 The commissioning intentions of SOSBC are to maximise the number of persons able to remain in their own homes or within the community along with a number of specialist extra care housing or units providing for people with multiple conditions, e.g. a long term condition and dementia. Southend Borough remains an attractive destination for elderly people as a place to spend their retirement. Any increase in provision of retirement, supported or residential care housing is likely to create increased pressure on social care and health services/infrastructure. The predicted demographic pressures will primarily require revenue investment. However, it is predicted that the Council will need to invest in re-modelling infrastructure to ensure that services are responsive to the needs of the local population and work efficiently in more closely aligning social care and health functions.

Needs

- 4.21 Two specific potential projects have been identified:
- Delaware House and Priory House – the future of the two sites is being determined through consultation at present. Infrastructure funding will be required should either of the two sites be earmarked for re-modelling.
 - Town Centre tower blocks - refurbishment or redevelopment of the town centre tower blocks as outlined in the SCAAP, Local Investment Plan, Integrated County Strategy and Housing Scrutiny Project Report 2013 will require associated infrastructure improvements, e.g. transport, water and drainage. These matters are being considered elsewhere in the IDP.

Costs

- 4.22 The cost of such schemes is to be determined.

Funding

- 4.23 Funding would expect to come from a combination of SOSBC capital funding and possibly grant funding.

Timing

- 4.24 The Delaware House and Priority House schemes would be needed in the short to medium term. The refurbishment of the tower blocks would be a long term scheme.

5 UTILITIES

Water – used water

- 5.1 The provider of used water services to Southend-on-Sea Borough is Anglian Water Services (AWS).

Needs

- 5.2 The requirements for used water provision relate to the network for delivering used water (i.e. the sewerage pipes) and the facility at which it is treated, i.e. the Water Recycling Centre (WRC).
- 5.3 AWS has stated that, for the growth proposed, the existing capacity in the network would be capable of accommodating the additional burden created. However, this is dependent on the location, size and phasing of the development. All sites will require a local connection to the existing sewerage network which may include network upgrades.

Costs

- 5.4 Beyond the site-specific cost of connections to the network from individual developments, there are no particular infrastructure costs identified at present.

Funding

- 5.5 To enable new developments to connect to existing infrastructure, local connections and sewer reinforcements would be funded by developers through the provisions of the Water Industry Act (1991). AWS is responsible for any necessary upgrades to the WRCs in order to cater for planned growth.
- 5.6 The funding of wastewater infrastructure is managed within the Water Industry Act 1991 and does not place a burden on developer contributions.
- 5.7 AWS has assumed that surface water management will be managed on site in accordance with the management hierarchy set out within Building Regulations (Part H) and the NPPF Technical Guidance which may require contributions from development.

Timing of provision

- 5.8 Site-specific connections to the network would be undertaken when new development is provided.

Water – potable supply

- 5.9 The providers of potable water services to Southend-on-Sea Borough are Essex and Suffolk Water (ESW).

Needs

- 5.10 ESW has confirmed that there are sufficient water resources available to support the levels of growth in the Core Strategy. Any strategic requirements to support growth have already been planned for and are funded.

Costs

- 5.11 There are no additional costs associated with growth.

Funding

- 5.12 ESW, in common with all water companies in England, already has a mechanism in place to ensure it is able to fund its infrastructure needs associated with growth from new development. This is a combination of general investment funding from customers' bills and charges to new developers.
- 5.13 Any new development would be funded by the developer in accordance with the requirements of the Water Industry Act. In reality, the actual payments made by the developer for any on-site water main would be significantly less than the cost of the asset. Any new service connection would be charged in accordance with standard rates and standard infrastructure charges would also apply. These are site-specific costs so there would be no call on CIL to fund such requirements.

Timing of provision

- 5.14 Connection to the network will be provided as sites come forward.

Gas

- 5.15 Gas is delivered through seven reception points into the United Kingdom and distributed through a National Transmission System (NTS). National Grid is responsible for the NTS which covers the whole of Great Britain.

Needs

- 5.16 National Grid has reported that, at present, there are no areas of Southend-on-Sea borough that are likely to require additional gas infrastructure. Whilst there is a potential issue with capacity in Rayleigh (around the SS6 9DB postcode), this is outside the borough.

Costs

- 5.17 There are no identified costs arising from growth at the present time.

Funding

- 5.18 Gas supplies are funded by developers and National Grid. When a request for a supply is received, developers are quoted a Connection Charge. If the connection requires reinforcement of the network then a Reinforcement Charge may also be applied. The apportioning of reinforcement costs are split between the developer and National Grid, depending on the results of a costing exercise internally. These are site-specific costs so there would be no call on CIL to fund such requirements.

Electricity

- 5.19 Electricity supplies are provided by UK Power Networks. The main infrastructure requirements relate to the higher voltage levels (33kV & 132kV) of the network. This can include sub-stations, towers, poles, cables, transformers and switchgear, with the need being either for new equipment or replacement of existing assets.

Needs

- 5.20 As part of its recent submission to OFGEM, UK Power Networks' business plans and Regional Development Plans (RDP) have been published.

5.21 The RDP shows what electrical load growth is being allowed for up to 2023 and what projects have been identified for network reinforcement and asset replacement. It is based on the housing and employment requirements in the now abolished Regional Spatial Strategy, but which underpinned the housing and employment growth in the Core Strategy.

5.22 The RDP identifies the need to:

- replace the existing transformers and the 11kV switchboard at the Bellhouse Lane 33/11kV sub-station;
- replace the 33kV switchgear and the grid transformers at the Southend 132/33kV sub-station;
- refurbish the primary transformers at the Southend West 33/11kV sub-station;
- transfer demand from the Leigh 33/11kV primary sub-station (which is expected to reach capacity) on to Hadleigh and/or Bellhouse Lane; and
- replace 132/33kV transformers at Fleethall Grid sub-station.

Costs

5.23 The costs of each scheme are identified in the RDP as follows:

- Replace transformers at Bellhouse Lane sub-station - £2,900,000
- Replace switchgear and grid transformers at Southend sub-station - £4,453,000
- Refurbishment of primary transformers at Southend West sub-station - £301,000
- Move demand from Leigh primary sub-station on to Hadleigh and/or Bellhouse Lane - £364,000
- Replace switchgear and transformers at Fleethall Grid sub-station - £4,286,000

5.24 The total cost is therefore £12,304,000.

Funding

5.25 The funding for the projects identified in the RDP is yet to be agreed with OfGEM and therefore may change. However, such growth would be expected to be funded by UK Power Networks.

5.26 These projects allow for generic growth in the area but not for large scale new developments as UK Power Networks' regulated funding does not allow for this. New developments fund the network extension and reinforcement necessary to service their own sites. These are site-specific costs so there would be no call on CIL to fund such requirements.

Timing of provision

5.27 The identified items are expected to be funded and come forward as follows:

- Replace transformers at Bellhouse Lane sub-station – 2016-2019 (long term)
- Replace switchgear and grid transformers at Southend sub-station - 2019-2023 (long term)
- Refurbishment of primary transformers at Southend West sub-station - 2021-2023 (long term)
- Move demand from Leigh primary sub-station on to Hadleigh and/or Bellhouse Lane - 2021-20123 (long term)

- Replace switchgear and transformers at Fleethall Grid sub-station – 2019-2021 (long term)

6 TRANSPORT

- 6.1 In this section we assess the transport infrastructure required to support the planned jobs and housing growth. The assessment has been informed by the SOSBC Transport Team and the Highway Agency.
- 6.2 In compliance with the Transport Act 2000, SBC has prepared a Local Transport Plan Strategy (LTP3) and an Implementation Plan for the period 2011/2012 to 2026. This, together with the use of the Southend Multi-Modal Transport Model information sourced from the Local Sustainable Transport Fund and the Better Bus Area application (in terms of levels of infrastructure investment), has informed this IDP assessment. Significant work and the business case used to inform the development of the South East Local Enterprise (SELEP) Strategic Economic Plan (SEP) is referred to further in this section in terms of transport funding for the planned growth in employment and housing in both Southend and Rochford (predominantly in the context of the Joint Area Action Plan (JAAP) for London Southend Airport and Environs).

Transport context

- 6.3 The Southend transport network is primarily based on east-west movement with the A13 and A127 providing strategic highway connections. The A127 a key component of the transport network providing the main strategic link to the wider trunk road network across South Essex.
- 6.4 The M25 runs north-south to the west of the region and is at present the only strategic link with Kent via the Dartford crossing. The area is served by rail links from Central London on two lines mirroring the east-west strategic road pattern. Current forecasts suggest that, with the planned development in Southend, congestion will increase, with particular issues on the A127 at principal junctions.
- 6.5 There is a strong focus on improving the A127 Growth Corridor. The Growth Deal agreed between Government and the South East Local Enterprise Partnership (SELEP) includes an allocation of £35.6m Local Growth Fund (LGF) to a programme of capacity enhancements to the A127 in Essex and Southend. The programme includes the following:-
- Kent Elms Junction Improvements (Southend)
 - The Bell Junction Improvements (Southend)
 - A127 Essential Bridge & Highway Maintenance (Southend),
 - A127 Road Safety and Network Resilience Package (Essex)
 - A127 Pinch Point - Fairglen Interchange Junction Improvements (Essex)

The A127 is essential for the economic prosperity and growth aspirations of south Essex and Southend. These five schemes support the creation of 8,775 jobs and provide 1,450 new homes by 2021. Essex and Southend are developing a comprehensive asset management plan and have used this data to inform the maintenance programme for the A127 Corridor and this plan underpins our A127 Challenge Fund bid to Government.

- 6.6 However, managing local traffic demand and improving public transport, walking and cycling is a key component of the Southend LTP and these principles have been adopted in terms of the Core Strategy and in emerging Area Action plans. Southend Borough Council's successful bid for £4.82m from the Department for Transport (DfT) funding for the Local Sustainable Transport Fund (LSTF) was announced in June 2012 with the objective of creating economic growth,

revitalising the economy and reducing carbon emissions. The LSTF continues into 15/17, supporting a wide range of revenue based activities.

- 6.7 The Southend LSTF comprises a package of sustainable travel measures boosting access to the growing employment areas of London Southend Airport/Business Park and Town Centre, designed to reduce the current and future demand for short distance car journeys. These contain a series of interdependent measures building on quality cycling and walking routes, marketing and communications, partnerships, travel planning, and complementary Integrated Transport Management Systems. Supported by LTP Integrated Transport Block funding allocations, other grants such as the Better Bus Area Fund and S106 funding progress is being made in supporting growth whilst encouraging short trips to be made by means other than the car.

Southend-on-Sea's transport priorities

- 6.8 The main policies for the SBC Transport Strategy are as follows:

- Reduce congestion within the Borough.
- Encourage and facilitate the use of sustainable modes and public transport for travel.
- Better manage vehicle parking capacity.
- Maintain the network to a good standard and ensure it remains resilient to external events.
- Ensure provision of sustainable transport services to support the regeneration of Shoeburyness and other new developments in the Borough.
- Ensure access to London Southend Airport is predominantly by sustainable modes.
- Ensure the movement of freight in the Borough is efficient, and does not adversely impact on residents or the environment.
- Support business, tourism and regeneration.

- 6.9 Furthermore the JAAP document sets out a hierarchy of transport provision in terms of the following key principles, which provides guiding principles in terms of transport provision for growth, particularly in a heavily urbanised area:

- Direct development to sustainable locations.
- Minimise travel demand (through the implementation of travel plans).
- Manage residual demand to constrain flows within the existing capacity of the highway network.
- Traffic generated by JAAP development will be directed to the principal routes and discouraged from using local access roads.
- Implement capacity enhancement only as a final measure, delivered through the Plan-making process.

- 6.10 This process seeks to manage network enhancements at a practical level, where development can be permitted with a clear emphasis on reducing the demand to travel and introducing packages of sustainable transport measures to keep flows within network capacity.

Strategic transport priorities to support growth

- 6.11 Essex County Council, SOSBC and Rochford District Council have adopted a joint approach to strategic transport modelling and network analysis in order to identify the potential increase in vehicle and passenger movements into and through the JAAP area. This supports the

development of transport solutions and measures to address them over the medium to long term in the immediate and wider area affected.

- 6.12 There is also an agreed joint approach by the highway authorities to bid for major scheme funding opportunities in order to deliver the necessary transport solutions. This has been addressed through the South East Local Enterprise Partnership (SELEP) in the Strategic Economic Plan (SEP) to achieve single local growth funding to deliver key pieces of infrastructure in the JAAP area. There is strong SELEP and TGSE-wide support for the JAAP as a priority. The SEP forms the basis of the Local Growth Fund bid to Government and the funding allocations.
- 6.13 The SELEP has identified twelve transport ‘growth corridors’ in the SEP. The TGSE area has two corridors comprising the A13 and A127. The A127 corridor section of the SEP includes the investment in transport ‘ask’ for the JAAP area. The subsequent Growth Deal for Southend includes the following which is also set out in Table 6.1:
- Local JAAP transport schemes investment and sustainable transport £3.2m
 - Local Southend Central Area investment in transport and public realm £7.00m
 - A127 Corridor improvements in TGSE area (Southend and Essex) £35.6m
 - Including £10m for Kent Elms Corner and The Bell junctions
 - Including £8m for essential highway and bridge maintenance schemes
- 6.14 The A127 connects London Southend Airport with the wider Thames Gateway Southeast (TGSE) region and London. London Southend Airport has undergone a transformational regeneration programme and is now an award-winning international gateway. The development of the airport has been privately funded by the Stobart Group with support from Southend Borough, Rochford District and Essex County Councils and local businesses. The land on which the airport and the surrounding commercial estates are located spans the political boundary between Southend and Rochford. The authorities have jointly commissioned a Joint Area Action Plan (JAAP) which contains detailed proposals for the development of London Southend Airport and surrounding area to deliver more than 7,380 new jobs within 99,000sqm of commercial floorspace together with a high end business park. The transport package supporting the JAAP area includes site access, junction improvements and a range of sustainable transport measures. SBC and Essex County Council published (March 2014) an A127 Growth Corridor Strategy as a supporting document to accompany the SEP. This sets out a combined package of investment and improvements for the A127, to ensure that the corridor remains viable and links with the TGSE growth areas.
- 6.15 Southend Central Area has already seen significant public and private sector investment including £25m of infrastructure and public realm works; the UK’s first joint municipal-academic library (The Forum £27m); and the University campus development. A package of transport and public realm works designed to unlock potential development sites and accelerate the delivery along Victoria Avenue and in the Central Area are expected to contribute to the delivery of around 2,000 new homes and the creation of up to 6,500 new jobs.
- 6.16 There is a clear opportunity to promote better connectivity across the area through improved utilisation of public transport infrastructure and services, enabling people to gain access to employment, education and leisure opportunities using public transport, walking and cycling. The focus will be to continue the roll out of walking and cycling projects, the bus real-time system and vehicle location, together with smart ticketing and associated marketing and promotion. This supports all the growth points and corridors with access to public transport and is consistent with Local Sustainable Transport Fund priorities.

Needs and costs

6.17 The capital infrastructure projects that have been identified for the IDP reflect the delivery of planned housing and employment growth based on the schemes identified in the SEP, the LTP3 and the LDF. It is important to note that other projects will be added to this over time as the LTP3 implementation plan is reviewed and updated. The projects outlined below are grouped into the following categories:

- **Strategic A127 Growth Corridor** – these reflect schemes identified to support the delivery of growth in the Joint Area Action Plan (JAAP), Town Centre and wider Borough.
- **Southend and Rochford Joint Area Action Plan Area** - The Transport Issues section of the JAAP contains two policies that directly reference public transport, walking and cycling. Policies T4 and T5 aim to establish quality, safe, secure and reliable networks of routes integrated into the local networks. These policies are underpinned to a large extent by the Local Transport Plans (LTP) for both Southend and Essex, which encourage and support access to new developments and sites by non-car modes.
- **Southend Central Area** - these reflect schemes identified to support a package of transport and public realm works designed to unlock potential development sites and accelerate the delivery along Victoria Avenue and in the Central Area.
- **Local public transport measures** - these reflect schemes identified to support a package of measures designed to support all the growth points and corridors with better access to reliable and efficient public transport. Providing for the ongoing improvement and development of bus corridors, quality interchanges at Southend Town Centre and key urban interchanges at train stations, Southend Hospital, London Southend Airport, Leigh and Shoebury, together with a package of local bus stop improvements.
- **Local walking and cycling measures** – reflects measures to improve walking and cycling infrastructure connectivity to planned growth. This builds on similar LSTF type measures and applications for funding for 2015/16.
- **Local traffic management and highway network measures** – includes small scale local road safety, public realm, car parking, bus priority and better street measures.
- **Regeneration of Southend Central Area Action Plan area (SCAAP)** to deliver planned growth - the area is blighted by a number of privately owned poor quality/derelict, vacant buildings which are not fit for purpose by condition or size. These sites present significant regeneration opportunities releasing land for redevelopment however are not being brought forward due to costs involved. A number of potential development sites in the Town Centre are Council-owned and generally serve as surface car parks. These provide opportunities for a mix of residential, retail, modern office floorspace and supporting uses. Accessibility and movement between 'gateway neighbourhoods' will provide a seamless Town Centre. Regenerating and creating better streets and public spaces is vital in unlocking the full potential of the Central Seafront Area. Supporting this with a package of Town Centre and Seafront improvements, particularly in terms of parking changes, public realm and benefits to public transport, walking and cycling will be vital to realise the site opportunities.

Costs and Funding

6.18 The estimated total transport costs included in the IDP outlined above is £53m. Table 6.1 below provides details of the estimated costs.

Table 6.1: Transport schemes, costs, funding and timescales

Scheme Location, Name and Detail	Start Date	End Date	Full cost (£m)	LGF funding allocation	Local Authority contribution
Strategic A127 Growth Corridor - supporting delivery of JAAP incl London Southend Airport and surrounding business parks					
JAAP Development of Saxon Business Park near London Southend Airport - Site Access and Infrastructure	2015/16	2016/17	4.5	See below (included in the £3.2m)	0
JAAP and Airport Sustainability Access Package Improvements - walking, cycling and public transport	2015/16	2017/18	2.93	See below (included in the £3.2m)	0.75
Rochford District JAAP/Pinch Point and housing delivery transport infrastructure schemes (includes Southend and ECC contributions)	2015/16	2017/18	12	See below (included in the £3.2m)	2
Supporting the Growth Area with a package of LSTF type sustainable transport and mobility management measures	2015/16	2015/16	1.25	3.2	0.25
Essex, Southend and Thurrock joint LSTF	2015/16	2015/16	1	1	0
A127 Kent Elms Junction	2016/17	2017/18	5	4.28	0.72
A127 Bell Junction	2017/18	2018/19	5	4.28	0.72
Essential bridge and highway maintenance	2017/18	2020/21	8	8	0
Sub total A127 Growth Corridor			39.68	20.76	4.44
Strategic Southend Central Area - a package of transport and public realm works designed to unlock potential development sites					
Southend Central Area: schemes to deliver planned growth to stimulate regeneration - Transport and Public Realm package	2015/16	2019/20	7	7	0
Sub total Strategic Southend Central			7	7	0
Local public transport measures					
Bus interchanges and stops			1.25		
Real time AVL bus systems			0.25		
Supported bus routes to new development			0.25		
Sub total local public transport			1.75	0	0
Local walking and cycling measures					
Cycle Network upgrades			1.5		
Cycle parking and promotion (travel plans)			0.25		
Sub total local walking and cycling			1.75	0	0
Local traffic management and highway network measures					
Parking zones and local traffic management			0.5		
Minor junction modifications/network capacity			0.5		
Local bus priority schemes (BBA type)			0.5		
Public realm and streetscene improvements			1		
Sub total local traffic management and highway network			2.5	0	0
Local traffic control systems and intelligent transport systems					
Upgrades to control systems and junctions			0.25		
Sub total local traffic control systems and intelligent transport systems			0.25	0	0
Transport total			52.93	27.76	4.44
Transport estimated funding gap is in the order of £20.8m					

6.19 Funding is expected to come from a combination of the LTP3 capital funding (from various blocks including the integrated transport block and maintenance block). Other sources to which bids are currently being made include the Government's Local Growth Fund, European Union funding, the Local Sustainable Transport Fund and some developer funding in the form of either S106 or CIL.

6.20 Table 6.1 provides an indication of estimated funding. The funding gap is in the order of £20.8m; for the purpose of the summary table included in section 13, it has been assumed that there will be a 50% grant award to inform the cost, funding and funding gap information. This will need to be reviewed once the final grant award is known.

Timing of provision

6.21 Schemes identified in the LTP3 Implementation Plan are for short term projects up to 2015. However, the list above includes some schemes that will take longer and will develop as plans for development are detailed in the plan period. Table 6.1 provides some indication of timescales.

7 FLOODING AND UNSTABLE LAND INFRASTRUCTURE TO MITIGATE RISK

- 7.1 This section focuses on flood risk, coastal flood defence and unstable land in the Borough. This assessment has been informed by inputs from both the Environment Agency (EA) and SOSBC. Infrastructure requirements have also been identified from the Thames Estuary 2100 Plan, the Essex and South Suffolk Shoreline Management Plan (SMP) and the Environment Agency Medium Term Plan (MTP) which captures current and future flood risk management projects.
- 7.2 The Core Strategy aims to reduce and prevent flood risk in all areas of the Borough at risk of, tidal (coastal) flooding, through a comprehensive Shoreline Strategy. The Council is also in the process of developing its Local Flood Risk Management Strategy as required under the Flood Risk Regulations to deal with management of risk from fluvial (water course) or surface water flooding.
- 7.3 Over 50% of the Borough's coastal frontage is composed of soft cliffs in London Clay. Although now protected from active sea erosion due to the construction of coast protection works and largely landscaped as gardens, the cliffs in various locations are in a condition of marginal stability, and are subject to periodic incidents of slippage, usually shallow, but occasionally deep seated and of substantial extent, with highly damaging potential.
- 7.4 The Council has therefore also developed a strategy for maintaining the cliffs, involving:
- close annual visual inspection by geotechnical specialists;
 - installation of facilities for detecting and monitoring movements and variations in ground water pressures; and
 - ground investigation and remediation, where necessary, to incidents of incipient or actual ground movement.
- 7.5 The Council approved a 'Shoreline Strategy' in November 2011. The document includes outline proposals for implementing the Borough's policies of the regional Shoreline Management Plan within its administrative area, over the next 100 years. It includes a programme of stable land projects to maintain and improve the numerous coastal frontage sections in the face of dilapidation and sea level rise. It is written with the intention of gaining approval from the EA. The second version of the Shoreline Strategy is to be submitted to the EA in Spring 2014 and following approval the improvement programme would be triggered.
- 7.6 The EA has powers and controls over the construction of new flood defences and over the maintenance of defences that protect existing assets. The EA does not construct or upgrade flood defences to promote new development within flood risk areas.
- 7.7 In informing the IDP, the EA have referred to their Medium Term Plan (MTP) that captures current and future flood risk management projects.

Needs and costs

- 7.8 The following projects list schemes identified by the EA and SOSBC to address flood risk and unstable land.

Fluvial flood-related projects

- 7.9 The EA's MTP captures current and future flood risk management projects - those relevant to Southend Borough are outlined below:

Eastwood Brook and lower reach of Prittle Brook

- 7.10 There is a need to investigate the properties at significant or very significant flood risk on the mid-course of Eastwood Brook and lower reach of Prittle Brook. Partnership work with Southend Borough Council to avoid double-counting. Commencement is estimated to be in 2016. The timescales and costs involved are aspirational and are subject to change once the project, and further detailed analysis of the flood risk on Eastwood Brook and Prittle Brook, commence. The total cost estimate is £400,000.

Prittle Tunnel intake

- 7.11 The Prittle Tunnel Intake structure comprises of a large floating debris screen which prevents large material washing through and into the Prittle Brook tunnel during low flows. Only during high flows will the screen raise, letting large woody debris, urban refuse, etc, to pass through into the Prittle Brook Tunnel. The EA carry out routine maintenance to clear small debris, silt, and vegetation. There are current access issues which are to be improved. There is also the need for some form of temporary protection against plant from sliding down the slope and into the tunnel entrance. The project is estimated to cost £70,000.

Water Framework Directive and wildlife improvement projects

- 7.12 There are two main watercourses in Southend on Sea classified under the Water Framework Directive (WFD) - Eastwood Brook and Prittle Brook. Both watercourses are heavily modified, and both are failing WFD standards for Biology (Invertebrates), Chemistry (Phosphorus and Ammonia) and Morphology. Both watercourses would benefit from increased in-channel morphological diversity (improved habitat and flow diversity). Specific projects to address these issues are still being worked up but are likely to include elements of the following:
- River channel re-profiling and improvements to habitat in river and riparian corridors.
 - Misconnection campaigns to identify and rectify misconnections and educate the public.
 - Yellow Fish campaigns (drains are marked using a Yellow Fish stencil and awareness is raised locally to help with the message – only rain down the drain – and help prevent pollution).
 - Sustainable Drainage Systems.
 - Improvements to sewer network to reduce Combined Sewer Overflows (CSOs). We advise Anglian Water Services Ltd is contacted directly regarding sewer network upgrades that may be required.

Prittle Brook wildlife and recreation improvements linked to flood alleviation

- 7.13 Prittle Brook is a tributary of the River Roach which is a highly degraded water course that experiences localised flooding during peak flows. There is lots of potential to improve this area and use the opportunity to reduce the threat of flooding to the local area. Various projects have been identified along its length. As part of the brook flows through Belfairs Park there is also the opportunity to improve the footpaths close to Prittle Brook to make it a much more pleasant place for the local community to exercise throughout the year by walking, cycling and horse riding – currently sections are more or less impassable in winter months. The project cost is estimated at £155,000.

Coastal flood-related projects

- 7.14 The Southend on Sea Shoreline Strategy (draft awaiting EA approval) includes the following projects required to provide new or upgraded flood protection and coast protection in view of sea level rise and strategic optimisation of standards of protection across the frontage:

- Chalkwell Sea Wall flood defence works along the Chalkwell and Eastern esplanades. All works are subject to the availability of finance – the cost is estimated at £750,000, with potential DEFRA GiA funding of £470,000.
- East Beach Shoeburyness coast protection works has an estimated cost of £140,000, with potential GiA funding of £60,000.
- Shoebury Common Flood Defence Improvements are presently programmed for construction in 2015/16, and the estimated construction costs are £8,150,000. A bid for FDGiA funding from EA of £5,702,000 has been submitted (plus £1,985,000 for future works), with funding from other funding partners of £2,448,000 committed.
- Cinder Path Flood Defence works construction is due to commence in 2016/17, with work estimated to cost £26.8m. Potential GiA funding of £16m may be available and contributions are to be sought from Network Rail and Sustrans to complete the funding.
- Old Leigh Flood Defences critical construction is to commence 2017/18. Work is estimated to cost £3.22m, with potential funding available of £1.4m.
- Lynton Road to Thorpe Bay Flood Defence Improvements Eastern and Thorpe Esplanades. This work is critical and construction is expected to commence in 2018/19. The cost is estimated at £4.11m. Potential funding of £2.26m is available.
- Cliff slip risk reduction works along the entire cliff frontage to support unstable land – this is classed as critical and a works programme is to be developed following investigation.

7.15 The total estimated cost of flood-related projects is £35.02m.

Funding

7.16 The approval of the EA to the Shoreline Strategy would not only signify its technical acceptance of the strategic proposals, but would also indicate their preparedness to approve substantial government (DEFRA) funds as contributions to construction and maintenance costs.

7.17 The level of DEFRA funding for each individual project is calculated according to their new (2011) 'Resilience Partnership Funding' system, by which projects 'earn' a certain proportion of their whole life capital costs according to the benefits they provide in terms of benefit/cost ratio, among other things. Southend's strategy considered the coastal defences of the town frontage by frontage, and estimated the proportions of partnership funding which they could attract, varying between 30% and 100%. The funding shortfalls need to be filled from a wide range of potential sources which could include contributions through, inter alia, CIL, RFCC and local businesses.

7.18 The EA are seeking Flood Defence Grant in Aid funding in line with the 'Partnership Funding' approach to financing projects.

Timing of provision

7.19 Delivery of infrastructure for coastal and flood defence is ongoing, with projects falling within the short, medium and long term.

Unstable land

7.20 Over 50% of the Borough's coastal frontage is composed of soft cliffs in London Clay. Although now protected from active sea erosion due to the construction of coast protection works and largely landscaped as gardens, the cliffs in various locations are in a condition of marginal

stability and are subject to periodic incidents of slippage, usually shallow, but occasionally deep seated and of substantial extent, with highly damaging potential.

7.21 The Council has developed a strategy for maintaining the cliffs, involving:-

- Close annual visual inspection by geotechnical specialists
- Installation of facilities for detecting and monitoring movements and variations in ground water pressures
- Ground investigation and remediation, where necessary, to incidents of incipient or actual ground movement.
- Control of development to ensure that no new development is either at risk from ground movement or increases the level of risk to the neighbouring area.

7.22 Ways will also be explored for linking the potential reactivation of sea erosion with the need to maintain and upgrade coastal protection and flood protection works. This will create access to DEFRA Grant in Aid through the mechanisms described above for flood defence projects.

8 EMERGENCY SERVICES

Police

8.1 Essex Police is responsible for delivering services to address community safety, tackle the fear of crime and seek to achieve a reduction in crime in Essex through a number of methodologies including the detection of offenders. The primary roles of the police service are: protection of life and property; prevention and detection of crime; and, maintenance of 'The Queens Peace' ('The Peace').

Needs

8.2 The delivery of growth and planned new development in the Borough would impose additional pressure on the Essex Police existing infrastructure bases, which are critical to the delivery of effective policing and securing safe and sustainable communities.

8.3 The specific identified need is for refurbishment and the increase in capacity of Southend Police Station on Victoria Avenue. This is based on expected population growth.

8.4 If there are situations where there are specific locations where a large scale of development is proposed, it is also highly likely that new facilities will be required to provide new offices or bases from which police staff can operate. These will need to be assessed on a case by case basis, or requirements built into policies and Development Briefs.

Costs

8.5 The cost of refurbishing and increasing the capacity of Southend Police Station is £7.5m.

8.6 Essex Police will also need additional infrastructure to support the required growth in staffing, accommodation (staff and custody provision) and staff 'start up' costs which covers such items as:

- office accommodation;
- briefing facilities;
- rest room/restaurant facilities;
- locker room facilities;
- uniform and protective equipment;
- patrol vehicles;
- probationer Constable and staff induction training;
- IT equipment (including personal issue mobile communication systems); and
- furniture

Funding

8.7 There is potentially up to £1.0m of mainstream funding available from Essex Police's budgets to contribute towards the cost of refurbishing and expanding Southend Police Station.

8.8 Apart from this, Essex Police has reported that there is no existing funding source for the Police service to support the required growth in infrastructure from central or local taxation. The Police service does not receive sufficient central capital funding for new growth-related development. The funding allocated to the Police and Crime Commission via Home Office grants, Council Tax

precept and other specific limited grants is generally insufficient to fund requests for capital expenditure whilst there is a time lag associated with the Police receiving operational funding.

- 8.9 There is therefore a need for some funding to be provided through a CIL charge.

Timing of provision

- 8.10 The refurbishment and expansion of Southend Police Station is required in the short term, with an intended start date of no later than April 2015.
- 8.11 All other needs will come forward in line with growth.

Fire Service

- 8.12 Fire and rescue services in the Borough are provided by the Essex Fire & Rescue Service (EFRS). There are currently three fire stations within the Borough:

- Sutton Road, Southend
- Leigh-on-Sea
- Shoeburyness

- 8.13 However, services may also be provided by stations in Rochford and Hawkwell.

Needs

- 8.14 EFRS has identified that it has no needs arising from growth.

Ambulance

- 8.15 Ambulance services in the Borough are provided by the East of England Ambulance Service NHS Trust (EEAST). There are ambulances operating from stations at Southend (Short Street) and Shoeburyness. There are also stations which can serve the borough in Basildon, Billericay, Canvey and Wickford.

Needs

- 8.16 The Southend station at Short Street is rented on a 10-year lease that is due to expire in the near future. EEAST is currently reviewing its needs, in terms of estate and buildings for the ambulance station at Southend.
- 8.17 The Shoeburyness station facility is owned and is sufficient to address the needs in this part of the Borough.

Costs

- 8.1 Until EEAST has completed a review of the existing ambulance station at Short Street and potential options it is unclear what cost impacts this would have.

Funding

- 8.2 Until EEAST has completed a review of the existing ambulance station at Short Street and potential options it is unclear what the funding implications would be.

Timing of provision

- 8.3 EEAST is actively reviewing the existing ambulance station at Short Street so that future options can be developed.

9 WASTE

- 9.1 SOSBC is both a Waste Collection Authority and a Waste Disposal Authority and is responsible for the collection and disposal of municipal waste in the borough. Municipal waste includes household waste and any other wastes collected by, or on behalf, of councils.

Needs

- 9.2 Management of municipal waste is a UK-wide challenge as both European and National legislation and policy seeks to deal with waste more sustainably and to reduce the amounts of waste being deposited into landfill. Waste is also increasingly seen as a resource that through recycling and treatment processes can be utilised.
- 9.3 Future management of municipal waste, particularly with increasing development and population growth, will have increasing impacts on the environment and direct financial impacts on SOSBC. For example, the increase of Landfill Tax rates has increased costs – in 2012/13 SOSBC spent around £2.4 million on Landfill Tax alone for waste collected from residents.
- 9.4 The Essex Waste Partnership (consisting of Essex County Council, the twelve district and borough councils and the unitary authority of SOSBC) has adopted the Joint Municipal Waste Management Strategy⁵ (JMWMS) which sets out how the Partnership will tackle municipal waste. Within the JMWMS there is the identification of an integrated network of new waste facilities needed to manage waste over the next 25 years. This includes provision of a small number of large processing and treatment facilities across the County. In order to minimise the transportation distances and its associated costs and environmental impacts a network of Waste Transfer Stations (WTS) was also identified in the JMWMS.
- 9.5 One of the processing and treatment facilities is the Mechanical and Biological Treatment (MBT) plant currently being built at Courtauld Road in Basildon. Both Barling and Pitsea landfill sites are scheduled to close in 2016 and as a result the Essex Waste Partnership MBT plant is planned to be operational before then, in order to process waste that would previously have been taken directly to a landfill site. In order to deliver efficient transportation a Waste Transfer Station is planned to be built at Central Depot, Eastern Avenue, and to become operational during 2016/17. This will allow bulking of waste into larger vehicle for delivery to the MBT in the case of residual waste or bulking for onward delivery to other treatment or processing in the case of recyclable materials.
- 9.6 The emerging Joint Waste Development Document (WDD) being prepared jointly by Essex County Council and SOSBC as part of the Minerals and Waste Development Framework will eventually replace the policies set out in the adopted Waste Local Plan. The WDD Preferred Approach includes both an option (option W16) for a waste transfer station at the Central Depot, Eastern Avenue. The Councils' Preferred Approach also supports the establishment of a network of MSW Waste Transfer Stations across Essex and Southend-on-Sea. There is therefore strong policy support for the emerging Waste Plan policy.
- 9.7 The WTS at Central Depot is part of the Essex Waste Partnership's current programme to deliver improved waste collection and transfer services for Essex and Southend-on-Sea. The WTS has been designed to accommodate future waste arisings resulting from development and population growth.

⁵ Essex Waste Partnership, Joint Municipal Waste Management Strategy for Essex (2007 to 2032) adopted July 2008

- 9.8 Whilst the WTS has not been specifically designed for business or commercial waste there are anticipated to be reductions in waste disposal opportunities for local businesses due to the planned closure, in or around 2016, of the two most local landfill sites at Barling and Pitsea. This may put local businesses at a disadvantage as private commercial waste operators (SOSBC does not provide this service) may be forced to increase their costs due to increased transportation or additional bulking at privately operated waste transfer stations. Therefore SOSBC will allow future use of its infrastructure, as long as this does not impact on the statutory waste collection responsibilities it has to households in the Borough.
- 9.9 In addition, SOSBC is changing its litter bin strategy. This is moving towards the provision of more re-use/recycling/composting points, as opposed to traditional waste bins. The need to replace existing bins with dual recycling/litter bins across the Borough creates a significant additional need.

Costs

- 9.10 The cost of providing a new WTS is between £3m and £5m. The operation of such a facility will cost between £300,000 and £500,000 per annum.
- 9.11 The cost of providing the new bins across the Borough, as part of an ongoing strategy, is expected to cost up to £160,000.

Funding

- 9.12 There is capital funding available from SOSBC to pay for the provision of a new WTS. However, there is no funding in place at present to address the ongoing maintenance costs. It is expected that this will be address through a budget allocation by SOSBC but this is not, at present, in place. There is therefore a funding gap for the remaining seven years of the plan period of £3.5m (seven years at £500,000 per annum). It is possible that this funding gap would have to be plugged through the use of CIL funds.
- 9.13 For the provision of new bins, there is £20,000 currently available for the remainder of the plan period. This leaves a funding gap of £140,000. Again, CIL funds could be used to plug the funding gap.
- 9.14 The total funding gap is therefore £3.64m.

Timing of provision

- 9.15 The WTS is a priority in the short term and is expected to be built and operational in 2015/16.
- 9.16 The litter bin strategy is an ongoing project and is not time-constrained.

10 SOCIAL AND COMMUNITY

Libraries

Needs

10.1 SOSBC Library Service has identified three specific requirements to address the needs arising from growth:

- Southchurch Library will need replacing as the current building is not fit for purpose.
- Kent Elms Library will need replacing, potentially taking advantage of co-location if a new primary care centre is delivered.
- A new Hub Library in the east of the town to deliver the objectives of the Library Strategy.

Costs

10.2 The cost of these two schemes is as follows:

- Southchurch Library - £1.25m
- Kent Elms Library - £2.0m
- East Library Hub - £0.38m

Funding

10.3 Funding has been identified within the 2014/15 Capital Programme to meet the East Hub Library costs. There is no further funding available to address the needs for either Southchurch or Kent Elms. It is therefore assumed that those costs will be address through a CIL charge.

Timing of provision

- 10.4 The replacement facility at Southchurch Library is needed by 2018.
- 10.5 For Kent Elms, the timing depends on the provision of the new primary care centre. This is expected to be 2020.
- 10.6 The new East Hub Library is needed by April 2016.

Museums and galleries

Needs

10.7 Linked to SOSBC's Cultural Strategy⁶, the SCAAP⁷ and Corporate Plan⁸ is an identified need to deliver a new museum on the Western Esplanade.

Costs

10.8 The cost of the new museum would be £35m.

⁶ Southend-on-Sea Borough Council (2013) *Culture-on-Sea: A Cultural Strategy for Southend-on-Sea, 2012-2020*

⁷ Southend-on-Sea Borough Council (2011) *Southend Central Area Action Plan DPD*, Consultation Draft Proposed Submission

⁸ Southend on Sea Borough Council (2013) *Corporate Plan and Annual Report 2013*

Funding

10.9 Funding would be expected to be a mixture of grants, developer contributions and private philanthropy. It is expected that £5m will come from the Heritage Lottery Fund, £5m from the Local Enterprise Partnership and approximately £5m from a range of other smaller sources. This leaves £20m still to be identified. Contributions are expected at this time to be secured through a CIL charge.

Timing of provision

10.10 The delivery is dependent on successful fundraising but completion is expected around 2020.

Other arts, theatres and heritage

10.11 The infrastructure needs associated with arts and other cultural activities are extremely difficult to quantify and identify as needs specifically from growth. By its nature, the benefits arising from arts infrastructure are more subjective.

Needs

Culture and heritage

10.12 The adopted 2013 Cultural Strategy⁹ identifies the need to concentrate resources in three major areas:

- Our Community – providing for Southend-on-Sea’s current community and visitors;
- Our Cultural Town – maintaining Southend-on-Sea’s infrastructure and maximising its use to ensure optimum effectiveness;
- Our Cultural Future – developing future initiatives to improve the Borough’s cultural offering.

10.13 The strategic action plan of the Cultural Strategy specifically identifies development of the following items required to maintain the cultural infrastructure of the borough:

- Southchurch Hall Gardens
- Belfairs Woodland Resource Centre
- Priory Park

10.14 The Belfairs Woodland Resource Centre was opened in September 2013. The project was funded in part through the SOSBC Capital Programme.

10.15 Improvements to Priory Park would include a new pavilion, recreational facilities and landscaping.

Public Art and Theatres

10.16 Public art and theatres can make a positive contribution to urban design, tourism, and economic and community development. Southend has been identified as ‘a cultural and intellectual hub’ and a ‘higher education centre of excellence’ in the Thames Gateway South Essex Grid Strategy¹⁰. This combined with the Council’s objective of attracting new audiences with a higher

⁹ Southend-on-Sea Borough Council (2013) *Culture-on-Sea: A Cultural Strategy for Southend-on-Sea, 2012-2020*, adopted June 2013

¹⁰ Thames Gateway South Essex (2005) *Thames Gateway South Essex Green Grid Strategy*

spend to the Borough, creates an opportunity for both public art and theatres to contribute to the cultural profile of the Borough and its economic development.

- 10.17 Public art has also been shown to enhance overall design quality, adding meaning and interest, contributing to the sense of place and assisting with orientation. These projects have the potential to mark, commemorate, celebrate and express the ideals, beliefs and hopes of communities.
- 10.18 SOSBC's Public Art Strategy¹¹ for the period 2006 to 2016 recommended a strategy for securing developer contributions towards public art infrastructure. This sought to negotiate the provision of new works of art as part of development schemes where they would contribute to the appearance of the scheme and to the amenities of the area. It was expected that the value of public art within a scheme would be no less than 1% of construction costs. This was applied to all substantial schemes, with 'substantial' being defined as residential developments of 10 dwellings or more; and other office, manufacturing, warehouse and retail developments of over 1000m² floor space.
- 10.19 Such an approach is no longer appropriate within the CIL Regulations and therefore it will be necessary to identify specific schemes in the future that are needed to support growth. In particular, this should be linked to schemes for improving the public realm. At present, no specific schemes have been identified where this can be achieved. However, any major projects could offer opportunities for commissions by artists. These could include any new education or health facilities or, more specifically, further development at Shoebury Garrison.
- 10.20 It will be important that more detailed assessments of needs are undertaken before schemes can be included in any update to the IDP.
- 10.21 Southend's two main theatres are popular venues providing year-round entertainment and cultural activities for both residents and visitors alike. Population growth is likely to put increased demand on the theatres and present further opportunities for developing and attracting new audiences. As with public art, more detailed assessment of these needs are required to be undertaken before they can be included in further updates of the IDP.

