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BRENTWOOD BOROUGH COUNCIL

Agenda

Community, Health and Leisure Committee

Monday, 5 December 2016 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 - 28
3.	**Presentation by South Essex Children's Partnership Board**		
4.	**Leisure Strategy** Report to follow.	All Wards	
5.	**Fees and Charges**	All Wards	29 - 34
6.	**Shenfield Village Sign**	Shenfield	35 - 60
7.	**Brentwood Community Fund**	All Wards	61 - 76
8.	**Community Events Programme**	All Wards	77 - 84

Governance & Member Support Officer: Claire Mayhew - 01277 312741
Brentwood Borough Council, Town Hall, Ingrave Road, Brentwood, Essex CM15 8AY
☎01277 312 500 www.brentwood.gov.uk

9.	**CCTV Code of Practice**	All Wards	85 - 88

10. **Urgent business**

Head of Paid Service

Town Hall
Brentwood, Essex
25.11.2016

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	Personal Explanation	Point of Information or clarification
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.	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.	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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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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Evacuate the building using the nearest available exit and congregate at the assembly point in the North Front Car Park.

BRENTWOOD BOROUGH COUNCIL

Minutes

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

Attendance

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

Apologies

Substitute Present

Cllr Russell (substituting for Cllr Mrs Slade)

Also Present

Cllr Mrs Murphy
Cllr Mrs Pound
Cllr Ms Rowlands

Officers Present

Kim Anderson	-	Partnership, Leisure and Funding Manager
David Carter	-	Environmental Health Manager
Claire Mayhew	-	Governance and Member Support Officer
Rhiannon Vigor	-	Public Health Improvement Practitioner

117. Apologies for Absence

Apologies were received from Cllr Mrs Slade, Cllr Russell substituted.

118. Minutes from the previous meeting

The minutes of the Community, Leisure and Health Committee held on 6 June 2016 were approved and signed as a correct record by the Chair.

119. Variation of the Order of the Agenda

RESOLVED, that item 4, Crimestoppers presentation be taken before item 3.

120. Presentation - Crimestoppers

Presentation attached at Appendix A.

121. Community Safety Partnership Plan

The Community Safety Partnership (CSP) was made up of Responsible Authorities as outlined in the Crime & Disorder Act 1988 which included the Council as a key partner.

Each year the partnership had a statutory duty to carry out a Strategic Intelligence Assessment which reviewed existing priorities and identified any new or emerging priorities that the partnership should focus on.

All partners agreed the Strategic Priorities and set in the Partnership Plan (see Appendix A of the report) how the partnership would work together over the next twelve months to tackle crime and disorder and achieve its priorities.

The CSPs Strategic Priorities for 2016/17 were:

- Protecting People from Harm
- Domestic Abuse
- Anti-Social Behaviour
- Burglary
- Community Engagement

A set of action plans had been developed which underpinned the delivery of the above priorities and set out how the partnership would work together to stimulate activity across the Borough. This would focus on those activities that added value as a result of being delivered in partnership.

A motion was **MOVED** by Cllr Wiles and **SECONDED** by Cllr Russell to approve the recommendations set out in the report.

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

1. For Members to endorse and support the work of the CSP through the Partnership Plan.

Reasons for recommendation
The Council was one of the key partners within the CSP and it was vital that this was supported by Members to ensure that it remained effective in tackling local crime and disorder issues that affect our most vulnerable residents were supported.

122. Open Space Protection Measures

The Council owned and maintained large areas of public open spaces, ranging from common land to parks and recreation fields within the Borough.

A Motion was made to Full Council recommending additional protection for land to reduce the risk of unauthorised incursions, which have increased in recent years and had resulted in a cost to remove vehicles and persons from land, and to clear up sites following an incursion.

Members approved expenditure on the work to a number of sites identified which included King George's Playing Fields, Hutton Recreation Fields and the Brentwood Centre.

The report sought to update Members on works completed to date and to request approval for further work identified as a result of damage caused to existing protection measures and on additional sites that had been used for unlawful incursions in 2016.

Cllr Mrs Davies requested cross party working to prevent inclusion in the future.

A motion was **MOVED** by Cllr Parker and **SECONDED** by Cllr Wiles.

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

1. **Members agreed to the programme of proposed works identified in the report to be carried out.**

Reasons for recommendations
To continue to maintain and protect open spaces in the Borough.

123. Brentwood Borough Council Volunteer Engagement Policy and Procedures and Employee Volunteering Policy 2016

In 2010, Brentwood Borough Council adopted a Volunteer Engagement Policy and Procedure and an Employee Volunteering Policy in 2011. These two policies had been reviewed and updated, and informed the delivery of the Volunteering Strategy 2016-2019 which had already been agreed by Members of the Community and Health Committee eon 14 March 2016 (min. Ref 408).

These policies further embedded the Council's commitment to supporting volunteers and their integral role in our communities in promoting and contributing to community cohesion.

The policies ensured that the Council was working to safeguard volunteers and staff and allowed us to deliver quality volunteering opportunities.

A request from Cllr Mrs Hubbard that the effects of the volunteers should be knowledged. This was noted by the Officer.

A motion was **MOVED** by Cllr Reed and **SECONDED** by Cllr Sanders to approve the recommendation set out in the report.

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

1. **Adopt the Brentwood Borough Council Volunteer Engagement Policy and Procedures and Employee Volunteering Policy 2016.**

Reasons for recommendation
Adoption of the policies strengthen our commitment to the Council's vision for volunteering, which ensured that we prioritised engagement with volunteers in service delivery to involve the community in influencing decision-making.

The policies also encouraged our own staff to undertake leave to carry out their own volunteering to enhance their wellbeing and demonstrate our commitment to supporting our communities.

The policies ensured that we demonstrate the importance of good practice and management of volunteers.

124. CCTV Code of Practice

The Council operated the public space CCTV within the Town Centre of Brentwood, Shenfield and other areas of the Borough in accordance with the CCTV Code of Practice which had been reviewed in October 2010.

The report sought Member approval to the revised Code of Practice which had been amended in relation to the current guidance from the Surveillance Camera Commissioner and Information Commissioner.

A motion was **MOVED** by Cllr Parker and **SECONDED** by Cllr Russell to approve the recommendations set out in the report.

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

1. **The draft revision of the Brentwood CCTV Code of Practice incorporating the requirements of the Information Commissioner and Surveillance Camera Commissioner's Codes of Practice was approved for consultation with the Police and relevant stakeholders.**

2. **The results of consultation were accepted and, if they do not contravene the national guidance, that the Community, Health and Leisure Committee agree the revised Brentwood Code of Practice.**

Reasons for Recommendation
To keep policies and operating procedures up to date.

125. Termination of Meeting

During the preceding item, in accordance with Rule 28 of Part 4.1 of the Council Procedure Rules, the business of the meeting not having concluded by two hours after its start, Members voted and agreed to continue with the meeting for a further 30 minutes.

126. Basildon and Brentwood Public Heath Partnership Strategic Plan

The Basildon and Brentwood Public Health Partnership Group had the responsibility for delivering the Strategic Plan on behalf of the Brentwood Health and Wellbeing Board, and the Basildon Health and Wellbeing Partnership. The Public Health Partnership would ensure that all partner organisations support the delivery of pertinent services in line with the Strategic Plan. The group acknowledged the wider challenges around the improvement of health and wellbeing amongst the residents of Basildon and Brentwood, but had chosen to prioritise its focus on specific areas where health may be influenced.

A motion was **MOVED** by Cllr Ms Sanders and **SECONDED** by Cllr Mrs Davies to approve the recommendation set out in the report.

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

1. **Members approved the Strategic Plan (Version: August-October 2016) produced by the Basildon and Brentwood Public Health Partnership Group, and note that it replaced the Health and Wellbeing Strategy and Work Plan produced by Brentwood Borough Council and approved by Committee in July 2014.**

Reasons for recommendation
Members were required to approve the Strategic Plan as it directly affects the future health and wellbeing of residents within the Brentwood Borough. It also impacts businesses with regard to providing healthy food choices where reference to the Council's Tuck-In work is concerned.

127. Urgent business

There were no items of Urgent Business.

The meeting concluded at 21.14

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CRIMESTOPPERS
0800 555 111
Call anonymously with information about crime

Crimestoppers

We are not ……

CRIMESTOPPERS
0800 555 111
Call anonymously with information about crime

This is a
NEIGHBOURHOOD WATCH
Area

UNITED KINGDOM POLICE
EIIR

We are…….

CRIMESTOPPERS
0800 555 111
Call anonymously with information about crime

An Independent UK Registered Charity

CRIMESTOPPERS
0800 555 111

Call anonymously with information about crime

CRIMESTOPPERS TRUST – Registered Charity 1108687

What is Crimestoppers?

- Established in 1988, it is the only UK charity which helps to solve crimes and find criminals.
- Independent of the police, the Government and Local Authorities.
- Provide a means to detect, reduce and prevent any crime, through the provision of information from anonymous sources, about crimes and criminals to law enforcement agencies.
- Operates a secure, national 24/7 intelligence gathering service, either by telephone number **0800 555 111,** which people can ring to pass on information to professional call handlers about crimes anonymously, or online via our website **www.crimestoppers-uk.org**
- **'Tell us what you know, not who you are'.**
- Rewards are paid anonymously, if their information leads to arrest and charge.
- **The public doing their bit for their community, by helping to make it safer.**

Why use Crimestoppers?

- For people who do not want to go to the police to report crime for fear of revenge and reprisals, or do not trust the police, **or do not want to get involved and possibly have to go to Court as a prosecution witness.**

- Guaranteed **100% Anonymous**. We have never broken this guarantee in over 25 years of operating. This **guarantee gives peace of mind.**

- **Callers can not be identified; No personal details are requested;** Calls **will never be recorded or traced; Online contacts are encrypted to ensure anonymity; Will not have to give a statement to the police or be a witness or go to court.**

- **Crimestoppers is not a replacement for the police. We encourage people to call the police, but to contact Crimestoppers if this is not possible.**

How we are organised

CRIMESTOPPERS
0800 555 111
Call anonymously with information about crime

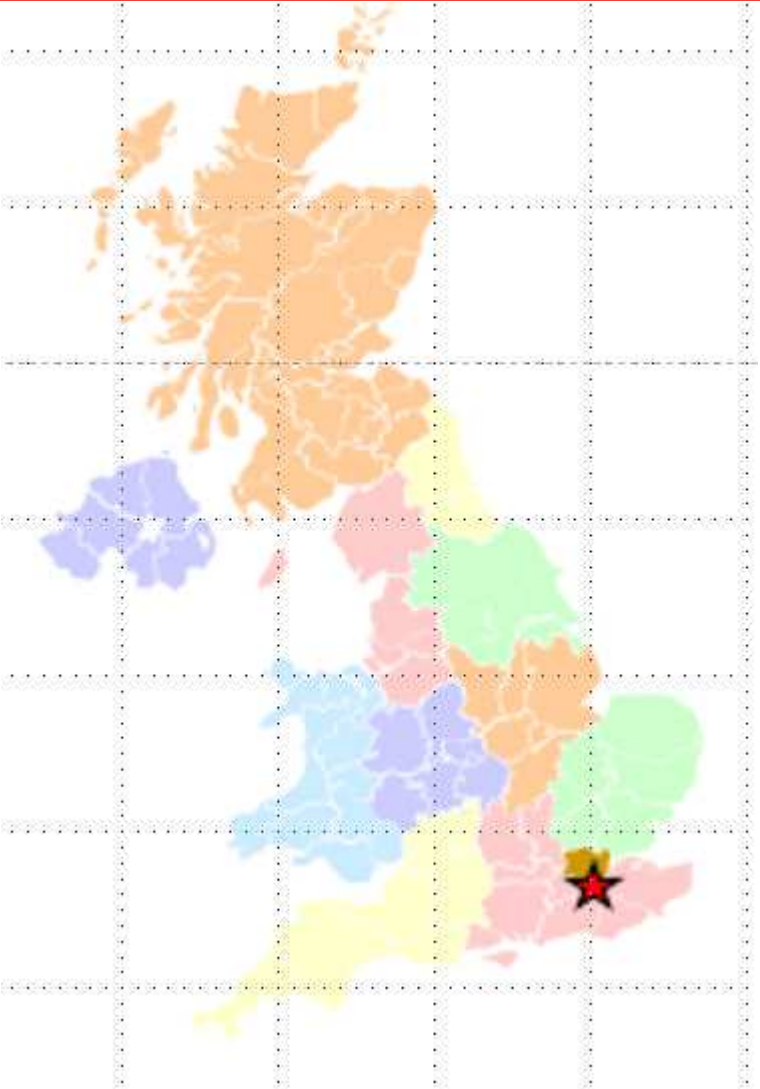
14 UK Regions

44 Volunteer Committees

650 Volunteers

Central Office

24/7 central contact bureau



What we do

- National Campaigns
- International Campaigns
- Local Campaigns
- Youth – Fearless.org
- Most Wanted
- Integrity Line
- Corporate Campaigns

Campaign Examples

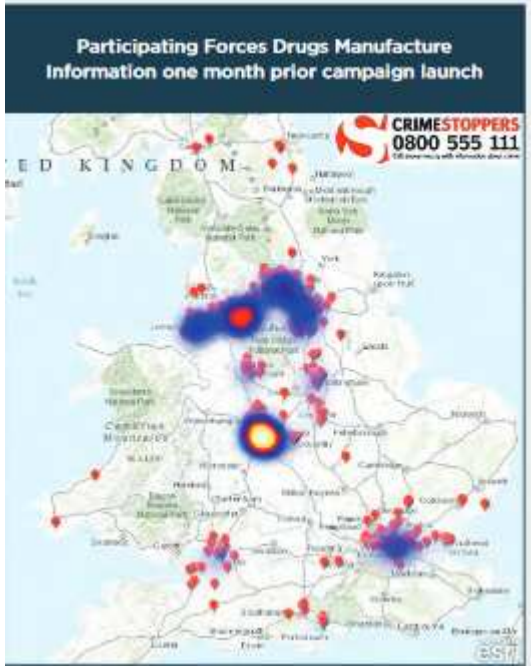
CRIMESTOPPERS
0800 555 111
Call anonymously with information about crime

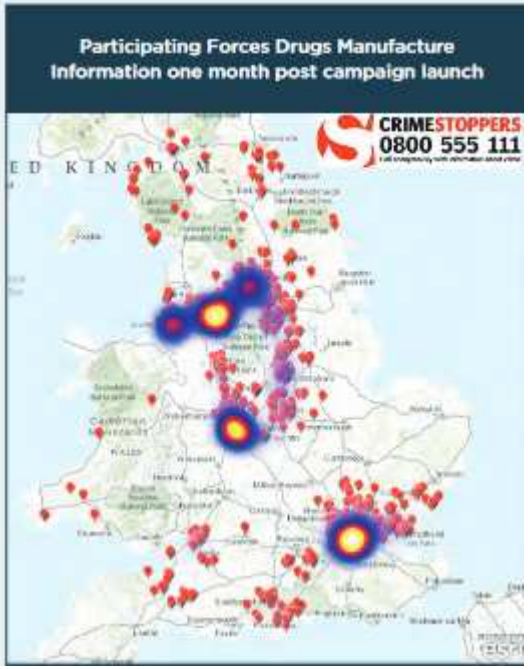
Violent attacks on teenagers solved

Child abuse images out of circulation

Hidden cannabis farm uncovered

Dangerous fugitive captured





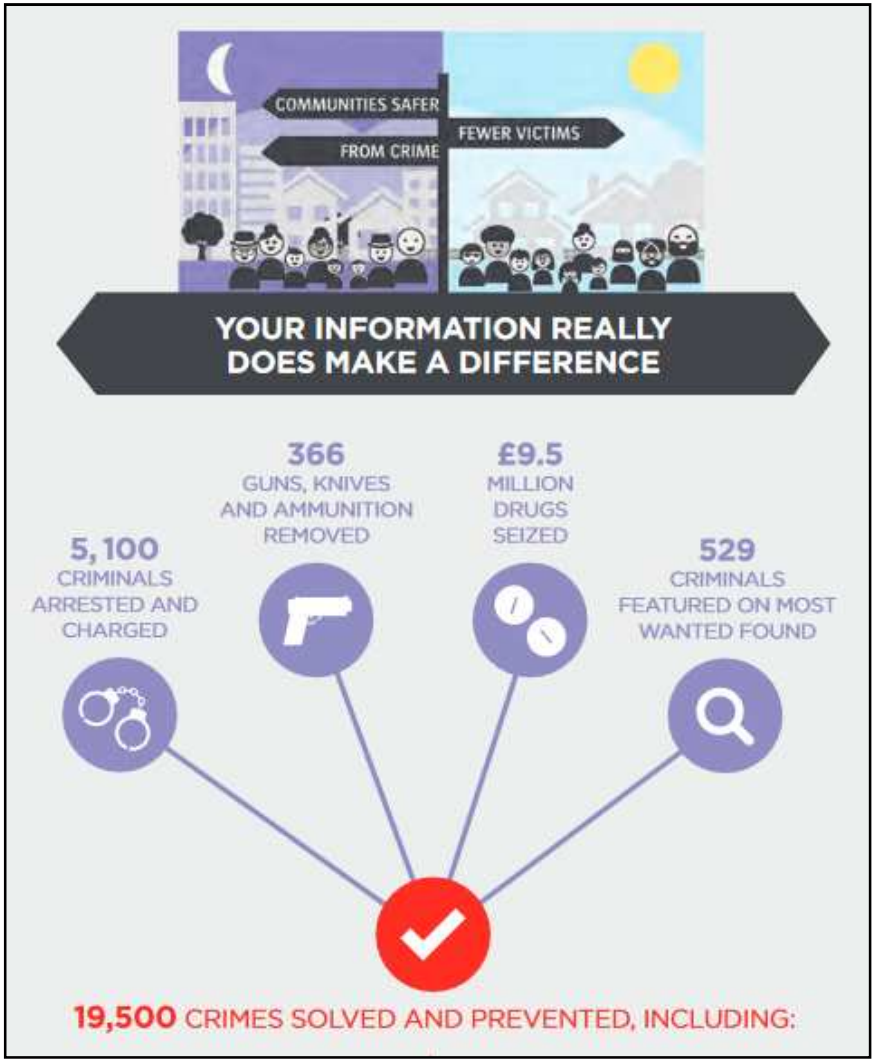
Case Study – Cannabis Farms

The maps illustrate the difference in the volume of intelligence one month prior to the campaign and a month after.

