

# CABINET AGENDA

**Monday, 10<sup>th</sup> July 2023 at 7.15pm**

**Council Chamber, Braintree District Council, Causeway House,  
Bocking End, Braintree, CM7 9HB**

**THIS MEETING IS OPEN TO THE PUBLIC**

Members of the public will be able to view and listen to this meeting via YouTube.  
To access the meeting please use the link below:

<http://www.braintree.gov.uk/youtube>

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**Members of the Cabinet are requested to attend this meeting to transact the business set out in the Agenda.**

## **Overall Strategy**

Leader of the Council

Councillor G Butland

Deputy Cabinet Member to the Leader

Councillor B Taylor

Deputy Cabinet Member to the Leader

Councillor R van Dulken

## **Transformation, Performance and Delivery**

Resources and Performance

Councillor K Bowers

Transformation, the Environment and  
Customer Services

Councillor T Cunningham (Deputy Leader)

Deputy Cabinet Member

Councillor P Schwier

## **Connecting People, Places and Prosperity**

Economic Growth and Inward Investment

Councillor F Ricci

Planning and Infrastructure

Councillor G Spray

Deputy Cabinet Member

Councillor J Coleridge

## **Supporting Communities**

Housing, Health and Wellbeing

Councillor L Bowers-Flint

Stronger Communities

Councillor M Cunningham

Deputy Cabinet Member

Councillor C Dervish

Invitees: Councillors J Beavis, L Jefferis and J Pell are invited to attend as Group Leaders  
Councillor D Garrod, former Chairman of the Community Development Scrutiny  
Committee, in respect of Agenda Item 16, 'Cabinet Response to the Scrutiny  
review into Markets and Associated Events'

Members unable to attend the meeting are requested to forward their apologies for absence to the Governance and Members Team on 01376 552525 or email [governance@braintree.gov.uk](mailto:governance@braintree.gov.uk) by 3pm on the day of the meeting.

## **INFORMATION FOR MEMBERS – DECLARATIONS OF MEMBERS' INTERESTS**

### **Declaration of Disclosable Pecuniary Interests (DPI), Other Pecuniary Interests (OPI), or Non-Pecuniary Interests (NPI).**

Any Member with a DPI, OPI or NPI must declare the nature of their interest in accordance with the Code of Conduct. Members must not participate in any discussion of the matter in which they have declared a DPI or OPI or participate in any vote, or further vote, taken on the matter at the meeting. In addition, the Member must withdraw from the Chamber where the meeting considering the business is being held unless the Member has received a dispensation from the Monitoring Officer.

### **Public Question Time - Registration and Speaking**

The Agenda allows for a period of up to 30 minutes for Public Question Time. Members of the public may ask questions or make a statement to the Cabinet on matters listed on the Agenda for this meeting.

All questions or statements should be concise and should be able to be heard within the 3 minutes allotted to each speaker.

Anyone wishing to ask a question or make a statement is requested to register their interest by completing the Public Question Time registration [online form](#) by **midday on the second working day** before the day of the meeting.

For example, if the meeting is on a Tuesday, the registration deadline is midday on Friday, (where there is a Bank Holiday Monday you will need to register by midday on the previous Thursday). The Council reserves the right to decline any requests to register to speak if they are received after this time.

When registering for Public Question Time please indicate whether you wish to attend the meeting 'in person', or to participate remotely. People who choose to join the meeting remotely will be provided with the relevant link and joining instructions for the meeting.

Please note that completion of the on-line form does not guarantee you a place to speak during Public Question Time. You will receive email notification from the Governance Service confirming whether your request is successful.

The Leader has discretion to extend the time allocated to registered speakers and to amend the order in which they may speak.

In the event that a registered speaker is unable to connect to the meeting, or if there are any technical issues, their question/statement may be read by a Council Officer.

Further information on Public Question Time is available on the [Council's website](#).

### **Health and Safety**

Anyone attending a meeting of the Council is asked to make themselves aware of the nearest available fire exit. In the event of an alarm sounding, you must evacuate the building immediately and follow all instructions provided by staff. You will be directed to the nearest designated assembly point where you should stay until it is safe to return to the building.

**Documents**

Agendas, Reports and Minutes may be accessed via [www.braintree.gov.uk](http://www.braintree.gov.uk)

**Data Processing**

For further information on how the Council processes data, please see the Council's Privacy Policy.

[https://www.braintree.gov.uk/info/200136/access\\_to\\_information/376/privacy\\_policy](https://www.braintree.gov.uk/info/200136/access_to_information/376/privacy_policy)

**Mobile Phones**

Please ensure that your mobile phone is switched to silent during the meeting in order to prevent disturbances.

**Webcast and Audio Recording**

Please note that this meeting will be webcast and audio recorded. You may view webcasts for up to 6 months after the meeting using this link: <http://braintree.public-tv/core/portal/home> The meeting will also be broadcast via the Council's YouTube Channel.

**Comments and Suggestions**

We welcome comments to make our services as efficient and effective as possible. If you have any suggestions regarding the meeting you have attended you may send these to [governance@braintree.gov.uk](mailto:governance@braintree.gov.uk)

**1 Apologies for Absence****2 Declarations of Interest**

To declare the existence and nature of any Disclosable Pecuniary Interest, other Pecuniary Interest or Non-Pecuniary Interest relating to items on the agenda having regard to the Code of Conduct for Members and having taken appropriate advice where necessary before the meeting.

**3 Minutes of the Previous Meeting**

To approve as a correct record the minutes of the meeting of the Cabinet held on 13<sup>th</sup> March 2023 (copy previously circulated).

**4 Public Question Time**

Only Registered Speakers will be invited by the Chairman to speak during public question time.

Please see the Agenda notes for guidance.

**5 To agree supplemental matters relating to the grant of an Easement at Springwood Drive, Braintree 6 - 13**

Report to be presented by Councillor Kevin Bowers  
Corporate Priority: Transformation, Performance and Delivery

Note: This report has a confidential appendix which contains exempt information falling with paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972. Any discussion on the contents of the confidential appendix will require Cabinet to move into private session and exclude the press and the public from that part of the meetings.

**6 To agree the leases at 3,16,16a (land north of 16) and 18 Freebournes Road, Witham 14 - 20**

Report to be presented by Councillor Kevin Bowers  
Corporate Priority: Transformation, Performance and Delivery

Note: This report has a confidential appendix which contains exempt information falling with paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972. Any discussion on the contents of the confidential appendix will require Cabinet to move into private session and exclude the press and the public from that part of the meetings.

**7 Options for the Future of the Garden Waste Collection Service 21 - 33**

Report to be presented by Councillor Tom Cunningham  
Corporate Priority: Transformation, Performance and Delivery

**8 To agree the process for allocating Rural England Prosperity Funding 34 - 39**

Report to be presented by Councillor Frankie Ricci  
Corporate Priority: Connecting People, Places and Prosperity

**9 Potential Open Space Improvements Report 2023 40 - 117**

Report to be presented by Councillor Gabrielle Spray  
Corporate Priority: Connecting People, Places and Prosperity

- |           |   |                  |
|-----------|---|------------------|
| <b>10</b> | <b>Homes for Ukraine Support Fund</b><br>Report to be presented by Councillor Lynette Bowers-Flint<br>Corporate Priority: Supporting Communities  | <b>118 - 122</b> |
| <b>11</b> | <b>Appointments to Outside Bodies</b><br>Report to be presented by Councillor Graham Butland<br>Corporate Priority: Overall Strategy  | <b>123 - 131</b> |
| <b>12</b> | <b>Joint Neighbourhood Area Application Finchingfield and Wethersfield</b><br>Report to be presented by Councillor Gabrielle Spray<br>Corporate Priority: Connecting People, Places and Prosperity                  | <b>132 - 142</b> |
| <b>13</b> | <b>Cost of Living Update</b><br>Report to be presented by Councillor Graham Butland<br>Corporate Priority: Overall Strategy   | <b>143 - 164</b> |
| <b>14</b> | <b>Fourth Quarter and Annual Performance Management Report 2022-23</b><br>Report to be presented by Councillor Kevin Bowers<br>Corporate Priority: Transformation, Performance and Delivery                         | <b>165 - 197</b> |
| <b>15</b> | <b>Cabinet's response to the Scrutiny Review into Litter Management Across the District</b><br>Report to be presented by Councillor Tom Cunningham<br>Corporate Priority: Transformation, Performance and Delivery  | <b>198 - 203</b> |
| <b>16</b> | <b>Cabinet Response to the Scrutiny review into Markets and Associated Events</b><br>Report to be presented by Councillor Frankie Ricci<br>Corporate Priority: Connecting People, Places and Prosperity             | <b>204 - 209</b> |
| <b>17</b> | <b>Exclusion of the Public and Press</b><br>To agree the exclusion of the public and press for the consideration of any Items for the reasons set out in Part 1 of Schedule 12(A) of the Local Government Act 1972. |                  |
| <b>18</b> | <b>URGENT BUSINESS AUTHORISED BY THE CHAIRMAN</b>   |                  |

### **PRIVATE SESSION**

There are no private reports for this meeting of Cabinet. However, Cabinet may resolve to move into private session to discuss the contents of the confidential appendices to the public reports listed below:

5 - To agree supplemental matters relating to the grant of an Easement at Springwood Drive, Braintree

6 - To agree the leases at 3,16,16a (land north of 16) and 18 Freebournes Road, Witham

<b>Report Title:</b> To agree supplemental matters relating to the grant of an Easement at Springwood Drive, Braintree	
<b>Report to:</b> Cabinet	
<b>Date:</b> 10 <sup>th</sup> July 2023	<b>For:</b> Decision
<b>Key Decision:</b> Yes	<b>Decision Planner Ref No:</b> DP/2023/23
<b>Report Presented by:</b> Councillor Kevin Bowers, Cabinet Member for Resources and Performance	
<b>Enquiries to:</b> Paul Quin, Interim Head of Asset Management <a href="mailto:paul.quin@braintree.gov.uk">paul.quin@braintree.gov.uk</a>	

### **Confidential Appendix**

This report has a confidential appendix which is not for publication as it includes exempt information falling within paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended.

## **1. Purpose of the Report**

- 1.1 This report seeks approval to supplemental issues as outlined herein relative to the decision of Cabinet on 6<sup>th</sup> December 2022 to grant an easement over Braintree District Council's (the Council) land at Springwood Drive, Braintree, Essex, as identified in Appendix 1.

## **2. Recommendations**

- 2.1 To clarify and approve that the developer will have the ability to trigger the easement until 1<sup>st</sup> November 2027 and if the developer wishes to extend that period for a further five years, they will be required to make a payment to the Council. The amount of the payment ("The payment") is set out in the confidential appendix to this report.
- 2.2 To agree that the easement will not automatically be entered into on receipt of planning consent but that the developer has sole discretion whether to trigger the easement.
- 2.3 To agree that the developer shall be responsible for the ongoing upkeep and repair of the accessway, subject to the Council paying a fair and reasonable contribution.
- 2.4 Contrary to the scheme presented to Cabinet on 6<sup>th</sup> December 2022, there will now not be a transfer of land to the Council, as the re-configuration and additional spaces will be contained wholly on Council owned land, as

demonstrated on plan at Appendix 2. The previously proposed layout plan is referenced at Appendix 3.

### **3. Summary of Issues**

3.1 Cabinet approved the grant of an easement over Springwood Drive car park in favour of Charterhouse Property Group (the developer) on 6<sup>th</sup> December 2022.

3.2 On the basis of the Cabinet approval, both party's solicitors have engaged in the due process of documenting the agreement. During this process, some practical changes have come to light, as the developer's plans further evolve. This has resulted in the need to accommodate a number of changes to the terms originally agreed as follows:

- a) The developer requires the agreement for easement to mirror the term of its option agreement which can be extended up to 1<sup>st</sup> November 2032. The Council will not burden/restrict its land for 10 years without compensation. It is proposed that the Council will agree to an initial agreed period up until 1<sup>st</sup> November 2027. If the developer wishes to extend that period, then it shall be required to make "the payment" to the Council by way of consideration. Such payment is detailed in the confidential appendix to this report.
- b) The developer cannot trigger the deed of easement until they have control of the main development site, which they currently hold an option over. Hence, it is necessary for them to choreograph the timings to coincide. Since the Council has no direct contractual relationship with the current owner of the development land for which this easement is intended to serve, it is necessary to allow the developer sole discretion over whether to trigger this deed.
- c) Rather than the Council assuming responsibility for the ongoing upkeep and repair of the accessway, it has been agreed that it makes better sense for the developer, or their successors in title to do so. They will maintain the resultant estate roads of the new development and therefore greater economies are considered to be obtainable by them recharging a fair and reasonable proportion to the Council for the section which passes through the Springwood Drive car park.
- d) The developer's original proposals showed part of one of the new parking spaces extending outside the Council's ownership, onto the developer's proposed development site. This would have necessitated a formal transfer of that small sliver of land to the Council, requiring additional time and expense in drafting the appropriate legal documentation. For this reason, it has been agreed that the configuration of the parking layout will be slightly amended (shown in Appendix 1) to ensure that all parking areas remain within existing Council land, whilst still meeting the necessary Essex County Council specification on parking standards.

e) The developer will re-line the entire car park for completeness and cover the 'material' building and engineering operations associated.

3.3 The recommendations set out in this report will help the Council to deliver the following Corporate Objectives:

- > A sustainable environment and a great location to live and work;
- > A well connected and growing district with greater employment opportunities; and
- > A stronger capital/asset base will be created with which to provide a secure footing to preserve the Council's low Council Tax initiatives.

## 4. Options

### Do Nothing

4.1 If the Council were to do nothing:

- i) The developer could not be sure of having adequate time to conclude its planning and funding arrangements and therefore the entire project could fail.
- ii) The developer would potentially be unable to choreograph the acquisition of the development land under the terms of their option with the landowner, to fit in with their obligations to trigger the deed of easement with the Council. This could put the developer in the position of unacceptable risk of completing one without the other.
- iii) If the original agreement on ongoing upkeep and repair of the accessway remains unchanged, the Council will assume responsibility for potentially extensive expenditure, the vast majority of which would then have to be recovered from the developer or their successors in title.
- iv) If the new plan is not agreed, it will necessitate a formal transfer of a small sliver of land that will involve additional legal resource on both sides, with no additional benefit.

For these reasons, doing nothing is not the recommended option.

### Accept some, but not all of the changes

4.2 All four changes have been carefully considered and are regarded as necessary in order to bring about a satisfactory and deliverable outcome for both sides. Accepting some, but not all is not a recommended option.

### Accept the proposed changes as summarised in section 3.2 above.

4.3 All four changes are regarded as necessary to bring about the optimum solution to enable a deliverable outcome within the most reasonable period of time. The Council's interests are protected in the event of time lag, by the introduction of "the payment", in the event of an extension beyond 1<sup>st</sup> November 2027.



## **5. Financial Implications**

- 5.1 Financial implications remain as reported to Cabinet on 6<sup>th</sup> December 2022, with the exception that “the payment” will become due to the Council in the event of an extension beyond 1<sup>st</sup> November 2027.
- 5.2 With regard to the ongoing upkeep and repair of the accessway, it was reported to Cabinet on 6<sup>th</sup> December 2022 that whilst precise costs are not possible to forecast at this time, the standard of road to be laid should be suitable for minimum 10 years’ wear and in anticipation of future maintenance thereafter, costs to the Council will represent a small percentage in comparison to the traffic serving the new industrial park extending to an estimated 16 acres. Accordingly, it is not anticipated that a capital budget will be necessary to meet such expenses.
- 5.3 It is anticipated that a revenue budget will be required in respect of items such as contribution to street lighting. For this section of road, whilst again it is not possible to specifically predict costs, at current levels, a sum of less than £5,000 p.a. would be expected.

## **6. Legal Implications**

- 6.1 No further legal implications arise as a result of the recommended changes.

## **7. Other Implications**

- 7.1 There are no other implications arising from the recommendation in this report.

## **8. Equality and Diversity Implications**

- 8.1 Section 149 of the Equality Act 2010 creates the public sector equality duty which requires that when the Council makes decisions it must have regard to the need to:
- (a) Eliminate unlawful discrimination, harassment and victimisation and other behaviour prohibited by the Act
  - (b) Advance equality of opportunity between people who share a protected characteristic and those who do not
  - (c) Foster good relations between people who share a protected characteristic and those who do not including tackling prejudice and promoting understanding.
- 8.2 The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation. The Act states that ‘marriage and civil partnership’ is not a relevant protected characteristic for (b) or (c) although it is relevant for (a).
- 8.3 There are no equality and diversity implications applicable to this decision.

**9. List of Appendices**

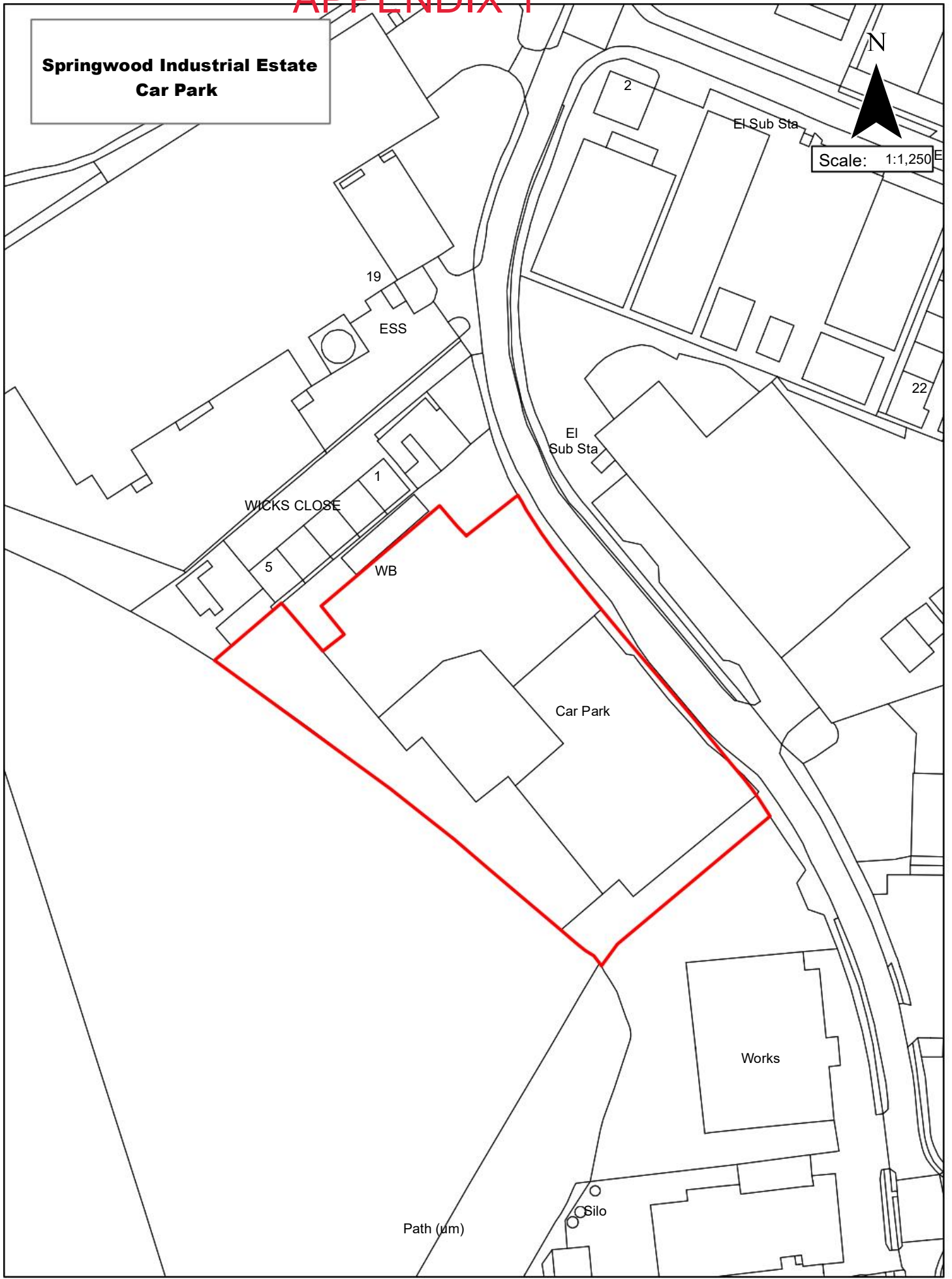
9.1 Confidential Appendix.

9.2 Appendices 1, 2 and 3

**10. Background Papers**

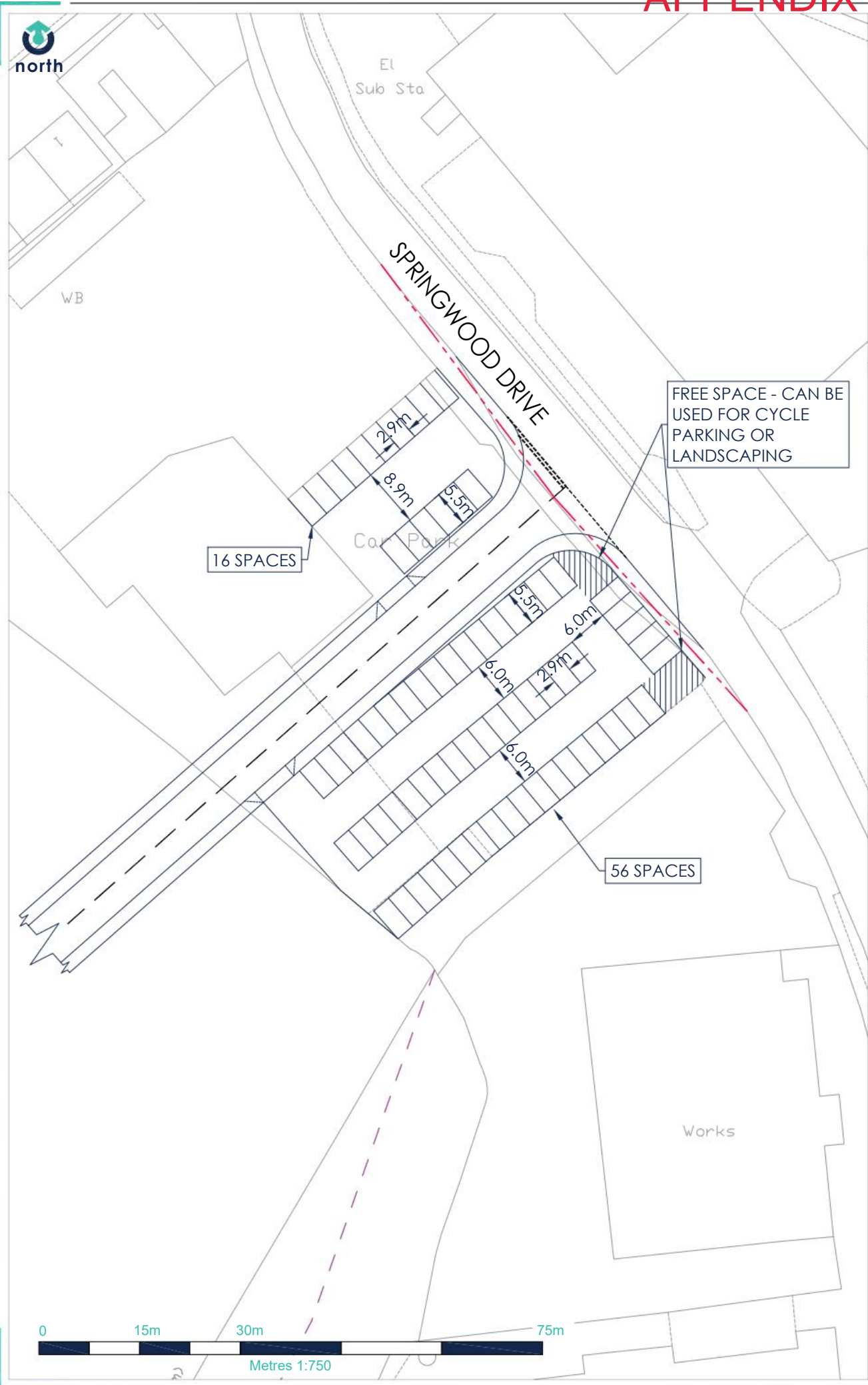
10.1 [Report and Minutes of Cabinet on 6<sup>th</sup> December 2022.](#)

# APPENDIX 1



0 0.01 0.02 0.04 Miles

# APPENDIX 2



--- PROW 68\_60

Large Car (2006)

Overall Length	5.079m
Overall Width	1.872m
Overall Body Height	1.525m
Min Body Ground Clearance	0.310m
Max Track Width	1.831m
Lock to lock time	4.00s
Kerb to Kerb Turning Radius	5.900m

02		AF	24/05/23
01		AF	28/10/21
-	FIRST ISSUE	AF	05/10/21
REV:	DESCRIPTION:	BY:	DATE:

STATUS: FOR INFORMATION

CLIENT:

SITE: SPRINGWOOD DRIVE, BRAINTREE, ESSEX

TITLE: COMMUNAL ESTATE CAR PARK



SCALE AT A3:	DATE:	DRAWN:	CHECKED:
1:750	05/10/21	AF	SC
PROJECT NO:	DRAWING NO:	REVISION:	
21-235	20-103	01	



# APPENDIX 3



<b>Report Title:</b> To agree the leases at 3,16,16a (land north of 16) and 18 Freebournes Road, Witham	
<b>Report to:</b> Cabinet	
<b>Date:</b> 10 <sup>th</sup> July 2023	<b>For:</b> Decision
<b>Key Decision:</b> Yes	<b>Decision Planner Ref No:</b> DP/2023/22
<b>Report Presented by:</b> Councillor Kevin Bowers, Cabinet Member for Resources and Performance	
<b>Enquiries to:</b> Paul Quin, Interim Head of Asset Management <a href="mailto:paul.quin@braintree.gov.uk">paul.quin@braintree.gov.uk</a>	

### **Confidential Appendix**

This report has a confidential appendix which is not for publication as it includes exempt information falling within paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended.

## **1. Purpose of the Report**

- 1.1 This report seeks approval of the lessee's, Stockplace Limited, application to Braintree District Council (the Council) to surrender the unexpired terms of their ground lease in exchange for new 125-year leases in respect of industrial premises at Freebournes Road, Witham.
- 1.2 To approve the agreed Heads of Terms for a lease surrender and re-grant, as set out in Confidential Appendix 1.

## **2. Recommendations**

- 2.1 To approve the agreed Heads of Terms in Appendix 1, for a surrender of the unexpired terms of the existing leases and regrant of new 125-year ground leases in respect of industrial premises at 3,16 & 18 Freebournes Road, Witham.

## **3. Summary of Issues**

- 3.1 The Council currently have in place four separate leases relating to 3, 16 and 18 Freebournes Road, Witham, Essex. These properties are owned by the Council and the lease is with Stockplace Limited. The existing lease terms are as follows:

### **a. 3 Freebournes Road**

Lease dated 18<sup>th</sup> December 1973 for a term of 125 years commencing on 1<sup>st</sup> September 1972 at a current rent of £50,000 per annum. The site area is 2.28

acres. Rent reviews every 21 years throughout the term. Site plan at Appendix A.

b. **16 Freebournes Road**

Lease dated 1<sup>st</sup> July 1970 for a term of 99 years commencing on 1<sup>st</sup> June 1970 at a current rent of £42,000 per annum. The site area is 2 acres. Rent reviews every 33 years throughout the term. Refer to site plan at Appendix B.

**Land north of 16 Freebournes Road**

Lease dated 10<sup>th</sup> January 1971 for a term of 99 years commencing 1<sup>st</sup> June 1970 at a current rent of £2,750 per annum. The site area is 0.185 acre. Rent reviews every 33 years throughout the term. Refer to site plan at Appendix B.

c. **18 Freebournes Road**

Lease dated 19<sup>th</sup> October 1971 for a term of 99 years commencing 1<sup>st</sup> October 1971 at a current rent of £35,500 per annum. The site area is 1.5 acres. Rent reviews every 33 years throughout the term. Refer to site plan at Appendix B.

- 3.2 The original landlord in each case was the Council's predecessor, The Urban District Council of Witham. Each of the leases has been assigned subsequent to the original tenant parties entering into them. Most recently, the Council granted a Licence to Assign on 15 June 2022 from Newell Properties Limited to Stockplace Investments Limited (Stockplace).
- 3.3 Stockplace are embarking on a substantial refurbishment and upgrade of the industrial accommodation on the subject sites, involving significant capital investment as outlined within the Confidential Appendix. Landlord's consent has been granted under a separate Licence to Alter.
- 3.4 With the existing leases, Stockplace are faced with a diminishing asset, commanding between 46 and 74 years unexpired, as outlined at 3.1. Particularly in the case of the shorter unexpired terms, funding becomes very difficult as lenders take into account the exponentially diminishing value in the lease. Even in the case of 74 years, the capital expenditure involved is jeopardised by the prospect of running into the same problem in the coming years.
- 3.5 Stockplace have therefore approached the Council with a request to trade in their existing leases in favour of new 125-year term.
- 3.6 Upon receipt of this request, the Council instructed an independent valuation report from Whybrow Chartered Surveyors in respect of each lease. These are each included in the Confidential Appendix.
- 3.7 Following extensive negotiations with the leaseholder, terms have been agreed with Stockplace for essentially:

- a) 3 new 125-year leases simultaneous with the surrender of the 4 existing leases. The new leases will feature an amalgamation of parts of 16 and 16a Freebournes Road into the new 18 Freebournes Road lease.

Referring to Confidential Appendix, the new unit 18 lease covers the whole of EX372980 (green), and parts of EX508174, being the whole of the lease dated 10.01.72 (orange) and part of the lease dated 01.07.70 (blue) – see Appendix B)

- b) Each lease to incorporate a 5 yearly upward only rent review provision.
- c) Increased overall ground rent.

- 3.8 Whybrow have provided advice within Confidential Appendix recommending that the Council accepts the terms as summarised in the Heads of Terms at Confidential Appendix 1.

#### **4. Options**

##### **4.1 Option 1:**

###### **Approve Heads of Terms**

The advice letter from Whybrow explains the rationale behind the balance between ground rent and capital premium. The resultant capital value of the new ground rents will add substantially to the value of the Council's portfolio, whilst the re-gearred ground leases will enable the lessee to invest in the premises for the longer term.

###### **This is the Recommended Option.**

##### **4.2 Option 2:**

###### **Do nothing**

To do nothing would be to decline the request to surrender the current ground leases and grant new longer term ground leases. This would be inconsistent with the Council's Asset Management Plan which states that opportunities to extend industrial ground leases shall be explored and also with the Council's Employment and Business Promotion policies.

#### **5. Financial Implications**

- 5.1 Approval to the recommended option will increase the ground rent income which will also be subject to regular upward only rent reviews during the term of the new ground lease, as set out in the Heads of Terms reported in the Confidential Appendix 1.
- 5.2 All professional fees relative to Whybrow's services have been met by Stockplace, as well as a contribution of £1,800 towards the Council's in house legal costs.



## **6. Legal Implications**

- 6.1 This transaction meets the 'best consideration' requirements of Section 123, Local Government Act 1972. There are no further legal issues arising from this decision. All Leases will be entered into if the recommendations contained within this report are approved.

## **7. Other Implications**

- 7.1 The lessee of the site, Stockplace, will benefit from the additional security of tenure of an extended lease term, enabling them to invest for the future.
- 7.2 There are no environmental, climate change, safeguarding or community engagement issues arising from this decision.

## **8. Equality and Diversity Implications**

- 8.1 Section 149 of the Equality Act 2010 creates the public sector equality duty which requires that when the Council makes decisions it must have regard to the need to:
- (a) Eliminate unlawful discrimination, harassment and victimisation and other behaviour prohibited by the Act.
  - (b) Advance equality of opportunity between people who share a protected characteristic and those who do not.
  - (c) Foster good relations between people who share a protected characteristic and those who do not including tackling prejudice and promoting understanding.
- 8.2 The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation. The Act states that 'marriage and civil partnership' is not a relevant protected characteristic for (b) and (c) although it is relevant for (a).
- 8.3 There are no equality or diversity issues arising from this decision. Commercial and industrial property management is neutral in this regard.

## **9. List of Appendices**

- 9.1 Appendix A – Site plan for No.3 Freebournes Road.
- 9.2 Appendix B – Amalgamation plan showing 16, Land north of 16 and 18 Freebournes Road.
- 9.3 Confidential Appendix 1 – Heads of Terms.
- 9.4 Confidential Appendix 2 – Whybrow letter of recommendation.

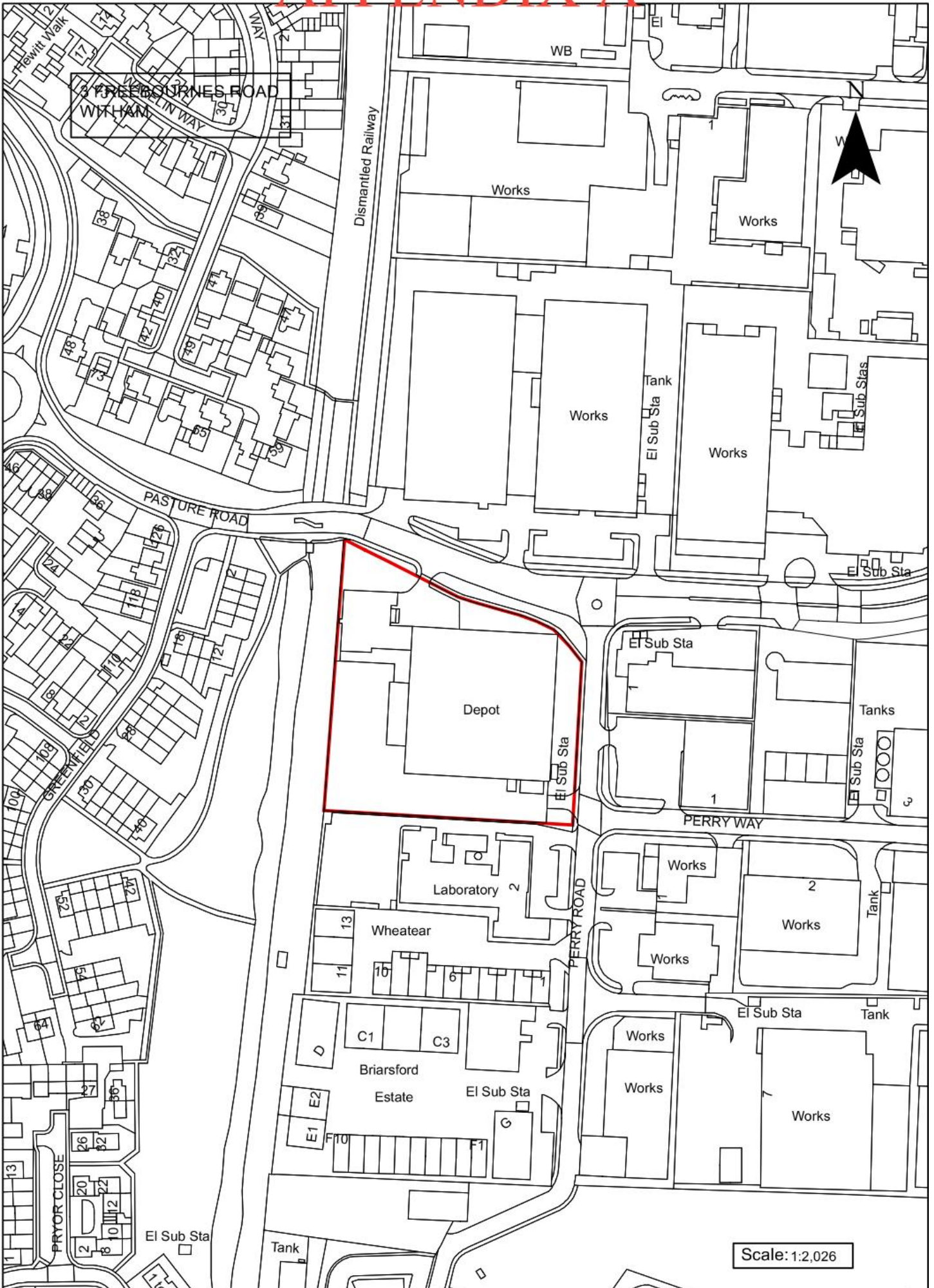
## **10. Confidential background papers**

- 10.1 Whybrow report on No.3 lease.
- 10.2 Whybrow report on No.16 lease.

10.3 Whybrow report on Land north of No.16 lease.

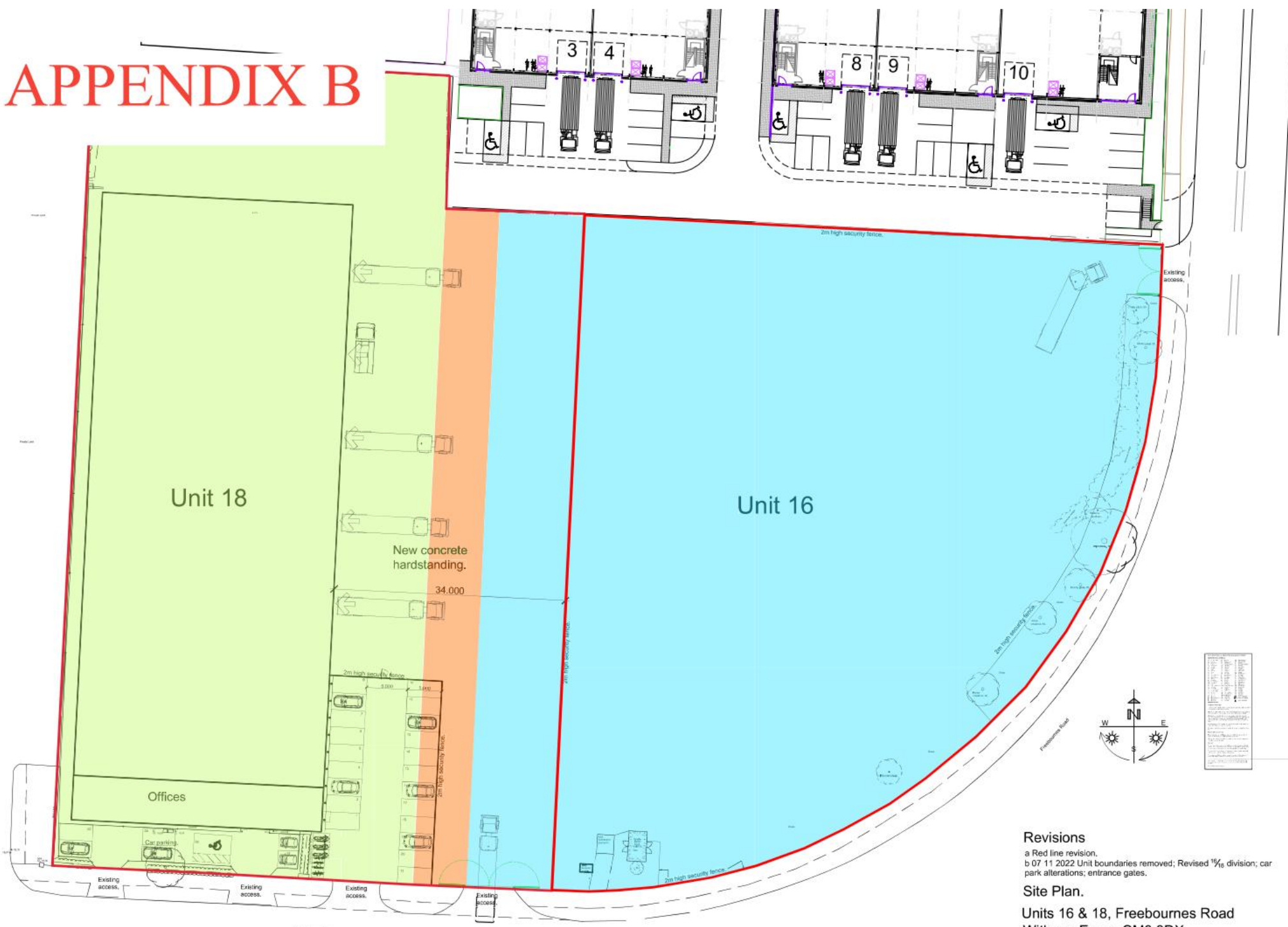
10.4 Whybrow report on No.18 lease.

# APPENDIX A



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# APPENDIX B



1	Proposed	Green
2	Existing	Grey
3	Proposed	Blue
4	Proposed	Orange
5	Proposed	Light Blue
6	Proposed	Light Green
7	Proposed	Light Blue
8	Proposed	Light Green
9	Proposed	Light Blue
10	Proposed	Light Green
11	Proposed	Light Blue
12	Proposed	Light Green
13	Proposed	Light Blue
14	Proposed	Light Green
15	Proposed	Light Blue
16	Proposed	Light Green
17	Proposed	Light Blue
18	Proposed	Light Green
19	Proposed	Light Blue
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21	Proposed	Light Blue
22	Proposed	Light Green
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24	Proposed	Light Green
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26	Proposed	Light Green
27	Proposed	Light Blue
28	Proposed	Light Green
29	Proposed	Light Blue
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31	Proposed	Light Blue
32	Proposed	Light Green
33	Proposed	Light Blue
34	Proposed	Light Green
35	Proposed	Light Blue
36	Proposed	Light Green
37	Proposed	Light Blue
38	Proposed	Light Green
39	Proposed	Light Blue
40	Proposed	Light Green
41	Proposed	Light Blue
42	Proposed	Light Green
43	Proposed	Light Blue
44	Proposed	Light Green
45	Proposed	Light Blue
46	Proposed	Light Green
47	Proposed	Light Blue
48	Proposed	Light Green
49	Proposed	Light Blue
50	Proposed	Light Green

**Revisions**  
 a Red line revision.  
 b 07 11 2022 Unit boundaries removed; Revised 1/16 division; car park alterations; entrance gates.

**Site Plan.**  
**Units 16 & 18, Freebournes Road**  
**Witham, Essex CM8 3DX**

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## Agenda Item: 7

<b>Report Title:</b> Options for the future of the Garden Waste Collection Service	
<b>Report to:</b> Cabinet	
<b>Date:</b> 10 <sup>th</sup> July 2023	<b>For:</b> Decision
<b>Key Decision:</b> Yes	<b>Decision Planner Ref No:</b>
<b>Report Presented by:</b> Councillor Tom Cunningham, Cabinet Member for Transformation, the Environment and Customer Services and Deputy Leader	
<b>Enquiries to:</b> Paul Partridge, Head of Operations <a href="mailto:Paul.partridge@braintree.gov.uk">Paul.partridge@braintree.gov.uk</a>	

### 1. Purpose of the Report

- 1.1 To consider options for the future of Braintree District Council (the Council) Garden Waste Collection Service.

### 2. Recommendations

- 2.1 It is **RECOMMENDED** that Cabinet:

- (a) Approves the introduction of a subscription-based Garden Waste Collection Service (Option 2) as outlined in this report;
- (b) Agrees an annual subscription charge of £55 for this service based on the financial models shown at paragraph 7 in this report, with a 50% discount for any additional bins requested by customers.
- (c) Agrees an early bird discount of 50% on the subscription fee in year 1 for sign-up by 30<sup>th</sup> November 2023 to incentivise take-up and help with forward planning of resources;
- (d) Agrees an initial subscription period of 13 months from 4 March 2024 to 28<sup>th</sup> March 2025 and thereafter a period of 12 months renewable on 1<sup>st</sup> April each year;
- (e) Approves expenditure against the £200,000 agreed by Council on 20<sup>th</sup> February 2023 to cover the set-up costs of the new service in 2023/24;
- (f) Offers a garden waste collection service using only bio-degradable sacks sold by the Council at a cost of £8 per roll of 20 (i.e. 40p per sack including collection) to households who are not on wheeled bin collections; and
- (g) Delegates authority to the Cabinet Member for Transformation, the Environment and Customer Services, in consultation with the Corporate Director, Operational, to agree the terms and conditions to be applied to the new service.

### 3. Summary of Issues

- 3.1 The collection of garden waste is a discretionary service for which the Council may make a reasonable charge under the Controlled Waste Regulations 2012. For many years, the Council has provided a non-chargeable garden waste service.
- 3.2 The Environment Act 2021, which incorporates the Government's proposals for Consistency in Household Waste Collections, contains reference to six core recyclable streams to be collected from households including garden waste. Defra originally consulted on these proposals in 2021 and, 18 months on, a response is still awaited and there is no indication when this will be received. Consequently, it is proposed that the Council takes a pragmatic view to avoid delaying plans any further and considers proposals based on current legislation and local decision-making.
- 3.3 The operating budget for garden waste in 2023/24 is £683,000 and this level of expenditure is no longer sustainable or affordable. In common with other local authorities, the Council is having to think more commercially and be more self-sufficient financially and the introduction of a subscription-based service would make a significant contribution to reducing the overall costs of the service and enable the Council to continue to provide a valued service to those customers who choose to opt-in.
- 3.4 Some 232 of 326 Councils nationwide - over 70% - currently charge for garden waste collections as a non-essential, opt-in service. Across Essex, the 13 other councils operate as follows:-

Local Authority	Service charge?	Price for bin collections
Basildon DC	Yes	£25 p.a. (2023/24) £50 p.a. (2024/25)
<b>Braintree</b>	<b>PROPOSE</b>	<b>£55 p.a. (2024/25)</b>
Brentwood BC	Yes	£60 p.a.
Castle Point BC	Yes	£37 p.a.
Colchester CC	Yes (From 2024)	TBC
Harlow DC	Yes	£48 p.a.
Maldon DC	Yes	£56 p.a.
Southend Unitary	Yes	£69.50 p.a. (D/D) £82.00 p.a. (non D/D)
Tendring DC	Yes	£90 p.a. in year 1 £55 p.a. year 2+
Uttlesford DC	Yes	£50 p.a.
Chelmsford CC	No	N/A
Epping DC	No	Unable to charge as collect mixed garden waste & food waste.
Rochford DC	No	
Thurrock	No	Service withdrawn May 2023

Some authorities also provide sack collections in addition to bins. See Appendix 1 for more detail.

- 3.5 Customer participation rates for collections provided by the Essex councils varied considerably during the first year of operation, ranging from 3.5% to 15%. In year 1, the financial model has assumed a 10% take-up followed by 20% and 26% in years 2 and 3 respectively.
- 3.6 The existing service is disproportionate inasmuch as it is funded by Council taxpayers irrespective of whether or not they use the service. Introducing a charge would mean that only those who use the service would pay for it and this would be seen as a fairer way of providing the service. Those who do not opt-in to the service have the option of home-composting or taking their garden waste to their local Household Waste and Recycling Centre. Others may choose to vary the frequency they cut their grass and leave some areas to rewild.
- 3.7 The recommendations set out in this report help support the following corporate objectives:-
- A sustainable environment and a great place to live, work and play;
  - A high performing organisation that delivers excellent and value for money services; and
  - Delivering better outcomes for residents and businesses and reducing costs to taxpayers.
- 3.8 In 2009/10, the Council entered into a Waste Inter-Authority Agreement (IAA) with Essex County Council (ECC). This is a formal legal document which provides a clear and accountable framework under which the Council and other Waste Collection Authorities (WCAs) and ECC as the Waste Disposal Authority (WDA) work together to deliver their waste objectives.
- 3.9 The IAA requires the Council to submit a formal Ad-hoc Review to ECC to inform them of any changes in its planned service delivery. This is to enable ECC to review the impact of the changes on them as a WDA and consequently any payments they make to the Council under the terms of the IAA. This is explained in more detail under Section 9 of this report.

#### **4. Proposed Opt-in Garden Waste Service**

- 4.1 If approved, the service would commence from Monday, 4<sup>th</sup> March 2024, and operate on a fortnightly basis over 50 weeks of the year, allowing for a 2-week suspension in the week before and the week after Christmas to ensure there is adequate staff cover over this period.
- 4.2 It is proposed to set an annual subscription of £55 p.a. in the first year (13 months) for a standard 180L bin, with an additional one-off charge of £34 for new or replacement bins.
- 4.3 A 50% discount on the annual subscription price would apply to collections of any additional bins requested by customers i.e. £27.50 in 2024/25.