Costs

- 10.22 The precise requirements to improve Southchurch Hall Gardens are not known at this time so no costs are associated with it.
- 10.23 The precise costs associated with the improvements to Priory Park are not known at this time so no costs are associated with it.
- 10.24 Due to the absence of identified and justified schemes, there are no costs associated with the provision of public art or theatres.

Funding

- 10.25 Funding for any future arts provision would come from CIL, once it is in place, and also from grant funding schemes. In particular, the Arts Council has a number of different grant opportunities which, depending on the scheme in question, could provide funding to address at least part of the costs.

¹¹ Southend-on-Sea Borough Council (2006) *Public Art Strategy – Summary and Recommendations*

Timing of provision

10.26 The timing of the identified improvements are not known at this time.

Cemeteries

Needs

10.27 In 2008, it was assessed that burial space for Church of England burials would be exhausted by 2018. This has more recently been revised to 2020/21.

10.28 National statistics indicate an increase in elderly population of pensionable age, the oldest age group - 80 and over - is the fastest growing and many of these people represent the older traditional beliefs and would prefer burial as an alternative to cremation. Local statistics indicate that the demand for burials is running at approximately 17% of all deceased persons.

10.29 A new burial ground is therefore required. A site has been identified in Bournes Green. This straddles the boundary of Southend-on-Sea Borough and Rochford district.

Costs

10.30 To combat the issue of the water table the site profile will need to be raised by at least 2 metres, and will involve a large civil engineering project to transport approximately 155,000 cubic metres of inert fill to the site which will require detailed planning and co-ordination with Rochford District Council, highways and transport and the Environmental Agency.

10.31 As a result, the cost of providing the new facility would be £2.28m.

Funding

10.32 The funding for this facility has been identified in the SOSBC Capital Programme.

Timing of provision

10.33 The facility is expected to be provided by Spring 2017.

Allotments

10.34 There are a number of allotment sites of varying sizes located in Southend-on-Sea, 16 are within the ownership of Southend Borough Council, five of which are society run, and a further three are in the ownership of Leigh Town Council. In total they provide 27.82 hectares of allotment space.

Needs

10.35 There is a need to undertake an assessment of allotment provision. At present there is no understanding of the nature and extent of any shortfalls. The Draft Southend-on-Sea Green Spaces Strategy 2005-2015¹² assessed that provision was sufficient to address needs at the time, with take-up on larger sites (50+ plots) at around 65% but smaller sites nearing capacity, at 95% take-up. However, this assessment was undertaken in 2005 and not only was it not formally adopted but is now very dated. SOSBC has stated that it is in the process of being updated.

¹² Southend-on-Sea Borough Council (2005) *Green Spaces Strategy: Draft, Executive Summary*, Leisure, Culture & Amenity Services Department

10.36 The SOSBC Cultural Strategy¹³ identifies the development of allotments as part of its strategic action plan. This will specifically be addressed in the green spaces strategy being prepared by SOSBC.

10.37 In terms of determining the need for allotment space in response to new housing development, it is necessary to consider an appropriate standard of provision. There is no local standard of provision for the district. The 1969 Thorpe Report into demand for allotments, undertaken for the Ministry of Natural Resources, suggests a standard of 0.2ha per 1,000 population. Due to various factors such as the price of supermarket food and concern over the unsustainable levels of food miles that supermarket foods accrue, there has been a general upsurge in demand for allotments; therefore this standard, although dated, is considered to be reasonable.

10.38 Growth in the population of 6,240 people would therefore result in a theoretical need for 1.25 hectares of allotment space. A reasonable rule of thumb is that a single 0.25ha allotment will hold 20 plots, therefore the total need is for 100 plots. However, the actual needs would depend on where growth was located and what existing provision was made in the local area.

Costs

10.39 Costs for allotments are usually assessed on a 'one-off' basis, so it is most appropriate to determine this individually according to the particular development. As a guide, Shrewsbury & Atcham Borough Council considered proposals to create new allotments and derived a cost per hectare of £100,000. This would cover the provision of facilities such as sheds, access, fencing and drainage. Allotment fees would cover some of the maintenance costs related to the provision of access and fencing, although additional revenue funding would be required. This does not include the cost of purchasing the land.

10.40 The total cost of providing for the 1.25ha of allotment space required to support new growth would therefore be £125,000.

Funding

10.41 There may be small pots of local funding available for the provision of allotment space. However, these are unlikely to cover anything other than a small proportion of the overall costs. It is therefore assumed that allotment space would be funded solely through a CIL charge.

Timing of provision

10.42 There is no particular need for allotments to be provided at a certain time.

Community Halls

Needs

10.43 There is a need to undertake an assessment of community hall provision. At present there is no understanding of the existing provision and the nature and extent of any shortfalls.

10.44 There is no clear and accepted standard for the provision of community halls. Other districts have adopted a range of standards, such as:

- Horsham District Council - 0.15 sq m per person;
- Taunton & Deane Borough Council - 0.2 sq m per person for village halls;

¹³ Southend-on-Sea Borough Council (2013) *Culture-on-Sea: A Cultural Strategy for Southend-on-Sea, 2012-2020*

- Reigate & Banstead Borough Council 0.2 sq m per person (0.5 sq m per dwelling, based on an average of 2.4 people per dwelling);
- Bracknell Forest Council - 0.13 sq m per person for a community centre (0.33 sq m per dwelling based on 2.4 people per dwelling).
- Wycombe District Council and Basingstoke & Deane Borough Council - 0.3 sq m per person.
- Broxbourne – 0.55 community facilities per 1,000 people (within 15-minute walk time)

10.45 We therefore consider that a reasonable standard to adopt would be approximately 0.2m² per person, or 0.48m² per dwelling, based on an average of 2.4 people per dwelling. For the growth in Southend-on-Sea, this creates a need for 1,248m² of space. Based on a reasonable assumption of 500m² for a large community centre and 200m² for a small meeting hall, provision could be made in a number of ways, e.g. two large centres and one small centre, six small centres, one large centre and three small centres, etc.

10.46 However, it is too simplistic to say that this is exactly what is required in terms of the number of facilities. It may be preferable to provide community facilities as part of one large, multi-use facility. Community centres are often used for sporting activities. However, if such sporting facilities are already to be provided (either as a stand-alone facility or through use, for example, of secondary school facilities) then it is not necessary for such a large centre to be provided.

Costs

10.47 The capital cost of constructing a typical community centre¹⁴ ranges from £1,200/sq m to £1,800/sq m. This covers construction and fees, with the higher end of the range allowing for equipment used for sports activities. Assuming that sports facilities are not required, then a figure of £1,300/sq m is reasonable.

10.48 This would create a total cost of £1.62m for providing new community centre space.

Funding

10.49 New community facilities are either provided from local authority capital expenditure budgets or through developer contributions. In certain circumstances, funding can be sought from Sport England if the facility is to provide a significant level of sports facilities. Contributions from development are expected at this time to be secured through a CIL charge.

10.50 Commonly as part of major developments such land is provided as free land in lieu of other charges, so a developer may offer either the land and a capital contribution towards the construction of a community building, or the identification of a site and construction of the building with subsequent transfer to the local planning authority or, if there is one, a parish council.

¹⁴ A typical community centre consists of a large hall, a separate smaller meeting room, kitchen facilities and WCs (including disabled facilities)

11 LEISURE AND RECREATION

11.1 Policy CP7 of the Southend-on-Sea Core Strategy is specific about needs. It states that:

“In relation to any major new area of housing development, however, direct provision within and as an integral part of the development may be sought, where this would provide at least 2.5 hectares of additional public open space, playing pitches and ancillary facilities, laid out as a local or neighbourhood park.”

“To meet the requirements generated by the additional dwelling provision over the period to 2021 and the need to minimise recreational pressures on European and international sites for nature conservation, contributions will be focused on the following provision:

- a. approximately 20 hectares of additional local and neighbourhood park space, provided on areas of at least 2 hectares in size;*
- b. at least 4 additional equipped play areas for children and young people, spread evenly across the Borough;*
- c. 2 additional bowling greens (6 rink size);*
- d. at least 4 additional multi-use games areas (MUGA's) of 1 x tennis court size, together with the conversion of existing tennis court facilities to multi-use;*
- e. approximately 10 hectares of additional grass playing pitch space and ancillary facilities, provided on areas of at least 2.1 hectares each to allow flexibility between adult and junior pitches, and use for cricket in the summer;*
- f. qualitative improvements to existing recreational open spaces and sports facilities, including the ancillary facilities needed to support them, sports halls/centres and swimming pools, or their replacement with appropriately located new facilities;*
- g. qualitative and quantitative improvements to facilities for teenagers.”*

11.2 It is important that this is taken into consideration when assessing need for these types of facilities.

Children’s play facilities

11.3 The Southend Play Strategy¹⁵ undertook an audit of existing facilities and identified the following:

- There are 39 playgrounds across the Borough offering free access.
- The quality of these sites is variable with the majority offering good facilities with a high play value for some age groups and others in a poor condition.

¹⁵ Southend-on-Sea Borough Council (2007) *Southend-on-Sea Play Strategy*

- There is generally a lack of good accessibility to equipped play areas for children throughout the Borough. However, since the Play Strategy was produced, the Borough Council has carried out improvements to existing play facilities and created some new play spaces. Nevertheless, some parts of the Borough remain poorly served with outdoor equipped play areas.

11.4 It is important that the Play Strategy is updated during the plan period in order to provide an up-to-date assessment of play needs.

Needs

11.5 As the population expands, there is a need for more children's play facilities. Often this takes the form of improving the provision at existing play areas.

11.6 The following improvements have been identified:

- Sidmouth Avenue Play Area – create a larger play facility with more activities and refurbishment of existing facilities.
- Warrior Square Gardens – provide a new facility in Central Southend where provision is currently deficient.
- Priory Park – provide additional play equipment.

11.7 In light of the number of parts of the Borough identified in the Play Strategy as lacking good accessibility to equipped play areas, it is likely that there will be other needs which must be addressed. In addition, Policy CP7 of the Core Strategy identifies the need for four equipped play areas to address the needs arising from growth. It will be important that the location for these additional needs is determined; ideally this should address existing deficiencies as well as the need arising from growth. However, any large development at any location in the borough should ensure that new or additional free to access play provision is made available.

Costs

11.8 The cost of providing for the identified needs is as follows:

- Sidmouth Avenue Play Area - £120,000
- Warrior Square Gardens - £150,000
- Priory Park - £40,000

Funding

11.9 There is no funding available for these projects. Funding will therefore be expected to come through a CIL charge.

Timing of provision

11.10 Whilst being dependent on the availability of funding, both schemes are required in the short term.

Youth facilities

11.11 Facilities for older teenagers should be provided separately from those ones for the younger age groups as needs of this age group will often not be compatible. Teenage facilities include:

- Skateboarding

- BMX
- Multi-Use Games Areas (MUGAs)
- Basketball sites
- Games (rebound) walls
- Kick-about areas
- Youth shelters and meeting areas
- Street basketball
- Graffiti walls
- Climbing walls (outdoor)
- Teenage play facilities (e.g. adventure type trim trails)
- Adventure playgrounds
- Parkour

11.12 The Southend Play Strategy undertook an audit of existing facilities and identified the following:

- There is a significant lack of fixed 'play' facilities for older children and young people.
- There are currently only five wheeled sports facilities in the Borough at Chalkwell Park, Leigh Marshes, Eastwood Park, Bournes Green Park and Shoebury Park. The size and nature of these facilities differ.
- There are a limited number of youth shelters in the Borough (Eastwood Park, Oakwood Park, St. Laurence Park, Bournes Green Park, Southchurch Park and Shoebury Park).

Needs

11.13 As the population expands, there is a need for more youth facilities. This can be either improvement of existing facilities or new provision.

11.14 The following improvements have been identified:

- Priory Park – youth facilities including a Multi-Use Games Area (MUGA), parkour (military-style training course) and wheeled sports.
- Southchurch area (Southchurch Park or Southchurch Park East) - youth facilities including a parkour and wheeled sports.
- Gunners Park area - youth facilities including a parkour (subject to the availability of space)¹⁶.
- Jones Memorial Ground – youth MUGA (which is separate from the MUGA requirements identified under 'outdoor sports facilities'.

Costs

11.15 The cost of providing for the identified needs is as follows:

¹⁶ There is limited room for such a facility within Gunners Park. However, there are proposals as part of a current planning application, for the provision of an equivalent facility on the undeveloped land on the western side of the Garrison. If this application is approved, then this is expected to be provided as part of the Section 106 agreement.

- Priory Park - £300,000
- Southchurch area - £190,000
- Gunners Park area - £150,000
- Jones Memorial Ground - £150,000

Funding

11.16 There is no funding available for these projects. Funding will therefore be expected to come through a CIL charge.

Timing of provision

11.17 Whilst being dependent on the availability of funding, the scheme at Jones Memorial Ground is required in the short term. The other three schemes are required in the medium term.

Outdoor sports facilities

Needs

11.18 Table 11.1 shows the existing provision of sports pitches and facilities in park-based facilities across the Borough. It is important to note that this does not show all facilities that might be available in the Borough; there will also be private facilities and pitches that are managed/owned by sports teams.

Table 11.1: Outdoor sports pitches and facilities in SOSBC

Sport		No. of pitches
Football	Senior	67
	Junior	12
	Mini	22
	All weather	1
Rugby	Senior	6*
	Mini	9*
Bowling greens		13
Cricket squares		17
Tennis courts		17
Athletics tracks		1
Basketball hoops		21
MUGAs/outdoor gyms		7
Public golf courses		1
Pitch and putt golf courses		1

Sources: SOSBC (2004) *A Study of Playing Pitches in Southend-on-Sea Borough* and SOSBC (2013) *Southend-on-Sea Sport & Leisure Strategy, 2013-2020*

*Includes facilities just outside the Borough but serving the needs of the resident population

11.19 This assessment was undertaken in 2004, fully ten years ago. As such it is out of date and several of these facilities have been improved over recent years. However, at present there has not been a complete assessment of the suitability of these facilities to address existing needs and their capacity to support further growth. To this end, SOSBC has produced a brief for an outdoor and indoor sports audit which shall address this requirement. It is expected that, subject to available funding, this work will be completed in late-2014.

11.20 It is therefore not possible to give an accurate assessment of needs until this audit is undertaken. This audit will take into account the latest guidance from Sport England¹⁷ which is intended to update existing guidance and assist local authorities with meeting the requirements of the National Planning Policy Framework. This balances demand considerations as well as supply in order to arrive at a realistic assessment of needs for a particular area.

11.21 However, in order to inform the IDP, it is instructive to provide an understanding of theoretical needs if an approach was taken purely related to the increase in population.

Natural turf sports pitches

11.22 If the expected increase in population as a result of the planned growth – 6,240 people – is applied to what is considered to represent a reasonable standard for the provision of natural turf pitches in an urbanised borough such as Southend-on-Sea (in this case, 1.39ha per 1,000 population¹⁸), then this creates a total need for 8.67ha of sports pitches. Applying Sport England's recommended space standards of 7,420m² per football pitch¹⁹ and 10,400m² per rugby pitch²⁰ creates a theoretical need for between 8 and 12 adult-sized football/rugby pitches. A junior pitch is the equivalent of half an adult-sized pitch, so in reality the overall number of pitches could be higher, this being a combination of adult and junior pitches.

Multi use games areas (MUGAs) and tennis courts

11.23 There are no established standards for the provision of MUGAs therefore it is difficult to even establish a theoretical need. The 2004 study *'Open Space and Recreation Assessment in Southend-on-Sea Borough'*²¹ suggests that a population of 3,000 is likely to generate regular tennis and/or five-a-side football activity, which are the most common uses of MUGAs. Based on the population growth associated with growth of 6,240 people, this would create a need for just over two new MUGAs.

11.24 A new MUGA is part of a development that has outline planning permission at Gunners Park in Shoeburyness as part of the Garrison redevelopment. Subject to reserved matters approval, this is due to open in Autumn 2014 and is likely to address needs in this part of the Borough.

11.25 It should be considered that the provision of new MUGA facilities can sometimes be undertaken using existing tennis courts, either as dual use (recognising that many tennis courts are unused for large parts of the year) or by completely taking over a disused facility). Equally, some MUGAs may be best provided on artificial grass, for use as five-a-side football or hockey pitches. Therefore, the precise type of need is not possible to establish until a clear audit of provision and needs is established.

Outdoor fitness facilities

11.26 Southend currently has three outdoor fitness areas located at Eastwood Park, Shoebury Park and Priory Park. To address this limited provision new facilities are required across the borough and

¹⁷ Sport England (2013) *Planning Pitch Strategy Guidance: An approach to developing and delivering a playing pitch strategy*

¹⁸ This is based on provision in other urbanised districts and boroughs across the country

¹⁹ Source: Sport England guidance document: <http://www.sportengland.org/media/197610/kitbag-nt-football-senior-2-2013.pdf>

²⁰ Source: Sport England guidance document: <http://www.sportengland.org/media/197640/kitbag-nt-rugby-union-senior-2013.pdf>

²¹ Southend-on-Sea Borough Council (2004) *Open Space and Recreation Assessment in Southend-on-Sea Borough*, section 7.1.3, p77

the older facility at Priory Park requires upgrading. The aspiration is to have a minimum of one outdoor fitness facility per ward.

Other outdoor sports

11.27 There are no standards for the provision of cricket pitches, athletics tracks and outdoor bowling greens, therefore it is not possible to establish a theoretical need arising from growth.

Costs

Natural turf sports pitches

11.28 Guidance on costs from Sport England²², shows that the cost of providing sports pitches are as follows:

- Junior football pitches £65,000
- Adult football pitches £80,000
- Adult rugby pitches £105,000

11.29 If one assumes a mix of provision based on existing provision of pitches, then the costs would be as shown in Table 11.2:

Table 11.2: Cost of providing for theoretical sports pitch needs

Type of pitch	No of pitches	Cost per pitch	Total cost
Junior football	2*	£65,000	£130,000
Adult football	9	£80,000	£720,000
Adult rugby	1	£105,000	£105,000
Total	12*		£955,000

* Total need is for 12 pitches of adult size, yet one junior football pitch is half the size of an adult pitch, so two pitches can be provided for every adult pitch needed

11.30 This shows that, based on the theoretical need and a distribution of that need equivalent to existing provision, the total cost of provision is £955,000.

Multi use games areas (MUGAs) and tennis courts

11.31 Sport England states that the cost of a polymeric surfaced (artificial grass or equivalent), fenced and floodlit facility is £120,000²³. Therefore the total cost of two MUGAs of this standard would be £240,000.

Funding

11.32 There is no committed funding available. One potential funding source in the short term could be the Sport England Strategic Facilities Fund²⁴. Sport England has allocated a budget of approximately £30m of Lottery funding to award through this fund over the period 2013-17. Applications must be able to demonstrate:

²² Sport England Facilities Costs, Q4 2013: <https://www.sportengland.org/media/198443/facility-costs-4q13.pdf>

²³ Sport England Facilities Costs, Q4 2013: <https://www.sportengland.org/media/198443/facility-costs-4q13.pdf>

²⁴ Sport England Strategic Facilities Fund: <http://www.sportengland.org/media/189581/strategic-facilities-prospectus.pdf>

- A robust needs and evidence base which illustrates the need for the project and the proposed facility mix
- Strong partnerships which will last beyond the initial development of the project and underpin the long-term sustainability of the facility
- Multi-sport provision and activity that demonstrates delivery against the respective national governing bodies of sport's (NGB) local priorities
- A robust project plan from inception to completion with achievable milestones and timescales.

11.33 Lottery applications are invited and grants of between £500,000 and £2,000,000 will be considered.

11.34 It is then assumed that all outstanding needs would be addressed through a CIL charge.

Timing of provision

11.35 The timing of provision will depend on the availability of space in a suitable location. This may be as part of larger developments but is more likely to need to be identified as part of an overall strategy for sports provision.

Indoor sports facilities

Needs

11.36 As with outdoor sports facilities, an up-to-date audit of existing facilities has not been undertaken. Such an audit is proposed to be part of the brief for the study that is expected to be undertaken in 2014, subject to funding being available.

11.37 Taking the same approach, it is possible to establish a theoretical need for indoor sports facilities using the Sport England Calculator²⁵. Based on the expected increase in population, but making no adjustment for demand based on an alternative demographic projection to that which exists in the Borough at present, gives the following requirements:

- 0.31 swimming pools
- 0.43 sports halls
- 0.07 indoor bowls facilities

11.38 It is therefore considered that there is no additional need for indoor sports facilities, based on this theoretical approach; however this could be subject to change further to an up-to-date audit of existing facilities being undertaken.

Other recreation

Needs

11.39 The only other scheme identified that would contribute towards recreation needs is the Three Rivers Trail. This infrastructure improvement was identified as part of the European funded Urban Habitats Program. The Three Rivers Trail provides sustainable links through Southend-on-Sea and into Rochford district. The Trail links up key locations in the town and provides

²⁵ Sport England Sports Facilities Calculator: <https://www.sportengland.org/facilities-planning/planning-for-sport/planning-tools-and-guidance/sports-facility-calculator/>

opportunities for recreation. The Urban Habitats strategy also includes a new country park on the current landfill site in Rochford.

Costs

11.40 The total cost of the Trail is £1.7m.

Funding

11.41 There is no funding available for this project. Funding will therefore be expected to come through a CIL charge.

Timing of provision

11.42 Whilst being dependent on the availability of funding, the scheme is identified as a long term priority.

12 GREEN INFRASTRUCTURE AND OPEN SPACE/PUBLIC REALM

- 12.1 Being an urbanised Borough, Southend-on-Sea is generally deficient in open spaces. This is particularly the case in the Central Area. However, its coastline provides the opportunity to provide open space in the form of accessible beaches.
- 12.2 Public realm and green infrastructure can be the same thing. However, often public realm is provided in the form of paved open areas which do not provide green space.

Needs

- 12.3 It is not appropriate to take a formula-based approach to the provision of open space that addresses the needs arising from growth. Such an approach is possible in the case of large greenfield sites where provision can be made on-site. As such, the approach of SOSBC is to identify opportunities to improve the provision of open space and to improve the public realm of the Borough.

Accessible Natural Greenspace

- 12.4 Based on standards promoted by Natural England and the Essex Wildlife Trust, people should have access to:
- 2ha+ of accessible natural greenspace (ANG) within 300m of home - this has been termed the Neighbourhood Level
 - 20ha+ of ANG within 1.2km of home - the District Level
 - 60ha+ of ANG within 3.2km of home - the Sub-regional Level
 - 500ha+ of ANG within 10km of home - the Regional Level
- 12.5 An assessment of the provision of ANG against these standards (referred to as 'ANGSt') in Southend-on-Sea was undertaken by Natural England in 2009. This showed that the borough had a total of 188ha of ANG, or 4% of the total area of the borough. Table 12.1 summarises the accessibility to different levels of provision.

Table 12.1: ANGSt analysis of provision

Location	% of households					
	Within 300m of 2ha+ site	Within 2km of 20ha+ site	Within 5km of 100ha+ site	Within 10km of 500ha+ site	Meeting all of the ANGSt requirements	Meeting none of the ANGSt requirements
Southend-on-sea	11	50	74	0	0	12
Essex	29	68	72	19	7	14

Source: Essex Wildlife Trust & Natural England (2009) Analysis of Accessible Natural Greenspace Provision for Essex, including Southend-on-Sea and Thurrock Unitary Authorities

- 12.6 None of the households in the borough have access to a 500 hectare accessible natural greenspace. However, there is above Essex-average provision of 100 hectare site access. Yet the borough is the only South Essex authority with below Essex-average provision of 20 hectare site access.

12.7 This suggests that there is a need to improve the provision of ANG, part of which will involve improvement of accessibility to ANG. However, it is necessary to undertake a detailed assessment of this in order to identify needs. The SOSBC Greenspace Strategy²⁶, produced in 2005 but never adopted, is being updated and it is important that this is undertaken as part of this work.

Parks

12.8 The assessment of ANG may have included parks, depending on their degree of 'naturalness', i.e. the level of human activity in them which may have affected the ability of wildlife to flourish.

12.9 Again, the existing Greenspace Strategy is from 2005, so is dated and it will be important that an updated Greenspace Strategy is produced to assess provision. The 2005 Strategy includes the following standards:

- District Parks - 1 per 22,900 people and ideally within 8 km of its catchment area.
- Local parks - 1 per 8,900 people and ideally within 2 km of its catchment area.
- Neighbourhood parks - 1 per 3,800 people and ideally within 0.5 km of its catchment area.

12.10 At present in Southend borough, there is the following provision:

- District parks – 2 (Belfairs Park and Gunners Park)
- Local parks – 18
- Neighbourhood parks – 13

12.11 These parks total 303ha. In addition there are 40 amenity open spaces totalling over 17ha.

12.12 Based on the increase in population of 6,240 persons, it is clear that new provision of park space would be needed in order to address the needs arising from growth. However, it is not possible to quantify this. In addition, the ability to provide for these needs would be dependent on the space being available in appropriate locations.

Public realm

12.13 There are two major schemes identified – City Beach Phase Two and Victoria Gateway Phase Two. Both are identified as high priority schemes in the Local Investment Plan.

12.14 The City Beach scheme is a major public realm and highway realignment scheme running along the Eastern Esplanade in the Central Seafront Area. Phase Two is a continuation of the Phase One work through to Esplanade House. It also includes the provision of enhanced play facilities, extension of the feature lighting scheme (through use of lighting totems), improved public open space and enhancements to the Kursaal highway junction.

12.15 The Victoria Gateway scheme is to enhance the public realm in the Central Area. The first phase undertook improvements to Victoria Gateway Square. This second phase will link the roundabout at the junction of London Road/Queensway through to the northern end of the High Street.

Costs

Public realm

12.16 The only items that it is possible to cost are those relating to the public realm.

²⁶ Southend-on-Sea Borough Council (2005) *Green Spaces Strategy: Draft*, Leisure, Culture & Amenity Services Department

12.17 The cost of the City Beach Phase Two scheme is £7,000,000.

12.18 The cost of the Victoria Gateway Phase Two scheme is £4,000,000

Funding

12.19 No funding sources have been identified as yet for either the City Beach or Victoria Gateway Phase Two schemes. HCA funding was previously sought but this is no longer available so this may necessitate the use of contributions from development to fund these schemes. This is expected at this time to be through a CIL charge.

Timing of provision

12.20 Both public realm schemes are identified as being a high policy priority so are sought to come forward in the short to medium term. However, this is dependent on the availability of funding.

13 SUMMARY OF KEY FINDINGS

- 13.1 A summary of the infrastructure costs is shown in Table 13.1.
- 13.2 In total, the costs are over £203.5m. Based on known and reasonable assumed funding streams, the funding gap is over £100.6m. There are some several important considerations in assessing these figures.
- 13.3 Firstly, for many of these costs it is not possible to be definitive about the infrastructure needs. This is because the locations for growth are not established. In an urban borough such as Southend-on-Sea, growth is always likely to be dispersed across a large number of comparatively small sites. As such, where the assessment seeks to apply a formula-based approach, it is unlikely that the identified needs will reflect the needs that arise as growth comes forward.
- 13.4 Secondly, not all of these costs are expected to be borne by the developer. Many of the providers will provide this as part of their investment programmes, e.g. UK Power Networks has said that it expects to fund the costs relating to electricity. For many of the providers, it is not known at present exactly how much funding will be available because this depends on forward funding programmes and bids for grant funding from Central Government.
- 13.5 Equally, this does not reflect the potential from as yet identified other funding sources. The identified funding from alternative sources is very limited at present so does not materially affect the overall funding gap. However, it is important that this position is regularly reviewed as new funding sources become available.
- 13.6 On a related theme, a major assumption made is that 50% of the Growth Fund bid for transport schemes will be received. Clearly the final amount received could differ significantly, and given that the remaining bid is for over £27m, this could have a major impact on the funding gap.
- 13.7 There are some other costs which are not known which could add to the overall costs and therefore increase the funding gap. It will be important for Southend-on-Sea Borough Council to work with the respective agencies to identify the specific needs and any funding implications at the earliest possible stage.
- 13.8 Each section of the IDP has identified where there is an expectation that developer funding will be needed to address the cost of providing infrastructure. In most cases this will be through a CIL charge that will be put in place. It is important that all infrastructure needs that are to be funded by CIL relate to the needs arising from growth, as opposed to any historic deficits. The IDP has sought to identify where needs could relate to historic deficits but it is considered that all of the items identified do relate principally to growth, even if their provision may also serve to address historic deficits indirectly as well.
- 13.9 There may be some needs that are site-specific in nature and therefore it may be more appropriate for those to be addressed through a Section 106 agreement. In such circumstances, it will be important to identify what these may be – principally it will relate to requirements without which development could not go ahead such as utilities connections – and to distinguish them from infrastructure that will address wider needs. The latter type of items will be funded through CIL and will have to be identified as part of the charging authority's (Southend-on-Sea Borough Council's) Section 123 list.
- 13.10 Table 13.2 shows the responsibility for each infrastructure area and the relative level of importance of delivering that infrastructure. Items at the top of the list are the most critical, with the ones at the bottom being the least critical.

13.11 This shows that there are some critical items which must be delivered in the short term in order to allow growth to come forward.

13.12 A full list of projects, costs, funding and timings is shown in Appendix 3.

Table 13.1: Summary of infrastructure costs

Infrastructure category	Cost	Funding (known)	Funding gap
Education	£19,500,000	£0	£19,500,000
Health	£624,000	£0	£624,000
Social services/over 50s support	Not known	Not known	Not known
Waste water	£0	£0	£0
Potable water	£0	£0	£0
Gas	£0	£0	£0
Electricity	£12,304,000	£12,304,000	£0
Transport	£53,000,000	27,760,000	£25,240,000
Flooding and unstable land	£43,170,000	£39,140,000	£4,030,000
Police	£7,500,000	£1,000,000	£6,500,000
Fire	£0	£0	£0
Ambulance	Not known	Not known	Not known
Waste	£8,660,000	£5,020,000	£3,640,000
Libraries	£3,630,000	£380,000	£3,250,000
Museums and galleries	£35,000,000	£15,000,000	£20,000,000
Other arts, theatres and heritage	Not known	Not known	Not known
Cemeteries	£2,280,000	£2,280,000	£0
Allotments	£1,250,000	£0	£1,250,000
Community halls	£1,622,400	£0	£1,622,400
Children's play	£310,000	£0	£310,000
Youth facilities	£790,000	£0	£790,000
Outdoor sports *	£1,195,000	£0	£1,195,000
Indoor sports *	£0	£0	£0
Other recreation	£1,700,000	£0	£1,700,000
Open space/public realm	£11,000,000	£0	£11,000,000
Green infrastructure	Not known	Not known	Not known
Total	£203,535,400	£102,884,000	£100,651,400

* These are estimated costs for outdoor and indoor sports facilities based on theoretical assessments and not recent local evidence of need at this time. However, this does not weaken the justification for CIL based on the funding gap as the Council still has a sufficiently large funding gap (approx. £99.5m) even if the £1,195,000 stated as required for indoor/outdoor sports facilities is deducted.

Table 13.2: Infrastructure responsibilities and priorities

Infrastructure category	Responsibility	Greatest need	Earliest timing
Police	Essex Police	Critical	Short term
Transport	SOSBC	Critical	Medium term
Flood defence and unstable land	RWA/EA/EWT	Critical	Medium term
Health	NHS England	Essential	Short term
Ambulance	East of England Ambulance Service NHS Trust	Essential	Short term
Electricity	UK Power Networks	Essential	Long term
Education - primary and EY&C	SOSBC	Essential	Long term
Education - secondary	SOSBC	Essential	Long term
Social services/over 50s support	SOSBC	Essential	Not known
Children's play	SOSBC	Policy high priority	Short term
Youth facilities	SOSBC	Policy high priority	Short term
Waste	SOSBC	Policy high priority	Short term
Cemeteries	SOSBC	Policy high priority	Medium term
Open space/public realm	SOSBC	Policy high priority	Medium term
Libraries	SOSBC	Desirable	Short term
Green infrastructure	SOSBC	Desirable	Short term
Outdoor sports	SOSBC	Desirable	Short term
Allotments	SOSBC	Desirable	Short term
Community centres	SOSBC	Desirable	Short term
Heritage	Various	Desirable	Long term
Museums and galleries	SOSBC	Desirable	Long term
Other recreation	SOSBC	Desirable	Long term
Waste water	Anglian Water Services	No needs	N/a
Gas	National Grid	No needs	N/a
Potable water	Essex & Suffolk Water	No needs	N/a
Fire	Essex Fire & Rescue Service	No needs	N/a
Indoor sports	SOSBC	No needs	N/a

Capital programme

- 13.13 There are a number of items identified in the IDP which will benefit from money from the SOSBC Capital Programme over the next five years. In particular, funding for coastal defences is significant, with a total of £5.7m committed to addressing coastal defence and stabilisation needs up to 2016/17.
- 13.14 However, there are still a significant number of items which are not part of the Capital Programme. These gaps are across most infrastructure areas and reflect mainly the constraints on Borough Council budgets. However, there is a funding gap of significance that CIL contributions will not bridge; indeed, it is not permitted for CIL to be able to fund the full extent of any infrastructure funding gap. It will be vital that the prioritisation of infrastructure projects is a task undertaken very closely with the ongoing development of the Capital Programme. The projects that are of greatest priority as identified in the IDP should be considered for inclusion in any subsequent Capital Programme in order to ensure that they can be delivered.

Appendix 1 Baseline healthcare context

Table 1: Southend Borough Existing Patient List Size and Floorspace Capacity with Costs to Bring GP Surgeries up to Required Standards to Meet Natural Growth in the Borough

	Premises	List Size (July 2013)	No. GPs (WTE) ¹	Capacity ²	Spare Capacity ³	Existing Floor space (NIA, m ²)	Current Provision of Floor space per GP (WTE) (m ²) ⁴	Floor space Capacity (m ²) ⁵	Capital Required to Meet Standards (£) ⁶
1.	Thorpe Bay Surgery, 99 Tyrone Road, Thorpe Bay, SS1 3HD	6,442	3	5250	-1,192	240	80.0	-120	£240,000
2.	The Pall Mall Surgery, 1st Floor, Leigh Primary Care Centre, 918 London Road, Leigh on Sea, SS9 3NG	15,727	5.4	9450	-6,277	1,117	206.9	469	£938,000
3.	Leigh Primary Care Centre, 918 London Road, Leigh on Sea, SS9 3NG ⁷	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
4.	Valkyrie Road Primary Care Centre, 50 Valkyrie Road, Westcliff on Sea, SS0 8BU	13,484	6.6	11550	-1,934	475.6	72.1	-316.4	£632,800
5.	Westborough Road Health Centre, 258 Westborough Rd, Westcliff on Sea, SS0 9PT	3,687	1	1750	-1,937	221	221.0	101	£202,000
6.	Southbourne Grove Surgery, 314 Southbourne Gr, Westcliff on Sea, SS0 0AF	3,329	1	1750	-1,579	146	146.0	26	£52,000
7.	Eagle Way Surgery, 129 Eagle Way, Shoeburyness, SS3 9YA	2,356	1	1750	-606	133	133.0	13	£26,000
8.	Argyll Road Surgery, 48 Argyll Road, Westcliff on Sea, SS0 7HN	1,641	1.05	1837.5	197	136	129.5	10	£20,000
9.	West Road Surgery, North Road Primary Care Centre, 183-195 North Road, Westcliff on Sea, SS0 7AF	7,623	5	8750	1,127	282.2	56.4	-317.8	£635,600
10.	New Westborough Surgery, North Road Primary Care Centre, 183-195 North Road, Westcliff on Sea, SS0 7AF	3,265	1.4	2450	-815	119.1	85.1	-48.9	£97,800
11.	George VK & Partner, 1st Floor, North Road Primary Care Centre, 183-195 North Road, Westcliff on Sea, SS0 7AF	4,982	2.6	4550	-432	143.4	55.2	-168.6	£337,200
12.	Thorpe Surgery, 38 Acacia Dr, Thorpe Bay, SS1 3JX ⁷	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
13.	Highlands Surgery, 1643 London Road, Leigh on Sea, SS9 2SQ	11,016	6.65	11637.5	622	273	41.1	-525	£1,050,000

	Premises	List Size (July 2013)	No. GPs (WTE) ¹	Capacity ²	Spare Capacity ³	Existing Floor space (NIA, m ²)	Current Provision of Floor space per GP (WTE) (m ²) ⁴	Floor space Capacity (m ²) ⁵	Capital Required to Meet Standards (£) ⁶
14.	Central Surgery, 27 Southchurch Blvd, Southend on Sea, SS2 4UB	6,976	2.6	4550	-2,426	172.2	66.2	-139.8	£279,600
15.	Elmsleigh Drive Surgery, 194 Elmsleigh Drive, Leigh on Sea, SS9 4JQ	1,845	1.6	2800	955	99	61.9	-93	£186,000
16.	West Road Surgery, 101 West Road, Shoebury, SS3 9DT	2,691	1	1750	-941	110	110.0	-10	£20,000
17.	Dr A.A Khan, 1 Watkins Way, Shoeburyness, SS3 9NX ⁷	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
18.	Cranleigh Drive Surgery, 33 Cranleigh Drive, Leigh on Sea, SS9 1SX	947	1	1750	803	79	79.0	-41	£82,000
19.	(Krishnan A C & Partner) Kent Elms Health Centre, 1 Rayleigh Road, Leigh on Sea, SS9 5UU	4,760	3	5250	490	292	97.3	-68	£136,000
20.	(Malik SA) Kent Elms Health Centre, 1 Rayleigh Road, Leigh on Sea, SS9 5UU	3,745	1	1750	-1,995	150	150.0	30	£60,000
21.	(The Eastwood Group Practice Branch) Kent Elms Health Centre, Rayleigh Rd, Leigh-on-Sea, SS9 5UU ⁷	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
22.	(The Eastwood Group Practice Branch) 346 Rayleigh Rd, Eastwood, SS9 5PU ⁷	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
23.	The Eastwood Group Practice, 335 Eastwood Road North, Leigh on Sea, SS9 4LT	10,501	4.4	7700	-2,801	239	54.3	-289	£578,000
24.	North Shoebury Surgery, Frobisher Way, Shoebury, SS3 8UT	3,365	1.5	2625	-740	246	164.0	66	£132,000
25.	Scott Park Surgery, 205 Western App. Southend on Sea, SS2 6XY	2,649	1	1750	-899	238	238.0	118	£236,000
26.	Queensway Medical Resource Centre, 75 Queensway, Southend, SS1 2AB	25,512	8	14000	-11,512	885	110.6	-75	£150,000
27.	Queensway Medical Resource Centre Branch, 508 Sutton Rd, Southend, SS2 5PN ⁷	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
28.	Lydia House Practice, 8 Sutherland Blvd, Leigh on Sea, SS9 3PS	2,042	1	1750	-292	213.02	213.0	93.02	£186,040
29.	Dr Puri, 203 Elmsleigh Drive, Leigh on Sea, SS9 4JH	1,234	1.5	2625	1,391	119	79.3	-61	£122,000
30.	Blenheim Chase Surgery, 9 Blenheim Chase, Leigh on Sea, SS9 3BZ	3,500	1	1750	-1,750	140	140.0	20	£40,000

	Premises	List Size (July 2013)	No. GPs (WTE) ¹	Capacity ²	Spare Capacity ³	Existing Floor space (NIA, m ²)	Current Provision of Floor space per GP (WTE) (m ²) ⁴	Floor space Capacity (m ²) ⁵	Capital Required to Meet Standards (£) ⁶
31.	Dr Kumar & Partner, Health Centre, Campfield Road, Shoebury, SS3 9BX	7,016	3	5250	-1,766	457	152.3	97	£194,000
32.	Dr Schembri, Health Centre, Campfield Road, Shoeburyness, SS3 9BX	3,158	1	1750	-1,408	106	106.0	-14	£28,000
33.	North Avenue Surgery, 332 North Avenue, Southend on Sea, SS2 4EQ	2,252	1.2	2100	-152	128	106.7	-16	£32,000
34.	Southend Medical Centre, 50-52 London Road, Southend on Sea, SS1 1NX	3,379	1.4	2450	-929	329	235.0	161	£322,000
35.	Prince Avenue Surgery, 3 Prince Avenue, Southend on Sea, SS2 6RL	4,154	2	3500	-654	120	60.0	-120	£240,000
36.	Leigh Road Surgery, 38 Leigh Rd, Leigh-on-Sea, SS9 1LF ⁷	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
37.	St Luke's Health Centre, (Behind CICC), Pantile Avenue, Southend on Sea, Essex SS2 4BD	6,042	5.5	9625	3,583	186	33.8	-474	£948,000
38.	The Practice, Luker Road, University of Essex, Southend Campus, Luker Road, Southend on Sea, SS1 1LW ⁷	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
39.	The Practice, Northumberland Avenue, 32 Northumberland Avenue, Southend on Sea, SS1 2TH	4,011	1.4	2450	-1,561	287	205.0	119	£238,000
40.	The Shaftesbury Avenue Practice, 119 Shaftesbury Avenue, Southend on Sea, SS1 3AN	2,234	1.05	1837.5	-397	120	114.3	-6	£12,000
41.	Drs Vashisht & Rehman, 61 Warrior Square, Southend on Sea, SS1 2JJ	2,950	1.5	2625	-325	131	87.3	-49	£98,000
42.	Westborough Road Health Centre, 401 Westborough Rd, Westcliff on Sea, SS0 9TW	1,085	1	1750	665	108	108.0	-12	£24,000
43.	Carnarvon Medical Centre, 7 Carnarvon Road, Southend on Sea, SS2 6LR	4,195	2	3500	-695	183	91.5	-57	£114,000
	Total	183,795	84	147,613	-36,183	8,432.5	99.9	-1,698.48	£3,396,960

Notes:

1. Number of whole time equivalent GPs based at the practice. Following the NHSE update of the GP capacity position across Essex, this data will need to be updated accordingly in due course.
2. Capacity based on optimum list size of 1,750 patients per whole time equivalent GP.

