




Quarter three - Corporate Action Plan status report

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This report shows the progress of each of the projects and initiatives in the Corporate Action Plan 2007/2008 as at the end of February 2008





The key to Traffic Light Status colours is as follows:

Status colour	Means	Number
	Project completed or on track to be completed by the target date	56
	The project is delayed. It either has not achieved the stated target date or will not – but it is progressing and a revised target date has been set or needs to be set	34
	The project has stopped and will not be taken forward – see comment	0


PRIORITY 1 – IMPROVE THE APPEARANCE OF THE DISTRICT





IMPROVE THE APPEARANCE OF THE DISTRICT Action Code & Title	Milestone Description	Project Manager	Due Date	Project Status	Comment
AD1 Carry out work in relation to the possible regeneration / redevelopment of land in each of the Town Centres	Braintree – As part of the proposals set out in Project Ref IS14 (page 53) and as partners with Essex County Council - produce a feasibility study for a combined office, bus station and retail development on land between Manor Street and Victoria Street	Andrew Epsom	31/03/2008		Carried forward into Corporate Action Plan 2008/09. New target date March 2009
	Halstead – assemble the site to the east of the High Street for disposal and redevelopment				Carried forward into Corporate Action Plan 2008/09. New target date March 2009
	Witham – Engage consultants to produce a feasibility study for the potential redevelopment of the Newlands Shopping Precinct and Car park				Consultants engaged. Production of study carried forward into Corporate Action Plan 2008/09. New target date March 2009
AD2 With our partners develop	a draft core strategy document for the Local Development Framework	Sara Moutard; Paul Munson	31/03/2008		Timetable for Local Development Framework has slipped due to the need to complete external reports.
	a Sustainable Community Strategy which incorporates a long term vision, preferred development options and associated actions for the Braintree District until 2021				Community Strategy timetable has changed because of the timescale and process for development of the Essex LAA. New target date June 2008
AD3 Maintain Gt. Notley Country Park to the standards required for Green Flag status and apply for a 'Green Flag' Award	to reapply next year	Paul Partridge	01/01/2008		Application was unsuccessful – we will re-apply in 2008/09
AD4 Maintain Halstead Public Gardens and Silver End Memorial Gardens	apply for Green Flag awards and Green Heritage Accreditation for both	Paul Partridge	31/03/2008		Completed
	Maintain Halstead Public Gardens and Silver End Memorial Gardens to the standards required for Green Flag status				
AD5 In partnership with others – continue to develop proposals and secure funding to improve the river walk between Halstead Town Bridge and Chapel Street		Paul Munson	31/03/2008		Completed
AD6 Work with Earls Colne Parish Council and part-fund the refurbishment of two play sites in the village	Hillie Bunies - £40,000	Paul Partridge	31/03/2008		Completed

IMPROVE THE APPEARANCE OF THE DISTRICT Action Code & Title	Milestone Description	Project Manager	Due Date	Project Status	Comment
AD7 Refurbish the play grounds at:	Kings Road Park, Halstead	Paul Partridge	31/03/2008		Completed
	Hillie Bunnies, Earls Colne				Completed
	Gulls Croft				Delayed for further consultation – work to be done during next financial year
	Halstead Public Gardens				On hold – land use under review
	King George V Playing Field, Braintree				Completed
	Meadowside, Braintree				Completed
	Stubbs Lane – open space, Braintree				Completed
	Rosebay Close, Witham				Completed
	Glebe Avenue, Braintree				Completed
	Spa Road, Witham				Completed
AD8 Maintain our play areas to the standards laid down by the National Playing Field Association (NPFA) and apply for NPFA Awards for at least 4 play areas	Bramble Road, Witham,	Paul Partridge	01/03/2008		Completed
					Completed
AD9 In partnership with Essex County Council and local community groups, carry out environmental improvements to the open space along the River Blackwater in Braintree		Paul Munson	31/03/2008		Material ordered – Awaiting contractors
AD10 In partnership with others, draw up proposals and provide match funding for a 'Parks for People' bid for Maldon Road Park in Witham		Paul Munson	31/03/2008		Carried forward into Corporate Action Plan 2008/09.
	provision of sensory trail				
AD11 In partnership with Essex County Council – carry out Phase 1 of the two year project to develop and improve the facilities at the Discovery Centre and Great Notley Country Park including:	Extension of the existing car park	Paul Partridge	01/03/2008		Completed
	Extension of the marked all-weather routes across the country park				
	Construction of an Adventure Play Trail				
AD12 In conjunction with Essex County Council, carry out a trial of enforcing 'no parking' on four greenswards in the District	continued consultation	Paul Partridge	01/09/2007		Ongoing consultation
IMPROVE THE APPEARANCE OF THE DISTRICT Action Code & Title	Milestone Description	Project Manager	Due Date	Project Status	Comment

