

# **Cabinet**



The Cabinet

will meet at Council Chamber , Braintree District Council, Causeway House, Bocking End, Braintree, Essex, CM7 9HB  
on MONDAY, 31 MARCH 2014 at 19:15

## **Membership**

Portfolio

Leader of the Council

People and Participation

Performance and Efficiency

Place

Planning and Property

Prosperity and Growth

Councillor G Butland (Chairman)

Councillor Mrs J Beavis

Councillor P Tattersley

Councillor D L Bebb

Councillor J T McKee

Councillor Mrs W Schmitt

Councillor R G S Mitchell

Councillor Lady Newton

Councillor J O'Reilly-Cicconi

Councillor C Siddall (Deputy Leader of the Council)

## **Invitees**

Other invitees:- Group Leaders and the Chairman of the Overview and Scrutiny Committee.

For enquiries on this agenda please contact:

Alastair Peace – 01376 552525

e.mail: [alastair.peace@braintree.gov.uk](mailto:alastair.peace@braintree.gov.uk)

This agenda is available on

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

Nicola Beach  
Chief Executive

## **PUBLIC INFORMATION**

### **Question Time**

Immediately after Declarations of Interests, there will be a period of up to 30 minutes when members of the public can speak about Council business or other matters of local concern. Whilst members of the public can remain to observe the whole of the public part of the meeting, Councillors with a Disclosable Pecuniary Interest or other Pecuniary Interest must withdraw whilst the item of business in question is being considered.

Members of the public wishing to speak should contact the Member Services Officer on 01376 552525 or email [chloe.glock@braintree.gov.uk](mailto:chloe.glock@braintree.gov.uk) at least 2 working days prior to the meeting.

### **Health and Safety**

Any persons attending meetings are requested to familiarise themselves with the nearest available fire exit, indicated by the fire evacuation signs. In the event of a continuous alarm sounding, you must evacuate the building immediately and follow all instructions provided by the fire evacuation officer who will identify him/herself. You will be assisted to the nearest designated assembly point until it is safe to return to the building

### **Mobile Phones**

Please ensure that your mobile phone is switched to silent or is switched off during the meeting.

### **Webcast and Audio Recording**

Please note that this meeting will be webcast and audio recorded.

## **INFORMATION FOR MEMBERS**

### **Declarations of Disclosable Pecuniary Interest, Other Pecuniary Interest or Non-Pecuniary 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 paragraphs 6 to 10 [inclusive] of the Code of Conduct for Members and having taken appropriate advice where necessary before the meeting.
- Any member with a Disclosable Pecuniary Interest or other Pecuniary Interest to indicate in accordance with paragraphs 10.1(a)(i)&(ii) and 10.2(a)&(b) of the Code of Conduct. Such Member 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.

# **AGENDA**

**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 Public Question Time**

(See paragraph below)

**4 Minutes of the Previous Meeting**

To approve as a correct record the minutes of the meeting of the Cabinet held on 3rd February 2014 (copy previously circulated).

<b>No</b>	<b>Title and Purpose of Report</b>	<b>Pages</b>
<b>5</b>	<b>OVERALL CORPORATE STRATEGY AND DIRECTION</b>	
<b>5a</b>	<b>Leader's Update</b> <i>The Leader of the Council to provide a brief update on key issues and activities.</i>	
<b>5b</b>	<b>Annual Plan 2014-15</b>	<b>7 - 22</b>
<b>6</b>	<b>PERFORMANCE AND EFFICIENCY</b>	
<b>6a</b>	<b>Third Quarter Performance Management Report 2013-14</b>	<b>23 - 52</b>
<b>6b</b>	<b>Business Rate - New Relief Scheme</b>	<b>53 - 64</b>
<b>7</b>	<b>PROSPERITY AND GROWTH</b>	

<b>7a</b>	<b>The South East Local Enterprise Partnership – Growth Deal and Strategic Economic Plan</b>	<b>65 - 74</b>
	<i>This item includes a presentation by George C Kieffer, Chairman of The Haven Gateway Partnership and Steve Clarke, Haven Gateway Partnership Manager.</i>	
<b>8</b>	<b>PEOPLE AND PARTICIPATION</b>	
<b>8a</b>	<b>Linking the Basic Member Allowance to Training and Development Undertaken</b>	<b>75 - 78</b>
<b>9</b>	<b>PLACE</b>	
<b>9a</b>	<b>Petition from the Holy Family and All Saints, Witham, in respect of the evening car parking tariff a</b>	<b>79 - 82</b>
<b>10</b>	<b>CABINET MEMBERS'UPDATES</b> to receive Cabinet Members verbal reports on key issues within their portfolio.	
<b>11</b>	<b>REFERENCES FROM COUNCIL/COMMITTEES/GROUPS</b>	
<b>11a</b>	<b>Reference from LDF Sub-Cttee - Open Spaces Action Plan</b>	<b>83 - 86</b>
<b>12</b>	<b>REPORTS/ DELEGATED DECISIONS/MINUTES TO BE NOTED</b>	
<b>12a</b>	<b>Minutes from Cabinet Sub Grp - v2</b>	<b>87 - 92</b>
<b>12b</b>	<b>Cabinet Member Decisions made under Delegated Powers</b> <i>To note recently made delegated decisions.</i>	<b>93 - 94</b>
<b>13</b>	<b>URGENT BUSINESS AUTHORISED BY THE CHAIRMAN</b>	

- 14        EXCLUSION OF PUBLIC AND PRESS TO CONSIDER REPORTS  
IN PRIVATE SESSION**  
for reasons set out in Paragraph 3 of Part 1 of Schedule 12(A)  
of the Local Government Act 1972.

## **AGENDA – PRIVATE SESSION**

<b>No</b>	<b>Title and Purpose of Report</b>	<b>Pages</b>
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<b>Annual Plan 2014-15</b>		<b>Agenda No: 5b</b>
<b>Corporate Priority:</b> Corporate Strategy <b>Portfolio Area:</b> Overall vision and strategic direction <b>Report presented by:</b> Cllr Butland <b>Report prepared by:</b> Nicola Beach/Cherie Root		
<b>Background Papers:</b>  Annual Plan 2014-15		<b>Public Report</b>
<b>Options:</b>  To approve the Annual Plan 2014/15.		<b>Key Decision: No</b>
<b>Executive Summary:</b>  The Annual Plan sets out our actions and performance targets for 2014/15. These actions and targets will support the Corporate Strategy 2012-16, which was agreed in February 2012. The actions and performance targets are aligned to each of our corporate strategy themes: <ul style="list-style-type: none"> <li>• Place</li> <li>• People</li> <li>• Prosperity</li> <li>• Performance</li> <li>• Partnerships</li> </ul> Progress made against these actions and targets will be reported to Cabinet quarterly.		
<b>Decision:</b>  Members are asked to agree the Annual Plan 2014/15.		
<b>Purpose of Decision:</b>  To agree the Council's key priorities for 2014/15.		

<b>Any Corporate implications in relation to the following should be explained in detail</b>	
<b>Financial:</b>	The projects in the Annual Plan have been considered as part of the annual budget setting process and budgets were approved in February 2014. 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.
<b>Legal:</b>	As part of the project management process for each project, there will be an assessment of the legal implications.
<b>Safeguarding:</b>	Any safeguarding concerns will be assessed in the planning for each project.
<b>Equalities/Diversity:</b>	An equalities impact assessment will be completed for each project.
<b>Customer Impact:</b>	Customer Impact will be considered in the planning for each project.
<b>Environment and Climate Change:</b>	The PLACE annual plan priority has a number of actions which seek to protect our environment. Further information on this is available in our Corporate Strategy.
<b>Consultation/Community Engagement:</b>	Consultation has been carried out as part of the budget setting process and will be carried out as part of the planning for individual projects.
<b>Risks:</b>	<p>If the annual plan priorities are not endorsed, then there will be no basis for a work programme to deliver the corporate priorities.</p> <p>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.</p>
<b>Officer Contact:</b>	Cherie Root
<b>Designation:</b>	Head of Business Solutions
<b>Ext. No.</b>	2601
<b>E-mail:</b>	cherie.root@braintree.gov.uk

# **Our plans for the District in 2014/15**

**Welcome to Braintree District Council's Plan for 2014/15**

I am pleased to present to you the key priorities for the Council over the next year. We are an ambitious Council and our aim is to ensure that the district is a good place to live, work and do business. We have aligned our budget and resources to support the delivery of these priorities and projects.

We set ourselves a £1.5million savings target over the next two years in response to ongoing reductions in government funding. We have met this challenge head on with significant savings achieved this year. Frontline services have not been cut and at the same time, we have reduced council tax for a second consecutive year. This is the fourth consecutive year where council tax levels have been frozen or reduced.

As well as ensuring we provide good value for money to our hard working taxpayers, we continue to invest in the district. For example, this year we will see the opening of the £9.5million new leisure centre in Witham; the building of 100 new affordable homes and the launch of the new Local Authority Mortgage scheme to help people get on the housing ladder for the first time; investment in our Green Heart pledge to keep the district clean and green in town centres and on rural roads; investment in play areas and our other leisure centres to improve facilities for all; support for new business start-ups and apprenticeships for young people; investment in our car parks and the continuation of the successful '10p after 3pm' car parking initiative to support town centres; investment in waste and recycling services to householders and businesses; and the purchase of new community transport buses to ensure this service remains reliable for our most vulnerable residents.

We have not used the new homes bonus funding from government to 'prop up' our budget, but instead we are working on plans to invest this money in major projects that will boost the local economy, create new jobs and improve the district's infrastructure such as roads and better broadband.

We are now entering the third year of our four year Corporate Strategy and this plan also outlines our achievements last year. Our priorities remain focused on our key themes of Place, People, Prosperity, Performance and Partnership.

Councillor Graham Butland  
Leader of Braintree District Council

Nicola Beach  
Chief Executive

## PLACE

### ***Our Priorities are to:***

Keep our District clean and tidy  
Protect our environment  
Provide green space for everyone to enjoy

### ***In 2013/14 we have:***

More than doubled the number of businesses who receive a trade waste recycling service, with 172 businesses signed up so far.

Improved the cleanliness of town centres through a targeted campaign.

Reduced litter by 55% across the district through an education campaign supported by proactive enforcement.

Planted mature trees at Weavers Park, Bramble Road and Bradford Meadows to improve our parks and open spaces.

Contributed to the Halstead Town Partnership that resulted in “Halstead in Bloom” being named as the overall winner in Anglia in Bloom 2013 and best in Town category in the Britain in Bloom competition.

Completed a door-stepping campaign to raise awareness of recycling and food waste collection services which resulted in a 4% increase in participation.

In partnership with Greenfields Community Housing, built a new play area at Oxford Meadow, Sible Hedingham and refurbished two new play areas at Panners Pond, Great Notley and Templars, Witham.

Achieved a total of 27 awards for play areas from Essex Playing Field Association including 16 gold, 8 silver awards for the standard and quality of the Council's play areas. Achieved best in class win for Mill Chase, Halstead and runner up class awards for King George V Playing fields, Halstead and Hilly Bunnies Play Area, Earls Colne.

### ***In 2014/15 we will:***

Maintain cleanliness standards across the Braintree District by:

- Continuing a 7 day cleaning programme in the town centres, including the use of beat barrows to litter pick and regular mechanical sweeping;
- Maintain a programme of mechanical sweeping in rural areas on a quarterly basis;
- Continue to encourage the ‘See it Report it’ initiative to take action against litterbugs.

Join forces with all Essex Local Authorities to deliver an Essex wide litter campaign to reduce litter by 50%.

Introduce a further recycling door-stepping campaign to offer residents practical advice and guidance to help them recycle more, with the aim of diverting an extra 400 tonnes of recyclable waste from landfill.

Introduce new household and commercial refuse and recycling routes including extending the commercial waste recycling service to support local businesses, particularly in rural areas, and improve customer service across the District from February 2015.

Commence a three year car park improvement plan, including introducing cashless/flexible payments, resurfacing & redecoration works, new bay markings and improving disability bays and access to blue badge holders.

Complete the extension of Bocking Cemetery and increase the space available for burials and cremated remains at Braintree Cemetery.

Create new allotments at Church Lane Braintree to increase the number of plots available that can be self-managed by an Allotment Association.

Update the Council's commitment to climate change, by addressing the wider issues of carbon emissions, energy usage, and fuel poverty by producing a new Climate local strategy and delivering its associated action plan, which will also focus on building resilience against the impacts of climate change across the district.

Develop and maintain a collective energy switching scheme to help reduce residents' energy bills.

Complete the installation of Solar panels on the roofs of the Braintree Swim and Halstead Leisure Centres.

Develop a District-wide Local Heritage List to enable the community to nominate buildings of local architectural interest.

## PEOPLE

### ***Our Priorities are to:***

Support vulnerable people in our community  
Promote safe and healthy living  
Encourage flourishing communities

### ***In 2013/14 we have:***

Constructed over 0.3km of new footway/cycle path in the District.

Completed the refurbishments and gym extension at Braintree & Halstead Leisure Centres on time. Construction of Witham Leisure Centre started and to date has delivered to timetable and within budget.

Set up a successful Community Sports Partnership through the Active Braintree District Network to improve sporting activities across the District.

Supported the development of 10 Community Led Plans including: 1 Neighbourhood Plan, 4 Parish Plans, 1 Town Estate Plan (Braintree East), 4 Village Design Statements.

Invested £124,234 in 11 community projects through the Mi community Scheme

Launched the Keep Safe scheme for older people in August 2013 and had 1,443 people signed up to carry Keep Safe Cards by December 2013.

Provided 59,740 passenger journeys for vulnerable people within the Braintree District through Community Transport.

Started a domestic abuse pilot scheme (one of two in the county), to raise awareness and identify and help potential victims as appropriate

Supported our customers through the welfare reform changes, providing advice and guidance to help them adjust to the changes.

Adapted over 100 homes in the District to enable disabled occupants to remain living in their own home.

### ***In 2014/15 we will:***

Complete the transfer of the Allotment, Public Convenience and Car Park to Earls Colne Parish Council and the rural car parks at Coggeshall and Hatfield Peverel to the Parish Councils.

Work in partnership with Braintree District Museum Trust Ltd to complete a feasibility study into options for the future operation of Braintree District Museum, Braintree Town Hall and the Warner Textile Archive.

Increase the number of visits to our Leisure Facilities by 2% over the next year.

Work with the tour organisers and Essex County Council to make the 3<sup>rd</sup> stage of the Tour de France a success in our District in July 2014

Open the new Witham Leisure Centre in summer 2014.

Set up a Braintree Health & Wellbeing Panel along with our partners in the NHS and Greenfields Housing Association, to work towards reducing overall health inequalities in the District and tackling the two major public health issues affecting the District : adult obesity and hip fractures in the over 65's.

Coordinate the work of partners to develop the Our Witham project, improving the health and wellbeing, employment and skills outcomes in the Witham area of young people

Refurbish 4 play areas across the District – King George V Playing Field Braintree, Fisher Field, Braintree, Glebe Avenue, Braintree and Church St, Bocking and create a new one at Windsor Close Witham.

Develop a new Housing Strategy for the Braintree District for 2014 to 2019 to ensure that resources are directed to meet the housing needs of the District.

## PROSPERITY

### ***Our Priorities are to:***

Increase job prospects and support business  
Promote and improve our town centres  
Secure appropriate infrastructure and housing growth

### ***In 2013/14 we have:***

Launched the 2013/2026 District Economic Development Prospectus setting out key priorities to create the conditions for economic growth.

Started work on the expansion of the IGNITE Enterprise Centre at Springwood Drive, Braintree, and worked with IGNITE to create 50 new businesses.

Reviewed our business rates and developed a discretionary business rate relief scheme to support inward investment and business expansion.

Provided training and work experience for young people through the Green Team Programme.

Reduced congestion and improved access to Braintree town centre through improvements to the South Street/Fairfield Road junction.

Supported the "Town Teams" to improve our town centres in Braintree, Halstead and Witham.

### ***In 2014/15 we will:***

Complete 100 new affordable homes across the District working with Housing Association partners.

Offer up to 50 mortgages to residents under the Local Authority Mortgage scheme to help first time buyers onto the housing ladder

Publish an Investment Prospectus promoting the District's strengths as a business location and marketing the Prospectus to attract inward investment and create business and jobs growth.

Work in partnership with IGNITE Business Enterprise to provide 75 new business start-ups in the District through the provision and management of business start-up space and the provision of business advice, training and support.

Produce a guide to broadband for District businesses and promoting the guide to businesses to enable them to make informed choices in purchasing broadband and improve their competitiveness.

Establish a District Business Leaders Board, to engage effectively with strategic businesses and hold an annual business conference in partnership with the Board and IGNITE Business Enterprise.

