

**Sustainable Essex Partnership (SEP) Executive Board**  
**Essex Record Office, Chelmsford**

**Thursday, 5 November, 09:30am**

**Board members:**

Cllr. Graham Butland	Chair, District and Borough Councils representative. Braintree District Council.
Cllr Jeremy Lucas	Representative for Essex County Council. Essex County Council.
Cllr. John Buchanan	Essex Association of Local Councils representative. Billericay Town Council.
Canon John Brown	Stronger Essex Partnership representative.
John Hall	Voluntary Sector representative and Target Lead for NI 197, Biodiversity; LI 10.1, Living Landscapes. Essex Wildlife Trust.
Margaret Read	GO East Representative.
Gwyn Owen	Lead Officer for Sustainable Essex. Essex County Council.

**Target leads:**

Dan Gascoyne	Target Lead for NI 5, Overall Satisfaction. Essex County Council.
Ian Vipond	Target Lead for LI 2.2, Affordable Housing; NI 154, Additional Housing. Colchester Borough Council.
Steve Nelson	Confederation of Passenger Transport representative. Nibs Buses.
Sue Sumner (Also representing Paul Murphy)	Target Lead for NI 7, Thriving Third Sector. Essex Association of CVSs. Target Lead for NI 6, Volunteering. Maldon CVS.
Suzanne Harris (Also representing Duncan Wood)	Essex Rural Partnership Representative and Co-Lead for NI 4, Influencing Decisions. Rural Community Council of Essex. Co-Lead for NI 4, Influencing Decisions. Essex County Council.
Nick Shuttleworth	Target Lead for LI 5.1, Access to Services. Rural Community Council of Essex.
Michelle Keene (Representing Kevin Jones & Robert Overall)	Target Lead for NI 186, Carbon Reduction; NI 188, Climate Change Adaptation. Essex County Council. Executive Director for Environment, Sustainability & Highways, Essex County Council.

**Officers:**

Paul Boldrin	Essex Partnership Secretariat. Essex County Council.
Paul Martin	Essex Partnership Secretariat. Essex County Council.
Louise Crew	Essex Partnership Secretariat. Essex County Council (minutes)

**Apologies:**

Frank Saunders	Environment Agency representative.
Malcolm Knights & Jane Greer	Target Leads for NI 156, Temporary Accommodation.

Jason Searles	Target Lead for NI 191 Residual Waste Per Household; NI 192, Recycling; NI 195 Improved Cleanliness. Essex County Council.
Robbie Watson-Levey & Richard Gravatt	Sustainable Travel Team Manager, Essex County Council. Target Lead for NI 198, Children Travelling to School. Essex County Council.
Jan Plummer	Essex Partnership Secretariat. Essex County Council.

### 1. Welcome and previous minutes

Cllr Graham Butland opened the meeting as Chairman. The minutes of the 24<sup>th</sup> September meeting were agreed as a true record.

### 2. EMB feedback

Cllr Butland confirmed that the efforts of all partners on NI 156 (Temporary Accommodation) were highlighted as a success by the Board. The minutes of EMB will be uploaded to the Essex Partnership Portal [www.essexpartnershipportal.org](http://www.essexpartnershipportal.org).

### 3. Performance update

NI 4 (Influencing decisions) – Suzanne confirmed that reasonable progress is being made. The NI 4 score has dropped nationally. DW and SH have visited Norfolk to identify best practice. Particular highlights from Norfolk included participatory budgeting, and the equivalent of EssexWorks magazine highlights examples of “you said, we did” on every page. Cllr Lucas commented that the Comms team at ECC is taking a wider role and that the Public Engagement Team could be embedded within this. SH confirmed that they are meeting with ECC Comms to take this forward.

NI 6 (Volunteering) – Sue confirmed this target is on track.

NI 7 (Thriving Third Sector) – Sue confirmed that the final action plan is complete and now includes Economic Participation funding. The PRG funds will be used in the second year to fund two key posts – one post has been filled, the second interviewing is taking place w/c 9 November. Gwyn commented that information packs on the Compact are available to take away from the meeting.

NI 154 (Net additional homes provided) – this is covered in item 5 on the agenda.

LI 2.2 (Affordable Housing) – Ian confirmed that the LAA Co-ordinators are now in place (x2). Work is being undertaken in all districts to move the affordable housing target forward.

NI 156 (Temporary Accommodation) – Gwyn confirmed in Malcolm’s absence that the target is progressing well, as identified at EMB on 29 October.

NI 186 & NI 188 (CO2 reduction & climate change) – Michelle confirmed that the target is on track. The training for the engineers will be complete by 2<sup>nd</sup> December. The Thermal Imaging Pilot will take place in Rochford, 56 residents have already applied to have their homes tested.

