

Council AGENDA

Monday, 25th February 2019 at 7:15pm

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

THIS MEETING IS OPEN TO THE PUBLIC

(Please note this meeting will be webcast and audio recorded)

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

Membership:-

Councillor J Abbott	Councillor T Everard	Councillor Mrs J Pell
Councillor Mrs J Allen	Councillor Mrs D Garrod	Councillor R Ramage
Councillor M Banthorpe	Councillor J Goodman	Councillor F Ricci
Councillor P Barlow	Councillor A Hensman	Councillor B Rose
Councillor J Baugh	Councillor P Horner	Councillor Miss V Santomauro
Councillor D Bebb	Councillor D Hume	Councillor Mrs W Scattergood
Councillor K Bowers	Councillor H Johnson	Councillor Mrs W Schmitt
Councillor Mrs L Bowers-Flint	Councillor Mrs A Kilmartin	Councillor P Schwier
Councillor G Butland	Councillor S Kirby	Councillor C Siddall
Councillor S Canning	Councillor G Maclure	Councillor Mrs G Spray
Councillor J Coleridge	Councillor D Mann	Councillor P Tattersley
Councillor J Cunningham	Councillor J McKee	Councillor Miss M Thorogood
Councillor Mrs M Cunningham	Councillor R Mitchell	Councillor R van Dulken
Councillor T Cunningham	Councillor Mrs J Money	Councillor Mrs L Walters
Councillor M Dunn	Councillor Lady Newton	Councillor Mrs S Wilson
Councillor J Elliott	Councillor J O'Reilly-Cicconi	Vacancy
	Councillor Mrs I Parker	

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

A WRIGHT
Chief Executive

INFORMATION FOR MEMBERS - DECLARATIONS OF INTERESTS

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

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

Question Time

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

The Council reserves the right to decline any requests to register to speak if they are received after this time. Members of the public can remain to observe the public session of the meeting.

Please note that there is public Wi-Fi in the Council Chamber, users are required to register in order to access this. There is limited availability of printed agendas.

Health and Safety

Any persons attending meetings in the Council offices are requested to take a few moments to familiarise themselves with the nearest available fire exit, indicated by the fire evacuation signs. In the event of an alarm you must evacuate the building immediately and follow all instructions provided by officers. You will be assisted to the nearest designated assembly point until it is safe to return to the building.

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Documents

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

1 Apologies for Absence**2 Minutes of the Previous Meeting**

To approve as a correct record the minutes of the meeting of Full Council held on 10th December 2018 (copy previously circulated).

3 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.

4 Public Question Time

(See paragraph above)

5 To receive any announcements/statements from the Chairman and/or Leader of the Council.**6 Council Budget and Council Tax 2019-20 and Medium-Term Financial Strategy 2019-20 to 2022-23**

6(1) Recommendation from Cabinet – 11th February 2019 – Council Budget and Council Tax 2019-20 and Medium-Term Financial Strategy 2019-20 to 2022-23 **5 - 11**

6(2) Council Tax Resolution 2019-20 **12 - 20**

Members are requested to bring to this meeting the Cabinet Report Agenda Item 5a Council Budget and Council Tax 2019-20 and Medium-Term Financial Strategy 2019-20 to 2022-23.

7 Recommendation from Cabinet – 11th February 2019 – Horizon 120 Business Park – Investment in Infrastructure - PUBLIC **21 - 24**

8 Reports from the Leader and Cabinet Members

To receive the following reports from each Portfolio Holder.

Oral Questions to the Cabinet:

Members are reminded that following the presentation of each Cabinet Member's report, Members may put questions to the Cabinet Member on matters relating to their portfolio, the powers and duties of the Council or the District. Questions are not restricted to the contents of the Cabinet Member's report.

Where a verbal response cannot be given, a written response will be issued to all Members. (Council Procedure Rules 29.1 to 29.4 apply).

A period of up to 1 hour is allowed for this item.

8a Councillor G Butland - Leader of the Council *Report to follow.*

8b	Councillor D Bebb - Finance and Performance	25 - 27
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8c	Councillor Mrs L Bowers-Flint - Planning and Housing	28 - 32
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8d	Councillor T Cunningham - Economic Development	33 - 36
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8e	Councillor J McKee - Corporate Services and Asset Management	37 - 41
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8f	Councillor Mrs W Schmitt - Environment and Place	42 - 45
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8g	Councillor P Tattersley - Health and Communities	46 - 49
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9	List of Public Meetings Held Since Last Council Meeting	50 - 50
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PRIVATE SESSION

10	Recommendation from Cabinet – 11th February 2019 – Horizon 120 Business Park – Investment in Infrastructure – PRIVATE
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Recommendation from Cabinet – 11th February 2019 – Council Budget and Council Tax 2019/20 and Medium-Term Financial Strategy 2019/20 to 2022/23		Agenda No: 6(1)
Portfolio	Finance and Performance	
Corporate Outcome:	A high performing organisation that delivers excellent and value for money services Delivering better outcomes for residents and businesses and reducing costs to taxpayers	
Report presented by:	Cllr. David Bebb, Cabinet Member for Finance and Performance	
Report prepared by:	Trevor Wilson, Head of Finance	
Background Papers:		Public Report
Council Budget and Council Tax 2018/19 and Medium-Term Financial Strategy 2018/19 to 2021/22 report to Cabinet 5th February 2018 and Full Council 19th February 2018 ; Medium-Term Financial Strategy 2018/19 to 2021/22 Update report to Cabinet 10th September 2018 ; Local government finance settlement 2019 to 2020: technical consultation issued by the Ministry for Housing, Communities and Local Government (MHCLG) on 24 th July 2018. MHCLG issued an invitation to local authorities in England to pilot 75% business rates retention in 2019/20 on 24 th July 2018. Cabinet Report and Minutes – 26th November 2018		Key Decision: No
DRAFT MINUTE EXTRACT		
CABINET – 11th February 2019		
54	<u>COUNCIL BUDGET AND COUNCIL TAX 2018-19 AND MEDIUM-TERM FINANCIAL STRATEGY 2019-20 TO 2022-23</u>	
	INFORMATION: Councillor Bebb, Cabinet Member for Finance and Performance, introduced the report to Members and underlined the following information.	
	Members were advised that Government had confirmed that no change would be made to the New Homes Bonus scheme for 2019/20. The Council would receive	

£224,712 for Year 9 of the scheme which would provide a total amount receivable in 2019/20 of £1,250,191.

Following comments from Members during the consultation on the initial budget proposals, Cabinet agreed to revisit the proposed cessation of the Councillor Community Grant scheme. The outcome of the review was a proposal to continue with the current scheme for a further period of two years, at a cost of £73,500 per annum, and that this was funded from earmarked reserves, nominally the Council's share of the CHIP Fund.

The Council had identified three sources of additional income, these included:

- Disabled Facilities Grants – proposed increase in the amount taken from the funding received from the Better Care Fund to meet the costs of running the scheme of £78,000. The amount represented 9% of the current Better Care Fund grant of £863,000;
- Increase of monies invested in pooled funds from £16million to 18million. Following consultation with Arlingclose, Treasury Management advisors, the Cabinet Member for Finance and Performance agreed that £2million be invested in two multi asset pooled funds, which was actioned in late December. Estimated additional net income of £65,000 in 2019/20;
- Expand the use of Planning Performance Agreements which would generate an estimated £75,000 of additional income in 2019/20. This was agreed at Full Council on 10th December 2018 as part of the request for early approval to increase capacity in the Development Management team.

The Council's Business Rates Tax base for 2019/20 was calculated as at 21st December 2018 and agreed by the Corporate Director under delegated authority. The net collectable amount, after mandatory and discretionary reliefs, allowances for losses on collection and rating appeals, was £42,782,307.

It was proposed that a number of Discretionary Business Rate relief schemes agreed previously by Cabinet continue as requested by the Government, these included; Supporting Small Businesses; Discretionary Business Rates Scheme; Rural Rate Relief; and Relief to local newspapers. In addition to these schemes it was proposed that the Council uses its discretionary discount powers to implement a new Retail Relief, announced in the Autumn Budget 2018. Under this relief scheme eligible retailers with a rateable value below £51,000 would receive a one third discount on their business rates bills.

With regards to the Local Council Tax Support scheme and the Exceptional Hardship Fund it was recommended that both of these services would be retained for 2019/20.

The Council's tax base for 2019/20, calculated as at 30th November 2018, was £52,521. This compares to a tax base of 51,980 for 2018/19; an increase of 541 or 1.04%. The Council has exercised its discretionary powers to set the discounts/premia for empty properties and second homes. The current level of premia charged on properties which have been unoccupied and substantially unfurnished for two years or more is currently set at 50%. It was proposed to revise the Council's scheme on long term empty properties to incorporate the new maximum levels with implementation over 3 years commencing on 1st April 2019 as detailed in the Act, however, it was also proposed to refund the 12

months' additional premium (ie above 50%) prior to when the property is brought back into use and is occupied.

It was estimated that the balance on the Council Tax Collection Fund available for distribution was a surplus of £888,833, of which the amount due to the Council was £113,625. It had been agreed that £21,040 of the Council's share of the surplus would be paid to Town and Parish Councils in 2019/20.

In respect of the financial profile the budget proposals in an addition to the unallocated balance of £127,947 in 2019/20. Shortfalls were projected for the following three years of £539,351, £7,285 and £162,760, respectively. The shortfalls for 2020/21 onwards had been determined under the current local government funding arrangements however these were likely to be subject to significant change pending the outcome of the Fair Funding Review and the Government's decision regarding the proposed new 75% Business Rates Retention scheme both of which were due to be implemented from 1st April 2020.