Appoint a Business Liaison Manager to improve access for businesses to Council services and ensure that those services are 'business friendly'

Enhance our town centres, increase footfall and the economic viability by:

- Continuing the '10p after 3pm' car parking initiative
- Offering parking at a flat rate evening charge to support the night time economy
- Completing improvement works to St Michaels fountain in Braintree

Generate vocational training opportunities, improving basic skills levels for young people across the district by:

- Developing a programme of work experience placement at Braintree District Council
- Continuing our corporate apprenticeship programme
- Delivering a business apprenticeship support campaign for 30 apprenticeship placements with 25 businesses across the district

## PERFORMANCE

### ***Our Priorities are to:***

Provide value for money  
 Deliver excellent customer service  
 Improve access to our services for all

### ***In 2013/14 we have:***

Increased satisfaction and reduced cost of the refuse and recycling service.

Carried out a review of off-street parking and produced a strategy to implement a 3 year action plan for 2014/17.

Implemented an improved search module to access planning and licensing applications and supporting information. This also provides the ability to comment on applications.

Achieved the Customer Service Excellence Standard for key front line services, supporting our ongoing priority to deliver excellent customer service.

Achieved high customer satisfaction levels for a number of our key services, including:

- Environment service;
- Planning;
- Cemeteries;
- Waste;
- Licensing;
- Customer Services.

Delivered a balanced budget for 2014/15, with reduced funding from central government, and with no cuts to services

### ***In 2014/15 we will:***

Reduce Council Tax by 1% with a desire to freeze or reduce again in 2015/16.

Deliver a balanced budget over the next four years by continuing to review how we deliver and commission services and focussing our resources on what is important to our customers.

Use a range of new technology to improve the way we deliver services and to make our services easier to access for our customers.

Maintain high levels of customer satisfaction, seeking feedback from our customers to identify where we can improve services.

Review our investment strategy to maximise income.

Improve the operational efficiency of the waste collection service and reduce costs by £200,000 per year.

## PARTNERSHIP

The majority of our services and improvements are provided in partnership with others, whether it is with community groups, voluntary organisations, public sector or private sector organisations.

Over the next twelve months, some of our key priorities will be delivered in partnership.

These include:

Economic Growth and Infrastructure - engage with key partners such as local business leaders, Haven Gateway Partnership, South East Local Enterprise Partnership (SELEP), Essex County Council, other district authorities and Stansted Airport to continue to drive forward economic growth and infrastructure improvements in the District and surrounding area, such as high speed broadband, A120 improvements, better rail services and create new jobs.

Health Improvements – engage with key partners (e.g. Essex County Council, Mid-Essex Clinical Commissioning Group, NHS England and local GP surgeries) to support the integration of health and social care and improvements to local health services to deliver better outcomes for residents.

Young people, skills and education – work with key partners to influence change and improvement to the educational attainment and aspiration of young people in the District, including the promotion of apprenticeships, partnership with businesses and boosting employability skills.

Parishes - continue to support parish and town councils to deliver better outcomes for their residents through close working with the Rural Community Council for Essex.

## 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*

Description	Target	Estimated Outturn	Target
	2013/ 2014	2013/ 2014	2014/ 2015
<b>Place</b>			
The percentage of land that falls below cleanliness standards for litter	8%	3%	7%
Percentage of household waste sent for reuse, recycling and composting	60%	56.70%	60%
The percentage of accessible non-hazardous fly tips on public land cleared within 24 hours of being reported	100%	100%	100%
Public satisfaction with parks and open spaces	86%	82%	88%
<b>People</b>			
Total number of visits to our leisure facilities	Establish Baseline	842,510	2% increase
Number of visitors to our leisure facilities from under-represented groups	Establish Baseline	638,239	2% increase
Number of passenger journeys on the Community Transport Scheme	59,740	59,745	60,000
Number of Mi Community projects successfully completed	100%	100%	100%
<b>Prosperity</b>			
Number of empty homes in the district returned to use	55	79	75
Number of affordable homes delivered	58	96	100
Number of new business start-ups in the District created in partnership with Ignite Business	120	120	75

Description	Target	Estimated Outturn	Target
	2013/ 2014	2013/ 2014	2014/ 2015
<b>Performance</b>			
Percentage of enquiries resolved at first point of contact within the Customer Service Centre	85%	85%	85%
Time taken to process housing benefit/council tax benefit new claims	18 days	18 days	18 days
Time taken to process housing benefit claim changes	6 days	6 days	6 days
Processing of minor planning applications within eight weeks	72%	72%	72%
Percentage of stage 1 complaints responded to within target	90%	90%	90%
Collection rate for	98%	97.5%	98%
• Council Tax	98.5%	98.0%	98.5%
• Business Rates			

## 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](mailto: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. Details of how to contact your local Councillor can be found on our website: [www.braintree.gov.uk](http://www.braintree.gov.uk)



<b>Third Quarter Performance Management Report 2013/14</b>		<b>Agenda No: 6a</b>
<b>Corporate Priority:</b> Providing value for money and delivering excellent customer service <b>Portfolio Area:</b> Performance and Efficiency <b>Report presented by:</b> Cllr David Bebb <b>Report prepared by:</b> Tracey Headford –Performance Improvement Officer		
<b>Background Papers:</b>  Third Quarter Performance Management Report 2013/14		<b>Public Report</b>
<b>Options:</b>  To endorse the report		<b>Key Decision: No</b>
<b>Executive Summary:</b>  The purpose of the report is to summarise the performance of the Council at the end of the third quarter (October to December 2013) in relation to the publication of ‘Our plans for the District 2013/14’ which sets out our key activities and measures used to check our performance for the forthcoming year and along with the Corporate Strategy 2012-16 sets out the priorities we are working towards.  <b><i>In summary at the end of the third quarter: Projects</i></b> <ul style="list-style-type: none"> <li>• There are 35 projects in total of which: <ul style="list-style-type: none"> <li>○ 8 projects are completed</li> <li>○ 24 projects are on track</li> <li>○ 3 projects have an amber status and require attention</li> </ul> </li> </ul> <b><i>In summary at the end of the third quarter: Performance Indicators</i></b> <ul style="list-style-type: none"> <li>• There are 14 performance indicators reported on of which: <ul style="list-style-type: none"> <li>○ 7 performance indicators have achieved target</li> <li>○ 6 performance indicator has missed target by less than 5%</li> <li>○ No performance indicators have missed target by more than 5%</li> <li>○ 1 performance indicator is for information purposes only and does not have any target set</li> </ul> </li> </ul> Progress in the third quarter has been good with the majority of projects on track or completed although performance indicators are slightly down on the second quarter.		

The projects and performance indicators that are not currently meeting targets are being closely monitored for reasons so action plans can be drawn up to try and turn performance around before the end of the year.

### ***Financial performance***

#### **Key points:**

- The Council is forecasting an overall underspend for the year of £99,000 (<1%) against the budget of £15.841 million. This is an improvement of £39,000 over the position reported at the second quarter mainly due to an overall improvement in expected external income.
- The budget variance includes a projected over-achievement of income of £72,000, an improvement of £128,000 over the last quarter, which at that time was projecting a shortfall of £56,000. The service area that has improved the most is Development Control where the projection of income for the year has increased by £43,000 since Q2. In December three planning applications were received contributing over £81,000 of income towards the total for the month of £123,000, which is the highest recorded monthly total for over three years.

For a detailed explanation of the financial performance, please refer to page 16 onwards of the full report.

#### **Decision:**

To note and endorse the report

#### **Purpose of Decision:**

To inform the Cabinet of the performance of the Council

#### **Corporate implications [should be explained in detail]**

<b>Financial:</b>	See page 16 of the report
<b>Legal:</b>	N/A
<b>Equalities/Diversity</b>	N/A
<b>Customer Impact:</b>	N/A
<b>Environment and Climate Change:</b>	N/A
<b>Consultation/Community Engagement:</b>	N/A
<b>Risks:</b>	N/A
<b>Officer Contact:</b>	Tracey Headford
<b>Designation:</b>	Performance Improvement Officer
<b>Ext. No.</b>	2442
<b>E-mail:</b>	Tracey.headford@braintree.gov.uk

# THIRD QUARTER PERFORMANCE MANAGEMENT REPORT

1ST OCTOBER TO  
31ST DECEMBER 2013



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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 third quarter (October to December) in relation to the publication of 'Our plans for the District 2013/14'. This sets out the key activities and measures used to check our performance for the year and along with the Corporate Strategy 2012-16 sets out the priorities we are working towards. 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 local and national indicators used to measure the outcomes are available upon request.

### Summary of the Corporate Projects current position for the end of the third quarter

The following table provides updates for the end of the third quarter in relation to the key activities in 'Our plans for the District 2013/14'




Corporate Priorities	Status of projects and actions				
					
Place	1	6	1	0	0
People	5	5	0	0	0
Prosperity	2	9	1	0	0
Performance	0	4	1	0	0
Partnership <i>(to be reported on at the end of the year)</i>	-	-	-	-	-
<b>TOTAL</b>	<b>8</b>	<b>24</b>	<b>3</b>	<b>0</b>	<b>0</b>

#### 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 third quarter**

The following table shows the performance for the end of the third quarter in relation to the quarterly and annually reported Performance Indicators that have targets set as defined in 'Our plans for the District 2013/14'.

Corporate Priorities	Status of indicators			
				Data Only
Place	2	1	0	0
People	1	0	0	1
Prosperity	2	0	0	0
Performance	2	5	0	0
<b>TOTAL</b>	<b>7</b>	<b>6</b>	<b>0</b>	<b>1</b>

#### **KEY:**

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

### **Summary Position**

A total of eight projects are now complete and the remaining projects are on track and progressing well. Three projects are amber as part of the project requires attention and either the scope or timescales may need amending to bring the project back on course.

Five performance indicators have slightly missed their target. The weather continues to have a detrimental impact on the recycling rate and the introduction of paying over 12 months rather than 10 for Council Tax and Business rates has impacted on collection rates. The introduction of the new permitted development rights has also impacted on performance of minor planning applications. It is anticipated that the majority of amber performance indicators in this quarter will meet target by year end and all under-performing performance indicators are being closely monitored.



## Our Priorities

- Keep our district clean and tidy
- Protecting our environment
- Provide green space for everyone to enjoy

Project description and comments	Target Date	Status
<b>Continue a seven day cleaning programme in the town centres, including the use of barrow beats to litter pick, street washing and mechanical sweeping</b>		
Work continues in all town centres to maintain a high standard of cleanliness and keep levels of litter to a minimum. A bid has been put forward to extend the barrow beats following the success of the service provided.	March 2014	
<b>Enforce non-compliant premises which fail to keep their frontage clean</b>		
Following the success of the station campaign which saw a 45% reduction in dropped cigarette butts, the Council is now working with local businesses to tackle the problem of cigarette butts and other smoking related litter in the town centres. Campaign successfully delivered.	July 2013	
<b>Continue to encourage the 'See-it, Report-it' initiative to take action against litter bugs</b>		
In the third quarter there have been 667 see it report it calls. The Council has re-launched its Tosser campaign targeting litter thrown from cars following the success of the previous Tosser campaigns	March 2014	
<b>Work with Essex Energy partnership and contractors to develop a Green Deal Scheme, supporting homeowners to reduce the energy they use</b>		
The Department of Energy and Climate Change(DECC) revisions to the ECO scheme following the Autumn Statement have resulted in no available energy efficiency measures for residents until April 1st. We are working towards launching a district wide scheme with a Green Deal/ECO installation partner from April which will run until March 2017.	March 2015	
<b>Support our customers to increase recycling levels in the District to 60%, getting the best value out of our services</b>		
The trial of the door stepping campaign has now been completed and initial results are showing an increase in the participation levels. Door stepping will re-commence in January using Mosaic profiling to target low participation areas. The project has been marked as amber as the recycling target may not be met but the service continues to do all it can to increase the recycling levels across the district.	March 2014	
<b>Double the number of trade waste customers who receive a plastic, cardboard and paper recycling service</b>		
To date, 171 customers have signed up to the new trade waste recycling service which is more than triple the number of existing customers .This demonstrates a clear demand for the service and marketing continues in Witham and Halstead.	March 2014	





<b>Plant more mature trees in our parks and open spaces to improve their appearance and attractiveness, provide shading around play areas and help to conserve and protect the environment within our District</b>		
Planting in Weavers Park and Bramble Road Play Area has been completed. Bradford Meadows planting will take place in the next quarter.	<b>March 2014</b>	▶
<b>Complete works and establish Hoppit Mead as a local nature reserve</b>		
Cabinet approved the designation of Hoppit Mead as a local nature reserve in December. Final checks with Natural England will take place before formal declaration of the site.	<b>March 2014</b>	▶



## Our Priorities

- Support vulnerable people in our community
- Promote safe and healthy living
- Encourage flourishing communities

Project description and comments	Target Date	Status
<b>Design and build of Witham Leisure Centre</b>		
Construction of the Witham Leisure centre continues and the new building is now wind and weather tight with all cladding and windows installed. The multi-use games area was handed over to Maltings Academy in October	<b>August 2014</b>	▶
<b>Working in partnership with Fusion Lifestyle provide investment to improve the facilities at Halstead Leisure Centre, Braintree Leisure Centre and Braintree Swimming Centre</b>		
Works are now complete at Halstead Leisure Centre which has been fully refurbished with modern fitness and exercise facilities.	<b>January 2014</b>	✓
Works have now been completed at Braintree Leisure Centre with a new gym, studios and changing rooms providing up to date facilities which is attracting new customers and increasing participation.	<b>August 2013</b>	✓
The Planning permission for Braintree Swimming Centre has now been approved and Fusion is evaluating the tenders.	<b>March 2014</b>	▶
<b>Establish a Health and Wellbeing Panel working with others to identify priorities and take action to improve the health outcomes for all residents</b>		
A Health and Wellbeing Panel has being established. The first meeting took place in July with organisations around the table who are able to tackle the public health priorities for the district.	<b>December 2013</b>	✓
<b>Progress the Witham Neighbourhood Budget Pilot by working with partner agencies and the Witham community to raise young people's level of attainment and aspiration through new initiatives and improved ways of working</b>		
Our Witham partners have used the Community Hub to launch a range of engagement and outreach activities aimed at improving residents health and	<b>March 2015</b>	▶






access to employment. The second round of neighbourhood level community budgeting support will open in January 2014; partners have begun discussions over submitting an application for funding and support.		
<b>Work with the Police and Crime Commissioner, Essex County Council and other partners to pilot new ways to tackle domestic abuse across the District.</b>		
The pilot to tackle domestic abuse has engaged with a total of 123 victims in the Braintree district. Victims are referred to a range of services and information on services provided to victims who have not accepted a referral. The cut it out campaign has provided domestic abuse awareness training to 26 staff from 9 hairdressing salons across the district	March 2014	
<b>Build stronger communities through the implementation of the localism programme</b>		
A system has been established in response to the Localism Act which is now mainstreamed within the Authority.	March 2015	
<b>Refurbish the play areas at Templars in Witham and Panners Bridge in Gt Notley</b>		
Works are now complete at the two play areas which have been refurbished with new play equipment improving the facilities available. The transformation of both play areas were agreed after consultation with local residents.	February 2014	
<b>Create a sustainable partnership with Braintree District Museum Trust Ltd to preserve, interpret and promote the unique archive and Museum collections and the Districts heritage for the public benefit</b>		
The Museum Service and Town Hall feasibility project board met in December and approved the project scope, terms of reference, project plan and procurement process. The tender is due to be issued in the next quarter.	March 2015	



## Our Priorities

- Boost employment skills and support business
- Promote and improving our town centres
- Securing appropriate infrastructure and housing growth

Project description and comments	Target Date	Status
<b>Reduce congestion and improve access to Braintree town centre through improvements to the South Street/Fairfield Road junction</b>		
The demolition programme is now complete and the site has been hoarded. Essex County Council have undertaken an assessment of the levels to enable detailed designs to be drawn up.	July 2014	▶
<b>Support the Town Teams to improve our town centres in Braintree, Halstead and Witham</b>		
A market review has taken place with an external consultancy reviewing their operational and strategic development and will make recommendations on the future of our town markets. A number of pop up markets have taken place which have been run by local retailers and the Christmas event in Braintree included stalls in the Town Hall with a number of local retailers holding events around the town to encourage visitors to all parts of the town. Brandon Lewis visited Braintree in December where he had a tour of the town, met with local traders and discussed initiatives under the 'Backing Braintree' campaign.	March 2014	▶
The Backing our Town strategies for Witham and Halstead are now complete. Both Halstead and Witham hosted Christmas events in December to increase footfall into the towns and the Witham Town Team are preparing for a ministerial visit in January.	March 2014	▶
<b>Start on the expansion of the IGNITE Enterprise Centre at Springwood Drive, Braintree to provide twelve new start up units</b>		
Tenders documents have been received and are being evaluated.	March 2014	▶
<b>Encourage new businesses into the district and support our local businesses by reviewing our business rate discount scheme</b>		
Cabinet have approved the use of a discretionary business rate discount scheme for a twelve month period which will be made available to businesses on a case by case basis against certain criteria.	March 2014	✓
<b>Work with IGNITE to create 50 new businesses and deliver new jobs into the District</b>		
16 start-up businesses are continuing to trade from the Braintree Jewellery Village bringing the total number of start-ups for the year to date to 78, including business start-ups supported through enterprise advice.	March 2014	▶
<b>Generate opportunities for young people in the District not in education, employment or training through the creation and development of apprentice and pre-apprenticeship schemes</b>		
Green Team – The second NEET training programme was launched in October in the Witham area and the team are currently progressing through a 16 week training programme. The project has been extended until the end of March to accommodate the training programme.	March 2014	▶