- 4.4 An early bird discount of 50% is proposed for customers who sign-up by 30<sup>th</sup> November 2023 to encourage participation and help establish the likely level of demand for service so that resources can be managed accordingly.
- 4.5 Within the District, there are c.1,700 households that have remained on black sack collections as they are not suitable for wheeled bin collections. These householders would be offered a garden waste collection using bio-degradable sacks sold by the Council at a cost of £8 per roll of 20 including collection (no other sacks would be accepted). 3 sacks have equivalent capacity to a 180L wheeled bin.
- 4.6 In considering the level of charge, benchmarking was undertaken with other Essex & Suffolk Authorities, details of which are set out at Appendix 1. Charges in Essex range from £37 p.a. to £90 p.a. but research by the Local Authority Recycling Advisory Committee puts the national average at £43, with 60% of annual subscriptions at between £40 and £60 for a 240L bin – either weekly or fortnightly.
- 4.7 The Council's preferred method of payment is by Direct Debit (BACS Transfer) via an on-line link. However, debit and credit card telephone payments will be considered on request.
- 4.8 Based on strong advice from other local authorities, it is not proposed to make any resource changes (vehicles and labour) in the first two years as it is difficult to accurately predict the level of customer participation, and this will vary until such time as our customer base is fully established. However, there will be an overall reduction in the cost of the service through operational savings, as set out in 4.9 below. Thereafter, the impact on resources will be considered as part of the route optimisation and service efficiency and a three-monthly review of the financial model to inform future budget planning.
- 4.9 The in-house service offers the flexibility to switch resources across the whole of the waste service as and when needed in order to minimise costs and maximise service efficiency. The operational savings reflected in the financial model are based on the following:-
- 1) Less vehicles deployed on the garden waste service resulting in reduced fuel and maintenance costs;
  - 2) The opportunity to redeploy vehicles to replace those that ordinarily would be hired in when breakdowns occur across the whole service; and
  - 3) Reduction in the numbers of agency staff needed, as permanent staff will be redeployed to cover absences across the whole waste service.
- 4.10 If a resident moves within the District, their subscription would transfer to their new address. No refunds in whole or in part would be issued.
- 4.11 It is proposed that those residents who do not opt-in to the new service retain their green bins and repurpose these as they wish e.g. for storage, as a compost bin or for water collection, etc. Provision will be made for the Council to collect any unwanted bins on request.



## 5. Communications

- 5.1 An important learning point from other authorities is that effective communication is essential to helping customers understand the need for the service change and to encourage take-up. If Option 2 is approved, it is proposed that officers carry out an extensive communication programme (not consultation) with residents, ward members, and town/parish councils to explain the rationale for introducing a chargeable service and how it will work, and to answer frequently asked questions. Funding for a communication plan has been included in the financial model and will be developed in conjunction with the Comms and Marketing Team and the Council's Community Engagement Officer.

## 6. Options

- 6.1 OPTION 1: Maintain status-quo i.e. provide a non-chargeable garden waste collection service over 9 months of the year (March to November).
- 6.2 OPTION 2: (PREFERRED OPTION) Provide an opt-in subscription-based garden waste collection service, commencing 4<sup>th</sup> March 2024, on a fortnightly basis over 50 weeks of the year, allowing for a 2-week suspension i.e. the week before and the week after Christmas.
- 6.3 OPTION 3: Cease the existing service from 1 April 2024.
- 6.4 Evaluation of the Options

<b>OPTION 1: Maintain Status Quo</b>	
<b>Pros</b>	<b>Cons</b>
<p>No change in service delivery to existing customers.</p> <p>No change in performance (subject to seasonal demand) i.e. tonnage of waste collected and overall recycling percentage.</p>	<p>Existing discretionary service is financially unsustainable and unaffordable given the Council's financial position.</p> <p>Missed opportunity to help close the Council's budget gap.</p> <p>Disproportionate to residents who don't use the service (flats and other residents without gardens).</p> <p>Service over a 9-month period does not reflect seasonal demands.</p> <p>May not align with the Government's proposals under Consistency in Household Waste Collections, however, at the time of writing, there is a lack of clarity and uncertainty around these proposals.</p>

<b>OPTION 2: Opt-in Subscription based service</b>	
<b>Pros</b>	<b>Cons</b>
<p>New revenue stream will contribute significantly towards addressing the Council's budget deficit.</p> <p>Helps maintain delivery of essential front-line services.</p> <p>Reduced operating costs and a reduction in the expenditure budget based on a lower customer base e.g. labour, fuel and vehicles.</p> <p>Reduced vehicle mileage (depending on take-up) will lower vehicle emissions which supports the Council's Climate Change objectives.</p> <p>Ensures continuity of the garden waste collection service to residents who request it, which may otherwise have to be withdrawn.</p> <p>Year-round service better reflects seasonal demands.</p> <p>Fairer as only those who use the service will pay for it.</p> <p>Unwanted returned bins will create a stock of spares that can be re-issued to customers avoiding new capital requirements.</p> <p>Encourages home-composting for those households that do not opt-in to the new service.</p>	<p>Increase in complaints owing to new charge and potential for (unjustified) missed bin reports.</p> <p>Reduction in tonnage of garden waste collected by the Council, resulting in lower recycling performance and reduced Recycling Credits.</p> <p>May not align with the Government's proposals under Consistency in Household Waste Collections, however, at the time of writing, there is a lack of clarity and uncertainty around these proposals.</p>

<b>OPTION 3: Cease the service completely</b>	
<b>Pros</b>	<b>Cons</b>
<p>Maximum saving of £653,000 p.a. against budget expenditure of £683,000 p.a.</p> <p>Fewer Council vehicle movements resulting in less emissions which supports the Council's Climate Change objectives.</p>	<p>Does not fully meet budget expenditure.</p> <p>Loss of a valued service to customers.</p> <p>Potential staff redundancies (if unable to redeploy).</p>
	<p>Reduction in tonnage of garden waste collected and the Council's overall recycling performance (albeit some of this waste will be recycled at home or via Household Waste &amp; Recycling Centres).</p> <p>The current service would end 31<sup>st</sup> March 2024. Some residents may not wish to retain their green bin and so the Council would need to collect and dispose of them.</p>

## **7. Financial Implications**

- 7.1 The net operating budget for the existing garden waste service is £683,000. As shown in the table below, income from the new subscription-based service based on a charge of £55 p.a. is expected to deliver a net saving against the budget of £119,000 in year 1 based on 10% take-up, £491,000 in year 2 based on 20% take-up and break-even by year 3 based on 26% take-up. However, the critical factor for income is the number of householders who subscribe to the service.
- 7.2 In the current financial year, there will be a requirement for one-off set-up costs of c.£200,000 to cover comms, routing software, modifications to the CRM database, and payment collection methods. This funding was allocated at Council on 20<sup>th</sup> February 2023 as part of the 2023/24 budget.
- 7.3 Members are asked to note that the financial modelling, expenditure and income projections are indicative and based on benchmarking undertaken with other councils. Actual income and operating costs will vary depending on the number of customers who opt into the service. For this reason, it is recommended best practice that the financial model be reviewed and updated every 3 months following introduction of the service.

<b>Green Bin Charging Indicative Costings</b>	<b>Notes</b>	<b>Budget 23/24</b>	<b>Year 24/25</b>	<b>Year 25/26</b>	<b>B/Even Year 26/27</b>	<b>Withdraw Service 24/25</b>	<b>Withdraw Service 25/26</b>	<b>Withdraw Service 26/27</b>
<b>Annual Subscription Charge</b>	<b>2</b>	£0.00	£55.00	£60.00	£65.00	£0.00	£0.00	£0.00
<b>Subscribers %</b>		100%	10%	20%	26%	0%	0%	0%
		<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Subscription income	<b>3</b>	-18	-205	-687	-953	0	0	0
Other income (ECC Credits)		-417	-66	-110	-156	0	0	0
<b>TOTAL INCOME</b>		<b>-435</b>	<b>-271</b>	<b>-797</b>	<b>-1,109</b>	<b>0</b>	<b>0</b>	<b>0</b>
Operating Costs	<b>4 / 5 / 6</b>	1,118	835	989	1,109	100	0	0
<b>NET COST OF SERVICE</b>	<b>7</b>	<b>683</b>	<b>564</b>	<b>192</b>	<b>0</b>	<b>100</b>	<b>0</b>	<b>0</b>
<b>Annual Budget Saving</b>			<b>-119</b>	<b>-491</b>	<b>-683</b>	<b>-583</b>	<b>-683</b>	<b>-683</b>
Retained shared costs	<b>8</b>					37	33	30
<b>Annual Budget Saving</b>						<b>-546</b>	<b>-650</b>	<b>-653</b>

### Notes to the Table above

- Note 1:** The first year of operation (24/25) is for a 13-month period March 2023 to March 2024 inclusive. Future years are for 12 months.
- Note 2:** The subscription charge from 25/26 is subject to review as part of the corporate annual fees and charges review.
- Note 3:** Subscription income includes a 50% early bird discount (by 30/11/23) for year one only (24/25), with a 70% take up estimated.
- Note 4:** Operating costs include an allowance in year one for the collection of unwanted green bins from non-subscribing residents.
- Note 5:** Operating costs allow for an increase in the number of routes in years two and three as demand is anticipated to increase.
- Note 6:** Operating costs include an allowance for annual inflation.
- Note 7:** A separate budget of £200,000 (not included in costings above) has been allocated for initial start-up and comms costs in 2023/24.
- Note 8:** If the service is withdrawn there are some shared costs which will be retained for use within the remaining service areas.

7.4 If Option 3 is approved (cessation of service) there are some shared costs that would need to be realigned to other service areas. On that basis, the expected saving in year 1 would be £546,000, rising to £653,000 by year 3.

## **8. Impact on Recycling Performance**

8.1 Given that the Council will be moving from a non-chargeable to a chargeable service, it is inevitable that not all households will subscribe to the new service. Consequently, the tonnage of garden waste collected will reduce

and this will impact on the Council's overall recycling performance. These impacts are reflected in the modelling work in 8.2 below.

- 8.2 The most recent studies undertaken by the Waste and Resources Action Programme (WRAP) on recycling performance show that the introduction of charges for garden waste is likely to result in a fall in recycling yields of c.25%, although this will improve as more residents take up the service. The table below shows the impact on the Council's recycling performance of the new opt-in service in the first years of operation.

Green Bin Charging Indicative Recycling Performance	2023/24	Chargeable Service			Withdraw Service 2024/25+
		2024/25	2025/26	2026/27	
Recycling percentage (All Waste)	46.57%	34.65%	36/52%	38.17%	31.58%
Impact Upon Recycling Percentage		-11.92%	-10.05%	-8.40%	-14.99%
Recycling %: Green Contributor	19.13%	3.43%	5.65%	7.79%	0.00%
Recycling %: Other Recycling	27.44%	31.22%	30.87%	30.39%	31.58%
<b>Recycling %: Total</b>	<b>46.57%</b>	<b>34.65%</b>	<b>36.52%</b>	<b>38.17%</b>	<b>31/58%</b>

## 9. Legal Implications

- 9.1 The Environmental Protection Act 1990 Section 46 provides that household waste shall be collected without charge except in cases prescribed by Regulations made by the Secretary of State. These Regulations include the Controlled Waste Regulations 2012 which list types of household waste for which a charge for collection can be made. Garden waste is listed under Schedule 1 paragraph 4.
- 9.2 The Environment Act 2021 incorporates the Government's proposals for Consistency in Household Waste Collections. Defra consulted on these proposals in 2021 and their response is still awaited.
- 9.3 In 2009/10, the Council entered into a Waste Inter-Authority Agreement (IAA) with Essex County Council (ECC). This is a formal legal document which provides a clear and accountable framework under which the Council and other Waste Collection Authorities (WCAs) and ECC as the Waste Disposal Authority (WDA) work together to deliver their waste objectives. The IAA includes payments made by ECC to WCAs in the form of Recycling and Compost Credits and also for tipping outside of WCA boundaries.
- 9.4 It is a legal requirement under the IAA that any changes to service delivery require WCAs to submit a formal Ad-hoc Review to ECC, which was done following Cabinet on 13<sup>th</sup> March 2023. This automatically triggers a joint review of the existing and proposed changes to service delivery including performance and all associated revenue payments that ECC makes to the Council.
- 9.5 However, ECC acknowledges that Option 2 would be a new service and it will be difficult to accurately predict how it will perform. For this reason, it

has been agreed that the service will be reviewed in conjunction with ECC as part of the IAA Annual Review in October/November 2024.

## **10. Other Implications**

- 10.1 Research has been undertaken with other Essex local authorities and the 'Top 10' in England & Wales (in 2021/22) that operate a chargeable garden waste service and none had seen an increase in fly-tipping of garden waste.
- 10.2 None of the councils consulted reported an increase in burning of waste and there has been no evidence of this arising during the annual winter service suspension.
- 10.3 It is recognised that some residents will opt for a compost bin instead of using a subscription-based service. Home composting remains the most environmentally friendly option and the Council will continue to promote this message.
- 10.4 There is likely to be increased demand on the Customer Services Centre in the run up to the introduction of the new service where customers opt to pay over the phone or where they have concerns and/or queries. This will be partly mitigated by the communications plan, encouraging on-line applications and the inclusion of pertinent information on the website e.g. FAQs. However, provision has been made in the financial model for an Administrative Officer in 2023/24 to support mobilisation of the new service.
- 10.5 When the Government publishes its response to Defra's consultation, the Council will need to consider any new statutory requirements and reflect these within its future service delivery.
- 10.6 If Members approve the option to withdraw the service, every effort will be made to avoid the risk of staff being made redundant either through redeployment elsewhere within the Waste Management Service or other operational vacancies.

## **11. Equality and Diversity Implications**

- 11.1 Section 149 of the Equality Act 2010 creates the public sector equality duty which requires that when the Council makes decisions it must have regard to the need to:
  - (a) Eliminate unlawful discrimination, harassment and victimisation and other behaviour prohibited by the Act;
  - (b) Advance equality of opportunity between people who share a protected characteristic and those who do not; and
  - (c) Foster good relations between people who share a protected characteristic and those who do not including tackling prejudice and promoting understanding.
- 11.2 The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation. The Act states that 'marriage and civil partnership' is not a relevant protected characteristic for (b) or (c) although it is relevant for (a).

- 11.3 The Equality Impact Assessment indicates that the proposals in this report will have a disproportionately adverse impact on people with a particular characteristic.
- 11.4 There may be people with disabilities and older people with gardens who are unable to afford to subscribe to the new service and who are not sufficiently mobile to take their waste to a Household Waste & Recycling Centre. The scheme will permit neighbours to share a bin if that makes it more affordable, (although the subscription and payment would be in one name and address only). Otherwise, the Council would recommend home-composting. The Council already promotes a scheme jointly with Essex County Council that offers compost bins for sale at a big discount, but an open compost heap would work just as well. Composting is the most environmentally friendly way of dealing with garden waste and is something that many people already do.

## **12. List of Appendices**

- 12.1 Appendix 1: Results of benchmarking with other local authorities.

## **13. Background Papers**

- 13.1 Briefing Note to Management Board – 8<sup>th</sup> January 2019 & 21<sup>st</sup> April 2021
- 13.2 Briefing Note to Investment & Development Programme Steering Group – 12<sup>th</sup> May 2021
- 13.3 Defra Consultations on Consistency in Household Waste Collections 2019 and 2021
- 13.4 Equality Impact Assessment
- 13.5 [Cabinet Report 13<sup>th</sup> March 2023](#) – A Domestic Garden Waste Service

## APPENDIX 1 - BENCHMARKING WITH ESSEX & SUFFOLK AUTHORITIES

COUNCIL	Charge for Service?	Collection Charge	Charge for bin	Collection frequency	Standard bin size	Initial Uptake: %	Current Uptake: %	Total Income Year 1	Projected Income 2022/23	Green waste in residual waste?	Issues with fly-tipping
Basildon DC	<b>YES</b>  Initiated 1 June 2023	<b>2023/24:</b> £25 first bin £15 per additional  <b>2024/25:</b> £50 first bin £25 per additional	50% off additional bins	Weekly collections with Xmas break.  <b>2023/24:</b> 37 collections <b>2024/25:</b> 42 collections		27,000 households in the first 2 weeks	N/A	N/A	N/A	N/A	N/A
Braintree DC <b>(Current position)</b>	<b>NO charge for first bin</b>  Charge applies to subsequent bins	First bin – no charge  Additional bins: £45 p.a.	First bin – no charge  Additional and replacement bins £34 (one-off)	Fortnightly, suspended for 3 months over winter.	180L	N/A	N/A	N/A	N/A	N/A	
Brentwood DC	<b>YES</b>	£60 (bin hire + collection for each bin)  OR  £4 roll of 10 sacks	Included in price	Fortnightly  Suspended for 2 weeks at Xmas	240L	7.3%	21.08% as at 2019 (no update available)	Initiated 2002		Initially	
Castle Point DC	<b>YES</b>	£37 bin collection  £7.50 for 20 biodegradable sacks  Can collect 2 x 'bundles'	Included in price. May have as many bins as required at same price.	Weekly, all year round.	240L	15%	33%	£170,000	£487,000	None	Significant in first year. Now falling year on year.
Chelmsford CC	<b>NO</b>										
Colchester CC	<b>Introducing Jan 2024</b>	Prices tbc									
Epping Forest DC	<b>NO</b>										
Harlow DC	<b>YES</b>	£48 (bin collection subscription)  £33 bag supply and collection	One-off £33 for bin  Additional bags are £22 for 20	Fortnightly, all year round	240L	0.3% (based on initial charge of £96 p.a.)	11%	£10,000	£189,000	NO  No green waste collection existed prior to chargeable service	NO  No collection existed prior to chargeable service
Maldon DC	<b>YES</b>	£56 bin collection	£31 per bin (one-off). Same for additional bins.	Weekly Feb-Dec Fortnightly Dec-Feb Suspension over Xmas.	240L	3.5%	50%  (13,279 Subscriptions)	No data	£690,000	NO	NO
Rochford DC	<b>NO</b>										



These authorities are unable to charge as they currently collect food and garden waste combined.

COUNCIL	Charge for Service?	Collection Charge	Charge for bin	Collection frequency	Standard bin size	Initial Uptake: %	Current Uptake: %	Total Income Year 1	Projected Income 2022/23	Green waste in residual waste?	Issues with fly-tipping
Southend Unitary	YES	£69.50 by D/D £82 (non D/D) £11 for 10 sacks	One-off £33.  Can buy additional capacity, but no details available on the cost.	Fortnightly, all year round.	240L	Not Available	31.3%  Awaiting Update				
Tendring DC	YES	£90 (first year for collection plus bin)  £55 subsequent years	Included in first year price.	Fortnightly, suspended for 2 weeks over Xmas.	240L	3.8%	21%				
Uttlesford DC	YES	£50 (bin + collection)  £37.50 for LCTS.	£25.50 one-off for each additional bin.	Fortnightly, all year round.	240L	5%	20%			No change	No change
Thurrock	NO	Service withdrawn completely in May 2023									

#### SUFFOLK AUTHORITIES

East Suffolk (Waveney & Suffolk Coastal)	YES	£50 (bin collection)	£12 additional bin. Delivery free	Fortnightly, all year round.	240L	W = 45% SC = 55%	W = 45% SC = 55%  54,764	£1,076,502	£2,545,238	No change	No change
West Suffolk (Forest Heath & St./ Edmundsbury)	YES	£47 (bin collection)	Included in price.	Fortnightly, all year round.	Not Available.	40%					

**NOTES:** With the exception of Basildon DC & Colchester CC, the Essex Authorities shown above who currently charge have always charged for their garden waste service.

The four Suffolk Authorities have moved from a non-chargeable to a chargeable service in recent years.

<b>Report Title:</b> To agree the process for allocating Rural England Prosperity Funding	
<b>Report to:</b> Cabinet	
<b>Date:</b> 10 <sup>th</sup> July 2023	<b>For:</b> Decision
<b>Key Decision:</b> Yes	<b>Decision Planner Ref No:</b> DP/2023/28
<b>Report Presented by:</b> Councillor Frankie Ricci, Cabinet member for Economic Growth and Inward Investment	
<b>Enquiries to:</b> Emma Goodings, Head of Planning and Economic Growth <a href="mailto:emma.goodings@braintree.gov.uk">emma.goodings@braintree.gov.uk</a>	

## 1. Purpose of the Report

- 1.1 The Council was awarded £589,191 of Rural England Prosperity Funding to spend on rural areas between April 2023 and March 2025. This report sets out the mechanism and governance procedures for how the money will be awarded.

## 2. Recommendations

- 2.1 To approve the decision-making process for the capital grant funding REPF scheme as set out in this report.
- 2.2 To delegate to the Cabinet Member for Economic Growth and Inward Investment in consultation with the Cabinet member for Stronger Communities to approve the criteria against which the applications will be determined.
- 2.3 To agree that the Head of Planning and Economic Growth, in consultation with Head of Housing and Communities, approve individual grant funding applications based on the criteria agreed by the Cabinet Member, and enter into the respective grant agreements.

## 3. Summary of Issues

- 3.1 In September 2022, the Government announced that Rural England Prosperity Funding (REPF) would be an additional fund to Shared Prosperity Funding (SPF) for those authorities in rural areas.
- 3.2 The Prospectus states that; *'The Rural Fund supports the aims of the government's Levelling Up White Paper and Future Farming Programme. It funds capital projects for small businesses and community infrastructure. This will help to improve productivity and strengthen the rural economy and*

*rural communities'. It goes to say that; 'The Rural Fund provides capital funding to; support new and existing rural businesses to develop new products and facilities that will be of wider benefit to the local economy. This includes farm businesses looking to diversify income streams. Support new and improved community infrastructure, providing essential community services and assets for local people and businesses to benefit the local economy'.*

- 3.3 In common with the SPF, a set of interventions, objectives, outcomes and outputs have been set nationally which the Council had to design its scheme around. A Cabinet report, agreed on the 28<sup>th</sup> November 2022, set out the details of the scheme which was then submitted as part of its submission to government. The two schemes are summarised below:
- 3.4 Scheme 1: Available to small and medium sized businesses to grow and develop including to undertake innovation, adopting new to the firm tech or processes, enhancing local services or leisure facilities for visitors and residents and creating or safeguarding jobs. Proposals should show how they contribute to tackling climate change including impact on the local environment, implementing energy efficiency and use low carbon technologies and how their proposal will support the wider rural community. Capital grants of between £10,000 and £50,000 will be available, although match funding from the businesses of at least 20% will be required.
- 3.5 Scheme 2: Available to Parish Councils, legally constituted community groups, or charities, to refurbish local natural, cultural or heritage assets or to set up community led repair cafes or mend workshops. As above the proposals should show how they contribute to tackling climate change and supporting the rural community. Capital grants of between £10,000 and £50,000 will also be available but match funding will not be required.
- 3.6 Since the Cabinet report in November, the government has provided updated mapping which shows that the urban area of Braintree and Bocking is excluded from this scheme, but all other parts of the District are included. Any successful applications will therefore need to come from business or community groups which are based outside of the Braintree and Bocking area. The mapping can be found on the following website: [Magic Map Application \(defra.gov.uk\)](#)
- 3.7 In April the Council received a letter from government confirming its allocation, following the submission of the business case agreed at the Cabinet in November. This has provided an allocation of £147,297.75 this year and £441,893.25 in year 2. A revised MOU was sent to the Council on the 30<sup>th</sup> May and once signed and returned the year 1 money is expected to be received by the Council in July.
- 3.8 On the expectation that the money has been received by the Council, the Council will seek to launch the grant funding window in July. The funding window will remain open until the fund is fully allocated. Applications will be considered on a first come first served basis in order to ensure that the

monies are fully spent by March 2025. The government has indicated it will not expand the funding window beyond that time and work will need to be completed prior to funding being released.

- 3.9 In order to be eligible for the funding, the project will need to meet a set of criteria which includes;
- Projects are taking place within the rural area as identified on magic maps;
  - For businesses, the required match funding is available;
  - Projects will be completed and invoiced by March 2025;
  - Projects should show how they contribute to net zero and nature recovery objectives;
  - Projects must demonstrate value for money and additionality;
  - Projects must sign up to grant agreements with the Council which includes commitments to reporting information and publicity;
  - Projects must fall within the categories outlined in our business plan for businesses this is funding for small scale investment in micro and small enterprises in rural areas and funding for growing the local social economy and supporting innovation; and
  - For community groups this is funding for investment in capacity building and infrastructure support for local civil society and community groups, creation and improvements to local rural green spaces, existing cultural, historic and heritage institutions that make up the local heritage offer, local arts, culture, heritage and creative activities, rural circular economy projects, impactful volunteering and social action projects to develop social and human capital in local places.
- 3.10 Projects will need to show how they will meet outcomes and outputs associated with the above projects which are set out in the REPF guidance. This detailed criteria will be approved by the Cabinet Member for Economic Growth and Inward Investment in consultation with the Cabinet Member for Stronger Communities.
- 3.11 Application forms and guidance notes will be available on the website, or a paper copy on request and these must be filled in fully and returned for the application to be assessed. These will be made as simple as possible to avoid placing undue pressure on small businesses and community groups whilst including all the information that is needed to make a judgement on eligibility.
- 3.12 The completed application form will be assessed by officers to see if they meet the detailed set of criteria. A due diligence check will also be taken on the business or community group making the application. This will be done in a systematic way to ensure transparency and that all applications are treated in the same way.
- 3.13 If an application meets the criteria, then officers will let the business or community group know so they can begin work. The Council will reserve the right to close the fund at any time due to the amount of applications

received, or to re-evaluate the awarding criteria. Any changes to the awarding criteria, will need to be approved by the Cabinet Member for Economic Growth and Inward Investment in consultation with the Cabinet member for Stronger Communities.

- 3.14 The business or community group will need to sign a grant agreement with the Council in order to receive the funds. This will include procedures for proving regular reporting on the impacts of the projects which will need to be reported to government, publicity requirements and other details around making claims.
- 3.15 The recommendations set out in this report will help the Council to deliver the following Corporate Objectives:
- A sustainable environment and a great place to live, work and play;
  - A prosperous district that attracts business growth and provides high quality employment opportunities; and
  - Residents live well in healthy and resilient communities where residents feel supported.

#### **4. Consultation**

- 4.1 The business case was subject to consultation with a wide range of internal and external stakeholders as set out in the Cabinet report of November 2022.
- 4.2 An interactive session was held with Members to find out more information about the fund and to provide feedback on the indicative process.

#### **5. Options**

- 5.1 To approve the awarding mechanism for REPF funding as set out in this report. This is the preferred option as it provides the right balance between oversight of the applications and a straightforward application process which will ensure businesses and community groups feel able to engage with.
- 5.2 To not approve the awarding mechanism for REPF as set out in this report. An alternative mechanism would need to be considered and approved before awarding of grants could begin.

#### **6. Next Steps**

- 6.1 The detailed assessment criteria will be shared for approval by the Cabinet member for Economic Growth and Inward Investment in consultation with the Cabinet member for Stronger Communities. Once this has been done and the REPF funding has been received by Braintree, the fund will be launched for applications.

## **7. Financial Implications**

- 7.1 Government has awarded the Council £589,191 which will be distributed to business and community groups. This is all capital funding and those in receipt of the grant funding will need to have arrangements in place for long term revenue related costs associated with the project.
- 7.2 Successful applicants must spend the allocated money before they can claim it back from the Council and all monies must be paid by the 31<sup>st</sup> March 2025. This project spend is therefore at risk by the applicant as the Council will not be able to honour any project spend which takes place after 31<sup>st</sup> March 2025.
- 7.3 The Council has not been awarded any revenue or administrative funding to support the running of this project, apart from that already awarded to support SPF. As such the officer time and any costs associated with advertising, promotion of managing this project will come from the existing economic development budget.

## **8. Legal Implications**

- 8.1 The Council will have regard to the criteria of the REPF at all times and ensure that any awards made through the application process do not undermine the terms of the REPF grant. This will be reflected to through the respective Grant Agreements, that will be in place with each of the Business or Community Group who has been awarded funding.

## **9. Other Implications**

- 9.1 None.

## **10. Equality and Diversity Implications**

- 10.1 Section 149 of the Equality Act 2010 creates the public sector equality duty which requires that when the Council makes decisions it must have regard to the need to:
- (a) Eliminate unlawful discrimination, harassment and victimisation and other behaviour prohibited by the Act;
  - (b) Advance equality of opportunity between people who share a protected characteristic and those who do not; and
  - (c) Foster good relations between people who share a protected characteristic and those who do not including tackling prejudice and promoting understanding.
- 10.2 The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation. The Act states that 'marriage and civil partnership' is not a relevant protected characteristic for (b) or (c) although it is relevant for (a).

10.3 The Equality Impact Assessment indicates that the proposals in this report will not have a disproportionately adverse impact on any people with a particular characteristic.

## **11. Background Papers**

11.1 [Cabinet 28<sup>th</sup> November 2022](#)

11.2 [REPF guidance](#)

<b>Report Title:</b> Potential Open Space Improvements (Formerly the Open Spaces Action Plan)	
<b>Report to:</b> Cabinet	
<b>Date:</b> 10 <sup>th</sup> July 2023	<b>For:</b> Decision
<b>Key Decision:</b> Yes	<b>Decision Planner Ref No:</b> DP/2023/16
<b>Report Presented by:</b> Councillor Gabrielle Spray, Cabinet Member for Planning and Infrastructure	
<b>Enquiries to:</b> Alan Massow, Principal Planning Policy Officer <a href="mailto:Alan.massow@braintree.gov.uk">Alan.massow@braintree.gov.uk</a>	

## 1. Purpose of the Report

- 1.1 This report introduces the 2023 edition of Potential Open Space Improvements (POSI); this document was formerly known as the Open Spaces Action Plan (OSAP). The POSI is a table of outline proposals for the provision and enhancement of open spaces in Braintree District. Its purpose is to demonstrate the need for these and enables Braintree District Council (the Council) to identify where financial contributions (being sought from developers under the Open Spaces Supplementary Planning Document) are spent.
- 1.2 The Plan forms part of the Council evidence base for securing planning obligations from developers to enhance existing open spaces or provide new ones. Adopting the 2023 POSI replaces the Open Spaces Action Plan 2022 edition, updating the currently adopted information.

## 2. Recommendations

- 2.1 To approve Potential Open Space Improvements 2023, as set out in Appendix 1.

## 3. Summary of Issues

### Background

- 3.1 The Open Spaces Supplementary Planning Document (SPD) was adopted in September 2009. It gives guidance to developers on the Council's approach to seeking planning obligations on open space provision and enhancement needs arising from new development. The document sets out what open space is required in terms of an area of land and financial contributions for different types of space.
- 3.2 The Council must supplement the SPD with evidence to demonstrate where a contribution will be spent, and this is the function of the POSI;



- (a) The POSI provides transparency on the Council's open space aspirations;
- (b) It underpins the Open Space SPD by indicating which schemes will be supported by Section 106 funds;
- (c) It is evidence to support development management in negotiations for new development;
- (d) It co-ordinates various Council functions in relation to open space and asset management; and
- (e) It meets former Scrutiny Panel recommendations.

3.3 The POSI lists those open spaces that require enhancement and new open spaces that would meet a recognised need. The Table is primarily a tool to enable planning officers to direct funds to open space serving the Section 106 development. It will be made available on-line and accessible to developers and members of the public.

#### **Format of the POSI**

- 3.4 The POSI largely consists of a table which sets out open space proposals by Wards and then Parish. For each open space or enhancement proposal the table shows an outline of proposed works to facilities that already exist or proposed work to provide new facilities (for example purchasing land for new public open space or building a new play facility).
- 3.5 The table also shows open space deficits as identified by the Green Spaces Strategy (GSS) in 2008, the source of the entry such as a nomination from a Parish Council, if there has been any initial public input (letters or petitions received by a Parish Council for example) and the ownership details of the open space being referred to.
- 3.6 There is no ranking of open space proposals, as the likelihood of any proposal being implemented will depend on the availability of finance. The sources of funding of open space improvements include capital budgets of both public and private organisations, grants available from government and charitable trusts, and Section 106 receipts which can be sought from nearby developments. Because the actions proposed in the POSI are reliant on those financial contributions, no time scales are given for the completion of the schemes.
- 3.7 The expiry dates for spending any existing or new Section 106 receipts will determine the priority for projects to progress throughout the year.

## **Consultation**

- 3.8 In order to undertake the yearly review of the POSI consultation took place with Parish Councils, ward members and various internal consultees who are responsible for the provision of enhancements of open space within the District. Consultation took place between 3 November 2022 and 27 January 2023. Additional responses were received after this date and were also considered.
- 3.9 Responses were received from 44 Town and Parish Councils. These responses were considered by officers and if appropriate and suitable, amendments and updates were added to the 2023 POSI. A table containing the responses is included at Appendix 2.
- 3.10 During the assessment of proposals for Potential Open Space Improvements (POSI), several claims could not be included. The rejected proposals fall into four main categories:
- The ownership of the site, where the improvement was to take place, had not a clear ownership status;
  - The activity, for which the expense was required, was not regarding an open space area, i.e. Creation of a Climbing wall not available to the public (Earls Colne);
  - The proposal was not under BDC's jurisdiction, i.e. War Memorial maintenance (Coggeshall); and
  - The proposal was missing key details, i.e. who will be responsible to maintain the facility.
- 3.11 Clarifications were sought and entries updated when sufficient information was available.

## **Conclusion**

- 3.12 The POSI is updated yearly to support the Open Spaces SPD to ensure that the Council as Local Planning Authority can secure appropriate contributions for open space from developments in the vicinity. The POSI has been subject to consultation with local Parishes and Ward Members who have provided information, alongside officers which provide an appropriate update to the Plan.
- 3.13 The recommendations set out in this report will help the Council to deliver the Corporate Objective relating to a sustainable environment and a great place to live, work and play.

#### **4. Options**

- 4.1 To approve the POSI as set out in Appendix 1 to this report. This is the recommended option.
- 4.2 To not approve the 2023 POSI and continue to use the 2022 version. However, this would result in the additional entries and amendments not being taken into account and result in the Plan becoming out of date and less effective. As a result, this is not the recommended option.

#### **5. Next Steps**

- 5.1 If approved, the Potential Open Space Improvements 2023 will replace the current 2022 Open Spaces Action Plan.

#### **6. Financial Implications**

- 6.1 The Potential Open Space Improvements helps secure planning obligations from developers, including capital funding into the Council.

#### **7. Legal Implications**

- 7.1 The Council's planning function requires evidence of local open space needs to support the Open Spaces Supplementary Planning Document when negotiating planning obligations. This evidence is contained in the POSI, which will also strengthen the Council's position in defending legal challenge to planning decisions where a developer refuses to enter into a planning obligation for open space.

#### **8. Other Implications**

- 8.1 There are no other implications arising out of the recommendations set out in the report.

#### **9. Equality and Diversity Implications**

- 9.1 Section 149 of the Equality Act 2010 creates the public sector equality duty which requires that when the Council makes decisions it must have regard to the need to:
  - (a) Eliminate unlawful discrimination, harassment and victimisation and other behaviour prohibited by the Act;
  - (b) Advance equality of opportunity between people who share a protected characteristic and those who do not; and
  - (c) Foster good relations between people who share a protected characteristic and those who do not including tackling prejudice and promoting understanding.
- 9.2 The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual

orientation. The Act states that 'marriage and civil partnership' is not a relevant protected characteristic for (b) or (c) although it is relevant for (a).

- 9.3 The Equality Impact Assessment indicates that the proposals in this report will not have a disproportionately adverse impact on any people with a particular characteristic.

## **10. List of Appendices**

10.1 Appendix 1 – Potential Open Space Improvements 2023.

10.2 Appendix 2 – Organisation Responses Table.

## **11. Background Papers**

11.1 Open Space Supplementary Planning Document 2009.

11.2 Braintree Green Spaces Strategy 2008.



Braintree District Council

# Potential Open Space Improvements 2023

(Formerly known as Open Space Action Plan)



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

## INTRODUCTION

The Potential Open Spaces Improvements – POSI Plan (formerly known as Open Spaces Action Plan – OSAP) sets out a list of outline proposals for the provision and enhancement of open spaces in Braintree District. Its purpose is to demonstrate the need for the provision and enhancement of open spaces and to enable Council officers to demonstrate where financial contributions being sought from developers under the Open Spaces Supplementary Planning Document will be spent.

The proposals are set out in a table which includes schemes identified for Council-owned open spaces, schemes identified by town and parish councils and other proposed open space enhancements for which as yet there are no outline details.

The Plan will be under continuous review and brought back to Members for endorsement annually. The proposals shown are effectively work in hand, requiring a detailed programme of works to be drawn up and, in some cases, master planning and public consultation.

It will inform the work programme of Landscape Services, Parks & Open Spaces and Planning Policy. Because the proposals are reliant on the availability of financial contributions, from grants and public sector resources in addition to Section 106 money, the timing of works will be dictated by the date at which sufficient financial resources are available.

Members are asked to support the programme of enhancements and provision as the basis for negotiating open space planning obligations.

The document is updated annually, producing a new adopted version each year, usually in the spring.

## EXPLANATION OF COLUMN HEADINGS

One of the aims we set out to achieve was to make the new Potential Open Spaces Improvements Plan simple and easy to read. To do this we have set out columns with appropriate title headings to make it easier to find information. These columns are as follows:

- Ward – This shows what ward particular sites are in
- Parish – This shows what parish particular sites are in
- GSS Deficits – This shows any deficits in the area as listed in the Green Spaces Strategy (GSS)
- Location – This shows the name of the site, where it is and commonly has a GSS number (Shown in brackets)
- Improvements (to existing facilities) – Improvements needed to existing facilities e.g. bins, seating.
- Improvements (new facilities) – Improvements needed that are stand-alone facilities that don't currently exist e.g. changing facilities, play areas, land purchases etc.
- Record – (Of public input) This column is for any input the public have put in e.g. a poll.
- Source – Where the information has come from e.g. Parish Council
- Ownership – Who currently owns the land e.g. BDC Ownership
- Map ref – This column shows what map you can refer to, so you can find the location e.g. Green Spaces Strategy
- Pink rows show the Land Balance of the Ward
- Entries in red signify new information

[Please Note – the 'old' Ward / Local Committee Areas noted in the Green Spaces Strategy 2008, are used in this document in relation to open space typologies and deficits, because they cannot be related to the ward boundaries relevant as of May 2015. These areas are noted in parenthesis, and will be updated once the Green Spaces Strategy is replaced and the references within are to current ward boundaries]

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Ward	Parish	GSS Deficits (general ward/parish)	Location (ref GSS map)	Improvements Required (to existing facilities)	Improvements Required (new facilities)	Record (of public input)	Source (of entry)	Ownership (of relevant land)	Map Ref
Bocking Blackwater			Weavers Park (10564)	Formal landscape design, signage including for walking/running and KM markers, art, seating and cycle parking.	Outdoor table tennis equipment. Small sided informal (MUGA).	None given	OSAP Version 1 & Essex FA	BDC Ownership	None
			Bocking Blackwater (from A131 to Bradford St including belt adjacent to A131 and two woodlands and linkages)	Tree Planting, art, biodiversity/habitat creation, information/interpretation boards, cycle parking and signage including for walking/running and KM markers.	nil	None given	OSAP Version 1	BDC Ownership	None
			Fisher Field (10562)	Signage, surfacing, paths/cycleway and cycle parking.	nil	None given	OSAP Version 1	BDC Ownership	None
			John Ray Recreation Ground	Upgrade and improve facilities at the sports ground. Natural grass pitch improvements. Improvements to Changing Pavilion.	New 11v11 Floodlit 3G Football Turf Pitch	None given	BDC Officer. Essex FA	BDC Ownership	None
			Bridport Way Informal Space	Plant shrubs.	nil	None given	OSAP Version 1	BDC Ownership	None
(Bocking Blackwater)		Children's Play (-1.95Ha)							
		Formal OS (-6.3Ha)							
			Glebe Hall Open Space (60586)	Regeneration, seating, landscaping and planting. Enhancements required to existing equipment and facilities, replacement of benches.	nil	None given	OSAP Version 1	BDC Ownership	Green spaces site location map
			Glebe Wood (60586)	Improve current walkways with a more durable approach including through drainage and banking in order to allow access all year round.	Two legend boards to describe the wildlife in the wood and carved wooden seats (Oak).	None given	Ward Member	BDC Ownership	None
			Sporting 77 field/ Elizabeth II field/ BMX track (40587)	Regeneration, seating, landscaping and planting. Boundary enhancements and enhancements to cope with future development impacts, fencing, more litter bins and signage. Improvements to drainage ditches and extension to the car park.	A permanent building for a BMX track with space for bike repair, kitchen, conference/classroom to show videos and a second storey area to view the track. Privately owned scout hut in poor state of repair - rebuild and improve changing facilities.	None given	OSAP Version 1 / Sporting 77	BDC Ownership	Green spaces site location map

Ward	Parish	GSS Deficits (general ward/parish)	Location (ref GSS map)	Improvements Required (to existing facilities)	Improvements Required (new facilities)	Record (of public input)	Source (of entry)	Ownership (of relevant land)	Map Ref
Bocking North		Little.asking.mopsAsset no: 035	Braintree BMX Track, Deanery Hill, Braintree, Essex, CM7 5BL	<p>The club requires additional parking at the existing site as a minimum. We currently share some parking facilities with Sporting 77 who would also benefit from additional shared parking.</p> <p>Ideally the club would like a piece of land of a suitable size around 3-4ha to allow a National/European size track and facility. Additional fencing is also required at the current site to offer some protection to the users and bystanders of the current facility. If the club is to remain at the site long term the addition of a permanent club house for storage/changing and classroom facilities which would replace our current container based set up would be required.</p> <p>The club would also benefit from the addition of floodlights to allow participation and events throughout the year.</p>		Included in Open spaces action plan April 2022 as "a permanent building for a BMX track with space for bike repair, kitchen, conference/classroom to show videos and a second storey area to view the track".			
			Bocking Sports Club (40583)	Signage and surfacing improvements and add trees to the boundary. Improve pitch drainage.	Storage barns, construction of access road and car parking facilities and services to a new pavilion. Add changing facilities, 5 tennis pitches and Boxing/Jujitsu clubs. Facilities for disabled persons.	None given	OSAP Version 1, Ward Member and Braintree Strategy and Action Plan for Playing Pitches	Private land Held in Trust (Deeds not seen)	Green spaces site location map
				Church Lane and Bradford Street	nil	Public seating	None	Ward Member	Unknown

Ward	Parish	GSS Deficits (general ward/parish)	Location (ref GSS map)	Improvements Required (to existing facilities)	Improvements Required (new facilities)	Record (of public input)	Source (of entry)	Ownership (of relevant land)	Map Ref
Bocking North			Bovingdon Road Open Space	nil	Secure area of semi natural green space - land for public access, improve accessibility and usability.	None given	Ward Member	Not in Public Ownership	None
			Ashpole Road Play Space	Add dog-free zones, seating, information boards and signage. A see-saw, climbing frame and slide.	nil	None given	OSAP Version 1	BDC Ownership	None
			The Four Releet Sports Ground, Church Street	Replace the current prefabricated clubhouse. Improve and expand the car park. Upgrade security fence along around the whole of the boundary. Replacement astro pitch.	Develop the ground for other sports to use therefore providing options for the community while ensuring the continuation of the Hockey club	None given	Braintree Strategy and action plan for playing Pitches & Club input.	Braintree Hockey Club	None
			Church Lane between Nos. 125 and 127 (Polly's Hill)	Replacement of bench between telephone box and post box.	nil	None given	Ward Member	Not in Public Ownership (probably highway land)	None
			Land in front of the Grove Field housing estate, High Garrett	More tree and hedge planting particularly along the boundary of the A131.	Improved landscaping with the erection of a low barrier fence around the green with access.	None given	Ward Member	BDC	None
			Suitable land to be identified in High Garrett	nil	Purchase land for informal public open space and children's play.	High Garrett Community Association and Ward Councillors	High Garrett Community Assoc. and Ward Councillor	None	None
(Bocking North)		Children's Play (-0.75)							
Bocking South			Bradford Meadows (10604)	Re-grade pond banks by outfall to make safer and more accessible. Replace dead trees. Plant lower areas where mowing is too difficult. Planting of trees to provide amenity. Landscape design, dog bins, signage, surfacing, art, biodiversity/ habitat creation & interpretation.	Natural Play.	None given	Friends group via Cllr. Baugh and OSAP Version 1 BDC concept/scheme design	BDC Ownership	Green spaces site location maps
			Braintree Sports and Health Club, Panfield Lane, CM7 1FF	Improve grass pitch drainage and expand changing facilities.	Small sided informal (MUGA)	None given	Braintree Strategy and Action Plan for Playing Pitches. Essex FA	Currently Unknown	None
			Braintree Cricket Club, St Peters Rd, Braintree (40608)	Improve & expand changing facilities. New scoreboard.	nil	None given	Essex cricket	Unknown	None
			Braintree Cricket Club, St Peter's Rd Braintree CM7 9AW	The surface in the cricket nets is life expired and needs replacing.					
			Gypsy Corner playing field (Tabor Avenue - 40606)	Tree and hedgerow planting, improvements to footpath to link to Springwood Industrial Estate.	Container to safely store equipment and new sports equipment (goals). Netball/basketball area, outdoor fitness equipment and wooden climbing frames.	None given	OSAP Version 1	BDC Ownership	None

Ward	Parish	GSS Deficits (general ward/parish)	Location (ref GSS map)	Improvements Required (to existing facilities)	Improvements Required (new facilities)	Record (of public input)	Source (of entry)	Ownership (of relevant land)	Map Ref
Braintree Central and Beckers Green			Trottersfield	Paths/cycleway, habitat creation, litter bins, dog bins, buffer planting with an access path and signage.	nil	None given	OSAP Version 1	BDC Ownership	None
			St. Michaels Churchyard (80627)	Tree planting/planting.	A feature such as pergola.	None given	OSAP Version 1	BDC Ownership	None

Ward	Parish	GSS Deficits (general ward/parish)	Location (ref GSS map)	Improvements Required (to existing facilities)	Improvements Required (new facilities)	Record (of public input)	Source (of entry)	Ownership (of relevant land)	Map Ref
Braintree Central and Beckers Green			King Georges Field & Ley Wood (40629 & 20676)	Pond improvements, playing field renovation, signage, entrance improvements and habitat creation. Natural grass pitch improvements.	Cycle and disability parking bays. Safe main road crossing at the main entrance. Small sided informal (MUGA).	None given	OSAP Version 1, Ward Member & Essex FA	BDC Ownership	None
			Beckers Green Road (including Tapestry Walk)	Tree planting, habitat creation, signage and improved landscaping.	nil	None given	OSAP Version 1	BDC Ownership	None
			Chelmer Road	Tree planting, habitat creation and signage.	nil	None given	OSAP Version 1	BDC Ownership	None
			Cant Way	Planting, litter bins and seating for informal play.	Equipped play area to serve the Stubbs Lane/Chelmer Road locality. New play equipment.	None given	OSAP Version 1	Greenfields Community Housing	None
			Braintree Swim and Fitness Centre, Charter Way, Braintree	Upgrade and improve facilities at the centre.	nil	None given	BDC Officer	Unknown	None
			Town Hall Gardens	Improvements to the Town Hall Car Park to create a public open space.	nil	None given	BDC Officer	BDC	None
			Clockhouse Way Sports Ground, Clockhouse Way Tennis Club (40628)	Improve safety crossing Crossing Road. Football pitch upgrade and drainage.	First aid/emergency equipment and disability parking.	None given	OSAP Version 1	Part BDC let to Sports Clubs/Part private (Courtaulds Trust)	None
(Braintree East)		Children's Play (-1.2Ha)							
(Braintree Central)		Formal OS (-12.2Ha)							
		Children's Play (-1.1Ha)							
(Braintree)		Formal open space (-11.1Ha)							
(Braintree Rural)		Parks and Gardens (-0.97Ha)							
		Outdoor Sports Provision (-0.65Ha)							
		Amenity Green Space (-6.15Ha)							
		Children's Play (-2.08Ha)							
(Braintree Urban)		Children's Play (-5.97Ha)							
		Natural Semi-Natural Greenspace (-55.25Ha)							
		Outdoor Sports Provision (-25.18Ha)							
		Amenity Green Space (-22.84Ha)							
	Formal open space (-11Ha)								
Braintree South			John Ray Park (from St Johns Avenue, including Heathlands and Park Drive)	Dog bins, landscape design, signage including for walking/running and KM markers, art, make safe, surfacing, new fencing, seating biodiversity/habitat creation & interpretation.	nil	None given	OSAP Version 1	BDC Ownership	None
			Milton Avenue open space (60647)	Play improvements with planting and new trees.	nil	None given	OSAP Version 1	BDC Ownership	None

