
MINUTES OF MEETING OF THE CABINET HELD ON FRIDAY 4 OCTOBER 2013**AT 10.30 A.M. IN THE ESSEX HALL, TOWN HALL, CLACTON-ON-SEA****PRESENT:**

Councillor P Halliday (Chairman)
Councillor S Candy
Councillor G V Guglielmi
Councillor S S Mayzes
Councillor L McWilliams
Councillor N Turner

PORTFOLIO:

Leader of the Council and Finance and Asset Management
Inward Investment and Growth
Planning and Corporate Services
Education and Skills
Health and Community Safety
Environment and Coast Protection

Group Leader Present by Invitation: Councillor Talbot (Independent Group)

Also Present: Councillors Amos, Broderick, Challinor, De-Vaux Balbirnie, R Heaney, G L Mitchell and Nicholls.

In Attendance: Corporate Director (Corporate Services) (Martyn Knappett), Corporate Director (Life Opportunities) (Paul Price), Corporate Director (Public Experience) (June Clare), Head of Planning (Catherine Bicknell), Monitoring Officer (Lisa Hastings), Assets Manager (Andy White), Communications Manager (Nigel Brown), Democratic Services Manager (Colin Sweeney), Finance and Procurement Manager (Richard Barrett), Planning Policy Manager (Gary Guiver), Streets and Seafront Manager (Ian Taylor), Democratic Services Officer (Janey Nice) and Research and Projects Officer (Elizabeth Ridout)

64. APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors P Honeywood (Housing, Benefits and Revenues and Sports Facilities Portfolio Holder), A Goggin (Tourism Portfolio Holder) and H Shearing (Leader of the Liberal Democrat Group).

65. MINUTES OF THE LAST MEETING

The minutes of the last meeting of the Cabinet, held on 6 September 2013, were approved as a correct record and signed by the Chairman.

66. DECLARATIONS OF INTEREST

There were none received at this time.

During consideration of Agenda Item No.13 (Exempt Minutes of the Last Meeting held on 6 September 2013), Councillor P Halliday declared a personal interest in relation to exempt paragraph No.63 therein (Clacton Bowling Club: Terms for Lease Renewal), by virtue of the fact he was a member of Clacton Bowling Club.

67. ANNOUNCEMENTS BY LEADER OF THE COUNCILAir Show

The Leader of the Council made an announcement on behalf of the Tourism Portfolio Holder, Councillor A Goggin, and said that he had received a great deal of positive feedback on the Air Show and that the 140,000 visitors over the two days of the event had generated an estimated £4 million pounds of income across the District. He said

that the bucket collection had generated approximately £9,500 in income as compared to last year's total of around £1,000, the trade stands had generated over £50,000 this year compared to last year's figure of £39,000 and that the programme sales had attracted 4,750 in advance of the Air Show and they had been produced at nil cost to the Council Tax payer. He added that there were still some programmes left which were on sale in the Tourist Information office in the Town Hall. He was also happy to announce that the Air Show would take place next year and would be of the same high standard and next to nil cost to the taxpayer.

Councillor S S Mayzes said that, last year, an economic impact study had shown a positive impact on local business and it had proved that the Air Show was worth its weight in gold to the District. Councillor G V Guglielmi said that Councillor Goggin had given high praise to the Council's Officers involved with the Air Show but that Councillor Goggin himself had worked tirelessly and he wished that this was recorded in the minutes.

London Olympic Games 2012

Councillor Halliday referred to the importance of establishing an Olympic legacy and announced that extensive work had been undertaken to secure a stage of the Tour of Britain Cycle race in Tendring and that the Council was already in a strong position to get the women's race in Tendring next year. Councillor Candy said that cycling was the fastest growing sport in Europe, and that the women's race was recognised as a new national event and it was hoped that the world renowned women's team would tour through the Tendring District, which would be good for tourism and regeneration.

