



Agenda

Community, Health and Leisure Committee

Monday, 6 March 2017 at 7.00 pm
Council Chamber - Town Hall

Membership (Quorum – 3)

Cllrs Parker (Chair), Ms Sanders (Vice-Chair), Clarke, Mrs Davies, Mrs Hubbard, Reed, Mrs Slade, Trump and Wiles

Agenda Item	Item	Wards(s) Affected	Page No
1.	Apologies for Absence		
2.	Minutes from the previous meeting		5 - 12
3.	Parish Council Liaison	All Wards	13 - 18
4.	Leisure Strategy Report to follow.	All Wards	
5.	Urgent business		

P. L. Russell

Head of Paid Service

Town Hall
Brentwood, Essex
24.02.2017

Information for Members

Substitutes

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.

Where substitution is permitted, substitutes for quasi judicial/regulatory committees must be drawn from Members who have received training in quasi- judicial/regulatory decision making. If a casual vacancy occurs on a quasi judicial/regulatory committee it will not be filled until the nominated member has been trained.

Rights to Attend and Speak

Any Members may attend any Committee to which these procedure rules apply.

A Member who is not a member of the Committee may speak at the meeting. The Member may speak at the Chair's discretion, it being the expectation that a Member will be allowed to speak on a ward matter.

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

Point of Order

A member may raise a point of order at any time. The Mayor will hear them immediately. A point of order may only relate to an alleged breach of these Procedure Rules or the law. The Member must indicate the rule or law and the way in which they consider it has been broken. The ruling of the Mayor on the point of order will be final.

Personal Explanation

A member may make a personal explanation at any time. A personal explanation must relate to some material part of an earlier speech by the member which may appear to have been misunderstood in the present debate, or outside of the meeting. The ruling of the Mayor on the admissibility of a personal explanation will be final.

Point of Information or clarification

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.

Information for Members of the Public

Access to Information and Meetings

You have the right to attend all meetings of the Council and Committees. You also have the right to see the agenda, which will be published no later than 5 working days before the meeting, and minutes once they are published. Dates of the meetings are available at www.brentwood.gov.uk.

Webcasts

All of the Council's meetings are webcast, except where it is necessary for the items of business to be considered in private session (please see below).

If you are seated in the public area of the Council Chamber, it is likely that your image will be captured by the recording cameras and this will result in your image becoming part of the broadcast. This may infringe your Human Rights and if you wish to avoid this, you can sit in the upper public gallery of the Council Chamber.

Guidelines on filming, photography, recording and use of social media at council and committee meetings

The council welcomes the filming, photography, recording and use of social media at council and committee meetings as a means of reporting on its proceedings because it helps to make the council more transparent and accountable to its local communities.

Where members of the public use a laptop, tablet device, smart phone or similar devices to make recordings, these devices must be set to 'silent' mode to avoid interrupting proceedings of the council or committee.

If you wish to record the proceedings of a meeting and have any special requirements or are intending to bring in large equipment then please contact the Communications Team before the meeting.

The use of flash photography or additional lighting may be allowed provided it has been discussed prior to the meeting and agreement reached to ensure that it will not disrupt proceedings.

The Chair of the meeting may terminate or suspend filming, photography, recording and use of social media if any of these activities, in their opinion, are disrupting proceedings at the meeting.

Private Session

Occasionally meetings will need to discuss some of its business in private. This can only happen on a limited range of issues, which are set by law. When a Committee does so, you will be asked to leave the meeting.

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Access

There is wheelchair access to the Town Hall from the Main Entrance. There is an induction loop in the Council Chamber.

Evacuation Procedures

Evacuate the building using the nearest available exit and congregate at the assembly point in the North Front Car Park.



Minutes

Community, Health and Leisure Committee Monday, 5th December, 2016

Attendance

Cllr Parker (Chair)	Cllr Reed
Cllr Ms Sanders (Vice-Chair)	Cllr Mrs Slade
Cllr Clarke	Cllr Trump
Cllr Mrs Davies	Cllr Wiles
Cllr Mrs Hubbard	

Also Present

Cllr Newberry
Cllr Ms Rowlands
Cllr Russell
Dan Stoten - Commissioning Manager for Children and Families, South Essex Children's Partnership Board

Officers Present

Kim Anderson	-	Partnership, Leisure and Funding Manager
David Carter	-	Environmental Health Manager
Jean Sharp	-	Governance and Member Support Officer
Lorne Spicer	-	Business Development and PR Manager

204. Apologies for Absence

There were no apologies for absence.