Ward	Parish	GSS Deficits (general ward/parish)	Location (ref GSS map)	Improvements Required (to existing facilities)	Improvements Required (new facilities)	Record (of public input)	Source (of entry)	Ownership (of relevant land)	Map Ref
Braintree South			Goldingham Hall open space(s) (60648 & 20649)	Play improvements with planting and new trees.	nil	None given	OSAP Version 1	BDC Ownership	None
			Hillside Gardens	Landscape enhancements, habitat creation, seating and bins. Signposting and information boards.	Cycle parking.	None given	OSAP Version 1	BDC Ownership	None
(Braintree South)		Formal OS (-3.4Ha)							
		Children's Play (-1Ha)							
Braintree West			John Ray Park (from Clap Bridge including Cemetery, Marshalls Park & Hoppit Mead)	Paths/cycleway, dog bins, landscape design, signage, art, make safe, surfacing, biodiversity/habitat creation and interpretation.	nil	None given	OSAP Version 1	BDC Ownership	None
			Clare Road/Pods Brook Way play area (60621)	Planting, additional play equipment, drainage, fencing, tree cover, more litter bins, seating and a better entrance.	Cycle parking.	None given	OSAP Version 1	BDC Ownership	None
			Acorn Avenue play area (60623)	Planting, signage, information boards and boundary enhancements.	nil	None given	OSAP Version 1	BDC Ownership	None
			John Ray Wood (10728)	Planting, signage and interpretation.	nil	None given	OSAP Version 1	BDC Ownership	None
(Gt.Notley/Braintree West)		Children's Play (-0.9Ha)							
		Formal OS (-7.9Ha)							
Note: Cycleway improvements in this document can be viewed and referenced in the site allocation and develop management plans (Map 1 for Braintree and Bocking).									
Bumpstead	Birdbrook		Baythorne End playing field, Birdbrook	Signage and surfacing.	New play equipment and cycle/disability parking.	Parish Plan	OSAP Version 1	Not in public ownership	None
			Playing Field and Pond, The Street	Renovate Birdbrook Pond to increase its amenity value.	New play equipment - for a range of ages.	Parish Plan	Parish Council	Birdbrook Community House Trustees (Deeds not seen)	None
	Helions Bumpstead		Site to be identified	Additional sports facilities for young people.	nil	Survey filled out by residents	Parish Council	Unknown	None
			Site to be identified	nil	Actively looking for land for a nature conservation area/Purchase of land for use of nature conservation area.	Parish Plan	Parish Council	Unknown	None
			Site to be identified	nil	To find some land for a village pond	None	Parish Council	Unknown	None
		Recreation Ground, Mill Road	Replace old play equipment.	Adult Gym. Sports Equipment and facilities.	None	Parish Council	Parish Council	None	

Ward	Parish	GSS Deficits (general ward/parish)	Location (ref GSS map)	Improvements Required (to existing facilities)	Improvements Required (new facilities)	Record (of public input)	Source (of entry)	Ownership (of relevant land)	Map Ref	
Bumpstead	Steeple Bumpstead		Riverside Walk (50343)	Surface and vegetation improvements to make a serviceable path.	nil	None given	Parish Council	BDC Ownership	Green spaces site location maps	
			Village wide	Replacement of old litter & Fido bins. Replacement benches.	New benches	None	Parish Council	Parish and District Council	None	
			Lily Corner, Water Lane	Signage.	Safe road crossing.	None given	OSAP Version 1	BDC Ownership	None	
			Queen Edith Drive	Replacement notice board.	nil	None given	Parish Council	Unknown	None	
			Outside of the Village Hall	Replacement notice board.	nil	None given	Parish Council	Unknown	None	
			Camping Close, Bower Hall Drive, CB9 7ED	Replacing oak posts. Provide training lights. New surface for play areas. New fencing.	Children's play equipment. Metered electricity supply. <b>Replacing signage to the Camping Close - there are currently three very old signs that need renewing.</b>	None given	Parish Council and Braintree Strategy and Action Plan for Playing Pitches	Unknown	None	
	Sturmer			Disused Railway Line Walk (30355)	Landscape improvements and new planting.	Additional seating along the walk.	None given	Parish Council	Unknown	None
				Sturmer Common	Nature conservation objectives, signage, seating and bins/dog bins.	nil	None given	OSAP Version 1	Parish Council (Deeds seen Feb 2021)	None
				Pocket Park	Litter bins, seating and play equipment for older children.	Cycle and disability parking.	None given	OSAP Version 1	Parish Council (Deeds seen Feb 2021)	None
				Sturmer Village War Memorial, Rowley Hill	Re-surfacing pedestrian access around memorial to alleviate trip hazard	nil	None given	Parish Council	Land attached to 1 / 2 Malting Cottages	None
				Land to the rear of the Red Lion car park.	nil	Opening up of the site for public use including: Communal seating area, wildlife garden and amenity land with access to public and amenity footpaths.	None given	Parish Council	Greene King plc	None
				Site to be identified	nil	New football/sports field. New or replacement Common or Village Green closer to the village centre (with associated garden).	Surveys and individual requests	OSAP Version 1	Not in public ownership	None
	(Sturmer)	Formal OS (-0.8Ha)								
Coggeshall	Bradwell		Church Road - Playing Field (40029)	Replacement of swings. Replacement seating on the playing field.	Installation of outdoor gym equipment. Equipment on the playing field.	None given	OSAP Version 1	Privately owned land leased by Parish Council	None	
			Forge Crescent (50031)	Landscaping.	nil	None given	OSAP Version 1	Greenfields Community Housing	None	
			Watery Lane, CM77 8EP	Footpath to be cleared, edges re-planted and area made safe.	nil	None given	Parish Council	Unknown	None	
			Holy Trinity Churchyard and adjoining common land	Clear scrub and weeds. Level surface and re-seed with grass and wildflower mix.	Install flood measures.	None given	Parish Council	Unknown	None	

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Coggeshall	Coggeshall	bookings.budgeted.leans	Land adjacent to the Doctor's surgery, Stoneham Street (School Mews)	To improve access and amenity, including improvements to, or provision of, new play equipment. <b>Improvements to and/or maintainance of the area's amenity, including the provision of new play, sports or leisure equipment.</b>	Creation of a Petanque court	Community consultation Dec 2018 and the Little Park Project	Parish Council	BDC & CPC	None
			Vicarage Field (20073) or other location	To improve amenity and access and/or improvements to the pond.	nil	Community consultation Dec 2018	Parish Council	Chelmsford Diocese	None
			Coggeshall to Kelvedon and Coggeshall to Earls Colne		Creation of a dedicated cycle path from Coggeshall to Kelvedon Station and from Coggeshall to Earls Colne.	Community consultation Dec 2018	Parish Council		
			East Street Recreation Ground (40072)	Improvements to access and amenity.	nil	Community consultation - Nov 2016 and 'The big park project' community group	Parish Council	Parish Council	None
			Central Green, Monksdown Road, CO6 1TA (50078)	Litter bins and seating.	Improvements to disabled access, tree planting (potential site for community orchard).	Community consultation - Nov 2016	Parish Council	Eastlight Community Housing	None
		chickens.bends.terminology	Fabians Close Play Area, CO6 1QB (60070)	Regeneration and replacement of play equipment and to improve boundary treatment.		Community consultation	Parish Council	Parish Council	None
			Quaker Garden (80084)	Regeneration of planting beds - remove roses and replace with plants suited to shady conditions.	nil	None given	Parish Council	Parish Council	None



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Coggeshall	Coggeshall		Robinsonsbridge Road existing community land and proposed nature reserve - off Mill Lane	To improve access and amenity.	nil	None given	Parish Council	Owned by Croll Group but allocated in planning application as community land.	None
			Owen Martin Nature Reserve, Dampier Road, CO6 1QZ (20065 and 60064)	To improve access and amenity	nil	Community consultation - Nov 2016	Parish Council	Parish Council	None
		Merge with Cricket Club entry above	Coggeshall Cricket Club	Improvements to pavilion / clubhouse	Improvements to the existing club to include replacement of training nets and installation of a protective screen.	Request from Cricket Club	Parish Council	Coggeshall Cricket Club	None
			Coggeshall United football ground (The Crops)	Improvements to changing pavilion	nil	None given	Essex FA	Football Club	None
	Stisted		Various around village	Upgrading lighting in areas of open space.	nil	None given	Parish Council	Parish Council	None
			Playing Field, Kings Lane	Seating. Improvements to play equipment.	Sports pavilion. Installation of sun shade/canopy.	Requests from football team and youth club	Parish Council	Parish Council	None
		(Coggeshall Village)	Children's Play (-0.56Ha)						
		Informal OS (-0.54Ha)							

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Gosfield and Greenstead Green	Great Maplestead		Village Playing Field (40189)	Replacement of sport and play equipment in line with schedule. Addition of surfacing and various fences, bins, benches. Extension to and resurfacing car parking area. Erection of new notice boards. New drainage required to one side of the playing field.	Installation of a boule court. Installation of an easy access pathway.	None given	Parish Council	Parish Council	See Council map	
	Greenstead Green and Halstead Rural		Disused railway line on border of Halstead and Greenstead Green	nil	Footpath and cycle path along railway line.	None given	Parish Council	Private ownership	Map provided by PC	
				Children's Play Area	To install further play equipment, safety surfaces and power supply. Replace and upgrade current play and sport equipment in line with RoSPA report.	nil	RoSPA report recommendations	Parish Council	Unknown	None
	Gosfield			The Spinney and / or The Grove	nil	Purchase land and remediate suitably to allow public access and enjoyment.	None given	Parish Council	Gosfield Hall Estate Trustees	Map provided by PC
				Gosfield L. Nature Reserve (20172)	Access track improvements.	nil	None given	Parish Council	Unknown	None
				Recreation Ground, Gosfield	Car park resurfacing		Parish Council	Parish Council	Parish Council	
				The Playing Field, church Road (40174)	To replace boundary around the playing field.	New drainage system to the playing fields and a new adult gym equipment/fitness area next to the sports pavilion. Replacement skateboard ramp.	None given	Parish Council and Essex Cricket	Parish Council	None
	Little Maplestead			Playing Field, north east corner of Oak Road and School Road, CO9 2RY	Improvements to: fencing and hedging on roadside boundaries, safety surfacing and foot path. Improvements to and additional play equipment.	Adult gym & trail equipment. Notice boards.	Correspondence with residents	Parish Council	Parish Council	None
				The Old Traveller Site, A131 - Sudbury Road	Improvements to facilitate public access on foot, improvement in biodiversity, car parking, bins and dog waste control.	Creation of a publicly accessible nature reserve.	None given	Parish Council	Parish Council	None
				To be identified	nil	Village Hall	None given	Parish Council	Unknown	None
	(Hedingham and Maplestead)	(Gosfield)	Informal OS (-0.24Ha)							
			Children's Play (-0.2Ha)							
Children's Play (-0.8Ha)										

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Great Notley and Black Notley	Black Notley		Parish Council Playing Field (40020)	Installation of a pedestrian pathway from the main road up to the car park and pavilion building. Additional seating around the playing field. Extension of the pavilion to include new female changing rooms.	Multi-sport surface for tennis, football, hockey and netball. Cricket all weather batting strip and netting. Petanque court.	None given	Parish Council	Parish Council	See Council map/Green Spaces Sites location map
			Old Hospital Site (10018/10019)	Add lighting to footpath across open space to help with safety.	nil	None given	Parish Council	BDC Ownership	Green Spaces Sites location map
			Cokers Peace (20027)	Tree and shrub planting, make accessible for public use and suitable for wildlife to inhabit, signage, wheelchair access, planting, seating and bins/dog waste bins.	Parking.	None given	Parish Council + OSAP Version 1	Parish Council	See Council map/Green Spaces Sites location map
			John Ray Walk, Mary Ruck Way (30025)	Improve landscape quality. Litter and dog waste bins. Improve path surfacing.	nil	None given	OSAP Version 1	BDC Ownership	None
			John Ray Millennium Green (50017)	Signage, surfacing, seating and litter/dog waste bins.	First aid equipment and cycle/disability parking.	None given	OSAP Version 1	Parish Council	None
	Great Notley		Amenity green space - Buttermere White Court (20664)	Nature conservation around pond.	First aid/emergency equipment, railings and information boards.	None given	Parish Council	BDC Ownership	Green spaces site location maps
			RAFT, Notley Green, Great Notley, CM77 7US	RAFT project phase 2 - potential for wheeled sport facilities.	nil	Survey of area	Parish Council and Braintree Strategy and Action Plan for Playing Pitches	BDC Ownership - leased to PC.	Green spaces site location maps
			Panners Pond and Panners Field (10847)	Playing pitch improvement, improve conditions of land adjacent to the pond which is rough and boggy at present.	Improved and additional cycle parking.	None given	Parish Council	BDC Ownership	Green spaces site location maps
			Open space adjacent to Notley Green Primary School with Playground (50870)	nil	nil	None given	Parish Council	BDC Ownership	Green spaces site location maps
			Open space adjacent to Notley Green Primary School (60871)	nil	nil	None given	Parish Council	BDC Ownership	Green spaces site location maps
			Open space at Notley Green Primary School (40848)	Playing pitch improvement.	Improved and additional cycle parking.	None given	Parish Council	County Ownership	Green spaces site location maps
			Levens Way Playground CM77 7XB	Upgrade play equipment.	nil	None given	Parish Council	Essex County Council managed by Great Notley Parish Council	None

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Great Notley and Black Notley	Great Notley		Great Notley Country Park (10674)	Signage, litter bins and information facilities.	nil	None given	OSAP Version 1	Managed by Essex County Council in partnership with BDC	None
		Jabs.aquatics.occupiers	Great Notley Country Park (10674)	Provision of new and improved footpaths within the Country Park and connecting paths leading from and to the park, and associated improvements to drainage.Replacement and upgrade of play equipment		Leased to Essex County Council	Essex County Council	Owned by Braintree District Council (BDC) and joint venture partnership in place between BDC and Essex County Council (ECC) – managed by ECC.	
(Great Notley and Braintree		Children's Play (-0.9Ha)							
		Formal OS (-7.9Ha)							
Halstead St. Andrew	Halstead		River Walk (30746 + 30754)	Improve river walk access. Signage, interpretation, boundary enhancements, habitat creation, public awareness (highlighting connectivity to town centre, schools and Halstead Town FC). Bins/dog waste bins, appropriate metal seating/picnic tables and walking/running signage and KM markers.	Cycle parking and safe cycle ways, natural play, first aid equipment and a life ring along the riverbank.	Taken from Halstead PARISH PLAN	OSAP Version 1 and Town Council	BDC Ownership	None
			Halstead Cemetery (80762)	Landscape enhancements including habitat creation and signage.	Additional land for cemetery extension. Tree and shrub planting.	None given	OSAP Version 1	BDC Ownership	None
			Mill Chase Playing Field (60748)	Picnic tables, benches and seating. Habitat creation, replace goal posts, add rebound panels, rework secondary entrance, signage, improve fencing and legibility of main entrance, improve footpath from rear of hospital to playing field. DDA compliant footpath access.	Cycle parking , disabled play facilities, outdoor gym.	Taken from Halstead PARISH PLAN	OSAP Version 1 and Town Council	BDC Ownership	None
			Coggeshall Pieces	Boundary enhancements, further surfacing, seating/benches, bins and signage. Repair existing boardwalk and update and refresh interpretation board.	Additional boardwalk (location to be agreed by conservation group).	Conservation group	OSAP Version 1 and Town Council	BDC Ownership	None
			Courtaulds Sports Ground, Colchester Road (40752)	Football pitch upgrade, boundary planting/fencing, drainage and minor car park improvements. Disabled outdoor gym, benches/picnic tables and roadside signage for events.	Multi-use hard surface recreation courts including lighting and boundary fencing.	Halstead Town Council	Halstead Town Council	Halstead Town Council	None
			Identify areas	nil	Tree and shrub planting and wildlife conservation	None given	Town Council	BDC/ECC/Private land	None

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			Disused Railway Line - South of Portway Place and Bluebridge Estate	Improvements to this section of this disused railway line in association with the EC2k cycle route proposals including access from and the crossing of Colchester Road and new road crossing near bluebridge.	nil	EC2k	Town Council	Unknown	None

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Halstead St. Andrew	Halstead		Colne Valley Footpath access from First Avenue, Bluebridge	Widen footpath with ramp to allow access to footpath for all	nil	None given	Town Council	Unknown	None
			Old Railway line between Central Pilling and Ravens Avenue	To provide a loop to the existing Halstead River Walk. Extend aggregate pathway through development site.	Create a new foot/cycle bridge to return back to the town following the route of the disused railway line, possibly linking in to the new proposed cycle track from Halstead to Kelvedon.	None given	BDC Officer & Town Council	Unknown	None
		thudding.funky.spits /TL 3607883130	Riverside Walk Between Parsonage Street and Colchester Road	Appropriate seating and natural habitat bird boxes, dogwaste bins and picnic tables and signage.			Halstead Town Council	BDC	
			Halstead Cricket Club, Star Stile, Halstead CO9 2RP	Extension of Existing Facilities (changing rooms, shower,toilets) to accommodate future hosting of female teams / players			Essex Cricket	Halstead Cricket Club	
(Halstead St. Andrew)		Children's Play (-0.4Ha)							
(Halstead Urban Area)		Parks and Gardens (-10.88Ha)							
		Natural Semi-Natural Greenspace (21.32Ha)							
		Outdoor Sports Provision (-3.00Ha)							
		Amenity Green Space (-4.38HA)							
(Halstead Rural Area)		Natural Semi-Natural Greenspace (-33.24Ha)							
		Amenity Green Space (-5.06HA)							
		Children's Play (-2.11Ha)							
Halstead Trinity	Halstead		Slough Farm Road (60800)	Improve footpath, including signage from Slough Farm Road to join of circular walk. Seating on green area.	nil	None given	OSAP Version 1 + Parish Council	BDC Ownership	None
			River walk - Football Ground to Box Mill bridge	Extend river walk to the same standard as existing river walk.	nil	Taken from Halstead PARISH PLAN	Town Council	BDC Ownership	None
			River Walk	Appropriate seating and natural habitat bird boxes, dog waste bins and metal picnic benches/tables. Walking/running signage and KM markers.	nil	Taken from Halstead PARISH PLAN	Town Council	BDC Ownership	None
			River Walk (adjacent Broton estate and football ground)	Improvements to footpath and general amenity.	nil	None given	Town Council	BDC Ownership	None
			King George V Playing Field, Kings Road (40770)	nil	Inclusive play equipment.	Taken from Halstead PARISH PLAN	Town Council	BDC Ownership	None

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			Ramsey Road Recreation Ground (60789)	Improvements to be defined by a public consultation and shown on a master plan for the site which may include; play equipment, a climbing frame, disabled play area/equipment and an outdoor gym.	Improvements to be defined by a public consultation and shown on a master plan for the site which may include; new skate park facilities, MUGA play area, boundary fencing around play areas, a covered enclosure including seating and a hard standing parking area for eight cars for event use and lockable for normal use.	Taken from Halstead PARISH PLAN	Town Council	BDC Ownership	None

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Halstead Trinity			Identify areas		Tree and shrub planting and wildlife conservation	None given	Town Council	BDC/ECC/private	None		
		<del>///exclaim.habits. bills</del>	Riverside Walk Off Butler Road near Broton estate	Appropriate seating and natural habitat bird boxes, dogwaste bins and picnic tables and signage. Improvements to path quality.			Halstead Town Council	BDC			
			Mount Hill	Improvements to area around the water fountain at the bottom of the hill.	Plaque to reference history. Play area.	None given	Town Council	Unknown	None		
(Halstead Trinity)		Formal OS (-7.7Ha) Children's Play (-0.24Ha)									
Hatfield Peverel and Terling	Fairstead	SEE RESPONSE FOR TERLING									
	Faulkbourne	NO KNOWN REQUIREMENTS									
	Hatfield Peverel		<del>lands.held.pipe</del>	Hadfelda Square, The Street - adjoining above open space (50214)	Provision of additional seating and litter bins.	Provide landscaping in the open space area adjoining the Square. <del>Provision of play equipment</del>	NP engagement	Parish Council	Parish Council	Green spaces site location maps	
			<del>limit.ducks.nail</del>	Strutt Memorial Recreation Ground and Village Hall car park, Maldon Road (40215)	Extend car park. Replacement/upgrade of play equipment; relaying safety surfacing; Re line MUGA pitch for different sports <del>Widen footpath around Strutt Memorial to incorporate running track.</del> Improvements to slope leading to duck pond from Laburnum Way	Adult gym equipment; provision of Zip Wire, table tennis table, cycle parking / racks. Provision of wild life information board in duck pond area. Swing for able and disabled children.	NP engagement	Parish Council and Braintree Strategy and Action Plan for Playing Pitches	Hatfield Parish Council and BDC Owned.	Green spaces site location maps	
			<del>///work.sling.slug (old Cemetery) ///pace.having.amber (new extension to Cemetery)</del>	Existing Cemetery and proposed extension to Cemetery, Church Road, Hatfield Peverel Burial Ground (80217)	Formation of new footpath in new part of cemetery by water taps; provision of additional seating and planting; provision of War Memorial in new part of cemetery. Provision of Lychgate at pedestrian entrances to old and new cemetery. In the old part of the cemetery create an area for wildflowers and wildlife.	nil			Parish Council	Parish Council (Deeds not seen)	Green spaces site location maps
			<del>///drive.sling.runner</del>	Drive way/Access Way from Church Road alongside Spinney House including public footpath	To excavate and create a new vehicular/pedestrian access way leading to cemetery and old allotment site from Church Road incorporating the existing public footpath.	nil		Allotment Association	Parish Council	Hatfield Peverel Parish, Council/Strutt & Parker/Upson Farms	None
		<del>bonds.tolls.stree</del>	Nounsley Play Area, Ulting Road (40272)	<del>Additional play equipment. -Removal of mound and landscape to make good. Play area new safety surfacing.</del>	Adult gym equipment. Provision of table tennis table. Zip wire.		Aspirations of the Community identified through work to develop the Hatfield Peverel Neighbourhood Plan	Parish Council	Parish Council (Deeds not seen)	Green spaces site location maps	



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Hatfield Peverel and Terling	Hatfield Peverel	outfit.assure.press	Keith Bigden Memorial Ground, Wickham Bishops Lane (40993)	Improve access and car parking area to site. Perimeter Fencing. Water supply to main pitch. 2 x ball stop nets. Free standing goals.	Area to be extended to include the new football ground on Map 43, children's play equipment & additional seating. <del>Provision of Tennis court facilities (with potential smartgate access system)</del> . Additional seating. Team Shelter. MUGA pitch. Artificial Pitch.	Aspirations of the Community identified through work to develop the Hatfield Peverel Neighbourhood Plan	Parish Council	Parish Council (Deeds not seen)	Green spaces site location maps
		strut.solve.fled	Country Park (Community Park), Wickham Bishops Road - Parks & Gardens - informal space (Area to be identified Map 43 currently shown as Gravel Pit)	To complete restoration of site, improve access entrance to site, landscaping/planting, formation of footpaths for walking/running, provision of seating, picnic benches, information/safety notice boards; enhance facilities for fishing lakes. Fencing around boundary of site.	Cycle parking. Provision of a Pump Track (short circuit track for BMX riders) .	None given	Parish Council	Hatfield Peverel Parish Council (Deeds not seen)	None
		yours.inch.fries	New permissive footpath - Maldon Road/Wickham Bishops Lane (footpath to be identified)	Identify new footpaths with associated planting, landscaping, fencing and signage.	nil	Aspirations of the Community identified through work to develop the Hatfield Peverel Neighbourhood Plan	Parish Council	Ulting Trust/ Strutt & Parker (or successor in title)	None
			The Green, Ulting Road - Amenity Green Space (50216)	nil	Provision of beacon.	NP engagement	Parish Council	Parish Council (Deeds not seen)	Green spaces site location maps
		indeed.tape.belts	Cricket Ground, Church Road (40229)	Provide additional seating and planting. To improve car park area and access off Church Road. Clubhouse improvements.	Cycle rack / parking and provide a non-turf strip.	Discussions between the Parish Council and Cricket Club	Parish Council	Hat Peverel Cricket Club/Sturtt & Parker (or successor in title)	Green spaces site location maps
	Terling		Football Field (40367)	Improvements to playing surface and changing facilities.	First aid equipment.	None given	Parish Council + OSAP version 1	Not in public ownership	Green spaces site location maps
			Green, Fuller Street	Improvements to the Green.	Measures to prevent parking.	None given	Parish Council	Unknown	None
			Cricket Field, The Dismals (40371)	New practise nets. Improve the pavilion including toilets, changing rooms and communal areas.	nil	None given	Parish Council	Not in public ownership	Green spaces site location maps
			Playground (60370)	Upgrade equipment.	nil	None given	Parish Council	Not in public ownership	Green spaces site location maps
			Tennis Courts (40368)	nil	New covered area.	None given	Parish Council	Not in public ownership	Green spaces site location maps
			Swimming Pool (40369)	Upgrade this community resource.	nil	None given	Parish Council	Not in public ownership	Green spaces site location maps

Ward	Parish	GSS Deficits (general ward/parish)	Location (ref GSS map)	Improvements Required (to existing facilities)	Improvements Required (new facilities)	Record (of public input)	Source (of entry)	Ownership (of relevant land)	Map Ref
Hatfield Peverel and Terling	Terling		River Walk (20989)	nil	nil	None given	Parish Council	Not in public ownership	Green spaces site location maps
			Terling Ford (50959)	Crossing to riverbanks, seating, signage and protection of landscape areas.	nil	None given	Parish Council	Highways	Green spaces site location maps
			School Green (50363)	nil	nil	None given	Parish Council	Not in public ownership	Green spaces site location maps
			Flacks Green (50363)	nil	nil	None given	Parish Council	Not in public ownership	Green spaces site location maps
			Gambles Green (50362)	nil	nil	None given	Parish Council	Not in public ownership	Green spaces site location maps
			Terling Cricket Club	Provide practise nets.	nil	None given	Braintree Strategy and Action Plan for Playing Pitches	Unknown	None
	White Notley		Vicarage Avenue Play Area, CM8 1SA	Improvement to play area including swings and safety surfacing.	nil	None given	Parish Council	BDC Ownership leased by Parish Council	None
(Witham Rural)		Parks and Gardens (-18.01)							
		Natural Semi-Natural Greenspace (-26.29)							
		Amenity Green Space (-5.89Ha)							
Hedingham	Castle Hedingham		Location to be identified	nil	Small area of play equipment for younger children.	Parish Council Local Plan parish survey 2016	Parish Council	Unknown	None
			Castle Hedingham Village Park, Land adjacent to Memorial Hall, Church Lane (50055)	Hedging and fencing at park boundaries. Improved surface for pedestrian and disabled access from Queen Street to park entrance. Improvements to toilets (including for better security). Security lighting.	Facilities for teenage children. Community garden/allotment and orchard for all ages. Seating/benches, picnic facilities. Rabbit & Deer proof fencing for community garden with pedestrian access gate	Correspondence with BDC. Parish Council Local Plan parish survey 2016	Parish Council	Hedingham Castle, leased for 25 years to the Parish Council	None
			Access to Riverside Walk, Station Road	Surfaced footpath to the Riverside Walk needs to be extended to the junction with Station Road.	nil	None given	Parish Council	Unknown	None
			To be identified	nil	Additional parking to serve future open space at Kirby Hall Road near De Vere Primary School.	Parish Council Local Plan parish survey 2016.	Parish Council	Not in public ownership	None

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Hedingham	Sible Hedingham		River Walk (Alderford Mill to Summerfield) (20306, 20901, 20311)	Footpath improvements	nil	None given	Parish Council / BDC	BDC	None
			Riverside Walk (Station Road to Rockways) (20306, 20901, 20311)	Extend surfaced footpath	nil	verbal complaints via PC	Parish Council	Bloor Homes (transfer pursuant to S106 agreement)	None
			Alderford Brook	Open up and clear out brook.	Nil	None given	Parish Council	BDC Ownership	Green spaces site location maps
			Spring Way	nil	Transfer designated POS (condition 20 of 95/01369/FUL) to public ownership to hold for the benefit of local people.	None given	Parish Council	Private Ownership	See Parish Council maps
			Tanners Dairy Prayors Hill	nil	Provision of open space on the site in association with residential development.	None given	Parish Council	Private Ownership	None
			Swan Street near the library	Landscaping improvements and planting (permission to be gained from ECC)	nil	None given	Parish Council	ECC	None
			Footpaths throughout Sible Hedingham parish	Renew and improve the public footpath network in the parish including signage, surfacing, bridges and fencing.	nil	None given	Parish Council	ECC and private	None
			Recreation Ground	nil	Outdoor table tennis table(s)	None given	Parish Council	Parish Council	None
	Hedingham School and Sixth Form	nil	Create a community sportsfield on land adjacent to the School.	None given	Braintree Strategy and Action Plan for Playing Pitches	Currently Unknown	None		
(Hedingham and Maplestead)		Children's Play (-0.8Ha)							
			To be identified		Planting of wild flowers.	On FPC's Environmental Working Group's project list.	Parish Council	Parish Council/ BDC/ ECC	Various
			To be Identified	Identify land to allow extension to permissive path network. Deliver path improvements.	Provision for a multi-user off road route for Feering linking Kelvedon and Coggeshall, generally along the river bank.	Parish Plan 2012 Agreement from parishioners, including young people, in the community survey 2017.	Parish Council	Unknown	
			To be Identified		Identify land to deliver community orchards and woodlands.	Parish Plan 2012 Agreement from parishioners in the community survey 2017.	Parish Council	Unknown	

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Kelvedon and Feering	Feering		Feering Village Green	Improve biodiversity.	Increase/improve planting and seating. Parish Council to acquire/manage this land for public use if the opportunity arises.	Community Survey 2017 showed that residents saw this as an important open space. It is a registered Village Green.	Parish Council BDC designation as a visually important space	Owned By Eastlight	W3W Ref: batches.rules.decorator 51°50'59.2"N 0°43'00.2"E (indicative co-ordinates only)
			Taylors Land	Improve biodiversity. Nesting boxes. Make pedestrian access accessible for all (e.g. step free, increased width). Additional seating.	Planting of trees, hedging, shrubs and other flora whilst maintaining important views of the church and Freshwater marsh (Local Wildlife Site BRA234).	Detailed in Community Survey 2017 and public feedback. It is now also included in the Feering Neighbourhood Plan as a designated Local Green Space	Parish Council BDC designation as a visually important space	Parish Council owned (Deeds not seen)	W3W Ref: reddish.inkjet.ambushes 51°50'56.3"N 0°42'58.1"E (indicative co-ordinates only)

Ward	Parish	GSS Deficits (general ward/parish)	Location (ref GSS map)	Improvements Required (to existing facilities)	Improvements Required (new facilities)	Record (of public input)	Source (of entry)	Ownership (of relevant land)	Map Ref
Kelvedon and Feering			Adjacent to and south-east of the existing cemetery, behind the houses on the east side of Coggeshall Road and London Road		Land to extend cemetery.	Request by The United Benefice of Kelvedon & Feering. Strong support from the Parish provided by the Community Survey 2017.	Parish Council Neighbourhood Plan Design Guide	Not in public ownership	W3W Ref: divisible.upcoming.pesky 51°50'47.2"N 0°43'03.8"E (indicative co-ordinates only)
			East side of Coggeshall Road opposite the community centre		Green open space including woodland and green corridor	Parish Plan 2012 Agreement from parishioners in the community survey 2017.	Parish Council Neighbourhood Plan Design Guide	Not in public ownership	W3W ref: fruit.umbrellas.milk 51°50'51.7"N 0°42'59.7"E (Indicative co-ordinates only)
			To be identified		Sports and recreational facilities, including all weather multi-use pitche(s) to the latest specification; changing facilities and access. New MUGA.	Request from various sport clubs and the community survey 2017	Parish Council		
			Car park of Community centre	Surface the car park with a durable porous surface to increase usage. Increase biodiversity around the area. Composting bins/bays.	Cycle parking. Electric car charging points. Make pedestrian access accessible for all (e.g. step free, increased width).	None Given	Parish Council	FPC (Deeds not seen)	W3W Ref: besotted.mere.cloth 51°50'50.8"N 0°42'57.0"E (indicative co-ordinates only)
			Rye Mill Lane Playing Field (40147)	Improve the recreational facilities for residents of a variety of ages and abilities (e.g. improve the skate park, remodel the play area and mound area, bigger slide). Additional seating & litter bins. Increase green / environmental / carbon capture features. Renovate boundary fences and entry points around the field eg fencing needs to be rabbit proofed. Improvements to MUGA.	Planting of trees, hedging, shrubs & other flora. Improve the pedestrian access.	Young people request detailed with the 2017 Community Survey where young people wanted improved play equipment for 8yrs+	Parish Council	Parish Council owned (Deeds not seen)	W3W Ref: besotted.mere.cloth 51°50'50.8"N 0°42'57.0"E (indicative co-ordinates only)
			Rye Mill Lane Playing Field (40147) – wooded area & pond	Improvements to wooded area (e.g. for use by the Forest School) to make it more diverse and improve children's learning. Improve the pond area to make it a better habitat; determination of the the source and of water flow.	Supply and installation of interpretation boards. Nesting boxes. Pond: Safe accessibility and facilities to educate children. Shoring up the banks around the small playing field to stop land subsidence and encourage natural play.	Feering Primary School and Parents	Parish Council	Parish Council owned (Deeds not seen)	W3W Ref: besotted.mere.cloth 51°50'50.8"N 0°42'57.0"E (indicative co-ordinates only)

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Feering	Feering		Rafted path walk alongside river includes Feering public footpath 17	Extend rafted riverwalk path. Improve the river walk to make it more accessible for residents of a variety of ages and abilities. Replace old wooden sleeper section.	Develop a nature trail, viewing platforms and seating areas alongside the path / branching off from it. Nesting boxes. Investigate and action if appropriate /possible the environmental state of Feering Marsh, a rare freshwater marsh and local wildlife site (Bra234).	Community Survey 2017 concluded the need for improved public footpaths and cycle routes within Feering.	Parish Council	Not in public ownership	W3W Ref: dweller.spin.conductor 51°50'52.0"N 0°42'44.6"E (indicative co-ordinates only)
			All the land from the Cricket Club extension through to Lady Meadow and the location of the Crab and Winkle railway line on the south side of the current railway line.		Nature trail/riverside walk / cycle path and children's play area. Nesting boxes. Formal and informal open space.	Community Survey 2017 concluded the need for improved public footpaths and cycle routes within Feering. Wildlife Group: Close to the river the land provides a natural corridor for wildlife.	Parish Council and Braintree Strategy and Action Plan for Playing Pitches	Not in public ownership	W3W Ref: heads.deprives.diary 51°50'41.0"N 0°42'26.5"E (indicative co-ordinates only)
			Land to the East of Station Road.		Provide non-motorised access via a bridge from Station Road over the river to link to the proposed river walk / Lady Meadow. Potentially linking Feering to a proposed Kelvedon to Earls Colne cycle route. Making it accessible for all.	Community survey 2017 detailed a desire to have a safe walking/cycling route from Feering to Kelvedon to Coggeshall.	Parish Council	Private Land	W3W Ref: obscuring.standard quicker 51°50'26.5"N 0°42'25.2"E (indicative co-ordinates only)
			Lady Meadow (20686) (Lady meadow: acts as the village flood plain category 3b)	Improve biodiversity.	Secure land for public use to provide a nature/sensory trail	Parish Plan 2012 Agreement from parishioners in the community survey 2017.	Parish Council. BDC designation as a visually important space	Not in public ownership	W3W Ref: obscuring.standard quicker 51°50'26.5"N 0°42'25.2"E (indicative co-ordinates only)
			Bridge Meadow	Improve biodiversity and improve open space to make it feel like a community garden (e.g. plant trees, shrubs, wildflowers, herbs and sweet peas).	Seating area.	On FPC's Environmental Working Group's project list.	Parish Council Neighbourhood Plan	Parish Council owned (Deeds not seen)	W3W Ref: alpha.clouding.ties 51°50'26.2"N 0°42'26.0"E (indicative co-ordinates only)

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Kelvedon and Feering	Feering		Green opposite The Sun Inn	Improve biodiversity.		On FPC's Environmental Working Group's project list.	Parish Council Neighbourhood Plan Design Guide	ECC	W3W Ref: costly.turns.studio 51°50'26.6"N 0°42'26.8"E (indicative co-ordinates only)
			Packhorse Bridge	Improve biodiversity.	Supply and installation of interpretation boards. Bat & bird boxes.	Packhorse Bridge Society	Parish Council	Part owned by Parish Council owned (Deeds not seen) and part owned by The Packhorse Bridge Society	W3W Ref: crusher.landscape.tune 51°50'24.8"N 0°42'25.8"E (indicative co-ordinates only)
			Land Rear of John Raven Court, Feering Hill includes Feering public footpath 13		Proposed new open space for wildlife and enthusiasts. Natural open space such as wild meadow, woodland or scrub. Bat and bird boxes, hides and hibernaculum. Potential to be the start of Crab and Winkle Railway Historic Walk.	Feering & Kelvedon Wildlife Group One of the Wildlife Walks in 2019 was set around footpath 13 and it was felt that the natural, undisturbed area could be enhanced. The group also provided evidence of wildlife using it as a corridor which was caught on camera. Would blend in with existing planted trees in adjacent boundary. Footpath 13 used by residents and people working at Threshelfords.	Request from Feering & Kelvedon Wildlife Group	Private Land	W3W Ref: Sublet.slack.circus 51°50'27.4"N 0°42'43.2"E (whole piece of land)

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			Remaining railway bank of Crab & Winkle Railway Line to Domsey Brook		Nature walk from Feering public footpath 13 to this site following the old railway route as visible by google with lecterns explaining the areas historical significance.	Wildlife Group: This is the last visually clear sign of where the Crab & Winkle Train Line ran from Kelvedon Holt to Tollesbury	Request from Feering & Kelvedon Wildlife Group	Private Land	W3W Ref: model.removing.p oetry 51°50'15.1"N 0°42'56.3"E (indicative co-ordinates only)
			To be Identified		Safe cycling route to Tiptree.	Requested by young people	Parish Council	Private Land	
Kelvedon and Feering	Kelvedon		Village Green, High Street	To improve access, amenity (including seating) and biodiversity.	nil	None given	Parish Council	Parish Council	None
			Kingfisher Way Open Space	To improve access, amenity and biodiversity.	nil	None to date	Parish Council	Parish Council	None
			Recreation Ground (40245) and Brockwell Meadow (20239)	The development and enhancement of the play and leisure facilities at the Recreation Ground and/or the development and enhancement of facilities, access and amenities at the nature reserve at Brockwell Meadow.	nil	None given	Parish Council	Parish Council	See Council map
			Glebe Road/Thorne Road Play Area	The development and enhancement of the play and leisure facilities.	nil	None given	OSAP Version 1 + Parish Council	Parish Council	None
(Kelvedon Ward)		Children's Play (-1Ha)							
		Formal OS (-4Ha)							
	Bardfield Saling	NO KNOWN REQUIREMENTS							
Rayne	Great Saling		Playing Field (40195)	Site regeneration, playing pitches renovation, more litter bins/seating and external storage space for sports equipment.	Cycle and disability parking and play equipment. Sports pavilion/changing room.	None given	Parish Council	BDC Ownership	None
			Village Hall - Playing Field	Signage and regeneration of Village Hall car park to support use of the playing fields.	nil	None given	Parish Council	Unknown	None



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Rayne	Rayne		Sports Ground (pavilion) (40283)	An engineering drainage solution is required to keep the pitches useable year-round.	A social area for viewing sports events and meeting after matches and changing facilities.	Rayne VILLAGE DESIGN STATEMENT	Parish Council	Parish Council (Deeds not seen)	Green spaces site location maps	
			Rayne Hall Green, Shalford Road	Replacement trees, large boulder to display Centenary field plaque and protection of site from vehicle encroachment.	nil	Parish Council	Parish Council	Parish Council	None	
			Rayne Village Hall - Gore Road	Changing/toilet facilities and new cricket pavilion. Improve pitch drainage and expand parking provision.Storage for sports clubs. New cricket practise nets.	Small sided informal MUGA.	Village consultation	Parish Council and Braintree Strategy and Action Plan for Playing Pitches	Parish Council	None	
			Gore Road Playing Field extension/Oak Meadow	Drainage and levelling for the 3nr football pitches, all-weather training pitch. Nature/jogging trail and planting and landscaping.Extend and re-surface car park and mark disable and general bays.	The nature reserve needs facilities for visiting schools and interpretation panels.	Football Club and Village Hall Committee	OSAP Version 1 and Parish Council	Parish Council (Deeds not seen)	None	
			Open countryside to the north and west	Tree and shrub planting required in the form of small copses and hedgerows to link existing natural features.	nil	Rayne VILLAGE DESIGN STATEMENT	None given	Unknown	None	
			Gore Road, Rayne, Braintree CM77 6TX	<b>Oak Meadow Nature Reserve</b>	<b>Restoration of ponds in nature reserve</b>				<b>Rayne Parish Council</b>	
			The Flitch Way	Develop a mixed habitat which would have more wildlife benefits.	nil	Rayne VILLAGE DESIGN STATEMENT	None given	Various	None	
			The village - general small amenity spaces	New litter and dog waste bins (map in CIP to identify current/additional bins). Improve and extend flower beds. Physical measures to defend green spaces from vehicle parking and bollard lighting. Improve planting and appearance of green spaces within the village. Selective tree planting outside of the built area.	nil		Villagers request	Parish Council	Unknown	None

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Silver End and Cressing	Cressing		The Playing Field, Jeffrey's Road CM77 8JQ	Expansion and modification of the playing fields and equipment to include a facility for older children. Construction of the village community hall. Refurbishment, re-surface and modification to play area. Re-surface and improve drainage to the car park. Provide portable training lights. Improve grass pitch drainage. Install soak-away and associated pipe work to drain field and prevent flooding of the football pitch, seating area and adjacent car park. Replace and improve footpath. Complete redesign and rebuild of unsuitable changing rooms.	Purchase of extra land for community use. Installation of information boards and additional signage for safety notices. New picnic tables, benches and seating on playing field. Install lighting to PROW 74/15 (subject to Essex Highways' approval – currently awaited). Storage for games equipment. Purchase and installation of additional equipment, such as basketball facilities and skateboard ramps. New MUGA.	Community consultation and surveys from residents	Braintree Strategy, Action Plan for Playing Pitches and Parish Council	Parish Council	None
			Common Land Unit Number CL426 - Land by Deans Farm	nil	Provide public access and provide landscape enhancements for wildlife.	None given	Parish Council	Common Land	None
			Rainbow Field, The Street	Secure with fencing and provide public access. Provide landscape enhancements for wildlife.	Provision of a village orchard. Seating.	PC discussions with the school	Parish Council	Parish Council	See Council map
			All Saints Churchyard	Developing nature conservation area in the churchyard. Replacement of information board.	nil	None given	Parish Council	All Saints Church	None
			Grass verges at each road entrance to the village - B1018 Braintree Road, Lanham Green Road, Polecat Road, Church Road, Ashes Road, Witham Road, The Street	nil	Planting	None given	Parish Council	Parish Council	None
			Hawbush Green & Mill Lane/Crozier Drive	nil	New noticeboards	None Given	Parish Council	Essex highways	None
			Various suitable locations around the village	nil	Planting of native trees	None Given	Parish Council	Unknown	None
			Various within parish	nil	To provide suitable surfaces and signage for cycle paths	None Given	Parish Council	Various including ECC	None
			Open space, Claude Ince Avenue & Mill Lane	nil	Covered seating/benches	None given	Parish Council	Unknown	None

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Silver End and Cressing	Rivenhall		Albert Moss Playing Field	nil	Tree planting including a small community orchard or woodland	Parish Council minutes	Ward Member / Parish Council	BDC	None	
			John Ray Walk (Olivers Lane)	nil	Work is needed to both repair the eroded surface of the lane and to install suitable barriers that would allow pedestrian access but prevent motorbikes getting access at the Rickstones Road entrance to the lane.	None given	Ward member	Essex County Council	None	
			Village Green	nil	Installation of low fencing along the boundary with Beech Road	None given	Parish Council	Unknown	None	
		Church road Rivenhall ///walls.spins.fractions	Albert Moss Playing Field		New / improved drainage to playing fields.	Parish Council		BDC		
			Rivenhall Albert Moss and St Marys Road play areas	nil	Parish Council is looking for new sites where play equipment and sports facilities can be installed. The provision of play equipment for children with disabilities.	Parish Plan. PC minutes.	Parish Council / Ward Member	BDC	None	
		Silver End		Village Hall Sports Ground (40328)	Surface improvements, grass and hard surface tennis courts x4, surface improvements to multi-surface. Consider installing smartgate access system to tennis courts. signage/information boards and litter/dog waste bins. Increase parking facilities and changing facilities.	Cycle/disabled parking and facilities for young people. Small sided informal (MUGA).	None given	OSAP Version 1 and Braintree Strategy and Action Plan for Playing Pitches	BDC Ownership (Leased to Francis Crittall Trust)	None
			Silver Street Sports Ground (40326)	Signage/information boards. Improve pitch drainage.	Cycle and disability parking and a play area for mixed ages groups - babies to teens	None given	OSAP Version 1 and Braintree Strategy and Action Plan for Playing Pitches	BDC Ownership	None	
			Throughout the village at or near to buildings of significance, both historic and architectural	nil	New information boards explaining and illustrating the origins, history and heritage of significant locations and buildings throughout the village.	None given	Silver End Heritage Society	Unknown	None	
			Grassed area in front of Silver End Bowls Club	nil	Landscape improvements and planting.	None given	Ward member	Braintree District Council	None	
			Old BMX track	woodland walk, access for all and seating	nil	none	Parish Council	BDC Ownership	None	
			Memorial Gardens	York stone pathways and tarmac path network – lift and relay	Rebound goal/basketball hoop and hard surface area for recreational use. Hard surface area for outdoor table tennis table	none	Parish Council	Unknown	None	
			A suitable location within the village.	nil	A commissioned piece of public art to enhance the environment and commemorate the origins of the building of the village, such as a structure made from former Crittall metal windows, a statue of the founder, Francis Henry Crittall or an interpretation of Tait's Tower, the principal architect of the Modernist Movement houses in the village.	None given	Parish Council / Silver End Heritage Society	Unknown	None	

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		europic.cure.poster	Japanese Gardens in Silver End Memorial Gardens		Re-establish original Torii Arch in the Japanese Gardens		Parish Council	BDC Ownership	
		spout.exonerate.mimed	Multi sportscourt - Village Hall Field, Silver End	Modification of multi sports court to allow additional parking for Silver End Football Club			Parish Council	BDC / Silver End PC	
		hobble.attaching.office	Approach to Silver Street Pavilion, Silver End	Improve the parking, particulary on match days or when the pavilion is on use.			Parish Council	BDC Ownership	
			Site to be agreed in Silver End	Install a piece of public artwork within an area of Public Open Space within the village.			Parish Council	BDC/ECC/Eastlight - dependant upon agreed location	

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Stour Valley North	Ashen		Playing Field, Upper Farm Road, CO10 8JR	To provide a culvert and connection to the highway drainage to improve the drainage outfall. Further play equipment to supplement existing equipment including for all ages. New football nets and seesaw seat. Gravel surfaced footpath to children's play area.	An all-weather access track from the road to the play area required, suitable to assist mothers with prams etc. A storage facility to assist full usage of the playing field.	Parish Council - Parish Plan	Parish Council	Parish Council owned (Deeds not seen)	None	
		arise.tins.nibbles	Playing Field, Upper Farm Road Ashen CO10 8JR	To provide culvert and connection to highway drainage to improve drainage outfall. Further play and exercise equipment to supplement existing equipment for all ages.				Ashen Parish Council		
		spells.torso.bolsters	The Waver, The Street, CO10 8JN	New railing and refurbishment of the main body and banks. Dredging with repairs to the surrounds and overflow pumps to reduce flooding risk. Ecological planting scheme to improve biodiversity.				Unknown		
			The Waver, The Street, CO10 8JN	New railing and refurbishment of the main feature. Dredging with repairs to the surrounds and overflow pipes. Provide suitable drainage and planting.	nil	None given	Parish Council	Unknown	None	
	Belcham Otten		Church Green	Regeneration works to pond and surrounding vegetation to enhance public amenity.	nil	None given	Parish Council	Parish Council	None	
		///slogans.pastels.fuse	The Street Belcham Otten Sudbury Suffolk CO10 7BG	Installation of kerb along highway verge to prevent further erosion, protect wildlife habitat and improve landscape quality.				Essex County Council		
	Belchamp St Paul	skewing.plod.stands	Playing field, Gages Road, CO10 7BU(40008)	Improvements to play area, including safety surfacing under children's play equipment, a pavilion and additional bench seats. The improvement of grass pitches and the regeneration of the former netball court. Regenerate boundary hedges to improve landscape quality and access to the playing fields.	nil	None given	Parish Council	Not in public ownership	Green spaces site location maps	
			Cole Green	Replacement of existing benches and provision of new benches. Regeneration works to drainage and trees.	nil	None given	Parish Council	Unknown	None	
			Community House (40917)	Car park and tennis court regeneration. Consider installing smartgate access system to tennis court(s).	nil	None given	Parish Council & LTA	Not in public ownership	Green spaces site location maps	
	Belchamp Walter	NO KNOWN REQUIREMENTS								
	Borley		Borley Green (50821)	Improving landscaping, habitat and access. Clear the overgrown areas and add dog waste bins.	nil	None given	Parish Council + OSAP Version 1	BDC ownership leased to Parish Council	Green spaces site location maps	
	Foxearth		Site to be identified	nil	Purchase of land for community use.	None given	Parish Council and Member	Unknown	None	
	Liston	SEE RESPONSE FOR FOXEARTH								