Key
Red Pins- 1 piece of information
Heat Map – The brighter the colour, the more concentrated amounts of information

Crimestoppers in 2014 - 2015

CRIMESTOPPERS
0800 555 111
Call anonymously with information about crime

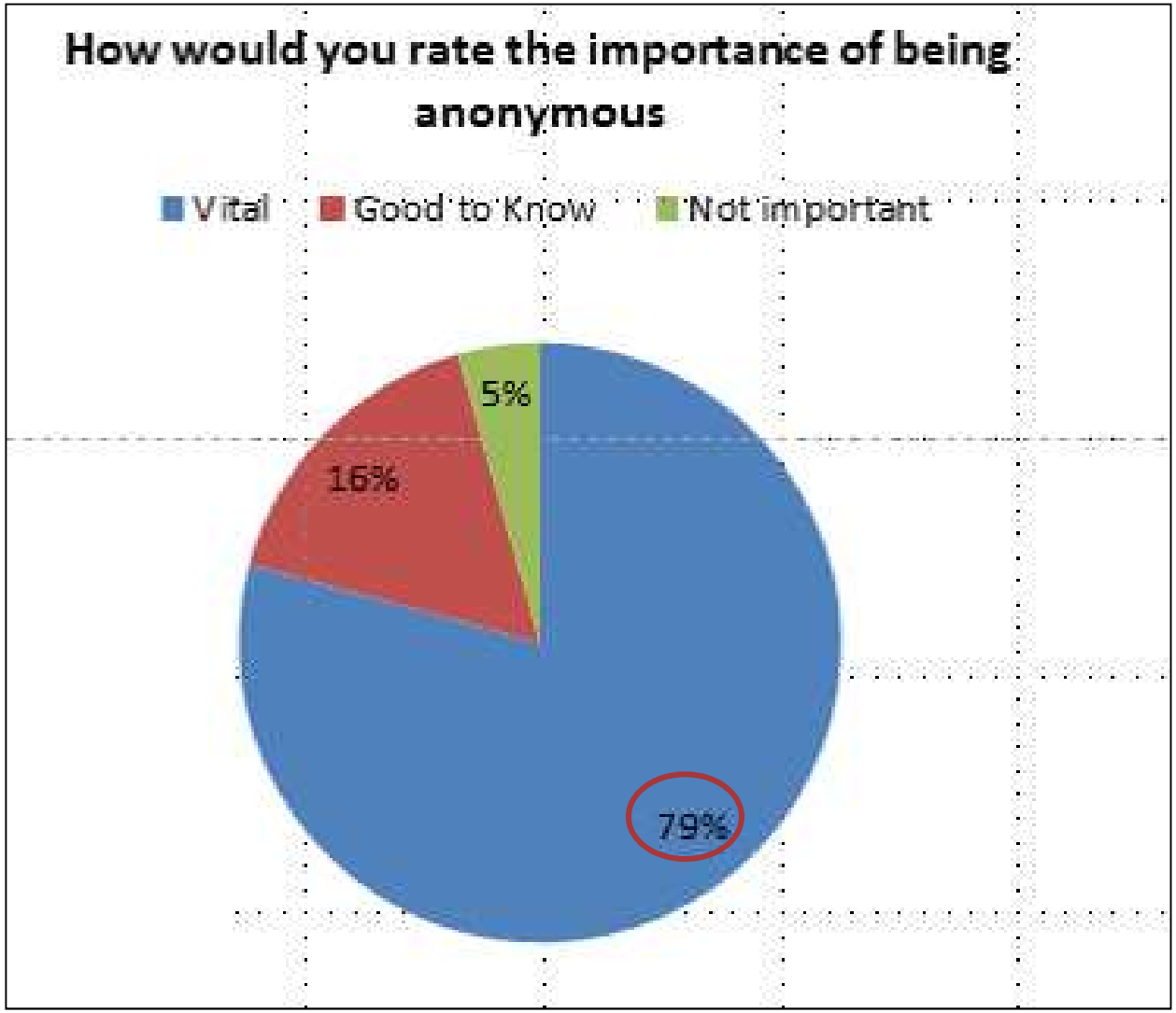


Over £9.4 million worth of illegal drugs seized.

Around 14 people are arrested every day

1 person every 8 days is arrested for murder

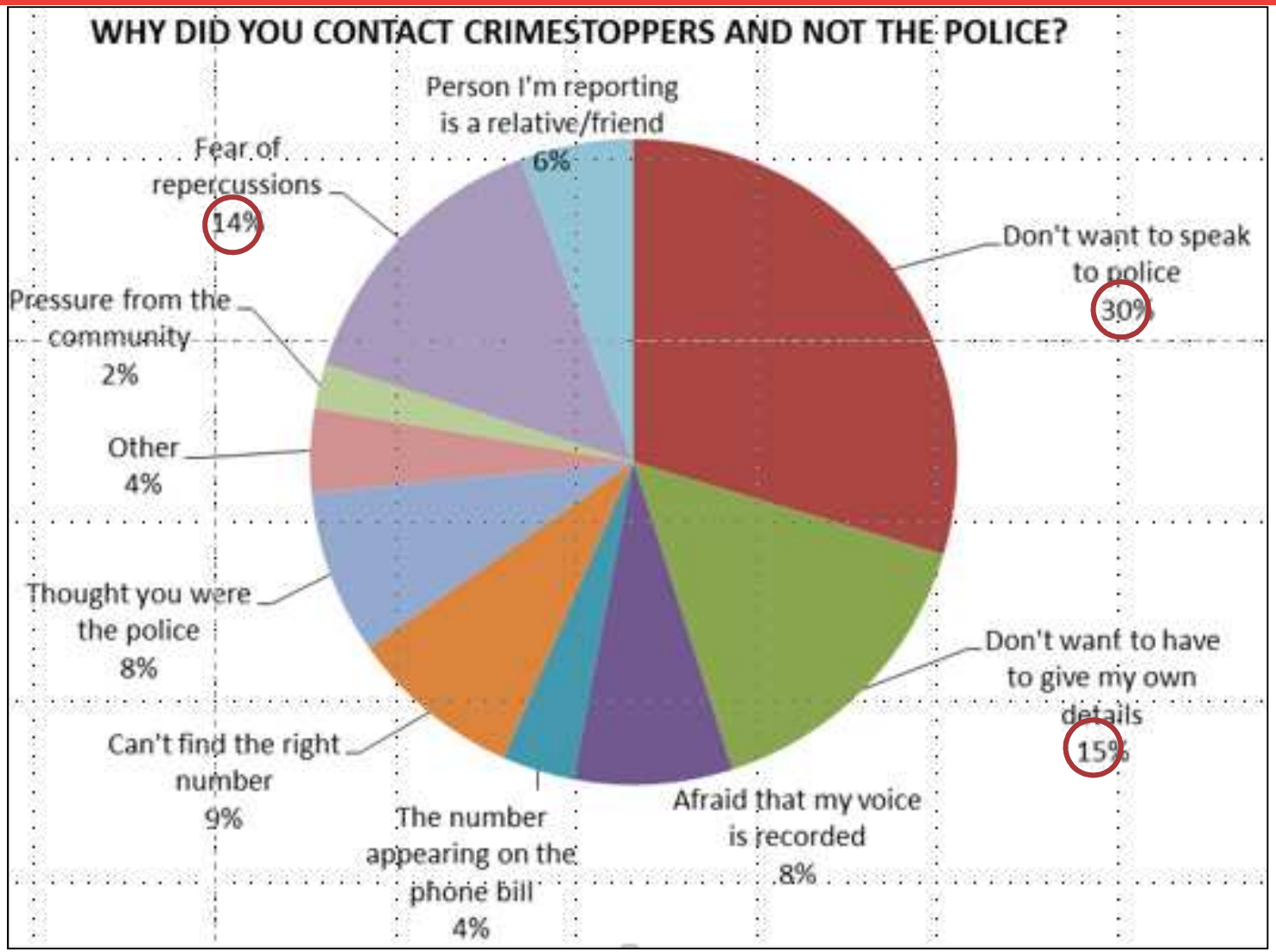
Motivation for calling



- Vital = I would not have contacted the Police with this information
- Good to know = I am highly unlikely ever to have contacted the Police with this information
- Not important = I may have contacted the Police with this information

Motivation for calling

CRIMESTOPPERS
0800 555 111
Call anonymously with information about crime

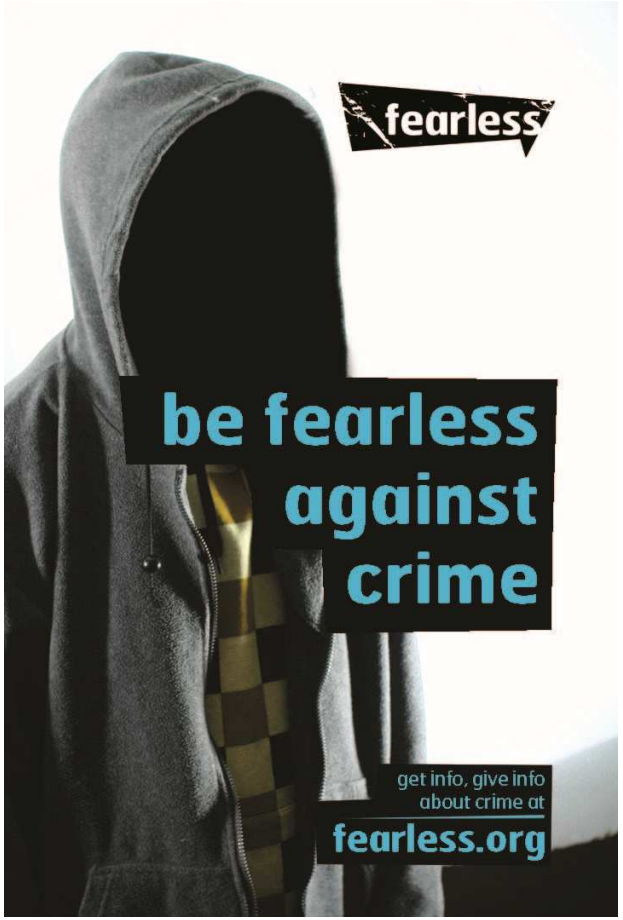


So how are we funded?

- Grant from Central Government which covers core costs.
- Local funding from statutory bodies, Police & Crime Commissioners, Community Safety Partnerships, Police and local business support.
- Support from charitable trusts and foundations for specific projects.
- Fundraising events and challenge events, e.g. the London Marathon.
- Corporate Partnerships and sponsorship, Business opportunities.

Fearless

CRIMESTOPPERS
0800 555 111
Call anonymously with information about crime



Crimestoppers youth brand, Fearless, to ensure that the charity is recognised and trusted by young people.

Consists of the brand's website, fearless.org and a dedicated youth team.

Fearless.org is a youth oriented website where young people can pass on information online and learn about the law.

Range of materials to support both primary and secondary curricula.

Provide workshops in schools and colleges to promote Crimestoppers call to action.

Ambassador Programme

CRIMESTOPPERS
0800 555 111
Call anonymously with information about crime

The Issue

How to target our communications more directly to those best placed to provide intelligence?

Solution

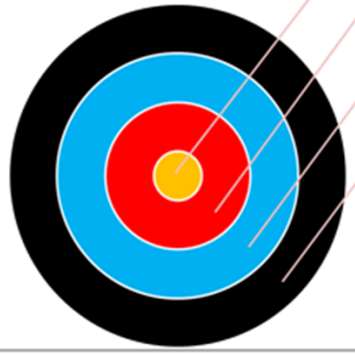
Establish a network of organisations (Ambassadors) who are in day-to-day contact with, or have information on, those who have committed crime, those who are abused, vulnerable or are victims of crime.

The Messenger
(Services and Associations)

Example Ambassadors:
- Youth Offending
- Drug and Alcohol
- SOS Buses
- Housing
- Community
- YMCA
- Hospitals
- Schools
- Youth clubs
- Prisons

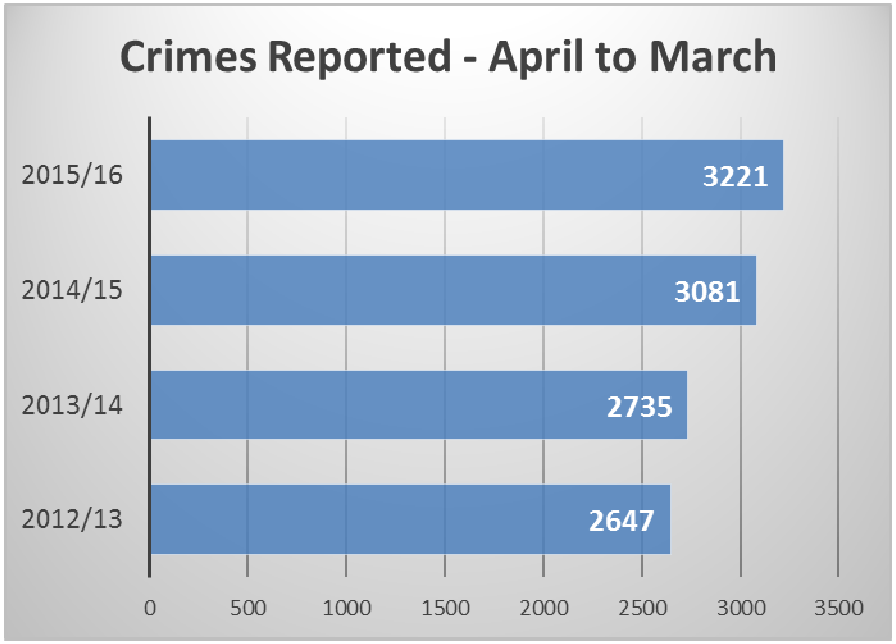
The Targets

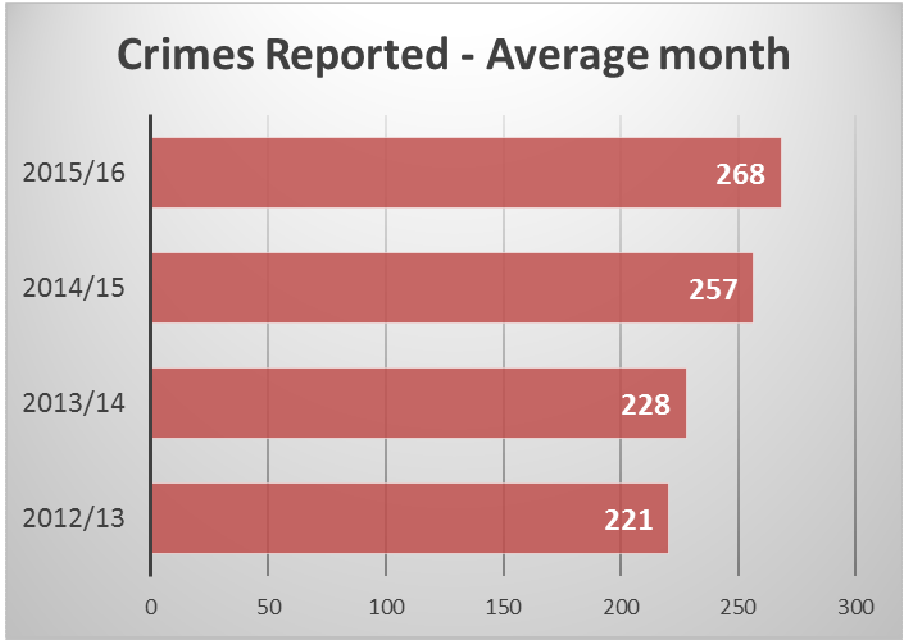
Includes those who are abused, vulnerable, or other victims of crime.



