

Cabinet AGENDA

Monday, 13th July 2020 at 7.15pm

In accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, this meeting will be held via Zoom and by the Council's YouTube channel – Braintree District Council Committees.

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>

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

Membership:-

Portfolio

Overall Vision and Strategic Direction	Councillor G Butland (Leader of the Council)
Economic Development and Infrastructure	Councillor T Cunningham (Deputy Leader of the Council)
Communities, Culture and Tourism	Councillor F Ricci
Corporate Transformation	Councillor J McKee
Environment and Place	Councillor Mrs W Schmitt
Finance and Performance Management	Councillor D Bebb
Health and Wellbeing	Councillor P Tattersley
Homes	Councillor K Bowers
Planning	Councillor Mrs G Spray

Invitees

Representatives of the Green Party and Independent Group, Halstead Residents Association and Labour Group.

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 by 3pm on the day of the meeting.

A WRIGHT
Chief Executive

INFORMATION FOR MEMBERS - DECLARATIONS OF INTERESTS

Declarations of Disclosable Pecuniary Interest, Other Pecuniary Interest or Non-Pecuniary Interest

Any member with a Disclosable Pecuniary Interest, other Pecuniary Interest or Non-Pecuniary Interest 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 Disclosable Pecuniary Interest or other Pecuniary Interest 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.

Question Time

In response to Coronavirus the Council has implemented new procedures for public question time.

The Agenda allows for a period of up to 30 minutes when members of the public can speak. Members of the public wishing to speak are requested to register by contacting the Governance and Members Team on 01376 552525 or email governance@braintree.gov.uk by midday on the working day before the day of the Committee meeting. For example, if the Committee Meeting is due to be held on a Tuesday, the registration deadline is midday on Monday, (where there is a bank holiday Monday you will need to register by midday on the previous Friday).

The Council reserves the right to decline any requests to register if they are received after this time.

Registered participants must submit their written questions/statements no later than 9am on the day of the meeting by emailing them to governance@braintree.gov.uk

Participation will be via the submission of a written question or statement which will be read out by the Chairman or an Officer during the meeting. All written questions or statements should be concise and should be able to be read within the 3 minutes allotted for each question/statement. The question/statement will be published on the Council's website. The Council reserves the right to remove any defamatory comment in the submitted question/statement.

Documents

Agendas, reports and minutes for all the Council's public meetings can be accessed via www.braintree.gov.uk

We welcome comments from members of the public to make our services as efficient and effective as possible. If you have any suggestions regarding the meeting you have attended you can send these via governance@braintree.gov.uk

AGENDA

No	Title and Purpose of Report	Pages
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 Cabinet held on 28 th May 2020 (copy previously circulated).	
4	Public Question Time (See paragraph above)	
5	OVERALL CORPORATE STRATEGY & DIRECTION	
5a	Annual Plan 2020-21	5 - 15
5b	North Essex Garden Communities Ltd <i>Report to follow</i>	
6	FINANCE & PERFORMANCE MANAGEMENT	
6a	Fusion Monetary Relief for May, June, July and August 2020	16 - 26
6b	Fourth Quarter and Annual Performance Management Report 2019-20	27 - 61
7	ENVIRONMENT & PLACE	
7a	Progress report on the work undertaken so far by the Climate Change Working Group and a revised schedule for production of the Strategy	62 - 69

8 PLANNING

8a	Open Spaces Supplementary Planning Document Open Spaces Action Plan	70 - 120
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Annual Plan 2020/21		Agenda No: 5a
Portfolio	Overall Strategy and Direction	
Corporate Outcome:	Delivering better outcomes for residents and businesses and reducing costs to taxpayers	
Report presented by:	Councillor Graham Butland, Leader of the Council	
Report prepared by:	Andy Wright, Chief Executive	
Background Papers: Annual Plan 2020/21		Public Report
		Key Decision: Yes
Executive Summary:		
<p>The Annual Plan sets out our actions and performance targets for 2020/21. These actions and targets will support the new Corporate Strategy 2020 - 2024, agreed in April 2020. The actions and performance measures are aligned to each of our corporate strategy themes:</p> <ul style="list-style-type: none">• Connecting People and Places• Enhancing our Environment• Supporting our Communities• Promoting Prosperity• Delivering and Innovating <p>The Annual Plan 2020/21 was developed before the coronavirus pandemic and amended during the period where the restrictions on the lives and workings of the district were most strict. A number of the actions reflect how we will be supporting our residents, communities and businesses through recovery.</p> <p>Progress made against these actions and targets will be reported to Cabinet quarterly although the first quarter report will focus on how the Council has adapted and responded to the pandemic with full reporting against the Annual Plan commencing in the second quarter.</p>		
Recommended Decision:		
To approve the Annual Plan 2020/21.		
Purpose of Decision:		
To agree the Council's key priorities and actions for 2020/21.		

Any Corporate implications in relation to the following should be explained in detail

Financial:	The projects in the Annual Plan have been considered as part of the annual budget setting process and budgets were approved in February 2020. Each project will have its own budget which will be monitored as part of the project management process. Budget issues will also be reviewed as part of the quarterly reporting process.
Legal:	As part of the project management process for each project, there will be an assessment of the legal implications.
Safeguarding	Any safeguarding concerns will be assessed in the planning for each project.
Equalities/Diversity	An equalities impact assessment will be completed for each relevant project.
Customer Impact:	Customer Impact will be considered in the planning for each project.
Environment and Climate Change:	The Enhancing our Environment priorities have a number of actions which seek to protect our environment. The development of a revised Climate Change Strategy will help to focus the Council's priorities to support the delivery of our 2030 targets.
Consultation/Community Engagement:	Consultation has been carried out as part of the development of the new Corporate Strategy 2020-2024 to develop the new priorities reported on in the Annual Plan. Individual projects will include consultation and community engagement where required.
Risks:	If the annual plan priorities are not endorsed, then there will be no basis for a work programme to deliver the new corporate priorities. Risk assessments are carried out as part of the project planning and business planning process. These are considered at a service level and at a management board level. Portfolio holders will also consider strategic risks which may arise from or affect the delivery of the annual plan priorities and performance targets.
Officer Contact:	Tracey Headford
Designation:	Business Solutions Manager
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ANNUAL PLAN

OUR PLANS FOR THE
DISTRICT IN 2020/2021

WELCOME

Welcome to Braintree District Council's Annual Plan for 2020/2021

In April, we published our new corporate strategy which sets out our priorities from now up until 2024. It set out our direction of travel and it was created with the help of our residents and businesses. Throughout our Annual Plan, you will see how we plan to deliver the priorities in our corporate strategy and how we will measure success.

All of the projects in our Annual Plan are linked in to our priorities:

- Connecting People and Places
- Enhancing Our Environment
- Supporting Our Communities
- Promoting Prosperity
- Delivering and Innovating

It is important to state the context which sits behind this Annual Plan. Over recent years we have used the word 'unprecedented' many times when talking about the way local government funding has changed. For many years we have been working hard to meet the challenges which came with preparing for the revenue support grant from central government reducing gradually to zero. Then, just as that challenge was about to be met, the Coronavirus (COVID19) pandemic came and provided an even greater task for us, our communities, the way we work, what support our residents and businesses need from us.

We developed this plan before the pandemic and amended it during the period where the restrictions on the lives and workings of the district were most strict, so we are very aware that the needs of our community have changed and are likely to continue to change. Never has it been so important to support our residents and our businesses, but we also want to harness the good that has come out of the pandemic. We have seen effective partnership working, a strong community spirit and an army of volunteers who have been there to help us help the most vulnerable when they needed it the most. The growing community spirit offers hope and opportunities for a bright future and ties in with much of our 'supporting our communities' work.


There are some big and exciting projects in our district this year too. We continue with our £100million plus investment in the district as part of our Health, Homes, Journeys and Jobs agenda. Over the next 12 months we will meet significant milestone in some of our key projects such as the Victoria Square development, the town centre pedestrianisation in Braintree and the Horizon 120 Business & Innovation Park in Great Notley. These projects will be vital to showcase our district and the opportunities within.

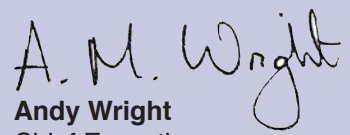
As well as the big projects there are also many smaller projects ongoing in our communities which will have a big impact projects such as making the entrance of

Witham Town Park more attractive and inviting, upgrading CCTV and improving the sports facilities in our leisure centres so we can all lead healthier lives.

This is all set against a global challenge. Like many other local authorities, we have declared a climate emergency. We are working hard to reduce our own carbon emissions and we are working with partners and local communities to tackle the impact of climate change. We want to look at various issues we can change for the better such as our resources, our energy use, sustainable planning and development, transport, our council assets and the natural environment.

Take a look through our Annual Plan - the work throughout shows a commitment to making the Braintree District a strong, healthy, well-connected, innovative, sustainable place to live, work and enjoy.


Councillor Graham Butland
Leader of Braintree District Council


Andy Wright
Chief Executive

CONNECTING PEOPLE AND PLACES

OUR PRIORITIES

- Grow the district in the right way supported by the required services
- Develop our infrastructure leading to improved journeys in and across the district
- Deliver good quality affordable homes for local people
- Create thriving town centres for everyone to enjoy
- Improve the districts' digital connectivity and harness innovation in technology to meet future digital needs

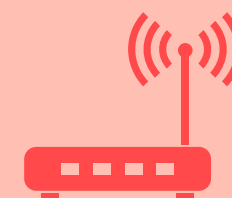
IN 2020/21

We will:

- Develop the Braintree District Local Plan and provide a vision for the future growth of the district
- Complete the pedestrianisation of Braintree Town Centre improving the attractiveness of the area and creating a safer and healthier environment
- Progress construction of the Victoria Square development creating a vibrant hub for the Braintree town centre
- Continue to work on the redevelopment of the entrance of Witham Town Park providing greater accessibility and improved public realm
- Enable the delivery of 150 affordable homes across the district
- Support our town centres to open for business safely and recover from the impact of the Covid-19 pandemic

Working with others we will:

- Invest in resource and connectivity to support business growth and expansion including the planning and delivery of highway schemes across the district
- Continue to support and monitor Superfast Essex in the delivery of Superfast Broadband across the district
- Continue to support NHS England to improve health facilities across the district
- Support our residents and businesses to develop the skills needed to support the economy





ENHANCING OUR ENVIRONMENT

OUR PRIORITIES

- Develop and drive our Climate Change Strategy forward:
 - Working towards our target of making the Council's services carbon neutral as far as practical by 2030
 - Supporting the district to reduce waste, energy consumption, carbon emissions and pollution
 - Supporting Council services, residents and businesses to adapt to climate change impacts
- Ensure our district is well maintained with high quality parks and green spaces

IN 2020/21

We will:

- Carry out improvements to our recreational open spaces including the provision of all-inclusive play facilities for young people to enjoy
- Investigate the provision of an eco-friendly woodland alternative to traditional burials at Braintree Cemetery in London Road
- Create gardens of remembrance at some of our cemeteries providing peaceful environments for families to visit
- Protect further areas of public open space against unauthorised encampments
- Respond to requirements from the Environment Bill in relation to waste and resources efficiency whilst supporting our climate change objectives
- Research and trial alternative fuel vehicles for some of our front line services
- Raise awareness of duty of care and fines in relation to litter and waste offences through targeted campaigns

Working with others we will:

- Trial anti-littering signage along some of our strategic routes across the district to discourage roadside littering.
- Review and update the Climate Change Local Strategy for the next four years focusing on the areas below to support the delivery of our 2030 targets through the Climate Change Working Group.
 - Resources
 - Energy Use
 - Planning and Development
 - Transport
 - Council Assets and Operations
 - Natural Environment
 - Adapting to climate change





SUPPORTING OUR COMMUNITIES

OUR PRIORITIES

- Build on the strengths of our communities and what they can do to support themselves and help each other
- Help people to make positive lifestyle choices, increasing their physical and emotional wellbeing
- Focus on prevention and early intervention so residents can lead independent and active lives
- Provide support and protection to our most vulnerable residents, their families and carers
- Support and inspire young people to raise their aspirations and reach their full potential

IN 2020/21

We will:

- Improve the sport facilities at Braintree Sports and Leisure Centre, creating high quality amenities for the community to use
- Provide a new footpath and resurface the rear of Rivenhall village hall to improve accessibility to a much used community building
- Upgrade the CCTV in Halstead and Braintree using new technology to improve the effectiveness of the systems
- Commence development of the 3G pitch at Halstead Leisure Centre

Working with others we will:

- Continue with Livewell Child initiatives to support families to live healthier lives and become more active
- Improve awareness of mental health services, identifying gaps in service provision and potential opportunities for partnership working
- Work with communities to influence the planning of the area in which they live through the development of local neighbourhood plans
- Reduce the number of rough sleepers across the district by developing a range of support services
- Continue to develop a range of initiatives to address social isolation and loneliness across the district
- Continue to work with Community 360 to support volunteers across the district harnessing the energy of new volunteers
- Provide support and assistance to the most vulnerable people across our district in response to Covid-19 through the Community Hub
- Support our communities and local organisations to respond to issues that have emerged from the Covid-19 pandemic increasing long term strength and resilience



PROMOTING PROSPERITY

OUR PRIORITIES

- Make use of the competitive advantage of our location to attract new business
- Support the growth of key employment sectors
- Enable businesses to thrive with access to business support and key networks
- Ensure skills and training provision is aligned to meet the needs of the local economy now and in the future
- Develop our culture and heritage offer in shaping opportunities for tourism and investment

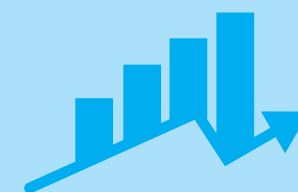
IN 2020/21

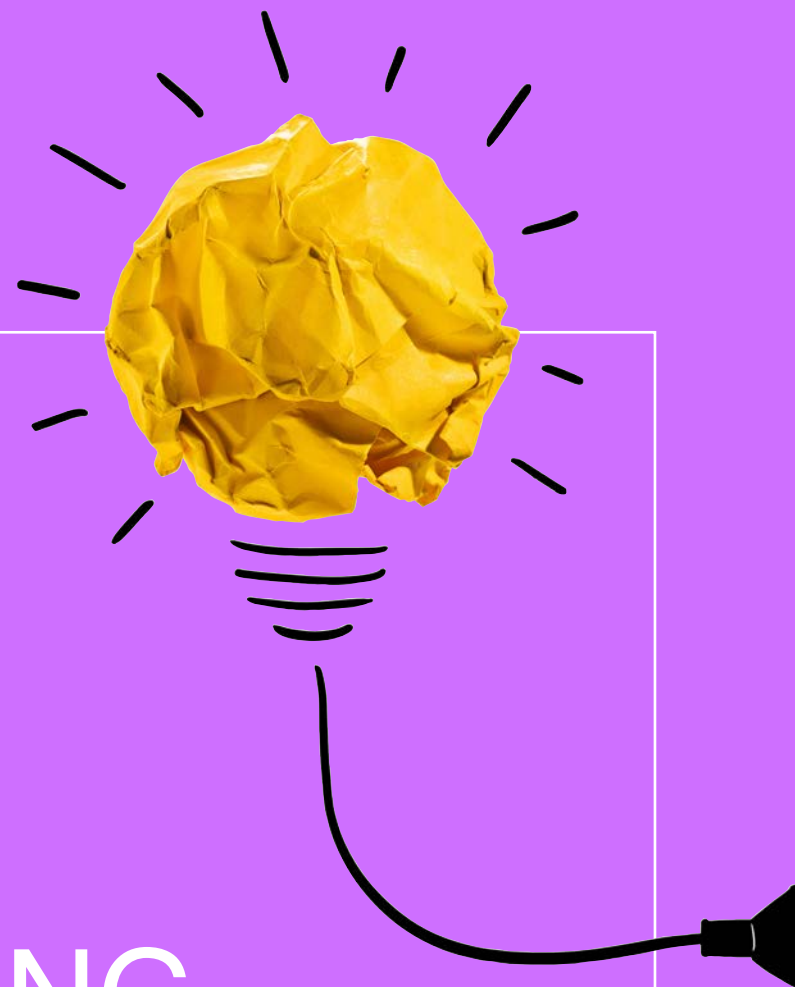
We will:

- Commence construction of the Horizon 120 Business and Innovation Park
- Commence the build of the I-Construct Innovation in Construction Hub at the Braintree Enterprise Centre
- Carry out restoration works to the Bocking Windmill to preserve the building for future generations to enjoy
- Raise the profile of the Braintree District as a place to do business
- Provide business and employment support and advice for those affected by the Covid-19 pandemic
- Minimise the barriers to economic growth and support the needs of businesses to start up, innovate and grow.
- Continue to work with businesses to make physical improvements to industrial areas in the district

Working with others we will:

- Help to strengthen economic recovery across the district working towards the shared vision in the North Essex Economic Strategy
- Identify education and retraining programmes and actively promote these enabling access new work opportunities
- Maximise opportunities for businesses in the district to access grant funding





DELIVERING AND INNOVATING

OUR PRIORITIES

- Listen to our residents and businesses more and use this information to improve our services
- Involve communities in the design, development and delivery of services
- Build strong, effective partnerships across the public, private, voluntary and community sector taking a place based approach to achieve more for the district
- Modernise the way we work to ensure we continue to deliver high quality services
- Consider new ways to generate income achieving financial self-sufficiency

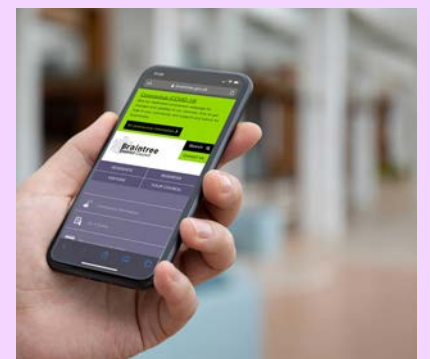
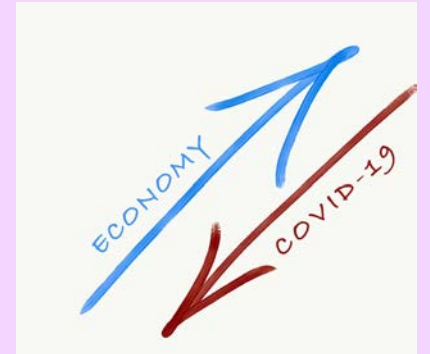
IN 2020/21

We will:

- Address the challenges of reduced income from Government funding and as a result of Covid-19, by working collectively across the organisation to reduce costs and improve services without impacting on service delivery by being efficient, effective and commercially focussed.
- Address the challenges and recognise the opportunities of the changing work environment as a result of Covid-19 for the whole organisation including steering staff and members through the recovery journey
- Upgrade our website to comply with the web accessibility regulations enabling residents, visitors and businesses to transact with us easily
- Review our Asset Management Strategy to ensure Council assets are fit for purpose, managed effectively and provide a valuable income stream for the Council
- Use customer information and feedback to improve services ensuring they remain customer friendly whilst working towards retaining the customer service excellence standard for the authority
- Continue to develop relationships with Town and Parish Councils

Working with others we will:

- Consider and determine the future approach of our leisure services
- Look to develop health priorities in various localities within the district in partnership with the newly formed NHS Primary Care Networks
- Continue to improve health and wellbeing across the district through our work with Health and Wellbeing partners
- Continue to protect local communities and tackle priority problems with the Community Safety Partnership

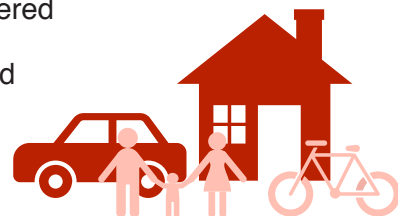


MEASURING SUCCESS

In addition to the projects and actions described in this annual plan, we also measure these indicators which focus on some of our broader priorities

CONNECTING PEOPLE AND PLACES

- Number of affordable homes delivered
- Percentage of superfast broadband coverage across the district
- Number of homes granted planning permission



ENHANCING OUR ENVIRONMENT

- Percentage of household waste sent for reuse, recycling and composting
- Kilograms of residual household waste collected per household
- The percentage of land that falls below cleanliness standards for litter
- The percentage of accessible non-hazardous fly tips on public land cleared within 24 hours of being reported
- Number of residents assisted in installing energy saving measures

The Climate Change Strategy will be developed in 2020/21 and will look at measures to be included in future Annual Plans. It should be noted that official national measures of CO₂ emissions are not available for up to 2 years, so there will need to be some short term measures identified to help evaluate the effectiveness of projects and actions.



