



Agenda

Environment and Housing Management Committee

Thursday, 9 March 2017 at 7.00 pm
Council Chamber - Town Hall

Membership (Quorum – 3)

Cllrs Hossack (Chair), Poppy (Vice-Chair), Cloke, Mrs Coe, Mrs Davies, Mrs Fulcher, Russell, Mrs Squirrell and Tumbridge

Agenda Item	Item	Wards(s) Affected	Page No
1.	Apologies for Absence		
2.	Minutes of the Previous Meeting		5 - 12
3.	Verbal Update		
4.	Performance Presentations		
5.	Housing Strategy Report to follow		
6.	Empty Homes	All Wards	13 - 18
7.	Street Care Updates and Actions	All Wards	19 - 28
8.	Urgent Business		

A handwritten signature in black ink, appearing to read 'P. K. P. 53', with a long horizontal flourish underneath.

Head of Paid Service

Town Hall
Brentwood, Essex
01.03.2017

Information for Members

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The names of substitutes shall be announced at the start of the meeting by the Chair and the substitution shall cease at the end of the meeting.

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Members requiring further information, or with specific questions, are asked to raise these with the appropriate officer at least two working days before the meeting.

Point of Order/ Personal explanation/ Point of Information

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A point of information or clarification must relate to the matter being debated. If a Member wishes to raise a point of information, he/she must first seek the permission of the Mayor. The Member must specify the nature of the information he/she wishes to provide and its importance to the current debate, If the Mayor gives his/her permission, the Member will give the additional information succinctly. Points of Information or clarification should be used in exceptional circumstances and should not be used to interrupt other speakers or to make a further speech when he/she has already spoken during the debate. The ruling of the Mayor on the admissibility of a point of information or clarification will be final.

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216. Verbal Update

Updates were received from Officers on:

Stock Condition Survey

A survey of 2,479 properties and communal areas commenced in August 2016. As of 7/12/16, 2174 were complete. A list of non-access addresses had been received from Penningtons. The non-access properties would have an impact on the delivery date but would not prevent collected data being analysed. The inspections were delayed due to the access issues which was being addressed and the final report due in January 2017 was still on track and data was being assessed. The results of the survey would form part of the Council HRA business plan over the coming years.

Drake House

The renewal of the heating and hot water systems was progressing to schedule. All infrastructure pipework had been installed to all levels.

The temporary boiler and booster water plant was now operational and the existing systems had been disconnected and were in the process of being removed.

Individual flat installations were now underway. These were being installed on a top down basis. The work was on schedule and expected to be complete by 23/12/16.

Three Arch Bridge Estate

The 8 blocks that had been left unfinished by the previous contractor had now been completed.

Work was underway to the remaining 7 blocks and some of these were nearing completion ready for handover.

The work remained on course to be complete by 23/12/16.

Gibraltar House

The parking consultation was due to end in January 2017. A further update would be provided to ward members in January 2017 once the consultation ended.

Housing Development Project Update

The Housing Department had been working towards the development of affordable housing on two of the dis-used garage sites at Fawters Close and Magdalen Gardens. This would consist of 4 single storey one bedroom properties for residents over 65, and 3 three bedroom family homes.

The contract was awarded to Borrás Limited and the site had been cleared with the development due to finish at the end of July 2017.

Waste Strategy Group update

The Waste Strategy Group (WSG) last met on 4/10/16 with another meeting that would take place in January 2017.

The group in the past had concentrated primarily on the waste side of the business and had discussed items such as West Horndon Pilot Scheme, Recycling Centre's etc which then came to the Committee for decision making. The next few meetings would now look more at the Street Care side of the Operational Services.

The bring site in Warley had been enhanced and had been opened. The sites at the Town Hall and Rayleigh Road would be open until after Christmas and would close after that period.

Christmas Recycling Roadshows

Officers had attended a number of "Recycling Roadshows" advising and assisting residents with what can be recycled or reused after the Christmas festivities, helpful tips, information about hiring garden waste bins, and stocking up on free recycling sacks and food waste bags.

There were 5 events planned in total, with one of them due to take place on 13/12/16 at the Brentwood Centre and another on 16/12/16 in Brentwood High Street.

217. Performance Presentations

A presentation was given by David Carter on fly tipping cases from September to November 2016, information on the fly tipping cases, and year on year comparisons on the amount of income from prosecution and Fixed Penalty Notices (FPN). Total income was up by 600% from 2014/15 to 2015/16.

Cllr Hossack requested for figures year on year since when the change in policy was enacted at the civic amenity sites for the amount and types of waste.

Mike Dun presented on recycling performance including household tonnage data from April to September 2016 and textile kerbside collection.

A presentation on Key Performance Indicators was given to the Committee by Jonathan Gregory.

Overall, the results were pleasing and the quarterly targets were met or very close to the target.