Ambassador role:
- No Costs - it's part of your day job.
- No Agreements to Sign – we just need your help.
- Spread the word with your colleagues.
- Give support – consider an individuals circumstances and if appropriate 'signpost' them to the option of Crimestoppers.
- Keep it up – display Crimestoppers posters, leaflets and business cards.

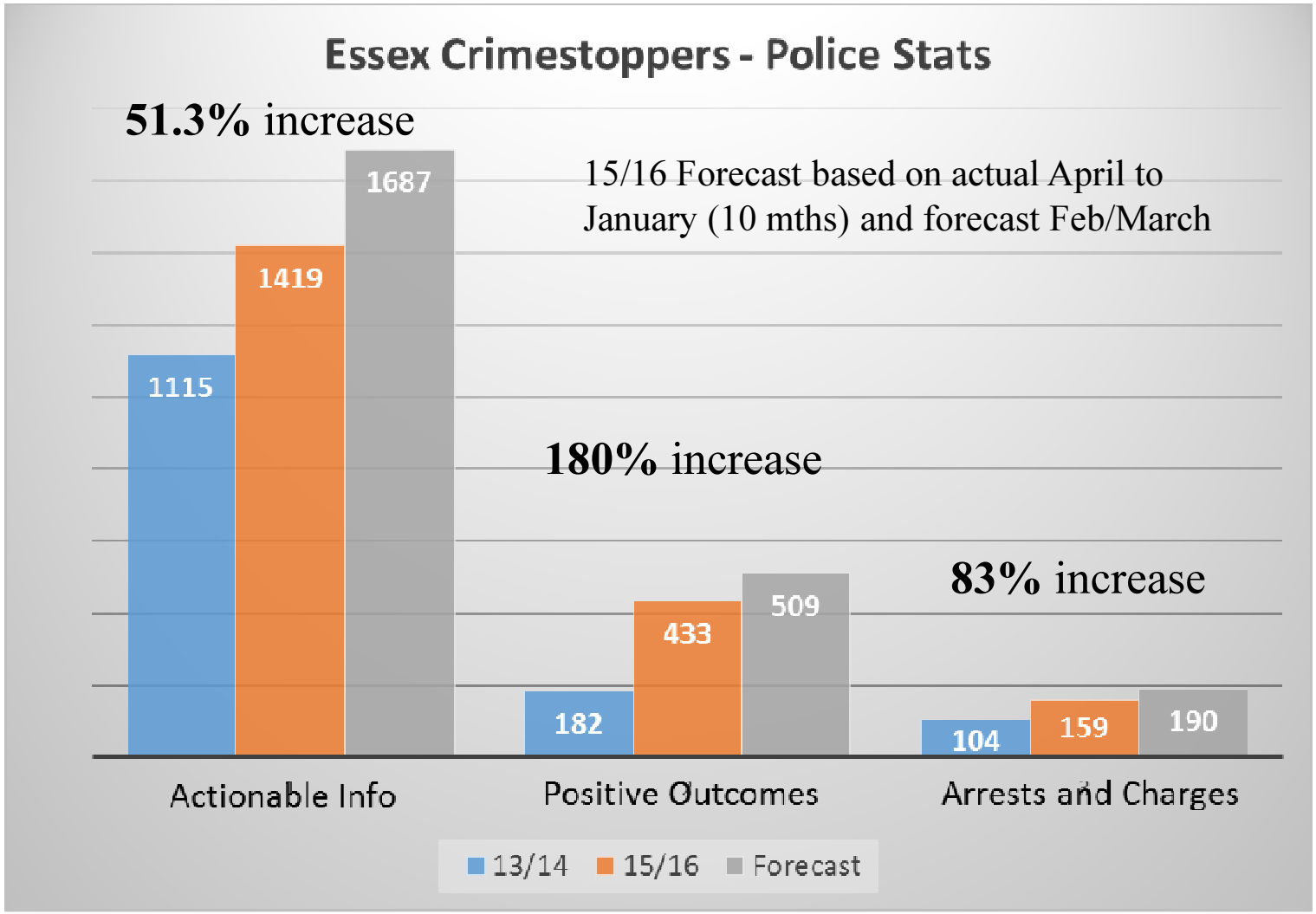
Results





22% Increase between 12/13 and 15/16

Results

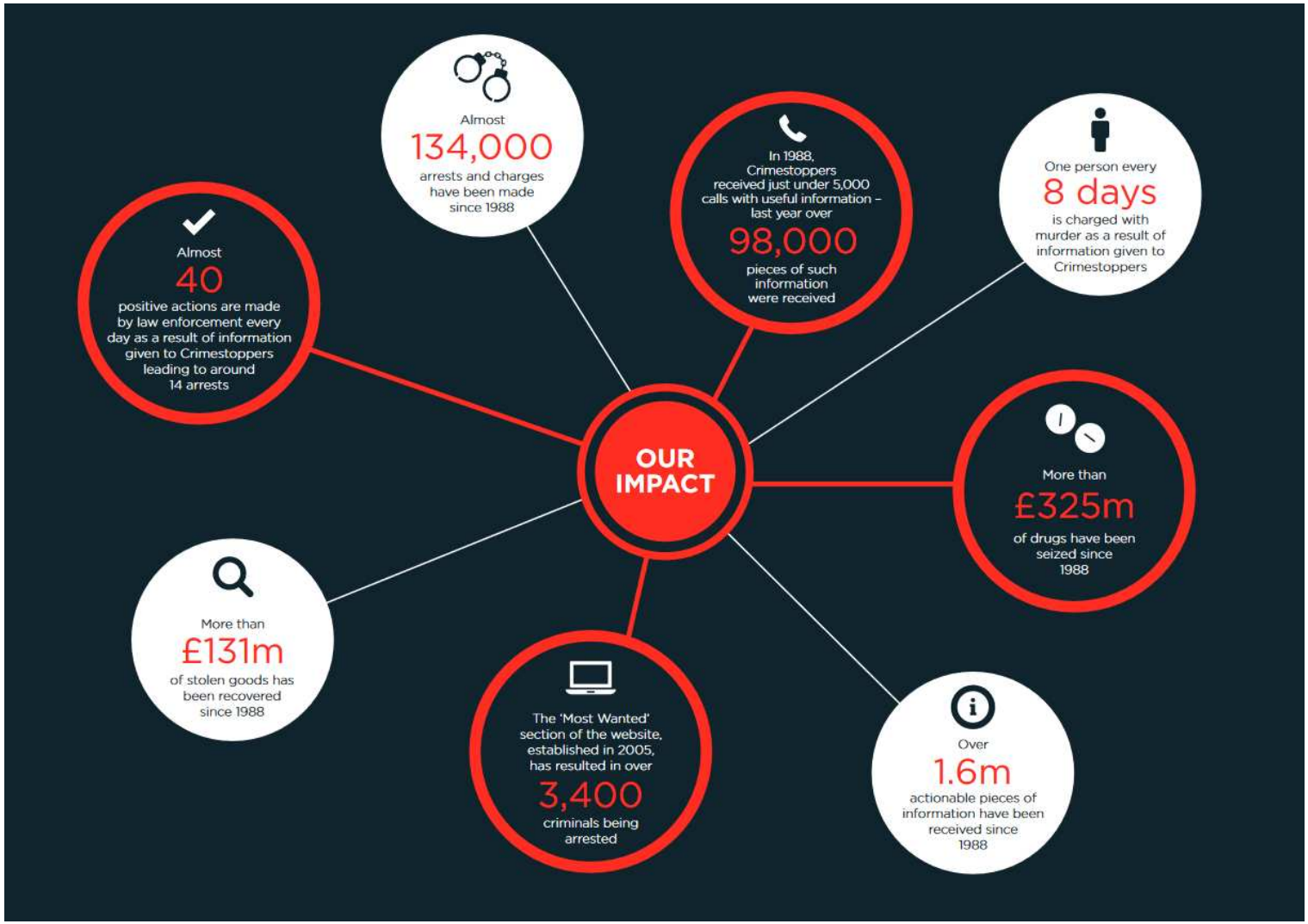

Essex Crimestoppers - Police Stats
51.3% increase
15/16 Forecast based on actual April to January (10 mths) and forecast Feb/March
180% increase
83% increase
1115
1419
1687
182
433
509
104
159
190
Actionable Info
Positive Outcomes
Arrests and Charges
13/14
15/16
Forecast

Crimestoppers

www.crimestoppers-uk.org

Our Impact Summary

CRIMESTOPPERS
0800 555 111
Call anonymously with information about crime



5 December 2016

Community, Health and Leisure Committee

Fees and Charges

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

Wards Affected: *All*

This report is: *Public*

1. Executive Summary

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

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

2. Recommendation

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

3. Introduction and Background

3.1. The Council has a number of fees and charges relating to the services it provides. As part of the budget setting process, these charges are reviewed on an annual basis. Whilst some of the fees and charges are statutory, and therefore determined through legislation, the Council must also review its charges for discretionary services to ensure that they reflect the current costs of service provision.

3.2. The individual charges that are being proposed are set out in Appendix A of this report.

4. Issues, Options and Analysis of Options

4.1. The propose fees are based on a calculation of the costs involved in administering the various areas of work, apart from where there is a statutory charge or where the fees are set by Government.

4.2. The Council where possible will adopt a full cost recovery of fees and charges.

5. Reasons for Recommendation

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

6. References to Council Priorities

6.1 To ensure the provision of efficient and effective services to our residents and businesses.

7. Implications

Financial Implications
Name & Title: Ramesh Prashar, Financial Services Manager
Tel & Email: 01277 312513/ramesh.prashar:brentwood.gov.uk

7.1 The fees referred to in this report inform the 2017/18 budget setting process.

Legal Implications
Name & Title: Saleem Chughtai, Legal Services Manager
Tel & Email: 07966 891705 / saleem.chughtai@bdtlegal.org.uk

7.2 Publishing the Council's fees and charges as well as providing transparency satisfies the legal process.

8. Appendices

Appendix A Proposed fees and charges

Report Author Contact Details:

Name: Kim Anderson, Partnership, Leisure and Funding Manager
Telephone: 01277 312634
E-mail: kim.anderson@brentwood.gov.uk

COMMUNITY AND HEALTH
FEES & CHARGES SCHEDULE FROM 1 APRIL 2017

DESCRIPTION OF CHARGE		VAT	FEE	CHARGES April 2016-March 2017 Excl VAT	CHARGES April 2016-March 2017 Inc VAT	CHARGES April 2017-March 2018 Excl VAT	CHARGES April 2017-March 2018 Inc VAT
SERVICE AREA: COMMUNITY INITIATIVES AND PARTNERSHIPS							
CHARGING AREA: COMMUNITY EVENTS							
Stallholder Pitch fees per 3 x 3m pitch							
Lighting Up Brentwood - £30 street trading licence is included with the fees							
Catering Unit - serving food e.g burgers, hot dogs etc.		E	D	150.00	150.00	150.00	150.00
Large Business - more than 10 employees		E	D	120.00	120.00	120.00	120.00
Catering unit - buying food e.g. Bread, cakes, sweets, fruit and vegetables		E	D	150.00	150.00	80.00	80.00
Small business - less than 10 employees		E	D	80.00	80.00	80.00	80.00
Crafters and Artists - all hand made by the seller		E	D	60.00	60.00	50.00	50.00
Registered charity		E	D	40.00	40.00	40.00	40.00
Strawberry Fair and other Community Events							
Catering Unit - serving food e.g. Burgers, hot dogs etc.		E	D	150.00	150.00	120.00	120.00
Large business - more than 10 employees		E	D	120.00	120.00	90.00	90.00
Catering Unit - buying food e.g. Bread, cakes, sweets, fruit and vegetables		E	D	150.00	150.00	50.00	50.00
Small business - less than 10 employees		E	D	80.00	80.00	50.00	50.00
Crafters and Artists - all handmade by the seller		E	D	60.00	60.00	30.00	30.00
Registered charity		E	D	40.00	40.00	30.00	30.00
Ice Cream Van (Exclusive) - Strawberry Fair		E	D	400.00	400.00	400.00	400.00
Ice Cream Van (Exclusive) - Family Fun Days		E	D	150.00	150.00	150.00	150.00
Face Painters (any event)		E	D	80.00	80.00	60.00	60.00
Family Fun Days							
Wristbands - Rides and Bouncy castles	Per Child	E	D	2.50	2.50	2.50	2.50

Key to VAT
S - Standard Rate - 20%
Z - Zero Rate - 0%
E - Exempt from VAT
O - Outside the scope of VAT
Key to Fee
S - Statutory
D - Discretionary

COMMUNITY AND HEALTH
FEES & CHARGES SCHEDULE FROM 1 APRIL 2017

DESCRIPTION OF CHARGE		VAT	FEE	CHARGES April 2016-March 2017 Excl VAT	CHARGES April 2016-March 2017 Inc VAT	CHARGES April 2017-March 2018 Excl VAT	CHARGES April 2017-March 2018 Inc VAT
SERVICE AREA: OPEN SPACES							
CHARGING AREA: SPORTS FACILITIES AND OPEN SPACES							
Note - Exempt charges only apply to block bookings when made by a school, club or Association. Otherwise the VAT should be charged as standard rated.							
Football							
King George's Playing Field & Warley Playing Fields (with Changing Facilities)							
Pitch & Pavilion - Fortnightly - Adult - Season	Sunday/Bank Holidays	E	D	954.00	954.00	978.00	978.00
Pitch & Pavilion - Fortnightly - Adult - Season	Other Days	E	D	932.00	932.00	956.00	956.00
Pitch - Fortnightly - Junior - Season (No Changing)	Any Day	E	D	661.00	661.00	678.00	678.00
Pitch & Pavilion - Weekly - Adult - Season	Sunday/Bank Holidays	E	D	1,907.00	1,907.00	1,955.00	1,955.00
Pitch & Pavilion - Weekly - Adult - Season	Other Days	E	D	1,862.00	1,862.00	1,909.00	1,909.00
Pitch - Weekly - Junior - Season (No Changing)	Any Day	E	D	331.00	331.00	340.00	340.00
Occasional Matches - Adult	Any Day	S	D	78.33	94.00	80.00	96.00
Occasional Matches - Juniors (No Changing)	Any Day	S	D	29.17	35.00	30.00	36.00
Other Playing Fields (No Changing Facilities)							
Pitch - Fortnightly - Adult - Season	Any Day	E	D	604.20	604.20	620.00	620.00
Pitch - Fortnightly - Junior - Season	Any Day	E	D	661.00	661.00	678.00	678.00
Pitch - Weekly - Adult - Season	Any Day	E	D	1,206.20	1,206.20	1,237.00	1,237.00
Pitch - Weekly - Junior - Season	Any Day	E	D	331.00	331.00	340.00	340.00
Occasional Matches - Adult	Any Day	S	D	48.33	58.00	50.00	60.00
Occasional Matches - Juniors (under17)	Any Day	S	D	29.17	35.00	30.00	36.00
Mini Soccer - Season	Weekly	E	D	349.00	349.00	358.00	358.00
Mini Soccer - Occasional	Any Day	S	D	25.00	30.00	25.83	31.00
Rugby							
Brentwood Centre (No Changing Facilities)							
Pitch - Fortnightly - Adult - Season	Any Day	E	D	604.20	604.20	620.00	620.00
Pitch - Fortnightly - Junior - Season	Any Day	E	D	661.00	661.00	678.00	678.00
Pitch - Weekly - Adult - Season	Any Day	E	D	1,206.20	1,206.20	1,237.00	1,237.00
Pitch - Weekly - Junior - Season	Any Day	E	D	331.00	331.00	340.00	340.00
Occasional Matches - Adult	Any Day	S	D	48.33	58.00	50.00	60.00
Occasional Matches - Juniors (under17)	Any Day	S	D	29.17	35.00	30.00	36.00
Paddling Pools							
King Georges Playing Fields (10.00 am - 6 pm)	per 2 hour session	S	D	2.10	2.10	3.00	3.00
Bowling Greens							
Bowls - Season	Adult	S	D	120.00	144.00	123.33	148.00
Bowls - Season	Juniors/OAP's	S	D	75.00	90.00	77.50	93.00
Match Reservations + per rink (inclusive of visitors fees non returnable)	Club Charges	E	D	5.00	5.00	5.00	5.00
Other Reservations (not inclusive of visitors fees non returnable)	Club Charges	E	D	3.00	3.00	3.00	3.00
Large Open spaces with facilities (King Georges Playing Field and The Brentwood Centre)							
Large Events - more than 1/2 Field		E	D	2,050.00	2,050.00	2,102.00	2,102.00
Medium Events - less than 1/2 field		E	D	718.00	718.00	736.00	736.00
Small Events - less than 1/4 field		E	D	308.00	308.00	316.00	316.00
Keep Fit sessions - No cordoning off of field	Single	S	D	30.83	37.00	31.67	38.00
Keep Fit sessions - No cordoning off of field	Annual	S	D	125.00	150.00	128.33	154.00
Litter picking post event		S	D	77.50	93.00	79.17	95.00
Non commercial or charitable events (following approval by ward members) 50% discount							
Other Open Spaces							
Open Space (following approval by Ward members)	Daily Charge	E	D	307.50	307.50	316.00	316.00
Filming Rights - No defined area	Open Space Only	S	D	51.67	62.00	53.33	64.00