SUPPORTING OUR COMMUNITIES

- Average waiting time for applicants on the Disabled Facilities Grant (calculated in days from point of referral to approval)
- Participation levels across all our sports centres
- Percentage of adults being active for 150 minutes per week
- Number of customers using our Handyman scheme
- Number of homelessness cases prevented
- Number of Neighbourhood plans underway or completed
- Number of vulnerable people assisted through Essex Welfare Services and the Community Hub



PROMOTING PROSPERITY

- Percentage of people in the district claiming out of work benefits rate (aged 16 -64)
- Number of new business startups across the district
- Number of businesses that have contacted us for business support
- Number of business grants processed
- Amount of business grants paid out



DELIVERING AND INNOVATING

- Average call answer time in the Customer Service Centre
- Percentage of invoices paid within 30 days of receipt
- Number of people transacting with us on line
- Time taken to process housing benefit/council tax benefit new claims
- Time taken to process housing benefit claim changes
- Percentage of stage 1 complaints responded to within 7 working days
- Collection rate for Council Tax
- Collection rate for Business Rates
- Customer Satisfaction with the Council



COMMENTS AND FEEDBACK

We always welcome comments, suggestions and feedback (critical or otherwise) on our plans and improvements and in the way that we write our documents and communicate them.

You can e-mail our Customer Service Centre at **csc@braintree.gov.uk**

You can drop written comments off at one of our main offices:

Braintree – Causeway House, **Halstead** Library or **Witham** Library

You can telephone our Customer Service Centre on **01376 552525**.

You can speak to your local Councillor who will be able to pass your comments back if you wish. Contact details for your Councillor can be found on our website: **www.braintree.gov.uk**

If you require this booklet in an alternative format, please call 01376 552525

Fusion Monetary Relief for May, June, July and August 2020		Agenda No: 6a
Portfolio Finance and Performance Management Corporate Outcome: A high performing organisation that delivers excellent and value for money services Report presented by: Councillor David Bebb, Cabinet Member for Finance & Performance Management Report prepared by: James Sinclair, Commercial Manager		
Background Papers:		Public Report
Letter from Fusion with Further Request for Relief Chief Executive Decision DDN007		Key Decision: Yes
Executive Summary: Following the decision taken by the Chief Executive under the urgency powers on 4 May 2020, Braintree District Council (the Council) provided monetary relief to Fusion in the sum of £55.8k to support the leisure centre for costs incurred during April 2020. On 14 June 2020, the Council received a further request from Fusion (a copy of this letter is provided as a background paper), that the Council provide additional monetary relief for costs incurred during May and June 2020. In line with the April agreed relief, Fusion have requested, monetary relief in the sum of £111.6k (£55.8k per month) for continued support of the leisure centres during May and June 2020. This sum consists of the following (figures exclude VAT where applicable): <ul style="list-style-type: none"> • Waiver of the management fee due to the Council for May and June totalling £32.2k (£16.1k per month); • A grant of £75.8 k (£37.9k per month) towards the residual costs to be paid by the Council; and • A Waiver of £3.6k (1.8k per month) against the outstanding PV Panel Recharge owed by Fusion to the Council. <p>The Government announced on 23 June 2020 that indoor gyms will remain closed. At the time of writing this report it is unclear when leisure centres will be allowed to reopen. This is a fast moving situation and therefore a verbal update will be given on the current situation at the meeting. However, if the leisure centres are unable to reopen in the near future it is expected that the Council will receive further requests from Fusion for monetary relief against the costs incurred during July and August 2020.</p>		

The monetary relief provided by the Council for April was conditional on Fusion working with Local Partnerships, to enable an open book assessment of Fusions' financial position, to ensure all available government relief had been taken, whether there was a need for continued support and Fusion's financial outlook.

Due to significant discussions around the Non-Disclosure Agreement between Fusion and Local Partnerships, this work has only just commenced. The Council therefore do not currently have the information it requested and have had no ability to consider Fusions financial position outside of the discussion held with Fusion directly.

If the Council were to wait until this information is provided this would result in any decision to provide additional monetary relief to Fusion being delayed until the next Cabinet meeting in September 2020. This would put an additional financial strain on Fusion.

Recommended Decision:

Cabinet is recommended to:

1. Note the position relating to the leisure industry during the covid-19 pandemic;
2. Approve the payment of £111.6k (£55.8 per month) by way of additional monetary relief to Fusion for support of the leisure centres during May and June 2020; and
3. To delegate authority to the Cabinet Member for Finance and Performance Management in consultation with the Section 151 Officer and the Cabinet Member for Health and Wellbeing to determine whether to provide monetary relief up to the sum of £111.6k (£55.8k per month) for support of the leisure centres for July and August 2020, upon receipt of a request from Fusion, if:
 - a. There is confidence following the analysis undertaken by Local Partnerships that the funding is required, all other relief options have been explored by Fusion and the organisation is viable; and
 - b. This relief and the offer of Local Partnership involvement is offered in full mitigation of the impact on Fusion of Covid-19 for the months of May - August 2020.

Purpose of Decision:

- To enable leisure provision to continue within the Braintree District with a minimal level of disruption; and
- Support our leisure provider in line with guidance provided by the LGA

Any Corporate implications in relation to the following should be explained in detail.

Financial & Resource:	<p>Support to Fusion for April consisted of a payment of £37.9k and agreement to forego the management fee and PV Panel recharge totalling £17.8k.</p> <p>Fusion has now requested the same level of support for May and June, in the sum of £111.6k, which will take the total amount of support provided to Fusion by the Council for the year to-date to £167.4k. The Council are expecting a further request for monetary relief from Fusion for July and August 2020.</p> <p>Balances of sundry invoices for 2019/20 management fees and PV panel recharges totalling £144.3k are currently outstanding from Fusion.</p> <p>The Council will continue to work with Fusion and the Local Partnerships to determine a way forward during the current restrictions and as these are lifted.</p> <p>The additional unbudgeted costs incurred to-date and the proposed costs of support for between May and August, if agreed, will be accounted for as costs of the Covid-19 Pandemic. The Council has received allocations from the Government's Emergency Fund totalling £1.566million to help toward meeting the cost implications of the pandemic. The total financial impact for the Council is anticipated to significantly exceed the current level of support provided by the Government and therefore unless further support is received the Council will have to use its unallocated balance to fund these future payments.</p>
Legal:	<p>There is a contract in place between the Council and Fusion for the provision of leisure's services across the District. Consideration is being given to the potential implications of the pandemic and future payments under that contract.</p>
Safeguarding:	<p>No impact identified.</p>
Equality / Diversity / Cohesion / Engagement:	<p>The decision impacts all groups equally. Leisure Centres are seen as key to enabling good community engagement. The recommendations made in this report are intended to safeguard these centres and ensure they are operational at the first opportunity.</p>
Customer Impact:	<p>The purpose of the recommendations in this report are to ensure centres reopen to customers as quickly as possible whilst mitigating the cost to both customers and the wider</p>

	tax paying public as much as possible.
Environment and Climate Change:	Centres will be kept in a dormant state with minimal environmental impact.
Consultation / Community Engagement:	<p>Consultation with</p> <ul style="list-style-type: none"> • Other Fusion customers • Local Partnerships • Management Board • JET
Risks:	<p>Due to the impact the pandemic has had on the leisure industry, and the determination of Government to ease restrictions to help support the economy, this area is continuously changing, and will be kept under constant review.</p> <ul style="list-style-type: none"> • However, there is a risk that should Fusion be unable to continue to provide leisure services, the Council would be required to find alternative methods through which the service could be delivered. This would result the Council facing significant costs whilst the service transitions to the new model. • As the Governments Guidance for the sport and leisure industry restrictions begin to change, Fusion may require future support whilst they remobilise the service following future changes to. Accordingly the Council could see further requests being made to support that activity.
Officer Contact:	James Sinclair
Designation:	Commercial Manager
Ext. No:	2617
E-mail:	James.sinclair@braintree.gov.uk

1 Background information

- 1.1 On 20 March 2020 following the Government's decision to shut leisure centres as part of its actions to slow the spread of Covid-19, all Fusion operated Leisure Centres in the Braintree District closed. The result of the lockdown has significantly impacted the whole leisure industry.
- 1.2 Since then a number of letters were received from Fusion to advise their Local Authority customers including the Council of the need for financial support and discussions were held through March to identify mitigations to this request.
- 1.3 On 4 May 2020 the Chief Executive approved the monetary relief of £55.8k for the month of April under the Councils urgency provisions. This sum consisted of the following (figures exclude VAT where applicable):
 - 1.3.1 Waiver of the management fee for April of £16.1k;
 - 1.3.2 A grant of £37.9k towards the residual costs detailed within your letter referenced above to be paid by the Council; and
 - 1.3.3 Waiver of £1.8k against the outstanding PV Panel Recharge owed by Fusion to BDC.
- 1.4 In common with many other Fusion customers, the Council did not provide the requested £31.2k a month to fund the 20% of furloughed employee wage costs not covered by the Government funded Job Retention Scheme.
- 1.5 Since then, Fusion submitted a further request on 11 June 2020, for additional monetary relief of £111.6k (£55.8k per month) for support of the leisure centres during May and June 2020. This sum consists of the following (figures exclude VAT where applicable):
 - 1.5.1 Waiver of the management fee for May and June of £32.2k (£16.1k per month)
 - 1.5.2 A grant of £75.8 k (£37.9k per month) towards the residual costs to be paid by the Council
 - 1.5.3 Waiver of £3.6k (1.8k per month) against the outstanding PV Panel Recharge owed by Fusion to the Council.
- 1.6 These figures are in line with the monetary relief approved for April 2020.
- 1.7 Given the Government's announcement on 23 June 2020, that indoor gyms will continue to remain closed, it is anticipated that there may be a further request received from Fusion for additional monetary relief for July and August, should the closure of this industry continue during that period. If this is received that would bring the total requested relief between May and August to £223.2K.
- 1.8 Through this crisis period the Council has developed a Fusion customer group consisting of 14 Fusion customers from across the UK. This group seek to

understand the positions to be taken by each customer in response to Fusions difficulties, ensuring that the approach taken by the Council is not done in isolation and that relief is provided by all customers. Currently, eight local authorities' members have provided monetary relief to Fusion for April, and five have approved monetary relief for May and June 2020. Three authorities have not provided any monetary relief to date.

- 1.9 The Council initiated conversations with Local Partnerships (a joint venture between the Local Government Association and HM Treasury). Local Partnerships consist of a range of financial, legal and commercial experts with significant experience in outsourced arrangements. The Council were able to secure 10 days grant funded support from this organisation to work across Fusion customers to assess the short to medium term viability of Fusion as well as whether Fusion had considered all possible mitigations to their financial situation. This work supports the Council in the open book analysis of Fusions financial position.
- 1.10 The Council are unable to confirm a definitive position at this time, as there has been considerable delay in signing the required Non-Disclosure Agreement between Local Partnerships and Fusion. At the time of drafting this report this issue appeared to be close to resolution. Once signed, Fusion will be providing the Local Partnerships with the necessary information to enable an open book assessment of Fusions' financial position, enable a review to take place to ensure that Fusion have applied for all available government relief, and provide clarity as to whether there was a need for continued support and Fusion's financial outlook.

2 Options

- 2.1 **Option 1 – Provide no further support to Fusion, resulting in the termination of the contract and the Council taking back facilities**
- 2.2 Consultation with the leisure consultant originally commissioned to support the extension discussions with Fusion, has given insight in to the broader market, confirming that Fusion are not alone in seeking monetary relief for leisure provision. This was also confirmed by Local Partnerships.
- 2.3 Discussions indicate that by letting the contract between the Council and Fusion collapse, the Council would find it extremely difficult to find an alternative supplier in a reasonable time window (3-6 months) and with favourable commercial terms. It is clearly difficult to test this, given the state of the market and its ability to respond, although the Council are aware that many procurements are currently delayed as leisure groups consider their options in the current climate.
- 2.4 The Council have explored its options should Fusion be unable to continue to provide the leisure services including whether it would be possible for an alternative leisure provider to take over the management of the facilities. The Council is continuing to explore all options at this time.
- 2.5 If the Council were required to step in and take back the operation of its leisure services, this would take time to remobilise the service and set the systems

- up, even if staff were retained (if staff were not retained additional recruitment time would be required), with significant financial risk to the Council.
- 2.6 There is risk that by not supporting Fusion that they would be more inclined to rely upon the no better, no worse provision as set out in the change of law clause within the contract. This would depend upon interpretation of this provision, but could result in higher costs to the Council.
- 2.7 There is an additional risk that the Council would not receive the outstanding sums owed by Fusion of £144,267 which cover management fee charges, outstanding PV panel charges and grounds maintenance charges. Although even with relief these are likely to be at risk, at least during the current contract term.
- 2.8 **Option 2 – Interim Monetary Relief for Fusion**
- 2.9 The Council could decide to continue to provide monetary relief to Fusion between May and June 2020, with the potential for further support during July and August 2020, if Fusion has demonstrated through the Local Partnerships analysis that they:
- 2.9.1 Have taken all available assistance to cover costs;
 - 2.9.2 Have reduced their operating model sufficiently to mitigate costs incurred by the Council;
 - 2.9.3 Require the funding from the Council to enable them to continue to operate; and
 - 2.9.4 Confirm that with the Council funding, they are viable in the short to medium term.
- 2.10 If these conditions are met, interim relief could help to maintain Fusion, enabling the organisation to move in to the remobilisation period.
- 2.11 Effective remobilisation is considered key to the continuance of good leisure provision in the district.
- 2.12 Interim relief would also mitigate the legal risks set out in option 1 above, with the Council working in partnership with Fusion rather than entering an adversarial relationship, with Fusion attempting to claim costs for operation through alternative means.
- 2.13 Such an approach fits with the LGA guidance note ‘Options for local authorities in supporting leisure providers through Covid-19’ which advises that Local Authorities support the net subsidy position utilising the Open Book approach recommended in the current PPN 02/20 run from service closure on March 20th to the date at which ‘full normal service and income levels have been achieved’ to ensure fairness and transparency.
- 2.14 This open book review is being undertaken by Local Partnerships who have the right skill set to understand whether the relief costs applied for are reasonable, particularly as they are working across other Leisure providers. This Local Partnership approach also supports another LGA recommended by reducing staff pressures, with one organisation requesting information on behalf of all Fusion customers.

- 2.15 There is a risk that the Council provide funding where it is either not necessary, or where the organisation is at a point where it is close to collapse. It is hoped the conditions set out in 2.9 will mitigate this risk.

3 Future Remobilisation Proposals

- 3.1 In early June, the Council received a remobilisation plan from Fusion detailing how the centres will open to ensure compliance with social distancing and regain lost customers. The plan included a financial support request for the period July 2020 to March 2021.
- 3.2 The above financial information was in draft and in light of the Governments announcement on 23 June 2020, are likely to change further. Fusion is expected to work with the Council to agree modified plans. The Council will be undertaking substantial work over the next few months to reach a modified position and consider all available options to the Council.
- 3.3 The Council has engaged with a number of bodies including the District Council Network and the Local Government Association who are actively lobbying government to provide support to the leisure industry. It is expected that there will be a Task Force established by Government in the coming weeks who will begin looking at the Leisure Industry and what measures need to be put in place to help support it as restrictions are further lifted.

4 Finance

- 4.1 Fusion's request for monetary relief during May and June of £55.8k per month includes a £16.1k management fee waiver and the £1.8k PV panel recharge, and the remaining £37.9k will be used to support the costs incurred by Fusion including utilities, insurance, skeleton support services, waste disposal and pest control, and security.
- 4.2 In common with the approach adopted in April, an element of this monetary relief is given as a waiver to the PV recharge and the corporate implications.
- 4.3 The relief requested has been reduced significantly from the £229k asked for at the start of lockdown, thanks to the government support provided to furloughed staff, but also a large reduction in utility costs and across other cost lines.

5 Legal

- 5.2 Work is being undertaken to review the Contract held with Fusion, in order to understand the implications of the Lockdown and its impact on the obligations under the contract.
- 5.3 The request for monetary relief does not qualify as state aid as leisure contracts, at the time they were procured, included clear obligations on local authorities to make payments under the contract in the event of a qualifying/specific change in law.

- 5.4 The delegation will enable the Cabinet member for Finance and performance Management to provide additional monetary relief to Fusion for the period July to August should a further request be received from Fusion, provided the conditions set out in this report are satisfied. Should an updated request be received in respect of the remobilisation costs, then the Council would be required to take that decision through its governance process.

6 Conclusion

- 6.1 Having regard to the current position of the leisure industry, it is likely that further requests for monetary relief will be received from Fusion during the forthcoming months. In order to ensure that the Council can effectively respond to those requests it is important to ensure that there is in place a robust governance process, through which those decisions can be made. The recommendations provided within this report support that requirement.



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Braintree District Council

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By email

14th June 2020

Dear James

Re: Maintaining Braintree's Leisure Centres

Further to our discussion on Friday 12th June I am writing to confirm our request for May and June management fees as we have continued to maintain the District's leisure facilities during the Covid19 closure period.

Previously we have agreed the following linked to the payments and we will continue to abide by these conditions.

- Open book: We will work with you on an open book basis and reconcile all payments made within the contract.
- Local Partnerships: An NDA has been agreed with LP and we have provided financial information as requested by them. Engagement with them is ongoing.
- Insurance: Our insurance claim has been rejected and we await court test cases to determine if we will be able to pursue any further claims.
- Monetary relief: We can accept this condition on a month by month basis but since we don't know when and how the crisis and current restrictions will end, we are unable to accept that payments for May and June will be the final position in relation to Covid19. We have set out position for reopening the leisure centres in our letter dated 12th June 2020 which is separate to the payments requested in this letter.

As agreed for April we continue to seek a waiver for management fee payments in May and June, loan repayments and other similar contract payments to the Council and will agree a payment plan once our financial position is clear.

The sums we are now seeking are set out below:

Skeleton support services	9.2
Utilities	9.6
Waste disposal & pest control	0.6

Security & fire safety	0.6
Pool chemicals	2.2
PPM	4.9
IT, comms hardware and software	3.0
Insurance	3.1
Banking	0.6
VAT NR	5.9
Fee from the Council £k	<u>39.7</u>

In your email of 12th June you have suggested that a payment may not be agreed until late July and I would request, that if at all possible, this can be concluded earlier so we can continue to maintain the centres.

In order that I can raise an invoice I would appreciate you sending through POs for May and June for management fees of £37,900 per month plus VAT.

Yours sincerely



Carl Bentley

Regional Business Manager

Fourth Quarter and Annual Performance Management Report 2019/20		Agenda No: 6b
Portfolio	Finance and Performance Management	
Corporate Outcome:	A high performing organisation that delivers excellent and value for money services	
Report presented by:	Councillor David Bebb, Cabinet Member for Finance & Performance Management	
Report prepared by:	Tracey Headford, Business Solutions Manager	
Background Papers: Fourth Quarter and Annual Performance Management Report 2019/20		Public Report
		Key Decision: No
Executive Summary:		
<p>The purpose of the attached report is to summarise the performance of the Council at the end of the fourth quarter (January 2020 to March 2020) and for the end of the financial year.</p> <p>In the last quarter of the year, the Coronavirus and unprecedented lockdown measures impacted on the Council as well as our communities and businesses across the district. The pandemic was a fast moving and developing issue that no one could have predicted and although the majority of the last quarter was not affected, there are some projects and performance indicators that were disproportionally impacted on at the end of the quarter and this will be noted in the report.</p> <p>As at the end of March 2020, a total of 42 projects have been completed and a further ten are on track and progressing well. One project has an amber status and one project was cancelled throughout the year.</p> <p>Ten performance indicators have met or exceeded target and six performance indicators have missed their target. Of the six performance indicators that have missed their target, two have an amber status and were marginally missed and four have a red status missing target by more than 5%. The areas of underperformance are in relation to the recycling rates (>5%), average waiting times for disabled facilities grants (>5%), participation levels at sport centres (>5%), average call answer time in the Customer Service Centre (>5%), collection rates for Council Tax (<5%) and percentage of invoices paid within 30 days of receipt (<5%). Full reasons for missing targets and action being taken is detailed in the report.</p> <p>The report provides details of the Council’s achievements over the year with some of our more ambitious projects continuing into next year.</p>		

Financial Performance

This part of the report provides the outturn financial position for the year. It examines the spending incurred on day-to-day service provision compared to the budget for the year. Also included is a summary of treasury management activities; details of movements on the General Fund balances, including earmarked reserves; and a summary of spending on capital projects.

Summary Outturn Financial Position

- An overall positive variance for the year of £565,000 (-3.9%) against budget.
- Across all services staffing budgets were underspent by £228,000; and after allowing for the corporate efficiency target of £200,000, this resulted in a net underspend of £28,000.
- Other expenditure was over budget by £40,000.
- Income was overachieved by £577,000.
- The overall variance changed slightly from that reported at Q3, which had projected a positive variance of £530,000. However, within this overall change there were some individually significant changes, the details of which are provided in the commentary.
- Additional expenditure amounting to £101,710 was incurred in March relating to COVID-19, mainly on the provision of ICT equipment to staff to facilitate the rapid introduction of homeworking due to restrictions introduced by the UK Government. Most of this expenditure was capitalised and was partially funded by the first tranche of government funding (£61,411).
- General Fund unallocated balances were £6.883 million and earmarked reserves £21.931 million at the end of the year.