3. Based on current list size.

4. Existing floor space divided by number of whole time equivalent GPs.

5. The floor space shortfall/ surplus against the required provision of 120m² per GP.

6. The cost of providing the floor space required to meet the standard of 120m² per GP.

7. Branch surgery - no additional capacity is provided by branch surgeries.

Appendix 2 Healthcare infrastructure and funding requirements to meet planned growth

Table 2: Capital Cost Calculation for the Provision of Additional Health Services Arising from the Proposed Growth in Southend Borough

Premises	List Size (01.01.2013)	No. GPs (WTE) ¹	Capacity ²	Spare Capacity ³	Additional Population Growth (2,721 homes) ⁴	Additional GPs Required to Meet Growth ⁵	Additional Floor Area Required to Meet Growth (m ²) ⁶	Capital Required to Create Additional Floorspace (£) ⁷
1. Thorpe Bay Surgery, 99 Tyrone Road, Thorpe Bay, SS1 3HD	6,442	3	5250	-1,192	179	0.1	12	£24,000
2. The Pall Mall Surgery, 1st Floor, Leigh Primary Care Centre, 918 London Road, Leigh on Sea, SS9 3NG	15,727	5.4	9450	-6,277	179	0.1	12	£24,000
3. Leigh Primary Care Centre, 918 London Road, Leigh on Sea, SS9 3NG ⁸	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
4. Valkyrie Road Primary Care Centre, 50 Valkyrie Road, Westcliff on Sea, SS0 8BU	13,484	6.6	11550	-1,934	179	0.1	12	£24,000
5. Westborough Road Health Centre, 258 Westborough Rd, Westcliff on Sea, SS0 9PT	3,687	1	1750	-1,937	179	0.1	12	£24,000
6. Southbourne Grove Surgery, 314 Southbourne Gr, Westcliff on Sea, SS0 0AF	3,329	1	1750	-1,579	179	0.1	12	£24,000
7. Eagle Way Surgery, 129 Eagle Way, Shoeburyness, SS3 9YA	2,356	1	1750	-606	179	0.1	12	£24,000
8. Argyll Road Surgery, 48 Argyll Road, Westcliff on Sea, SS0 7HN	1,641	1.05	1837.5	197	179	0	0	£0 ⁹
9. West Road Surgery, North Road Primary Care Centre, 183-195 North Road, Westcliff on Sea, SS0 7AF	7,623	5	8750	1,127	179	0	0	£0 ⁹
10. New Westborough Surgery, North Road Primary Care Centre, 183-195 North Road, Westcliff on Sea, SS0 7AF	3,265	1.4	2450	-815	179	0.1	12	£24,000
11. George VK & Partner, 1st Floor, North Road Primary Care Centre, 183-195 North Road, Westcliff on Sea, SS0 7AF	4,982	2.6	4550	-432	179	0.1	12	£24,000
12. Thorpe Surgery, 38 Acacia Dr, Thorpe Bay, SS1 3JX ⁸	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
13. Highlands Surgery, 1643 London Road, Leigh on Sea, SS9 2SQ	11,016	6.65	11637.5	622	179	0	0	£0 ⁹
14. Central Surgery, 27 Southchurch Blvd, Southend on Sea on Sea, SS2 4UB	6,976	2.6	4550	-2,426	179	0.1	12	£24,000
15. Elmsleigh Drive Surgery, 194 Elmsleigh Drive, Leigh on Sea, SS9 4JQ	1,845	1.6	2800	955	179	0	0	£0 ⁹
16. West Road Surgery, 101 West Road, Shoebury, SS3 9DT	2,691	1	1750	-941	179	0.1	12	£24,000
17. Dr A.A Khan, 1 Watkins Way, Shoeburyness, SS3 9NX ⁸	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
18. Cranleigh Drive Surgery, 33 Cranleigh Drive, Leigh on Sea, SS9 1SX	947	1	1750	803	179	0	0	£0 ⁹

Premises	List Size (01.01.2013)	No. GPs (WTE) ¹	Capacity ²	Spare Capacity ³	Additional Population Growth (2,721 homes) ⁴	Additional GPs Required to Meet Growth ⁵	Additional Floor Area Required to Meet Growth (m ²) ⁶	Capital Required to Create Additional Floorspace (£) ⁷
19. (Krishnan A C & Partner) Kent Elms Health Centre, 1 Rayleigh Road, Leigh on Sea, SS9 5UU	4,760	3	5250	490	179	0	0	£0 ⁹
20. (Malik SA) Kent Elms Health Centre, 1 Rayleigh Road, Leigh on Sea, SS9 5UU	3,745	1	1750	-1,995	179	0.1	12	£24,000
21. (The Eastwood Group Practice Branch) Kent Elms Health Centre, Rayleigh Rd, Leigh-on-Sea, SS9 5UU ⁸	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
22. (The Eastwood Group Practice Branch) 346 Rayleigh Rd, Eastwood, SS9 5PU ⁸	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
23. The Eastwood Group Practice, 335 Eastwood Road North, Leigh on Sea, SS9 4LT	10,501	4.4	7700	-2,801	179	0.1	12	£24,000
24. North Shoebury Surgery, Frobisher Way, Shoebury, SS3 8UT	3,365	1.5	2625	-740	179	0.1	12	£24,000
25. Scott Park Surgery, 205 Western App. Southend on Sea, SS2 6XY	2,649	1	1750	-899	179	0.1	12	£24,000
26. Queensway Medical Resource Centre, 75 Queensway, Southend, SS1 2AB	25,512	8	14000	-11,512	179	0.1	12	£24,000
27. Queensway Medical Resource Centre Branch, 508 Sutton Rd, Southend, SS2 5PN ⁸	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
28. Lydia House Practice, 8 Sutherland Blvd, Leigh on Sea, SS9 3PS	2,042	1	1750	-292	179	0.1	12	£24,000
29. Dr Puri, 203 Elmsleigh Drive, Leigh on Sea, SS9 4JH	1,234	1.5	2625	1,391	179	0	0	£0 ⁹
30. Blenheim Chase Surgery, 9 Blenheim Chase, Leigh on Sea, SS9 3BZ	3,500	1	1750	-1,750	179	0.1	12	£24,000
31. Dr Kumar & Partner, Health Centre, Campfield Road, Shoebury, SS3 9BX	7,016	3	5250	-1,766	179	0.1	12	£24,000
32. Dr Schembri, Health Centre, Campfield Road, Shoeburyness, SS3 9BX	3,158	1	1750	-1,408	179	0.1	12	£24,000
33. North Avenue Surgery, 332 North Avenue, Southend on Sea, SS2 4EQ	2,252	1.2	2100	-152	179	0.1	12	£24,000
34. Southend Medical Centre, 50-52 London Road, Southend on Sea, SS1 1NX	3,379	1.4	2450	-929	179	0.1	12	£24,000
35. Prince Avenue Surgery, 3 Prince Avenue, Southend on Sea, SS2 6RL	4,154	2	3500	-654	179	0.1	12	£24,000
36. Leigh Road Surgery, 38 Leigh Rd, Leigh-on-Sea, SS9 1LF ⁸	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
37. St Luke's Health Centre, (Behind CICC), Pantile Avenue, Southend on Sea, Essex SS2 4BD	6,042	5.5	9625	3,583	179	0	0	£0 ⁹
38. The Practice, Luker Road, University of Essex, Southend Campus, Luker Road, Southend on Sea, SS1 1LW ⁸	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
39. The Practice, Northumberland Avenue, 32 Northumberland Avenue, Southend on Sea, SS1 2TH	4,011	1.4	2450	-1,561	179	0.1	12	£24,000

Premises	List Size (01.01.2013)	No. GPs (WTE) ¹	Capacity ²	Spare Capacity ³	Additional Population Growth (2,721 homes) ⁴	Additional GPs Required to Meet Growth ⁵	Additional Floor Area Required to Meet Growth (m ²) ⁶	Capital Required to Create Additional Floorspace (£) ⁷
40. The Shaftesbury Avenue Practice, 119 Shaftesbury Avenue, Southend on Sea, SS1 3AN	2,234	1.05	1837.5	-397	179	0.1	12	£24,000
41. Drs Vashisht & Rehman, 61 Warrior Square, Southend on Sea, SS1 2JJ	2,950	1.5	2625	-325	179	0.1	12	£24,000
42. Westborough Road Health Centre, 401 Westborough Rd, Westcliff on Sea, SS0 9TW	1,085	1	1750	665	179	0	0	£0 ⁹
43. Carnarvon Medical Centre, 7 Carnarvon Road, Southend on Sea, SS2 6LR	4,195	2	3500	-695	179	0.1	12	£24,000
Total	183,795	84	147,613	-36,183	6,258	2.6	312	£624,000

Notes:

1. Number of whole time equivalent GPs based at the practices.
2. Capacity based on 1,750 patients per whole time equivalent GP.
3. Based on current list size.
4. Calculated using the Southend average household size of 2.3 taken from the 2011 Census: Rooms, bedrooms and central heating, local authorities in England and Wales (rounded to nearest whole number).
5. Additional growth divided by the average list size.
6. Based on 120m² floorspace per GP x additional GPs required to meet growth.
7. Based on standard m² cost multiplier for primary healthcare facilities in the East Anglia Region from the BCIS Q1 2013 Price Index, adjusted for professional fees, fit out and contingencies budget (£2,000/ m²), rounded to nearest £ The figure would be BCIS indexed for inflation.
8. Branch surgery - no additional capacity is provided by branch surgeries.
9. Surgery has capacity to accommodate some growth, therefore no contribution required.

Appendix 3 Full list of infrastructure needs

CATEGORY	PROJECT TITLE AND DESCRIPTION	LOCATION/SITE	LEVEL OF PRIORITY (CRITICAL/ ESSENTIAL/ POLICY HIGH PRIORITY/ DESIRABLE)	TIMING OF DELIVERY <i>(Please state programme start/completion dates in the relevant column)</i>			COMMENTS ON THE TIMING OF DELIVERY	COST	FUNDING AVAILABLE INCLUDING SOURCES	INDICATIVE FUNDING GAP	DELIVERY LEAD
				Short Term (F/Y 2015/16)	Medium Term (2015/16 + 2016/17)	Long Term (2016/17 - 2021)					
Primary Education	Local School Expansion	Shoebury Garrison	Essential			Y	Delivery to coincide with completion of proposed housing	£6,000,000	Nil	£6,000,000	SOSBC
Primary Education	Victoria Ave New Primary School	Victoria Ave	Essential				Delivery to coincide with completion of proposed housing. Growth at Woodgrange Drive/ Queens Way House/ Coleman Street would require larger school	<i>Either</i> £7,500,000	Nil	<i>Either</i> £7,500,000	SOSBC
		Woodgrange Drive/ Queens Way House/ Coleman Street				Y		<i>Or</i> £9,500,000	Nil	<i>Or</i> £9,500,000	SOSBC
Primary Education	Local School Expansion	Priory Crescent/ Roots Hall	Essential			Y	Delivery to coincide with completion of proposed housing	£4,000,000	Nil	£4,000,000	SOSBC
Health	New & Enhanced GP Floorspace Provision – extension, reconfiguration, refurbishment & re-equipping of surgeries	Town Centre	Essential	Y	Y	Y	Phased in line with development	£326,400	£0	£326,400	Developers
Health	New & Enhanced GP Floorspace Provision – extension, reconfiguration, refurbishment & re-equipping of	Seafront	Essential	Y	Y	Y	Phased in line with development	£31,200	£0	£31,200	Developers

CATEGORY	PROJECT TITLE AND DESCRIPTION	LOCATION/SITE	LEVEL OF PRIORITY (CRITICAL/ ESSENTIAL/ POLICY HIGH PRIORITY/ DESIRABLE)	TIMING OF DELIVERY <i>(Please state programme start/completion dates in the relevant column)</i>			COMMENTS ON THE TIMING OF DELIVERY	COST	FUNDING AVAILABLE INCLUDING SOURCES	INDICATIVE FUNDING GAP	DELIVERY LEAD
				Short Term (F/Y 2015/16)	Medium Term (2015/16 + 2016/17)	Long Term (2016/17 - 2021)					
	surgeries										
Health	New & Enhanced GP Floorspace Provision – extension, reconfiguration, refurbishment & re-equipping of surgeries	Shoeburyness	Essential	Y	Y	Y	Phased in line with development	£175,200	£0	£175,200	Developers
Health	New & Enhanced GP Floorspace Provision – extension, reconfiguration, refurbishment & re-equipping of surgeries	Rest of Borough	Essential	Y	Y	Y	Phased in line with development	£91,200	£0	£91,200	Developers
Social services/ over 50s support	Social Care service delivery re-modelling	Various: growth areas as identified in LDF- Central Area, Shoeburyness and major development sites	Essential		Y	Y		TBC	Council Capital funding/ Possible grant funding	TBC	SOSBC Head of Adult Services
Social services/ over 50s support	Delaware and Priory House	Delaware and Priory House	Essential	Y	Y			TBC	Council Capital funding/ Possible grant funding	TBC	SOSBC Head of Adult Services

CATEGORY	PROJECT TITLE AND DESCRIPTION	LOCATION/SITE	LEVEL OF PRIORITY (CRITICAL/ ESSENTIAL/ POLICY HIGH PRIORITY/ DESIRABLE)	TIMING OF DELIVERY <i>(Please state programme start/completion dates in the relevant column)</i>			COMMENTS ON THE TIMING OF DELIVERY	COST	FUNDING AVAILABLE INCLUDING SOURCES	INDICATIVE FUNDING GAP	DELIVERY LEAD
				Short Term (F/Y 2015/16)	Medium Term (2015/16 + 2016/17)	Long Term (2016/17 - 2021)					
Social services/ over 50s support	Town Centre Tower Blocks	Town Centre Tower Blocks	Policy High Priority			Y		TBC	Council Capital funding/ Possible grant funding	TBC	SOSBC Head of Procurement, Commissioning and Housing
Water and Drainage	Prittle Brook Flood prevention Project	Prittle Brook, Belfairs Park	Critical		Y		Work will be carried out with consideration given to surrounding species and habitats and when water levels are appropriate.	£155,000	Potential to apply for Land fill tax funding and possible monies from EA local funding stream	To be determined	Essex Wildlife Trust
Electricity	Replace transformers at Bellhouse Lane sub-station	Bellhouse Lane sub-station	Essential			Y	Based on RDP funding bid to OfGEM being approved	£2,900,000	£2,900,000	£0	UK Power Networks
Electricity	Replace switchgear and grid transformers at Southend sub-station	Southend sub-station	Essential			Y	Based on RDP funding bid to OfGEM being approved	£4,453,000	£4,453,000	£0	UK Power Networks
Electricity	Refurbishment of primary transformers at Southend West sub-station	Southend West sub-station	Essential			Y	Based on RDP funding bid to OfGEM being approved	£301,000	£301,000	£0	UK Power Networks
Electricity	Move demand from Leigh primary sub-station on to Hadleigh and/or Bellhouse Lane	Leigh primary sub-station	Essential			Y	Based on RDP funding bid to OfGEM being approved	£364,000	£364,000	£0	UK Power Networks

CATEGORY	PROJECT TITLE AND DESCRIPTION	LOCATION/SITE	LEVEL OF PRIORITY (CRITICAL/ ESSENTIAL/ POLICY HIGH PRIORITY/ DESIRABLE)	TIMING OF DELIVERY (Please state programme start/completion dates in the relevant column)			COMMENTS ON THE TIMING OF DELIVERY	COST	FUNDING AVAILABLE INCLUDING SOURCES	INDICATIVE FUNDING GAP	DELIVERY LEAD
				Short Term (F/Y 2015/16)	Medium Term (2015/16 + 2016/17)	Long Term (2016/17 - 2021)					
Electricity	Replace switchgear and transformers at Fleethall Grid sub-station	Fleethall Grid sub-station				Y	Based on RDP funding bid to OfGEM being approved	£4,286,000	£4,286,000	£0	UK Power Networks
Transport	A127 east-west strategic transport and freight corridor improvements (including Kent Elms, The Bell, Progress Road, Sutton Road, East/West Street, JAAP, etc)	A127/A1159 Strategic Corridor various	Critical / Essential	Y	Y	Y	Phased scheme lined to various developments – but in current LTP3 plan/SEP.	£39,680,000	Bids to TGSE Growth Deal/ LEP/ DfT/SBC = £20,760,000	£18,920,000	SBC
Transport	Public realm and transport	Southend Central Regeneration	Critical	Y	Y	Y	Phased scheme lined to various developments – but in current LTP3 plan/SEP	£7,000,000	£3,500,000 ²⁷	£3,500,000	SBC
Transport	Local public transport measures	Southend. Leigh, Shoebury, Southend Hospital, Southend Airport	Critical	Not known	Not known	Not known	Dependent on local funding being secured	£1,750,000	£0	£1,750,000	SBC
Transport	Local walking and cycling	Local network upgrades	Desirable	Not known	Not known	Not known	Dependent on local funding being	£1,750,000	£0	£1,750,000	SBC

²⁷ Assumed 50% of Growth Fund bid might be awarded.

CATEGORY	PROJECT TITLE AND DESCRIPTION	LOCATION/SITE	LEVEL OF PRIORITY (CRITICAL/ ESSENTIAL/ POLICY HIGH PRIORITY/ DESIRABLE)	TIMING OF DELIVERY <i>(Please state programme start/completion dates in the relevant column)</i>			COMMENTS ON THE TIMING OF DELIVERY	COST	FUNDING AVAILABLE INCLUDING SOURCES	INDICATIVE FUNDING GAP	DELIVERY LEAD
				Short Term (F/Y 2015/16)	Medium Term (2015/16 + 2016/17)	Long Term (2016/17 - 2021)					
	measures						secured				
Transport	Local traffic management	Various local	Desirable	Not Known	Not Known	Not Known	Dependent on local funding being secured	£250,000	£0	£250,000	SBC
<i>All coastal flood related projects</i>				<i>Timings derived from approved strategy document</i>			<i>All works subject to the availability of finance</i>				
Coastal flood related projects	Shoebury Common Flood Defence Improvements	Shoebury Common	Critical	Y				£8,150,000	£5,702,000 EA/Defra GiA; £2,448,000 other funding partners	£0	RWA
Coastal flood related projects	Chalkwell Sea Wall. High Level maintenance	Chalkwell & Eastern Esplanades	Critical		Y		Timings derived from approved strategy document. All works subject to the availability of finance	£750,000	£470,000 EA/Defra grant in aid	£280,000	RWA
Coastal flood related projects	East Beach Shoeburyness		Critical		Y			£140,000	£60,000 EA/Defra grant in aid	£80,000	RWA
Coastal flood related projects	Cinder Path Flood Defence works		Critical		Y			£26,800,000	£16,000,000 EA/Defra grant in aid Contributions from Network Rail and Sustrans to be sought	£0	RWA
Coastal flood related	Old Leigh Flood Defences		Critical			Y		£3,220,000	£1,400,000 EA/Defra grant	£1,820,000	RWA

CATEGORY	PROJECT TITLE AND DESCRIPTION	LOCATION/SITE	LEVEL OF PRIORITY (CRITICAL/ ESSENTIAL/ POLICY HIGH PRIORITY/ DESIRABLE)	TIMING OF DELIVERY <i>(Please state programme start/completion dates in the relevant column)</i>			COMMENTS ON THE TIMING OF DELIVERY	COST	FUNDING AVAILABLE INCLUDING SOURCES	INDICATIVE FUNDING GAP	DELIVERY LEAD
				Short Term (F/Y 2015/16)	Medium Term (2015/16 + 2016/17)	Long Term (2016/17 - 2021)					
projects								in aid			
Coastal flood related projects	Lynton Road to Thorpe Bay YC Flood Defence Improvements	Eastern & Thorpe Esplanades	Critical			Y		£4,110,000	£2,260,000 EA/Defra grant in aid	£1,850,000	RWA
Unstable Land	Cliff Slip Risk Reduction works	Entire cliff frontage	Critical	Site investigation	Site investigation	Possible works	Programme of investigation to be developed	Unknown	Unknown	Unknown	
Fluvial flood related projects	The Prittle Tunnel Intake structure upgrade to cope with large debris floating through and into the Prittle Brook tunnel	Prittle Brook Tunnel	Critical	Site investigation				£70,000	Part-funded by EA	To be determined	EA
Fluvial flood related projects	investigate the significant or very significant flood risk on the mid-course of Eastwood Brook and Lower reach of Prittle Brook	Eastwood Brook and Lower reach of Prittle Brook	Critical	Site investigation				£400,000	Part-funded by EA	To be determined	EA
Police	Southend Police Station refurbishment and increase of capacity	Southend Police Station, Victoria Avenue	Critical	Y			2-year programme from commencement	£7,500,000	Potentially up to £1,000,000 (Essex Police)	£6,500,000	Essex Police

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CATEGORY	PROJECT TITLE AND DESCRIPTION	LOCATION/SITE	LEVEL OF PRIORITY (CRITICAL/ ESSENTIAL/ POLICY HIGH PRIORITY/ DESIRABLE)	TIMING OF DELIVERY (Please state programme start/completion dates in the relevant column)			COMMENTS ON THE TIMING OF DELIVERY	COST	FUNDING AVAILABLE INCLUDING SOURCES	INDICATIVE FUNDING GAP	DELIVERY LEAD
				Short Term (F/Y 2015/16)	Medium Term (2015/16 + 2016/17)	Long Term (2016/17 - 2021)					
Waste	Litter Bin Strategy	Borough-wide	Desirable	Y	Y	Y	The Litter Bin Strategy is not intended to be time constrained	Up to £160,000	£20,000	£140,000	SOSBC
Waste	Waste Transfer Station (WTS) – 'Waste Solution'	Proposed WTS location – Central Cleansing Depot, Eastern Avenue,	Policy High Priority		Y	Y	WTS is planned to be constructed and operational in 2016/17	£3,000,000 - £5,000,000 build cost £300,000-£500,000 p.a. revenue costs	SBC Capital Funding available and allocated for building of WTS, Operational costs have no SBC budget allocation yet	£5,000,000 p.a. = up to £3,500,000	SOSBC
Libraries	Southchurch Library	Southchurch Library	Desirable	Y				£1,250,000	£0	£1,250,000	SOSBC
Libraries	Kent Elms Library	Kent Elms Library	Desirable			Y	Dependent on provision of primary care centre	£2,000,000	£0	£2,000,000	SOSBC
Libraries	East Library Hub	Delaware Road	Desirable	Y				£380,000	£380,000 (2014/15 Capital Programme)	£0	SOSBC
Museums and galleries	Southend New Museum	Western Esplanade	Desirable			Y	Delivery is dependent on successful fundraising but completion is expected around 2020	£35,000,000	£15,000,000 (£5m from HLF, £5m from LEP, £5m from small-scale sources)	£20,000,000	SOSBC Cultural Services
Cemetery	Acquisition of new burial ground	Land East of Wakering Road, North of Bournes Green	Policy High Priority		Y		Phased approach	£2,280,000	£2,280,000 in Capital Programme	£0	SOSBC Bereavement Services

CATEGORY	PROJECT TITLE AND DESCRIPTION	LOCATION/SITE	LEVEL OF PRIORITY (CRITICAL/ ESSENTIAL/ POLICY HIGH PRIORITY/ DESIRABLE)	TIMING OF DELIVERY <i>(Please state programme start/completion dates in the relevant column)</i>			COMMENTS ON THE TIMING OF DELIVERY	COST	FUNDING AVAILABLE INCLUDING SOURCES	INDICATIVE FUNDING GAP	DELIVERY LEAD
				Short Term (F/Y 2015/16)	Medium Term (2015/16 + 2016/17)	Long Term (2016/17 - 2021)					
Social and community	New allotment space	Borough-wide	Desirable	Y	Y	Y		£1,250,000	£0	£1,250,000	SOSBC
Social and community	New community centres	Borough-wide	Desirable	Y	Y	Y		£1,622,400	£0	£1,622,400	SOSBC
Children's Play	Play Improvements	Sidmouth Avenue Play Area	Policy high priority	Y			This project could be delivered sooner if funding became available. It could be phased in two or three sections if required	£120,000	£0	£120,000	SOSBC
Children's Play	Play Improvements	Warrior Square Gardens	Policy high priority	Y			This project could be delivered sooner if funding became available.	£150,000	£0	£150,000	SOSBC
Children's Play	Play Improvements	Priory Park	Policy high priority	Y			This project could be delivered sooner if funding became available.	£40,000	£0	£40,000	SOSBC
Youth Facilities	Youth facilities including MUGA, parkour and wheeled sports	Priory Park	Policy high priority		Y		This project could be delivered sooner if funding became available. This project could be phased in two or three sections if required	£300,000	£0	£300,000	SOSBC
Youth Facilities	Youth facilities including wheeled sports and parkour	Southchurch area (Southchurch Park or	Policy high priority		Y		This project could be delivered sooner if funding became available. This	£190,000	£0	£190,000	SOSBC

CATEGORY	PROJECT TITLE AND DESCRIPTION	LOCATION/SITE	LEVEL OF PRIORITY (CRITICAL/ ESSENTIAL/ POLICY HIGH PRIORITY/ DESIRABLE)	TIMING OF DELIVERY <i>(Please state programme start/completion dates in the relevant column)</i>			COMMENTS ON THE TIMING OF DELIVERY	COST	FUNDING AVAILABLE INCLUDING SOURCES	INDICATIVE FUNDING GAP	DELIVERY LEAD
				Short Term (F/Y 2015/16)	Medium Term (2015/16 + 2016/17)	Long Term (2016/17 - 2021)					
		Southchurch Park Ease)					project could be phased in two or three sections if required				
Youth Facilities	Youth facilities including parkour	Gunners Park area	Policy high priority		Y		This project could be delivered sooner if funding became available. This project could be phased in two or three sections if required	£150,000	£0	£150,000	SOSBC
Youth Facilities	MUGA	Jones Memorial Ground	Policy high priority	Y			This project could be delivered sooner if funding became available	£150,000	£0	£150,000	SOSBC
Outdoor sports	MUGAs x 2	Not known	Desirable	Y	Y	Y		£240,000	£0	£240,000	SOSBC
Outdoor sports	Natural turf pitches x 12	Not known	Desirable	Y	Y	Y		£955,000	£0	£955,000	SOSBC
Sustainable Recreation	Three Rivers Trail	Across The borough	Desirable			Y	This project could be delivered sooner or as a phased approach depending on funding	£1,700,000	£0	£1,700,000	SOSBC
Open Space/ Public realm	City beach Phase Two	Eastern Esplanade	Policy High Priority		Y		Phased delivery approach to manage impacts	£7,000,000	£0	£7,000,000	SOSBC
Open Space/ Public realm	Victoria Gateway Phase Two	London Road	Policy High Priority		Y		Phased delivery approach to manage impacts	£4,000,000	£0	£4,000,000	SOSBC

CATEGORY	PROJECT TITLE AND DESCRIPTION	LOCATION/SITE	LEVEL OF PRIORITY (CRITICAL/ ESSENTIAL/ POLICY HIGH PRIORITY/ DESIRABLE)	TIMING OF DELIVERY <i>(Please state programme start/completion dates in the relevant column)</i>			COMMENTS ON THE TIMING OF DELIVERY	COST	FUNDING AVAILABLE INCLUDING SOURCES	INDICATIVE FUNDING GAP	DELIVERY LEAD
				Short Term (F/Y 2015/16)	Medium Term (2015/16 + 2016/17)	Long Term (2016/17 - 2021)					
Green Space	New green space	Borough-wide, especially Central Southend	Desirable	Y	Y	Y		Not known	£0	Not known	SOSBC

Appendix 4 Reference documents

- CIL Regulations 2010:
http://www.legislation.gov.uk/ukdsi/2010/9780111492390/pdfs/ukdsi_9780111492390_en.pdf
- Department for Communities and Local Government (2014) Community Infrastructure Levy Guidance
- Environment Agency Medium Term Plan (MTP)
- Essex and South Suffolk Shoreline Management Plan (SMP)
- Essex Waste Partnership, Joint Municipal Waste Management Strategy for Essex (2007 to 2032)
- Local Transport Plan Strategy (LTP3) and Implementation Plan, 2011/2012-2026
- South East Local Enterprise (SELEP) Strategic Economic Plan (SEP)
- Southend-on-Sea Borough Council (2004) A Study of Playing Pitches in Southend-on-Sea Borough
- Southend-on-Sea Borough Council (2004) Open Space and Recreation Assessment in Southend-on-Sea Borough
- Southend-on-Sea Borough Council (2005) Green Spaces Strategy: Draft, Executive Summary, Leisure, Culture & Amenities Services Department
- Southend-on-Sea Borough Council (2006) Public Art Strategy – Summary and Recommendations
- Southend-on-Sea Borough Council (2007) Southend-on-Sea Play Strategy
- Southend-on-Sea Borough Council (2012) Strategic Housing Land Availability Assessment (SHLAA) 2012 Update
- Southend on Sea Borough Council (2013) Corporate Plan and Annual Report 2013
- Southend-on-Sea Borough Council (2013) Culture-on-Sea: A Cultural Strategy for Southend-on-Sea, 2012-2020
- Southend-on-Sea Borough Council (2013) Southend-on-Sea Sport & Leisure Strategy, 2013-2020
- Sport England (2013) Planning Pitch Strategy Guidance: An approach to developing and delivering a playing pitch strategy
- Sport England Sports Facilities Calculator: <https://www.sportengland.org/facilities-planning/planning-for-sport/planning-tools-and-guidance/sports-facility-calculator/>
- Sport England Facilities Costs, Q4 2013:
<https://www.sportengland.org/media/198443/facility-costs-4q13.pdf>
- Sport England guidance document on football pitches:
<http://www.sportengland.org/media/197610/kitbag-nt-football-senior-2-2013.pdf>
- Source: Sport England guidance document on rugby pitches:
<http://www.sportengland.org/media/197640/kitbag-nt-rugby-union-senior-2013.pdf>
- Sport England Strategic Facilities Fund:
<http://www.sportengland.org/media/189581/strategic-facilities-prospectus.pdf>
- Thames Estuary 2100 Plan
- Thames Gateway South Essex (2005) Thames Gateway South Essex Green Grid Strategy

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Southend-on-Sea City Council

Report of Interim Executive Director for Neighbourhoods
& Environment

To

Cabinet

On

12th January 2023

Agenda
Item No.

16

Report prepared by: Simon Ford, Head of Community Safety

Southend Car Cruise Injunction Expiry Options

Relevant Scrutiny Committee: Policy and Resources
Cabinet Member: Councillor Martin Terry
Part 1 (Public Agenda Item)

1. Purpose of Report

- 1.1 To highlight the expiry of the existing car cruise injunction on 12th April 2023 and invite Members to consider whether the Council should apply to extend this injunction or commence statutory consultation on changing this injunction to a Public Spaces Protection Order (PSPO).
- 1.2 It should be noted that Members are not being asked to decide whether the PSPO should be implemented, but to approve the commencement of a statutory consultation. A further report of the next steps will be made once the consultation process has been completed. At that future stage, Members may be asked to implement a PSPO if the statutory criteria are met and it is thought to be a necessary and proportionate response to the issues that have been identified. No decision or recommendation is made on that at this stage.

2. Recommendations

- 2.1 That consultation be undertaken into the possibility of the Council implementing a Public Spaces Protection Order under Sections 60 & 61 of the Anti-Social Behaviour, Crime and Policing Act 2014 in respect of the area and activities detailed in Appendix 2.
- 2.2 That the proposed consultation process commences as soon as practically possible.

- 2.3 That the Executive Director Neighbourhoods and Environment and Director of Public Protection are delegated to:**
 - 2.3.1 Finalise the draft PSPO to form part of the Consultation.**
 - 2.3.2 Agree the final form of the Consultation.**
 - 2.3.3 Explore and report back to Cabinet following the consultation additional resource requirements to effectively enforce the PSPO.**

3. Background

- 3.1 Local Authorities have a key role to play in helping to make local areas safe places to live, work and visit. Tackling behaviour which has a detrimental impact on the quality of life of those in the locality is a key element of this role. These behaviours are sometimes called anti-social behaviour ('ASB'); it is noted that behaviour which has a detrimental impact can be broader than that which has traditionally been described as ASB.
- 3.2 The Anti-social Behaviour, Crime and Policing Act 2014 ("the 2014 Act") introduced several new tools and powers for use by councils and their partners to address ASB in their local areas. These tools, which replaced and streamlined a number of previous measures, were brought in as part of a Government commitment to put victims at the centre of approaches to tackling ASB, focussing on the impact behaviour can have on both communities and individuals, particularly on the most vulnerable.
- 3.3 Local Authorities can use PSPO's to prohibit specified activities, and/or require certain things to be done by people engaged in particular activities, within a defined public area. PSPOs differ from other tools introduced under the 2014 Act as they are council-led, and rather than targeting specific individuals or properties, they focus on the identified problem behaviour in a specific location.
- 3.4 Under the 2014 Act, authorised officers have the power to issue fixed penalty Notices (FPN's) to anyone they reasonably believe is in breach of the PSPO. Whilst the 2014 Act sets out a framework for issuing FPN's, councils will also have their own wider protocols around issuing fines. The Council currently has an enforcement policy for Council's enforcement team to ensure fairness and best practice is exercised and this can be found at Appendix 8.2. This will be reviewed and updated to consider the new subject matter of the proposed ASB.
- 3.5 Southend-on-Sea City Council secured a five-year High Court injunction on 11th April 2018 to give police and council enforcement officers extra powers to deal swiftly with dangerous driving and antisocial behaviour at unauthorised car cruise events.
- 3.6 The injunction was issued by the County Court in Chelmsford and is valid from 11 April 2018 until 12 April 2023. Activities prohibited by the injunction include, racing, speeding and creating noise, where this puts public safety at risk or causes nuisance. The injunction gives officers additional powers to address

dangerous driving and antisocial behaviour and breaching the injunction is considered a contempt of court and can result in a custodial sentence.

- 3.7 Covid-19 and the associated restrictions saw a stop to organised cruising in the City, but upon relaxation of restrictions, enthusiasts started to return and a number of large cruise events were held in the City from mid-2021 going through 2022. At its worse, cruise nights have seen visitors and public line the street whilst anti-social driving has occurred including burn outs, wheel spins and racing. This has resulted in genuine concerns for safety of the public gathered in the area, for safety of officers working there and wider spread fear and intimidation by local residents who are disturbed by the events occurring and avoid the area.
- 3.8 Many complaints have been received from local businesses and residents regarding noise from the vehicles, smell of smoke in the air, loud music, parking breaches, littering and other examples of anti-social behaviour. Three MP complaints have also been received since June 2021 through the official complaints process on behalf of their constituents about these matters.
- 3.9 Full evidence on the necessity of these restrictions will be provided to Cabinet, along with the results of the consultation and details of enforcement implications after the consultation has been made for a decision on whether to implement a PSPO.
- 3.10 The Council is required under the 2014 Act to carry out consultation and necessary publicity and notification before making a PSPO.
- 3.11 As a minimum, the Council must consult with the Chief Officer of Police, the Police Fire and Crime Commissioner, appropriate community representatives, and the owners or occupiers of land in the area to be designated (where reasonably practicable).
- 3.12 The proposed wording of the Order and the proposed Restricted Area as part of the consultation will be finalised prior to the consultation.
- 3.13 During the consultation process the Council will seek comments on:
- whether a PSPO is appropriate, proportionate or needed at all;
 - the proposed restrictions; and
 - the proposed area to be designated as the Restricted Area.
- 3.14 Consultation would be over a 4-week period, with the following stakeholders:
- Chief Officer of Police for Southend
 - The Police Fire and Crime Commissioner
 - Town Centre/Seafront Businesses
 - Ward Councillors
 - The voluntary sector
 - Community representatives
 - Local residents/those working nearby/Visitors (via a survey).

- 3.15 Findings from the Consultation will be brought back to Cabinet along with evidence in relation to the necessity for any restrictions, for Cabinet to decide whether to proceed with the PSPO and, if so, the area to be designated and the restrictions which would apply. At that point, the Cabinet would have to consider all material considerations including proportionality i.e. are the proposed restrictions proportionate to the harm/nuisance that is being caused?

4. Other Options

- 4.1 The Council could choose to apply to the High Court to extend the car cruise injunction for a further period.
- 4.2 The Council could choose not to renew the existing car cruise injunction or engage in the consultation process for a PSPO. This would result in the car cruise injunction expiring at midnight on the 11th April 2023, and this enforcement power would no longer be available to Essex Police and the Council's authorised officers for tackling ASB in the restricted area.

5 Reasons for Recommendations

- 5.1 The existing car cruise injunction is against "persons unknown", as there could be no realistic way of ensuring every participant in a cruise was aware about the injunction prior to attending the City.
- 5.2 On 10th November 2020, Sharif v Birmingham City Council, successfully challenged the persons unknown injunction and the wider implications of this case meant that the Southend Council car cruise injunction couldn't be used against persons unknown.
- 5.3 This remained the case until 12th May 2021 when Barking & Dagenham LBC v Persons Unknown, challenged this ruling and it was successfully held.
- 5.4 Schedule 3 of the Injunction Order of 11th April 2018 sets out how the service of the order should take place. It requires an officer from the Council or Police to record the name and address of the person served and at the same time as the Order being served, the person must be given an Explanatory notice. Providing the person has been correctly identified, the Council Officer (or Police) must then serve a copy of the application for the Injunction with Particulars of Claim and witness statements by post to the address provided by the individual. This makes the task of service onerous.
- 5.5 The process for recording a breach against a person's unknown under the current car cruise injunction means that a check will first need to be carried out to ascertain if the person has been correctly served with the injunction order in line with schedule 3 of the Order. Once this has been established and if the person has been served, then the evidence will be considered, and a decision will be made on whether to issue committal proceedings (prosecution). If a person has not been previously served with the injunction order, then committal proceedings (prosecution) cannot take place. The Order will then need to be served as set out in Schedule 3. This makes the task of enforcement against a breach of the injunction much more onerous. The process of serving an FPN against a breach

of a PSPO is dealt with far quicker and more expedient to serve. There can be a high number of breaches at a single car cruise event, so the current process is time consuming and doesn't enable a prompt deterrent response when breaches occur.

5.6 The proposed behaviours to be consulted on are: (and are solely in respect of car cruiser events) -;

- Excessive noise of any kind
- Danger to road users and pedestrians
- Damage or risk of damage to any property
- Litter
- Any nuisance to another person not participating in the car cruise
- Driving at excessive speed
- Driving in convoy
- Racing other motor vehicles (including motorcycles and quad bikes)
- Performing stunts in motor vehicles (including motorcycles and quad bikes)
- Sounding horns or playing radios
- Dropping litter
- Shouting, swearing, abusing or otherwise intimidating another person
- Parking and exiting motor vehicle whilst left in a non-designated parking space (with regard to car cruiser events only)
- Nitrous Oxide use within vehicles
- Performing stunts (including but not limited to burn outs and wheel spins)
- Excessive noise emanating from modified vehicle exhaust systems

6. Corporate Implications

6.1 Contribution to the Southend 2050 Road Map

Safe and Well agenda and activity plan (keeping people safe).

6.2 Environmental Impact

6.2.1 There are no Environmental Impacts associated with the decision to consult. However, there are environmental considerations which will be topics for consideration within the consultation i.e. noise pollution, air pollution, and litter

6.3 Financial Implications

6.3.1 The costs of consulting on a possible PSPO will be relatively modest. Following the Consultation, if agreed, a further report to Cabinet will provide greater visibility as to the costs of proceeding with the PSPO which will depend on the extent of any PSPO in terms of scope and geographic extent, particularly in terms of signage and clean up. Regarding enforcement of the PSPO, this service under the injunction is currently covered in the Community Safety Team business as usual operations and so there is limited anticipated costs related to this.

6.4 Legal Implications

6.4.1 The introduction of a PSPO must be undertaken in accordance with the 2014 Act and the Statutory Guidance. Failure to do so could result in a legal challenge.

6.4.2 Under Section 59 of the 2014 Act, local authorities must be satisfied on reasonable grounds that the activity subject to an Order:

- has a detrimental effect on the quality of life of those in the locality (or it is likely that activities will take place and have such an effect)
- is (or is likely to be) persistent or continuing in nature
- is (or is likely to be) unreasonable
- justifies the restrictions being imposed.

6.4.3 Section 72 of the 2014 Act provides that the Council must carry out necessary consultation before making a PSPO. Similarly, under section 72, councils are required that all these stages to have particular regard to articles 10 and 11 of the Human Rights Act 1998.

6.4.4 Draft proposals for a PSPO must be published as part of the consultation process. Further, a copy of the draft order should be provided. Therefore, whilst the proposals are included within this report some further work is required to finalise the proposed draft order. Recommendation 2.3 provides that the Executive Director for Neighbourhoods and Environment is delegated to finalise the draft PSPO that is to form part of the Consultation. This allows the draft PSPO to be finalised following clarifications that enforcement through the PSPO would not prejudice enforcement through other means or processes or legislation.

6.4.5 Before making a PSPO the Council must consider comments and representations received.

6.5 People Implications

6.5.1 There are no People implications associated with this report.

6.6 Property Implications

6.6.1 There are no Property implications associated with this report.

6.7 Consultation

6.7.1 This is the purpose of this report and what is being sought

6.8 Equalities and Diversity Implications

6.8.1 There are no Equality and Diversity implications associated with this report.

6.9 Risk Assessment

6.9.1 There are no Risk Assessments associated with this report.

6.10 Value for Money

6.10.1 If the PSPO is commenced, potential reduction in costs associated with crime, ASB and clean up.

6.11 Community Safety Implications

6.11.1 There are no Community Safety implications associated with this report. To be fully addressed if recommendations approved.