205. Minutes from the previous meeting

The minutes from the Community, Health and Leisure Committee meeting held on 5 September 2016 were approved as a true record subject to an amendment to wording in Minute 123, para 4 to read "A request was made by Cllr Mrs Hubbard that volunteers should be recognised and acknowledged".

206. Presentation by South Essex Children's Partnership Board Commissioning Manager

The Committee received an informative presentation on Local Children's Partnership Boards from Dan Stoten, Commissioning Manager for Children and Families, South Essex Children's Partnership Board, for which he was thanked.

207. Leisure Strategy

Members were reminded that it had been agreed at the 6 June 2016 Community, Health and Leisure Committee that the Council would commission a specialist team of consultants to undertake a value for money review and options appraisal of the Council leisure facilities which would include the Brentwood Centre, six community halls managed by Brentwood Leisure Trust, Hartswood Golf Course and the Council's play areas. The consultants appointed after following procurement guidelines were 4Global.

The Leisure Strategy was one of the key strategies set out in the Vision for Brentwood 2016-19 document. In order to deliver a successful Leisure Strategy, Members and Officers needed to have a complete picture of the cost of the current provision, how it measured in value for money terms and the options available to them with any risk profiles associated with its leisure facilities.

The draft report from 4Global was received on 25 November and would be analysed and the recommendations interrogated and challenged by relevant officers including the Chief Executive and Section 151 officer. A report would then be made to the Community Health and Leisure Committee with final recommendations for Members to consider. As this was an extensive and important piece of work it was proposed that a special Community, Health and Leisure Committee be convened in February 2017 solely to consider the Leisure Strategy.

Cllr Parker **MOVED** and Cllr Ms Sanders **SECONDED** the recommendations in the report and following a full discussion it was

RESOLVED UNANIMOUSLY

- 1. That Officers note the update from 4Global and review the suggested recommendations.**
- 2. That an additional special Community Health and Leisure Committee be convened in February 2017 to discuss the recommendations for the Leisure Strategy.**

Reasons for Recommendation

As part of the Council's due diligence in delivering a successful Leisure Strategy, Members and officers needed to have a complete picture of the

current associated costs and the risk profiles of the Borough's Leisure facilities.

Comments received from Sport England as part of the Local Development Plan consultation stated that a Leisure Strategy was required that assessed Council owned sports and leisure facilities in order that the Council could continue to work with partners to ensure that appropriate provision was made for the residents of Brentwood. The strategy should not only consider how the Council could provide services, but also how other partners could do so. The strategy should also use current sports facility evidence to identify strategic priorities to then inform what would be included in the Council's Infrastructure Delivery Plan. Following this feasibility work, the Council would then be able to determine which projects would be funded by the Community Infrastructure Levy (CIL) and those which would be funded by planning obligations.

(Cllr Reed declared a non-pecuniary interest under the Council's Code of Conduct by virtue of being an independent trustee of Brentwood Leisure Trust; Cllr Clarke and Cllr Wiles each declared a non-pecuniary interest by virtue of being Council representatives for Hartswood Golf Club and Brentwood Rugby Club respectively).

208. Fees and Charges

The Council had a number of fees and charges relating to the services it provided. As part of the budget setting process, these charges were reviewed on an annual basis by the relevant committee. Whilst some of the fees and charges were statutory and therefore determined through legislation, the Council must also review its charges for discretionary services to ensure that they reflected the current costs of service provision.

Recommended amendments to the fees and charges were appended to the report for Members' consideration and if approved, these would be incorporated into the budget setting process to take effect from the following financial year.

Cllr Parker **MOVED** and Cllr Wiles **SECONDED** the recommendation in the report and following a discussion it was

RESOLVED UNANIMOUSLY

That Members agree to the proposed charges for 2017/18 as attached in Appendix A subject to the budget setting process.

Reasons for Recommendation

Officers review the fees and charges annually and this will be used to inform the 2017/18 budget setting process.

209. Shenfield Village Sign

Members were advised that an application had been received from Shenfield Environmental Partnership for a contribution towards a 'Shenfield Village Sign', from the Brentwood Community Fund. The decision on this funding was to be determined by Members in a separate report at the current Committee meeting.

To receive the grant monies it was required that all the relevant permissions and licenses had been applied for and approved. Essex County Council as the Highway authority had given consent for the sign to the Council under Section 42 of the Public Health Acts Amendments Act 1890 subject to Brentwood Borough Council complying with a number of conditions as set out in Appendix B to the report.