Recommended Decision:

Cabinet is asked to note and endorse the Council's performance as at the end of the year, as detailed in the attached report.

Purpose of Decision:

To inform the Cabinet of the performance of the Council.

Any Corporate implications in relation to the following should be explained in detail	
Financial:	An assessment of the Council's financial position against the agreed budget for the year is provided and is based on income and expenditure during the year.
Legal:	There are no legal issues raised by this report.
Safeguarding	There are no safeguarding issues raised by this report.
Equalities/Diversity	Equalities and diversity issues are considered fully in the Council's key projects, where appropriate.
Customer Impact:	Performance of front line services, including Customer Services, Housing Benefits and Council Tax, for the quarter is provided. A summary of complaints received each quarter, analysed by outcome (justified, partially justified or not justified) is provided. There has been some impact due to the coronavirus pandemic as this hit at the end of the financial year and the report will include detail of impact on projects and performance outturns.
Environment and Climate Change:	The report provides details of progress in the delivery of the Council's key projects. This will include supporting residents and businesses in lowering the cost of their energy bills and energy consumption, anti-litter campaigns, campaigns encouraging recycling and responding to the consultations on the new Government Resource and Waste Strategy for England
Consultation/Community Engagement:	Consultation is considered fully in the Council's key projects, as appropriate.
Risks:	Risks regarding the assumptions used in determining the predicted financial outturn for the year are identified
Officer Contact:	Tracey Headford
Designation:	Business Solutions Manager
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FOURTH QUARTER **PERFORMANCE MANAGEMENT REPORT**

1st January 2020 to 31st March 2020

AND ANNUAL PERFORMANCE REPORT

2019/20

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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 year in relation to the publication of the 'Annual Plan 2019/20'. This sets out the key activities and measures used to check our performance for the year and along with the Corporate Strategy 2016-20 sets out the priorities we are working towards. We have also signed up to 'The Future of Essex' which is a vision shared by more than 100 partners, all dedicated to improving the county over the next 18 years. The projects that are supporting this vision are marked with **(E)**. 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 year

The following table provides updates for the end of the year in relation to the key activities in the 'Annual Plan 2019/20'




Corporate Priorities	Status of projects and actions				
					
Environment and Place	6	1	0	0	0
Strategic Growth and Infrastructure	7	3	0	0	0
Economic Development	7	3	0	0	0
Health and Communities	10	2	1	0	0
Finance and Performance	6	1	0	0	1
Overall Strategy and Direction	6	0	0	0	0
TOTAL	42	10	1	0	1

KEY:




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

Summary of the Performance Indicators position for the end of the year

The following table shows the performance for the end of the year in relation to the quarterly reported Performance Indicators that have targets set as defined in the 'Annual Plan 2019/20'.

Corporate Priorities	Status of indicators			
				Data Only
Environment and Place	3	0	1	0
Strategic Growth and Infrastructure	2	0	0	0
Health and Communities	1	0	2	0
Finance and Performance	4	2	1	0
TOTAL	10	2	4	0

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 throughout the year with 42 projects completed and a further ten on track and progressing well. One projects has an amber status and one project was cancelled during the year. Ten performance indicators have met or exceeded their target and six performance indicators have missed their target.

Over the year, we have remained committed to investing across the district and a number of projects are underway to provide better homes and future job opportunities. We have delivered a total of 233 affordable homes, exceeding our yearly target and our overall four year target. The Horizon 120 development has brought with it the first electric forecourt in the UK and the pedestrianisation of Braintree town centre will allow more opportunities for events and markets which proved very popular with residents, businesses and visitors to the district. The development of the Tourism Plan and website will also promote the district as a key destination to visit.

Our focus on empowering residents to get active and live well continued through a number of campaigns and activities as well as providing support to families to adopt healthier habits. In combating social isolation and loneliness, the 'Meet up Mondays' initiative has expanded to seven venues and we are supporting a number of nationwide campaigns. From our work with the Dementia Action Alliance, it is hoped that Braintree station will become the first station in Essex to be branded a dementia friendly station by the Alzheimer's Society.

A new Corporate Strategy was agreed in March to take us into the next four years with new priorities developed in consultation with our residents and businesses to focus on connecting people and places, enhancing our environment, supporting our communities, promoting prosperity and delivering and innovating.

As the year financial year ended, the coronavirus hit and no one could have predicted how in a few short weeks the Council would have to step up and deliver in a way that no one could have

anticipated. The scale of the challenges we now face, almost makes the achievements of the council in the last year pale into insignificance as it becomes clear that navigating our way through the pandemic and effectively responding to the needs of our residents, communities and businesses is our biggest challenge yet, pivoting the Council into exploring new ways of going above and beyond, adapting fast to changing situations.

All of this has enabled us to recognise our strengths and the positive difference we can make to the lives of everyone in our district.



Environment and Place







Project description and comments	Target Date	Status
Respond to the consultations on the new Government Resource and Waste Strategy for England and consider proposals in relation to the Council's refuse and recycling service		
On 11 March the government issued the 2nd consultation document for Plastic Packaging Tax which is seeking views on 'design' of the tax i.e. how it will work and its implementation. The closing date is 20 May 2020, and we will be submitting our comments accordingly. This project will be ongoing and the end date has been amended to 31st May 2020 to tie in with the deadline for the 2nd consultation. The Consultation on the Deposit Return Scheme is currently on hold.	May 2020	▶
Continue to promote and raise awareness of the importance of minimisation, reuse and recycling to both residents and businesses to reduce the amount of waste sent to landfill		
Throughout the year, promotional events such as talks to schools and community groups have taken place to raise the importance of recycling and minimising waste. The recycling calendars were refreshed using a pictorial approach to list what goes in each bin. In the last quarter of the year, the Council has been working with Essex County Council and other local authorities to do their bit and are encouraging residents to join them to 'Love Essex, not plastic'. The Essex wide 2020 campaign aims to tackle the amount of waste across the county by highlighting the issue of single use plastic and urging households, schools and businesses to switch to re-useable options to recycle more. Activities within the Council have changed to support this by significantly reducing the amount of plastic cups used.	March 2020	✓
Refurbish the four play areas at St Mary's Road in Rivenhall, Ashpole Road in Bocking, Mill Chase in Halstead and Clare Road in Braintree		
All refurbishments to the four play areas at St Mary's Road in Rivenhall, Ashpole Road in Bocking Mill Chase in Halstead and Clare Road, Braintree were completed by the end of February 2020.	February 2020	✓
Continue to protect our larger open spaces from illegal encampments by creating earth bunds and ditches to prevent disruption and inconvenience to local residents		
All sites in this project have been completed and are now secured against illegal encampments.	November 2019	✓
Replace the benches in parks and open spaces ensuring they are fit for purpose allowing residents and visitors to enjoy recreational time		

Benches have been replaced in Halstead public gardens and Halstead cemetery allowing residents and visitors somewhere to sit and enjoy recreational time.	August 2019	✓
Continue to investigate and enforce littering, dog fouling and fly-tipping offences to help keep the district looking clean and tidy		
In the fourth quarter of the year, 38 fixed penalty notices have been served for general littering, cigarette butts, smoking and fly-tipping offences. This brings the total number of fixed penalty notices for the year to 130.	March 2020	✓
Deliver a car litter campaign to support the introduction of new legislation		
The district wide 'Love Essex' campaign to highlight the recently increased fines that people throwing litter from their car face and to encourage people to dispose of their litter responsibly ended on the 27 th October 2019. We are currently awaiting the results and evaluation of the campaign from Keep Britain Tidy which are delayed by partner organisations not submitting their results in time and the impact of prioritising work due to the coronavirus.	March 2020	✓



Strategic Growth and Infrastructure






Project description and comments	Target Date	Status
(E) Continue to work towards completing the examination and adoption of the Local Plan		
The examination of Section 1 of the Local Plan has now been completed. The Inspector noted he will provide an interim letter of his findings in 'a few weeks'. Once the letter has been received a way forward can be agreed.	December 2020	▶
(E) Formally adopt the first Neighbourhood Plan in the district		
The first Neighbourhood Plan in the district has been formally adopted at a meeting of Full Council in July 2019. The Bradwell and Pattiswick Neighbourhood Plan can now be used when considering planning applications within the parish of Bradwell and Pattiswick.	July 2019	✓
(E) Continue to work with partners to provide housing, employment and supporting infrastructure to address our long term housing and community needs		
The long term approach to how homes, jobs and infrastructure are developed for future generations is set out in Section one of the Local Plan which was considered by the Planning Inspector in January 2020. We are currently awaiting the outcome. A further project will be set up next year detailing the way forward depending on the outcome.	March 2020	✓
(E) Develop Council owned sites to deliver additional mixed tenure homes across the district and consider establishing a Council owned Housing Development Company		
Over the last year, Cabinet members have granted the disposal of seven sites subject to planning. The heads of terms have now been agreed with Chelmer Housing Partnership on all seven sites and progress will be monitored by the Strategic Investment Team. Members also decided not to proceed with establishing a Council owned Housing Development Company at this time, delaying this for future consideration in the context of the proposed Garden Communities.	March 2020	✓
(E) Commence construction of the regeneration of Braintree Town Centre enhancing the appeal of		

the town to residents and visitors		
Kier Construction (Eastern) Ltd took full possession of the new development site in Manor street on the 23rd March and preliminary works are underway. Consultation took place in the fourth quarter on the pedestrianisation scheme giving residents, visitors and businesses the opportunity to have their say on what they want the new space to be used for, to help shape the design plans. The pedestrianisation project will see Market Place, Great Square and most of the High Street become traffic-free, whilst making crucial long-term improvements to the roads and pavements and the creation of new public spaces. Braintree District Council is now working up final design concepts, taking on board comments from the consultation. The first phase of the construction work is expected to start at Fairfield Road and Bank Street in mid-April 2020. This will be reported on as a separate project next year.	March 2020	
(E) Continue to work with Essex County Council to reduce congestion on the local road network in Braintree		
Essex County Council is continuing to work with our Planning Department on the works required to the roundabout as part of the S106 for land West of Panfield Lane, which was granted planning approval subject to S106 in July 2019. This project is ongoing and will continue to be monitored next year.	March 2020	
(E) Work with Essex County Council and Highways England to secure planning consent and commence construction of new slip roads linking the A120 to Millennium Way alleviating congestion at Galleys Corner		
We continue to work with Essex County Council and Highways England as the project moves into the design phase and it has been confirmed, subject to completion of the necessary sectional agreement, that Essex County Council will lead the project and a project team has been established. Construction is due to commence Spring/Summer 2020 and will continue to be monitored by the Strategic Investment Team.	March 2020	
(E) Continue to work with Essex County Council on securing improvements to the strategic highway network including the A120 and A12		
The Council will continue to work with Essex County Council on improvements to the A120 and A12. Braintree District Council provided a response to a consultation in December on improvements to the A12 between junctions 23 and 25. The Government published their Road Investment Strategy in March 2020 which is now being reviewed. This project is ongoing and will continue to be monitored.	March 2020	
(E) Commence construction of an improved bus interchange as part of the Manor Street regeneration		
The bus park in Braintree has now closed due to construction work starting on the regeneration of Manor Street which includes a modern and bigger bus interchange. Temporary bus stands are now positioned close to the current bus park site for the duration of the build. This will continue to be reported on as part of the regeneration scheme.	March 2020	
(E) Create a high quality business community through the development of the Horizon 120 business and innovation park		
Braintree District Council has adopted the Local Development Order to encourage businesses onto the new Horizon 120 Business and Innovation Park planned for Great Notley. The Authority is adopting this type of planning framework as it automatically grants planning permission for certain forms of development and land uses within particular zones on a site, making it easier and quicker for businesses to build the premises they need without the need to apply for separate planning permission (as long as they meet certain conditions). Despite the lockdown, the Council is pressing ahead with plans, in readiness for when businesses start moving again as and when the coronavirus restrictions are changed or lifted by Central Government. The Marshgate Group will take the lead on the delivery of the business park and as this project is ongoing, we will continue to report on progress.	March 2020	




Economic Development







Project description and comments	Target Date	Status
(E) Complete the acquisition of strategic employment land in Witham supporting business creation and growth		
The Council is committed to the delivery of high-quality business premises, including grow-on units to promote business start-ups and growth in Witham. A suitable site has been identified and acquired at nil capital cost to the public purse through the prudent use of the planning system. Land transfer is progressing.	July 2021	
Complete physical improvements to key industrial estates including new signage and branding		
New and improved signage at Springwood Industrial Estate is now installed improving the branding and wayfinding on the estate. Next year, the Council will be looking at how they can work with other groups to secure BID status to support further improvements.	March 2020	
Work with existing and form new partnerships to increase levels of targeted business and skills support		
In the last year, members, senior managers and officers from the Economic Team have visited a number of businesses to gain a greater understanding of the successes and challenges businesses face and to provide bespoke support and details on access to grant funding. The Council has also worked with partners to deliver various free of charge informative events and training opportunities for the business community. The support service provided by the Economic Team has proven to be vital for businesses affected by the coronavirus pandemic with businesses exploring additional routes to business support including self-employment guidance, information on grants and loans, employee support and skills development. Businesses have been encouraged to join the closed Braintree District Businesses Facebook group and sign up to receiving newsletters to keep up to date with changes.	March 2020	
Secure planning consent and commence construction of the I-construct Innovation in Construction Hub at the Braintree Enterprise Centre		
Detailed planning permission for the construction of the I-construct Innovation Hub is effective from 28th October following completion of a unilateral undertaking. The European Regional Development Funding (ERDF) has been approved in principle and the Council is working in close partnership with Haven Gateway Partnership (HGP) colleagues and our professional team. A minor material amendment has been submitted for planning approval to be considered at a future planning committee. This project is ongoing and will continue to be monitored.	March 2020	
(E) Work with the Braintree Education and Skills board to secure funding and develop projects to increase skills across the district providing a workforce that meets employers' needs		
Over the year, the Braintree Education and Skills Board has supported students making post 16 education or work choices by promoting apprenticeships, career days, STEM opportunities and local facilities. This includes approving a STEM work experience opportunity due to start after the May half term which is now on hold due to the coronavirus health pandemic. The board have also secured additional funds which had been allocated towards Primary School engagement and will be the focus of future work. Work with the Education and Skills Board will continue into next year.	March 2020	






(E) Deliver physical improvements to the town centres of Braintree, Witham and Halstead		
Work is continuing in respect of the physical improvements to the town centres and plans have been passed to subcontractors to progress	December 2020	
(E) Establish a Tourism Partnership to promote the district, support businesses and increase tourism		
The Tourism Partnership is now established and meetings have taken place throughout the year. A Tourism Plan has been developed and in February 2020, the Visit Braintree District launched a new tourism website designed to promote the area as a key destination to attract visitors from outside the district. The new website brings together the abundance of attractions, landmarks, businesses and events the district has to offer.	March 2020	
Supporting markets across the district including continuing to develop the street market concept		
Throughout the year, we have supported street markets which have proven to be a great success with local businesses reporting higher sales, an increase in footfall and an all-round positive community atmosphere. In line with the Government Coronavirus advice, we have made the decision to cancel the street markets for March, April and May to help protect our residents, visitors and traders.	March 2020	
Working through the Town Centre Partnership, deliver schemes to improve the vibrancy of Braintree Town Centre		
Over the last year, the Council has supported the Town Centre Partnership in establishing regular meetings of the group where they can discuss projects to improve the vibrancy of the Town Centre. The partnership have received presentations on the pedestrianisation scheme and the new tourism website. With all the planned investment for the town centre, the newly appointed chairman of the partnership has called for more members to join the partnership to enable business owners in the town to get involved and help shape the towns future	March 2020	
The events in Braintree town centre have proven to be a great success with local businesses reporting higher sales, an increase in footfall and an all-round positive community atmosphere.	March 2020	



Health and Communities

Project description and comments	Target Date	Status
(E) Continue to deliver the Livewell child project working with families with young children providing support and advice on nutrition and healthy activities in an attempt to locally halt the rise in childhood obesity		
Over the year, Braintree District Council has worked with partner organisations, local communities, businesses and schools to provide a variety of activities and initiatives to help support families and children to live well and lead healthy lives ranging from Xplorer events to healthy habits programme and play champions scheme which is extending into two more schools. Due to the closure of schools to the Coronavirus pandemic, the Livewell child project has adapted to provide information and advice through the Livewell child facebook page.	March 2020	

Improve the play experience at Great Notley Country Park and Halstead Leisure Centre by replacing the artificial pitches		
Planning permission has been granted to replace the artificial pitch at Halstead Leisure Centre and the Football Foundations have agreed the funding for the project. The assigning of the leases has been delayed due to the impact of coronavirus in shutting all leisure centres and the furloughing of staff involved in the project. This will be progressed once the situation improves and the end date of the project will be revised.	March 2020	
A new artificial pitch surface and associated equipment has been installed at Great Notley Country Park allowing players of all ages to enjoy the facilities.	August 2019	
(E) Work in partnership with local GP surgeries, the NHS and Mid Essex Clinical Commissioning Group (MECCG) to develop a new modern healthcare facility in Sible Hedingham		
The Council continues to work with the NHS and MECCG to develop a modern healthcare facility, which will provide a new combined premises for existing surgeries in Castle Hedingham and Sible Hedingham. The design team have met with GPs and two pre-app meetings have been held with the Planning Department resulting in a revised scheme which has been costed and will need to go back to a future Cabinet meeting. This project is ongoing and will continue to be monitored.	March 2020	
(E) Work with partners to improve emotional health and wellbeing and identify improvements to access mental health services for residents		
Over the year, regular mental health workshops have taken place bringing partner organisations together to understand the gaps in support for children and young people. Community Tree sent out leaflets in October providing information on a variety of support services available across the district on a range of matters and meetings have been held to look at the crisis café model to offer a safe, relaxing and friendly environment where people in crisis can go. The Council has also supported the national campaign 'Every Mind Matters', which has launched a range of new resources, designed specifically to help manage mental wellbeing during coronavirus, including a tailored Covid-19 Mind Plan, Covid-19 specific content for individuals and their loved ones, and support for specific mental wellbeing issues such as anxiety, stress, low mood and trouble sleeping.	March 2020	
Develop a Rough Sleeping Strategy setting out how we will provide specialist support for vulnerable people on the street		
The Council's Homelessness Strategy addresses rough sleeping and has been renamed as the Homelessness and Rough Sleeping Strategy to comply with Government requirements. We are currently working in partnership with local authorities across Essex and CHESS to provide a rough sleeper outreach service guiding rough sleepers to the help and support they need to make positive change. In response to the Governments request, the Housing team successfully found accommodation for 11 rough sleepers across our district in order to prevent the spread of coronavirus.	May 2019	
(E) Continue to raise awareness of child exploitation through the 'spot-it, stop-it' campaign		
Promotion of the scheme and training has been provided during the year through Pubwatch meetings in Braintree, Halstead and Witham. A draft awareness program to deliver a countywide approach to child exploitation is being developed with partners and Braintree District Council has provided feedback. Countywide training will continue into next year. In March, a member of staff within the Community Services Team received a commendation from Essex Police for her work and dedication to raising awareness through the 'spot-it stop-it' campaign.	March 2020	
(E) Continue to promote events and provide opportunities that would benefit those living with dementia and their carers		