DECISION: That **Cabinet recommended to Council to approve:**

1. The budget variations to the current base budget as detailed in Section 4 of the main report;
2. The additional income and cost reductions as detailed in Section 6 of the main report;
3. The unavoidable revenue budget demands and new investments added to the Base Budget of £847,370 as detailed in Section 5.2 of the main report;
4. The unavoidable revenue budget demands and new investments required to meet one-off or time-limited expenditure of £1,266,540 as detailed in Section 5.3 of the main report and to be funded as detailed in section 5.4 of the main report;
5. The Braintree District Council's Local Council Tax Support scheme for 2019/20 as detailed on the Council's website: Proposed Local Council Tax Support Scheme 2019/20;
6. The package of support to claimants experiencing difficulties as a result of the Local Council Tax Support scheme as detailed in Section 11.9 of the main report;
7. The Council's discretionary fees and charges for 2019/20 as detailed in the schedule on the Council's website: Proposed Fees and Charges 2019/20
8. Delegated authority is given to the appropriate Cabinet Member to determine the level of charges for Trade Waste collection, Environmental permits and core leisure charges for 2019/20;
9. The Council's housing rents are reduced by 1% for 2019/20, as detailed in the schedule on the Council's website: Proposed Fees and Charges 2019/20;

10. That delegated authority is given to the appropriate Cabinet Member to agree variations to Trade Waste, Town Hall Centre, Building Control and Car Parking fees and charges for commercial purposes;
11. The surplus of £57,034 on the Business Rates Collection Fund be transferred to the Business Rates Retention Reserve;
12. To continue the Council's Discretionary Business Rate Relief schemes, as detailed in section 9 to the main report, for 2019/20;
13. To extend the Council's policy for Discretionary Business Rate Relief (undersection 47 of the Local Government Act 1988) to introduce a Retail Relief Scheme for 2019/20 and 2020/21 as recommended and funded by the Government (scheme criteria as detailed at Appendix B to the main report);
14. Discretionary council tax discounts and exemptions for 2019/20 are:
 - a) Discount applicable to empty dwellings undergoing major repairs is set at 0% for the twelve month period;
 - b) Discount applicable to vacant dwellings is set at 0% for the six month period;
 - c) Discount applicable to second homes is set at 0%;
15. Discretionary Council Tax Empty Homes Premium charged on dwellings vacant for over two-years be increased to 100% with effect from 1st April 2019, with further changes to the premia in future years as detailed in section 13.6 of the main report. In addition a refund arrangement, as detailed in section 13.9 of the main report;
16. The Council's Pay Policy for 2019/20 as detailed in Appendix C to the main report;
17. A transfer of £127,947 to the General Fund unallocated balance in 2019/20;

Capital

18. The General Fund Capital bids for 2019/20 listed in Appendix I to the main report;

Capital, Investment and Treasury Management Strategies

19. The Capital Strategy including the authorised borrowing limit, operational borrowing boundary limit and prudential indicators as detailed in Appendix J to the main report;
20. The Treasury Management Strategy Statement including the schedule of investment counterparties and limits and prudential indicators as detailed in Appendix K to the main report;
21. Investment Strategy, for 2019/20 as detailed in Appendices L to the main report;
22. The Policy on Minimum Revenue Provision as recommended in Appendix M to the main report;

Council Tax

23. The proposed estimates (producing a budget requirement for council tax purposes of £14,539,761) as detailed in Appendix D and the Council Tax for 2019/20 of £179.73 for a Band D property, having taking into consideration:
- The consultation feedback, if any, received and reported verbally at the meeting;
 - The assessment of risks in the budget assumptions;
 - The Equalities Impact Assessments and
 - The Section 151 Officer's report on the robustness of the estimates and the adequacy of balances (Appendix H to the main report).

That Cabinet agreed:

24. Delegate authority to the Cabinet Member for Finance and Performance to agree requests for unspent budgets, at the year-end, to be carried forward to the following year.

REASON FOR DECISION: To determine the budget and council tax level proposals for 2019/20 to be submitted to Full Council for consideration, in accordance with the Budget and Policy Framework Procedure Rules contained in the Constitution.

Recommended Decision: That Council approves the following:

1. The budget variations to the current base budget as detailed in Section 4 of the main report;
2. The additional income and cost reductions as detailed in Section 6 of the main report;
3. The unavoidable revenue budget demands and new investments added to the Base Budget of £847,370 as detailed in Section 5.2 of the main report;
4. The unavoidable revenue budget demands and new investments required to meet one-off or time-limited expenditure of £1,266,540 as detailed in Section 5.3 of the main report and to be funded as detailed in section 5.4 of the main report;
5. The Braintree District Council's Local Council Tax Support scheme for 2019/20 as detailed on the Council's website: Proposed Local Council Tax Support Scheme 2019/20;
6. The package of support to claimants experiencing difficulties as a result of the Local Council Tax Support scheme as detailed in Section 11.9 of the main report;
7. The Council's discretionary fees and charges for 2019/20 as detailed in the schedule on the Council's website: Proposed Fees and Charges 2019/20

8. Delegated authority is given to the appropriate Cabinet Member to determine the level of charges for Trade Waste collection, Environmental permits and core leisure charges for 2019/20;
9. The Council's housing rents are reduced by 1% for 2019/20, as detailed in the schedule on the Council's website: Proposed Fees and Charges 2019/20;
10. That delegated authority is given to the appropriate Cabinet Member to agree variations to Trade Waste, Town Hall Centre, Building Control and Car Parking fees and charges for commercial purposes;
11. The surplus of £57,034 on the Business Rates Collection Fund be transferred to the Business Rates Retention Reserve;
12. To continue the Council's Discretionary Business Rate Relief schemes, as detailed in section 9 to the main report, for 2019/20;
13. To extend the Council's policy for Discretionary Business Rate Relief (undersection 47 of the Local Government Act 1988) to introduce a Retail Relief Scheme for 2019/20 and 2020/21 as recommended and funded by the Government (scheme criteria as detailed at Appendix B to the main report);
14. Discretionary council tax discounts and exemptions for 2019/20 are:
 - d) Discount applicable to empty dwellings undergoing major repairs is set at 0% for the twelve month period;
 - e) Discount applicable to vacant dwellings is set at 0% for the six month period;
 - f) Discount applicable to second homes is set at 0%;
15. Discretionary Council Tax Empty Homes Premium charged on dwellings vacant for over two-years be increased to 100% with effect from 1st April 2019, with further changes to the premia in future years as detailed in section 13.6 of the main report. In addition a refund arrangement, as detailed in section 13.9 of the main report;
16. The Council's Pay Policy for 2019/20 as detailed in Appendix C to the main report;
17. A transfer of £127,947 to the General Fund unallocated balance in 2019/20;

Capital

18. The General Fund Capital bids for 2019/20 listed in Appendix I to the main report;

Capital, Investment and Treasury Management Strategies

19. The Capital Strategy including the authorised borrowing limit, operational borrowing boundary limit and prudential indicators as detailed in Appendix J to the main report;

20. The Treasury Management Strategy Statement including the schedule of investment counterparties and limits and prudential indicators as detailed in Appendix K to the main report;
21. Investment Strategy, for 2019/20 as detailed in Appendices L to the main report;
22. The Policy on Minimum Revenue Provision as recommended in Appendix M to the main report;

Council Tax

23. The proposed estimates (producing a budget requirement for council tax purposes of £14,539,761) as detailed in Appendix D and the Council Tax for 2019/20 of £179.73 for a Band D property, having taking into consideration:
 - The consultation feedback, if any, received and reported verbally at the meeting;
 - The assessment of risks in the budget assumptions;
 - The Equalities Impact Assessments and
 - The Section 151 Officer's report on the robustness of the estimates and the adequacy of balances (Appendix H to the main report).

Members are advised that Decision 24 set out in the Minute extract above were matters for Cabinet and do not require the approval by Full Council.

Council Tax Resolution 2019/20		Agenda No: 6(2)
Portfolio	Finance and Performance	
Corporate Outcome:	A high performing organisation that delivers excellent and value for money services Delivering better outcomes for residents and businesses and reducing costs to taxpayers	
Report presented by:	Councillor David Bebb, Cabinet Member for Finance and Performance	
Report prepared by:	Trevor Wilson, Head of Finance	
Background Papers:	Public Report	
<u>Cabinet Report 11th February 2019: Council Budget and Council Tax 2019/20 and Medium-Term Financial Strategy.</u>		Key Decision: No
Executive Summary:		
<p>The Council Budget and Council Tax 2019/20 and Medium Term Financial Strategy report to be considered under Agenda item 6(1) of this Council's meeting recommends a 2019/20 budget requirement for Council Tax purposes of £14,539,761. After allowing for Rural Services Delivery Grants, the estimated amount of the local share of business rates to be retained by the Council for the year, and the Council's share of the estimated Collection Fund balance at 31 March 2019, in respect of Council Tax and business rates, this results in a Council Tax Requirement of £9,439,599. This equates to a Band D Council Tax rate of £179.73.</p> <p>In areas where there are Parish and Town Council precepts the basic amount of Council Tax before major precepts are added is shown in Column 5 of Schedule A. The aggregate total of local precepts notified to the Council is £2,212,411, which equates to an average precept based on the tax base of Parish and Town Council areas of £57.99 per Band D dwelling, an increase of 5.57% on the current year.</p> <p>The Council's budget plus the aggregate total of local precepts gives a total Council Tax Requirement of £11,652,010 for Braintree District Council.</p> <p>Taking into account the precepts expected to be received from Essex County Council and the Police, Fire & Crime Commissioner for Essex in respect of Essex Police and the Essex Fire Service, the total amount of Council Tax for each area, by category of dwelling is shown in Schedule B.</p>		

Recommended Decision:	
To approve the Council Tax Requirement and level of Council Tax for 2019/20, in accordance with the attached resolution.	
Purpose of Decision:	
To formally set the Council Tax Requirement and Council Tax rates for 2019/20	
Any Corporate implications in relation to the following should be explained in detail.	
Financial:	The approval of the Council Tax Resolution will authorise the council tax billing of residents of Braintree District Council. The amount to be raised for this Council is £9,439,599
Legal:	The Local Government Finance Act 1992 requires the Council to set for each financial year the Council Tax rates for all areas within the district and for each category of dwelling, taking into account the Council Tax Base, Council Tax Requirement, and precepts notified to it by the major precepting authorities
Safeguarding:	None
Equalities/Diversity:	No additional impact from that set out in the Budget report to Cabinet on 11 th February 2019
Customer Impact:	No additional impact from that set out in the Budget report to Cabinet on 11 th February 2019
Environment and Climate Change:	No additional impact from that set out in the Budget report to Cabinet on 11 th February 2019
Consultation/Community Engagement:	No additional impact from that set out in the Budget report to Cabinet on 11 th February 2019
Risks:	No additional impact from that set out in the Budget report to Cabinet on 11 th February 2019
Officer Contact:	
Designation:	Trevor Wilson
Ext. No:	Head of Finance
E-mail:	2801
	trevor.wilson@braintree.gov.uk

Council Tax Resolution 2019/20

1. Council Tax Base

- 1.1** Under delegated powers the Corporate Director has determined the amount of Council Tax Base for the whole Council area for 2019/20 as **52,521** Band D equivalents; and also that the amount set out in Column 2 of Schedule A should be the Council Tax Base for dwellings in those parts of the district listed in Column 1 of Schedule A to this resolution.

2. Calculation of the Council Tax Requirement

- 2.1** The following amounts are calculated by the Council for the year 2019/20, in accordance with the Local Government Finance Act 1992 (as amended):-

£92,581,563, being the expenditure the Council estimates it will incur in the year in performing its functions and which will be charged to its General Fund revenue account in accordance with proper practice. This amount includes allowances for contingencies, additions to earmarked financial reserves and general balances, and local precepts issued to the Council.

£80,929,915, being the income estimated by the Council which will be credited to the General Fund revenue account in accordance with proper practice. This amount includes specific and general government grants, the estimated use of earmarked financial reserves, and the Council's share of the estimated Collection Fund balance at 31 March 2019 in respect of council tax and business rates.

£11,652,010, being the Council Tax Requirement for the year calculated as the difference between expenditure and income as set out above.

- 2.2** In making the above calculations the following amounts have been taken into account:

£4,907,378, being the estimated amount of the local share of business rates to be retained by the Council for the year after allowing for the following items: a tariff of £13,027,512; an estimated levy of £1,134,012 due to the Essex Business Rate Pool; and a net amount of £1,856,979 estimated to be receivable from central government to fund previous year caps on the RPI increase in the business rate multiplier and the extension of various discretionary reliefs being funded by government.

£113,625, being the amount that has been calculated as the Council's share of the estimated Collection Fund balance at 31 March 2019 in respect of council tax, which will be transferred from the Collection Fund to the General Fund revenue account in 2019/20.