Key to VAT
S - Standard Rate - 20%
Z - Zero Rate - 0%
E - Exempt from VAT
O - Outside the scope of VAT
Key to Fee
S - Statutory
D - Discretionary

COMMUNITY AND HEALTH
FEES & CHARGES SCHEDULE FROM 1 APRIL 2017

DESCRIPTION OF CHARGE		VAT	FEE	CHARGES April 2016-March 2017 Excl VAT	CHARGES April 2016-March 2017 Inc VAT	CHARGES April 2017-March 2018 Excl VAT	CHARGES April 2017-March 2018 Inc VAT
SERVICE AREA: GOLF COURSE							
CHARGING AREA: GOLF COURSE							
Annual Season Ticket							
7 day Adult		S	D	562.50	675.00	578.33	694.00
7 day Junior		S	D	41.67	50.00	41.67	50.00
5 day Adult	Mon - Fri	S	D	475.00	570.00	486.67	584.00
5 day Concessionary	Mon - Fri	S	D	387.50	465.00	395.00	474.00
20 Round Ticket (Life of one year from purchase)							
7 day Adult		S	D	287.50	345.00	293.33	352.00
5 day Adult	Mon - Fri	S	D	204.17	245.00	206.67	248.00
5 day Concessionary	Mon - Fri	S	D	145.83	175.00	147.50	177.00
Weekday							
Per Round - 18 holes - Adult		S	D	13.75	16.50	15.00	18.00
Per Round - 9 holes - Adult		S	D	8.33	10.00	8.33	10.00
Per Round - 18 holes - Junior (under 17) & OAPs		S	D	11.25	13.50	12.50	15.00
Weekends and Public Holidays							
Per Round - 18 holes - Adult		S	D	18.33	22.00	20.00	24.00
Per Round - 9 holes - Adult		S	D	8.33	10.00	8.33	10.00
Juniors (under 17) & OAP's	After 1pm	S	D	11.25	13.50	12.50	15.00
Other Charges							
Twilight Play		S	D	7.50	9.00	8.33	10.00

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COMMUNITY AND HEALTH
FEES & CHARGES SCHEDULE FROM 1 APRIL 2017

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2016-March 2017 Excl VAT	CHARGES April 2016-March 2017 Inc VAT	CHARGES April 2017-March 2018 Excl VAT	CHARGES April 2017-March 2018 Inc VAT
SERVICE AREA: OTHER ENVIRONMENTAL HEALTH SERVICES						
CHARGING AREA: OTHER ENVIRONMENTAL HEALTH SERVICES						
Dog Control						
Statutory Seizure Fee	O	S	25.00	25.00	25.00	25.00
Dog Warden Collection Costs	O	D	66.32	66.32	68.00	68.00
Kennelling Costs (per day)	O	D	13.32	13.32	13.32	13.32
Other Charges						
Copy of Food Premises Register (single entry)	O	D	2.00	2.00	2.00	2.00
Copy of Food Premises Register (complete)	O	D	110.00	110.00	110.00	110.00
Level 2 CIEH Food Hygiene/Health & safety	E	D	67.00	67.00	67.00	67.00
Contaminated Land Search Enquiries	O	D	108.28	108.28	111.00	111.00
ASB, Crime and Policing Act 2014						
Breach of Community Protection Notice	O	D	80.00	80.00	80.00	80.00
Early payment	O	D	50.00	50.00	50.00	50.00
Breach of Public Spaces Protection Order	O	D	80.00	80.00	80.00	80.00
Early payment	O	D	50.00	50.00	50.00	50.00
Environmental Protection Act 1990						
Failure to provide a waste transfer note	O	D	300.00	300.00	300.00	300.00
Littering	O	D	80.00	80.00	80.00	80.00
Dog control offences	O	D	80.00	80.00	80.00	80.00
Clean Neighbourhoods and Environment Act 2005						
Alarm noise - failure to nominate key-holder or to notify local authority key-holder's details	O	D	80.00	80.00	80.00	80.00
Unauthorised Deposit of Waste (Fixed Penalties) Regulations 2016						
Fly-tipping	O	D	400.00	400.00	400.00	400.00
Pollution Prevention and Control Act 1999						
Standard Process	O	S	1,579.00	1,579.00	1,579.00	1,579.00
Reduced fee activities	O	S	148.00	148.00	148.00	148.00
Mobile screening and crushing plant	O	S	1,579.00	1,579.00	1,579.00	1,579.00
Annual Subsistence Charge						
Standard process Low Risk	O	S	739.00	739.00	739.00	739.00
Standard process Medium Risk	O	S	1,111.00	1,111.00	1,111.00	1,111.00
Standard process High Risk	O	S	1,672.00	1,672.00	1,672.00	1,672.00
Reduced fee activities Low Risk	O	S	76.00	76.00	76.00	76.00
PVR I & II combined	O	S	108.00	108.00	108.00	108.00
Mobile screening and crushing plants	O	S	618.00	618.00	618.00	618.00
Health and Safety						
Food Hygiene Courses	E	D	67.00	67.00	67.00	67.00

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Key to Fee
S - Statutory
D - Discretionary

5 December 2016

Community, Health and Leisure Committee

Shenfield Village Sign

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

Wards Affected: *All*

This report is: *Public*

1. Executive Summary

1.1. An application has been received from Shenfield Environmental Partnership for contribution towards a 'Shenfield Village Sign', from the Brentwood Community Fund. The decision on this funding will be determined by Members in a separate report at tonight's Committee.

1.2. One of the requirements is that all the relevant permissions and licenses have been applied for and approved. Essex County Council as the Highway authority has given consent under Section 42 of the Public Health Acts Amendments Act 1890 for the sign, to Brentwood Borough Council subject to Brentwood Borough Council complying with a number of conditions as set out in Appendix B.

2. Recommendation

2.1 That Members agree to issue a license for the erection of the Shenfield Village Sign or;

2.2 That Members do not agree to issue a license for the erection of the Shenfield Village sign.

3. Introduction and Background

3.1. An application has been received from Shenfield Environmental Partnership for contribution towards the cost of a 'Shenfield Village Sign' from the Brentwood Community Fund, Appendix A. The decision on this funding will be determined by Members in a separate report at tonight's Committee.

3.2. Shenfield Environmental Partnership has worked with Shenfield High School and St Mary's Primary School to develop a 'Village Sign' for Shenfield. One of the requirements of the Community Fund is that all the relevant permissions and licenses have been applied for and approved before any funding can be awarded. Essex County Council as the Highway authority has given consent under Section 42 of the Public Health Acts Amendments Act 1890 for the sign, to Brentwood Borough Council subject to Brentwood Borough Council complying with a number of conditions as set out in Appendix B.

3.3. As set out in Appendix B, Brentwood Borough Council will be responsible for the reinstatement of any damage caused by the installation of the sign.

3.4. Brentwood Borough Council needs to ensure that any works are undertaken by appropriately NRSWA accredited persons.

3.5. Brentwood Borough Council will accept responsibility for all of the sign and shall maintain the sign in, good, sound, healthy and safe repair at all times.

3.6. Brentwood Borough Council indemnifies Essex County Council against, all actions, proceedings, claims for incidental damage, loss or injury caused by and other reasons, demands, costs and expenses whatsoever which may be brought or sustained or incurred by Essex County Council by reason of this consent.

3.7. Brentwood Borough Council shall affect a public liability insurance cover for an amount of not less than £5m and it shall maintain this for the total period of the consent.

3.8. If the terms and conditions of this consent, the Highways Authority may decide, and shall be permitted, to remove the sign at the expense of the Borough Council.

3.9. It is proposed to issue a license to Shenfield Environmental Partnership (Appendix C) with the set conditions that they will need to comply with, to erect the sign in line with 103 and 106 Chelmsford Road, Shenfield..

4. Issues, Options and Analysis of Options

4.1. Members need to take into account the implications associated with issuing a license to Shenfield Environmental Partnership as there will be ongoing costs to the Council associated with its installation as set out in 3 above.

5. Reasons for Recommendation

5.1 The Highway Authority, Essex County Council has 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 will in turn issue a license to Shenfield Environmental Partnership so that they can undertake the installation of the sign. This is 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 will provide Members with the information they require to make an informed decision.

6. References to Council Priorities

6.2 The Community Fund supports a number of priorities and sub priorities within the Corporate Plan.

7. Implications

Financial Implications
Name & Title: Ramesh Prashar, Financial Services Manager
Tel & Email: 01277 312513/ramesh.prashar:brentwood.gov.uk

7.1 The financial implications are set out in the table below:

Detail	Who is responsible	Cost
Cost of sign	Shenfield Environmental Partnership	£3250
Installation of the sign	Shenfield Environmental Partneship	£1502
Issue of licence	Brentwood Borough Council	n/a
Insurance of the sign	Brentwood Borough Council	No additional costs as the Council's Insurance cover can include this
Public Liability for the sign	Brentwood Borough	No additional costs as the

	Council	Council's PL insurance can include this

Legal Implications
Name & Title: Saleem Chughtai, Legal Services Manager
Tel & Email: 07966 891705 / saleem.chughtai@bdtlegal.org.uk

7.2 The legal Implications are set out in the body of this report.

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. Appendices

Appendix A	Shenfield Environmental Partnership application to Brentwood Community Fund and supporting documents
Appendix B	Consent from Essex County Council to Brentwood Borough Council
Appendix C	Licence to Shenfield Environmental Partnership

Report Author Contact Details:

Name: Kim Anderson, Partnership, Leisure and Funding Manager
Telephone: 01277 312634
E-mail: kim.anderson@brentwood.gov.uk

Appendix A

Brentwood Community Fund Application Form 2016

BRENTWOOD BOROUGH COUNCIL

Please read the guidance notes carefully before completing this form

For office use only	**Date received:**	**Ref. no:**

Name of organisation *(if applicable)*:	SHENFIELD ENVIRONMENTAL PARTNERSH
Address:	HAWTHORN COTTAGE 151 CHELMSFORD RD SHENFIELD CM15 8RU
Type of organisation *(if applicable)*:	COMMUNITY GROUP
Contact name:	MRS VALERIE WEBB
Telephone No:	01277 214162
E mail address:	valeriewebb21@gmail.com
Charity Registration no. *(if applicable)*	valeriewebb21@gmail.com
Position held by applicant *(if applicable)*	Committee Member
Project title:	CREATING A VILLAGE SIGN for Shenfield
Who owns the premises? *(if applicable)*	N/A
Estimated start date*:	1 April 2017
Estimated completion date:	1 June 2017 (within 2016/17)
Which geographical area will benefit? e.g. Parish, Ward	SHENFIELD
How many people will benefit? Please give an approximate number of beneficiaries.	Whole community of SHENFIELD + strangers & visitors to Shenfield
How much money are you asking for from the Brentwood Community Fund?	£2000

Q1. Please provide a brief description of the project ***(Use a separate sheet if required)***

See attached documents.

(I found I could not save this form on my Apple Mac hence the paper application)

BRENTWOOD B.C.
1 SEP 2016
Received

Q2. How does your project meet one or more of the criteria, and how will it deliver the expected outcomes as outlined in the guidance notes *(Refer to criteria in guidance notes and use a separate sheet if required)*

See attached

Q3. Explain how the wider community has been involved in the development and the implementation of the project. This can include the use of volunteers or a consultation with project beneficiaries, or you may be a community group, for example *(Use a separate sheet if required)*

See attached

Q4. Budget (Please complete all boxes if applicable and confirm whether or not any additional funding has been secured for the project). *Please contact us if you need any help completing the budget section of this form. Your in kind costs and in kind income should match.*

Costs (expenditure) Please insert all project costs	£	p
Cost of sign	3250	
Delivery of sign	55	
	no VAT	
Cost of survey		
underground utilities		
+ installation of sign	1502	
(Ken Carter)	inc VAT	
In kind (see guidance notes) Total	4807	
40 hrs + say	£400	
Total Expenditure**	5207	

Funding (income) C= Confirmed U= Unconfirmed	£	p	C/U
Own fundraising			
Other sources – Please specify			
Application to			
Community Initiative Fund	2807		U
FCC			
In kind (see guidance notes)	400		
Expected income from sales (if applicable), please specify.	N/A		
Brentwood Community Fund amount requested	£2000		U
Total income**	5207		

***Please note: The total cost and total income amounts must balance**

Is your organisation VAT registered? If yes please enter the VAT registration Number	~~Yes~~/No	**Vat number:** N/A

Q5. How sustainable is your project ?

After the project has been completed, how will any ongoing running costs of facilities/services created by the project be funded?	There will be no ongoing costs. (After 30-35 years the sign would probably need re-painting)
What ongoing income (if any) will be generated from the project? If yes please give an estimate of how much income is expected each year	£0

Q6. Bank Account details

Bank Account details

Account name	Shenfield Environmental Partnership
Account number	26203660

Sort code	30-67-33
Account Holders Name and Address	WENDY ANTONIOU SHENFIELD ENVIROMENTAL PARTNERSHIP 39 HUTTON ROAD SHENFIELD BRENTWOOD ESSEX CM15 8NF
Account Holders contact email address	wendyantoniou@yahoo.co.uk
Account Holders telephone number	01277 230293
Signature of Account Holder	W. A

Checklist – (Please ensure that you include all relevant documents to support your application)	✓
Relevant permissions/consent email	✓
Confirmation of any additional funding (if applicable)	N/A
Your organisation's governing document (Constitution, Memorandum and Articles of Association, Trust Deed etc)	✓
Evidence of community involvement letters	✓
Safeguarding policy (if working with young people and/or vulnerable adults)	N/A
Risk Assessments and Insurance if required	N/A
Cost estimates or price quotations emails	✓
Other supporting information (optional)	✓
Fully completed and signed application form	✓

Q7. Declaration
Please sign and date

I declare that the information supplied in this application is true and that any grant money received from Brentwood Borough Council will be used for the purposes described in this form. (An electronic signature is acceptable)

Valerie Webb. **Date** 31/08/2016.

***Start Date:** Please note that retrospective funding cannot be awarded; therefore the start date of your project must be after the decision is made by Councillors at the relevant Community Services Committee. This is likely to be in October 2016, therefore any projects starting before this date will not be eligible for funding. **Please check the Council's website at** www.brentwood.gov.uk/funding **for up to date application deadline information.**

Privacy Notice: This information is collected by Brentwood Borough Council. Any information provided may be retained on computer or in manual files in accordance with the Council's Data Retention Policy. This information will be used for processing your grant application. It may also be used for related Council purposes, including for regulatory functions and investigating fraud. It will not be disclosed to any third party. The information may be used for statistical or research purposes, which will be depersonalised where appropriate.

Please return the application form with supporting documents by email to: Localism@brentwood.gov.uk or by post to Brentwood Community Fund, Community Services, Brentwood Borough Council, Town Hall, Ingrave Road Brentwood CM15 8AY by Sunday 4th September 2016.

Shenfield Environmental Partnership
Brentwood Community Fund Application

Question 1

The Shenfield Village Sign offers a unique opportunity to preserve the ancient history of Shenfield at a time when it is growing and changing rapidly (Elizabeth Line terminus/new park and stride carpark, 600+ new build houses proposed).
The sign covers 2000 years of history from 1st century AD to 21st century and includes:
*the Roman soldiers on the first main road built into Essex and East Anglia
*reference to The Domesday Book entry, (Shenfield was called Chenefield which means Good Lands.)
*the 13th Century Church
*the arrival of the Elizabeth Line. (Crossrail works)
There are many elderly residents who have lived here for a long time and take pride in the old village.
We need funding for the project but there is no ongoing cost. Many voluntary hours have been spent over the past 22 months in liaising with the community, young and old. Appendix A – the design of the sign.