Events to support those living with dementia and their carers have taken place across the district in the last year including dementia friendly cinema, walk & talk groups, seated exercise classes, afternoon teas and a dementia friendly choir in partnership with the Big Sing and Colne View Care UK who provided a public performance in December. In the last quarter of the year, Braintree District Council have been working to make Braintree Station dementia friendly and it is hoped that a few small alterations and additions at the station will be enough to become the first station in Essex to be branded a dementia friendly station by the Alzheimer's Society.	March 2020	
In partnership with Fusion, encourage inactive over 60's to become active again by developing the Age well sessions at our local sports centres		
Before lockdown closed the Leisure Centres, Fusion had introduced a number of agewell sessions into the leisure centres such as ACE weigh ins, racket ball, seated dance, walking football and chair based exercise classes. An agewell timetable had also been created to show the classes suitable for people aged 60+. Due to the closure of the Leisure Centres in combating the spread of coronavirus, Braintree District Council are working with Greenfields to distribute leaflets through care agencies on chair based exercises and gentle home exercises. We are also working with Active Essex and Active Braintree to put exercise classes on line.	March 2020	
(E) Continue to support community groups to deliver local projects and activities through the Councillor Community Grant Scheme		
In the fourth quarter of the year, a further 32 grants have been awarded bringing the total number of grants issued throughout the year to 69. This amounts to £48,390.	March 2020	
(E) Work with partners to raise awareness and identify ways to combat social isolation and loneliness		
Meet up Mondays, which have been running in the district for over a year, now have seven venues. Meet up Mondays is a weekly meet up for people who want to meet and chat to new people. The venues offer free tea or coffee and a place to sit and chat for a couple of hours. As well as Mondays, there are Meet Up Tuesdays, Wednesdays and Thursdays running across the district. Braintree District Council has been supporting a countywide social movement campaign called United in Kind which launched in September to raise awareness of loneliness in Essex. Working with communities, charities and voluntary groups the aim is to help people connect with friends, neighbours and strangers and overcome feelings of isolation. Due to the impact of the coronavirus, United in Kind have become part of the Community Shield befriending service along with Community 360.	March 2020	
Continue to work with key local groups to develop plans for a community facility in Witham		
Braintree District Council has been working with local residents and community groups in shaping plans for a new community facility in Witham. The malting's lane steering group have met with representatives from the Council, Witham Town Council, Ingletonwood (Architects), St Nicholas Church, Witham Boys Brigade and local residents to consider how money funded from various section 106 contributions is best spent to develop the site and outdoor space. Current proposals include a main hall and smaller hall to cater for various activities including indoor sports, community events, meetings, children's activities, performance and music, a café and social area and changing rooms for the outdoor sports space. Due to the coronavirus pandemic, they are currently looking at holding virtual meetings to move this forward. This project will be continuing into next year.	March 2020	
Promote volunteering opportunities to work with young people and promote activities and clubs available to young people in our district		

Volunteers from across the district were recognised and celebrated at the Braintree District Volunteer awards evening in June 2019 for the positive difference they make in their community and in inspiring others which this time included new categories to recognise the contributions made by children and young people in the district. A volunteering protocol to ensure recruitment, support and training for volunteers across all services was adopted to be used in promoting volunteering opportunities throughout the Council. Essex Map, a website designed to bring communities together by promoting activities, clubs and volunteering was launched in 2019 and they are now working with local authorities and other key partners to co-ordinate and offer support, recruit volunteers and promote groups, services and activities for all those affected by the coronavirus pandemic.	March 2020	✓
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Finance and Performance

Project description and comments	Target Date	Status
Review our services and processes to ensure they continue to provide value for money		
A service review process is now in place and has been tested on a number of projects. This provides a framework to support the Council in its commitment to modernise the way we work to ensure we continue to delivery high quality and value for money services. Reviews will continue and there has inevitably been impact on some projects with resources redirected or homeworking. The ongoing projects take on greater importance given the financial challenges anticipated over the next few years and we will continue to monitor and report on significant projects.	March 2020	✓
Develop our commercial programme to generate income that can be reinvested in front line services		
Commercial income took a hit in February and March in the lead up to lockdown, particularly across our conference income line. Despite this income increased by 40% across the three commercially controlled services of advertising, sponsorship and the conference centre against 2018/19 figures. The Essex Commercial Network now has membership from 11 Essex authorities and the Local Government Association and is allowing us to look for opportunities to share and trade services.	March 2020	✓
Identify and progress investment opportunities that help us to deliver our corporate strategy whilst providing a return on investment to strengthen our financial independence		
£1million of the additional investment in pooled funds of £2m agreed in principle by the Strategic Investment Group was placed in the Kames Diversified Fund in October 2019. However, the remaining £1million has been held in abeyance due to uncertainties in the market caused initially by Brexit and more recent by the coronavirus pandemic. We are continuing our work with Marshgate to develop 20 acres of the site at Horizon 120. Any further investment opportunities are currently on hold due to a cautious approach being adopted in considering any new investment opportunities in the district due to uncertainties in the market as outlined earlier	March 2020	✓

Respond to the anticipated Government consultation on its proposed 75% Business Rate retention scheme and the Fair Funding Review which will impact on the Council's finances from April 2020		
The fair funding review and 75% business rates retention has been delayed by Government until after 2020/21. This project has therefore been cancelled and will be set up again once we know how and when Government will be proceeding.	March 2020	
Continue to identify improvements in customer focused services using the Customer Service Excellence Standard as a framework		
The Customer Service Excellence assessment took place on the 5th, 6th and 7th November looking at consultation and engagement, satisfaction surveys, customer service standards, how we improve our written, verbal and web based information, benchmarking and best practice and how we improve our delivery of service. Braintree District Council has successfully retained the accreditation retaining three areas of compliance plus and achieving compliance plus in four new areas.	December 2019	
Implement the Council's discretionary Business Rate relief scheme for independent retail businesses		
The new retail rate scheme was approved by Full Council in February 2019. The new relief was awarded to eligible retail businesses and included in the business rate bills for 2019/20. Any further businesses meeting the criteria will be assessed throughout the year and the reduced rate applied.	May 2019	
Expand our online booking and payment systems enabling residents to book and pay for more services through our website.		
The online booking and payment systems are now set up for the pest control service and Enterprise Centre. Due to the coronavirus, changes have been made to the way services are currently operating and therefore the new online booking and payment system will go live when normal services resume.	March 2020	
Develop a digital platform enabling residents to access health information, initiatives and support to improve their health and wellbeing		
This project was originally set up as the Council had applied for funding from the Government 'trail blazer' programme to develop an app that residents could access for information on health initiatives and support to improve their health and wellbeing. As the Council were unsuccessful in securing funding, alternative digital platforms continue to be explored and piloted. The end date of the project has been extended from March 2020 until September 2020 to allow more time for the development of an app as the project has been impacted by the coronavirus pandemic.	September 2020	






























Overall Strategy and Direction

Project description and comments	Target Date	Status
(E) Continue to deliver projects under the District Investment Strategy to achieve better outcomes for the district and a return for the taxpayers' purse by: <ul style="list-style-type: none"> • Working in partnership to improve health provision across the district • Facilitating the need for housing by providing homes and supporting infrastructure • Improving our most congested roads and journeys across the district • Planning for growth by providing jobs delivering increased opportunities for new business and employment • Delivering investment opportunities that support growth and provide a return for the District Council 		
Throughout the year, the council has continued to work with the NHS, Mid Essex Clinical Commissioning Group and other healthcare partners to develop modern healthcare facilities in Sible Hedingham, the Newlands Centre in Witham and Braintree Town Centre as part of the Manor Street regeneration. Further projects will be set up next year regarding the support required to deliver improved health care facilities across the district	March 2020	✓
In the year, the Planning service agreed the development of 2,000 homes including some major applications which will provide supporting infrastructure. Cabinet have also agreed to the development of up to seven Council owned sites	March 2020	✓
Work has continued throughout the year on a number of projects in partnership with Highways England and Essex County Council reported under the Strategic Growth and Infrastructure section such as the A120 Millennium slip roads, land west of Panfield Lane, improvements to Springwood Drive roundabout and securing improvements to the A12 and A120	March 2020	✓
A number of projects and actions have been carried out throughout the year to ensure delivery of the Braintree Plan for Growth to provide jobs such as developing the first 20 acres of Horizon 120 and approving the planning applications for grid serve and the Construction Innovation Centre. The regeneration of Manor Street started in March 2020 and Kier Regional Building Eastern are working closely with local subcontractors creating a range of job opportunities for those living in the area	March 2020	✓
There are a number of projects reported on throughout this report that provide an update on investment opportunities under the District Investment Strategy	March 2020	✓
Work with partner authorities (Tendring District Council, Colchester Borough Council and Essex County Council) and other public and private sector organisations to plan for and enable sustainable growth in homes and jobs in the north Essex area		
Throughout the year, Braintree has worked with Tendring and Colchester on the Joint section 1 Local Plan which was submitted to the Planning Inspector in January. Work has also taken place with Essex County Council on Housing Infrastructure Bids (HIF) to support the development of Garden Communities. Essex wide work has also taken place on a number of evidence documents and guidance including the Essex wide Recreational Avoidance Mitigation Strategy (RAMS) study. The North Essex Economic Strategy was agreed at Cabinet in December providing a platform for strategic intervention at a scale which will achieve transformation in the overall economic prosperity of the North Essex area. An action plan is being developed to guide the delivery of the key actions	March 2020	✓

Section 3: Managing the Business

Our Performance Indicators in Detail

Performance Indicator	2019/20									Comments
	Q1 Outturn	Q2 Outturn	Q3 Outturn	Q4 Outturn	Target for the Quarter	Status at the end of the Quarter	Yearly Outturn	Yearly Target	Status at the end of the year	
Environment and Place										
Percentage of land that falls below cleanliness standards for litter	n/a	10%	1%	2%	6%		4%	6%		Recorded three times a year – July, November and March
Percentage of household waste sent for reuse, recycling and composting	54.43%	52.45%	47.65%	42.28%	60%		49.58%	60%		The latest figures are awaiting verification by Essex County Council any may change slightly. Need comments The annual recycling target of 60% is a target adopted by the Essex Waste Partnership Education and intervention activities have taken place throughout the year and the Waste Minimisation & Recycling Officers have been working with local residents living in flats which have communal facilities to reduce contamination of recyclable waste.
Tonnage of residual household waste not recycled	114kgs	113kgs	114kgs	116kgs	117kgs		457kgs	470kgs		
Number and percentage of non-hazardous fly tips on public land cleared within 24 hours of being reported	100% (211)	100% (236)	100% (153)	100% (312)	100%		100% (912)	100%		
Number of fuel poverty and domestic energy reduction installations carried out	Annually reported indicator					n/a		350	TBC	We are waiting for information from BEIS to confirm the number of installations carried out across the district. This information will not be available until later in the year.
Strategic Growth and Infrastructure										
Number of affordable homes delivered	13	52	104	64	37		233	150		
Number of homes granted planning permission	1,103	507	312	212	200		2,134	845		
Health and Communities										
Average waiting time for applicants on the Disabled Facilities Grant	78 days	100 days	89 days	106 days	90 days		98 days	90 days		In the last quarter and at the end of the year, the target has not been met due to delays in responses from builders providing quotes and in some cases we have been waiting for clarification from the Occupational Therapists in complex cases. Customers are kept informed throughout the

Performance Indicator	2019/20									Comments
	Q1 Outturn	Q2 Outturn	Q3 Outturn	Q4 Outturn	Target for the Quarter	Status at the end of the Quarter	Yearly Outturn	Yearly Target	Status at the end of the year	
										process and builders are reminded of the need to return quotes in a timely manner.
Achieve a 2% increase on the contract baseline in participation levels across all our sports centres	238,842	246,576	218,135	195,094	249,014		898,647	960,970		Due to the closure of all leisure centres on the 20 th March to control the spread of coronavirus, we have not been able to include participation rates for the whole of March impacting on the outturns for the fourth quarter and the end of the year. As at the end of February, the cumulative participation levels had been exceeded and it was therefore expected that the overall targets in the fourth quarter and at the end of the year, would have been achieved.
Achieve at least a 1% increase in adults being active for 150 minutes per week	Annually reported indicator					n/a	62%	60%		
Finance and Performance										
Average call answer time in the Customer Service Centre	14 seconds	19 seconds	13 seconds	21 seconds	15 seconds		17 seconds	15 seconds		In the last quarter of the year, the Customer Service Centre received an increase in the number of calls in relation to Council Tax due to the 2020/21 bills going out and due to a high number of enquiries from residents and businesses when the Country went into lockdown on the 23rd March.
Time taken to process housing benefit/council tax benefit new claims	16.25 days	16.09 days	15.87 days	12.56 days	20 days		15.15 days	20 days		
Time taken to process housing benefit claim changes	5.28 days	4.43 days	3.59 days	3.18 days	6 days		4.12 days	6 days		
Percentage of Stage 1 complaints responded to within target	88.98%	93.71%	89.81%	89.83%	90%		90.76%	90%		The target has just been missed In the fourth quarter of the year. In this period, the Authority received 118 stage one complaints of which, 106 where responded to within 7 working days. Of the twelve complaints not responded to, the customer was kept informed and advised that additional time was required to provide a comprehensive response due to the complex nature and/or length of the complaints. We are monitoring the complaints received and further information on complaints is provided in the next section of this report.
Collection rate for Council Tax	30.46%	58.80%	86.20%	98.00%	98.30%		98.00%	98.30%		The collection rate achieved of 98.0% is marginally lower than

Performance Indicator	2019/20									Comments
	Q1 Outturn	Q2 Outturn	Q3 Outturn	Q4 Outturn	Target for the Quarter	Status at the end of the Quarter	Yearly Outturn	Yearly Target	Status at the end of the year	
										<i>the previous year (of 98.22%) and also the target of 98.3%. Total income of £92.43million was received in the year, the balance of monies outstanding for the year will continue to be collected over the next and future financial years.</i>
Collection rate for Business Rates	31.13%	57.95%	84.58%	99.28%	98.60%	✓	99.28%	98.60%	✓	
Percentage of invoices paid within 30 days of receipt	98.82%	98.52%	99.37%	98.72%	99.25%	⚠	98.86%	99.25%	⚠	<i>In the fourth quarter, the Council processed 2,585 invoices of which 33 were not paid within 30 days of receipt. For the year, a total of 10,182 invoices have been processed of which 117 were not paid within 30 days. Services have been reminded of the importance of passing invoices for payment in a timely manner.</i>

Complaints

The quarterly complaints analysis for the fourth quarter of 2019/20 and the end of the year is detailed below. This is compared with 2018/19 figures shown in brackets. The figures represent all three stages of the complaints process.

Complaint Category	Q1 2019/20	Q2 2019/20	Q3 2019/20	Q4 2019/20	TOTAL
Justified	45 (110)	52 (92)	51 (61)	44 (60)	192 (323)
Not Justified	54 (76)	69 (88)	49 (59)	49 (54)	221 (277)
Partially Justified	22 (24)	24 (26)	14 (21)	29 (28)	89 (100)
Not known	0 (0)	0 (1)	0 (0)	2 (0)	2 (1)
Total	121 (210)	145 (207)	114 (141)	124 (142)	504 (701)

Comments

The number of complaints received in the fourth quarter is low in comparison to the previous year and has continued the trend seen over the last year resulting in an overall reduction of 28% in the number of complaints received. At the time of writing the report, two complaints were still being investigated.

The majority of complaints in the fourth quarter relate to missed waste collections due to restricted access to collection points caused by parked cars or road closures, collections being overlooked by crews due to agency staff not being familiar with collection points, overlooked assisted collections or bins not being returned to the collection point.

The Planning service has also dealt with a higher than normal number of complaints relating to delays with planning applications or the committee process. The planning service have

experienced resourcing issues due to a high demand on their service resulting in the recruitment of new officers throughout the year to meet this demand. The service is now looking at improvements to their processes and the monitoring of cases.

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

In the fourth quarter of 2019/20, of the 124 complaints received:

- 118 are stage one complaints
- 5 are stage two complaints
- 1 is a stage three complaints

A summary of Local Government Ombudsman (LGO) cases:

In the fourth quarter of 2019/20, the LGO has not received any new complaints and has issued a final decision in relation to a housing complaint. The LGO did not investigate this complaint as the complainant was offered suitable housing during the process and it was unlikely that the Ombudsman could achieve a better outcome.

Our Organisation

The following is a selection of our people performance measures:

People: Indicators of Performance	Q1 19/20	Q2 19/20	Q3 19/20	Q4 19/20	Change on previous period	Yearly Target
Total headcount	480	475	481	492	+ 11	-
Number of temporary staff	28	23	25	27	+ 2	-
Total staff FTE	435.42	429.45	436.31	441.68	+ 5.37	-
Level of employee turnover	2.5%	3.37%	2.29%	1.02%	- 1.27%	-
Number of leavers	12	16	11	5	- 6	-
Number of starters	11	11	17	16	- 1	-
Working days lost to sickness per employee	1.83 days	2.09 days	2.35 days	1.84 days	- 0.51 days	8.0 days
Percentage of staff with nil sickness (cumulative)	79.8%	62.9%	48.6%	45.1%	Cumulative	-
Number of learning hours	1748	1903.5	2857.5	1954	- 903.5	-
Number of delegates	63	85	225	62	- 163	-
Number of apprentices **	18	18	24	19	- 6	-

Year on Year Headcount Analysis	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
	472	470	464	466	481	492

** The figures reflect level 2 up to level 6 (degree) apprenticeships.

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.

Health & Safety: Indicators of Performance	Q1	Q2	Q3	Q4	
	(2019/20 figure in brackets)				
Total number of reported accidents/ incidents, calculated from:	11 (10)	4 (6)	14 (9)	11 (13)	<i>Most commonly reported accidents/incidents in the fourth quarter are in relation to verbal abuse</i>
<i>Accidents/ incidents to employees</i>	9 (6)	3 (6)	14 (9)	10 (11)	<i>There have been a variety of accidents in the fourth quarter which have been reported by 5 different services</i>
<i>Accidents/ incidents to contractors</i>	1 (0)	0 (0)	0 (0)	0 (1)	
<i>Accidents/ incidents to non-employees</i>	1 (1)	1 (0)	0 (0)	1 (1)	<i>In the fourth quarter, a member of public fell ill outside the Town Hall and staff administered assistance.</i>
Time lost in days due to employee accidents/ incidents	6 (85)	4 (19)	7 (48)	0 (24.5)	
Number of reported verbal/ physical incidents to employees	1 (2)	0 (1)	1 (1)	4 (1)	<i>Four verbal incidents have occurred in the fourth quarter to a waste operative, housing officer, receptionist and customer services advisor.</i>
Number of near miss incidents	1 (1)	0 (1)	0 (0)	0 (1)	
Number of Accidents/ incidents registered resulting in insurance/ compensation claim	1 (1)	1 (3)	0 (1)	1 (1)	
Number of claims settled	1 (0)	0 (0)	0 (0)	1 (0)	

Financial Performance

This part of the report provides the outturn financial position for the year. It examines the spending incurred on day-to-day service provision compared to the budget for the year. Also included is a summary of treasury management activities; details of movements on the General Fund balances, including earmarked reserves; and a summary of spending on capital projects.

Background

Full Council approved a net budget of £14.540 million for the 2019/20 financial year. This included planned spending across all services totalling £13.247 million; corporate items amounting to £1.493 million; and an overall efficiency target to be achieved in-year of £200,000.

Financing of the budget was to be from a combination of: general government grants (£22,000); business rates (£4.965 million); and Council Tax (£9.553 million).

During the year individual budgets have been updated in accordance with the Council's Budget and Policy Framework Procedure, and against which performance has been reported.

Previously, virements totalling £171,680 were approved between the Development Management and Planning Policy income budgets and the staffing budgets for these service areas. Waste Management budgets were also realigned to reflect changes to the contractual arrangements for transporting and processing of recyclable materials.

Summary Outturn Financial Position

- An overall positive variance for the year of £565,000 (-3.9%) against budget.
- Across all services staffing budgets were underspent by £228,000; and after allowing for the corporate efficiency target of £200,000, this resulted in a net underspend of £28,000.
- Other expenditure was over budget by £40,000.
- Income was overachieved by £577,000.
- The overall variance changed slightly from that reported at Q3, which had projected a positive variance of £530,000. However, within this overall change there were some individually significant changes, the details of which are provided in the commentary.
- Additional expenditure amounting to £101,710 was incurred in March relating to COVID-19, mainly on the provision of ICT equipment to staff to facilitate the rapid introduction of homeworking due to restrictions introduced by the UK Government. Most of this expenditure was capitalised and was partially funded by the first tranche of government funding (£61,411).
- General Fund unallocated balances were £6.883 million and earmarked reserves £21.931 million at the end of the year.
- A number of the variances identified within this report were highlighted at earlier quarters and, where these were judged to be ongoing, have been reflected in the Council's budget approved for 2020/21.
- During the year the Council monitored its overall financial position with the following reported at each quarter end:

	Quarter 1	Quarter 2 ¹	Quarter 3	Outturn
	Reported Full-Year Projected Variance Adverse/ (Positive)			Actual Variance
Net Variance	(642)	(715)	(530)	(565)
Staffing	9	(21)	(127)	(28)
Other Expenditure	(72)	(192)	7	40
Income	(579)	(502)	(410)	(577)

¹ Variances from Q2 onwards reported against updated budget reflecting changes summarised in the Background notes above

Revenue Spending

Service	Updated Budget £'000	Actual Spend £'000	Adverse (Positive) variance against budget				RAG Status
			Staffing £'000	Other Expenditure £'000	Gross Income £'000	Total £'000	
Asset Management	(2,387)	(2,219)	2	238	(72)	168	R
Community Services	364	335	(4)	(22)	(3)	(29)	G
Corporate Management	1,385	1,521	111	31	(6)	136	R
Economic Development	187	170	5	(19)	(3)	(17)	G
Environment & Leisure	902	805	(75)	30	(52)	(97)	G
Finance	1,423	791	(148)	(132)	(352)	(632)	G
Governance	1,026	1,072	39	32	(25)	46	A
Housing Services	890	801	(28)	(44)	(17)	(89)	G
Human Resources	375	358	2	(17)	(2)	(17)	G
ICT & Facilities	1,564	1,527	10	(46)	(1)	(37)	G
Marketing and Communications	526	511	18	(46)	13	(15)	G
Operations	5,715	5,600	(94)	20	(41)	(115)	G
Strategic Investment	11	(9)	-	(2)	(18)	(20)	G
Sustainable Development	1,244	1,432	(66)	84	170	188	R
Service Total	13,225	12,695	(228)	107	(409)	(530)	G
Corporate Financing	1,515	1,280	-	(67)	(168)	(235)	G
Efficiency target	(200)	-	200	-	-	200	
Total	14,540	13,975	(28)	40	(577)	(565)	G

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

Budget = controllable expenditure budget net of direct service income

Staffing

Staffing budgets included both directly employed staff, and bought-in/ agency staff, the latter used where additional resources were required to meet increased service demands and/ or the need for specialist skills; to provide cover in cases of absence (e.g. vacancies, holidays, sickness, maternity etc.); or where in-house staff were assigned to work on other projects and priorities.