£57,034, being the Council's share of the estimated Collection Fund balance at 31 March 2019 in respect of business rates to be transferred from the Collection Fund to the General Fund revenue account in 2019/20.

£22,125, being the amount of rural services grant funding to be provided by government as announced in the Final Local Government Finance Settlement for 2019/20.

£2,212,411, being the total of all local precepts received from town and parish councils and shown in Column 3 of Schedule A.

3. Calculation of the Basic Amount of Council Tax

3.1 The following amounts have been calculated:

£221.85, being the basic amount of Council Tax for the year including local precepts, calculated by dividing the Council Tax Requirement by the Council Tax Base for the whole district.

£179.73, being the basic amount of Council Tax for dwellings in those parts of the District where there are no local precepts for town or parish councils. This represents the District Council's share of the total Council Tax rate and is charged across property bands as follows:

Property Band	Band as proportion of Band D	Council Tax Rate
A	6/9	£119.82
B	7/9	£139.79
C	8/9	£159.76
D	9/9	£179.73
E	11/9	£219.67
F	13/9	£259.61
G	15/9	£299.55
H	18/9	£359.46

The District Council's basic amount of Council Tax equates to a Council Tax Requirement for the Council's own purposes (excluding town and parish precepts) of **£9,439,599**.

Under the principles set by the Secretary of State for Communities and Local Government for the 2019/20 financial year, the basic amount of Council Tax calculated by the Council is not deemed excessive and therefore does not require a referendum to be held.

The amounts shown in Column 5 of Schedule A, calculated by adding to the basic amount of Council Tax in those parts of the District where there are no local precepts, the local precept amount relating to each parish or town council area, divided by the tax base for that area. This represents the basic amount of Council Tax for each parish or town council area. The charge for each property band is also shown in Schedule A.

4. Special Expenses

- 4.1** The Council resolves that any expenses incurred by it in performing, in part of its area, a function that is performed elsewhere in its area by a parish or town council, or a Chairman of a parish meeting, shall not be treated as Special Expenses for the purposes of Section 35 of the Local Government Finance Act 1992.

5. Council Tax Setting

- 5.1** The Council note that it has been advised of the following precepts:

•Essex County Council	£66,724,754
•Police, Fire & Crime Commissioner – Essex Police	£10,134,448
•Police, Fire & Crime Commissioner – Essex Fire Service	£3,805,145

Expressed as a Council Tax rate for dwellings in the following property bands:

Property Band	Essex County Council	Essex Police	Essex Fire Service
A	£846.96	£128.64	£48.30
B	£988.12	£150.08	£56.35
C	£1,129.28	£171.52	£64.40
D	£1,270.44	£192.96	£72.45
E	£1,552.76	£235.84	£88.55
F	£1,835.08	£278.72	£104.65
G	£2,117.40	£321.60	£120.75
H	£2,540.88	£385.92	£144.90

- 5.2** The Council, having calculated the aggregate of the amounts stated above for each area within the District, hereby sets the amounts shown in Schedule B as the total amount of Council Tax for each of the property Bands.

Col . 1	Col . 2	Col . 3	Col . 4	Col . 5	COUNCIL TAX FOR THE DISTRICT COUNCIL INCLUDING PARISH TAX £							
PARISH/AREA	TAX BASE (BAND D EQUIV)	PARISH PRECEPT £	PARISH TAX (BAND D) £	BASIC AMOUNT OF COUNCIL TAX £6(2)	A	B	C	D	E	F	G	H
ALPHAMSTONE & LAMAR	206.51	4,179	20.24	199.97	133.31	155.53	177.75	199.97	244.41	288.85	333.28	399.94
ASHEN	149.49	4,584	30.66	210.39	140.26	163.64	187.01	210.39	257.14	303.90	350.65	420.78
BELCHAMP OTTEN	78.21	1,000	12.79	192.52	128.35	149.74	171.13	192.52	235.30	278.08	320.87	385.04
BELCHAMP ST PAUL	165.63	3,000	18.11	197.84	131.89	153.88	175.86	197.84	241.80	285.77	329.73	395.68
BELCHAMP WALTER	104.32	5,315	50.95	230.68	153.79	179.42	205.05	230.68	281.94	333.20	384.47	461.36
BIRDBROOK	151.17	13,685	90.53	270.26	180.17	210.20	240.23	270.26	330.32	390.38	450.43	540.52
BLACK NOTLEY	933.17	48,000	51.44	231.17	154.11	179.80	205.48	231.17	282.54	333.91	385.28	462.34
BORLEY	53.96	1,289	23.89	203.62	135.75	158.37	181.00	203.62	248.87	294.12	339.37	407.24
BRADWELL	221.46	7,965	35.97	215.70	143.80	167.77	191.73	215.70	263.63	311.57	359.50	431.40
BRAINTREE	14367.94	-	0.00	179.73	119.82	139.79	159.76	179.73	219.67	259.61	299.55	359.46
BULMER	276.11	9,782	35.43	215.16	143.44	167.35	191.25	215.16	262.97	310.79	358.60	430.32
BURES HAMLET	325.71	28,817	88.47	268.20	178.80	208.60	238.40	268.20	327.80	387.40	447.00	536.40
CASTLE HEDINGHAM	489.19	26,684	54.55	234.28	156.19	182.22	208.25	234.28	286.34	338.40	390.47	468.56
COGGESHALL	1792.12	161,923	90.35	270.08	180.05	210.06	240.07	270.08	330.10	390.12	450.13	540.16
COLNE ENGAIN	410.55	24,364	59.34	239.07	159.38	185.94	212.51	239.07	292.20	345.32	398.45	478.14
CRESSING	641.05	38,136	59.49	239.22	159.48	186.06	212.64	239.22	292.38	345.54	398.70	478.44
EARLS COLNE	1266.56	87,287	68.92	248.65	165.77	193.39	221.02	248.65	303.91	359.16	414.42	497.30
FEERING	817.74	54,206	66.29	246.02	164.01	191.35	218.68	246.02	300.69	355.36	410.03	492.04
FINCHINGFIELD	678.60	42,133	62.09	241.82	161.21	188.08	214.95	241.82	295.56	349.30	403.03	483.64
FOXEARH & LISTON	154.84	6,791	43.86	223.59	149.06	173.90	198.75	223.59	273.28	322.96	372.65	447.18
GESTINGTHORPE	179.26	7,500	41.84	221.57	147.71	172.33	196.95	221.57	270.81	320.05	369.28	443.14
GOSFIELD	577.76	34,019	58.88	238.61	159.07	185.59	212.10	238.61	291.63	344.66	397.68	477.22
GREAT BARDFIELD	526.19	37,499	71.27	251.00	167.33	195.22	223.11	251.00	306.78	362.56	418.33	502.00
GREAT MAPLESTEAD	168.35	5,804	34.48	214.21	142.81	166.61	190.41	214.21	261.81	309.41	357.02	428.42
GREAT NOTLEY	2596.37	87,269	33.61	213.34	142.23	165.93	189.64	213.34	260.75	308.16	355.57	426.68
GREAT YELDHAM	583.97	44,631	76.43	256.16	170.77	199.24	227.70	256.16	313.08	370.01	426.93	512.32
GREENSTEAD GREEN	275.99	9,046	32.78	212.51	141.67	165.29	188.90	212.51	259.73	306.96	354.18	425.02
HALSTEAD	3881.49	179,014	46.12	225.85	150.57	175.66	200.76	225.85	276.04	326.23	376.42	451.70
HATFIELD PEVEREL	1764.97	61,849	35.04	214.77	143.18	167.04	190.91	214.77	262.50	310.22	357.95	429.54
HELIONS BUMPSTEAD	180.94	14,580	80.58	260.31	173.54	202.46	231.39	260.31	318.16	376.00	433.85	520.62
HENNYS,MIDDLETON & T	232.38	4,991	21.48	201.21	134.14	156.50	178.85	201.21	245.92	290.64	335.35	402.42
KELVEDON	1320.66	108,072	81.83	261.56	174.37	203.44	232.50	261.56	319.68	377.81	435.93	523.12
LITTLE MAPLESTEAD	116.62	3,778	32.40	212.13	141.42	164.99	188.56	212.13	259.27	306.41	353.55	424.26
LITTLE YELDHAM, TILBURY JUXTA CLARE, & OVINGTON	240.27	5,700	23.72	203.45	135.63	158.24	180.84	203.45	248.66	293.87	339.08	406.90

PANFIELD	339.70	16,472	48.49	228.22	152.15	177.50	202.86	228.22	278.94	329.65	380.37	456.44
PEBMARSH	233.34	8,525	36.53	216.26	144.17	168.20	192.23	216.26	264.32	312.38	360.43	432.52
PENTLOW	107.61	5,000	46.46	226.19	150.79	175.93	201.06	226.19	276.45	326.72	376.98	452.38
RAYNE	858.33	42,396	49.39	229.12	152.75	178.20	203.66	229.12	280.04	330.95	381.87	458.24
RIDGEWELL	209.98	17,628	83.95	263.68	175.79	205.08	234.38	263.68	322.28	380.87	439.47	527.36
RIVENHALL	263.34	11,500	43.67	223.40	148.93	173.76	198.58	223.40	273.04	322.69	372.33	446.80
SHALFORD	346.60	19,600	56.55	236.28	157.52	183.77	210.03	236.28	288.79	341.29	393.80	472.56
SIBLE HEDINGHAM	1653.12	105,854	64.03	243.76	162.51	189.59	216.68	243.76	297.93	352.10	406.27	487.52
SILVER END	1077.55	72,000	66.82	246.55	164.37	191.76	219.16	246.55	301.34	356.13	410.92	493.10
STAMBOURNE	169.69	8,222	48.45	228.18	152.12	177.47	202.83	228.18	278.89	329.59	380.30	456.36
STEEPLE BUMPSTEAD	624.69	42,350	67.79	247.52	165.01	192.52	220.02	247.52	302.52	357.53	412.53	495.04
STISTED	281.66	12,460	44.24	223.97	149.31	174.20	199.08	223.97	273.74	323.51	373.28	447.94
STURMER	202.06	7,907	39.13	218.86	145.91	170.22	194.54	218.86	267.50	316.13	364.77	437.72
TERLING & FAIRSTEAD	423.92	21,148	49.89	229.62	153.08	178.59	204.11	229.62	280.65	331.67	382.70	459.24
THE SALINGS	232.55	9,700	41.71	221.44	147.63	172.23	196.84	221.44	270.65	319.86	369.07	442.88
TOPPESFIELD	217.70	16,300	74.87	254.60	169.73	198.02	226.31	254.60	311.18	367.76	424.33	509.20
WETHERSFIELD	535.66	29,180	54.47	234.20	156.13	182.16	208.18	234.20	286.24	338.29	390.33	468.40
WHITE COLNE	205.65	11,339	55.14	234.87	156.58	182.68	208.77	234.87	287.06	339.26	391.45	469.74
WHITE NOTLEY & FAULK	245.13	13,500	55.07	234.80	156.53	182.62	208.71	234.80	286.98	339.16	391.33	469.60
WICKHAM ST PAUL	131.57	11,160	84.82	264.55	176.37	205.76	235.16	264.55	323.34	382.13	440.92	529.10
WITHAM	8231.58	557,278	67.70	247.43	164.95	192.45	219.94	247.43	302.41	357.40	412.38	494.86
	52520.98	2,212,411										

