



Performance Report to Members on Key Projects

For the period:

January to March 2015



Corporate Objective - Place				
Corporate Plan Project		Start Date	Target Completion Date	RAG Status
Develop and adopt a new Local Plan		January 2014	September 2017	R
Total Related Milestones		13	10% Complete	
Project Progress				
Commentary				
Work on the Evidence Base for the new Local Plan including a Retail & Leisure Study and an Employment Land Study is continuing. There is, however, a delay in the arrangements for progressing a 'Call for Sites' and that being the case a revised timetable for the Local Plan is being prepared.				
Lead Officer	TBA	Director	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	35% Complete	
Project Progress				
Commentary				
Work on determining viability currently being undertaken. Anticipate producing a draft Charging Schedule mid 2015; and for the Charging Schedule to be adopted by the end of 2015.				
Lead Officer	TBA	Director	Shaun Scrutton	

Corporate Plan Project		Start Date	Target Completion Date	RAG Status
Develop and deliver Upper Roach Valley Living Landscape		September 2014	April 2015	R
Total Related Milestones		8	20% Complete	
Project Progress				
Commentary				
A new approach has been suggested by the Essex Wildlife Trust, revised project plan is to be submitted shortly with new milestones.				
Lead Officer	TBA	Assistant Director	Marcus Hotten	

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	25% Complete	
Project Progress			
<p>A horizontal bar chart showing project progress from 0% to 100%. The bar is divided into 25% green (completed) and 75% light green (remaining).</p>			
Commentary			
AQMA Order in effect from 1 February 2015. Ongoing discussions with Essex CC to discuss further data gathering and potential options for action.			
Lead Officer	Martin Howlett	Assistant Director	Jody Bridge

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	95% Complete	
Project Progress			
<p>A horizontal bar chart showing project progress from 0% to 100%. The bar is almost entirely green (95% completed), with a small light green section remaining.</p>			
Commentary			
We have worked with Basildon, Brentwood and Uttlesford on a joint procurement. Following Full Council agreement to the budget in February, and against a background of a volatile recyclables market, the Executive agreed the awarding of contract on 24 March. Tenderers been advised and it is expected the contract will be signed in April to commence in May 2015.			
Lead Officer	Barry Saunders	Assistant Director	Marcus Hotten

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	R
Total Related Milestones	9	40% Complete	
Project Progress			
<p>A horizontal bar chart showing project progress from 0% to 100%. The bar is divided into 40% green (completed) and 60% light green (remaining).</p>			
Commentary			
Project status refers to the Cherry Orchard Event: The local event company we had engaged with have withdrawn from this event. Despite numerous emails and telephone messages they ceased engaging with us. Timescales do not allow for another company to be brought in for this event however this will be reviewed for next year. Other new events are however running such as the open air theatre and Robin Hood shows.			
Lead Officer	TBA	Assistant Director	Matt Harwood White

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	R
Total Related Milestones	6	90% Complete	
Project Progress			
Commentary			
A Public Realm Agreement covering such things as cleaning of graffiti and the employment of Highway Rangers is being negotiated with Essex CC. However it is not expected that this can be completed before April owing to TUPE issues. Other street scene projects have been delivered on time as previously reported.			
Lead Officer	Barry Saunders	Assistant Director	Marcus Hotten

Corporate Plan Project	Start Date	Target Completion Date	RAG Status
Develop network of Cycle Paths	September 2014	TBC	G
Total Related Milestones	0	40% Complete	
Project Progress			
Commentary			
A feasibility study for a North South cycle link was completed on time and is now being considered by Essex CC. No dates as yet for an implementation plan.			
Lead Officer	TBA	Director	Shaun Scrutton

Corporate Plan Project	Start Date	Target Completion Date	RAG Status
Develop and adopt an Open Spaces Strategy	July 2014	March 2015	COMPLETED ON TIME
Total Related Milestones	7	100% Complete	
Project Progress			
Commentary			
Project completed and to be published via RDC website.			
Lead Officer	-	Assistant Director	Marcus Hotten