7. Background Papers

[Public spaces protection orders: guidance for councils \(local.gov.uk\)](#)

[2018 report for consultation.pdf](#)

8. Appendices

8.1 Southend Council PSPO Enforcement Policy.

8.2 Current car cruise injunction

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ORDER

ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014

SECTION 59

PUBLIC SPACES PROTECTION ORDER

This order is made by the Southend-on-Sea Borough Council (the 'Council') and shall be known as the Public Spaces Protection Order (Southend Town Centre, Seafront and Adjoining Areas) No 1 of 2019

PRELIMINARY

- 1 The Council, in making this order is satisfied on reasonable grounds that

The activities identified below have been carried out in public places within the Council's area and have had a detrimental effect on the quality of life of those in the locality,

and that:

the effect, or likely effect, of the activities

is, or is likely to be, of a persistent or continuing nature,

is, or is likely to be, such as to make the activities unreasonable, and

justifies the restrictions imposed by the notice
- 2 The Council is satisfied that the prohibitions imposed by this order are reasonable to impose in order to prevent the detrimental effect of these activities from continuing, occurring or recurring, or to reduce that detrimental effect or to reduce the risk of its continuance, occurrence or recurrence
- 3 The Council has had regard to the rights and freedoms set out in the European Convention on Human Rights. The Council has had particular regard to the rights and freedoms set out in Article 10 (right of freedom of expression) and Article 11 (right of freedom of assembly) of the European Convention on Human Rights and has concluded that the restrictions on such rights and freedoms imposed by this order are lawful, necessary and proportionate

THE ACTIVITIES

- 4 The Activities prohibited by this order are
 - i Urination, defecation, spitting or littering

- ii Sleeping in a public place within the Restricted Area (which includes car parks and shop doorways) in a manner which has a detrimental impact on the quality life of others in the locality This includes but is not limited to causing an obstruction to members of the public or local businesses
- iii Erecting tents or other structures anywhere within the Restricted Area, save for where so permitted by the Council
- iv In any Drinking Control Area, consuming alcohol or failing to surrender any containers (sealed or unsealed) which are reasonably believed to contain alcohol when an Authorised Officer has required such consumption to cease
- v Outside of any Drinking Control Area consuming alcohol and behaving in an anti-social manner or failing to surrender any containers (sealed or unsealed) which are reasonably believed to contain alcohol, in a public place, when an Authorised Officer has required such consumption to cease
- vi Ingesting, inhaling, injecting, smoking or otherwise using drugs or substances reasonably believed to be psychoactive substances.
- vii Beg, begging or approaching any person for that purpose
- viii Save for where excepted at paragraph 12 of this order or otherwise permitted by the Council, approaching or stopping another person with the intention of asking that other person
 - i) to enter into any arrangements which involve that other person making any future payment for the benefit of charitable or other purposes, or
 - ii) for any information to assist in that other person being contacted at another time with a view to making arrangements for that person to make any payment for the benefit of charitable or other purposes

THE PROHIBITION

- 5 A person shall not engage in any of the Activities anywhere within the Restricted Area as shown delineated by the red line and shaded pink on the master plan annexed at Schedule 1 and if applicable further identified on the detailed plans inset within that plan to this order and identified as the 'Restricted Area'
- 6 This Prohibition is subject to the Exceptions stated below

THE REQUIREMENTS

- 7 A person who is believed to have engaged in a breach of this order or anti-social behaviour within the Restricted Area, is required to give their name and address to an Authorised Officer
- 8 A person who is believed to have engaged in a breach of this order, or in anti-social behaviour within the Restricted Area, is required to leave the area if asked to do so by a police officer, police community support officer or other person designated by the Council and not to return for a specified period not exceeding 48 hours
- 9 A person must clear up his/her belongings and/or litter if asked to do so by a police officer, police community support officer or other person designated by the Council

THE EXCEPTIONS

- 10 Nothing in the paragraph 4(iv or v) of this order applies to alcohol being consumed within premises licensed under the Licensing Act 2003 or s115E of the Highways Act 1980
- 11 The requirement in paragraph 4(vi) of this order does not apply where the substance
- i) is used for a valid and demonstrable medicinal or therapeutic purpose,
 - ii) is a cigarette (tobacco) or vaporiser,
 - iii) is a food product regulated by food, health and safety legislation
- 12 Nothing in paragraphs 4(vii) and (viii) of this order applies to any person authorised by virtue of the Police, Factories (Miscellaneous Provisions) Act 1916 to undertake an on-street collection of Money

OTHER

13. This order applies to a public place within the authority's area. The public place is delineated by the red line and shaded pink on the master plan annexed at Schedule 1 and if applicable further identified on the detailed plans inset within that plan to this order and identified as the 'Restricted Area'
- 14 The effect of the order is to impose the prohibitions and requirements detailed herein, at all times, save where specified exemptions apply or where the express permission of the Council has been given on the use of the Restricted Area

DEFINITIONS

- 15 For the purpose of this order the following definitions will apply
- 'Alcohol'** has the meaning given by section 191 of the Licensing Act 2003;
- 'Authorised Officer'** means a constable, a police community support officer or a person authorised in writing by Southend-on-Sea Borough Council

'Beg or begging' means asking for or accepting money, personal, charitable or any other donations or approaching a person for that purpose, when to do so would cause, or is likely to cause, a nuisance or annoyance, harassment, alarm or distress to that person. Examples of nuisance, annoyance, alarm or distress include, but are not limited to, the following

- (a) Obstructing the path of the person solicited during the solicitation or after the person solicited responds or fails to respond to the solicitation
- (b) Using abusive language during the solicitation or after the person solicited responds or fails to respond to the solicitation
- (c) Continuing to solicit a person in a persistent manner after the person has responded negatively to the solicitation
- (d) Have in their possession any item for holding, inviting or receiving money for the purpose of solicitation
- (e) Placing self in the vicinity of an automated teller machine, taxi rank or public transport stop to solicit and or soliciting a person who is using, waiting to use, or departing from any of these services

'Drinking Control Area' means any such area within the Restricted Area whereupon there is in force a Southend-on-Sea Borough Council and Essex Police designated Drinking Control Area as at the date of this order .

'Interested person' means an individual who lives in the restricted area or who regularly works in or visits that area

'Public place' means any place to which the public or any section of the public has access, on payment or otherwise, as of right or by virtue of express or implied permission

'Psychoactive Substances' has the meaning given by section 2 of the Psychoactive Substances Act 2016

'Restricted Area' has the meaning given by section 59(4) of the Anti-Social Behaviour, Crime and Policing Act 2014 and for the purposes of this order is shown delineated by the red line on the PSPO master plan annexed at Schedule 1 and if applicable further identified on the detailed plans inset within that plan to this order and identified as the 'Restricted Area'

'Solicit' means to request, in person the immediate provision of money or another thing of value, regardless of whether consideration is offered or provided in return, using the spoken, written or printed word, a gesture or other means

PERIOD FOR WHICH THIS ORDER HAS EFFECT

- 16 This Order came into force at midnight on 11th July 2019 and will expire at midnight on 10th July 2022
- 17 At any point before the expiry of this three year period the Council can extend the Order by up to three years if they are satisfied on reasonable grounds that this is necessary to prevent the activities identified in the Order from occurring or recurring or to prevent an increase in the frequency or seriousness of those activities after that time. The Council may extend this order more than once

WHAT HAPPENS IF YOU FAIL TO COMPLY WITH THIS ORDER?

Section 67 of the Anti-Social Behaviour Crime and Policing Act 2014 says that it is a criminal offence for a person without reasonable excuse –

- (a) to do anything that the person is prohibited from doing by a public spaces protection order, or
- (b) to fail to comply with a requirement to which the person is subject under a public spaces protection order

A person guilty of an offence under section 67 is liable on conviction in a Magistrates Court to a fine not exceeding level 3 on the standard scale

FIXED PENALTY

An Authorised Officer may issue a fixed penalty notice to anyone he or she believes has committed an offence under section 67 of the Anti- Social Behaviour, Crime and Policing Act. You will have 14 days to pay the fixed penalty of £100. If you pay the fixed penalty within the 14 days you will not be prosecuted

APPEALS

Any challenge to this order must be made in the High Court by an interested person within six weeks of it being made. An interested person is someone who lives in, regularly works in, or visits the safe zone. This means that only those who are directly affected by the restrictions have the power to challenge. The right to challenge also exists where an order is varied by the Council

Interested persons can challenge the validity of this order on two grounds: that the Council did not have power to make the order, or to include particular prohibitions or requirements, or that one of the requirements of the legislation has not been complied with

When an application is made the High Court can decide to suspend the operation of the order pending the Court's decision, in part or in totality. The High Court has the ability to uphold the order, quash it, or vary it.

Dated 22nd July 2019

THE COMMON SEAL of SOUTHEND ON SEA)
BOROUGH COUNCIL was pursuant to a resolution)
of the Council hereunto affixed to this Deed in the)
presence of:-)

Proper Officer of the Council

[Signature]
ASSISTANT DIRECTOR
LEGAL SERVICES



Section 67 Anti-Social Behaviour Crime and Policing Act 2014

(1) It is an offence for a person without reasonable excuse-

(a) To do anything that the person is prohibited from doing by a public spaces protection order, or

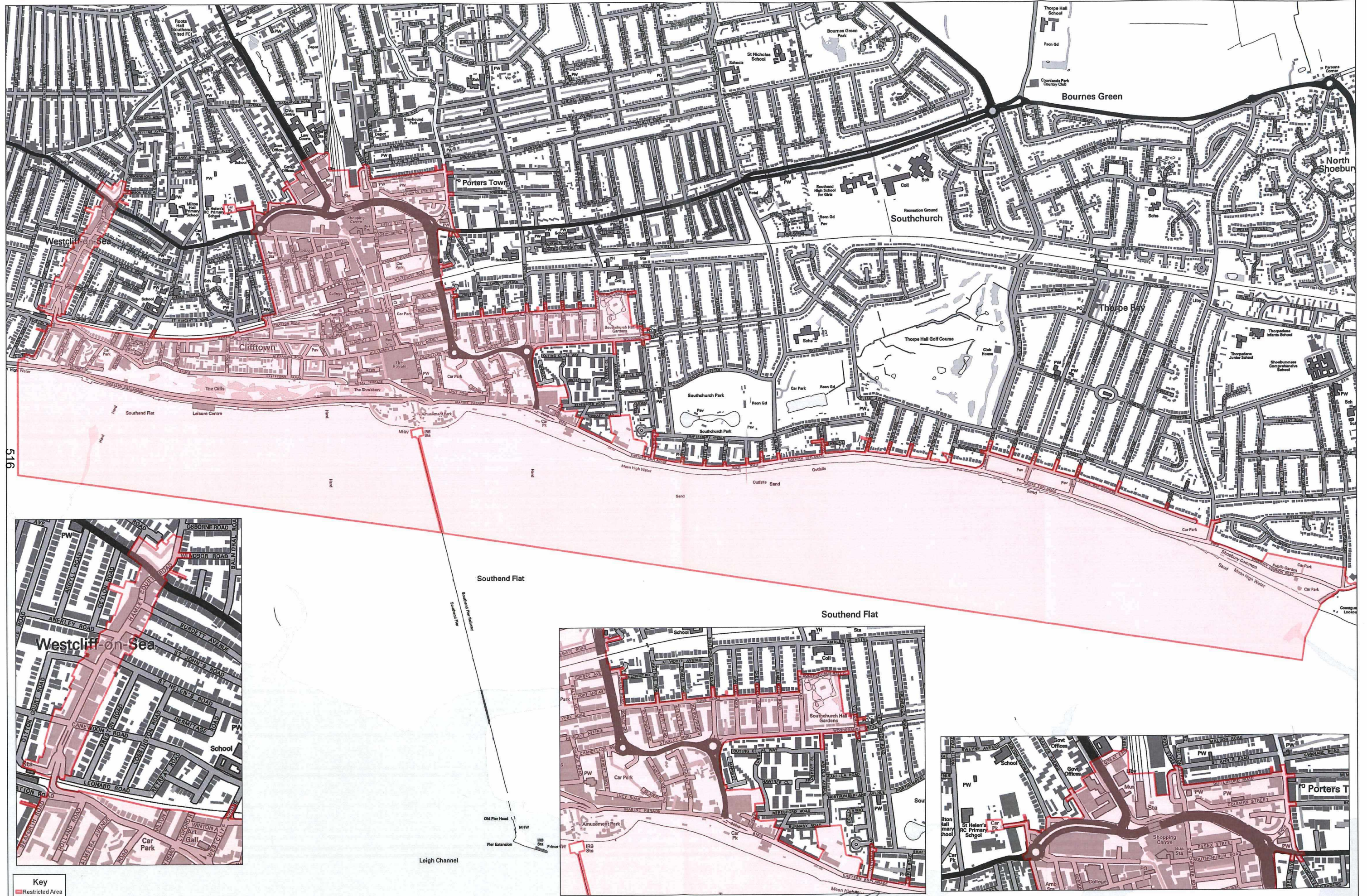
(b) To fail to comply with a requirement to which a person is subject under a public spaces protection order

(2) A person guilty of an offence under this section is liable on summary conviction to a fine not exceeding level 3 on the standard scale

(3) A person does not commit an offence under this section by failing to comply with a prohibition or requirement that the local authority did not have power to include in the public spaces protection order

Schedule 1 to this Order

Master plan of the Restricted Area and detailed plans inset

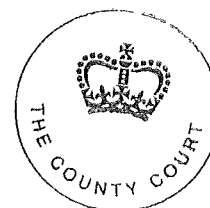


Injunction Order

Between Persons Unknown, Defendant
and Southend On Sea Borough Council, Claimant

Persons Unknown Addresses Unknown

In the County Court at Chelmsford	
Claim Number	E00CM258
Claimant (including ref)	Southend On Sea Borough Council CARCRUISER/SE55/35/5180
Defendant (including ref)	Persons Unknown



In the matter of an application for an injunction under s222 Local Government Act 1972, s2 Local Government Act 2000 and s130 Highways Act 1980

**WARNING: IF YOU DO NOT OBEY THIS ORDER YOU WILL BE GULTY
OF CONTEMPT OF COURT AND YOU MAY BE SENT TO PRISON**

On the 11th day of April 2018, HHJ Middleton-Roy considered a claim for a final injunction dated 11th April 2018
UPON hearing Counsel for the Claimant

AND UPON the Court considering the papers and hearing oral evidence from Peter Harmsworth

AND UPON the Court accepting the undertaking given on behalf of the Claimant by Mr Harmsworth

THE COURT ORDERS THAT

1. Service of the Claim Form is dispensed with.
2. All persons are forbidden from participating in a car cruise within the area delineated black on a map attached to this Order at Schedule 1.
3. The term "car cruise" and "participating in a car cruise" have the meanings set out in Schedule 2 to this Order.
4. Any persons served with a copy of this Order may apply to the Court to vary or discharge the Order, on 48 hours' notice to the Claimant.
5. The Claimant undertakes to pay any damages sustained by a person other than the Defendant, including another party to the proceedings or any other person who may suffer loss as a consequence of the order, if the Court so orders.
6. The provisions of Schedule 3 to this Order shall apply.
7. This Order shall remain in force until 11am on 11th April 2023.

11th April 2018

You are entitled to apply to the court to reconsider the order before the day.

You may be able to get free legal aid advice. Go online at www.gov.uk/legal-aid for further information

The court office at the County Court at Chelmsford, Priory Place, New London Road, Chelmsford, Essex, CM2 0PP When corresponding with the court, please address forms or letters to the Court Manager and quote the claim number Tel 0344 892 4000 Fax 01264347922/01264347923 Check if you can issue your claim online. It will save you time and money. Go to www.moneyclaim.gov.uk to find out more.

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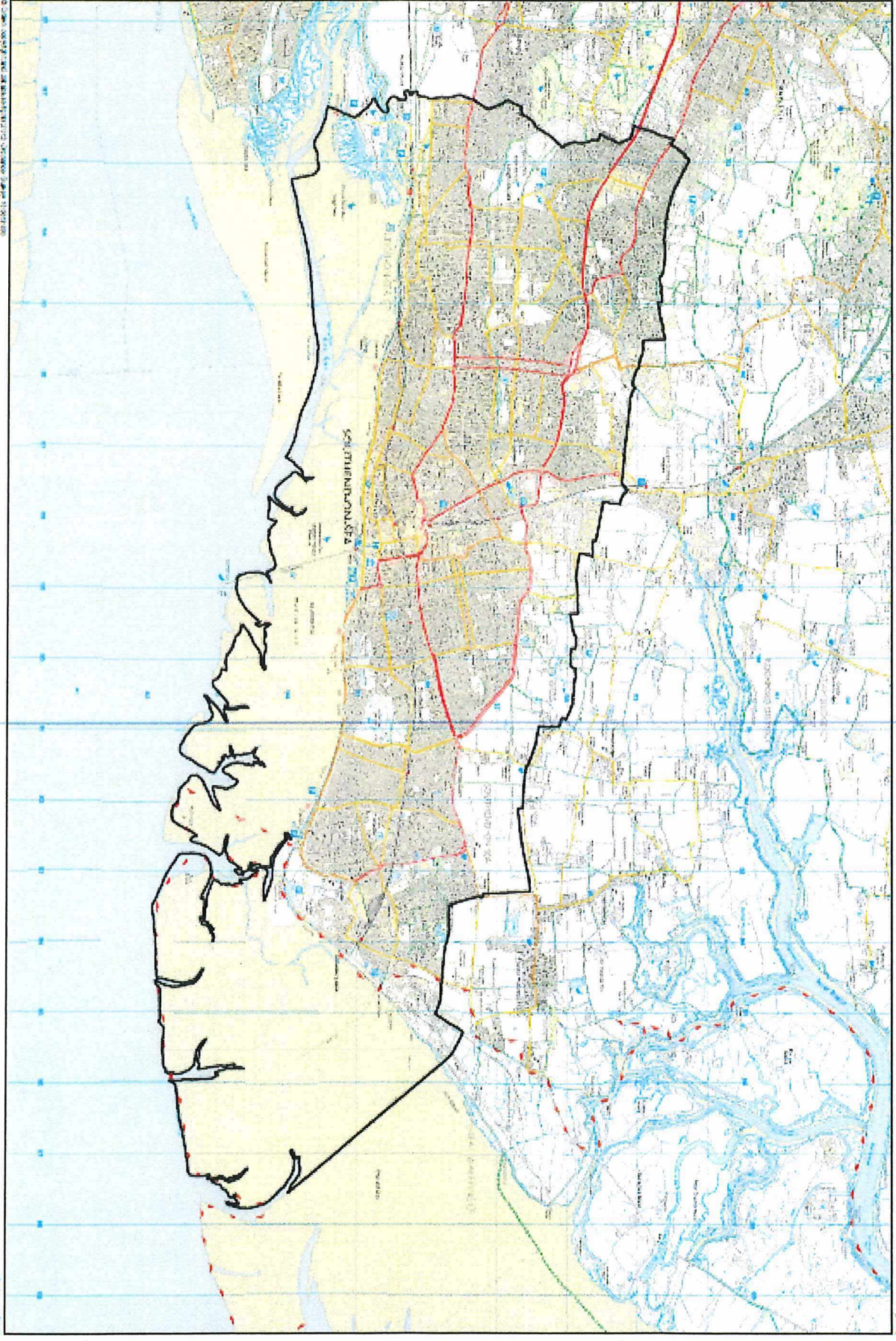
CLAIM No: E00CM258

Schedule 1 to the Order of 11th April 2018





Borough of Southend-on-Sea





Schedule 2 to the Order of 11th April 2018

“Car Cruise”

1. Car- Cruise means a congregation of the drivers and/ or passengers of 2 or more motor vehicles (including motor cycles and quad bikes) at any time on the public highway or at any place to which the public have access within the Borough of Southend, the boundaries of which are delineated on the map at Schedule 1 at which any such driver and/or passenger and/or driver and/or passenger of any other vehicle perform any of the activities set out at paragraph 2 below, so as, by such conduct, to cause any of the following:

- (i) excessive noise of any kind;
- (ii) danger to other road users and pedestrians;
- (iii) damage or risk of damage to any property;
- (iv) litter;
- (v) any nuisance to another person not participating in the Car- Cruise

2. The activities referred to at paragraph 1, above, are:

- (i) driving at excessive speed;
- (ii) driving in convoy;
- (iii) racing other motor vehicles (including motor cycles and quad bikes);
- (iv) performing stunts in motor vehicles (including motor cycles and quad bikes);
- (v) sounding horns or playing radios;
- (vi) dropping litter;
- (vii) shouting or swearing at, abusing or threatening or otherwise intimidating another person.

“Participating in a Car- Cruise”

3. A person participates in a Car- Cruise when he is the driver of, or passenger in, a vehicle to which paragraphs 1 and 2 above apply and the term "participating in a Car- Cruise" shall be interpreted accordingly.





CLAIM No: E00CM258

Schedule 3 to the Order of 11th April 2018

1. Service of this Order shall be effected by an officer of the Essex Police force or an employee of the Claimant who shall record the name and address of the person upon whom the Order is served and shall communicate the same, together with the time and date of service to the Claimant. Where a person served does not give any or the correct name/ address to the Officer or employee, the Officer or employee shall communicate the same to the Claimant and for the avoidance of doubt, good service shall not be dependant on the Officer or employee obtaining any, or the correct name and/or address of the person served.
2. At the same time this Order is served, the person shall be given an Explanatory Notice in the form attached to this Schedule.
3. If a correct name and address has been provided by the person served (see paragraph 1 above), or if such name can be obtained by the Claimant using all reasonable efforts, the Claimant shall serve a copy of the application for the injunction herein, together with Particular of Claim and witness statements in support, upon the persons served in accordance with the provisions of this Schedule. The Claimant shall not be required to (although it may) serve copies of any DVD evidence relied on, or to divulge to the person served the names and addresses of the witnesses whose statements are served in accordance with this paragraph.

4. Service shall be effected by first class post to the address referred to at paragraph above, or where not, or no correct address was obtained in accordance with said paragraph, to the address subsequently obtained by the Claimant and within 14 days after service of the Order, or it later, after the date on which the Claimant obtained a correct address for the person served.

CLAIM No: E00CM258

EXPLANATORY NOTICE



You have been served with an Injunction.

If you participate in a Car-Cruise anywhere within the Borough of Southend as shown on the attached map you will be in contempt of Court and you may be sent to prison.

*Failure to provide your name and address when served with this Injunction may effect whether you receive additional information.

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Southend-on-Sea City Council

Report of Executive Director for Neighbourhood and
Environment Services

To

Cabinet

On

12th January 2023

Report prepared by: Paul Rabbitts, Head of Parks & Open
Spaces

Agenda
Item No.

17

Southchurch Park Lake

Relevant Scrutiny Committee - Place
Cabinet Member: Councillor Carole Mulroney
Part 1 (Public Agenda Item)

1. Purpose of Report

- 1.1 To agree to replace small sections of the shin rail around the eastern section of the lake in Southchurch Park based on an agreed risk assessment.

2. Recommendations

- 2.1 To agree the replacement of small sections of shin rail, with appropriate signage introduced, as identified from a risk assessment of areas of higher risk eg duck feeding station and end of path junctions on the eastern section.
- 2.2 To note the western section of the lake does not have a shin rail and is used by the local model boating club.

3. Background

- 3.1 Southchurch Park is a popular park within Thorpe Ward and visited by many residents from the surrounding area. It has several facilities including a café, play facilities, sports facilities, car park, ornamental areas as well as a large lake. The lake is central to the whole park and was once used for rowing boats but is today primarily a haven for birds and wildlife with the western section used by a model boat society.
- 3.2 The lake is typical of an urban park lake with formal edges, and an average depth at the perimeter of 600mm (the deepest is 900mm and the shallowest is 150mm). Paths circumvent the lake, with none immediately adjacent to it. The eastern and western sections are divided by a pedestrian footbridge which has a concrete barrier underneath it.

- 3.3 The lake's eastern section has had a timber shin rail around it for many years which over time, has deteriorated to such an extent that temporary fixes were no longer suitable. It has been removed.



- 3.4 Several discussions were held with parks' officers and colleagues in relation to the need for replacing the complete rail around the lake. This was based on a number of considerations and included the following:-

- No other lake in Southend has a rail or fence around it and this includes Friars, Priory and Shoebury Parks. They are all open.
- Most urban park lakes across the country no longer have barriers or fencing, including all the Royal Parks (Hyde Park, St James's Park, Regent's Park, Kensington Gardens, in particular) which have 80 million visitors a year and footways adjacent to lake edges. This also includes most of the London parks including Victoria Park or most recently, the Queen Elizabeth II Olympic Park. Where they do exist, they are for the purpose of controlling wildfowl, such as Canada Geese eg in Battersea Park in London.
- Officers consulted with colleagues in neighbouring authorities and in particular Cambridge City Council, which has several waterways within the city, and Three Rivers District Council who manage the Aquadrome in Rickmansworth. As is the norm, none of their water bodies are fenced off and these two authorities no longer provide life buoys due to the increased incidence of vandalism.
- Historically, Southchurch Park lake was never fenced when it was used as a boating lake.



- The western section has never been fenced off.
- The presence of a rail can be a magnet for adventurous children to climb onto it, with the risk of falling into the lake increased.
- Longer term serving officers within the parks team have had no recorded incidents of children falling into the lake in the last 5 years.
- The total cost of replacing the rail is estimated to be £25,000.

3.5 It was, therefore, considered that the rail should be wholly removed and a risk assessment carried out to identify where a rail should be erected, leaving the remainder of the lake open. See appendix 3.

4. Other Options

4.1 Three other options exist:-

- Replace the entire eastern section with a new shin rail fence at a cost of approximately £25,000
- Leave the entire eastern section open. This is however, not recommended, based on the attached risk assessment.
- Ward members have indicated they would wish to use £10,000 of CIL money for the lake to be wholly fenced.

The cost of replacing the entire rail is estimated to be £25,000. The cost of replacing small sections based on a risk assessment is estimated to be £7,000. No budget exists for the replacement and would have to be funded by CIL or the capital programme.

It should be noted the following are not eligible for CIL funding -

- Use of the funds to explore feasibility of a scheme for which funds are not yet available;
- Projects that only benefit individuals or companies;

- Projects with on-going revenue implications/maintenance costs for Southend City Council.

5. Reasons for Recommendations

- 5.1 The shin rail fence had reached the end of its useful life and research has shown that elsewhere, in similar circumstances, such barriers are no longer deemed essential.

6. Corporate Implications

- 6.1 Contribution to the Southend 2050 Road Map

Pride and Joy - People are proud of living in Southend - the historic buildings and well-designed new developments, open spaces, and the seafront.

Safe and Well - Access to the great outdoors keeps our residents both physically and mentally well. The risk assessed areas as per the risk assessment will be fenced.

- 6.2 Environmental Impact

- 6.2.1 The quality of the fence affects the overall environmental impact of the park. Where deemed necessary it will be replaced with recycled plastic ensuring longevity. However, parks' would need to cover the cost of maintenance and repairs whenever vandalised or damaged, thus incurring ongoing revenue implications/maintenance costs.

- 6.3 Financial Implications

- 6.3.1 The cost of replacing small sections based on a risk assessment is estimated to be £7,000. No budget exists for the replacement and would have to be funded by CIL.

- 6.4 Legal Implications

- 6.4.1 There are no Legal implications associated with this report.

- 6.5 People Implications

- 6.5.1 There are no People implications associated with this report.

- 6.6 Property Implications

- 6.6.1 There are no Property implications associated with this report.

- 6.7 Consultation

6.7.1 No consultation was carried out as this was an operational decision by officers. The Ward Councillors and Portfolio Holder have been kept informed throughout, although there are differences of opinion that have been expressed.

6.8 Equalities and Diversity Implications

6.8.1 There are no Equalities and Diversity implications associated with this report.

6.9 Risk Assessment

6.9.1 A risk assessment was carried out in relation to the proposal to replace only sections of the rail. This is included as appendix A.

6.10 Value for Money

6.10.1 Officers consider that any funding should be targeted at other priorities in the park such as footpath resurfacing and lake maintenance.

6.11 Community Safety Implications

6.11.1 Officers have carried out a risk assessment indicating any community safety implications that exist and mitigation required.

7. Background Papers

7.1 There are no background papers.

8. Appendices

Appendix 1 – Risk Assessment

Appendix 2 – Aerial view of the lake

Appendix 3 – location of proposed rail

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RISK ASSESSMENT No.	Removing the Shin Rail around the East end of Southchurch Park Lake	
Establishment:	Assessment by: Jacques Gain	Date: 15/09/2022
Review Date: 15/03/2023	Approved by: Ian Brown	Date: 15/09/22

Hazard / Risk	Who is at Risk?	Initial Risk Rating	Normal Control Measures	Are Control Measures Y/N/NA		Additional Control Measures	Residual Risk Rating
				In Place	Adequate		
Falling into the Lake. Drowning	<i>Operator, Colleagues Public</i>	med	The original measure was wooden shin rail. This will be removed as it is end of life and deemed a possible safety and trip hazard. Deploy warning signs of the dangers of going onto the lake if frozen and supervision of children	Yes Yes	Yes yes	Installing Sections of two bar Recycled Lumber fencing perpendicular to paths that join the lake path to prevent accidental entry to the water. Install sections of two bar Recycled lumber fencing to create designated bird feeding stations at evenly spaced points around the east end of the lake. Installation of two additional life belt stations one either side of the east end of the lake. Danger shallow water signs to be erected at strategic points all around the lake. Addition of a sign on the duck feed dispenser that makes people aware of the feeding stations. Weekly recorded trip hazard and signage inspection of the grass area surround of the lake	low

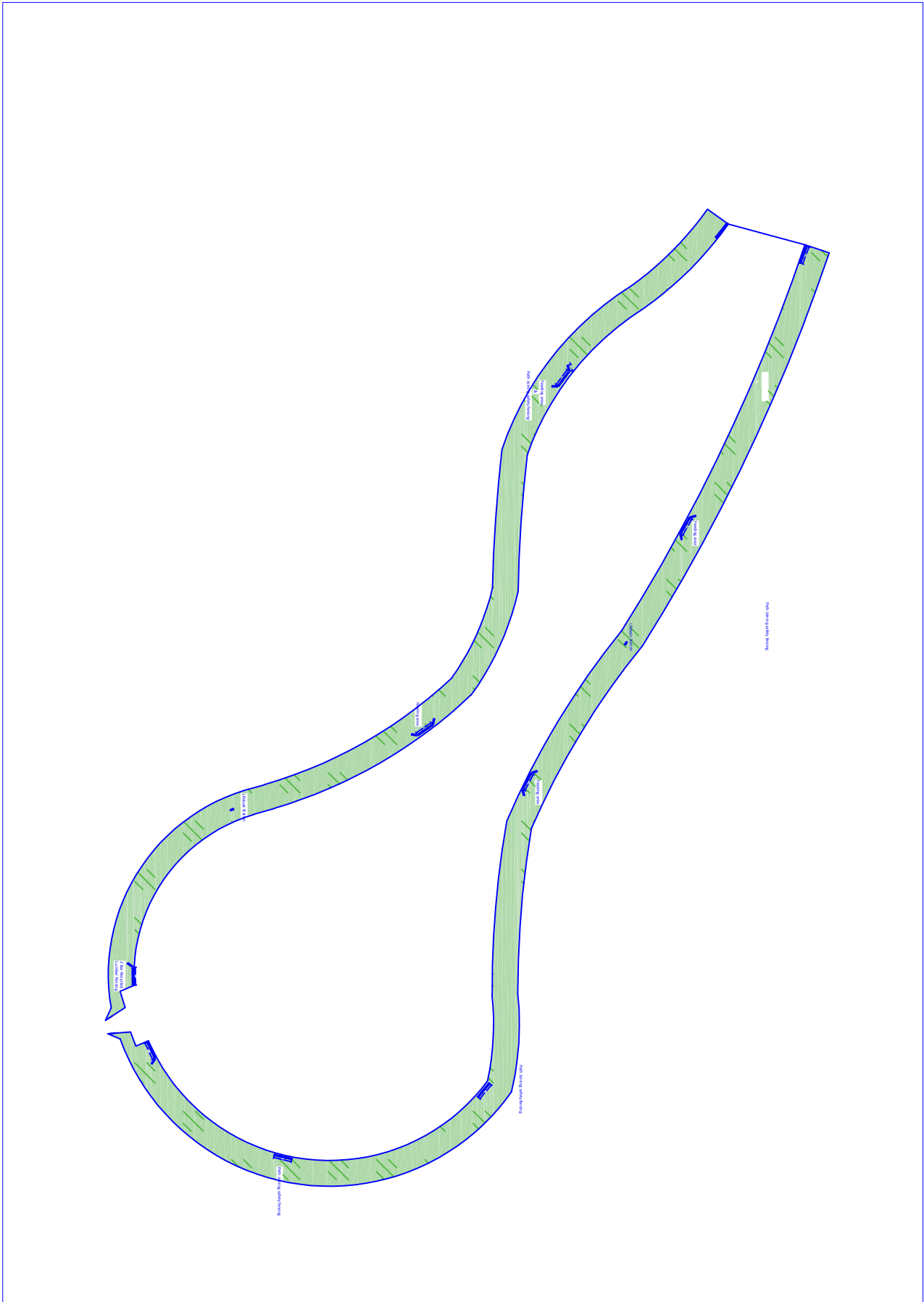
REVIEWS:

DATE OF REVIEW:	REVIEWED BY:	COMMENTS:
DATE OF REVIEW:	REVIEWED BY:	COMMENTS:

AERIAL VIEW OF SOUTHCHURCH PARK LAKE



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Southend-on-Sea City Council

Report of Executive Director Neighbourhoods &
Environment John Burr

To

Cabinet

On

12 January 2023

Report prepared by: Elizabeth Georgeou, Head of Regulatory
Services

Agenda
Item No.

18

Private Rented Sector Housing Enforcement Policy 2023

Relevant Scrutiny Committee: Policy and Resources

Cabinet Member: Councillor Ian Gilbert – Economic Recovery, Regeneration and
Housing

Cabinet Member: Councillor Martin Terry- Cabinet Member for Public Protection

Part 1 (Public Agenda Item)

1. Purpose of Report

- 1.1 To present Southend on Sea City Council's ('The Council') Private Rented Sector Housing Enforcement Policy 2023 (PRSHEP 2023) (attached as Appendix 1) for adoption following the public consultation.
- 1.2 The Council has legal duties to ensure that accommodation in the private rented sector meets minimum housing management, health and safety standards, and further to deal with landlords and letting agents that fail to meet those standards.
- 1.3 In 2021, Neighbourhoods and Environment refreshed their overarching Enforcement Policy, this is the parent policy that sets out the principles that Officers of the services within Public Protection apply when undertaking regulation enforcement activities. However, given the range of enforcement options relating to the private rented housing sector, and the pressures within that area, a supplementary enforcement policy is warranted.
- 1.4 With the above in mind, this PRSHEP 2023 provides:
 - A transparent rationale as to how Regulatory Services provides the service to different tenures.
 - The circumstances it considers should a service be withdrawn.
 - The discretion that will be used when considering formal enforcement action against Category 2 Hazards.
 - The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 ('the Electrical Safety Standards Regulations').
 - A statement of principles, so that the penalties under the Smoke and Carbon Monoxide Alarm (England) Regulations 2015) can be applied.
 - The use of civil penalties where housing legislation provides for their use.

2. Recommendations

That Cabinet:

- 2.1 Carefully consider the consultation summary at Appendix 2.
- 2.2 Agree that the Private Rented Sector Housing Enforcement Policy 2023 attached to this report (Appendix 1), be adopted.
- 2.3 Agree that delegated authority be given to the Executive Director of Neighbourhoods and Environment, in consultation with the Cabinet Members for Economic Recovery, Regeneration and Housing and Public Protection, to make minor modifications and updates to the Policy as required.

3. Background

- 3.1 The Council is responsible for enforcing a wide range of statutory provisions relating to private sector housing and environmental conditions affecting health, wellbeing, and safety, these include:
 - Reducing the number of properties with serious risks to health and safety;
 - Improving energy efficiency, warmth of homes and help reduce fuel poverty;
 - Improving standards in Private Sector (PS) and Private Rented Sector (PRS) accommodation;
 - Improving the standards in HMOs (houses in multiple occupation);
 - Improving the standards in properties that are required to be licenced within the Selective Licensing area.
- 3.2 The PRS in Southend is growing steadily and plays an important part in the housing provision within the Council. This sector often accommodates the most vulnerable of our residents, and whilst it is recognised that the majority of this housing is in good condition and well managed, there are landlords who allow their properties to fall below acceptable standards, and it is within sector that the majority of enforcement takes place.
- 3.3 The PRSHEP 2023 is specific to the investigation of housing conditions and enforcement action taken by Regulatory Services for this sector. Notwithstanding this, it is intended to be read in conjunction with the overarching Enforcement Policy 2021 (ERP 2021), that was developed with regard to the Regulators' Compliance Code (RCC). The RCC requires a risk-based approach and proportionality to regulatory enforcement, together with relevant policy and guidance, and these principles also apply within this Policy. As such, the initial approach will still be to secure and encourage compliance through assistance education where possible and appropriate.
- 3.4 The purpose of the PRSHEP 2023 is to set out in para 1.4 above.

Service Offer to Tenure Groups

- 3.5 The enforcement of housing legislation is tenure neutral, however, the Council considers that owner-occupiers are usually in a position to take informed decisions concerning maintenance and improvement issues that might affect their welfare and are then able to set their financial priorities accordingly; tenants however, are not always able to do so. For this reason, the Council proposes that it is appropriate for its powers to be used according to tenure, as clearly set out in the PRSEP 2023.
- 3.6 In brief, save for exceptional circumstances that pertain to the vulnerability of the occupier/tenant, or imminent life and limb issues, the following enforcement response will be applied to the following tenure groups:
- Owner Occupiers: The Council will not generally take enforcement against this tenure;
 - Private Tenants: Enforcement for this tenure group will only commence once tenants have notified their landlords of the problem, and given them an opportunity to rectify the problem, in accordance with legislation;
 - Registered Social Landlords (“RSL”): This service will not normally take action against an RSL, unless the problem in question has been properly reported to the RSL, and they have failed to take the appropriate action and the tenant has been to the Housing Ombudsman without a satisfactory result;
 - Leaseholders: Other than in exceptional cases (on a case-by-case basis), the Council expects long leaseholders to invoke the terms of their lease to remedy problems of disrepair or nuisance themselves.

Situations Where the Service May Not be Provided

- 3.7 There may be occasions where an investigating officer cannot substantiate the complaint. When this arises, the person who has raised the issue will be informed that Council will not take any further action.
- 3.8 There are other circumstances that may result in the cessation of an investigation, or the withdrawal of service, these are listed in Appendix 1 and include (but are not limited to) situations where:
- The landlord of the property has initiated eviction proceedings where there has been a breach of tenancy agreement;
 - The tenant(s) unreasonably refuse access to the landlord, managing agent or landlord’s builder, for works to be carried out;
 - The tenant(s) have, in the opinion of the Council, clearly caused the damage to the property they are complaining about, and there are no other items of disrepair;
 - A tenant does not want their present accommodation to be brought up to standard, and the only reason for contacting Regulatory Services is to secure rehousing;
 - The tenant(s) have been aggressive, threatening, verbally or physically abusive or shown racist behaviour towards officers, or has made spurious and/or unsubstantiated allegations;

- The tenant(s) make repetitive complaints and allegations which disregards the responses the Council has supplied in previous correspondence to the complainant or their representative(s).

Housing, Health and Safety Rating System (HHSRS)

- 3.9 HHSRS is set out in Part 1 of the Housing Act 2004 (the Act), and the Council will base enforcement decisions in respect of residential premises on assessments made under that system. It is a risk-based approach consisting of 29 hazards. In undertaking an inspection of a dwelling, an Environmental Health Officer (or other suitably qualified Officer), undertakes an assessment of the potential risks to health and safety from any deficiencies identified in a dwelling. The officer will then determine whether any enforcement action is required depending upon the severity of the hazard, or whether there is a duty or discretion to act.
- 3.10 In the case of hazards determined under the HHSRS, the Council has a statutory duty to act in the case of Category 1 hazards, and a power to act in the case of Category 2 hazards.
- 3.11 This PRSHEP 2023 proposes that the Council will exercise its power to deal with Category 2 hazards, formally for those hazards that it considers to be significant. Whilst it is not possible to be prescriptive, factors that may be considered to assist in the determination of which hazards are deemed to be significant include one or more of the following:
- Whether the hazard pertains to threats from uncontrolled fire (and smoke);
 - Whether there are multiple hazards within the property;
 - Whether there is a vulnerable individual or group in occupation or likely to be in occupation;
 - Whether or not it is reasonable to assume the conditions are likely to deteriorate in the next 12 months.

Civil Penalties for Housing Offences

- 3.12 The Government announced the introduction of civil penalties (under the Housing and Planning Act 2016) for certain housing offences with a press release entitled: *“Tougher measures to target rogue landlords – New rules will help crackdown on rogue landlords that flout the rules and improve safety and affordability for renters”*. The aim is for more enforcement action to be taken against the small minority of landlords and letting agents who neglect their responsibilities and do not comply with the legislation.
- 3.13 The Government has also legislated for the use of civil penalties for other housing legislation.
- 3.14 These new powers were introduced to help local authorities take more enforcement action against rogue landlords; the civil penalties can be applied as an alternative to prosecution for certain housing offences, and these give the option to impose a penalty of up to £30,000 depending on the offence.
- 3.15 Local authorities are entitled to retain any monies collected, provided they are used to fund private sector housing enforcement functions. However, before any financial penalties can be issued, statutory guidance requires the Council to

develop and document a policy which sets out when it should prosecute and when it should impose a financial penalty, and the level of financial penalty it should impose in each case.

- 3.16 In order that the Council can impose these penalties, it is necessary to publish the decision-making process in determining them. The Civil Penalties Policy for Housing Enforcement was adopted by Cabinet in February 2022, and this set out how financial penalties would be imposed under the Housing Act 2004 and the Housing and Planning Act 2016. However, the contents of this Policy, and power to use civil penalties for other specific housing legislation, have now been incorporated within the PRSHEP 2023, so as to have all enforcement elements contained in one policy document.

The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 (“the Electrical Safety Standards Regulations).

- 3.16 The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 made under the Housing and Planning Act 2016 requires electrical installations to be safe and periodically inspected. The Council can impose a financial penalty of up to £30,000 for failing to do so. This Policy will be used to determine the financial penalty.
- 3.17 As mentioned in para 3.15 above, it is necessary to publish the decision-making process in determining this type of penalty, and the Council published the Civil Penalties Policy in February 2022.

Statement of Principles Under the Carbon Monoxide Alarm (England) Regulations 2015

- 3.18 The Council is required under the Smoke & Carbon Monoxide Alarm (England) Regulations 2015 to prepare and publish a statement of principles which it proposes to follow when deciding on the penalty charge amount for failing to comply with a remedial notice served under these regulations.
- 3,19 This statement sets out the principles that the Council will apply in exercising powers to impose a financial penalty for failing to meet certain legislative requirements. The Council will impose a penalty charge where it is satisfied, on the balance of probabilities, that the landlord has not complied with the action specified in a remedial notice within the required timescale.