68. ANNOUNCEMENTS BY CABINET MEMBERS

New Careers Advice Service in Tendring

Councillor S S Mayzes announced progress regarding work on a new provisional careers advice service in Tendring and that an update note would be circulated to all Members. He said it was crucially important that the right advice was given to young people, which was essential in assisting them to find the career which would suit their ambitions and needs. He added that there were over 40 different organisations in the District delivering advice and guidance to young people and that after reviewing such provision with all partners, they had agreed a joined-up approach or single point of contact for a young person to access information was a good idea. He added that he would bring back to the next meeting of the Cabinet information as to the progress of the scoping group.

Crucial Crew

Councillor McWilliams announced that an older persons' Crucial Crew event had been held in the Town Hall that week, which portrayed Tendring District Council as their influential friend. She had been working at the event, together with the Council's Officers, and said it had been a pleasure to see how much the older people had enjoyed the experience. She said that 170 people had attended and had been given lunch. She added that this year's children's Crucial Crew event would commence on 4 November 2013.

Emergency Planning Event – Haven Port, Harwich

Councillor McWilliams also announced that an emergency planning event was due to take place in the coming week at the Haven Port, Harwich, with youngsters, who would be learning what to do if an emergency happened at sea and they would then work through a scenario at the end of the day putting into practice what they had learned throughout the day.

Visit to St. Helena's Hospice

Councillor McWilliams also announced that she had been invited to the Colchester branch of the St Helena's Hospice, a visit she was very much looking forward to as she had never been there before.

69. MATTERS REFERRED TO THE EXECUTIVE BY THE COUNCIL

There were none.

70. MATTERS REFERRED TO THE EXECUTIVE BY A COMMITTEE**A.1 Corporate Management Committee Working Party – Efficiency Savings and Income Generation**

The Cabinet had before it a reference report from the Corporate Management Committee, which informed it of the outcomes of the two Working Party meetings that took place during August and which invited the Committee to consider the outcomes of those meetings, and other proposals where efficiency savings or income generation on behalf of the Council could be identified.

The Leader of the Council expressed his disappointment that more suggestions had not been forthcoming from the Corporate Management Committee Working Party, however he added that the income from the Leisure Centres was doing very well.

Having considered the report, it was moved by Councillor Halliday, seconded by Councillor Turner and **RESOLVED** that:

- (a) the Committee's comments with regard to (1) Leisure Centre membership fees; (2) Leisure Centre fees income performing well in the past few months; and (3) the new Sports Business Manager considering the restructuring of fees and charges as a priority, be noted.
- (b) the Committee's recommendation regarding making better use of its assets and disposing of sites, where appropriate, which was central to the proposals set out in items A.5 and A.6 on the Cabinet Agenda of 4 October 2013 regarding the Council's office accommodation, be welcomed; and
- (c) the new Sports Business Manager and Portfolio Holder for Housing, Benefits and Revenues and Sports Facilities attend a meeting of the Corporate Management Committee to consider how best to achieve the restructuring of fees referred to in (a) above.

A.2 Performance Report – Quarter One 2013-14 (June 2013)

The Cabinet had before it a reference report from the Corporate Management Committee, which presented it with the new format performance report for the first quarter of 2013/14. The report included comments from the meeting of that Committee held on 16 September 2013 and the Planning and Corporate Services Portfolio Holder's response thereto.

Members of the Cabinet said they liked the new format performance report as it was a lot easier to follow and was clear as to what the issues were.

Having considered the report and the Corporate Management Committee's comments, it was moved by Councillor G V Guglielmi, seconded by Councillor McWilliams and **RESOLVED** that:

- (a) the positive comments made by the Committee regarding the new reporting format for performance management, be welcomed; and
- (b) the Corporate Director (Corporate Services) provide the Members of the Corporate Management Committee with a copy of the most current report on staff sickness levels and advise them that the Human Resources Committee, which had responsibility for staffing matters, regularly monitored staff sickness and well-being.

71. LEADER OF THE COUNCIL'S ITEMS

There were none.

72. CABINET MEMBERS' ITEMS

A.3 Beach Hut Strategy

The Cabinet received a report, which presented it with a proposed Beach Hut Strategy for Tendring.

