

Public Document Pack



Dear Councillor

ORDINARY COUNCIL - WEDNESDAY, 10TH DECEMBER, 2014

I am now able to enclose, for consideration on Wednesday, 10th December, 2014 meeting of the Ordinary Council, the following reports that were unavailable when the agenda was printed.

Agenda No	Item
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6.	<u>Members' Questions on Chairs Reports</u> (Pages 3 - 14)
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Appendix A enclosed

8.	<u>William Hunter Way Consultation</u> (Pages 15 - 170)
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Final report enclosed
Replacement Appendix A enclosed
New Appendix E enclosed

9.	<u>Town Hall Remodelling - Business Case Review</u> (Pages 171 - 232)
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Final report and associated appendices enclosed

15.	<u>Strategic Growth Options Consultation</u> (Pages 233 - 280)
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Appendix A enclosed

16.	<u>Old House</u> (Pages 281 - 300)
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Report and appendices enclosed

Yours sincerely

A handwritten signature in black ink, appearing to read 'J. H. H. H.', written in a cursive style.

Acting Chief Executive
4.12.2014
Encs

Report to the Council 10 December 2014
Committee: Asset & Enterprise Committee
Chair: Councillor Russell Quirk

Appendix A

Since the last Council there has been one meeting of the Asset & Enterprise Committee, 18 November 2014, and a number of key decisions have been made, and detailed information provided on key issues affecting the Council.

The Committee discussed or were updated on the following issues:

The terms for the acquisition of 5 residential units as part of the sale of Warley Training Centre have been agreed. The developer has submitted a pre planning application to Planning and legal process to agree and exchange contracts has been instigated.

Housing have referred Hallsford Bridge back to the Asset and Enterprise Committee indicating that they are not interested in acquiring the site. Several offers have been received from parties interested in using the site for employment use and the Committee resolved to grant the Acting Chief Executive delegated powers to conclude a sale at best value.

Conditional contracts for the sale of Bell Mead, Ingatestone have been exchanged. The developer is under an obligation to submit a planning application within 12 weeks of exchange for 14 residential units 5 of which are to be affordable units.

Legal Services have been instructed to seek a resolution of the Guardian Trustee position of the Council at Herongate & Ingrave Village Hall.

A Report was presented to the Committee on the Asset Management Strategy. Action Plan Update.

The Committee on the 18 November approved the settlement of an outstanding rent review at Harewood Road.

The Committee were presented with two proposals for the development of the under-utilised car park at Westbury Road. It was resolved that officers would develop further options that provided additional public car parking as well as a mixed residential/retail scheme.

The Committee also approved the refurbishment and letting of two vacant cemetery lodges to the private rented sector.

The Committee agreed to the wide marketing of Hutton Community Centre to community and voluntary groups to identify organisations that are willing and capable of managing the Centre on the best terms for the Council.

Report to the Council 10 December 2014
Committee: Audit & Scrutiny Committee
Chair: Councillor Graeme Clark

Since the last Ordinary Council meeting, the Audit and Scrutiny Committee met on 28 October and 26 November 2014. Task and Finish Groups continued with their work programme.

Risk Management Training and Awareness: Sue Fretwell, Strategic Risk Consultant, Zurich Risk Engineering UK attended the Committee. 16 members attended the training which was webcast so that members who did not attend could benefit from the training.

Report of the William Hunter Way Task and Finish Group: The Lessons Learned Report was created by the William Hunter Way Lessons Learned Task and Finish Group of Councillors Clark, Kerslake and Mynott. The report recorded and shared lessons learned from the William Hunter Way Project 2005-2014.

Report of the Hutton Community Centre Task and Finish Group: A presentation on the findings of the Task and Finish Group was delivered by Cllr Barrett, Cllr Mrs Hubbard and Cllr Ms Sanders to the Committee.

Audit: The 2013/14 Annual Audit Letter was received as were reports on the progress of Internal Audit, Fraud Statistics and the Strategic Risk Review.

Budget Scrutiny Role: The Committee agreed to create a Task and Finish Group to review the four areas of the Budget: Proposed Savings, Proposed Budget Investment, Working Balance & Reserves and Council Tax. The findings of the group will be presented to the Committee on 27 January and any recommendations from the Committee will be heard at Finance and Resources Committee on 11 February.

William Hunter Way Procurement: The Committee considered an urgent request to prioritise a task and finish review on William Hunter Way Procurement. Cllrs Clark, Barrett, Hones and Kerslake undertook the review. The group set its own scope and reported its findings. The report recommended training for Councillors on public procurement procedures and that the Monitoring Officer should refer the report to the Constitution Working Group.

ICT Resilience and Business Continuity: The Committee received a report about the impact of ICT on Business Continuity.

Customer Services Transformation – Customer Contact Centre: The Committee received a status report on the progress of the contact centre against the original business case. The recommendations of the Committee will inform a report to Finance and Resources Committee 14 January 2015 on the Customer Access Strategy.

The Chair would like to thank all Members and Officers who are working on task and finish groups.

Report to the Council 10 December 2014
Committee: Business & Town Centres Committee
Chair: Councillor David Kendall

The first stage of developing A *Business Directory* has completed successfully to support businesses and progress the Economic Development agenda for the Borough. This will enable us to understand who our businesses are so that we can engage, support and communicate with them effectively to support their growth and development. The last business listing was undertaken as a hard copy directory in 2008 and is out of date. Half of the borough's businesses have already been contacted and the second stage of the work will be completed in early 2015/6.

A free Brentwood Business Funding and Advice Event was held on Wednesday 29 October 2014 in partnership with Invest Essex's Innovation Programme at Hutton Poplar Hall. 50 businesses attended and 15 exhibitors were available on the day providing information and advice to support business covering areas such as grants, loans, business rate relief, business mentoring and advice, start-up support, European and Regional funding, bid writing and working with universities. The event provided a fantastic opportunity for businesses to find out about the different types of business advice, grants and funding that is available to support their business, and to network with other businesses. Feedback from both attendees and exhibitors was excellent.

A free training seminar on "Marketing and Social Media" was held in partnership with Pro-actions Ltd on 11 November 2015 at Merrymeade House. This was well attended with 30 businesses learning how it could support their companies. Feedback from attendees has been positive and future events are being planned for different subject areas

Brentwood Borough Council, in conjunction with Groundwork, was thrilled to present the 3rd low carbon grant for the borough to Granite Transformations. The grant of £3,600 was awarded to install new energy efficient heating and lighting in the showroom of the business.

First ever quarterly Economic Working Group between Brentwood Borough Council and Essex County Council was held on 12 November 2014 to ensure greater synergy and joined up working on key economic issues. It was agreed that the meetings would continue and were helpful.

A charge for night time parking commenced on the 20 October 2014. This is being monitored and the outcome will be reported back to the Business and Town Centre Committee in February 2015.

The Brentwood Borough Council Renaissance Group has developed 4 Local Business Trade Clusters to deal with matters and issues at a local trade level and inviting Cluster representatives to attend BB Renaissance Group meetings. The Clusters will help to address the declining engagement with traders and their input into Renaissance Group projects, bids and decision making.

A Brentwood Borough Renaissance Group website is due to go live in December 2014. This will provide a marketing and promotional tool for the Renaissance programme, including the ability to submit funding bids online and individual Cluster Groups pages.

A Friday High Street market has been successfully launched to complement the Saturday market and the development of a regular Saturday Community Market for Crown Street.

Report to the Council 10 December 2014
Committee: Community Committee
Chair: Councillor Karen Chilvers

Apart from the day to day responsibilities of working on making sure Brentwood remains a safe place through our partnership working the team have:

Alongside our community partners we have continued to promote Keep Safe and now have over 100 local residents signed up to the scheme.

Following delivery of a very successful Senior Safety Day we are now working on a Senior Safety Roadshow with our partners which will hopefully be delivered from Jan 2015. The plan is to visit existing local groups, sheltered schemes, Parish Councils and provide crime prevention and safety advice.

The CSP Door Chain Project launched in October is going from strength to strength with over 10 door chains fitted to vulnerable elderly resident's homes free of charge so far.

To ensure Members are supported in terms of the new powers available under the ASB, Crime & Policing Act 2014 two training sessions have been organised for 1st Dec. We are also developing a training package for all staff.

In November we ran an extremely successful young person Firebreak course with 12 young people taking part.

Two schools benefited from the Prison Me No Way Crime Awareness Day that was run in Brentwood County High School and Shenfield High School

During 22-29 Nov various activities were organised to raise awareness of domestic abuse including a gazebo in the High Street with the assistance of partners and community groups.

We hosted a very positive visit from the Police & Crime Commissioner at Hutton Community Centre.

The Community Safety Partnership also launched their Community Safety Consultation in October. So far we have received nearly 100 responses from the website and almost 50 postal replies. We are planning a special edition of the CSP newsletter in December to respond to concerns raised by local residents.

Assets of Community Value

It was agreed by Members at Community Committee on 20 November that the blue badge holder car parking in William Hunter Way Car Park will be added to the Council's list of Assets of Community Value. It was also agreed by Members to list the amenity green adjacent to number 41 and 62 Iris Close as an Asset of Community Value.

Lighting Up Brentwood

Lighting Up Brentwood took place on Saturday 29 November and proved to be extremely popular again with large crowds throughout the day. There was plenty of festive fun for all the family.

This year's event was hosted by Phoenix FM from the main stage near Wilson's Corner, but there were additional stages outside Suite 104 and Crown Street providing live music throughout the event.

There were plenty of other activities on offer such as 60 stalls providing food, drink arts and crafts in the High Street and Crown Street. As in previous years there was a variety of walkabout acts, fairground rides and a snow globe at the Baytree Centre and the Royal British Legion Youth Band led the spectacular candlelit parade along the High Street with over 100 people taking part.

The culmination of the event was the switch on of the Christmas lights by the Mayor of Brentwood, Cllr Vicky Davies ably assisted by Postman Pat and the Christmas Card Winner, Jess Prentice.

Health and Wellbeing Board

Officers have been working on the the health and wellbeing workplan which has three main aims:

- Improving Older People's Health
- Increasing Uptake of Vaccination and
- Reducing Cardio-vascular disease through reduction in obesity.

A successful Health and Wellbeing Board meeting took place in October and work was underway to make links and signpost services in these areas. Funding has been secured for staff and members to have a flu vaccination, details of which were provided in the Town Hall Tabloid.

This was a new event for Brentwood Borough Council on Sunday 30 November. There was great support from Shenfield traders throughout the event with loads of free activities on offer to local residents. Live music was hosted by Phoenix FM and provided by local school choirs.

Report to the Council 10 December 2014
Committee: Environment Committee
Chair: Councillor William Lloyd

The Environment Committee made some important decisions at the meeting on 12 November.

TEEP Assessment (Technical, Environmentally, Economically Practical)

It was agreed to approve the report, which is to cover the Council against new legislation being introduced in January 2015, regarding the separation of paper, glass, plastic and metals from waste. If the Council had to introduce the separate collections it was estimated that this would cost an additional £600,000.

Textiles

The Council will introduce a monthly collection of textiles from the kerbside from April 2015. This will provide residents with a choice as to how they dispose of them, either through this service or take to local charities.