4. Other Options

- 4.1 Option 1 – To adopt the Policy in part rather than in full. The Policy is written in such a way that it targets the Council’s resources to the areas of greatest demand whilst ensuring that statutory responsibilities are still met with respect to other tenure groups. In addition, it clearly sets out how the Council will exercise its power to deal with significant Category 2 hazards, which includes threats from uncontrolled fire (and smoke), which seeks to protect tenants.
- 4.2 There is a risk that part adoption of the Policy will dilute the full effects and have an impact on Regulatory Service’s ability to deliver, and ultimately protect those in greatest need.

- 4.3 Option 2 – To reject the Policy and fail to adopt it.
- 4.4 The risks are as above in para 4.3, with the addition of not providing a transparent and informative approach on enforcement.

5. Reasons for Recommendations

- 5.1 To ensure that all landlords and managing agents renting out accommodation in the private rented sector are dealt with in a fair, transparent and consistent manner.
- 5.2 To target the Council's resources to the areas of greatest demand whilst ensuring that statutory responsibilities are still met with respect to other tenure groups.
- 5.3 To strengthen the enforcement response by formally enforcing against substantial Category 2 hazards.
- 5.4 To set out how the Council intends to apply penalties under the Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 ('the Electrical Safety Standards Regulations).
- 5.5 To publish a statement of principle, so as to apply the financial penalties under the Carbon Monoxide Alarm (England) Regulations 2015

6. Corporate Implications

- 6.1 The Council has a Corporate Plan 2022 – 2026 whose aims are to have the City:
- that is strong and prosperous
 - with a good quality of life
 - rising to the climate change challenge
 - delivering genuinely affordable housing
- 6.2 The PRSHEP 2023 seeks to deliver outcomes that impact positively on our residents who live within the sector, through improvements in housing conditions, which in turn impact positively on health and wellbeing, as well as the amenity as a whole. As such, the Policy assists the Council in achieving the Corporate Plan 2022-2026 and makes a particular specific contribution a good quality of life.
- 6.3 Additionally, a by-product of achieving the above aims, is that the prosperity of the City is improved.

6.2 Financial Implications

- 6.2.1 It is not envisaged that the current level of enforcement activity is likely to increase because of the creation of this policy. The existing staff within Regulatory Services will be responsible for applying the policy in the course of their day-to-day work. and therefore no additional costs are anticipated.

6.3 Legal Implications

- 6.3.1 The Policy is intended to support the enforcement activities of the Regulatory Services Team.
- 6.3.2 The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 (“the Regulations”) also provide the ability for Officers to serve a notice should the required duties within the Regulations be contravened.
- 6.3.3 Civil penalties under The Housing and Planning Act 2016 may only be imposed for offences committed after 6th April 2017 and regard must be had to the Statutory Guidance under Schedule 9(12) of the said Act in the exercise of their functions.

6.4 People Implications

- 6.4.1 This paper’s recommended approach has no specific people implications.

6.5 Property Implications

- 6.5.1 This paper’s recommended approach has no specific property implications.

6.6 Consultation

- 6.6.1 As required by the Regulators’ Code, Regulators undertook a consultation between 5 September 2022 and 9 December 2022.
- 6.6.2 Analysis of the results of the consultation are included as Appendix 2 and the unredacted consultation responses have been shared in full with the Cabinet. The results of the consultation were that the majority of those that responded were in favour of the priorities detailed in the Private Rented Sector Housing Enforcement Policy 2022. Where comments were made, which relate to the Policy, clarification will be provided on the Council’s internet pages.

6.7 Equalities and Diversity Implications

- 6.7.1 The Council must have due regard to any Public Sector Equality Duty under the Equality Act 2010 when carrying out any functions including developing any policies that may have any effect on any protected persons, in particular the duty to eliminate discrimination, harassment and victimisation and advance equality of opportunity and fostering good relations. Local Authorities also have a duty under the Human Rights Act 1998, when carrying out any function, not to act incompatibly with rights under the European Convention for the protection of Fundamental Rights and Freedoms.

The Council wants to ensure that it provides services and strategies which address the needs of all members of the community. As such the Council conducts Equality Impact Assessments as strategies, policies and services are developed to:

- Consider issues relating to age, disability, gender, gender reassignment, race, religion & belief and sexual orientation;
- Obtain a clearer understanding of how distinct groups may be affected;

- Identify changes which may need to be built into an initiative as it is developed;
- Comply with legislative requirements & identify good practice.

6.7.2 The Equalities Assessment demonstrated positive impacts on the adoption of this Policy with respect to age and those living in deprived areas and did not demonstrate any negative impacts on any of the protected designations.

6.7.3 By working on the four priority areas identified, there will not be unlawful discrimination or contradictions under the European Convention of Human Rights; moreover, the overall impact of the Policy is to improve the housing standards for residents within this sector. Properties are inspected against statutory requirements and in conjunction with enforcement standards, to ensure equal and fair treatment for all. There is no evidence to suggest that the Policy would have a negative impact on any vulnerable group.

6.8 Risk Assessment

6.8.1 A lack of enforcement is damaging to the reputation of the Council, and risks giving the perception that it is acceptable to rent substandard and unsafe accommodation, moreover, failure to deal with management, health and safety breaches in the private rented sector could leave the Council exposed to legal action.

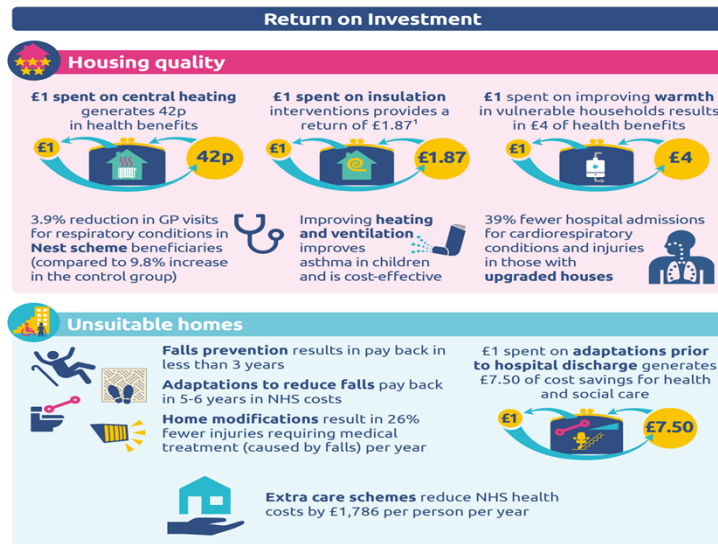
6.8.2 In addition to the above, there is a risk of legal challenge if the processes within the proposed Policy are not followed correctly, which could result in First Tier Property Tribunals overturning notices and penalty fines. These legal, reputational and financial risks will be mitigated through officers receiving training and updates and working closely with the legal services team.

6.9 Value for Money

6.9.1 Improvements in housing conditions supports the wider determinants of health, which in turn affords psychological and fiscal benefits to tenants, health services, society and the economy.

6.9.2 The infographic in figure 1 below, demonstrates the return on investment (ROI) achieved from investment in housing quality, and unsuitable homes.

Figure 1: Return on Investment



6.9.3 In addition to the ROI realised in partner services, the structural (internally or externally) improvements achieved from the service on enforcement Notices, has the potential to boost the local economy, through the primary use of local contractors and traders. Moreover, reinvestment by the landlord into their asset, will likely lead to an increase of its inherent value, and further improves the amenity of an area.

6.10 Community Safety Implications

6.10.1 Offences covered by this Policy include criminal offences and the investigation and enforcement of legislation. This Policy will assist with reducing crime and disorder.

6.11 Environmental Impact

6.11.1 Whilst the Electrical Safety Standards Regulations are primarily focused on the electrical safety of rented properties, the energy efficiency is likely to be indirectly improved if the electrical installations are modern and effectively optimised from a safety perspective. It is, therefore, reasonable to conclude that where enforcement powers are used to ensure compliance with the Electrical Safety Standards Regulations, there will be a positive climate outcome, particularly in relation to fuel consumption. There is a strong likelihood of significant improvements for tenants on low incomes, with associated co-benefits such as improved physical health and mental wellbeing. Having said this, it is acknowledged that enforcement of the Electrical Safety Standards Regulations will not generate any potential opportunities for carbon offsetting or specific measures to improve resilience to climate related extreme weather events.

7. Background Papers

7.1 The Civil Penalties Policy for Housing Enforcement adopted by Cabinet 22 February 2022 Item 734.

7.2 Environment and Regulatory Enforcement Policy 2021 (ERP 2021) Cabinet 14 January 2021 Item 740.

8. Appendices

Appendix 1 Private Rented Sector Housing Enforcement Policy 2023;
Appendix 2: Consultation Outcome,
Appendix 3 – Equalities Impact Assessment

Private Rented Sector Housing Enforcement Policy 2023

Issued Date:	Review Date:
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Private Rented Sector Housing Enforcement Policy

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1.0 Introduction

1.1 Southend-on-Sea City Council ('The Council') is responsible for enforcing a wide range of statutory provisions relating to private sector housing and environmental conditions affecting health, wellbeing, and safety, these include:

- reducing the number of properties with serious risks to health and safety.
- improving energy efficiency, warmth of homes and help reduce fuel poverty.
- improving standards in private rented sector (PRS) accommodation.
- improving the standards in HMOs (houses in multiple occupation).
- Improving the standards of rented properties within the designated selective licensing area.

1.2 This policy is specific to the investigation of housing conditions and enforcement action taken by Regulatory Services; but is intended to be read in conjunction with the overarching Environment and Regulatory Enforcement Policy 2021 (ERP 2021). The policy cannot be absolutely prescriptive because the circumstances of each individual case and the evidence available must be taken into account. However, this policy should leave most readers in little doubt as to what they can expect by way of enforcement.

1.3 In determining this policy, stakeholders have been consulted and current government guidance and relevant codes of practices have also been considered. In particular the requirements of the Legislative and Regulatory Reform Act 2006 (the "2006 Act"), the Enforcement Sanctions Act 2008 and the Regulators' Code (2014) made under that Act have been taken into account. In doing so, this policy seeks to ensure that the application of any enforcement is founded around the principles of:

- Raising awareness;
- Proportionality and accountability;
- Consistency in approach;
- Transparency and
- Targeted.

1.4 The methodology and reasoning behind investigations, information requirements, Cautions, Prosecutions, Evidential Test, and the Public Interest Test are the same as stated within the ERP 2021.

2.0 Purpose and Scope

2.1 This policy contributes to the Corporate Priorities 2022-2026.

2.2 The Council will utilise a range of delegated powers to deal with statutory nuisance from property, hazards and amenity standards in the home which affect the health, safety, comfort and convenience of occupiers, visitors, and the public.

2.3 The purpose of this policy is to outline the areas of legislation used and to set out the Council's policy where the legislation permits discretion. It sets out the:

- investigative pathway associated with different tenures (section 3);
- how the team will respond to service requests in relation to enforcing housing standards, and the situations where a service may not be provided (Section 4);
- the enforcement actions that will be considered to secure housing improvements (Section 5);
- the range of proactive and statutory actions to improve housing standards that are available (Section 6);
- The Charges for Notices, and the use of Civil Penalties (Section 7);
- The complaints process (Section 9).

2.4 The extent of enforcement will be related to the risk posed by the condition or situation and the likely benefits achieved by compliance. In accordance with requirements, a policy and statement of intent on how Civil Penalties and smoke and carbon monoxide alarm requirements will be applied are set out in Appendix 3 (Civil Penalties Policy for Housing Offences), Appendix 4 (The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020) and Appendix 5 (Statement of Principles for the determining of financial penalties – The Smoke and Carbon Monoxide Alarm (England) Regulations 2015) respectively.

3. Tenure Groups

3.1 The Council has investigative and enforcement powers relating to all housing tenure. All enforcement options are available to the Council regardless of whether the premises in question are owner-occupied, privately rented or belong to a Registered Social Landlord (RSL). South Essex Homes (SEH) is not subject to enforcement by the Council as it is an Arm's Length Management Organisation of the Council. Complaints

regarding SEH properties are subject to a separate complaints process.

3.2 Generally, the Council considers that owner-occupiers are usually in a position to take informed decisions concerning maintenance and improvement issues that might affect their welfare and are then able to set their financial priorities accordingly, tenants however, are not always able to do so. For this reason, the Council proposes that it is appropriate for its use of powers to be prioritised according to tenure, as follows:

3.3 Owner Occupiers

As owner occupiers are ordinarily able to make informed decisions about maintenance or safety issues in their homes, formal enforcement action against this tenure group is ordinarily limited, however, there may be exceptions including:

- Vulnerable individuals who require the intervention of the Council to ensure their welfare is best protected.
- Hazards that might reasonably affect persons other than the occupants.
- Serious risk of life-threatening harm such as electrocution or fire.

Unless an identified hazard is judged to pose an imminent risk of serious harm, the Council will contact the owner to confirm its involvement, explain the nature of the hazard and confirm the action it is intending to take. The Council will take account of any proposals or representations made by, or on behalf of the owner. The Council will solicit and take account of the opinion of the relevant Welfare Authority in considering both the vulnerability and capability of such persons as well as in determining what action it will then take.

3.4 Private Tenants

Legislation covering landlord and tenant issues requires that tenants notify their landlords of any problems with the property. This reasonably affords landlords an opportunity to carry out their obligations under the legislation. Where the matter appears to present an imminent risk to the health and safety of the occupants, it is expected that tenants will continue to try to contact their landlord, even if this is after they have contacted the Private Sector Housing Team. Copies of correspondence between the landlord and tenant should be provided for Officers. In certain situations, tenants will not be required to write to their landlord first, for example:

- where the matter appears to present an imminent risk to the health and safety of the occupants.
- Where there is a demonstrable history of harassment/threatened eviction/poor management practice.
- where the tenant could not for some other reason be expected to contact their landlord/managing agent.

For private tenants who rent through a Lettings Agency or Property Management company, there is a requirement for those agencies to belong to a Government approved redress scheme in accordance with the Enterprise and Regulatory Reform Act 2013. These tenants therefore have the right to complain to an independent person about the service they receive which should assist in settling disputes.

3.5 Registered Social Landlords (“RSL”)

These are usually housing associations, being a private, non-profit making organisation that provides low cost “social housing” for people in need. Their performance is scrutinised by the Regulator for Social Housing and the Housing Ombudsman. RSL’s have written arrangements for reporting problems and clear response times for addressing these issues, in addition to having systems for registering any complaints about service failure. This service will not normally take action against an RSL, unless the problem in question has been properly reported to the RSL, they have failed to take the appropriate action and the tenant has been to the Housing Ombudsman without a satisfactory result. The Council will consider enforcement action against an RSL where there are significant risks to the health and safety of tenants and/or the wider public.

3.6 Leaseholders

Other than in exceptional cases (on a case-by-case basis), the Council expects long leaseholders to invoke the terms of their lease to remedy problems of disrepair or nuisance themselves. Leaseholders may be able to get advice about how to settle a dispute about repair problems from the:

Leasehold Advisory Service –
 31 Worship Street, London
 E2CA 2DX, Telephone 020
 7374 5380 info@lease-
 advice.org.uk

Leaseholders may need to consult a solicitor specialising in leasehold law.

3.7 Caravan Sites

The use of land as a caravan site usually requires a caravan site licence under the Caravan Sites and Control of Development Act 1960 and the Council may impose site licence conditions. The Council can take enforcement action should a site be operating without a licence or where site licence conditions are not being met.

4. Reporting Poor Housing Conditions

- 4.1 The online reporting form can be used to report housing complaints through the MySouthend portal <https://www.southend.gov.uk>

You can also contact Southend City Council , by telephone on 01702 215000, by email to privatesectorhousing@southend.gov.uk or by letter to the following address:

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

When reporting an issue, it is useful for the Council to have as much information as possible, such as:

- Description and photographs of the disrepair issue and affected room.
- How long the item of disrepair has been present.
- When the responsible party (i.e. landlord or management agent) for the property was notified of the problem, and copies of the correspondence.
- Following notification, the response (if any) from the responsible party.
- Address of property concerned.
- Name/address/telephone number of owner/landlord/managing agent
- Name/address/telephone number of complainants.
- If rented when they started tenancy & type of tenancy agreement held.

Unless there is an imminent risk or danger, anonymous complaints will not be investigated; on receipt of the above the Council will contact the person responsible, allowing them 14 days to make representations and providing them an opportunity to carry out the works.

4.2 Situations Where a Service May Not be Provided

There may be occasions where an investigating officer cannot substantiate the complaint. When this arises, the person who has raised the issue will be informed that Council will not take any further action.

There are other circumstances that may result in the cessation of an investigation, or the withdrawal of service, these include (but are not limited to):

- the complaint has been withdrawn and does not warrant further investigation.
- the tenant(s) are, shortly to move out of the property by their own choice.
- the complaint relates to minor disrepair only.
- the landlord of the property has initiated eviction proceedings where there has been a breach of tenancy agreement.
- the tenant(s) unreasonably refuse access to the landlord, managing agent or landlord's builder, for works to be carried out.
- the tenant(s) have, in the opinion of the Council, clearly caused the damage to the property they are complaining about, and there are no other items of disrepair.
- a tenant does not want their present accommodation to be brought up to standard, and the only reason for contacting the Private Sector Housing Enforcement Team is to secure rehousing.
- the tenant(s) has failed to follow the appropriate process.
- the tenant(s) have failed to keep an appointment and not responded to a follow up letter or appointment card.
- the tenant(s) unreasonably refuses to provide the Council with relevant documentation, e.g. a tenancy agreement or notice seeking possession.
- the Complainant has continually submitted additional complaints related in whole or in part to an initial complaint already submitted and under investigation or which has been fully investigated and the Council's duty discharged.
- the tenant(s) have been aggressive, threatening, verbally or physically abusive or shown racist behaviour towards officers, or has made spurious and/or

unsubstantiated allegations.

- make repetitive complaints and allegations which disregards the responses the Council has supplied in previous correspondence to the complainant or their representative(s).

5. Enforcement Responsibilities and Options

5.1 In circumstances where enforcement responsibility is shared between or rests fully with external organisations, officers will have regard to protocols agreed with other enforcement agencies. Where appropriate, officers will ensure that referrals are passed to the appropriate enforcing authority promptly and in accordance with any agreed procedure.

5.2 The Council will minimise the costs of compliance for residents and landlords by ensuring that any action required is proportionate to the risks involved or seriousness of any breach. As far as the law allows, the circumstances of the case and the attitude of the owner or agent will be considered when determining what action to take. Regard to various courses of remedial action and consideration will be given to what is 'reasonably practicable'.

5.3 Housing, Health and Safety Rating System (HHSRS)

5.4 HHSRS is set out in Part 1 of the Housing Act 2004 (the Act), and the Council will base enforcement decisions in respect of residential premises on assessments made under that system. It is a risk-based approach consisting of 29 hazards. In undertaking an inspection of a dwelling, an Environmental Health Officer (or other suitably qualified Officer), will undertake an assessment of the potential risks to health and safety from any deficiencies identified in a dwelling. The officer will then determine whether any enforcement action is required depending upon the severity of the hazard, or whether there is a duty or discretion to act.

5.5 Where a Category 1 hazard exists, The Council has a duty to act, however, with regards to Category 2 hazards, the power to act is discretionary, and there is an option to take informal action with a landlord where there is a low risk to health and safety and where there is no history of non-compliance from the landlord.

5.6 Action by the Council will be based on a three-stage consideration:

- The hazard rating determined under HHSRS;
- Whether the authority has a duty or power to act, determined by the presence of a hazard above or below a threshold prescribed by Regulations (Category 1 and Category 2 hazards); and
- The authority's judgement as to the most appropriate course of action to deal with the hazard.

5.7 The Act contains enforcement options, and the choice of the most appropriate course of action is decided having regard to statutory enforcement guidance.

5.8 Legislation, Action and Powers

5.9 In addition to HHSRS, there are other legislation and regulations under which the team's responsibilities as a Housing Authority will be considered, these include (but are not limited to):

- The Public Health Act 1936 and 1961;
- The Prevention of Damage by Pests Act 1949;
- Caravan Sites Act 1968 (as amended by the Mobile Homes Act 2013);
- The Local Government (Miscellaneous Provisions) Act 1976 and 1982;
- Protection from Eviction Act 1977;
- The Building Act 1984;
- The Housing Act 1985;
- The Environmental Protection Act 1990;
- The Housing Act 2004;
- The Regulatory Reform Order 2005;
- The Management of HMOs (England) Regulations 2006 and 2007;
- Enterprise and Regulatory Reform Act 2013;
- Deregulation Act 2015;
- The Energy Efficiency (Private Rented Property) (England & Wales) Regulation 2015;
- Smoke and Carbon Monoxide Alarm (England) Regulations 2015;
- The Housing and Planning Act 2016;
- The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020.

- 5.10 Authorised officers can inspect and survey the entire premises, take samples, and use equipment to take measurements and photographs where appropriate.

There are several actions officers may take and these will depend on the circumstances of the case:

- **Take no action** – Where premises are found to be satisfactory.
- **Take informal action** – Informal action will be taken where insignificant Category 2 hazards are found and recommendations are being made.
- **Take formal enforcement action** – This action will normally be the first course of action following the inspection where a Category 1 hazard, or where a significant category 2 hazard is identified.

Where an officer identifies an imminent risk of serious harm the officer will make every effort to contact the owner to give them the opportunity to remedy the situation within a short timescale.

5.11 Informal Action

This may include:

- Offering advice.
- Making recommendations verbally or by letter.
- Making written requests for action. These will include letter, schedule or a pro-forma requesting timescales for the start and completion of any works.
- Discussing options with owners.

5.12 Formal Action

In the case of hazards determined under the HHSRS the Council has a statutory duty to act in the case of Category 1 hazards and a power to act in the case of Category 2 hazards.

The Council will exercise its power to deal with Category 2 hazards formally for those hazards that it considers to be significant. Whilst it is not possible to be prescriptive in describing all hazards which the Council would deem to be significant, factors that may be considered to assist in the determination of which hazards are deemed to be significant include one or more of the following:

- Whether the hazard pertains to threats from uncontrolled fire (and smoke).
- Whether there are multiple hazards within the property.
- Whether there is a vulnerable individual or group in occupation or likely to be in occupation.
- Whether or not it is reasonable to assume the conditions are likely to deteriorate in the next 12 months.

Informal action is still an option to the Council where the Category 2 hazard is deemed to be insignificant by the Officer.

5.13 In relation to the above enforcement options for hazards, the following enforcement notices will be considered, depending on the severity and or number of the hazards identified:

- Serve a Hazard Awareness Notice.
- Serve an Improvement Notice requiring remedial works.
- Make a Prohibition Order, which closes the whole or part of a dwelling or restricts the number or class of permitted occupants or restricts its use.
- Serve an Emergency Prohibition Order; *
- Suspend any of the above, until a date or time specified.
- Take Emergency Remedial Action; *
- Make a Demolition Order; **
- Declare a Clearance Area**

** Only in respect of Category 1 hazards*

***Circumstances for these Notices are stated in Appendix 1 (Demolition Orders and Clearance Areas)*

5.14 In addition to the above, alternative or additional Notices may be considered under the legislation listed in 5.9 depending on the circumstances. This includes all legislation that pertains to gathering information as part of a PSH enforcement investigation, these include (but are not limited to)

- Section 16 Local Government (Miscellaneous Provisions) Act 1976, (Requisition for Information Notice);
- Section 235 Housing Act 2004 - (Requisition for Documents Notice).

Failure to respond to either of the above notices within the specified time frame is an offence and may lead to prosecution. These notices do not register as a Land Charge and are not included on the Council's Enforcement Register.

5.15 Enforcement Considerations

5.16 In determining which of the above courses of action to take, the Council may take the following factors into consideration:

- The current occupiers, if any, and their views as to what should happen.
- Likely regular visitors and any vulnerabilities.
- The turnover of tenancies.
- The risk of excluding vulnerable groups of people from the private rented sector.
- The size, type, and location of the property.
- The sustainability of an area – if it has been identified for potential demolition within an Area Action Plan.
- The views of the owner(s).
- In the case of demolition or clearance, the views of residents, businesses and Councillors will also be considered.

5.17 In the event that a Notice is Suspended, these will be reviewed at least annually, and The Council will consider requests to vary or revoke an improvement notice or a prohibition order. In doing so they will have consideration to some or all of the following factors:

- The views of the Fire Authority, where appropriate.
- The risk presented by the hazard and the potential effect of any variation.
- The level of confidence in the recipient to respond and their history of compliance or otherwise.
- The progress made with any other work specified in the Notice or Order.
- The costs of any works in relation to the benefit to be derived from them.
- Any additional unforeseen works which become apparent during the course of remedial works.

If the Council considers that there are special circumstances in relation to a Prohibition Order or an Improvement Notice, it may revoke the order or notice.

5.18 Entering A Property and Powers of Entry

- 5.19 Where practicable, landlords and/or agents will be given 24 hours' notice of the Council's intention to carry out an inspection of the property as per the requirements of section 239 Housing Act 2004.
- 5.20 If the landlord/agent or representative wishes to attend the inspection, they must also provide the tenant with the necessary notice. After the inspection, whilst onsite, the Council will discuss the findings of the inspection and the possible options to reduce or remove the hazards, if requested to do so by the landlord/agent or representative and it is practicable to do so. This is only available when the landlord/agent or representative attends the property for the inspection. The Council will rate the hazards using the HHSRS and serve any relevant notices as soon as is practicable. It should be noted, however, that any works discussed with the landlord/agent or their representative will be before the deficiencies have been scored using the HHSRS and this could impact upon the assessment.
- 5.21 In the case of a HMO, an authorised officer has a right of entry at any reasonable time, and without giving any prior notice
- 5.22 There may be times where Officers need to enter a premises without notification to the owner or occupier, in these cases, a warrant will be sought under the appropriate Act being used, this can include powers of entry under:
- The Housing Act 2004 section 239;
 - The Environmental Protection Act 1990 – Schedule 3, para. 2;
 - Prevention of Damage by Pests Act 1949 – Section 22;
 - The Public Health Act 1936 – Section 287;
 - The Building Act 1984 – Section 95, and
 - The Local Government and Housing Act 1989 – Section 97.
- 5.23 The power of entry is to enter the land or premises at any reasonable hour for the purpose of carrying out an inspection and/or investigation either required by the legislation or in order to ascertain if any part of the relevant legislation should apply. When using a power of entry, the associated advanced notice as required by the various Acts will be provided to the owner/landlord/responsible party.
- 5.24 If officers are refused entry, the Council has the right to apply to the Magistrates Court

for a warrant to enter the land/property. This course of action will only be taken in cases where it is considered both necessary and proportionate to the matter under investigation. Any person who willfully obstructs an authorised officer acting in exercise of a right of entry commits an offence and may be liable on summary conviction to a fine, the level of which is specified by the respective legislation:

6.0 Charges for Notices and Financial and Civil Penalties

6.1 Charges for Notices

- 6.2 Enforcement means an action carried out in exercise of or against the background of enforcement powers. This is not limited to formal enforcement action such as prosecution, service of legal notices, and application for a rent repayment order or the issue of civil penalty notices. It includes inspections or investigations related to property or land and any relevant person where the purpose is checking compliance with legislation or to give advice to help comply with the law.
- 6.3 Having regard to the relevant statutory power, and where the law allows, a financial charge will be made for the service of all Housing Act notices and the making of Prohibition Orders. There is no maximum charge, and the final charge will be based on the full cost to the Council of taking the action including inspection, preparation, and service of the notices. Any action to recover costs and expenses will be in accordance with the requirements of the relevant Acts. (See Appendix 2 Charges for Notices).
- 6.4 In respect of formal notices served in relation to significant Category 2 hazards, this charge may be waived at the Council's discretion when required works as specified within the Notice are completed to the satisfaction of the Officer within the specified timeframe (See Appendix 2 Charges for Notices).
- 6.5 Costs incurred carrying out Work in Default or Remedial Action will be charged separately. When the charge demand becomes operative, the sum recoverable will be a local land charge. Costs will be charged at an hourly rate for the enforcement officer, administration and management costs. For more information see the Council's Works in Default Procedure. (See Appendix 2 Charges for Notices)

6.6 Civil Penalties

The Government has introduced legislation that gives the Council the option to impose a financial penalty of up to £30,000 as an alternative to prosecution for certain housing

offences. These powers were introduced to help local authorities take more enforcement action against rogue landlords. The Council adopted a policy for applying Civil Penalties for Housing Offences in February 22.

6.7 Specifically, there is legislation which gives the Council the power to issue Civil Penalty notices of up to £30,000 as an alternative to prosecution, where there is evidence beyond reasonable doubt of certain offences i.e. failure to:

- Comply with an improvement notice;
- License a property which requires a licence;
- Comply with licence conditions or occupancy requirements;
- Comply with an overcrowding notice;
- Comply with HMO management regulations requirements;
- Failing to licence a house in multiple occupation (“HMO”);
- Knowingly permitting the over-occupation of a licensed HMO;
- Failing to comply with the condition of an HMO licence;
- Failing to comply with an overcrowding notice in respect of a non-licensable HMO;
- Failing to comply with HMO management regulations; and
- Breaching a banning order.

6.8 Local authorities are entitled to retain any monies collected, provided they are used to fund private sector housing enforcement functions. However, before any financial penalties can be issued, statutory guidance requires the Council to develop and document a policy which sets out when it should prosecute and when it should impose a financial penalty, and the level of financial penalty it should impose in each case.

6.9 Civil Penalties can be used where a breach is serious and the Council may determine that a significant financial penalty (or penalties if there have been several breaches), rather than prosecution, is the most appropriate and effective sanction in a particular case. The government have issued statutory guidance to Councils on the use of Civil Penalty notices under the 2016 Act. The Council has published its own policy on how it will decide on the level of financial penalty which is in accordance with the government guidance. This policy has already been adopted by the Council in February 2022, and is included in this policy at Appendix 3 (Civil Penalties Policy for Housing Offences).

The decision when to prosecute, agree a simple caution or when to issue a civil penalty will be made on a case-by-case basis in line with this adopted policy and current guidance.

6.10 The upper limit for fines in the magistrates' court has been removed; this means if found guilty of an offence, there is no maximum fine. In some cases, the Council can apply to court to recover rent from a landlord if a property has been let illegally. Officers will provide Legal Services with all the relevant information to enable the recovery of costs to be sought at court. Any costs application made is likely to include the time officers have spent investigating a case and the legal costs involved.

6.11 Verdicts and sentences in criminal cases are given in open court and are a matter of public record. The Council will decide whether to publicise sentences following prosecution on a case-by-case basis. Publicising guidance has a presumption in favour of publicising outcomes of criminal cases and basic personal information about convicted offenders.

6.12 In addition to charges for Notices served under the Housing Act 2004 other Notices served under other legislation or regulations which have penalties attached, usually where the Notice served has been contravened. These include (but are not limited to):

- The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 (£30,000 maximum) (See Appendix 4);
- The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 (£5000 maximum) (See Appendix 5 Statement of Intent);
- The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 (£5000 maximum).

6.13 Each case will be considered on its own merits and the relevant statutory appeal rights are provided with any notice served.

7.0 Options Regarding Licensing of Houses in Multiple Occupation (HMO)

7.1 Southend-on-Sea City Council currently operates the Mandatory HMO Licensing scheme. From 1st October 2018 HMO licences are required for all HMOs of any storey height that are occupied by five or more persons, who form two or more households and share facilities (such as kitchens, living rooms and bathrooms), unless they are exempt. OR Purpose-built flats where there are up to two flats in the block and one or both flats are occupied by 5 or more persons in 2 or more separate households. This will apply

regardless of whether the block is above or below commercial premises.

7.2 The HMO licensing regime includes arrangements for assessing the suitability of the premises for the number of occupants, including the adequacy of the amenities. It also provides for the assessment of the fitness of a person to be the licence holder and the potential management arrangements of the premises.

7.3 Licensable HMOs operating without a licence

7.4 It is a criminal offence if a person controlling or managing a licensable HMO does not have the required licence. Failure to comply with any condition attached to a licence is also an offence. The Council will consider all available enforcement options when dealing with unlicensed HMOs and breaches of the licence conditions.

7.5 The Council has an intelligence-led, targeted approach to housing enforcement and the identification of licensable HMOs that are operating without a licence. It will vigorously pursue anyone who is controlling or managing a licensable HMO without a licence and, where appropriate, it will prosecute them or impose a civil penalty.

7.6 Consideration will be given to any representations that are received from landlords in relation to exceptional circumstances that may have resulted in a 'duly made' HMO licence application not being submitted on time.

7.7 If a landlord responds quickly to the Council's notification that an HMO requires an HMO licence and they co-operate fully with the Council to ensure that the HMO is licensed as soon as practicable, the Council may decide (at its sole discretion) not to prosecute the landlord or impose a civil penalty. Each case will be determined on its individual merits and circumstances.

7.8 As mentioned above, it is an offence to operate a HMO without a licence and penalties are set out in Appendix 3 (Civil Penalties Policy for Housing Offences).

7.9 All decisions in respect of HMO licensing will be taken in accordance with the Council's published policy and the appropriate legislation and guidance.

8.0 Options Regarding Selective Licensing (SL)

8.1 Southend-on-Sea City Council has adopted a selective licensing scheme. From 1st

December 2021 SLs licences are required for all rented properties within the designated area. Where a property is an HMO, the mandatory licensing of HMO regime will apply (see Section 7.0).

8.2 The SL regime includes arrangements for assessing the suitability of the premises for the number of occupants, including the adequacy of the amenities. It also provides for the assessment of the fitness of a person to be the licence holder and the potential management arrangements of the premises.

8.3 Licensable properties with the adopted area operating without a licence

8.4 It is a criminal offence if a person controlling or managing a property within a selective licensable area does not have the required licence. Failure to comply with any condition attached to a licence is also an offence. The Council will consider all available enforcement options when dealing with unlicensed SL property and breaches of the licence conditions.

8.5 The Council has an intelligence-led, targeted approach to housing enforcement and the identification of properties within the selective licensing area that are operating without a licence. It will vigorously pursue anyone who is controlling or managing a licensable property without a licence and, where appropriate, it will prosecute them or impose a civil penalty.

8.6 Consideration will be given to any representations that are received from landlords in relation to exceptional circumstances that may have resulted in a 'duly made' licence application not being submitted on time.

8.7 If a landlord responds quickly to the Council's notification that a property requires a licence and they co-operate fully with the Council to ensure that the property is licensed as soon as practicable, the Council may decide (at its sole discretion) not to prosecute the landlord or impose a civil penalty. Each case will be determined on its individual merits and circumstances.

8.8 As mentioned above, it is an offence to rent a property within a selective licensing areas without a licence and penalties are set out in Appendix 3 (Civil Penalties Policy for Housing Offences).

8.9 All decisions in respect of selective licensing will be taken in accordance with the

Council's published policy and the appropriate legislation and guidance.

9. Related policies and Supporting Documents

9.1 A copy of the guidance on civil penalties can be accessed via:

<https://www.gov.uk/government/publications/civil-penalties-under-the-housing-and-planning-act-2016>

A copy of the Guidance on rent repayment orders can be accessed via:

<https://www.gov.uk/government/publications/rent-repayment-orders-under-the-housing-and-planning-act-2016>

A copy of the Smoke and Carbon Monoxide Alarm (England) Regulations 2015: Q&A booklet for the private rented sector – landlords and tenants can be downloaded from:

<https://www.gov.uk/government/publications/smoke-and-carbon-monoxide-alarms-explanatory-booklet-for-landlords/the-smoke-and-carbon-monoxide-alarm-england-regulations-2015-qa-booklet-for-the-private-rented-sector-landlords-and-tenants>

A copy of the Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 <https://www.legislation.gov.uk/ukdsi/2020/9780111191934>

A copy of the Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 <https://www.legislation.gov.uk/ukdsi/2015/9780111128350/contents>

A copy of the Regulators Compliance code can be downloaded from:

<https://www.gov.uk/government/publications/regulators-code>

A copy of the Enforcement Concordat: Good Practice Guide can be downloaded from

http://webarchive.nationalarchives.gov.uk/http://www.berr.gov.uk/files/file101_50.pdf

10.0 Complaints Relating to this Policy

- 10.1** Should you feel that your request for service or that undertakings in relation to housing enforcement from the Council has not been adequately considered, you may make a formal service complaint by contacting our Corporate Complaints Team.

Prior to doing, the Council must have received your complaint directly and you are encouraged to discuss the matter initially with your case Officer first and where necessary the Service Manager or Head of Service.

Corporate complaints may be contacted via:

Corporate Complaints

GH-NE-Complaints@southend.gov.uk

Southend-on-Sea City Council

Victoria Avenue

Southend-on-Sea

Essex SS2 6ER

Tel: 01702 215000

Appendix 1 Demolition Orders and Clearance Areas

Making a Demolition Order under section 265 (Housing Act 1985 as amended by section 46 Housing Act 2004)

This action will be taken when it is considered to be the most appropriate course of action, usually when there are one or more serious category 1 hazards, the property is usually detached or there is a building line separating it from other properties, the adjacent properties will be stable and weatherproof or can readily be made so, it is in a potentially unsustainable area or it is causing severe problems to the amenity of the neighbourhood and repair would be very costly, it is not listed or of other historical interest.

Declaring a Clearance Area under section 289 (Housing Act 1985 as amended by section 47 Housing Act 2004)

This action will be considered where similar circumstances to those for determining if a demolition order exist but where it is necessary for the Council to acquire the land either for its own purposes or to sell on for either new build or other purposes favoured by the majority of persons affected. Area committee views will be relevant to any decision to declare a clearance area. This action will be followed by seeking a compulsory purchase order or voluntary acquisition.

Appendix 2 Charges for Notices

Section 1: Enforcement Fees

Section 49 of the Housing Act 2004 provides the Council with a power to make such reasonable charge as it considers appropriate as a means of recovering certain administrative and other expenses incurred in connection with its enforcement activities under the Act. Other legislation, detailed within this policy, also imposes fees and penalties:

<p>Service of Statutory Notices – Housing Act 2004* <i>In respect of formal notices served in relation to significant Category 2 hazards, this charge may be waived at the Council’s discretion when required works as specified within the Notice are completed to the satisfaction of the Officer within the specified timeframe</i></p>	<p style="text-align: right;">PRICE OF NOTICE</p> <p style="text-align: center;">Charges contained on Fees and Charges published on Council’s webpage.</p>
<p>Works in Default and Remedial Action</p>	<p>Based on cost - charged at an hourly rate for the enforcement officer, administration and management costs, in addition to the cost of the works. For more information see the Council’s Works in Default Procedure</p>
<p>HMO Management Order including Interim Order</p>	<p>Based on cost- charged at an hourly rate for the enforcement officer, administration and management costs,</p>
<p>Variation Notices</p>	<p>No charge unless there are additional units.</p>
<p>Revocation Notice</p>	<p>No charge</p>
<p>Energy Efficiency Contravention Penalties</p>	<p>See Part 7 and regulation 38 of the Regulations</p>
<p>Housing Offences subject to a Civil Penalty Notice</p> <p>Section 30 – Failure to comply with an Improvement Notice.</p> <p>Section 72 – Licensing of HMOs (House in Multiple Occupation).</p>	<p>See Appendix 3 Civil Penalties Policy for imposing financial penalties under the Housing Act 2004 and the Housing and Planning Act 2016</p>

<p>Section 95 – Licensing of houses under Part 3.</p> <p>Section 139(7) – .Failure to comply with overcrowding notice.</p> <p>Section 234 – Management regulations in respect of HMOs.</p>	
<p>Maximum fine if convicted in court for these offences</p>	<p>If the offender was to be prosecuted and convicted of the same offence for which, the financial penalty could be imposed as an alternative, the maximum fine the court could consider is unlimited.</p>

Appendix 3 Civil Penalties Policy Housing for Housing Offences

Civil Penalties Policy for Housing Offences as specified in legislation

1. Introduction and Overview

The Council's Regulatory Services team regulates the private rented sector for Southend-on-Sea City Council. Landlords of privately rented properties are required to comply with the law, to ensure the health, safety and welfare of occupiers are protected and their properties, and activities at their properties, are not having a negative effect on the neighbouring population.

Landlords will be assisted by Regulatory Services to comply with the law through the provision of advice, guidance, and signposting. Where landlords are not complying with the law, or proactively managing their properties, Regulatory Services can use enforcement powers to require landlords to take the necessary action to do so. The main legislation that Regulatory Services have available to use is the Housing Act 2004. Amendments to this Act were introduced by Section 126 and Schedule 9 of the Housing and Planning Act 2016, and other housing legislation. This amendment enabled Councils to impose a Civil Penalty, as an alternative to prosecution, for specific offences. These offences are detailed in section 3 on specific offences below.

The process that the Council must follow for Civil Penalties to be applied is detailed in statutory guidance (April 2018). This outlines the factors that must be considered when determining the level of Civil Penalty to be imposed, which can be up to £30,000. A Civil Penalty (or Penalties if there have been several breaches), can be used if the Council considers their use the most appropriate and effective sanction in a particular case.

The purpose of this policy is to set out the framework within which decisions will be made by the Council regarding issuing Civil Penalties for these specific cases. The Civil Penalties Policy is a supplement of the Council's Environment and Regulatory Services Policy.

This policy may be departed from where the circumstances so justify and each case will be dealt with on its own merits, having regard to those circumstances.

2. Aim of the Use of Civil Penalties

The aim of the service is to develop landlords to become more professional and knowledgeable in their role of protecting the health, safety, and welfare of their tenants.

Where Civil Penalties are used as enforcement action the aim will be to protect the health of occupiers and improve housing standards by:

- Promoting professionalism and resilience with the private rented sector.

- Providing transparent and consistent regulation within a private market.
- Providing a 'light touch' for compliant landlords and create a level playing field by tackling non-compliant landlords within the sector.
- Changing behaviours, by seeking legal punishment of those who flout the law.
- Eliminating financial gain or benefit from non-compliance.

The statutory guidance is clear that the intention of a Civil Penalty is to act as a deterrent. The Council will apply Civil Penalties to ensure that landlords (as defined by the Housing Act 2004 as the owner, person having control or the licence holder) and HMO managers do not benefit from their failure to comply with the relevant legislation.

3. Specific offences where a Civil Penalty can be used

Civil Penalties can only be used as alternative to prosecution for the following specific offences under the Housing Act:

- Section 30 - failure to comply with an improvement notice
- Section 72 – mandatory licensing of houses in multiple occupation (HMO)
- Section 95 – licensing under Part 3 of the Housing Act 2004 (Selective Licensing)
- Section 139 – failure to comply with an overcrowding notice
- Section 234 – breach of management regulations in respect of HMO.