Retail Apprentices – An assessment day for a ‘trainee negotiator’ role at an Estate Agents in Braintree Town Centre was held in December resulting in the recruitment of the post due to start with them in January 2014. Seetec are now trying to finalise apprenticeships with other businesses in the town.	March 2014	
<b>Work in partnership with Housing Associations to begin construction on 58 new homes and work with homeowners to bring empty homes back into use across the District</b>		
To date, 69 affordable homes have been provided	July 2014	
At the end of the third quarter, a total of 74 empty homes have been returned to use. One landlord is now on the Empty Homes Rescue Scheme and their property is scheduled to be ready to let in January 2014.	March 2014	
<b>Develop a long term strategy to support economic growth and prosperity across the District</b>		
The consultation for the Economic Development Prospectus has now closed and the final version is to be approved by the Cabinet Member for prosperity under delegated authority from Cabinet. The Prospectus will form the basis of a delivery plan and investment prospectus across the district.	October 2013	
<b>Adopt District Site Allocations to enable future development which will meet district needs and support growth</b>		
Work on the Site Allocations and Development Management Plan is progressing, with over 1600 comments received during the public consultation period in 2013. Further public engagement will take place in February and March 2014 and the Plan is expected to be submitted to the Planning Inspectorate for examination in late summer and formally adopted by the Council in January 2015. The end date of the project will be amended.	April 2014	










## Our Priorities







- Provide value for money
- Deliver excellent customer service
- Improving our services through innovation

Project description and comments	Target Date	Status
<b>Continue to review how we deliver and commission services, focussing our resources on what is important to us</b>		
Reviews continue across the authority with action plans developed and being implemented in services where reviews have concluded.	March 2015	▶
<b>Use a range of new technology to improve the way we deliver services and make our services easier to access for our customers</b>		
A report-it app has been implemented allowing the public to report fly-tips, litter etc via their mobile devices. A proposal to install in-cab technology to all waste collection vehicles will go to Cabinet in February. This will improve the customer service provided by providing real time information based on crew reports streamlining back office procedures.	March 2015	▶
<b>Achieve the Customer Service Excellence Standard for all front line services</b>		
Environment & Leisure successfully achieved the standard in October. Finance and Sustainable Development had good pre-assessments and they are now working through the areas of partial compliance before full assessments which have been booked for March. Business Solutions achieved the standard for the second year in their programme of continuous improvement.	March 2014	▶
<b>Maintain high levels of customer satisfaction, seeking feedback from our customers to identify where we can improve</b>		
Resource issues have delayed the project to review the Customer Service Standards. The end date of the project will be extended accordingly.	March 2014	▲
Website feedback module has been implemented. Project has been extended to gather additional feedback via a survey which will go live in the next quarter.	March 2014	▶

## Section 3: Managing the Business

### Our Performance Indicators in Detail

Performance Indicator	2013/14						Comments
	Q1 Outturn	Q2 Outturn	Q3 Outturn	Q4 Outturn	Target for the Quarter	Status at the end of the Quarter	
Place							
Percentage of land that falls below cleanliness standards for litter	n/a	5%	1%		8%		Recorded 3 times a year – July, November and March
Percentage of household waste sent for reuse, recycling and composting	58.42%	59.19%	57.79%		60%		The weather continues to have a detrimental impact on the recycling rate with less garden waste being produced. The indicator continues to be monitored and the service is doing all it can to increase the recycling levels across the district.
Percentage of fly tips cleared within 24 hours of being reported	100%	100%	100%		100%		A total of 216 fly-tips have been cleared within 24 hours of being reported
Public Satisfaction with parks and open spaces	Annually reported indicator				n/a	n/a	
People							
Number of visitors to our leisure facilities from under-represented groups	156,303	146,550	155,985		Establish Baseline	n/a	Although still establishing a baseline target with Fusion, a target for the third quarter was set at 113,759 and has been successfully achieved.
Number of passenger journeys on the Community Transport Scheme	15,497	14,599	15,812		15,675		
Percentage of Mi Community projects successfully completed	Annually reported indicator				n/a	n/a	
Prosperity							
Number of empty homes in the district returned to use	30	18	26		14		
Number of affordable homes delivered	55	6	8		8		
Number of young people assisted into education, employment or training through council and partnership schemes	Annually reported indicator				n/a	n/a	
Percentage of empty shops in the district	Annually reported indicator				n/a	n/a	
Number of new business start-ups in the district	Annually reported Indicator				n/a	n/a	
Performance							
Percentage of enquiries resolved at first point of contact within the Customer Service Centre	87%	86%	85%		85%		Represents 15730 out of 18544 calls resolved at first point of contact

Performance Indicator	2013/14						Comments
	Q1 Outturn	Q2 Outturn	Q3 Outturn	Q4 Outturn	Target for the Quarter	Status at the end of the Quarter	
Time taken to process housing benefit/council tax benefit new claims	19.19 days	17.04 days	17.34 days		18 days		
Time taken to process housing benefit claim changes	7.23 days	5.6 days	6.18 days		6 days		Average response time was marginally above target for the quarter due to a high volume of changes experienced in October and November. Performance for the final quarter is expected to be back on target.
Percentage of minor planning applications processed within 8 weeks	69.47%	78.16%	70.13%		72%		Represents 54 out of 77 minor planning applications processed within 8 weeks. Of the 23 applications not determined within 8 weeks, 12 required S106 agreements. This was also the first quarter in which the recent government reforms (e.g. widening householder permitted development) have had an effect. This has meant that the service needed to prioritise the handling of such applications and this has had some knock-on impacts. Cumulatively outturn is 72.6%
Percentage of stage 1 complaints responded to within target	88.9%	92.5%	89.9%		90%		Represents 71 out of 79 stage 1 complaints dealt with in 7 working days. Only 0.1% off target. Cumulative outturn is 90.4%
Overall customer satisfaction with the way Braintree District Council runs things	Annually reported Indicator				89%	n/a	
Percentage of residents who agree that Braintree District Council provides value for money	Annually reported Indicator				67%	n/a	
Collection rate for Council Tax	30.60%	59.36%	87.38%		87.52%		The collection rate has been impacted by the number of council taxpayers opting to pay over 12 months rather than 10 months. Staff continue to contact taxpayers who have been affected by the various welfare reforms in an effort to find ways for them to meet their council tax liability.
Collection rate for business rates	32.60%	60.81%	88.04%		88.81%		The total amount of business rates collected to 31st December is £36.21m, this compares to £35.01m for the same period in the previous year. Reasons for the reduction in the collection rate against target are currently being investigated

### **Customer Services & Views**

The following is a selection of our customer service performance measures:

<b>Customer Service: Indicators of Performance</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Target</b>
Average telephone response time in the Customer Service Centre	9 seconds	11 seconds	7 seconds		15 Seconds
Number of transactions carried out via the Council website	27,178	25,334	21,239		21,250
Percentage of avoidable contacts (collected in Q3 and Q4)	n/a	n/a	14.79%		Data only

### **Complaints**

The quarterly complaints analysis for the third quarter of 2013/14 is detailed below. This is compared with 2012/13 figures shown in brackets. The figures represent all three stages of the complaints process.

<b>Complaint Category</b>	<b>Q1 2013/14</b>	<b>Q2 2013/14</b>	<b>Q3 2013/14</b>	<b>Q4 2013/14</b>	<b>TOTAL</b>
Justified	45 (85)	45 (82)	29 (114)	(62)	(343)
Not Justified	58 (104)	62 (100)	45 (101)	(84)	(389)
Partially Justified	11 (15)	7 (27)	12 (12)	(7)	(61)
Not known	0 (0)	0 (0)	0 (0)	(0)	(0)
<b>Total</b>	<b>114 (204)</b>	<b>114 (209)</b>	<b>87 (227)</b>	<b>(153)</b>	<b>(793)</b>

### **Comments**

The number of complaints received in the third quarter of 2013/14 is once again lower than the number of complaints received in the previous period, and considerably lower than the number of complaints received in the same period in 2012/13. The majority of complaints are still regarding missed waste collections, however, numbers are reducing which is a trend being seen across all service areas within the Authority.

In the third quarter of 2013/14, of the 87 complaints received:

- 79 are stage one complaints
- 6 are stage two complaints
- 2 are stage three complaints

### **A summary of Local Government Ombudsman cases:**

In the third quarter of 2013/14 the LGO have received two complaints. Of the two new complaints received:

- 1 complaint the LGO refused to investigate as the complaint was not made in time and is therefore outside the LGO's jurisdiction.
- 1 complaint the LGO stopped investigating as there was no substantive fault in how the Council dealt with the matter

There is one matter from the previous period which is still on-going and two previous complaints have been completed by the LGO.

## Our Organisation

The following is a selection of our people performance measures:

People: Indicators of Performance	Q1 13/14	Q2 13/14	Q3 13/14	Q4 13/14	Change on previous period	Yearly Target
Total headcount	470	473	485		+ 12	-
Total number of posts	479	483	495		+ 12	-
Number of temporary staff	47	46	56		+ 10	-
Total staff FTE	429.49	430.47	441.39		+ 10.92	-
Level of employee turnover	3.4%	2.5%	1.9%		- 0.6%	-
Number of vacant posts	20	17	14		- 3	-
Number of leavers	16	12	7		- 5	-
Number of starters	20	15	19		+ 4	-
Working days lost to sickness per employee	1.35 days	1.39 days	1.66 days		+0.27 days	8.0 days
Percentage of staff with nil sickness	70%	80%	73%		- 7%	-
Number of learning days	844.50	887.50	916		+ 28.5	-
Average learning days per employee	1.97	1.88	1.89		+ 0.01	≥3.5 days
Number of apprentices	11	11	18		7	-

Year on Year Headcount Analysis	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13
	586	567	541	503	485	466

## **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 and making the workplace safer for staff and our customers.

<b>Health &amp; Safety: Indicators of Performance</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	
	(2012/13 figure in brackets)				
Total number of reported accidents/ incidents, calculated from:	14 (21)	14 (17)	11 (8)	(12)	
<i>a. Accidents/ incidents to employees</i>	9 (17)	10 (13)	9 (7)	(9)	
<i>b. Accidents/ incidents to contractors</i>	2 (2)	2 (1)	1 (0)	(3)	
<i>c. Accidents/ incidents to non-employees</i>	3 (2)	2 (3)	1 (1)	(0)	
Time lost in days due to employee accidents/ incidents	23 (39)	8 (7)	38 (4)	(6)	Top causes of accident in Q3 are slips/trips
Number of reported verbal/ physical incidents to employees	2 (1)	1 (3)	0 (0)	(0)	
Number of near miss incidents	2 (1)	0 (0)	1 (0)	(0)	
Number of Accidents/ incidents registered resulting in insurance/ compensation claim	0 (3)	1 (2)	1 (2)	(1)	
Number of claims settled	0 (0)	0 (0)	0 (0)	(0)	

## Financial Performance

This part of the report provides an updated review of the financial position for the financial year 2013/14. It examines the forecast spending on day-to-day service provision compared to the budget for the year. Also included is a summary position for treasury management at the end of December; projected movements on General Fund balances and earmarked reserves; and a summary of spending to date on capital investment projects.

### **Third Quarter Financial Position Statement for 2013/14**

#### **Key Points:**

- An overall underspend is forecast for the year of £99,000 (<1%) against the budget of £15.841 million. This is an overall improvement of £39,000 over the position reported at the second quarter (Q2).
- The budget variance comprises a projected over achievement of income of £72,000, an improvement of £128,000 over Q2 which at that time indicated an under achievement of £56,000. Staffing and other expenditure budgets are predicted to be under spent by £27,000 – this is lower than the last quarter (£116,000 at Q2) with the main reasons for the change being increased costs relating to tree damage claims, including that arising from the recent storms, and higher estimated planning appeal costs.
- Based on known staffing changes to date and their financial impact on the year, a shortfall against the efficiency target is currently projected of £224,000 (this is included in the above overall underspend). This, however, is an improvement on Q2 by £11,000 and may change further depending on staffing changes effective in the final quarter of the year.

### Financial Forecast of Revenue Spending by Services

Business Plan Service	Budget £'000	Forecast Spend £'000	Adverse (positive) variance against budget				RAG Status
			Staffing £'000	Other Expenditure £'000	Gross Income £'000	Total £'000	
Asset Management	(1,410)	(1,453)	(3)	16	(56)	(43)	-3%
Business Solutions	1,961	1,844	(8)	(109)	0	(117)	-6%
Community Services	523	441	(32)	(32)	(18)	(82)	-16%
Corporate Management Plan	1,231	1,220	(2)	(9)	0	(11)	-1%
Cultural Services	257	272	8	12	(5)	15	6%
Environment	981	994	(25)	(20)	58	13	1%
Finance	1,634	1,419	(95)	(75)	(45)	(215)	-13%
Governance	903	899	1	(2)	(3)	(4)	-%
Housing Services	871	808	(13)	(39)	(11)	(63)	-7%
Human Resources	290	277	(15)	2	-	(13)	-4%
Leisure Services	842	842	1	(1)	-	-	-%
Marketing and Communications	442	411	(5)	(4)	(22)	(31)	-7%
Operations	4,026	4,085	22	(65)	102	59	1%
Sustainable Development	1,458	1,500	3	72	(33)	42	3%
<b>Service Total</b>	<b>14,009</b>	<b>13,559</b>	<b>(163)</b>	<b>(254)</b>	<b>(33)</b>	<b>(450)</b>	<b>-3%</b>
Corporate Financing	2,219	2,183	-	3	(39)	(36)	-2%
Efficiency target	(387)	-	387	-	-	387	
<b>Total</b>	<b>15,841</b>	<b>15,742</b>	<b>224</b>	<b>(251)</b>	<b>(72)</b>	<b>(99)</b>	<b>-1%</b>

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

## Commentary

### Staffing

Across service business plans there are projected salary underspends of £163,000. The corporate efficiency target was set at £387,000 for the year which includes £296,820 that would normally be met through staff turnover and a further £90,260 targeted at savings generated from service reviews. At this quarter's review there is a projected shortfall against meeting the target from salaries for the year of £224,000, based on known staffing changes to date.

Business Plan – Salary Budgets	Budget £'000	Forecast Spend for the year £'000	Adverse/ (positive) variance £'000	RAG Status
Asset Management	262	259	(3)	-1%
Business Solutions	827	819	(8)	-1%
Community Services	450	418	(32)	-7%
Corporate Management Plan	1,112	1,110	(2)	-
Cultural Services	248	256	8	3%
Environment	1,565	1,540	(25)	-2%
Finance	2,313	2,218	(95)	-4%
Governance	333	334	1	-
Housing Services	639	626	(13)	-2%
Human Resources	254	239	(15)	-6%
Leisure Services	55	56	1	2%
Marketing and Communications	268	263	(5)	-2%
Operations	4,439	4,461	22	-
Sustainable Development	1,531	1,534	3	-
<b>Service Total</b>	<b>14,296</b>	<b>14,133</b>	<b>(163)</b>	<b>-1%</b>
Efficiency target	(387)		387	
<b>Net Total</b>	<b>13,909</b>	<b>14,133</b>	<b>224</b>	<b>2%</b>

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

The main issues are:

- Savings on staff costs have occurred due to delaying filling vacant posts, appointments being made at lower salary grade points, and some reductions in working hours. In addition, some changes have been made in anticipation of the need to achieve future budget savings.
- The shortfall against efficiency target has reduced by £11,000 from that reported at Q2.
- Services showing an overspend on staffing costs is due to either cover for long-term sickness, or where additional staff resources have been employed to generate off-setting income.
- The forecast shortfall against the efficiency target was £101,000 at the same quarter last year, with a final year end outturn under achievement of £139,000 being reported.

### Other Service Expenditure

Services are currently forecast to underspend against their non-staffing expenditure budgets by £249,000 – a reduction in underspend from that reported at Q2 by £103,000.

### Positive variations:

- **Waste Management** – The main reason for the projected underspend is due to savings on external transport costs (£53,000) which is the result of green waste being delivered direct from collection routes to the material recycling facility. There is also a budgeted surplus on the food waste service of £36,000 which offsets costs incurred in previous years – this surplus is lower than originally anticipated due to the cessation of tipping away payments by Essex County Council.
- **Discretionary Business Rate Relief** – In previous years a proportion of the cost of granting discretionary business rate relief was borne by the Council rather than the national business rate pool and charged to relevant services. This cost has now been absorbed into the business rate retention scheme and is therefore reflected in the overall financing arrangements for the Council's budget. Consequently, budgets totalling £144,000 held under services are no longer required. However, a new scheme of relief for business ratepayers has recently been approved for which £100,000 is to be set-aside. This amount has therefore been deducted from the budget savings leaving a net positive variance in the current year of £44,000.
- **Community Services** – across this service area there is a projected underspend of £34,000, which includes budgets where on-going savings have been recognised and budgets provided for previous community-based initiatives. The service is currently undergoing a review, reappraising its strategic and service priorities which will determine the future need and allocation of resources.
- **Council Business Rates** – Backdated business rate costs have led to a one-off net refund of £90,000 to the Council for the year, with on-going savings of £27,000 per annum on the rates payable on Causeway House.
- **Corporate Overheads** – Recent years have seen a significant reduction in the level of fees set by the Audit Commission. For 2013/14 scale fees for external audit are £17,000 less than budget, however, this has been partially offset in the current year by £3,000 higher fees for auditing 2012/13 grant claims. A saving of £8,500 (£17,000 in a full year) is expected from renewal of insurance premia, and bank charges in respect of cash collection are expected to be £6,000 lower.
- **Housing service** – the Council operates a rent in advance scheme funded by a core budget allocation topped up with recycled loan repayments to help those potentially at risk of homelessness. As the service is demand-led it is difficult to be precise about the drawdown on financial resources, however, it is predicted that there could be a £21,000 underspend.