PARISH/AREA	TOTAL COUNCIL TAX £							
	A	B	C	D	E	F	G	H
ALPHAMSTONE & LAMARSH	1157.21	1350.08	1542.95	1735.82	2121.56	2507.30	2893.03	3471.64
ASHEN	1164.16	1358.19	1552.21	1746.24	2134.29	2522.35	2910.40	3492.48
BELCHAMP OTTEN	1152.25	1344.29	1536.33	1728.37	2112.45	2496.53	2880.62	3456.74
BELCHAMP ST PAUL	1155.79	1348.43	1541.06	1733.69	2118.95	2504.22	2889.48	3467.38
BELCHAMP WALTER	1177.69	1373.97	1570.25	1766.53	2159.09	2551.65	2944.22	3533.06
BIRDBROOK	1204.07	1404.75	1605.43	1806.11	2207.47	2608.83	3010.18	3612.22
BLACK NOTLEY	1178.01	1374.35	1570.68	1767.02	2159.69	2552.36	2945.03	3534.04
BORLEY	1159.65	1352.92	1546.20	1739.47	2126.02	2512.57	2899.12	3478.94
BRADWELL	1167.70	1362.32	1556.93	1751.55	2140.78	2530.02	2919.25	3503.10
BRAINTREE	1143.72	1334.34	1524.96	1715.58	2096.82	2478.06	2859.30	3431.16
BULMER	1167.34	1361.90	1556.45	1751.01	2140.12	2529.24	2918.35	3502.02
BURES HAMLET	1202.70	1403.15	1603.60	1804.05	2204.95	2605.85	3006.75	3608.10
CASTLE HEDINGHAM	1180.09	1376.77	1573.45	1770.13	2163.49	2556.85	2950.22	3540.26
COGGESHALL	1203.95	1404.61	1605.27	1805.93	2207.25	2608.57	3009.88	3611.86
COLNE ENGAINÉ	1183.28	1380.49	1577.71	1774.92	2169.35	2563.77	2958.20	3549.84
CRESSING	1183.38	1380.61	1577.84	1775.07	2169.53	2563.99	2958.45	3550.14
EARLS COLNE	1189.67	1387.94	1586.22	1784.50	2181.06	2577.61	2974.17	3569.00
FEERING	1187.91	1385.90	1583.88	1781.87	2177.84	2573.81	2969.78	3563.74
FINCHINGFIELD	1185.11	1382.63	1580.15	1777.67	2172.71	2567.75	2962.78	3555.34
FOXEARH & LISTON	1172.96	1368.45	1563.95	1759.44	2150.43	2541.41	2932.40	3518.88
GESTINGTHORPE	1171.61	1366.88	1562.15	1757.42	2147.96	2538.50	2929.03	3514.84
GOSFIELD	1182.97	1380.14	1577.30	1774.46	2168.78	2563.11	2957.43	3548.92
GREAT BARDFIELD	1191.23	1389.77	1588.31	1786.85	2183.93	2581.01	2978.08	3573.70
GREAT MAPLESTEAD	1166.71	1361.16	1555.61	1750.06	2138.96	2527.86	2916.77	3500.12
GREAT NOTLEY	1166.13	1360.48	1554.84	1749.19	2137.90	2526.61	2915.32	3498.38
GREAT YELDHAM	1194.67	1393.79	1592.90	1792.01	2190.23	2588.46	2986.68	3584.02
GREENSTEAD GREEN	1165.57	1359.84	1554.10	1748.36	2136.88	2525.41	2913.93	3496.72
HALSTEAD	1174.47	1370.21	1565.96	1761.70	2153.19	2544.68	2936.17	3523.40
HATFIELD PEVEREL	1167.08	1361.59	1556.11	1750.62	2139.65	2528.67	2917.70	3501.24

HELIONS BUMPSTEAD	1197.44	1397.01	1596.59	1796.16	2195.31	2594.45	2993.60	3592.32
HENNYS,MIDDLETON & TWINSTEAD	1158.04	1351.05	1544.05	1737.06	2123.07	2509.09	2895.10	3474.12
KELVEDON	1198.27	1397.99	1597.70	1797.41	2196.83	2596.26	2995.68	3594.82
LITTLE MAPLESTEAD	1165.32	1359.54	1553.76	1747.98	2136.42	2524.86	2913.30	3495.96
LITTLE YELDHAM, TILBURY JUXTA CLARE, & OVINGTON	1159.53	1352.79	1546.04	1739.30	2125.81	2512.32	2898.83	3478.60
PANFIELD	1176.05	1372.05	1568.06	1764.07	2156.09	2548.10	2940.12	3528.14
PEBMARSH	1168.07	1362.75	1557.43	1752.11	2141.47	2530.83	2920.18	3504.22
PENTLOW	1174.69	1370.48	1566.26	1762.04	2153.60	2545.17	2936.73	3524.08
RAYNE	1176.65	1372.75	1568.86	1764.97	2157.19	2549.40	2941.62	3529.94
RIDGEWELL	1199.69	1399.63	1599.58	1799.53	2199.43	2599.32	2999.22	3599.06
RIVENHALL	1172.83	1368.31	1563.78	1759.25	2150.19	2541.14	2932.08	3518.50
SHALFORD	1181.42	1378.32	1575.23	1772.13	2165.94	2559.74	2953.55	3544.26
SIBLE HEDINGHAM	1186.41	1384.14	1581.88	1779.61	2175.08	2570.55	2966.02	3559.22
SILVER END	1188.27	1386.31	1584.36	1782.40	2178.49	2574.58	2970.67	3564.80
STAMBOURNE	1176.02	1372.02	1568.03	1764.03	2156.04	2548.04	2940.05	3528.06
STEEPLE BUMPSTEAD	1188.91	1387.07	1585.22	1783.37	2179.67	2575.98	2972.28	3566.74
STISTED	1173.21	1368.75	1564.28	1759.82	2150.89	2541.96	2933.03	3519.64
STURMER	1169.81	1364.77	1559.74	1754.71	2144.65	2534.58	2924.52	3509.42
TERLING & FAIRSTEAD	1176.98	1373.14	1569.31	1765.47	2157.80	2550.12	2942.45	3530.94
THE SALINGS	1171.53	1366.78	1562.04	1757.29	2147.80	2538.31	2928.82	3514.58
TOPPESFIELD	1193.63	1392.57	1591.51	1790.45	2188.33	2586.21	2984.08	3580.90
WETHERSFIELD	1180.03	1376.71	1573.38	1770.05	2163.39	2556.74	2950.08	3540.10
WHITE COLNE	1180.48	1377.23	1573.97	1770.72	2164.21	2557.71	2951.20	3541.44
WHITE NOTLEY & FAULKBOURNE	1180.43	1377.17	1573.91	1770.65	2164.13	2557.61	2951.08	3541.30
WICKHAM ST PAUL	1200.27	1400.31	1600.36	1800.40	2200.49	2600.58	3000.67	3600.80
WITHAM	1188.85	1387.00	1585.14	1783.28	2179.56	2575.85	2972.13	3566.56

Recommendation from Cabinet – 11th February 2019 – Horizon 120 Business Park – Investment in Infrastructure - PUBLIC		Agenda No: 7
Portfolio	Finance and Performance	
Corporate Outcome:	A high performing organisation that delivers excellent and value for money services Delivering better outcomes for residents and businesses and reducing costs to taxpayers	
Report presented by:	Councillor Tom Cunningham, Cabinet Member for Economic Development	
Report prepared by:	Aidan Kelly, Interim Commercial Project Director	
Background Papers:		Public Report
5 th February 2018 Cabinet Report and Minutes 5 th September 2018 Members Delegated Decision		Key Decision: Yes
DRAFT MINUTE EXTRACT		
CABINET – 11th February 2019		
55	<u>**HORIZON 120 BUSINESS PARK – INVESTMENT IN INFRASTRUCTURE</u>	
	<div>Minutes Published: 18th February 2019 Call-in Expires: 26th February 2019</div>	
<p>INFORMATION: Members were reminded that this Item was linked to Item 9a in the Private Session of the Agenda, and that if any Member wished to refer to the private information contained within the report for that Item, it would be necessary for the meeting to be moved into Private Session.</p>		
<p>DECISION: That, under Section 100(A)(4) of the Local Government Act 1972 the public and press be excluded from the meeting if it is necessary to discuss Item 9a of the Agenda and the Private Report, on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12(A) of the Act.</p>		
<p>Both Agenda Items were taken together to enable consideration of all issues. It was not necessary for the debate to be moved into Private Session.</p>		
<p>INFORMATION: The Council had been working with a previous owner to purchase and complete 63 acres of employment land adjacent to Great Notley. This employment land had been allocated in previous core strategies and was</p>		

included in the emerging Local Plan. The land had not been developed and in order to provide much needed grow on space for local businesses and to attract much needed investment, the Council was prepared to acquire and develop the land.

In December 2018 completion of the land was achieved and the Council now sought Members approval in order to move the development forward.

The report addressed how this vision could be secured and delivered, with minimal delay in the current uncertain commercial environment. Members were advised of the key points and these included:

- The marketing strategy would prioritise companies and sectors which would offer the optimum number of high calibre career paths and training opportunities for local residents;
- A new masterplan would be developed, respecting the previously agreed principles and identifying zones for compatible development. One objective was to ensure that logistics and distribution companies did not dominate or disrupt the business environment;
- The “Hub”, and sense of place, would be delivered in the early phases of development;
- Investment, to deliver services and infrastructure, in phases, to facilitate the release of up to 20 acres (8.1 hectares) of serviced land, including provision for marketing costs, planning financial contribution, inflation and finance costs;
- Sales, of serviced land;
- Leases, of serviced land or buildings, at an equivalent Net Present Value (NPV);
- A schedule of delegation to facilitate effective decision-making within a commercial timescale;
- A reporting and review mechanism.

Members were advised that the Council were not only investing to boost the local economy to attract inward investment, but were very mindful that the investment on the site would need to generate significant revenue returns to fund essential services going forward.

DECISION: That Cabinet approved:

1. The Corporate Director (Sustainable Development), in consultation with the Cabinet Member for Corporate Services and Asset Management and the Corporate Director (Finance) to authorise the disposal of land and the entering into contracts for the provision of utilities, services and as relevant the adoption of highways or other infrastructure, and to enter into legal agreements for the design and construction of infrastructure and site facilities;
2. The Cabinet Member for Asset Management in consultation with the Cabinet Member for Economic Development and the Corporate Director (Sustainable Development) to approve the disposal of up to 1 acre of land either in whole or part in accordance with the scheme of development for the delivery of place shaping facilities including Hotel, Gym, Restaurant / Café, or Nursery / Child Care facilities on the best available commercial terms;
3. The Corporate Director (Sustainable Development) in consultation with the Cabinet Member for Economic Development, the Cabinet Member for Asset

Management, the Cabinet Member for Finance and Performance and the Corporate Director (Finance) to approve the disposal of land in accordance with the development principles set out in the report where the premium for a long lease disposal is in excess of the threshold value per serviced acre and/or leases at an equivalent or better Net Present Value.