Through the discussions with charity shops it was identified that there is an opportunity for them to increase their funding, by providing the Council with Waste Transfer Notes, which can then be used to claim recycling credits of over £60 per tone.

Bring Sites

Members agreed to close two more bring sites, at Hunter Avenue and William Hunter Way, and further discussions will be held at Mountnessing as to the future of their site. All sites across the Borough will be monitored, and a resolution was approved to give delegated powers to the Head of Street Scene, and the Chair of Environment, to close further sites through discussion with local Members, if required.

Report to the Council 10 December 2014
Committee: Finance and Resources Committee
Chair: Councillor Barry Aspinell

Cycling Provision for BBC:

The Committee approved that the Council will register with Cyclescheme which will offer employees tax incentives to enjoy savings on the cost of a new bicycle and safety equipment, as well as associated health benefits.

The Committee also agreed that new cycle racks would be installed at Town Hall, and further investigation will be carried out into improvement of shower/changing facilities as part of the Town Hall Development.

Half Year Budget Review 2014/15:

The Committee noted that the projected outturn position surplus for the Council's General Fund at 30 September 2014 was £90k, compared to an original £81k surplus.

The Committee also noted that that Housing Revenue Account (HRA) was projecting a possible deficit of £18k compared to an original £86k surplus.

The Committee noted that the projected capital spend stood at £6.7m compared to an original budget of £11.1m.

Treasury Management Mid Year Review Report 2014/15:

The Committee agreed that changes to credit methodology where viability, financial strength and support ratings would not be considered as criteria in choosing investment counterparties.

Performance Indicators – Second Quarter 2014/15:

The Committee agreed that performance indicators would be reviewed and will focus on delivering the Council's Corporate Plan and service plans. Key indicators will be reviewed annually and will be gauged by a customer/resident survey.

The Committee noted and reviewed the Operational Performance Indicators for 2014/15.

Election Review:

The Committee were advised that the Council should go to consultation in relation to commencing Borough election counts on 8 May 2015 and Parish counts on 9 May 2015. A further report will be presented at Full Council on 10 December with findings from the consultation.

Subscription and Membership Review:

The Committee agreed that all non-essential memberships were to be cancelled resulting in a £7680 per annum saving with Officers to review any further subscriptions which could be removed.

Essential Subscriptions will continue at a cost of £82,587.39 however these will be reviewed on an annual basis.

Residents Survey:

The Committee was presented with a report from Westco which outlined the responses to the survey carried out between 9 and 25 July 2014.

The Committee noted the content of the report and also that the results would be used to develop the Council's service and delivery plans. The Committee also noted that the Council will develop an e-panel for future satisfaction surveys and consultation projects.

Future Work

The Committee was advised of a paper which outlined changes to the distribution of business rates effective from December 2012. The Committee agreed that the Council should join the Essex Wide Pool for business rates in 2015/16.

In January the Committee will consider draft budget proposals as part of the Medium Term Financial Plan work for 2015/16 onwards.

Report to the Council 10 December 2014
Committee: Licensing Committee
Chair: Councillor Gareth Barrett

An application by the Taxi Trade made through the Taxi Trade consultative group was agreed in principle by Licensing Committee on 11 November. This was advertised for 14 days from 20 November and will be reconsidered on 12 December by Licensing Committee if objections are made or will come into force on 5 December if no objections are made. The application was facilitated at very short notice and I would like to extend my thanks to both Officers and Members of the Licensing Committee from all parties for their allowing the process to run smoothly and efficiently. I would also thank Members of the Licensing Committee for coordinating an additional meeting date on 12 December to enable any objections to be considered.

Following the proposal on the increase in Taxi Fares I have asked that a cross-party task and finish group be set up to look at the fares in detail and the process that must be followed in order to set amended tariffs. This will be confirmed at the next Licensing Committee meeting and the recommendations of the group will be reported back at a date to be set in 2015.

I am informed that enquiries pertaining to the possibility of setting up Markets or street trading areas are increasing. Under the governing legislation, if the Council wishes to regulate such areas they must be adopted as 'licence' or 'consent' streets. It is also possible to pass resolution to prohibit street trading in any given area. Such regulation is important for the purposes of public safety and I therefore wish to look into the prospect of designating further areas. In the first instance I have asked the licensing team to write to all Parish Councils to ask if they would like an area of their parish designated for the purpose of holding a Market. Any requests from other Councillors for their own wards are also welcome.

BASLE (Brentwood Association of Safer Licensed Establishments) is a group of local licensed traders who meet together with Police, Council Officers and other agencies in order to promote best practice. They currently operate a Behave or Be Banned scheme whereby persons causing crime or disorder on premises may be banned for a period of time from all licensed establishments. This clearly assists in promoting a safe yet vibrant nightlife in particular. Officers are currently looking to present the possibility of a Best Bar None scheme at local level to this group. Such a scheme sets standards for licensed premises and awards those that achieve these standards.

A full review of Councillor training for Licensing Committee is being undertaken. This follows request from some Members of the Licensing Committee for more information on certain areas of licensing. Whilst Members receive the statutory training required under the relevant Acts, this does not cover every aspect of licensing. The Licensing

Manager will over the next months put together a package and deliver targeted sessions on the various regimes within the licensing portfolio. All members will be welcome.

The Council is preparing to introduce a new licensing system for mobile homes sites following changes brought in by the Mobile Homes Act 2013. This Act provides for new licences for mobile homes with full planning permission for permanent residential occupation. The licensing scheme was agreed by Members at Licensing Committee on 11th November and will be implemented from 1st April 2015. The scheme allows the Council to recover their costs in administering the scheme and in carrying out regular inspections of licensed sites to ensure compliance with licence conditions. Existing sites which were licensed under the Caravan Sites and Control of Development Act 1960 will be issued with a new licence under the new legislation free of charge. There are currently about 12 sites in the Borough, most of which are small sites occupied by single families.

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10 December 2014

Ordinary Council Meeting

William Hunter Way Consultation

Report of: *Philip Ruck, Contract and Corporate Projects Manager*

Wards Affected: *All*

This report is: *Public*

1. Executive Summary

- 1.1.** At the Extraordinary Council Meeting 7th April 2014, it was agreed that a consultation be carried out on the potential development of the William Hunter Way car park site.
- 1.2.** Since 7th April 2014 and before the issue of the consultation, the William Hunter Way Working Group (WHWWG) met on three occasions (14th July 2014: 4th August 2014: 11th August 2014). At all (and subsequent) meetings invitations were issued to all members. The meetings were also open meetings, where participation from residents was actively encouraged by the Chair and members of the WHWWG.
- 1.3.** The consultation was carried out between 1st September 2014 and 5th November 2014.
- 1.4.** 30,516 resident questionnaires and over 1,400 business questionnaires were issued either into homes, business addresses or via email.
- 1.5.** This report is based upon the receipt of 5,695 resident questionnaires and 106 business questionnaires returned to the council.
- 1.6.** Officers have been able to consolidate large elements of the raw data from the consultation, there are also over 5,000 rows of comments that have analysed and categorised into supporting themes.
- 1.7.** The attached paper (Appendix A) is the final report on the findings of the consultation and contains the full analysis of the data collected.
- 1.8.** Also attached to this report (Appendix E) is the approved (at Audit & Scrutiny meeting – November 2014) William Hunter Way Procurement Task and Finish Group report.

2. Recommendations

- 2.1. To re-market the site for development using a refreshed development brief. The development brief to allow for the receipt of both capital and a regular income for the Council.**
- 2.2. That the Head of Planning for the Council prepares a refreshed development brief taking into account the outcome of the consultation exercise and this is brought back to Ordinary Council for approval.**
- 2.3. That a competitive tender be prepared and issued for the expert additional resources that will be required to deliver the project and provide assistance in the preparation of the development brief.**
- 2.4. Should the Ordinary Council subsequently approve the development brief then the following actions will be undertaken:**
 - I. That the governance of the project be determined by the Asset and Enterprise Committee who are to ensure that all key stakeholders are involved and that key Ward members are engaged and kept informed of the process.**
 - II. To ensure that the development is not prejudiced, the Brentwood Car Wash licence to occupy part of the site should not be renewed at expiry on the Licence Agreement on the 6 April 2015. The Licensee should be provided with appropriate notification, at least 3 months before the expiry date of the 6 April 2015, to give them adequate notice to vacate the site.**
 - III. That negotiations between Barclays Bank and officers, in relation to the Car Park owned by Barclays Bank currently sited in the area of development, be concluded, subject to a maximum cost to the Council of £250,000 including legal costs**
 - IV. That members note that a maximum sum of £1.2 million has been earmarked within the Medium Term Financial Plan (MTFP) 2014/15 – 2016/17 for this project.**

3. Introduction and Background

- 3.1.** The Town Centre Renaissance Strategy (May 2010) contains the following statements:

.....to conserve the qualities of Brentwood Town Centre while enhancing and improving the negative aspects of the function and appearance of the town.

To create a vibrant town centre which balances the requirements of retail, residential, office and leisure uses around an efficient network of public transport and a high quality High Street

Following on from the success of the High Street improvement scheme a vision for the future development of William Hunter Way should be produced.....

- 3.2.** The above are a clear indication of the stated need to develop the William Hunter Way site. This is also supported by the priorities listed under “A Prosperous Borough” in the Brentwood Borough Council Corporate Plan 2013-2016

- 3.3.** The attached appendices will provide Members with the current status of the consultation:

Appendix A - The attached paper is the final report on the findings of the consultation

Appendix B – is the questionnaire issued to residents

Appendix C – is the questionnaire issued to businesses

Appendix D – is the “Approach to Consultation”

Appendix E – is the approved (at Audit & Scrutiny meeting – November 2014) William Hunter Way Procurement Task and Finish Group report

4. Issue, Options and Analysis of Options

Appendix A, details the findings of the consultation. The main observations contained within the report are shown below. (These

comments are fully supported by the data contained within Appendix A and reflect the views of the respondents to the consultation).

4.1. Town Centre

- The Town Centre is well used by respondents and provides a well used resource for residents and shoppers.
- Visitors are drawn to the Town Centre for a broad variety of reasons but food retail, non-food retail and leisure provide the greatest attraction.
- The Town Centre is at its most visited during the daytime and on weekdays. The evening economy is less of a draw for respondents.
- The car dominates transport to the Town Centre, with walking a distant second. Public transport is less well used still.
- The Town Centre is afforded good transport access enjoyed by the majority of respondents.
- The vast majority of respondents stay in the Town Centre for short stay periods.

4.2. What would you like to see on the site

- Support for a cinema scores highest although it is noticeably weaker the closer respondents live to the site. Opinion is divided amongst those who agree to a larger car park, a supermarket, a fashion store and those who would like to change nothing. The groups had similar thoughts on that which they most strongly disagree to have on the site, new homes scored highest. Opinion was mixed again for the ranking of supermarkets, restaurants and a larger car park. Those in the immediate local region (ILR) show significant strong disagreement to a cinema.
- Opinion was divided on the provision of a supermarket on the William Hunter Way site. Whilst high end grocers were preferred by many, there was also strong support for a heavy discounter supermarket
- It is clear that a mix of retail facilities would be welcomed, particularly a department store and fashion.
- Brentwood benefits from a great number of eateries and bars. For any more to be welcome in the town, they should provide a different offering.
- An improved retail offer appeals to the majority of respondents to make them stay longer, with cheaper parking and improved leisure facilities other significant draws. Improved range of restaurants, pubs and cafes and improved public transport are less likely to make respondents stay longer.
- Whilst all respondent groups valued choice of shops, safety and local specialist shops, it's clear to see that the closer

respondents live to William Hunter Way, the less important they see a cinema and the more important they see the greener, pedestrian environment. Least important across all groups are late night shopping, outdoor events and restaurants.