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			
Commentary			
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. The final stage of this project is to report progress on the action plan at the end of 2014/15. This report will go to Members in April 2015.			
Lead Officer	Andrew Lowing	Assistant Director	Angela Law

Corporate Plan Project	Start Date	Target Completion Date	RAG Status
Review working arrangements with Essex County Council (ECC) Highways	June 2014	March 2015	COMPLETE
Total Related Milestones	2	100% Complete	
Project Progress			
Commentary			
Whilst complete we nevertheless continue to look for opportunities to improve and develop working relationships.			
Lead Officer	Shaun Scrutton	Director	Shaun Scrutton

Corporate Plan Project	Start Date	Target Completion Date	RAG Status
Produce Transportation Strategy Supplementary Planning Document (SPD)	January 2014	July 2016	G
Total Related Milestones	9	10% Complete	
Project Progress			
Commentary			
Scheduled adoption date updated to July 2016 New arrangements of working with ECC Highways established.			
Lead Officer	TBA	Director	Shaun Scrutton

Corporate Objective - Place

Corporate Plan Project	Start Date	Target Completion Date	RAG Status
Review the Emergency Plans for the District	May 2014	April 2015	COMPLETED ON TIME
Total Related Milestones	2	100% Complete	
Project Progress			
Commentary			
All the plans have been rewritten in the new format and published on the Council Web and Intranet sites.			
Lead Officer	Jeff Stacey	Head of Service	Marcus Hotten

Corporate Plan Project	Start Date	Target Completion Date	RAG Status
Create a Surface Water Flood Forum to work with partners to resolve surface water flooding problems.	August 2014	March 2015	COMPLETE
Total Related Milestones	3	100% Complete	
Project Progress			
Commentary			
The project has completed and and it is operating effectively.			
Lead Officer	Shaun Scrutton	Director	Shaun Scrutton

Corporate Plan Project	Start Date	Target Completion Date	RAG Status
Review Council and other public organisation owned land to identify development opportunities	April 2014	March 2015	R
Total Related Milestones	0	10% Complete	
Project Progress			
Commentary			
Awaiting completion of Public One Estate work by Chief Executive.			
Lead Officer	Alan Thomas	Assistant Director	Matt Harwood White

Corporate Objective - Homes				
Corporate Plan Project		Start Date	Target Completion Date	RAG Status
Investigate potential for Council to develop land alone or in partnership.		April 2014	TBC	R
Total Related Milestones		0	10% Complete	
Project Progress				
Commentary				
Awaiting completion of Public One Estate work by Chief Executive.				
Lead Officer	Alan Thomas	Assistant Director	Matt Harwood White	
Corporate Plan Project		Start Date	Target Completion Date	RAG Status
Develop and adopt Development Management Plan		March 2010	December 2014	COMPLETE
Total Related Milestones		5	100% Complete	
Project Progress				
Commentary				
Inspectors report received. Adopted by Full Council on December 16th.				
Lead Officer	Sam Hollingworth	Director	Shaun Scrutton	
Corporate Plan Project		Start Date	Target Completion Date	RAG Status
Thames Gateway South Essex Empty Homes Scheme		November 2014	December 2014	Not proceeding this year
Total Related Milestones		6	35% Complete	
Project Progress				
Commentary				
TGSE partners have agreed in principle to distribute funds to each Local Authority in order for them to develop their own schemes. However, until the details of such funding become clear, we cannot progress.				
Lead Officer	Steve Neville	Assistant Director	Jody Bridge	