Cllr Hossack requested that in regards to the "level of arrears at the end of the quarter" figure, more detail be provided specifically to how long the arrear had been for which could help to act sooner.

These presentations were noted by the Committee.

218. Fees and Charges - Street Scene and Housing

Fees and charges made by the Council for various services were reviewed on an annual basis by the relevant Committees relating to the Services.

Recommended amendments to fees and charges were incorporated into the budget setting process to take effect from the following financial year.

A motion was **MOVED** by Cllr Hossack and **SECONDED** by Cllr Poppy to approve the recommendations in the report.

A vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY** that:

The proposed fees and charges attached in Appendix A and B of the report were agreed and incorporated within the 2017/18 budget.

Reasons for recommendation

The recommendation was to increase charges by 2.5% (rounded to nearest pound) plus the exceptions detailed within the report, which would have made a small contribution to the subsidised services provided by the Council and aiming to recover the cost of the services being provided.

The recommendation was to introduce additional fees and charges in relation to Leasehold property services as detailed in Appendix B of the report.

219. Housing Strategy 2017-2020

The existing policy document "Housing Strategy 2013-16" was due to expire at the end of 2016. To forward the aims of the Service and Council a new document was required to outline in strategic terms proposed service provision.

The new "Housing Strategy 2017-2020" included revised versions of both the "Homelessness Prevention Strategy 2013-2020" and "Tenancy Strategy 2013". Upon ratification on the final version of the Housing Strategy, those documents would be formally superseded.

The draft version of the "Housing strategy 2017-2020" outlined a transparent and ambitious approach to the provision of housing services.

The core elements of the new Housing Strategy recognised current housing needs and requirements, reflected against current and future challenges and demands.

Subject to Committee approval, the draft Housing Strategy was put to an online public consultation for residents and partner agencies. The consultation would allow for a final version of the Housing Strategy to be completed for ratification at the next Committee in 2017.

A motion was **MOVED** by Cllr Hossack and **SECONDED** by Cllr Poppy to approve the recommendations in the report with an additional recommendation:

2.4 That a suitable multi channel awareness campaign put into place to promote awareness of the consultation to encourage responses to it.

A vote was taken by a show of hands and it was **RESOLVED** that Members:

- 1. Formally approved the draft Housing Strategy 2017-2020.**
- 2. Formally approved the merger of the Homelessness Prevention Strategy; Tenancy Strategy and Housing Strategy.**
- 3. Formally approved the use of a public online consultation concerning the draft Housing Strategy 2017-2020.**
- 4. That a suitable multi channel awareness campaign put into place to promote awareness of the consultation to encourage responses to it.**

Reasons for recommendations

The proposed Housing Strategy would allow the Council to:

- Meet its legal requirements.
- Target housing solutions within the Borough.
- Broaden the housing range for residents.
- Highlight to tenants and residents the forthcoming challenges which both the Council and they themselves would face.
- Support the implementation of the Welfare Reform agenda (which Brentwood Borough Council was committed to, particularly within existing written policy).
- Structure the Council's approach to housing, in particular as relevant to the Local Development Plan.

220. Empty Homes

The Council did not have a current Empty Homes policy or inter-service working practice in relation to privately-owned vacant properties within the Borough.

Legislation allowed for the Council to take a number of approaches in relation to enabling those vacant properties back into usage on the housing market. Historically Local Authorities rarely made full use of these powers, due to cost and legal complexity.

Vacant properties in the Borough deprived the community of suitable accommodation and were having a detrimental impact on the areas in which were situated.

It was proposed that given the current housing crisis and as a reflection of the Council's determination to consider the viability and desirability of all prevention tools that an internal scoping exercise was held.

Cllr Cloke **MOVED** and Cllr Hossack **SECONDED** an **AMENDMENT** to recommendation 2.1 as follows:

That Officers are instructed to report to the Committee outlining the powers , measures and there associated costs that can be taken to effectively reduce the number of empty homes in the Borough.

A vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY** that:

Officers were instructed to report to the Committee outlining the powers, measures and there associated costs that could be taken to effectively reduce the number of empty homes in the Borough.

Reason for recommendation

To further structure the Council's approach to housing, in particular as relevant to the Housing Strategy and Local Plan.

221. Removal of Trees at Oldfields and Victoria Court

Three mature trees were removed from the green area between Victoria Court and Oldfields. These trees were removed due to their root system damaging the tarmac footpaths that ran between the two properties and therefore presenting a health and safety hazard.

As a result, some residents had expressed their disappointment that these trees had been removed.

Although no further trees were to be removed, the proposal was that two small trees were planted in the green area.

A motion was **MOVED** by Cllr Hossack and **SECONDED** by Cllr Russell to approve the recommendation in the report with additional recommendations:

That the path be inspected and reinstated to good condition.

That there be a revised communications process for removal of trees for the future.

A vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY** that Members:

- 1. Approve the planting of two small trees.**
- 2. That the path be inspected and reinstated to good condition.**

3. That there be a revised communications process for removal of trees for the future.

Reason for recommendation

The planting of two small trees would reduce the effects of removing the large mature trees that were previously in situ, and by choosing small slow growing trees would require minimal maintenance.

222. Rent Setting 2017/18

The report sought the recommendations of the Environment and Housing Management Committee on the proposed rent levels for 2017/18.

The recommendations would be considered by the Policy, Finance and Resources Committee when the final recommendation would be made as part of the budget setting process. The final decision would be made by Ordinary Council on the 1st March 2017.

A motion was **MOVED** by Cllr Hossack and **SECONDED** by Cllr Poppy to approve the recommendation in the report with the removal of recommendation 2.5.

A vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY** that Members agreed:

1. To decrease rent by 1% from April 2017 and for the next two years.
2. That Shared Ownership rent be increased by CPI + 1%.
3. To freeze the proposed Services Charges at 2016/17 levels as outlined within the report, which would then be incorporated within the 2017/18 Budget, and that a further report be presented to this Committee providing details of the outcome of the review of the current charging policies, which would then inform the 2017/18 changing levels.
4. To apply the formula rent to all new tenancies from April 2017/18.
5. ~~To note the possibility of changing market rents to households with more than £30,000 annual income.~~

Reason for recommendations

The recommendation was to follow the guideline 1% decrease for 2016/17 and the following two years as this was what had been set by Government.

The following assumptions had been taken into consideration for the Rent Setting for 2017:

- The financial viability of the HRA business plan.

- Provision for a repairs capital programme of £36m for 2017/18 pending the results of the stock condition survey.
- Development fund for new homes £500K.
- No allowance had been made for growth bids.
- Affordability for tenants.

223. Urgent Business

There were no matters of urgent business.

The meeting concluded at 20:50.

9th March 2017

Environment and Housing Management Committee

Empty Homes

Report of: *David Carter*

Wards Affected: *All*

This report is: *Public*

1. Executive Summary

- 1.1 At the meeting of the Environment and Housing Management Committee on 7th December 2016, Members resolved to request a report outlining the powers, measures and the associated costs that can be taken to effectively reduce the number of empty homes in the Borough.
- 1.2 This report seeks to outline those powers available and to give an indication of likely costs and recommended actions for Member approval.

2. Recommendations

- 2.1 **To produce a skeleton Empty Homes Strategy to provide direction of travel.**
- 2.2 **To produce a business case for i) in-house services, ii) a stand alone position, iii) team working – General Fund.**
- 2.3 **To identify and prioritise the current properties which have been empty for over 2 years in the Borough and to approve initial contact with owners to seek resolution.**
- 2.4 **To seek to recover the costs of enforcement action where possible.**

3. Introduction and Background

- 3.1 Within Brentwood there are approximately 75 “long term” (over 2 years) empty properties.
- 3.2 An empty property reduces the number of homes available and often has a detrimental impact on the surrounding area. Detrimental impact can consist

of, but it not limited to; anti-social behaviour, crime, environment hazards and general squalor.

- 3.3 The Council has legal powers available to both encourage and to enforce owners to bring an empty property back into use, either for letting or for sale.
- 3.4 At present a property which is habitable but unoccupied and unfurnished has a 100% discount from Council Tax for a maximum of 3 months, after which normal Council Tax is payable.
- 3.5 Since April 2015 the Council has applied a Council Tax rate of 150% on a property which has been empty for at least two years to attempt to encourage them to be brought back into use.
- 3.6 As homes can be temporarily empty for a period for various reasons, it is proposed that the long-term empty homes are addressed first, starting with those where the 150% Council Tax payment is already applied i.e. those which have been empty for over two years already. Council Tax officers have indicated that at present there are 75 properties on this list, to provide a baseline figure.
- 3.7 Government data (see 9.1) on Gov.UK updated in April 2016 indicates that there are 32680 homes in Brentwood in total, of which 29130 are in the private sector, with 1030 owned by private registered providers and 2520 local authority owned.
- 3.8 There is no statistical release specifically dedicated to vacant dwellings, but there is a table which indicates there were 113 long-term vacant dwellings in Brentwood in 2015, which has reduced from a peak of 295 empty in 2006. (see 9.2)

4. Legal Powers

- 4.1 Most of the legal powers available, outlined below, are aimed at dealing with the immediate issues caused by the condition of the property, rather than bringing the property back into use.
- 4.2 **Housing Act 2004 – Improvement Notices to remove Category 1 or 2 hazards.**

Building Act 1984 s.77/78 Notice to require owner to make a ruinous or dilapidated property safe or enable Local Authority to take emergency action to make the property safe.

Building Act 1984 s.79 – Notice to require the renovation or demolition of a ruinous or dilapidated building.

Housing Act 1985 – Demolition Orders

Local Government (Miscellaneous Provisions) Act 1982 s. 29 power of local authority to prevent unauthorised entry or prevent the building from becoming a danger to public health.