4. The Cabinet Member for Asset Management in consultation with the Cabinet Member for Economic Development, the Cabinet Member for Finance and Performance, the Corporate Director (Sustainable Development) and the Corporate Director (Finance) to approve the disposal of land in accordance with the development principles set out in the report where the premium for a long lease disposal is in excess of the threshold value per serviced acre and/or leases at an equivalent or better Net Present Value.
5. The delegations in recommendations 1 to 4 above shall expire on the third anniversary of the approval unless extended by the Cabinet. For the avoidance of doubt any approval given during the duration of the authority can be implemented notwithstanding the passing of this time limit.

That Cabinet recommended to Council that:

1. A budget, be approved to deliver services and infrastructure, in two or more phases, to facilitate the release of up to 20 acres (8.1 hectares), of serviced land, for sale and/or development.
2. That Council notes that funding of the project costs (including those costs previously approved for land acquisition) is to be from prudential borrowing, repayable from the capital receipts generated from serviced land sales and/ or the income from commercial lease arrangements. The level of prudential borrowing required will be subject to the Corporate Director (Finance) reviewing the overall financing of the Council's medium-term capital programme taking into account all the Council's capital resources over the period of the proposed development.

REASON FOR DECISION: To enable the Council to:

- Design and construct the infrastructure required to make an initial 20 acres (8.1 hectares) available for sale and/or development;
- Agree sales or leases, of serviced land, on agreed terms, within commercial timescales;
- Generate a return on its initial investment, in acquiring the site.

Recommended Decision: That Council agrees:

1. A budget, be approved to deliver services and infrastructure, in two or more phases, to facilitate the release of up to 20 acres (8.1 hectares), of serviced land, for sale and/or development.
2. That Council notes that funding of the project costs (including those costs previously approved for land acquisition) is to be from prudential borrowing, repayable from the capital receipts generated from serviced land sales and/ or the income from commercial lease arrangements. The level of prudential borrowing required will be subject to the Corporate Director (Finance)

reviewing the overall financing of the Council's medium-term capital programme taking into account all the Council's capital resources over the period of the proposed development.

Members are advised that Decisions 1 to 5 set out in the Minute extract above were matters for Cabinet and do not require the approval by Full Council.

**REPORT TO COUNCIL – PORTFOLIO AREA OF
FINANCE AND PERFORMANCE**

Agenda No: 8b

Council Tax and Business Rates:

Tax Collection rates as at end of January

- **Council Tax** collected was 95.77% compared to 96.24% for the previous year and the target for the year is 98.3%. Amount collected £84.73million.
- **Business Rates** collected was 93.69% compared to 93.55% for the previous year and the target for the year is 98.6%. Amount collected £40.697million

The number of dwellings charged 50% council tax premium (empty for two years+) is 201.

Business Rates

- Business Rates Pilot

Notification was received that the Essex bid to pilot 75% Business Rate Retention was not one of the successful 15 approved for 2019/20. However, the fallback option of an Essex Business Rates Pool was agreed for 2019/20 and the Council could receive an estimated share of £646,000.

- Business Rates Relief

Subject to Cabinet Approval it is proposed that a number of Discretionary Business Rate relief schemes agreed previously by Cabinet continue as requested by the Government. These are:

- Supporting Small Businesses – from 1st April 2017 for a maximum period of 5 years;
- Discretionary Business Rates Scheme – from 1st April 2017 for a period of 4years;
- Rural Rate Relief – increase from 50% to 100% from 1st April 2017; and
- Relief to local newspapers – to extend for 2019/20.

In addition, it is proposed that the Council uses its discretionary discount powers to implement a new Retail Relief, announced in the Autumn Budget 2018. Under this relief scheme eligible retailers with a rateable value below £51,000 will receive a one third discount on their business rates bills. The Government has given an undertaking to reimburse councils for the amount of relief granted under each of these discretionary schemes.

2019/20 Financial Settlement consultation

A response to the provisional Financial Settlement consultation was sent to the Ministry for Housing, Communities and Local Government on 10th January.

The Financial Settlement final figures for 2019/20 were issued on 29th January – there were no changes to the allocations for this Council.

Other consultations

Responses to the two consultations, Business Rates Retention Reform and Review of Local Authorities Relative Needs and Resources, were submitted prior to the closing date of 21st February. Further consultations on these two important areas are expected over the coming months as the Government develops its proposals for the new Local Government funding arrangements which are to be introduced from 1st April 2020.

Audit

The Council's new external auditors, BDO LLP, presented their Audit Plan for the 2018/19 financial year to the Governance Committee on 23rd January 2019. The timetable for the audit has been agreed with officers in Finance: interim audit work commences on 25th February and the final audit fieldwork on the Statement of Accounts commencing on 3rd June. The external auditor's Audit Completion Report will be presented to the Governance Committee in July.

Investments

Two £1million investments in multi asset funds were made in December.

Capital and investment Strategies

Two new strategies, Capital and Investment, have been compiled as a new Government requirement, and have been received by the Strategic Investment Group. These strategies are included as appendices in the Budget and Medium-Term Financial Strategy Report.

Financial Performance

Assessment of the financial performance as at the end of the third quarter is nearly complete. Indications are that the estimated positive variance for the year will increase from the £127,000 (-0.9%) predicted at the second quarter. One of the main reasons is that the planning application fees budget of £1.29million was achieved by the end of December: it is expected that a further £200,000 will be received in the final quarter. In addition, a larger underspend on the salaries budget is now predicted as it has taken time to fill the agreed additional posts in Sustainable Development and spend on planning appeals is lower than anticipated due to delay on a couple appeals which are now expected to be heard in 2019/20. Overall a positive variance of approximately £700,000 is now forecast. Whilst some of the variances impact on the current year only other variances that are ongoing have been reflected in the budget for 2019/20. The Performance report will be received by Cabinet on 11th March.

Commercialisation

The Commercialisation agenda is developing well and the Commercial Manager has been assisting service managers with a number of projects including payroll shared service, housing and homelessness service redesign, vehicle maintenance (transition to in-house provision) and materials recycling facility (inter-authority agreement with Suffolk authorities). Other areas of work in progress include reviews of third party spend and contract management. To-date savings and/or additional income delivered is a total £68,000.

Cllr David Bebb
Cabinet Member for Finance and Performance

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**REPORT TO COUNCIL – PORTFOLIO AREA OF
PLANNING AND HOUSING**

Agenda No: 8c

INFRASTRUCTURE

Following on from Essex County Council's consultation on highway improvements schemes proposed as part of the Braintree Integrated Transport Package (ITP), we have received the following high level/summary lines ahead of the full report.

Springwood Drive Roundabout

Many respondents supported the need for improvements, highlighting current congestion issues at the roundabout. In addition to congestion, respondents also expressed concerns about the safety of all users of the roundabout, highlighting the need to consider facilities for pedestrians and cyclists.

Station Approach

Views on this scheme were more varied with support for the improvements overall and for aspects of the proposals. Respondents expressed concern about the proposal for a one way street and the contraflow cycle lane.

Others questioned the need for any changes to be made with dispute as to whether there were congestion issues at present or that other locations should be a priority.

A120 Millennium Way Slips

The scheme was viewed positively by many and as being key to addressing the current issues on the A120. Whilst many were supportive there were others who did not believe the scheme would help without the new A120 alignment between Braintree and the A12.

PLANNING POLICY

Local Plan

The Local Plan examination is currently paused as work is undertaken on the additional evidence required by the Planning Inspector. Monthly progress updates on the evidence are sent to the Inspector and published on our website https://www.braintree.gov.uk/info/200643/section_1/1065/section_1_examination_publication_local_plan/4 and I am pleased to report that work continues on schedule. Consultation on the methodology of the Sustainability Appraisal was completed on 1st February 2019 and included meetings between our consultants and some participants in the examination. A further check and challenge workshop to consider some findings of the report is scheduled for late February 2019.

The Local Plan Sub-Committee approved the Local Development Scheme at its meeting in January 2019 which sets out the timetable for the production of the Local Plan and subsequent documents. This document can be found on the website www.braintree.gov.uk/downloads/download/905/local_development_schemes_lds

Neighbourhood Planning

I am very pleased to report that the Bradwell with Pattiswick Neighbourhood Plan was submitted to an examiner at the end of December 2018.

The examiner has confirmed that he has found no serious flaws with the document, and has commenced his examination. It has also been confirmed that the examination will be by written representations and not a formal hearing. Once the examiner's report has been received the Council will fact-check it, and should then make a decision to send the Plan for referendum within 56 days. This could take place in March 2019, with a view to holding the referendum in May 2019. It should also be noted that the referendum is not able to be held on the same day as the local elections due to the voter ID pilot.

The government approved revised regulations at the end of December 2018 which pave the way for those Neighbourhood Plans identified as having a likely significant effect on European Sites whose zone of influence is within the Braintree District to progress. This includes the Hatfield Peverel Neighbourhood Plan which has been in examination for some time. A final additional consultation is required before the examiner must make a decision on the Plan.

In January 2019 the Council also received a copy of the Regulation 15 Submission Version of the Cressing Neighbourhood Plan. The Council will assess the submitted documents, arrange the appropriate consultation and appoint an examiner.

Coggeshall has also recently started its Regulation 14 consultation, which is the consultation which takes place before submission of the Neighbourhood Plan to the Local Planning Authority.

Several other Neighbourhood Plans, including Kelvedon, are making good progress, however due to local elections any consultations will need to take place in the summer.

There are currently ten Neighbourhood Plans underway in the District in the following areas:-

Cressing
Hatfield Peverel
Bradwell with Pattiswick
Great Yeldham
Steeple Bumpstead
Coggeshall
Feering
Kelvedon
The Salings
Stisted

Housing Land Supply

At the beginning of January 2019 the Council published its Annual Monitoring Report for the year ending March 2018, as required by government. The report includes a detailed review and assessment of the housing land supply position including correspondence with all owners and developers who have a major planning permission in the District to confirm their start dates and rates of delivery. The report can be found on the website.

<https://www.braintree.gov.uk/downloads/download/794/monitoring>

I can confirm that following the completion of that analysis the Council can demonstrate a six year supply of housing. This is likely to be tested strongly in upcoming planning application inquiries, although officers believe that the position and assumptions made in that assessment are robust.

However it should be noted that if the government was to introduce the revised methodology for calculating housing need that was the subject of consultation in late 2018, then this would require more homes to be delivered in the District. It should also be noted that the calculation of housing need under the current methodology must be regularly updated as new data, for example the affordability ratio, is published. It is also of course reliant on the construction industry building the homes at the levels required.

Finally the Housing Delivery Test results for every Planning Authority in the County were expected to be published in mid-November 2018, but have yet to be received. These results will determine whether the authority needs to produce an Action Plan as an 'under-delivering authority', although the five-year supply calculation has already made an assumption that we require a 20% buffer on our housing supply due to our past under-delivery.

Statement of Community Involvement

The Council must have a Statement of Community Involvement (SCI) which sets out how the authority will consult on both planning policy and planning applications. A consultation draft of this statement was approved by the Local Plan Sub-Committee in January 2019 and is currently the subject of a six week public consultation. I would encourage all Members to bring this to the attention of their local communities and Parish Councils to consider the measures set out within it. Following the consultation and analysis of the responses it is anticipated that the SCI would be adopted in the summer of 2019.