Ward	Parish	GSS Deficits (general ward/parish)	Location (ref GSS map)	Improvements Required (to existing facilities)	Improvements Required (new facilities)	Record (of public input)	Source (of entry)	Ownership (of relevant land)	Map Ref	
	Little Yeldham		Village Green at Church Green (50268)	Regenerate and improve landscape quality.	nil	None given	Parish Council	Parish Council owned	None	
			Playing Field (40270)	Regenerate and improve landscape quality.	nil	Feedback to Parish Councillors	Parish Council	Parish Council owned	None	
			North End Village Green	Regenerate and improve landscape quality.	nil	None given	Parish Council	Parish Council owned	None	
	Ovington	NO KNOWN REQUIREMENTS								
	Pentlow	NO KNOWN REQUIREMENTS								
	Ridgewell		Village Hall Playing Field CO9 4SL (A) (40291)	Improvements to the children's play area.	Creation of a new MUGA.	Requests from public and Public consultation	Parish Council	Parish Council as Sole Trustee	See Parish Council map .pdf	
	Tilbury Juxta Clare		Village Green at Tilbury Hill	Regenerate and improve landscape quality.	nil	None given	Parish Council	Parish Council owned	None	
(Ashen)	Formal OS (-0.54Ha)									

Ward	Parish	GSS Deficits (general ward/parish)	Location (ref GSS map)	Improvements Required (to existing facilities)	Improvements Required (new facilities)	Record (of public input)	Source (of entry)	Ownership (of relevant land)	Map Ref	
Stour Valley South	Alphamstone	NO KNOWN REQUIREMENTS								
	Bulmer		Church Meadow, Church Road, CO10 7EL	Fence around large central oak tree and improve drainage.	nil	None given	Parish Council	Unknown	None	
	Bures Hamlet		Coe's Meadow (10034)	Improvement to car park, gate repair or replacement, replace goal posts and net, new benches, new signage and new play equipment to replace old.	New climbing play equipment and French boules pit.	None given	Parish Council	Not in public ownership	See Council map and GSS map 60	
				Essex Knoll, Colchester Road, CO8 5AE	Upgrade existing street furniture, install canopy shelter and improve landscaping and bedding plants.	nil	None given	Parish Council	Parish Council	None
				Small Open Space adjacent to footpath leading from The Paddocks to Colchester Road	New seating, landscaping and small play equipment.	nil	None given	Parish Council	Braintree District Council	None
			Open Space Land to rear of Cambridge Way CO8 5BQ	nil	To manage and develop land as a woodland orchard and wildlife meadow.	Bures Joint Parish Action Plan	Parish Council	Braintree District Council	Submitted map	
	Great Henny	NO KNOWN REQUIREMENTS								
	Lamarsh			Site to be identified	nil	Play area required.	None given	Parish Council	Unknown	See council map
				Site to be identified	nil	Parking required.	None given	OSAP Version 1	Not in public ownership	None
	Little Henny	NO KNOWN REQUIREMENTS								
	Middleton			Route to and alongside river	Enhance footpath by creation of a route to and alongside the river.	nil	Village design statement	Parish Council	Unknown	None
	Twinstead			Village Green 51.995651, 0.693228	Enhancements and improvements to village green including water pump	nil	None given	Parish Council	Parish Council	None
				Twinstead Cricket Ground, Church Road (40961)	Electronic scoreboard	nil	None given	Essex cricket	Parish Council (Deeds not seen)	None
	Gestingthorpe			Playing Field (40166)	Extend children's play area including safer access and add fencing. Replace practice net floor and run. Replace public benches in front of pavilion. Extend the pavilion to provide extra changing room.	New accessible toilets. Practise nets.	None given	Parish Council, Playing Pitches & Essex Cricket	Parish Council (100 year lease)	None
				Church Green	Protect open space from deterioration through car parking.	nil	None given	Parish Council	Parish Council	None
				Main village pond and a second smaller pond	Improvements to ponds including dredging.	nil	None given	Parish Council	Parish Council	None

Ward	Parish	GSS Deficits (general ward/parish)	Location (ref GSS map)	Improvements Required (to existing facilities)	Improvements Required (new facilities)	Record (of public input)	Source (of entry)	Ownership (of relevant land)	Map Ref
	Wickham St. Pauls		Wickham St. Pauls		Dredging of the pond. Purchase and planting of trees to create a copse near the village pond. Play equipment.	Parish Council meetings		Wickham St. Paul's Parish Council	
			Village Green and surrounding open space (50391)	Nature trail (including footpaths) and landscape enhancements to the village ponds.	Play equipment.	Parish Council meetings	Parish Council	Parish Council owned (Deeds not seen)	Map submitted
	(Bures Hamlet)	Informal OS (-0.2Ha)							
	(Lamarsh)	Children's Play (-0.75Ha)							



Ward	Parish	GSS Deficits (general ward/parish)	Location (ref GSS map)	Improvements Required (to existing facilities)	Improvements Required (new facilities)	Record (of public input)	Source (of entry)	Ownership (of relevant land)	Map Ref	
The Colnes	Colne Engaine		Recreation Ground and Car Pak (40088)	Upgrade of playground (including swing & slide) and gym equipment. Replace goal posts. Upgrade car park surface. Improve amenities.	Lockable bicycle rack. Lit and fenced muga on lower recreation ground.	None given	Parish Council	Parish Council	Green spaces site location maps	
			Football Field (40090)	Improvements to parking facilities. Enhancements to playing field and sports pavilion.	nil	None given	Parish Council	Parish Council leased to football club	Green spaces site location maps	
			Village Pond - 34m north of Village Green on Pebmarsh Road	Improvements to village pond.	nil	None given	Parish Council	Common Land	None	
	Earls Colne		Millennium Green (10930)	Renew play equipment and pathways. Improvements to the roadside boundary hedge.	nil	None given	Parish Council	Trust land (Deeds not seen)	Green spaces site location maps	
			De Vere Road Playground (60120)	Improvements to increase range of equipment and improvements to grounds including a skate park adjacent to demolished garages. Refurbishment of mural on garages.	nil	None given	Parish Council	BDC Ownership	Green spaces site location maps	
			Village Green (North) (50122)	Improvements to quality of green including refurbishment of the grass areas, new planters, refurbishment of village sign and installation of local information signage.	nil	None given	Parish Council	Parish Council (Deeds not seen)	Green spaces site location maps	
			Village Green (South) (50123)	Improvements to quality of green. New planters.	nil	None given	Parish Council	Parish Council (Deeds not seen)	Green spaces site location maps	
			Atlas Estate Garden (10133)	General landscape improvements needed.	nil	None given	Parish Council	BDC Ownership	Green spaces site location maps	
			Nonancourt Way (60116)	New/improved play equipment and general landscape improvements.	nil	None given	Parish Council	BDC Ownership	Green spaces site location maps	
			Reuben Walk Playground (60931)	More play equipment required and landscape quality improvement.	nil	None given	Parish Council	BDC Ownership	Green spaces site location maps	
			Earls Colne	Improvements to planting and planters	nil	None given	Parish Council	Parish Council (Deeds not seen)	Various	
			vibrate.rated.reinstate	Earls Colne Tennis Club	New Practice Wall area		Ongoing discussion with teams	Parish Council		
				Earls Colne Tennis Club	Lighting to the whole area to enable extended playing time		Ongoing discussion with teams	Parish Council		
				Earls Colne Tennis Club	Tennis pavilion provision for use during sessions.		Ongoing discussion with teams	Parish Council		
		Earls Colne	Improvements to disabled access and footways	nil	None given	Parish Council	Various	Various		

Ward	Parish	GSS Deficits (general ward/parish)	Location (ref GSS map)	Improvements Required (to existing facilities)	Improvements Required (new facilities)	Record (of public input)	Source (of entry)	Ownership (of relevant land)	Map Ref
The Colnes	Earls Colne		Hillie Bunnies Playground (60117)	General amenity improvements.	nil	None given	Parish Council	BDC Ownership	Green spaces site location maps
			Ashwell Amenity and Pleasure Ground, Brickfield and Long Meadow Trust (20114)	Upgrade to pathways, renew noticeboards. Installation of metal 5 bar gates and kissing gates to replace wooden gates.	nil	None given	Parish Council + OSAP Version 1	Ashwells Amenity and Pleasure Ground Trust (Deeds not seen)	Green spaces site location maps
			Pump Green, CO6 2PG	Enhancements to area. New planters	Create a dry garden.	None given	Parish Council	Parish Council (Deeds not seen)	None given
			Newhouse Road, Airfield, Marks Hall, A120 underpass	nil	Earls Colne section of cycle Path linking Newhouse Road through to Coggeshall allowing residents to cycle to the Airfield, Marks Hall and Coggeshall via a safe route.	None given	Parish Council	Airfield, Marks Hall	None given
			Public Open Space at CALA Homes development East of Station Road	nil	Installation of benches, waste and dog bins	None given	Parish Council	Cala Homes but due to be transferred to the Parish Council	None given
			Footpath No. 16 (Bourne Brook)	Enhancements of this route from the Millennium Green through to the footbridge over the River Colne.	nil	None given	Parish Council	Public Right of Way	None given
			St Andrews Church, Church Hill, CO6 2RG	Enhancements to Church Yard and War Memorial improvements.	nil	None given	Parish Council	Unknown	None given
			The Shrubbery, CO6 2RG	Improvements to quality of green. New village noticeboard.	nil	None given	Parish Council	Parish Council (Deeds not seen)	None given
			Village Pond Pebmarsh Road, North of Village Green	Landscape improvements to village pond and surrounding area	nil	None given	Parish Council	Parish Council	None given
			Throughout the village	Development of safe cycle routes.	nil	None given	Parish Council	Various including ECC	None given
			Cemeteries	Causeway - General landscape improvements. Burrows Road - Enhancements to facilities.	nil	None given	Parish Council	Unknown	None given
			Recreation Club, Halstead Road, CO6 2NG	Replace play surfaces and new and improved equipment, including replacement of safety matting. Replacement changing rooms. Car park extension. Improvements to ensure greater accessibility for all users.	Outdoor table tennis table. Replacement pavillion. New cricket sight screens and nets.	None given	BDC Officer, Parish Council and Recreation Club	Trust land (Deeds not seen)	None given

Ward	Parish	GSS Deficits (general ward/parish)	Location (ref GSS map)	Improvements Required (to existing facilities)	Improvements Required (new facilities)	Record (of public input)	Source (of entry)	Ownership (of relevant land)	Map Ref
The Colnes	Earls Colne		Sites in Earls Colne to be identified	nil	Zip wires, Skateboard facility and outdoor adult exercise equipment. All weather cycle paths between Earls Colne and surrounding areas: Airfield, Halstead, Coggeshall, Colne Engaine and Marks Hall. Installation of Incredible Edible Planters throughout the village. Planters and trees added throughout the village including enhanced planting in the Triangle planter on Park Lane/Church Hill and planters and <b>planting along High Street / Halstead Road.</b> Replacement seating.	None given	Parish Council	Various	None given
	Pebmarsh		Children's Playground, The Street (10277)	Renew children's play equipment, landscape play area, refurbish replay fencing / gates / play surfaces / mulch.	nil	None given	Parish Council	Parish Council	None
			Pebmarsh Village War memorial, The Street	The world war(s) memorial is in need of refurbishment, the memorial land / triangle requires replanting / landscaping and new fencing / stones put in place to prevent car parking generated by the village school.	nil	None given	Parish Council	Parish Council	None
			Glebe Land, The Street	Landscaping and planting. Improved paths and walkways / surfaces will help to increase participation for all.	nil	None given	Parish Council	Leased by Parish Council from Church	None
			Skate Park, Rear of Pebmarsh Village Hall, The Street	Renew and update the skate park amenities	nil	None given	Parish Council	Parish Council	None
			Footpaths, Throughout the parish of Pebmarsh	Renew / improve the public footpath network surrounding / running through the parish of Pebmarsh including signage / gates / steps / bridges / surfaces / fences / publicity / etc.	nil	None given	Parish Council	Essex County Council / Private landowners	None
			Fishing Lakes, Throughout the parish of Pebmarsh	Renew / improve the fishing lakes and amenities within the parish to protect fishing stocks.	nil	None given	Parish Council	Private landowners	None
			Football ground & changing facilities, Pebmarsh Road (40279)	General landscape improvements needed. Replace changing rooms.	nil	None given	Parish Council	Village Trust	None
	White Colne		Bures Road to Colne Park following the old railway line (60134)	nil	Wildlife corridor.	None given	Parish Council	ECC owned land	Green spaces site location maps
			White Colne Meadows (50988)	Signage, litter and dog waste bins, fill gaps in hedge, tree planting, renovate access path 'The Chase'. Renovation of the community orchard including wild daffodil bulbs for under planting.	Cycle and disability parking, wheelchair access, could be used for events/activities. Provide storage for equipment to host events on the open space. Children's play equipment (slide and fort on the mound), picnic tables (wheelchair friendly).	None given	OSAP Version 1	Parish Council owned (Deeds not seen)	Green spaces site location maps

Ward	Parish	GSS Deficits (general ward/parish)	Location (ref GSS map)	Improvements Required (to existing facilities)	Improvements Required (new facilities)	Record (of public input)	Source (of entry)	Ownership (of relevant land)	Map Ref	
The Colnes	White Colne		Village Green (50136)	Improvements to visual aspect by the village sign, benches, bins, noticeboard, boundary posts and enhancements to the parking area opposite 30/32 Colneford Hill.	nil	None given	Parish Council	Not in public ownership	Green spaces site location maps	
			Play area (Petanque Court) to the rear of Village Hall, Bures Road	Renovation, fencing and land drainage.	nil	None given	Parish Council	ECC owned land	None	
			Land between bridge and abutment of Colne Park Road	To change area to a wildlife area.	nil	None given	Parish Council	Unknown	None	
			No specific site identified	nil	New footpaths, cycle ways and disabled access to the countryside.	Village design statement	None given	Unknown	None	
	(Earls Colne)	Children's Play (-0.24)Ha								
Three Fields	Finchingfield		Playing Fields (40159)	Upgrade of children's play area, BMX/skate equipment + more activities. Soft surfacing, fencing around playground, access gates and signage. Improvements to Pony Field to enable ball games to be played.	Cycle parking.	Community survey	Parish Council	Parish Council (Deeds not seen)	Green spaces site location maps	
			Play area, Cornish Hall End	Additional play equipment including swings and pedestal slide.		Playing field EGM	Parish Council	Leased to Parish Council.	Submitted map	
			Off Stephen Marshall Avenue	Signage, information boards, seating, litter bins and surfacing. Building and play area renovation.	Cycle and disability parking.	None given	OSAP Version 1	Parish Council (Deeds not seen)	None	
	Great Bardfield		Land off Bendlowes Road, Great Bardfield Nearest Code CM7 4RR	Great Bardfield Playing Fields & Playground Area	Improve pitch drainage and provide portable training lights. Continue enhancement to playground facilities and equipment including items for less able users.	Provision of All Weather/Multi Use Fames Area. Skate Park. Additional seating, litter bins and cycle parking.	Representations through Parish Council Attendance at School Fete, Youth club Meetings, Toddlers Group, Football Club, Neighbourhood Plan Parish Questionnaire	Braintree Strategy and Action Plan for Playing Pitches & Parish Council.	Great Bardfield Parish Council	None
			In the centre of Great Bardfield at the Junctions of Braintree Road, Brook Street and High Street	School Green, Causeway Green and Mill Close Green -Village Greens at the junction of Braintree Road, Brooks Street and Crown Green at the Junction of Crown Street and Vine Street	To enhance and improve these areas with improved landscaping, planting and seating as appropriate.	nil	N/A	Parish Council	Great Bardfield Parish Council	None

Ward	Parish	GSS Deficits (general ward/parish)	Location (ref GSS map)	Improvements Required (to existing facilities)	Improvements Required (new facilities)	Record (of public input)	Source (of entry)	Ownership (of relevant land)	Map Ref
			Ancient track ways Long Green and Colney Green - Opposite Blue Egg (51.938691; 0.445235)	Improved access for walkers and cyclists. Appropriate planting of native species	nil	Walkers carrying out survey of local footpaths	Parish Council	Great Bardfield Parish Council	None

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			Footpath running from Dunmow Road to Braintree Road via St Mary's churchyard	Introduce, as appropriate, wild flowers such as the Bardfield Oxlip and Marsh Marigolds.	nil	N/A	Parish Council	Great Bardfield Parish Council	None
			Recreation Ground (40179)	Upgrade playground area. Litter bins and additional cycle racks.	nil	Consultation across the parish and public meetings	Parish Council	Parish Council (Deeds not seen)	Green spaces site location maps

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	Great Bardfield	LAND OFF DUNMOW ROAD (ADJACENT TO THE TOWN HALL) GREAT BARDFIELD NEAREST POST CODE CM7 4SA	Amenity Land r/o Town Hall (51.946957; 0.435878) - known as the Quiet Space	Enhancements to biodiversity and nature conservation. Additional seating. Enhancement to biodiversity - creation of wildflower area and additional seating	Creation of wildflower area.	Identification by PC and engagement with residents that there was nowhere central to the village to sit and rest.	OSAP Version 1	Parish Council (Deeds not seen) GREAT BARDFIELD PARISH COUNCIL	None	
			Piper's Meadow	Reintroduction of the Great Bardfield Oxlip. Enhancement/access to nature conservation. 10 year work programme of work. Better railings required. Additional Seating.	Cycle parking. Creation of wild flower meadow.	Taken from VILLAGE DESIGN STATEMENT	OSAP Version 1	Privately owned land leased by Parish Council (Deeds not seen)	None	
		Land off Bridge street, Great Bardfield Nearest Post Code CM7 4SZ	Piper's Meadow	Continue with the reintroduction of the Bardfield Oxlip. Additional seating, improved access to encourage use for all. Creating of wild flower meadow. New signage.		Public support following recent tree planting initiative		Privately owned land leased by Parish Council		
			Playing Field behind houses in Bendlowes Road	Pavilion needs replacing.	nil	Taken from VILLAGE DESIGN STATEMENT and public consultation. Also taken from PARISH PLAN	nil	Parish Council (Deeds not seen)	None	
	Three Fields		Contained within footpath 12 running from the Dunmow Road to Braintree Road and St Mary's churchyard.	VALLEY OF BARDFIELD BROOK	Intention is to protect this popular walking area and create and /or introduce, as appropriate, wild flowers such as the the Bardfield Oxlip and Marsh Marigolds which were formally in abundance in this area.		Walkers carrying out survey of local footpaths		Public Rights of Way can be maintained and improved by Essex County Council (the Highway Authority)	
			Thistledown Playing Field CM7 5AB	Replacement of noticeboard at the entrance. Create better/improved access for the public. Landscape improvements. Enhancement of art installation.	nil	None given	Parish Council	Parish Council (Deeds not seen)	None	
			The Village Green, Kynaston Road, CM7 5AQ	Improvement to facilities - installation of perimeter posts to enable public to have full use of the area by deterring residents from parking on the green.	Installation of new notice board.	Residents to be consulted.	Parish Council	Parish Council	None	

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	Panfield		John Barr Playing Field / woodland, Queens Gardens, CM7 5AH	Replacement of two seating benches and establish seating areas, refurbishment of existing children's play equipment (including safety surfacing and new swings). Replacement goal posts/nets and additional play equipment. Create better/improved access for the public. Drainage improvements in play area next to allotments. Landscape improvements to perimeter boundary. Extension of new woodland walk to include the perimeter of playing field area.	New noticeboard at Queens Gardens entrance for better communication between PPC and the public/for health and safety notices. New fruit trees to be planted for public use once matured.	Engagement with residents.	OSAP Version 1	BDC owned land leased to Parish Council (Deeds not seen)	None
			The Bell Public House, Kynaston Road, CM7 5AJ	nil	Purchase of the land (the field).	None given	Parish Council	Private Landlord (Greene King)	None



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Three Fields	Wethersfield		Green space, Hereward Way	Replacement bench		None given	Parish Council	Unknown	Map submitted
			Junction of Park Hall Road and Bovingdon Road, Beazley End	Improvements to open space including a replacement bench and instillation of planters.		None given	Parish Council	Unknown	Map submitted
			Lower Green and Village Hall, Blackmore End	Improvements to open space including instalation of planters.		None given	Parish Council	Unknown	Map submitted
			Stoneley Park	Resurfacing of stone table. Trees to be named and labelled	Community garden / orchard Picnic benches / seating areas Wildflower planting (labelled) Seating by the river and landscape improvement to that area	Questionnaire	Parish Council	Stoneley Park - Essex County Council	None
		pirate.rezoning.noisy	Cliffields - Church End Shalford		Add Planters and Bench				
			Playing Field (40305)	Add play equipment for older children, turn basket ball area into a multifunctional space (MUGA). Extension and improvements to the car park, including designated disabled bays.		None given	Parish Council and Braintree Strategy for Playing Pitches	Held in Trust (Deeds not seen)	Green spaces site location maps
	(Great Bardfield)	Formal OS (Marginal Deficit) Children's Play (-0.2Ha)							
	(Panfield Village)	Formal OS (-0.4Ha)							
(Panfield Ward)		Children's Play (-0.4Ha)							
	(Shalford)	Informal OS (-0.25Ha)							
Witham Central	Witham Central		Mill Lane Square	Existing space adjoining Mill Lane bungalows, small square for small scale landscaping and seating improvements.	nil	Requests from public received by Town Council	Town Council	Greenfields Community Housing	See Town Council map.pdf
			Land Adjoining Whetmead Nature Reserve (20438)	nil	Purchase/lease existing space adjacent to 20438 (Nature Reserve). Create a link from Riverwalk to Whetmead nature reserve, stabilise ground, improve signage and make Saul's bridge more visible.	None given	Town Council	Not in public ownership	See Town Council map.pdf
			All Saints Churchyard (80444)	Improvements of spatial quality and repairs to assets including gravestones.	nil	Comments received from the public.	Town Council	Not in public ownership	Green spaces site location maps
			Freebournes Road Industrial Estate	Buffer planting.	nil	None given	OSAP Version 1	BDC Ownership	None
			Witham Town Park (10453)	Signage, seating, bins and entrance improvements.	nil	None given	OSAP Version 1	BDC Ownership	Green spaces site location maps

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Witham Central	Witham Central		Land off Greenfields	Landscape improvements, natural play, signage, paths and seating.	nil	None given	OSAP Version 1	BDC Ownership	None
			Blackwater Rail Trail	Bridging River Brain is short term aim. Improvements to access, signage and paths. Cycleway improvements including cycleway from Pasture Road to Catholic . Bins/dog waste bins and surfacing.	Bridge across the River Brain near Blackwater Lane	None given	OSAP Version 1	ECC owned land	None
			Sauls Bridge off Maldon Road Sports Ground	Boundary planting and access improvements.	nil	None given	OSAP Version 1	BDC Ownership	None
			River Walk (Chipping Hill Bridge to Saul's Bridge) (30437)	Repairs to cycleway. Bridges on River Walk will need replacing. Habitat creation, path/cycleway improvements and signage, more buoyancy aids, litter bins, dog waste bins, seating and surfacing.	Car and cycle parking.	None given	OSAP Version 1	BDC owned land leased to Witham Town Council (Deeds not seen)	None
			Whetmead Nature Reserve (20439)	Path and access improvements, habitat enhancements, buoyancy aids, interpretation and dog waste / litter bins. Improvement of access to Whetmead. Provision of secure fencing at the A12 side of the Nature Reserve.	Creation of outdoor education space.	None given	Town Council + OSAP Version 1	Town Council owned (Deeds not seen)	None
			Allectus Way Open Space	Landscape enhancements including play equipment, paths/cycle ways, boundaries and tree planting, habitat creation, bins/dog waste bins, path access and signage.	nil	None given	OSAP Version 1	BDC Ownership	None
			Witham Lodge amenity space	Planting enhancements and signage, grass areas and shrub planting.	nil	None given	OSAP Version 1	BDC Ownership	None
			Sauls Bridge Sports Ground, Maldon Road	Walking/running signage and KM markers.	Outdoor table tennis equipment.	None given	BDC Officer	BDC Ownership	None
			Witham Sports Ground, Spinks Lane	Upgrade and improve facilities at the centre.	New 11v11 Floodlit 3G football turf pitch. Small sided informal (MUGA).	None given	BDC Officer	ECC owned land	None
			Maltings Academy, Spinks Lane	Nil.	Provision of floodlights for courts.	None given	AET Academies Trust	ECC owned land	None
			Claudius Way	Signage, health and safety improvements and bins.	nil	None given	OSAP Version 1	Greenfields Community Housing	None
			Off Church Street, Bellfield	Create area for informal recreation, seating, bins	nil	None given	Town Council	Unknown	None
			Lockram Lane by former churchyard & Rex Mott Court	Landscape improvements	nil	None given	Town Council	Unknown	None
	To be identified	Tree planting on 20 planting areas identified by Witham Tree Group.	nil	WTG Survey of 2014	Town Council	Unknown	None		
(Witham and Chipping Hill)		Formal OS (-3.2Ha)							
		Children's Play (-0.6Ha)							
		Amenity Green Space (-0.6Ha)							

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(Witham Urban Area)		Parks and Gardens (-25.02Ha)							
		Natural Semi-Natural Greenspace (-31.64Ha)							
		Outdoor Sports Provision (-21.00Ha)							
Witham North	Witham North		Bramston Green (50455)	Landscaping, seating and planting.	nil	Discussions between Town Council and local residents	Town Council	Greenfields Community Housing	Green spaces site location maps
			Chipping Hill Green (A on map provided by Town Council)	Existing green spaces requires stabilisation to gravel surface to stop it washing into the road. Needs defence from cars. Land used for the medieval fayre.	nil	Comments received from the public by Town Council.	Town Council	Part BDC acquired in 1932, part common land with an unregistered owner	See Town Council map.pdf
			Ebenezer Close (60459)	Improve access, litter bins/dog waste bins, seating and signage.	nil	None given	OSAP Version 1	BDC Ownership	None
			River Walk (Ebenezer Close to Chipping Hill Bridge) (30437)	Repair cycleway. Bridges on River Walk will need replacing. Habitat creation, path/cycleway improvements and signage, more buoyancy aids, litter bins, dog waste bins, seating and surfacing.	Car and cycle parking.	None given	OSAP Version 1	<del>BDC owned land leased to Witham Town Council (Deeds not seen)</del> Witham Town Council	None
			Glebe Crescent cluster (2 spaces)	Tree planting and improve access.	nil	None given	OSAP Version 1	Greenfields Community Housing	None
			Braintree Road	Access and path improvements, landscape enhancements and habitat creation.	nil	None given	OSAP Version 1	ECC owned land	None
			Cemetery (80405)	Tree planting, signage and access improvements.	nil	None given	OSAP Version 1	BDC Ownership	None
			Rickstones Playing Field (10404 & 10397)	Signage/information boards and ball stop fencing. Access and recreational facilities. Improve pitch drainage.	Cycle and blue badge parking and outdoor table tennis equipment.	None given	OSAP Version 1 and Braintree Strategy Playing Pitches	BDC Ownership	None
			Rickstones Play Ground Pavillion	Referbishment and improvements of pavillion.	nil	None given	Witham Town Council	BDC Ownership	None
			Templars (Doorstep Green)	Boundary improvements and habitat creation.	nil	None given	OSAP Version 1	Land owned between BDC and Greenfields.	None
			Forest Road Pond	Improvements to pond, signage, planting, seating, bins/dog waste bins and paths.	nil	None given	OSAP Version 1	Greenfields Community Housing	None
			By railway from allotments to golf course	Seating and bins	nil	None given	Town Council	Unknown	None
			Former recreation area rear of Ebenezer Close	Landscape improvements with seating and bin	nil	None given	Town Council	Unknown	None
			To be identified	Tree planting on 19 planting areas identified by Witham Tree Group.	nil	WTG Survey of 2014	Town Council	Unknown	None

Ward	Parish	GSS Deficits (general ward/parish)	Location (ref GSS map)	Improvements Required (to existing facilities)	Improvements Required (new facilities)	Record (of public input)	Source (of entry)	Ownership (of relevant land)	Map Ref
			Rickstones Playing Field	Additional dog waste bins			Town Council		
			Evans Way balancing Pond area	Improvements to seating			Town Council		

Ward	Parish	GSS Deficits (general ward/parish)	Location (ref GSS map)	Improvements Required (to existing facilities)	Improvements Required (new facilities)	Record (of public input)	Source (of entry)	Ownership (of relevant land)	Map Ref
(Witham North)		Formal OS (-4.8Ha)							
(Witham Urban Area)		Parks and Gardens (-25.02Ha)							
		Natural Semi-Natural Greenspace (-31.64Ha)							
		Outdoor Sports Provision (-21.00Ha)							
		Children's Play (-1.73Ha)							
Witham South	Witham South		Opp. 21 Pelly Avenue (50553)	Planting two-three trees in front of a large facing wall to create a better visual aspect.	nil	None given	Town Council	Greenfields Community Housing	Green spaces site location maps
			Land between River (20528)	Improve access, ground stabilisation and informal walking/exercise route.	Purchase of land by Town Council.	Comments received from the public by the Town Council in relation to Constance Close development consultation	Town Council	BDC Ownership	Green spaces site location maps
			Pelly Avenue	Entrance renovation, signage, wheelchair access, surfacing, play equipment, bins/dog waste bins and tree planting.	nil	None given	OSAP Version 1	Greenfields Community Housing	None
			Olivers Drive noise bund	Buffer planting.	nil	None given	OSAP Version 1	BDC Ownership	None
			Sauls Avenue	Landscape enhancements including tree planting and habitat creation.	nil	None given	OSAP Version 1	BDC Ownership	None
			Brook Walk (Dengie Close)	Planting, tree planting, signage, information boards, surfacing and litter bins/dog waste bins.	nil	None given	OSAP Version 1	Land owned partly by BDC and partly by Greenfields.	None
			James Cook Wood	Path works, signage and habitat improvements.	nil	None given	OSAP Version 1	Town Council owned (Deeds not seen)	None
			Carroways noise bund	Buffer planting.	nil	None given	OSAP Version 1	Land owned by developers (Deeds not seen)	None
			Maltings Lane	Buffer planting, tree planting and habitat creation.	nil	None given	OSAP Version 1	Land owned by developers (Deeds not seen)	None
			Hatfield Road Estate, bund by railway	Create path and cycleway link to Stevens Rd	nil	None given	Town Council	Unknown	None
			Malting Estate. Gershwin Boulevard	Enable fishing in drainage water lagoon	nil	None given	Town Council	Unknown	None

Ward	Parish	GSS Deficits (general ward/parish)	Location (ref GSS map)	Improvements Required (to existing facilities)	Improvements Required (new facilities)	Record (of public input)	Source (of entry)	Ownership (of relevant land)	Map Ref	
Witham South	Witham South		James Cooke Woods	Improve drainage in swampy area	nil	None given	Town Council	Unknown	None	
			Maldon Road Sports Field (40466)	Provide pavilion/changing room. Renovate clubhouse. Install boundary fencing.	nil	None given	Town Council	Unknown	None	
			Allectus Way past shops	Create footway/cycleway	nil	None given	Town Council	Unknown	None	
			James Cooke Woods, Maldon Rd, Witham CM8 3LJ	Boardwalk in waterlogged area					Town Council owned	
			To be identified	Tree planting on 19 planting areas identified by Witham Tree Group.	nil	WTG Survey of 2014	Town Council	Unknown	None	
(Witham South)		Formal OS (-4.1Ha)								
		Children's Play (-1.9Ha)								
(Witham Urban Area)		Parks and Gardens (-25.02Ha)								
		Natural Semi-Natural Greenspace (-31.64Ha)								
		Outdoor Sports Provision (-21.00Ha)								
Witham West	Witham West		Land by ASDA (50509)	Improve access to be made part of the River Walk. Renew surfacing and improve signage.	Transfer land to Town Council ownership.	None given	Town Council	BDC (appears part sold off)	Green spaces site location maps	
			Flora Road/Bramble Road Open Space	Additional litter bins away from play area. Landscape enhancements including natural play, play equipment, paths/cycleway, boundaries, tree planting and habitat creation. Signage, surfacing, planting, seating.	Play space and outdoor table tennis equipment.	None given	OSAP Version 1	BDC Ownership	None	
			Spa Road open space, including land south of Humber Road	Additional litter bins and seating away from play area. Landscape enhancements including play, paths/cycleway, boundaries, tree planting and habitat creation. Signage, surfacing, planting, seating	nil	None given	OSAP Version 1	BDC Ownership	None	
			Highfields Road (South of Chelmer Road)	Safety improvements, litter bins/dog waste bins and seating. Graffiti/vandalism/ASB problem.	nil	None given	OSAP Version 1	BDC Ownership	None	
			Powers Hall End Amenity Space, Flora Road	Improve access, litter bins/dog waste bins and seating.	nil	None given	OSAP Version 1	BDC Ownership	None	
			Powers Hall End/Rosebay Close	Access paths, planting and habitat creation.	Cycle and disability parking.	None given	OSAP Version 1	Land owned partly by BDC and partly by Greenfields	None	
			Land owned by Greenfields	Include cycleway from Spa Road to Blunts Hall Road. More bins/dog waste bins and seating.	nil	None given	OSAP Version 1	Greenfields Community Housing	None	

Ward	Parish	GSS Deficits (general ward/parish)	Location (ref GSS map)	Improvements Required (to existing facilities)	Improvements Required (new facilities)	Record (of public input)	Source (of entry)	Ownership (of relevant land)	Map Ref	
Witham West	Witham West		Land to South & West of Pennyroyal Crescent	Planting, surfacing and bins/dog waste bins.	nil	None given	OSAP Version 1	Greenfields Community Housing	None	
			Powers Hall End Playing Field	Boundary planting.	nil	None given	OSAP Version 1	ECC owned land	None	
			Witham RUFC	Improve pitch drainage.	nil	None given	Braintree Strategy and Action Plan for Playing Pitches	Currently Unknown	None	
			Witham Town Football Club (inc Spa Road Playing Field)	Portable training lights on adjacent pitches and better on-site storage.	nil	None given	Braintree Strategy and Action Plan for Playing Pitches	Currently Unknown	None	
			Woodland marsh rear of Honeysuckle Way	nil	Acquire for informal recreation/ River Walk	None given	Town Council	Unknown	None	
			Spring Lodge to Bramble Rd	Tree planting, seating and bins	nil	None given	Town Council	Unknown	None	
			Humber Road to ditch near football club	nil	Seating, bins and goalposts/similar	None given	Town Council	Unknown	None	
			Douglas Grove, northwards to Humber Road	Tree planting, seat and bin	nil	None given	Town Council	Unknown	None	
			Teign and Ness Walk	Tree planting, seat and bin	nil	None given	Town Council	Unknown	None	
			narrating.daunted.epic	Land by Asda - River Walk	Install larger or additional bins					
				Honeysuckle Way	Seating (Need to ask WTC where they are proposing new seats - are the seats on the road or the land adjoining - who owns land?)					
				To be identified	Tree planting on 19 planting areas identified by Witham Tree Group.	nil	WTG Survey of 2014	Town Council	Unknown	None

Ward	Parish	GSS Deficits	Location	Improvements Required	Improvements Required	Record	Source	Ownership	Map Ref
		(general ward/parish)	(ref GSS map)	(to existing facilities)	(new facilities)	(of public input)	(of entry)	(of relevant land)	
(Witham West)		Children's Play (-1Ha)							
		Formal OS (-4.3Ha)							
(Witham Urban Area)		Parks and Gardens (-25.02Ha)							
		Natural Semi-Natural Greenspace (-31.64Ha)							
		Outdoor Sports Provision (-21.00Ha)							
		Parks and Gardens (-18.01)							
		Natural Semi-Natural Greenspace (-26.29)							
		Amenity Green Space (-5.89Ha)							
		Parks and Gardens (-18.01)							
	Children's Play (-1.91Ha)								
Yeldham	Great Yeldham		A. Bowtell's Meadow (40197)	Refurbish and extend play park equipment and resurface ground. Add a seating area and youth shelter.	Landowner to transfer land to Parish Council.	PARISH PLAN	Parish Council	Private ownership (Title EX639548)	See Council map/Green Spaces Sites location map
			'B' (See map provided to BDC by PC)	nil	Landowner to transfer land to Parish Council.	None given	Parish Council	Not in public ownership	See Parish Council map.pdf
			Recreation Ground	Refurbishment/extension of skate park and BMX track. <del>Provision of portable training lights and</del> additional storgae for equipment.	Regeneration including a new zip wire, 3 pitches (for 3 age groups), a new MUGA, 2 tennis courts (with potential smartgate access system), a new pavilion and a new car park. Outdoor exercise equipment and 600m running track. •Picnic Tables and 'stump' seating (4 per table). Tables to have checkerboards on surface for the playing of Drafts and Chess. •'Youth' Shelters and seating •Outdoor Table tennis table	PARISH PLAN Great Yeldham Sports Ground Strategy and Parish Plan	Parish Council and Braintree Strategy and Action Plan for Playing Pitches	Parish Council (Under Trust document)	None
	Stambourne		Stambourne Playing Field	Play equipment required to cover a range of ages.	nil	Parish Plan	Parish Council	Parish Council (Deeds not seen)	None
	Toppesfield (Gainsford End)		The Recreational Ground off Gainsford End Road (60375)	Implement recommendations from annual ROSPA report. Play equipment required to cover a range of ages.	nil	Supported by evidence gathered in the Parish planning process	Parish Council	Not in public ownership	Green spaces site location maps
			The Recreational Ground off Church Lane (40958)	Redevelopment of pavilion at recreational area is required. Implement recommendations from annual ROSPA report. Play equipment required to cover a range of ages.	Exercise equipment for adults.	Supported by evidence gathered in the Parish planning process	Parish Council	Not in public ownership	Green spaces site location maps
			Gainsford End Playing Field, Gainsford End Road	Implement recommendations from annual ROSPA report.	Exercise equipment for adults. Creation of a <del>wildlife refuge.</del>	Questionnaire and PC meeting.	Parish Council	Toppesfield PC	None
		Toppesfield Playing Field, Church Lane	Improvements to play area including equipment for older children. Improvement to the pavilion to allow access to all users.	Storage facilities	Questionnaire	Parish Council	Unknown	None	



Ward	Parish	GSS Deficits (general ward/parish)	Location (ref GSS map)	Improvements Required (to existing facilities)	Improvements Required (new facilities)	Record (of public input)	Source (of entry)	Ownership (of relevant land)	Map Ref
Yeldham	Toppesfield (Gainsford End)	Church Lane, Toppesfield - recreation ground sits behind St Margaret's Primary School ///Bucks.solids.quilt	The Recreational Ground off Church Lane and the Central Toppesfield Recreational Area	Improvements to Toppesfield Playing field to provide new and improved play equipment required to cover a range of ages. Exercise equipment for adults.					
			No specific site identified	nil	Interest in a wildlife refuge.	Parish Plan	Parish Council	Unknown	None
			No specific site identified	nil	Outdoor physical exercise equipment for adults.	Parish Plan	Parish Council	Unknown	None
	(Great Yeldham)	Formal OS (-1.6Ha)							



Braintree District Council

# Allotments

## Potential Open Space Improvements

(Formerly known as Open Space Action Plan)



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



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Ward	Parish	GSS Deficits (general ward/parish)	Location (ref GSS map)	No. Plots (total)	Waiting List (no. of people waiting)	Improvements Required (to allotments)	Record (of public input)	Source (of entry)	Ownership (of relevant land)
<b>Bocking Blackwater</b>			Marks Farm Allotments, Coggeshall Road, Braintree, CM7 9EG (GSS Map Ref:- 70644)	13	38	Access track re-surfaced.	None given	BDC Parks and Open Spaces	BDC Ownership
<b>(Bocking Blackwater)</b>		<b>Allotments (-1.7Ha)</b>							
<b>Bocking North</b>			Church Street Allotments, Fennes Road/Church Street, Bocking, Braintree, CM7 5LH (GSS Map ref:- 70591)	2	8	nil	None given	BDC Ward Member	BDC Ownership
<b>(Braintree Urban Area)</b>		<b>Allotments (-0.8Ha)</b>							
<b>Bocking South</b>			Bunyan Road Allotments, Bunyan Road, Braintree, CM7 2PJ (GSS Map Ref:-70619)	7	11	nil	None given	BDC Parks and Open Spaces	BDC Ownership
			Dukes Road Allotments, Dukes Road, Braintree, CM7 5UE (GSS Map Ref:- 70614)	21	37	nil	None given	BDC Parks and Open Spaces	BDC Ownership
<b>Braintree Central and Beckers Green</b>	NO KNOWN ALLOTMENTS - land for allotments required.								
<b>Braintree South</b>			Rose Hill Allotments, Rose Hill, Braintree, CM7 3RS (GSS Map Ref:- 70651)	23	42	Perimeter fencing. Improvements to water supply to include provision of new taps and tap boxes.	None given	BDC Parks and Open Spaces	BDC Ownership
			Station Field Allotments (Site 1), Station Approach, Braintree, CM7 6QL (GSS Map Ref:- 70625)	22	38 (waiting for either site)	nil	None given	BDC Parks and Open Spaces	BDC Ownership
			Station Field Allotments (Site 2), Station Approach, Braintree, CM7 6QL (Gss Map Ref:- 70625)	16		nil	None given	BDC Parks and Open Spaces	BDC Ownership
			Byron Close, Braintree (GSS Map Ref:- 70650)	4	0	nil	None given	BDC Parks and Open Spaces	Greenfields Community Housing
<b>(Braintree South)</b>		<b>Allotments (-0.9Ha)</b>							
<b>Braintree West</b>									
<b>(Braintree Urban Area)</b>		<b>Allotments (-0.8Ha)</b>							

Ward	Parish	GSS Deficits (general ward/parish)	Location (ref GSS map)	No. Plots (total)	Waiting List (no. of people waiting)	Improvements Required (to allotments)	Record (of public input)	Source (of entry)	Ownership (of relevant land)
Bumpstead	Birdbrook	NO KNOWN ALLOTMENTS							
	Helions Bumpstead	NO KNOWN ALLOTMENTS							
	Steeple Bumpstead		North Crescent Allotments, North Crescent, Steeple Bumpstead, CB9 7DL (GSS Map Ref:- 70335)	7	12	Water supply.	None given	BDC Parks and Open Spaces	BDC Ownership
	Sturmer		Redundant Allotment Gardens, Crunch Croft Estate (70353) or other land to be identified.	0	0	Provision of allotment gardens	None given	None given	Parish Council
Coggeshall	Bradwell			<29	0	nil	None given	Parish Council + BDC Planning Officer	Parish Council (Deeds not seen)
	Coggeshall		Tey Road and Butt Field - near local Church (GSS Map Ref:- 70067)	108	11	Provision of galvanised steel fence to southern boundary to improve security. Provision of composting toilets.	Request from the Coggeshall Allotment and Garden Society	Parish Council	Parish Council (Deeds not seen)
			Churchfield Road (GSS Map Ref:- 70063)	Unknown	Unknown	nil	None given	Parish Council	Parish Council (Deeds not seen)
			The Hamlet on Kelvedon Road (GSS Map Ref:- 70066)	108	2	Provision of composting toilets.	Request from the Coggeshall Allotment and Garden Society	Parish Council	Parish Council (Deeds not seen)
	Stisted	NO KNOWN ALLOTMENTS							
Gosfield and Greenstead Green	Great Maplestead	NO KNOWN ALLOTMENTS							
	Greenstead Green and Halstead Rural		(GSS Map Ref:- 70213)			nil	None given	Green spaces site location maps	Unknown
	Gosfield		(GSS Map Ref:- 70173)	18		nil	None given	Parish Council	Parish Council (Deeds not seen)
	Little Maplestead	NO KNOWN ALLOTMENTS - provision of allotments within the village.							
	(Gosfield)	Allotments (-0.14Ha)							
Great Notley and Black Notley	Black Notley		John Ray Gardens Allotments, Bedells Avenue, Black Notley, Braintree, CM77 8LZ (GSS Map Ref:- 70014)	8	14	Within the area just inside the gate - landscape improvements, seating area and garden shed.	None given	BDC Parks and Open Spaces	BDC Ownership leased to Parish Council
	Great Notley		Potentially two sites on the Country Park / Site to be identified	None known	40	Provision of allotments within the parish.	None given	BDC Officer and Parish Council	Unknown
	(Great Notley/Braintree West)	Allotments (-1.4Ha)							

Ward	Parish	GSS Deficits (general ward/parish)	Location (ref GSS map)	No. Plots (total)	Waiting List (no. of people waiting)	Improvements Required (to allotments)	Record (of public input)	Source (of entry)	Ownership (of relevant land)
Halstead St. Andrew	Halstead	TL 8241530375	A. Colchester Road (Stat) (GSS Map Ref:- 70815) (Also known by Halstead Town Council as the Colne Road Allotments)	39	3				BDC Ownership (Leased to Town Council)
			C. Parsonage Street (GSS Map Ref:- 70743)	61	8	Extend.	None given	Town Council	BDC Ownership (Leased to Town Council)
			D. Colchester Road (Housing) (GSS Map Ref:- 70744)	12	3		None given	Town Council	BDC Ownership (Leased to Town Council)
			E. Upper Fenn Road (GSS Map Ref:- 70744)	10	3		None given	Town Council	BDC Ownership (Leased to Town Council)
			F. Hedingham Road (GSS Map Ref:- 70766)	Unknown	Unknown		None given	Town Council	The Horticultural Society
			Colne Road Allotments			Fencing improvements and maintenance. Water supply tap (lockable) for allotment holders.	Halstead Town Council	Town Council	BDC Ownership (Leased to Town Council)
									BDC
						12 people have no preference and are on the waiting list for either A, B, C, D or E			
Halstead Trinity	Halstead		B. Mitchell Avenue (GSS Map Ref:- 70786)	56	9		None given	Town Council	Town Council (Deeds not seen)
	Fairstead	NO KNOWN ALLOTMENTS							
	Faulkbourne	NO KNOWN ALLOTMENTS							

<p><b>Hatfield Peverel and Terling</b></p>	<p>Hatfield Peverel</p>	<p>hops.beside.crowd (New Site) blitz.devise.paper (Old Site) Church Road</p>	<p>Two allotment sites at Church Road (GSS Map Ref:- 70218 &amp; 70220)</p>	<p>180</p>	<p>Unknown</p>	<p>Improve access/security fence with 3 single gates and 2 double gates (to accommodate emergency access) at old site.Provision of additional &amp; larger water access tanks (complete with stopcocks) on both sites. Provision of lockable shipping container to store and protect trailer/ mowers/ rotovators etc on new site. (subject to planning requirments). Acquisition of land for expansion including possible purchase of land of existing sites. Upgrade security and reduce maintenance by replacing current perimeter wooden fence post system with steel posts and security wire at new site.</p>	<p>Discussions between the Parish Council and Allotment Association</p>	<p>Parish Council</p>	<p>Hatfield Peverel Parish Council/ Strutt &amp; Parker (or successor in title)</p>
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Ward	Parish	GSS Deficits (general ward/parish)	Location (ref GSS map)	No. Plots (total)	Waiting List (no. of people waiting)	Improvements Required (to allotments)	Record (of public input)	Source (of entry)	Ownership (of relevant land)
Hatfield Peverel and Terling	Terling	NO KNOWN ALLOTMENTS - would like to meet the demand for allotments.							
	White Notley		Vicarage Avenue Allotments, Vicarage Avenue, CM8 1SB (GSS Map Ref:- 70383)	17	0		None given	BDC Parks and Open Spaces leased to Parish Council	BDC Ownership
				Allotments (8) (70359)	Unknown	Unknown	Improve seating, central composting areas, parking and landscaping. Provide additional allotments plots.	Public consultation	Parish Council
Hedingham	Castle Hedingham	NO KNOWN ALLOTMENTS - A site to be identified, support from parishioners but no waiting list in place.							
	Sible Hedingham	NO KNOWN ALLOTMENTS - Purchase of land to provide allotments.							
(Hedingham and Maplestead)		Allotments (-0.6Ha)							