Cllr Reed **MOVED** and Cllr Wiles **SECONDED** the recommendation in the report and following a discussion proposed the wording of the recommendation be amended to read as follows:

That Members agree to issue a license for the erection of the Shenfield Village Sign and request that the Brentwood Borough Council crest be added to the supporting post.

A vote was taken on a show of hands and the **MOTION** was **LOST**.

Subsequently, Cllr Reed **MOVED** and Cllr Wiles **SECONDED** the original recommendation and it was

RESOLVED UNANIMOUSLY

That Members agree to issue a license for the erection of the Shenfield Village Sign.

Reasons for Recommendation

The Highway Authority, Essex County Council had provided consent to Brentwood Borough Council to install the sign subject to the Council complying with the conditions set out in Appendix B. Brentwood Borough Council would in turn issue a license to Shenfield Environmental Partnership so that they were able to undertake the installation of the sign. This was subject to them complying with the conditions set out in the license and also receiving the desired amount of funding from Brentwood Borough Council and from Essex County Council's Community Initiatives Fund to progress the works. The implications for complying with the consent from Essex County Council would provide Members with the information they required to make an informed decision.

210. Brentwood Community Fund

Members were reminded that the Brentwood Community Fund was set up to give Brentwood's communities the opportunity to provide local initiatives to

improve the quality of life for local people living in the borough. The fund had £16,300 available in total in the current financial year, and grants of up to £2,000 were available for applicants. Application to the fund could be made from 8th April until 4th September 2016. A summary of the applications and the officers scoring sheet was attached to the report as Appendix B.

Twenty four applications had been made to the Community Fund requesting a total of £41,896.40.

A summary spreadsheet of officer recommendations and a copy of all of the application forms had been made available to all Members who had had the opportunity to provide comments on the applications to the Chair of Community, Health and Leisure Committee prior to the meeting.

If the proposed list was approved clarification would be sought regarding the situation of Applicant 12 before the grant was awarded. If it transpired that the group was no longer in operation, the grant would be given to the applicant who was first reserve on the list.

Cllr Parker **MOVED** and Cllr Wiles **SECONDED** the recommendation in the report, subject to the possible replacement on the list of Applicant 12 with Applicant 24 as described above. Following a discussion it was

RESOLVED UNANIMOUSLY

That Members agree to fund those projects highlighted in green as outlined in Appendix B out of the Community Fund.

Reasons for Recommendation

Each application had been subject to a robust, independent and transparent scoring process to ensure fairness in the allocation of funding (Appendix C). Once received the applications were scored by a panel of officers looking at the following key priorities:

- Evidence that the bid met the criteria, the Council's priorities and expected outcomes
- Evidence that the community had been involved in the development and implementation of the project
- Evidence that the bid supported the promotion of volunteering and community participation
- Evidence that the applicant had sought additional external funding or in kind value (such as the use of volunteers) for the project
- Evidence that the project was sustainable once the Council's contribution had ceased.

(Cllr Mrs Davies declared a non-pecuniary interest under the Council's Code of Conduct by virtue of involvement with Brentwood Community Print and through that connection, Brentwood Theatre Trust; Cllr Reed declared a pecuniary interest under the Council's Code of Conduct by virtue of being employed by Brentwood Theatre Trust. Both Members left the Chamber and

took no part in the discussion or vote. Cllr Clarke declared a non-pecuniary interest under the Council's Code of Conduct by virtue of his daughter volunteering at Brentwood Community Print).

211. Community Events Programme

Members were reminded that currently the Council organised Family Fun Days, the Strawberry Fair, Lighting Up Brentwood and Shenfield Christmas Fayre. The planned events programme for 2017/18 was appended to the report as Appendix A, which was subject to Members' agreement and also to the budget setting process.

There was a full discussion regarding events that had taken place during 2016 and the huge contribution made by Kim Anderson and the Community Services Team was acknowledged by the Committee. On behalf of the Borough, Members thanked those officers for their hard work and dedication in organizing the events for the benefit of Brentwood residents.

Cllr Reed proposed that an annual celebration of St Thomas be considered to be undertaken with lottery funding from 2018 and would liaise with officers accordingly.