Environmental Protection Act 1990 section 80; Building Act 1984 sections 78 allow the Local Authority to serve a notice requiring the owner to take steps to secure the property or allow the Local Authority to board it up in an emergency.

Prevention of Damage by Pests Act 1949 s. 2-7 notice to require an owner to take steps to clear the land of vermin, to remove waste likely to attract vermin; local authority has power to carry out works in default.

Environmental Protection Act 1990 s.79-81

Public Health Act 1961 s.34

Building Act 1984 section 79

Local Authority powers to serve notice on an owner to remove nuisance.

Town and Country Planning Act 1990 s.215 power to take steps requiring land to be cleaned up when its condition adversely affects the amenity of the area. Action can be taken against land *and* buildings (see 9.3).

4.3 Enforced Sale Procedure – Law of Property Act 1925

If there is a charge registered against a property in favour of the Council e.g. for work carried out in default can be recoverable through enforced sale of the property.

4.4 Compulsory Purchase Order (CPO) - Housing Act 1985

The Council can apply to the Secretary of State as a last resort when other powers have been exhausted where long term empty properties are causing a serious nuisance or blight to an area.

4.5 Empty Dwelling Management Order (EDMO) - Housing Act 2004

Prerequisites for EDMOs include production of an Empty Property Strategy and selection of managing agents and contractors (see 9.4)

Voluntary solutions must be considered and all requirements must be met for a Residential Property Tribunal (RPT) to authorise an Interim EDMO.

The RPT must be satisfied that:

- the property has been empty for more than six months, with little prospect of occupation without an EDMO.

- the authority has notified the owner of its intention to apply for an EDMO and tried to find out what plans the owner has to return the property to use.
- the authority has considered the rights of the owner and the interests of the wider community.

If an Interim EDMO is granted by the RPT the Council must insure the property, carry out a detailed survey and prepare a costed schedule of works. Contractors must be appointed to carry out the works necessary to enable the property to be occupied at the Council's expense – the costs are recovered from rental income.

At present in Essex only Southend BC have used EDMOs successfully to deal with empty homes

5. Issues, Options and Analysis of Options

5.1 The options available will depend on the individual properties and the owners' willingness and/or ability to work with the Council.

5.2 The aims of dealing with empty homes in the Borough should be to:

- Reduce the overall number of long term empty properties.
- Minimise the anti-social behaviour associated with empty homes.
- Recover the costs of enforcement action where possible.

5.3 Low cost options

These options would involve little or no additional resource above the current level of activity.

Contact the owners of long term empty properties where 150% Council Tax is being applied (currently 75) to identify any factors preventing the properties being re-let. There are several empty properties owned by elderly owners who are unable to properly manage the property themselves – it may be possible in these instances to assist them in working with private agents or Council housing needs officers.

5.4 At present Environmental Health deal with most issues caused by empty properties such as vermin, overgrown gardens, prevention of access and other nuisances which would continue to be the case – it is possible that wider use of anti-social behaviour powers including the Community Protection Notice procedure and working more effectively with planning enforcement to use their powers would assist in reducing the nuisance aspects of empty property to residents.

5.5 The Council has previously made funds available to encourage properties

back into use through the Empty Homes Loan scheme however this was not successfully used or widely advertised – it is possible that some owners could be assisted to renovate properties but this would need to be combined with a scheme to ensure that the property is available for letting.

5.6 Advice and support for property owners should be a key part of the initial stages of engagement to attempt to encourage renovation and re-use, before enforcement action is implemented.

5.7 Higher cost options

Working in partnership with other local authorities. Empty Homes officers are employed in other areas to work exclusively in this work e.g. Southend-on-Sea Borough Council.

It may be possible to work with other authorities to obtain their expertise and assistance in dealing with the more difficult cases, sharing staff resources where possible.

5.8 Direct employment of empty homes officer

It does not seem that the current level of empty property in the Borough would justify the cost of a dedicated resource to deal with these issues – the costs would be in the region of £30k to undertake this work which is unlikely to be possible given the Council's current financial position.

6. Reasons for Recommendation

6.1 To ensure that effective action is taken to reduce the number of empty homes in the Borough within existing resources where possible.

6.2 To seek to ensure that the costs of enforcement action is recovered where possible.

7. References to Corporate Plan

7.1 Environment and Housing Management:

- Manage our housing stock to recognise the limited resources available and the importance of supporting those in greatest need.
- Develop effective partnership arrangements with key agencies to deliver services.
- Review the future delivery of housing services to provide the best outcomes for Brentwood residents.

Community and Health:

- Provide advice, support, guidance and enforcement.
- Encourage thriving and engaged communities.
- Support community engagement with residents and businesses.

8. Implications

8.1 Financial Implications

Any costs will be contained within existing budgets.