Question 2.

2. Aim: Students, staff and parents of St Mary's Primary School and Shenfield High School, ie. both the schools in Shenfield, were involved in creating ideas for the sign. (see attached brief Appendix B). The time scale was long enough for the schools to include the research into the history of the village as a genuine learning opportunity.

Students and pupils increased their knowledge of Shenfield by researching the history. The organisations which will appear on the sign were involved and they warmly welcomed the bringing together of ideas which represented our community's past. Also residents value the impact the sign will have on the community's present and future as a result of the increased interest the younger residents, the school population, have in their environment.

Question 3

3. Action: Shenfield High School Students (secondary) and St. Mary's Primary School students actually worked together to come up with finished designs. (See Appendix C for photo of pupils working together and an example of their research). This collaboration amounted to significant liaison between the two schools and individuals students/pupils. In doing so, they increased their knowledge and interest in their locality, promoting a resolution to protect their environment as they grow into adult residents.

Local residents were aware of project through newspaper articles (Shenfield News in Brentwood Gazette, Appendix D) and are supportive that the history of the old village is preserved and celebrated in this way. (see attached letters, Appendix D. Images of the village depicted on the design of the Shenfield Sign were discussed and warmly approved by organisations associated with the images, e.g. church, pub, cricket club, both schools.

Question 4.

See Application Form. We are requesting £2000 towards the cost of producing and erecting the sign, following appropriate searches. We are being granted a licence by ECC, (Olive Porter) for the sign to be placed on Chelmsford Road (the original Roman road). Although the licence has not yet been received, Appendix E is an email showing the legal department is preparing it.

We are also submitting a bid to Community Initiative Fund from Essex County Council and will know in November if we have been successful in achieving any funding from this initiative.

Over 22 months over 40 hours have been given voluntarily to reach this stage in this community project.

Appendix F. 3 estimates by ECC approved contractors for conducting the survey of underground services and the secure erecting of the sign.
NB Handwritten figures show actual cost including VAT, cost of underground surveys and a possible 10% increase in price as the work is likely to occur well beyond the timescale for which the estimate applies.

Appendix G. Constitution of Shenfield Environmental Partnership.

Appendix H. Letters from local residents supporting the sign.
NB. There is NO intention to redesignate the old part of Shenfield as Shenfield Village.

Question 5.

We have enquired of the sign manufacturer when any maintenance is likely to be needed and they have given us a timescale of not less than 30 – 35 years from now. Realistically there are no ongoing costs in the short or medium term.

Risk Assessments have been incorporated into the design of the sign (height from ground etc.) and the work will be carried out by ECC approved contractors. There are no safeguarding issues because the work with students was undertaken with their teachers and not with SEP directly.

Contact: Valerie Webb
Cert Ed, Dip RLC, M.Ed (Cantab)
01277 214162.
valeriewebb21@gmail.com.

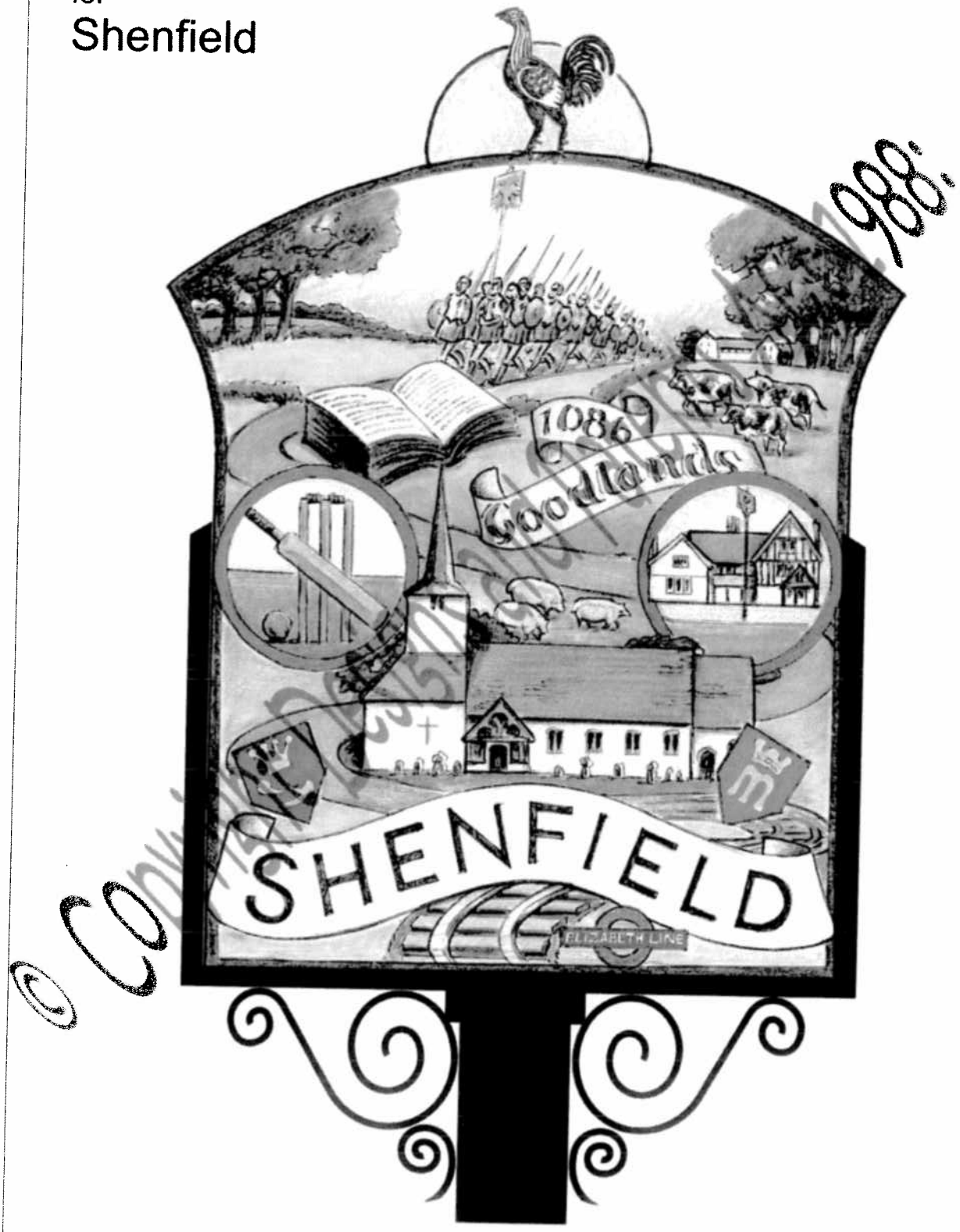
Shenfield Environmental Partnership
Chair: Cllr John Newberry,

Tel: 01277 210675
Email: newbers@sky.com

Proposed village sign
for
Shenfield

(A)

22



vsp © 12816

e-mail: VillageSignPeople@gmail.com phone: 01953 498 766 www.villagesignpeople.com
The Barns Eeyore's House Vicarage Road Great Hockham Norfolk IP24 1PE

Appendix B

ELS
Seax House
Victoria Road South
Chelmsford
CM1 1QH

ELS
First for Public Law

Brentwood Borough Council
Town Hall,
Ingrave Road,
Brentwood,
Essex
CM15 8AY

Our Ref: CM/HIGH/9845
Your Ref: Kim Anderson
Date: 20 October 2016

COPY

Dear Sirs

RE: CONSENT TO INSTALL AND MAINTAIN AN ORNAMENTAL VILLAGE SIGN UNDER SECTION 42 OF THE PUBLIC HEALTH ACTS AMENDMENTS ACT 1890

I am writing to confirm that consent is given by the County Council, as Highway Authority (subject to the below conditions), to Brentwood Borough Council, for the installation and maintenance of an ornamental sign ("the sign") as shown by a red cross on the attached location plan ("the plan").

This consent is subject to Brentwood Borough Council complying with the following conditions:

1. The ornamental village sign will have an Oak post approximately 120 mm square. The underneath of the sign will be 2.4 metres from the ground surface. The post will be set in a concrete surround of a minimum of 600 x 600mm. The ornamental sign is to be erected at the back of the verge adjacent to the footway and approximately 25 metres south west of the steps, in line with 103 and 106 Chelmsford Road, Shenfield.

2. The sign will be approximately 1.15 metres high x 0.80 metres wide.

3. Brentwood Borough Council is responsible for ensuring that no statutory undertakers' apparatus is affected by the exercise of this consent.

4. Brentwood Borough Council shall take all reasonable precautions to protect the verges, any street lighting, street furniture and drainage systems. If any damage is caused to the highway by the installation and/or maintenance of the sign, it will be made good as soon as reasonably practicable, either by the Highway Authority or Brentwood Borough Council. Responsibility for the cost of making good any damage caused to the highway by the installation and/or maintenance of the sign, shall remain the responsibility of Brentwood Borough Council.

5. Any works within the highway are to be undertaken by appropriately accredited persons.

6. The New Roads and Street Works Act Co-ordinator must be notified at least one week prior to any excavation being made in the verge in order that necessary supervision can be arranged. Notification is to include appropriate accreditations and works methodology.

7. Any variation from the approved plans and any future variations or modifications will be subject to prior written approval from the County Council.

8. The sign shall not be permitted to obstruct or interfere in any way with, or become a source of danger to, passage along the carriageway.

9. No form of fencing or obstruction or structure to protect the sign other than that agreed to by the County Council will be permitted within the public highway and the County Council, as highway authority, is empowered to take action under Section 143 to remove any structure which is deemed to be a nuisance.

10. Brentwood Borough Council shall, at all times, accept responsibility for all of the sign and shall maintain the sign in, good, sound, healthy and safe repair at all times.

11. Brentwood Borough Council shall make good, to the County Council's satisfaction, any damage caused to the highway by the exercise of this consent and indemnify and keep indemnified the County Council from and against any claims, demands or proceedings in any way arising in regard thereto.

12. Brentwood Borough Council shall accept responsibility for, and indemnify and keep the County Council indemnified against, all actions, proceedings, claims for incidental damage, loss or injury caused and other reasons, demands, costs and expenses whatsoever which may be brought or sustained or incurred by the County Council by reason of this consent

13. Brentwood Borough Council shall effect a public liability insurance policy for an amount of not less that £5,000,000 (Five Million Pounds) and it shall maintain this policy in full force and effect for the total period of this consent

14. Despite this consent, the area of verge housing the sign shall always remain part of the public highway and users of the highway are still entitled to exercise their right of passage over them.

15. Should these terms and conditions not be met, or if it is required by the County Council to do so, Brentwood Borough Council shall at its own expense restore to the County Council's satisfaction that part of the highway affected by this consent.

16. Alternatively, upon any breach of the terms and conditions of this consent, the Highway Authority may decide, and shall be permitted, to remove the sign at the expense of Brentwood Borough Council who shall pay on demand to the County Council the cost of such a removal.

I would be grateful if you could acknowledge this consent on behalf of Brentwood Borough Council by signing and returning to me the enclosed copy of this letter.

Yours faithfully

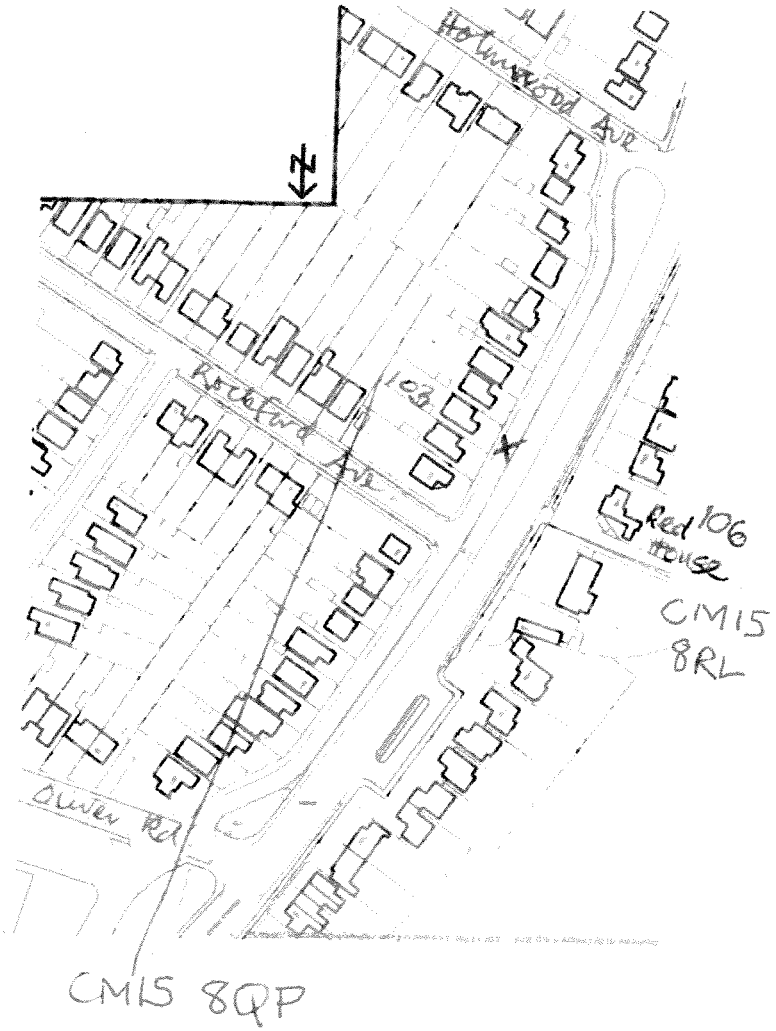
Angela Hutchings
Interim Director for Essex Legal Services
Please reply to Charlotte Moody
DX: 155940 Chelmsford 18
Telephone: 03330139723
Fax: 01245 506749
Internet: www.essexcc.gov.uk
Email: charlotte.evans@essex.gov.uk

I acknowledge receipt of the consent issued to Brentwood Borough Council by Essex County Council for installation and maintenance of the sign.

Signed .....

Designation PARTNERSHIP LEISURE & FUNDING MANAGER

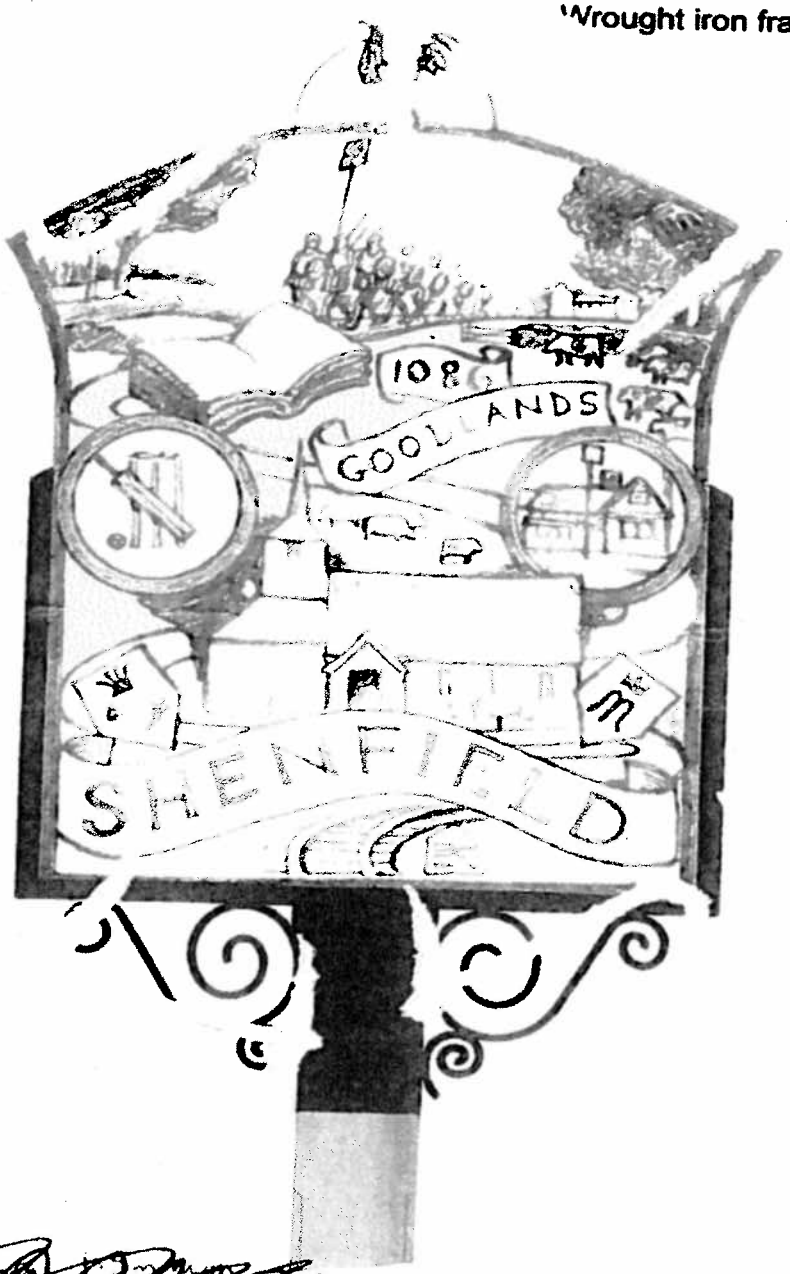
Date 4. 11. 16


Hollywood Ave
Rochford Ave
Red house
106
CM15 8RL
Owen Rd
CM15 8QP

Village Sign People
Heritage and Village sign specialists for over 35 years
A division of Harry Stebbing Workshop

Proposed 'Welcome Sign' for Shenfield

'Wrought iron frame option



Suggested panel size : - 1150mm x 800mm

Height from ground level to base of scroll - 2.4m

VillageSignPeople@gmail.com www.VillageSignPeople.com Tel: 01953 498 766
Eyore's House Vicarage Road Great Hockham Norfolk IP24 1PE

BRENTWOOD
BOROUGH COUNCIL

Date: XX
Our reference: BCF2016/SHEP
Your reference:

Shenfield Environmental Partnership

Hawthorn Cottage

151 Chelmsford Road

Shenfield

CM15 8RU

RE: CONSENT TO INSTALL AND MAINTAIN AN ORNAMENTAL VILLAGE SIGN UNDER SECTION 42 OF THE PUBLIC HEALTH ACTS AMENDMENTS ACT 1890

I am writing to confirm that consent is given by Brentwood Borough Council for the installation and maintenance of an ornamental sign ("the sign") as shown by a red cross on the attached location plan ("the plan").