DEVELOPMENT MANAGEMENT

Planning Permissions for New Residential Development

The current Quarter 3 2018/19 position (October 2018 to December 2018) is that planning permissions have been granted for a total of 400 dwellings which can be summarised as follows:-

	Market Housing	Affordable Housing	TOTAL
Granted by BDC on Allocated site / within Development Boundary	42	N/A	42
Granted by BDC on Unallocated site / outside Development Boundary	225	130	355
Allowed at Appeal on Allocated site / within Development Boundary	2	N/A	2
Allowed at Appeal on Unallocated site / outside Development Boundary	1	N/A	1
TOTAL	270	130	400

HOUSING

Affordable Housing Development Programme

Our surveys show that the social sector accounts for around 17% of the District's housing stock but is occupied by around 40% of the disabled population. We often struggle to house people needing wheelchair accessible accommodation because there are very few fully adapted homes in the social stock and those that there are do not often become available.

In its development programme, Greenfields has provided 7 accessible bungalows on 3 sites that are just being completed. In addition, we have negotiated a further 12 accessible units on mainstream development sites completed during 2018 or scheduled for 2019, with 11 in the programme for 2020. We estimate this will treble the level of this type of housing in the District.

Rough Sleeping and Severe Weather Protocol

The Council and its partners have again agreed a protocol which aims to remove the need for anyone to sleep rough during a period of severe weather. Whilst officers will always seek to identify accommodation for anyone at risk of rough sleeping, this becomes more urgent during a period of severe adverse weather conditions.

Securing a place at a night-shelter or use of the Salvation Army facilities in Braintree will be followed by trying to secure a longer-term accommodation solution. In December, we successfully supported 3 rough sleepers off the streets and into supported accommodation, where they could remain for up to 2 years.

Unfortunately, rough sleepers with complex needs may prove very difficult to place and may decline the solutions which may be identified. This is an area where we will focus attention in 2019 with the aim of improving the support available to rough sleepers/those at risk of rough sleeping and improving outcomes.

Councillor Mrs Lynette Bowers-Flint
Cabinet Member for Planning and Housing

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**REPORT TO COUNCIL – PORTFOLIO AREA OF
ECONOMIC DEVELOPMENT**

Agenda No: 8d

Regeneration – Town Centres

Manor Street, Braintree

On 4th January 2019 the Council exchanged contracts, subject to planning, with a major national hotel chain in respect of the leasehold disposal of the proposed new hotel at Manor Street.

This means that, subject to securing planning permission, the Council will deliver a 70 room hotel, let on a 25-year full repairing lease with no break clauses.

It is extremely pleasing to have secured this vital part of the Manor Street project. Not only will it provide the Council with income >£250,000 annually, it also imports a national brand into Braintree Town Centre, increases the stock of quality hotel accommodation in the District and contributes to the Council's business and tourism ambitions.

The programme (subject to planning) is as follows:-

- Let contract – Summer 2019
- Construction start – Autumn 2019
- Scheme completion – Autumn 2021

North Essex Economic Strategy

At the MPIM event in late 2018 'North Essex Opportunity' branding was launched to promote economic growth and investment in the region. The event and branding was a great success and Members can explore that branding through the website www.north-essex-opportunity.com.

Following on from this success the authorities have been considering the best way to work together to promote the region. Chief Executives and Directors have been working on proposals and myself and other Portfolio Holders and Leaders hope to be meeting in late February 2019 with a view to setting up a North Essex Economic Board. I will continue to keep Members updated on how this group progresses.

Town Centres

Halstead Town Centre

Following a positive meeting with officers from Essex County Council at the end of last year on the plans for Halstead Town Centre, officers are now working-up a programme to implement these works and get highway authority support as soon as possible.

These will include improvements to parking, signage and street furniture within the town and consideration to what else can be put in place to support Halstead's town centre economy. Ward and Local Members will be kept up to date as matters develop.

Witham Town Centre

Officers are working on a package of actions to support, develop and grow Witham market. This includes supporting the traditional Saturday market and four Street Market dates for 2019 – 22nd June, 13th July, 17th August and 14th September. Having spoken with the Town Council, it has been decided to avoid the International Puppet Festival and the Dickensian Market as there would not be sufficient space in the town to run both events together. Officers are working on proposals for wayfinding signage, street furniture improvements and event infrastructure during 2019, aiming to implement these as soon as possible. I have requested a meeting with all Ward Members and Members of the Town Council to consider what needs to be put in place to support the Witham town centre economy going forwards.

Braintree Town Centre

The Council is continuing to provide support to the Braintree Town Partnership and assist the Chair, Rob Ely, to establish its objectives for 2019. A primary focus of the partnership in early 2019 remains business engagement. An update meeting for the community group is also being planned.

The Council will be announcing the detailed results of the consultation undertaken on pedestrianisation of Braintree High Street in late 2018 shortly and has set eleven Street Market dates for 2019, including the 'Christmas Light Switch-on' on 16th November 2019. These are generally arranged on the last Saturday of the month. Other work officers are carrying out includes continuing to revitalise the traditional market, developing wayfinding signage proposals for implementation, establishing a town centre data baseline, working with the County Council to generate a preferred option for pedestrianisation and improving the town's infrastructure to host public events.

As Members may be aware the government has launched a Future High Streets fund with a total of £675 million available to support Councils in regenerating High Streets. Whilst this is a substantial pot of funding it is expected to be heavily contested. Expressions of interest to the fund must be received by the end of March 2019 and I will keep Members updated on any bid submitted by the Council.

Tourism

Our *Tourism Plan for the Braintree District* was agreed at Cabinet in February 2019 and the deliverables are now being put into action. The main areas of focus for the Plan are:-

1. Developing Partnerships

- Build stronger relationships with tourism businesses/operators and stakeholders to increase the visitor economy in Braintree District;
- Work together with Town Centre Partnerships, Town and Parish Councils and independently run tourist information centres;
- Work with Freeport Braintree to develop their aspirations to create an improved

environment for visitors in relation to the Tourist Information Centre.

2. Promoting the District

- Raise the profile of Braintree District by using focussed, well produced information and digital technologies where possible.

3. Developing Opportunities

- Support the promotion of the tourism offer and experience in Braintree District, including quality food and drink, accommodation, attractions, events and activities. Better understanding of the culture, heritage and landscape of the District and attractive and welcoming environments in the market towns of Braintree, Witham and Halstead which are key visitor destinations.

Business Engagement and Support

Since being agreed at Cabinet in November 2019, the Business Engagement and Support Strategic Plan 2019-2021 is now delivering key actions to support economic growth. Progress has since been made to date:-

Business Tours – two business visits have been scheduled for February 2019 to explore routes to support, with a further pipeline of businesses within the Digital sector to be invited.

Film Case Studies – the first short film to promote the support that the Council can offer to businesses is scheduled for March 2019, with the aim to create a visual tool that can inspire other businesses to contact the Council to explore routes to growth.

Business Support Survey – a revised survey to capture the needs of businesses has been created for submission in the new Business Rates booklet, and the team is currently exploring innovative ways to capture support needs and satisfaction levels at events.

Funding and Support for Young Entrepreneurs – a programme of support is currently being drafted and is being presented to Management Board on 19th March 2019 for initial feedback. It aims to reduce the number of NEETs by cross referral or direct intervention, create 15 referrals to other initiatives, creation of 7 new businesses, raise £1,000 of private sector leverage, and deliver work experience and increase skills and self-employment awareness to 20 students.

In May 2018, business support was withdrawn by support provider Ignite, whose key focus was to support new business start-ups in the District. Since bringing this service in-house, an impact report for 2018/19 is currently being drafted to report on the value of Braintree District Council's business engagement and support interventions. The report will highlight the top level outcomes including funding secured, job creation and partnership working. It is anticipated that a draft report will be available in April 2019.

Superfast Broadband

Since my last report, the Braintree District has achieved 85.3% coverage. 3% of the District (2,107 premises) is still forecasted to have no existing or planned superfast broadband connectivity, subject to change. Superfast Essex (SFE) is currently preparing a business case for SELEP to request more funding (£4m from the Local

Growth Fund). A decision is expected in January/February 2019, which will be invested countywide to connect further premises.

In terms of project delivery, Phase 2 is working to remain a quarter ahead of schedule with Open Reach, however there is a forecasted Gigaclear delivery slippage by six months due to mobilisation issues. Phase 3 delivery has commenced and Phase 4a is in mobilisation.

Skills

National Apprenticeship Week and National Careers Week are running concurrently from 4th to 8th March 2019. To make the most of national and local media coverage officers are working with the Braintree IAG Cluster Group to deliver a District-wide apprenticeship event for 1,200 year 10 students. The event will raise student aspirations and introduce them to over 70 exhibitors from all sectors throughout the day. After the event, they should have a clear understanding that progressing into Higher Education can be achieved not only by the traditional route of Sixth Form, but also via College and Degree Level Apprenticeships. They will also have an increased awareness of career opportunities and employability within the job market from various exhibitors.

To support National Careers Week our fourth annual Job Fair will be held at Causeway House on Saturday 7th March 2019 from 10am-2pm and is open to all residents across the District. The event is being sponsored by Freeport Braintree and is being hosted in conjunction with the Job Centre. A wide range of businesses will be exhibiting at the event looking to recruit staff. Local MPs have also confirmed their attendance.

Employment

On 21st December 2018 the Council completed the unconditional purchase of a 63 acre site, at Great Notley (Horizon 120), for development for employment purposes. The Council now has both the opportunity and the responsibility to realise the site's potential, achieving what the private sector, working alone, failed to deliver over the preceding 10 years.

Councillor Tom Cunningham
Cabinet Member for Economic Development

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**REPORT TO COUNCIL – PORTFOLIO AREA OF
CORPORATE SERVICES AND ASSET MANAGEMENT**

Agenda No: 8e

GOVERNANCE & LEGAL

The Governance and Legal Teams continue to support the work of the Council particularly that within Business Development and Asset Management including many of the projects in the Strategic Investment Programme.

Elections

Continued support for the Voter ID Pilot for the District Town and Parish Council Elections in May including working with Communications team on the Communications Plan, Election Delivery planning, and supporting candidates and agents. Guidance is available on our website at <https://www.braintree.gov.uk/info/200143/elections>.

BUSINESS SOLUTIONS

ICT and Digital

Work continues on implementing the Digital Strategy projects for 2018/19 including: customer on-line booking systems, on-line payment system, Business Continuity/Disaster Recovery procedures, improved on-line services for staff including collaboration on-line and enhancements to the phone system.

Office 365 Mail migration completed.

Cyber Security

The ICT team continues to maintain its vigilance on all aspects of Cyber security.

Contract Reviews

Business Solutions are implementing a structured programme embedded across the Authority covering four pillars with the expressed target of reducing the costs and increasing income wherever possible

- Increasing Income
- Service Efficiencies
- Getting maximum value from third party spend eg Vehicle Maintenance, Agency Spend, Finance, banking and insurance, Leisure
- Contract and Supplier Management

Procurement Hub

Colchester Borough Council have informed us that they will be leaving the Procurement Hub, which this Council coordinates, at the end of March 2019. The Procurement Consultant currently providing services to CBC will TUPE transfer on 1st April 2019. All four of the other Hub members have confirmed their continued commitment to the Procurement Hub.