Ward	Parish	GSS Deficits (general ward/parish)	Location (ref GSS map)	No. Plots (total)	Waiting List (no. of people waiting)	Improvements Required (to allotments)	Record (of public input)	Source (of entry)	Ownership (of relevant land)
Kelvedon and Feering	Feering		Land at The Green between Coggeshall Road and London Road W3W Ref: chart.gagging.swatting	4		Improvement and provision of amenities and utilities to the site including sustainable access to water.	The allotment to the rear of the Green has limited parking, accessibility and no piped water access resulting in less than ideal growing environment. There are opportunities to install a piped water source here and expand allotment provision onto other available sites in line with residential growth.	Community Survey 2017	Parish Council
			To be identified		We have a number of Feering residents on the waiting list for Stoney Flint Allotments in Kelvedon as there are no more allotment plots available.	Provision of allotments	The Braintree District Council's Local Plan policy, Creating Better Places details that any new development with an additional 250+ homes will require allotment provision.	Feering Parish Council acknowledgment and Kelvedon Parish Council's Allotment Waiting List	Crown Estates
	Kelvedon		Stoney Flint Allotments, Church Street, Kelvedon	92	waiting list	Access to and from the site, secure storage for allotment equipment and supplies , allotment association maintenance equipment, improve compost storage, improve water supply and large communal polytunnel.	None given	Parish Council	Chelmsford Diocese, leased to Kelvedon Parish Council
Rayne	Bardfield Sailing	NO KNOWN ALLOTMENTS							
	Great Sailing	NO KNOWN ALLOTMENTS - purchase of land to provide allotments, support from local residents.							
	Rayne		Duckend Green, Shalford Road (GSS Map Ref:- 70276)	5 (large plots that could be split into more)	See Shalford Road allotments below	Major scrub removal and a water supply.	Ken Turner Chairman of the Rayne Allotment and Garden Association	Parish Council	The Chelmsford Diocese, leased to the Rayne Allotment and Garden Association (Deeds not seen)
			Shalford Road (west of the Village Green) (GSS Map Ref:- 70280)	72	7 from the Rayne church electoral area which is slightly larger than the parish area and 7 from outside this area	nil	Ken Turner Chairman of the Rayne Allotment and Garden Association	Parish Council	The Chelmsford Diocese, leased to the Rayne Allotment and Garden Association (Deeds not seen)
	Cressing	NO KNOWN ALLOTMENTS							

Silver End and Cressing	Rivenhall		Behind Henry Dixon Hall, Rivenhall End	Unknown	Unknown	nil	None given	Parish Council	Charity
						Parish Council looking for new sites where allotments could be made.	Noted by PC	Parish Council	
	Silver End		Silver Street Allotments (Site 1), Silver Street, CM8 3QG (Gss Map Ref:- 70320)	12	8 (waiting for either site)		None given	BDC Parks and Open Spaces	BDC Ownership
			Silver Street Allotments (Site 2), Silver Street, CM8 3QG (Gss Map Ref:- 70320)	17			None given	BDC Parks and Open Spaces	BDC Ownership
(Rivenhall)		Allotments (-0.3Ha)							
(Silver End)		Allotments (-0.3Ha)							

Ward	Parish	GSS Deficits (general ward/parish)	Location (ref GSS map)	No. Plots (total)	Waiting List (no. of people waiting)	Improvements Required (to allotments)	Record (of public input)	Source (of entry)	Ownership (of relevant land)	
Stour Valley North	Ashen	NO KNOWN ALLOTMENTS								
	Belchamp Otten	2 ALLOTMENTS - Privately owned.								
	Belchamp St. Paul									
	Belchamp Walter	NO KNOWN ALLOTMENTS								
	Borley	NO KNOWN ALLOTMENTS								
	Foxearth	NO KNOWN ALLOTMENTS								
	Liston	NO KNOWN ALLOTMENTS								
	Little Yeldham	NO KNOWN ALLOTMENTS								
	Ovington	NO KNOWN ALLOTMENTS								
	Pentlow	NO KNOWN ALLOTMENTS								
	Ridgewell				5 full - 7 half	0		None given	Parish Council	Essex County Council
	Tilbury Juxta Clare	NO KNOWN ALLOTMENTS								
Stour Valley South	Alphamstone	NO KNOWN ALLOTMENTS								
	Bulmer		Turnpike Allotments (70038)	25	0	Add land drainage and improvement of water supply - following public consultation. Replacement entrance gate. <b>Water stand pipe extension to the back of the allotments near the A131.</b>	Petitions for/against fencing received	Parish Council	Not in public ownership	
	Bures Hamlet		Lamarsh Hill (GSS Map Ref:- 70042)	Unknown	Unknown	Running water and a secure entrance gate.	None given	Parish Council	Bures St Mary Parochial Church (Deeds not seen)	
			The Croft + footpath			The footpath is in need of repair, it is used by visitors of the scout hut and allotments.	None given	Parish Council	Not in public ownership	
	Gestingthorpe	NO KNOWN ALLOTMENTS - provision of allotments within the village encouraged.								
	Great Henny	NO KNOWN ALLOTMENTS								
	Lamarsh	NO KNOWN ALLOTMENTS								
	Little Henny	NO KNOWN ALLOTMENTS								
	Middleton	NO KNOWN ALLOTMENTS								
	Twinstead	NO KNOWN ALLOTMENTS								
	Wickham St. Paul	NO KNOWN ALLOTMENTS								
The Colnes	Colne Engaine		(GSS Map Ref:- 70092)	22	3	nil	None given	Parish Council	Unknown	
	Earls Colne		New House Road	66	0	Upgrade general areas and fencing. Installation of a composting Toilet.Waste bins.	None given	Parish Council	Parish Council	
			Queens Road (50131)	11	0	General landscape improvements and repairs to wall to south side.Upgrade general areas and fencing. Installation of a composting Toilet.Waste bins.	None given	Parish Council	Parish Council (Deeds not seen)	
	Pebmarsh	NO KNOWN ALLOTMENTS								
	White Colne		White Colne Meadows (50988)	Unknown	Unknown	Return allotments to open space and provide new fencing.	None given	Parish Council	Parish Council	
		White Colne Allotments (70135)	23	0	Replacement of allotment fencing, rabbit fencing, water tank, gate and posts.	None given	Parish Council	Parish Council		

Ward	Parish	GSS Deficits (general ward/parish)	Location (ref GSS map)	No. Plots (total)	Waiting List (no. of people waiting)	Improvements Required (to allotments)	Record (of public input)	Source (of entry)	Ownership (of relevant land)
Three Fields	Finchingfield	NO KNOWN ALLOTMENTS							
	Great Bardfield		Land off High Street	Unknown	Unknown	To improve fencing to the area to support users in their endeavour to protect the planted areas and the creation of a village orchard	None given	Parish Council	Private ownership
				Vine Street	Unknown	Unknown	nil	None given	Parish Council
	Panfield		Adj to John Barr Playing Fields, Queens Gardens CM7 5AH	19	+3 un-rented plots	Addition of a lockable water mains standpipe, creation of a complete and secure fenced perimeter and provision of a lockable storage and shelter facility for allotment holders. Creation of community seating / planting area. Extra allotment plots.	None given	Parish Council	Leased to Parish Council from BDC
				Queens Gardens, Panfield, CM7 5AH	Unknown	Unknown	Improvements/extension to fence protecting allotments.	None given	BDC Parks and Open Spaces
	Shalford			Cliff Field					
Wethersfield	NO KNOWN ALLOTMENTS								
(Panfield Ward)	(Finchingfield ) (Panfield Village) (Great Bardfield)	Allotments (-0.3Ha) Allotments (-0.2Ha) Allotments (-0.4Ha) Allotments (-0.3Ha)							
Witham Central	Witham	NO KNOWN ALLOTMENTS - provision of allotments required.							
(Witham and Chipping Hill Central)		Allotments (-1Ha)							
Witham North	Witham		Forest Road Frontage including allotments (North of Motts Lane & Cut Throat Lane)			Access, fencing, seating, signage, litter/dog waste bins and landscaping.	None given	OSAP Version 1	BDC Ownership
			Cut Throat Lane Allotments	109	125 waiting in total	Improvement to communal paths		Town Council	Witham Town Council
Witham South	Witham	NO KNOWN ALLOTMENTS - provision of allotments required.							
Witham West	Witham	NO KNOWN ALLOTMENTS - provision of allotments required.							
			Land between Teign Drive and Blunts Hall Road			Suggested site for provision of allotments			
Yeldham	Great Yeldham	NO KNOWN ALLOTMENTS - purchase land from private ownership for provision of allotments. Taken from Parish Plan.							
	Stambourne	NO KNOWN ALLOTMENTS							
	Toppesfield		The Causeway, Toppesfield	18	0		None given	Parish Council	Private Ownership

## PARISHES' & RELEVANT BODIES' RESPONSES

ORGANISATION	DATE	REQUEST	RESPONSE
<b>White Colne</b>	<b>06/02/2023</b>	To purchase the village hall and land to the rear, including the car park. To secure the future of the property for the Parish, to manage the land to the rear as a wildlife corridor and to update the car park facilities	PARTLY ACCEPTED
<b>Gosfield PC</b>	<b>23/11/2022</b>	Carpark resurfacing. Skateboard ramp replacement. Playing field drainage. Replacement boundary fencing along the top of the playing field/Hall Drive. The Spinney & Grove purchase of land. Gosfield Nature Reserve improvements to access track.	PARTLY ACCEPTED
<b>Ashen</b>	<b>26/01/2023</b>	1.To provide culvert and connection to highway drainage to improve drainage outfall. Further play and exercise equipment to supplement existing equipment for all ages. 2. New railings and refurbishment of the main water body and banks. Dredging with repairs to the surrounds and overflow pumps to reduce flooding risk. Ecological planting scheme to improve biodiversity.	ACCEPTED
<b>Belchamp</b> (Belchamp – Otten)	<b>02/02/2023</b>	Installation of kerb along highway verge to prevent further erosion, protect wildlife habitat and improve landscape quality.	ACCEPTED
(Belchamp – St Paul)	<b>02/02/2023</b>	Regenerate boundary hedges to improve landscape quality and access to the playing field	ACCEPTED
<b>Black Notley</b>	<b>19/12/2023</b>	Remove previous year's request	ACCEPTED
<b>Braintree BMX Club</b>	<b>25/01/2023</b>	The club requires additional parking at the existing site as a minimum. We currently share some parking facilities with Sporting 77 who would also benefit from additional shared parking. Ideally the club would like a piece of land of a suitable size around 3-4ha to allow a National/European size track and facility. Additional fencing is also required at the current site to offer some protection to the users and bystanders of the current facility. If the club is to remain at the site long term the addition of a permanent club house for storage/changing and classroom facilities which would replace our current container based set up would be required.	ACCEPTED

PARISHES' & RELEVANT BODIES' RESPONSES

		The club would also benefit from the addition of floodlights to allow participation and events throughout the year.	
<b>Braintree Hockey Club Ltd</b>	<b>25/01/2023</b>	NO CHANGE	NO CHANGE
<b>Bulmer</b>	<b>23/01/2023</b>	<p>A) 1.Fence around large central oak tree and improve drainage.                  2. Improve surface of vehicle access at Church Rd entrance which has been damaged by dustcarts going to the Church                  3. Creation of wildflower meadow, rewilding                  B) -Improved car park surface at entrance                  -Gate repair or replacement                  -Replacement litter bins and new bin store                  -New signage                  -New play equipment to replace old                  -New climbing play equipment                  -French boules pit                  C) Replacement of old and damaged entrance gate                  Water stand pipe extension to the back of the allotments near the A131 [allotments]</p>	<p>A) &amp; B)                  ACCEPTED                  LAST YEAR                  and                  INCLUDED                  IN 2022                  OSAP PLAN</p> <p>C)                  ACCEPTED</p>
<b>Bures</b>	<b>23/01/2023</b>	NO CHANGE	NO CHANGE
<b>Castle Hedingham</b>	<b>23/01/2023</b>	<p>A. Small area of play equipment for younger children                  Purchase of the land for public use                  Rewilding project (approved by BDC 2022)                  B. Recreation facilities for older children and young adults                  Community garden allotment and orchard for all ages                  Seating/benches, picnic facilities                  Security measures to deter vandalism at Community Garden and Public Toilets                  Management of vehicle traffic &amp; parking for the safety of park users</p>	PARTLY ACCEPTED LAST YEAR

PARISHES' & RELEVANT BODIES' RESPONSES

		Improved surface for pedestrian safety and disabled access at Memorial Hall car park area Improved surface for pedestrian and disabled access from Queen Street to park entrance C. Surfaced footpath to the Riverside Walk needs to be extended to the junction with Station Road, Castle Hedingham. Necessary for pedestrian and cycle access for Castle Hedingham residents to the new joint Hedinghams Medical Centre in Sible Hedingham	
<b>Coggeshall</b>	<b>19/01/2023</b>	A. Improvements to and/or maintenance of the area's amenity. [allotments] B. Improvements needed to the open space for the benefit of the community [allotments] C. Improvements to and/or maintenance of the area's amenity. D. Improvements needed to the open space for the benefit of the community [allotments]	A.,B.,C.,D. REJECTED
<b>Earls Colne</b>	<b>30/01/2023</b>	A. New Practice Wall Area B. Lighting to whole area to enable extended play and safety while using the facilities C. Tennis pavilion provision for use during sessions D. Additional facilities to Scout Hut including a climbing wall	PARTLY ACCEPTED
<b>Essex Cricket</b>	<b>27/01/2023</b>	A. The club have excellent nets but the flooring needs to be replaced having passed its lifespan. This is a significant cost but will help the community and club have an excellent training facility B. Extension of Existing Facilities (changing rooms, shower, toilets, social areas) to accommodate future hosting of Girls and Ladies Cricket C. Ideally, we would like to renovate and extend the club house to include separate facilities for ladies and girls and an extended social area that can be used / let by the community	PARTLY ACCEPTED
<b>Feering</b>	<b>26/01/2023</b>	Adjustments to old OSAP and allotments provision	PARTLY ACCEPTED [allotments]
<b>Foxearth &amp; Liston</b>	<b>04/11/2022</b>	NO CHANGE	NO CHANGE
<b>Gestingthorpe</b>	<b>04/11/2022</b>	NO CHANGE	NO CHANGE

PARISHES' & RELEVANT BODIES' RESPONSES

<p><b>Gosfield</b></p>	<p><b>24/11/2022</b></p>	<p>Carpark resurfacing.                      Skateboard ramp replacement.                      Playing field drainage.                      Replacement boundary fencing along the top of the playing field/Hall drive                      The Spinney &amp; grove purchase of land.                      Gosfield Nature reserve improvements to access track</p>	<p>PARTLY ACCEPTED IN PEVIOUS YEARS</p> <p>PARTLY ACCEPTED</p>
<p><b>Great Bardfield</b></p>	<p><b>13/01/2023</b></p>	<p>A) 1. Improvements to pitch drainage and provision of portable training lights                      2. Continue enhancement to playground facilities and equipment including items for less able users                      3. Provision of All Weather/Multi Use Fames Area – this could accommodate use by local primary school during winter when their own outside space is not useable.                      4. Skate Park                      5. Additional seating, litter bins and cycle parking                      B) Great Progress has been made and the new pavilion building should be completed by summer of 2023. Once this has been completed additional requirement is for furnishing and equipment to achieve a multi-purpose community building. Also for use by residents of neighbouring hamlets who do not have the benefit of such facilities.                      C) Continue with the reintroduction of the Bardfield Oxlip                      Additional Seating, improved access to encourage use for all. Creation of wild flower meadow.                      New signing required to encourage visitor numbers – explaining the history of the site and details of flowers and fauna.                      D) Enhancement to biodiversity – creation of wildflower area and additional seating                      E) To enhance and improve these areas with planting and seating as appropriate</p>	<p>PARTLY ACCEPTED</p>



PARISHES' & RELEVANT BODIES' RESPONSES

		<p>F) To improve fencing to the area to support users in their endeavour to protect the planted areas and the creation of a village orchard [allotments]</p> <p>G) These are 'ancient track ways' and require conservation and continual management to ensure improved access for walkers and cyclists. Appropriate planting of native species an ongoing requirements [allotments]</p> <p>H) Intention is to protect this popular walking area and create and/or introduce, as appropriate, wild flowers such as the Bardfield Oxlip and Marsh Marigolds which were formally in abundance in this area.</p>	
<b>Great Maplestead</b>	<b>13/01/2023</b>	NO CHANGE	NO CHANGE
<b>Great Notley</b>	<b>25/01/2023</b>	<p>A. The Country Park receives over 150,000 visitors a year, and we would like to undertake 5km of footpath improvements ensuring the whole site is accessible even under wettest conditions. Works would involve resurfacing to create an accessible path suitable for all abilities, alongside improvements to drainage.</p> <p>B. Replacement and upgrade of play equipment</p>	ACCEPTED
<b>Great Yeldham</b>	<b>27/01/2023</b>	<p>Amend Entry for Improvements to Existing Facilities: <i>Refurbishment/extension of skate park and BMX track. Provision of portable training lights and additional storage for equipment.</i> <i>Please delete: 'portable training lights and'</i> There is no longer a requirement to have the portable lights.</p> <p>Amend Entry for Improvements Required (new facilities) In addition to the current entry <i>Regeneration including a new zip wire, 3 pitches (for 3 age groups), a new MUGA, 2 tennis courts (with potential smart gate access system), a new pavilion and a new car park. Outdoor exercise equipment and 600m running track.</i> please add:</p> <ul style="list-style-type: none"> <li>• Concrete Picnic Tables and 'stump' seating (4 per table). Tables to have checkerboards on surface for the playing of Drafts and Chess.</li> </ul>	PARTLY ACCEPTED

PARISHES' & RELEVANT BODIES' RESPONSES

		<ul style="list-style-type: none"> <li>'Youth' Shelters and seating</li> </ul> <p>Concrete outdoor Table tennis table</p>	
<b>Greenstead Green and Halstead Rural</b>	<b>27/01/2023</b>	NO CHANGE	NO CHANGE
<b>Halstead Town Council</b>	<b>15/12/2022</b>	This site was allocated the sum of £6,699.20 as an S106 contribution relating to the development by Bellway Homes on land east of Sudbury road, Halstead in an agreement made on 11/6/19 between Braintree District Council, Essex County Council and Bellway Homes Limited. In the agreement the allotment site was named as the allotment site at Colne Road. There is no allotment site at Colne Road, and this has always been understood as to refer to the Colchester Road Stat. allotment site [allotments]	NO CHANGE
<b>Hatfield Peverel</b>	<b>13/01/2023</b>	<p><b>Please retain the following:</b> Provision of additional seating and litter bins and provide landscaping to open space area adjoining the Square</p> <p><b>Please add the following:</b> Provision of play equipment.</p> <p>Allotment Association - the land for allotments is leased to the Parish Council for 7 years. Cricket Club - the land is leased directly to the Cricket Club from the landowner.</p> <p>[allotments]</p>	ACCEPTED
<b>Little Yeldham, Tilbury Juxta Clare and Ovington</b>	<b>12/01/2023</b>	NO CHANGE	NO CHANGE
<b>Pentlow</b>	<b>16/11/2022</b>	NO CHANGE	NO CHANGE
<b>Rayne</b>	<b>31/01/2023</b>	Restoration of ponds in nature reserve	REJECTED
<b>Rivenhall</b>	<b>30/01/2023</b>	Drainage. In winter (every year) parts of it are waterlogged.	ACCEPTED
<b>Shalford</b>	<b>02/02/2023</b>	<p>A. Replacement of Bus shelters</p> <p>B. Add planters and bench</p> <p>C. Improvement to Village Hall and Grounds</p>	PARTLY ACCEPTED

PARISHES' & RELEVANT BODIES' RESPONSES

		D. Add electric charging points	
<b>Sible Hedingham</b>	<b>15/11/2022</b>	NO CHANGE	NO CHANGE
<b>Silver End</b>	<b>27/01/2023</b>	A. Modifications on multi sports court to allow additional parking for Silver End Football Club B. Include additional play equipment suitable for both able and disabled children in the village. C. Improve parking, particularly on match days or when the pavilions in use. D. Install historical noticeboards around the village. E. Install a piece of public artwork within the village. F. Re-establish original Torii Arch in the Japanese Gardens.	PARTLY ACCEPTED
<b>Sporting 77 YFC</b>	<b>16/01/2023</b>	<i>(refers to Bocking North)</i> Replace existing club house with new facilities for Sporting 77 and other Community Partners.	PARTLY ACCEPTED
<b>Stambourne &amp; Birdbrook</b>	<b>08/11/2023</b>	NO CHANGE	NO CHANGE
<b>Steeple Bumpstead</b>	<b>26/01/2023</b>	1. <b>Replacement signage to the Camping Close</b> – there are currently 3 very old signs that need renewing. 2. <b>*Replacement eco surfacing to the Play areas at Camping close</b> – the current woodchips are not as functional as modern recycled loose surfaces which the PC would like to move over to, it would reduce the weekly raking and make the surface safer in the event of any falls. 3. <b>An additional Salt bin</b> - there are two salt /grit bins in the village, however a third near water lane / the village shop would be beneficial for easy access. 4. <b>Village wide Planting</b> - SBPC have a new ‘in bloom’ working group, and aim to add planters, flowers and flower gardens around the village. Also looking to involve the community in this activity. 5. <b>Safety Water Butts</b> – at the camping close to harvest water from storage sheds for watering trees and flowerbeds.	PARTLY ACCEPTED

PARISHES' & RELEVANT BODIES' RESPONSES

		*Although this is already on the plan, we have done more research and are looking to change to another loose surface.	
<b>The Hennys, Middleton &amp; Twinstead</b>	<b>23/01/2023</b>	NO CHANGE	NO CHANGE
<b>Toppesfield</b>	<b>30/01/2023</b>	<p>Improvements to Toppesfield Playing field are:                      Redevelopment of the pavilion and storage facilities                      Any recommendations from the Annual RoSPA reports are to be implemented.                      Wider range of play equipment required to cover a range of ages.</p> <p>Exercise equipment for adults.                      Improvements to Gainsford End playing field are:                      Any recommendations from the Annual RoSPA reports are to be implemented.                      Adult physical equipment is required.                      Wider range of play equipment.</p> <p>Interest in a Wildlife refuge.</p>	PARTLY ACCEPTED
<b>Wickham St Paul's</b>	<b>06/02/2023</b>	<p>Dredging of the pond.                      Purchase and planting of trees to create a copse near the village pond.                      Play equipment.</p>	ACCEPTED
<b>Witham</b>	<b>23/01/2023</b>	<p>A. Existing space adjoining Mill Lane bungalows, small square for small scale landscaping and seating improvements                      B. Purchased /lease existing space adjacent to River Walk. Cut back vegetation to improve public access. The part on the 'town park side' to form an extension to the town park                      C. Improvements to Sauls Bridge in Maldon Road for pedestrians                      D. Signage for Commonwealth War Graves (information board highlighting the Commonwealth War Graves</p>	PARTLY ACCEPTED

## PARISHES' & RELEVANT BODIES' RESPONSES

		<p>E. Repair cycleway. Bridges on River Walk will need replacing. Habitat creation, path/cycleway improvements and signage, more buoyancy aids, litter bins, dog waste bins, seating and surfacing.</p> <p>F. Car and cycle parking</p> <p>G. Refurbishment and improvements to shop and parking area.</p> <p>H. Additional dog bins</p> <p>I. Replacement of seats</p> <p>J. Installation of dog bin</p> <p>K. Resurfacing of access road required</p> <p>L. Improve access, ground stabilisation and informal walking/exercise route</p> <p>M. Purchase of land by Town Council</p> <p>N. Planting, tree planting, signage, information boards, surfacing and litter/dog bins</p> <p>O. To continue cycleway from Woodend Farm through to town aligning with the railway</p> <p>P. Boardwalk in swampy area.</p> <p>Q. Improve pitch drainage</p> <p>R. Install larger or additional litter bins</p> <p>S. Seating</p> <p>T. Resurface car park</p> <p>U. Improvements to communal paths</p>	
		[allotments]	
		V. Suggested site for provision of allotments	[allotments]

**Agenda Item: 10**

<b>Report Title:</b> Homes for Ukraine Support Fund	
<b>Report to:</b> Cabinet	
<b>Date:</b> 10 <sup>th</sup> July 2023	<b>For:</b> Decision
<b>Key Decision:</b> Yes	<b>Decision Planner Ref No:</b> DP/2023/31
<b>Report Presented by:</b> Councillor Lynette Bowers-Flint, Cabinet Member for Housing, Health and Wellbeing	
<b>Enquiries to:</b> Caroline Elias-Stephenson, Head of Housing and Community <a href="mailto:caroline.elias-stephenson@braintree.gov.uk">caroline.elias-stephenson@braintree.gov.uk</a>	

**1. Purpose of the Report**

1.1 The purpose of this report is to note that Braintree District Council (the Council) is able to claim UK-wide funding for the financial year 2023 to 2024 to be spent within the Council's delegated decision framework. The Homes for Ukraine Local Authority Tariff Grant has been allocated to local authorities and devolved governments to provide wrap around support to individuals and families to rebuild their lives and fully integrate into communities, including assisting Ukrainian guests move into their own homes and reduce the risk of homelessness. Braintree District Council will use this fund to spend on the Homes for Ukraine Resettlement Support.

**2. Recommendations**

2.1 Cabinet is asked to:

- (a) Note the Homes for Ukraine Support Fund;
- (b) Approve that the Council will allocate the Homes for Ukraine Support Fund in accordance with the criteria set out within this report; and
- (c) Note that financial assistance will be provided and agreed in accordance with the Scheme of Delegation, expenditure thresholds as set out in the Council Constitution.

**3. Summary of Issues**

3.1 The Homes for Ukraine Scheme was launched on 14<sup>th</sup> March 2022, which allowed individuals, charities, community groups and businesses in the UK to support those escaping the conflict in Ukraine. Since the scheme was launched, it has enabled over 153,300 Ukrainians to arrive in the UK. The UK government has provided £1.1 billion to councils through a £10,500 tariff for each arrival in their area. Essex County Council (ECC) has received the tariff

funding and is working with district/ borough/ city councils as to how best this funding is used to support Ukrainian refugees who are within their district. This per person tariff funding is additional to the financial support initially provided to Homes for Ukraine sponsors, who are paid £350pm for the first 6 months of hosting. Arrangements have been made by ECC funded by the tariff, to extend sponsor payments. The Council has been responsible for making welcome payments of £200 per guest which has also been funded from the tariff.

- 3.2 The Homes for Ukraine Local Authority Tariff Grant is ring-fenced for use in supporting households who have arrived through the Homes for Ukraine scheme. Conditions of the grant state that the funding may only be used to meet costs in relation to the following activities:
  1. Completing all safeguarding and accommodation checks on sponsor arrangements;
  2. To provide guests and sponsors with a source of advice and support to assist with registering for mainstream benefits and services, including where necessary specialist public health services, and with activities that support community integration; and
  3. Homelessness assistance where required.
- 3.3 The Council have carefully considered the support needed to those guests where their Homes for Ukraine placements are coming to an end, and who may wish to remain within the UK. To ensure they are provided with the correct level of support, and that the tariff funding is utilised, the Council propose to provide housing related support through the following packages:
- 3.4 Accessing the Private Rented Sector is extremely difficult. Each property owner and estate agent require a deposit, rent in advance and a guarantor, which means that this is not a viable option for most Ukrainian households on a low income or reliant on benefits.
- 3.5 The proposal made by the Council is that the tariff will be used to meet the cost of the rent in advance, any deposit, and will also consider meeting any shortfall between the LHA rate and the rent charged for a 12-month period. Many other councils offer an 'incentive payment' to landlords of, for example, £1000 or the equivalent of one month's rent; this is offered so that a credit check or guarantor is not required. The Council's proposed offer includes removal costs / setting-up-home budget of £1000. This will ensure that households under Homes for Ukraine are given a fair chance of accessing and being able to physically move into the private rented sector.
- 3.6 Additional support under this project includes community support, translator services, training and employment and household income maximisation.
- 3.7 The money will support all aspects of the households' needs and will take into consideration training, employment, travel, and household items to ensure

that households optimise their chances of being able to continue, in the Tenancy, if they wish, at the end of their 12-month agreement.

- 3.8 The scheme proposed will only provide an extended level of support to Ukrainian households as currently the Council does not have funding which enable the Housing Options Team to give 'incentive payments' to landlords for households not on the Homes for Ukraine scheme. Housing can currently pay rent-in-advance loans and deposits, either through providing a loan to an applicant (repaid in monthly instalments) and/or via the Discretionary Housing Payment (DHP) fund.
- 3.9 The proposals set out in this report are supporting the Healthy Housing Strategy and Homelessness and Rough Sleeping Strategy, as we are working to build positive relationships with private landlords to enable us to continue to work together better, for the benefit of a wider range of households.
- 3.10 On 12<sup>th</sup> June 2023, the Council received notification that it is to receive £194,470 in this financial year as a one-off top-up to the Homelessness Prevention Grant. Although branded as a 'Homes for Ukraine funding top-up' the conditions of funding permit use of the money to support with wider homelessness pressures', thus potentially enabling the Council to consider extending the funding offer (incentive payment in lieu of reference and guarantor), to other households.
- 3.11 To support this work, the Council have recruited a Homes for Ukraine Resettlement Worker, who will work specifically with hosts and guest within the scheme.
- 3.12 To date, the Council have identified 112 households who have arrived in the district via the Homes for Ukraine scheme. Deducting from that figure the households that have since either moved out of the district, returned to Ukraine, or found their own way into the Private Rented Sector and are no longer part of the scheme, it is estimated that the Council currently have 74 households within the district that would benefit from the funding available.
- 3.13 The recommendations set out in this report will help the Council to deliver its Corporate Objective of Supporting our Communities.

#### **4. Consultation**

- 4.1 There is no consultation proposed with the public, but the Council has been working with ECC and other Essex local housing authority representatives on how best to support households under the Homes for Ukraine scheme.

#### **5. Options**

- 5.1 Option 1: To provide Resettlement Support to assist with the re-housing of households at risk of homelessness that are resident under the Homes for Ukraine scheme.



The cost of providing this support is to be claimed from Essex County Council from the Homes for Ukraine tariff grant. The level of support will be managed in such a way that commitments made by the Council will not exceed the funding available.

5.2 Option 2: Is to do nothing. This will mean that the money allocated by ECC will not be fully utilised and if not spent elsewhere will have to be repaid to government. It will also mean that the Council may have to provide homelessness assistance including nightly lets or access to social housing through Gateway to Homechoice.

5.3 Option 1 is preferred for several reasons:

- The money is available for households in the UK under the Homes for Ukraine Scheme. Funding has been nominally allocated by ECC from the Homes for Ukraine tariff grant and costs incurred will be reclaimed monthly. The actual amount of support provided, and funding claimed will be dependent upon demand.
- This also relieves some of the potential additional pressure on social housing in the district and supports Ukrainian households out of temporary accommodation.
- This option will be delivered by the Resettlement Officer whose role is funded through this funding stream. Their role is to support all Guests and Hosts under the Homes for Ukraine scheme.

## **6. Financial Implications**

6.1 Funding for the support provided to Ukrainian households will be claimed from Essex County Council as costs are incurred and which will be met from the Homes for Ukraine Tariff Grant. To optimise the use of the government grant funding a nominal allocation has been made to each district/ borough/ city council to use in accordance with the grant conditions.

6.2 The Government has provided the tariff grant to upper tier authorities in two-tier areas, and councils must agree a plan locally to make payments to lower-tier councils in relation to all the services which they provide to guests under the Homes for Ukraine Scheme, including for services such as homelessness assistance.

## **7. Legal Implications**

7.1 This report sets out the parameters of which the Council will draw down funding to deliver the packages of support for those subject to the Homes for Ukraine Scheme. All specified expenditure incurred, will be approved and awarded in accordance with the Council's Constitution expenditure thresholds.

## **8. Other Implications**

- 8.1 There are no other implications arising from the recommendations set out in this report.

## **9. Equality and Diversity Implications**

- 9.1 Section 149 of the Equality Act 2010 creates the public sector equality duty which requires that when the Council makes decisions it must have regard to the need to:
- (a) Eliminate unlawful discrimination, harassment and victimisation and other behaviour prohibited by the Act;
  - (b) Advance equality of opportunity between people who share a protected characteristic and those who do not; and
  - (c) Foster good relations between people who share a protected characteristic and those who do not including tackling prejudice and promoting understanding.
- 9.2 The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation. The Act states that 'marriage and civil partnership' is not a relevant protected characteristic for (b) or (c) although it is relevant for (a).
- 9.3 The Equality Impact Assessment indicates that the proposals in this report will not have a disproportionately adverse impact on any people with a particular characteristic. All funding will be subject to their own assessments and considerations.

## **10. List of Appendices**

- 10.1 None.

## **11. Background Papers**

- 11.1 Department for Levelling Up, Housing and Communities – Funding for Councils - Homes for Ukraine, which can be found at the following link:

[Funding for councils: Homes for Ukraine - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/funding-for-councils-homes-for-ukraine)

**Agenda Item: 11**

<b>Report Title:</b> Appointments to Outside Bodies	
<b>Report to:</b> Cabinet	
<b>Date:</b> 10 <sup>th</sup> July 2023	<b>For:</b> Decision
<b>Key Decision:</b> No	<b>Decision Planner Ref No:</b> DP/2023/33
<b>Report Presented by:</b> Councillor Graham Butland, Leader of the Council	
<b>Enquiries to:</b> Kim Mayo, Head of Governance and Monitoring Officer <a href="mailto:kim.mayo@braintree.gov.uk">kim.mayo@braintree.gov.uk</a>	

**1. Purpose of the Report**

- 1.1 To approve the membership of the Cabinet Sub-Committees and its nominations to Cabinet Outside Bodies.

**2. Recommendations**

- 2.1 That Cabinet:
- a. Approve the Membership of the Cabinet Committees as set out in Appendix A;
  - b. Approve the Terms of Reference for the Local Plan Sub-Committee as set out in Appendix B; and
  - c. Approve the appointments to the identified outside bodies and Joint Committees as set out in Appendix C, and that these appointments are for a 12 month period.

**3. Summary of Issues**

**Appointment to Sub-Committees**

- 3.1 The Leader can establish sub-committees of Cabinet to consider issues within the terms of reference set by the Leader. These committees are not subject to the rules regarding political balance, and the Leader can appoint any Member to the committees from any Political Group.
- 3.2 Cabinet already has in place the Local Plan Sub-Committee, together with two working groups, namely the Developing Democracy Group and the Member Development Group. This Committee and Working Groups will remain in place. As part of the membership considerations, the Leader sought nominations from each of the respective political groups, where seats were to be allocated accordingly. The Membership is set out in Appendix A.
- 3.3 With regards to the Local Plan Sub-Committee, it is necessary as part of the annual review, that the terms of reference for the committee are amended, in

order to ensure that the Committee is fit for purpose. Accordingly, the new Terms of Reference are set out in Appendix B.

- 3.4 In addition Cabinet will continue to have in place the Investment and Development Programme Board and the Capital Programme Board. The appointments to these two boards are set out in Appendix B

**Appointment to Outside Bodies, including Joint Committees**

- 3.5 Under Article 5, the Council are permitted to make appointments to outside bodies unless the appointment is an executive function, in which case those appointments fall to Cabinet to determine.
- 3.6 Outside bodies are external organisations and partnerships which have requested that an Elected Member is appointed to them or that have been established to support the Council in the management of its services.
- 3.7 Participation in outside bodies, contributes to the Council's strategic functions, priorities or community leadership roles; supports partnership and joint working; and enables Members to gain and share knowledge and expertise.
- 3.8 The criteria for a Members appointment to an outside body, regardless of whether the appointment is made by Cabinet or Council, are:
- a. the interests of the Council can be assisted by the making of the appointment or renewal of the appointment;
  - b. the Member is able to devote the time needed to meet the expectations of the external body and the Council;
  - c. where the external body has a geographical limit to its functions, whether the Member's ward falls within or close to that area should be taken into consideration;
  - d. the Member has the knowledge, skills or interest in the work of the organisation that may be required; and
  - e. the Member is prepared to provide such information on their participation in the work of the outside body as may be required.
- 3.9 Members appointed to outside bodies must respond to all reasonable requests for information about the work of the outside body and their participation in it. In undertaking their role, the nominated Members are required to ensure that the relevant Cabinet Member is updated at regular intervals as to the work being undertaken, and where necessary this will be incorporated into reports to full Council.
- 3.10 The Council has also two Joint Committees in place, namely the Essex Countywide Traveller Unit and the North Essex Parking Partnership. These exercise those functions delegated to them by Cabinet. As a result, anyone appointed as a member of those Joint Committees must be a Member of Cabinet.
- 3.11 The nominations to the Outside Bodies and Joint Committees are set out in Appendix C.

#### **4. Options**

- 4.1 The Cabinet may choose not to establish any sub-committees or make any appointments made to the outside bodies, or Joint Committees. However, the Local Plan Sub-Committee exercising executive functions, which if not established, would result in these responsibilities being returned to Cabinet. This could mean that additional Cabinet meetings are required throughout the year to ensure that all relevant matters are considered in a timely manner. Further, by not having representation on those outside bodies going forward, it would mean that the Council would lose the opportunity to provide input to matters being considered by the outside body or Joint Committee.

#### **5. Financial Implications**

- 5.1 There are no financial implications arising from the recommendations set out in this report. Members appointed to serve on an outside body are entitled to claim expenses in accordance with the Councils Member Allowance Scheme. These expenses will continue to be met from the existing budget.

#### **6. Legal Implications**

- 6.1 There are no Legal implications arising from the recommendations set out in this report.

#### **7. Other Implications**

- 7.1 There are no other implications arising out of this report.

#### **8. Equality and Diversity Implications**

- 8.1 Section 149 of the Equality Act 2010 creates the public sector equality duty which requires that when the Council makes decisions it must have regard to the need to:
- (a) Eliminate unlawful discrimination, harassment and victimisation and other behaviour prohibited by the Act;
  - (b) Advance equality of opportunity between people who share a protected characteristic and those who do not; and
  - (c) Foster good relations between people who share a protected characteristic and those who do not including tackling prejudice and promoting understanding.
- 8.2 The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual

orientation. The Act states that 'marriage and civil partnership' is not a relevant protected characteristic for (b) or (c) although it is relevant for (a).

- 8.3 The proposals in this report will not have a disproportionately adverse impact on any person with a particular characteristic.

**9. List of Appendices**

- a. Appendix A – Appointments to Cabinet Sub-Committees
- b. Appendix B – Terms of Reference for Local plan Sub-Committee
- c. Appendix C – Appointments to the Outside Bodies and Joint Committees

**10. Background Papers**

- a. None.

## **Appendix A – Appointments to Cabinet Sub-Committees and Working Groups**

### **Local Plan Sub-Committee**

Membership size 13

- Cllr Bowers
- Cllr Butland
- Cllr Coleridge
- Cllr T Cunningham
- Cllr I Parker
- Cllr F Ricci
- Cllr G Spray (Chairman)
- Cllr Bowers-Flint
- Cllr J Abbott
- Cllr T Walsh
- Cllr M Fincken
- Cllr J Martin
- Cllr A Munday

### **Developing Democracy Group**

Membership size – 9

- Cllr G Butland (Chairman)
- Cllr T Cunningham
- Cllr L Bowers-Flint
- Cllr G Spray
- Cllr R van Dulken
- Corporate Scrutiny Chairman – currently
- Cllr J Beavis
- Cllr L Jefferies
- Cllr J Pell

### **Member Development Group**

Membership size – 6

- Cllr C Dervish
- Cllr F Ricci (Chairman)
- Cllr M Cunningham
- Cllr S Rajeev
- Cllr W Taylor
- Cllr T Diamond

### **Investment and Development Programme Board**

- Cllr T Cunningham (Chairman)
- Cllr G Spray
- Cllr L Bowers-Flint

### **Capital Programme Board**

- Cllr K Bowers (Chairman)
- Cllr F Ricci
- Cllr M Cunningham



## **Appendix B**

### **Local Plan Sub-Committee Terms of Reference:**

To be responsible for the development of the Planning Policy Framework ~~Local Plan~~ to include:

1. Consideration of studies and reports in relation to the Braintree Local Plan.
  - a. Adoption of evidence to the formal evidence base in preparation for examination.
  - b. Consideration of draft Development ~~Local Plan Documents~~ and to make recommendations to Full Council as to their adoption.
  - c. To receive and to give consideration to responses to public consultations in relation to the Local Plan and to make recommendations to Full Council in relation to these.
  - d. Where relevant, to make recommendations to the Cabinet in respect of any corporate implications arising from the development of the Local Plan, including any recommendations for consideration in the budget setting process.
2. Consideration of other Planning Policy Documents
  - a. To consider draft Supplementary Planning Documents and to make recommendations to Full Council as to their adoption
  - b. To consider draft Local Design Guide and to make recommendations to full Council as to their adoption
  - c. To approve other planning policy guidance documents
  - d. To approve Conservation Area Appraisals and associated management plans
3. Consideration of other bodies Planning Policy and Strategic Documents
  - a. To approve responses to public consultations on Local Plans, Neighbourhood Plans or other planning policy documents from neighbouring and nearby authorities as appropriate
  - b. To approve responses to public consultations on other strategic documents or changes to national policy, guidance or legislation which impact on planning policy in the District as appropriate
  - c. To approve responses to public consultation on Neighbourhood Plans within the District
  - d. To make recommendations to Full Council to adopt Neighbourhood Plans in

## Appendix C

### Appointments to Outside Bodies

Outside Body	Description	Councillor/s
Braintree District Citizens Advice Bureau Management Board	Providing strategic oversight of the management of the CAB service to residents within Braintree.	Cllr J Wrench
Braintree District Local Highways Panel	The Local Highways Panel are run and managed by Essex County Council, and are responsible for making recommendations and setting priorities for highways schemes in the Braintree District	Cllr G Spray Cllr M Cunningham Cllr R van Dulken Cllr J Ayten
Braintree Village Consultative Group		Cllr J Wrench; and Cllr T Cunningham
Braintree District and Eastlight Community Fund		Cllr L Bowers-Flint Cllr M Cunningham Cllr L Jefferies
Community Safety Partnership	A partnership between local authorities, private sector and volunteers to provide strategic oversight of community safety within the District	Cllr M Cunningham
District Council Network	A cross party member led network of 187 district councils, providing a single voice on issues affecting authorities.	Cllr G Butland
East of England Local Government Association (EELGA)	Providing support to member authorities on local government issues, proving support and guidance.	Cllr G Butland
Essex Flood Partnership Group	Partnership of local authorities providing strategic oversight of flood management within Essex.	Cllr T Cunningham
Essex Police, Fire and Crime Panel	Comprises representatives of the 15 local authorities in wider Essex and two independent members. Meets at least four times a year to scrutinise the work of the Police, Fire and Crime Commissioner, exercising the function as a critical friend, in support of the Commissioner	Cllr M Cunningham (Cllr Butland to Deputise)
Essex Rural Partnership	Brings together key organisations within Essex to consider, debate and act on major issues affecting the rural parts of the county.	Cllr I Parker
Essex Waste Partnership Board (formally Essex Inter-Authority Working Group (Waste and Recycling))	Partnership between Essex County Council and 13 Local Authorities, it was set up to ensure cost efficient and sustainable waste management is delivered across Essex and Southend.	Cllr T Cunningham

Great Notley Country Park – Joint Governance with Essex County Council (also known as Joint Governance – Great Notley Country Park Partnership Board)	As part of the Joint Working Agreement between Essex County Council and Braintree District Council, the Great Notley JVPB was established to: discuss and formulate strategy taking both parties aspirations into consideration, agree specific projects/schemes at the facility and the funding of them, review feedback in relation to the facility and make appropriate provisions to consult locally.	Cllr F Ricci and Cllr T Cunningham
Local Government Association General Assembly	Responsible for the management of the Local Government Association.	Cllr G Butland
Local Government Information Unit	A local authority membership organisation provided intelligence and support to Councillors and Officers.	Cllr G Butland
Stansted Airport Consultative Committee	Independent committee established for the scrutiny of the management and administration of Stansted Airport, and its corporate affairs.	Cllr R van Dulken
Superfast Essex Steering Board	Local Authority Partnership providing strategic oversight of the roll out of superfast broadband within Essex.	Cllr GS JC
Youth Strategy Group	Partnership with Councillors and youth organisations to bringing together projects to support young people.	Cllr C Dervish

## Appointments to Joint Committees

Joint Committee	Description	Councillor/s
Essex Countywide Traveller Unit	Joint Committee established for the management of unauthorised encampments across Essex	Cllr L Bowers-Flint
North Essex Parking Partnership Joint Committee	A partnership of the North Essex Local Authorities for the management and administration of street based parking services within Essex.	Cllr T Cunningham

<b>Report Title:</b> Joint Neighbourhood Area Application Finchingfield and Wethersfield	
<b>Report to:</b> Cabinet	
<b>Date:</b> 10 <sup>th</sup> July 2023	<b>For:</b> Decision
<b>Key Decision:</b> No	<b>Decision Planner Ref No:</b> DP/2023/18
<b>Report Presented by:</b> Councillor Mrs Gabrielle Spray, Cabinet Member for Planning	
<b>Enquiries to:</b> Alan Massow, Principal Planning Policy Officer <a href="mailto:Alan.massow@braintree.gov.uk">Alan.massow@braintree.gov.uk</a>	

## 1. Purpose of the Report

- 1.1 To prepare a Neighbourhood Plan, the first formal stage is to designate the plan area. The 'qualifying body' (the relevant Parish or Town Council) must apply to relevant local planning authority to designate the neighbourhood area, stating its reasons why it wishes to prepare such a plan and submitting a map of the proposed area.
- 1.2 Braintree District Council received a joint application from Finchingfield Parish Council and Wethersfield Parish Council to designate these two parishes as a single Neighbourhood Plan Area on 6<sup>th</sup> April 2023. The application was made under Regulation 5 of the Neighbourhood Planning Regulations. Due to the pre-election period the consultation on this application was delayed until after the elections.
- 1.3 Neighbourhood Plan Area Applications which cover a single Parish area and are submitted by the relevant Parish Council are required to be accepted by the local authority and as such are not normally reported to committee. However, given the multi-Parish nature of this application public consultation is required and decision by Cabinet is sought.
- 1.4 A map of the proposed Neighbourhood Plan area is attached to this report as Appendix 1.

## 2. Recommendations

- 2.1 In accordance with Regulation 7 of the Neighbourhood Planning Regulations, Braintree District Council designate the administrative parishes of Finchingfield and Wethersfield Parish Council as a neighbourhood plan area.

## 3. Summary of Issues

- 3.1 In accordance with Regulation 6 of the Neighbourhood Planning Regulations, which requires that all multi-parish area applications be consulted on, comments were invited from both statutory consultees and those who live,

work, and carry on business in the area between 10<sup>th</sup> May and 30<sup>th</sup> June 2023. As well as being on the Council's website, a notice was placed in the Braintree and Witham Times, and notices were displayed in the villages. As of writing 27 responses have been received. Where further guidance and advice has been given as part of the response this has been passed onto the Neighbourhood Plan Group via the parish council. Any further comments received will be reported to Cabinet.

**Finchingfield and Wethersfield Neighbourhood Plan Reg 6 Consultation Responses May/June 2023**

<b>Name/Organisation</b>	<b>Comment</b>	<b>Response</b>
Anglian Water	As the statutory water and sewerage undertaker for both parishes within the neighbourhood plan area, we have no objection to the proposed designation.	Noted.
ECC Cllr Paul Thorogood	I'm the county member for Braintree Eastern and Wethersfield and Finchingfield are in the Three Rivers county division which I believe is Cllr Butland's. Therefore, I don't think I should comment in my county role. I understand this will come before BDC full council for a decision therefore I will have a chance to comment at that stage should I wish to.	Noted.
Clark G	<p>I'm writing to confirm my support for the proposed neighbourhood plan between Finchingfield and Wethersfield. Currently, there is a lack of succinct guidance for the area encompassed in the redline. A clear strategy is needed for the protection of the local heritage but enhancement for its business and people. It must be acknowledged going forward that sustainable development remains intrinsic to helping rural communities survive. This can always be achieved whilst protecting the historical importance of an area. The Council needs to remain pragmatic and realistic for the much-needed demand for new housing within the plan. Currently, it is hard for many young people and families to stay within the local area, due to high prices and the under-supply of suitable dwellings. This is directly linked the future performance of the local economy and its businesses.</p> <p>I suggest that the Council engages with the local community and landowners from the outset. It would be a sensible approach to include strategic sites within the plan, giving clarity both to local people and landowners (who can greatly influence the success of local policy). Ultimately, this provides a rare opportunity to shape the future of the local community whilst</p>	Comments noted.