This consent is subject to Shenfield Environmental Partnership complying with the following conditions:

1. The ornamental village sign will have an Oak post approximately 120mm square. The underneath of the sign will be 2.4metres from the ground surface. The post will be set in a concrete surround of a minimum of 600 x 600mm. The ornamental sign is to be erected at the back of the verge adjacent to the footway and approximately 25 metres south west of the steps, in line with 103 and 106 Chelmsford Road, Shenfield.
2. The Sign will be approximately 1.15 metres high x 0.80 metres wide.
3. Shenfield Environmental Partnership is responsible for ensuring that no statutory undertakers' apparatus is affected by the exercise of this consent.
4. Shenfield Environmental Partnership shall take all responsible precautions to protect the verges, any street lighting, street furniture and drainage systems. If any damage is caused to the highway by the installation and/or maintenance of the sign, it will be made good as soon as reasonably practicable, either by the Highway Authority or Brentwood Borough Council. Responsibility for the cost of making good any damage caused to the highway by the installation and/or

Brentwood Borough Council, Town Hall, Ingrave Road, Brentwood, Essex CM15 8AY
tel 01277 312 500 **fax** 01277 312 743 **minicom** 01277 312 809 **www.brentwood.gov.uk**

maintenance of the sign, shall remain the responsibility of Shenfield Environmental Partnership.

5. Any works within the highway are to be undertaken by appropriately accredited persons.
6. The New Roads and Street Works Act Coordinator must be notified at least one week prior to any excavation being made in the verge in order that necessary supervision can be arranged. Notification is to include appropriate accreditations and works methodology.
7. Any variation from the approved plans and any future variations or modifications will be subject to prior written approval from Essex County Council.
8. The sign shall not be permitted to obstruct or interfere in any way with, or become a source of danger to, passage along the carriageway.
9. No form of fencing or obstruction or structure to protect the sign other than that agreed by Essex County Council will be permitted within the public highway and Essex County Council, as highway authority, is empowered to take action under Section 143 to remove any structure which is deemed to be a nuisance.
10. Shenfield Environmental Partnership shall, at all times, accept responsibility for all of the sign and shall maintain the sign in, good, sound, healthy and safe repair at all times.
11. Shenfield Environmental Partnership shall make good to Brentwood Borough Council's satisfaction, any damage caused by the highway by the exercise of this consent and indemnify and keep indemnified Brentwood Borough Council from and against any claims, demands or proceedings in any way arising in regard thereto.
12. Shenfield Environmental Partnership shall accept responsibility for, and indemnify and keep Brentwood Borough Council indemnified against , all actions, proceedings, claims for incidental damage, loss or injury caused and other reasons, demands, costs and expenses whatsoever which may be brought or sustained or incurred by Brentwood Borough Council by reason of this consent.
13. Shenfield Environmental Partnership shall effect a public liability insurance policy for an amount not less than £5,000,000 (Five Million Pounds) and it shall maintain this policy in full force and effect for the total period of this consent.
14. Despite this consent, the area of verge housing the sign shall always remain part of the public highway and users of the highway are still entitled to exercise their right of passage over them.
15. Should these terms and conditions not be met, or it is required by the Brentwood Borough Council to do so, Shenfield Environmental Partnership shall at its own expense restore to Brentwood Borough Council's satisfaction that part of the highway affected by this consent.

16. Alternatively, upon any breach of the terms and conditions of this consent, the Highway Authority may decide, and shall be permitted, to remove the sign at the expense of Shenfield Environmental Partnership who shall pay on demand to Brentwood Borough Council the cost of such a removal.

I would be grateful if you could acknowledge this consent on behalf of Shenfield Environmental Partnership by signing and returning to me the enclosed copy of this letter.

Yours faithfully

Kim Anderson

Partnership, Leisure and Funding Manager

Brentwood Borough Council, Town Hall, Ingrave Road, Brentwood, Essex CM15 8AY
tel 01277 312 500 **fax** 01277 312 743 **minicom** 01277 312 809 **www.brentwood.gov.uk**

I acknowledge receipt of the consent issued to Shenfield Environmental Partnership by Brentwood Borough Council for installation and maintenance of the sign.

Signed ……

Designation ……

Date …….

Brentwood Borough Council, Town Hall, Ingrave Road, Brentwood, Essex CM15 8AY
tel 01277 312 500 **fax** 01277 312 743 **minicom** 01277 312 809 **www.brentwood.gov.uk**

5 December 2016

Community, Health and Leisure Committee

Brentwood Community Fund

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

Wards Affected: *All wards*

This report is: *Public*

1. Executive Summary

1.1 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 has £16,300 available in total in the current financial year, and grants of up £2,000 are available for applicants. The funding was open from 8th April until 4th September 2016. A summary of the applications and the officers scoring sheet is attached in Appendix B.

2. Recommendation

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

3. Introduction and Background

3.1 The Brentwood Community Fund has been set up to give Brentwood's communities the opportunity to promote local initiatives to improve the quality of life of people living in the local area. The fund has £16,300 allocated for localism projects. Grants of up to £2,000 are available. The funding was open to applications from 8th April 2015 to 4th September 2016 and the recommendations are now being considered before members.

3.2 The criteria that applicants need to meet for applications for the Brentwood Community Fund were provided in the information and guidance notes which were available to applicants and are attached in Appendix A of this report. This also includes the scoring matrix (Appendix C) that officers have used to score each of the applications.

3.3 The total number of applications to the Community Fund was 24 requesting a total of £41,896.40.

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

4. Issue, Options and Analysis of Options

4.1 Members will note that the 2015/16 budget was the last year that funds could be drawn down from the LSP allocation of £24k per year.

4.2 The criteria and expected outcomes have been simplified in order to encourage applications and to broaden the accessibility of funding as set out in Appendix A of this report.

4.3 A number of applications had their start date of their projects in October 2016, but as the deadline for the applications was 4 September the recommendation for funding had to come to the 5 December 2016 Community, Health and Leisure Committee meeting. Officers contacted those applicants that were affected to see whether the start date of their projects could be adjusted as the Council cannot support retrospective funding. Those applicants whose projects were date specific have been informed that the Council cannot support any retrospective funding.

5. Reasons for Recommendation

5.1 Each application has 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 meets the criteria, the Council's priorities and expected outcomes
- Evidence that the community has been involved in the development and implementation of the project
- Evidence that the bid supports the promotion of volunteering and community participation

- Evidence that the applicant has sought additional external funding or in kind value (such as the use of volunteers) for the project
- Evidence that the project is sustainable once the Council's contribution has ceased.

5.2 Once the applications were individually scored they were ranked by their score. The recommendations by officers of the projects that met the key priorities and the amount of funding that is recommended is attached in Appendix B of this report.

5.3 Applications marked green are recommended to receive funding.

5.4 Notifications will be made to all those applicants that applied. Successful applicants will also have to agree to any terms stipulated within the conditions of the grant being awarded. Successful applicants will also need to complete a self monitoring report once their project has been completed.

5.5 Any applicants to the Community Fund are offered the following support: Face to face meeting with the Partnership, Leisure and Funding Manager to review their prospective application; offered a funding training session via Brentwood Council for Voluntary Services which includes tips on submitting a good funding application. Members will also be encouraged to assist in this process; Organisations will also be signposted to the Open 4 Community on the Council's website to look at other sources of external funding to support their project if applicable.

6. Consultation

6.1 Consultation has been undertaken with previous applicants and as a result we have revised and simplified the application process and simplified the application form and supporting guidance notes. It was recognised that some organisations or individuals may have had difficulty understanding some terminology in respect of completing the funding application, and the requirements for information and match funding should be proportionate to amount of money being awarded.

6.2 Part of the monitoring form that is sent out to all successful candidates, also asks the organisation about the whole process and areas than can improved.

7. References to Corporate Plan

7.1 The Community Fund supports a number of priorities and sub priorities within the Corporate Plan. The criteria and expected outcomes from the Community Fund applications are outlined in Appendix A.

8. Implications

Financial Implications
Name & Title: Ramesh Prashar, Finance Director
Tel & Email 01277 312743 / ramesh.prashar@brentwood.gov.uk

8.1 The Community Fund of £16,300 is currently allocated within an existing budget.

Legal Implications
Name & Title: Saleem Chughtai, Legal Services Manager
Tel & Email: 07966 891705 / saleem.chughtai@bdtlegal.org.uk

8.2 The general power of competence pursuant to Section 1 of the Localism Act 2011, provides the Council with very broad powers to do anything that individuals generally may do. The Council is under a fiduciary duty to ensure that it's resources are used appropriately.

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

8.2 Asset – The granting of any funding is dependent on permissions being granted by the owner of the asset.

8.3 Equality and Diversity Implications – The Community Fund will support voluntary and community organisations that best support the Brentwood Community regardless of age, disability, gender, gender reassignment, pregnancy and maternity, race, religion and sexual orientation.

9. Appendices to this report

Appendix A	Information and guidance notes for the Community Fund
Appendix B	Officer Recommendations for funding
Appendix C	Scoring matrix

Report Author Contact Details:

Name: Kim Anderson - Partnership, Leisure and Funding Manager
Telephone: 01277 312634
E-mail: kim.anderson@brentwood.gov.uk

Appendix A

Brentwood
Community Fund 2016
www.brentwood.gov.uk/funding

BRENTWOOD
BOROUGH COUNCIL

Information and Guidance Notes – April 2016

What is the Brentwood Community Fund?

The Brentwood Community Fund has been set up to give Brentwood's Communities the opportunity to promote local initiatives to improve the quality of life for local people living in the Borough. The fund has £16,300 available in total in the current financial year, and grants of up to £2,000 are available for applicants.

The Brentwood Community Fund will open for applications on Friday 8th April 2016 and will close on Sunday 4th September 2016.

Bids will be assessed and reported to the Community and Health Committee in October 2016, when a decision on the allocation of funding will be made.

Who can Apply?

The Council is inviting bids from individuals, groups and organisations for a share of the cash on offer for local causes and projects that will support and improve the quality of life for local people and tackle the issues that they think are important. All applications must benefit Brentwood's communities. Projects must be delivered in the Borough.

Bids may be submitted by individuals or community and voluntary organisations, residents' / tenants' associations etc. Groups do not need to be formally constituted, but if that is the case, the Council will request invoices to be submitted to it directly and will settle these.

Funding should be for new projects. Previous applicants may apply if they are proposing a new project, however, priority will be given to those who have not received any previous funding from the Brentwood Community Fund or the Localism Share Fund if applicable.

How much can I apply for?

The maximum amount that can be applied for is £2,000. There is no minimum amount. We would expect to see some form of match funding or inkind support for all applications. However, applicants should remember that inkind support includes volunteers' time in both coordinating and delivering the project. Volunteer time inkind can be can estimated at £10 per hour per person as an average)

How to Apply

The application form

You can apply for funding using the Brentwood Community Fund application form, which is linked on the Brentwood Borough Council website www.brentwood.gov.uk/funding.

Please read these information and guidance notes thoroughly before completing the application form and ensure that you return the application form together with any attachments and

supporting documents (see checklist) to localism@brentwood.gov.uk by 4th September 2016 at the latest to ensure that your application is considered. For any advice, support, guidance or any queries relating to the completion of the form please contact localism@brentwood.gov.uk or telephone Community Services on 01277 312500.

Please ensure that all fields on the application form are fully completed. If any questions are not applicable, please write 'N/A' in the answer box.

What will be funded?

Projects will only be funded if they are firmly and directly aligned with the community based priorities in the Council's Vision for Brentwood 2016-2019, a copy of which can be found on the Council's website www.brentwood.gov.uk . In particular we are looking at schemes which will deliver wider community benefits, rather than benefits to individual clubs or organisations and that will also deliver on the following priorities, actions and outcomes:

The Council would expect to see links to the following criterion and that some of the following outcomes will be delivered from the applicants projects:	
Criterion	**Expected outcomes**
Environment and Housing Management	• Increase in community involvement in delivering a cleaner and safer environment. • Improved leisure facilities. • Increase in the number of volunteers and volunteering opportunities. • Increase in the number of community initiatives and projects. • Improvement of local community run services. • Increased awareness of and access to local health services. • Increase awareness of and support for the voluntary sector. • Improved community cohesion and community engagement. • Reduction in anti- social behaviour. • Increased confidence that Brentwood is a safe borough. • Reduction in social isolation. • An increase in local community skills base.
• Projects which enable communities to take a more active role in delivering a cleaner and safer environment • Projects which encourage residents to work together with the Council to take responsibility for the environment and improve the cleanliness of our streets. • Projects which improve leisure facilities for residents and visitors.	
Community and Health	
• Projects which encourage thriving and engaged communities. • Projects which make Brentwood a Borough where people feel safe, healthy and supported. • Projects which encourage community engagement in developing improved and accessible health services. • Projects which increase residents' and businesses' engagement with the local community. • Projects which support our most vulnerable residents to feel safe. • Projects which reduce antisocial behaviour and ensure that Brentwood is a safe place to live.	
Economic Development	
• Projects that support community skills development.	

What will we not fund?

- Retrospective bids, i.e. Where work has already commenced (prior to agreement of any funding allocation).
- Future running costs – these are one off grants only.
- Repeat funding for the same project.
- Employee costs or routine administration.
- Political activities.
- Exclusively religious activities (although faith groups may receive funding for community development or self-help activities. In this case the application must show that the project will bring wider community benefit and that the primary purpose of the activity is not religious).
- Statutory activities/ requirements, i.e. where funding it no longer available or has ceased from another provider.
- Hospitality and catering.
- Funding for projects outside the Borough of Brentwood.
- Funding for lobbying or campaigning.

Please note the Council will not be responsible for any ongoing costs incurred by the project, e.g. maintenance of equipment.

How we will assess your application?

Each application will be scored against the criteria set out in the scoring matrix which is available to download from www.brentwood.gov.uk/funding. You should review your application before submitting it to ensure that you have fully answered all of the questions. For example if your application scores 80% against the criteria then it will be recommended to receive 80% of the money it requested.

Application Form - Questions Explained

Question 1 – Please provide a brief description of the project.

Please tell us details of your project, what it is, why you need the money (for all or part of the project) who it involves etc. We would not expect to see bids for one off capital expenditure except there are no ongoing revenue costs.

Question 2 – How does your project meet one or more of the criteria, and how will it deliver the expected outcomes?

Please look at the criterion and expected outcomes as outlined in the table previously and tell us how your project will meet one or more of these.

Question 3 – Explain how the community has been involved in the development and the implementation of the project. This can include the promotion of volunteering for example.