Action Code & Title	Milestone Description	Project Manager	Due Date	Icon	
AD13 Improve the appearance of the main gateways (ie the main access points) into the District through better and more attractive planting and signage (LAA target)		Paul Partridge	01/07/2007		Completed
AD14 Ensure that the main roundabouts on key routes are well looked after and look attractive by carrying out a review of sponsorship and maintenance in conjunction with Essex County Council and producing an action plan for improvements	investigate to work with company to take on sponsorship	Paul Partridge	01/12/2007		investigate to work with company to take on sponsorship
AD15 Work with local communities and artists to develop proposals for public arts schemes in	· a development site beside the river in Sible Hedingham	Charmaine Dean	31/03/2008		No update
	· a site in Silver End · Heathlands, Braintree · Maltings Lane, Witham · the old Foundry Site in Rayne				
AD16 Promote and publicise the Community Champions Initiative with a view to increasing the number of volunteers by 25 in 2007/08	22 volunteers out of 25	Paul Partridge	01/03/2008		22 volunteers out of 25










PRIORITY 2 – REDUCE ANTI-SOCIAL BEHAVIOUR – PARTICULARLY FOCUSING ON YOUTH NUISANCE, TOWN CENTRES AND URBAN AREAS




ASB1 Carry out targeted surveillance in areas which are suffering as a result of anti-social behaviour using the new mobile CCTV Surveillance Vehicle facility		Charmaine Dean	31/03/2008		Completed
ASB2 Continue to improve the community warden service	Apply for accreditation to the standard	Paul Partridge	31/03/2008		Accreditation not renewed
	Ensuring that the service achieves at least the standard required by the National Warden Quality Standard				Ongoing – by the end of 2008
ASB3 Publish timely and localised information -and updates - on a regular basis and in accordance with a structured programme - about what we are doing and where in relation to addressing anti-social behaviour		Charmaine Dean; Sara Moutard	31/03/2008		Various communication methods inc website, leaflets, media, schools and partners

REDUCE ANTI-SOCIAL BEHAVIOUR contd. Action Code & Title	Milestone Description	Project Manager	Due Date	Project Status	Comment
ASB4 Re-apply for Safer Parking' status for the five Braintree District Council owned car parks that currently hold this award		Paul Partridge	31/03/2008		Meeting with inspector end of Feb
ASB5 Work with partners to develop a 'Play Strategy' for the District	Bid to the Big Lottery Fund to be submitted. identifying play projects to the value of £270,000 which will be put in place in the District in 2007 and 2008	Charmaine Dean	31/03/2008		Completed Successful bid
ASB6 Deliver the 5th Reality Roadshow event to Year 9 students in at least 7 schools in the District targeting 1,300 students – focusing on anti-social behaviour and other issues for young people		Charmaine Dean	01/10/2007		Completed
ASB7 Host the 14th Crucial Crew event for Year 6 students from all Primary Schools in the District at the Discovery Centre – providing interactive education in 'real life' settings on how to stay safe in a variety of emergency situations		Charmaine Dean	01/06/2007		Completed
ASB8 Ensure that local people who are experiencing anti-social behaviour, feel more able to contact their local Councillor as their community leader to assist them in taking the matter forward and getting it addressed		Charmaine Dean	31/03/2008		Introduction of JAGS has improved access for councillors. Also Area Committees same