Name & Title: Ramesh Prashar, Financial Services Manager

Tel & Email 01277 312 513 / ramesh.prashar@brentwood.gov.uk

8.2 Legal Implications

The legal implications of this matter and relevant law is set out in the body of this report.

Name & Title: Daniel Toohey, Head of Legal Services and Monitoring Officer

Tel & Email 01277 312860 daniel.toohey@brentwood.gov.uk

8.3 Other Implications (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

9. Background Papers (include their location and identify whether any are exempt or protected by copyright)

9.1 Gov.uk Table 100 Dwelling stock: Number of dwellings by tenure and district, England; 2015

9.2 Gov.uk Table 615 All long-term vacant dwellings by local authority district, England, from 2004

9.3 ODPM – Town and Country Planning Act 1990 Section 215 Best Practice Guidance 2005

9.4 The Empty Homes Agency Guide to Empty Dwelling Management Orders

Report Author Contact Details:

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9th March 2017

Environment & Housing Management Committee

Street Care Updates and Actions

Report of: Dawn Taylor – Business Support Services Manager

Wards Affected: All wards

This report is: Public

1. Executive Summary

1.1 This report covers three areas within the Street Scene Department:-

- Fly-tipping on Byways
- Little Warley Car park (also known as Childerditch Common).
- Investment in Front Line Services to assist with clearing of Fly-tips and an update on the Neighbourhood Action Team.

1.2 Fly- tipping on Byways

There have been ongoing issues with fly tipping on byways which are proving expensive to deal with as well as being detrimental to the local environment.

It was therefore suggested as a trial that the byway (Horsemanside to Murthering Lane) has a temporary Traffic Regulation Order raised. This will have the effect of limiting access to specific users.

1.3 Little Warley Car Park (also known as Childerditch Common)

Officers received a representation from Little Warley & Childerditch Village Hall Association with regard to the permanent closure of the car park at Little Warley Common (also known as Childerditch Common). The reason for this request is outlined in more detail within section 3 of this report with the recommendation outlining that officers consult statutory bodies to obtain their views on such a closure.

1.4 Investment in front line services to help with fly-tips and an update on the Neighbourhood Action Team

The front line investment of £80k will now give an opportunity to support the Nats to work on requests from Members within their wards on a 15 week Rota system. Three new staff will be deployed to undertake predominately the clearing of fly tips along side the investment of new equipment such as a JCB in order to assist with the larger fly-tips ourselves rather than having to use contractors. It should be noted that any hazardous fly-tips will still need to be removed by specialist contractors.

2. Recommendations

- 2.1 That the Committee agree to the Chief Executive writing to the ECC Cabinet Member for Highways and Transport requesting consideration for a temporary Traffic Regulation Order for the Byway Horsemanside to Murthering Lane.**
- 2.2 That the Committee agree to instruct officers to undertake a consultation exercise with identified public bodies (to be determined) to ascertain feedback on the requested closure of the car park at Little Warley Common (also known as Childerditch Common) and report this back to a future committee.**
- 2.3 Members to note the arrangements for the Neighbourhood Team going forwards from 3rd April 2017 and actively participate in submitting tasks for the Neighbourhood Action Teams.**

3. Introduction and Background

3.1 Fly tipping

There have been ongoing issues with fly-tipping on byways which are proving expensive to deal with as well as being detrimental to the local environment. In order to address this issue a meeting was held recently with the Public Rights of Way Manager from Essex County Council (Highways). At the meeting it was recognised that despite the importance of ensuring public rights of way are accessible to all; the fly-tipping issue at many of these byways require urgent attention.

It was therefore suggested as a trial that the byway (Horsemanside to Murthering Lane) has a temporary Traffic Regulation Order raised. This will have the effect of limiting access to specific users.

3.2 Little Warley Car park

As Members will be aware a request has been received from Little Warley and Childerditch Hall Association proposing that there be a permanent closure of the car park at Little Warley Common (also known as Childerditch Common). The site has a long and documented history of fly-tipping, litter abuse and unauthorised incursions by caravans. All of these have either been instigated or occurred at the car park with the most recent being a fly-tip of over 70 tonnes of commercial material. The result of this fly-tip was that the car park was temporarily closed whilst alterations and repairs were made to the height restriction barrier at the car park entrance. This closure currently remains in force at this time. To date no representation or complaint has been received regarding the closure or for the car park to be re-opened.

Although there is no direct evidence that the site is used for anti social behaviour, Members should be mindful that the car park is located in a rural and unoverlooked position therefore such activity could go unnoticed.

- 3.3 The following representation has been received from Mr David Tee, representing Little Warley & Childerditch Village Hall Association

“Dear Cllr Hossack

Following our Association's January Committee Meeting followed by our AGM I have been asked by the village community to contact Brentwood Borough Council with the following request:

"Since the car park on Little Warley Common has been closed by the Council following an unprecedented tonnage (over 100 tons) of industrial waste illegally tipped onto our car park many residents have enjoyed the absence of men in cars soliciting their favours, youths in cars late at night screeching their tyres and trading in drugs, during the summer travellers gained access to the common via the car park and of course the continuing random fly tippers.