And as detailed in subsequent housing legislation.

4. Determination of Level of Civil Penalty to be applied.

The statutory guidance details the factors that must be considered when determining the level of Civil Penalty to be applied. The Council has developed a matrix (Appendix 1) from this guidance having considered the following:

- Level of culpability
- Level of harm
- Severity of the offence
- Aggravating factors
- Mitigating factors
- Penalty to be fair and reasonable
- Penalty to be a deterrent and remove the gain derived through the failure to comply
- Landlord's income (as appropriate)
- Financial gain from failure to comply.

Determination of the level of Civil Penalty to be applied will be on a case-by-case basis

and have regard to the Environment and Regulatory Services Enforcement Policy, local circumstances, and the relevant statutory guidance.

Each of the rows in the matrix considers the factors set out in the guidance. At the end of every row the officer will have to justify the most appropriate score chosen based on evidence in each case. The final total of the scores from each of the 4 rows determines the actual fee to be applied.

Score Range across all 4 dimensions	Fee
1 – 5	£1,000
6 – 10	£1,500
11 – 20	£2,500
21 – 30	£3,500
31 – 40	£5,000
41 – 50	£8,000
51 – 60	£12,000
61 – 70	£16,000
71 – 80	£20,000
81 – 90	£25,000
91 – 100	£30,000

Officers using the matrix will at no point be setting the Penalty amount themselves as it is calculated by the matrix, dependent on their assessment and scores in each of the 4 rows.

The fee to be applied from the total calculated in the matrix is detailed in the table below.

For example, a matrix total of 17 would result in a Penalty of £2,500, a score of 55 would result in a Penalty of £12,000 etc.

5. When to use a Civil Penalty

When determining the appropriate sanction, the Council will satisfy itself that if the case were to be prosecuted there would be a realistic prospect of a conviction. This is determined by adhering to the Code for Crown Prosecutors. The Code requires two tests to be applied:

- the evidential test; and

- the public interest test.

Regulatory Services will use the attached flow diagram (Appendix 2) to assist with the decision making on whether to apply a Civil Penalty or to proceed with to prosecution.

6. Burden of Proof for Prosecution

The same criminal standard of proof is required for a Civil Penalty as for a criminal prosecution. This means that before a Civil Penalty can be imposed, the Council will have satisfied itself beyond reasonable doubt that the landlord or manager committed the offence(s) and that if the matter were to be prosecuted in the Magistrates' Court, there would be a realistic prospect of conviction.

In doing this the Council will satisfy itself that:

- Enforcement is in accordance with the Environment and Regulatory Services Enforcement Policy
- There is sufficient evidence to prove beyond reasonable doubt that the offence was committed by the landlord in question
- The public interest is properly served by imposing a Civil Penalty
- Evidence has been reviewed by a senior manager and where required legal services.

7. The Totality Principle

Where a landlord has committed multiple offences, and a Civil Penalty could be imposed for each one, consideration will be given to whether it is just and proportionate to impose a Penalty for each offence. Where there are multiple similar offences, or offences which arose from the same incident consideration will be given to whether it would be more appropriate only to impose Penalties for the more serious offences being considered and to prevent any double-counting. Only one Penalty can be imposed in respect of the same offence.

Having regard to the above considerations, a decision will be made about whether a Civil Penalty should be imposed for each offence and, if not, which offences should be pursued.

8 Notice of Intent

Before imposing a Civil Penalty, the Council will give notice of intention of the authority's proposal to do so.

The notice of intent will set out:

- The amount of the proposed financial Penalty
- The reasons for proposing to impose the Penalty
- Information about the right of the landlord to make representations.

9. Representations

Any landlord who is in receipt of a notice of intent has the right to make representations against that notice within 28 days of the date on which the notice was given. Representations can be against any part of the proposed course of action. All representations from landlords will be considered by the local authority and responded to.

Where a landlord challenges the amount of the Civil Penalty, it will be for the landlord to provide documentary evidence (e.g., tenancy agreements, rental income, etc) to show that the calculation of the Penalty amount is incorrect. Where there is no such supporting evidence provided, the representation against the amount will not be accepted.

Written responses will be provided to all representations made by the recipients of a notice of intent. No other parties have an automatic right to make representations but if any are received, they will be considered on a case-by-case basis and responded to where the Council considers it necessary.

10. Final Notice

Once the representation period has ended, the Council must decide, taking into consideration any representations that were made, whether to impose a Civil Penalty and the final Penalty fee. This can be a lower amount that was proposed in the notice of intent, but it cannot be a greater amount.

The imposing of a Civil Penalty requires the service of a final notice, which must contain the following information:

- The amount of the financial Penalty
- The reasons for imposing the Penalty
- Information about how to pay the Penalty
- The period for payment of the Penalty (28 days)
- Information about the rights of appeal, and
- the consequences of failure to comply with the notice.

The period of payment for the Civil Penalty must be 28 days beginning with the day after that on which the final notice was given.

11. Withdrawing or Amending Notices

The Council may withdraw the notice of intent or a final notice or reduce the amount of Civil Penalty at any time. This is done by giving notice in writing to the person on whom the notice was served.

Where a Civil Penalty has been withdrawn, and there is a public interest in doing so, the Council can still pursue a prosecution against the landlord for the conduct for which the Penalty was originally imposed. Each case will be considered on a case-by-case basis.

12. Appeals to the Tribunal

If a Civil Penalty is imposed on a landlord or manager, that person can appeal to the First-tier Tribunal (Property Chamber) against the decision to impose a Penalty or the amount of the Penalty. The Tribunal has the power to confirm vary (increase or reduce) the size of the Penalty imposed by the Council, or to cancel the Civil Penalty. The Penalty can only be increased to the maximum of £30,000.

The appeal must be made to the First-tier Tribunal within 28 days of the date the final notice was issued. Where an appeal has been made, this suspends the Civil Penalty until the appeal is determined or withdrawn.

13. Consequence of having a Civil Penalty imposed.

Where two or more Civil Penalties are given to a person over a 12-month period the Council may include the person's details in the database of rogue landlords and property agents. The rogue landlord's database is viewable by local housing authorities to help them to target their enforcement activities. The person will be advised where this is the case as this may be used to determine whether they are a fit and proper person to be a licence holder.

Where a landlord or manager receives a Civil Penalty, this action can be considered when assessing whether they are a fit and proper person to be the licence holder for a House in Multiple Occupation or property within a Selective Licensing area.

14. Recovering an unpaid Civil Penalty

The Council has a Debt Collection and Recovery Policy. Through this Policy all legal options available for the collection of unpaid Civil Penalties will be considered. Unpaid Penalties will be pursued through the County Courts. Some of the orders available to the Council through the County Courts are as follows:

- A warrant of control for amounts up to £5,000
- A third-party debt order
- A charging order
- Bankruptcy or insolvency.

A certificate, signed by the Chief Finance Officer for the Council and stating that the amount due has not been received by the date of the certificate, will be accepted by the Court as conclusive evidence of the payment due.

Where a Civil Penalty is appealed and the Council has a tribunal decision, confirming or varying the Penalty, the decision will be automatically registered on the Register of Judgements, Orders and Fines, once accepted by the County Court. Inclusion on this Register may make it more difficult for the Landlord to obtain financial credit.

15. Income from Civil Penalties

Any income from the Civil Penalties will be retained by the Council's Regulatory Services team. The Council will spend any income from Civil Penalties on its enforcement function in relation to the private rented sector.

Factors	Score = 1	Score = 5	Score = 10	Score = 15	Score = 20
1. Deterrence and Prevention	High confidence - that financial penalty will deter repeat offending. Informal publicity not required as a deterrence	Medium confidence that a financial penalty will deter repeat offending. Minor or informal publicity required for mild deterrence in the landlord community	Low confidence that a low financial penalty will deter repeat offending (e.g., no contact from offender) Some informal publicity will be required to prevent similar offending in the landlord community	Little confidence that a low financial penalty will deter repeat offending. Likely informal publicity will be required to prevent similar offending in the landlord community	Very little confidence that a low financial penalty will deter repeat offending. Informal publicity will be required to prevent similar offending in the landlord community
2. Removal of Financial Incentive	No significant assets. No or very low financial profit made by offender	Little asset value. Little profit made by offender	Small portfolio landlord (between 2-3 properties). Low asset value. Low profit made by offender	Medium portfolio landlord (between 4-5 properties) or a small Managing Agent. Medium asset value.	Large portfolio landlord (over 5 properties) or a medium to large Managing Agent. Large asset value. Large profit made by offender.
3. Offence and History	No previous enforcement history. Single low-level offence.	Minor previous enforcement Single offence	Recent second time offender. Offence has moderate severity or small but	Multiple offender. Ongoing offences of moderate to large severity or a single instance of a	Serial offender. Multiple offences over recent times. Continuing serious offence

			frequent impact(s)	very severe offence	
4. Harm to Tenant(s) (Score is doubled on this section in line with Statutory guidance)	Very little or no harm caused. No vulnerable occupants. Tenant provides no information on impact	Likely some low-level harm / health risk(s) to occupant. No vulnerable occupants. Tenant provides poor quality information on impact	Likely moderate level health / harm risk(s) to occupants potentially exposed. Tenant provides some information on impact but with no primary or secondary evidence.	High level of health / harm risk(s) to occupant. Tenant(s) will be affected frequently or by occasional high impact occurrences. Vulnerable occupants more than likely exposed. Small house of multiple occupancy (HMO) (3-4 occupants), multiple occupants exposed. Tenant provides good information on impact with primary evidence (e.g., prescription drugs present, clear signs of poor health witnessed) but no secondary evidence	Obvious high-level health / harm risk(s) and evidence that tenant(s) are badly and / or continually affected. Multiple vulnerable occupants exposed. Large HMO (5+ occupants), multiple occupants exposed. Tenant provides excellent information on impact with primary and secondary evidence provided (e.g., medical, social services reports).

Appendix 4 The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020

1.0 The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 apply to private landlords in respect of any specified tenancy and require all private landlords to:

- ensure that the electrical safety standards (currently the 18th edition of the Wiring Regulations, published by the Institution of Engineering and Technology and the British Standards Institution as BS 7671: 2018) are met during any period when their property is occupied by a tenant as their main or only home;
- ensure every electrical installation in the property is inspected and tested at least every 5 years by a qualified person who will provide a written report;
- ensure the first inspection and testing is carried out before the tenancy and provide the inspection/testing report to tenants; and to the local authority within 7 days of receiving a written request for the report.;
- carry out any further or investigative work recommended by the report within 28 days or any lesser period specified in the report and obtain written confirmation that the work has been done to the correct standard.

1.1 Electrical Safety Enforcement

1.2 Southend on Sea City Council is responsible for enforcing the Regulations. Where the Council has reasonable grounds to believe that a private landlord is in breach of the regulations, it may, within 21 days of arriving at this belief, serve a remedial notice on the landlord setting out the breaches and action required to remedy them. That action must then be taken within 28 days of the notice being served. The landlord may make written representations in respect of the notice, in which case the notice will be suspended until the Council has considered those representations and informed the landlord of the outcome. If a landlord fails to carry out the required works, the Council may, with the tenant's consent, carry them out itself and charge the cost back to the landlord, to be paid within 21 days.

1.3 The landlord has a right of appeal against the authority to the First Tier Tribunal and there is dispensation for landlords who are prevented by tenants from gaining entry to the property to carry out works. The Council may impose a civil penalty, up to a maximum of £30,000 if satisfied beyond reasonable doubt that a landlord has breached the Regulations. These penalties may be appealed to the First Tier Tribunal,

Appendix 5 Statement of Principles – The Smoke and Carbon Monoxide Alarm (England) Regulations 2015

1.0 Introduction

- 1.1 This statement sets out the principles that the Southend-on-Sea City Council will apply in exercising its powers under the Smoke and Carbon Monoxide Alarm (England) Regulations 2015 (“the Regulations”).

2.0 Purpose

- 2.1 The Council is required under the Regulations to prepare and publish a Statement of Principles which it must follow when determining the amount of a penalty charge for failure to comply with a Notice.

3.0 Duties

- 3.1 The Regulations impose the following duties on certain landlords (Residential Social Landlords, HMO’s, long leaseholders, student halls, healthcare residences, hostels and live in landlords by agreement are excluded) of a residential property of a specified tenancy (defined in Section 2 of the Regulations), namely, to ensure that:

- a smoke alarm is installed on each storey of the premises where there is living accommodation (for these purposes living accommodation includes bathrooms and lavatories)
- a carbon monoxide alarm is installed in any room of the premises which is used wholly or partly as living accommodation and which contains a solid fuel burning combustion appliance.
- that at the start of any new tenancy, checks are made by the landlord, or someone acting on his behalf, that the alarm(s) serving the premises is/are in proper working order

- 3.2 Properties subject to Part 2 or Part 3 licensing under the Housing Act 2004 (i.e. as licensable Houses in Multiple Occupation or Selective Licensing) are exempt from the Regulations.

4.0 The Legal Framework

4.1 Where the Council has reasonable grounds for believing that a landlord is in breach of one or more of the above duties, we have a duty to serve that person with a Remedial Notice within 21 days detailing the actions that must be taken to comply with the Regulations.

4.2 For the purposes of this provision, 'reasonable grounds' may include being informed by a tenant, letting agent or Officer that the required alarms are not installed. The Regulations do not require that the Council enter the property or prove non-compliance in order to issue a remedial notice, however, the Council will aim to visit such properties to confirm that the required works have not been undertaken. Where the Council is satisfied on the balance of probabilities that a landlord has not taken the remedial action specified in the Notice, within the timescale stipulated in that document, the Council will:

- Arrange (where the occupier consents) to undertake the remedial action specified in the Notice within 28 days; and
Require the landlord to pay a penalty charge of such amount as the Authority may determine, not exceeding £5,000.

5.0 The purpose of imposing a financial penalty

5.1 The primary purpose of the Council exercising its regulatory power is to promote and protect the public interest. The primary aims of financial penalties are to: -

- lower the risk to tenant's health and safety by ensuring that the property has a safe means of escape in the event of a fire
- eliminate any financial gain or benefit from non-compliance
- reimburse the costs incurred by the Council in enforcing the regulations
- change the behaviour of the landlord and deter future non-compliance
- penalise the landlord for not installing alarms in line with the Regulations and after being required to do so, under notice
- proportionately address potential harm outcomes and the nature of the breach.

6.0 Principles to be followed in determining the amount of a Penalty Charge

- 6.1 Any penalty charge imposed should be proportionate to the risk posed by non-compliance, the nature of the breach in the individual case and set at such a level as to sufficiently deter the offender and others. It should also cover the costs incurred by the Council in administering and implementing the legislation.
- 6.2 Fire and Carbon Monoxide poisoning are two of the 29 hazards prescribed by the Housing Health and Safety Rating System. These risks are real and substantial: A bulletin issued by the Home Office in 2017 (Fire Statistics: England April 2015 to March 2016) reports that: "Fires where a smoke alarm was not present accounted for 28 per cent of all dwelling fires and 33 per cent (76) of all dwelling fire-related fatalities in 2015/16" and that, "Fires where a smoke alarm was present but either did not operate or did not raise the alarm, accounted for 31 per cent of all dwelling fires..." Moreover, according to the Office for National Statistics, there were 53 deaths from accidental carbon monoxide poisoning in England and Wales in 2015.
- 6.3 The Department of Communities and Local Government conducted an impact assessment prior to the introduction of the Regulations. That assessment suggested that the cost of the requirements imposed on landlords (i.e. the purchase of smoke detectors and carbon monoxide alarms) was £25 and estimated that the provision of smoke alarms would, over ten years, prevent 231 deaths and 5860 injuries, accruing a saving of almost £607.7 million, and that the provision of Carbon Monoxide Alarms would, over the same period, prevent a total of six to nine deaths and 306 to 460 injuries, accruing a saving of almost £6.8 million.
- 6.4 The Council considers that compliance with the Regulations do not place an excessive or unreasonable burden on a landlord. The cost of the alarms is low and, in many cases, can be self-installed without the need for a professional contractor. The risk and impact on occupiers resulting from a fire or carbon monoxide poisoning event far out-weighs the cost of compliance. While the imposition of the maximum potential fixed penalty charge of £5,000 may present an excessive financial burden on some landlords, this has to be balanced against the risk, the low cost of compliance, the fact that the offender will have been given all reasonable opportunity to comply prior to any penalty charge being levied and the offenders statutory rights of appeal.
- 6.5 For all of the above reasons, and so as to ensure that there is an effective incentive for landlord's to comply with the Regulations, the Council proposes to impose a penalty

charge of £5,000 for non-compliance with a Remedial Notice, with a reduction of 50% where payment is received within 14 days of service of the penalty charge notice.

- 6.6 Notwithstanding the above, the Council may, following a representation made by the landlord, exercise discretion and reduce the penalty charge further if it considers there to be extenuating circumstances.

This discretion will not however apply when:

1. The person served has obstructed the Council in the carrying out of its duties; and/or
2. The person served has previously received a penalty charge under this legislation.

7.0 Review and Appeals in relation to a penalty charge notice

- 7.1 If a landlord disputes the issue of a penalty charge notice, they can make a request to the Council for it to be reviewed. This request must be in writing and within the time specified in the penalty charge notice. Any representation received will be considered on its individual merit. Any extenuating circumstances will be considered by the Council in deciding whether to reduce the level of the penalty charge levied.

- 7.2 Potential mitigating factors –

- No previous convictions / charges
- Self-reporting, high level of co-operation with the investigation – where this goes beyond what would normally be expected
- The age health and other vulnerabilities of the offender
- Voluntary steps taken to address issue – submission of license application.

7.3 A landlord will not be in breach of their duty to comply with the remedial notice, if he can demonstrate that he has taken all reasonable steps to comply with the requirements of the remedial notice.

7.4 The Council may, on consideration of any representation and evidence, chose to confirm, vary, or withdraw a penalty charge notice and we are required to communicate that determination by issuing a decision notice on the landlord. If varied or confirmed, the decision notice must state that a further appeal can be made to a First Tier Tribunal on the following grounds:

- 1) the decision to confirm or vary the penalty charge notice was based on an error of fact.
- 2) the decision was wrong in law.
- 3) the amount of penalty charge is unreasonable; or
- 4) the decision was unreasonable for any other reason

7.5 Where a landlord raises an appeal to the Tribunal, the operation of the penalty charge notice is suspended pending its determination or its withdrawal. The Tribunal may quash, confirm or vary the penalty charge notice, but may not increase the amount of the penalty charge.

8.0 Recovery of Penalty Charge

8.1 The Council may recover the penalty charge on the order of a court, as if payable under a court order however such proceedings may not be started before the end of the period by which a landlord may give written notice for the Council to review the penalty charge notice and where a landlord subsequently appeals to the Tribunal, not before the end of the period of 28 days beginning with the day on which the appeal is finally determined or withdrawn.

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Private Rented Sector Housing Enforcement Policy Consultation Analysis.

Report prepared by D Skinner

Summary

A total of 205 people accessed the campaign which ran from 5th September to 9th December 2022 of that 13 responded online, the rest were aware, informed but chose not to comment on the survey, at the peak of the consultation it got over 86 visits per day. The South East Essex Alliance of Landlords, Agents and Residents, requested information on the consultation, which was provided but at the close of the consultation no response to the policy proposals has been submitted.

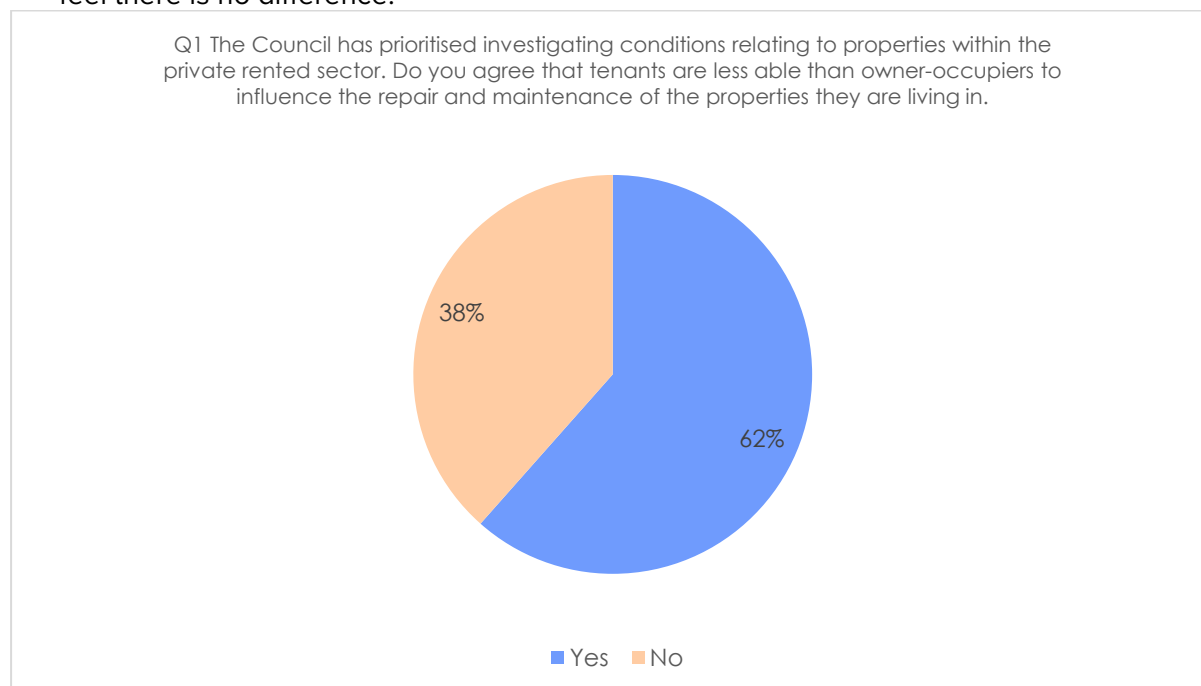
The consultation was promoted across social media and was available on the Councils interactive consultation portal <https://yoursay.southend.gov.uk/> it was also made available in a hardcopy format if requested and emails were directly sent to key stakeholders inviting them to comment at the start of the consultation.

The overall consensus from those responding was that they understood what the Council is trying to achieve with the proposals contained within the Enforcement Policy document.

Full Breakdown of questions

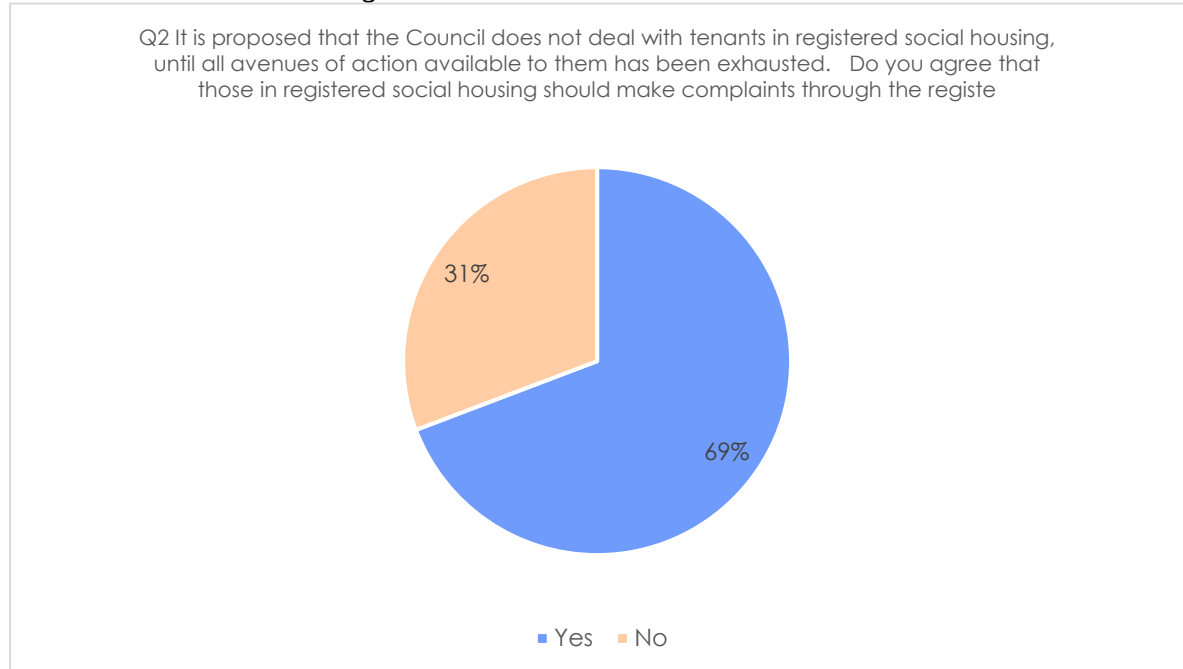
1. The Council has prioritised investigating conditions relating to properties within the private rented sector. Do you agree that tenants are less able than owner-occupiers to influence the repair and maintenance of the properties they are living in?

This was a single response question with 62% of those responding identifying that they feel that tenants are less able to influence repair and maintenance with 38% saying they feel there is no difference.



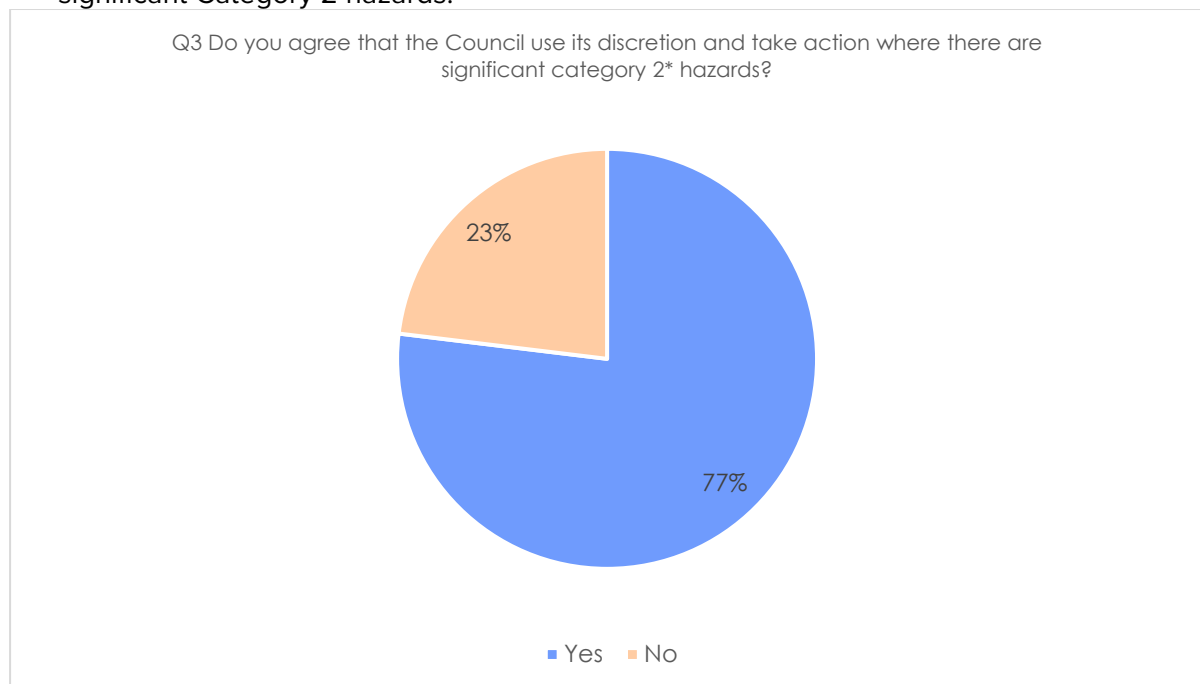
2. It is proposed that the Council does not deal with tenants in registered social housing, until all avenues of action available to them has been exhausted. Do you agree that those in registered social housing should make complaints through the registered social landlord before the Council is contacted?

This was a single response question with 69% of those responding agreeing with the proposal that the Council does not involve itself until all avenues of action have been exhausted for social housing tenants.



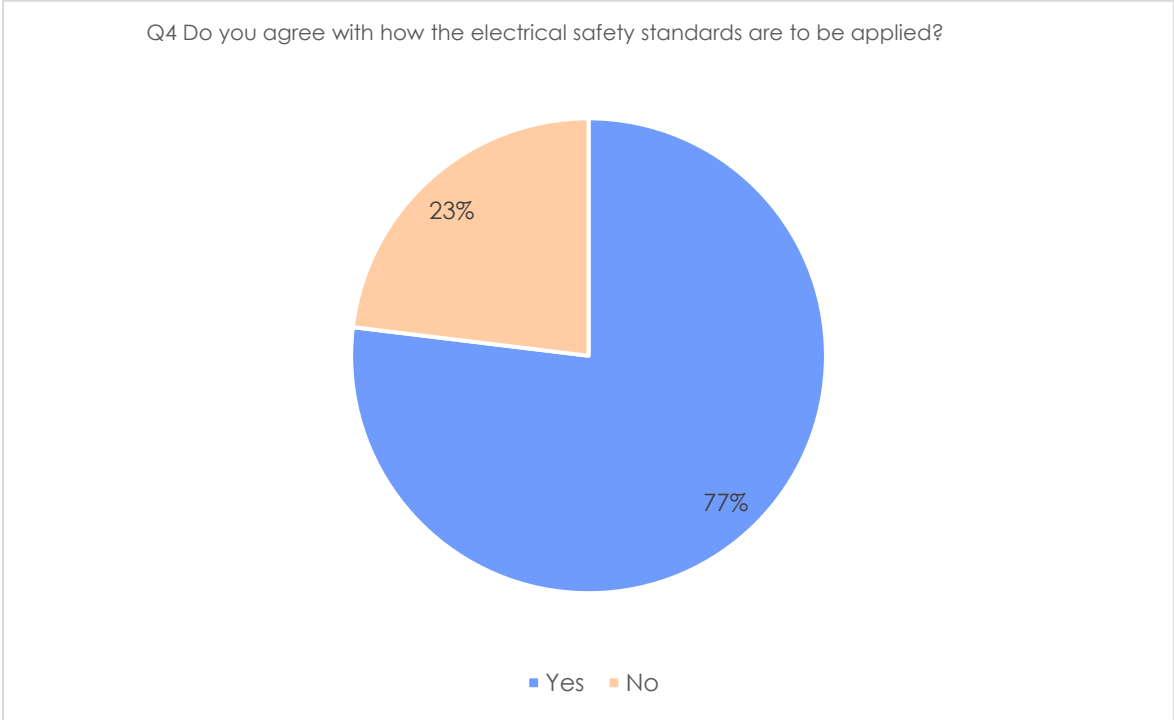
3. Do you agree that the Council use its discretion and take action where there are significant category 2 hazards?

Of those responding 77% said the Council should use its discretion and take action on significant Category 2 hazards.



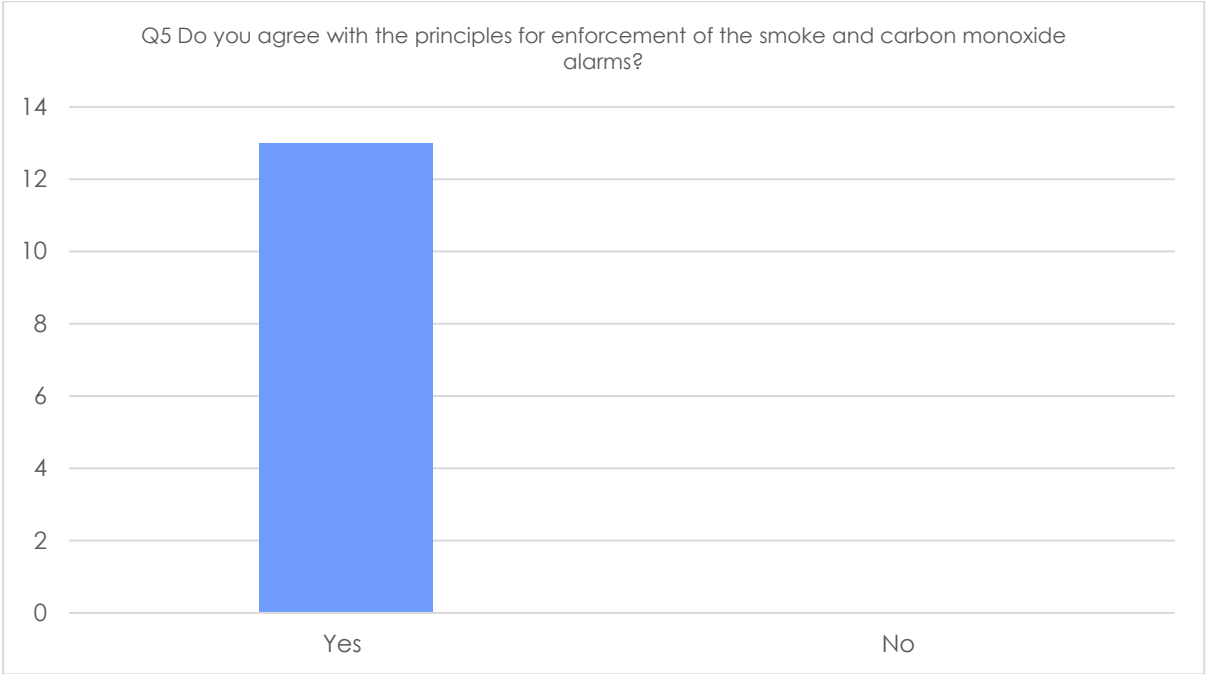
4. Do you agree with how the electrical safety standards are to be applied?

77% of those responding agreed with this approach.



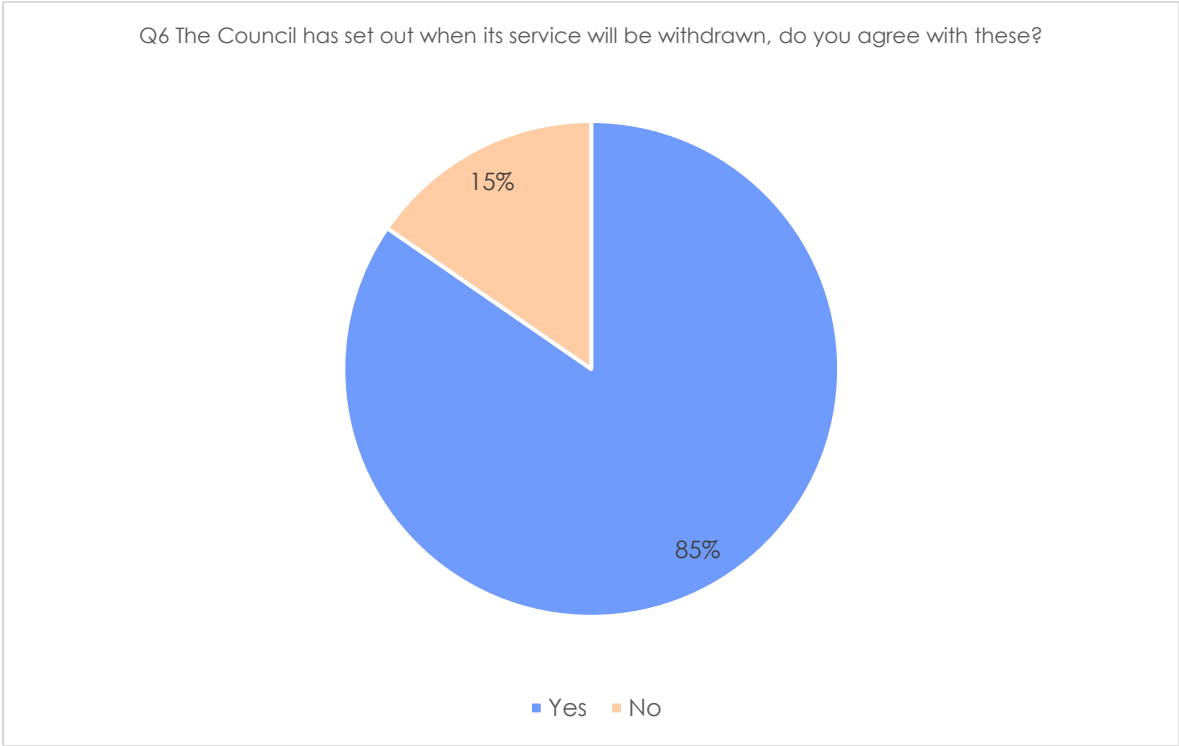
5. Do you agree with the principles for enforcement of the smoke and carbon monoxide alarms?

This was a single response question which everyone responding agreed with the principles of enforcement for smoke and carbon monoxide alarms.

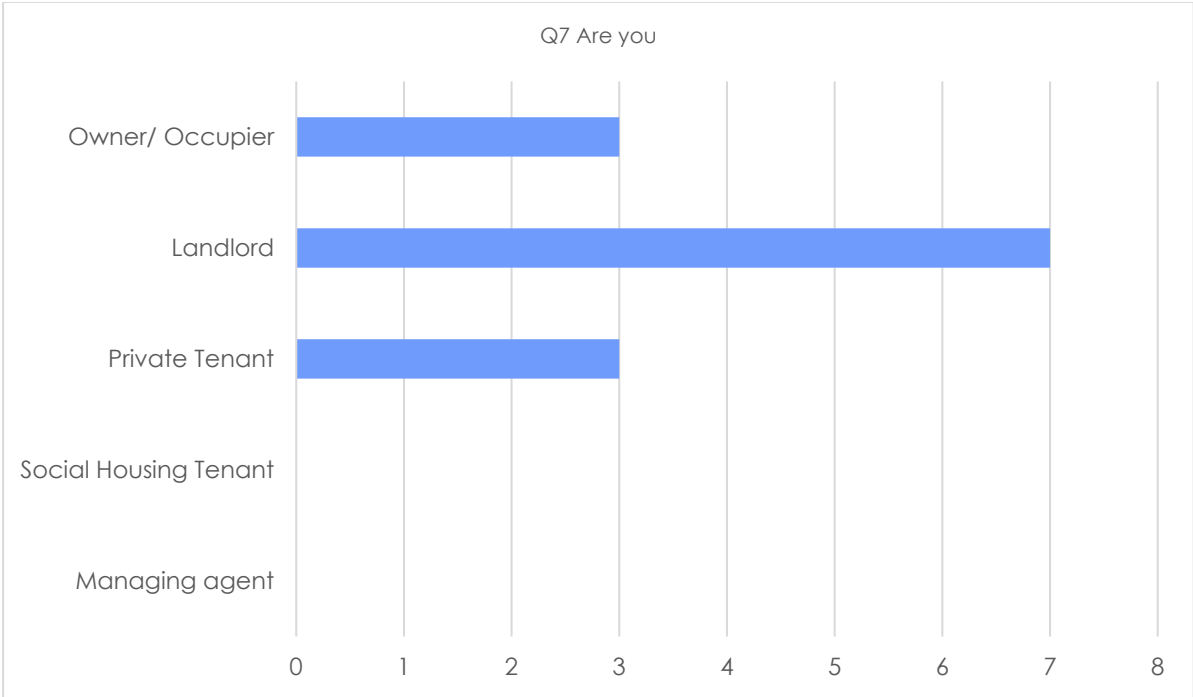


6. The Council has set out when its service will be withdrawn, do you agree with these?

Of those responding to this single response question 85% agreed with this approach from the Council.



7. Are you?

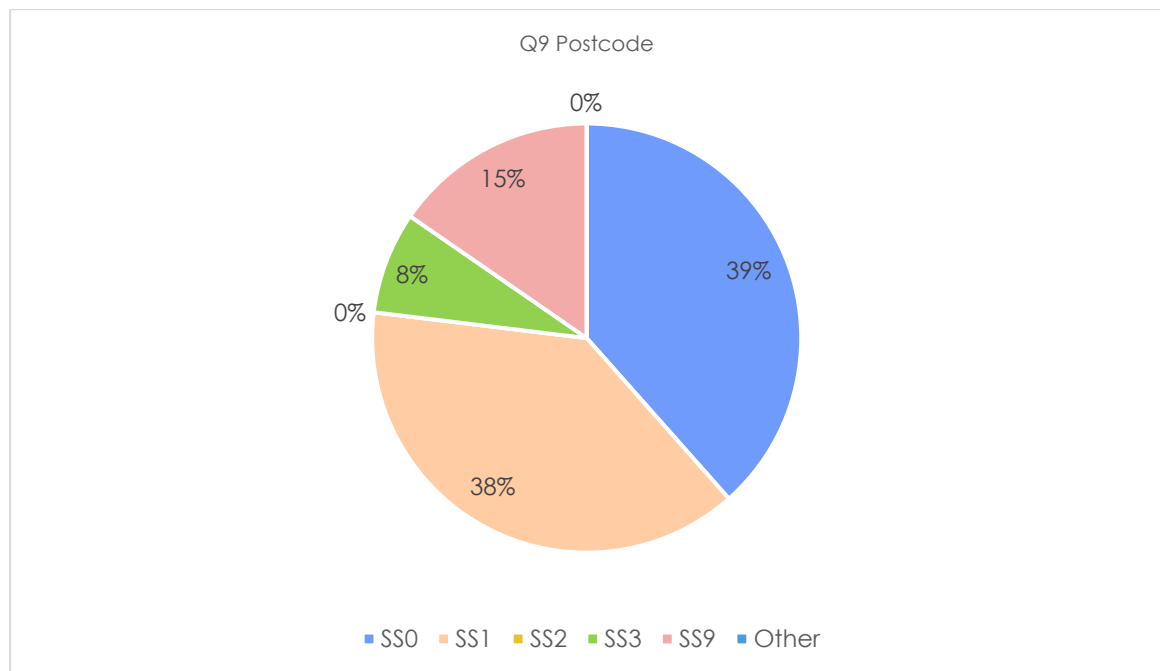


8. Is there any other comments relating to the proposed policy?

This was a free text response with 5 individuals responding see below.