The Beach Hut Strategy provided Cabinet with:

- The mission, objectives and key measures of success from a Beach Hut strategy for Tendring;
- An outline of key policies and actions in support of the above mission, objectives and measures of success; and
- A work programme designed to implement policies and plans which would translate objectives into reality.

The report also made recommendations to adopt the strategy and to approve the aims, key priorities and the business plan designed to support them.

Cabinet was informed that agreement to the above would:

- Direct and inform the Council's management of beach hut sites and beach huts owned by the Council;
- Direct and inform potential investors, customers and other key stakeholders of the requirements and standards as well as the longer term aspirations of the Council in respect of beach huts and beach hut sites in the District;
- Provide clear direction on beach hut objectives to support the tourism and inward investment strategies of the Council; and
- Provide revenue and capital to support tourism, inward investment and financial strategies of the Council.

Councillor Turner thanked the Corporate Director (Public Experience) and her Officers for all of the hard work they had put into the Strategy. The Chairman reiterated Councillor Turner's comments and said it was an excellent document and was well presented.

In order that the Beach Hut Strategy could be adopted and implemented, it was moved by Councillor Turner, seconded by Councillor S S Mayzes and **RESOLVED** that:

- (a) The Beach Hut Strategy, be adopted.
Subject to (a) that:
- (b) The Corporate Director (Public Experience) and Corporate Director (Corporate Services), in consultation with the Portfolio Holders for Environment and Coast Protection and Finance and Asset Management, be authorised to explore and implement opportunities to:
 - (i) generate additional capital and/or revenue income from the sale or lease of new beach huts;
 - (ii) utilise income from beach huts to fulfil the policy aims of the strategy; and
 - (iii) utilise income from beach huts to improve seafront assets and facilities generally.

A.4 Renewal of Lease of Clacton Rugby Club to include Easement for Lighting of two Pitches at Valley Road, Clacton-on-Sea

The Cabinet considered a report, which sought its approval for the early renewal of the existing lease of the site, which included an easement for lighting to two pitches adjacent to Clacton Rugby Club. The site was shown edged red and coloured yellow on the plan, as detailed at Appendix A to the report.

The Cabinet was given details of the requested extension of the lease and easement together with explanations for such requests from the Clacton Rugby Club.

The Cabinet was also reminded that this issue had been dealt with earlier in the year but had items added to the original request, which now included the easement for the lighting of two pitches.

In order for the lease to be renewed and for the easement to be progressed, it was moved by Councillor Halliday, seconded by Councillor G V Guglielmi and

RESOLVED, that the early renewal of the Club's lease, subject to the inclusion of the area for the extension and a cable easement for lighting, be approved, subject to the terms as set out in Part B of the report of the Finance and Asset Management Portfolio Holder.

A.5 Office Sites at Clay Hall, Waddesdon Road, Triangle Centre and Westleigh House: Next Steps

The Cabinet received a report, which asked it to make a specific decision in respect of each of the Council-owned sites at Clay Hall, Waddesdon Road, Triangle Centre and Westleigh House in order to progress the disposals.

Cabinet was informed that it had the freehold ownership of all of the sites which were now in vacant possession. Cabinet was reminded that the disposals process had been initiated in general terms for office buildings by the Finance and Asset Management Portfolio Holder on 13 June 2012 (Decision No. 2185) and that initial consultation and investigation had highlighted the potential disposal options.

The Leader of the Council stressed that it was essential to maximise income from the four sites as the income was required to fund the projects in Agenda Item No.9 (A.6 Office Rationalisation and Modernisation).

Councillor Turner informed Cabinet that he had been approached by a business to potentially take over the Clay Hall site and he asked what the proper procedure to be followed should be. Councillor Turner was informed that any interested parties should, in the first instance, contact the Council's Assets Manager to express their interest.

Councillor G V Guglielmi reminded Cabinet of how the disposal of the Squirrels, Dovercourt site had been handled and how the Council had wanted to see continued community use on the site. Councillor Halliday requested that Cabinet Members receive an update on how Squirrels was progressing.