ASSET MANAGEMENT

Asset Management continued to be very active and have made significant progress with many investments that form part of our overall investment strategy and recent approved schemes are all on track:

Premdor Business Hub (Osier House)

As previously reported the construction of Osier House has been completed, but last minute transfer issues have been agreed and transfer to the Council's ownership is now completed. Osier House provides 1,850 square feet of office floor space arranged as 7 separate rooms and a reception together with tenant and visitor parking. Lettings have been arranged for 6 rooms on the terms of 2 year leases due to commence 1st March 2019 and there is sufficient local interest to suggest that the remaining room should be let shortly. The gross income from rent and services amounts to £30,840 per annum.

Premdor Healthcare Land

The Council is still waiting for developer to provide a full contamination report to establish whether there are any contamination issues associated with this site. If a report is not forthcoming, then the Council will seek an undertaking from Bloor Homes to remediate the site if contamination is discovered in the future, and the Council cannot assume the risks involved in completing the transfer of this land until the contamination issue has been resolved.

Asset Management and Legal Services are working with the developer to expedite the transfer to allow the development of the health facility to commence.

COMMUNICATIONS AND MARKETING

Due to heightened commercial activity, the Marketing Team has been busy with a significant increase in press releases and social media campaigns across the full range of BDC activities including:

- **Local Plan** PR and comms continues
- **Great Notley /Horizon 120** Press Release on Purchase
- **Grow on Units** Continued marketing
- **Braintree Town Centre** Continuing with 2019 street market communications plan. Braintree Street Market 2018 evaluation showed a positive reaction to the events held throughout the year. Social media statistics showed over £1million impressions, over 80,000 engagements and over 550 posts
- **Strategic Growth and Infrastructure** £100 million investment communications strategy
- **Car Litter campaign** in conjunction with KFC and McDonalds is live. Banners are displayed in key locations, petrol pump adverts are on display and stickers will be placed on take-away packaging. Monitoring is underway pre, during and post campaign to establish litter counts

MJ award Entry Livewell Campaign

Marketing have submitted a paper in the Public Health Improvement category in order that the campaign can be recognised for the effect on health outcomes for residents. This Livewell brand has been adopted by other partners and has attracted marketing

involvement from our partners eg NHS England and Mid Essex CCG. The paper highlights the excellent outcomes for the health of residents in Braintree District e.g

Since the launch of livewell child:

91.8% of parents found the livewell child booklets to be either ok or very useful.

79.8% of parents felt that their child was eating healthier foods either at school or at home.

68.5% of parents felt that their child has increased their physical activity levels either at school or at home.

97.7% of parents claimed their child does 30 minutes or more of physical activity each day.

Activity levels

In a Sport England Healthy lives survey Braintree district has shown the largest increase in the amount of active residents in the country, according to a recent [Sport England survey](#). The increase over the three years is significantly higher for Braintree than any other area.

It has also had the greatest reduction in the number of inactive residents in the whole of Essex over the last three years

HR REPORT

The key performance indicators of the authority show a healthy organisation with a low level of days lost due to sickness per employee and still in line with achieving the annual target , a healthy staff turnover with an average rate of 2.28% per quarter in the first half year comparing favourably with 2.2 % last year.

People: Indicators of Performance	17/18 Year End	Q1 18/19	Q2 18/19	Q3 18/19	Q4 18/19	18/19 Cumulative
Total headcount	466	469	473	478		
Total number of posts	480	485	485	485		
Number of temporary staff	33	33	32	30		
Total staff FTE	421.45	425.08	427.45	431.97		
Level of employee turnover	9.01%	2.13%	2.96%	1.67%		6.76%
Number of leavers	42	10	14	8		32
Number of starters	47	13	18	13		44
Working days lost to sickness per employee	7.8 days	2.07 days	1.71 days	2.21 days		
Percentage of staff with nil sickness	37.1%	78.68%	64.9%	53.97%		
Number of learning hours	31952	7747	8131	10427		26305

Number of delegates	1248	602	381	305		1288
Number of apprentices	16	15	24	22		

EMPLOYEE of MONTH & TEAM AWARD WINNERS

The Team Award is a new category for the staff recognition scheme. It recognises the contribution a team makes to Braintree District Council and/or the community and will be judged on the following criteria:

- Team delivery, planning and execution of project/service
- Effective collaboration
- Achieving outstanding results
- Ensuring customer satisfaction

The Team award will be awarded twice a year in June and December

The Employee Of The Month **winner** for December 2018 is **Tom Maguire** in ICT.

“Whenever I have called Tom with an IT question, he never fails to answer and he never fails to always come to the department and explain what the issue is and then magically fixes it, even when I've turned everything off and on! He is very much appreciated and deserves to be Employee of the Month.”

Tom was previously Highly Commended in November 2018.

Team Award (July 2018 - December 2018)

The Team Award has been concluded for the period of July 2018 – December 2018. The 1st Team Award Winner is the **Witham Street Market Team** for their recent work on ensuring the inaugural Witham Street Market was delivered.

The cross departmental team is comprised of **Leanda Cable, Louise Raine, Nicola Murphy, Stuart Thompson, Phil Taylor, John Elfes, Will Smith and Lauren Wiffen**. Please see the nomination below:

“Due to limited resources in the original Street Market team, a team of officers from across the Council pulled together in the space of just a few days to overcome problems and deliver a publicised event. Leanda Cable led on taking over the organisation and co-ordination – liaising with other departments.

Louise Raine and Nicola Murphy liaised with traders and suppliers, organised the plan for the day and provided admin support. Stuart Thompson overcame a problem with power supply to the market traders and went out of his way to find a solution and implemented it, saving the Council £1,000 on generators.

Phil Taylor, John Elfes and Will Smith from Operations, were present on the day and overcame ‘first day’ problems.

Lauren Wiffen worked with Leanda and Louise on engaging the traders because she had built relationships with them through her involvement in the Braintree Street Markets. She also promoted the market which was well attended.

This is an excellent example of how individual departments support each other when the need arises and their actions have ensured the Council's reputation has been protected."

There are **3 Highly Commended Teams** for this award. Please see the nominations below:

Benefits

"I feel that the Benefits team deserve to win the new "Team Award" category. Whilst it is acknowledged that reforms to the Benefits system are necessary, we can sometimes forget the effect these changes have on our own staff.

Street Scene

"I am nominating 13 members of the street cleansing and ground maintenance staff for their exceptional performance and quality of service, that culminated in Halstead Public Gardens being named Best Medium Park (5/10 acres) and winning Gold for a 3rd consecutive year in Anglia in Bloom. The collaboration between the staff, HIB volunteers and the town council was exemplary, as was the planning, organisation and timing of preparing, planting and maintaining the gardens, to a standard that has surpassed other authorities who have entered the competition 3 years in a row.

Town Hall

"The Team at Braintree Town Hall have put on several events over the last few months which have all been extremely successful.

They had a Rock N Roll Show in September which sold out, a free Silver Sunday event for elderly people to socialise and play bingo which was a great success, they're currently running their escape rooms which all sold out (because of the popularity, 2019 dates are already being arranged), and they announced a Christmas wreath making event which sold out in less than 3 weeks.

Councillor John McKee
Cabinet Member for Corporate Services and Asset Management

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**REPORT TO COUNCIL – PORTFOLIO AREA OF
ENVIRONMENT AND PLACE**

Agenda Item: 8f

OPERATIONS

Keep Britain Tidy (KBT) Spring Clean 2019

The KBT Spring Clean has been extended this year and will run for a month from 22nd March to 23rd April 2019. This year, schools are being invited to participate in 'The Great Big School Clean' as part of this campaign. The Council will once again be supporting this initiative and plans are in place to carry out a litter pick and mechanical sweep of the Braintree by-pass over two weekends (5-7 and 12-14 April).

Fleet and Transport

In preparation for bringing maintenance of the Council's Large Goods Vehicles back in-house from 1 April 2019, it has procured a fully automated fleet management system which will enable vehicle records to be kept electronically. This web based system will improve how we manage and maintain our vehicles and provide evidence to demonstrate legal compliance with the Council's Operator's Licence and Road Traffic legislation.

Vehicle Replacement

The Council recently ordered 7 replacement vehicles for its food waste service. Three have been delivered and were put into service just before Christmas; the remainder are due to arrive by the end of March 2019.

WASTE MANAGEMENT

Government - Resources and Waste Strategy for England

The Government published its long-awaited Resources and Waste Strategy for England on 18 December 2018. This is a 30-yr strategic plan which sets out how the country will preserve valuable resources by minimising waste, increase resource productivity and eliminate avoidable waste of all kinds by 2050. The key concepts within the strategy are subject to consultation which will take place from January 2019 onwards. I was interested to note that a key feature of the new strategy is to place more emphasis on manufacturers to take responsibility for the waste they produce and fund the full cost of recycling or disposing of it. It also seeks to simplify recycling collection systems by introducing a more consistent approach across the country and move away from a throw-away society to one that views waste as a valuable resource.

Corporate Waste Minimisation Group

An Officer Working Group was established in 2018 to identify opportunities to reduce the Council's own waste. Actions include the removal of single use plastic cups and maximising opportunities for more recycling (including food waste) so that we can demonstrate our commitment to minimising the waste we produce and reducing unnecessary costs.

Essex Waste Partnership

The key messages promoted across the County are moving more towards how we change residents attitudes and behaviours in order to reduce the amount of waste being generated and to maximise that which can be recycled. This is part of series of initiatives which link in to the new Resources and Waste Strategy some of which include:-

- Promotion of reusable nappies and home composters.
- Drive to reduce contamination in recycling sacks including a campaign on social media and an article in the Council Tax booklet.
- Attending school assemblies to talk about recycling
- Participating in a cooking workshop for schools involved in the Livewell Child Project to highlight the importance of reducing food waste.
- Support for an upcoming County Council campaign to divert reusable items from disposal e.g. donations to TREE, charities, Freegle and Freecycle.

Garden Waste Service

The winter service suspension commenced 30 November 2018 and the service will resume week commencing 25 February 2019.

Changes to Clinical Waste Collections

From January 2019 NHS England has made some changes to its clinical waste collection services and, in future, will only be providing a service where they have a legal responsibility to do so e.g. where their staff are providing direct care at the patient's home. This is likely to prompt an increase in the number of people contacting the Council to request a free collection service where they are self-treating as the legal responsibility for these collections rests with the Waste Collection Authority. The legislation makes provision for Waste Collection Authorities to make a reasonable charge for this service, but the Council has chosen not to do this and so the service is currently provided free of charge.

STREET SCENE & PARKS

Keep Britain Tidy Roadside Beautification Initiative

The Council is working in partnership with Keep Britain Tidy (KBT) and Essex County Council to trial a roadside flower planting initiative intended to reduce littering from vehicles on the basis that people are less likely to litter areas that look attractive. Several areas have been earmarked for planting along the wider verges of the A131 from the Marks Farm to the Broad Road roundabouts. Planting will commence end February/early March 2019 to bloom in late Spring so these areas will be excluded from the Spring verge cutting programme.

Enforcement

I am pleased to report that a number of the Council's officers from Street Scene Enforcement and Licensing have participated in joint operations with Essex County Council, Essex Police, the Environment Agency and Uttlesford District Council including:-

- A major fly-tipping incident
- monitoring/preventing commercial waste going in to the Household Waste & Recycling Centre in Braintree.
- Unlicensed waste site
- Inspection of two scrap yards in the District and Duty of Care for commercial waste

These are good examples of collaborative working between the respective organisations in sharing information and resources with a single aim in mind.