4.3. Design Considerations

- The relationship with nearby homes and the height of the development are considered most important by more respondents in the Wider Local Residents and Immediate Local Residents groups. Whilst public access is also considered particularly important to those in the main respondents group. Next important across all groups is the overall size of the development (the bulk). Less important for the main group of respondents is the height of the development and the relationship with nearby homes, which is in contrast the local residents groups, which rank pedestrian linkages and public access as least important.
- Whilst the majority of respondents thought that the site should sympathetically reflect the Town Centre's existing architecture, a number questioned the architectural style of the Town Centre. This could be due to the mix of styles in the Town Centre, from medieval to 1960s.

4.4. Should the site be developed

- Whilst the majority of respondents in all groups do not believe the William Hunter Way site should remain a car park, it is clear those nearest the site are more inclined to think that it should remain a car park.

4.5. Does a cinema have to be on the site?

- This result was incredibly evenly split amongst respondents. Echoing earlier results, those closest to the site are less likely to want a cinema to be on the William Hunter Way Site.
- With the exception of a cinema, there were very few negative views given specifically to providing leisure and entertainment facilities in the town and the William Hunter Way site.
- Many commented that such leisure facilities would be particularly welcome for children and young people, as well as adults, and would not necessitate travel to Chelmsford, Basildon or Romford

4.6. Parking and Transport

- It is clear that any development on the William Hunter Way site will require considerable parking provision, including during construction.
- Although not mentioned by any of the respondents, the loss of revenue for the Council from car parking whilst in the

construction phase of any proposal for the William Hunter Way site would have to be factored in with any developers

- Any development would need to take into account an increase in traffic. Adequate public transport would also be required, not least in the evening if a cinema, bowling or restaurants were including in the offering

4.7. Safety

- Whilst recent statistics show that crime is decreasing in the Borough, it is clear that fear of crime is of concern to respondents

4.8. Housing

- Any plans for housing would need to be considered and linked in to the Local Development Plan.

4.9. Impacts

- It is certain that any development in the town or in William Hunter Way would impact upon the population, most notably those living close by, but also those who visit Brentwood for shopping or leisure. Opinion is divided amongst those who feel development to be an opportunity and those wish Brentwood to retain a more traditional market feel

4.10. General Comments

- The way in which respondents would like to be informed of developments spans a variety of media. When planning future communications, consideration should be given to employing a number of different methods
- Although the majority of respondent did say that they wished to be included in future consultation on the Town Centre and William Hunter, it is suspected that some respondents simply did not wish to provide their personal details.
- Although Brentwood residents were the target group for consultation, a number of respondents came from outside the Borough
- A greater proportion of respondents were female.
- The consultation reached a good spread of age groups from those aged 26 and over. Those aged under 25 were less well represented in the consultation
- Disabled respondents were well represented in this consultation

5. Reasons for Recommendation

The recommendations provide for regeneration impacts and supports the development of the site. One desired outcome being both an injection of capital and a regular income stream.

6. References to Corporate Plan

- 6.1.** The William Hunter Way scheme supports the Prosperous Borough theme within the Corporate plan – in particular the following key priority

.....Promote a mixed economic base across the Borough, maximising opportunities in the town centres for retail and a balanced night time economy.....

7. Implications

Financial Implications

Name & Title: Jo-Anne Ireland – Acting Chief Executive and Section 151 Officer

Tel & Email: 01277 312712 / Jo-Anne.Ireland@brentwood.gov.uk

- 7.1.** Members to note that a maximum sum of £1.2 million has been earmarked within the Medium Term Financial Plan (MTFP) 2014/15 – 2016/17 for this project. This budget will be used to finance the external project support requirements outlined in the recommendations.

Legal Implications

Name & Title: Christopher Potter, Monitoring Officer

Tel & Email: 01277 312860/Christopher.Potter@brentwood.gov.uk

- 7.2.** Should Members wish to proceed with the project, then the expert additional resources needed for the project and development brief must be the subject of a proper procurement process to be undertaken strictly in accordance with the Council's agreed and laid down procedures set out in the Council's publically available Constitution. Failure to follow due process would open the Council to risk of legal challenge.

8. Appendices to this report

Appendix A - is the final report on the findings of the consultation

Appendix B – is the questionnaire issued to residents

Appendix c – is the questionnaire issued to businesses

Appendix D – is the “Approach to Consultation”

Appendix E – is the approved (at Audit & Scrutiny meeting – November 2014) William Hunter Way Procurement Task and Finish Group report

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BRENTWOOD
BOROUGH COUNCIL

Brentwood Town Centre William Hunter Way Consultation Results and Analysis

**Ordinary Council
10th December 2014
Philip Ruck & Shelley King**

'To enhance quality of life in Brentwood ensuring it is a pleasant place in which to live, work and relax for the benefit of current and future generations'

www.brentwood.gov.uk

INTRODUCTION



This report is the final analysis of the consultation carried out on the William Hunter Way site between 1st September and 5th November 2014.

This report provides observations on the results of the consultation

This presentation will cover :

1. The approach taken
2. An overview of the final consultation results
3. Next steps and recommendations

EXECUTIVE SUMMARY



This report is the final analysis of the consultation carried out on the William Hunter Way site between 1st September and 5th November.

30,516 resident questionnaires and over 1400 business questionnaires were issued either into homes, business addresses or via email.

This report is based upon the receipt of 5695 resident questionnaires and 106 business questionnaires returned to the council.

The report makes Observations as well as providing a considered view on the supporting comments made by residents and businesses. These supporting comments have been analysed by grouping them into themes.

The overall aim of the research was to find out what Brentwood Borough residents and businesses thought about the potential development of the William Hunter Way car park site, in order to help prepare a Development Brief to guide the actions of the Council in the management and potential development of William Hunter Way .

The high level findings from the respondents to the questionnaire are as follows: These are expanded upon in the “Observations” section of this report

1. There is strong support to develop the site
2. A cinema in the Town Centre scores highly amongst respondents
3. There is support for the strengthening of the area’s retail offering
4. There is strong support for a greater choice of shops and a different offering for restaurants
5. There were concerns about the design of any development in terms of its height and bulk
6. Respondents also expressed concerns about the impact of any development on parking and traffic congestion

Background



The Town Centre Renaissance Strategy (May 2010) contains the following statements:

.....to conserve the qualities of Brentwood Town Centre while enhancing and improving the negative aspects of the function and appearance of the town.

To create a vibrant town centre which balances the requirements of retail, residential, office and leisure uses around an efficient network of public transport and a high quality High Street

Following on from the success of the High Street improvement scheme a vision for the future development of William Hunter Way should be produced.....

The above are a clear indication of the stated need to develop the William Hunter Way site. This is also supported by the priorities listed under "A Prosperous Borough" in the Brentwood Borough Council Corporate Plan 2013-2016.

It was agreed at the 7th April 2014 Ordinary Council that a consultation exercise be carried out.

The Consultation was approved and designed by the William Hunter Way Working Group and the consultation was carried out between 1st September and 5th November.

Background.....Timescale, Costs and Returns



Timescale for the Consultation

Commenced 1st September

Completed 5th November (originally scheduled for 13th October)

Costs

Currently estimated £18,600

Budget £20,000

Projected Underspend £ 1,400

Resident Returns

30516 were printed and distributed

5695 (18.7%) have been returned of which approx 3000 (53%) were on-line

Business Returns

Over 300+ were distributed (with thanks to the Chamber of Commerce)

Emails were sent to over 1200 registered businesses

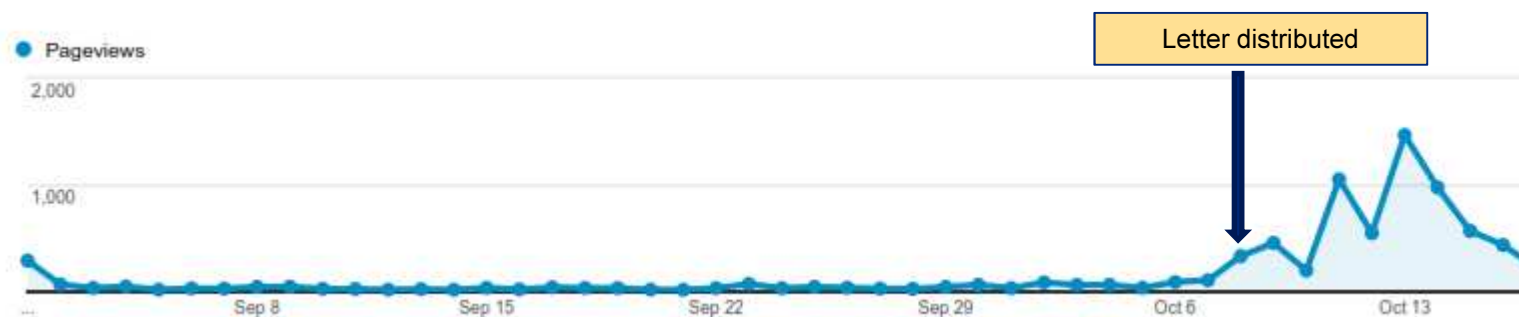
106 have been returned

Background...Issues during the consultation

After the distributors had delivered the questionnaire – the Council started to receive complaints about non-delivery, for a variety of reasons.

At an emergency meeting of the WHWWG to address this (6th October), it was decided to issue a letter to all residents and extend the consultation. (It was previously scheduled to end 13th October – it was extended to 5th November)

This raised further interest in the consultation as the graph showing “hits” on the WHW Questionnaire page show



It is also important to note that in response to resident requests the Council posted out another 300+ questionnaires

The Council would also like to thank those who volunteered to deliver questionnaires to those considered “local”

Background...Issues during the consultation

Whilst the consultation ended 5th November, manual returns were still being received, with the last return being received 19th November. This presentation includes all completed returns received by officers.

The charts in this presentation reflect the final returns.

Officers have analysed the data. There was also a focus on the numerous “unstructured” comments that have been made in support of resident responses.

This has led to analysing such comments under themes.

