



Performance Report to Members on Key Projects

For the period:

July to September 2014



Corporate Objective - Place			
Corporate Plan Project	Start Date	Target Completion Date	RAG Status
Develop and adopt a new Local Plan	January 2014	September 2017	G
Total Related Milestones	13	8% Complete	
Project Progress			
Commentary			
Reclassification of decisions to publish evidence base studies and other preliminary work as key decisions has caused delays, but still on target overall. Delays possible depending on progress of Thames Gateway South Essex Strategic Housing Market Assessment update.			
Lead Officer	Samuel Hollingworth	Head of Service	Shaun Scrutton

Corporate Plan Project	Start Date	Target Completion Date	RAG Status
Prepare and adopt a Community Infrastructure Levy Charging Schedule	September 2013	December 2015	G
Total Related Milestones	9	15% Complete	
Project Progress			
Commentary			
On target			
Lead Officer	Samuel Hollingworth	Head of Service	Shaun Scrutton

Corporate Plan Project	Start Date	Target Completion Date	RAG Status
Develop and deliver Upper Roach Valley Living Landscape	September 2014	April 2015	G
Total Related Milestones	8	5% Complete	
Project Progress			
Commentary			
Initial meeting with Essex Wildlife Trust has been held to develop a joint time-table.			
Lead Officer	Marcus Hotten	Head of Service	Richard Evans

Corporate Objective - Place

Corporate Plan Project	Start Date	Target Completion Date	RAG Status
Improve Air Quality in Rayleigh Town Centre by the declaration of an Air Quality Management Area (AQMA)	July 2014	January 2016	G
Total Related Milestones	6	10% Complete	
Project Progress			
Commentary A public consultation regarding the extent of the boundary for the AQMA will take place between 20 October and 14 November 2014. A report with the final boundary will subsequently be provided to the Portfolio Holder for Environment for approval.			
Lead Officer	Martin Howlett	Head of Service	Richard Evans

Corporate Plan Project	Start Date	Target Completion Date	RAG Status
Award new Material Recycling Facility contract	July 2014	May 2015	G
Total Related Milestones	6	10% Complete	
Project Progress			
Commentary Working with Basildon, Brentwood and Uttlesford on a joint procurement. EU document to go out in November 2014.			
Lead Officer	Barry Saunders	Head of Service	Richard Evans

Corporate Plan Project	Start Date	Target Completion Date	RAG Status
Promote/Enhance pride in the District through events with commercial partners.	February 2014	September 2015	G
Total Related Milestones	9	30% Complete	
Project Progress			
Commentary Membership of Visit Essex has been approved to strengthen the publicity of our tourism offer. Web content and brochure content are being developed.			
Lead Officer	Matt Harwood White	Head of Service	Richard Evans

Corporate Objective - Place

Corporate Plan Project	Start Date	Target Completion Date	RAG Status
Promote/Enhance pride in the District and maintain a positive street scene	April 2014	March 2015	G
Total Related Milestones	6	70% Complete	
Project Progress			
Commentary An on going project - current actions include the "Bin it your way" campaign and a more proactive approach to the monitoring of street cleaning.			
Lead Officer	Barry Saunders	Head of Service	Richard Evans

Corporate Plan Project	Start Date	Target Completion Date	RAG Status
Develop network of Cycle Paths	September 2014	TBC	G
Total Related Milestones	0	5% Complete	
Project Progress			
Commentary A feasibility study for a North South cycle link has been prepared and consideration is now being given to an implementation plan. Timescales have yet to be agreed.			
Lead Officer	Samuel Hollingworth	Head of Service	Shaun Scrutton

Corporate Plan Project	Start Date	Target Completion Date	RAG Status
Develop and adopt an Open Spaces Strategy	July 2014	March 2015	G
Total Related Milestones	7	30% Complete	
Project Progress			
Commentary The draft Open Spaces Strategy is out to public consultation at present with responses due by the end of November 2014.			
Lead Officer	Marcus Hotten	Head of Service	Richard Evans

Corporate Objective - Place

Corporate Plan Project	Start Date	Target Completion Date	RAG Status
Refresh the Ageing Population Strategy 2014-2015	November 2013	April 2015	G
Total Related Milestones	9	90% Complete	
Project Progress			
<p>A horizontal progress bar from 0% to 100%. The bar is filled with dark green up to the 90% mark, and the remaining 10% is light green.</p>			
Commentary			
<p>The draft Ageing Population Strategy 2014-17 was approved by the Executive in July, subject to five minor amendments being made to the text. The amendments have now been completed and the strategy has been published on the Council's website. A report on the progress made in delivering the actions contained in the action plan will be presented to SMT at the end of 2014/15.</p>			
Lead Officer	People and Policy Manager	Head of Service	Claudia McClellan