NI 191, NI 192 & NI 195 (Waste) – Gwyn confirmed in Jason’s absence that they are currently well ahead of target.

NI 197 (Improved local biodiversity) – John distributed a paper outlining proposed changes to budget and allocation of funds. This was agreed by the partnership, with an agreement for John to keep an eye on the budget for overspend. John later commented that some partners are more engaged with this than others, Gwyn and Cllr Butland agreed to keep a watching brief on this and escalate if necessary.

NI 198 (Children travelling to school) – Gwyn confirmed in Richard’s absence that the target is on track.

LI 5.1 (Access to services) – Nick confirmed the target is progressing well and on track. The action plan has been amended, with more information added to highlight the specific actions.

LI 10.1 (Living Landscapes) – John confirmed the target is on track. John also commented that the workplan is showing as red as the grants have been allocated but they will not be paid until the documentation has been

written.

#### **4. Performance Reward Grant spend to date**

Gwyn took the partnership through the PRG Tracker for SEP. The partnership has so far spent £153,314, with the remaining monies to be spent by the end of the LAA.

Cllr Butland asked Gwyn to contact each Target Lead to put together a spending profile from now until the end of 2011 so that the partnership can monitor spending and identify early under spending or overspending. The partnership can then allocate any unused funds to projects which need extra funding. **The spending profiles will be discussed at the next meeting.**

Cllr Lucas confirmed that the congestion target doesn't have any money allocated to it, but it would come high in the view of the Public, and therefore any unused funds could potentially be used to help support this target.

#### **5. Renegotiation of NI 154, Net Number of New Homes Built**

Ian confirmed that Government recognised that due to the recession the targets are not realistic to achieve. The Government offered us the option to immediately review the target or postpone the review until next year. Essex opted for the second option but GO East had then asked for supporting evidence by 27<sup>th</sup> November. This has now been reassessed following discussions.

In 2008/9 2,400 homes were built which under performed against the target. 2009/10 is anticipated 50% decline across Basildon, Colchester, Harlow and Chelmsford. Developers are only interested in smaller sites and have indicated that it could take years to pick up out of the recession. An initial indication of evidence and the ideas each districts have of targets will be submitted at end November. **Re-visit this item at the next meeting.**

#### **6. Sustainable Essex Case Studies**

Paul Boldrin explained that the Essex Partnership Portal now includes Case Studies from districts/boroughs and ECC. Paul confirmed that they would like to include further case studies to show the good work that is taking place in Essex. Paul asked for suggestions of good partnership working which shows outcomes for service users – NI 156 could be a good start.

John Buchanan confirmed that the Parish Sector is publishing a brochure on good news stories which could be included. Paul asked John to send him a copy once published so that he can upload the stories which have links to the Essex Strategy onto the Portal.

Suzanne also asked whether the case studies could also include "you said, we did" which could then be used for NI 4.

Paul Boldrin – [paul.boldrin@essex.gov.uk](mailto:paul.boldrin@essex.gov.uk), 01245 430245.  
[www.essexpartnershipportal.org](http://www.essexpartnershipportal.org)

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

Gwyn confirmed that the Mitigating Climate Change summit was successfully held on 13<sup>th</sup> October. Kevin Jones is investigating the key points raised. These include engagement of businesses to actively reduce CO<sub>2</sub>, information for households and businesses on trustworthy green technology on the market, and improved publicity educating the public on the costs that can be saved by improving energy efficiency. Renewables East are also looking into the solar energy potential in Essex and will take this forward.

John Buchanan confirmed that the Greening Campaign held a conference which informed the public how much they could save by using examples of energy efficiency. Michelle Keene also confirmed that she will be taking forward an approach for Essex which includes articles and tips through newsletters and websites.

Cllr Butland suggested that we should identify links between Essex and Regional/European funding. Dan confirmed that there is a European Funding Team at ECC who could take this forward if necessary.

Canon John Brown also commented that an enormous amount of lights are being left on overnight in business premises across the County. Michelle confirmed that she would take this back to the Town Centre Managers to see if this can be tackled using promotion including the cost savings to the business. Cllr Lucas also commented that the statistics from the Street Lights Scheme on cost savings could be used in the promotion.

#### **8. Sustainable Essex meetings for 2010**

The partnership agreed the next meeting would take place on 28 January 2010 at 9.30 at the Essex Record Office, Chelmsford.

Future 2010 dates will be agreed and circulated via email.

**10. Any Other Business**

John Buchanan confirmed that the EALC are holding their Annual Meeting on 19 November to identify nominations for the LAA Working Groups. Any alterations will be sent through to Gwyn.

**Close.** The date of the next meeting is 28 January 2010. This will be held at the Essex Record Office, Chelmsford, 9:30-11:30.