The Themes identified are :

1. Leisure
2. Parking
3. Supermarkets
4. Retail
5. Markets
6. Independent Shops
7. TOWIE
8. Safety
9. Traffic and Transportation

10. Eating and Drinking
11. Housing
12. Design
13. Cycle Routes and Pedestrian Access
14. Don't Become ...
15. More Like...
16. Community
17. Leave it as it is

The Themes

	Main Theme	Sub-Themes (If applicable)
1	Leisure	Cinema; Cinema (Location); Bowling; Entertainment; Cultural; Sports facilities
2	Parking	Free/Cheaper Parking; Disabled Access; Underground; Extent of Parking
3	Supermarkets	High Brand; Discounters; Local Choice
4	Retail	Department Store; High Brand; Discounters; Local Choice; Late Night Opening; Charity and Betting shops
5	Markets	
6	Independent Shops	
7	“TOWIE”	
8	Safety	Police; Youth/anti-social behaviour
9	Traffic and Transportation	Traffic; Paving; Public Transport; Pollution
10	Eating and Drinking	Bars and Clubs; Takeaways and cafés; Restaurants
11	Housing	Flats; Family/Affordable homes
12	Design	Market Square/ Piazza; Green Space; Pedestrianisation; In Keeping; Height and Bulk
13	Cycle Routes and Pedestrian Access	
14	Don't Become ...	Romford/Basildon
15	More Like ...	Chelmsford...Billericay
16	Community	Children; Young People; Adults; Community Space
17	Leave it as it is	

Town Centre

- The Town Centre is well used by respondents and provides a well used resource for residents and shoppers.
- Visitors are drawn to the Town Centre for a broad variety of reasons but food retail, non-food retail and leisure provide the greatest attraction.
- The Town Centre is at its most visited during the daytime and on weekdays. The evening economy is less of a draw for respondents.
- The car dominates transport to the Town Centre, with walking a distant second. Public transport is less well used still.
- The Town Centre is afforded good transport access enjoyed by the majority of respondents.
- The vast majority of respondents stay in the Town Centre for short stay periods.

What would respondents like to see on the site

- Support for a cinema scores highest although it is noticeably weaker the closer respondents live to the site. Opinion is divided amongst those who agree to a larger car park, a supermarket, a fashion store and those who would like to change nothing. The groups had similar thoughts on that which they most strongly disagree to have on the site, new homes scored highest. Opinion was mixed again for the ranking of supermarkets, restaurants and a larger car park. Those in the immediate local region (ILR) show significant strong disagreement to a cinema.
- Opinion was divided on the provision of a supermarket on the William Hunter Way site. Whilst high end grocers were preferred by many, there was also strong support for a heavy discounter supermarket
- It is clear that a mix of retail facilities would be welcomed, particularly a department store and fashion.
- Brentwood benefits from a great number of eateries and bars. For any more to be welcome in the town, they should provide a different offering.
- An improved retail offer appeals to the majority of respondents to make them stay longer, with cheaper parking and improved leisure facilities other significant draws. Improved range of restaurants, pubs and cafes and improved public transport are less likely to make respondents stay longer.
- Whilst all respondent groups valued choice of shops, safety and local specialist shops, it's clear to see that the closer respondents live to William Hunter Way, the less important they see a cinema and the more important they see the greener, pedestrian environment. Least important across all groups are late night shopping, outdoor events and restaurants.

Design Considerations

- The relationship with nearby homes and the height of the development are considered most important by more respondents in the Wider Local Residents and Immediate Local Residents groups. Whilst public access is also considered particularly important to those in the main respondents group. Next important across all groups is the overall size of the development (the bulk). Less important for the main group of respondents is the height of the development and the relationship with nearby homes, which is in contrast the local residents groups , which rank pedestrian linkages and public access as least important.
- Whilst the majority of respondents thought that the site should sympathetically reflect the Town Centre's existing architecture, a number questioned the architectural style of the Town Centre. This could be due to the mix of styles in the Town Centre, from medieval to 1960s.

Should the site be developed

- Whilst the majority of respondents in all groups do not believe the William Hunter Way site should remain a car park, it is clear those nearest the site are more inclined to think that it should remain a car park.

Does a cinema have to be on the site?

- This result was incredibly evenly split amongst respondents. Echoing earlier results, those closest to the site are less likely to want a cinema to be on the William Hunter Way Site.
- With the exception of a cinema, there were very few negative views given specifically to providing leisure and entertainment facilities in the town and the William Hunter Way site.
- Many commented that such leisure facilities would be particularly welcome for children and young people, as well as adults, and would not necessitate travel to Chelmsford, Basildon or Romford etc

Observations.....3

Parking and Transport

- It is clear that any development on the William Hunter Way site will require considerable parking provision, including during construction.
- Although not mentioned by any of the respondents, the loss of revenue for the Council from car parking whilst in the construction phase of any proposal for the William Hunter Way site would have to be factored in with any developers
- Any development would need to take into account an increase in traffic. Adequate public transport would also be required, not least in the evening if a cinema, bowling or restaurants were including in the offering

Safety

- Whilst recent statistics show that crime is decreasing in the Borough, it is clear that fear of crime is of concern to respondents

Housing

- Any plans for housing would need to be considered as part of the Local Development Plan.

Impacts

- It is certain that any development in the town or in William Hunter Way would impact upon the population, most notably those living close by, but also those who visit Brentwood for shopping or leisure. Opinion is divided amongst those who feel development to be an opportunity and those who wish Brentwood to retain a more traditional market feel

General Comments

- The way in which respondents would like to be informed of developments spans a variety of media. When planning future communications, consideration should be given to employing a number of different methods
- Although the majority of respondent did say that they wished to be included in future consultation on the Town Centre and William Hunter, it is suspected that some respondents simply did not wish to provide their personal details.
- Although Brentwood residents were the target group for consultation, a number of respondents came from outside the Borough
- A greater proportion of respondents were female.
- The consultation reach a good spread of age groups from those aged 26 and over. Those aged under 25 were less well represented in the consultation
- Disabled respondents were well represented in this consultation

Themes.....Leisure 1

Cinema

Those respondents who expressed a view to see a cinema in the town, gave an overwhelming preference for a small scale cinema with two or three screens. Most felt that a large multiplex would not be in keeping with the town and would be to the detriment of those living close by to the site. Further, some believe that if it were a multi-screen complex it would result in an increase in traffic and encourage anti-social behaviour.

Whilst most respondents recognised that young people would benefit from an increase in leisure provision in the town, many believe that the facility would also be welcomed by younger children during school holidays and at weekends, and by older residents during the day.

Many respondents expressed an interest in seeing an independent, art house or boutique cinema showing a wide variety of films not seen at chain cinemas. Others were keen to see films aimed at young audiences.

On the whole, respondents would welcome a small, family-friendly cinema, showing a wide variety of films across a small number of screens. The building itself should be no more than two or three storeys high, so as not to have an overly negative impact upon surrounding residents.

Examples were given of the older style cinema in Notting Hill, one in Burnham, an art deco cinema in Birmingham, Michigan, the Arts Cinema in Cambridge, Hackney cinema, Curzon, Picture House, Premier Cinema, Everyman, Cineworld, the cinema that was once in the Chapel High shopping centre or even a drive in cinema. Many respondents would like to see an old fashioned style cinema; others would prefer a modern, statement building.

Whilst there were a few respondents who would see an IMAX or large scale cinema, these were in the minority. Respondents would not welcome a copy of a Festival Leisure Park/The Brewery nor something that would dwarf local homes.

Themes.....Leisure 2

Cinema cont

A number of respondents thought that a cinema would be best combined with other arts and leisure facilities, such as a bowling alley, theatre, conference facility, library (as in Thameside) or an arts centre (as in Ambleside, Fakenham, Horsham) or combined with bars and restaurants (as in the Southbank).

Concern was raised by some respondents about the viability of a cinema, noting that several others had previously failed in the town and that new technologies such as streamed movies and improvements in home entertainment might well make such a venture redundant after the initial interest has waned. Some pointed to cinemas in other towns and cities which are seldom full and the need for a cinema in Brentwood was untested.

There was worry too for many respondents, including those in favour of a cinema, that any development should have sufficient parking and good public transport facilities, particularly at night and to outlying villages.

Safety and fear of crime were recurring concerns for many respondents, who wish that any scheme for does not include spaces where anti-social behaviour could be fostered, causing annoyance and noise pollution to local residents. Further, many respondents looked to have a family-friendly environment that would be safe to drop off young teenagers.

Cinema other than at William Hunter Way

Many respondents suggested alternative venues for a cinema, including the Brentwood Centre, the Baytree Centre, the Town Hall, the former Post Office, Hubert Road, the former scrap yard at Mountnessing, even in converted shops to provide a small cinema (as many in Cannes).

Themes.....Leisure 3

Bowling

Often cited alongside a cinema, there was considerable support amongst respondents for a bowling alley. Many respondents were looking for 'good, clean family fun', for which a bowling facility seemed to fit, especially as a place for younger teenagers to hang out and as an activity in which the whole family could take part.

No specifics were mentioned regarding the size of the bowling facility but many respondents thought that a cinema and a bowling alley might complement each other.

Entertainment

There was a view amongst some respondents that space at William Hunter Way would best be served as an entertainment venue, with retail facilities remaining in the High Street. In addition to a cinema and bowling, suggestions were made as to a roller disco, indoor soft play area for young children, quasar, a snooker hall or Covent Garden type entertainment.

Respondents were looking for a range of family-friendly facilities to enjoy in the evening as opposed to going to bars and nightclubs. Entertainment should be quality and yet affordable.

Others were against any more entertainment facilities, believing there to be too much of a night-time economy in the town and that much of the alcohol-fuelled problems of the High Street would be transferred further across the town centre and on to residential streets. Of particular note for some of those opposed to more entertainment facilities, was a lack of support for a bingo hall, casino or a games arcade.

Themes.....Leisure 4



Cultural

A number of respondents thought that any development would be an opportunity to increase cultural provision in the town. Many thought that some sort of arts and cultural centre would be appropriate for the site, whilst others thought that a combined cinema and theatre would suit the town's needs.

Wishing to move away from the Towie culture, many respondents would see facilities that build on the heritage of the town; to provide a space for arts, cultural events and community projects.

A new or improved theatre seemed most popular amongst those who wish to improve cultural provision. Respondents also included galleries, an improved museum, a bigger library and a small concert hall on their wish list.

Sports facilities

Many respondents believe that Brentwood would be well served by having more sports facilities, most notably an ice rink, swimming pool and or a new sports centre. Whilst many considered that an ice rink would be popular amongst the town's young people, a number thought a swimming pool would benefit a greater spread of the population.

Other suggestions for improving Brentwood's sports facilities included a dance, gym and yoga studios, table tennis, a luxury gym with a pool or a pool with slides and diving facilities. A number of respondents would like to see more outdoor sports amenities, with an open-air swimming pool, an outdoor gym, a skate park or pétanque facilities suggested.

Themes.....Parking 1



Free/cheaper parking

Many respondents thought that free or cheaper parking would be beneficial for Brentwood's success as a leisure and retail destination.

A number thought that free parking at Lakeside or Westfield was drawing shoppers away from the town or that parking was cheaper and easier in Chelmsford, Romford or Basildon, again, discouraging spend in Brentwood.

There was a view by many respondents that parking should be free for residents. Many others thought that the free parking should be extended to 2 hours, free at weekends and evenings or free for senior citizens. Some thought that Brentwood should have limited time free parking, as seen in Shenfield.

There was comparison too with other local towns' parking charges, with many citing Billericay (free at weekends), Hornchurch (free) Basildon £1 for 3 hours or Upminster (20p for 2 hours) as preferable to Brentwood's pricing structure.