- Please include evidence of community involvement with supporting documents that show us how you identified a need for this project and who in your community supports it.
- The community should be engaged in identifying schemes to be put forward and particularly schemes which generate community involvement, engagement and ownership.
- There should demonstrable community support for initiatives being put forward.
- Schemes should promote volunteering and community participation.

Question 4 – Budget

- Expenditure – Please give us a breakdown of what you expect your project costs to be, for example venue hire, equipment, in kind costs such as volunteer costs (this can estimated at £10 per hour per person as an average) or marketing materials etc.
- Income – Please list any income you may be receiving. This includes additional external funding, in kind funding such as volunteer contribution (this can estimated at £10 per hour per person as an average), donated time or materials, and any of your own fund raising.
- Inkind amounts in the expenditure column and the income column should match.
- Please tell us if these amounts are confirmed or unconfirmed.
- Brentwood Community Fund amount – Please tell us how much money you are requesting from the Brentwood Community Fund and ensure this matches with the amount you have written on the front page of the application form. The maximum amount you can apply for is £2,000.
- VAT – please include your VAT registration number if relevant.

Question 5 – Sustainability

Please tell us if there will be any future running costs incurred from your project and if so, how you will fund this in the future.

Please note, the Council will not be responsible for any ongoing costs incurred by your project i.e. maintenance of equipment.

Question 6 – Bank Details

Please provide your account name, sort code and account number, so that payments can be made should your application be successful. If you are new group and no bank account has been set up for your project/organisation please contact localism@brentwood.gov.uk
or telephone 01277 312634 for advice and guidance.

Permissions and Licenses

For all bids received, it is the applicant's responsibility to ensure that all required permissions, licenses and insurances are in place prior to beginning your project and that adequate health, safety, safeguarding protocols and risk assessments are in place if necessary. Please include a copy of any relevant documents to support your application.

Checklist

When completing the application form please ensure that you include all relevant documents to support your application.

- Relevant permissions/consent.
- Confirmation of any additional external secured funding .
- Your organisation's governing document (Constitution, Memorandum and Articles of Association, Trust Deed etc).
- Evidence of community involvement.
- Safeguarding policy (if working with young people and vulnerable adults).
- Risk assessments and insurance if required.
- Cost estimates or price quotations.
- Letters of support or other supporting information.
- Fully completed application form!

Question 7 – Declaration
Please read through your application form carefully and sign and date it. An electronic signature is acceptable.

When will a decision be made on funding?
Applications will be assessed by a panel of Council officers and elected Members. Recommendations will be reported to the relevant Community and Health Committee in October 2016. Notifications will be sent to all applicants to inform them whether they have been successful or not following this meeting.

Monitoring
Successful applicants will be asked to return a signed Terms and Conditions form and complete a monitoring form once their project has been completed.

We also ask that successful projects use the Brentwood Borough Council logo on marketing materials relating to their funded project.

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Brentwood Community Fund 2016 - recommendations

	Recommended for funding				
	Did not score highly enough to be awarded funding				
	Did not meet minimum criteria for funding				
Applicant Number	**Applicant/Project**	**Amount requested**	**Score against criteria**	**Recommended fuding**	**Supporting notes**
8	**HYPE Essex -** The money requested will contribute to the setting up of a drop in centre at the Hermit in the style of a youth cafe, for young people aged 11-19. The The money requested will be used for the set up of the initiative and provide leisure facilities such as boxing and cooking.	£2,000.00	95	£1,900.00	The applicant was contacted regarding their start date and this was revised so that their funding was not retrospective. The applicant clearly demonstrates the links between the project and the expected outcomes and details how all of the project activities contributes to them. The applicant clearly demonstrates how the community have been involved in both the development and implementation of the project. The applicant clearly demonstrates how volunteering and community participation is integral to the project. The project clearly shows evidence of how the applicant has sought additional funding or in kind support for the project. The applicant demonstrates clear and robust evidence of the sustainability of the project once the Council's contribution has ceased.
16	**Brentwood Theatre Trust -** The money requested will contribute towards the delivery of the Art with Heart theatre production around mental health issues.	£500.00	92	£460.00	The applicant clearly demonstrates the links between the project and the expected outcomes and details how all of the project activities contribute to them. The application clearly demonstrates how the community have been involved in both the development and the implementation of the project. The application clearly demonstrates how volunteering and community participation is integral to the project. The application shows that external funding has been applied for but as yet none is confirmed. The application demonstrates reasonable evidence of the sustainability of tne project post the funding. **See applicant no. 15 Art with Heart CIC (request funding for the same project)**
12	**Brentwood Vineyard Church -** The money requested will contribute towards a new toilet block to ensure that other users of the church are segregated from the nursery.	£1,500.00	89	£1,335.00	The applicant has made some good links between the project and the Council's priorities and the expected outcomes and details how some of the project activities will achieve them. The application shows reasonable evidence that the community has been involved in the development and implementation of the project. The application clearly demonstrates how volunteering and community participation is integral to the delivery of the project. The application clearly evidences how the applicant has sought additional external funding for the project. Any ongoing maintenance will be covered by the applicant.
13	**Brentwood Community Print -** The money requested will provide training for additional volunteers to assist at the Community Tree Colur Me In Cafe at Brentwood Theatre.	£2,000.00	88	£1,760.00	The applicant was contacted regarding the start date and this was revised so that their funding was not retrospective. The applicant clearly demonstrates the links betwen the project and the expected outcomes and details how all of the project activities contribute to them. The application shows reasonable evidence that the community has been involved in the development and the implementation of the project . The application clearly demonstrates how volunteering and community participation is integral to the project. The application clearly evidences how in kind value has been added for the development of the project. There is some evidence that with a fee the project could be sustainable without further external funding.
22	**Great Danes Youth Football Club-** The money requested will contribute to a new mower to provide higher quality facilities.	£2,000.00	85	£1,700.00	The application shows some good links between the project, the Council's priorities and the expected outcomes and details how some of the project activities will achieve them. The application shows a small amount of evidence that the wider community has been involved in the development of the project - although the applicant has stated the wider involvement of those clubs using the facility. The application clearly demonstrates how volunteering and community participation is integral to the project. The application clearly evidences how the applicant has sought additional external funding which has been confirmed. Any ongoing costs will be met by the club in the future.
5	**Brentwood Children's Literary Festival -** The money requested will contribute towards the advertising of the Literary Festival in 2017.	£1,000.00	78	£780.00	The applicant has made strong links to the Councils criteria and expected outcomes especially increasing volunteers and volunterring opportunities and improved community cohesion. The wider community has been involved in the development of the project with Brentwood Library, Brentwood Theatre, Brentwood Breakfast Rotary club and the National Citizenship Scheme. The use of volunteers is promoted in the project. Some external funding has ben sought and a small amount has been secured. It is not clear that the event is sustainable.
2	**Ingatestone and Fryerning Community Centre -** The money requested will contribute towards the installation of automatic doors to allow easier access for disabled people and those with buggies.	£2,000.00	78	£1,560.00	The applicant was contacted regarding their start date and this was revised so that their funding was not retrospective. The applicant has made a link between the improvement of facilities and the ability for those will disabilities to easily access the centre. As the community centre provides facilities for a number of groups then improvements will benefit the wider community. The Centre uses a number of volunteers for its fundraising activities. External funding has been confirmed through existing Community Centre funds. On going maintenance of the doors will be provided by the Community Centre.
10	**Shenfield Environmental Partnership -** The money requested will contribute towards an ornamental 'village sign' for Shenfield.	£2,000.00	78	£1,560.00	The applicant shows some links to the Council's priorities and expected outcomes - projects which encourage thriving and engaged communities. The application clearly demonstrates how the community have been involved in both the development and implementation of the project. The application clearly demonstrates how volunteering an community participation is integral to the project. The application clerly evidences how the applicant has sought additional external funding for the project. **The applicant needs a license issued from Brentwood Borough Council before the installation can be undertaken - see Shenfield Village Sign separate committee report.**

17	**Alfie James Productions -** The money requested would assist in the development of a new Black Dog Theatre Group in Brentwood to support those with mental health issues to become more confident and independent.	£2,000.00	77	£1,540.00	The application clearly demonstrates the links between the project and the expected outcomes and details how all of the project activities contribute to them. The application shows a small amount of evidence that the community has been involved in the development and implementation of the project. The application shows no evidence of how the project will promote volunteeering and community participation. The application clearly evidences how the applicant has sought additional funding for the project although the majority is unconfirmed. The application demonstrates reasonable evidence of the sustainability of the project once the Council contribution has ceased.
18	**Barbell Girls -** the money requested will provide additional equipment to support courses for the hard to reach age groups of the over 50's and 16-25 year olds.	£2,000.00	77	£1,540.00	The application clearly demonstrates the links between the project and the expected outcomes and details how all of the project activities contribute to them. The application clearly demonstrates how the community have been involved in both the development and the implementation of the project. The application mentions in kind support for training and coaching within the budget section but not within the main body of the application. The application clearly evidences how the applicant has sought external funding which has been confirmed for the project. The application demonstrates reasonable evidence of the sustainability of the project once the Council's contribution has ceased.
4	**Bentley Handbell Ringers -** The money requested will provide a set of handbells and suitable music so that the group can perform around the borough.	£1,540.40	75	£1,155.00	The applicant was contacted regarding the start date of the project and this was revised so that it was not retrospective funding. The application mentions that the project will increase skills in the local community and help to reduce social isolation. There is mention in the application that the project will increase the number of volunteers and volunteering opportunities. There is mention in the application that additional funding has been sought through their own fundraising but this has not been confirmed. The applicant has indicated that the any future costs will be met by their own fundraising and a small charge.
23	**Age UK Essex -** The money requested will fund the distribution of free purse and key security chains to older people in Brentwood.	£1,380.00	73	£1,007.00	The application clearly demonstrates the links between the project and trhe expected outcomes and details how all of the project activities contribute to them. The application shows no evidence that the community has been involved in the development of the project although the applicant does mention a pilot project that was run in Chelmsford and proved to be popular. The application clearly demonstrates how volunteering and community participation is integral to the project. The application demonstrates that in kind value has been added to the project with volunteers assembling and distributing security chains. The project would cease once funding was gone and would rely on more external funding in the future.
	TOTAL RECOMMENDED FOR FUNDING			**£16,297.00**	
24	**Blackmore Village Hall -** The money requested will contribute towards the conversion of thje redundant squash court into a shop for the community.	£1,995.00	70	£0.00	The application clearly demonstrates the links between the project and the expected outcomes and details how the project activities contribute to them. The application clearly demonstrates how the community have been involved in both the development and the implementation of the project. The application clearly demonstrates how volunteering and community participation is integral to the project. The application clearly demonstrates that additional external funding has been sought for the project. The application shows no evidence of how the project will be sustainable or how the income will be generated from the project.
1	**Brookweald Cricket Club -** The money requested will contribute towards the resurfacing of the car park which is used by a number of other clubs.	£2,000.00	56	£0.00	The applicant has made a link between improved leisure facilities for residents and visitors and improved community cohesion and engagement. The car park is used by other clubs as well as the Cricket Club. The Committee is made up entirely of volunteers and match funding has been confirmed. They show that income will be received but not that this is necessarily going to go towards the resurfacing of the car park in the future.
7	**Brentwood Mavericks Rugby Club -** The money requested would purchase and install a pair of metal rugby posts.	£1,900.00	56	£0.00	There are tenuous links to the Council's criteria and expected outcomes, but there is mention of improvement to leisure facilities and the increase in community involvement in delivering cleaner and safer environments. The applicant clearly demonstrates how the community have been involved in the development and implementation of the project. The applicant clearly demonstrates the use of volunteering and the use of volunteers. There is some evidence of some confirmed external funding. The applicant has shown some evidence that the club will cover future running costs.
19	**Hermit -** The money requested will be used to fund a technical sound and lighting course and a studio and recording course.	£2,000.00	54	£0.00	The application demonstrates some good links between the project, the Council's priorities and the expected outcomes. The application shows a small amount of evidence that the community has been involved in the development and implementation of the project. The application clearly demonstrates how volunteering is integral to the project. The application shows that some additional funding has been sought but this is unconfirmed. The application demonstrates reasonable evidence of the sustainability of the project once the Council's funding has ceased.
3	**Doddinghurst Parish Council** - The money requested will contribute to the resurfacing of the children's play area in Doddinghurst.	£2,000.00	93	£0.00	The applicant clearly makes the links between the project and the expected outcomes. The application clearly demonstrates how the community have been involved in the development of the project. The application demonstrates how volunteering is integral to the project. The applicant has confirmed funding from various trusts and funders and the use of volunteers in the implementation of the project. The applicant will ensure that any future costs will be funded by the Parish Council. **After checking with Doddinghurst Parish Council the application is for retrospective funding and so unfortuneately cannot be included in the recommendations for funding.**

20	**Brentwood Leisure Trust** - The money requested was to fund a defribillator in Pilgrims Hatch.	£1,994.00	83	£0.00	The application clearly demonstrates the links between the project and the expected outcomes and details how all of the project activities contribute to them. The application shows a small amount of evidence that the community has been involved in the development and implementation of the project. The application clearly demonstrates how volunteering and community participation is integral to the project. The application shows reasonable evidence that the applicant has sought additional external funding for the project but the majority is unconfirmed. The sustainability of the project will be achieved through fundraising events. **The applicant has withdrawn the application.**
15	**Art with Heart CIC -** The money requested would support a professional theatre performance and mental health wellbeing room at Brentwood Theatre.	£1,999.00	79	£0.00	The applicant shows some tenuous links between the project and the Council's priorities and outcomes. The applicant mentions the benefit for the wider community but not how they have been involved in the development of the project. The application clearly demonstrates how volunteering and community participation is integral to the project. The application shows reasonable evidence that the applicant has sought additional external funding or in kind value for the project. The amount requested is different from that stated in the budget. The project should not incur any future funding requirements. **This project is linked with the Brentwood Theatre Trust's application and after discussion with the applicant it was agreed that this applications would be withdrawn.**
14	**Stondon Massey Parish Council -** The money requested will fund the replacement of three wooden planters.	£750.00	60	£0.00	The applicant shows some links between the project and the Council's priorities and outcomes. The application clearly demonstrates that the community have been involved in the development and the implementation of the project. The application shows some evidence that volunteers have been involved in the project. The application shows some evidence that external funding has been confirmed. The application does not show any evidence of who will fund planters once they need to be replaced. **These planters have been previously funded out of the Brentwood Borough Share Fund in 2012, so it cannot be included in the recommendation for funding.**
6	**Brentwood Choirs Festival** - The money requested will contribute towards a number of Brentwood Choirs performing together at the festival.	£2,000.00	52	£0.00	There are tenuous links to the Council's criteria and expected outcomes, but there is mention of community cohesion and providing a community initiative. The application shows some wider community involvement as it brings together a number of local choirs and as a result of fundraising for the event. There is no mention of the promotion of volunteering or volnteering opportunities. The applicant has shown some extrnal funding (unconfirmed) and their own fundraising to support the event. The applicant has shown reasonable evidence of the sustainability of the project through profits from their annual concerts. **After checking with the applicant the start date cannot be changed and as a result the applicant is asking for restrospective funding, so it cannot be included in the recommendation for funding.**
21	**Hermit Drop In -** The money requested will provide equipment to develop a media project for young people to create a stop go animation project and increase young peoples skills in media.	£1,638.00	49	£0.00	The application shows there are tenuous links between the project, the Council's priorities and the expected outcomes. The application shows no evidence that the community has been involved in the development and the implementation of the project. The application shows reasonable evidence of how some aspects of the project will promote volunteering and community participation. The application shows reasonable evidence that external funding has been sought. The sustainability of the project is not clear within the application.
9	**Brentwood Operatic Society -** The money requested would contribute towards the replacement of the roof where the organsiations keeps its costumes.	£2,000.00	44	£0.00	The applicant shows some links to the Council priorities and expected outcomes. The project does not show any evidence of wider community involvement in the development or implementation of the project. The applicant does make reference to the use of volunteeers and use of the costumes and props by other community groups. The applicant has stated that some match funding has been raised although this is unconfirmed in the application form. The applicant has indicated that future running costs would be met by the applicant.
11	**Charity Fund** - The money requested would seed fund local community events.	£1,200.00	47	£0.00	There are links to the Council's priorities and objectives. The applicant has not demonstrated how the wider community have been involved in the development and implementation of the project. The applicant shows a small amount of evidence of how the project will promote volunteering and community participation. The applicant has indicated that a sponsor will help support the initiative but this is unconfirmed in the application. The applicant shows a small amount of evidence that the project will be sustainable. **The applicant has withdrawn this application from the Brentwood Community Fund.**
	TOTAL FUNDING REQUESTED	**£41,396.40**			

Note: Total amount of funding for 2016/17 is £16,300. Those projects recommended for approval are in green and totals £16,297. Those projects highlighted in orange and blue will be given feedback and directed to other funding streams that might be able to support them.