PRIORITY 3 – SUSTAINABILITY – WORKING TOGETHER TO PROTECT OUR ENVIRONMENT

SY1 In consultation with local people and other stakeholders – publish a draft Supplementary Planning Document on sustainable construction		Paul Munson	01/04/2008		Completed
SY2 Adopt the Essex Design Guide – Urban Place Supplement to improve the quality and standard of new development in the District		Tessa Lambert; Paul Munson	01/06/2007		Completed
SY3 With our partners develop a draft core strategy document for the Local Development Framework and a Sustainable Community Strategy which incorporates a long term vision, preferred development options and associated actions for the Braintree District until 2021		Sara Moutard; Paul Munson	31/03/2008		Timetable for Local Development Framework has slipped due to the need to complete external reports. Community Strategy timetable has changed because of the timescale and process for development of the Essex LAA
















SUSTAINABILITY – WORKING TOGETHER TO PROTECT OUR ENVIRONMENT contd. Action Code & Title	Milestone Description	Project Manager	Due Date	Project Status	Comment
SY4 Increase the percentage of household waste arisings which have been sent by the Authority for recycling from 23.19% at March 2007 to 26.50% in March 2008 – keeping us in the top 25% of local authorities nationally for recycling rates (LAA target)		Peter Chisnall	01/03/2008		On target
SY5 Increase the tonnage of household waste sent by the Authority for composting or treatment by anaerobic digestion from 6,829.42 in March 2007 to 7,931 in March 2008 – keeping us in the top 25% of local authorities nationally for recycling rates		Peter Chisnall	01/03/2008		On target
SY6 Prepare and construct cycle parking and cycleway schemes in the following areas:	Bramble Road to Ebenezer Close, Witham	Paul Munson	31/03/2008		All completed
	Maltings Lane to Howbridge Road, Witham				
	Marks Farm to Beckers Green, Braintree				
SY7 Improve the protection and sustainability of trees in the District through the production of a tree strategy and management system		Paul Munson	31/03/2008		Tree management system ordered – draft tree strategy
SY8 Complete a research exercise and make recommendations as to how well our recycling system is working and how it can be improved		Sharon Lowe	31/03/2008		O & S Task and Finish Group exercise
SY9 Enable people to make informed choices about how they can contribute to environmental and energy related issues by the production of a series of public information leaflets on sustainable energy measures		Peter Chisnall	31/03/2008		Completed
SY10 Deliver a series of 'Responsible Citizenship Education' programmes and campaigns in partnership with Colchester and Chelmsford Borough Councils focusing on the environment and anti-social behaviour including:	· Chewing Gum Campaign	Ian Haines; Paul Partridge	31/03/2008		All completed
	· Christmas litter				
	· Fast food litter				
	· Smoking related litter -				
	· The Golden Bin Campaign				
SY11 Improve the environmental well-being of businesses and users of the Freebournes Industrial Estate in Witham through the creation of a Business Improvement District Project		Russell Everard	01/03/2008		Witham Industrial Watch has formed a (limited) company to develop the BID. Detailed business survey to be carried out in March 2008. BID business plan will put to the vote in summer 2008.
SY12 Jointly with Business Development Services (NW Essex) Ltd. – facilitate the development of 100 new business start-ups in the District		Russell Everard	01/03/2008		137 new business start ups created











SUSTAINABILITY – WORKING TOGETHER TO PROTECT OUR ENVIRONMENT contd. Action Code & Title	Milestone Description	Project Manager	Due Date	Project Status	Comment
SY13 Celebrate and promote World Environment Day by hosting a sustainability exhibition in Weavers Park, Braintree		Peter Crofts	01/06/2007		Completed
SY14 Complete a research exercise and make recommendations in relation to the Council's allotment services and provision with a view to encouraging residents to rent allotments and to ensure that they are not subject to vandalism		Sharon Lowe	31/03/2008		O & S Task and Finish Group exercise
SY15 Work towards reducing carbon emissions from the Councils buildings, vehicles and services through the completion of a carbon management programme (contributes to LAA target)		Peter Chisnall	01/03/2008		90% progress
SY16 Develop a Green Travel Plan for staff and Elected Members at Braintree District Council		Ian Haines	01/10/2007		Plan completed – awaiting development of Action Plan – carried forward into 2008/09
SY17 Ensure that all our plans and actions take into account and address sustainability issues by carrying out reviews of key Council strategies with reference to the Council's Sustainability Vision Statement and Checklist		Ian Haines	31/03/2008		Asset management strategy being reviewed