Whilst most comments were concerning short term parking, there was concern that long term parking for Brentwood workers was too expensive.

Disabled parking

There was much concern by some respondents about the availability of disabled parking. Many were keen to retain or increase disabled car parking provision, particularly parking opposite Boots. This area seems vital to some disabled visitors to the town as it provides the easiest access to the High Street.

Respondents stressed the need for checks on Blue Badges as well as making any pavements and road surfaces wheelchair friendly

Themes.....Parking 2

Underground parking

Many respondents suggested underground parking at William Hunter Way as a way of maintaining or increasing parking provision without overly-increasing the height of any development.

Other respondents thought that a multi-storey car park would provide much needed parking for the town or that any development would be best sited above a surface level car park. These options would maintain car parking facilities, but would increase height.

Extent of parking

Next to a cinema, the extent of parking was the greatest concern for respondents.

Most respondents believed that parking space numbers should be maintained or increased in the town. There was worry that any development would reduce car parking provision, which would have a detrimental effect on the economic viability of existing shops in the High Street and of the town as a whole.

Some respondents felt that the availability of parking was difficult in Brentwood and they preferred to drive to nearby towns, such as Chelmsford and Upminster, where parking was easier and cheaper. Others suggested that if parking provision was increased, the town could attract more visitors from outside to shop.

There was comment too that respondents would prefer pay on exit parking so that they need not be clock watching during their shopping time.

Many said that William Hunter Way is their preferred car park in the town centre. Others noted that they would like to see more motorcycle parking. Many respondents suggested that the car wash facility was taking up much needed space on the site.

Whilst some respondents thought that the site should remain a surface level, just re-surfaced and re-landscaped, there was considerable support for creating a small multi-storey car park on the site.

Many respondents felt that any development would inevitably reduce car parking provision, so a multi-storey car park would provide the most cost-effective solution. Others felt that any development should sit above the surface level parking. Some respondents were less in favour of a multi-storey car park, believing that it would be too imposing for local residents.

Themes.....Supermarkets 1

Supermarket

Overall, there was good support for a supermarket in William Hunter Way. Many believed that a new supermarket would provide a different offering for shoppers compared to Sainsbury's. Some commented further, suggesting a new supermarket would give much needed competition for Sainsbury's, which would be beneficial for all shoppers.

Most agreed that any supermarket on the site should not be to the detriment of the parking provision, suggesting it sits on top of any parking or that a multi-storey car park is built alongside it.

Many respondents thought that a new supermarket incorporating a petrol station would be advantageous. Others thought that a supermarket with parking would ease congestion in Sainsbury's car park.

Respondents were split on the choice of supermarkets, many preferring to see a more up-market offering to Sainsbury's, others commenting that Sainsbury's is already too expensive and that they would like to see cheaper alternatives or one of the heavy discounter supermarkets in the town.

Conversely, a good number of respondents thought that another supermarket wasn't needed in the town, naming Sainsbury's, Marks and Spencer, Iceland, Co-Op and possibly Lidl in Wates Way, already in the town centre.

Many thought that a supermarket would just compound parking and traffic problems; that such facilities would be better placed in an out of town development. Some respondents believed that a supermarket would put further pressure on existing small businesses, putting many of them out of business.

There was a suggestion from some respondents that improving the current facilities at Sainsbury's and M&S would be sufficient and that the space at William Hunter Way should be used for something lacking in the town, such as entertainment facilities.

Themes.....Supermarkets 2



Waitrose

Above all the other supermarkets, Waitrose was the one most often referred to as being desirable in the town. Many felt that Waitrose's up-market feel reflects the town's aspiration needs.

There was a view that Waitrose would improve the tone of Brentwood and that the store would attract other high end retailers to the town. Many respondents mentioned that they would like to see a Waitrose as well as a John Lewis.

One respondent thought that the large Waitrose in Bromley in Kent would be a good comparison to have in Brentwood. Again, parking was a large consideration for respondents.

Some respondents suggested that Waitrose would not be needed in the town as Billerica and shortly Chelmsford's stores are not far away. Others would prefer to see more low cost retailers and supermarkets.

Marks and Spencer

A number of respondents would favour seeing a larger M&S on the site, particularly if the new store had a larger department store element to it. Others would not favour this option, believing the current store sufficient.

Some would like to see the existing Marks and Spencer store in the High Street improved, including a larger food hall.

Themes.....Supermarkets 3

Aldi or Lidl

A large number of respondents pointed to having an Aldi, Lidl or Farm Foods in the town, suggesting that a heavy discounter store is much needed for those looking for value in their shopping. Some recognised that a budget supermarket wouldn't necessarily fit in with the up market image a number believe Brentwood should portray.

Many respondents thought that a value supermarket was necessary for the town compared to Sainsbury's or Marks and Spencer, which are relatively high end. Some respondents thought that an Aldi or a Lidl would be nice, but necessarily in William Hunter Way.

There was a view amongst some respondents that a budget supermarket brings down the value of an area

Asda

As with Aldi and Lidl, many respondents would see another lower cost supermarket in the town, often citing Asda and sometimes Morrison's as examples. It was suggested that these supermarkets would provide good competition for Sainsbury's.

Many suggested that a budget chain would provide choice for shoppers as well as affordability. Asda was also noted for having a good clothes range.

There were some detractors who believed that an Asda would not provide the quality feel required for the area.

Butcher and Fishmonger

Amongst many respondents was the desire to see a butcher or fishmonger return to the town centre. It was felt that those traditional shops were currently lacking and their return would be well received.

Themes.....Retail 1



Department Store

A large number of respondents thought that a good quality department store would be well placed on the William Hunter Way site, often referring to John Lewis, Debenhams, BHS and House of Fraser – even Harrods.

It was suggested that a large department store would act an anchor to pull in shoppers into the town and stop the need to travel to Romford, Basildon, Lakeside or Chelmsford.

There were some respondents that thought that a department store would have a negative effect on the small businesses in the town, drawing business away from them.

Debenhams

Debenhams was often mentioned as a department store that respondents would like to see in the Town. BHS and House of Fraser were also mentioned but to a lesser extent.

John Lewis

Frequently referred to as being something that respondents would like to see in the Town Centre, John Lewis was the most popular choice of department store. Many respondents thought that John Lewis would provide a good choice for shoppers as well as a quality feel to the development.

A number of respondents suggested that they would like to see John Lewis and Waitrose on the site, that these would bring affluent shoppers to the area with money to spend in other stores.

Some respondents, however, thought that a large department store, like John Lewis, would disrupt independent business in the town

Themes.....Retail 2



Fashion

A large number of respondents would like to see more fashion stores in the town, particularly high end, men's fashion and children's clothes. It was also noted that there is currently not a large choice of fashion stores for older ladies.

Respondents suggested a range of stores including Primark, TK Maxx, Zara, Mango, Topshop, Mothercare, H&M, Matalan, QD, River Island, shoe shops, Forever21, Hobbs, Oasis, Reiss, Whistles, LK Bennett and Top Man.

There were respondents who suggested that there were sufficient fashion stores in the High Street and these would not be welcome or needed in any development at William Hunter Way.

Some went further still, believing that any development on the site should not go ahead until the empty retail units in the High Street and Baytree Centre were filled.

Other retail

A number of respondents suggested other retailers that they would like to see in the town. These included: HMV, The Range, The Entertainer, Cath Kitson and Lakeland.

Late Night Opening

Only a few respondents suggested that late night opening was important to them. Some thought that more shops open on a Sunday would be beneficial for them.

Pound shops, charity shops and betting shops

Whilst there were some respondents who would welcome more pound shops to the town, there were several who thought that they do little to improve the image of the High Street.

There was also resistance to seeing any more charity shops or betting shops in the town centre. It was thought that there was already an over abundance of these.

Themes.....Markets

Markets

Opinion was divided on markets. Whilst some thought that the current provision gives a tacky image for the high street, others thought that it enlivens the retail offering of the town.

Respondents seemed to welcome quality markets such as farmers markets, suggesting that these should be extended. Some went further still, believing that a permanent market should be on the site.

There were some respondents who would welcome more street food stalls in the town, with food from around the world as well locally sourced produce. Many thought that more variety would be beneficial. Norwich market was suggested an example of a good market.

Those who were against markets in the town thought that they are a bit of an eyesore and that trading there was unfair to shops and retailers. Some commented that what had started as a farmers market selling quality produce had now be reduced to selling cheap and tacky items. Some unfavourable comparisons were made between the markets in Brentwood and those in Romford.

Some respondents thought that the volume of the market stalls meant that it was difficult to maneuver around the High Street. Other suggested that traders' vans blocked disabled parking bays.

Themes.....Independent Shops



Independent shops

There was significant numbers of respondents who would like to see support for more independent retailers in the town. Recognising that there are a number of Towie related independent shops in Brentwood, many respondents would like to see this independent spirit extended beyond the life of the show.

There was a sense that independent shops and restaurant provide something different for shoppers and diners and would differentiate Brentwood from other towns and shopping centres. Making Brentwood unique would be key to its prosperity.

Many would like to see independent shops selling local produce, crafts etc. It was thought that small, niche shops would bring shoppers to Brentwood. Respondents would welcome independent food businesses, speciality shops, boutiques, bakeries, delis, coffee shops, jewellers, interior designers, family-run businesses, without which the town centre would become soulless.

Themes..... "TOWIE"

Some respondents recognised the benefits that The Only Way is Essex (Towie) had brought to the town, not least in enlivening the night time economy and filling empty retail units, bringing an entrepreneurial spirit to Brentwood and countless tourists to the town.

Others were skeptical about how long the fascination with the programme would last and what would happen to the shops and to the town's economy once the bubble bursts.

Respondents thought that the show often did not present Brentwood in a particularly favourable light. Further still, there was considerable disquiet about the anti-social behaviour brought about by the Towie tourists and popularity of the town's nightclubs and bars.

Themes....Safety



Police presence

The safety of town centre at night was a real concern for a large number of respondents. Large numbers of revelers, often thought of as a result of the popularity of Towie, and perceived alcohol-related incidents, gave rise to many respondents thinking that the High Street was a no-go area for anyone over 30.

A number of respondents felt that there are too many bars and pubs in the High Street and that these should close sooner.

Many felt that a great police presence would assist in making those visiting the town at night feel safer.

Youth/anti-social behaviour

Alongside an increase in Police presence in the town at night, many respondents commented on the instance of youths hanging about and causing anti-social behaviour.

There was concern that a cinema or large scale entertainment facility would attract loitering and yobbish behaviour. Those living especially close to the site were concerned that any element of anti-social behaviour would spill over onto residential streets.

Consideration should also be given for any proposed development about the ways in which it can be made safe for residents and visitors, avoiding areas in which crowds can gather. Providing a safe, family-friendly atmosphere appealed to most respondents.

Themes.....Traffic and Transportation 1

Traffic

Very large numbers of respondents were concerned about the amount of traffic congestion in the town. They feared that any development would only exacerbate the issue, particularly if housing was included in the development.

Some respondents considered congestion in the town so severe, they preferred to travel elsewhere to do their shopping. Of particular concern was Ongar Road/Wilson's Corner junction, Weald Road/Western Road junction, Kings Road/London Road junction, William Hunter Way/Western Road junction, High Street, Sawyers Hall Lane and Ingrave Road.