TV Series About Fly-Tipping

The Council's Street Scene Enforcement Team has taken part in filming by Lambert Productions for a Channel 5 series entitled 'Grime and Punishment' which is due to be aired early-2019. The Council is one of several local authorities to be involved in the programme which is designed to show the challenges faced by local authorities in relation to fly-tipping, commercial waste going into Household Waste Recycling Centres, litter enforcement and the enforcement process.

Stray Dog Service for Uttlesford District Council

As part of its Better at Business agenda, the Council recently secured a 12 month contract to provide Uttlesford District Council with a stray dog collection service (Monday-Friday) commencing January 2019.

Litter Compaction Bins

A number of larger litter bins with a compaction mechanism are to be trialled on the A120 from early March for a 3-month period. These bins are designed to store up to 10 times the volume of waste that ordinary litter bins do, reducing resource costs (labour and vehicles). The trial is to assess the added value and benefit of these bins to determine if there is any merit in extending their use to other areas in the District to deliver better value for money to the taxpayer.

LANDSCAPE AND COUNTRYSIDE

Work will shortly commence in the Hoppit Mead Nature Reserve to restore a stagnant back channel adjacent to the river. The required permits from the Environment Agency have been secured and some additional funding obtained from Essex Wildlife Trust. The work will be project managed by Groundwork, some trees will be removed to allow light into the area and then silt will be excavated from the channel this will take approximately 2-3 weeks. There will be some disturbance and the area may look unsightly for a short time but will quickly recover and provide a long term gain. Fliers will be delivered to immediate neighbours and posters put on the reserve notice boards. The local volunteer group and Essex Wildlife Trust support the project.

ESSEX POLICE FIRE AND CRIME PANEL

On 24th January 2019 I chaired the budget meeting of the Essex Police, Fire and Crime Panel, after an in depth presentation and question and answers the Panel agreed to the Commissioners request for an increase of £24 a year for policing element of the Council Tax. The proposed budget for Essex Police is £300,478 million of which £175.8 million will be from central government and £124.6 million from Council Tax. This will result in 215 additional Police Officers amongst other initiatives.

At the same meeting it was agreed to a £2.07 a year increase in precept for Essex County Fire and Rescue Service.

At a meeting I chaired on 7th February a new Fire and Rescue Plan was agreed by the Panel.

GREEN HEART

As we have increased the fine for littering from £75 to £100 a new campaign was launched re littering. It involves KFC and McDonalds putting a sticker on each food bag saying 'Can You Afford To Throw £100 Away', this also includes banners and slogans on petrol pump nozzles.

COMMUNITY SAFETY

The Partners Hub that is hosted by the Council has now been joined by George Yard Security and Next Chapter (formerly Colchester and Tendring Womens Aid), welcome additions.



Councillor Mrs Wendy Schmitt
Cabinet Member for Environment and Place

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REPORT TO COUNCIL – PORTFOLIO AREA OF HEALTH AND COMMUNITIES

Agenda No: 8g

HEALTH AND LEISURE

HOSC

I am a co-opted member of the Essex County Council Health Overview and Scrutiny Committee (HOSC). The Committee reviews and scrutinises matters relating to the planning, provision and operation of health services in Essex.

This includes primary, secondary and tertiary care and public health and involves reviewing the work of commissioners (such as local clinical commissioning groups), providers of health services (such as hospitals) and other organisations in the health sector.

Intervention and Prevention in Public Health

In response to a letter sent to the Secretary of State, Matt Hancock, the Council has received a letter expressing interest in its work to improve public and environmental health and recognising that local authorities are best placed to make decisions about services that meet the needs of their populations (i.e. Livewell campaign). However, the letter was less forthcoming, unsurprisingly, about the possibility of increased financial resources.

Museum Trust

To maintain the strong relationship between the Council and Braintree District Museum Trust, I have asked the Trustees to present their Business Plan for 2019/24 to the Cabinet meeting in July 2019. This will provide the Trustees with the opportunity to highlight future plans for the museum collection and Members will be able to ask questions about the work of the Trust.

Sports Development

A key feature of the leisure contract with Fusion is that it has given the Council the opportunity to encourage hard-to-reach groups that do not normally attend its leisure centres to participate in new initiatives that Fusion have introduced. Many of these activities are specifically designed to attract non-core users and are not focussed on traditional leisure centre activities.

Some examples are:-

- Chair based exercise
- Walking football
- Sport for Confidence

- Racket ball
- Seated dance
- Friday night live (Witham Youth Project) sessions

Active Braintree Network

School Sporting Recognition

I have listed below the schools which have gone on to represent the Braintree District in County finals this year. Well done to these schools and good luck in their respective finals.

Small School Football:	Bocking Primary School
Girls Football:	John Ray Junior School
Boys 'best of' Football:	White Court Primary School (White Court also won the County final and are through to the Regional Finals)
Primary Table Tennis:	St Andrews Great Yeldham
Secondary Table Tennis:	The Ramsey Academy
Primary Boccia:	St Andrews, Halstead
Secondary Boccia:	The Ramsey Academy, Halstead
Dodgeball:	St. Andrews Great Yeldham
Basketball:	Beckers Green Primary School
Primary Badminton:	St Andrews Great Yeldham
Secondary Badminton:	U14 Girls - Alec Hunter U14 Boys: The Ramsey Academy U16 Girls - The Ramsey Academy U16 Boys: Honeywood

Braintree Martial Arts Centre

Braintree Martial Arts Centre undertakes a lot of work with local groups offering free self-defence sessions. The club has provided free sessions to local clubs within the Braintree District including Cubs/Scouts/Beavers/Brownies and Guides groups and has attended over twenty other different local groups or organisations to teach self-defence. The club has also delivered sessions to two local divisions of the Womens' Institute.

The club has recently met with the School Sports Organiser with a view to delivering free lessons to students at each school in the District.

Sports Awards

In my last briefing I informed you that the Braintree District Sports Awards were taking place on 12th November 2018.

The winners under each category were as follows:-

Sports Personality of the Year Award	Oli Cutmore who represented Great Britain in the World Championships BMX
The Lifetime Services Award	Andy Carter from Halstead Road Runners
Unsung Hero award	Ed Booker, who runs the Witham Town under 11's football team

Coach of the Year	Jazz Stark, who coaches at Braintree Basketball Club
Young Sports Personality Award	Jessica Hopkins, who attends Braintree athletics club
Community Club of the Year Award	Braintree BMX Club
The Physical Activity Project of the Year	Community Iron who run two walking football centres, badminton and other multi-sport activities
Services to Disability award	Sport for Confidence they run various sporting activities for those with learning and physical disabilities at Witham Leisure Centre

Joint winners of the Young Community Volunteer Award went to Ben Philips & Reeve Ellis, both are part of the Braintree Basketball Club.

The Municipal Journal (MJ) Awards

The Council is going to enter the Livewell Project into the Public Health Category of the MJ Awards for this year. The award is for innovative projects, initiatives or campaigns which have seen a benefit in improving public health. The application will cover why we introduced Livewell, the obstacles that we had to overcome and will highlight the level of partnership working across all partners. I am hopeful that this submission will receive the accolade it deserves and I look forward to informing Members of its success in my next briefing.

COMMUNITY SERVICES

Jack Petchey Awards

Together with the Chairman of the Council I attended an Achievement Award Ceremony sponsored by the Jack Petchey Foundation. The initiative seeks to increase young people's aspirations by rewarding their achievements and encouraging them to take pride in themselves. 64 students and four leaders from ten schools across the District received celebratory medals and a cash sum to be spent in their respective organisations.

Braintree MENCAP

I visited this charity with officers to gain an insight into the services they offer for people with a learning disability and their families/carers. They offer a variety of educational, social and leisure learning activities. Their group on a Thursday evening is regularly attended by over 100 people. During our visit we were shown around the building which is deceptively large and witnessed an adult arts group taking place.

Dementia Activities

The activities available to those living with dementia and their carers continue to go from strength to strength with 11 people attending a Tea Dance at the Archer Centre,

50 people attending a cream tea at the Town Hall, 15 people taking part in the walks and 77 people attending the Halstead Dementia cinema. In January we introduced slow shopping at George Yard Shopping centre, this is an initiative where retail outlets offer a dedicated time within the week where staff are aware of the needs of their shoppers and allow them the time and space to shop.

Citizens Advice

Braintree, Halstead and Witham CAB has implemented a new method of delivery via the introduction of a new 'phone first' service. Advice lines will be open Monday to Friday from 10am–4pm for initial enquiries but there will be follow-up appointments for those clients needing face-to-face assistance.

Social Isolation and Loneliness

There are now two local businesses hosting "Meet up Monday" sessions. These are Cool Beans in the Park, Braintree and the Valero Lounge in Witham. The cafes offer those that may not have had any social contact over the weekend the opportunity to come along and meet other people over a free cup of coffee. We are looking to expand this with local businesses in Halstead, Feering, Black Notley and Steeple Bumpstead.

Believing in Communities

As part of Inter Faith Week, twenty representatives of 16 faith groups attended an event at the Town Hall on 15th November 2018. Faiths represented on the day included Church of England, Roman Catholic, Buddhists, Quakers and evangelical churches. The event enabled us to gain an understanding of the activities hosted or organised by the faith groups which totalled well over 100. We discussed how we as a Local Authority could support the faith groups and whether there were any projects we could work together on. We will continue to liaise with the faith community and aim to host an annual event.

Councillors Community Grants

The total amount of grant spent for 2018/19 is £41,815.16p which is 56.9% of the annual allocation. New applications for this calendar year need to be submitted to Community Services by 25th March 2019.

Funding for Councillors Community Grants will continue into 2019/20, once the Council elections are over, however any underspend will not be carried forward.

Councillor Peter Tattersley
Cabinet Member for Health and Communities

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List of Public Meetings Held Since Last Council Meeting		Agenda No: 9
Portfolio Not applicable Corporate Outcome: Not applicable Report presented by: Not applicable Report prepared by: Chloe Glock, Governance Business Officer		
Background Papers:		Public Report
Published Minutes of the meetings listed within the report below.		Key Decision: No
Executive Summary: <p>Since the last Council meeting held on 10th December 2018, the following Minutes have been published for meetings held in public session:</p> <ul style="list-style-type: none"> (1) Planning Committee – 11th December 2018 (2) Planning Committee – 2nd January 2019 (3) Local Plan Sub-Committee – 10th January 2019 (4) Planning Committee – 15th January 2019 (5) Licensing Committee – 16th January 2019 (6) Braintree Local Highways Panel – 17th January 2019 (7) Governance Committee – 23rd January 2019 (8) Planning Committee – 29th January 2019 (9) Overview and Scrutiny Committee – 6th February 2019 (10) *Cabinet – 11th February 2019 (11) *Planning Committee – 12th February 2019 (12) *Planning Committee – 12th February 2019 <p>*Those minutes identified by the prefix * were not available at the time of publishing the Agenda, but are intended to be available to view on the Council's website prior to the meeting.</p>		
Recommended Decision: <p>Members are invited to note the Minutes published.</p>		
Purpose of Decision: Not applicable.		