PRIORITY 4 – ENSURE A POSITIVE FUTURE FOR THE COUNCIL'S HOUSING STOCK

DHS1 Prepare for all the implications and consequences of the transfer of the Council's housing stock – enabling the delivery of the decent homes standard		Chris Fleetham	01/11/2007		Completed
DHS2 Secure more than 100 new affordable homes in the District		Joanne Albini	01/03/2008		98 secured so far
DHS3 Carry out a robust District-wide survey to assess housing need		Joanne Albini	01/08/2007		Completed
DHS4 Ensure that a minimum of 75% of all new affordable homes meet the 'Secured by Design' standard in 2007/08		Joanne Albini	01/03/2008		Completed
DHS5 Increase the number of homes which are built to the Lifetime Homes Standard with a view to ensuring that the number in each District in Essex will be a minimum of 3% of annual completions by 2009 (LAA target).		Tessa Lambert	01/03/2008		No update



PRIORITY 5 – IMPROVE ACCESS BY THE PUBLIC TO INFORMATION AND SERVICES

Action Code & Title	Milestone Description	Project Manager	Due Date	Project Status	Comment
IS1 Carry out essential repairs to the roof at the Town Hall Centre in Braintree	Postponed subject to funding	Charmaine Dean; Andrew Epsom	31/03/2008		Postponed subject to funding
IS2 Refurbish Spring Lodge Community Centre in Witham		Andrew Epsom; Paul Partridge	01/03/2008		Completed
IS3 Provide an extension to Bocking Cemetery and continue works to improve the pathways and facilities at the Council's other cemeteries	Extension to Bocking Cemetery				
	Fencing around Witham Cemetery	Andrew Epsom; Paul Partridge	01/03/2008		Completed
	Resurfacing at Bocking Cemetery				Completed
IS4 In partnership with Rivenhall Village Hall Management Committee renovate and modernise the Council-owned Rivenhall Village Hall		Andrew Epsom; Paul Partridge	01/06/2007		Completed
IS5 Provide a new ramped access to Fountains Lodge and carry out paving repairs to Fountains Lodge and the area around the fountain in Braintree		Paul Munson	01/03/2008		Completed
IS6 Complete a review of and feasibility study in relation to the future of Bramston Sports Centre in Witham and its associated leisure facilities		Charmaine Dean	Study–July 07 Review – Dec 2007		Feasibility study completed and ongoing review
IS7 Assess the District's long term needs in relation to sports and leisure facilities in the run up to the 2012 Olympics		Charmaine Dean	March 2008		Ongoing
IS8 Refurbish the athletics track at Braintree Leisure Centre (subject to securing partnership funding)		Charmaine Dean; Andrew Epsom	01/10/2007		Completed
IS9 Install improved external lighting, carry out roof and brickwork repairs and improve facilities for people with disabilities at Braintree Leisure Centre		Charmaine Dean; Andrew Epsom	March 2008		Discussion in place with private school – waiting agreement – carried forward to next year
IS10 Design and develop proposals for a new community hall at Rickstones, Witham (subject to funding availability)		Andrew Epsom; Paul Partridge	01/03/2008		Consultation
IS11 Reinstate a football pitch at Spinks Lane, Witham		Charmaine Dean; Andrew Epsom	31/03/2008		Project started – re-orientating the pitches to accommodate new ones – will be ready for
IS12 Install a barrier and fencing at the Car Park at Halstead Leisure Centre		Charmaine Dean; Andrew Epsom	March 2008		Carried forward to next year
IS13 Replace the fencing around the tennis courts at Silver End			December 2008		No update