A number of respondents suggested ways of alleviating traffic congestion, such as providing vehicle access through Crown Street, widening of Wilson's Corner, moving pedestrian crossings at Wilson's Corner, removing the double roundabouts at Wilson's Corner, a ring road, removing parked cars on Ongar Road, traffic lights at Wilson's Corner, pedestrianising the High Street or partial/time-restricted pedestrianisation, one-way system for High Street/Western Road, creating a park and ride facility and change calibration of lights at western end of High Street.

Paving

There was concern from a number of respondents about the condition of the pavements and the road surface in the High Street. Some believed the pavements to be very slippery, whilst others pointed to the cobbles being difficult for those in a wheelchair. Many thought that the cobbled surface was breaking up on the road surface and this should be rectified as soon as possible.

Many made comparisons between the refurbishment of the High Street with the development at William Hunter Way and suggested that different contractors are used.

Themes.... Traffic and Transportation 2



Public Transport

Many respondents pointed to improve the public transport provision in the town, especially at night and on Sundays. It was considered that this would be an even greater problem if a cinema or other night time entertainment was available at William Hunter Way.

Some respondents thought that buses should be diverted from the High Street on to William Hunter Way, others diverted along Priests Lane.

Buses were requested to travel from Weald Road to Weald Park, evening buses from Hutton, 81 and 8 bus to travel past 7.30pm, more frequent buses, outlying villages such as Kelvedon Hatch, Ingatestone, Doddington and Blackmore, a hopper bus to Seven Arches Road, bus times in London Road, more Oyster buses, buses to West Horndon after 5.30pm, buses from Hanging Hill Lane, more frequency than 1 bus an hour in Doddington and past 5.30pm.

Pollution

In line with the amount of traffic in the town centre, some respondents were keen to point to the amount of pollution in the town centre, believing this would only be made worse as a result of further development. Some thought that improved parking and public transport provision might improve matters.

Respondents, particularly those living closest to the William Hunter Way site were also concerned about noise pollution, not least at night.

Themes.....Eating and Drinking 1

Bars and Clubs

Most respondents were of the view that the town centre has sufficient bars and clubs. This was by far the most comprehensive suggestion of what was not wanted in William Hunter Way.

Many believe that Brentwood already has a bad reputation for drunkenness, making some unwilling to go to the town centre at night, especially at the weekends. The Towie influence is thought to have worsened the problem, bringing large numbers of revelers from outside of the Borough.

Some respondents felt that the bars and nightclubs had damaged the reputation of the town, making unsafe for families or young people to visit. Further, many pointed out that for every drinking establishment, a 'proper shop' was being lost in the High Street.

Many felt that pubs' licensing restrictions should be brought forward to midnight. As mentioned previously, many respondents blamed the levels of anti-social behaviour in Brentwood on the amount of pubs and bars in the Town Centre. They believe that fewer pubs, bars and clubs and reducing reliance on the night-time economy would return Brentwood to its traditional town feel.

There were some respondents who were in favour of increasing the town's night-time offering, suggesting that only two clubs is not sufficient for a town the size of Brentwood. There was a suggestion that whilst the Towie tourists keep coming to Brentwood with their money, the town should continue to cash in on them.

Of those in favour of bars and clubs, many thought that more up-market drinking establishments would be preferred. Some thought that more facilities for older, more responsible drinkers would be well received as well as places to drink rather than eat and drink, such as a wine bar.

Themes.....Eating and Drinking 2

Takeaways and cafés

Whilst there was a view that Brentwood has too many cheap fast food takeaways, a number of respondents suggested that Brentwood should take on a café culture in the town. Many liked the idea of outdoor dining, especially around a town square or piazza, although suggested that any café should be a healthier type, not fast food or doughnut shops.

Restaurants

Again, in line with the view on pubs and takeaways, many respondents thought that the town has too many restaurants, particularly chain restaurants.

Although often in favour of a cinema, many thought that the development did not need to include any more restaurants as these were already well catered for in the High Street. A number suggested that Brentwood has too many Indian or pizza chain restaurants.

Those in favour of restaurants would wish to see more independent eating places or those of a higher quality. Whilst they appreciate that restaurants should be family-friendly, many respondents would like some restaurants geared towards adults. Some suggested gastro-pubs or wine bars, where adults could go for drink and get good quality food. Others suggested that any new restaurants in the town ought to provide a different offering, such a Spanish restaurant, Carluccios, Wagamamas, a Jamie Oliver restaurant, family restaurants or Café Rouge return.

In contrast to those who thought that a cinema surrounded by cafés and restaurants would not be appealing, there was a number who thought that would be just what was needed, along with ample parking and public transport facilities.

Flats

Recognising Brentwood's need for more homes, particularly affordable housing, many respondents suggested that any development in William Hunter Way includes an element of housing. There was a view that flats would fit in well with a mixed-use development, including offices, shops, bars and restaurants, and would be welcome by young people looking to get on the property ladder.

Those in favour of flats would not wish to see any form of large high-rise development, but more in keeping with the height and style of existing housing in the town centre. Some thought that housing and parking was all that was needed for the site. Most had the view that any housing at William Hunter Way should be affordable and should not be along the lines of 'luxury apartments' nor should it be just social housing.

There was concern by a number of respondents that the infrastructure in the town centre could not cope with any more housing, particularly traffic, parking and schools. Further, they believe that the town is already over-populated and that housing would not add any value to the town centre.

Family/affordable homes

Those in favour of housing on the William Hunter Way site were often of the view that these should be affordable, family homes, not flats or retirement homes. They felt that to include housing on the William Hunter Way site would be a way of blending the development with the surrounding homes.

Many went further, suggesting that housing alone was the best fit for the site, that the town needs housing to sustain the businesses not more retail space. Some would see a town square with sympathetic housing around. Others would want to see just housing and a car park.

Respondents would like to see starter homes suitable for first time buyers, not buy to let properties that push up house prices nor council or other social housing.

Many saw housing alongside a mixed-use cinema, retail and restaurant complex, suggesting reviewing the concepts within www.createstreets.com for a mix of concentrated town centre homes and useful facilities/shops/green spaces for pedestrians.

As with those who would not like to see flats on the site, many were concerned that the town centre is already over-populated and that to put more housing into an already congested space would just serve to exacerbate space, traffic and parking problems further.

Market Square/Piazza

Many respondents would welcome some sort of focal point for the town; a market square or piazza, with some suggesting a form of covered market for the area, others independent shops, a museum or cultural centre or permanent artisan market.

There was a view that the William Hunter Way site was an opportunity to create something interesting and unique for Brentwood, differentiating it from other nearby towns. There was strong suggestion that independent shops would be welcome as well as cultural influences. Some suggested Crown Street is a good example of what works and makes Brentwood unique. They cited the Baytree Centre as what doesn't work, being unattractive and without much quality or interest.

Many felt that a piazza/town square would engage pedestrians and slow down pace. They would see cafés and restaurants aimed at families, as a place to go in the evening that isn't dominated by bars and pubs. Suggesting they would enjoy a night out at the cinema and a relaxing meal without having to travel to a nearby town.

Some respondents thought that fountains, a bandstand or a children's play area would be a welcome addition to the site. There were several who would like to see a regular market on the site, perhaps a farmers market with local produce and craft work.

Many would like to see a pleasant area where they can sit, with attractive paved areas, trees and fountains, as in the newly refurbished King Cross area of London. Other respondents thought that the Chapel Ruins provided such a place to sit and relax.

Other respondents were less in favour of a town square, believing that this would encourage people to loiter there, especially at night time.

Green Space

Green space in the town centre was valued by a large number of respondents. Many thought that this was vital in keeping the town a pleasant place to be and would welcome a park area, pond or community garden with benches and trees or somewhere for children to play.

There were a number of respondents who would welcome a cinema/retail complex but would wish that it was broken up with soft landscaping, benches and trees. Some suggested bee-friendly plants.

Some respondents drew comparisons to Chelmsford as having a good mix of retail and green space, particularly the site along the River Chelmer, whilst some thought that Shenfield was pleasant environment with trees planted along the Broadway and outdoor seating for the cafés.

There were a few respondents who would not wish to see any more green space in the town. They pointed to Shenfield Common and King George's Playing Fields as providing enough parkland space.

Pedestrianisation

Many respondents thought that a pedestrianised area would suit their needs. Some referred directly to the High Street being car-free, whilst others expressed a desire to see any development at William Hunter way a pedestrian-friendly place. Respondents considered Crown Street a good example of where pedestrianisation worked well and provided a good atmosphere.

It was felt by some respondents that pedestrianisation would open up the town centre as a whole. Others felt that opportunity to open up the High Street had now been lost.

Some suggested part-time pedestrianisation, such as in Guildford, where it is pedestrian only during the day or a one-way system designed around the town centre with the High Street closed to traffic.

There were a number of respondents who were against any plans to pedestrianise the High Street, claiming it would be a disaster, especially at night. Others thought that keeping cars in the High Street would keep the town centre alive and stop large groups gathering at night.

In Keeping

There was a mix of views concerning the design of any development in William Hunter Way. Most respondents felt that the design should be in keeping with the existing architecture and not 'an ugly monstrosity', although a significant number thought that a design should be modern and provide a bold statement.

Respondents would like to see some of the beautiful buildings in the town, such as Brentwood School, reflected in the design not 1970s buildings like Barclays Bank. The building shouldn't detract from the overall charm of the old rural coaching town.

Most respondents felt that the site shouldn't be over-developed. Architecture should be sympathetic to the town and should be done in a way that reflects the town so that it still distinguishes it from other town centres.

There was a strong view across most respondents that Brentwood shouldn't try to emulate another Festival Leisure Park or The Brewery in the town centre, becoming another cookie cutter town. Some drew comparisons to The Exchange shopping centre/car park in Ilford and how this completely dominates the houses that sit behind it. Many thought that Brentwood should aim for an overall vision that resembled Saffron Walden, Canterbury or Tunbridge Wells.

Some considered that Brentwood does not have the capacity to compete with Romford or Chelmsford for large-scale shopping facilities, but should concentrate on maintaining a pleasant environment for local shopping and socialising.

Respondents wouldn't wish to see any high-rise, boxy out-of-keeping buildings and had a view that any homes on the site should be similar to existing housing.

However, many would not want something that superficially nods to architectural styles with small details or trims, but something that is genuinely of an architectural style that reflects Brentwood's history. Many respondents were keen that any development is of architectural merit; to create a blend of styles would create a mess.

Some respondents were keen that any design should be modern architecture, not pastiche. Many also thought that any building should be environmentally conscious, with the use of low embodied energy materials.

Those in favour of a modern design thought it should be super modern and brilliant. They would see a high spec, ultra modern development that makes a statement, one that would still appear modern in 50 years' time

Height and bulk

Many respondents, especially those living closest to William Hunter Way, were concerned about the height and bulk of any development on the site. Most were keen that any design is sympathetic to its closest neighbours, not overpowering the existing environment.

There was a strong view that any development should not take away the right for those in adjacent homes to have unencumbered light and be protected, as much as possible, from noise pollution. The affect of the development through an increased night-time offering concerned many respondents, particularly in terms of anti-social behaviour and noise.