Comment	
1.	This is misleading as Small HMO's do not fall within the Mandatory HMO licensing requirements or the Selective Licensing Scheme and this needs to be clarified. 8.01 Southend-on-Sea City Council has adopted a selective licensing scheme. From 1st December 2021 SLs licences are required for all rented properties within the designated area. Where a property is an HMO, the mandatory licensing of HMO regime will apply (see Section 7.0).
2.	The council should be the 1st contact point for all rented properties private or social if problems are deemed hazard in way.
3.	If the council applies Landlord registration to all properties it will lead to an increase in rents as costs will be passed on to tenants
4.	RSL's have been in the media recently for appalling conditions, the policy should be fair and on a level playing field for landlords. Landlords are often scapegoats in the media, RSLs have a large number of substandard and unsafe properties with Category 1 and 2 hazards. It should be remembered that tenants can by choice live in squalid conditions of their own volition, and the landlord (by the powers of the current laws) are almost powerless to do anything and soon will find it very hard (if not impossible) to evict tenants once section 21 goes.
5.	Our rented out flat is leased through a management company that has all living and safety issues covered and inspected. The council does not need to be involved

9. Postcode



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Southend on Sea Borough Council -

Equality Analysis

1. Background Information

The Council's Regulatory Services team enforces the statutory provisions relating to all tenures, apart from South Essex Homes. This policy is intended to be read in conjunction with the Environment and Regulatory Enforcement Policy and is specific to the investigation of housing conditions and enforcement actions. It outlines the processes for investigation and to prioritise its powers according to tenure.

1.1 Name of policy, service function or restructure requiring an Equality Analysis:

The Private Rented Sector Housing Enforcement Policy.

1.2 Department:

Neighbourhoods and Environment.

1.3 Service Area:

Regulatory Services within Public Protection.

1.4 Date Equality Analysis undertaken:

11 August 2022

1.5 Names and roles of staff carrying out the Equality Analysis:

Name	Role	Service Area
Joanne Stowell	Director	Public Protection
Elizabeth Georgeou	Head of Regulatory Services	Regulatory Services

1.6 What are the aims or purpose of the policy, service function or restructure that is subject to the EA?

The purpose of the policy is to outline the legislation used by the team and to set out the Council's policy, where there is discretion to do so. The policy sets out:

- The investigative pathway associated with different tenures
- Response to service request when enforcing standards, including where a service may not be provided.
- Enforcement actions that will be considered to secure housing improvements
- Details the range of proactive and statutory actions that are available to the team to improve housing standards
- The charges for notices and civil penalties
- The complaints process available.

The policy is designed to benefit the community through consistent regulation of the private rented sector. It aims to improve the quality of housing within the private sector that is available to prospective tenants.

1.7 What are the main activities relating to the policy, service function or restructure?

The main activity of the team is to improve housing standards, and the policy details the activities that it can take to:

- Reduce the number of properties with serious risks to health and safety
- Improve energy efficiency, warmth and homes and helps to reduce fuel poverty
- Improves standards in the private rented sector accommodation
- Improve the standards in Houses in multiple occupation
- Improve the standards in rented properties with the designated selective licensing area.

It allows for the use of formal and informal enforcement options to ensure that housing conditions in the private rented sector meet the prescribed legislative standards. The implementation of new and updated legislation will be utilised to bring better regulation to the private rented sector in a consistent manner.

2. Evidence Base

2.1 Please list sources of information, data, results of	Reason for using (eg. likely impact on a particular group).
--	---

consultation exercises that could or will inform the EA. Source of information	
ONS UK Private rented sector 2018	Demonstrates an increase in those privately renting, and the majority renting are below 35. It also evidences that those renting are falling into an older age group. Those in private rented sector are more ethnically and nationality compared to other tenure groups.
Health Problems in Houses in Multiple Occupation by Mary Shaw, Danny Dorling and Nic Brimblecombe	Highlights increased likelihood of those living in HMO accommodation as having poorer physical and mental health.
ONS Gender pay gap in the UK 2021	Continues to reflect a national pay gap between men and women – is not specific to SCC.

Please Note: reports/data/evidence can be added as appendices to the EA.

- 2.2 Identify any gaps in the information and understanding of the impact of your policy, service function or restructure. Indicate in your action plan (section 5) whether you have identified ways of filling these gaps.

There is no data available for some of the groups, however, this policy applies to all private rented properties across the Borough, and focusses on Houses in Multiple Occupation and those within the selective licenced (SL) area. The SL area covers the most deprived areas in Southend. The application of a consistent approach to those tenures in the highest risk areas will led to an increase across all groups.

3. Analysis

- 3.1 An analysis and interpretation of the impact of the policy, service function or restructure should be undertaken, with the impact for each of the groups with '*protected characteristics*' and the source of that evidence also set out against those findings.

	Impact - Please tick				
	Yes			No	Unclear
	Positive	Negative	Neutral		
Age (including looked after children)	Yes				
Disability					Yes
Gender reassignment					Yes
Marriage and civil partnership				Yes	
Pregnancy and maternity				Yes	
Race					Yes
Religion or belief					Yes
Sex					Yes
Sexual orientation					Yes
Carers					Yes
Socio-economic	Yes				

Descriptions of the protected characteristics are available in the guidance or from: [EHRC - protected characteristics](#)

- 3.2 Where an impact has been identified above, outline what the impact of the policy, service function or restructure on members of the groups with protected characteristics below:

	Potential Impact
Age	<p>Under the risk assessment profile, those over 55 are classed as a vulnerable age group for hazards relating to cold. This policy looks to ensure conditions of accommodation are suitable regardless of age, through enforcement and engagement with property owners. Houses in multiple occupation are more likely to be occupied by young people under the age of 35 as shared accommodation available to benefit reliant tenants as a result of housing benefit caps for young people. Many of these individuals rely on accommodation within the private rented sector as there is limited provision of social housing. Better regulation and enforcement of the private rented sector will ensure that suitable action is taken against landlords and managers who do not comply with the law and licence conditions. This is expected to help drive bad landlords out of the market which should have the beneficial effect of better quality and well managed private rented housing for all ages groups.</p>
Disability	<p>Whilst there is a lack of data available, it is likely that those with disabilities are more likely to be negatively affected by poor housing conditions, therefore robust enforcement to ensure housing conditions are regulated will positively impact on disabled persons.</p> <p>There are a significant number of tenants with mental health disabilities living in HMO's in the private rental sector. The envisaged benefits of better-quality shared housing accommodation that is well managed and complies with all relevant standards will have a positive impact on this group. HMO residents are eight times more likely that the</p>

	general population to suffer from mental health problems as well as having other problems.
Gender reassignment	Unknown due to lack of data
Marriage and civil partnership	Unknown due to lack of data
Pregnancy and maternity	Where properties are occupied to a maximum occupancy through licence conditions, this may cause an adverse effect on those that give birth to children whilst living in the premises. This could lead to eviction notices; however, housing options advice and assistance will be offered.
Race	<p>There is a proportion of migrant households in the private rented sector and in particular in shared HMO accommodation as they may be on low wages meaning smaller homes are only affordable form of accommodation for a working household. Vulnerable tenants, such as new arrivals in the country may be more likely to be exploited and affected by poor housing conditions.</p> <p>Overcrowding disproportionately affects migrants. Tenants within ethnic minority groups are therefore likely to be positively affected by this policy due to better quality accommodation and landlord management practices that will result from better enforcement of the sector. Greater protection from eviction should also result from increased powers to use civil penalties against those landlords who harass or unlawfully evict tenants as these will serve as a deterrent for potential offenders.</p>
Religion or belief	There is insufficient data available to measure accurately the potential effect of these proposals in relation to sexual orientation of tenants.
Sex	Unknown due to lack of data available, however lower paid job roles may lead those on minimal wages to occupy lower cost accommodation. It is

	<p>unknown the effect of gender pay gaps locally to establish if there is a disproportionate gender affected by poor quality low cost accommodation, however, if this is the case, this gender group are likely to be subject to increased benefit of consistent regulation of housing conditions.</p>
Sexual orientation	<p>There is insufficient data available to measure accurately the potential effect of these proposals in relation to sexual orientation of tenants.</p>
Carers	<p>There is insufficient data available to measure accurately the potential effect of these proposals in relation to carers. However, carers are likely to be on low income and due to affordability may find themselves in the worst properties or shared accommodation if this is the case, this group are likely to be subject to increased benefit of consistent regulation of housing conditions.</p>
Socio-economic	<p>Those that live in a deprive area are statistically more likely to suffer from poor housing conditions, therefore regulation of the private rented sector will positively improve their health and wellbeing. Vulnerable residents and those on low incomes have found that access to housing appropriate to their needs has been restricted by a lack of affordability and large numbers find themselves living the worst properties or shared accommodation. Changes to the national welfare system has had a further negative impact on the provision of quality housing options due to displacement of benefit dependent households into cheaper shared accommodation as a result of the Local Housing Allowance rent caps. Greater regulation and enforcement of the private rented sector, particularly those HMO's and properties within the selective licence area, that are</p>

	<p>required to be licenced, may force some landlords to leave the private rented sector altogether which could negatively impact tenants due to the reduction in a supply of HMO's and subsequent increase in evictions and homelessness.</p> <p>However, a significant protection would be provided to assured shorthold tenants is that a s21 notice to evict tenants cannot be used by a landlord where a tenant has formally reported disrepair and the Council have taken relevant enforcement action.</p> <p>The Courts will therefore refuse to issue Possession Orders on that basis and enforcement action will be taken against those landlords who evict tenants unlawfully.</p> <p>The life changes of residents are closely linked to the quality of their neighbourhoods and their housing accommodation. Better enforcement of the private housing sector seeks to address some of these issues by improving housing conditions and security of tenure, particularly for the poorest tenants, over the longer term.</p>
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4. Community Impact

4.1 You may also need to undertake an analysis of the potential direct or indirect impact on the wider community when introducing a new/revised policy, service function or restructure.

See section above on effect on socio-economic groups for the wider implications of the regulation of this area.

4.2 You can use the [Community Cohesion Impact Assessment](#) as a guide, outlining a summary of your findings below:

N/A

5. Equality Analysis Action Plan

5.1 Use the below table to set out what action will be taken to:

Planned action	Objective	Who	When	How will this be monitored (e.g. via team/service plans)
None				



Signed (lead officer):



Signed (Director):

Once signed, please send a copy of the completed EA (and, if applicable, CCIA)

to Sarah Brown Sarahbrown@southend.gov.uk.

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Southend-on-Sea Borough Council

Report of the Director of Education and Early Years

to
Cabinet

on
12 January 2023

Report prepared by:
Catherine Braun – Head of Service Access and Inclusion &
Chrissy Papas – School Place Planning & Admission Manager

Agenda
Item No.

19

School Admissions Arrangements for Community Schools 2024/25

Pupil scrutiny committee
Executive Councillor: Councillor Anne Jones
Part 1 (Public Agenda Item)

1. Purpose of Report

- 1.2 To determine the oversubscription criteria (including explanatory notes) and Admission Limit within Admission Arrangements for Community Schools for the academic year 2024/25

2. Recommendations

- 2.1 That the final Admissions Arrangements for Community Schools for the academic year 2024/25 are determined (Appendix 1).
- 2.2 To note that the Determined Coordinated Admission Scheme for the academic year 2024/25 was published by 31st December 2022 (Appendix 2).

3. Background

- 3.1 The Council has the responsibilities to determine in relation to school admissions:
- a) the Admission Arrangements for Community Schools (admission numbers, admission criteria and catchment areas);
 - b) Consult with community schools on their published admission limit;
 - c) Publish the Coordinated Admission Scheme by 1 January of each year after consultation with the schools in the borough.
- 3.2 For community schools, the local authority (as the admission authority) **must** consult where it proposes changes, or has not consulted for 7 years on the admission arrangements. There are no changes proposed for 2024/25 however, we will need to lower the PAN for Chalkwell Hall Junior School for 2025/26 and therefore will need to run a public consultation for all community schools in the next round.

- 3.3 For community schools, the local authority (as the admission authority) **must** consult the governing body of each school where it proposes either to increase or keep the same PAN.
- 3.4 Cabinet previously approved the admission arrangements that are being rolled over for 2024/25;
- 3.6 Admission arrangements for community schools must be determined and included in a composite prospectus by 15th March 2023.

4. Admission Arrangements for 2024/25

4.1 Admission Criteria

- 4.1.1 There are no proposed changes from 2023/24. The final admission criteria for community primary schools for September 2024/25 are shown in *Appendix 1*.

4.2 Published Admission Numbers

- 4.2.1 There are currently no proposed changes to the Admission Limits from 2023/24. The proposed admission limits for all community primary schools for September 2024/25 are shown on **Page 2** of the Admission Arrangements for Community Schools at **Appendix 1**.
- 4.2.2 The consultation with community schools did not raise any objections to the proposal that the PANs remain unchanged.

4.3 Catchment Areas

- 4.3.1 The proposed catchment areas for primary schools remain unchanged and are within the Admission Arrangements in Appendix 1.

5. Co-ordinated Admission Scheme 2024/25

- 5.1 Consultation with the Schools in the City was held on the proposed Scheme and as anticipated there were no significant comments or objections for changes to the co-ordinated admission scheme from schools. As granted by Cabinet the final version was ratified by the Executive Director for Children and Public Health in December for publication, which is required by law before 1 January 2023.
- 5.2 A copy of the Determined Co-ordinated Admission Scheme is provided for reference.

5. Corporate Implications

- 5.1. Contribution to the Southend 2050 Road Map
These arrangements will assist pupils within the Borough to access quality learning opportunities to achieve the best possible outcomes for all children. It fits well into the ambition of opportunity and prosperity, in that it supports sharing our prosperity amongst all of our people. It further supports the ambition in that our children are school and life ready and our workforce is skilled and job ready.

5.2. Financial Implications

There are no direct financial implications for the Council. The administration of school admission, and core revenue funding for the running of a School is funded through the Dedicated Schools Grant.

5.3. Legal Implications

The determination of admission arrangements for community schools and the provision of a coordinated admissions scheme is a statutory requirement.

5.4. People Implications

None

5.5. Property Implications

None

5.6. Consultation

The local authority (as the admission authority for community schools) must consult the governing body of each community school where it proposes either to increase or keep the same published admission number (PAN). The Council is not proposing any changes from the 2022/23 arrangements which were consulted on the previous year. The legal framework does not require consultation for seven years where changes are not proposed.

5.7. Equalities and Diversity Implications

A coordinated admissions scheme and clear oversubscription criteria are necessary to ensure fair access to school places. Admission Arrangements for Community Schools and the Coordinated Admission Scheme for Southend Schools have been written in line with mandatory requirements set by the Admissions Code 2021. The code determines that authorities must ensure that the practices and criteria used to decide the allocation of school places are fair, clear and objective and that parents should be able to easily understand how places are allocated.

In line with the Equality Act 2010, the arrangements and scheme are reviewed annually against an expanded list of protected characteristics as identified within the Admission Code: disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; and sexual orientation.

The proposed Scheme, arrangements and decisions made through their administration are clear that there is no discrimination on the grounds of disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; or sexual orientation, against a parent who is applying for a school place or offered admission as a pupil.

There are limited exceptions to the prohibition of discrimination on grounds of religion or belief and sex. Schools designated by the Secretary of State as having a religious character are exempt from some aspects of the prohibition of discrimination on the grounds of religion or belief and this means they can make a decision about whether or not to admit a child as a pupil on the basis of religion or belief. Single-sex schools are lawfully permitted to discriminate on the grounds of sex in their admission arrangements.

5.8. Risk Assessment

If the Council does not determine the admission arrangements for the community schools before 28 February 2023 it will be in breach of the requirements set out by the School Admissions Code 2021.

If the Council does not agree a scheme, one will be imposed by the DfE, and the Council's reputation will suffer.

5.9. Value for Money
No direct implications.

5.10. Community Safety Implications
None envisaged.

5.11. Environmental Impact
None envisaged

6. **Background Papers**

6.1. [School Admissions Code 2021](#)

6.2. [School Admissions Appeals Code 2022](#)

7. **Appendices**

7.1. Appendix 1 - Admission Arrangements 2024/25; including admission limits, catchment areas, and admission oversubscription criteria

7.2. Appendix 2 - Determined Coordinated Admission Scheme 2024/25

Admissions Arrangements for Community Schools

For September 2024/25 round of admissions

For office use – statutory process: The School Admissions Code 2021

Key Dates	Task
September 2022	Cabinet with no consultation proposal as no changes
19 th Sept – 31 st October 2022	PAN consultation with Governing Bodies for community schools
January - 28 th February 2023	Final Determined Admission Arrangements by Cabinet (post PAN consultation)
15 th March 2023	Publication of Composite Prospectus of Determined Arrangements
16 th March – 15 th May 2023	Window for Objections to the School Adjudicator.
12 th September 2023	Final arrangements for 2024 are published in the Primary booklet

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1. Introduction

Southend-on-Sea City Council is the admission authority for all community schools in the city. This document sets out the formal policies for all community schools in the city. The arrangements below, including the explanatory notes, are in line with government legislation and guidance (School Admissions Code and School Admissions Appeals Code) and designed to ensure there is a fair, clear and reasonable admissions procedure for all applicants, and to help guide parents through the application process.

These arrangements apply to all admissions, including in-year admissions for the admission year 2024 and are delivered under the terms of the Determined Coordinated Admission Scheme 2024.

2. Community Schools Published Admissions Number 2024/25

Community Primary Schools	Proposed admission limit for 2024/25, for each year group
Barons Court Primary School & Nursery	35
Chalkwell Hall Infant School	90
Chalkwell Hall Junior School	120
Earls Hall Primary School	90
Fairways Primary School	60
Heycroft Primary School	60
Leigh North Street Primary School	90
West Leigh Infant School	120

3. Oversubscription criteria for community schools

Criteria are set for each individual school below and apply to admissions for year 2024/25. Explanatory notes, below, apply to all community school arrangements. The published admission limit for community schools is provided above.

If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to a community school; places will be allocated using the admission criteria as below. This will not apply to children with a statement of special educational needs (SEND) or Education, Health and Care (EHC) plans as the plan/statement names the school and therefore the child must be admitted to the named school. The admission criteria are listed below by school with explanatory notes following:

Barons Court Primary School & Nursery

1. Looked after children and previously looked after children
2. Pupils who live in the catchment area who have a sibling attending the school
3. Pupils who live in the catchment area
4. Pupils who live outside the catchment area who have a sibling attending the school
5. Pupils of staff at the school
6. Pupils who live outside the catchment area

(for all criteria, catchment area map and additional information please see explanatory notes and maps below)

Chalkwell Hall Infant School

1. Looked after children and previously looked after children
2. Pupils who live in the catchment area who have a sibling attending the school or Chalkwell Hall Junior School
3. Pupils of staff at the school
4. Pupils who live in the catchment area
5. Pupils who live outside the catchment area who have a sibling attending the school or Chalkwell Hall Junior School
6. Pupils who live outside the catchment area

(for all criteria, catchment area map and additional information please see explanatory notes and maps below)

Chalkwell Hall Junior School

1. Looked after children and previously looked after children
2. Pupils attending year 2 at Chalkwell Hall Infant School
3. Pupils who live in the catchment area who have a sibling attending the school or Chalkwell Hall Infant School
4. Pupils of staff at the school
5. Pupils who live in the catchment area
6. Pupils who live outside the catchment area who have a sibling attending the school or Chalkwell Hall Junior School
7. Pupils who live outside the catchment area

(for all criteria, catchment area map and additional information please see explanatory notes and maps below)

Earls Hall Primary School

1. Looked after children and previously looked after children
2. Pupils who live in the catchment area who have a sibling attending the school
3. Pupils of staff at the school
4. Pupils who live in the catchment area
5. Pupils who live outside the catchment area who have a sibling attending the school
6. Pupils who live outside the catchment area

(for all criteria, catchment area map and additional information please see explanatory notes and maps below)

Fairways Primary School

1. Looked after children and previously looked after children
2. Pupils who have a sibling attending the school
3. Pupils who live in the catchment area
4. Pupils of staff at the school
5. Pupils who live outside the catchment area

(for all criteria, catchment area map and additional information please see explanatory notes and maps below)

Heycroft Primary School

1. Looked after children and previously looked after children
2. Pupils who live in the catchment area and have a sibling attending the school
3. Pupils who live in the catchment area
4. Pupils who live outside the catchment area who have a sibling attending the school
5. Pupils of staff at the school
6. Pupils who live outside the catchment area

(for all criteria, catchment area map and additional information please see explanatory notes and maps below)

Leigh North Street Primary School

1. Looked after children and previously looked after children
2. Pupils who live in the catchment area who have a sibling attending the school
3. Pupils of staff at the school
4. Pupils who live in the catchment area
5. Pupils who live outside the catchment area who have a sibling attending the school
6. Pupils who live outside the catchment area

(for all criteria, catchment area map and additional information please see explanatory notes and maps below)

West Leigh Infant School

1. Looked after children and previously looked after children
2. Pupils who live in the catchment area who have a sibling attending the school or West Leigh Junior School
3. Pupils of staff at the school
4. Pupils eligible for pupil premium who live in the catchment area
5. Pupils who live in the catchment area
6. Pupils who live outside that catchment area who have a sibling attending the school or attending West Leigh Junior School
7. Pupils who live outside the catchment area
(for all criteria, catchment area map and additional information please see explanatory notes and maps below)

4. Explanatory notes, including maps, apply to all community schools in Southend-on-Sea

Parents must make a separate application for transfer from nursery to primary school and from infant to junior school. Parents must complete a Southend-on-Sea Common Application Form (CAF) for applications to year reception and year 3 between 14th September and 15th January.

4.1 Looked after children and children that were previously looked after

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order⁹⁰ including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted.

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

Refer to section 14A of the Children Act 1989 which defines a 'special Guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

4.2 Pupils with Education, Health and Care Plans

An Education, Health and Care Plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education, health and social care provision

required for that child. All children whose statement of special educational needs (SEND) or Education, Health and Care (EHC) plan names the school must be admitted. Children with a statement or a plan will follow a different process for admission. Further information can be found on

[Special Educational Needs and Disabilities \(SEND\)](#)

[Local Offer](#)

4.3 Pupils eligible for pupil premium – Early years pupil premium (West Leigh Infant School)

Nurseries and schools are given a pupil premium/early years pupil premium for children who have qualified for free school meals at any point in the past six years. Parents will need to tick on the application form and/or supplementary information form or notify the Local Authority in writing if they are eligible or registered for pupil premium. Any disclosure for pupil premium will be used only to rank applications against the admission criteria and will not be held for any other purpose.

Parents can check their eligibility by filling out the [LA online form](#)

Parents that are in receipt of one of the following may be eligible for pupil premium:

- Income Support
- Income-based Job Seekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guaranteed Element of State Pension Credit
- Child Tax Credit (if they not entitled to Working Tax Credit and have an annual income under £16,190)
- Working Tax Credit 'run-on' - the payment someone may get for another 4 weeks after they stop qualifying for Working Tax Credit and Universal Credit

4.4 Pupils of staff of the school

Children will be ranked in this admission criteria if they are children of staff at the school under the following circumstances: -

- a. where the member of teaching staff (including, staff that are at the school in positions, such as: Senior Leadership Team/level, Head of Year Group, Head of Department, Office Manager or SENCo) that has been employed at the school for two or more years at the time at which the application for admission to the school is made,

and/or
- b. the member of staff is recruited to fill a vacant post for which there is a demonstrable specialist skill shortage and

- c. are the children of the member of staff, living permanently with the member of staff at the same address. The member of staff must be working at the school at the time of application and expected to continue with their employment at the school during the application and allocation process.

4.5 Distance

In the case of over subscription in any one category “straight line” distance will be used to measure the distance between the pupil’s home and the nearest pupil entrance to the school. Distances will be measured using the Local Authority’s computerised measuring system. The pupils living closest will be given priority. If the pupil’s home is a flat the distance will be measured to the main external entrance to the building.

4.5.1 Tie-Break

To be used to decide between two applications that cannot otherwise be separated: If the same distance is shared by more than one pupil, and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the Council / governing body). In the case where the last child offered is a twin or sibling of a multiple birth sibling both/all children will be offered and the sibling will be an ‘excepted pupil’.

4.6 Distance where parents have separated

The distance is measured the same for all applications. Only one application can be received. The LA should not have the details of both parents or know of the marital status of the parents. If more than one application is received from parents, applications will be placed on hold until such time that:

- an application is made that both parents agree to; or
- written agreement is provided from both parents; or
- a court order is obtained confirming which parent's application takes precedence’.

Details on address checks and which address is relevant are also provided in the admission booklet. In all cases the child’s normal place of residence is applicable for the purposes of the application.

4.7 Infant to partner Junior admissions

Parents must apply in the main round to transfer from an infant school to the junior school. Parents must use the Council common application form (CAF) and submit the application between 14th September to 15th January. The Council offers a full coordinated process for admission to year 3.

4.8 Siblings

Siblings are considered to be a brother or sister, half-brother or half-sister, step-brother or step-sister, adopted brother or sister, living at the same address, who attends the school at the time of application with a reasonable expectation that he or she will still be attending at the time of the proposed admission.

In the exceptional situation where one twin or one or two triplets are refused a place, in order to keep family members together and in line with the School Admissions Code 2014, the additional pupil(s) will be admitted even if this results in the admission limit for the year group being exceeded.

4.9 Waiting lists

Children's names will automatically be on the waiting list for schools that are higher on the rank list and for which they do not receive an offer (for years Reception and year 3).

Parents can appeal against the refusal for schools for which they did not receive an offer. Appeals must be lodged within 20 school days of the date of the letter. Parents can access the information on appeals and submit an appeal online on the council's web site www.southend.gov.uk/admissions or email admissions@southend.gov.uk to request an appeal application form. All appeals are considered by an Independent Appeals Panel.

Waiting lists for all year groups for community schools are closed at the end of each school year.

4.10 Admission of children below compulsory school age and deferred entry to school.

The Council provides for the admission of all children in the September following the child's fourth birthday. Most children start school on a full time basis, however parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age (age 5) and not beyond the beginning of the final term of the school year for which it was made (for reception this will be start of summer term/April);

Parents wishing their child to attend part time, or to delay starting must discuss their decision with the headteacher of their allocated school. The approved deferment means that the place is held open and is not offered to another child and the parents must take up the place full time by the start of the Summer Term in April. Part-time agreements should include core teaching sessions.

In the case of children born prematurely or the late summer months parents may request admission outside the normal age group so that their child starts school the September after their 5th birthday. Such requests for Schools in Southend-on-Sea are directly to the school and the school advises the parent of their decision. In most cases school will notify the Council and the Council will inform the parent in writing. Parents must notify the LA and provide any letters relating to this matter, especially for agreements outside the Council's area.

Parents submitting a request for admission outside the normal age group must also complete the Single application Form during the main admission round, 14th September – 15th January for the 'usual age group for their child'.

4.11 In-year admissions

As permitted by law parents can make an application at any time to any school outside the normal admissions. Where places are available applicants will be offered. Where there are no places applicants will be refused and can join the waiting list for the school. Waiting lists are ranked according to the

admission criteria for the school. In some cases where a child is already on a school roll locally the place may be offered for the start of the next term.

To apply for reception after the normal admission cycle or for admission into Years 1-6, parents will need to complete an In-Year application form which is available from the Council's offices and the website, www.southend.gov.uk/admissions and admissions@southend.gov.uk

Applications in the current school year are processed within a maximum of 15 school days, applications for the next school year are processed as received from 1 July, however most decisions are released on return of schools in September.

Pupils that are refused a place and added to the waiting list and remain on the waiting list until 31 Aug of any given year. Waiting lists close on 31 Aug of any given year and new waiting lists are created for the next academic year (from the applications for the next school year). Waiting lists from previous years are not rolled over to the next. Parents wishing to continue on a waiting list for a following year are required to make a fresh application.

As required by the School Admissions Code parents will be notified within 15 school days of the outcome of their application and will be sent a written outcome, with a reminder of the right of appeal. Applications are shared with the allocated school and with a school that is a preference and is its own admission authority. Full details on how information is processed is published on the [Councils website](#).

4.12 Right of Appeal

Main round appeals (reception and year 3): Parents can appeal against the refusal for schools for which they did not receive an offer. Appeals must be lodged within 20 school days of the date of the letter. Appeals must be heard within 40 school days of the deadline for lodging appeals. Parents can access the information on appeals and submit an appeal online on the council's web site www.southend.gov.uk/admissions or email admissions@southend.gov.uk to request an appeal application form. All appeals are considered by an Independent Appeals Panel.

Main round appeals (in-year R-6): Parents can appeal against the refusal for schools for which they did not receive an offer. Appeals must be lodged within 20 school days of the date of the letter. For applications for in-year admissions, appeals must be heard within 30 school days of the appeal being lodged. Parents can access the information on appeals and submit an appeal online on the council's web site www.southend.gov.uk/admissions or email admissions@southend.gov.uk to request an appeal application form. All appeals are considered by an Independent Appeals Panel.

4.13 Home Address

For all applications, the address used will be the child's habitual normal place of residence as at the closing date for applications, i.e., 15th January (reception and year 3). Changes to address can be accommodated up to a month after the closing date. Where the address change cannot be accommodated within the reasonable period, parents will be advised, and changes will be updated after all on time applications have been processed.

4.14 Catchment area

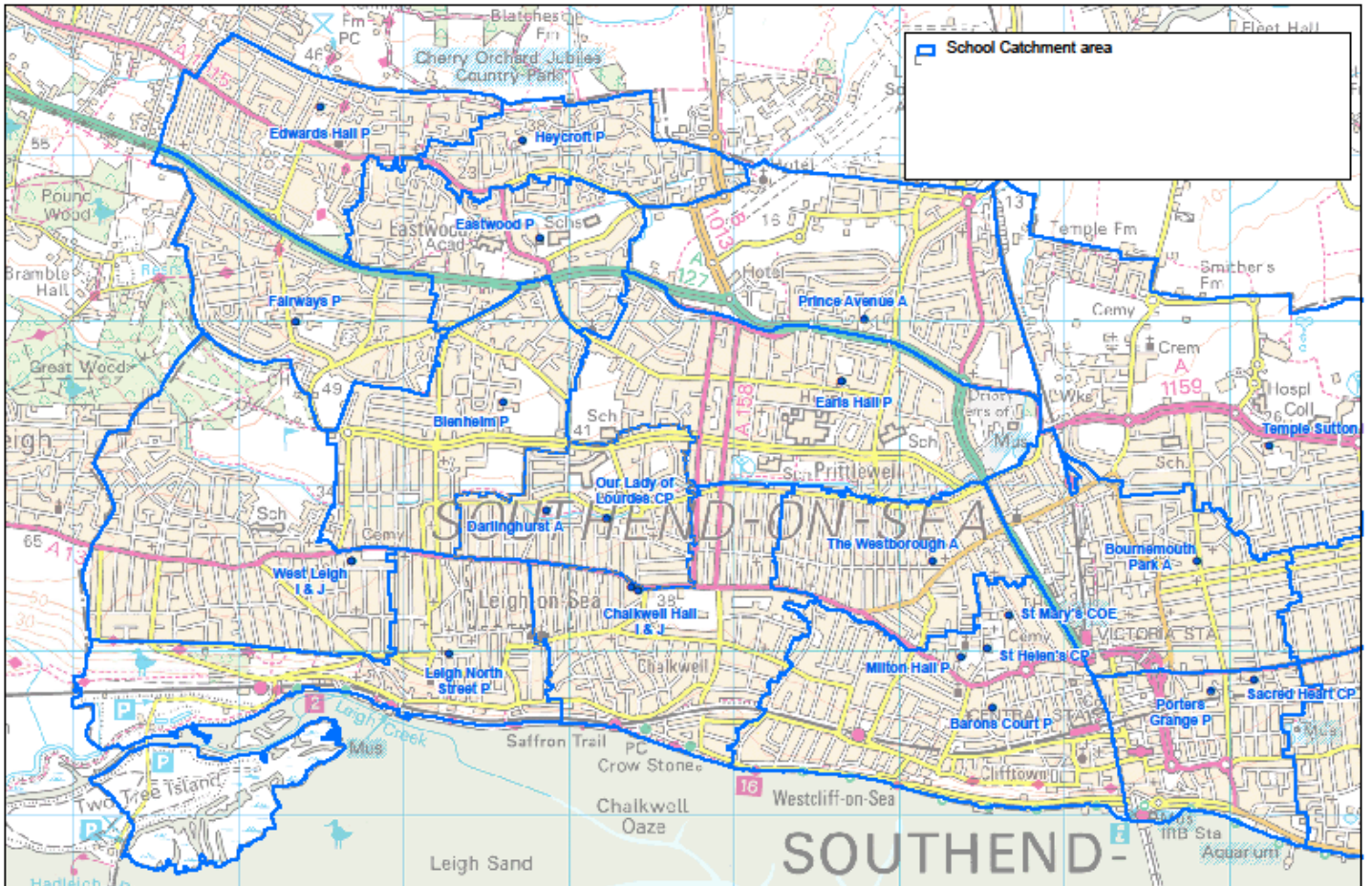
The catchment area is provided in the [catchment map](#) look up facility and also copied below.

The relevant Coordinated Admissions Scheme and Primary Admission booklets should be read in conjunction to the Determined Admission Arrangements for all schools in the City of Southend-on-Sea. The Primary Admission booklet contains further details, provides more information and is written to support parents through the rounds.

5. Catchment Map



Infant, Junior and Primary School catchment areas – Southend-on-Sea



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Scale 1:30,000

Southend-on-Sea City Council

Determined Co-ordinated Admissions Scheme 2024/25

Publication Due: 1 January 2023

Approval Route	Key Dates
Cabinet:	September 2022
Consultation with schools:	2 November – 1 December 2022
Approved by Executive Directors delegated authority:	12 December 2022
Published: Council Web site	December 2022 (before 1 Jan 2023)

1Table _Office Use table with key dates for the process

Introduction

The School Admissions Code 2022 requires a single arrangement for co-ordinating all applications to state schools from parents in their area. In the City of Southend-on-Sea, the scheme applies to admissions into reception, year 3 and year 7. This document must be published by 1 January of each year.

1. Aims and scope of the scheme

- 1.1 To assist the offer of one school place to each pupil.
- 1.2 To simplify the admission process for parents.
- 1.3 To co-ordinate with other local authorities and admission authorities.

2. Key Aspects of the Scheme

- 2.1 The Council processes applications for all schools in the area.
- 2.2 The Council will send offers of places to Southend residents even if the school is in another local authority.
- 2.3 Only the Council will know the ranking of the parental preferences. Parental preferences may be shared with Admission Authorities for the purposes of admission appeals. This will be after offer day.
- 2.4 The Council will provide each school with a breakdown of preferences for their own school as on offer day.
- 2.5 In all cases admission authority schools are responsible for applying the admission criteria. Schools are responsible for appeals unless they agree with the Council otherwise.
- 2.6 Admission authorities must confirm by 1 February of each year if they wish for the Council to run appeals.

3. Collation and publication of Open Day/Evening events

- 3.1 Secondary Schools and the Council will work together with the aim of ensuring parents can visit all secondary schools in the City.
- 3.2 The Council will coordinate and publish the open days for secondary schools in the area.
- 3.3 Secondary Schools to advise the Council of open days when the school calendar for the next school year is set. The Council will email all secondary schools to share dates provided, between January and April with the aim of working together to avoid clashes.
- 3.4 The Council will publish final dates and details on the secondary information flyer sent to all year 5 pupils by the middle of June. This will coincide with the publication of the Secondary Booklet in Early July.

4. General details of the scheme

- 4.1 Run process for main round Primary and secondary admissions up to the end of coordination (last week in August).
- 4.2 Parents will complete a Common Application Form on which they will be able to put forward 3 primary schools in order of priority; or 5 secondary schools in order of priority
- 4.3 Parents will be advised to apply on-line for a school place at Southend Admissions but will be able to complete a paper form if they wish.
- 4.4 All application forms must be sent to the Council.
- 4.5 Lists of pupils that have not applied will be made available, where possible. School or early years providers that do not share data with the Council will need to provide the admissions team with a list of pupils. The team can then check on who has not yet applied.
- 4.6 Parents can add schools in another local authority on their application form. The offer of a place at a school in another local authority will be made by the Council. Similarly, other local authorities will offer places to their residents on behalf of Southend schools.
- 4.7 The Council considers all preferences against the admissions criteria for each school.
- 4.8 Completed Supplementary Information Forms must be sent back to the school. These forms are not application forms and parents must complete the application form.

- 4.9 The Primary and Secondary Booklets are available electronically and can be provided in print on request from parents. Letters to parents are provided to primary schools for mail out (including independent schools).
- 4.10 There is a national closing date for application forms. The deadline for receipt of any Supplementary Information Forms is set by individual schools and the Consortium of Selective Schools in Essex. Supplementary Information Forms submitted after the closing date may not be used until after national offer day.
- 4.11 Parents must ensure these additional forms are provided in good time to the school or the consortium.
- 4.12 Initial lists will be shared with schools for communication on children that have not get applied and for faith schools to match against SIF forms.
- 4.13 Submitted On-line applications will be imported to the admissions database. The Council will input into the admissions database all information shown on any paper application forms, including any reasons for the application, and will provide details to all schools.
- 4.14 The Council will share files with other local authorities as required.
- 4.15 The Council pre-ranks all lists where possible. Schools and the Consortium, are responsible to rank/check ranking in order of the respective criteria, for all pupils who have applied to their school. Ranked lists must be returned to the Council by the agreed date. Applications that do not have a Supplementary Information Form must still be ranked.
- 4.16 Pupils with plans will be accommodated if the named school is in the final Education, Health and Care Plan by 3 February for Secondary and 3 March for Primary (or next working day) of any given year.
- 4.17 Certain pupils may need to be admitted over number and the Council will manage the school back to the admission limit until the last week of August.
- 4.18 Ranked lists for own admission authority schools remain the responsibility of the admission authority.
- 4.19 The scheme works with the order in which parents select preferences. The order of preferences should reflect the order parents wish to be offered a place. If for example parents are unsuccessful in gaining a place for the first preference school, they are not disadvantaged in obtaining their second preference or their third preference etc. The process will continue until all preferences are used.
- 4.20 It is a parental responsibility to inform the Council of a sibling at the school and any change of circumstance during the round, such as change of address (1 Sept to 22 Aug)
- 4.21 The Council will provide any other local authorities with details of any pupil's resident in their area who can be offered places at schools in the Borough (and vice versa).
- 4.22 Where possible the Council will share allocation lists to schools and the Consortium as appropriate before offer day. This will be dependent on the process being complete before offer day. Schools will be notified if it is not possible to send the lists to them. When lists can be sent, schools will be reminded of section 2.10 of The School Admissions Code 2021. Schools must not contact parents about the outcome of the applications until after these offers have been received by parents.
- 4.23 The Council will send an offer of a single place to pupils applying for a school place on the offer day.
- 4.24 Parents who completed an online application will be advised of the outcome of their application by email on offer day, unless they indicate on the application form that they would prefer a response by letter.
- 4.25 Parents who completed a paper application form will be advised of the outcome of their application by email on offer day. Where no email address is provided letters will be posted using 2nd class envelopes.
- 4.26 Offers are automatically recorded as 'accepted'. Parents will need to respond to any subsequent offers made post offer day
- 4.27 Refusals must be received in writing from the applicant to the Council, refusals sent to the schools cannot be actioned by the Council until confirmation is received by the parent or the home LA if an out of area pupil.
- 4.28 The Council will not log a refusal, for statutory age pupils, unless the parents can provide details of the educational arrangements, they are putting in place for their child.
- 4.29 Schools must refer children that do not arrive on the year 6 transition day to the Council for recording, tracing and follow up with the parent.
- 4.30 Schools must refer children that do not take up places, and that have not responded to further tracing, in early September as 'children missing education' and follow the CME protocol.

- 4.31 Where children aged under 5 do not take up a reception place the primary/infant school must report this to the Council. The Council follow the 'under 5s missing education' process.
- 4.32 The Council will not accept the refusal of places without information. The Council will refer pupils as appropriate, to the elective home education team where parents have confirmed they will be electively home educating. This will only be where the parent has confirmed this in writing.
- 4.33 Where no offer is possible the Council will offer a place at a school in the Borough nearest to the home address with vacancies at that time. Such offers will not be made to selective or faith schools (unless arranged with the school/s).
- 4.34 Offer letters for the main round to years R, 3 and 7 will remind parents not to call schools on offer day and to call the Council.
- 4.35 Only the Council will inform parents of offers and waiting list positions to parents until the last week in August. As lists are updated schools might not have accurate information.
- 4.36 Schools that send welcome letters/packs will only do so two weeks after offer day to provide parents with the opportunity to consider offer and allow for any post offer day activity at the Council.
- 4.37 Any places will be reallocated if parents advise the Council that they no longer require a place. The Council will ensure the child is tracked and monitor parents that choose to home educate.
- 4.38 The Council will send allocation lists, waiting lists and withdrawn lists on the prescribed timetable and not on demand.
- 4.39 The Council publishes the School Admissions Privacy notices on Appeals, proof of address and the overall notice on [Admission Policies and Reports – Southend-on-Sea City Council](#)
- 4.40 The Council shares personal information with teams within the Council working to improve outcomes for children and young people (eg. Inclusion, Attendance, CME, Virtual school etc) the full list is provided on [Microsoft Word - School Admissions.docx \(southend.gov.uk\)](#)

5. Summer Born Children

- 5.1 In the case of children born prematurely or late summer months parents may ask for admission to reception a year later. The child would be aged five.
- 5.2 The decision to admit outside of a child's normal age group is made based on the circumstances of each case. Parents must submit requests directly to schools and schools must decide. Schools will inform the Council if they wish for the Council to send the outcome to the parent.
- 5.3 Parents submitting a request for admission outside the normal age group must also complete the Common Application Form. Parents can decide which admission year they wish to apply for once they have an outcome from schools. Admission cannot be delayed further than the term after the child turns five. Parents that apply a year later will need to use a paper application form.

6. Co-ordination of pupil admissions to Year 3 of Southend junior schools 2024/25

- 6.1 Applications will not be necessary for children moving from Year 2 to Year 3 in their existing primary school. However, parents of children in Year 2 of an infant school must apply for transfer to year3.
- 6.2 The closing date for completing a common application form for a Year 3 place is 15 January 2025
- 6.3 The Council will write to year 2 parents, via the parent mail systems from the respective infant schools, advising of coordination round
- 6.4 The Council will work with infant schools in the area to assist the transfer of pupils to the Junior school.
- 6.5 The Council will provide an initial list of application received via common applications forms to junior schools by 26 January 2025
- 6.6 The Council will provide a list of all applications received via common application forms to junior schools by 9 February 2025
- 6.7 Schools must rank applications according to their admission criteria and return the ranked list to the Council on the agreed date - 26 February 2025.
- 6.8 Ranking must only be based on the highest qualifying admission criterion, and not all criteria as this skews the ranking.
- 6.9 For all applications received by the closing date, from parents of Year 2 children (including children attending year 2 in an infant school), the Council will inform parents of the outcome of that application on National offer day.