Name/Organisation	Comment	Response
	protecting its significant heritage. The acceptance of sustainable development must be at the core of any plan. This will allow the local area to flourish and grow for many generations to come.	
Cressing PC	The Parish Council fully supports this application.	Noted.
Dunn - Chair Bradwell with Pattiswick PC	I support the proposal to designate Finchingfield and Wethersfield parishes as a single Neighbourhood Plan area.	Noted.
Environment Agency	<p>We have no comment to make on the proposal to join these two areas into one neighbourhood plan area.</p> <p>We look forward to being consulted on the draft neighbourhood plan/plans once submitted.</p>	Noted.
Essex Birdwatching Society	We attach a description how our UK's declining breeding population of Swifts can be addressed when New Build is planned. The EBwS and their Essex Swifts initiative are leaders in the field for Essex with this biodiversity enhancement.	Noted. Information passed onto parish councils.
Essex County Fire and Rescue	Standard response which can be forwarded to the NP group – nothing relating to the extent of the plan	Comments noted and passed onto parish councils.
Essex Police	We have reviewed the application request and have no direct comment to make on the proposed area designation at this time.	Noted. Comments passed.
Essex Swifts	<p>Awaiting further information. Thank you for inviting the Essex Birdwatching Society to "Comment" on the Finchingfield &amp; Wethersfield consultation with regards Swift conservation.</p> <p>I know in the past we were very surprised that a professional ecologist company were not up to speed in stating the correct parameters for installing Swift boxes in New Build in the Braintree District Council area and it was too late to revise as the Planning Application had been granted at Full Council Level.</p> <p>However, we will respond to the Consultation and set out what those parameters should be for this latest Neighbourhood Plan.</p>	Noted.
Forestry Commission	Standard response which can be forwarded to the NP group – nothing relating to the extent of the plan	Noted. Information passed on to the parishes.
Hertfordshire CC	We have no comment in relation to this neighbourhood plan.	Noted.
Highways England	Highways England is a strategic highway company under the provisions of the Infrastructure Act 2015 and is the highway authority, traffic authority and street authority for the Strategic Road Network (SRN). In respect to this Neighbourhood Plan, the nearest trunk road is A120.	Comments noted.

Name/Organisation	Comment	Response
	We have reviewed the plan and note the area and location that is covered is remote from the A120. Consequently, we have no objection to the joining together of the two parishes for the purposes of Neighbourhood planning.	
Historic England	Standard response on designation of a plan which can be forwarded to the NP group – nothing relating to the extent of the plan	Noted. Information passed onto the parishes.
HSE	Standard response which can be forwarded to the NP group – nothing relating to the extent of the plan	Noted. Information passed onto the parishes.
Kelvedon Parish Council	At the meeting of Full Council on 6th June 2023 members Proposed with no objections to ‘Fully Support’ a joint Neighbourhood Plan for Finchingfield and Wethersfield parishes and wish them every success in their endeavours.	Comments noted.
Marine Management Organisation	Standard response which can be forwarded to the NP group – nothing relating to the extent of the plan	Noted. Additional information passed to parishes.
McCloud Mr & Mrs	We support the application of a joint neighbourhood plan.	Support noted.
Natural England	Natural England does not wish to make comment on the suitability of the proposed plan area or the proposed neighbourhood planning body. Additional info that can be forwarded to the NP group is provided	Noted. Information passed on to the parishes.
Pertwee Mrs SJ	<p>With reference to the above, both Finchingfield and Wethersfield have issues with Planning. The Parish of Finchingfield the possible rebuild of the Ancient Brick Bridge (which should not be touched or altered) and Wethersfield, the Airfield. It was noted that the Parish of Toppesfield was not part of this plan to join up. Perhaps one should ask why?</p> <p>Two are and have a greater strength and may be in the future unforeseen problems may arise. Boundaries are often closely guarded and alterations not popular. This has come about over the Airfield and various possibilities.</p> <p>Young men looking for some form of distraction and wandering round the Countryside of these and other Parishes would seem a bad idea, there is little for them to do.</p> <p>Finchingfield and Wethersfield would be able to put a legal fight together without joining Parishes, this may be a good idea.</p>	Toppesfield is working on its own Neighbourhood Plan and is at a more advanced stage. The Neighbourhood area application does not involve the merging of parishes. Highways matters are the responsibility of Essex County Council.

Name/Organisation	Comment	Response
	It would be bad to lose these two Ancient Parishes Finchingfield and Wethersfield over this project and I see no gain.	
Shalford PC	<p>I write on behalf of Shalford Parish Council who, at a meeting held on 21st June 2023, discussed the matter in detail.</p> <p>Shalford Parish Council are fully supportive of a single joint neighbourhood plan for the Parishes of Finchingfield and Weathersfield. For any further dialogue on this matter Shalford Parish Council would like to be fully involved and consulted on such matters, especially as a significant proportion of Shalford Parish Boundary to the North and East is shared, I trust this request to be involved shall be noted and actioned accordingly.</p> <p>Cllr Peter Mitchell</p>	Support noted.
Stoke by Clare PC	Stoke by Clare Parish Council does not wish to submit a response on this occasion.	Support noted.
Stroud Murry & Victoria	Murray and Victoria Stroud are very much in favour of this application being granted. Residents and people directly affected should have a greater say in planning in their communities.	Support noted.
Sturmer Flood Action Group	We are very pleased to see a neighbourhood plan is proposed for Finchingfield and Wethersfield Parishes.	Support noted.
TfL	I can confirm that we have no comments to make in response to the application to designate a single Neighbourhood Area	Noted.
Tim Oxton	I have no objection to the proposed Neighbourhood Plan for Finchingfield and Wethersfield.	Noted.
Toppesfield PC	<p>The above application was discussed at the parish council meeting held on 18th May 2023</p> <p>The parish council have no objections to designate Wethersfield and Finchingfield as a single neighbourhood plan area.</p>	Noted.
Graham Went	<p>What current planners (government) don't realise is that Wethersfield used to be a USAF Base with hundreds of personnel who I like referees had cars motorcycles etc to travel around themselves unrestricted</p> <p>The senior ranks were housed in Private houses around the base</p> <p>At Hill Farm we had the Dailey family Really lovely people</p> <p>They all blended with the local community bringing money into the area</p>	Comments noted, but not a matter for consideration in the designation of a Neighbourhood Plan area



Name/Organisation	Comment	Response
	That's not going to happen with reforges Going to be a major problem for you	
Michael Hand CPRE Essex	<p>Thank you for the opportunity to comment on the application that has been submitted to Braintree District Council by the two Parish Councils to designate Finchingfield and Wethersfield parishes as a single Neighbourhood Plan Area.</p> <p>Given the location and current proposals for the reuse of Wethersfield airbase and its close proximity to both main villages, the joint Neighbourhood Plan area is a logical way forward. In addition, there are concerns regarding the efficacy and value of Neighbourhood Plans for very small rural populations. In this respect, and the apparent lack of progress, it's unfortunate that the single parish Toppesfield Neighbourhood Plan area could not also be incorporated into an even broader Neighbourhood Plan area.</p> <p>CPRE Essex supports the proposed combined Neighbourhood Plan area for Finchingfield and Wethersfield.</p>	Support noted.

- 3.3 As can be seen in the table above no consultation responses have been received which would indicate that the designation of a joint neighbourhood plan area for Finchingfield and Wethersfield would not be appropriate.
- 3.4 Officers have considered the proposal and the responses to the consultation and consider that the application meets the requirements of the legislation and provides an appropriate basis on which to designate a neighbourhood area.
- 3.5 The recommendations set out in this report will help the Council to deliver the following Corporate Objectives:
- A sustainable environment and a great place to live, work and play;
  - A well connected and growing district with high quality homes and infrastructure;
  - A prosperous district that attracts business growth and provides high quality employment opportunities; and
  - Residents live well in healthy and resilient communities where residents feel supported.

#### 4. Options

- 4.1 To approve the neighbourhood area application for Finchingfield and Wethersfield. The application is submitted by two relevant authorities and covers the whole administrative extent of the parishes. As such an approval of this application is justified.

To not approve the neighbourhood area application for Finchingfield and Wethersfield. No issues have been raised which would justify a refusal of the neighbourhood application.

## **5. Next Steps**

- 5.1 If approved as a designated Neighbourhood Plan Area, the neighbourhood planning group will commence production of a neighbourhood plan with the support of the District Council. This document will be subject to public consultation and examination prior to a referendum and consideration by the Council for adoption.

## **6. Financial Implications**

- 6.1 The Council will be responsible for the examination, referendum, and adoption of the Neighbourhood Plan. However, if current funding agreements remain in place, the Council will be able to claim £20,000 from central government to meet these costs and the costs of officer time.

## **7. Legal Implications**

- 7.1 The Council must follow the Neighbourhood Planning Regulations in its considerations as to approve a Neighbourhood Plan Area. Having regard to the work undertaken by the Council, all necessary requirements have been met as part of this stage of the process.

## **8. Other Implications**

- 8.1 None.

## **9. Equality and Diversity Implications**

- 9.1 Section 149 of the Equality Act 2010 creates the public sector equality duty which requires that when the Council makes decisions it must have regard to the need to:
- (a) Eliminate unlawful discrimination, harassment and victimisation and other behaviour prohibited by the Act;
  - (b) Advance equality of opportunity between people who share a protected characteristic and those who do not; and
  - (c) Foster good relations between people who share a protected characteristic and those who do not including tackling prejudice and promoting understanding.
- 9.2 The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender, and sexual orientation. The Act states that 'marriage and civil partnership' is not a relevant protected characteristic for (b) or (c) although it is relevant for (a).
- 9.3 An Equalities Impact Assessment will need to be undertaken in due course for the Neighbourhood Plan.

**10. List of Appendices**

Appendix - Request letter from Finchingfield and Wethersfield Parish Council and map.

**11. Background Papers**

[The Neighbourhood Planning \(General\) Regulations 2012](#) (As amended).

**WETHERSFIELD PARISH COUNCIL**  
**REPRESENTING WETHERSFIELD, BLACKMORE END & BEAZLEY END**  
Clerk@Wethersfield-pc.gov.uk



6 April 2023

Ms Emma Goodings  
Head of Planning and Growth  
Braintree District Council  
Causeway House  
Bocking End  
Braintree  
CM7 9HB

Dear Ms Goodings

**Finchingfield and Wethersfield Joint Neighbourhood Plan**

I refer to recent discussions between officers, parish councilors and Neighbourhood Plan Team members regarding the proposal of a Joint Neighbourhood Plan for the parishes of Finchingfield and Wethersfield. This letter is an application to your Council on behalf of both Parish Councils in accordance with the Neighbourhood Planning Regulations 2012 as amended, for the designation of both parishes as a single Neighbourhood Plan Area. I attach a plan which defines the area which is the subject of this application

The Parish Councils are satisfied that they are capable of delivering the plan in a reasonable timescale and have agreed the Terms of Reference of a Neighbourhood Plan Team. This will comprise a range of individuals who live or work within the Finchingfield and Wethersfield parishes and who have diverse and relevant skills to deliver the project. I anticipate that the core Neighbourhood Plan Team will comprise around twelve members including councillors from each parish. This will be supplemented by individuals who wish to contribute in a more limited way, support from Council officers and specialist consultants when needed. You are aware of the considerable work undertaken by the Wethersfield Airbase Scrutiny Committee. This has demonstrated the benefits of close collaboration and will be a valuable source of research material for the project.

The reasons for designating a joint area include the interplay and historical associations between the parishes, similar issues facing both, close proximity of boundaries to clusters of population and the shared interest in the future of Wethersfield Airbase because of its scale and juxtaposition to both parishes. The plan will embrace the whole

of both parishes and enable a holistic approach to identifying local needs and opportunities and the approach to research and engagement. As you know we considered the inclusion of parts of Toppesfield and Sible Hedingham parishes but Toppesfield is already well advanced with its Neighbourhood Plan and that omission would leave Sible Hedingham isolated. Nevertheless Toppesfield have committed to ensuring compatibility of policies as far possible. The reason why it was decided not to pursue a 'base only' option was because of the need to acknowledge that proposals involving the base cannot be divorced from the needs and characteristics of the wider area.

In terms of approach, clearly this needs to be developed by the Neighbourhood Plan Team in conjunction with the local community and early evidence gathering will be done through workshops, an understanding of existing and emerging policies, surveys, new research and use of existing information. Efforts will be made to engage closely with key stakeholders such as the BDC/ECC officers, local community organisations, Ministry of Defence, local landowners, business community, statutory undertakers, government bodies and developers, inclusion of Parish Councillors on the Team and strong reporting mechanisms will ensure regular updates and oversight by the elected Councils as part of an ongoing process. We anticipate the plan will take around 18 months to complete with further time for examination and referendum.

I would be grateful if you gave this application your attention as soon as possible and of course would be happy to respond to any queries you may have and arrange any further meetings that you feel would be helpful at this stage. In the meantime, many thanks for your assistance.

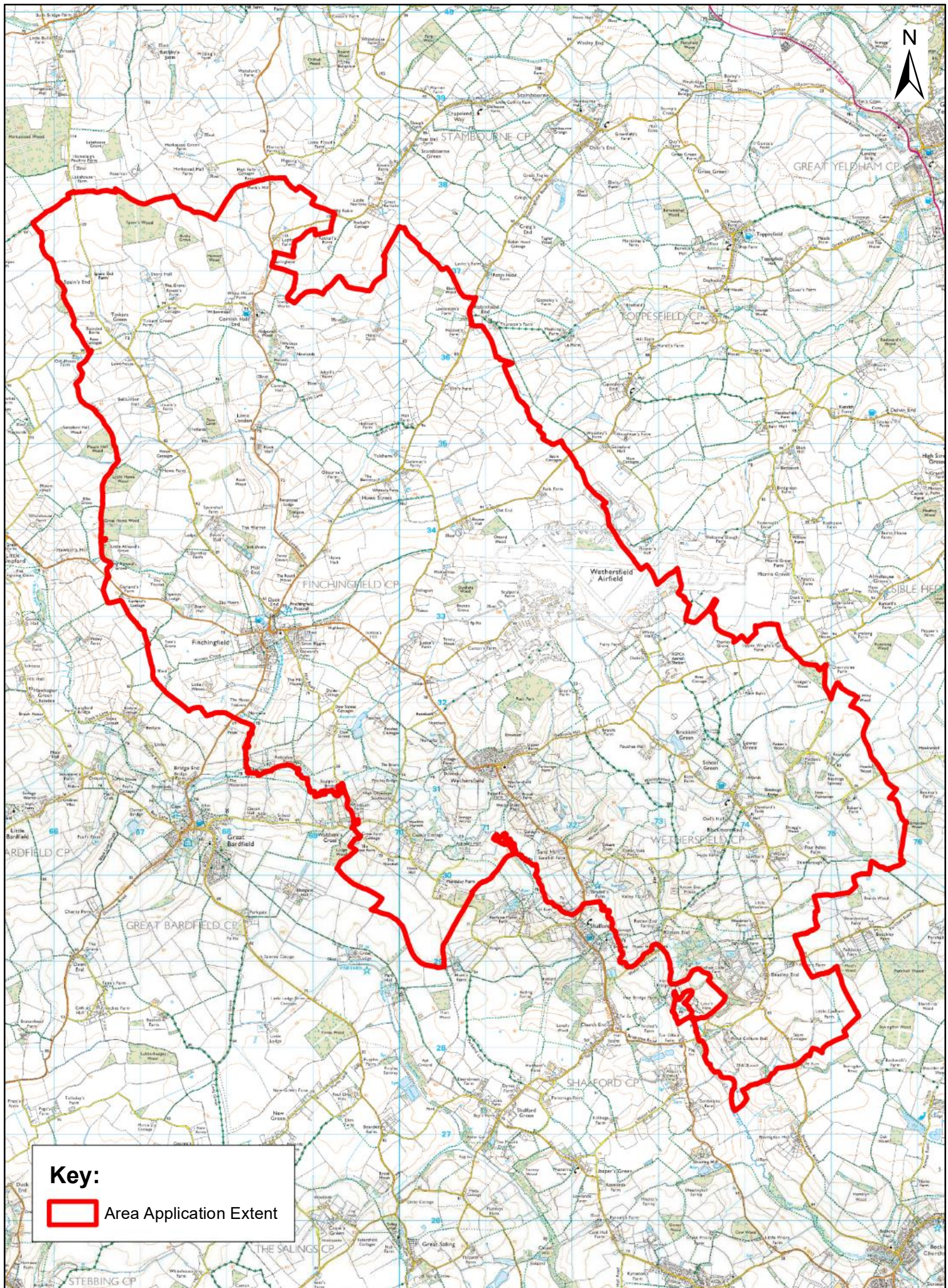
Yours sincerely

*D. Roder*

Donna Roder  
Wethersfield Parish Council Clerk

Cc Finchingfield Parish Council Clerk

# Finchingfield and Wethersfield Neighbourhood Plan Area Application.



1:55,000

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<b>Report Title:</b> Cost of Living update	
<b>Report to:</b> Cabinet	
<b>Date:</b> 10 <sup>th</sup> July 2023	<b>For:</b> To Note
<b>Key Decision:</b> No	<b>Decision Planner Ref No:</b> DP/2023/30
<b>Report Presented by:</b> Councillor Graham Butland, Leader of the Council	
<b>Enquiries to:</b> Caroline Elias-Stephenson, Head of Housing and Community <a href="mailto:caroline.elias-stephenson@braintree.gov.uk">caroline.elias-stephenson@braintree.gov.uk</a>	

**1. Purpose of the Report**

- 1.1 The purpose of this report is to provide an update on progress made by Braintree District Council (the Council) and partners relating to the cost-of-living crisis and plans for the allocation of £1million New Homes Bonus, which moving forward we will refer to as the Cost-of-Living Fund.

**2. Recommendations**

- 2.1 Cabinet is asked to note the update and future plans for spending the £1 million Cost of Living Fund.

**3. Background**

- 3.1 Due to a number of global and national events that have taken place over the last few years the price of goods and services including essential items for living have significantly increased.
- 3.2 In response to the increasing cost of living the Council established a district wide Cost of Living Partnership to collaboratively address the effects on its residents.
- 3.3 Furthermore a joint scrutiny committee was set up following a motion to Council in June 2022, to review the Council's response to this area of work.

**4. Progress to date**

- 4.1 The Council, in response to the increasing cost of living has undertaken a programme of work to support the residents of the Braintree District. This work has been undertaken across the organisation and absorbed into current business.
- 4.2 Highlights of recent work undertaken to assist are listed below:

- Creation of a **Braintree District Cost of Living Partnership** whose purpose is to take a strategic approach to day-to-day problems our communities face. The partnership includes representatives from the public, voluntary, community and business sectors. Its strength has been in sharing information and intelligence and identifying priority areas of focus. These include food and essential items, health and wellbeing, housing, and community capacity to support each other on a local level. This partnership is jointly delivering projects to support our communities.
- A **Joint Scrutiny** took place of work being undertaken by the Council to address the cost of living. The report of the scrutiny committee was presented back to Full Council on 10<sup>th</sup> October 2022 and contained 22 recommendations. On 3<sup>rd</sup> January 2023, Council received a response to the recommendations from the Cost-of-Living Scrutiny report from Cabinet which detailed current and ongoing plans to respond to the crisis. This can be found at Appendix A.
- The Council provided **£1.6million of universal financial support** to households where they have liability to council tax through a New Homes and Dividend of up to £25 per household, reducing the amount that local taxpayer's pay towards the Council's share of the overall tax bill.
- The Council approved **investment of £1million of its 2023/24 New Homes Bonus** allocation into a two-year programme to tackle the issues caused by the Cost-of-Living Crisis.
- As part of the above £1million investment the Council has provided **Braintree Area Foodbank** with £98,951 to develop its offer to Braintree residents and ensure those who need access to food and essentials need it the most.
- Further work undertaken spanning the last 8 months can be found here in Appendix B.

## 5. Future Work

5.1 In addition to the continuation of work highlighted above and in Appendices A and B, the Council will undertake a programme of work funded from the Cost-of-Living Fund.

5.2 The two-year programme will focus on three objectives:

- a. To provide food security and access to essential goods across the district, making it easier for everyone to reach, including those living in our most rural areas.
- b. To help the most vulnerable by supporting community groups and organisations to do more. These groups are already doing some incredible work and are well placed to identify and support those who need help most.
- c. To enable physical and emotional health and wellbeing for anyone, especially young people, struggling to afford vital access to leisure activities and sports clubs.



**To provide food security and access to essential goods across the district, making it easier for everyone to reach, including those living in our most rural areas.**

- 5.3 The Cost of Living partnership has identified food and essential goods as the primary direct impact of the increasing cost of living. The Council has worked with partners including Braintree Area Foodbanks to consider how this need can be met. The Braintree Area Foodbank can assist the delivery of this strand of work and have been part of the Cost-of-Living Partnership since its inception.
- 5.4 The latest figures provided by Braintree Area Foodbank revealed that 9,473 people have been fed by the charity in the past 12 months, with 4,292 of them being children. They have seen a 66% increase in the number of emergency food parcels distributed compared to last year. This is the most parcels the Foodbank has ever provided. The levels of need were particularly acute in Winter, and in January and February 2023 119% more people were fed during those months than in 2022.
- 5.5 Included in the Braintree District investment in responding to cost-of-living issues, the Council has provided Braintree Area Foodbank with £98,951 to:
- Establish a new distribution centre in Braintree Town Centre providing additional opening days including Saturday 's for a food collection service for residents, broadening accessibility. They are currently in negotiations for leasing premises with the aim of opening early Autumn.
  - Provide extra staffing to deliver food parcels to outlying areas and on-going vehicle costs for a second delivery van to increase the number of deliveries available to all parts of the district, supporting those living in our most rural areas and those who find it difficult to get to one of the foodbank locations.
  - Recruit a community outreach officer to provide signposting support for home deliveries, provide enhanced support to the high dependency users of the Foodbank, working closer with referral partners. The role will also conduct outreach work to the areas of the district where they have identified a lack of referrals, where there is a need that is not currently being addressed, including pensioners who appear to be underrepresented.
- 5.6 Officers from the Council will continue to work with Essex County Council and Community360 to discuss the feasibility of establishing a community supermarket within Phase 3 of the county-wide initiative. Officers will also continue to work with various community fridge projects across the district to identify what support they need to increase availability of food and essential goods to residents.

**To help the most vulnerable by supporting community groups and organisations to do more. These groups are already doing some**

**incredible work and are well placed to identify and support those who need help most.**

- 5.7 The voluntary and community sector in the Braintree District and across the country were instrumental in supporting residents throughout the covid pandemic and this has become evident again throughout the increasing cost-of-living crisis.
- 5.8 The community and voluntary sector organisations (CVS) provide a crucial role to support the most vulnerable in our district as well as reducing inequalities created by poverty and deprivation. Many of them have struggled financially as a result of income streams being impacted by the pandemic and being slower to recover. We are working with Community 360, our CVS infrastructure lead, to identify how we can invest in our community and voluntary sector organisations to ensure that they can continue to provide and expand services to those who most need them.
- 5.9 Current considerations include the possibility of a grant scheme(s) for the voluntary and community group sector, to apply for funding for work that will mitigate the impact of the cost of living.

**To enable physical and emotional health and wellbeing for anyone, especially young people, struggling to afford vital access to leisure activities and sports clubs.**

- 5.10 Throughout discussions with the Cost-of-Living Partnership it has become apparent that the Cost-of-Living crisis will have longer term effects on individuals mental and physical wellbeing. Partners including Fusion Lifestyle, our current leisure providers, and the Active Braintree Foundation have seen that residents are less able to afford to prioritise their health and wellbeing, particularly in relation to accessing clubs, classes and leisure activities.
- 5.11 The Council are committed to working with partners to help assist with this and with a particular focus on young people. An option currently under consideration in partnership with Active Braintree Foundation, Fusion, and Braintree District Museum Trust (amongst other Cost of Living partners) is to consider establishing a grant scheme via sports clubs to enable individuals and families who are unable to afford access to health and wellbeing activities to continue to participate in their chosen activity.
- 5.12 The Council is working with Braintree Museum and other partners to identify ways in which we can ensure individuals and families can continue to access activities that support both their physical health but also their emotional health and wellbeing.
- 5.13 To ensure that this work is driven forward the Council is recruiting a Cost-of-Living Projects Officer who will be responsible for co-ordinating the cost-of-living programme across the Braintree District including the two-year funding allocation from the Cost of Living Fund and align the interventions within the UK Shared Prosperity Fund plan.

5.14 The recommendations set out in this report will help the Council to deliver the following Corporate Objectives:

- A sustainable environment and a great place to live, work and play;
- Residents live well in healthy and resilient communities where residents feel supported; and
- Delivering better outcomes for residents and businesses and reducing costs to taxpayers.

## **6. Options**

6.1 To note the update report.

## **7. Next Steps**

7.1 To recruit a Cost-of-Living Projects Officer and continue the development and delivery of the programme of work under the three objectives.

## **8. Financial Implications**

8.1 Full Council approved as part of the 2023/24 Budget the establishment of a Cost-of-Living Fund with £1million of the Council's 2023/24 New Homes Bonus allocation to fund a programme of support over a two-year period for spend in 2023/24 and 2024/25.

8.2 Where the Council proposes to implement grant schemes, these will be subject to appropriate criteria being agreed and the proper controls put in place to safeguard public money.

## **9. Legal Implications**

9.1 There are no legal implications set out within this report.

## **10. Other Implications**

10.1 There are no other implications set out in this report.

## **11. Equality and Diversity Implications**

11.1 Section 149 of the Equality Act 2010 creates the public sector equality duty which requires that when the Council makes decisions it must have regard to the need to:

- (a) Eliminate unlawful discrimination, harassment and victimisation and other behaviour prohibited by the Act;

(b) Advance equality of opportunity between people who share a protected characteristic and those who do not; and

(c) Foster good relations between people who share a protected characteristic and those who do not including tackling prejudice and promoting understanding.

11.2 The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation. The Act states that 'marriage and civil partnership' is not a relevant protected characteristic for (b) or (c) although it is relevant for (a).

11.3 The Equality Impact Assessment indicates that the proposals in this report will not have a disproportionately adverse impact on any people with a particular characteristic.

## **12. List of Appendices**

12.1 Appendix A – Scrutiny report

12.2 Appendix B – Cost of Living Update report

## **13. Background Papers**

13.1 [Council Motion dated 20<sup>th</sup> June 2022](#)

13.2 [Cost of Living Cabinet Report dated 20<sup>th</sup> March 2023](#)

<b>Report Title: To receive a response to the recommendations from the Cost-of-Living Joint Scrutiny report</b>	
<b>Report to:</b> Council	
<b>Date:</b> 3rd January 2023	<b>For:</b> Recommendation
<b>Key Decision:</b> No	<b>Decision Planner Ref No:</b> N/A
<b>Report Presented by:</b> Councillor Frankie Ricci, Cabinet Member for Communities	
<b>Enquiries to:</b> Caroline Elias-Stephenson – Head of Housing & Community <a href="mailto:caroline.elias-stephenson@braintree.gov.uk">caroline.elias-stephenson@braintree.gov.uk</a>	

## 1. Purpose of the Report

- 1.1 The Combined Scrutiny Committee (comprising of all Members of the Community Development and Partnership Development Scrutiny Committees) undertook a review into Braintree District Council's (the Council) response to the Cost of Living and presented to full Council on 10 October 2022. In line with the Council's constitution the Cabinet are required to report their response to the recommendations set out in the Scrutiny Review.

This report provides Cabinets response to the twenty-two recommendations from the Combined Scrutiny Committee report.

## 2. Recommendations

- 2.1 The Council is asked to note the responses against each of the recommendations as set out in the Combined Scrutiny Committee review into the Cost of Living.

## 3. Summary of Issues

- 3.1 A Combined Scrutiny Committee was tasked with conducting a scrutiny review into the cost of living following a Motion being considered at the Council meeting on 20 June 2022. The Combined Scrutiny Committee undertook two evidence gathering sessions on 8 August and 5 September 2022. The Cabinet wishes to thank the Combined Scrutiny Committee for its comprehensive report and notes the recommendations.
- 3.2 Cabinet also wishes to thank the Council Officers who attended the two evidence gathering sessions to provide evidence to the Scrutiny Committee acknowledging that this review was undertaken in a short time.
- 3.3 Cabinet wishes to thank Essex County Council and Braintree, Halstead & Witham Citizens Advice who also contributed to the review by attending one of the evidence gathering sessions.

3.4 The Terms of Reference for the Combined Scrutiny Committee are as follows:-

- Review the measures that the Council and its partners in Essex are already offering the residents of the Braintree District in terms of support during the current crisis.
- Recommend any further assistance that the Council could deliver during the current financial year in order to support the district's residents further

### **Responses to the recommendations.**

#### **Recommendation 1**

3.5 *The Cost-of-Living crisis has crept up on us more quickly than people expected and the sudden rise in costs of food, fuel and energy is of enormous concern. Being unable to pay a bill and not knowing where to turn, causes extreme anxiety. The district's residents should be advised on how to respond to a situation where they are unable to pay their energy bills. For example, through discussion of a payment plan with their energy supplier at the earliest opportunity, and/or asking for a 'holiday' from payments.*

#### **Cabinet Response**

3.6 The Sustainability Team manage an energy advice line [energy.advice@braintree.gov.uk](mailto:energy.advice@braintree.gov.uk) where residents/businesses can call via the switchboard. Residents/businesses are provided with advice on every aspect of energy efficiency and utilities including billing, guidance on payment plans and if the resident is vulnerable will liaise with utilities on their behalf. This work is undertaken along with partner organisation such as Citizens Advice and Community 360 who also refer residents to this service line.

3.7 There have been weekly messages going out addressing topics including food costs, fuel, and energy as part of the Cost of Living and Don't Wait for Winter campaigns. These direct residents to the webpages which provide a thorough list of helplines and support for debt management.

3.8 A new campaign entitled 'Ease the squeeze' directs residents to the webpages which provide a thorough list of helplines and support. In addition, an 'Ease the squeeze' booklet has been produced and distributed via C360 winter resilience bags and is available in Causeway House reception.

#### **Recommendation 2**

3.9 *It is recommended that the Council discuss the issue of pre-payment meters with the LGA with a view to lobbying the Government to end this injustice by bringing prepayment prices in line with direct debit prices.*

#### **Cabinet Response**

- 3.10 A letter of concern regarding repayment meter was sent by the Leader to the Secretary of State for Business Energy and Industrial Strategy (Rt Hon Grant Shapps), The Chair of the LGA (Cllr James Jamieson) and the Chair of the DCN (Cllr Sam Chapman-All) on the 24th November 2022.

### **Recommendation 3**

- 3.11 *That an alternative form of communication to digital communications be offered to residents, such as a poster or leaflet, containing a variety of information such as that which is contained within the 'Live Well for Less' booklet.*

### **Cabinet Response**

- 3.12 A range of leaflets, poster and booklets have been produced including Don't Wait for Winter, Winter Warmth and Cost of Living, Home Energy Advice, Handyman, Green Doctor Service and Sustainable Warmth. Face to face promotion has been undertaken at several community events or at various community group meetings. Electronic copies have also been sent to partners to distribute as they deem appropriate.
- 3.13 Information has been included in the Winter Warmth bags currently being distributed to vulnerable residents across the district by Community360 and partners.
- 3.14 The Contact Magazine which has just been distributed included information around energy efficiency schemes.
- 3.15 Energy advice and information has been, and will continue to be, included in the Council page in the local newspapers that is distributed every two weeks. Parish councils are including energy information provided by the Council for inclusion in Parish Magazines.
- 3.16 Marketing have put together a printed public facing booklet called 'Ease the Squeeze' which is being distributed in 700 winter resilience bags with Community360 and is also available in the reception leaflet area.

### **Recommendation 4**

- 3.17 *Community 360 has a Winter Resilience programme. Winter packs include a guide to local support services ranging from heating schemes, clothing, basic refreshments, and practical items, such as a torch, blanket, and first aid guides. These are distributed to those identified as being in need. With regards to the Winter packs, it is recommended that the Council explore ways to include items such as bed socks, which would be useful in the event of a power cut, and potentially hot water bottles or wheat bags (including directions on appropriate usage).*

### **Cabinet Response**

- 3.18 Community 360 have advised that the contents of the Witham Warmth bags will include a blanket, hat, scarf, glove sets, flask, torch, socks, powdered drinks. A hot water bottle will not be included as there are concerns about the potential for people to burn/scold themselves with hot water. Community360 are looking to distribute 700 bags and partners have identified individuals that may benefit from receiving a bag.

#### **Recommendation 5**

- 3.19 *For reasons mentioned in Recommendation 4, the Council should explore ways in which to work with partners for free PAT testing on electric blankets. The Committee is pleased that the Braintree District Cost of Living Partnership Group have this subject on their agenda for further discussion.*

#### **Cabinet Response**

- 3.20 The Council is undertaking an exploration exercise with partners into the ability to offer PAT testing.

#### **Recommendation 6**

- 3.21 *The Committee is pleased to see that officers have responded to a request to promote Credit Union, Holdfast, in the new booklet 'Live Well for Less' and would request that this also be included, where appropriate, in other communications and on the Council's website, specifically the landing page entitled 'Debt Management and Cost of Living.' Furthermore, it is recommended that the Council's customers are alerted to be aware of illegal money lenders (loan sharks) and the potential tactics that illegal lenders use to lure, capture and extort their vulnerable victims for further repayment; these "tactics" range from coercive and manipulative behaviour to intimidation and threats of violence.*

#### **Cabinet Response**

- 3.22 Information regarding Credit Unions is promoted on the debt management page of the Council's website <https://www.braintree.gov.uk/community/debt-management-cost-living/3> and in the Ease the Squeeze booklet. Information about loan sharks by the England Illegal Money Lending Team and Essex Police has been added to the website and included in comms.
- 3.23 The Community Safety Partnership have promoted Illegal Money Lenders training to partners.

#### **Recommendation 7**

- 3.24 *The Government's position on support is evolving, with some measures already announced. However, the reality is that for most families, this support barely covers the energy increases which have already occurred. It is recommended that the Council explore ways to work with partners, village halls and/or organisations to provide 'warm spaces' for people to come*



*together, preferably with activities and the supply of food and drink. The Council could explore the possibility of an allocation from the Shared Prosperity Fund (SPF) during Year One and consider providing a contribution to some community assets, such as the Braintree Museum, Town Hall, and leisure facilities, thereby helping them with their energy costs. It is also recommended a directory of all the places available to our residents across the public, private, health and voluntary sectors is created, so that anyone who is cold knows where they can go to get warm, stay warm and enjoy a little company and some hot refreshments.*

### **Cabinet Response**

- 3.25 Contact has been made with community & voluntary groups, town & parish councils, faith groups, community centres & village halls to establish whether they have plans in place to support their local community with a 'warm space' or already have something in place. This information has been collated in a database and an interactive map is available on the council's website showing where all warm spaces are being offered. Over 70 warm space activities are available across the district. Promotion is ongoing of the 'warm spaces' throughout the district.  
<https://www.braintree.gov.uk/community/debt-management-cost-living/8>
- 3.26 Funding information to support warm spaces has been sent to all existing warm spaces and those that are looking to establish a warm space.

### **Recommendation 8**

- 3.27 *It is recommended that during this episode of volatility, the costs and performance of the district's leisure centres are monitored more closely and regularly to avoid any potential unmanageable financial difficulties.*

### **Cabinet Response**

- 3.28 The contract extension period with Fusion (Sept 22-Aug 27) is undergoing a monitoring review of KPI's against revised participation targets and outcomes to ensure we are best measuring both the use of the centre in general but also through the hardest to reach groups with specific health or low income needs during the increased period of cost of living. We monitor the financial performance on the contract monthly and on a national level with Fusion Lifestyle at quarterly meetings. Fusion has a fixed rate on their utilities nationally until November 2024.

### **Recommendation 9**

- 3.29 *In consideration of the 'Food, Child and Poverty' report and areas of poverty within the district, it is recommended that the programme 'Essex ActivAte' be distributed to some of the larger villages, such as Sible Hedingham, where the catchment could, potentially, reach smaller villages up to the most northern parts of the Braintree District.*

### **Cabinet Response**

- 3.30 Essex County Council previously undertook an exercise during the summer holidays to offer transport to children and young people in larger villages to enable them to access the Essex ActivAte programme. Feedback received indicated very low uptake for this service. The Council will approach Essex County Council to consider viability of expanding this offer over the coming months.

### **Recommendation 10**

- 3.31 *It is recommended that the Council add to the Discretionary Housing Payment (DHP) to assist those who are most vulnerable and to avoid homelessness.*

### **Cabinet Response**

- 3.32 Cabinet agreed at its meeting held on 28 November 2022, to increase the DHP fund for 22/23 by £77k to provide the same level of funding that was available in 21/22.

### **Recommendation 11**

- 3.33 *It is recommended that Council Tax for 2023/24 be kept to an absolute minimum, preferably no higher than 1%.*

### **Cabinet Response**

- 3.34 Consideration of the Council Tax rate for 23/24 will be made at the meeting of Full Council to be held on 20 February 2023, alongside the proposed Budget for 23/24 and updated Medium-Term Financial Strategy.

### **Recommendation 12**

- 3.35 *It is recommended that a further handyman is employed by the Council with a view to undertaking works which give priority to saving energy, such as draught insulation, foil backing, hot water tank jackets and facilitation of loft insulation. The Council should also consider including single parents who are on benefits within the Handyman Scheme entitlement.*

### **Cabinet Response**

- 3.36 The Handyman service is demand led and some elements are chargeable. Rather than employ an additional Handyman which has a revenue budget implication an additional Handyman resource has been sourced that can be introduced at times of increased demand but can withdraw when demand decreases. In this way BDC can improve and increase the level of service the Council can offer but this does not increase the revenue cost to the Council.

### **Recommendation 13**

- 3.37 *It is recommended that the Council works with partners to promote advice for those who are struggling to keep their pets, therapy and/or working animals. For example, the RSPCA has introduced new guidance for worried pet owners to help them through the ongoing Cost of Living crisis. Furthermore, it is noted that most foodbanks now offer food for pet owners and that there are several charities prepared to assist with this.*

### **Cabinet Response**

- 3.38 Advice has been shared within the Ease for Squeeze campaign. Foodbanks are hesitant for the Council to promote donating pet food as they fear this will become the focus rather than donations of food in general.

### **Recommendation 14**

- 3.39 *It is recognised that the Council is a Category One Responder under the Civil Contingencies Act. The Council should be prepared for possible power cuts and ensure that back-up systems are checked. It should also check that its Emergency Plan is up to date for the forthcoming winter months, and that it is ready to act promptly in order to provide extra communications and advice to Parish Councils and residents, should weather forecasts indicate a cold snap. There is a temptation for candles to be used during power cuts, which can be dangerous in times of unpreparedness. It is therefore also recommended that the Council considers how best to advise residents on the safe use of candles in this respect, and alternatives.*

### **Cabinet Response**

- 3.40 The Communications team have been sharing safety advice from Essex County Fire & Rescue Service as well as the Council's own advice regarding candles, electric blankets, heaters and hot water bottles.

### **Recommendation 15**

- 3.41 *The Council works with several excellent partners, including charities. However, it is recommended that the Council's reliance on partners, charities and other organisations be cautious in these volatile times and that the financial accounts of these organisations be appropriately scrutinised.*

### **Cabinet Response**

- 3.42 The Council will continue to work with stakeholders to explore on-going sustainable funding for partners, charities and other organisations in these volatile times.

### **Recommendation 16**

- 3.43 *It is recommended that the Council reviews further opportunities to reduce energy consumption through savings measures for its buildings and land, and that the Council issues advice to residents and businesses on energy*

*saving. This could include advice such as switching off appliances and equipment when not being used (i.e. not left on standby), reducing heat losses through doors and windows and switching off exterior lighting that does not need to be on (e.g. lights left on during the day and lights at night not required for access or safety reasons).*

### **Cabinet Response**

- 3.44 Vacant areas of Causeway House have had the heating turned down to save energy but not completely turned off to avoid damp. Causeway House Lights are already on motion sensors. Switching off appliances at Causeway House when not in use will be investigated
- 3.45 Green advice and guidance for businesses has been included in the business e-bulletin distributed to over 4.5k businesses within the district. Promotion of the LOCASE business support grant scheme, to support businesses in match funding low carbon changes and investments to businesses. Data is available to share on this regarding interventions, grants obtained, and CO2 levels mitigated.
- 3.46 Energy saving advice has been shared within comms messages.

### **Recommendation 17**

- 3.47 *As the Council approach Winter and subsequently have a better understanding of the true effect of the Cost of Living Crisis, especially in respect of fuel costs, the Council should continue to monitor the means that have been put in place to date and assess whether further measures could be undertaken by the Authority and/or its partners to ease the pressures on our residents. A follow-up report should be provided at a later stage in the year, when fuel poverty may be better assessed and issues around Christmas concerns could also be addressed. The report should be presented at Full Council to update all Members on the situation.*

### **Cabinet Response**

- 3.48 The Sustainability Team manages an energy advice line [energy.advice@braintree.gov.uk](mailto:energy.advice@braintree.gov.uk) where all resident/businesses making contact are provided with advice on every aspect of energy efficiency or green travel. This often includes supporting business in LOCASE and SALIX funding for energy efficiency installations.
- 3.49 In relation to council buildings this team also provides advice and arranges for renewable energy installations.
- 3.50 The Sustainability Team had a stall at this year's Braintree Xmas market.

### **Recommendation 18**

- 3.51 *That the Council seeks a means by which it can promote and communicate the sharing of transport to common locations (such as supermarket visits) and 'friendship groups' where people can gather in homes via invitation with a view to sharing the costs associated with energy and heating and addressing social isolation.*

#### **Cabinet Response**

- 3.52 Car sharing has been promoted within internal and external comms.
- 3.53 The Council will continue to work with partners to understand the need for this type of service.

### **Recommendation 19**

- 3.54 *That the Council communicate with the local Food Banks to explore ways in which assistance with pet food could be offered and raise awareness to foodbank donors.*

#### **Cabinet Response**

- 3.55 This was discussed in a Cost-of-Living meeting with partners. Local food banks do provide pet food but are wary of promoting it specifically as it is a cause close to people's hearts and they worry they will become inundated, and people will forget about the people who need food or those types of donations. There are collections for pets at some supermarkets and pet shops.

### **Recommendation 20**

- 3.56 *Whilst the Committee is aware that the Council is promoting climate change objectives, as a priority, it should explore ways in which it can help businesses within the Braintree District with advice and support relating to the energy crisis, including ways in which they can invest in equipment to reduce their energy bills going forward.*

#### **Cabinet Response**

- 3.57 The Council have an energy advice line [energy.advice@braintree.gov.uk](mailto:energy.advice@braintree.gov.uk) available to all resident/businesses and provide advice on every aspect of energy efficiency or green travel. This often includes supporting business in LOCASE and SALIX funding for energy efficiency installations.
- 3.58 The Council promote the LOCASE business support grant scheme, to support businesses in match funding low carbon changes and investments to businesses. Data is available to share on this regarding interventions, grants obtained, and CO2 levels mitigated.

## **Recommendation 21**

- 3.59 *That communications be produced and distributed regarding the effects of financial crisis on mental health, with particular consideration given to business owners. The communications should also provide information on where they can go to for help.*

### **Cabinet Response**

- 3.60 Information is disseminated to businesses through social media and the business e-bulletin to 4.5k businesses within the district.
- 3.61 Mental health support and resources have been promoted within the Ease the Squeeze booklet and on the webpages as well as within comms.

## **Recommendation 22**

- 3.62 *The Committee has identified the below findings and recommendations in relation to the Council's website. It is recommended that the website search engine is made more user friendly, accurate and accessible for residents.*

### **Cabinet Response**

- 3.63 The Council are looking into how the website search engine can be made more user friendly, accurate and accessible for residents.
- 3.64 The recommendations set out in this report will help the Council to deliver the following Corporate Objectives:
- Residents live well in healthy and resilient communities where residents feel supported

## **4. Financial Implications**

- 4.1 There are no new financial implications arising from the recommendation set out in Section 2 of this report.

## **5. Legal Implications**

- 5.1 There are no legal implications arising from the recommendations set out in this report.

## **6. Equality and Diversity Implications**

- 6.1 Section 149 of the Equality Act 2010 creates the public sector equality duty which requires that when the Council makes decisions it must have regard to the need to:
- (a) Eliminate unlawful discrimination, harassment and victimisation and other behaviour prohibited by the Act

- (b) Advance equality of opportunity between people who share a protected characteristic and those who do not
- (c) Foster good relations between people who share a protected characteristic and those who do not including tackling prejudice and promoting understanding.

6.2 The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation. The Act states that 'marriage and civil partnership' is not a relevant protected characteristic for (b) or (c) although it is relevant for (a). The impact against the protected characteristics has will be considered where projects are brought forward and implemented as necessary.

# **COST**

**OF LIVING**

**RESPONSE**

**UPDATE**

[www.braintree.gov.uk/  
costofliving](http://www.braintree.gov.uk/costofliving)





# Introduction

Following the easing of some public health restrictions that were put into place as a response to the Covid-19 Pandemic, some international economic activities rapidly rebounded in the early part of 2022. This increase in demand was not matched by an increased availability of supply as public health restrictions remained in place in some geographies. This position was further worsened by the war in Ukraine and the economic sanctions placed on Russia and its allies in response. This has resulted in a rapid uplift in prices of commodities across the globe and households are now facing inflationary price increases of everyday goods and services at a rate not seen for decades.

Both organisationally and in partnership, services across the Council mobilised to respond to the evident increase in cost of living that is now apparent.

The Here to Help initiative was launched in June 2022, its purpose to provide advice on available benefits, grants, support, and debt advice for residents within the district that are impacted by the Cost of Living. Internally Ease the Squeeze was launched to provide support to council staff.

In August 2022, a district wide Cost of Living Partnership was established to respond, support, and tackle the effect of the national cost of living crisis on Braintree District residents. The purpose of the partnership was to identify ways to collectively respond through coordinated joint working and as a

multi-agency partnership to take a strategic but practical approach to problems and bring a different perspective to ongoing situations.

The partnership includes representatives from the statutory, community and business sectors. This partnership superseded the Fuel Poverty Working Group.

## The Cost of Living Partnership focuses on several themes:

- Fuel and Energy Poverty
- General Financial Advice
- Food and Essentials
- Housing
- Health and Wellbeing
- Winter Resilience
- Crime
- Data and Horizon Scanning

Following a motion to Council in June 2022, a joint scrutiny committee was set up to review Braintree District Council's response to Cost of Living issues that may affect our district. This was presented to Full Council on 10th October 2022 and contained 22 recommendations.

On 3rd January 2023 Council received a response to the recommendations from the Cost of Living Scrutiny report from Cabinet which detailed current and ongoing plans to respond to the crisis.

# Initial Focus Areas for Response

There have been a number of focus areas of response, which have previously been highlighted to members in the October Members update and Cost of Living Scrutiny response. Initial focus areas included:

## Information and Signposting for residents

- Energy advice
- Money saving tips
- Signposting to financial support, advice and credit unions
- Regular communications campaigns

## Key Projects in progress

- Warm Spaces
- Winter Resilience Programme
- Holiday Activity Programme
- Foodbank support

## Key Services

- Discretionary Hardship Payments
- Exceptional Hardship Provision
- Essential Living/Household Support Fund
- Discretionary Energy Rebate Scheme



# Activity Update

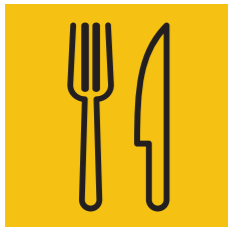
## – March 2023

A key role for the Authority is to support the vulnerable members of the communities in our district. Listed below are some of the highlights of work now being undertaken by the Council in response to the Cost of Living crisis.



### Fuel and Energy Poverty

The Sustainability Team manage an energy advice line and email [energy.advice@braintree.gov.uk](mailto:energy.advice@braintree.gov.uk) where residents/businesses can call via the switchboard. Residents/businesses are provided with advice on every aspect of energy efficiency and utilities including billing, guidance on payment plans and if the resident is vulnerable will liaise with utilities on their behalf. This work is undertaken along with partner organisations such as Citizens Advice and Community 360 who also refer residents to this service line. Citizens Advice continues to run the warm homes project.



### Food and Essentials

Partners including Braintree Area foodbanks and First Stop have seen a significant increase in the district's residents requiring support to access food.

100 slow cookers have been distributed to individuals and families via Community 360.



### Health and Wellbeing

A&E stats have highlighted a trend in young children attending with respiratory issues. The Active Braintree Foundation are establishing a hardship fund for sports clubs to enable them to identify those that are struggling to pay their membership or subscriptions.



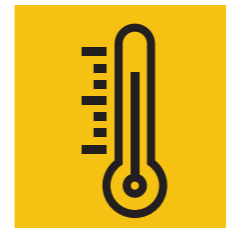
### Housing

There has been a sharp increase in people reporting damp and mould within their properties, both for private rented and social housing. The Environmental Health Team have been conducting visits and a Registered Housing Providers Forum is being set up to work with our districts' Housing Associations to share best practice and support and raise awareness around damp and mould. The Council has produced a leaflet to support this work.