The residents of Little Warley & Childerditch want Brentwood Borough Council to keep the car park closed until we can be assured that the previous abuses will not occur again."

I am with other residents prepared to meet with you at any time to see how we might discuss the future of this car park. Once a year on Horseman's Sunday we open the Height Barrier for the access of horse boxes and the car park is also our access for the tractor and trailer in order to fill the beacon when light it for national anniversaries and of course for the council machines to cut the grass on the common once a year.

Best Regards

David W Tee (Resident)"

- 3.4 Investment in front line services to help with fly-tips and update on Neighbourhood Action Team

The Neighbourhood Action Team (Nat's) was introduced in 2013 and was responsible for taking a pro-active role in the cleanliness and appearance of the Boroughs streets, public open spaces and woodlands, ensuring that the Borough is a clean and green place for all to enjoy. Due to demands of the service and lack of tasks forthcoming, they have recently been working on predominately the clearing of fly-tips.

- 3.5 The front line investment of £80k will now give an opportunity for the Nats to return to work on requests from Members on a rota system. Three new staff will be deployed to undertake the clearing of fly tips alongside the investment of new equipment such as a digger to assist with the larger fly-tips ourselves rather than having to use contractors. It should be noted that some fly-tips will need to be removed by specialists.

- 3.6 The work is on top of the daily scheduled work currently carried out by the grounds and street cleansing teams, and will enhance existing features and assets. Appendix A details how the Nats team will operate from 3rd April 2017 and dates that will be in each ward. Examples of the tasks they can and cannot undertake whilst in the wards are shown.

4. Issue, Options and Analysis of Options

- 4.1 Fly-tipping is a continuing issue and one option considered was blocking access to the byways, however, this would be unacceptable and contrary to current legislation. It was therefore suggested as a trial that the byway (Horsemanside to Murthering Lane) has a temporary Traffic Regulation Order raised. This will have the effect of limiting access to specific users.
- 4.2 Resources will not allow for opening and closing of the car park at designated times so therefore the options to Members are to either shut the car park as requested or for it to remain open for the duration.
- 4.3 With the opportunity of investment in front line services to assist with the clearing of fly-tips, and other appropriate tasks, this will enable the Neighbourhood Action Team to undertake tasks/jobs within specific wards as requested by Members.

5. Reasons for Recommendation

- 5.1 Fly-tipping in byways – the expense and difficulty in removing fly-tips is high and as such urgent measures are required to address this issue going forwards.
- 5.2 Little Warley Car Park - to allow Officers to obtain further comments from other public bodies associated with the site and to report these findings to a future committee for a final decision.
- 5.3 Investment in front line services to assist with clearing fly-tips including larger fly tips, hence allowing Neighbourhood Action Team to work on the Members rota system within the wards.

6. References to Corporate Plan

- 6.1 The approval of the recommendations will benefit the street scene and environment. The Council is committed to providing an efficient, cost effective and responsive Street care service to residents aimed at keeping our street clean and creating a clean, green and sustainable environment to make the Borough an even better place to live, work and visit.

7. Implications

Financial Implications

Name & Title: Ramesh Prashar, Financial Services Manager

Tel & Email: 01277 312 513 ramesh.prashar@brentwood.gov.uk

- 7.1 Funding for the additional three members of staff have been included in the budget from 2017/18. Any other expenditure will be met from existing budgets.

Legal Implications

Name & Title: Daniel Toohey, Monitoring officer and Legal Services Manager
Tel & Email: 01277 312 860 / daniel.toohey@brentwood.gov.uk

- 7.2 Traffic Orders (also known as Traffic Regulation Orders and Traffic Management Orders) are the legal instruments by which traffic authorities implement most traffic controls on their roads. They are designed to regulate, restrict or prohibit the use of a road or any part of the width of a road by vehicular traffic or pedestrians. A TO may take effect at all times or during specific periods, and certain classes of traffic may be exempted. Traffic authorities have the powers to make traffic orders, which includes local authorities, Transport for London and the Highways Agency.

Other Implications (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

- 7.3 None

8. **Background Papers** (include their location and identify whether any are exempt or protected by copyright)

- 8.1 None.

9. Appendices

Appendix A - Neighbourhood Action Team Information

Report Author Contact Details:

Name: Dawn Taylor

Telephone: 01277 312668

E-mail: dawn.taylor@brentwood.gov.uk

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Appendix A

Neighbourhood Action Team (Nats) – working together for a Greener Cleaner Brentwood.