In order for the disposals to progress, it was moved by Councillor Halliday, seconded by Councillor G V Guglielmi and **RESOLVED** that:

- (a) the initiation of the disposals process for three sites as follows, be confirmed:
- (i) Clay Hall – disposal: potentially for future residential use;
 - (ii) Waddesdon Road – disposal: potentially for future residential use; and
 - (iii) Triangle Centre – disposal: potentially for shared service use

All subject to further decision following the progression of the disposals process; and

- (b) the seeking of planning, and other necessary consents and procedures necessary, and subsequently for the demolition of Westleigh House and the use of the land to extend the car park, be approved.

A.6 Office Rationalisation and Modernisation

The Cabinet received a report, which informed it on the progress of the development of options for rationalisation and sharing of office properties to link with agreed proposals on IT development and proposals on joint and modern working.

Cabinet's agreement was sought to complete feasibility and development of firm proposals for:

- Joint rationalisation of office property, which focused on a main Clacton-on-Sea base;
- Flexible facilities in other parts of the District shared with other public sector organisations, including Town Councils; and
- Enhancing service delivery with a package of document-handling and other working practice changes that would facilitate better electronic access and more flexible working arrangements.

Cabinet was given details of the various options involved and informed that the business case setting out all of the options considered could be viewed by Members on the Council's intranet.

The Leader of the Council informed Cabinet that offices needed modernising, especially to make them fit-for-purpose and money was needed to do this in order for the Council to save around £100,000 per annum.

Councillor Candy emphasised the need to manage the implications of the potential vacation of the office site at Weeley and in particular holding

planning meetings in the Princes Theatre instead of the Council Chamber which, she said, was not a suitable option.

The Cabinet, on discussing the various options, was in agreement that fully noted proposals for the options set out in the report as Option 0.5.

Having considered the report, it was moved by Councillor Halliday, seconded by Councillor G V Guglielmi and **RESOLVED** that:

- (i) the progress of the project be noted and Officers be instructed, working together with the County Council as appropriate; to develop a complete set of costed proposals for the rationalisation of office accommodation and that the aim of such rationalisation would be to:
 - (a) occupy just the three office sites in Clacton: Town Hall, Pier Avenue (including Barnes House) and Magnet House; and
 - (b) vacate and dispose of other office sites including Weeley, Westleigh House and Clay Hall.
- (ii) the proposals include firm proposals for shared accommodation and services with Essex County Council in Clacton and provisions for shared use of other public sector premises for surgery style service delivery in other towns in the District, as well as other changes to document and record handling and other working practice to support better electronic and remote access; and
- (iii) the Community Leadership and Partnerships Committee review the detailed final proposals, when completed, and that the views of the Community Leadership and Partnerships Committee be reported to Cabinet together with the final proposals.

A.7 Pre-Submission Focussed Changes to the Tendring District Local Plan

The Cabinet received a report, which sought the Cabinet's approval to consult the Community Leadership and Partnerships Committee on a series of proposed 'pre-submission focussed changes' to the Tendring District Local Plan: Proposed Submission Draft (2012).

Cabinet was reminded that, in November 2012, the Council had published the Tendring District Local Plan: Proposed Submission Draft (2012) for public consultation, following its approval by Council on 11 September 2012 (Minute No. 44) and that the public consultation exercise had commenced on Friday 9 November 2012 and had ended on Monday 7 January 2013.

During the consultation period, the Council had received nearly 800 representations, of which 550 had come from members of the public and 140 from landowners or developers promoting their sites for inclusion in the Local Plan. Other representations had included those from Town and Parish Councils, which had been supportive in the majority of cases, but there had also been representations both in objection and support from public bodies such as Essex County Council and Colchester Borough Council – bodies with whom the Council had a legal 'duty' to co-operate in accordance with the statutory requirements of the Localism Act 2011.

The Leader of the Council read out a letter he had received from Ickleton Planning Consultancy, Saffron Walden, concerning the Europark proposal at Horsley Cross and confirmed that the Local Plan would be discussed at the

Community Leadership and Partnerships Overview and Scrutiny Committee and he looked forward to hearing the Committee's comments when these were reported back to Cabinet in November.