### The above variations are offset by the following:

- **Development Control** - The Council is engaged in a number of planning appeals, mainly relating to decisions on retail development. At the end of the third quarter £61,000 had been spent on legal and other specialist advice, along with some compensation payments. Service management predict a further £52,000 maybe incurred in the year taking the total to projected spend to £113,000, which is £61,000

above the allowance made in the budget.

- Landscape & Countryside** - A number of tree root claims have been received, coupled with damage caused by the recent storms, resulting in management predicting a combined spend in the year of £72,000 on these issues, compared to the budget provision of £40,000. However, other underspends means that the net over spend for the service is predicted to be £20,000. Whilst the budget provisions for both of these areas are expected to be exceeded in the current year the unpredictable nature of the spend makes setting a reasonable budget difficult. Set too high and most years an underspend would be recorded and the possibility that other budget heads may have been cut unnecessarily. It is in these circumstances that it is reasonable for this type of overspend to be met either from underspends across all service areas or if none from the unallocated balance, with a report to Members at the earliest opportunity (as above).

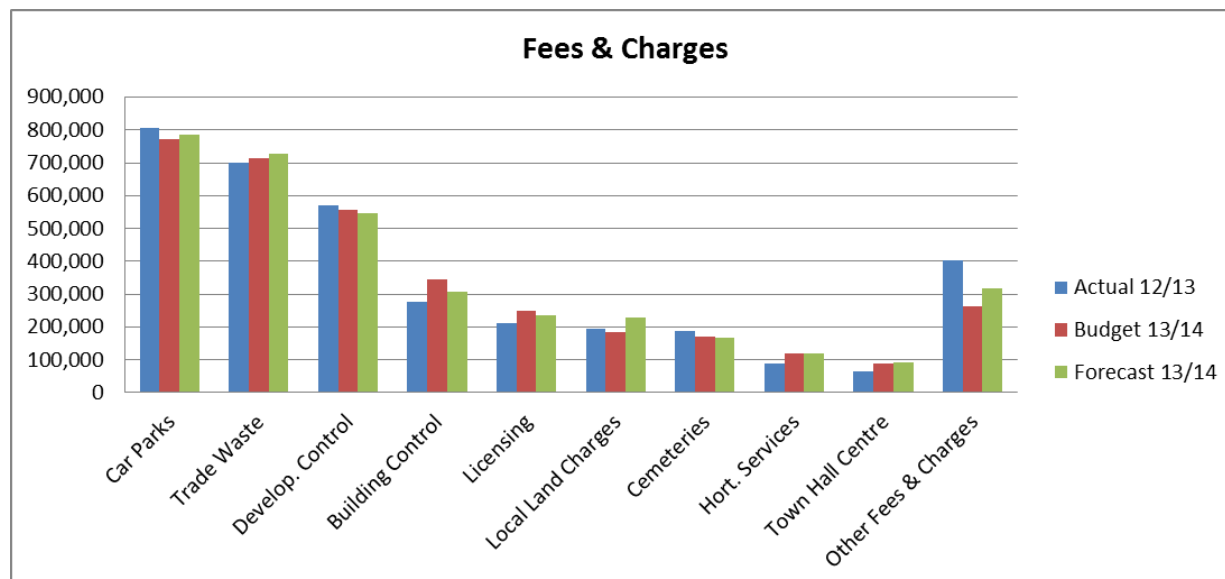
## External Income

A significant proportion of the Council's budget is reliant on external income. Grants and subsidies from government, alongside income from business rates are major elements, with a total of £52.339 million budgeted for 2013/14. The amount of business rates retained will vary depending on the actual amounts collectable, with any difference being reflected in setting the budget and council tax for 2014/15. Other external income comes from a variety of sources that are subject to external demands and influences, meaning these income sources are more likely to experience variations against budget. It is currently forecast that services will over achieve against their income budgets by £72,000, as shown in the table below:

Other External Income	Budget £'000	Adverse (positive) variance against budget						RAG Status
		Fees & Charges £'000	Land & Property income £'000	ECC Joint Financing & contributions £000	Sale of Recycling Materials £'000	Other Income £'000	Total £000	
Asset Management	(2,092)	(24)	(30)	-	-	(2)	(56)	3%
Business Solutions	(63)	-	-	-	-	-	-	-
Community Services	(231)	(13)	-	-	-	(5)	(18)	8%
Corporate Management Plan	-	-	-	-	-	-	-	-
Cultural Services	(95)	(3)	-	-	-	(2)	(5)	5%
Environment	(919)	55	-	-	-	3	58	-6%
Finance	(1,292)	-	-	-	-	(45)	(45)	3%
Governance	(4)	-	-	-	-	(3)	(3)	75%
Housing Services	(135)	(1)	(10)	-	-	-	(11)	8%
Human Resources	-	-	-	-	-	-	-	-
Leisure Services	(259)	-	-	-	-	-	-	-
Marketing and Communications	-	(17)	-	-	-	(5)	(22)	85%
Operations	(5,277)	(26)	(4)	121	(6)	17	102	-2%
Sustainable Development	(916)	(36)	-	-	-	3	(33)	4%
<b>Service Total</b>	<b>(11,283)</b>	<b>(65)</b>	<b>(44)</b>	<b>121</b>	<b>(6)</b>	<b>(39)</b>	<b>(33)</b>	-
Corporate Financing	(250)	-	-	-	-	(39)	(39)	16%
<b>Total</b>	<b>(11,533)</b>	<b>(65)</b>	<b>(44)</b>	<b>121</b>	<b>(6)</b>	<b>(78)</b>	<b>(72)</b>	<b>1%</b>

## Fees & Charges

The budget for income from fees & charges is £3.459 million, and is projected to be over achieved by £65,000. The following chart shows the main income streams:

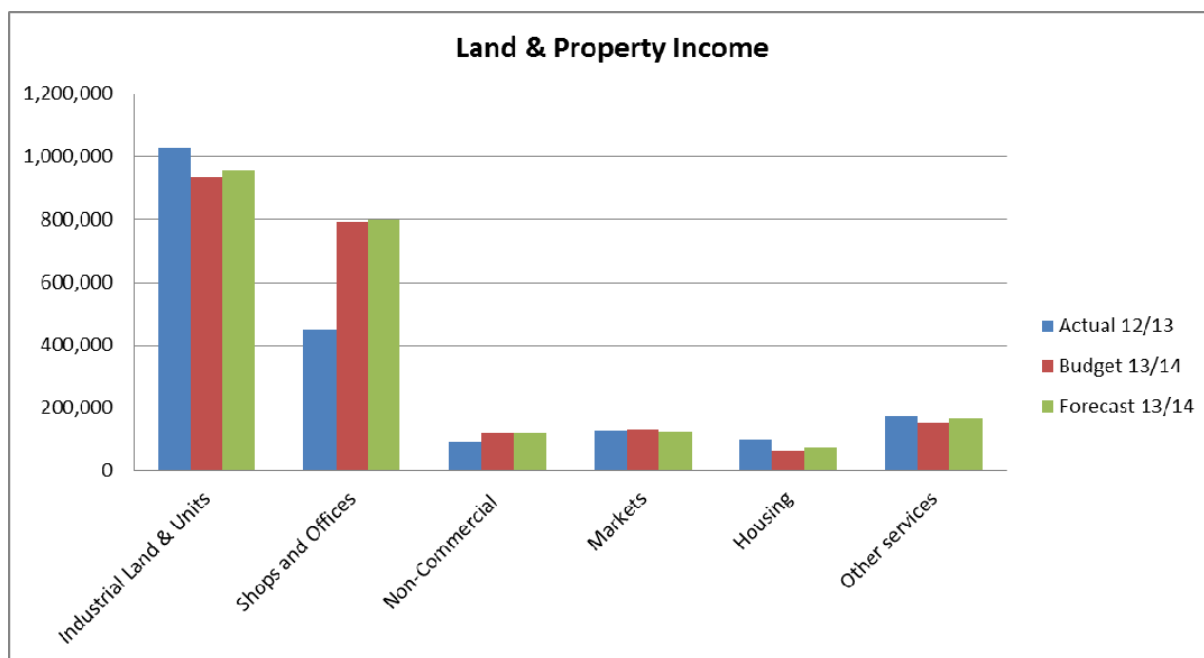


### Forecast highlights:

- Additional income of £73,000 is predicted from car parking, trade waste, and local land charges.
- Development control shows a central case forecast for a shortfall of £9,000 for the year, an improvement of £43,000 on the previous forecast. Income received in the third quarter was £176,000 compared with the two previous quarters of £119,000 (Q1) and £136,000 (Q2), with December recording the highest income total for over three years.
- Building Control –third quarter projection continues to show an improvement over the last two years. The predicted total for the year is £308,000, which although lower than budget by £37,000, is an increase from the previous year outturn by £33,000.
- Licensing income is predicted to be under budget by £14,000.
- The main variances under Other Fees & Charges relate to the Community Transport scheme (+£13,000), Asset Management – increased recharges for s106 monitoring and legal work (+£12,000), and income from a sub-letting arrangement for telecoms at Springwood Drive (+£15,000)

## Land & Property Income

The budget for rental income from land & property is £2.198 million – comprising the investment property portfolio, markets, housing properties, and other let properties. The forecast for the year is an overall over achievement of £44,000.

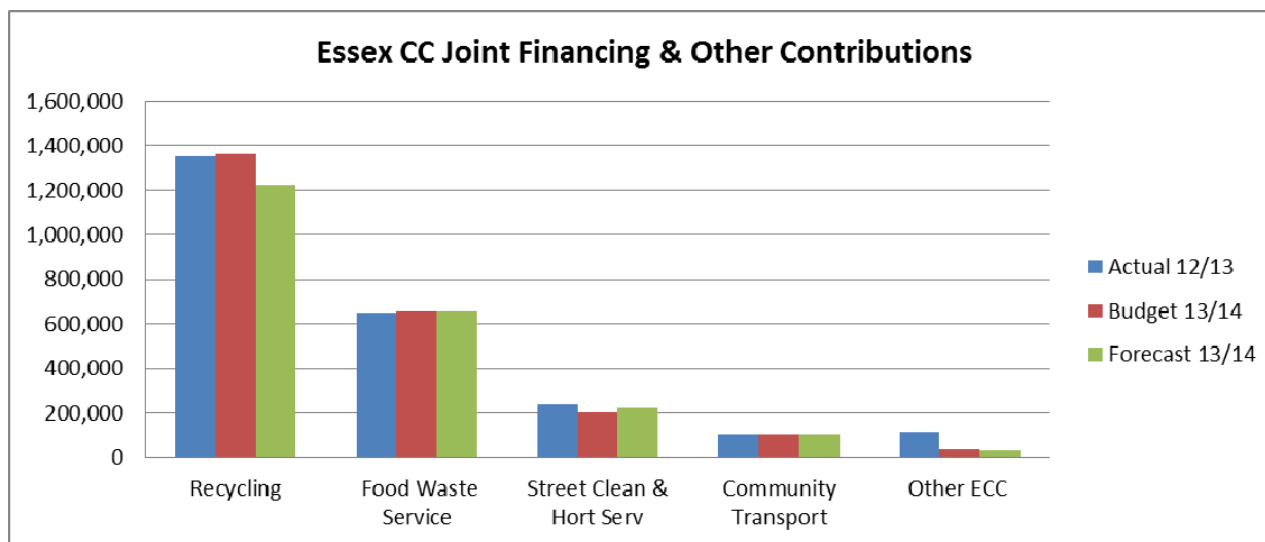


#### Forecast highlights:

- The actual for Industrial Land & Units in the previous year includes one-off income arising from backdated rent reviews.
- The planned increase in income from Shops and Offices relates mainly to the letting of Mayland House (the annual income budget for this property is £488,000).
- Overall income from the commercial property portfolio is predicted to be £30,000 more than budget.
- Market rents are predicted to be under budget by £6,000.
- An overachievement of income on housing dwellings is predicted of £8,000.
- Other service rents are predicted to be higher than budget by £12,000.

#### Essex County Council Joint Financing & Contributions

The Council receives a significant amount of income from service arrangements with Essex County Council (ECC). The total budget for the year is £2.356 million. The current forecast for the year is an under-achievement of £121,000.



### Forecast highlights:

- Income under recycling activities is projected to be under budget by £140,000, of which £104,000 relates to an agreed refund of previous year's income. The remaining shortfall is due to lower material tonnages which attract recycling credits.
- Additional unbudgeted net income of £19,000 is expected from rural highway verge cutting.

### Sale of Recycling Materials

The budget for income from the sale of recycling materials is £617,000 and is projected to be over achieved by £6,000. The main reasons for this variance is an increase in the price per tonne received for glass – up from £23.20 to an average of £32.55 contributing an estimated extra amount of income of £22,000; however, this is largely offset by a reduction in the estimated tonnage sold for mixed dry materials and textiles resulting in £16,000 less anticipated income.

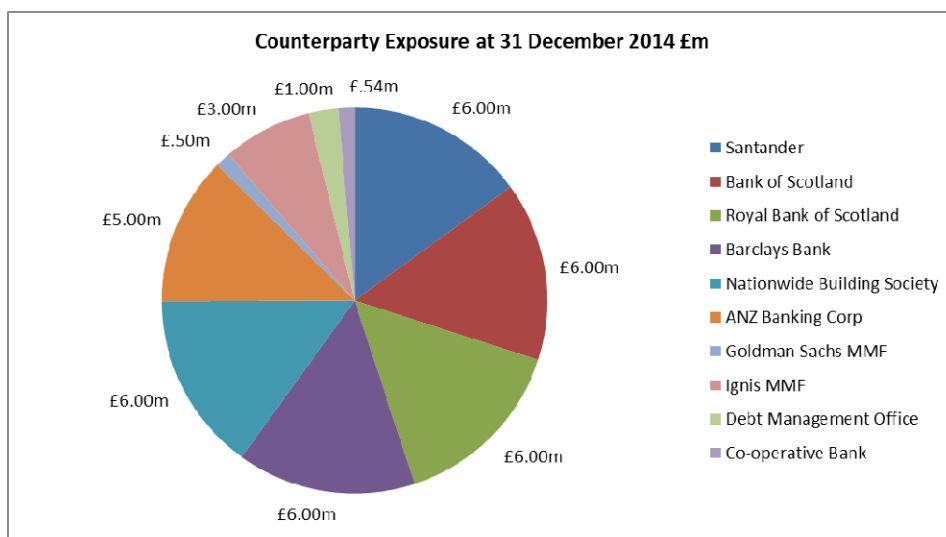
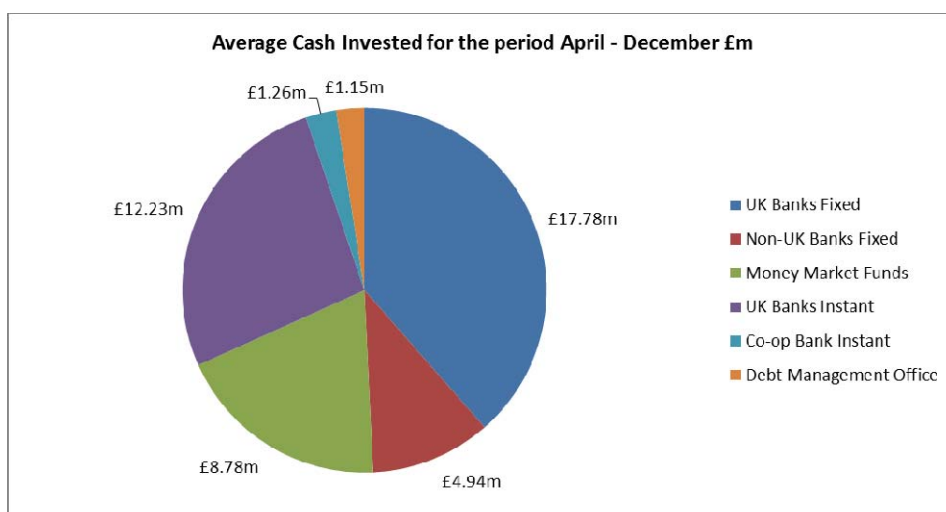
### Other Service income

Total budgeted other service income is £2.903 million, with a current forecast of a net overall over achievement of £78,000. The main income streams within this category, includes: £704,000 (+£43,000 over budget) of benefit and local tax recoveries and penalties, £426,000 relating to the Procurement Hub, £245,000 (+£39,000 over budget) from the major precepting authorities under an agreement to share the benefit of changes in council tax discounts; and a further £111,000 from service level agreements with Greenfields Community Housing.