Further detail of the staffing budget variances is provided in the following table:

Service – Staffing Budgets	Updated Budget	Actual Spend	Adverse/ (Positive) variance	RAG Status
	£'000	£'000	£'000	
Asset Management	296	298	2	A
Community Services	376	372	(4)	G
Corporate Management	1,360	1,471	111	R
Economic Development	194	199	5	A
Environment & Leisure	1,617	1,542	(75)	G
Finance	2,666	2,518	(148)	G
Governance	741	780	39	A
Housing Services	961	933	(28)	G
Human Resources	298	300	2	A
ICT & Facilities	787	797	10	A
Marketing & Communications	391	409	18	A
Operations	5,664	5,570	(94)	G
Strategic Investment	579	579	-	G
Sustainable Development	1,675	1,609	(66)	G
Service Total	17,605	17,377	(228)	G
Corporate Financing	-	-	-	
Efficiency	(200)	-	200	
Total	17,405	17,377	(28)	G

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

Commentary on staffing variations:

Across all service areas staffing budgets were underspent by £228,000, a reduction from that reported at Q3 of £99,000.

Finance: Savings were mainly achieved in Billing and Recovery (-£100,000); Systems Control (-£13,000); and Customer Services (-£20,000). These were made through a combination of vacant posts; reductions in contracted hours; and new appointments being made at lower grades/ scale points. Furthermore, efficiencies were made in Billing and Recovery by staff absorbing additional tax collection and fraud work which had generated external funding. The outturn variance reduced from that reported at Q3 as it was agreed to meet one-off pension costs relating to a flexible retirement from the in-year service variance.

Operations: Mainly due to vacancies in the following areas: Waste Management (-£40,000); Horticultural Services (-£36,000); and Service Management & Administration (-£52,000).

Environment and Leisure: Underspent by £75,000 due mainly to vacancies in Health Protection; Health Development; and Building Control.

Sustainable Development: During the year, permanent staffing resources in the Development Management team were gradually replenished so that by the year end only 1 planner position and an administrative role remained vacant, both of which are expected to be filled during 2020/21. To supplement the team's resources temporary agency staff were used, the additional cost of which has partially offset underspends on direct staff, giving an overall net underspend of £54,000 in this area. In addition, there were further staffing underspends in Planning Policy and Landscape Services.

Corporate Management: Changes in senior management during the year which required the appointment of an interim Corporate Director, and more recently an interim Head of Governance, resulted in net additional costs which contributed mainly to the overall overspend of £111,000. A proportion of the costs of the interim Corporate Director were capitalised to reflect the involvement in the town centre pedestrianisation project which mitigates the overall impact on the General Fund revenue account.

Governance: Overspent on staffing by £39,000 due mainly to agency staff being used to cover a vacancy and maternity leave. An unsuccessful attempt was made to recruit a permanent Major Projects and Planning Lawyer earlier in the year, and with the appointment of a new Head of Service the arrangements for legal support will be reviewed in 2020/21.

Strategic Investment Team: The team continued to operate largely with interim staffing. During the year additional capacity was added to maintain progress on schemes and accelerate feasibility reviews on a number of pipeline projects. The current budget for the team is funded from a mixture of revenue and capital resources which were allocated for a four-year period and the level of spending to date has remained within the overall resources allocated.

The approved budget provided for a **Corporate Efficiency Target** which in previous years has been achieved from in-year staffing cost variances. The amount included in this year's budget was £200,000, and after taking this into account the overall net staffing underspend for the year was £28,000.

Other Service Expenditure

Other service expenditure is overspent by a net £40,000. The main variances were:

Underspends

- **Finance** (-£132,000): The net cost of **Housing Benefits** (after allowing for government subsidy) was £22,000 lower than budget. In addition, whilst the government has been reducing the amount of grant paid towards administration costs, the original budget anticipated a higher reduction than was actually made consequently a provision of £62,000 was no longer required. Other areas of underspend within Finance included: charges for banking services; transaction charges for credit/ debit card payments; and savings on a replacement system used for securely submitting direct debit and BACS payment files.
- **ICT and Facilities** (-£46,000): a combination of underspends arising from: delay on implementation of arrangements for business continuity after an unsuccessful attempt to explore a potential solution with another local authority; ongoing projects to upgrade the GIS server and implementation of Wi-Fi improvements now running over into 2020/21; and a net underspend on the running costs of Causeway House.
- **Marketing and Communications** (-£46,000): mainly due to lower spend on external postage and publicity and promotion activities.
- **Housing Services** (-£44,000): includes underspends on temporary accommodation costs recharged by Greenfields Community Housing (net of additional costs at Digby Court and Great Eastern Close); and rent advances which are demand led, and also subject to varying levels of offsetting repayments.
- **Corporate Financing** (-£67,000): includes savings on annual Minimum Revenue Provision (MRP) of £25,000; additional savings from the staff annual leave purchase scheme (£20,000); and lower pension fund payments (-£9,000).

Overspends

- **Asset Management** (+£238,000): The main reason for the service overspend was a write back to revenue of £198,000 of costs which had been accrued over many years and which were expected to be recouped through a sale of land and properties in Halstead as part of a wider vendor consortium arrangement. Due to difficulties in completing a sale of the site this arrangement has now ended and a review of the Council's options for this site is to be undertaken.
- **Sustainable Development** (+£84,000): Additional costs were incurred for the recruitment of Development Management staff, including providing the new staff with equipment; and within Landscape Services there were unbudgeted storm damage works, higher tree maintenance costs, and additional expenditure for support required from Essex County Council for ecology works.

External Income

A significant proportion of the Council's budget was reliant on external income. Grants and subsidies from government, alongside income from business rates were major elements, totalling around £35million.

The amount of business rates ultimately retained by the Council depended on the actual amounts collectable (taking into account changes in the Valuation List, exemptions and reliefs

granted, and provisions for non-collection and rating appeals). Variances are accounted for via the Collection Fund and taken into account when determining future budgets and council tax setting. Fluctuations from those elements which have a direct impact on the General Fund revenue account, e.g. the levy payable on growth or grants received from Government to fund discretionary reliefs, are managed through the Business Rate Retention reserve.

As a participant in the Essex Business Rates Pool the Council is entitled to an additional share of income from business rate growth. The final determination and receipt of the actual amount will be made after year-end returns have been collated by the County Council from each of the participating authorities. An amount of £674,000 has been estimated for 2019/20 based on returns that were submitted by Pool members at the end of Q3. Sums received from this arrangement are held in the Business Rate Retention reserve pending decisions on how this resource is to be utilised.

Other external income for which the Council had budgeted £15.824 million came from a variety of sources that were subject to external demands and other influences, meaning these were more susceptible to variations against budget. At the year-end, services overachieved their income budgets by a net £577,000, as shown in the table below:

Service	Updated Budget £000	Joint Fin. Other Reimburs.	Sales, Fees & Charges	Rents	Other Income	Total	RAG status
		4,721	6,300	3,127	1,676	15,824	
		<i>Adverse (Positive) Variance £000 against Budget :</i>					
Asset Management	3,308	(6)	(13)	(46)	(7)	(72)	G
Community Services	223	(1)	11	-	(13)	(3)	G
Corporate Management Plan	-	(9)	-	-	3	(6)	G
Economic Development	3	-	-	-	(3)	(3)	G
Environment & Leisure	1,140	36	(5)	-	(83)	(52)	G
Finance	2,464	(18)	-	-	(334)	(352)	G
Governance	243	(5)	-	-	(20)	(25)	G
Housing	63	-	(16)	(1)	-	(17)	G
Human Resources	5	-	(2)	-	-	(2)	G
ICT & Facilities	15	(1)	-	-	-	(1)	G
Marketing & Communications	196	21	10	-	(18)	13	A
Operations	5,499	(13)	71	23	(122)	(41)	G
Strategic Investment	273	-	-	-	(18)	(18)	G
Sustainable Development	1,748	9	161	-	-	170	R
Service Total	15,180	13	217	(24)	(615)	(409)	G
Corporate Financing	644	(131)	-	-	(38)	(168)	G
Total	15,824	(118)	217	(24)	(653)	(577)	G

RAG Status: G = positive or nil variance, A = up to 5% adverse variance or <£50k, R = adverse variance greater than 5% and >£50k at Individual Business Plan level

Joint Financing & Other Reimbursements

Actual income for the year was £4.839 million against a budget of £4.721 million, an additional £118,000.

The main sources of this income were:

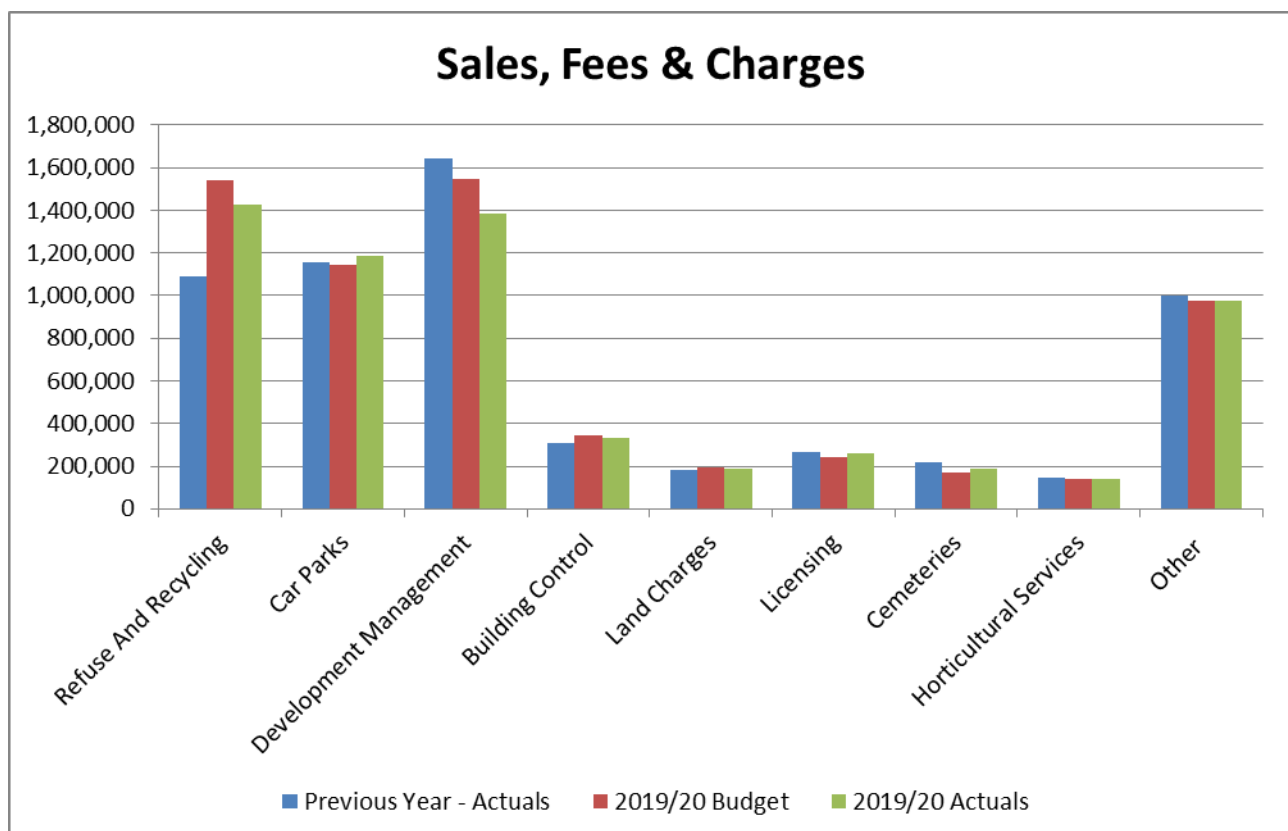
- **Essex County Council** which contributed £2.446 million through a number of arrangements covering waste management, horticultural services, community transport, and public health & livewell initiatives.
- **Council Tax Sharing and Investment Agreement** (£689,000) whereby performance on collection of council tax and the additional income generated for major precepting

authorities is shared with the Council. Funding was also provided to support various anti-fraud and other collection initiatives. A correction of an error in the calculation methodology, found during the year, benefitted the billing authorities and the estimated impact of a reduction in the share agreed with the preceptors did not materialise which meant that the amount received was higher than budget by £128,000.

- **Benefit overpayments, administrative penalties, and costs recovered** – these are amounts that are being recovered due to benefit overpayments relating to claimant error or fraud, and also local tax recovery costs levied when taxpayers are in default. In total the amount collected in the year was £749,000.
- **Procurement Hub** – subscriptions from four Essex local authorities for services provided, along with supplier rebates obtained as a result of third parties using the Hub's procurement frameworks. Total income for the year was £221,000.
- **Business rates collection allowance** – under the business rate retention scheme the Council is allowed to retain £189,000 of income as a contribution towards the cost of collection. The amount is set by Government based on a formula.
- **Other costs recovered** – (£545,000), included: Local Plan costs shared with other local authorities (£122,000); shared payroll service income (£61,000); developer contributions towards revenue costs (£70,000); and many other recoveries and contributions across all service areas (£292,000).

Sales, Fees & Charges

Income from sales, fees and charges totalled £6.083 million, an overall shortfall of £217,000 from the amount budgeted. The following chart shows the main income streams:



Commentary on Fees and Charges:

- **Refuse and Recycling:** The budget included income to be generated from the sale of recycling material based on a weighted basket, the value of which was then offset against costs paid to the processing contractor. The weighted basket price reduced at each quarterly review – with the price applied for the final quarter lower by almost 37% from

that used in the budget. Consequently, income for the year was lower than budget by £147,000. This was partially offset by reductions in processing costs, along with other income improvements from various service activities.

- **Car Parks:** A slight increase in income in February offset the marked downturn late in March as a result of the COVID-19 restrictions. Income was slightly higher than last year (+£29,000). The original budget included a provision for potential loss of income as a consequence of the proposed Manor Street regeneration project; however, due to the delay in work commencing on-site this meant the car park operated longer than anticipated and overall income from car parking was higher than budget by £40,000.
- **Development Management:** The original budget provided for an increase in planning application fee income of £156,560, with a further in-year increase to budget of £128,500 taking the overall budget to £1.397million. Actual income was £1.239 million, a shortfall of £158,000 against the revised budget and lower than the previous year outturn by £368,000. As well as a marked drop in application income there was also a refund in the final quarter of £50,000 relating to a prior year major application. Income from Pre-application Advice and Planning Performance Agreements was also lower than budget by £38,000, although this was largely offset by increased income from Street Naming and Numbering service (+£35,000).
- **Building Control:** The service achieved slightly higher income this year than the previous year due in part to the transfer of work in progress from another external service provider that ceased trading. However, overall income was still slightly below budget by £10,000 or 3%, although more than offset by savings on staffing and other expenditure.
- **Local Land Charges:** As a result of a reduction in the number of chargeable searches being requested, the income budget was reduced by £78,000 for the 2019/20 budget. Full searches processed have been down compared to numbers for the previous year. However, in December a bulk request for 96 searches was received from Greenfields Community Housing which improved the overall income achieved and taking full year income to £191,000, against a budget of £194,000.
- **Other Income** – Includes income from the following services or activities: Community Transport (£81,000); the Town Hall Centre (£108,000); Commercial Property service charges and other Asset Management income (£275,000); and income received from the Leisure Management operator (£194,000). Overall income was slightly higher than the budget at £978,000 against a budget of £976,000. Income in 2018/19 was higher due to a one-off retrospective adjustment in relation to advertising rights on council-owned bus shelters.

Rental Income

The budget for rental income from land & property was £3.127million – mainly generated from the Council's commercial property portfolio, local markets, housing properties, and other let properties. The outturn for the year was a net overachievement of £24,000.

Commentary on Rental Income:

- **Asset Management:** The commercial property budget for rental income was increased by £284,000 to £2.987 million. This reflected the transfer back to the Council of the management of the Braintree Enterprise Centre and Corner House, along with new commercial property: the completed grow-on units at Springwood Drive; and new acquisitions at Osier House, Sible Hedingham, and premises in Silver End. The outturn position was an overachievement of income of £46,000, as overall void levels remained below the level of provision allowed.
- **Operations – Local Markets:** As predicted throughout the year, income was down against budget by £24,000 as free pitches were provided at Witham as an incentive to prospective traders, and the Braintree market continued to suffer from a general reduction

in the number of traders, exacerbated by the COVID-19 restrictions that came into effect in late March.

Other Service & Corporate Income

Total budgeted Other Income was £1.676 million of which £588,000 related to internal recharges, including staffing costs that were expected to be charged against capital projects – originally budgeted to be £451,000 whereas the actual amount capitalised was £516,000. Other external income was overachieved by £588,000.

Other external income includes the following streams:

- **Investment & Other Interest Income:** The total amount of income earned from treasury management activities was £1.281 million, an overachievement of £250,000. The reasons for the increased income was a combination of higher cash balances being held (a result of increased balances and reserves and later spending on capital projects), improvement in interest rates for most of the year; and an increase in the amount held in long-term pooled investments. The Cabinet Member for Finance and Performance Management agreed as part of the carry forwards that this overachievement should be added to the Treasury Management reserve to provide further contingency against an anticipated downturn in income as pooled fund dividends reduce and interest rates have been cut as a result of the coronavirus pandemic. Additional interest of £41,000 was also generated from a mixture of service loans and deferred payment arrangements.
- **Solar Panel Feed-in-Tariffs:** income achieved was £107,000 (Budget £93,000) and which stems from past investment in solar panels at various Council facilities.
- **Manor Street Income Provision:** the original budget included a provision for the potential reduction of income on car parking and Town Hall bookings as a result of the Manor Street regeneration works. The commencement of these works were delayed and consequently the majority of the provision was unutilised generating a positive variance of £103,000.

Other variances include a number of unbudgeted government grants, or grants that were higher than originally anticipated, giving an overall positive variance of £75,000.

Treasury Management

The Council's treasury management activity across the year is summarised in the table below:

Amount Invested at start of the year	Activity to the end March		Amount Invested at end of the year
	New Investments	Investments Sold or Matured	
£46.97m	£125.50m	£119.35m	£53.12m
Average amount invested for the year			£63.64m
Highest amount invested in the year			£73.26m

The total amount invested in long-term pooled funds was increased to £19 million spread across seven funds. The remaining investments have been in short-term instruments including call accounts and term deposits with UK and Non-UK financial institutions, loans to other local authorities and the UK Government, and investments in highly liquid Money Market Funds (MMF).