Should organisations not be able to proceed with their project due to the reduced amount of funding allocated and decide to withdraw from the fund, then the next project down by score (in orange) will be awarded the funding.

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Scoring matrix for Brentwood Community Fund 2016

Each Brentwood Community Fund application will be scored against the following key criteria:

	Criteria/score	0%	Up to 33%	Up to 66%	Up to 100%	Total weighting
1	The application demonstrates how the project meets the criteria and supports the Council's priorities and expected outcomes (see table in guidance notes).	The application shows no evidence of how the project meets the criteria, supports the Council's priorities and will deliver the expected outcome(s) .	The application shows there are tenuous links between the project, the Council's priorities and the expected outcome(s)	The application demonstrates some good links between the project, the Council's priorities and the expected outcome(s), and details how some of the project activities will achieve them	The application clearly demonstrates the links between the project and the expected outcome(s), and details how all of the project activities contribute to them.	**40%**
2	The application demonstrates how the community has been involved in the development and the implementation of the project. For example - The community should be engaged in identifying schemes to be put forward.	The application shows no evidence that the community has been involved in the development and the implementation of the project.	The application shows a small amount of evidence that the community has been involved in the development and the implementation of the project.	The application shows reasonable evidence that the community has been involved in the development and the implementation of the project.	The application clearly demonstrates how the community have been involved in both the development and the implementation of the project.	**20%**
3	The application demonstrates the promotion of volunteering and community participation in its delivery.	The application shows no evidence of how the project will promote volunteering and community participation.	The application shows a small amount of evidence of how the project will promote volunteering and community participation.	The application shows reasonable evidence of how some aspects of the project will promote volunteering and community participation.	The application clearly demonstrates how volunteering and community participation is integral to the project.	**20%**
4	The application demonstrates that the applicant has sought additional external funding or in kind value for the project - such as the use of volunteer time or donated materials/equipment.	The application shows no evidence that the applicant has sought additional external funding or in kind value for the project.	The application shows a small amount of evidence that the applicant has sought additional external funding or in kind value for the project.	The application shows reasonal evidence that the applicant has sought additional external funding or in kind value for the project.	The application clearly evidences how the applicant has sought additional external funding or in kind value for the project.	**10%**
5	The application demonstrates how the project will be sustainable once the Council's contribution has ceased.	The application shows no evidence of how the project will be sustainable once the Council's contribution has ceased.	The application shows a small amount of evidence of how the project will be sustainable once the Council's contribution has ceased.	The application demonstrates reasonable evidence of the sustainability of the project once the Council's contribution has ceased.	The application demonstrates clear and robust evidence of the sustainability of the project once the Council's contribution has ceased.	**10%**
	TOTAL					**100%**

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5 December 2016

Community, Health and Leisure Committee

Event Plan 2017/18

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

Wards Affected: *All*

This report is: *Public*

1. Executive Summary

1.1. Currently the Council's organises Family Fun Days, Strawberry Fair, Lighting Up Brentwood and Shenfield Christmas Fayre. The planned events programme for 2017/18 is before Members today in Appendix A, which will be subject to Members agreement and also subject to the budget setting process.

2. Recommendation

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

3. Introduction and Background

3.1. The Council's Community Events currently support a number of strands in the Corporate Plan, especially Localism and supporting local businesses. It is also an opportunity to support the objectives of other service areas in the Council to promote any new initiatives or campaigns.

3.2. Officers have also undertaken a real cost analysis of the Council's community events which estimates the amount of Council subsidy for each event.

4. Issues, Options and Analysis of Options

4.1. It is proposed that the following Council organised community events set out in Appendix A, will be provided in 2017/18 subject to budgets agreed as part of the budget setting process.

4.2. Officers will also look at reducing the overheads for the Community Events and look at options to rethink the structure, size and delivery of

them to ensure that they will deliver value for money, they are aligned with the Council's priorities and form part of the proposed Community Development Strategy moving forward.

4.3. **Family Fun Days** –is proposed that there will be six in total, which will be held on Fridays during the school summer holidays in July and August. The target audience is families with primary school aged children. It is proposed to continue to charge £2.50 for a wristband which will include use of the bouncy castles and the small children's rides. The Council also provides face painters but as slots are more limited during the event it is proposed that there will be an additional charge for this as this will be on a first come first serve basis and parents can make their own choices. The Family Fun Days also include Punch and Judy plus free taster sessions from local partner agencies and sports clubs. As in previous years it is proposed that three of the Family Fun Days will be based at King George's Playing Fields where there is already a large amount of infrastructure in place such as the large play area, paddling pools, skatepark etc and it is in a central location for residents to easily access. The other three will be 'on tour' Family Fun Days around the Borough and it is proposed that these will be at Kelvedon Hatch, Wash Road Play area in Hutton and Seymour Field in Ingatestone. These will provide activities to those in more isolated or deprived areas so that they can be accessed easily. Officers took into consideration that these 'on tour' areas can also provide indoor space should the weather prove to be unsuitable on the day.

4.4. **Strawberry Fair** - Strawberry Fair has been delivered by Brentwood Borough Council since 2009. The event remains a traditional Summer community fair and the event has grown over the last few years. There is a main performance area in the centre of Shenfield Common which is traditionally hosted by Phoenix FM. The event also provides opportunities for selling traditional local arts and crafts. There are small fun fair rides, bouncy castles and a number of free children's activities. The Council prioritises local stall holders and food providers. For the last few years 'Doddinghurst Road Church' have provided the strawberries and cream for the event, with Brentwood Brewery and Brentwood Breakfast Rotary Club providing the local beer and Pimms area. The Council has recently changed the pricing structure for the stallholders to encourage sole traders and voluntary and community sector organisations to attend the event, but to increase those of larger catering units. This provides an income stream which offsets some of the expenditure costs. The event provides a great opportunity to local organisations and performers to promote themselves and their organisations in front of a large audience. The Council also liaises with the provider for rides and bouncy castles to ensure that their price structure is family friendly.

4.5 **Lighting Up Brentwood** - For many years the Council has delivered a Christmas, Lighting Up event culminating in the Mayor switching on the lights. In 2011 the Council took over the planning and management of Lighting Up Brentwood with a return to a larger event format and delivered it on a Saturday. Looking at the previous history of the event the team have worked closely with partner agencies to identify the issues and what needs to be in place to ensure that it was both safe and successful. The event has grown successfully since then. There is a dedicated working group for Lighting Up Brentwood. The event also goes before the Council's Safety Advisory Group. The High Street will be closed to traffic. In 2016 the layout of the event was changed slightly with a dedicated activity area behind the road closure at Wilson's Corner. The truck stage will be located outside of Marks and Spencer.There are a number of stalls along the length of the High Street to the junction with Crown Street, hot food and drink providers and two designated alcohol areas. The entertainment is provided with live music on the main stage together with walkabout acts that interact with the crowds in and around the High Street. Local groups also performed in Crown Street. The planning of the event is undertaken by the Lighting Up working group which meets from the end of August onwards until the event date in late November. To keep the event fresh the Council introduces new walkabout acts and static activities each year. The main stage is hosted by Phoenix FM which gives priority to local groups and individuals to perform. The culmination of the event is the switch on of the festive lights by the Mayor of Brentwood at 5pm. Evaluation of the event is undertaken by the Lighting Up working group and feedback from the public to provide input into any future event.

4.6 **Shenfield Christmas Fayre** – In 2014 Brentwood Council staff organised an event in Shenfield to celebrate the switching on of the festive lights and trees. The event proved to be very successful with good input from the local traders cluster groups providing several free activities for all the family. In 2015 the event was a lot larger with Hutton Road closed to traffic from the junction with Shenfield/Chelmsford Road to Shenfield Station. Following feedback from residents, the Event Management Team, security staff, the Council's health and safety officer and Essex County Council highways staff, it was proposed that the 2016 event was changed, and that Hutton Road should remain open to traffic. In order to maintain public safety it was agreed that Hunter Avenue Car Park would be used for the majority of activities such as the ice rink, children's rides and a selection of market type stalls. There was a small road closure around the junction with Friars Avenue and Hutton Road which hosts the performance area with live music. There was also a small bank of stalls located on the wide paved area near Shenfield Parish Hall. A large number of local businesses also provided activities from their premises. In 2016 Shenfield Christmas Faye was successful in receiving £5000 funding from Brentwood Borough Renaissance Group to support the event. Evaluation of the event is undertaken by officers, the business clusters and feedback from the public to provide input into any future event.

5. Reasons for Recommendation

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

6. References to Council Priorities

6.1 The Community Events programme sits under the Community and Health and the Economic Development priorities.

7. Implications

Financial Implications
Name & Title: Ramesh Prashar, Finance Director
Tel & Email 01277 312743 / ramesh.prashar@brentwood.gov.uk

7.1 The financial implications are set out in the table below:

Event	17/18 total budget	Expected income	BBC budget requirement
Family Fun Days	£10,278	£6,965*	£4,800
Strawberry Fair	£7,134	£6,512*	£500
Lighting Up Brentwood	£20,000	£5,960*	£14,000
Shenfield Christmas Fayre	£17,230	£6,165*	£10,500
TOTAL	**£54,642**	**£25,602***	**£29,800**

7.2 * Figures are based on 2016/17 income received for the events. As Brentwood High Street is a licensed street £30 of the stallholders pitch fees will go to the Council's licensing department for the stallholders street trading license.

7.3 In addition to the events budget of £54,642 which pays for the direct costs of the delivery of the events, there are other costs to the Council for the planning and administration which are covered through existing staff costs.

7.4 A saving on indirect costs may not always be achievable by stopping an event.

Legal Implications
Name & Title: Saleem Chughtai, Legal Services Manager
Tel & Email: 07966 891705 / saleem.chughtai@bdtlegal.org.uk

7.5 Under Section 111 of The Local Government Act 1972, the Council has the power to do anything which is calculated to facilitate, or is conducive

or incidental to, the discharge of any of their function. Section 1 of The Localism Act 2011 contains a general power of competence and provides that a Council has power to do anything that individuals generally may do. In the circumstances, the Council should ensure that the relevant and necessary Licences and permissions are sought in relation to the Council's community event's'.

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

7.6 Risk Management implications – All events are evaluated and reviewed after they have been delivered. The Council also reviews and updates the Event Management Plans, Risk assessments, Fire Risk Assessments for each of it community events each year.

8. Appendices

Appendix A Proposed calendar of events for 2017/18

Report Author Contact Details:

Name: Kim Anderson - Partnership, Leisure and Funding Manager
Telephone: 01277 312634
E-mail: kim.anderson@brentwood.gov.uk

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Proposed Event Plan 2017-2018 subject to budget setting

Date	Event	Detail	Total Costs	Income	Income streams	Net costs / BBC Subsidy /Budget requirement	Staffing requirements	Implentation timescales	Council Priority	Expected outcomes	Communication channels	Notes
17 June 2017	**Strawberry Fair**	Large community Fair on Shenfield Common.	£7,134	£6,942.00	Stall holder income, sponsorship	£500	Community Services, Licensing, Depot and EHO staff on day, volunteer stewards and elected Members to assist on the day	February – June	Community and Health	Increase community cohesion, increased volunteering and community involvement	Press release to confirm date, call for volunteers, sponsors etc. Arrange media partner to support event. Marketing material posters banners etc to publicise event sent out in May and as part of the events 2016.	Officer time to plan, organise participating organisations, market and staff the event
28 July - 1 September 2017	**Family Fun Days**	Three based at King George's Playing Fields and Kelvedon Hatch, Wash Road Play Area, Hutton and Seymour Field, Ingatestone	£10,278	£12,585	wristbands, sponsorship	£4,800	Community Services staff on day	February – July	Community & Health	Increased usage of KGPF and other open spaces, promotes Brentwood as a great place to live.	Advertise within KGPF or other venue, schools and children's centres and as part of the events for 2016.	Officer time to plan, organise participating organisations, market and staff the event
25 November 2017	**Lighting Up Brentwood**	Brentwood's biggest annual community event, which culminates in the switching on of the Christmas lights. Large community involvement on the day such as the candlelit choir, on the move, together with activities, entertainment and a large number of stallholders selling a variety of goods	£20,000	£5,960	stall holder income, sponsorship	£14,000	Community Services, Licensing, Depot and EHO staff on day, volunteer stewards, elected members and security staff	February - December	Community & Health & Economic Development	Attracts visitors and participants from outside the Borough, promotes volunteering opportunities, benefits the local economy, and builds community cohesion	Press releases - confirmation of date, Save the date to stallholders who have expressed an interest May/June, sponsorship opportunities, confirmation of partners, call for volunteers, secret santa treasure hunt. Evaluation press release after the event. Liaise with Mayor re switch on	Sponsorship opportunities for whole event or aspects of the event. In kind support from local businesses and community groups
3 December 2017 tbc	**Shenfield Christmas Fayre**	Shenfield's largest community event which has a lot of local business and schools involvement together with activities, entertainment and a large number of stallholders selling a variety of goods.	£17,230	£16,665	local business contribution, RG contribution, sponsorship and stallholder income	£10,500.00	Community Services, Licensing, Depot and EHO staff on day, volunteer stewards, elected members and security staff	February - December	Community & Health & Economic Development	Attracts visitors and participants from outside the Borough, promotes volunteering opportunities, benefits the local economy, and builds community cohesion	Press releases - confirmation of date, sponsorship opportunities, confirmation of partners, call for volunteers, confirmation of business involvement, liaise with the Mayor re speeches	Sponsorship opportunities for whole event or aspects of the event. In kind support from local businesses and community groups
TOTAL			**£54,642**	**£42,152.00**		**£29,800**						

All costings are based on the 2016 costs and income

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5th December 2016

Community, Health and Leisure Committee

CCTV Code of Practice

Report of: *David Carter, Environmental Health Manager*

Wards Affected: *All*

This report is: *Public*

1. Executive Summary

1.1 At the meeting of the Community, Health and Leisure Committee on 5th September 2016, Members resolved to approve the draft revision to the CCTV Code of Practice for consultation with the Police and relevant stakeholders.

1.2 This report seeks Member approval to the revised Code of Practice, which has been amended having regard to current guidance from the Surveillance Camera Commissioner and Information Commissioner.

2. Recommendation(s)

2.1 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.

3. Introduction and Background

3.1 The Brentwood Code of Practice for CCTV has been revised incorporating guidance produced by the Surveillance Camera Commissioner and the Information Commissioner.

3.2 The revised Code has been distributed for consultation with Essex Police and relevant stakeholders through the Community Safety Partnership. No adverse comments have been received from partner organisations on the proposed revision.

4. Issue, Options and Analysis of Options

4.1 In order to ensure that the Borough's CCTV system is operated in accordance with current best practice and Government guidance it is necessary to regularly review procedures and the Code of Practice.

5. Reasons for Recommendation

5.1 To keep policies and operating procedures up to date.

6. Consultation

6.1 Consultation has taken place on the revised Code of Practice with Essex Police and other stakeholders through the Community Safety Partnership.

7. References to Corporate Plan

7.1 Community and Health – Support our most vulnerable residents to feel safe.

7.2 Work with partners to reduce anti-social behaviour and ensure that Brentwood is a safe place to live

8. Implications

Financial Implications
Name & Title: Ramesh Prashar, Financial Services Manager
Tel & Email 01277 312513/ ramesh.prashar@brentwood.gov.uk

8.1 None

Legal Implications
Name & Title: Saleem Chughtai, Legal Services Manager
Tel & Email: 07966 891705 / saleem.chughtai@bdtlegal.org.uk

8.2 The Council has powers to introduce CCTV pursuant to Section 111 Local Government Act 1972. In operating the systems the Council must have regard to the following Legislation and the Statutory Instruments and Statutory Codes of practice made under them:

- The Data Protection Act 1998
- The Human Rights Act 1998
- The Regulation of Investigatory Powers Act 2000
- The Freedom of Information Act 2000 '

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

8.2 The use of CCTV helps support the prevention of and reduction in crime and disorder. Under section 17 of the Crime and Disorder Act 1998 the Council is required to have regard to such matters when exercising its functions.

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

9.1 Home Office: Surveillance Camera Code of Practice Crown copyright

9.2 Information Commissioner's Office: In the picture: A data protection code of practice for surveillance cameras and personal information

9.3 Surveillance Camera Commissioners Self Assessment Tool

Report Author Contact Details:

Name: David Carter - Environmental Health Manager
Telephone: 01277 312509
E-mail: david.carter@brentwood.gov.uk

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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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