In order for the Community Leadership and Partnerships Committee to be consulted on the proposed changes, it was moved by Councillor G V Guglielmi, seconded by Councillor Halliday and

RESOLVED that the proposed 'Focussed Changes to the Local Plan: Proposed Submission Draft' comprising 'major changes to the written statement' (Appendix A.1(a), 'minor changes to the written statement' (Appendix A.1(b) and changes to the policies maps' (Appendix A.1(c)) be approved and that these documents be forwarded to the Community Leadership and Partnerships Committee for its consideration and comment.

Councillor Talbot asked that his objection be recorded in relation to the last bullet point on page 59 to the report as he felt that the way in which it was worded could convey the wrong impression.

73. MANAGEMENT TEAM ITEMS

There were none.

74. ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT

Given that the following matter was the subject of a public consultation exercise, which was due to end on 24 October 2013, and that the next formal meeting of the Cabinet was not until 8 November 2013, the Chairman exercised his right to ask Cabinet to consider Essex County Council's (ECC) consultation on the review of its Home-to-School Transport Policy.

Councillor S S Mayzes asked that Cabinet approach ECC to ask it to extend its consultation period on the review of its Home-to-School Transport Policy. Cabinet members expressed their concern over the lack of time until the consultation period closed and said that this was the second time that ECC had given a very short time for any consultation to take place.

During discussion of this item concern was raised over the rural catchment areas, particularly in peripheral areas and free transport being withdrawn from low income families to grammar schools. It was pointed out that children were now required to stay on in education or training until 17 years of age, which would be extended to 18 from next year and that this could put extra pressure on low income families and families with several children in schools outside of their catchment area.

The Leader of the Council said he was keen to write to ECC immediately rather than wait until the Council's call-in period had expired, in light of the short consultation period. He added that if the Home to School Transport item was called-in for scrutiny he would be quite happy to withdraw Cabinet's request to ECC.

Given that the following was the subject of a public consultation which was due to end on 24 October 2013 and, further, that the Council wished to have the opportunity to respond appropriately, it was moved by Councillor S S Mayzes, seconded by Councillor Candy and **RESOLVED** that:

Tendring District Council acknowledged Essex County Council's position to review its policies, including home-to- school transport, in view of the financial savings that all Councils were having to make. However, the proposed changes would have a negative impact on the future of educating our young people and therefore seeks an

extension on the consultation period, in order for this Council to greater assess the potential outcomes that the effects could have on its communities.

75. EXCLUSION OF THE PRESS AND PUBLIC

It was moved by Councillor Halliday, seconded by Councillor G V Guglielmi and **RESOLVED** that, under Section 100A (4) of the Local Government Act 1972, the press and public be excluded from the meeting for the items of business to be considered below on the grounds that they involved the likely disclosure of exempt information as defined in the relevant paragraphs of Part 1 of Schedule 12A, as amended, of the Act.

76. EXEMPT MINUTES OF THE LAST MEETING OF THE CABINET

The exempt minutes of the last meeting of the Cabinet, held on 6 September 2013, were approved as a correct record and signed by the Chairman.

77. RENEWAL OF LEASE OF CLACTON RUGBY CLUB TO INCLUDE EASEMENT FOR LIGHTING OF TWO PITCHES AT VALLEY ROAD, CLACTON-ON-SEA

RESOLVED that:

- (a) the terms set out for the renewal of the lease, inclusive of the easement for lighting to two pitches be approved and
- (b) the Corporate Director (Corporate Services) be authorised to enter into a lease on the terms set out and subject to such other terms that he considers necessary.

DATE AND TIME OF NEXT SCHEDULED MEETING

The next scheduled meeting of the Cabinet is to be held on Friday 8 November 2013 at 10.30 a.m. in the Essex Hall, Town Hall, Station Road, Clacton-on-Sea.

The meeting was declared closed at 12.35 p.m.

Chairman