Introduction:

The team was introduced in 2013, and was responsible for taking a pro-active role in the cleanliness and appearance of the Boroughs streets, public open spaces and woodlands, ensuring that the Borough is a clean and green place for all to enjoy. Due to demands of the service and lack of tasks forthcoming, they have recently been working on predominately clearing of fly-tips. The front line investment of £80k will now give an opportunity for the Nats to return to work on requests from Members on a Rota system; whilst three new staff will be deployed to undertake the clearing of fly tips and will be able to use the digger etc.

This work is on top of the daily scheduled work currently carried out by the grounds and street cleansing teams, to help enhance our local environment. However, the team will not be providing additional or new features unless funding is sourced.

How it's going to work

Ms. Dawn Taylor, Business Support Services Manager will be your contact to email your requests prior to the wards scheduled week, please also copy in Nats Line Manager Mr Dean Carroll.

At the beginning of the 15 week cycle, each Ward Member will receive the Rota and an electronic invite advising them two weeks prior to their allocated week. This gives them an opportunity to then advise of any tasks they would like undertaken from the information given to them by Parish Councils, residents, community groups etc. No chase up emails will be sent and it should be noted if for any reason no schedule is forwarded from a Member for their allocated week then Deputy Operational Managers will allocate work to the team that may not necessarily be in allocated ward.

Parish Councils, resident groups, and residents should highlight any areas they feel need attention to their Ward Member who will then email Ms. Taylor their requests. Work schedules for the Wards will need to be forwarded to Ms. Taylor at least two weeks prior to the team being in that ward in order for works to be scheduled in and will involve a Supervisor checking requests, i.e. ensuring not on private land etc. Members will be advised of any tasks that are unsuitable for the team.

Depending on the work load of the team please list your requests in order of priority.

Ward Members within larger wards will need to liaise with each other on the requested work for their ward.

The Members Request system will still be available for requests that need to be dealt with prior to a wards scheduled week where appropriate, i.e. reporting of fly-tips, issues with collections, graffiti removal etc.

Ms. Dawn Taylor can be contacted on 01277 213668 or dawn.taylor@brentwood.gov.uk Mr Dean Carroll on 01277 312783 dean.carroll@brentwood.gov.uk

<u>Neighbourhood Action Team</u>			
<u>Rota (Commencing Mon 3 April 2017 to week ending Fri 14 July).</u>			
Ward Rota	Member	Member	Member
Brentwood North (Week 1) Mon 3 April – Fri 7 April	Cr Mynott	Cr Fulcher	Cr Slade
Brentwood South (Week 2) Mon 10 April – Thurs 13 April (not working Bank Hol Fri)	Cr Morrissey	Cr Barrett	Cr Wiles
Brentwood West (Week 3) Tues 18 April – Fri 21 April (Not working Bank Hol Mon)	Cr Chilvers	Cr Newberry	Cr Russell
Brizes & Doddinghurst (Week 4) Mon 24 April – Fri 28 April	Cr McCheyne	Cr Parker	Cr Poppy
Herongate, Ingrave & West Horndon (Week 5) Tues 2 May – Fri 5 May (Not working Bank Hol Mon)	Cr Squirrell	Cr Murphy	
Hutton Central (Week 6) Mon 8 May – Fri 12 May	Cr Faragher	Cr Kerslake	
Hutton East (Week 7) Mon 15 May – Fri 19 May	Cr Sanders	Cr Hossack	
Hutton North (Week 8) Mon 22 May – Fri 26 May	Cr McKinley	Cr Trump	
Hutton South (Week 9) Tues 30 May – Fri 2 June (Not working Bank Hol)	Cr Hirst	Cr Reed	

Ingatestone, Fryerning & Mountnessing (Week 10) Mon 5 June– Fri 9 June	Cr Hones	Cr Bridge	Cr Cloke
Pilgrims Hatch (Week 11) Mon 12 June – Fri 16 June	Cr Aspinell	Cr Davies	Cr Kendall
Shenfield (Week 12) Mon 19 June – Fri 23 June	Cr Pound	Cr Rowlands	Cr Tumbridge
South Weald (Week 13) Mon 26 June – Fri 30 June	Cr Coe		
Tipps Cross (Week 14) Mon 3 July – Fri 7 July	Cr Middlehurst	Cr Keeble	
Warley (Week 15) Mon 10 July – Fri 14 July	Cr Barrell	Cr Parker	Cr Hubbard

Examples of Types of Work the Team will be carrying out

Grounds

- Cutting back vegetation, including site lines and hedges
 - *All year if it's a health and safety issue.*
 - *After flowering.*
 - *No cutting hedges between the end of Feb-end of May. (Bird nesting season).*
- Edging pathways, all year round
- Planting trees and shrubs
 - *Autumn winter only, all though if at other times irrigation will be required.*
- Weeding flower beds
 - *Dry conditions only.*
- Bulb planting
 - *October for bulbs, April in the green i.e. snowdrops.*
- Reinstatement of verges (*note this is a ECC function however will undertake emergency reinstatements*).
 - *Autumn/winter.*
 - *Turf or seed depending on weather conditions.*
- Shrub pruning