IMPROVE ACCESS TO INFORMATION AND SERVICES contd. Action Code & Title	Milestone Description	Project Manager	Due Date	Project Status	Comment
IS14 In partnership with Essex County Council - explore and put in place different ways of working including Carry out a strategic review of District and County Council accommodation and assets in the District – including the creation of a shared front office in the Town Centre in Braintree		Andrew Epsom	01/07/2007		Completed
IS15 Put in place shared office arrangements in local libraries in the District		Chris McCloud	31/03/2008		Shared accommodation in Witham library – staff trained on navigating on BDC website
IS16 Develop the Customer Contact Centre into a one-stop shop approach for District and County Council services		Chris McCloud	31/03/2008		Shared accommodation in Witham library
IS17 Work with the Mid Essex Primary Care Trust to deliver on the targets in relation to obesity, smoking cessation and other health related issues which are contained in the Essex Local Area Agreement		Charmaine Dean	31/03/2008		This work is ongoing. It will be carried forward into LAA2
IS18 Lobby the Strategic Health Authority and the Mid Essex Primary Care Trust to secure an early start date for the development of the new Braintree Community Hospital and the proposed extension to Halstead Hospital and improved access to health services in Witham		Charmaine Dean	31/03/2008		Carried forward to 2008/09. Programme required
IS19 Work with partners to ensure that 'hard to reach' individuals can have a say in the way we plan and deliver our services by developing a robust, realistic and clear process for consultation and engagement		Charmaine Dean	01/09/2007		Completed
IS20 Identify and develop proposals for addressing integration, employment, support and infrastructure issues which face migrant communities in the District		Charmaine Dean	01/06/2007		Completed
IS21 Ensure that the Council provides services in a way that meets the needs of disadvantaged people – to at least the standard required by Level 3 of the Equalities Standard for Local Government. Achieve the Standard by March 2008.		Charmaine Dean	31/03/2008		Completed
IS22 Complete a research exercise and make recommendations as to how access to services can be improved for vulnerable people / younger people who live in areas with few accessible facilities and/or no public transport		Sharon Lowe	31/03/2008		O & S Task and Finish Group exercise. Carried forward to Corporate Action Plan 2008/09 – revised target date of September 2009
IS23 Assess whether patient waiting times for digital hearing aids has changed as a follow up study to the Scrutiny exercise undertaken last year		Sharon Lowe	31/03/2008		Follow up study completed – no improvement in patient waiting times – further report to be made to O & S Cttee in March 2008 to see if waiting times have reduced

IMPROVE ACCESS TO INFORMATION AND SERVICES contd. Action Code & Title	Milestone Description	Project Manager	Due Date	Project Status	Comment
IS24 Develop a range of ways of involving young people in policy considerations – particularly at a local level		Charmaine Dean	01/09/2007		Completed and ongoing
IS25 Complete a research exercise and make recommendations as to how the Council can make it as easy as possible for residents to vote		Sharon Lowe	31/03/2008		O & S Task and Finish Group exercise completed – report to Full Council 18/02/08
IS26 Create local committees in each of the three towns and develop a means of ensuring that they can effectively work and engage with partners and other stakeholders in the local community		Sharon Lowe	31/03/2008		Local Committees have been created. Engagement methods being explored – carried forward to Corporate Action Plan 2008/09

PRIORITY 6 – IMPROVE COMMUNITY AND RURAL TRANSPORT

CRT1 Continue to promote and lobby for an improved transport infrastructure in the District including:	A rail-passing loop between Witham and Braintree to ensure its inclusion in Network Rail's Capital Programme	Paul Munson	31/03/2008		Ongoing – carried forward. Programme required
	An earlier start to the construction of the new A120 between Braintree and the A12				Ditto
	Improved provision and services from local bus providers				Ditto
CRT2 Complete a research exercise and make recommendations as to how access to services can be improved for vulnerable people / younger people who live in areas with few accessible facilities and/or no public transport		Sharon Lowe	31/03/2008		O & S Task and Finish Group exercise

PRIORITY 7 – COMPLETE THE CONSTRUCTION OF THE NEW BRAINTREE SWIMMING POOL

BSP1 Construction completed and new pool opened to the public	Due date carried forward to 2008	Charmaine Dean; Andrew Epsom	23/03/2008		Official opening date 23 rd March 2008
	New due date March 2008				