### Winter Resilience

Community360 in conjunction with Braintree Village have distributed 800 winter warmth bags to identified vulnerable individuals across the district. The bags included blankets, powdered food, scarves and gloves.



### Warm Spaces

Contact has been made with community and voluntary groups, Town and Parish Councils, faith groups, community centres and village halls to establish whether they have plans in place to support their local community with a 'warm space' or already have something in place. This information has been collated in a database and an interactive map is available on the Council's website showing where all warm spaces are being offered. Over 70 warm space activities are available across the district. Promotion is ongoing of the 'warm spaces' through the map and other channels.

# Investment into Cost of Living Response

Across the Braintree district there has been further investment into a cost of living response to support residents.

Public health projects funding in 2022/23 was focussed on the cost of living response, and £20,000 was allocated to the delivery of warm spaces and extending the Holiday Activity Programme for children who access free school meals or who have identified vulnerabilities.

In our investment plan for the UK Shared Prosperity Fund, £29,000 was allocated to projects which supported residents with cost of living issues.

**£1 Million investment to support residents with Cost of Living Issues**

In January 2023, Braintree District Council announced that it is investing £1 million of its proposed New Homes Bonus into a two year programme to tackle the issues caused by the Cost of Living crisis, in particular:

1. To provide food security and access to essential goods across the district, making it easier for everyone to reach, including those living in our most rural areas.
2. To help the most vulnerable by supporting community groups and organisations to do more. These groups are already doing some incredible work and are well placed to identify and support those who need help most.
3. To enable physical and emotional health and wellbeing for anyone, especially young people, struggling to afford vital access to leisure activities and sports clubs.

Teams from across the Council are working with partners including Braintree Area Foodbanks, C360, Active Braintree Foundation, Fusion Lifestyle, Mid Essex Health Alliance and other community and voluntary sector organisations to design a programme that has both swift impact to support residents whilst also providing longer term sustainable support to those who need it most.



Braintree District Council  
Causeway House,  
Braintree  
Essex  
CM7 9HB

<b>Report Title:</b> Fourth Quarter and Annual Performance Management Report 2022/23	
<b>Report to:</b> Cabinet	
<b>Date:</b> 10 <sup>th</sup> July 2023	<b>For:</b> To Note
<b>Key Decision:</b> No	<b>Decision Planner Ref No:</b> DP/2022/17
<b>Report Presented by:</b> Councillor Kevin Bowers, Cabinet Member for Resources and Performance	
<b>Enquiries to:</b> Tracey Headford, Business Solutions Manager. <a href="mailto:tracey.headford@braintree.gov.uk">tracey.headford@braintree.gov.uk</a> ext. 2442	

## **1. Purpose of the Report**

- 1.1 The purpose of the report is to summarise the performance of Braintree District Council (the Council) at the end of the fourth quarter (January 2023 to March 2023) and as at the end of the financial year 2022/23.

## **2. Recommendations**

- 2.1 Cabinet to note the performance of the Council for the fourth quarter (January 2023 to March 2023) and as at the end of the financial year for 2022/23.

## **3. Summary of Issue**

- 3.1 The Council keeps a record of its performance which is reported to cabinet every quarter for consideration and noting.
- 3.2 The Council has performed well during the period of the Bouncing Back Together plan with 54 projects completed and a further eight on track and progressing well. Two projects have an amber status as they have experienced delays or increased costs. Two projects have been cancelled due to the projects not being financially viable at the time.
- 3.3 Targets are not set for all performance indicators due to the disproportionate impact of the pandemic. Targets will be reviewed and re-introduced in 2023/24. For the targets that remain, ten performance indicators have met or exceed target, one performance indicator has missed target by less than 5% and two performance indicators have missed target by more than 5%. The areas of underperformance are in relation to response times to stage one complaints (<5%), recycling rates (>5%) and the average waiting time for disabled facility grants (>5%).
- 3.4 It has been a challenging year due to the cost-of-living crisis, budget pressures and increasing demand for services. Some of our more ambitious projects will be continuing into next year and as the Council enter into the last year of its Corporate Strategy, the Council are committed to providing residents with support when they need it, encouraging and assisting

businesses to thrive and working to protect and enhance the areas residents live in.

3.5 The Finance section of the report provides the provisional outturn spending on day-to-day service provision compared to the budget for the year. Also included is a summary of treasury management activities; movements on the General Fund balance; and a summary of spending on capital projects.

3.6 The financial position for the year is as follows:

- **A positive variance of £728,000** after allowing for service carry forwards;
- The provisional outturn is being reviewed to ensure on-going variances have either been reflected in the 2023/24 budget or are taken into account when preparing for the 2024/25 budget and updating of the Medium-Term Financial Strategy;
- The net change in the **General Fund unallocated balance** because of the budget variance is an **increase of £268,000**;
- Earmarked reserves identified as no longer required and a planned repayment of a prior year pension fund contribution also added to the level of unallocated balances; and
- **Spend on capital projects** for the year totalled **£8.7million** with the majority of the spend incurred on the completion of the Manor Street development and the Horizon 120 enterprise centre ('The Plaza').

#### 4. Options

4.1 There are no options to consider as a result of this report.

#### 5. Next Steps

5.1 The performance report will go to Corporate Scrutiny Committee for consideration on the 22<sup>nd</sup> November 2023.

#### 6. Financial Implications

6.1 The report provides an update as to the financial position as at the end of the year covering the revenue and capital outturn for this period.

#### 7. Legal Implications

7.1 There are no legal implications arising from this report.

#### 8. Other Implications

8.1 A summary of complaints received each quarter, analysed by outcome (justified, partially justified, or not justified) is provided.

8.2 The Enhancing our Environment priority has a number of actions that are designed to have a positive impact on the environment and climate change. An update on the progress of the actions in the Climate Change Action Plan is included classified under the themes of the Strategy.

## **9. Equality and Diversity Implications**

9.1 Section 149 of the Equality Act 2010 creates the public sector equality duty which requires that when the Council makes decisions it must have regard to the need to:

- (a) Eliminate unlawful discrimination, harassment and victimisation and other behaviour prohibited by the Act;
- (b) Advance equality of opportunity between people who share a protected characteristic and those who do not; and
- (c) Foster good relations between people who share a protected characteristic and those who do not including tackling prejudice and promoting understanding.

9.2 The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender, and sexual orientation. The Act states that 'marriage and civil partnership' is not a relevant protected characteristic for (b) or (c) although it is relevant for (a).

9.3 Equalities and diversity issues are considered fully in the Council's key projects. Where appropriate, an equality impact assessment is prepared and considered for any key projects identified.

## **10. List of Appendices**

10.1 Appendix 1 – Fourth Quarter and Annual Performance Management Report 2022/23

## **11. Background Papers**

11.1 Previous performance reports are published on our website once noted by cabinet. They are published at <https://www.braintree.gov.uk/directory/30/our-performance/category/577>

# Fourth Quarter Performance Management Report

1st January 2023 to 31st March 2023

# And Annual Performance Management Report

2022/2023





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## Section 1: Introduction and Summary






### Purpose of the Report

The purpose of the report is to demonstrate the performance of the Council at the end of the fourth quarter and the end of the financial year in relation to the publication of ‘Bouncing Back Together’, our plan for the district up to March 2023. This sets out the key activities being implemented to deliver our corporate priorities and summarises the measures in place by aligning key performance indicators to our priorities within the Corporate Strategy 2020 – 2024. Further detail is given in relation to a set of business performance indicators covering finances, customer focus, our people and health and safety.






This report does not contain details of the numerous activities ongoing in each service area that also contribute to delivering what is important and will make a difference to all in the District. Full details of all projects and performance indicators used to measure the outcomes are available upon request.

### Summary of the Corporate Projects current position for the end of the financial year

The following table provides updates for the end of the financial year in relation to our key activities.




Corporate Priorities	Status of projects and actions				
					
Connecting People and Places	9	1	1	0	0
Enhancing our Environment	12	1	0	0	1
Supporting our Communities	13	2	1	0	1
Promoting Prosperity	9	1	0	1	0
Delivering and Innovating	11	3	0	0	0
<b>TOTAL</b>	<b>54</b>	<b>8</b>	<b>2</b>	<b>1</b>	<b>2</b>

#### KEY:




-  Project completed
-  Project on target
-  Project scope/target date requires attention
-  Project requires amendment
-  Project aborted/closed

**Summary of the Key Performance Indicators position for the end of the financial year**

The following table shows the performance for the end of the financial year in relation to key performance indicators

Corporate Priorities	Status of indicators			
				Data Only
Connecting People and Places	2	0	0	1
Enhancing our Environment	3	0	1	1
Supporting our Communities	0	0	1	4
Promoting Prosperity	0	0	0	3
Delivering and Innovating	5	1	0	2
<b>TOTAL</b>	<b>10</b>	<b>1</b>	<b>2</b>	<b>11</b>

**KEY:**

-  Performance Indicator has achieved target
-  Performance Indicator is up to 5% below target
-  Performance Indicator is 5% or more off target

**Summary Position**

The Council has performed well during the period of the Bouncing Back Together plan with 54 projects completed and a further eight on track and progressing well. Two projects have an amber status as they have experienced delays or increased costs. Two projects have been cancelled due to the projects not being financially viable at the time.

Targets are not set for all performance indicators due to the disproportionate impact of the pandemic. Targets will be reviewed and re-introduced in 2023/24. For the targets that remain, ten performance indicators have met or exceed target, one performance indicator has missed target by less than 5% and two performance indicators have missed target by more than 5%. The areas of underperformance are in relation to response times to stage one complaints (<5%), recycling rates (>5%) and the average waiting time for disabled facility grants (>5%).



It has been a challenging year due to the cost-of-living crisis, budget pressures and increasing demand for services. Some of our more ambitious projects will be continuing into next year and as we enter into the last year of our Corporate Strategy, we are committed to providing residents with support when they need it, encouraging and assisting businesses to thrive and working to protect and enhance the areas we live in.

## Section 2: Delivering our Corporate Strategy






### Actions carried out by Braintree District Council

Project description and comments	Target Date	Status
<b>Adopt the Braintree District Local Plan providing a vision for the future growth of the district</b>		
<p>The Council formally adopted Section 2 of the Local Plan at a meeting of Full Council in July 2022. Section 2 contains local policies and allocations to guide development of homes, employment, infrastructure and community facilities in the Braintree district between now and 2033. Section 1 of the Plan, which was adopted in February 2021 and is shared by Tendring District and Colchester Borough Councils, sets the key vision, objectives, and overall strategic direction for growth.</p> <p>Now that Section 2 of the Local Plan has been adopted, it has full weight in determining planning applications.</p>	August 2022	✓
<b>Rejuvenate Braintree town centre by completing the Victoria Square development providing a Livewell health hub, 35 apartments, a hotel, bus interchange and public open space</b>		
<p>The Victoria Square development is now complete. The £30 million town centre regeneration included a 70-bed Travelodge, 35 new homes, a livewell hub, pharmacy, restaurant, new bus interchange, public toilets, a car park and garden area to complement Braintree's historic Town Hall. A ceremony has been held with partners to mark and celebrate the completion of the build.</p>	August 2022	✓
<b>Continue to support the safe return to our town centres and help build back together from the pandemic using the Welcome Back fund and other available funding</b>		
<p>Braintree District Council were allocated £268,835 of Welcome Back funding and the completed spend amounted to £268,811.50. One of the main projects delivered is in respect of the High Street Improvement Fund. This has been a hugely successful intervention, with positive engagement and feedback from businesses. 37 businesses successfully achieved improvements consisting of labour to improve the aesthetics of the retail/hospitality premises to create a safe and welcoming environment.</p>	March 2022	✓
<b>Deliver events in Braintree town centre to increase footfall and support local retailers taking advantage of the newly pedestrianised town centre</b>		
<p>All events for Braintree town centre have been delivered for 2022/23. Braintree Street Markets will continue into next year and trader numbers at these events have returned to healthy figures pre covid with traders keen to come to Braintree to trade.</p>	March 2023	✓
<b>Deliver physical improvements to the town centres of Witham and Halstead</b>		

The main works were retendered and the Landscape element of the Town Centre improvement works has been provisionally awarded subject to portfolio approval. Civils design on the crossing of Halstead High Street and schemes around realignment of the road network in Witham are progressing well with proposed road layout changes identified.	December 2023	
<b>Develop a new Housing Strategy setting out how the Council will support the availability of good quality homes which best meet the needs of the current and future residents</b>		
The five-year Healthy Housing Strategy was approved at Cabinet in March 2023. This sets out the key priorities and measures on how the council will work with partners to address housing need and ensure residents in all tenures have access to safe and affordable homes and can thrive within healthy and sustainable communities.	March 2023	

### Actions carried out in partnership with others








Project description and comments	Target Date	Status
<b>Continue to work with our partners on planning decisions of strategic infrastructure schemes</b>		
In January, National Highways entered the six-month Examination stage during which the Planning Inspector examines the planning documents submitted for the widening of the A12. The A120 Braintree to A12 was identified as a pipeline project and was being progressed by National Highways. The Council is still awaiting official confirmation of the scheme status. National Grid will be submitting an application for development consent to the Planning Inspectorate for the Bramford to Twinstead Reinforcement which would see the construction of a new, 29 km 400 kV electricity transmission line using a mixture of overhead line and underground cables. The Planning Inspectorate will have until May 2023, to decide whether to accept the application. The examination of the Development Consent Order for Longfields Solar Farm by the Planning Inspectorate is now complete and the Council is awaiting the outcome. The Council will continue to report out on the pre-examination processes for Nationally Significant Infrastructure Schemes (NSIP) in and around the district.	March 2023	
<b>Work with partners including Essex Highways on the delivery of our Cycling Strategy and implementation plan which includes developing integrated, high quality cycle routes that are safe to use and connected across our district</b>		
The last year has been a series of quick wins' which have been achievable with the resources and budget available. Good partnership working with local cycle clubs has been established resulting in successful grant applications being received from three cycle groups. Cycle retailers are now offering discounts to residents. The Council produced a range of cycle maps of the district to promote cycle routes to both families and leisure cyclists. There are 10 routes available both on the Visit Braintree website and in paper format. Work has commenced with Essex County Council to refresh the Local Cycling and Walking Infrastructure Plans (LCWIP) and this area of work will continue into the next Annual Plan.	March 2023	
<b>Introduce the new Digital Demand Responsive Transport service, linking Horizon 120, with a fleet of electric mini-buses, to surrounding areas and central Braintree</b>		
The new digital demand responsive transport Service has been launched and the first live outing was on the 1st April 2022. The service is called DigiGo and is a fully electric shared public transport service which offers on-demand or pre-bookable travel in parts of Essex including linking Horizon 120 to surrounding areas and central Braintree. There are no fixed routes or timetable and is booked	March 2022	

through the 'Travel Essex' journey planning app and operates 7 days a week from 7am until 10pm.		
<b>Continue to support and monitor Superfast Essex in the delivery of Superfast Broadband across the district</b>		
The Braintree district achieved 97.6% of premises able to access superfast broadband in partnership with Digital Essex.	March 2023	✔
<b>Facilitate the delivery of a purpose-built medical centre in Sible Hedingham</b>		
All Council actions have been progressed. We are however continuing to await an update from the ICB on their sign off of the final business case and comfort with the projects financial viability.	April 2023	⚠




### Actions carried out by Braintree District Council

Project description and comments	Target Date	Status
<b>Carry out air quality reviews in known air pollution hot spots across the district to improve the knowledge of local air quality and the proposed actions to take</b>		
The results of the air quality monitoring in Halstead have shown that no measures need to be put in place. The information from the monitoring in Halstead will be included in the overall air quality review of the district being carried out by external consultants.	May 2022	✔
The review of air quality in the district has been completed by the Consultants and reviewed by Management Board. The Council is still waiting for the secondary legislation from the Environment Act to confirm new targets. This will help the Council to understand what it needs to measure and will feed into new actions.	December 2022	✔
<b>Provide replacement litter bins along the A120 and A12 to keep laybys litter free and our district clean and tidy</b>		
The Council has installed a total of 57 new brightly coloured litter bins along the strategic network within its district, at various lay-bys located on the A12, A120 and A131. The new bins have been match funded by WRAP, allowing the council to invest a total of £30k to give the locations a brand new look. The Council is	March 2022	✔

also trialling seven customised bins that have a large single opening allowing people to dispose of litter without having to leave their vehicle.		
<b>Continue to deliver campaigns and work with our communities to</b>		
<ul style="list-style-type: none"> <li>• <b>Reduce litter, keeping our district clean and tidy</b></li> <li>• <b>Reduce waste and increase recycling</b></li> <li>• <b>Improve awareness and understanding of climate change</b></li> </ul>		
The Love Essex campaign 'It's for driving on, not littering on' highlighting the fixed penalty fines for anyone caught throwing litter from their vehicle came to an end in October. Further littering campaigns will be launched in 2023/24.	March 2023	
The campaign themes to reduce waste in the fourth quarter were to 'make a meal planner' and 'make a shopping list' as well as continuing to encourage residents to take the Love Essex Love Food Pledge. Recycling roadshows took place at Newlands shopping centre and Halstead Weavers Court promoting Easter recycling and a repair café for electrical items. As at the end of the year, Braintree district residents have generated the highest response in Essex residents signing the waste reduction Love Essex Love Food Pledge with 40% of pledges coming from our district.	March 2023	
In the fourth quarter, the Council began to inform residents of the national government single-use plastic ban for takeaway businesses which includes cutlery, plates and cups which comes into force in October 2023. The Council also promoted the Travel Essex survey to better understand public opinion of the bus services in Essex and how they can improve to encourage more people to use buses.	March 2023	
<b>Carry out drainage works at Braintree cemetery to eliminate flooding and increase burial capacity</b>		
This project has been closed following a decision by Cabinet at the Strategy Workshop in October due to the unviable costs of the scheme.	March 2023	
<b>Carry out refurbishments to eight play areas across the district providing improved facilities for young people to enjoy</b>		
Refurbishments to the play areas at Church Street in Bocking, Acorn Avenue in Braintree, Shaw Road in Witham and De Vere Road in Earls Colne are now complete providing improved facilities.	May 2022	
<b>Consult with local residents and users of our skate parks at Weavers Park in Braintree and Spa Road in Witham around replacement of facilities</b>		
Public consultation with local residents and users of the skate parks was completed in November 2022. An executive summary report will be considered in the fourth quarter and the results will help to shape the design of the refurbishments of the skate parks.	June 2022	
<b>Create a garden of remembrance at Bocking cemetery providing a peaceful environment for families to visit</b>		
Construction works to create the garden of remembrance will start in April 2023.	June 2023	

### Actions carried out in partnership with others

Project description and comments	Target Date	Status
<b>Deliver actions set out in our Climate Change Strategy and Action Plan to achieve our long term aims of being a carbon neutral district</b>		
The Council is still waiting for updated government guidance in several areas following the Environmental Bill receiving Royal Assent in November 2021. Following Council approval in July regarding monitoring of the Climate Change Action Plan, quarterly updates are now included in this report on the progress	March 2023	

against the themes of the Strategy. A more comprehensive report on achievements throughout 2022/23 will also be presented to Cabinet in July.		
<b>Involve residents and communities in tree and bulb planting across the district</b>		
A high number of applications were received for planting packages. In total, 41,600 bulbs and 4,850 tree whips were handed out to Parish and Town Councils, Schools, Colleges, Charities and local community and voluntary groups. Success stories of planting across the district can be seen on our climate change pages of our website at <a href="https://www.braintree.gov.uk/advice-environment/climate-change/6">https://www.braintree.gov.uk/advice-environment/climate-change/6</a> as well as encouraging everyone who has planted trees to plot their location on the Queens Green Canopy Map.	December 2021	✔
<b>Complete our trial of anti-litter signage and continue to deter people from littering along highway verges</b>		
The trial of the anti-litter signage closed in November 2021 after a year of strategically placing signs along the highway network. During the trial, there was a reduction in the litter discarded along the highway verges and the merits of the signs were clear. The results will be discussed with Essex Highways and discussions will take place to see if the signs are to become a permanent arrangement across the district.	November 2021	✔
<b>Consider Opportunities to re-wild open spaces and verges in the district</b>		
Opportunities to re-wild open spaces have been fully considered with the Council's own Maintenance and Landscapes teams identifying areas for sustainable planting programmed in for the Autumn of 2023 together with three Parish Councils (Rivenhall, Hatfield Peverel and Castle Hedingham). All three Parish Councils have met with the Wildlife Trust and understand what they can achieve in the first year. Communication plans are being produced and volunteer groups have been recruited.	March 2023	✔



## CLIMATE CHANGE PROGRESS

Quarter 4 has seen focus on bringing short term projects to completion and reporting on these as well as gathering potential actions and projects for Braintree District Council's Second Climate Action Plan. Extensive partnership development has taken place which will support large- and small-scale projects moving forwards. Three Community Garden projects have successfully gained funding through Braintree District Council and a large focus point for these has been rainwater harvesting.

The Climate Action Plan is classified under seven themes and individualised progress on these themes is outlined below:

### Resources

Partnership engagement with farmers in the district is growing. Networking connections were made with local farmers at the North Essex Farm Cluster meeting on 1st March and avenues for development have been discussed with the Comms Team. Confirmation has been received that the subsidised water butt scheme shall run into the year 2023/24 and marketing for this has been scheduled for the next Contact Magazine. A draft approach for Sustainable Procurement within The Council was created which is being developed with Essex County Council who are advanced



in this area and the Shared Procurement Service member authorities. Social media post and e-newsletter have been scheduled to inform public about the anticipated single use plastic ban for takeaway cutlery/plates/cups, by national government - to be introduced in October 2023.

### **Energy Conservation**

The energy tariff for The Council is due for renewal in April 2023 and extensive work has been undertaken to investigate a switch to a green energy tariff. The rise in energy rates has affected this project and the decision for this will be reviewed in the first quarter of next year. Support and advice have been given to parish councils on solar panels. The project team reviewed the first draft of the vehicle replacement program report and provided feedback and amendments required before sign-off. The Treeconomics draft tree survey has created a value data set for the carbon sequestration and value of current tree stock across the district and shall scope future carbon offsetting opportunities.

### **Built Environment**

The planning policy team is working on the draft of the SPD at present and the work and research being undertaken by the ECC's climate change team can provide evidence to support policies in the SPD. Consultation on draft SPDs are expected in 2023. National government consultation has also been released on extending permitted development rights for solar panels on car parks. The checklist was approved by members at their meeting in March and will be introduced following a change to the validation list which will take place after the election. Housing and Communities are in the process of establishing Registered Providers Housing networking event to work with our partners to develop the Braintree District Housing Forum (BDHF). This forum will meet quarterly to work in partnership on the biodiversity and climate change; supporting partners, residents, and local businesses to achieve carbon neutrality by 2030

### **Transport**

All public Council owned car parks now have between 4 and 8 EV charging points and the focus moving forwards shall be on the installation of rapid charging points. Essex County Council have successfully secured bids from bid OZEF & LEVI for developing a programme of installations across the county. Communication channels continue to promote the DigiGo bus service. Braintree district is currently at 97% of premises able to access superfast broadband. The ECC funded LCWIP project for Braintree town has commenced and due for completion summer 2023. The BDC funded LCWIP project for Witham town and environs has started and is due to complete summer 2023. The ECC funded county wide LCWIP is due to commence Spring 2023. Around forty walks have been held on a monthly basis and referrals have been made for residents from several partnership organisations.

### **Business and the Green Economy**

ECC have now agreed that BDC can pilot the green accreditation scheme named "A Great Start" and Braintree District Council have supported them with the milestones and measures that a business may take to achieve a green accreditation award. The fortnightly Green Business newsletter has now become a regular feature and mapping has been undertaken to ensure a wide coverage of advice for businesses wishing to adapt to issues relating to Climate Change. Promotion of a NEAB-funded Carbon Foot-printing and Sustainable Business course continued although uptake was poor. A presentation by the green travel plan team at ECC was given to businesses on Springwood Drive February with a follow up email sent to all businesses, making them fully aware of all the services on offer and encouraging them to get in touch to access support. Networking and links were created with several landowners within the district through the North Essex Farm Cluster and the Water Resource Day in March highlighted issues of Climate Change, land management and food production. The Essex Climate Commission £20k Climate Action fund has been shared with several parties and this funding stream has now closed. An up

to date grants list for Climate Change projects based in community action has been created and shared with several parish councils.

### **Natural Environment**

Essex County Council are the responsible authority for delivering a local nature recovery plan. A local nature partnership has been set up to undertake the work and stakeholders from across Essex are engaged. The strategy has been delayed due to a delay in government guidance but the working group stands ready to produce the plan as quickly as possible. The Parish Councils have now all met with the Wildlife Trust and understand what they can achieve in the first year. Communication plans are being produced and volunteer groups have been recruited for all three Parish Councils. Under the Shared Prosperity Fund Year 1, £15k has been allocated between Bures, Castle Hedingham and Steeple Bumpstead equally for community garden projects. The final £5k of Year 1 funds has been taken forwards into 2023/24 and this money will be offered to community groups alongside further funds. The tree canopy survey which is underway with consultants Treeconomics shall support BDC with identifying opportunities for further tree planting across the district. Consideration shall be taken into place of urban areas and the need for planting trees which are heat and drought tolerant. As part of the North Essex Farm Cluster networking and information day on Water Course Management, links were made with the Environment Agency, the Essex & Suffolk Rivers Trust and both water companies and a series of meetings with potential partners has been arranged throughout April and May. Many more Green Heart Champions have been welcomed to and the number currently stands at 555 which shows an increase of 54 new volunteers this quarter.

### **Adapting to Climate Change**







Ongoing work has been undertaken through Comms Channels to advise residents on winter resilience as well as rainwater harvesting. As part of the emergency planning protocol, climate change related flood risks are identified and managed as far as possible and climate change flood instances are logged and could potentially be mapped in a GIS mapping system. The Council has engaged with parishes on updating their parish emergency plans. Meetings have been scheduled throughout April and May with various partners to support potential projects relating to nature-based flood alleviation, including Essex County Council, the Environment Agency, both water companies and the Essex & Suffolk Rivers Trust. Data is currently being collated to support updates to the Council's Emergency Plans. The Corporate Risk Register is up to date. BDC continue to be an active member of the Essex Flood Partnership Board which lobbies for funding from government and through Utility Company Funding Grants.

# SUPPORTING OUR COMMUNITIES











## Actions carried out by Braintree District Council

Project description and comments	Target Date	Status
<b>Continue to develop support for residents and businesses through the cost-of-living crisis</b>		
Multiple partners forming the Braintree District Cost of Living Partnership Group meet on a regular basis to support residents in a number of areas such as fuel and energy poverty, general financial advice, food and essentials, housing, health and wellbeing and winter resilience. Warm spaces have been actively used throughout the fourth quarter and information for residents and business continues to be updated on our website. The Council is also looking at how data relating to cost of living can be mapped to help identify hot spots and where we need to reach out to people It has been announced that £1m of New Homes Bonus will be used to support residents of the district through the continued cost of living crisis over the next two years and this will be reflected in the Annual Plan for 2023/24.	March 2023	
<b>Continue to work with communities to influence the planning of the area in which they live through the development of local neighbourhood plans</b>		
The Feering Neighbourhood Plan was adopted at Full Council in January bringing the total number of plans adopted to seven. There are a further nine Plans underway in the District for Earls Colne, Gosfield, Steeple Bumpstead, Great Yeldham, Great Bardfield, Stisted and Toppesfield, as well as the joint plan at Bures/Bures St Mary and the Plan for Witham Town. The plan for Hatfield Peverel has just completed a consultation before it is submitted for independent examination and Steeple Bumpstead is currently out to consultation on the proposed plan. This is a continuing area of work for the Planning policy team and they have achieved what they set out to achieve for the period of the Bouncing Back Together document.	March 2023	
<b>Support and develop volunteering in the district</b>		
Throughout the year, volunteering has been promoted at events and the community transport service currently has 24 volunteer drivers. At the end of the year a total of 28,991 journeys were provided by the Community Transport team. Volunteering in the community has increased with involvement in warm space activities and Ukrainian coffee mornings. Community 360 with the support of Braintree Village distributed over 700 winter warmth bags to those in need. Community 360 will be providing the support required around recruitment of volunteers moving forward.	March 2023	
<b>Replace the artificial grass pitch at Braintree Sports and Health Club</b>		

The artificial grass pitch at Braintree Sports and Health Club has now been replaced and is back in use.	October 2022	
<b>Carry out physical improvements to Braintree Sports and Health club and Halstead Leisure Centre</b>		
The improvements to the sports hall and studio floor at Braintree sports and health club have been postponed for future budget consideration. This project has been closed and will be considered as part of the budget preparations for a future year.	March 2023	
The replacement of the boilers and building plant management systems at Braintree sports and health club were completed in February 2022.	March 2022	
The project to refurbish the wet and dry changing rooms at Halstead Leisure Centre is currently on hold as the costs for the project have exceeded the budget. This project will be carried forward into next year.	March 2023	
<b>Set up a young people's panel to encourage more young people to have their say on things that matter to them</b>		
The Council has been looking into using a youth panel to collect young peoples views on climate change, where they live, their community and to give young people an opportunity to get involved on a wide range of topics. Young people will be able to volunteer for projects and provide feedback on the outcomes of the projects as well as joining the youth panel. This area of work is on-going and a revised date will be set in the first quarter of next year.	March 2023	
<b>Continue to deliver our LiveWell programme, focussing on:</b>		
<ul style="list-style-type: none"> <li>• <b>Supporting children and their families to have the best start in life</b></li> <li>• <b>Supporting older people to age well</b></li> <li>• <b>Supporting children and adults to have good mental health</b></li> <li>• <b>Tackling obesity in adults and children</b></li> <li>• <b>Reducing hip fractures in over 65's</b></li> </ul>		
Throughout the year, there have been a number of activities delivered under the Livewell programme. Children and their families have been supported through the Essex ActivAte programme providing sporting activities through the school holidays. Support for older people ranged from age related fitness classes, seated exercise classes, weight management sessions to organised walks. Supporting children and adults to have good mental health used sport and activity such as Pilates, yoga and meditation whilst other activities around setting up a crisis café and community garden were explored. Tackling obesity saw the Man v Fat Football scheme go from strength to strength with four teams set up and 90% of participants losing weight which totalled over 390kg in the year. Reducing hip fracture activities involved a slipper exchange and 'move it or lose it' low impact exercise classes across the district to improve strength and mobility. The health and wellbeing panel are reviewing the priorities of the health and wellbeing board and a new Livewell Strategy will be published next year.	March 2023	

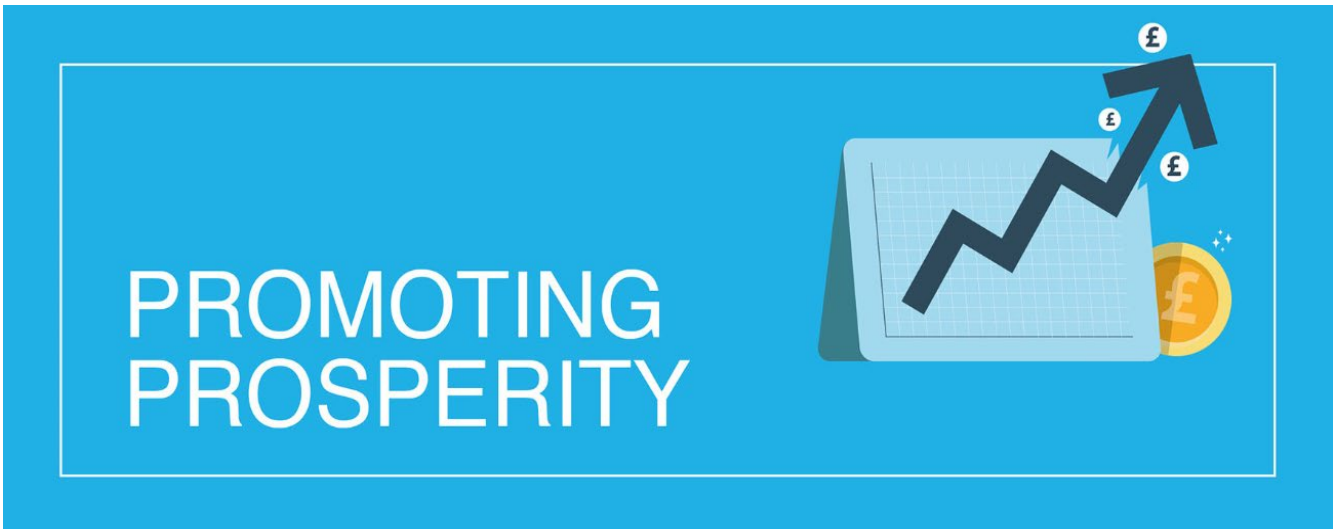
### Actions carried out in partnership with others

Project description and comments	Target Date	Status
<b>Provide support to children and families who need it during school holiday periods through the provision of activity sessions</b>		
In the fourth quarter, six clubs and two dedicated SEND and mental wellbeing hubs were available during the February half term with 121 children attending. Essex ActivAte is the Holiday Activity and Food programme run by Active Essex in partnership with Essex County Council and funded by the Department for Education and has been successfully utilised across the district during the school holiday periods with a high number of users in receipt of free school meals and from low-income families.	March 2023	
<b>Continue to develop a range of initiatives to address social isolation and loneliness across the district</b>		

There have been a number of successful initiatives to address social isolation and loneliness throughout the year such as pop up lounges, community puzzles, coffee mornings, rural tours and warm spaces. The council supported loneliness week in June 2022 and will be looking to carry out further activities in loneliness week in June 2023. Community 360, United in Kind and the Salvation Army have been actively involved in many of the activities over the year. The Braintree District Social Isolation and Loneliness Forum will be meeting in April 2023 to agree activities for 2023/24.	March 2023	
<b>Continue to work with Essex County Council on the Governments 'Next Steps Accommodation Programme' on initiatives to prevent rough sleepers returning to the streets</b>		
The Next Steps accommodation programme to provide stable accommodation and tailored support to prevent people returning to rough sleeping and begin to rebuild their lives is now up and running with all six units of accommodation now occupied. Regular meetings with NACRO take place to monitor progress.	March 2023	
<b>Lead on the co-ordination of the Community Safety Partnership work focusing on protecting the vulnerable, promoting healthy relationships, keeping safe online, building community resilience and promoting safety in our communities</b>		
A draft action plan for 2023/24 has been developed and sent to members requesting that they add any projects their organisation is planning on delivering that links to the CSP priorities and to indicate any projects on the plan that they would like to be involved in. The action plan and strategic assessment will be agreed at the CSP meeting in April 2023. Following the launch of the Anti-Social Behaviour Plan by Prime Minister Rishi Sunak at the end of March, a consultation will be undertaken regarding the role of CSP's and PFCC's in tackling ASB and the suggested changes to the ASB legislation. This area of work is ongoing and is now included in business-as-usual activities.	March 2023	
<b>Work with the integrated care system and Health and Wellbeing panel to understand local health inequalities and develop the role of Primary Care Networks to support and improve the health of our communities</b>		
The Mid & South Essex Integrated Care System Health Inequalities Fund, managed by the Mid Essex Alliance, has awarded several grants; Funding for Community Transport to support residents to access key services, continuation of the Finding Your Feet walking programme (previously joint funded by the Council and Active Essex) and the Thriving Places Index wider determinants measurement tool. A bid is currently being codesigned with the three mid Essex CVS's to support access to men's Mental Health programmes. The activities for this year are completed however, work to address the health inequalities will continue and will be reported on through the next Annual Plan.	March 2023	
<b>Work with our leisure providers to get people back into activity improving their physical and mental health</b>		
Throughout the year, there have been numerous activities across the district with growing participation as people get back into activity including sports for confidence sessions, rebound sessions, active rewards and cardiac rehab. 'Lets move Essex' was launched in February and provide free in person or virtual classes over a 12 week period for people with arthritis and musculoskeletal conditions to be active.	March 2023	
<b>Engage with school age children and young adults through careers, jobs and apprenticeship fairs to inspire young people to raise their aspirations</b>		
The Council hosted the jobs fair at The Plaza on the 25 <sup>th</sup> March 2023 with 22 businesses taking part exhibiting a range of key sectors. The fair attracted over 150 visitors.	March 2023	
<b>Oversee the delivery of a safer streets programme to tackle perception of violence against women and girls in the night time economy and neighbourhood crime for identified areas in Witham</b>		
Safer Streets is a programme of activities providing targeted intervention in key areas in Witham and aims to improve people's perception of safety. The programme has a primary focus of reducing Violence against Women and Girls,	March 2024	

neighbourhood crime and anti-social behaviour. A Safer Streets Survey was launched in February to ask residents and visitors of Witham about their views on feelings of crime and safety in the bid areas. A total of 162 responses were received and this has helped to inform a number of proposed activities that will be delivered over the next year. Partners include Police, Fire & Crime Commissioner's Office for Essex, Essex Police, Witham Town Council, Neighbourhood Watch, Fusion Lifestyle, CARA (Centre for Action on Rape and Abuse), Eastlight Community Homes, Crimestoppers and Essex County Council. The first activity planned is a 'Dog Day' in April to sign up local residents for Dog Watch, which is an Essex Police led scheme. Dog owners and walkers are usually familiar with the area in which they reside and could have the opportunity to spot anything out of place or suspicious whilst walking their dog, which they are encouraged to report if they are concerned.

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**Actions carried out by Braintree District Council**

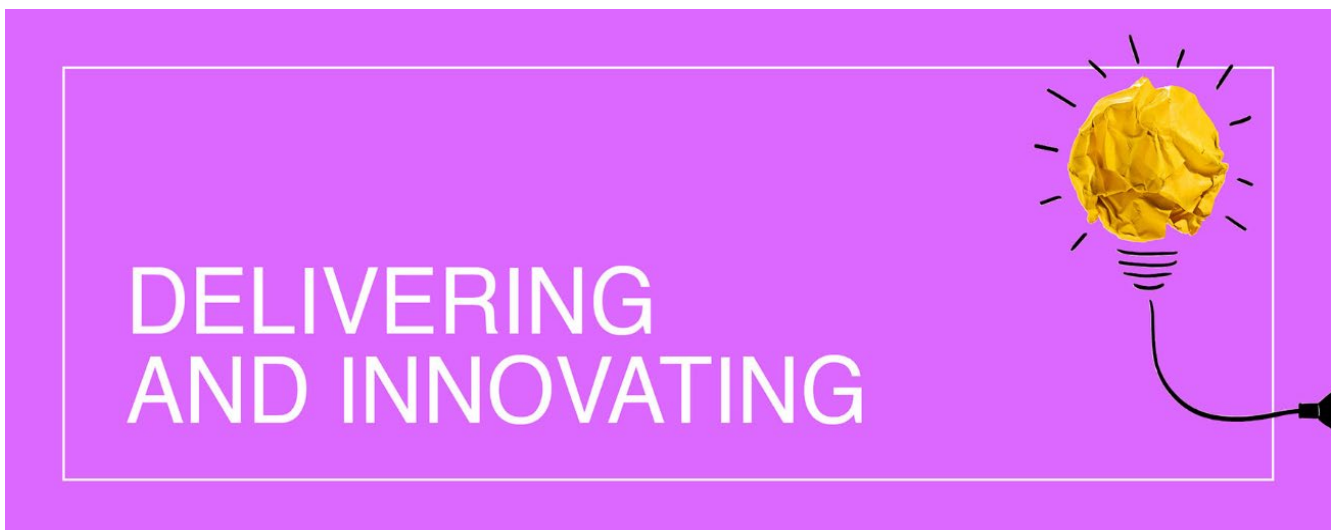
Project description and comments	Target Date	Status
<b>Continue with the development of Horizon 120 Business and Innovation Park creating up to 2,000 high quality jobs</b>		
Construction work has finished on three units set for logistics or light industrial use. The buildings will be used for the purposes of logistics and distribution or the manufacture of goods or both. There is an expansive space for a warehouse or factory, offices on the first floor, parking and a secure yard. The new units have been built to a high specification and comply with sustainable environmental standards. The project has been extended to July 2023 as the Council has the potential for improved capital receipt subject to Planning.	July 2023	
<b>Complete the Horizon 120 Enterprise Centre (The Plaza) providing space for conferences and events as well as serviced offices, café and public plaza for start-up companies and SMEs</b>		
The Plaza opened in July 2022 providing private offices, a co-working space with desks for individuals as well as businesses, shared meeting rooms, seminar rooms, conference and event spaces and a café area.	July 2022	
<b>Develop the Witham Enterprise Centre providing small industrial units for start-up companies and SMEs</b>		
Project review underway to establish the viability of project subsequent to legal advice on previously agreed S106 commitments.	October 2024	

<b>Complete the I-construct innovation centre supporting the development of SMEs in the construction sector</b>		
I-Construct, a £2.3 million centre of excellence for construction innovation, has opened for business. Building work finished in December, 15 months after it began. The two-storey building consist of a technology suite, exhibition space, conference facilities and informal meeting areas. It is home to a team offering one-to-one mentoring, grant schemes and advice to small and medium sized firms connected to the construction industry. The business support programme at the hub will be run by the Haven Gateway Partnership and will serve businesses across Essex, Kent and East Sussex. The programme will support over 350 businesses and create up to 130 jobs. I-Construct was officially opened by Chairman Councillor Sue Wilson in a ribbon cutting ceremony in February 2022.	December 2021	
<b>Refresh our Plan for Growth to identify future priorities and deliver the outcomes of the associated Action Plan</b>		
The new Economic Growth Strategy 2023 to 2028 and associated action plan were agreed at Cabinet in March 2023. The Economic Growth Strategy 2023-2028 depicts the links to local, regional and national strategies, the district's economic profile following the newly obtained evidence base, the core vision and key priorities, as well as how the strategy will be funded, delivered, and monitored. It has taken into account the recent Essex Sector Development Strategy and has been developed alongside the NEEB strategy, both of which are in broad alignment with this strategy.	March 2023	
<b>Deliver campaigns to promote Braintree District as a place to invest in, live in and visit</b>		
Over the year, the Council has actively promoted the district as a place to live in, work and visit through our social media channels, at key events and attractions across the district and through the Visit Braintree website. In the fourth quarter, promotional activity focused on the jobs fair, promoting cycling in the district, free business workshops and a fraud clinic provided by Essex Police.	March 2023	
<b>Support individuals back into employment by addressing barriers and providing tailored support and access to training</b>		
Over the last year, the Support and Employment Officer has engaged with 274 people resulting in 239 people accessing training and support. Over 20 individuals have gained employment.	March 2023	


### Actions carried out in partnership with others

Project description and comments	Target Date	Status
<b>Rise to the economic challenges by working in partnership with members of the North Essex Economic board to provide support to businesses and create opportunities to boost growth</b>		
The ARG programme is being delivered with monthly meetings with all suppliers being held and KPIs reported against and managed by the board. Some of the actions complete at the end of March, whilst additional timelines have been agreed for others to ensure that the fully benefit is realised. Work on the new strategy continues and Councillor and officer workshops took place in February and updates are expected as a result of those workshops. the final report will be reported to the NEEB board after the elections.	March 2023	
<b>Continue to develop the business support offer for the construction sector as part of the I-construct innovation centre</b>		
The I-Construct project has now come to an end. Haven Gateway have requested an extension to stay at the I-Construct building whilst the programme is finalised. They will be producing a summary of the outcomes which will be shared in due course.	March 2023	
<b>Continue to provide signposting to business support, advice and suitable grants</b>		









Throughout the year, the Economic Development Team have continued to signpost businesses to support, advice and information on grants. The Plaza website now includes a dedicated webpage for business support. Following the award of the Rural England Prosperity Funding, projects from this will begin in April 2023.	March 2023	
<b>Ensure residents have access to the skills programmes and education they need to access employment opportunities including in new and expanding sectors</b>		
An options analysis has been completed to determine the direction and form the Braintree Education Skills Board will take for 2023/24. The recommendation is for the Education Skills Board to be part of the Business Breakfasts meetings planned for 2023/24.	March 2023	




### Actions carried out by Braintree District Council





Project description and comments	Target Date	Status
<b>Through our Investment and Development Programme, continue to develop and implement a pipeline of projects focussed on reducing costs, improving efficiency, generating income and becoming more commercially focussed to deliver against the £1.6m financial gap over the next four years.</b>		
<p>The Investment and Development Programme has been reviewed with a new structure consisting of a single Investment and Capital Programme Officer group serving two boards. The Capital Board and the Investment and Development Board. Notable achievements over the year include:</p> <ul style="list-style-type: none"> <li>Commercial Gov has undertaken a review with a significant number of opportunities identified. These have been reviewed by officers and members through the above groups and a prioritised shortlist finalised consisting of Fees and charges review and the development of business packages to improve income from our traded services.</li> <li>Commercial Sales Executive support activities have performed well, overachieving against targets.</li> <li>The Plaza is now fully operational with good office lettings and events and hatchery space usage growing.</li> <li>Shared Procurement service is progressing well with five authorities, one further interested authority. The first Strategic Officer Group and Officer</li> </ul>	March 2023	



<p>Operational Group meetings have been held with further meetings planned to agree principles and offer.</p> <ul style="list-style-type: none"> <li>• Work to create common processes, procedures and documentation has begun.</li> <li>• Hybrid mail procurement has been successfully completed with a saving and mobilisation has begun.</li> </ul> <p>Activities are ongoing and the Council will continue to report out on areas of work through next years Annual Plan.</p>		
<p><b>Refresh our Digital Strategy and action plan to address future demand and improve the way we use technology to deliver services</b></p>		
<p>Cabinet agreed the Digital Strategy 2022-2026 at their meeting in December 2022. The Strategy sets out how future challenges will be met and how technology will be used to deliver better outcomes across the strategy's themes of Council, Customer and Place.</p>	December 2022	
<p><b>Encourage residents to transact with us online by developing our website to allow customers to make bookings, track requests and sign up to receive council tax bills electronically</b></p>		
<p>A number of online forms for waste processes have been reviewed and updated following the launch of the new waste management system. Further online processes have been identified to improve the customer transaction process around our street scene services and are currently in development to go live in the next financial year.</p>	March 2023	
<p>Residents are now able to sign up to receive their council tax bills electronically and promotion of this will be ongoing.</p>	March 2022	
<p><b>Develop a plan of community engagement to better understand the needs of our local communities</b></p>		
<p>A total of 38 events have been attended throughout the year within the community and feedback has been received from over 1,000 people. Events attended range from specific community catch ups to Ukrainian coffee mornings, recycling events, warm rooms, Wellness cafes, Little Legs festivals, slipper exchanges, roadshows and the Santa Bus. The events provide an opportunity to update people on the cost of living, wellbeing and how the Council can support them as well as to gather feedback on consultations. Community Engagement events have been planned for 2023.</p>	March 2023	
<p><b>Use customer information and feedback to improve services whilst working towards retaining the accreditation for customer service excellence</b></p>		
<p>The Customer Service Excellence Assessment took place in September and the Council has been successful in retaining the accreditation for the seventh year in a row.</p>	September 2022	
<p><b>Review the criteria for the discretionary business rates scheme for charitable and non-profit organisations</b></p>		
<p>The criteria for the discretionary business rates scheme has been reviewed and no changes to the criteria are being made. The relief scheme has been published and all current recipients of this relief have been contacted and asked to reapply so that entitlement can be reassessed against policy.</p>	March 2023	
<p><b>Monitor changes to various legislation to understand the impact on services including but not limited to the Domestic Abuse Act 2021, Environmental Bill 2020 and Planning reforms</b></p>		
<p>The Specialist Domestic Abuse Officer continues to provide support to colleagues within the Housing Service. Additional training was undertaken in October to provide the Housing Service with the skills required in making enquiries into homelessness where there are issues relating to domestic abuse.</p>	March 2023	
<p>The Council is still waiting for the Government to formally announce the policy changes within the Environment Act. This will enable the Council to understand the impact of the Act in relation to its waste collection service. In the meantime,</p>	March 2023	

the Council have engaged consultants to model options around twin stream collections of dry recycling.		
Throughout the year, the council has monitored and responded to consultations on Biodiversity net gain whilst waiting to hear an update from the Government in regard to the Environment Act. From the various consultations, any changes to planning are being dealt with. This action is dependent on timings of announcements from government and will be a continuous piece of work.	March 2023	

### Actions carried out in partnership with others







Project description and comments	Target Date	Status
<b>Work with Fusion to recover and develop leisure services following the pandemic ensuring the district has the right type and level of leisure provision to meet resident's needs</b>		
Works to upgrade the gym facilities at all four leisure centres across the district is now complete with new energy efficient equipment, a new layout, new lighting, décor and flooring.	March 2023	
<b>Review and adopt a new Joint Municipal Waste Management Strategy for Essex and enhance the value of joint working through the waste management partnership</b>		
The draft Strategy was presented to the Partnership Board in March 2023 where key principles were discussed as well as the public consultation timeline. It was agreed at the Board meeting that over the coming months, officers would continue to work on the draft Strategy and develop the consultation questionnaire in preparation for public consultation in the summer. This project will continue into next year.	March 2023	
<b>Drive forward Levelling Up for the district including delivery of the Shared Prosperity Fund and rural prosperity fund projects</b>		
Government has approved the investment plan submitted by the Council for our £1.36million share of the Governments Shared Prosperity Fund to support communities and businesses over the next three years. The Council has signed a grant agreement and the first-year funding is now waiting for the funds to be received before proceeding. A list of projects to utilise the funding has been developed.	March 2025	
<b>Deliver the Levelling Up rural pilot with Essex County Council</b>		
The Council is working with Essex County Council on its own levelling up agenda which includes 20 commitments divided into 4 key areas: economy, environment, health and family. Essex has identified rural Braintree as a pilot area to consider the particular issues which are faced by more rural communities. Essex County Council commissioned consultants to undertake research in the community and the Council has been involved with stakeholders in the design of the consultation programme. A large-scale engagement event will be taking place in June 2023 with the help of community reference groups.	March 2025	

## Section 3: Managing the Business

### Our Performance Indicators in Detail

Performance Indicator	2022/23									
	Q1 Outturn	Q2 Outturn	Q3 Outturn	Q4 Outturn	Target for the Quarter	Status at the end of the Quarter	Yearly Outturn	Target for the end of the year	Status at the end of the year	
<b>CONNECTING PEOPLE AND PLACES</b>										
Number of affordable homes delivered	90	70	75	53	37		288	250		
Percentage of superfast broadband coverage across the district	95%	95%	95%	95%	n/a	n/a	95%	n/a	n/a	
Cumulative number of homes granted planning permission (outline and full)	162	583	902	1,607	1,080		1,607	1,080		
<b>Comments</b> <i>The breakdown between full and outline permissions are as follows:</i> Full – 244 Outline – 1,363										
<b>ENHANCING OUR ENVIRONMENT</b>										
Percentage of household waste sent for reuse, recycling and composting	52.04%	49.34%	46.62%	42.15%	60%		47.54%	60%		
<b>Comments</b> <i>Figures are awaiting validation by Essex County Council. The total tonnage collected in the fourth quarter is 567 tonnes lower than in the previous quarter. However, this includes the months of January and February where garden waste collections are suspended which in part accounts for the reduction in tonnage.</i>										
Kilograms of residual household waste collected per household	109kgs	107kgs	106kgs	110kgs	117kgs		431kgs	468kgs		
Percentage of land that falls below cleanliness standards for litter	n/a	7%	5%	3%	6%		5%	6%		
Number and percentage of accessible non-hazardous fly tips on public land cleared within 24 hours of being reported	100% (168)	100% (197)	100% (189)	100% (352)	100%		100% (906)	100%		
Number of residents assisted in installing energy saving measures	Annually reported							655	n/a	n/a
<b>SUPPORTING OUR COMMUNITIES</b>										
Average waiting time for applicants on the Disabled Facilities Grant (calculated in	153 days	151 days	129 days	146 days	90 days		145 days	90 days		

Performance Indicator	2022/23								
	Q1 Outturn	Q2 Outturn	Q3 Outturn	Q4 Outturn	Target for the Quarter	Status at the end of the Quarter	Yearly Outturn	Target for the end of the year	Status at the end of the year
days from point of referral to approval)									
<b>Comments</b>									
<i>In 22/23 BDC have approved £1,26 Million spend on DFG adaptations with £972K approved for payment post completion of adaptations. This is the highest approval spend in the last 10 years of BDC supporting the DFG. In the fourth quarter, the service received 58 new grant referrals (4 of which were critical) and approved 37 cases (4 of which were critical). Critical cases approved in the quarter were dealt with on average in 22 days, with the quickest of those completed in 13 days. The remaining caseload at the end of the fourth quarter is 99. The Team continues to receive a high number of complex cases some with planning permission required and it remains the case that builder's quotes are taking longer to turn around due to the ongoing difficulties the industry is experiencing with supply of materials. The Christmas shut down in the Building Industry exacerbated this as many builders stopped working for almost 3 weeks in December which increased the length of time for approvals.</i>									
Participation levels across all our sports centres	167,599	179,405	134,465	159,014	n/a	n/a	640,483	n/a	n/a
Participation of adults being active for 150 minutes per week	Annually reported						63.1%	n/a	n/a
<b>Comments</b>									
<i>The figure reports from November 2021 to November 2022 from the active lives survey on Sport England and shows a positive increase in physical activity across the district.</i>									
Number of customers using out Handyman scheme	49	50	58	54	n/a	n/a	211	n/a	n/a
Number of homelessness cases prevented	60	62	61	55	n/a	n/a	238	n/a	n/a
<b>PROMOTING PROSPERITY</b>									
Percentage of people in the district claiming out of work benefits rate (aged 16 – 64)	2.5%	2.6%	2.6%	2.6%	n/a	n/a	2.6%	n/a	n/a
Number of new business start-ups across the district	239	234	224	294	n/a	n/a	991	n/a	n/a
Number of businesses that have contacted us for business support	116	67	297	91	n/a	n/a	571	n/a	n/a
<b>DELIVERING AND INNOVATING</b>									
Percentage of calls resolved at first point of contact in the Customer Service Centre	73%	73%	66%	62%	n/a	n/a	69%	n/a	n/a
Percentage of invoices paid within 30 days of receipt (cumulative)	97.83%	97.7%	98%	98.4%	97%	✔	98%	97%	✔
Number of people transacting with us online	41,016	30,730	26,109	37,037	n/a	n/a	134,892	n/a	n/a
Time taken to process housing benefit/council tax benefit new claims	18.3 days	15.23 days	15.83 days	15.79 days	20 days	✔	16.29 days	20 days	✔
Time taken to process housing benefit claim changes	10.93 days	4.45 days	2.81 days	2.64 days	6 days	✔	5.21 days	6 days	✔

Performance Indicator	2022/23								
	Q1 Outturn	Q2 Outturn	Q3 Outturn	Q4 Outturn	Target for the Quarter	Status at the end of the Quarter	Yearly Outturn	Target for the end of the year	Status at the end of the year
Percentage of Stage 1 complaints responded to within 7 working days	95.83%	88.20%	86.73%	88.24%	90%		89.76%	90%	
<b>Comments</b> <i>In the fourth quarter, 105 out of 119 stage one complaints were responded to within timescale. For the year, this represents 447 out of 498 complaints responded to within timescale. Delays to responses occurred mainly in the Operations and Planning Service areas in respect of more complex complaints requiring additional time for investigation and responses. The customer was kept informed at all times during the complaint.</i>									
Collection rate for Council Tax	30.01%	57.4%	84.23%	97.70%	97.40%		97.70%	97.4%	
Collection rate for Business Rates	31.26%	56.9%	82.26%	98.92%	98.60%		98.92%	98.60%	

## Complaints

The quarterly complaints analysis for the fourth quarter of 2022/23 is detailed below. This is compared with 2021/22 figures shown in brackets. The figures represent all three stages of the complaints process.