## Treasury Management

The average cash balance invested in the period to the end of December amounted to £46.1 million. Balances have ranged between £33.65 million and £54.35 million, with a current projection for the average for the whole year of £42.8 million. Interest secured to date amounts to £238,000, with a full year projection of £264,000 compared to a budget of £220,000. The additional interest projected is the result of a combination of higher estimated cash balances (+£11.4 million) partially offset by lower investment returns (0.62% v budget of 0.70%). For comparison purposes the average 3-month London Interbank Bid Rate (LIBID) averaged 0.44% for the year to date, reflecting the prolonged period of low interest rates.

Investment counterparties for the period and exposure at end of December is shown in the following charts:



## General Fund Balances

General Fund balances are held for the following reasons:

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

Based on the forecast set out above, the movement on the General Fund balance is projected as follows:

<b>Balance at 1 April 2013</b>	<b>£'000</b> <b>7,704</b>
Less:	
Approved budgeted withdrawal	(353)
Additional withdrawal	(100)
Transfer to earmarked reserves	(250)
Add:	
Transfer from earmarked reserves	293
Est. business rates grant	485
Projected variance at this quarter	99
<b>Est. Balance at 31 March 2014</b>	<b>7,878</b>

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

- The budget approved by Council for 2013/14 included an anticipated drawdown from balances of £352,519, and it is proposed that a further £100,000 is applied to meet costs of professional services in connection with the Braintree town centre strategy project.
- At the meeting held in December 2013, Council approved an addition to the earmarked reserve for redundancy and early retirement of £250,000.
- Management review of earmarked reserves has resulted in a proposed transfer from earmarked reserves to General Fund balances of £293,000.
- An estimated variance on the amount of business rate retention scheme income due to the Council as a result of Government funding for the extended small business rate relief scheme.
- Projected full-year variance as per this quarter's review of £99,000

## **Earmarked Reserves**

Earmarked reserves reflect funding set aside for a specific purpose and must be utilised in accordance with this purpose. The following table sets out the latest plans for movement on reserves in the current year:

<b>Category of Earmarked Reserve</b>	<b>Balance at 1 April 2013 £'000</b>	<b>Estimated Movement £'000</b>	<b>Transfer to General Fund balance</b>	<b>Transfer from General Fund balance</b>	<b>Est. Balance at 31 March 2014</b>
Capital Investment	3,170	1,243	-	-	4,413
New Homes Bonus (Year 3 allocation)	-	563	-	-	563
Risk Management	301	43	-	-	344
Service Reserves	2,930	(191)	(185)	-	2,554
Change Management	375	(113)	(108)	250	404
<b>Total</b>	<b>6,776</b>	<b>1,545</b>	<b>(293)</b>	<b>250</b>	<b>8,278</b>

### **Commentary on estimated movement on earmarked reserves:**

**Capital Investment reserves** show an increase mainly due to the addition of New Homes Bonus (Year 1 and 2 allocations) which the Council has agreed would be earmarked for future investment in affordable housing and infrastructure projects. Allocations from these reserves are subject to progress of spend against the Council's capital programme and decisions taken on financing the spend.

**New Homes Bonus (Year 3 allocation)** is currently being held in reserve pending decisions around its future use.

**Risk Management reserves** includes £84,000 added to the treasury management reserve - £40,000 in line with the interest equalisation strategy adopted in the four-year Medium Term Financial Strategy, and £44,000 over achieved interest projected for the current year. An allocation of £24,000 is planned from the insurance reserve to meet the cost of security improvements at the Lakes Road depot.

**Service Reserves** have a projected net withdrawal of £376,000, including £185,000 transferred to the General Fund balance as a result of a management review.

**Change Management reserves** are projected to increase by a net £29,000 after adding £250,000 to the redundancy and early retirement reserve, and transfer to General Fund balance of £108,000 as a result of a management review. Spend from these reserves is incurred to achieve corporate improvements and/ or to realise on-going staffing savings.

## **Risks and Assumptions to the Forecasts**

The forecasts reflect the service managers' "best estimate" of the predicted outturn for the year. Previous year outturn and trends in-year have been considered, however, as always, these are subject to changing circumstances and unforeseen events. Directors and service

managers continue to scrutinise all expenditure commitments in light of the planned savings set out in the medium term financial strategy.

Other external income is inherently difficult to predict as it is substantially demand led and impacted by external factors.

### **Capital Investment**

The total capital investment expected in the year is as follows:

	£'000s
<b>Approved New Programme for 2013/14</b>	<b>3,632</b>
<b>Add:</b>	
Projects approved previously where spending is profiled into the current year	11,691
Projects approved in-year	46
<b>Less:</b> Reduction in programme to align spend with government grant received	(76)
<b>Programme for 2013/14</b>	<b>15,293</b>

The capital investment programme is reported over two themes:

- General Fund Services – Spending on Council owned assets and services.
- Housing investment – mainly spent on partnership schemes with social landlords, and providing disabled facilities grants and home improvements grants.

The current spend against the programme for the year is shown below:

	Programme 2013/14	Actual spend	Grants approved but not yet claimed	Budget Remaining	Spend/ Grants approved at end of Quarter
	£'000	£'000	£'000	£'000	%
General Fund Services	12,688	5,344	-	7,344	42%
Housing Investment	2,187	675	8	1,504	31%
Capital Salaries	418	314	-	104	75%
<b>Total</b>	<b>15,293</b>	<b>6,333</b>	<b>8</b>	<b>8,952</b>	<b>41%</b>

General Fund Services programme includes the main construction phase for the new Witham Leisure Centre (£6.7 million out of a total project budget of £9 million) which is due to be completed in August 2014, plus over £1.2 million of improvement works to other leisure facilities. Since the previous quarter £500,000 has been added to the expected spend in the year relating to the Council's contribution from Growth Area Funds towards a new footbridge at Motts Lane, Witham. A total of £358,000 is also planned for open space and play area improvements.

Planned housing investment includes £843,000 set aside for disabled facility grants (DFG) and other financial assistance for home improvements against which £480,000 has been

paid up to end of December. A further £1.5 million is provided to support the building of affordable homes in partnership with housing associations of which £195,000 has been spent to the end of the Quarter, and service management expect that a significant payment will be made in the final quarter towards the Riverside development, Braintree.

Actual spend on capital projects during the third quarter amounted to £2.151 million (£2.836 million in Q2), with significant items of expenditure expected to be incurred in the final quarter of the year.

### **Capital resources**

The main source of new capital resources anticipated for the year are from preserved right-to-buy receipts (£400,000) and the Council's share of the VAT shelter operating in conjunction with Greenfields Community Housing (£702,000).

Greenfields have reported that there were 27 right-to-buy sales completed up to the end of December generating over £1.632 million in capital resources for the Council. This compares favourably with the budget and the total for the previous year when 16 sales were completed generating £684,000. The increase in sales is most likely due to changes in the discount arrangements available to eligible purchasers. Provisional amounts for the VAT shelter total £592,000 to the end of December. During the quarter the sale of Trinity House was completed generating a receipt of £372,000.

A Government grant of £318,000 has been received towards funding for disabled facility grants. Income of £205,000 has been received from developers under Section 106 Agreements which will be used on future capital projects.



<b>Business Rates – New Relief schemes</b>		<b>Agenda No: 6b</b>
<p><b>Corporate Priority:</b> Building a prosperous district – Boost employment skills and support businesses, Promoting and improving our town centre, Securing appropriate infrastructure and housing growth</p> <p><b>Portfolio Area:</b> Performance and Efficiency</p> <p><b>Report presented by:</b> Cllr David Bebb</p> <p><b>Report prepared by:</b> Trevor Wilson, Head of Finance</p>		
<p><b>Background Papers:</b></p> <p>Business rates new build empty property – Guidance and Business rates: retail relief – Guidance issued by the Department for Communities and Local Government</p>		<b>Public Report</b>
<p><b>Options:</b></p> <p>To agree or not the introduction of three new discretionary rate relief schemes.</p>		<b>Key Decision: No</b>
<p><b>Executive Summary:</b></p> <p>The Government announced in the Autumn Statements on 5<sup>th</sup> December 2012 and 5<sup>th</sup> December 2013 that it would be introducing measures to help stimulate construction and to support town centres and in particular retailers.</p> <p>The Government will not however be changing the legislation around the reliefs available to properties. Instead the Government will reimburse local authorities that use their discretionary relief powers, introduced by the Localism Act (under section 47 of the Local Government Finance Act 1988, as amended) to grant relief in line with the eligibility criteria set out in guidance issued (or to be issued) by the Government.</p> <p>There are three distinct schemes, these are:</p> <p><b>Retail Relief</b> - Properties that will benefit from the relief will be occupied hereditaments with a rateable value of £50,000 or less that are wholly or mainly being used as shops, restaurants, cafes and drinking establishments. The relief is available in the years: 2014/15 and 2015/16.</p> <p><b>Re-occupation Relief</b> - A discount of 50% for new occupants of previously empty retail premises. The discount will last for 18 months. The relief will be available to businesses moving in to properties between 1<sup>st</sup> April 2014 and 31<sup>st</sup> March 2016.</p>		

**New Build Empty Property Relief** - Properties that will benefit from the relief will be all unoccupied non domestic hereditaments that are wholly or mainly comprised of qualifying new structures, completed after 1 October 2013 and before 30 September 2016.

The proposals in this report take into account the guidance issued in September 2013 and January 2014 by the Department for Communities and Local Government (DCLG). Guidance from DCLG in respect of the Re-occupation relief is awaited.

The cost of awarding the relief will be fully reimbursed by Central Government to the Council and major precepting authorities within the business rates retention scheme.

Businesses identified as potentially being entitled to Retail Rate Relief will be contacted and invited to apply for the relief by completing an appropriate application form.

Administering the return of application forms and awarding relief will be an additional administrative burden that will need to be absorbed within existing resources.

The number of premises that potentially would qualify and estimate of the cost of awarding the Reliefs are:

Retail relief – 747 premises with an estimate of the cost of awards of £531,500;  
Re-occupation relief – 75 premises with an estimate of the cost of awards of £333,592;  
New Build Empty Property relief – 10 premises with an estimate of the cost of awards of £54,165;

As mentioned above the cost of the awards will be fully subsidised by Central Government.

### **Decision:**

That Members agree that:

1. The Council extends its policy for discretionary business rate relief (under section 47 of the Local Government Finance Act 1988) to include three new schemes:
  - a) Retail Relief for 2014/15 and 2015/16 only;
  - b) Re-occupation of empty property formerly used for retail purposes during the period 1<sup>st</sup> April 2014 to 31<sup>st</sup> March 2016; and
  - c) New build empty property relief for new structures completed but unoccupied between 1<sup>st</sup> October 2013 and 30<sup>th</sup> September 2016.

with each scheme to be operated in accordance with the criteria as detailed in the report. The cost of the relief awarded will be fully subsidised by Central Government.

2. Authority to consider and make decisions on these discretionary rate relief applications is delegated to the Local Tax Manager.

**Purpose of Decision:**

To extend the Council's Business Rates discretionary relief policy to include three new relief schemes proposed by Central Government to help stimulate construction and to support town centres and in particular retailers.

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

<b>Financial:</b>	<p>Estimates of the cost of awarding the Reliefs are:</p> <p>Retail relief – 747 premises at an estimated cost of £531,500; Re-occupation relief – 75 premises at an estimated cost of £333,592; New Build Empty Property relief – 10 premises at an estimated cost of £54,165.</p> <p>The cost of the awards will be fully subsidised by Central Government.</p> <p>Administering the return of application forms and awarding relief will be an additional administrative burden that will need to be absorbed within existing resources.</p>
<b>Legal:</b>	<p>Extension to discretionary rate relief under powers introduced by the Localism Act (under section 47 of the Local Government Finance Act 1988, as amended).</p> <p>Businesses will be required to confirm that they are eligible to receive the relief and will not exceed the State Aid de minimus limit of £200,000 in a three year period.</p>
<b>Safeguarding</b>	Not applicable.
<b>Equalities/Diversity</b>	<p>The criteria on which the reliefs will be granted is clearly defined and unsuccessful applicants will be given reasons for any refusal to award a relief.</p> <p>The Council will review the decision if the ratepayer is dissatisfied with the outcome. This review will be carried out independently by the Head of Finance.</p>
<b>Customer Impact:</b>	Businesses will be requested to apply for the relevant relief by completing an application form.
<b>Environment and Climate Change:</b>	Not applicable.
<b>Consultation/Community Engagement:</b>	Not applicable.

<b>Risks:</b>	The work involved in processing the volume of applications results in other work in the Revenues section being delayed. The volume of applications will be closely monitored and overtime working authorised as appropriate.
<b>Officer Contact:</b>	Trevor Wilson
<b>Designation:</b>	Head of Finance
<b>Ext. No.</b>	2801
<b>E-mail:</b>	Trevor.wilson@braintree.gov.uk

## **1. Introduction**

- 1.1 The Government announced in the Autumn Statements on 5<sup>th</sup> December 2012 and 5<sup>th</sup> December 2013 that it would be introducing measures to help stimulate construction and to support town centres and in particular retailers.
- 1.2 The Government will not however be changing the legislation around the reliefs available to properties. Instead the Government will reimburse local authorities that use their discretionary relief powers, introduced by the Localism Act (under section 47 of the Local Government Finance Act 1988, as amended) to grant relief in line with the eligibility criteria set out in guidance issued (or to be issued) by the Government.
- 1.3 It is for individual local billing authorities to adopt a local scheme and decide in each individual case when to grant relief under section 47.

## **2. Discretionary Relief Schemes**

- 2.1 There are three distinct schemes, these are:

### **2.2 Retail Relief**

- 2.2.1 Properties that will benefit from the relief will be occupied hereditaments with a rateable value of £50,000 or less that are wholly or mainly being used as shops, restaurants, cafes and drinking establishments. The relief is available in the years: 2014/15 and 2015/16.
- 2.2.2 To qualify for the relief the hereditament should be wholly or mainly being used as a shop, restaurant, cafe or drinking establishment. In a similar way to other reliefs (such as charity relief), this is a test on use rather than occupation. Therefore, hereditaments which are occupied but not wholly or mainly used for the qualifying purpose will not qualify for the relief.
- 2.2.3 The types of uses that will be considered to be retail for this purpose and the types of uses that will not be considered to meet the retail definition are provided at Appendix A. The lists are not intended to be exhaustive as it would be impossible to list the many and varied retail uses that exist. However, it is intended to be a guide as to the types of uses that the Council considers to be retail for the purpose of this policy.
- 2.2.4 On receipt of a completed application form, the Council will determine whether particular properties not listed are broadly similar in nature to those above and, if so, consider them eligible for the relief. Conversely, properties that are not broadly similar in nature to those listed above will not be eligible for relief.
- 2.2.5 The total amount of government-funded relief available for each property for each of the years under this scheme is £1,000. The amount does not vary with rateable value.
- 2.2.6 The eligibility for the relief and the relief itself will be assessed and calculated on a daily basis. The relief will be applied against the net bill after all other reliefs.

2.2.7 Ratepayers that occupy more than one property will be entitled to relief for each of their eligible properties, subject to State Aid de minimis limits (*the De Minimis Regulations allow an undertaking to receive up to €200,000 of De Minimis aid in a three year period consisting of the current financial year and the two previous financial years*).

## 2.3 **Re-occupation Relief**

2.3.1 A discount of 50% for new occupants of previously empty retail premises. The discount will last for 18 months. The relief will be available to businesses moving in to properties between 1<sup>st</sup> April 2014 and 31<sup>st</sup> March 2016.

2.3.2 At the time of writing the detailed guidance from the Government is awaited. However, it is believed that there will be no restrictions based on the type, or the size, of the business which takes the property on i.e. it will not be required to be a retail business.

## 2.4 **New Build Empty Property Relief**

2.4.1 Properties that will benefit from the relief will be all unoccupied non domestic hereditaments that are wholly or mainly comprised of qualifying new structures.

2.4.2 The Government guidance identifies “structures” as meaning:

- a) foundations and/or
- b) permanent walls and/ or
- c) permanent roofs

and “new” meaning:

- a) completed less than 18 months previously, and
- b) completed after 1 October 2013 and before 30 September 2016.

2.4.3 New structures are to be considered “completed” when the building or part of the building of which they form part is ready for occupation for the purpose it was constructed unless a completion notice has been served in respect of such a building or part of a building - in which case it would be the date specified in that notice.

2.4.4 In terms of considering whether a hereditament is *wholly or mainly* comprised of qualifying new structures, it is intended that “mainly” means more than half. As the test is made in regards to the composition of the structure, it will not be relevant to consider matters such as the rateable value or use of parts of the property. However, factors such as the area or volume of the property will be relevant. Whilst the policy is not intended to capture properties that have been refurbished, it is intended to capture those that have been the subject of substantial structural construction, so for example those properties that are built on existing foundations or built around a retained façade are likely to benefit from the relief.