A modest development was suggested at the best fit for the area. Most respondents would not want to see any development over 2 or 3 floors, some suggesting an underground element to increase capacity. The raised car park at Sainsbury's was cited as an example of what respondents would not wish to see, the design of which was considered ugly.

Many would see green space and planting to help separate the site from neighbouring residents. Concern was also reiterated regarding increased traffic and the effect on local residents, some of which would be counteracted by additional planting. Trees that give character were suggested, including oak, beech, hornbeam, lime and field maple.

Some respondents suggested that the previous planned development was unsympathetic to the current High Street and the surrounding area. Any new proposals should be less developed.

Themes....Cycle Routes and Pedestrian Access



Cycle Routes

For many respondents, creating a number of joined up cycle routes to the development and throughout the wider town centre would be important for the Borough's future. Stressing the over-reliance on cars in the increasing congestion in the town, cycle routes, footpaths and greater public transport provision seemed more sustainable and safer for all.

For these respondents, it was equally important that the development provides secure cycle parking. Some also commented on the cobbles in the High Street being unsuitable for cyclists. The Netherlands and Germany were provided as examples of what cycle lanes should and could look like.

Pedestrian Access

Along with good cycle access, respondents were keen that there should be improved access ways and linkages between the High Street and William Hunter Way, without which any development would become an isolated site.

Many believed that there should be covered walkways as these would give a greater connection between the two locations. Others were keen to point out that any pedestrian connections should be well-maintained with non-slip surfaces, suitable for the elderly, disabled or those with pushchairs.

Many were keen that the businesses on the High Street improve the appearance of the rear of their stores so as to provide an appealing view to those in William Hunter Way.

Themes....Don't become Romford or Basildon



Respondents were keen that any development in the town doesn't become like another Festival Leisure Park in Basildon or The Brewery in Romford; it needs to be high quality and fitting for the area, not a clone of nearby developments.

Further, there was a fear that over-development would lead to an increase in litter, low quality fast food restaurants and anti-social behaviour, particularly during the evenings. Many felt that if the site was too big, it would encourage more visitors from outside of the Borough, exacerbating problems.

There was view that Brentwood's identity as a safe gentle town is being eroded with an influx of clubs and restaurants, with a fear that it may become 'like Basildon or Romford on a Saturday night'. Some suggested that inspiration is taken from Shoreditch, Hoxton, Hackney, London fields.

Many thought that the introduction of more market facilities would lead Brentwood to resemble Romford market or that a multiplex cinema would make the town more like Romford, Basildon, Lakeside or Chelmsford. There was concern that too much development would move Brentwood away from the lovely small town appreciated by many respondents.

Of those respondents who would like to increase Brentwood's retail and leisure offering, there were some who suggested that smaller scale, more discrete version of Festival Leisure Park or The Brewery would be appropriate.

Themes.... More like Chelmsford or Billericay



Many respondents said that they travel to Chelmsford for their shopping and leisure needs, having significantly upgrading its offering in the past decade. The character, choice and scale of facilities appealed, as well as easier and cheaper parking. There were some respondents who highlighted the John Lewis and Waitrose would soon be going to Chelmsford and wished to see them in Brentwood too.

Respondents from the north of the Borough felt that to travel to Chelmsford was easier than to Brentwood, not least with park and ride facilities in Chelmsford.

The amount of green space and places to sit and rest were also highlighted as positives in Chelmsford, not only the space alongside the river and green park with children's play facilities nearby the city centre but also the benches dotted throughout the indoor shopping centres.

As with the views on Romford and Basildon, there were some respondents who would not wish Brentwood to go along the lines of Chelmsford, preferring once again that the town keeps its uniqueness.

Others suggested Billericay for its village feel, and for its Waitrose. They looked at the high street there as an example of what works, also Rayleigh, Leigh on Sea and Tunbridge Wells. Billericay seemed to offer a better mix of shops and restaurants than Brentwood and was a more attractive shopping and high street area.

Many also pointed to the free parking at weekends in Billericay and hoped this would something that could be offered in Brentwood.

Children

A large number of respondents would like to see more shops and facilities aimed at young children. Many would like to see a park and small play area on the William Hunter Way site; others would like a larger soft play centre. It was felt that there is very little for children in the Borough.

The fountains on Southend sea front as well as those at the Kings Cross development appealed to some respondents as being a safe, family-friendly environment.

Young people

Above all age groups, respondents felt that young people needed more entertainment provision in the town, particularly a cinema or bowling alley; others suggested ice skating, skate park, some sort of youth centre facility or something for older children to do to keep them off the streets. Parents wished to be able drop off their young teenagers in a safe, well-lit and well-managed environment.

Respondents wished that the environment is one that is safe enough to allow teenagers to go there with their friends without parents but not so it becomes a hangout for teenagers to congregate, which may make them appear threatening to others.

There was also a concern that without better public transport provision, many young people would be excluded from using such facilities in the evening.

Whilst keen that strong provision should be made for teenagers, many respondents were of the view that any entertainment be suitable for all ages.

Adults

Many respondents would like to see any development at William Hunter Way providing a space suitable for adults. As well as family-friendly elements, some respondents would like to see some 'grown up' with restaurants and wine bars etc. aimed at those aged 35/50/60 and over. Many believe that the High Street has been taken over by younger adults.

Community Space

There was strong support for some form of community space within any development. Respondents would like to a community facility or venue that local groups can hire. Others would like a publicly run café or a space for community or cultural events. Some respondents suggested putting an area aside for small Brentwood businesses with lower rents.

Many believe a square or community centre would not only provide a focal point for the town; it would also become a space for community events, art studios or markets. There was also the opinion that to pedestrianise the High Street would also provide opportunity for community events or as a meeting point.

Themes.... Leave it as it is

There were a significantly large number of respondents who would like to see William Hunter Way left as it is. Many saw no merit in removing or reducing the capacity of one of the town's most popular car parks and felt that it just required resurfacing and re-landscaping.

Some would not wish to see any more building in Brentwood, believing the town is already congested enough. There was a number of respondents who thought that the High Street and the Baytree Centre should be filled first, fearing that a new development would not be filled.

There were respondents who thought that any new shops and restaurants would be the same big chains seen in any other town. Any individuality Brentwood currently has would be further reduced. Those who would wish to use such facilities could easily visit those in nearby towns and cities.

Further, the site would require constant policing to prevent gangs of people in residential areas, and to prevent noise, nuisance and crime. Many believe that a large shopping/leisure complex will significantly undermine the quality of life enjoyed by the people living in and around the town.

Recommendations of the Consultation Exercise to Ordinary Council



The following recommendations will be put to the meeting of the Ordinary Council to be held 10th December 2014:

1. To re-market the site for development using a refreshed development brief. The development brief to allow for the receipt of both capital and a regular income for the Council.
2. That the Head of Planning for the Council prepares a refreshed development brief taking into account the outcome of the consultation exercise and this is brought back to Ordinary Council for approval.
3. That a competitive tender be prepared and issued for the expert additional resources that will be required to deliver the project and provide assistance in the preparation of the development brief.
4. Should the Ordinary Council subsequently approve the development brief then the following actions will be undertaken:
 - I. That the governance of the project be determined by the Asset and Enterprise Committee who are to ensure that all key stakeholders are involved and that key Ward members are engaged and kept informed of the process.
 - II. To ensure that the development is not prejudiced, the Brentwood Car Wash licence to occupy part of the site should not be renewed at expiry on the Licence Agreement on the 6 April 2015. The Licensee should be provided with appropriate notification, at least 3 months before the expiry date of the 6 April 2015, to give them adequate notice to vacate the site.
 - III. That negotiations between Barclays Bank and officers, in relation to the Car Park owned by Barclays Bank currently sited in the area of development, be concluded, subject to a maximum cost to the Council of £250,000 including legal costs
 - IV. That members note that a maximum sum of £1.2 million has been earmarked within the Medium Term Financial Plan (MTFP) 2014/15 – 2016/17 for this project.

£'s			
External Costs	External Fees	Legal Fees	180,000
		Strategic Advice	100,000
		Disbursements	80,000
		Consultations	20,000
			<u>380,000</u>
	Site Costs	Site De-Risking	10,000
		Site Clearance	30,000
		<u>40,000</u>	
Total "External Costs"			420,000

**Budget
for the
development**

(Approved at
Extraordinary
Council 7th April
2014)

Internal Costs	Officer Time*	(estimated @800 days)	180,000
Property Costs	Cost of Barclays Land	250,000	
	Sainsburys Overage **	204,000	
			454,000
	Contingency @20%		220,000
		Total Costs	1,274,000

* Covers the following areas: Project Management: Assets: Legal: Finance: Democratic Services: Planning: Communications

** Guestimate assuming value of transaction is £8M

Local Residents

Immediate Local Residents (ILR)

511 addresses (in blue)

175 responses

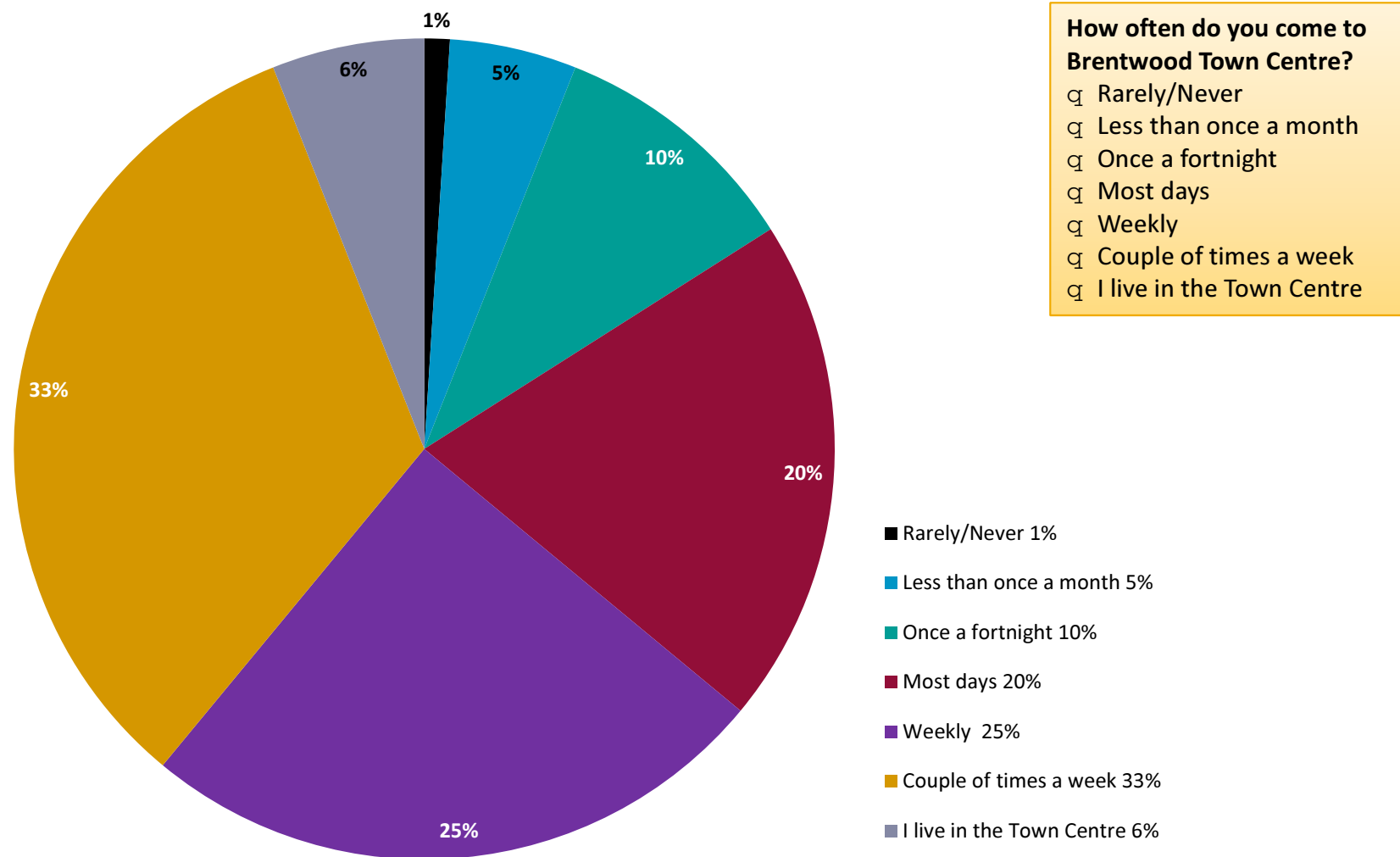
Wider Local Residents (WLR)