- 6.10 There is full co-ordination for admission to year 3 as a normal admission round for junior schools. This is because we have infant and junior schools in the borough and additional places West Leigh Junior School.
- 6.11 Applications submitted for children that are in the primary school that wish to remain in the same school will be withdrawn and parents will be advised that no application is required.

7. Co-ordinated arrangements between the offer date and start of autumn term.

- 7.1 The council will continue to coordinate admissions until the last week in August of each year.
- 7.2 Late and new preferences/applications will be slotted into the waiting lists by the Council in line with school admission arrangements. This will include using new address details where relevant and re-ranking applications to appropriate positions.
- 7.3 Where parents have refused the offer of the place then the vacant place will be offered in strict order of the waiting list until the place is accepted. This does not apply to Eastwood Academy, who advise on place to be offered due to their admission arrangements.
- 7.4 The offer of school places as they become available will continue to be made by the Council.
- 7.5 Once the final list is sent to schools on 22 August the coordination procedures for reception year, year 3 and year 7 will close. The Council will continue to administer waiting lists and in-year admissions for all Community and identified Own Admission Authority schools as agreed. Admission Authorities wishing to manage their own waiting lists will do so from 22 August onwards. Waiting lists must be held at least until the end of the first term (December).

8. Year 7 - Under and over age applicants

- 8.1 Parents must direct their request for under or over age matters directly to the school.
- 8.2 Any decisions made must be well documented and meet the requirements of the School Admission Code in that they are in the 'best interest of the child'.
- 8.3 Once a child, has started the year and completed at least one term as an out of normal age group, they cannot apply for a second opportunity to year 7. Admission mid-year to move from year 7 back to year 6 is not usually in the best interest of a child.
- 8.4 Schools must keep a record of the decision to admit out of normal age group and be able to provide reasons for decision to the Council.

9. Applications from children whose parents are living abroad

- 9.1 Parents who are living abroad and who wish their child to apply for a Southend school have no home authority. They can apply through what is a proxy home authority (i.e., the Council area in which they intend to buy a house or settle the child with relatives). However, although they may apply in this way, no place will be offered until they can provide clear evidence of residency.

10. New applications, late applications, changes of preferences and additional applications

- 10.1 New applications: Applications from parents moving into the area, who in the view of the Council could not have made an application by the closing date, will be slotted into the system when received. These applications might only be processed after all on time offers are made. These will be regarded as new applications and will only apply for parents that could not have applied on time such as moving into the country. Exceptional circumstances will be considered at the discretion of the Council.
- 10.2 Change of address: Addresses for schools in Southend-on-Sea are as per the child's normal place of residence on or before the last Friday in November, for Secondary Admissions. And for Infant, Junior and Primary Admissions as at 15 February (both rounds up to a month after the closing date). Any change of addresses that could not have reasonably been made by these dates would be at the discretion of the Council. Any addresses after these dates are updated after offer day for the transfer group (i.e., 1 March or 17 April) and the applications re-ranked accordingly. Parents that could not have applied by the deadlines for the main rounds will be considered under the terms of this scheme.

- 10.3 Late applications: Applications received after the closing date, will be regarded as late. They will not be considered until all “on time” applications have been considered. The Council will be the final arbiter, under the coordinated scheme, as to whether an application is late or not.
- 10.4 Changes in preference
Changes in the order of preferences already expressed will not be accepted after the closing dates unless, the circumstances are deemed to be exceptional and the changes can be accommodated. Change of preference for schools under another local authority will be consulted on with the appropriate local authority. Changes received after the closing date will be considered after the appropriate national offer date.
- 10.5 Additional preferences: any additional preferences received after the closing dates will be considered after the offer date.
- 10.6 Checks will be made with other departments in the Council and, where it is suspected that the family live outside Southend, contact will be made with the relevant Council. Where there is reasonable doubt as to the validity of a home address, the Council reserves the right to take additional checking.
- 10.7 Changes of address between offer day and the last week of August will be checked by the Council. Parents will need to provide proof of the home address in the form of; a house purchase; exchange of contracts, or a long-term letting agreement. In all situations, the Council must be satisfied that it is the child’s normal/habitual place of residence.
- 10.8 Places can be withdrawn up to the end of December / or first term in the situation where an offer is made in error, or the application has been found to be fraudulent. Admission Authorities must inform the Council of any places withdrawn for the coordinated round up to December of each year and vice versa.
- 10.9 Schools must inform the Council of address, sibling, or any other differences in ranking lists.
- 10.10 Applications made online, via the parent portal that are unsubmitted will not be processed.

11. Supplementary Information Forms

- 11.1 In order that they may seek further information to apply their admission criteria, the following schools require parents to complete a Supplementary Information form.

Primary School	Details
Our Lady of Lourdes Catholic Primary	For all applications
Sacred Heart Catholic Primary	For all applications
St George’s Catholic Primary	For all applications
St Helen’s Catholic Primary	For all applications
St Mary’s, Prittlewell, C of E Primary	For all applications

Table 2 Primary Schools and Supplementary forms

Secondary School	Details
St Bernard’s High School	For all applications
St Thomas More High School	For all applications
Shoeburyness High School	For year 7 applications for selective places
Southend High School for Boys	For all applications for selective places
Southend High School for Girls	For all applications for selective places
The Eastwood School	For year 7 applications for Sport / Performing Arts places
Westcliff High School for Boys	For all applications for selective places
Westcliff High School for Girls	For all applications for selective places

Table 3 Secondary Schools and Supplementary forms

12. Waiting lists

- 12.1 On offer day the Council will have a waiting list for each Southend school. In most cases the Council will be able to rank pupils that apply late, for example using distance. Depending on the admission criteria a new application would be added into the waiting list.

- 12.2 The Council will maintain the waiting list as ranked by schools. Where any new pupil, such as a late application, is added to the waiting list the Council should be advised within 10 working days of where such pupils fit in relation to other pupils on the waiting list.
- 12.3 Where a vacancy does arise the place will be offered by the Council to the pupil at top of the waiting list.
- 12.4 A parent of a child at the top of the waiting list offered a place must confirm, within 10 working days, whether they wish to accept the place. During the 10 days the child would hold two offers.
- 12.5 The Council will keep waiting lists for all community schools and schools who we manage in year admissions for in the Borough for the full school year. Waiting lists will be maintained strictly in accordance with the admission criteria of the school concerned.
- 12.6 The Council will remove pupils from the waiting list who are offered and accept a place at a school that is a higher preference.
- 12.7 The Council will rank pupils with address changes, late and new applications after all on time offers are made or on the waiting list as appropriate.
- 12.8 All admission authorities must specify, in their arrangements, the period a child remains on a waiting list for each school year.

13. Appeals

- 13.1 When a local authority or an admission authority informs a parent of a decision to refuse their child a place at a school for which they have applied, it must include the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. Parents must be informed that, if they wish to appeal, they should set out their grounds for appeal in writing. Admission authorities must not limit the grounds on which an appeal can be made.
- 13.2 Own admission authorities must inform the Council no later than 1 October before a main round if it requires the Council to present their appeals. The Council might not be able to support schools with appeals without agreement. The Council does not present appeals for in year processes where it is not the administrator.
- 13.3 Schools will send lists of submitted appeals to the Council. The Council will record the appeal against the admission record and provide the school with all relevant documentation.
- 13.4 School must inform the Council within 5 school days of the outcome of any appeal.
- 13.5 Having received notification from the school, parents will have 5 school days to confirm in writing to the Council which place they wish to accept following the outcome of any appeals. Once a place is released, that place will be reallocated.
- 13.6 Admission authorities must comply with the School Admissions Appeals Code 2022 and must record all appeals and provide the data to the Council after all appeals are heard.

14. Atypical Admissions

- 14.1 The Council will execute instruction from the Department for Education in relation to admission related matters including but not limited to;
- 14.2 By 30 September of each year the Council will write to all year 9 pupils to advise of alternative education opportunities that are available for year 10 pupils within a reasonable distance;
- 14.3 All schools have a statutory duty to secure impartial careers guidance for all Year 8 to Year 13 students to inspire their young people to fulfil their potential and to make them aware of all opportunities open to them. We strongly recommend that your child discuss their options with a Careers Adviser in their current school or college. The careers advisor will also be able to advise of UTCs further away that might offer different specialities.

15. In Year

- 15.1 Own Admission Authorities must inform the Council by 1 August at the latest of each year whether they intend to be part of the Council's in-year co-ordination scheme for the following 1 September to 31 August or whether they will be managing their own in-year admissions.

- 15.2 The Council will publish information on its website by 31 August to explain how in-year applications will be made and how they will be dealt with from 1 September onwards.
- 15.3 The Council will provide a suitable application form for parents to complete when applying for a school place for their child for a school for which it coordinates in year admissions. . Where the Council receives an in-year application for a school which manages its own in year admissions, it must promptly forward the application to the relevant admission authority, which must process it in accordance with its own in-year admission arrangements.
- 15.4 Own Admission authorities must follow the requirements of the Code.
- 15.5 All schools must provide the Council with available places/vacancies via the weekly email request.
- 15.6 The Council and Own Admission Authorities should inform a parent of the outcome of an application within 10 school days, and must respond in writing no later than 15 school days.
- 15.7 Own admission authorities must inform the Council of all in-year applications and their outcome within 2 days of receipt of the application.
- 15.8 Own Admission Authorities must follow Children Missing Education protocol where appropriate

16. Annual Review of the Scheme

- 16.1 Each year all local authorities must formulate and publish on their website a scheme by 1 January in the relevant determination year to co-ordinate admission arrangements for all publicly funded schools within their area.
- 16.2 Local Authorities must consult admission authorities for schools affected by the scheme and other Local Authorities every 7 years as a minimum.
- 16.3 A local authority must inform the Secretary of State whether they have agreed a scheme by 15 April. If this is not achieved the Secretary of State may impose a scheme.

17. List of schools

The list of schools that are included in this agreement

Secondary Schools

School Name	Number
Belfairs Academy	5434
Cecil Jones Academy	4004
Chase High School	4000
Shoeburyness High School	4034
Southchurch High School	4002
Southend High School for Boys	5446
Southend High School for Girls	5428
St Bernard's High School	5465
St Thomas More High School	5447
The Eastwood Academy	5414
Westcliff High School for Boys	5401
Westcliff High School for Girls	5423

Table 4 Secondary School

Primary Schools

School Name	Number
Barons Court Primary School & Nursery	2124
Blenheim Primary School	2387
Bournemouth Park Academy	3822
Bournes Green Infant School	2128
Bournes Green Junior School	2123
Chalkwell Hall Infant School	2023
Chalkwell Hall Junior School	2019
Darlinghurst Academy	2127
Earls Hall Primary School	2023
Eastwood Primary School	3825
Edwards Hall Primary School	3826
Fairways Primary School	2407
Friars Primary School & Nursery	3824
Greenways Primary School	2104
Hamstel Infant School	2093
Hamstel Junior School (partner school)	2092
Heycroft Primary School	2126
Hinguar Community Primary School	2094
Leigh North Street Primary School	2096
Milton Hall Primary School and Nursery	5273
Our Lady of Lourdes Catholic Primary School	2002
Porters Grange Primary School & Nursery	2001
Prince Avenue Academy	2000
Richmond Avenue Primary School	3823
Sacred Heart Catholic Primary School & Nursery	3326
St George's Catholic Primary School	3329
St Helen's Catholic Primary School	3327
St Mary's Prittlewell Church of England Primary School	3325
Temple Sutton Primary School	2132
Thorpedene Primary School	5225
Westborough Academy	2004
West Leigh Infant School	2109
West Leigh Junior School (partner school)	2108

Table 5 Primary Schools

17.Key dates – Infant, Primary and Junior admissions September 2024

Date	Actions
1st January 2023	Date for formulation of scheme
September- October 2023	Publish Admissions Information Advertisements, fliers, and letters to registered parents of early years children
14 September 2023	Admission round opens for applications
Early October 2023	Distribution of year 3 “letter/fliers” to year 2 pupils
Mid December 2023	Preliminary lists to faith schools for Supplementary Information Form follow up
14 September – 22 January	the Council admissions team verifying applications, which continues right up to end of coordination for late applications.
15 January 2024	Closing date for admission applications (address changes up to a month will be accommodated)
22 January 2024	Follow up list to faith schools for Supplementary Information Form follow up
31 January 2024	Initial list of preferences sent to admissions authorities and other local authorities for ranking. Initial list is a pre-ranked list.
2 February 2024	SEN pupils will be accommodated if the named school is identified in the finalised Education, Health and Care Plan. Post this date pupils will be admitted over the PAN but managed back to PAN until coordination ceases
9 February 2024	Final list of preferences sent to admissions authorities
26 February 2024	Closing date for schools to return ranked preferences
12 April 2024	Where possible, final offer lists and offer data will be sent to schools under embargo.
16 April 2024	National Offer Day (Easter bank holidays 1April and 12 April 2024)
16 May 2024	Closing date for appeal forms (reference to the code 2.3 of School Admissions Appeals Code 2012 – must be submitted at least 20 days for one time appeals after offer day – date is in outcome letter to applicants) Date supports appeals being heard by deadline.
18 July 2024	All on-time appeals completed (2.3a) School Admission appeals Code 2012 (40 school days from 16 May)
23 August 2024	The administration of waiting lists for years R and 3 and all in-year admissions handed over to academy, voluntary aided, and foundation schools. Coordination ceases

Table 6 Key Dates - Infant, Primary and Junior Admissions September 2024

18. Key dates – Secondary admissions September 2024

Date	Action
First week in July 2023	Publication of Secondary Admissions Information (booklet) Admissions information distribution to year 5 pupils. Open evenings at schools that admit pupils because of testing / auditions
1 July – 7 September 2023	Registration for testing / audition (CSSE/Eastwood) confirmed by CSSE and Eastwood in publications
1 September 2023	Opening of on-line admissions facility for transfer to secondary school
First two weeks in September 2023	Distribution of reminder flier /booklet to year 6 pupils
XX September 2023*	11+ test (to be confirmed by the Consortium – dates will be available in the Admissions booklets)
XX September 2023*	Alternative test date (for religious, illness or exceptional circumstances) 11+ test (to be confirmed by the Consortium – dates will be available in the Admissions booklets)
9 October 2023	List of pupils not applied will be made available to current primary/junior schools where possible, or primary/junior lists from school to be matched with applications, to identify any barriers preventing on-time applications being submitted.
XX October 2023*	Testing results to be sent to parents by Consortium / schools (to be confirmed by the Consortium – dates will be available in the Admissions booklets)
w/c 16 October 2023	Follow up list of pupils not applied will be made available to current primary/junior schools to identify any barriers preventing on-time applications being submitted.
w/c 16 October 2023	Preliminary list to be sent to faith schools for Supplementary Information Form follow up
31 October 2023	Closing date for admission applications (address changes up to a month will be accommodated – 30 Nov 2023)
w/c 6 November 2023	Follow up list to be sent to faith schools for Supplementary Information Form follow up.
w/c 20 November 2023	List of preferences to be sent to schools and other authorities for ranking.
w/c 8 January 2024	Closing date for schools to return ranked preferences
9 February 2024	SEN pupils will be accommodated if the named schools are identified in the finalised EHSP by 9 February
w/c 23 February 2024	Where possible, final offer lists and offer data will be sent to schools and Consortium under embargo.
1 March 2024	National Offer day
4 March 2024	Year 6 destination lists sent to primary/junior schools under embargo.
After 15 March 2024	Secondary schools that wish to send welcome letter/packs
1-25 March 2024	Updated information, new offers, withdrawals etc sent to secondary school's post offer responses via email communication
w/c 25 March 2024	Updated lists to secondary schools
1 April 2023	Closing date for appeal forms (reference to the code 2.3 of School Admissions Appeals Code 2012 – must be submitted a min of 20 days for one time appeals after offer day – date is in outcome letter to applicants – need this date to ensure all appeals completed before primary appeal round)

Date	Action
w/c 20 May 2024	Updated lists sent to secondary schools and primary/junior schools for year 6 transfer.
17 June 2024	All on-time appeals completed – refer to School Admissions Appeals Code 2012 (reference to the code 2.3 of School Admissions Appeals Code 2012 – must be heard within 40 days for one time appeals after 1 April)
w/c 24 June 2024	Updated lists sent to secondary schools and primary/junior schools for year 6 transition day. Schools must report children that do not attend transition day to SCC.
27 August 2024	The administration of waiting lists handed over to academy, voluntary aided, and foundation, free schools.

Key Dates - Secondary Admissions Sept 2024

Southend-on-Sea City Council | Education and Early Years | Access & Inclusion Team
 Queries to or copies can be requested from: Chrissy Papas, School Place Planning & Admission Compliance Manager, SBC, chrissypapas@southend.gov.uk

Southend-on-Sea Borough Council

Report of Executive Director (Children & Public Health)

To Cabinet On
12 January 2023

Report prepared by:
Cathy Braun, Head of Access & Inclusion and
Chrissy Papas, School Place Planning & Admission Manager

Agenda
Item No.

20

Maintained School Term Dates 2024/25

Relevant Scrutiny Committee: People
Cabinet Member: Councillor Laurie Burton
Part 1 (Public Agenda Item)

1. Purpose of Report

1.1 To propose the school term and holiday dates for the academic year 2024/25.

2. Recommendations

2.1 That the school term and holiday dates for 2024/25 as set out in Appendix 1 be approved for community schools and as a guide to all schools in the borough.

3. Background

3.1 There is no national determination of school term dates. Historically the Council has set the term dates for community schools in Southend. In the main, academies, foundation and voluntary aided schools have chosen to adopt dates set by the Council, although there is no requirement to do so.

3.2 In view of the cross border movement with Essex County Council of both pupils and staff, the coordination with Essex has been an important principle. The proposed dates are predominantly in line with the Eastern Region term dates.

3.3 The Eastern Region, and Essex County Council have not yet determined their final dates, however we are aware that both bodies prefer to have a longer Autumn Term, and shorter Spring Term.

3.4 School term dates are determined in accordance with legal requirements, identifying that there should be 190 pupil days and five non-pupil days allocated to staff development.

3.5 Schools have the autonomy to set the five allocated non-pupil days in accordance with the individual needs of the staff development for the school. However, schools are encouraged to consider using the non-pupil days where

school weeks are not full teaching weeks, for example 4 & 5 January and 22 July

3.6 It is recommended that we proceed with the dates as set out in Appendix 1.

4. Other Options

4.1 To ensure consistency with neighbouring authorities, incorporate public holidays and provide the statutory number of days, alternatives are very limited.

4.2 The Eastern Region, and Essex County Council have not yet determined their final dates, so aligning to their current proposals does not guarantee that dates would align.

5. Reasons for Recommendations

5.1 The proposed term dates for 2024/25 are set out in Appendix 1.

3.7 A consultation was held with all schools in the borough between 21 November to 9 December 2023. The majority of schools are in support with the proposed dates, recognising that the slight variation in the Dec/Jan break will have minimal disruption on the cross-border movement. Just over 4% of schools wished for the Dec/Jan dates to be like the Eastern Regions proposed dates and 100% of professional bodies supported the proposed dates. There is no requirement to consult with parents and carers.

5.1.1 The recommended term dates provide consistency with neighbouring authorities, whilst remaining compliant with legislation.

6. Corporate Implications

6.1 Contribution to the Southend 2050 Road Map
The proposed term dates will assist pupils within the Borough to access quality learning opportunities to achieve the best possible outcomes for all children (opportunity and prosperity).

In addition, it contributes to Active and Involved, enabling children to participate in community and family activities together, at set times during the calendar year.

6.2 Financial Implications
There are no direct financial implications for the Council. The administration of the term dates, and core revenue funding for the running of a School is funded through the Dedicated Schools Grant.

6.3 Legal Implications
The determination of term dates for community schools is a statutory requirement.

6.4 People Implications
Coordination with Essex is important for pupils and staff.

6.5 Property Implications

None

6.6 Consultation

A consultation with all schools in the borough and union representatives for schools and teaching staff was undertaken in the period 9 November to 7 December 2020.

6.7 Equalities and Diversity Implications

In line with the Equality Act 2010, the proposed term dates are clear that there is no discrimination on the grounds of disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; or sexual orientation, in that they are the same for all pupils in the borough

6.8 Risk Assessment

If the Council does not agree to the term dates as a guide for all schools, schools will very likely set a variety of dates, resulting in an uncoordinated and general unified process, and the Council's reputation will suffer.

6.9 Value for Money

No direct implications.

6.10 Community Safety Implications

None envisaged.

6.11 Environmental Impact

None envisaged

7. Background Papers

- The Education Act 2002 - section 32
- The Education Act 1996 – section 551(1)

The Education (School Day and School Year) (England) Regulations 1999

8. Appendices

Appendix 1 – Proposed Southend-on-sea Term dates 2024/25

Appendix 2 - Determined Southend-on-sea Term dates 2023/24

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Proposed Southend-on-Sea School Term and Holiday Dates for Community and Maintained Schools 2024/25

Autumn Term																											
September 2024							October 2024							November 2024							December 2024						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
						1		1	2	3	4	5	6					1	2	3							1
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
30																					30	31					
Spring Term																											
January 2025							February 2025							March 2025							April 2025						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
		1	2	3	4	5						1	2						1	2		1	2	3	4	5	6
6	7	8	9	10	11		3	4	12	5	7	8	9	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	23	24	25	26	27	17	18	19	20	21	22	23	17	18	19	20	21	22	23	21	22	23	24	25	26	27
28	29	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30	28	29	30				
														31													
Summer Term																											
May 2025							June 2025							July 2025							August 2025						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
			1	2	3	4							1		1	2	3	4	5	6					1	2	3
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31
							30																				

= Schooldays
 = School holidays
 = Bank holidays

In addition, schools allocate five non-pupil days out of the school days indicated, or the equivalent in disaggregated twilight sessions.

Autumn Term:	3 September 2024 – 20 December 2024 <i>Half Term 28 October – 1 November</i>	74 days
Spring Term:	6 January 2025 – 4 April 2025 <i>Half Term 17 February - 21 February</i>	60 days
Summer Term:	22 April 2025 – 23 July 2025 <i>Half Term 26 May –30 May</i>	61 days
		195 days

Please note: The above dates may vary for individual schools, especially Foundation, Voluntary Aided schools and Academies, who can set their own term dates. You are strongly advised to check with your child's school before making any holiday or other commitments.

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Southend-on-Sea School Term and Holiday Dates for Community and Maintained Schools 2023/24

Appendix 2

Autumn Term																											
September 2023							October 2023							November 2023							December 2023						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
				1	2	3						1			1	2	3	4	5					1	2	3	
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
							30	31																			

Spring Term																											
January 2024							February 2024							March 2024							April 2024						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
1	2	3	4	5	6	7				1	2	3	4					1	2	3	1	2	3	4	5	6	7
8	9	10	11	12	13	14	5	6	7	8	9	10	11	4	5	6	7	8	9	10	8	9	10	11	12	13	14
15	16	17	18	19	20	21	12	13	14	15	16	17	18	11	12	13	14	15	16	17	15	16	17	18	19	20	21
22	23	24	25	26	27	28	19	20	21	22	23	24	25	18	19	20	21	22	23	24	22	23	24	25	26	27	28
29	30	31					26	27	28	29				25	26	27	28	29	30	31	29	30					

Summer Term																											
May 2024							June 2024							July 2024							August 2024						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7				1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	

= Schooldays
 = School holidays
 = Bank holidays

In addition, schools allocate five non-pupil days out of the school days indicated, or the equivalent in disaggregated twilight sessions.

Autumn Term:	1 September 2023 – 20 December 2023 <i>Half Term 23 October – 27 October</i>	74 days
Spring Term:	4 January 2024 – 28 March 2024 <i>Half Term 19 February - 23 February</i>	56 days
Summer Term:	15 April 2024 – 22 July 2024 <i>Half Term 28 May – 31 May</i>	65 days
		195 days

Please note: The above dates may vary for individual schools, especially Foundation, Voluntary Aided schools and Academies, who can set their own term dates. You are strongly advised to check with your child's school before making

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Southend-on-Sea City Council

Report of Deputy Chief Executive and Executive Director
Finance & Resources

To

Cabinet

on

12 January 2023

Agenda

Item No.

21

Report prepared by: Richard Campbell
Council Tax Manager

Corporate Debt Management - Position to 30 November 2022

Policy and Resources Scrutiny Committee
Cabinet Member: Councillor Paul Collins

A Part 1 Public Agenda Item

1. Purpose of Report

1.1 The purpose of this report is to provide the following information to Cabinet:

- The current position of outstanding debt due to the Council as at 30 November 2022.
- To summarise the value of debts that have been written off in the current financial year as at 30 November 2022.
- To confirm that there is no approval requested to write off any individual irrecoverable debts that are over £25,000.

2. Recommendation

That Cabinet: -

- 2.1 Notes the current outstanding debt position on 30 November 2022 and the position of debts written off to 30 November 2022 (**Appendices A & B**).
- 2.2 Notes that there is no approval requested to write off any individual irrecoverable debts that exceed £25,000 in this report (**Appendix B**).

3. Background

- 3.1 It was agreed by Cabinet on 19th 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 the second report for the financial year 2022/23.

- 3.2 Southend-on-Sea City Council is made up of several 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).
- 3.3 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.
- 3.4 The process and legislative framework for the collection and write off of debt was detailed in the report to Cabinet on 17th September 2013. It is worth highlighting that the Council has a good track record and strong performance in the collection of outstanding debt. The collection targets are agreed annually as part of the Councils service and financial planning process.
- 3.5 Debts are only considered for write off where all other courses of recovery action available have been undertaken or explored and the debt is considered irrecoverable.

4. Councils Debt Types

4.1 Council Tax

£113.5m of Council Tax is due to be collected in 2022/23, with a collection target of 97.5%. On the 30 November 2022 the Council has collected £79.9m (70.4%), this reflects a 0.4% increase against the collection target profile. The Council continues to work towards the end of year collection profile and have confidence that the end of year collection target will be achieved this year.

Collection is also continuing for all 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.

	Council Tax Performance	
	On 31st March of relevant year	On 30 th November 2022
1st April 2018 - 31st March 2019	97.5%	99.2%
1st April 2019 - 31st March 2020	97.5%	99.0%
1st April 2020 - 31st March 2021	96.7%	98.8%
1st April 2021 - 31st March 2022	97.4%	98.3%

4.2 Non Domestic Rates (Business Rates)

£40.0m of Non-Domestic Rates is due to be collected in 2022/23, with a collection target of 98.0%. This is a slightly reduced target compared to collection performance achieved in the prior two years (target previously 98.3%). It is pleasing to report that the performance this year has been better than ever as we continue the recovery from the pandemic. On 30 November 2022 the Council has collected £30m (75.1%), this reflects an 8.6% increase in the collection target profile and represents the best collection position for the authority at this stage of the year. The Council will continue to work towards achieving the end of year collection profile and have every confidence of exceeding the end of year collection target that has been set.

Collection is also continuing for all 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	
	On 31st March of relevant year	On 30 th November 2022
1st April 2018 - 31st March 2019	98.6%	99.9%
1st April 2019 - 31st March 2020	98.3%	99.8%
1st April 2020 - 31st March 2021	90.6%	97.6%
1st April 2021 - 31st March 2022	97.3%	99.2%

4.3 Housing Benefit Overpayment

This includes any payment relating 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 circumstances, and they fail to notify the Council within the appropriate timeframe. The overpayment will be invoiced unless the individual is in receipt of Housing Benefit in which case their benefit entitlement is reduced appropriately to enable recovery of the overpayment. Most Housing Benefit overpayments are 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 the National Health Service

The total Adult Social Care debt on 30 November 2022 was £5.939m

It should be noted that of the total amount outstanding:

£2.260m is debt deferred and help against property

£897,621 is under 30 days old.

£42,223 of the recorded debt is subject to an agreed repayment plan.

4.6 **Parking**

The recovery of unpaid Penalty Charge Notices is undertaken by a semi-judicial process under the current Traffic Management Act 2004.

From 1 April 2022 to 30 November 2022 a total of 42,117 Penalty Charge Notices (PCNs) have been issued identifying a projected income of £1,263,505. 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. Historically, around 75% of paid PCN's are paid at the discounted payment level.

The value of cancelled notices for 2022/23 is £150,126 and cases written off where no vehicle owner has been identified currently totals £104,376.

Note: "In parking enforcement process, only PCNs that have been registered as an unpaid debt at the Traffic Enforcement Centre are classed as being at debt stage."

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 occasionally recovering overpaid salaries from staff that have left the authority.

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, which can vary depending on the prevailing circumstances

4.8 Housing

Under the management and supervision of South Essex Homes as with any other housing provider there will be arrears of outstanding debt for Rent and Service Charges from our housing tenants. The cost of any write-offs for this category of debt is specifically charged to the Housing Revenue Account and not to Council Taxpayers.

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 Council's Corporate Debt Recovery policy.

Debt Type: Accounts Receivable/Adult Services/ Housing and Council Tax Benefit

Designation	Amount
Team leader	Up to £5,000
Manager	Up to £10,000
Executive Director (Finance & Resources)	Between £10,000 and £25,000
Cabinet	£25,000 and above

Debt Type: NNDR (Non-Domestic Rates) and Council Tax

Designation	Amount
Senior Officer	Up to £2,000
Team Leader	Up to £5,000
Manager	Up to £10,000
Executive Director (Finance & Resources)	Between £10,000 and £25,000
Cabinet	£25,000 and above

Debt Type: Parking

Designation	Amount
Team Leader	Up to £5,000
Head of Parking	Up to £10,000
Jointly - Head of Parking and Executive Director (Finance & Resources)	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, in accordance with the following levels of approval for write-off.

Designation	Amount
Head of Service	Under £25,000
Cabinet	£25,000 and above

6. Council Debt Position (as of 30 November 2022)

- 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 2022/23.
- 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, the value tends to be reasonably consistent each year. Other service areas may see greater fluctuations as new debts are created at ore ad hoc times during the financial year.
- 6.3 The Council's debt position across all services on 30 November 2022 was £70.6million in comparison to the position on 30 November 2021 of £68.0million. This shows an increase of £2.6million, circa 3.7% for the same period in the last financial year.
- 6.4 Council Tax has an additional £2million of debt outstanding in comparison to the previous financial year, this however in the main is due to the increase in the tax base, which has resulted in a higher sum being due from residents in this financial year, compared to 2021/22. With the collection percentage in an advanced position in comparison to the previous financial year, there is currently no cause for concern from this area.
- 6.5 Business Rates have a decreased debt position of £1.8million in comparison to the same period in the previous financial year. Whilst collection is better than it has ever been for this stage in the year, changes in legislation and business support are also contributing factors. The retail discount for businesses has reduced to 50% in 2022/23 which has resulted in an additional £6.7million due to be collected in this year. Businesses in this category received 100% relief for three months followed by a 66% reduction for nine months in the previous financial year.

6.6 The debt summarised under Miscellaneous Income, also has a large variance in comparison to the last year position with an extra £1.3million due to be collected in 2022/23, compared to 2021/22. There is currently no cause for concern though, as a significant amount of this value is made up from recent invoices that have been generated. An extra £10million worth of Miscellaneous Income has been raised in the last 2 months, a significant amount of which has already been received. The remainder of this is due to be collected over the upcoming months and does not currently present a significant risk to successful collection.

7. 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 viable options.

8. Reasons for Recommendations

All reasonable steps to recover outstanding debt have been undertaken, and therefore where write off is recommended it is the only course of action that is left available to the Council.

If the Council wishes to pursue debts for bankruptcy proceedings, it will follow the agreed and published recovery policy that covers this.

9. Corporate Implications

9.1 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.

9.2 Financial Implications

Debts that are written off will have been provided for within the Council's bad debt provision and as such there should be no specific additional financial implications. However, it is possible that unforeseen and unplanned additional 'write offs' could 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.

Each relevant service areas are aware that they must bear the full cost of any debts that are written off within their budget, except for Business Rates, as the collection of this debt is not wholly retained by the Council. Only 49% of the debts that are written off in the Business Rate service directly impact the Council's budget.

9.3 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.

9.4 People Implications

The people implications have been considered and there are none relevant to this report.

9.5 Property Implications

The property implications have been considered and there are none relevant to this report.

9.6 Consultation

Consultation is not required for write off of debt.

9.7 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.

9.8 Risk Assessment

There is a financial implication to the bad debt provision if write offs are not dealt with within the current financial year.

9.9 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.

9.10 Community Safety Implications

There are no Community Safety Implications.

9.11 Environmental Impact

There is no environmental impact.

9.12 Background Papers

Full details of recovery action against each recommended write-off are held within the services computer systems.

10. Appendices

Appendix A Summary of outstanding debt

Appendix B Summary of Write offs

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Summary of Outstanding Debt**Outstanding Debt pre 1st April 2022 (Arrears)**

Debt pre 1/4/2022	Council Tax (a) £'000	Business Rates (a) £'000	Housing Benefit Overpayments (b) £'000	Adult Services £'000	Miscellaneous Income £'000	HRA (Care Line/Service Charges) £'000	Parking (c) £'000	Libraries £'000	HRA Current Tenants (d) £'000	HRA Former Tenants (d) £'000
Net Collectable Debt	9,727	2,427	4,426	5,580	5,967	366	910	n/a	n/a	425
Amount Paid @ 30.11.2022	2,017	1,134	1,852	1,557	3,644	143	73	8	n/a	93
Number of Accounts	16,525	452	961	2555	1530	114	n/a	n/a	n/a	374
Total Outstanding	7,710	1,293	2,574	4,023	2,323	223	837	n/a	n/a	333

Current Year Debt (Debt raised in respect of 2022/23)

Debt post 1/4/2022	Council Tax (a) £'000	Business Rates (a) £'000	Housing Benefit Overpayments (b) £'000	Adult Services £'000	Miscellaneous Income £'000	HRA (Care Line/Service Charges) £'000	Parking (c) £'000	Libraries £'000	HRA Current Tenants (d) £'000	HRA Former Tenants (d) £'000
Net Collectable Debt at 30.11.2022	113,582	40,072	568	8,218	29,552	909	363	0	23,565	107
Amount Paid at 30.11.2022	79,961	30,092	961	6,302	25,827	605	37	5	23,276	24
Number of Accounts	74,480	2,090	497	1,948	1,001	660	n/a	0	1711	145
Total Outstanding	33,621	9,980	469	1,916	3,725	304	326	0	893	82

Total Debt	Council Tax (a)	Business Rates (a)	Housing Benefit Overpayments (b)	Adult Services	Miscellaneous Income	HRA (Care Line/Service Charges)	Parking (c)	Libraries	HRA Current Tenants (d)	HRA Former Tenants (d)
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Total Net Collectable Debt at 30.11.2022	123,309	42,499	4,994	13,798	35,519	1,275	1,273	0	23,565	532
Total Amount Paid at 30.11.2022	81,978	31,226	2,813	7,859	29,471	748	110	13	23,276	117
Total Number of Accounts	91,005	2,542	1,458	4,503	2,531	774	n/a	0	1,711	519
Total Debt Outstanding	41,331	11,273	3,043	5,939	6,048	527	1,163	0	893	415

650

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) 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 2022/23 under delegation
Period 1 April 2022 – 30 November 2022 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	234,250.46	117,281.20	42,060	19,944	35,818	0	585,559.14	906.41	£40,003.83
£5k - £25k	0.00	99,629.64	23,072	5,960	47,583	0	0.00	0.00	0
Over £25k	0.00	309,800.20	0	0	0	0	0.00	0.00	0
Total	234,250.46	526,711.04	65,132	25,954	83,401	0	585,559.14	906.41	£40,003.83

NO Write off's greater than £25,000 are requested for approval for this period.

Amount to write off	Service Area
NIL	

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SOUTHEND-ON-SEA CITY COUNCIL

Meeting of Economic Recovery, Regeneration & Housing Working Party

Date: Wednesday, 2nd November, 2022
Place: Remote Meeting via Microsoft Teams

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- Present:** Councillor I Gilbert (Chair)
Councillors M Davidson, C Mulroney, M Sadza and M Terry
- In Attendance:** R Awan (Southend Citizens Advice), E Lindsell, C Oksuz, A Richards and S Tautz
- Start/End Time:** 6.30 pm - 7.30 pm

4 Apologies for Absence

Apologies for absence were received from Councillor M Berry (no substitute) and Councillor T Cox (no substitute).

5 Declarations of Interest

No declarations of interest were made by members of the Working Party.

6 Minutes of the meeting held on 5 September 2022

Resolved:

That the minutes of the meeting of the Working Party held on 5 September 2022 be received and confirmed as a correct record.

7 Cost of Living Workstream Activities

The Working Party reviewed a schedule of current actions and activities that were being developed or delivered by the Council and its partner organisations, in response to the national cost of living emergency. It was reported that each of the activities, and the actions previously identified by the Working Party, had been mapped to appropriate cost of living workstreams for delivery by the Council and relevant partners.

Members were advised that the publication of a cost of living information booklet was currently being finalised for distribution at key venues across Southend and by councillors and partner organisations, that would provide information for local residents around food provision, housing and fuel issues, digital exclusion, benefit, budgeting support and warm places. The Working Party noted that relevant information was also now available on the Council's website and was updated regularly, to complement the information also available on the 'One Southend' website managed by Southend Association of Voluntary Services.

The Working Party received a comprehensive report from Rizwana Awan, the Chief Officer of Southend Citizens Advice, on the support that was currently available from Citizens Advice to support local residents to address the impacts of

the emergency, including the provision of advice in respect of the availability of cost of living payments, the ability to claim benefits or increase current benefit payments, help with meeting energy bills and other essential costs, personal budget management and mental health support. Ms Awan advised the Working Party that Southend Citizens Advice was currently operating at near capacity across all areas of its service provision and that options for the future provision of an out of hours service were currently being considered as part of the response to the cost of living emergency.

Resolved:

That, following the declaration of a cost-of-living emergency in Southend-on-Sea, the following recommendations be made to the Cabinet:

- (a) That progress against the current range of actions and activities being developed or delivered by the Council and its partners in response to the cost of living emergency, be noted.
- (b) That a directory of local organisations currently operating donation and/or collection schemes for clothing, goods and products etc., be developed to support vulnerable residents to help mitigate some of the personal impacts of the cost of living emergency.
- (c) That consideration be given to the publication of appropriate information on the Council's website around 'eating on a budget', to support local residents with initiatives such as smart shopping, batch cooking and generating less food waste, to help address the healthy eating impacts of the cost of living emergency.

Chair: _____

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SOUTHEND-ON-SEA CITY COUNCIL

Meeting of Corporate Matters & Performance Delivery Working Party

Date: Wednesday, 7th December, 2022
Place: Remote Meeting via Microsoft Teams

23

Present: Councillor S George (Chair)
Councillors P Collins, J Courtenay and M Sadza

In Attendance: Councillors A Line, K Mitchell and C Mulroney
S Brown, L Dolphin, S Meah-Sims and S Tautz

Start/End Time: 7.00 pm - 7.30 pm

1 Apologies for Absence

Apologies for absence were received from Councillor T Cox (no substitute), Councillor M O'Connor (no substitute) and Councillor M Terry (no substitute).

2 Notice of Motion - Protected Characteristics for Care Experienced People

The Working Party considered a report of the Executive Director (Strategy, Change and Governance) in response to a Notice of Motion referred by the Council at its meeting on 20 October 2022, concerning the proposed treatment of care experience as a protected characteristic, to help the Council eliminate discrimination, harassment and victimisation amongst care experienced people.

Members were advised of a range of current activities across the authority that had already been introduced in response to the recognition of the Council that care experienced people were an oppressed group who faced discrimination, and where the Council collaborated and co-produced decision-making and policy development in consideration of the voices of care experienced people.

Resolved:

- (1) That the Notice of Motion seeking the treatment of care experience as a protected characteristic by the Council, be noted.
- (2) That it be recommended to the Cabinet:
 - (a) That it be noted that the points set out in the motion are either already addressed within current working practice or that action be taken to implement additional activity.
 - (b) That it be noted that the following matters already reflect activity addressed within current working practices:
 - Recognition that care experienced people are an oppressed group who face discrimination.

- That the Council has a duty to put the needs of care experienced people at the heart of decision-making through co-production and collaboration.
- That the Council proactively seeks out and listens to the voices of care experienced people when developing new policies based on their views.

(3) That the Cabinet be recommended that the following matters be further considered for implementation:

- (a) That future decisions, services and policies made and adopted by the Council be assessed through Equality Impact Assessments to determine the impact of changes on people with care experience, alongside those who formally share a protected characteristic.
- (b) That in the delivery of the Public Sector Equality Duty, the Council include care experience in the publication and review of Equality Objectives and the annual publication of information relating to people who share a protected characteristic in services and employment.
- (c) That the Council treat care experience as if it were a protected characteristic.
- (d) That the Council formally call upon all other bodies to treat care experience as a protected characteristic until such time as this may be introduced by legislation.
- (e) That the Corporate Parenting Group monitor and review the success of the Council's arrangements to help eliminate discrimination, harassment and victimisation of care experienced people.

(4) That a further report on the progress of the implementation of these arrangements to help eliminate discrimination, harassment and victimisation of care experienced people, be made to a future meeting of the Working Party.

3 Notice of Motion - Webcasting of Public Meetings

The Working Party considered a report of the Executive Director (Strategy, Change and Governance) in response to a Notice of Motion referred by the Council at its meeting on 20 October 2022, concerning the webcasting of public meetings held at the Civic Centre.

Councillors were advised that the Jubilee Room (Committee Room 1) at the Civic Centre had already been set up to enable the webcasting of public meetings including the scrutiny committees and the Development Control Committee, and that this work had been fully completed since the receipt of the Notice of Motion and before any public meetings previously held in the Council Chamber as a result of the COVID-19 pandemic, had been relocated to the Jubilee Room.

The Working Party noted that the first public meetings to be held in the Jubilee Room using the newly installed webcasting equipment, had been the scrutiny and Development Control Committee cycle of meetings in November 2022.

Resolved:

(1) That the Notice of Motion in relation to the webcasting of public meetings held at the Civic Centre, be noted.

(2) That the Cabinet be recommended to note that the Jubilee Room had already been set up to enable the webcasting of public meetings since the receipt of the Notice of Motion and before any public meetings previously held in the Council Chamber had been relocated to the Jubilee Room.

(3) That the Cabinet be recommended that no further action is therefore required in response to the Notice of Motion.

Chair: _____

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