Complaint Category	Q1 2022/23	Q2 2022/23	Q3 2022/23	Q4 2022/23	TOTAL
<b>Justified</b>	<b>40 (51)</b>	<b>87 (67)</b>	<b>45 (39)</b>	<b>57 (49)</b>	<b>229 (206)</b>
<b>Not Justified</b>	<b>61 (82)</b>	<b>65 (68)</b>	<b>32 (49)</b>	<b>39 (60)</b>	<b>197 (259)</b>
<b>Partially Justified</b>	<b>27 (26)</b>	<b>15 (46)</b>	<b>28 (7)</b>	<b>29 (18)</b>	<b>99 (97)</b>
<b>Not known</b>	<b>0 (0)</b>	<b>0 (0)</b>	<b>1 (0)</b>	<b>0 (1)</b>	<b>1 (1)</b>
<b>Total</b>	<b>128 (159)</b>	<b>167 (185)</b>	<b>108 (91)</b>	<b>125 (128)</b>	<b>526 (563)</b>

## **Comments**

There has been an increase in the number of complaints this quarter compared to the previous quarter, however, this is lower than the number of complaints received in the first half of the year. Overall, in 2022/23, the number of complaints received has fallen by 6.5%.

The majority of complaints received are in our Operations service area in respect of missed waste collections with access issues, contaminated waste and missed assisted collections continuing to be the main reasons.

Throughout the year, the Council monitors trends in complaints and uses this information to identify any improvements to processes and the service provided with the aim of reducing the number of complaints received.

## **A summary of Local Government Ombudsman (LGO) cases:**

In the fourth quarter of 2022/23, the LGO received one new complaint in respect of planning and a notification of a complaint to be investigated against planning enforcement.

The ombudsman issued five final decisions all in respect of planning/planning enforcement. For two cases, the investigator found fault in respect of the Councils record keeping for planning

enforcement cases. Apologies were issued to the complainants and the Council will be reviewing its work activity and record keeping processes to avoid delays in the future. The outcome of the review will be reported back to the Ombudsman. For the other three cases, the LGO declined to investigate as they were unlikely to find fault for the following reasons: in the use of officer delegated authority to determine a planning application, due to not having discretion to investigate where the customer has the right of appeal to the Planning Inspector and in the handling of a planning application.

## **Our Organisation**

The following is a selection of our people performance measures:

<b>People: Indicators of Performance</b>	<b>Q1 22/23</b>	<b>Q2 22/23</b>	<b>Q3 22/23</b>	<b>Q4 22/23</b>	<b>Change on previous period</b>	<b>Yearly Target</b>
Total headcount	487	487	494	486	- 8	-
Total staff FTE	440.71	439.23	441.74	437.67	- 4.07	-
Level of employee turnover	2.87%	2.67%	2.02%	3.29%	+ 1.27%	-
Number of leavers	14	13	10	16	+ 6	-
Number of starters	9	13	17	8	- 9	-
Working days lost to sickness per employee	1.61 days	1.37 days	2.61 days	2.30 days	- 0.31 days	8.0 days
Percentage of staff with nil sickness	79.01%	68.38%	53.85%	47.12%	Cumulative	-
Number of learning hours	2400	1,041	1288	1515	+ 227	-
Number of delegates	106	539	605	709	+ 104	-
Number of apprentices **	18	20	20	19	- 1	-

Year on Year Headcount Analysis	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
	464	466	481	492	499	492

\*\* BDC's apprenticeship programme runs throughout the year. The figures reflect various apprenticeships ranging from level 3 through to a degree level 6

## **Health & Safety**

The following is a selection of our health and safety performance measures. The data is for information purposes only.

Health and safety is a crucial responsibility of everyone within the organisation. This information is used to improve the management of health and safety of staff, our customers, residents and other non-employees we come into contact with. Monitoring is undertaken by the corporate health and safety committee and action plans will be put in place where necessary.

<b>Health &amp; Safety: Indicators of Performance</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	
	(2021/22 figure in brackets)				
Total number of reported accidents/ incidents, calculated from:	13 (8)	5 (7)	15 (9)	13 (15)	
<i>Accidents/ incidents to employees</i>	12 (6)	5 (6)	15 (8)	13 (11)	<i>Injured whilst handling and Verbal/physical made up majority of reports for the quarter</i>
<i>Accidents/ incidents to contractors</i>	0 (2)	0 (1)	0 (1)	0 (0)	
<i>Accidents/ incidents to non-employees</i>	1 (0)	0 (0)	0 (0)	0 (4)	
Time lost in days due to employee accidents/ incidents	37 (0)	35 (10)	16 (22)	1 (26)	<i>Injury to hand</i>
Number of reported verbal/ physical incidents to employees	3 (2)	2 (1)	1 (1)	5 (1)	<i>Four verbal incidents and one physical. The physical attack occurred to a waste operative at Cordons Farm as a member of the public became angry and wanted the operative to move.</i>
Number of near miss incidents	1 (0)	1 (0)	2 (0)	0 (2)	
Number of Accidents/ incidents registered resulting in insurance/ compensation claim	2 (2)	1 (1)	0 (3)	0 (3)	
Number of claims settled	4 (1)	0 (0)	1 (3)	1 (2)	

## Financial Performance

This part of the report provides the provisional outturn spending on day-to-day service provision compared to the budget for the year. Also included is a summary of treasury management activities; movements on the General Fund balance; and a summary of spending on capital projects.

### Executive Summary

The financial position for the year is as follows:

- **A positive variance of £728k** after allowing for service carry forwards.
- The provisional outturn is being reviewed to ensure on-going variances have either been reflected in the 2023/24 budget or are taken into account when preparing for the 2024/25 budget and updating of the Medium-Term Financial Strategy.
- The net change in the **General Fund unallocated balance** because of the budget variance is an **increase of £268k**.
- Earmarked reserves identified as no longer required and a planned repayment of a prior year pension fund contribution also added to the level of unallocated balances.
- **Spend on capital projects** for the year totalled **£8.7m** with the majority of the spend incurred on the completion of the Manor Street development and the Horizon 120 enterprise centre ('The Plaza').

### Background

Full Council agreed a budget of £13.5m, net of a £2.7m drawdown from the business rate retention reserve to offset a Collection Fund deficit. An adjusted budget figure of £16.2m has therefore been used for the purposes of in-year financial monitoring.

During the year budgets have been updated in accordance with the Council's Budget and Policy Framework Procedure.

### General Fund Revenue Spending

Business Plan Service	Updated Budget £'000	Actual Spend £'000	Total Variance £'000	Carry forwards £'000	Net General Fund £'000	Previous Quarter Variance £'000	RAG Status
Asset Management	(2,909)	(2,396)	513	0	513	642	R
Community & Leisure	719	677	(42)	0	(42)	(14)	G
Corporate Management Plan	1,635	1,601	(34)	0	(34)	(36)	G
Economic Development	223	216	(7)	0	(7)	0	G
Environment	808	839	31	0	31	31	A
Finance	1,317	306	(1,011)	0	(1,011)	(774)	G
Governance	1,262	1,134	(128)	38	(90)	(103)	G
Housing Services	819	763	(56)	0	(56)	(70)	G
Business Solutions	850	809	(41)	0	(41)	(45)	G
ICT & Facilities	1,855	1,811	(44)	0	(44)	1	G
Marketing & Communications	605	592	(13)	0	(13)	27	G
Operations	6,491	6,352	(139)	15	(124)	(68)	G
Strategic Investment	20	177	157	0	157	173	R
Sustainable Development	1,277	1,396	119	0	119	68	R
<b>Service Total</b>	<b>14,972</b>	<b>14,277</b>	<b>(695)</b>	<b>53</b>	<b>(642)</b>	<b>(168)</b>	<b>G</b>
Corporate Financing	1,572	1,186	(386)	0	(401)	(198)	G
Efficiency	(300)	0	300	0	315	300	
<b>Net Total</b>	<b>16,244</b>	<b>15,463</b>	<b>(781)</b>	<b>53</b>	<b>(728)</b>	<b>(66)</b>	<b>G</b>

RAG Status: G = favourable or nil variance, A = up to 5% adverse variance or <£50k, R = > 5%

<sup>1</sup>See Analysis of the Total Budget Variance below



Business Plan Service	Total Variance £'000	Variance by Category		
		Staffing £'000	Other Expenditure £'000	Gross Income £'000
Asset Management	513	(26)	210	329
Community & Leisure	(42)	(27)	(39)	24
Corporate Management Plan	(34)	(65)	21	10
Economic Development	(7)	0	(5)	(2)
Environment	31	216	33	(218)
Finance	(1,011)	(122)	67	(956)
Governance	(128)	(51)	(43)	(34)
Housing Services	(56)	(12)	79	(123)
Business Solutions	(41)	(31)	(9)	(1)
ICT & Facilities	(44)	30	(67)	(7)
Marketing & Communications	(13)	4	7	(24)
Operations	(139)	103	472	(714)
Strategic Investment	157	161	(5)	1
Sustainable Development	119	(161)	50	230
<b>Service Total</b>	<b>(695)</b>	<b>19</b>	<b>771</b>	<b>(1,485)</b>
Corporate Financing	(386)	0	44	(430)
Efficiency	300	300	0	0
<b>Net Total</b>	<b>(781)</b>	<b>319</b>	<b>815</b>	<b>(1,915)</b>

### Change in Total Variance from Q3

The main changes during the final quarter from the position reported at Q3 relate to the following factors:

- **Council Tax Sharing Agreement (+£222k income)** – An improvement in the Council Tax collection rate achieved by the Council in the last quarter of the year, combined with the overall performance achieved by all Essex billing authorities, resulted in an increase in the percentage gain share received under this agreement (up from 12% to 14%). This was the final year of the current agreement with a revised scheme in place for 2023/24, which has a lower performance element for billing authorities.
- **Treasury Management Income (+£208k)** - Cash balances remained higher than originally forecast during the final quarter allowing for increased short-term investments, with further uplift in returns due to the continued rise in market interest rates.
- **The Plaza Net Operating Cost(+£105k)** – The approved business case for the Plaza provided for net operating costs to be met from balances in its first two years of operation. The overall net operating cost of the Plaza was £219k for the year, which was less than projected at Q3. As it is still early days in the operation of the facility, income and expenditure continues to be closely monitored.

### Commentary on Total Variances

#### Asset Management.

- Loss of rent (£134k) and service charges (£157k) due to areas of Causeway House being vacant, partially offset by savings on operating cost and short-term business rate relief (£28k).
- New Facilities (I-Construct, The Plaza, Victoria Square, and H120 Business Park). The outturn reflects higher operating costs across all the facilities totalling £188k, a significant part of which related to energy costs where facilities were added to existing supply contracts at market level of wholesale prices. There are also unrecovered service charge costs where development is still in progress or land plots remain unsold on H120. As occupation increases the costs to the Council should reduce in future. Rent and other income across the sites is slightly above target (£21k).
- Shortfall on income achieved from other commercial and property rent reviews compared to the target assumed in the budget and rent voids (£95k). Additional resources have now been engaged to catch-up on outstanding rent reviews.

## Environment

- Building Control additional agency staff were engaged covering vacant posts where there have been difficulties in recruitment, and this has been combined with high service demand. The additional costs in the service (£228k) are partially offset by increased income (£158k).
- Licensing – there was increased demand from tax operators resulting in additional net income; however, as a regulated activity this income is ringfenced for future service investment and is excluded from the outturn General Fund variance.

## Finance

- Staffing related savings from a combination of service efficiencies, vacancies, and appointments at lower scale points and cost recovery through New Burdens funding provided for administering energy rebate schemes and Covid related reliefs (£122k).
- Treasury Management – investment income due to higher interest rates/ cash balances (£1.04m)
- Local tax and housing benefit cost recoveries are lower than budget (£134k).

## Governance

- Staff related savings from vacancies (£51k) of which £28k has been approved to be carried forward to fund extra locum support which will be necessary until existing vacancies have been filled. Expenditure on Members' allowances and expenses was lower than budgeted (£44k).

## ICT & facilities

- Net underspend on maintenance budgets, system development and training budgets (£72k).

## Operations

- Net overspends on staffing costs due to the higher pay award, partially offset by savings from vacancies (£103k).
- Increased vehicle operating costs due to higher diesel costs (£139k); and spot hire and maintenance of an aging fleet (£171k).
- Additional costs incurred on provision of wheelie bins and kitchen caddies for new properties and lifecycle replacements (£30k).
- Increase in income from mixed dry recycling material net of processing and haulage costs (£603k). This is due to a higher average basket price for material for the year at £106 per tonne against a budget of £43 per tonne. Pricing is subject to market fluctuations and more recently prices have been falling.
- Recycling and other sacks contract – increased costs following procurement (£49k).
- Saving achieved on the contract for In-Cab Technology (£38k).
- Higher glass recycling income (£77k) (price/ tonnage) and Bulky Waste collections (£56k)
- Shortfall in car parking income from pay and display which has still not recovered to levels pre-pandemic (£167k). Charges have been reviewed as part of the 2023/24 budget process and changes are being introduced from June 2023.
- Increase in waste management income under the Inter-Authority Agreement from ECC due to higher inflation (£45k).
- Increase in grave digging cost and general maintenance within cemeteries (£29k).

## Sustainable Development

- Majority of the staffing underspend due to vacancies within the service including new enforcement roles/ landscape services where there have been difficulties in recruiting. Several posts were held vacant as part of the in-year Recovery Plan to offset the higher April 2022 pay award.
- Overall, planning income was underachieved by £236k. Planning application income was lower than budget by £448k due to a sharp reduction in the number of major applications received in the year. Pre-application income is also lower (£50k) although this is in part considered to be due to applicants being encouraged towards Planning Performance Agreements, where income exceeded budget by £262k for the year. Income budgets will be reviewed and realigned for 2023/24 to reflect the changing pattern of service demand.

## Corporate Financing

- Council Tax Sharing Agreement – Additional gain share due to collection of prior year debt; an overall improvement in the Council's in-year collection rate; and in recognition of the overall collection performance across all Essex billing authorities (£397k).

## Strategic Investment Team (SIT)

- Total cost £550k of which £277k has been charged to capital works, leaving a revenue cost of £273k partly funded: £20k base budget; and £96k from reserve. This leaves a shortfall of £157k.

## Capital Programme

The current Capital Programme totals £19.7m of which £9.7m was profiled into 2022/23, with the remainder profiled into future years.

	Budget Profiled 22/23 £000	Actual Spend £000	In-year Variance £000	Slippage or (-deduction from future budget) £000	Remaining Variance £000
Horizon 120 Business Park infrastructure	466	378	-88	88	0
Horizon 120 - The Plaza	3,838	3,704	-134	134	0
Manor Street regeneration	1,497	1,355	-142	142	0
I-Construct Innovation Centre	140	56	-84	0	-84
Maltings Lane Community Facility	120	37	-83	43	-40
Town Centre improvements	136	212	76	-76	0
Industrial estate improvements	2	2	0	0	0
Property planned maintenance	288	131	-157	125	-32
Information technology systems & equipment	712	608	-104	104	0
Community facilities, play areas, parks & open spaces	441	342	-98	100	2
Cemetery improvements	1	1	0	0	0
Paths, cycleways, and other infrastructure	6	7	1	-1	0
Operational equipment	138	83	-55	49	-6
Sports and leisure facilities improvements	315	222	-93	52	-41
Climate change initiatives	47	0	-47	47	0
Housing renovation & disabled facilities grants	1,012	1,118	106	-106	0
Capital salaries	497	477	-20	20	0
<b>Total</b>	<b>9,654</b>	<b>8,734</b>	<b>-920</b>	<b>721</b>	<b>-199</b>

## Changes to Capital Programme

- The overall programme and profiled spend in 2022/23 increased by £227k during the final quarter, mainly due to several S106 funded project approvals (£119k) plus capital approvals to be funded from the plant replacement reserve (£47k) and revenue (£61K).

## Year End Position

- Actual capital spend for the year was £8.7m against a profiled budget of £9.6m, resulting in an in-year variance of £920k.
- Slippage of project budgets into 2023/24 totalled a net £721k, leaving a net variance of £199k on projects which had either completed or where services had confirmed that funding is no longer required or could be reduced.

## Capital Receipts & Other Resources generated in the year

- Capital receipts from the sale of serviced land plots at Horizon 120 (£3.8m)
- Final interim payments (£363k) from Eastlight in respect of the residential units at Victoria Square.
- Receipts from Eastlight agreements: Right-to-Buy sales – ten sales were completed generating £1.6m for the Council. (In 2021/22 19 sales were completed generating £2.7m); and VAT shelter £314k.

- Better Care Funding was received of £1.1m which is used to fund expenditure on disabled facilities grants.
- Changing Places Fund of £120k to fund new disabled changing places toilets within Halstead Leisure Centre and Witham Town Council.

## **Treasury Management**

### **Investment activity**

The Council's treasury management activity to the end of the financial year is summarised in the table below:

Amount Invested at start of the year	Activity for the year		Amount Invested at end of the year
	New Investments	Investments Matured	
£56.8m	£144.4m	£153.5m	£47.7m
Average amount invested for the year			£64.2m
Highest amount invested in the year			£72.1m

Investments totalling £19m were maintained across a range of long-term pooled funds with varying exposures to property, equities, and other financial assets. The remaining balance of investments have been held in short-term investments comprising money market funds; Debt Management Office Account (UK Government); bank deposits; and liquid cash held in a current account with Lloyds Bank.

### **Investment income and valuations**

The table below sets out the amount of interest and dividends earned in the year and the rate of return:

Investments	Average Amount Invested	Interest & Dividends Earned	Annualised Return %
Long-Term Pooled Funds	£19.0m	£919k	4.84%
Short-Term	£45.2m	£907k	2.01%
<b>Total</b>	<b>£64.2m</b>	<b>£1,826k</b>	<b>2.84%</b>

The market value of shares and units in Pooled Funds at the end of the year was £20.7m, representing an unrealised gain of £1.7m over the amount originally invested.

### **Investment portfolio**

At the end of the year the Council's investment portfolio comprised the following:

- Long-term pooled fund investments £19m (allocated: £3m property fund; £13m across four equity funds; and £3m in two diversified asset funds)
- Low volatility Money Market Funds (MMFs) (4 x £5m) £20m
- Variable net asset value MMF £4m
- Short Term Fixed Deposits (£3m) £3m
- Lloyds current account £1.7m

## **General Fund Balances**

General Fund balances are held for the following reasons:

- As a contingency against unforeseen events
- To meet short-term or non-recurrent one-off costs that are not provided in the base budget and/ or are incurred to achieve future savings and efficiencies.

Based on the projected outturn set out above, the estimated movements on the General Fund balances are:

	<b>£'000</b>
<b>Balance at 1 April 2022</b>	<b>6,056</b>
Addition/(deductions):	
Budgeted reduction	(89)
Funding for one-off investment	(371)
Outturn variance	728
<b>Sub-total Net Budget Variance</b>	<b>268</b>
Repayment of Pension Fund contribution	823
Transfer from Covid reserve & other earmarked reserves	946
<b>Balance at 31 March 2023</b>	<b>8,093</b>

Movements shown on the General Fund balance are in respect of:

- The approved budget included an anticipated reduction in balances totalling £460k. One-off investment included £310k for the initial net operating costs of the Plaza, and £61k for the Councillor Community Grant Scheme.
- A one-off payment was made in 2020/21 to the Essex Pension Fund covering the period April 2020 to March 2023, which was part funded from General Fund balances. A planned repayment into balances is being made in 2022/23.
- As part of the 2023/24 budget process, it was agreed to transfer back the balance of Covid funds (£923k) previously set aside from the General Fund balance. A review of carry forwards was also undertaken which identified £23k that was no longer required for the purpose it was set aside for.

<b>Report Title:</b> Cabinet's response to the Scrutiny Review into Litter Management within the District	
<b>Report to:</b> Cabinet	
<b>Date:</b> 10 <sup>th</sup> July 2023	<b>For:</b> Decision
<b>Key Decision:</b> No	<b>Decision Planner Ref No:</b> DP/2023/17
<b>Report Presented by:</b> Councillor Tom Cunningham, Cabinet Member Transformation, the Environment and Customer Services, and Deputy Leader	
<b>Enquiries to:</b> Steve Wilson, Operations Manager <a href="mailto:steve.wilson@braintree.gov.uk">steve.wilson@braintree.gov.uk</a>	

## 1. Purpose of the Report

- 1.1 This report is to consider Cabinet's response to the Partnership Development Scrutiny Committee's (the Committee) Review into Litter Management within the Braintree District.

## 2. Recommendations

- 2.1 To approve the responses of Cabinet as set out in section 3 of this report.

## 3. Summary of Issues

- 3.1 The Committee considered litter management at their meetings between May 2022 and January 2023. The Committee received evidence from a variety of officers involved in litter management within the District, including those from Operations, Marketing and Communications and also Parish Councils and local schools. Officers provided presentations and answered questions from the Committee.
- 3.2 On 13<sup>th</sup> March 2023, the Cabinet received a report from the Committee following the conclusion of their review. This report sets out the Cabinet Response to the nine recommendations made by that review.
- 3.3 **Recommendation 1:** Operations to work closely with National Highways through their new committee. Cooperation to be sought from National Highways to give local authorities who are members of that committee better access to the trunk road network (A12 and A120) by means of programmed traffic management to carry out litter picking along with any other regular maintenance work by other partners. Cabinet Member responsible for Highways to raise the concerns with Essex County Council and National Highways and encourage them to attend to raise the profile of the issue and be solutions driven.

- 3.4 **Response 1:** There is a new collaborative partnership with National Highways, Essex County Council and the local authorities responsible for cleaning that part of the A12 that traverses Essex (Braintree, Colchester, Chelmsford, Maldon and Brentwood). Essex County Council and National Highways are also exploring the use of shared resources (traffic management) to assist the authorities in maintaining cleanliness standards. There are various legal and health and safety issues that need to be considered regarding the shared use of traffic management and these will be considered by the group as part of its ongoing work.
- 3.5 **Recommendation 2:** Encourage Operations Department to look at recycling bins to encourage greater recycling in town centres.
- 3.6 **Response 2:** A trial using recycling litter bins was undertaken a few years ago in Braintree Town Centre but was not successful owing to contamination with non-recyclable materials and the associated costs of having to sort the material when the bin/s were emptied. A project to review the number of litter and dog bins across the Braintree District is due to take place in 2023/24 and a further trial using recycling litter bins will be considered as part of that review. Any budget implications from the review once it is completed will be considered as part of the Council's annual budget review process.
- 3.7 **Recommendation 3:** Communications Team to continue to work with fast food outlets to investigate and implement appropriate campaign materials to monitor and regulate littering levels and to try to educate those who continue to discard their takeaway litter both as pedestrians and from vehicles.
- 3.8 **Response 3:** The Communications Team will continue to work with fast food outlets to offer campaign material. Whilst the franchise owners of KFC and McDonalds located at Galleys Corner have now retired, the Communications Team will be looking to build a relationship with the new owners to continue this partnership work. Fast food establishments at Galleys Corner and within the town centres will be provided with banners and/or posters and asked to display stickers on their packaging. In addition, Council-owned sites such as car parks in town centres will be used to display campaign material.
- 3.9 The Communications Team will continue to work with Parish Councils on litter campaigns and ask them to display campaign material within their parishes.
- 3.10 Operational support will be provided during and after the campaign period for monitoring litter levels and, if offenders are identified, the Council's Street Scene Protection Team will get involved from an enforcement perspective as necessary.
- 3.11 **Recommendation 4:** The Communications and Operations Teams, along with the Cabinet Member, to encourage the Essex County Councillor Portfolio Holder to invest in secondary schools to get the subject issues onto the educational agenda and effectively engage schools in a litter reduction campaign to ensure that this agenda sits at the forefront of educational settings and young people's priorities.

- 3.12 **Response 4:** An Eco-Schools Programme is already in place for both primary and secondary schools which covers ten separate topics including litter (see <https://www.eco-schools.org.uk> for more information). Participating schools are eligible for the 'Eco-Schools Green Flag' award.
- 3.13 It is a matter for individual schools to decide if they wish to participate in the programme, but the Council will work with officers at ECC to raise awareness of this learning opportunity and encourage participation.
- 3.14 The Council's own Recycling and Waste Minimisation Team has a programme of primary school engagement, whereby they contact six schools per month to offer a talk on recycling. The Team will extend this talk to include the subject of litter.
- 3.15 **Recommendation 5:** The Communication and Operations Teams, along with the Cabinet Member, to encourage the Essex County Councillor Portfolio Holder to invest in an education programme with all schools to design posters containing litter prevention information to make available to businesses, shops, leisure and tourism sites, pubs and restaurants. The availability of these posters to be promoted through the media. We believe this recommendation will be a low-cost initiative that will give residents and businesses the power to display promotional literature to discourage littering.
- 3.16 **Response 5:** The Communications Team will work with the Community Services Team to invite schools in the Braintree District to participate in a poster competition. The Community Services Team will investigate if the Braintree District Cultural Education Partnership (BDCEP) would like to support the project. The competition will be aimed at Key Stage 1, Key Stage 2 and Key Stage 3 groups.
- 3.17 The winning entry will be displayed on a banner at the school and featured on the side of a refuse vehicle and will be promoted to businesses via the dedicated business e-newsletter, business facebook group and featured on the Council page in the media.
- 3.18 **Recommendation 6:** It would be very helpful if Braintree District Council could facilitate signposting on their website so the public can easily access the Department for Environment, Food and Rural Affairs` (DEFRA) directory of licensed waste carriers in the area. This signposting could also be shared with Parish Councils for them to disseminate to their residents.
- 3.19 **Response 6:** The Council has signposted the public to the Defra webpage on the Council's website to enable them to check that any third party disposing of their waste is a Registered Waste Carrier and has the appropriate licence. This link has also been shared with Town and Parish Councils as part of the regular Environment newsletter.
- 3.20 **Recommendation 7:** Where success appears to have been achieved following the mobile 'Do Not Litter' signs being 'in situ' in what were persistent



hot spots of discarded litter, consideration might be given to a permanent sign being put in their place outlining the penalties if littering occurs. It would require Highways involvement and an opportunity to explore joint working with the County Council should be pursued.

- 3.21 **Response 7:** The provision of permanent litter signage is something that will be discussed with Essex County Council as the highway authority, as their permission will be required. However, evidence suggests that permanent signage does not have the same impact as mobile signage, as people get used to seeing them and become 'blind' to the message being conveyed. There are costs associated with installing and maintaining permanent signage and careful consideration will need to be given to any added value that could be achieved from permanent signage -v- mobile signage in terms of a positive change in public behaviour on littering. Any budget implications will be considered as part of the Council's annual budget review process.
- 3.22 **Recommendation 8:** The Operations Team to explore further opportunities to support community groups and Parish Councils with procurement of equipment to aid their litter collection and gathering evidence of littering and fly tipping. Signposting of grant funding availability and other opportunities would continue to be explored.
- 3.23 **Response 8:** The Council has a long-established arrangement with Parish Councils through its annual Street Scene Agreements whereby they undertake to carry out street cleaning activities at a local level to complement the Council's own programme of work. Members will be aware that one off funding was allocated in 2023/24 to maintain these arrangements. However, the current funding will be reduced from 2024/25 and early communication will take place with Parish Councils well ahead of them setting their annual precept. The Council also supports local community groups and its Green Heart Champions (volunteers) who play an invaluable role in helping to keep the district looking clean, tidy and well maintained by undertaking ad-hoc litter-picks and clean ups.
- 3.24 **Recommendation 9:** That the Portfolio Holder liaises with the Local Government Association to lobby the Secretary of State to look at imposing much greater fines to act as a real deterrent for both dropping litter and fly-tipping, so that it truly reflects the environmental crime that it is and identifies the perpetrators of the offence. Cabinet to review the fines they charge and the success achieved in payment of the fines, alongside consideration of whether the framework also requires review.
- 3.25 **Response 9:** On 27<sup>th</sup> March 2023, the Government launched a new Anti-Social Behaviour Action Plan that aims to establish a zero-tolerance approach to all forms of anti-social behaviour (ASB). This includes giving local authorities the tools they need to discourage ASB, including a greater focus on "immediate justice", with out-of-court orders requiring offenders in hi-vis jackets to repair the damage they cause, do unpaid work or litter picking. In addition, it includes proposals to change legislation to enable higher on-the-spot fines for littering, graffiti and fly-tipping. The Action Plan was subject to

public consultation (which closed on 22 May 2023) which the Council responded to as part of the Safer Essex Partnership. The Portfolio Holder or Cabinet will be asked to consider and adopt the changes in powers and legislation including higher fines once they are enacted and become law.

3.26 The recommendations set out in this report will help the Council to deliver the following Corporate Objectives:

- Create a sustainable environment and a great place to live, work and play;
- To continue to investigate and enforce littering to help keep the District clean and tidy; and
- To educate young people about the issues surrounding litter, to encourage them to make positive waste disposal choices, and to inspire them to engage their communities in anti-litter activities.

#### **4. Consultation**

4.1 The response to the recommendations set out in this report have been shared and communicated with officers in Operations and Comms and Marketing who are responsible for delivering litter management.

#### **5. Options**

5.1 **Option 1: (Recommended)** That Cabinet accepts the responses to the recommendations of the scrutiny review as set out in this report. This is considered the most deliverable option within the confines of the current budget and resources linked to litter management and offers best value for the community and businesses.

5.2 **Option 2:** That Cabinet accepts some or none of responses to the recommendations as set out within this report. This is not considered the preferred approach as it does not deliver the outcomes for the community and businesses within the resources available.

#### **6. Next Steps**

6.1 If the responses to the recommendations are approved, the Council will deliver the agreed actions as set out in this report, subject to funding where required (see Section 7).

#### **7. Financial Implications**

7.1 Many of the recommendations and responses in this report require officers' time which is already funded within base budgets. However, where additional funding is required for initiatives, for example, for new recycling litter bins, litter signage, and anti-litter and educational campaigns, this will

need to be considered as part of the Council's annual budget setting process.

## **8. Legal Implications**

- 8.1 Section 89(1) of the Environmental Protection Act 1990 places a duty on Local Authorities to ensure that their land (or land for which they are responsible) is, so far as is practicable, kept clear of litter and refuse. The recommendations set out within this report will continue to support the Council in meeting this statutory obligation.

## **9. Other Implications**

- 9.1 There are no other implications arising from this report.

## **10. Equality and Diversity Implications**

- 10.1 Section 149 of the Equality Act 2010 creates the public sector equality duty which requires that when the Council makes decisions it must have regard to the need to:
- (a) Eliminate unlawful discrimination, harassment and victimisation and other behaviour prohibited by the Act;
  - (b) Advance equality of opportunity between people who share a protected characteristic and those who do not; and
  - (c) Foster good relations between people who share a protected characteristic and those who do not including tackling prejudice and promoting understanding.
- 10.2 The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation. The Act states that 'marriage and civil partnership' is not a relevant protected characteristic for (b) or (c) although it is relevant for (a).
- 10.3 There are no equalities impacts arising from this report.

<b>Report Title:</b> Scrutiny Review on Markets and Associated Events within the District	
<b>Report to:</b> Cabinet	
<b>Date:</b> 10 <sup>th</sup> July 2023	<b>For:</b> Decision
<b>Key Decision:</b> No	<b>Decision Planner Ref No:</b> DP/2023/29
<b>Report Presented by:</b> Councillor Frankie Ricci, Cabinet Member for Economic Growth and Inward Investment	
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**1. Purpose of the Report**

- 1.1 This report is to consider the Cabinet’s response to the Community Development Scrutiny Committee’s (the Committee) review into Markets and Associated Events within the Braintree District.

**2. Recommendations**

- 2.1 To approve the responses of Cabinet as set out in section 3 of this report.

**3. Summary of Issues**

- 3.1 During 2022/23, the Committee conducted a review into markets and associated events within the Braintree District and received evidence from a variety of officers involved in the delivery of markets and associated events including those from Operations, Economic Development and Communications. Officers provided presentations and answered questions from the Committee. The Committee was also attended by Councillor Tom Cunningham and one of the regular traders on the street market who were able to answer questions and provide the benefit of their experience.
- 3.2 On 13<sup>th</sup> March 2023, the Cabinet received a report from the Community Development Scrutiny Committee following the conclusion of their review into Markets and Associated Events within the Braintree District 2022/23. This report sets out the Cabinet Response to the ten recommendations made by that review.
- 3.3 **Recommendation 1** - The market industry is a significant employer at a local level. It is suggested that Braintree District Council run a marketing campaign in an attempt to encourage and recruit traders and actively promote the market industry at their annual Job and Skills Fair. It is suggested that the Council consult with the National Association of British

Market Authorities for information and/or potential participation in this respect.

- 3.4 **Response 1** - The Council is committed to supporting residents into jobs and opportunities and this includes encouraging residents or small businesses who wish to, to trial having a stall at the market or the street market. The Council held its annual jobs fair on the 18<sup>th</sup> March 2023 and included information and advice for those looking to trade on the market. In addition, posters and advertising material have been produced to encourage residents and businesses to sign up and these were distributed to Parishes in the District. The Council has also and will continue to undertake social media and print media advertising as appropriate.
- 3.5 **Recommendation 2** – In order to encourage new traders, it is suggested that the Council display links on the Council’s website to the organisations associated with markets such as the National Market Traders Federation, the National Association of British Market Authorities and the Farm Retail Association.
- 3.6 **Response 2** - The IT team have agreed that links and logos for those organisations could be placed on the website for those interested to access and find out more. Any potential traders who contact the market team and are keen for more information or advice are also referred to these organisations.
- 3.7 **Recommendation 3** – Whilst footfall measurement has occurred in the past, it is suggested that the Council considers other methods of footfall measurement if it becomes available at a reasonable cost. The Council has a business tenant who is currently developing a piece of software for this purpose and the committee would encourage participation in a trial, should it come to fruition. The Council may also wish to explore the company Springboard; a UK based MRI software company and provider of footfall counting and artificial intelligence (AI)-powered analytics to government bodies.
- 3.8 **Response 3** - The Council has in the past had a contract with Springboard to deliver footfall monitoring in the town centre. Whilst this was interesting data it was felt that the cost of this, in excess of £10,000 a year, did not justify the outcomes which were being received. In addition, the way of counting (counting the number of people who broke an invisible laser) was not always accurate and especially on market days, if stalls or other equipment were placed in the line of sight then figures were not accurate. The Council has had no further contact from the businesses who were looking to trail a new system for counting pedestrians and so have been unable to progress.
- 3.9 **Recommendation 4** – Whilst the virtual market was successful during the pandemic 2020, there is still reference to this on the Market Trader Application Form on the Council’s website. It is recommended that all reference to the virtual market is now removed as it has ceased to be an available option.

- 3.10 **Response 4** – The virtual market was used as a tool to help market traders and businesses reach customers when the markets were not able to be run. The virtual market was a specific reaction to the covid 19 pandemic at the time. Having said that there are other circumstances where we may wish to hold a virtual market, for example due to very bad weather or an inaccessible High Street. As such officers consider that it might be favourable to leave this in place, so that the virtual markets could be quickly stood up again if needed.
- 3.11 **Recommendation 5** – There has been a lack of transport for customers to commute to and from Braintree Shopping Village since 2019. It is suggested that this is sought to be resolved at the earliest opportunity, particularly on market days, to benefit customers exploring both areas.
- 3.12 **Response 5** – The issue of bus transport between the town centre and Braintree village is currently under discussion through the Braintree Village consultative committee which includes BDC, ECC and the operators of the centre and will be reported to members in due course. In the meantime, bus route 38/38A travels between Witham, Braintree Village, Braintree town and Halstead approximately once an hour Monday – Saturday. The train also travels between Braintree and the Braintree Freeport at a cost of £2.80 return off peak, this runs seven days a week approximately once an hour.
- 3.13 **Recommendation 6** - It was suggested that Braintree District Council reach out to smaller businesses and the Committee is pleased to see that officers responded to this with their social media channels. Many businesses may not have considered that a street market, together with associated social media and other media coverage, may benefit their business. It is recommended that businesses, in particular small businesses (smaller makers) throughout the entire Braintree District, which produce a product/goods or services, and which could conceivably be advertised and/or sold in a street market, should be contacted with a view to offering a ‘taster’ day, to include the potential provision of a pop-up stall. This could perhaps include local charities to add variety.
- 3.14 **Response 6** - Whilst the Council does not have the contact details of all businesses in the District which are able to be used in this way, officers are working on a comms campaign to encourage businesses or individuals to use the market. This includes social media posts, posters, business newsletter and contact with our Parish Councils to help spread the word.
- 3.15 The Council has a supply of pop-up stalls and gazebos to rent on a street market day. They are not available on a traditional market day to the resource and logistical requirements to get these units into town and set up. The pop-up stalls are available at only £11 per street market so they are a very affordable options for those who wish to try a market for the first time.
- 3.16 Charity Stalls are available on both the traditional and street market and special rates are available. This year the community Christmas event specifically invited a range of community groups and charities to attend, and

many did, helping to provide the community field. Broadband providers, Essex County Council and Braintree District Council consultations have also attended on a regular basis. However, a variety of stallholders must be maintained in order to attract customers.

- 3.17 **Recommendation 7** - To explore the possibility of Braintree District Council offering Parish Councils social media and communications IT training to support and encourage the sharing of Braintree District Council's content regarding markets and events with their residents through their own social media activities.
- 3.18 **Response 7** – The communications team will offer virtual training sessions to parish councils on how to share Braintree District Council content across various social media platforms in the near future. We continue to utilise our bi-weekly parish council email newsletter to share updates on district-wide events and information.
- 3.19 **Recommendation 8** - It is noted that the National Markets Trader Federation Young Traders Market competition for young entrepreneurs aged 16 – 30 years had a participant from the Braintree District. The East of England regional final was hosted by West Suffolk Council in Bury St. Edmunds in July 2022. It is recommended that Braintree encourage traders to participate and apply to host next year.
- 3.20 **Response 8** –The opportunity for trading on the markets was promoted at our Braintree Jobs Fair in March.
- 3.21 The young market trader regional events for 2023 have already been set with Bury St Edmunds hosting in July. These events tend to happen in larger areas, with large markets, for example Leeds, Belfast and Wolverhampton as such it is not known whether Braintree would be suitable location for a future event. Officers will however enquire with the National Market Traders Federation as to the possibility.
- 3.22 **Recommendation 9** - That the Council runs a public consultation to find out what is important to customers such as the opening hours, how residents use the markets and how the Council can support more people to become traders, what additional facilities and support traders might need to improve their trading conditions and increase income. To also understand support for sustainability; such as use of less plastic and increased recycling, what range of products they would hope to see and the views from young people and start-ups.
- 3.23 That the Council then go forward to create a Markets and Events Strategy to provide a vision for the future and strong framework. This would benefit the Council's operations team, traders and customers. It could include a local plan for each market and propose a series of activities to ensure that the markets thrive during the lifetime of the strategy and beyond.

- 3.24 **Response 9** – Officers will consider the development of a Markets and Events Strategy as part of a wider discussion on the long-term vision and future of the markets and how we can continue to enhance the customer experience, whilst ensuring the markets add value to the economic, social and culture of our town centres. A public consultation could be held to get the public views on a variety of themes associated with the markets as part of the development of any strategy. It is recognised that feedback will be helpful in setting the future direction of the market service however, this is subject to what further investment both in time and funding may be required.
- 3.25 **Recommendation 10** - The Council run a regular focussed periodic review to keep in touch with the needs of customers, traders, residents and business and to assess the level of satisfaction and aspired changes and adaptations to this service
- 3.26 **Response 10** – The Council seeks informal trader feedback after each event via email and via the staff which are in attendance each day. These help to provide feedback on any issues or positives which happened on the day and allow action to be taken in advance of the next market. A more formal survey of traders also takes place at the end of each year. Customer surveys do not currently take place, but this will be considered as part of the future of the markets and town centre work which is set out in response to recommendation 9.
- 3.27 The recommendations set out in this report will help the Council to deliver the following Corporate Objectives:
- A prosperous district that attracts business growth and provides high quality employment opportunities;
  - Residents live well in healthy and resilient communities where residents feel supported; and
  - A high performing organisation that delivers excellent and value for money services.

#### **4. Consultation**

- 4.1 The response to the recommendations set out in this report have been subject to consultation with the officers who are responsible for delivering markets and events.

#### **5. Options**

- 5.1 Option 1 – That Cabinet accept the responses to the recommendations of the scrutiny review as set out in this report. This is considered the most deliverable option, within the confines of the current budget and resources linked to markets and events, which delivers the best value for the community and businesses.
- 5.2 Option 2 – That Cabinet accept some or none of responses to the recommendations as set out within this report. This is not considered the



preferred approach has it does not deliver the outcomes for the community and businesses within the resources available.

## **6. Next Steps**

- 6.1 If the response to the recommendations set out within this report are approved, the Council will deliver the actions set out within the recommendations.

## **7. Financial Implications**

- 7.1 The recommended responses to the scrutiny review are deliverable within existing budget and resources. However, the market strategy and survey work would require additional funding if they were to be taken forward and for which a budget growth bid would be required.

## **8. Legal Implications**

- 8.1 There are no legal implications arising from this report.

## **9. Other Implications**

- 9.1 None.

## **10. Equality and Diversity Implications**

- 10.1 Section 149 of the Equality Act 2010 creates the public sector equality duty which requires that when the Council makes decisions it must have regard to the need to:

- (a) Eliminate unlawful discrimination, harassment and victimisation and other behaviour prohibited by the Act;
- (b) Advance equality of opportunity between people who share a protected characteristic and those who do not; and
- (c) Foster good relations between people who share a protected characteristic and those who do not including tackling prejudice and promoting understanding.

- 10.2 The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation. The Act states that 'marriage and civil partnership' is not a relevant protected characteristic for (b) or (c) although it is relevant for (a).

- 10.3 There are no equalities impacts arising from this report.