2.4.5 The relief will run with the property rather than the owner. So if a developer initially owns a hereditament that qualifies for the relief he/she will be able to

sell/lease the property with the benefit of the remaining term of the relief, subject to the ratepayer's State Aid de minimis limits.

- 2.4.6 Properties that are completed before 1 October 2013 will not benefit from this relief.
- 2.4.7 The Government will fund authorities to provide 100% relief in the prescribed circumstances, up to State Aid de minimis limits.
- 2.4.8 The policy is for the new build empty property exemption to apply to unoccupied non domestic properties for the first 18 months following completion, if completed after 1 October 2013 and before 30 September 2016.
- 2.4.9 The Non-Domestic Rating (Unoccupied Property) (England) Regulations 2008 provide that empty property rates are not payable until a non-industrial property has been empty for 3 months or an industrial property has been empty for 6 months. So in practice, an unoccupied new build property would benefit from the relief for periods that rates are payable – i.e. once the initial 3 or 6 month rate free period has expired, subject to the State Aid de minimis limit.

### **3. Estimated Cost of Granting Discretionary Reliefs**

- 3.1 As the costs of the reliefs granted will be reimbursed in full by the Government, by means of section 31 grant, estimates of the amount of reliefs awarded have been included in the Council's assessment of business rate income for 2014/15.
- 3.2 In summary the estimated amount of reliefs granted are: £531,500 for retail relief; £333,592 for re-occupation relief; and £54,165 for new build relief. Details of the calculations are provided at Appendix B.

### **4. Administration of Applications for Relief**

- 4.1 For each of the reliefs a completed application form is required together with any evidence deemed necessary by the Council to assist in making a decision.
- 4.2 Authority to consider and make decisions on these discretionary rate relief applications is delegated to the Local Tax Manager.
- 4.3 Decisions regarding applications for discretionary rate reliefs will be notified to the ratepayer in writing as soon as reasonably practicable. Unsuccessful applicants will be given reasons for any refusal to award a relief.
- 4.4 Businesses identified as potentially being entitled to Retail Rate Relief will be contacted and invited to apply for the relief by completing an appropriate application form.
- 4.5 Administering the return of application forms and awarding reliefs will be an additional administrative burden that will need to be absorbed within existing resources.

## **5. Right of Appeal**

- 5.1 There is no statutory right of appeal against a decision made by the Council in respect of discretionary rate reliefs. However, the Council will review the decision if the ratepayer is dissatisfied with the outcome. This review will be carried out independently by the Head of Finance.
- 5.2 If an unsuccessful applicant decides to request a review, they will still need to continue to pay their rates bill. Once the review has been conducted, the ratepayer will be informed in writing whether the original decision has been revised or upheld.
- 5.3 The right of appeal process does not affect a ratepayer's legal right to challenge the decision by way of a judicial review.

**Retail Relief**

Shops, restaurants, cafes and drinking establishments include the following:

**i. Hereditaments that are being used for the sale of goods to visiting members of the public:**

- Shops (such as: florist, bakers, butchers, grocers, greengrocers, jewellers, stationers, off- licence, chemists, newsagents, hardware stores, supermarkets, etc)
- Charity shops
- Opticians
- Post offices
- Furnishing shops/ display rooms (such as: carpet shops, double glazing, garage doors)
- Car/ caravan show rooms
- Second hand car lots
- Markets
- Petrol stations
- Garden centres
- Art galleries (where art is for sale/hire)

**ii. Hereditaments that are being used for the provision of the following services to visiting members of the public:**

- Hair and beauty services (such as: hairdressers, nail bars, beauty salons, tanning shops, etc)
- Shoe repairs/ key cutting
- Travel agents
- Ticket offices e.g. for theatre
- Dry cleaners
- Launderettes
- PC/ TV/ domestic appliance repair
- Funeral directors
- Photo processing
- DVD/ video rentals
- Tool hire
- Car hire

**iii. Hereditaments that are being used for the sale of food and/ or drink to visiting members of the public:**

- Restaurants
- Takeaways
- Sandwich shops
- Coffee shops
- Pubs
- Bars

The list below sets out the types of uses that are not considered to be retail use for the purpose of this relief.

**i. Hereditaments that are being used for the provision of the following services to visiting members of the public:**

- Financial services (e.g. banks, building societies, cash points, bureau de change, payday lenders, betting shops, pawn brokers)
- Other services (e.g. estate agents, letting agents, employment agencies)
- Medical services (e.g. vets, dentists, doctors, osteopaths, chiropractors)
- Professional services (e.g. solicitors, accountants, insurance agents/ financial advisers, tutors)
- Post office sorting office

**ii. Hereditaments that are not reasonably accessible to visiting members of the public.**

## Estimated Costs of the New Discretionary Relief Schemes

### Analysis of Impact of awarding £1,000 discount

Total Properties	4,467			
Less properties in excess of £50,000 RV	422			
	4,045			
Less Industrial, Advertising Rights etc	2,526			
Potential to qualify for £1,000			<b>1,519</b>	
Less SBRR on properties below £6,000	671			
Less Exempt properties eg 3mnths	15			
Less Charity Relief awarded	86		<b>772</b>	
Number to qualify for £1,000			<b>747</b>	
SBRR below £7,600	371			
RV below £2,500	60			
Total Receiving less than full £1,000 (i.e. net liability after other reliefs is less than £1,000)		<b>431</b>	@ £500	£215,500
Receiving Full Amount		<b>316</b>	@ £1000	£316,000
				<b>£531,500</b>

### Analysis of Impact of 50%discount

Total Void Properties	525			
Less current exemptions	298			
Potential to Qualify for 50% Relief			<b>227</b>	
Less Properties Empty less than 1 year			<b>101</b>	
Receiving 50% Relief			<b>126</b>	
Of 126, number of accounts taking up discount			75	
Total RV for those 75 Properties	£1,416,525			
Multiplier for 2014/15	0.471			
Total Value			<b>£667,183</b>	
Total Relief Awarded at 50%			<b>£333,592</b>	

### New build relief

Average RV (Total hereditaments divided by RV =	23000			
Multiplier for 2014/15	0.471			
Total value			£10,833	
Est new builds in 2014/15	10			
Relief awarded in year			£108,330	
Assume in occupation 50% of time			<b>£54,165</b>	

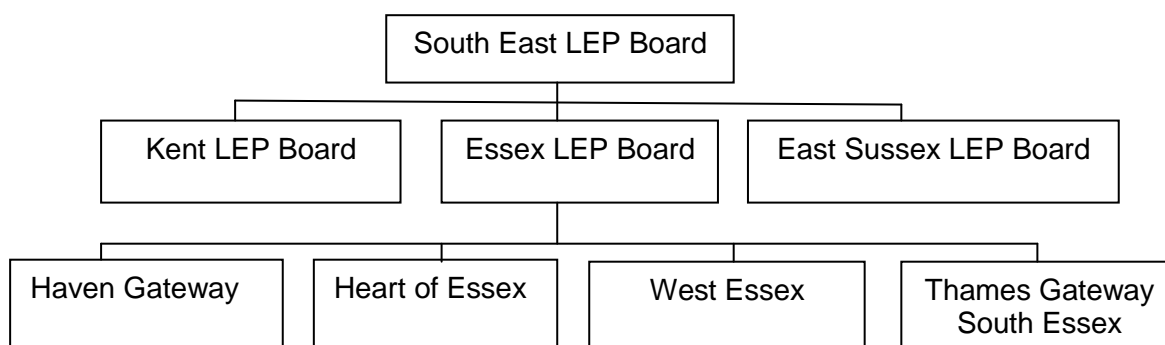


The South East Local Enterprise Partnership – Growth Deal and Strategic Economic Plan		Agenda No: 7a
Corporate Priority:	Boost employment, skills and support business Securing appropriate infrastructure and housing growth Promoting and improving our town centres	
Portfolio:	Prosperity and Growth	
Report presented by:	Councillor Chris Siddall	
Report prepared by:	Peter Smith, Head of Economic Development	
Background Papers:	Public Report	
None		
Options:	Key Decision: No	
To confirm support for the South East Local Enterprise Partnership’s Growth Deal and Strategic Economic Plan.		
<b>1. Background – the South East Local Enterprise Partnership</b>		
1.1. In the coalition agreement, the Government committed to establishing Local Enterprise Partnerships (LEPs) to replace the Regional Development Agencies. In June 2010 the Government invited businesses and councils to come together to form local enterprise partnerships whose geography reflects economic areas of England.		
1.2. The South East Local Enterprise Partnership (South East LEP) was one of 39 partnerships approved by the Government, bringing together a Board of 40 key leaders from business, local government and further and higher education. It has an ambition to create the most enterprising economy in England through exploring opportunities for enterprise while addressing barriers to growth.		
1.3. Covering Essex, Southend, Thurrock, Kent, Medway and East Sussex, the South East LEP is the largest strategic enterprise partnerships outside of London, with a combined population of 3.9 million people, and more than 130,000 businesses supporting more than 1.3 million jobs.		
1.4. At the South East LEP Board meeting on 13th December 2013, the Board agreed proposals to move to a federated model. This involved the establishment of 3 local Boards for Essex, Kent and East Sussex involving representation from		

businesses, local authorities, Universities and Colleges.

- 1.5. Under this new federated model, the South East LEP Board continues to set the strategic direction for the whole of the LEP area, but the local Boards will be responsible for the delivery and monitoring of activity. This federated model has been used to develop the Strategic Economic Plan as set out below.
- 1.6. The Haven Gateway Partnership was created in 2001 by a group of partners across North Essex and South Suffolk in order to promote the area as a distinct economic sub region based upon its strong links with the Haven Ports of Felixstowe and Harwich. Currently the Partnership includes Essex County Council, Braintree, Colchester , Tendring, Maldon , Mid Suffolk and Babergh Councils; the port authorities; and the University of Essex. The Partnership supports its partners, through evidence backed advocacy and selective project work, to drive economic growth more generally in support of the New Anglia and South East Local Enterprise Partnerships. The Chairman of the Haven Gateway Partnership (George Kieffer) is also Vice Chairman of the South East LEP.
- 1.7. In particular, the Haven Gateway Partnership has developed and promoted a campaign for investment in the A120 growth corridor. This recognises the importance of Stansted Airport as an economic driver and the role that the A120 plays in linking this international airport to international ports and the wider regional economy.
- 1.8. Haven Gateway is one of four Essex 'sub-regions' that provide input to the Essex Board as set out in Diagram 1:

Diagram 1: South East LEP and Federated Model



## **2. Single Local Growth Fund and Strategic Economic Plans**

- 2.1. The Government has decided that the LEPs should play a key role in directing investment through the next round of European (EU) Structural Funds (6.2 billion Euros over the period 2014-2020) and, following recommendations by Lord Heseltine, should have responsibility for channeling a range of UK Government funds amounting to £2 billion per annum, through a newly created Single Local Growth Fund from 2015.
- 2.2. For the 2014-2020 funding period, the European Regional Development Fund, the European Social Fund and part of the European Agricultural Fund for Rural Development, will be combined into the European Structural and Investment

## Funds Growth Programme for England.

2.3. In order to access the Single Local Growth Fund and the new EU Structural Funds, the Government has required all LEPs to prepare two strategies and to submit them for its approval – a Strategic Economic Plan (SEP) and a European Structural and Investment Fund Strategy (SIF). The Government has announced that it intends to negotiate “Growth Deals” with the LEPs through which it intends to secure match funding and defined growth related outputs in return for its input, which can include freedoms and flexibilities as well as funding. The simplified timetable for the development of these plans is as follows:

Date	Strategic Economic Plan	EU Structural and Investment Fund Strategy
7 October 2013		First draft strategies submitted by LEPs
By end of October 2013	LEPs to provide progress reports	
October onwards	Iterative discussions with Government on strategies	
December 2013	LEPs to submit first draft Strategic Economic Plans	
January 2014		LEPs to submit final EU strategies
March 2014	LEPs submit final Plans and negotiations begin	LEPs develop detailed project pipeline
July 2014	Growth Deals signed	EU Funds available for spending on approved projects
April 2015	Growth Deals start and funding available	

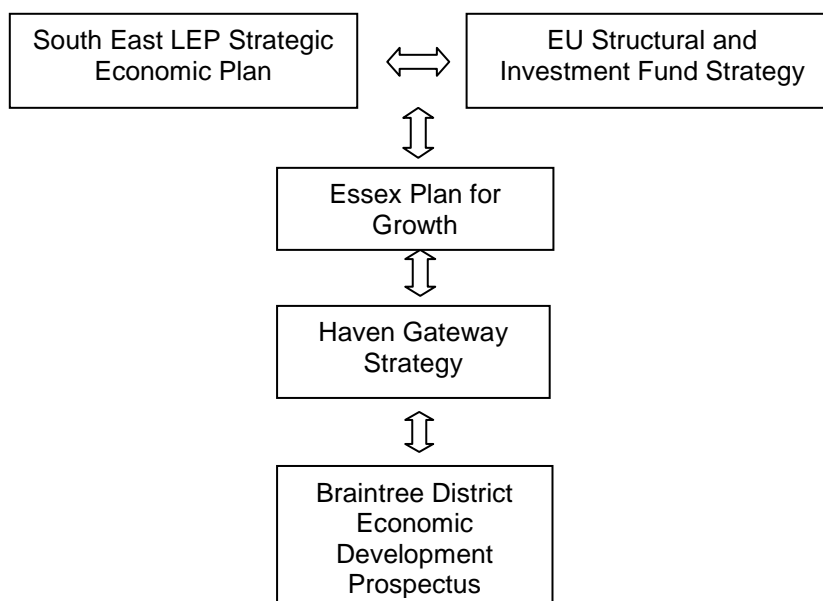
2.4. A preliminary draft of the South East LEP Growth Deal and Strategic Economic Plan – ‘Innovation Driving Prosperity’ – was submitted to Government in December 2013 and initial Government feedback has been provided to the LEP.

### 3. The South East LEP Growth Deal and Strategic Economic Plan

3.1. The process for developing the South East LEP Strategic Economic Plan has involved the sub regions of the LEP (East Sussex, Essex and Kent) developing their parts of the Plan under a common format and priorities. In Essex, this has involved developing the Essex Plan for Growth which, in turn, has been developed through the four sub-regions of the County: Haven Gateway; Heart of Essex; West Essex; and Thames Gateway South Essex. The Haven Gateway Partnership has developed its own Strategy to feed into the Essex Plan for Growth and South East LEP plans. Development of the LEP Strategic Economic Plan, the Essex Plan for Growth, and the Haven Gateway Strategy has been

supported by the same consultants – Shared Intelligence, who are also supporting New Anglia LEP to produce their Strategic Economic Plan. This is set out in Diagram 2:

Diagram 2 South East LEP Strategic Economic Plan and supporting plans



3.2. The Plan covers a six year period (2015 to 2021) and sets out the following ambition:

- To generate a further 200,000 private sector jobs
- To increase the annual rate of growth of GVA to 3.1%
- To complete 100,000 new homes
- To deliver the Thames Gateway stimulus package

3.3. The Growth Deal makes the case for Single Local Growth Fund investment of £1.2 billion (£200m per year over 2015/2021), promising to lever in £10 billion pounds of investment (£1.2 bn Single Local Growth Fund; £165m EU Structural Funds; £2.4bn public investment; £6.3bn private investment). The key mechanism for funding proposed is a South East Fund (SEFUND). The Government is particularly interested in how the Single Local Growth Fund will be used to produce additional economic and housing growth.

3.4. The Plan sets out four priorities to deliver the LEP's ambition:

- Accelerating growth through innovation and enterprise
- Creating competitive locations through transport, broadband and property investment
- Building a 21<sup>st</sup> century workforce
- Enabling Housing Growth

#### **4. Essex priorities**

4.1. At the insistence of the Thames Gateway South Essex Partnership, the Essex chapter of the Strategic Economic Plan excludes the Thames Gateway South

Essex sub region which is included in the Plan as a separate chapter. The Government has indicated that it would rather see a Thames Gateway chapter that also includes Kent and Medway. This reflects the priority given in the Plan to delivering the Thames Gateway package and is an issue of concern to the Haven Gateway Partnership and partners in the remainder of Essex.

4.2. The Essex input to the Plan is framed around 3 growth corridors in line with government feedback:

- The Haven Gateway Growth Corridor – A120
- The Mid-Essex Growth Corridor – A12/ GEML
- The London-Stansted-Cambridge Corridor – M11/ WAML

4.3. The Haven Gateway element of this input is contained at Appendix 1

## **5. Haven Gateway priorities**

5.1. In the Haven Gateway, locations for growth are identified at: Skyline II employment site and the Panfield Lane development in Braintree; the Colchester Northern Gateway area; Colchester Town Centre; and the University of Essex Knowledge Gateway.