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	R
Total Related Milestones		6	30% Complete	
Project Progress				
<p>A horizontal bar chart showing project progress from 0% to 100%. The bar is divided into a dark green segment representing 30% completion and a light green segment representing the remaining 70%.</p>				
Commentary				
The strategy is drafted and will be the subject of a Portfolio Holder decision in April with implementation to follow.				
Lead Officer	Steve Neville	Assistant Director	Jody Bridge	
Corporate Plan Project		Start Date	Target Completion Date	RAG Status
Promote energy efficiency and tackle fuel poverty		October 2014	On Going	R
Total Related Milestones		8	25% Complete	
Project Progress				
<p>A horizontal bar chart showing project progress from 0% to 100%. The bar is divided into a dark green segment representing 25% completion and a light green segment representing the remaining 75%.</p>				
Commentary				
Limited progress due to lack of resources (post vacancy since April 2014). Further action is dependent on the outcome of the 2015 Service Review.				
Lead Officer	Steve Neville	Assistant Director	Jody Bridge	
Corporate Plan Project		Start Date	Target Completion Date	RAG Status
Reduce Homelessness		April 2014	March 2016	A
Total Related Milestones		9	50% Complete	
Project Progress				
<p>A horizontal bar chart showing project progress from 0% to 100%. The bar is divided into a dark green segment representing 50% completion and a light green segment representing the remaining 50%.</p>				
Commentary				
The Housing Team has been restructured to put more emphasis and resource into prevention. A database has been compiled with details of the types of tenant different agents/landlords will accommodate. The discretionary housing payment (DHP) is being used for deposits to nudge people into properties who do not have the funds immediately available (this applies to those on housing benefit). These actions are showing positive benefits, but will be subject to further consideration within the 2015 Service Review.				
Lead Officer	Steve Neville	Assistant Director	Jody Bridge	

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	14	100% Complete	
Project Progress 			
Commentary We have provided free, one-to-one support to over 140 businesses to both new and existing businesses, and over 200 businesses have attended at least one event in 2014/15. Work continues to update the business web pages and Rochford Business Network database is being regularly updated and promoted. An additional 40 members were registered through 2014/15. The 3 Business Breakfasts and Skills Summit were well attended.			
Lead Officer	TBA	Assistant Director	Matt Harwood White

Corporate Plan Project	Start Date	Target Completion Date	RAG Status
Adopt the Joint Area Action Plan (JAAP)	September 2007	December 2014	COMPLETE
Total Related Milestones	5	100% Complete	
Project Progress 			
Commentary Inspector's report received. Adopted by Full Council on December 16th.			
Lead Officer	Sam Hollingworth	Director	Shaun Scrutton

Corporate Plan Project	Start Date	Target Completion Date	RAG Status
Support for Rural businesses	April 2014	March 2015	COMPLETED ON TIME
Total Related Milestones	3	100% Complete	
Project Progress 			
Commentary Rural businesses remain reluctant to engage in a networking group, but some relationships have been built following the flood support funding, growth hub funding and our Tourism Forum. Work streams are now focussed on changing their perception of the council and the business pages of the website now include information on working from home and rural businesses.			
Lead Officer	TBA	Assistant Director	Matt Harwood White

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	85% Complete	
Project Progress			
Commentary			
A draft strategy has been prepared, but this will be re-evaluated in 2015/16 to determine if this work can be amalgamated into the Growth Strategy.			
Lead Officer	TBA	Assistant Director	Matt Harwood White

Corporate Plan Project	Start Date	Target Completion Date	RAG Status
Develop and deliver Tourism Strategy	April 2014	February 2015	A
Total Related Milestones	5	70% Complete	
Project Progress			
Commentary			
A draft strategy has been prepared and will be revised in 2015/16 to reflect on the feedback from the Tourism Forum.			
Lead Officer	TBA	Assistant Director	Matt Harwood White

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	50% Complete	
Project Progress			
Commentary			
A £3.2M government grant has been secured to undertake highway network improvements around the JAAP area. Work will continue in 2015/16 to seek further funding.			
Lead Officer	TBA	Assistant Director	Matt Harwood White

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	R
Total Related Milestones	18	90% Complete	
Project Progress			
Commentary			
Hockley AAP adopted. Rayleigh AAP submitted 5 December 2014, adoption anticipated in Autumn 2015. Rochford Centre AAP in post examination modifications stage. Adoption expected in April 2015.			
Lead Officer	TBA	Director	Shaun Scrutton