Interest and dividends earned for the year are summarised in the table below:

Investments	Average Amount Invested	Interest & Dividends Earned	Annualised Income Return %
Long-Term Pooled Funds	£18.47m	£922,622	4.98%
Short-Term	£45,17m	£358,351	0.79%
Total	£63.64m	£1,280,973	2.01%

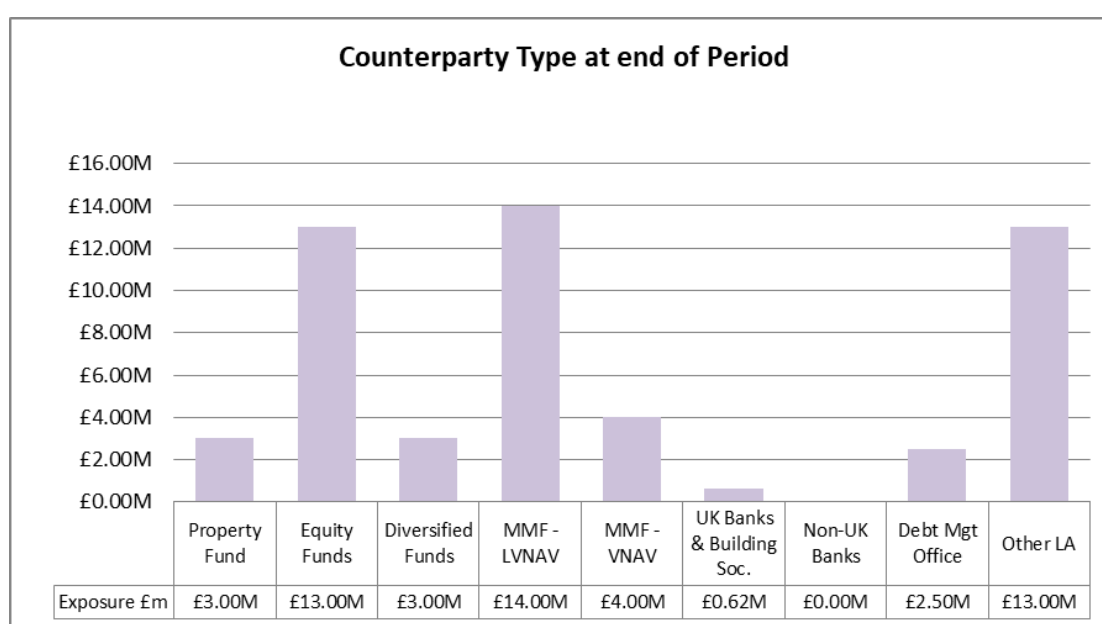
Investment returns have been increased by the dividend income earned from long-term investments. However, being exposed to equities and property, the value of these funds fluctuate based on prevailing market conditions. As a result of the world-wide coronavirus pandemic, financial markets fell in value significantly during the final quarter of the financial year, resulting in marked reduction in the values across all the Council's long-term pooled funds. At the year-end the total valuation for all funds was £16.744 million, an unrealised loss of £2.256 million. This reduction in value is currently held in an unusable reserve and would only be realised if the investments were to be sold.

Market Commentary

Financial markets sold off sharply during the final quarter as the impact from the coronavirus worsened. After starting positively in 2020, the FTSE 100 fell over 30% at its worst point with stock markets in other countries seeing similar huge falls. In March sterling touched its lowest level against the dollar since 1985. The measures implemented by central banks and governments helped restore some confidence and financial markets have rebounded in recent weeks but remain extremely volatile. The flight to quality caused gilts yields to fall substantially. The 5-year benchmark falling from 0.75% in April 2019 to 0.26% on 31st March. The 10-year benchmark yield fell from 1% to 0.4%, the 20-year benchmark yield from 1.47% to 0.76% over the same period. 1-month, 3-month and 12-month bid rates averaged 0.61%, 0.72% and 0.88% respectively over the year.

The Bank of England, which had held policy rates steady at 0.75% through most of 2019/20, moved in March to cut rates to 0.25% from 0.75% and then swiftly thereafter brought them down further to the record low of 0.1%.

At the end of the year the Council's investments were allocated as follows:



LVNAV = Low Volatility Net Asset Value i.e. the Fund value is expected to remain fairly constant

VNAV = Variable Net Asset Value i.e. the Fund value can fluctuate meaning that investors may receive back more or less than invested

COVID-19 Expenditure

As a consequence of the world-wide coronavirus pandemic and the resultant restrictions put in place by the Government, with lockdown introduced from 23 March, additional unbudgeted expenditure was incurred during March totalling £101,710. Most of this expenditure related to the acquisition of ICT equipment to facilitate the rapid introduction of homeworking across services. Under the Council's capitalisation policy £100,028 of this expenditure was met from capital resources, leaving £1,682 charged to the General Fund revenue account.

In addition, the Council received a first tranche of Government funding amounting to £61,411. This has been used to meet the additional revenue expenditure, with the balance transferred to the Capital reserve to partially replenish the resources used to finance the ICT equipment.

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.

The movement on the General Fund balance for the year is summarised below:

	£'000
Balance at 1 April 2019	5,787
Add:	
Budgeted addition	128
Pension Fund triennial payment	1,411
Outturn budget variance	565
Prior year carry forwards returned to unallocated balances	13
Less:	
One-off investment	(622)
Carry forward requests approved	(149)
Transfer to the Treasury Management reserve	(250)
Balance at 31 March 2020	6,883

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

- The budget approved by Council included an anticipated addition to balances of £127,947, reflecting savings anticipated being made in advance of future years' budget shortfalls.
- In 2017/18 the Council made a one-off payment to the Essex Pension Fund covering the period April 2017 to March 2020, which was in part funded from General Fund balances. A repayment back into balances was expected in 2018/19 and 2019/20.
- The Outturn variance for the year would mean an additional £564,966 being added to balances (before carry forwards).
- A review of prior year carry forwards by service managers identified a balance of £12,521 that was no longer required and has therefore been transferred to the unallocated balance.
- An allocation from General Fund balances was approved by Full Council in February 2019, to meet one-off budget requirements: £500,000 to replenish the Planning Appeals reserve; and a total of £122,000 provision for potential loss of income during redevelopment of Manor Street. As reported, the delay in the start of the Manor Street

project meant that the reduction in income was a lot lower in this financial year, the difference being reflected in the outturn variance.

- Requests to carry forward underspends from 2019/20 totalling £149,153 were considered by Management Board and subsequently approved on 21 May 2020, by the Cabinet Member for Finance and Performance Management under delegation. The Cabinet Member also approved to transfer the overachieved income generated from treasury management activities to reserve as further contingency against an expected downturn in this source income in 2020/21.

Earmarked Reserves

Earmarked reserves form part of the overall General Fund balances, but reflect decisions which have been made to ring-fence amounts for specific purposes. Generally, these reserves fall into four categories:

- Capital investment – revenue resources set aside to support the Council's capital investment programme, either for specific projects or the programme in general.
- Risk Management – resources set aside to manage some of the inherent risks in the Council's activities e.g. treasury management, business rates income, and collection of housing benefit overpayments
- Service Reserves – reserves set-up for specific services/ initiatives, including annually approved budget carry forwards
- Change Management – to support the Council in terms of organisation development and improvement programmes.

The outturn position reported is after a net withdrawal from reserves of £1.080 million made in accordance with the purposes for which the each reserve was originally established.

A further £149,000 was added to reserves for items approved to be carried forward from the 2019/20 budget outturn, offset by £13,000 of prior year balances that were deemed to be no longer required for the purposes for which they were originally carried over. In addition, £250,000 was added to the treasury management reserve from the overachieved income in the year.

The overall movement on earmarked reserves can be summarised as follows:

	Additions	Withdrawals	Transfer to unallocated balances	Net Movement
	£'000	£'000	£'000	£'000
Movement on earmarked reserves	4,505	(5,585)	-	(1,080)
Carry forwards & Treasury Management	399	-	(13)	386
Total	4,904	(5,585)	(13)	(694)

The total amount held in earmarked reserves at the 31st March 2020 was £21.931 million.

Risks and Assumptions

The outturn is subject to finalisation of the Council's Statement of Accounts which is scheduled to be completed by the end of June, following which the Council's external auditors, BDO LLP will carry out their audit. The outcome of the audit could lead to changes in the outturn, details of which will be reported to the Corporate Governance Group at its meeting in October and subsequently Cabinet when receiving the final audited financial statements.

The outturn will be reviewed to ensure that any on-going issues have either been/ will be addressed in the Medium Term Financial Strategy as detailed planning commences for the 2021/22 budget.

Capital Investment

Taking into account projects which were in progress and carried forward from earlier years, new projects approved as part of the Budget agreed in February 2019, and the subsequent decisions taken by Council on some major growth and infrastructure projects, the overall capital programme at the end of March totalled £52.6million. Delivery of significant projects will span a number of years, therefore, the amount expected to be spent in the current year was £8.224 million. The following table shows actual spend against this profiled budget.

	Profiled Spend 2019/20 £000	Outturn Spend 2019/20 £000	Outturn Spend as % of Profile
Commercial and investment property	1,108	1,062	96%
Horizon 120	2,000	1,395	70%
Manor Steet regeneration	1,359	1,548	114%
Town Centre improvements	150	84	56%
Springwood Drive business units and parking	137	126	92%
Planned maintenance to Council premises	563	368	65%
Replacement vehicles and plant	85	32	38%
Information technology systems & equipment	323	357	111%
Play areas, parks and open spaces	427	317	74%
Environmental improvements	25	18	72%
Paths, cycleways, and other infrastructure	92	-	0%
Operational equipment	327	262	80%
Sports and leisure facilities improvements	101	83	82%
Cordons Farm waste transfer station	23	23	100%
Grants to registered social landlords	13	12	92%
Disabled facilities grants	847	796	94%
Capitalised interest	193	-	0%
Capital salaries	451	516	114%
Total	8,224	6,999	85%

The profiled spend for the year reduced from that at Q3 by a net £1.442 million. At Q3 the programme assumed that £1.002 million of costs for replacement refuse freighters would be capitalised. However, following a financial appraisal of options, the Corporate Director (Finance) determined leasing as being the preferred means of financing, the impact of which will be covered in the Fleet Management annual revenue budget. Other changes to the programme profile included deferment of the Council's contribution towards superfast broadband (-£356,000) which is payable to ECC on achievement of project milestones; and slower rate of spend on sites identified as potential housing land (-£261,000). Various other changes increased the profiled spend by +£177,000.

Total spend for the year was £6.999 million, leaving a balance against profiled budget of £1.225 million. Spend in the year for some projects was higher than profiled which largely reflected the estimated nature of profiles and at this stage was not implying an overall project overspend.

Additional ICT costs were incurred in response to the need to provide staff with the necessary equipment to enable homeworking in line with COVID-19 restrictions.

The majority of the budget remaining at the year-end (£1.009 million) will be carried over as it is required to complete those projects that are in progress, leaving a net underspend of £216,000 for the year. The main reason for this underspend relates to capitalised interest, which was allowed for within the budget for a number of the Council's strategic projects. However, thus far, any borrowing requirement relating to these projects has been internalised using the Council's own cash balances. On this basis the capital programme has underspent against this allowance, with the opportunity cost reflected in the Council's treasury management income. This arrangement provides the most economic means of financing the Council's borrowing requirement for the time being.

Capital resources

The original estimate was to generate £4.976 million of capital resources from the sale of council-owned assets. However, one site completed earlier than expected, with a capital receipt of £2.520 million being received in the previous financial year. A sale of land was completed in June generating capital income of £1.317 million, and the expected income from the sale of serviced land plots at Horizon 120 will now be later than originally assumed due to changes in the overall timescales for this project. A further disposal which was expected to complete in the year is still subject to planning matters. A number of small receipts totalling £74,000 were also received in relation to a deed of easement and repayment of housing grants.

Estimated resources to be generated in the year included £1 million from preserved right-to-buy (RTB) receipts. Greenfields confirmed 15 RTB sales were completed in the year generating £1.878 million for the Council. This compares to 27 sales completed last year which generated £3.756 million for the Council. An additional amount of £75,000 was also received being an amount due to the Council from the sale of land by Greenfields.

Receipt generated by the VAT shelter agreement with Greenfields were £246,000 for the year, slightly lower than last year's amount of £252,000.

The Council received £931,000 grant from the Better Care Fund, which has largely been used to fund the Council's expenditure on disabled facilities grants. This was an increase of £68,000 over that originally anticipated for the year and increased the resources available for this programme of work.

Progress report on the work undertaken so far by the Climate Change Working Group and a revised schedule for production of the Strategy

Agenda No: 7a

Portfolio Corporate Outcome:	Environment and Place
Report presented by:	A sustainable environment and a great place to live, work and play
Report prepared by:	Councillor Mrs Wendy Schmitt, Cabinet Member for Environment and Place
	Cherie Root, Corporate Director

Background Papers:

Public Report

[Minute of Council 22nd July 2019](#)
[Minutes of Cabinet 9th September 2019](#)

Key Decision: No

Executive Summary

At the Council meeting on 22nd July 2019, Braintree District Council declared a Climate Emergency and agreed to establish a Climate Change Working Group to develop an action plan to ensure that all Council activities are, as far as practical, carbon neutral by 2030.

At the Cabinet meeting held on 9th September 2019, Cabinet members approved the creation of the Group and set a deadline of September 2020 for the production of a new Strategy and Action Plan, with a progress report being provided mid-year.

The objectives of the Group are:

1. To support the development of the next Climate Change Strategy for the District
2. To support the development of a plan to make Braintree District Council's activities as far as practical carbon neutral by 2030
3. To report back to Council by September 2020

The purpose of this report is to provide the mid-year update summarising the work undertaken by the Group so far and highlighting its future areas of work and also sets out a revised schedule for the delivery of the draft Strategy and Action Plan following the effects of Covid-19 pandemic on its production.

Membership

The Group was formed in October 2019 and consists of the following members:-

Cllr Wendy Schmitt (Chair) Portfolio Holder for Environment & Place
Cllr Nick Unsworth

Cllr Diana Garrod	
John Parish	Braintree District Council Green Heart Champion
Nick Shuttleworth	Executive Director, Rural Community Council of Essex
Richard Gormley	Executive Director, Greenfields Community Housing Ltd
Lily March	Notley Sixth Form student
Dr Lauren Crabb	Coventry University
Cherry McKean	Plastic Free Colnes and Halstead
Archie Ruggles-Brise	Rural Green Business Entrepreneur

This Group is supported by a group of officers and specialist advisors from each subject area as required.

Areas of focus set by the Group

The Group decided that the subject matter of Climate Change was so broad that it would need to concentrate its time looking at those areas where the Council could make a significant difference or have the largest influence.

At its first meeting, the Group agreed to focus on the following seven areas:-

- **Resources**
 - Reduce waste and conserve resources
- **Energy Use**
 - Reduce consumption and alternative energy sources
- **Planning and Development**
 - Future proofing future development
- **Transport**
 - Reduce car travel and promote alternative transport methods
- **Council Assets and Operations**
 - Minimising emissions and impact
- **Natural Environment**
 - Habitat protection and creation
- **Adapting to Climate Change**
 - Minimising the risk to the Council and our residents
- **Education, engagement and behaviour change**

Group meeting arrangements

The Group meets every six weeks and at each of the meetings focuses on one or two of the subject areas highlighted above. Expert speakers on each of the subjects are invited to present to the Group to enable it to develop areas of the strategy and, more importantly, develop an action plan to deliver the new strategy.

Meetings that have taken place so far:-

October - First meeting of the group	
Subject matter	Key points
Agreed format for future meetings	<ul style="list-style-type: none"> • Updates from previous meetings • Maximum of three presentations per meeting • Recommendations for quick wins and the action plan

	<ul style="list-style-type: none"> • key focus areas for the next meeting(areas that will have the most impact, what members want to hear more about) • Agree guests to attend the next meeting
	<p>Five further meetings were planned.</p> <ul style="list-style-type: none"> • December – Council Assets and Natural Environment • February – Resources and Energy Use • March – Planning and Development and Transport • May – Adapting to Climate Change • July – draft Strategy
December -Council Assets and Natural Environment	
Subject matter	Key points
Social Media and Communications	<ul style="list-style-type: none"> • Use social media and real people to share the messages • Messaging around the social norm is stronger messaging • Further messaging is needed about what can and cannot be recycled • Share campaign media, toolkits etc. with Parish Councils
Council Estate and Operations	<ul style="list-style-type: none"> • Consider hardwiring sustainable energy into any new buildings. • Look at where there are green alternatives in the services we provide – replace equipment with more energy efficient alternatives etc.
Council Fleet	<ul style="list-style-type: none"> • Staff engagement and educating drivers is key • Look the EV vehicle purchasing • Future consideration to be given on the different methods of refuse collection to encourage recycling • Green standards applied to procurement process • Geographical issues need to be taken into consideration as Braintree District is one of the largest in the country and there are considerable distances to travel
Natural Environment – habitat and trees	<ul style="list-style-type: none"> • More active management of BDC's 15 woodlands is needed • New planting will take at least 20 years to have any real impact • Stewardship and regular management of woods is to be encouraged as well as work with local volunteers
Natural Environment - Air Quality	<ul style="list-style-type: none"> • To date the air pollution levels recorded in the District have not exceeded the National Guideline levels • Behavioural change is required to reduce emissions especially from vehicle sources

February - Resources and Energy Use	
Subject matter	Key points
Waste Management and the National Resources & Waste Strategy	<p>The Council has 3 years to begin implementing the Government's new waste strategy which concentrates on:</p> <ul style="list-style-type: none"> • Reforming Producer Responsibility • The introduction of a Plastic Packaging Tax • Deposit return scheme for bottles • Improve Recycling Collection Consistency • All plastic to be recycled by 2025 <p>The new legislation may impact services from 2023 onwards. The Council will need to consider national policy when shaping BDC's 10 year waste strategy.</p> <p><u>Presentation by Viridor</u> Viridor currently take BDC recycling to their MRF at Gt Blakenham. Recover paper, plastic, glass and metals. The company maintains a robust audit trail for every bale shipped abroad all containers sent overseas are audited and tracked.</p>
The Local Energy Opportunity – towards net zero	<p>Greater South East Energy Hub works with authorities to get alternative energy projects delivered and identified to following projects for the Braintree District:</p> <ul style="list-style-type: none"> • Working with local business to reduce energy demand. • Low carbon home heating • Increase electric vehicle uptake and develop local industry to support these vehicles. • Hydrogen – Need to consider different fuel types for different applications. • Local energy investment. • Heat pumps, driven by electricity – There are 64,000 homes in the Braintree District. If all homes were insulated and heat pumps supplied the business opportunity would be worth £295 million for the District.
Benchmarking Climate Change Approaches	<p>Some notable key considerations for the production of our strategy when looking at the Council's other strategies:</p> <ul style="list-style-type: none"> • Engaging to residents and businesses alike. • Behavioural change is key – The Council must lead by example. • Identify sources, opportunities, funding • Publicity on what we are already doing is key

Actions Already Implemented

During each of the meetings the Group has been able to identify actions which can be implemented in advance of the Strategy. These include:-

1. Campaigns and Communications

Implemented to encourage people and businesses to reduce their carbon footprint:

- Reduce waste campaign
- Love Essex/Hate Plastic
- Increased the variety and use of Social Media platforms to engage younger demographic in climate change debate.
- Use Business Rates and Council Tax booklets to promote messages on Climate Change
- Shared innovative ideas from local businesses. This will continue as we become aware of initiatives
- Tailored presentations to schools, local groups and organisations on waste minimisation and recycling.
- BDC Staff Eco Group promotes environmentally friendly initiatives across the Council.
- Drive to reduce contamination in domestic recycling sacks including a campaign on social media and an article in the Council Tax booklet.
- Christmas e-newsletter sent to 1,000+ residents with advice on a more sustainable Christmas.
- Promotion of discounted compost bins and real nappy campaigns

2. Partnership Working

- Encourage positive actions towards environmental issues
- Increase communication with Parish and Town Councils highlighting actions communities can take
- Work with some Primary Schools, harnessing energy of students as champions of change
- Research and benchmarking what others are doing
- Support for the Essex Forest
- Trial of reduction in verge cutting to improve sustainability and biodiversity in conjunction with Essex County Council.

3. Council Services

Environment projects including:-

- Installation of electric car charging points
- Reducing fuel usage across BDC estate
- Promote Essex Energy switching scheme
- Promote sustainable/active transport
- Promote resilient communities
- Promoting the recycling element of our commercial waste service to local businesses to encourage participation.

- Introduction of a 'bring bank' beverage & food carton service
- Trialling battery operated equipment in our grounds maintenance service.
- Commissioned an external consultant to explore opportunities to fully embed the green criteria in our vehicle replacement programme.

Revised timetable for the production of the Strategy & Action Plan

Since March and the onset of the Coronavirus epidemic the remaining planned meeting schedule of the Climate Action Group has been postponed.

Below is a revised schedule of meetings for the Group and a timeline for the production of the new Climate Strategy to Council.

Officer working Group	Cabinet Member Climate Change Group	Subject for Discussion
Wednesday 30 th June (already in the diary)	Monday 20 th July (already in the diary)	Planning & Development
Wednesday 26 th August	Monday 14 th September	Transport
Wednesday 7 th October	Monday 11 th October	Business mitigation, Adapting to Climate Change
Wednesday 4 th November	Monday 16 th November	Development of the draft strategy
Wednesday 2 nd December	14 th December	Development of the draft strategy
	11 th Jan	Development of the draft strategy
	Report to Governance by 22/01	New Strategy to be presented to Cabinet on 8th February 2021 and Council on 22nd February 2021

In light of the current restrictions it is recommended that all meetings of the Group for the foreseeable future will be remote meetings.

The plan is that a strategy and action plan will be put before Cabinet and Council in February 2021 for consideration and adoption.

Recommended Decision:

- (1) To note the progress of the Climate Change Working Group; and
- (2) To approve the revised schedule of meetings and the new date for delivery of the new Strategy and Action Plan.

Purpose of Decision:

To support the development of a new Climate Strategy and Action Plan for the Council to enable it to become carbon neutral, where practicable, by 2030.