5.2. Strategic infrastructure schemes identified are: Great Eastern mainline upgrades; the A120 corridor (including Galleys roundabout); and a Haven Gateway Integrated Transport Package (including a Braintree transport and town centre improvements package)

## **6. District Delivery Projects**

6.1. Detailed decisions about project funding have not been made at this stage in the process; negotiations underway between the Government and the South East LEP focus on priority areas and themes in the Strategic Economic Plan. However, the Plan does include reference to projects and activities that will deliver those Plan priorities and the LEP needs to demonstrate to Government that it has a delivery programme of projects that are well developed, offer value for money, have clear economic outputs, and above all clearly deliverable. A set of Essex-wide projects has therefore been developed and initial priority setting work undertaken to help demonstrate deliverability and economic impact. This includes key projects in Braintree District, as set out below. Delivery of these projects would contribute towards the District's Core Strategy priorities of delivering 14,000 jobs by 2026, and support the delivery of housing growth in the District.

6.2. *Skyline II* – an 18.5ha employment site (an extension of the successful Skyline development) on the Great Notley interchange of the A120. The project has the potential to create 1100 direct, and over 1000 indirect jobs and bring over £47m in private sector investment. Development is expected to commence in 2016/2017 and be completed in 2019/2020. This project would also contribute to the infrastructure, skills and employment and innovation and enterprise priorities identified in the Plan. Single Local Growth Funding of £2m is sought to forward fund infrastructure work.

*Panfield Lane employment site* – a mixed use development that will deliver 600 new homes and 2800 jobs. This project would also contribute to the infrastructure, housing, skills and employment and innovation and enterprise priorities identified in the Plan. Single Local Growth Funding of £2m is sought to forward fund infrastructure work allowing development of the site to commence in 2016/2017

*A120 pinch point package* - relieving congestion by improvements to access to Freeport and Braintree Town Centre from the West. This project would contribute to the infrastructure and skills priorities identified in the Plan. A £9m contribution from the Single Local Growth Fund is sought which would enable the project to be delivered by December 2016.

*Braintree Town Centre* - a major regeneration scheme in the heart of Braintree Town Centre. This project would also contribute to the infrastructure and skills and employment priorities identified in the Plan. £5m Single Local Growth Funding is sought to enable the project to be brought forward

*Witham Enterprise Centre* - developing an Enterprise Centre in Witham to provide 25 enterprise start-up units directly creating 100 jobs, and conference and training facilities and business advice and support that would create 500 jobs. The enterprise units would create an income stream to enable the Centre to be self-sustaining without on-going revenue support. This project would also contribute to the infrastructure, housing, skills and employment and innovation and enterprise priorities identified in the Plan. A £2m contribution from the Single Local Growth Fund is sought to help deliver the scheme by Summer 2019.

*Braintree/ Witham rail loop* - the construction of a passing loop on the Witham-Braintree Branch line to improve the frequency and reliability of services, through working with Network Rail and future rail franchisees. This project would contribute to the infrastructure, priority identified in the Plan.

## **7. Government feedback and next steps**

7.1. Government feedback on the draft Strategic Economic Plan has indicated that a more explicit focus on corridors of growth would strengthen the Plan. This strengthens the contribution that the Haven Gateway Partnership promoted A120 Corridor makes towards the Plan delivery, and specifically the Skyline II, Panfield Lane, Braintree Town Centre regeneration and A120 pinch point projects.

7.2. At the Council meeting on 16<sup>th</sup> April 2012, Council approved the allocation of £5m New Homes Bonus to major infrastructure projects across the District to support current and future growth. The willingness of the local authority to make a financial contribution towards the key infrastructure projects outlined in this report will be a significant factor in determining whether these projects are supported as part of the delivery mechanism for the Strategic Economic Plan. It is therefore proposed to bring a report to Cabinet in June 2014 seeking approval for the allocation of New Homes Bonus to support the specific projects outlined in this report, and any further major infrastructure projects identified that will deliver sustainable growth.

**Decision:**

To confirm support for the South East Local Enterprise Partnership's Growth Deal and Strategic Economic Plan and note the implications of the Plan for the economic development of the District.

**Purpose of Decision:**

To provide information to Cabinet on the South East Local Enterprise Partnership's Growth Deal and Strategic Economic Plan, to outline the implications of the Plan for the District, and to seek Cabinet support for the Plan

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

<b>Financial:</b>	Funding that is allocated by the South East LEP to projects that support delivery of the Strategic Economic Plan (including Single Local Growth Fund and European funding), will be dependent upon securing both private sector and public sector match funding. As major infrastructure projects, there is an opportunity to fund, or part fund the District Council contribution to these projects through New Homes Bonus. Approval for the allocation of New Homes Bonus funds to support specific project delivery will be sought at a future Cabinet meeting.
<b>Legal:</b>	Legal services will be consulted as appropriate on project proposals that support the delivery of the Strategic Economic Plan.
<b>Safeguarding</b>	There are no direct safeguarding issues arising from the proposals set out in this report.
<b>Equalities/Diversity</b>	District projects that support the delivery of the Strategic Economic Plan will have a positive impact on equality and diversity, through improving access to employment for District residents, including those not in employment, education or training (NEET).
<b>Customer Impact:</b>	None at this stage.
<b>Environment and Climate Change:</b>	Wherever possible, projects that support the delivery of the Strategic Economic Plan will seek to reduce carbon emissions and protect the environment.

<b>Consultation/Community Engagement:</b>	Projects developed to support the delivery of the Strategic Economic Plan support the priorities identified in the in the Braintree District Economic Development Prospectus 2013-2026. The Prospectus was subject to extensive consultation in Summer 2013 prior to approval on 25 <sup>th</sup> September 2013.
<b>Risks:</b>	The Prosperity Project Board will oversee, advise and make recommendations on the risks associated with projects that support the delivery of the Strategic Economic Plan. Failure to ensure delivery of those projects would represent a strategic risk to the Council, making the District less attractive as an inward investment location, failing to secure the growth of existing businesses, and failing to deliver new jobs that would enable sustainable growth.
<b>Officer Contact:</b>	Peter Smith
<b>Designation:</b>	Head of Economic Development
<b>Ext. No.</b>	2580
<b>E-mail:</b>	<a href="mailto:peter.smith@braintree.gov.uk">peter.smith@braintree.gov.uk</a>

## **Haven Gateway input to the South East LEP Strategic Economic Plan (working draft)**

### **1. The Haven Gateway Growth Corridor – A120**

Located in the North of Essex, the Haven Gateway Growth Corridor includes the districts of Braintree, Colchester and Tendring. It is connected by the A120 which links Harwich International Port in the East to Stansted Airport and the M11 in the West. There are significant economic opportunities across a range of sectors located within this corridor.

It is one of the key international gateways to the UK; home to Harwich International Port, one of the UK's leading multi-purpose freight and passenger ports, and supporting the neighbouring port of Felixstowe. Consequently our growth plans will have an impact across the low carbon and renewables, offshore wind energy, manufacturing and logistics sectors. Planned developments, such as Pond Hall Farm and Harwich Supply Base Ltd (and the major port development at Bathside Bay in the longer term) will help to unlock further growth around the Haven Ports for 2021 and beyond.

Development of the University of Essex Knowledge Gateway will deliver a world class resource to support the digital culture and creative sector; and through development in the care and life sciences sector Tendring is working to establish the district as a genuinely innovative 'trailblazer' for the UK.

Colchester will accommodate significant future growth, with development planned for the town centre and the Northern Gateway. Enabling activities including River Walls Improvements and Colchester NGA Broadband for Business Parks will also be crucial in unlocking the growth potential in the area.

Braintree District is also home to major employment sites, and further developments including Braintree Town Centre Regeneration, Witham Enterprise Centre, Skyline 120, Panfield Lane Innovation and Enterprise Business Park and the expansion of Ignite Enterprise Centre will create many new jobs in the area.

The development of the A120, in particular dualling sections which are currently single carriageway, will dramatically improve connectivity and access along the corridor, unlocking growth and enabling both Harwich and Stansted to realise their economic potential.

As a result, in addition to the impact of work to support business and innovation across Essex, we will, by 2021, directly deliver over 13,400 new jobs and over 14,700 homes in the Haven Gateway Growth Corridor. We will also have unlocked the potential for a further 28,200 jobs and 22,700 homes through our enabling investment in infrastructure.

Longer term activities, including proposals to designate Harwich as a Centre for Offshore Renewable Engineering (CORE) location and achieve Assisted Area Status for Tendring will help to attract additional investment and further increase economic

activity across the area. There will be significant additional growth beyond 2021 as a result.

<b>Linking the Basic Member Allowance to Training and Development Undertaken.</b>		<b>Agenda No: 8a</b>
<b>Corporate Priority:</b> Performance – Providing value for money <b>Portfolio Area:</b> People and Participation <b>Report presented by:</b> Cllr Joanne Beavis <b>Report prepared by:</b> Helen Krischock		
<b>Background Papers:</b>  Council meeting – 22nd April 2013 - item 5		<b>Public Report</b>
<b>Options:</b>  To agree or not to link part of the basic Member allowance to attendance at Member evening training events.		<b>Key Decision: No</b>
<b>Executive Summary:</b>  1. <b>Background</b>  <p>At its meeting on 22nd April 2013, Council agreed, in response to the recommendations of the Independent Remuneration Panel, that part of the Basic Member Allowance be linked to training and development undertaken by Members.</p> <p>Council also agreed that the Member Development Working Group should develop proposals for consideration by Council. This report is presented by Cllr Joanne Beavis, as Chairman of the Member Development Working Group, reflecting the work this Group has done on developing this proposal.</p> <p>Currently there is no link between payment of the basic Member allowance and attendance at training/development events.</p>		
2. <b>The aims of the proposal are to:</b> <ul style="list-style-type: none"> <li>• To promote Member development</li> <li>• To improve the knowledge and skills of Members</li> <li>• To increase levels of Member engagement in respect of Member development generally.</li> </ul> <p>This proposal only relates to Braintree District Council's Member evening programme which is designed to encompass essential information on issues at a local level. It excludes other internal and external training events at this stage.</p>		

**3. How this would work:**

The basic Member allowance is £4,491.00 annually and the monthly allowance is £374.25.

It is proposed that the level of payment of one month's allowance is directly linked with individual Members' attendance at training events as follows:

Percentage annual attendance	0 – 10%	10 – 25%	25 – 50%	50 – 75%	75%+
Percentage of one month's allowance	0%	25%	50%	75%	100%
Value of deduction	£374.25	£280.69	£187.12	£93.56	£0.00

**4. How this would be processed:**

The Learning and Development Team would calculate overall attendance for each Member at the end of each financial year.

Payroll would need to be informed by the end of March each year for any adjustments to be made in April to payments to Members.

**5. Implementation:**

It is proposed to implement this new scheme from 1st July 2015. The Learning and Development Team will process attendance figures between July 2015 and March 2016 at Member evening training events. Payroll would be informed in the first week of April 2016 and deductions (if applicable) will be made in April's (2016) payment of allowances. Adjustments will be made in respect of the introductory period being 9 months instead of 12 months. Thereafter, calculations will be made on the basis of a 12 month financial year period.

**Decision:**

To recommend to Council that the amount of the basic Member allowance paid to individual Members is linked to their attendance at Member evening training events as set out in this report and this new scheme commences on 1<sup>st</sup> July 2015.

**Purpose of Decision:**

To promote and demonstrate commitment to Member development and support learning needs.

To increase attendance at corporate training events and to increase levels of Member engagement with learning interventions generally.

To demonstrate that Braintree District Council continues to meet the standard of the East of England Charter for Elected Member Development. This was awarded in July 2011 and is due for renewal in October 2014.

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

<b>Financial:</b>	Potentially negative impact on individual Members in respect of reduced basic allowance. There would be a reduction in the cost of Members allowances if Members do not attend the required training. However, it is not intended to reduce the Members allowances budget at this stage.
<b>Legal:</b>	Decisions on Member allowances must be made by the Full Council having regard to the Independent Remuneration Committees recommendations. In this case the Independent Remuneration Committee has already indicated that this form of scheme is appropriate and therefore Council can implement such a change.
<b>Safeguarding</b>	None
<b>Equalities/Diversity</b>	None
<b>Customer Impact:</b>	None
<b>Environment and Climate Change:</b>	None
<b>Consultation/Community Engagement:</b>	None
<b>Risks:</b>	None
<b>Officer Contact:</b>	Helen Krischock
<b>Designation:</b>	Human Resources and Organisational Development Manager
<b>Ext. No.</b>	2711
<b>E-mail:</b>	<a href="mailto:helkr@braintree.gov.uk">helkr@braintree.gov.uk</a>



<b>Petition from the Holy Family and All Saints, Witham, in respect of the evening car parking tariff at Newlands Drive car park, Witham.</b>		<b>Agenda No: 9a</b>
<b>Corporate Priority:</b> Promoting and improving our town centres; Providing value for money; Protecting our environment. <b>Portfolio Areas:</b> Prosperity, Performance and Place <b>Report presented by:</b> Cllr Wendy Schmitt <b>Report prepared by:</b> Paul Partridge, Head of Operations		
<b>Background Papers:</b>		<b>Public Report</b>
Review of Off-Street Car Parking – Cabinet 3 <sup>rd</sup> February 2014 & Council 17 <sup>th</sup> February 2014		
<b>Options:</b>		<b>Key Decision: No</b>
(1) Retain the start time of the new evening parking tariff at 7pm. (2) Defer the start time of the new evening tariff until 8pm.		
<p>1. The Council has received a petition from The Holy Family and All Saints, Witham, in respect of the new evening tariff to be introduced from 1 July 2014. This seeks a deferral of the start time of the tariff, on the basis that it affects those members of their congregation who park at Newlands Drive car park, Witham, when attending Saturday evening Mass. The petition contains 133 signatures of which 120 are deemed valid and the lead petitioner is Father David Prior. The petition reads:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><i>“Braintree District Council have proposed increasing their parking charges to 50p overnight commencing at 7.00pm each evening. This will mean that it will cost Catholics attending Mass 60p for the one hour they are parking. (10p from 3pm and then 50p from 6.59pm). The Mass is from 6pm until 7.30pm so for 10 minutes it will cost you an extra 50p.</i></p> <p><i>Please sign below if you would like BDC to re-consider changing the time when the overnight charge commences to at least 8pm.”</i></p> </div> <p>2. The new evening tariff was proposed following a review of off-street car parking within the Braintree District and was approved by Cabinet on 3 February 2014 and by Council on 17 February 2014.</p> <p>3. Traditionally, the Council has not charged for parking after 6pm (except at George Yard MSCP which closes at 7.30pm), but the review highlighted demand for evening and overnight parking. The overnight tariff covers the period from 7pm until 6.59am the next day in all public car parks and will come into effect on 1 July 2014. From that date,</p>		

the **10p after 3** concession will end at 6.59pm daily to facilitate the overnight charge.

4. Members will be aware that the charging regime for all of the Council's car parks will also change from 1 July 2014 to cover **ALL hours** and **ALL days**, excluding public and bank holidays (currently all days from 7am to 6pm).
5. At the present time, customers enjoy the benefit of the **10p after 3** concession and free parking after 6pm, so members of the Catholic Church who attend Saturday evening Mass (from 6pm to 7.30pm) currently pay 10p to park. Prior to the **10p after 3** concession being introduced (November 2011), they would have had to pay for an hour's parking at 70p in order to be at Mass for 6pm.
6. If at any time Members decide to withdraw the concession, normal tariff rates would apply and users entering the car park at 6pm would have to pay for an hour's parking @ 90p (new rate) and then a further 50p if they wish to stay beyond 7pm. The ticket machines will be programmed so that users can buy a single ticket that will overlap tariff bands e.g. if purchased at 5.45pm the ticket will be valid until 7am the next morning.
7. The public car parks are accessible to all and it is simply not practical to set the tariff around the requirements of a specific group of users, nor would it be appropriate to do so. There will be many other residents/groups who attend events or socialise in the early evening and deferring the start time of the evening tariff to 8pm could therefore have significant financial implications – potentially a reduction in income of circa £15k p.a.
8. Moreover, the Council has a responsibility to all taxpayers to make best use of its assets and this includes generating income to help fund operating and maintenance costs. It is considered only right and proper that all service users should pay for parking, regardless of what time they use the facilities. This principle accords with government guidance on supporting communities, businesses and road users in a fair and proportionate way.
9. It is therefore **RECOMMENDED** that the Cabinet's original decision stands.

**Decision:**

To retain the start time of the new evening parking tariff at 7pm.

**Purpose of Decisions:**

To ensure equity in terms of the charges applied to customers of the Council's Pay & Display car parks.