- *Winter/ Autumn or Spring after flowering.*
- Application of wood chip to shrub beds (weed control)
 - *Any time of year.*
- De-suckering of trees. (note they are not arboriculturists and will not be trimming higher level
 - *Any time of year.*
- Cleaning of play equipment or litter bins, benches and seats.
 - *Anytime of year, weather and school holidays permitting.*

Street Cleansing

- Blitz litter picking
- Graffiti on Council property
- Cleaning signs and repairing road name signs (repairs for speed and directional signs are responsibility of ECC Highways)
- Post installations
- Picking up Fly-tips
- Deep cleansing

Education

The team may assist in educational Environmental Awareness Days, i.e. supervising pupils in a litter pick to promote the message of taking pride in your town, school, parks etc.

Examples of Jobs the Team will not be carrying out

- Pot holes (ECC)
- Unblocking gullies (ECC)
- Mending broken kerbs (ECC)
- High level tree work (Trees on highways are ECC responsibility; trees on our own land will need contractors to undertake this work subject to site inspections and budgets).
- Graffiti on private buildings
- Garden clearances
- Grass cutting (this will be carried out by current teams)
- Working on private or unadopted areas within the Borough.
- Collecting bulky waste

Conclusion

The Neighbourhood team will enhance the work of the operational teams that already work hard to keep the streets of Brentwood clean and green, and it will be a great opportunity for Ward Members to be liaising with officers giving them details of hotspots that need attention within their wards. The work carried out should create a visual impact within wards making Brentwood a cleaner and greener place for all to enjoy.

Members Interests

Members of the Council must declare any pecuniary or non-pecuniary interests and the nature of the interest at the beginning of an agenda item and that, on declaring a pecuniary interest, they are required to leave the Chamber.

- **What are pecuniary interests?**

A person's pecuniary interests are their business interests (for example their employment trade, profession, contracts, or any company with which they are associated) and wider financial interests they might have (for example trust funds, investments, and asset including land and property).

- **Do I have any disclosable pecuniary interests?**

You have a disclosable pecuniary interest if you, your spouse or civil partner, or a person you are living with as a spouse or civil partner have a disclosable pecuniary interest set out in the Council's Members' Code of Conduct.

- **What does having a disclosable pecuniary interest stop me doing?**

If you are present at a meeting of your council or authority, of its executive or any committee of the executive, or any committee, sub-committee, joint committee, or joint sub-committee of your authority, and you have a disclosable pecuniary interest relating to any business that is or will be considered at the meeting, you must not :

- participate in any discussion of the business at the meeting, of if you become aware of your disclosable pecuniary interest during the meeting participate further in any discussion of the business or,
- participate in any vote or further vote taken on the matter at the meeting.

These prohibitions apply to any form of participation, including speaking as a member of the public.

- **Other Pecuniary Interests**

Other Pecuniary Interests are also set out in the Members' Code of Conduct and apply only to you as a Member.

If you have an Other Pecuniary Interest in an item of business on the agenda then you must disclose that interest and withdraw from the room while that business is being considered

- **Non-Pecuniary Interests**

Non –pecuniary interests are set out in the Council's Code of Conduct and apply to you as a Member and also to relevant persons where the decision might reasonably be regarded as affecting their wellbeing.

A 'relevant person' is your spouse or civil partner, or a person you are living with as a spouse or civil partner

If you have a non-pecuniary interest in any business of the Authority and you are present at a meeting of the Authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest whether or not such interest is registered on your Register of Interests or for which you have made a pending notification.

Environment and Housing Management Committee

1. The functions within the remit of the Environment and Housing Management Committee (including the operational management of assets which for the sake of clarity also comprises maintenance) are set out below:
 - 1) Waste management, refuse collection and recycling
 - 2) Environmental improvement schemes
 - 3) The quality of the public realm, including street services and grounds maintenance
 - 4) Highway matters that are the responsibility of the Borough Council (including highway closures under the Town Police Clauses Act 1847) and drainage
 - 5) Public conveniences
 - 6) Cemeteries and closed churchyards
 - 7) Unlawful incursions
 - 8) Affordable housing
 - 9) Housing strategy and investment programme where the Policy, Finance and Resources Committee does not decide to exercise such functions as the superior Committee
 - 10) The Housing Revenue Account Business Plan where the Policy, Finance and Resources Committee does not decide to exercise such functions as the superior Committee
 - 11) Housing standards, homelessness, homelessness prevention and advice
 - 12) Housing needs assessment
 - 13) Housing benefit - welfare aspects
 - 14) Private sector housing and administration of housing grants
 - 15) Tenancy Management and landlord functions
 - 16) To make recommendations to Finance and Resources on the setting of rents for Council homes.

17) Operational facilities management (including maintenance) of the Town Hall and the Depot