Any Corporate implications in relation to the following should be explained in detail.	
Financial:	This group does not have an initial budget, however it is expected that there will be financial impacts resulting from recommendations made by this group. These are unknown at this time. The implications will be managed in accordance with the Council's usual processes for managing financial commitments.
Legal:	During the working life of the group there may be a number of legislative developments and current legislation that will require due consideration in relation to the environment and climate change as well as any legal impacts of recommendations made by the group. These will be considered on a case by case basis.
Safeguarding:	No safeguarding issues have been identified at this time.
Equalities/Diversity:	Recommendations arising from this group will be subject to an equalities impact assessment. This report however sets out an initial enabling framework which does not have any direct implications for any protected characteristics. The appointment of external appointees will be undertaken on merit reflecting the Council's equality commitments and the need to consider protected characteristics.
Customer Impact:	It is expected that any recommendations that the group make will be subject to a customer impact assessment to assess the impacts of proposals and to understand the merits of alternative strategies.
Environment and Climate Change:	The purpose of this group is to make recommendations to support Braintree District Council to make its activities carbon neutral by 2030 as well as developing a climate change strategy for the District.
Consultation/Community Engagement:	<p>The working group will have community representation, and there will also be consultation undertaken on key recommendations and the climate change strategy.</p> <p>Whilst the group is focused on reducing the impact of the Council's activities in respect of carbon emissions, it is recognised that this may change or influence the way services are delivered. Community engagement is essential to the success of the strategy and it will therefore be important to involve the community in its development.</p>
Risks:	There is a risk that the Council does not achieve sufficient engagement from group members or the community. This will be mitigated by a strong communications and engagement plan.

	Risks will be considered as part of the strategy development and for key recommendations.
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Ext. No:	2050
E-mail:	Cherie.root@braintree.gov.uk

Open Spaces Supplementary Planning Document Open Spaces Action Plan		Agenda No: 8a
Portfolio Planning Corporate Outcome: Enhancing our Environment. Supporting our Communities Report presented by: Councillor Mrs Gabrielle Spray, Cabinet Member for Planning Report prepared by: Stephen Wenlock, Town Centre and Public Realm Manager		
Background Papers:		Public Report
Open Space Supplementary Planning Document 2009 Braintree Green Spaces Strategy 2008 Open Spaces Action Plan 2019		Key Decision: No
Executive Summary: <p>This report introduces the 2020 edition of the Open Spaces Action Plan (OSAP). The Open Spaces Action Plan 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 Council officers to identify where financial contributions (being sought from developers under the Open Spaces Supplementary Planning Document) will be spent.</p> <p>The Action Plan was first produced in 2011 and has been subject to an annual review. Each revision has engaged Parish and Town councils, Ward members and BDC Officers, producing a revised edition at the start of the year.</p>		
Recommended Decision:		
To approve the Open Spaces Action Plan 2020		
Purpose of Decision:		
The plan forms part of the Council's evidence base for securing planning obligations from developers to enhance existing open spaces, or provide new ones. Adopting the Open Spaces Action Plan 2020 supplants the 2019 edition, updating the currently adopted information.		

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Any Corporate implications in relation to the following should be explained in detail.	
Financial:	The Open Spaces Action Plan helps secure planning obligations from developers, bringing capital money into the Council at no cost.
Legal:	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 Open Spaces Action Plan, which will also help defend legal challenge to planning decisions where a developer refuses to enter into a planning obligation for open space.
Safeguarding:	No matters arising out of this report
Equalities/Diversity:	<p>'Access for All' principals are at the core of the Council's work to design and implement the enhancements made possible by the Open Spaces Action Plan. In this way the document enables us to make our open spaces more able to meet the diverse needs of our residents. Additionally, a proportion of the entries in the Open Spaces Action Plan are directly aimed at improving accessibility to open space</p> <p>As the individual projects listed come alive through agreements and financial contributions caused by this document, individual Equality Impact Assessments will be considered for them when project details are sufficiently crystallised and as a matter of proper project management</p>
Customer Impact:	The decision will maximise the potential for enhancing open spaces or providing new open spaces for the benefit of the public.
Environment and Climate Change:	The decision will lead to an improvement in the management quality of the district's environment
Consultation/Community Engagement:	Parish, Town and Ward councillors as well as key Council staff have been engaged in the update process, and have been central to it
Risks:	The current adopted edition of the Open Spaces Action Plan (2019) is now out of date in places. This could leave the Council open to challenge or missing opportunities when negotiating planning obligations and determining the relevant planning applications. The updated version will

	reduce that risk by making corrections and bringing the document up to date.
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1 Introduction

- 1.1 This report introduces the Open Spaces Action Plan (**Appendix 1**), which sets out a list of proposals for the provision and enhancement of open spaces in Braintree District. Its purpose is to demonstrate the need for these proposals and justify the open space contributions being sought from developers under the Open Spaces Supplementary Planning Document. It is based on an Open Space Audit, and updated each year to include schemes that have been identified for Council-owned open spaces and schemes identified by Ward, Town and Parish Councils. Members are asked to support the programme of enhancements and provision as the basis for negotiating planning obligations in relation to open space.

2 Background

- 2.1 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 to mitigate 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.
- 2.2 The Council must supplement the SPD with evidence to demonstrate where a contribution will be spent and this is the function of the Action Plan;
- (a) The Action Plan 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.
 - (e) It meets former Scrutiny Panel recommendations.
- 2.3 The Open Spaces Action Plan 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 funding to open spaces serving the Section 106 development. It will be made available on-line and therefore accessible to developers and members of the public.

3 Format of the Action Plan

- 3.1 The Action Plan 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).

- 3.2 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.
- 3.3 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 sort from nearby developments. Because the actions proposed in the Action Plan are reliant on those financial contributions, no time scales are given for the completion of the schemes.
- 3.4 Whilst not set out within the report, the expiry dates for spending any existing or new Section 106 receipts will determine the priority for projects to progress throughout the year.

4 Consultation

- 4.1 In order to undertake the yearly review of the Action Plan 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 the 8th November 2019 and the 20th January 2020 (although a number of responses were received shortly after this date and have been incorporated into the action plan).
- 4.2 Responses were received from 50 Parish Councils, 4 Ward members, 2 sports clubs and internal consultees. These responses were considered by officers and if appropriate and suitable, amendments and updates were added to the 2020 Action Plan. A list of Parishes/Wards where amendments have been made is set out below.

Ward / Parishes updated for 2020 (by page Number.):-

- Bocking North (pg. 1, 2)
- Steeple Bumpstead (pg. 5)
- Sturmer (pg. 5)
- Coggeshall (pg. 5-7)
- Gosfield (pg. 8)
- Greenstead Green and Halstead Rural (pg. 8)
- Black Notley (pg. 9)
- Halstead (pg. 10 – 12)

- Hatfield Peverel (pg. 12, 13)
- Castle Hedingham (pg. 14)
- Kelvedon (pg. 16)
- Rayne (pg. 17)
- Cressing (pg. 17-18)
- Rivenhall (pg. 18)
- Silver End (pg. 19)
- Ridgewell (pg. 20)
- Colne Engaine (pg. 22-23)
- Pebmarsh (pg. 24)
- Panfield (pg. 26)
- Shalford (pg. 27)
- Witham (pg. 27-32)
- Great Yeldham (pg. 33)
- Toppesfield (pg. 34)

Parishes Updated for Allotments section 2020:-

- Great Notley (pg. 2)
- Hatfield Peverel (pg. 3)
- Kelvedon (pg. 4)
- Earls Colne (pg. 5)
- Toppesfield (pg. 6)

5 Conclusion

- 5.1 The Open Spaces Action Plan is updated yearly to support the Open Spaces Supplementary Planning Document to ensure that the Council as Local Planning Authority can secure appropriate contributions for open spaces from developments in the vicinity. The Action Plan has been subject to consultation with local Parishes and Ward Members who have provided information, alongside officers which provides an appropriate update to the Plan.

Recommendation

To approve the Open Spaces Action Plan 2020



Braintree District Council

Open Spaces Action Plan

2020



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Introduction

The Open Spaces Action Plan 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 Action 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 January.

Explanation of Column Headings

One of the aims we set out to achieve was to make the new Open Spaces Action 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

[Please Note – the 'old' Ward / Local Committee Areas noted in the GreenSpaces 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 GreenSpaces Strategy is replaced and the references within are to current ward boundaries]

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Ward	Page No.	Parish	Page No.	Parish	Page No.
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Bocking North	1,2	Ashen	19,20	Helions Bumpstead	4
Bocking South	2	Bardfield Saling	16	Kelvedon	16
Braintree Central and Beckers Green	2,3	Belchamp Otten	20	Lamarsh	21
Braintree South	3,4	Belchamp St Paul	20	Liston	20
Braintree West	4	Belchamp Walter	20	Little Henny	21
Bumpstead	4,5	Birdbrook	4	Little Maplestead	8
Coggeshall	5-7	Black Notley	9	Little Yeldham	20
Gosfield and Greenstead Green Ward	8	Borley	20	Middleton	21
Great Notley and Black Notley	9,10	Bradwell	5	Ovington	20
Halstead St Andrew	10,11	Bulmer	21	Panfield	26
Halstead Trinity	11,12	Bures Hamlet	21	Pebmarsh	24
Hatfield Peverel and Terling	12-14	Castle Hedingham	14	Pentlow	20
Hedingham	14,15	Coggeshall	6-8	Rayne	17
Kelvedon and Feering	15,16	Colne Engaine	22	Ridgewell	20
Rayne	16,17	Cressing	17,18	Rivenhall	18
Silver End and Cressing	17-19	Earls Colne	22-24	Shalford	27
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Stour Valley South	20,21	Faulkbourne	12	Silver End	18,19
The Colnes	22-25	Feering	15,16	Stambourne	33
Three Fields	25-27	Finchingfield	25	Steeple Bumpstead	5
Witham Central	27,28	Foxearth	20	Stisted	8
Witham North	29	Gainsford End	33,34	Sturmer	5
Witham South	30,31	Gestingthorpe	21	Terling	13,14
Witham West	31,32	Gosfield	8	Tilbury Juxta Clare	20
Yeldham	33,34	Great Bardfield	25,26	Toppesfield	33,34
		Great Henny	21	Twinstead	21
		Great Maplestead	8	Wethersfield	27
		Great Notley	9,10	White Colne	24,25
		Great Saling	16	White Notley	14
		Great Yeldham	33	Wickham St Pauls	21
		Greenstead Green & Halstead Rural	8		

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)	
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.	None given	OSAP Version 1	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.	nil	None given	BDC Officer	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)							
Bocking North			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. Improvements to drainage ditches.	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
			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	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)	
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	Replace the current prefabricated clubhouse. Continue to improve the car park.	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
			Belnheim Close Playing Fields (Deanery Hill)	Improve drainage, changing facilities and parking.	nil	None given	Braintree Strategy and Action Plan for Playing Pitches	Braintree District Council	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.	nil	None given	Braintree Strategy and Action Plan for Playing Pitches	Currently Unknown	None
			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).	None given	OSAP Version 1	BDC Ownership	None
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	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)	
Braintree Central and Beckers Green			King Georges Field & Ley Wood (40629 & 20676)	Pond improvements, playing field renovation, signage, entrance improvements and habitat creation.	Cycle and disability parking bays. Safe main road crossing at the main entrance.	None given	OSAP Version 1 + Ward Member	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
			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 owned land 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)							
		Parks and Gardens (-0.97Ha)							
(Braintree Rural)		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 Open Space and woodland)	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	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)	
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	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)	
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	nil	None	Parish Council	Parish and District Council	None
			Lily Corner, Water Lane	Signage.	Safe road crossing.	None given	OSAP Version 1	BDC Ownership	None
			Camping Close, Bower Hall Drive, CB9 7ED	Replacing oak posts. Provide training lights.	Children's play equipment.	None given	Parish Council and Braintree Strategy and Action Plan for Playing Pitches	Unknown	None
	Sturmer		Disused Railway Line Walk (30355)	nil	nil	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 not seen)	None
			Pocket Park	Litter bins, seating and play equipment for older children.	Cycle and disability parking.	None given	OSAP Version 1	Parish Council (Deeds not seen)	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.	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.	Installation of outdoor gym equipment.	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
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)	
Coggeshall	Coggeshall		Land adjacent to the Doctor's surgery, Stoneham Street		Creation of a bowling green and the construction of a clubhouse	Community consultation Dec 2018	Parish Council	BDC & CPC	None
			Vicarage Field (20073) or other location		Re-instatement of Tennis Courts and other site regeneration to create a multifunction "village green" with recreational and ecological value.	Community consultation Dec 2018	Parish Council	Chelmsford Diocese	None
			Coggeshall to Kelvedon - to be identified		Creation of a dedicated cycle path from Coggeshall to Kelvedon Station.	Community consultation Dec 2018	Parish Council		
			Land adjacent to the Doctor's surgery, Stoneham Street		Creation of a bowling green and the construction of a clubhouse	Community consultation Dec 2018	Parish Council	BDC & CPC	None
			Vicarage Field (20073) or other location		Re-instatement of Tennis Courts and other site regeneration to create a multifunction "village green" with recreational and ecological value.	Community consultation Dec 2018	Parish Council	Chelmsford Diocese	None
			Coggeshall to Kelvedon - to be identified		Creation of a dedicated cycle path from Coggeshall to Kelvedon Station.	Community consultation Dec 2018	Parish Council		
			Bridge Street	nil	Development of a Riverside walk, reinstatement of pentanque court, picnic area, access for horse riders and cyclists.	Community consultation - Nov 2016	Parish Council Coggeshall NP Steering Group	Unknown	None
			East Street Recreation Ground (40072)	Cycle and pedestrian access. Replacement of the basketball court in the recreation ground with a MUGA (Multi-use games area). new improved childrens play equipment and fencing. Replacement of path to northern boundary.	Creation of a bio-diverse meadow at southern boundary. Adult gym equipment. Bike pump track or similar with storage facility. Provisions of running track around recreation ground with suitable surface and distance markers.	Community consultation - Nov 2016 and 'The big park project' community group	Parish Council Coggeshall NP Steering Group	Parish Council	None
			School Mews, off Stoneham Street (50086)	Boundary tree/shrub planting and seating. Cycle and pedestrian access. Improvements to play equipment.	nil	Requests from residents (The Little Park Project)	OSAP Version 1 and Coggeshall Parish Council	Partially owned by BDC and partially owned by Coggeshall Parish Council	None
			Central Green, Monksdown Road, CO6 1TA (50078)	Litter bins and seating.	Disability access, tree planting (potential site for community orchard), play equipment and goal posts.	Community consultation - Nov 2016	OSAP Version 1	Greenfields Community Housing	None
			Fabians Close Play Area, CO6 1QB (60070)	Regeneration and replacement of play equipment and to provide security fencing.	Boundaries fenced for definition and security.	Community consultation	Coggeshall NP Steering Group, 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	Coggeshall NP Steering Group	Parish Council	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)	
Coggeshall	Coggeshall		Vicarage Field (20073)	Site regeneration, interpretation, more litter bins, dog bins and seating.	Cycle and disability parking. Regeneration of site as a multifunctional 'Village Green' (with recreational and ecological value) located to serve the west of the built settlement of Coggeshall and augment the wildlife corridors along Robins Brook, the spinney and associated wetland to the S and SW of the site. Improved access from Robin's bridge. Bridleway access.	Community consultation - Nov 2016	OSAP Version 1 Coggeshall NP Steering Group	Diocesan land formerly leased to Coggeshall Parish Council (Deeds not seen)	None
			Robinsonsbridge Road existing community land and proposed nature reserve - off Mill Lane	Seating and bins.	Footpath access and connection with a new public footpath along the length of Robinsons Brook.	None given	Coggeshall NP Steering Group	Owned by Croll Group but allocated in planning application as community land.	None
			Owen Martin Nature Reserve, Dampier Road, CO6 1QZ (20065 and 60064)	Make safe and remove rubbish. Additional native shrub planting to boundary. New seating, litter/dog bins and signage.	Public access (to include disabled access). Combine adjacent space (60084) for access from Tikey Road. Creation of a circular path to connect to a new public footpath along Robins Brook. Creation of raised boardwalk around pond. Include a picnic space.	Community consultation - Nov 2016	Coggeshall NP Steering Group	Parish Council	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)	
Coggeshall	Coggeshall		Coggeshall Cricket Club		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
			Land to be identified		Provision of outdoor hockey pitch. Provision of a netball court. Purchase of additional land to provide river walk. Outside playing fields and track. Outdoor table tennis facility.	Community consultation Dec 2018	Parish Council Coggeshall NP Steering Group	Various - unknown	None
	Stisted		Playing Field, Kings Lane	Seating.	Sports pavilion.	Requests from football team and youth club	Parish Council	Parish Council	None
	(Coggeshall Village)	Children's Play (-0.56Ha)							
		Informal OS (-0.54Ha)							
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	Installation of a boule court.	None given	Parish Council	Parish Council	See Council map
	Greenstead Green and Halstead Rural		Children's Play Area	To install further play equipment, safety surfaces and power supply. Replace and upgrade current play and sport equipment	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	Access track improvements.	Purchase a small parcel of land from the landowner at the entrance of the Gosfield Nature Reserve for a car park. New structures are required including gates, fences, footpath surfaces and foot bridges.	None given	Parish Council	Unknown	None
			The Playing Field	nil	New drainage system and a new adult gym equipment/fitness area next to the sports pavilion. Replacement skateboard ramp.	None given	Parish Council	Parish Council	None
	Little Maplestead		Playing Field, School Road, CO9 2RY	Repair of fencing and hedging on roadside boundaries. Repair of existing equipment and safety surfacing. Improvement and addition of play equipment.	nil	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)							

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)	
Great Notley and Black Notley	Black Notley		Parish Council Playing Field (40020)	nil	nil	None given	Parish Council	Parish Council	See Council map/Green Spaces Sites location map
			Old Hospital Site(10018/10019)	Protection of site from encroachments such as car parking.	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.	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	Provision and improvement of equipment for use of teenager (requires a feasibility study). Improve grass pitch drainage.	nil	Survey of area	Parish Council and Braintree Strategy and Action Plan for Playing Pitches	BDC Ownership	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.	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.	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

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)	
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
(Great Notley and Braintree West)		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
			River Walk - Chaffinch Way to Colchester Rd in direction of Greenstead Green	nil	Extend river walk to the same standard as existing river walk.	Taken from Halstead PARISH PLAN	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

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)	
Halstead St. Andrew	Halstead		Halstead Leisure Centre, Colne Road, Halstead, Essex, CO9 2HR	Upgrade and improve facilities at the centre.	Training pitch	None given	BDC Officer	ECC owned land	None
			Identify areas	nil	Tree and shrub planting and wildlife conservation	None given	Parish Council	BDC/ECC/Private land	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.	None given	BDC Officer	Unknown	None
(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
			King George V Playing Field, Kings Road (40770)		Disabled play equipment.	Taken from Halstead PARISH PLAN	Town Council	BDC Ownership	None
			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
			Public Gardens	Improve attached green area with picnic benches, seating and play equipment including disabled play area / equipment	Toddler Play Area, Dog Walking Area and Ornamental (Bedding / Shrub / Roses) Rock Gardens	Taken from Halstead Parish Plan, Halstead Town Council and BDC officers	Town Council	BDC Ownership	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)	
Halstead Trinity	Halstead		Windmill Road open space/Spansey Court	Clear area.	Create play area with sufficient play equipment (not in front of the houses)	Taken from Halstead PARISH PLAN	Town Council	Greenfields Community Housing	None
			Identify areas		Tree and shrub planting and wildlife conservation	None given	Town Council	BDC/ECC/private	None
			Mount Hill	Improvements to area around the water fountain at the bottom of the hill.	Plaque to reference history	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		Hadfelda Square, The Street - adjoining above open space (50214)	Upgrade/improvements to paved area in front of shops and also cycle rack; provision of additional seating and litter bins.	Provide landscaping in the open space area adjoining the Square	None given	Parish Council	BDC ownership	Green spaces site location maps
			Strutt Memorial Recreation Ground and Village Hall car park, Maldon Road (40215)	and cycle racks; public toilet/changing facilities; tennis court; adult gym equipment; widen footpath around Strutt Memorial to incorporate cycling path; Landscape duck pond and surrounding area; provision of wild life information board; improvements to slope leading to duck pond from Laburnam Way. replacement of play equipment; relaying safety surfacing; Provision of new fencing around junior play equipment. Widen footpath around Strutt Memorial to incorporate cycling path/running track and extension to car park.	nil	None given	Parish Council and Braintree Strategy and Action Plan for Playing Pitches	Hatfield Parish Council and BDC Owned.	Green spaces site location maps
			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 ; erection of new shed and bin area; provision of War Memorial in new part of cemetery. Provision of Lychgate at pedestrian entrances to old and new cemetery	nil	None given	Parish Council	Parish Council (Deeds not seen)	Green spaces site location maps
			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	None given	Parish Council	Unknown	None
			Nounsley Play Area, Ulting Road (40272)	Additional play equipment and planting. Removal of mound and landscape to make good. Provision of fencing around play area and new safety surfacing.	Adult gym equipment.	None given	Parish Council	Parish Council (Deeds not seen)	Green spaces site location maps