Cllr Parker **MOVED** and Cllr Ms Sanders **SECONDED** the recommendation in the report, a vote was taken on a show of hands and it was

RESOLVED UNANIMOUSLY

That Members agree to the Event Plan for 2017/18 as set out in Appendix A, subject to the budget setting process.

Reasons for Recommendation

The Community events programme provided a platform for all service areas across the Council to promote new initiatives, projects or as a means of consultation with the public. Officers would work with local businesses, community groups and the voluntary sector to develop the community events that would enhance and support the support the local community.

212. CCTV Code of Practice

Members were reminded that at the meeting of the Community, Health and Leisure Committee on 5th September 2016, it was resolved to approve the draft revision to the CCTV Code of Practice for consultation with the Police and relevant stakeholders.

Member approval was now sought for the revised Code of Practice, which had been amended having regard to current guidance from the Surveillance Camera Commissioner and Information Commissioner.

Cllr Parker **MOVED** and Cllr Wiles **SECONDED** the recommendation in the report, a vote was taken on a show of hands and it was

RESOLVED UNANIMOUSLY

That the revision of the Brentwood CCTV Code of Practice incorporating the requirements of the Information Commissioner and Surveillance Camera Commissioner's Codes of Practice is formally adopted following consultation with the Police and relevant stakeholders.

Reasons for Recommendation

To keep policies and operating procedures up to date.

213. Urgent business

There were no items of urgent business.

The meeting ended at 20.30 hrs.

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6 March 2017

Community, Health and Leisure Committee

Parish Council Liaison

Report of: *Kim Anderson, Partnership, Leisure and Funding Manager*

Wards Affected: *All Brentwood Borough Wards*

This report is: *Public report*

1. Executive Summary

- 1.1. At a meeting with Brentwood Borough Parish Council's Association, Brentwood Borough Senior Members and Officers and the Rt. Hon Sir Eric Pickles MP on the 4 April 2014 that there was a resolve to improve communication between the Parish Council and the Borough Council. It was agreed that the Parish Council Liaison meetings would be held twice a year and that the Leader of the Council and the Chief Executive would be in attendance.
- 1.2. It is proposed that to further improve communications between the Parish Council and the Borough Council that each Clerk from the nine Parish Councils can submit enquires to Brentwood Borough Council through the existing Member request system. The request will be assigned a reference number and a caseworker to respond to the enquiry within 5 days. The Parish Council Enquiry Protocol is appended to this report at **Appendix A**.

2. Recommendations

- 2.1 **That Members agree to the Parish Council Enquiry Protocol as set out in Appendix A and;**
- 2.2 **The Members Request system extended so that it enables the nine Parish Council clerks to submit enquiries to Brentwood Borough Council.**

3. Introduction and Background

- 3.1. At a meeting with Brentwood Borough Parish Council's Association, Brentwood Borough Senior Members and Officers and the Rt. Hon Sir Eric Pickles MP on the 4 April 2014, there was a resolve to improve

communication between the Parish Councils and the Borough Council. It was agreed that an annual meeting would be held by the Leader of the Council and the Chief Executive and each Parish Council Chairman and one other person, to resolve any individual parish related issues. In addition, Parish Council Liaison meetings would be held twice a year and that the Leader of the Council and the Chief Executive would be in attendance.

- 3.2. The Parish Council Liaison meetings have taken place regularly over the last few years and have provided an opportunity for two way dialogue between the Borough Council and the Parish Councils to raise any issues or concerns that they have. The agendas are sent out prior to the meeting and requests for agenda items are sent to the Parish Council's.
- 3.3. It was also agreed at the 4 April 2014 meeting that other issues would also be considered on a regular basis such as planning, environmental health and organizational information. An updated list of senior officers and their remit would be circulated to the Parish Council's at every Parish Council Liaison meeting.
- 3.4. In order to further improve the communication between the Parish Councils and the Borough Council it is proposed that a protocol for Parish Council email enquiries which is attached in **Appendix A** be adopted. In order to have a single point of contact it is proposed that the enquiries are submitted through the relevant Parish Council Clerk using the existing Member's Request system. Once the enquiry is logged it will be assigned with a reference number and a caseworker who will respond within 5 working days.

4. Issues, Options and Analysis of Options

- 4.1. The nine Parish Councils provide an invaluable service to the Borough of Brentwood and they are essential to the overall aims and objectives of the Borough Council. While they are responsible for a variety of services they are key stakeholders in the decision making process and support.
- 4.2. The Borough Council currently organises two Parish Council Liaison meetings a year, which all Parish Councils are invited to attend. A draft agenda is circulated, and the Parish Council's are invited to request items to go on the agenda. There is also opportunity within the meeting to discuss particular issues as and when required. If the officers present cannot answer the question on the night then this is passed to the appropriate officer in the Council to respond.