<b>Any Corporate implications relating to the following should be explained in detail</b>	
<b>Financial:</b>	<p>It is difficult to quantify the impact of deferring the start time of the evening tariff. Whilst the concession is in force, the impact will be minimal. However, if the decision is taken to withdraw the concession, the impact would be quite significant on the basis that the normal tariff would otherwise apply between 6pm and 8pm i.e. 90p for up to 1hr and 50p thereafter.</p> <p>Even if the income were half that received pre concession ( 2010/11) in the last two hours of the normal tariff (4-6pm), this is likely to result in a loss of income of approximately £15k.</p>
<b>Legal:</b>	Compliant with legislation.
<b>Safeguarding:</b>	No safeguarding implications.
<b>Equalities/Diversity</b>	Treating this group of users any differently from other users of the car park could not be justified on the grounds of equality. Therefore, any change in the start time of the evening tariff would have to apply to all car parks and not just this one.
<b>Customer Impact:</b>	Any change will impact upon all users of the Council's car parks once the evening tariff is introduced.
<b>Environment and Climate Change:</b>	N/A
<b>Consultation/Community Engagement:</b>	The review of off-street parking included a public consultation exercise. In addition, the process of amending the Off-Street Parking Places Order requires a period of statutory consultation in advance of implementing the new tariff.
<b>Risks:</b>	Amending the tariff to accommodate a specific group of users would set a precedent that other groups may want to follow.
<b>Officer Contact:</b>	Paul Partridge
<b>Designation:</b>	Head of Operations
<b>Ext. No.</b>	3331
<b>E-mail:</b>	paul.partridge@braintree.gov.uk



<p><b>Reference from the Local Development Framework Sub-Committee</b></p> <p><b>Open Spaces Supplementary Planning Document</b> <b>Open Spaces Action Plan</b></p>	<p><b>Agenda No: 11a</b></p>
<p><b>Corporate Priority:</b> A better place – Keeping our district clean and tidy, Protecting our environment, Providing green space for everyone</p> <p><b>Portfolio Area:</b> Planning and Property</p> <p><b>Report presented by:</b> Councillor Roger Walters – Chairman of the Local Development Framework Sub-Committee</p> <p><b>Report prepared by:</b> Alison Webb</p>	
<p><b>Background Papers:</b></p> <p>Open Space Supplementary Planning Document 2009 Braintree Green Spaces Strategy 2008 Local Development Framework Sub-Committee 6<sup>th</sup> March 2014 – Agenda and Minutes</p>	<p><b>Public Report</b></p>
<p><b>Options:</b></p> <ol style="list-style-type: none"> <li>1) To endorse the Updated Open Spaces Action Plan without modification.</li> <li>2) To endorse the Updated Open Spaces Action Plan with modification.</li> <li>3) Not to endorse the Updated Open Spaces Action Plan.</li> <li>4)</li> </ol>	<p><b>Key Decision: No</b></p>
<p><b>Executive Summary:</b></p> <p>On 6<sup>th</sup> March 2014 the Local Development Framework Sub-Committee considered the Open Spaces Action Plan - 2014 Update. 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 Sub-Committee has recommended to Cabinet that the Action Plan is approved (Minute Extract below).</p>	

<b>Decision:</b>
To approve the 2014 Update to the Open Spaces Action Plan.
<b>Purpose of Decision:</b>
To consider a recommendation from the Local Development Framework Sub-Committee on the 2014 edition of the Open Spaces Action Plan. The Plan forms part of the Council's evidence base for securing Section 106 contributions from developers to enhance existing open spaces, or provide new ones.

Any Corporate implications in relation to the following should be explained in detail	
<b>Financial:</b>	Neutral to positive. The Open Spaces Action Plan forms part of the evidence base used for securing Section 106 contributions from developers towards enhancing open spaces or providing new open spaces. It brings capital money into the Council at no cost.
<b>Legal:</b>	The Action Plan has been prepared on the advice of the Council's solicitors.
<b>Safeguarding:</b>	No safeguarding implications.
<b>Equalities/Diversity</b>	No equalities or diversity implications.
<b>Customer Impact:</b>	The decision will maximise the potential for enhancing open spaces or providing new open spaces for the benefit of the public.
<b>Environment and Climate Change:</b>	The decision will lead to an improvement in the District's environment and may assist retardation in the rate of climate change.
<b>Consultation/Community Engagement:</b>	Parish Council, Town Council and Ward Councillors, as well as key Council staff, have been engaged in the update process and have been central to it.
<b>Risks:</b>	The current (2013) edition of the Open Spaces Action Plan is now obsolete or inaccurate in places. This could leave the Council open to challenge when negotiating Section 106 Agreements and determining the relevant planning applications. The updated version will reduce that risk by making corrections and bringing the document up to date.
<b>Officer Contact:</b>	Alison Webb
<b>Designation:</b>	Member Services Officer
<b>Ext. No.</b>	2614
<b>E-mail:</b>	alison.webb@braintree.gov.uk

37     **OPEN SPACES ACTION PLAN - 2014 UPDATE**

**INFORMATION:** Consideration was given to the 2014 update of the Open Spaces Action Plan.

The Open Spaces Action Plan outlined proposals for the provision and enhancement of open spaces in the Braintree District to which financial contributions sought from developers under the Open Spaces Supplementary Planning Document could be allocated. The Action Plan had been kept under review during 2013, including consultation with Parish and Town Councils and District Councillors. The proposals shown would require a detailed programme of works to be drawn up and, in some cases, a master plan and public consultation. As some proposals may be reliant on the availability of additional financial resources from grants and public sector resources, the timing of works would be dictated by the date at which sufficient financial resources were available.

It was noted that the content of the Action Plan was constantly being updated and Councillors were advised to report any amendments to Mr Stephen Wenlock, Landscape Architect. The Action Plan would be submitted to Cabinet for approval.

**DECISION:** That it be **RECOMMENDED to Cabinet** that the 2014 Update to the Open Spaces Action Plan be approved.



# Minutes

## Local Development Framework Sub- Committee 6th March 2014



Agenda Item 12a

Present:

Councillors	Present	Councillors	Present
D L Bebb	Yes	Lady Newton	Yes (until 6.35pm)
G Butland	Apologies	W D Scattergood	Yes
A V E Everard	Yes	C Siddall	Yes
M C M Lager	Apologies	M Thorogood	Yes
J M Money	Yes (until 6.35pm)	R G Walters (Chairman)	Yes

### 34 DECLARATIONS OF INTEREST

**INFORMATION:** The following interest was declared:

Councillor D L Bebb declared a non-pecuniary interest in Agenda Item 6 – 'Maldon District Pre Submission Local Development Plan 2014-2029 – Braintree District Council Response' as a resident of Maldon Road, Hatfield Peverel.

In accordance with the Code of Conduct, Councillor Bebb remained in the meeting and took part in the discussion when the item was considered.

### 35 MINUTES

**INFORMATION:** The Minutes of the meeting of the Local Development Framework Sub-Committee held on 6th November 2013 were confirmed as a correct record and signed by the Chairman.

### 36 QUESTION TIME

**INFORMATION:** There was one statement made. Details of the person who spoke at the meeting are contained in the Appendix to these Minutes.

Principally, these Minutes record decisions taken only and, where appropriate, the reasons for the decisions.

### 37 OPEN SPACES ACTION PLAN - 2014 UPDATE

**INFORMATION:** Consideration was given to the 2014 update of the Open Spaces Action Plan.

The Open Spaces Action Plan outlined proposals for the provision and enhancement of open spaces in the Braintree District to which financial contributions sought from developers under the Open Spaces Supplementary Planning Document could be allocated. The Action Plan had been kept under review during 2013, including consultation with Parish and Town Councils and District Councillors. The proposals shown would require a detailed programme of works to be drawn up and, in some cases, a master plan and public consultation. As some proposals may be reliant on the availability of additional financial resources from grants and public sector resources, the timing of works would be dictated by the date at which sufficient financial resources were available.

It was noted that the content of the Action Plan was constantly being updated and Councillors were advised to report any amendments to Mr Stephen Wenlock, Landscape Architect. The Action Plan would be submitted to Cabinet for approval.

**DECISION:** That it be **RECOMMENDED to Cabinet** that the 2014 Update to the Open Spaces Action Plan be approved.

38 **MALDON DISTRICT COUNCIL PRE SUBMISSION LOCAL DEVELOPMENT PLAN 2014–2029 - BRAINTREE DISTRICT COUNCIL'S RESPONSE**

**INFORMATION:** The Sub-Committee considered a report on Braintree District Council's proposed response to Maldon District Council's Pre Submission Local Development Plan.

Maldon District Council had produced a Pre Submission Local Development Plan for its District for the period 2014–2029 which was currently subject to consultation. The Plan proposed to deliver a minimum of 4,410 dwellings across the Plan period with the majority of growth being directed towards new 'garden suburbs' at Maldon and Heybridge.

It was considered that Maldon Council was meeting its need for housing, as required by the National Planning Policy Framework; that it had fulfilled the Duty to Co-operate; and that Braintree District Council should not object to the Plan. However, serious concern had been expressed about the impact of proposed growth in the Maldon District on the transport network in the Braintree District, particularly at the junction of the B1019 and B1137 at Hatfield Peverel, and how this should be alleviated.

It was noted that a further transport study had been carried out on behalf of Essex County Council and Maldon District Council on the wider highway implications of growth in the Maldon District. This study had considered congestion on the A414 between Maldon and Chelmsford, particularly at Eves Corner, Danbury and the junction of the B1019/B1137 at Hatfield Peverel. The findings in relation to Hatfield Peverel were set out at paragraph 3.2 of the study. These indicated that there would be significant congestion at the Hatfield Peverel junction by 2026 when growth in the Maldon District had taken place and that this would have serious implications for residents and business owners using the junction. In addition to congestion and delays, there would be environmental impacts of noise and pollution from queuing traffic during peak periods. It was acknowledged that the only long-term solution to congestion at the junction would be the provision of a new road link from the B1019 outside Hatfield Peverel directly to the A12. However, this was likely to be a costly solution which could not be funded from Section 106 Agreement/Community Infrastructure Levy (CIL) contributions from the proposed developments in Maldon and Heybridge. Nevertheless,

it was considered that contributions could be sought towards the cost of a feasibility study into junction improvements.

Members acknowledged that the need for Authorities to deliver housing and employment growth targets would impact on the highway infrastructure of neighbouring Authorities. This highlighted the importance of all Authorities in Essex, Essex County Council, other infrastructure providers and the Government working together to ensure that growth proposed by individual Districts and Boroughs could be accommodated throughout the County.

Braintree District Council's proposed response to the Maldon District Pre Submission Plan was set out in section 2 of the Agenda report, including suggested amendments to paragraphs 2.67 and 2.68 of the Plan in relation to the impact of traffic on Hatfield Peverel. Members of the Sub-Committee agreed that paragraphs 2.6 and 2.7 of the report should be amended to highlight concerns regarding the safety aspects of increased traffic in Hatfield Peverel, and the options available for a new link road.

Maldon District Council had requested that a Statement of Common Ground be signed setting out areas of agreement with Braintree District Council and Essex County Council. It was considered that the Statement should be amended to reflect concerns about the impact of growth in Maldon on traffic in Hatfield Peverel. The draft Statement of Common Ground, including proposed amendments, was attached as an Appendix to the Agenda report. As proposed amendments to the Statement of Common Ground would have to be agreed by Essex County Council and Maldon District Council also, it was proposed that Councillor Lady Newton, as Cabinet Member for Planning and Property, should be authorised to approve the final wording of the Statement.

## **DECISION:**

- (1) That the response to the Maldon District Council Pre Submission Local Development Plan, as set out in section 2 of the Agenda report, be approved, subject to paragraphs 2.6 and 2.7 of the report being amended to read as follows:-

- '2.6 The findings of this report therefore clearly indicate that this junction will face significant congestion in 2026 when the growth from Maldon has been factored in, and this will have serious implications for the residents and businesses who use this junction and, in particular, those that are located on The Street, with congestion and delays being one issue, alongside environmental impacts of noise and pollution from queuing traffic during peak periods. Safety of the users of the road and pedestrians is also a very important concern and within 300m of the junction the pavements are very narrow. There are many local facilities situated on or just off The Street including children's nurseries, schools and local shops and facilities and hence significant pedestrian movements throughout the day. Whilst the road does offer a crossing point, 400m away, particularly with large numbers of HGV's using the road, this does pose a serious safety concern to residents. Conversely, in the night time period when traffic is lighter, speeding drivers are also an issue on this stretch of road. There are further serious safety issues regarding the close proximity of the A12 on/off slip roads, which are quite short, and the increasingly frequent number of nearby accidents which close the A12, with diversions through the village. These safety issues

will only be compounded by increased traffic using the road. Braintree District Council remains seriously concerned about these impacts and the lack of a deliverable solution to this issue at this time.

- 2.7 Braintree District Council agrees with Maldon District Council's conclusion that it is likely that the only long-term solution to the congestion at this junction is to provide a new road link from the B1019 outside Hatfield Peverel village directly to the A12. However, this is likely to be a costly solution and would not be able to be funded from Section 106 Agreement/Community Infrastructure Levy (CIL) contributions from the developments in Maldon and Heybridge. It is however considered reasonable that a Section 106 Agreement/CIL contribution is sought from the strategic growth locations in Maldon and Heybridge towards a feasibility study of options for the improvements at this junction. As the highways work already carried out has ruled out options for improvements to the existing junction, this further work will need to assess the options for providing a new link road/slip roads to the A12 and should include a detailed feasibility study of each option, including an estimated cost. Braintree District Council believes this should be set out within the CIL Regulation 123 list which is also at present out for consultation.'

- (2) That the draft Statement of Common Ground, as set out in the Appendix to the Agenda report, be approved.
- (3) That, in accordance with the Council's Scheme of Delegation, Councillor Lady Newton, Cabinet Member for Planning and Property, be authorised to approve any further minor changes to the wording of the Statement of Common Ground.

## 39 **LOCAL DEVELOPMENT SCHEME 2014**

**INFORMATION:** Members were reminded that, in accordance with the Planning and Compulsory Purchase Act 2004, the Council was required to prepare a Local Development Scheme. This set out a rolling programme for the preparation of planning documents for Braintree District's Local Development Framework/Local Plan and it identified the key stages in the preparation of Local Development Documents.

The Local Development Scheme had been updated since its last publication in February 2013 to include a timetable for the production of a new Local Plan. The Plan would incorporate the Site Allocations and Development Management Plan and would contain the strategic vision and objectives for the District, replacing the current Core Strategy. An updated version of the Scheme was attached to the Agenda.

The Local Development Scheme included a new section on Neighbourhood Planning, which had been introduced as part of the Localism Act 2011. The Scheme made specific reference to an approved Neighbourhood Planning area for Cressing and to a possible cross border Neighbourhood Plan for Bures Hamlet and Bures St Mary.

**DECISION:** That the Local Development Scheme 2014 be approved.

The meeting commenced at 6.00pm and closed at 6.37pm.

Councillor R G Walters  
(Chairman)

APPENDIX

LOCAL DEVELOPMENT FRAMEWORK SUB-COMMITTEE

6TH MARCH 2014

PUBLIC QUESTION TIME

Details of Questions Asked / Statements Made During Public Question Time

1 Statement Relating to Item 6 – Maldon District Pre Submission Local Development Plan 2014-2029 – Braintree District Council Response

Statement by Councillor Graham Bushby, representing Hatfield Peverel Parish Council, Hollies, Maldon Road, Hatfield Peverel (Objector)

(Councillor Bushby spoke during Question Time as he was unable to be present when Item 6 was considered).

<b>Cabinet Member Decisions made under Delegated Powers</b>	<b>Agenda No: 12b</b>
<b>Portfolio Area:</b> <b>Report presented by:</b> Not applicable – For noting only <b>Report prepared by:</b> Emma Wisbey, Local Governance Manager	
<b>Background Papers:</b>  Cabinet Decisions made by individual Cabinet Members under delegated powers.	<b>Public Report</b>
<b>Options:</b>  For noting only	<b>Key Decision: No</b>
<b>Executive Summary:</b>  All delegated decision taken by individual Cabinet Members are required to be published and listed for information on next Cabinet Agenda following the decision.  Since the last Cabinet meeting the following Cabinet Members have taken delegated decisions:-  <b>Councillor Mrs Schmitt - Cabinet Member for Place</b> <b>Decision taken on 24<sup>th</sup> February 2014</b> <ul style="list-style-type: none"> <li>To implement the Tattoo Hygiene Rating Scheme in order to drive up standards within the Tattoo Industry and protect the public from poor operations.</li> </ul> <b>Councillor Lady Newton – Cabinet Member for Planning and Property.</b> <b>Decisions taken on 4<sup>th</sup> March 2014 (3 separate decisions)</b> <ul style="list-style-type: none"> <li>To approve the disposal of the Council's freehold interest in land situated at Hadfelda Square, Hatfield Peverel to the leaseholder.</li> <li>To grant a permanent vehicular and pedestrian access rights to the rear of 80 Maldon Road, Witham.</li> <li>To grant a permanent vehicular and pedestrian access rights to the rear of 80A Maldon Road, Witham.</li> </ul>	

Cabinet Decisions made by individual Cabinet Members under delegated decisions can be viewed on the Access to Information page on the Council's website. <a href="http://www.braintree.gov.uk">www.braintree.gov.uk</a>	
<b>Decision:</b>	
For Members to note the delegated decisions	
<b>Purpose of Decision:</b>	
The reasons for each decision can be found in the individual Delegated Decisions.	
<b>Officer Contact:</b>	
Emma Wisbey	
<b>Designation:</b>	
Local Governance Manager	
<b>Ext. No.</b>	
2610	
<b>E-mail:</b>	
<a href="mailto:emma.wisbey@braintree.gov.uk">emma.wisbey@braintree.gov.uk</a>	