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		(general ward/parish)	(ref GSS map)	(to existing facilities)	(new facilities)	(of public input)	(of entry)	(of relevant land)	
Hatfield Peverel and Terling	Hatfield Peverel		Keith Bigden Memorial Ground, Wickham Bishops Lane (40993)	Improve access and car parking area to site.	Area to be extended to include the new football ground on Map 43, children's play equipment and additional seating. Provision of Tennis court facilities. Additional seating.	None given	Parish Council	Parish Council (Deeds not seen)	Green spaces site location maps
			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, removal of bunds, 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.	Cycle parking.	None given	Parish Council	B Dannatt Ltd / Danbury Haulage (Deeds not seen)	None
			New permissive footpath - Maldon Road/Wickham Bishops Lane (footpath to be identified)	Identify new footpaths with associated planting, landscaping, fencing and signage.	nil	None given	Parish Council	Ulting Trust/ Strutt & Parker	None
			The Green, Ulting Road - Amenity Green Space (50216)	Additional seating and planting.	nil	None given	Parish Council	Parish Council (Deeds not seen)	Green spaces site location maps
			St Andrews Church	To excavate and level church access drive way and car park; to lay new road surface; replacement fencing between burial ground and car park;	Provision of War Memorial in St Andrews church burial ground.	None given	Parish Council	St Andrews Church	None
			Cricket Ground, Church Road (40229)	Provide additional seating and planting. To improve car park area and access off Church Road	Cycle rack and provide a non-turf strip.	None given	Parish Council	Strutt & Parker	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 (40371)	nil	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

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		(general ward/parish)	(ref GSS map)	(to existing facilities)	(new facilities)	(of public input)	(of entry)	(of relevant land)	
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	Land to be secured for new play equipment for all age groups and abilities, adult fitness equipment and cycle/disability parking, providing a public open space.	Parish Council Local Plan parish survey 2016	Parish Council	BDC Ownership	None
			Land adjacent to Memorial Hall, Church Lane (50055)	nil	All weather surfacing on a path to enable disabled and pushchair access, fencing to secure the park and for the safety for children, wheelchair accessible gates which prevent access to vehicles including motorcycles, inclusive play equipment for children aged up to 12, facilities for older teenage children e.g. a youth shelter area, fruit trees to be planted in the park and community garden/allotment area.	Correspondence with BDC. Parish Council Local Plan parish survey 2016	Parish Council	Hedingham Castle (lease currently being negotiated with Parish Council)	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
	Sible Hedingham		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

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)	
Hedingham	Sible Hedingham		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)							
Kelvedon and Feering	Feering		30 acres r/o John Raven Court, Feering Hill	nil	Proposed new open space.	None given	OSAP Version 1	Not in public ownership	None
			All the land from the Cricket Club extension through to Lady Meadow and the remains of the Crab-and-Winkle railway line on the south side of the current railway line (rear of Marshall Close to Station Road)	nil	Nature trail/riverside walk and children's play area. Football pitches and bowling green. Inclusion of a cycle track.	None given	Parish Council and Braintree Strategy and Action Plan for Playing Pitches	Not in public ownership	See council map
			Area 2, Rafted Path walk alongside river	Extend rafted Riverwalk path.	nil	None given	Parish Council	Not in public ownership	See council map
			Areas 3 and 4, land behind Cemetery	Add woodland, community orchard, sports and recreational facilities, AstroTurf area and green corridor.	nil	Request from football club	Parish Council + Football club	Not in public ownership	See council map
			Car Park of Community Centre	Surface the car park with a durable porous surface to increase usage.	nil	None given	Parish Council	FPC owned (Deeds not seen)	None
			Area 5 - Site between Coggeshall Road and London Road	nil	Purchase land to extend cemetery.	None given	Parish Council	Not in public ownership	See council map
			Land to the east of Station Road	nil	Purchase land and provide non motorised access to it from Station Road over the river.	None given	Parish Council	Private Land	None
			Area 7, Inworth Road	Ensure green corridor between any new development and existing housing. Plant more trees.	nil	None given	Parish Council	Not in public ownership	See council map
			Lady Meadow (20686)	nil	Purchase land for public use, include a nature trail and continuous walk to land south of cricket club and along the river bank to public highway.	None given	None given	Not in public ownership	See council map / Green spaces sites location map

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)	
Kelvedon and Feering	Feering		Rye Mill Lane Playing Field (40147)	Skate park upgrade, renovate boundary fences and entry points around the field. Fencing needs to be rabbit and mole proof. Improve the play area by remodelling the mound area including a zip wire facility.	nil	Young people request	Parish Council	Parish Council owned (Deeds not seen)	None
			To be identified	nil	Identify land to allow extension to permissive path network. Deliver path improvements. Provision for a multi-user off road route from Feering linking Kelvedon and Coggeshall, generally along the river bank.	Parish Plan	Parish Council	Unknown	None
			To be identified	nil	Identify land to purchase and deliver a community orchard.	Parish Plan	None given	Unknown	None
	Kelvedon		Village Green, High Street	To improve access and amenity.	nil	None given	Parish Council	Parish Council	None
			Kingfisher Way Open Space	To improve access, amenity and facilities	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)							
Rayne	Bardfield Saling	NO KNOWN REQUIREMENTS							
	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

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)	
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.	nil	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. The nature reserve needs facilities for visiting schools and interpretation panels. Extend and re-surface car park and mark disable and general bays.	nil	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
			The Flitch Way	Develop a mixed habitat which would have more wildlife benefits.	nil	Rayne VILLAGE DESIGN STATEMENT	None given	Various	None
			Telephone Box, Rayne Station, Station Road	Refurbishment of red telephone box to provide an information point for the general public to include footpath maps and relevant information.	nil	None given	Parish Council	Essex County Council	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
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 and modification to play area and re-surface the car park. Provide portable training lights. Underground/surface drainage to part of Cressing playing field	Purchase of extra land for community use.	Community consultation and surveys from residents	Braintree Strategy and Action Plan for Playing Pitches	Parish Council	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)	
Silver End and Cressing	Cressing		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.	nil	PC discussions with the school	Parish Council	Parish Council	See Council map
			Churchyard	Developing nature conservation area in the churchyard.	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
			Open space, Claude Ince Avenue	nil	Seating/benches or bus shelter	None given	Parish Council	Unknown	None
	Rivenhall		To be identified	nil	Tree planting including a small community orchard or woodland	None given	Ward Member	Unknown	None
			John Ray Walk (Olivers Lane)		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
			Rivenhall End	nil	Parish Council is looking for new sites where play equipment and sports facilities can be installed.	Parish Plan + as noted by PC	Parish Council	Unknown	None
	Silver End		Village Hall Sports Ground (40328)	Surface improvements, grass and hard surface tennis courts x4, surface improvements to multi-surface, signage/information boards and litter/dog waste bins. Increase parking facilities and changing facilities.	Cycle/disabled parking and facilities for young people.	None given	OSAP Version 1 and Braintree Strategy and Action Plan for Playing Pitches	BDC Ownership	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)	
Silver End and Cressing	Silver End		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
			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
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

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)	
Stour Valley North	Ashen		The Waver, The Street, CO10 8JN	New railing and refurbishment of the main feature. Dredging with repairs to the surrounds and overflow pipes.	nil	None given	Parish Council	Unknown	None
	Belchamp Otten		Church Green	Regeneration works to pond and surrounding vegetation to enhance public amenity.	nil	None given	Parish Council	Unknown	None
	Belchamp St Paul		Playing field (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	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.	nil	None given	Parish Council	Unknown	None
			Community House (40917)	Car park and tennis court regeneration.	nil	None given	Parish Council	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							
	Little Yeldham		Village Green at Church Green (50268)	Regenerate and improve landscape quality.	nil	None given	Parish Council	Parish Council owned (Deeds not seen)	None
			Playing Field (40270)	Regenerate and improve landscape quality. Upgrade play equipment.	nil	Feedback to Parish Councillors	Parish Council	Parish Council owned (Deeds not seen)	None
			North End Village Green	Regenerate and improve landscape quality.	nil	None given	Parish Council	Parish Council owned (Deeds not seen)	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 received by Town Council 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 (Deeds not seen)	None
	(Ashen)	Formal OS (-0.54Ha)							
Stour Valley South	Alphamstone	NO KNOWN REQUIREMENTS							

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		(general ward/parish)	(ref GSS map)	(to existing facilities)	(new facilities)	(of public input)	(of entry)	(of relevant land)	
Stour Valley South	Bulmer		Church Meadow, Church Road, CO10 7EL (south of St Andrew's Church)	Fence around large central oak tree and improve drainage.	nil	None given	Parish Council	Unknown	None
			Coe's Meadow (10034)	To provide new surface for basketball area, new benches, new signage, new play equipment and a new French Boules pit. Improve drainage.	nil	None given	Parish Council	Not in public ownership	See Council map and GSS map 60
	Bures Hamlet		Essex Knoll, Colchester Road, CO8 5AE	Upgrade existing street furniturer 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
			Bures Common, Bridge Street, CO8 5AD	Improvements to open space and barn facility. New seating and benches.	nil	None given	Parish Council	Bures Common Land Trust	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	None given	Unknown	None
	Twinstead	NO KNOWN REQUIREMENTS							
	Gestingthorpe		Playing Field	Extend children's play area including safer access and add fencing. Refurbishment of pavilion and practise nets.	New toilets.	None given	Parish Council and Braintree Strategy and Action Plan for Playing Pitches	Parish Council (100 year lease)	None
			Church Green	Protect open space from deterioration through car parking.	nil	None given	Parish Council	Parish Council	None
	Wickham St. Pauls		Village Green and surrounding open space (50391)	Nature trail (including footpaths) and clearing / enhancing two 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	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)	
The Colnes	Colne Engaine		Recreation Ground and Car Pak (40088)	Delineation of parking spaces in the car park to improve capacity, also to include specific disabled spaces. Additional fencing and gates to the children's play area to prevent access by dogs and to improve security.	Provision of adult outdoor gym. Power and water supply to lower rec to enable safe running of events, e.g. festivals	None given	Parish Council	Parish Council	Green spaces site location maps
			Football Field (40090)	Improvements to parking facilities	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.	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
			The Croft (formerly allotments) (20125)	nil	Purchase for POS.	None given	Parish Council	Not in public ownership	None given
			Reuben Walk Playground (60931)	More play equipment required and landscape quality improvement.	nil	None given	Parish Council	BDC Ownership	Green spaces site location maps

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)	
The Colnes	Earls Colne		Hillie Bunnies Playground (60117)	General amenity improvements.	nil	None given	Parish Council	BDC Ownership	Green spaces site location maps
			Brickfield and Long Meadow Trust (20114)	Upgrade to pathways, renew noticeboards	nil	None given	Parish Council + OSAP Version 1	Charitable Trust (Deeds not seen)	Green spaces site location maps
			Pump Green, CO6 2PG	Enhancements to area.	nil	None given	Parish Council	Parish Council (Deeds not seen)	None given
			Ashwell Amenity and Pleasure Ground (Parallel to Park Lane)	Installation of metal 5 bar gates and kissing gates to replace wooden gates	nil	None given	Parish Council	Ashwells Amenity and Pleasure Ground Trust	None given
			Newhouse Road, Airfield, Marks Hall, A120 underpass	nil	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 and a multiuse path	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 including the boardwalk area at the green end.	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
			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.	All weather sports facility (MUGA) suitable for football, netball, tennis, hockey and basketball. Outdoor table tennis table. Replacement pavillion. New cricket sight screens.	None given	BDC Officer, Parish Council and Recreation Club	Trust land (Deeds not seen)	None given
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)	

The Colnes	Earls Colne		Sites 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 and Marks Hall. Installation of Incredible Edible Planters throughout village.	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	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)	
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 towards area at rear of Village Hall	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		Great Bardfield Playing Fields	Improve pitch drainage and provide portable training lights.	nil	None given	Braintree Strategy and Action Plan for Playing Pitches	Unknown	None
			Recreation Ground (40179)	Upgrade playground area. Litter bins and additional cycle racks.	nil	Wide consultation across the parish and public meetings	Parish Council	Parish Council (Deeds not seen)	Green spaces site location maps

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)	
Three Fields	Great Bardfield		Amenity Land r/o Town Hall	Enhancements to biodiversity and nature conservation.	nil	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)	None
			Piper's Meadow	Reintroduction of the Great Bardfield Oxlip. Enhancement/access to nature conservation. 10 year work programme of work. Better railings required.	Parking/cycle parking.	Taken from VILLAGE DESIGN STATEMENT	OSAP Version 1	Privately owned land leased by Parish Council (Deeds not seen)	None
			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
	Panfield		Thistledown Playing Field CM7 5AB	Replacement of noticeboard at the entrance. Create better/improved access for the public.	nil	None given	Parish Council	Parish Council (Deeds not seen)	None
			The Village Green, Kynaston Road, CM7 5AQ	Improvement to facilities - for example benches and installation of perimeter posts to enable public to have full use of the area by deterring residents from parking on the green.	nil	Residents to be consulted.	Parish Council	Parish Council	None
			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), replacement of exterior noticeboard at allotment entrance. Replacement goal posts/nets and additional play equipment. Create better/improved access for the public.	New noticeboard at Queens Gardens entrance for better communication between PPC and the public/for health and safety notices. Woodland walkway to be created around the perimeter of John Barr playing field and the allotments. 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
			Green space at the corner of Queens Gardens and Kynaston Road CM7 5AH	Replacement of one bench and one new litter bin.	nil	None given	Parish Council	Greenfields Community Housing	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

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)	
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 includin instillation of planters.		None given	Parish Council	Unknown	Map submitted
	Shalford		Playing Field (40305) or Stoneley Park	nil	Adult outdoor gym equipment	None given	Parish Council	Playing field is held in trust, Stoneley Park is ECC	None
			Stoneley Park	Resurfacing of stone table. Trees to be named and labelled	Petanque Court, Community garden / orchard Picnic benches / seating areas Wildflower planting (labelled) Seating by the river and landscape improvement to that area	Questionnaire	Parsih Council	Stoneley Park - Essex County Council	None
			Playing Field (40305)	Add play equipment for older children, turn basket ball area into a multifunctional space (MUGA).	nil	None given	Parish Council and Braintree Strategy for Playing Pitches	Held in Trust (Deeds not seen)	Green spaces site location maps
			Shalford Village Hall	Extension and improvements to the car park which provides parking for a variety of leisure activities. Improvements include marking of parking bays specifically for the disabled.		None given	Parish Council	Held in trust	None
	(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
			Land behind Gimsons	nil	Purchase/lease existing space adjacent to 30437 (River walk). Cut back vegetation to improve public access. The part on the 'town park side' to form an extension to the town park.	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

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 Central	Witham Central		Land off Greenfields	Landscape improvements, natural play, signage, paths and seating. Bridging River Brain is short term aim.	nil	None given	OSAP Version 1	BDC Ownership	None
			Blackwater Rail Trail	Improvements to access, signage and paths. Cycleway improvements including cycleway from Pasture Road to Catholic Bridge across the River Brain near Blackwater Lane. Bins/dog waste bins and surfacing.	nil	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 Leisure Centre, Spinks Lane	Upgrade and improve facilities at the centre.	nil	None given	BDC Officer	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)							

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 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	BDC owned land leased to Witham Town Council (Deeds not seen)	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
(Witham North)		Formal OS (-4.8Ha)							

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 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
			Carraways 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. Gershwins Boulevard	Enable fishing in drainage water lagoon	nil	None given	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 South	Witham South		James Cooke Woods	Improve drainage in swampy area	nil	None given	Town Council	Unknown	None
			Maldon Road Sports Field	Provide pavilion/changing room	nil	None given	Town Council	Unknown	None
			Allectus Way past shops	Create footway/cycleway	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
(Witham South)		Formal OS (-4.1Ha)							
		Children's Play (-1.9Ha)							
		Parks and Gardens (-25.02Ha)							
(Witham Urban Area)		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	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	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
			To be identified	Tree planting on 19 planting areas identified by Witham Tree Group.	nil	WTG Survey of 2014	Town Council	Unknown	None
(Witham West)		Children's Play (-1Ha)							
		Formal OS (-4.3Ha)							

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 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. Provision of portable training lights and additional storgae for equipment.	Regeneration including a new zip wire, 3 pitches (for 3 age groups), a new MUGA, 2 tennis courts, a new pavilion and a new car park. Outdoor exercise equipment and 600m running track.	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)	Better access required. 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)	Better access required. Redevelopment of pavilion at recreational area is required. 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
			Central Toppesfield Recreation area	Improvements to the pavilion. Update playground equipment.	nil	Parish Plan	Parish Council	Unknown	None
			Land next to the Central Toppesfield Recreation area	nil	Car parking required for playing fields.	Parish Plan	Parish Council	Unknown	None
			Gainsford End Playing Field, Gainsford End Road	Replacement and upgrade of play equipment (previous equipment removed). Instillation of a defibulator.	nil	Questionnaire and PC meeting.	Parish Council	Toppesfield PC	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)	
Yeldham	Toppesfield (Gainsford End)		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
			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

Open Spaces Action Plan



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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)
Bocking Blackwater			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
(Bocking Blackwater)		Allotments (-1.7Ha)							
Bocking North			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
(Braintree Urban Area)		Allotments (-0.8Ha)							
Bocking South			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
Braintree Central and Beckers Green	NO KNOWN ALLOTMENTS - land for allotments required.								
Braintree South			Rose Hill Allotments, Rose Hill, Braintree, CM7 3RS (GSS Map Ref:- 70651)	23	42	Perimeter fencing.	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
(Braintree South)		Allotments (-0.9Ha)							
Braintree West									
(Braintree Urban Area)		Allotments (-0.8Ha)							

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	nil	None given	BDC Parks and Open Spaces	BDC Ownership leased to Parish Council
	Great Notley		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		A. Colchester Road (Stat) (GSS Map Ref:- 70815)	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)
					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)
Hatfield Peverel and Terling	Fairstead	NO KNOWN ALLOTMENTS							
	Faulkbourne	NO KNOWN ALLOTMENTS							
	Hatfield Peverel		Two allotment sites at Church Road (GSS Map Ref:- 70218 & 70220)	180	Unknown	Improvement and provision of amenities and utilities i.e. water and electricity and improvement of access to sites off Church Road. Provision of waist high fence around site. Improve drainage at new site.	None given	Parish Council	Strutt and Parker (Deeds not seen)
	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	Not in public ownership
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 - possible at Premdor Site and/or 2nd Premdor Development.							
(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 (GSS Map Ref:- 70143)			nil	None given	Parish Council	Parish Council (Deeds not seen)
			To be identified			Provision of allotments	None given	Parish Council	Unknown
			Area 6, Site between Coggeshall Road/London Road			Allotments	None given	Parish Council	Not in public ownership
	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)
Silver End and Cressing	Cressing	NO KNOWN ALLOTMENTS							
	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		Location	No. Plots	Waiting List	Improvements Required	Record	Source	Ownership
		(general ward/parish)		(ref GSS map)	(total)	(no. of people waiting)	(to allotments)	(of public input)	(of entry)	(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 (Deeds not seen)
Stour Valley South	Tilbury Juxta Clare	NO KNOWN ALLOTMENTS								
	Alphamstone	NO KNOWN ALLOTMENTS								
	Bulmer		Turnpike Allotments (70038)		25	0	Add land drainage and improvement of water supply - following public consultation.	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								
The Colnes	Wickham St. Paul	NO KNOWN ALLOTMENTS								
	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.	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.	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	Location	No. Plots	Waiting List	Improvements Required	Record	Source	Ownership
		(general ward/parish)	(ref GSS map)	(total)	(no. of people waiting)	(to allotments)	(of public input)	(of entry)	(of relevant land)
Three Fields	Finchingfield	NO KNOWN ALLOTMENTS							
	Great Bardfield		Vine Street	Unknown	Unknown	nil	None given	Parish Council	Unknown
	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.	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							
		(Finchingfield)	Allotments (-0.3Ha)						
	(Panfield Village)	Allotments (-0.2Ha)							
	(Panfield Ward)	Allotments (-0.4Ha)							
	(Great Bardfield)	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 (Site 1), Cut Throat Lane, Witham CM8 2PX (70400)	85	12 (waiting for either site)	Instillation of raised gardening beds for less physically able people and improvements to parking area.	None given	BDC Parks & Open Spaces	BDC Ownership
			Cut Throat Lane Allotments (Site 2), Cut Throat Lane, Witham CM8 2PX (70400)	25			None given	BDC Parks & Open Spaces	BDC Ownership
Witham South	Witham	NO KNOWN ALLOTMENTS - provision of allotments required.							
Witham West	Witham	NO KNOWN ALLOTMENTS - provision of allotments required.							
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