- 4.3. It is proposed that the new Parish Council Enquiry Protocol is agreed by Members and that this promoted at the next Parish Council Liaison Meeting on 23 May 2017 as the new system when answering Parish Council enquiries.

5. Reasons for recommendation

- 5.1 The Parish Council Enquiry Protocol will further improve the communication channels between the Parish Council's and the Borough Council to ensure that issues are resolved effectively and efficiently.

6. References to Council Priorities

- 6.1 Parish Council Liaison sits across a number of the Council's priorities but predominantly in Community and Health strand of the Corporate Plan to encourage thriving and engaged communities.

7. Implications

Financial Implications

Name & Title: John Chance, Finance Director (Section 152 Officer)
Tel & Email: 01277 312542/ john.chance@brentwood.gov.uk

- 7.1 There are no additional financial implications for the Parish Councils to use the existing Member's Request system.

Legal Implications

Name & Title: Daniel Toohey, Head of Legal Services and Monitoring Officer
Tel & Email: 01277 312860/daniel.toohey@brentwood.gov.uk

- 8.1 The Parish Council Enquiry Protocol attached in **Appendix A**, sets out the communication arrangements between the Parish Council's and the Borough Council. There are no additional legal implications for the Parish Councils.

9. Appendices

Appendix A – Parish Council Enquiry Protocol

Report Author Contact Details:

Name: Kim Anderson
Telephone: 01277 312634
E-mail: kim.anderson@brentwood.gov.uk

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Appendix A

Parish Council Enquiry Protocol

	Action	Responsible Officer
1.	Parish Council clerk to submit enquiry to memberscasework@brentwood.gov.uk	Parish Council Clerk
2.	The Parish Council clerk should provide as much information as possible to aid speedy investigation and response.	Parish Council Clerk
3.	The enquiry will be logged and given a tracking reference and an automated response will be issued to the Parish Council Clerk. Then the enquiry will be forwarded to the Casework Officer in the relevant department	Corporate Support Officers
4.	The Corporate Support Officers will acknowledge receipt of the enquiry via email within 48 hours advising the name of the officer that is dealing with the enquiry, contact details and response due date or the response if already available.	Corporate Support Officers
5.	The Parish Council Clerk will be kept informed of progress where the response to the enquiry is likely to take more than 5 days	Casework Officer
6.	If no response/update is received on the 5 th day, relevant Casework Officer to be contacted for explanation.	Casework Officer
7.	Unsatisfactory responses or no responses can be escalated to the Head of Service and Chief Executive	Casework Officer
8.	The relevant officer's response will be sent to the Parish Council Clerk by email with a copy to the Casework Officer. Details of any request for further action from the Parish Council Clerk should be copied to the Casework Officer to be logged	Relevant Officer
9.	Enquiries needing cross-service responses will be copied to each relevant service.	Corporate Support Officers
10.	Response to cross-service responses will be co-ordinated by Casework Officer as specified by Corporate Support Officers.	
11.	When making enquiries Parish Council Clerks will be directed to the relevant Casework Officer	Corporate Support Officers
12.	Corporate Support Officers will undertake periodic analysis of quality and timescale of responses and feedback as part of an exemption report to the Chief Executive	Corporate Support Officers
13.	Details of any enquiries made by the Parish Council Clerk directly to an Officer are to be referred immediately to memberscasework@brentwood.gov.uk to be logged and referred to Casework Officer as above.	All Staff/ Corporate Support Officers

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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.

Community, Health and Leisure Committee

1. The functions within the remit of the Community, Health and Leisure Committee are set out below
 - 1) Community and Localism Initiatives including Assets of Community Value
 - 2) The Voluntary Sector and community partnerships
 - 3) Leisure and cultural initiatives.
 - 4) Parish Council liaison
 - 5) Health and Wellbeing
 - 6) Grants to organisations/voluntary organisations.
 - 7) Parks, open spaces, countryside, allotments
 - 8) Environmental Health
 - 9) Environmental nuisance and pollution controls
 - 10) Other miscellaneous powers enforced by Environmental Health
 - 11) Food safety and health and safety
 - 12) Community Safety and CCTV
2. To take the lead on community leadership and consultation with stakeholders.

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