Corporate Plan Project	Start Date	Target Completion Date	RAG Status
Review working arrangements with Essex County Council (ECC) Highways	June 2014	March 2015	G
Total Related Milestones	2	50% Complete	
Project Progress			
<p>A horizontal progress bar from 0% to 100%. The bar is filled with dark green up to the 50% mark, and the remaining 50% is light green.</p>			
Commentary			
<p>Arrangements are now in place for ECC Officers to meet with RDC Planning Policy Officers on a regular basis to discuss RDC's Transportation Strategy SPD, and ECC's Area Strategies – including production and implementation of these strategies. Site context etc. are now being included in a number of highway responses.</p>			
Lead Officer	Shaun Scrutton	Head of Service	Shaun Scrutton

Corporate Plan Project	Start Date	Target Completion Date	RAG Status
Produce Transportation Strategy Supplementary Planning Document (SPD)	January 2014	January 2016	G
Total Related Milestones	9	5% Complete	
Project Progress			
<p>A horizontal progress bar from 0% to 100%. The bar is filled with dark green up to the 5% mark, and the remaining 95% is light green.</p>			
Commentary			
<p>On target. New arrangements of working with ECC Highways established.</p>			
Lead Officer	Samuel Hollingworth	Head of Service	Shaun Scrutton

Corporate Objective - Place			
Corporate Plan Project			
Review the Emergency Plans for the District	Start Date May 2014	Target Completion Date April 2015	RAG Status G
Total Related Milestones	2	70% Complete	
Project Progress			
Commentary			
The key plans will be tested in an exercise on 22nd November. Following the incorporation of any learning from the exercise the other plans can be completed.			
Lead Officer	People and Policy Manager	Head of Service	Claudia McClellan
Corporate Plan Project			
Create a Surface Water Flood Forum to work with partners to resolve surface water flooding problems.	Start Date August 2014	Target Completion Date March 2015	RAG Status G
Total Related Milestones	3	70% Complete	
Project Progress			
Commentary			
There has been a second Flood Forum meeting on the 1st October 2014. ECC Highways have attended both Flood Forum meetings and have been involved with a number of locations.			
Lead Officer	Shaun Scrutton	Head of Service	Shaun Scrutton
Corporate Plan Project			
Review Council and other public organisation owned land to identify development opportunities	Start Date April 2014	Target Completion Date March 2015	RAG Status G
Total Related Milestones	0	10% Complete	
Project Progress			
Commentary			
Proceeding in conjunction with Essex County Council. A Project Board meeting was held in October and some complex considerations are emerging. Further discussion is underway in advance of next Project Board meeting in January 2015.			
Lead Officer	Alan Thomas	Head of Service	Albert Bugeja

Corporate Objective - Homes			
Corporate Plan Project			
Investigate potential for Council to develop land alone or in partnership.	Start Date	Target Completion Date	RAG Status
	April 2014	TBC	G
Total Related Milestones	0	10% Complete	
Project Progress			
Commentary			
Proceeding in conjunction with Essex County Council. A Project Board meeting was held in October and an outline business case prepared. Funding decisions have yet to be taken and further discussion is underway in advance of next Project Board meeting in January 2015. This project is necessarily dependent on the previous one and the completion date is therefore likely to be in 2015/16.			
Lead Officer	Alan Thomas	Head of Service	Albert Bugeja
Corporate Plan Project			
Develop and adopt Development Management Plan	Start Date	Target Completion Date	RAG Status
	March 2010	December 2014	G
Total Related Milestones	5	95% Complete	
Project Progress			
Commentary			
The plan has been submitted for examination and the Council now awaits the Government Inspector's report which is expected by the end of the year.			
Lead Officer	Samuel Hollingworth	Head of Service	Shaun Scrutton
Corporate Plan Project			
Thames Gateway South Essex Empty Homes Scheme	Start Date	Target Completion Date	RAG Status
	November 2014	December 2014	G
Total Related Milestones	6	35% Complete	
Project Progress			
Commentary			
A Project milestone is to review the current scheme between November 2014 and March 2015. However, the project as an entity to pay grants to bring properties back into use continues to make progress. Payment of grants to bring properties back into a good state of repair for occupation is dependent on applications coming from private owners and this is dependent on a range of factors.			
Lead Officer	Steve Neville	Head of Service	Shaun Scrutton

Corporate Objective - Homes

Corporate Plan Project	Start Date	Target Completion Date	RAG Status
Develop and implement the RDC Empty Homes Strategy	October 2014	December 2014	G
Total Related Milestones	6	10% Complete	
Project Progress			
Commentary Work is progressing on preparing a strategy for Rochford; this will be completed by the end of December 2014. The strategy will include an action plan to be implemented from January 2015 onwards.			
Lead Officer	Steve Neville	Head of Service	Shaun Scrutton