## National Indicator 197

### Number of Local Wildlife Site (LoWs) in Positive Conservation Management (PCM)

#### 1 Summary of the Indicator and Targets

LoWs in Essex	1440
Baseline LoWs in PCM	62
LoWs in PCM (Oct 2009)	167
Target LoWs in PCM (March 2010)	296
Target LoWs in PCM (March 2011)	491

These targets are very challenging. The work is going well, the majority of partners, but not all, are engaged and determined. We know what needs to be done. There is a great deal to do to deliver these on the ground.

#### 2 Further proposed changes to budget and allocation of funds

##### 2.1 More support to secure and follow up owners of Local Wildlife Sites

To get PCM on a LoWs we need two things:

- Management statement
- Practical work

Up to now we have achieved the 105 PCMs on mainly partner owned LoWs. These have not required many grants. We estimate there will be about 150 more PCMs to come on partner owned sites. This would get us to 317. That means we will need to get at least 174 PCMs on LoWs which are privately owned. We have begun this work with Land Registry searches. Securing PCMs on private sites is much more difficult and time consuming.

We need more assistance from partner organisations and others to locate and secure these PCMs.

We intend to appoint a part time assistant to the Wildlife Sites Officer to get on with this work and the main roles will be

- Coordinating and overseeing the carrying out land registry searches and investigate all other possible avenues to interface with land owners (the biggest issue currently).
- Coordinating and overseeing the administration of the grant ensuring that land owners are supported with the completion of the paper work and match up consultants and contractor with land owners.

- Carry out site visits to meet with landowners / managers to get land owners on side.
- Ensure that all paperwork is in place for PCM for each site and provide support with the administration of the financial transactions.
- Where time permits write management statements for LoWS. This will cost about £25,000 over the next 18 months.

## 2.2 Standard Minimum Grant of £350 + VAT

Up to now most landowners need either a short management statement (costing about £350 + VAT) or one day's practical work (costing about £350 + VAT) or both.

For these we now propose to issue a standard grant of £350 + VAT where:

Management statement is written or approved by a person which LAABI agrees has the skills to write at a cost of £350 + VAT.

Practical work at £350 + VAT represents one day of practical work either

- by a contractor for 7.5 hours work
- by a supervisor and five or more volunteers working for one day (including travel time to site)

In both cases the £350 + VAT must cover all on costs including travel, tools, insurance etc.

Some LoWs are larger and more complex and require a larger grant. For these they would have to get three estimates and accept the best quote up to a maximum of £700 or exceptionally up to a maximum of £1,000 + VAT for any one site.

## 3 Impact on Budget Projections

From the attached amended budget you will see that we would have about £91,400 of grant money available. We estimate at least 170 LoWs which will need grants. Therefore estimates are

20 grants at max of £1,000 = £20,000 + VAT =	£	23,500
30 grants at £ 700 = £21,000 + VAT =		24,675
120 grants at £ 350 = £42000 + VAT =		<u>49,350</u>
		<u>97525</u>

If all LoWs required higher grants we would exceed budget significantly

This level of overspend will not occur. However some overspend is likely because we cannot accurately predict the level of all grants.

However, if we do not spend £25,000 of the money on the support of the Wildlife Sites Officer we are concerned that we will not get to enough private landowners to achieve the target.

NATIONAL Indicator NI197 Number of LoWs with PCM  
Action and Budget for NI197

Action	Description	Original Budget Request	Budget Agreed by SEP	Amended Budget	Spent and Pledged October 2009	Work being Progressed
1	Identify representatives of each partner for the LAABI Group	0	0	0	0	✓
2	All partners to send representatives to the LAABI Group	0	0	0	0	✓
3	EWT to collate ownership info on LoWs using contacts and Land Registry	12,000	12,000	8,000	1,646	✓
4	Prepare newsletter/leaflets	4,000	0	3,500	1,223	✓
5	Work and grants to secure PCMs Year 1	72,000	40,000	25,000	9,475	✓
6	Plus Assistance for Braintree and Uttlesford who have most LoWs	12,000	0	0	0	✓
7	Annual Conference and Workshops	700	0	1,400	0	✓
8	Extend to cover Local Geological Sites (LOGS)	0	0	0	0	✓
9	Write to all partners and owners of LoWs and LOGS to get current position	45,000	0	25,000	0	✓
10	Collate up to date information and website	0	0	1,500	1,500	✓
11	Long term storage of data via Biological Records Centre	40,000	0	0	0	X
12	Hold LAABI meeting and workshops	0	0	700	350	✓
13	Repeat Actions and grants for year 2	84,000	40,000	40,000	0	✓
14	Additional budget agreed by SEP	0	40,000	27,000	0	✓
<b>Total</b>		<b>269,700</b>	<b>132,000</b>	<b>132,100</b>	<b>14,194</b>	