Corporate Plan Project	Start Date	Target Completion Date	RAG Status
Promote energy efficiency and tackle fuel poverty	October 2014	On Going	G
Total Related Milestones	8	25% Complete	
Project Progress			
Commentary We are currently working with Green Deal providers to tackle fuel poverty and improve home energy efficiency. Cases are referred to providers who then liaise directly with clients. In addition, amendments to the Council's grant scheme are being considered in order to increase the assistance available for energy efficiency works.			
Lead Officer	Steve Neville	Head of Service	Shaun Scrutton

Corporate Plan Project	Start Date	Target Completion Date	RAG Status
Reduce Homelessness	April 2014	March 2016	A
Total Related Milestones	9	15% Complete	
Project Progress			
Commentary Progress on implementing the service review action plan continues to be slow. Changes to responsibilities within the team will be introduced from the end of October with a view to developing specialisms in homelessness prevention.			
Lead Officer	Steve Neville	Head of Service	Shaun Scrutton

Corporate Objective - Economic Growth

Corporate Plan Project	Start Date	Target Completion Date	RAG Status
Help growth of new and existing businesses	April 2014	March 2015	G
Total Related Milestones	13	40% Complete	
Project Progress			
<p>Commentary Several new and additional events have been delivered or planned for the most recent and coming months. This includes a new format business breakfast, with business clinics as requested by businesses, and a Skills Summit, helping to put schools colleges and employers in contact with each other, and providing them with a host of employment options. A funding event is planned for November, a second Business Summit is being planned for the end of November, and we are working with an Enterprise Agency to host a training seminar for start up and new businesses.</p>			
Lead Officer	Jody Owens Hughes	Head of Service	Shaun Scrutton

Corporate Plan Project	Start Date	Target Completion Date	RAG Status
Adopt the Joint Area Action Plan (JAAP)	September 2007	December 2014	G
Total Related Milestones	5	75% Complete	
Project Progress			
<p>Commentary The plan has been submitted and the Council now awaits the Government Inspector's report which is expected in November.</p>			
Lead Officer	Samuel Hollingworth	Head of Service	Shaun Scrutton

Corporate Plan Project	Start Date	Target Completion Date	RAG Status
Support for Rural businesses	April 2014	March 2015	G
Total Related Milestones	3	20% Complete	
Project Progress			
<p>Commentary Through working with Essex Police we are utilising their rural business group to send out information that would be of use to them. Feedback gained from rural businesses has indicated there is not a defined need for a networking group, work continues to assess the best way of working with rural businesses.</p>			
Lead Officer	Jody Owens Hughes	Head of Service	Shaun Scrutton

Corporate Objective - Economic Growth

Corporate Plan Project	Start Date	Target Completion Date	RAG Status
Develop and deliver the Empty Shops Strategy	April 2014	December 2014	A
Total Related Milestones	4	35% Complete	
Project Progress			
Commentary			
Delayed slightly due to team capacity – the strategy will outline the number of empty shops currently available within Rochford and will suggest an action plan to help lower this figure, enhancing the High Streets, and town and village centres across the District.			
Lead Officer	Jody Owens Hughes	Head of Service	Shaun Scrutton

Corporate Plan Project	Start Date	Target Completion Date	RAG Status
Develop and deliver Tourism Strategy	April 2014	December 2014	G
Total Related Milestones	5	50% Complete	
Project Progress			
Commentary			
Membership of Visit Essex has been approved, and a meeting with appropriate officers across RDC and Visit Essex has been organised for the coming weeks. Once this has taken place a clear direction of travel will be defined, and the draft Tourism Strategy structure can be confirmed and information added.			
Lead Officer	Jody Owens Hughes	Head of Service	Shaun Scrutton

Corporate Objective - Economic Growth

Corporate Plan Project	Start Date	Target Completion Date	RAG Status
Seek finance from South East Local Enterprise Partnership (SELEP)	April 2014	March 2015	G
Total Related Milestones	7	40% Complete	
Project Progress			
Commentary			
The first round of funding was announced in July, and work continues to promote the JAAP for priority inclusion within the second round of funding bidding, likely to be in December.			
Lead Officer	Jody Owens Hughes	Head of Service	Shaun Scrutton

Corporate Plan Project	Start Date	Target Completion Date	RAG Status
Develop and adopt 3 Town Centre Action Plans (Hockley Area Action Plan adopted)	February 2008	April 2015	G
Total Related Milestones	18	65% Complete	
Project Progress			
Commentary			
Hockley AAP adopted. Rayleigh Centre and Rochford Centre AAP in advanced stages.			
Lead Officer	Samuel Hollingworth	Head of Service	Shaun Scrutton