380 responses

“Wider local residents” are defined as those who state they live in the Town Centre – which also incorporates the areas highlighted in blue



Q1: How often do you come to Brentwood Town Centre?

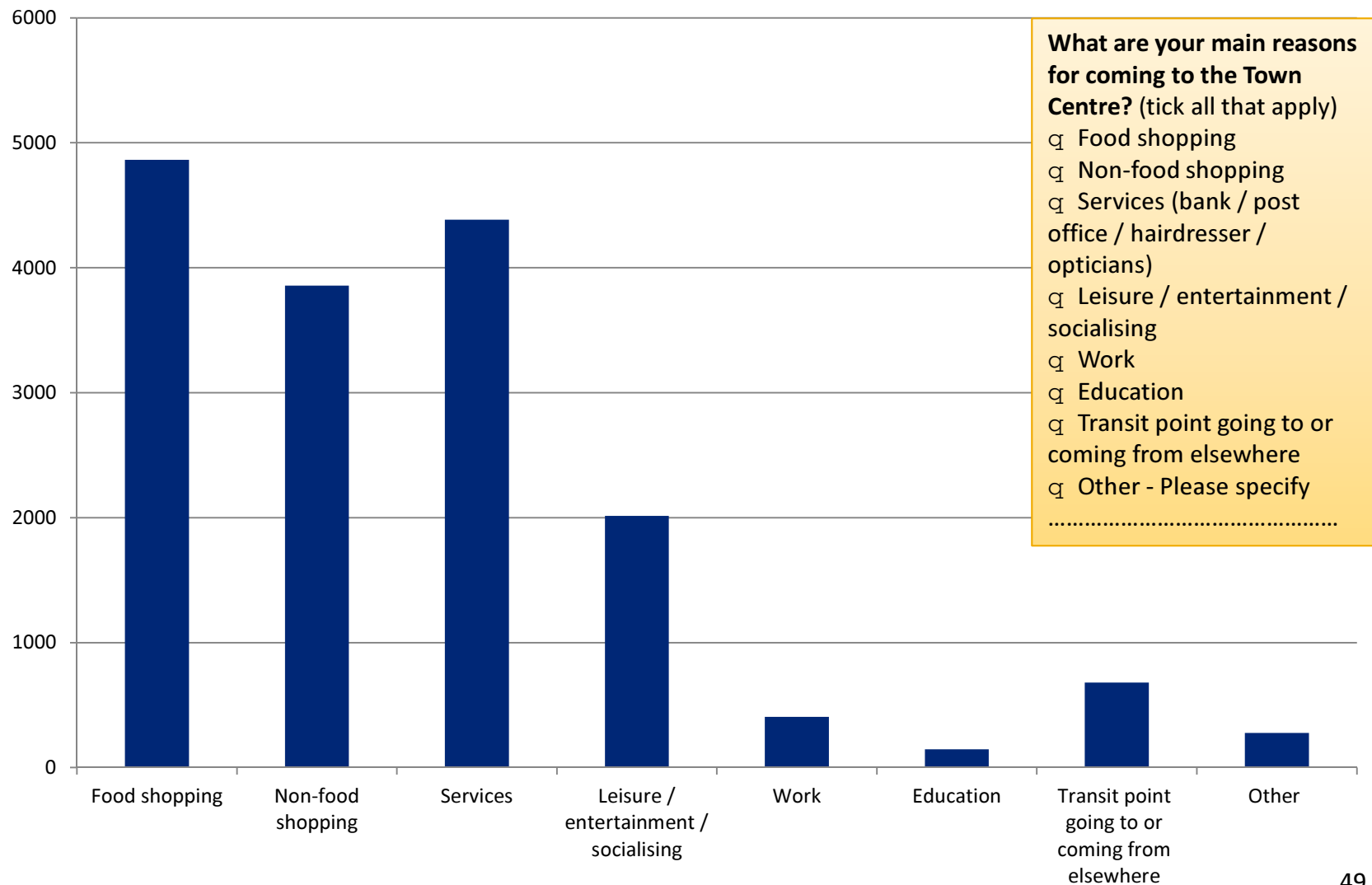


Detailed Findings and Comments

Q1: How often do you come to Brentwood Town Centre?

Ref.	Findings	Comments
R01	Whilst 6% of respondents live in the Town Centre , the majority (78%) come to the Town Centre most days, weekly or a couple of times a week , and 16% come once a fortnight, less than once a month or rarely/never .	The Town Centre is well used by respondents and provides a well used resource for residents and shoppers.

Q2: What are your main reasons for coming to the Town Centre?



Q2: What are your main reasons for coming to the Town Centre?

'Other' responses include:

- Doctor, dentist, Community Hospital (48)
- Library (35)
- Church (28)
- Gym (18)
- Eating out (15)
- Visiting family (10)
- Voluntary work (10)
- Children's clubs (5)
- I live there (4)
- Exercise (3)
- School run (2)
- Theatre (2)
- Dog walking (1)
- Visiting the Town Hall (2)

What are your main reasons for coming to the Town Centre? (tick all that apply)

☐ Food shopping

☐ Non-food shopping

☐ Services (bank / post office / hairdresser / opticians)

☐ Leisure / entertainment / socialising

☐ Work

☐ Education

☐ Transit point going to or coming from elsewhere

☐ Other - Please specify

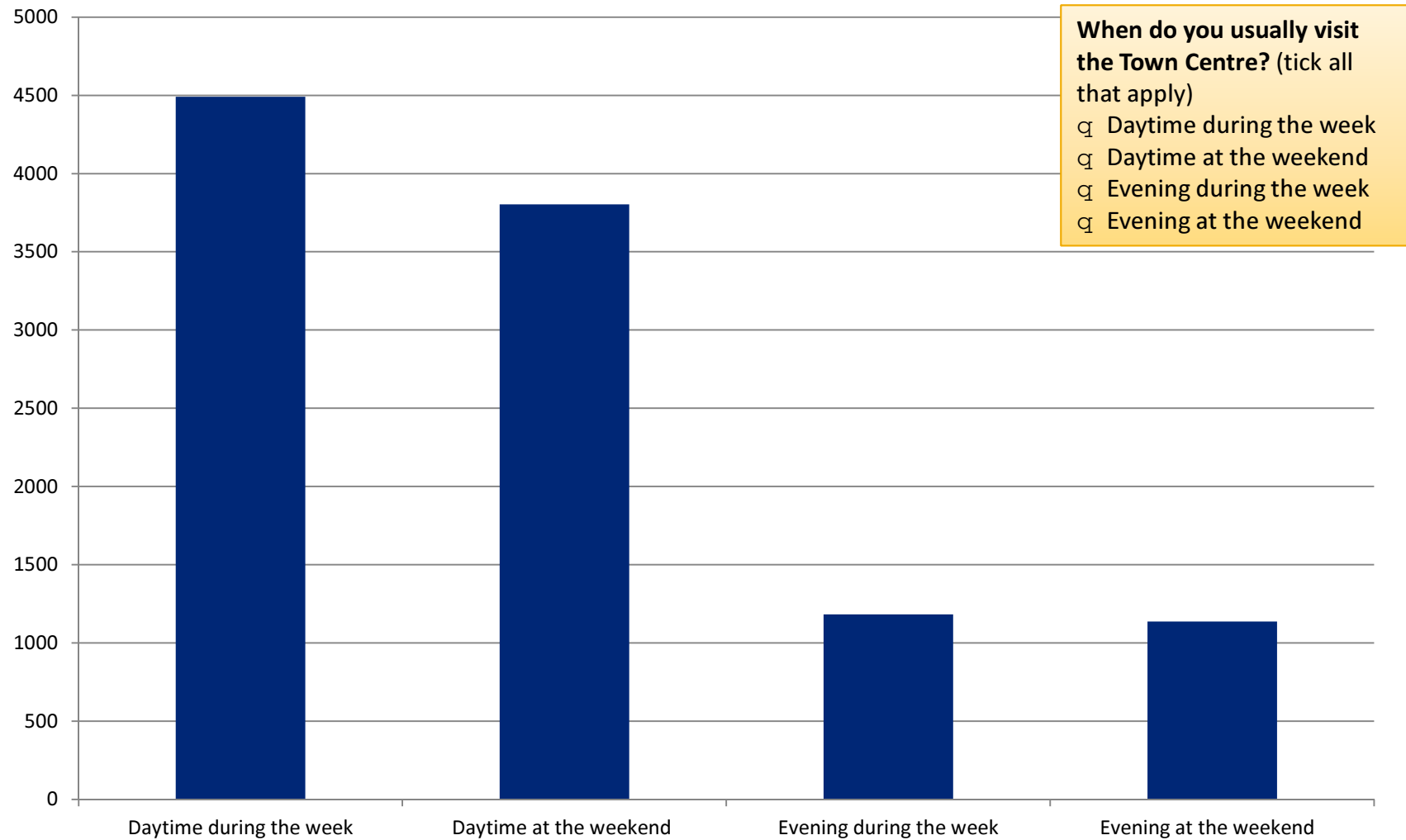
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Detailed Findings and Comments

Q2: What are your main reasons for coming to the Town Centre?

Ref.	Findings	Comments
R02	<p>The majority of respondents cited Food shopping (85%), Services (77%) and Non-food shopping (68%) as the main draws to the Town Centre, with Leisure, entertainment & socialising (38%) the fourth most popular.</p> <p>Work (7%) and education (3%) are less of a draw. 12% of respondents use the Town Centre as a transit point to elsewhere.</p>	<p>Visitors are drawn to the Town Centre for a broad variety of reasons but food retail, non-food retail and leisure provide the greatest attraction.</p>

Q3: When do you usually visit the Town Centre?

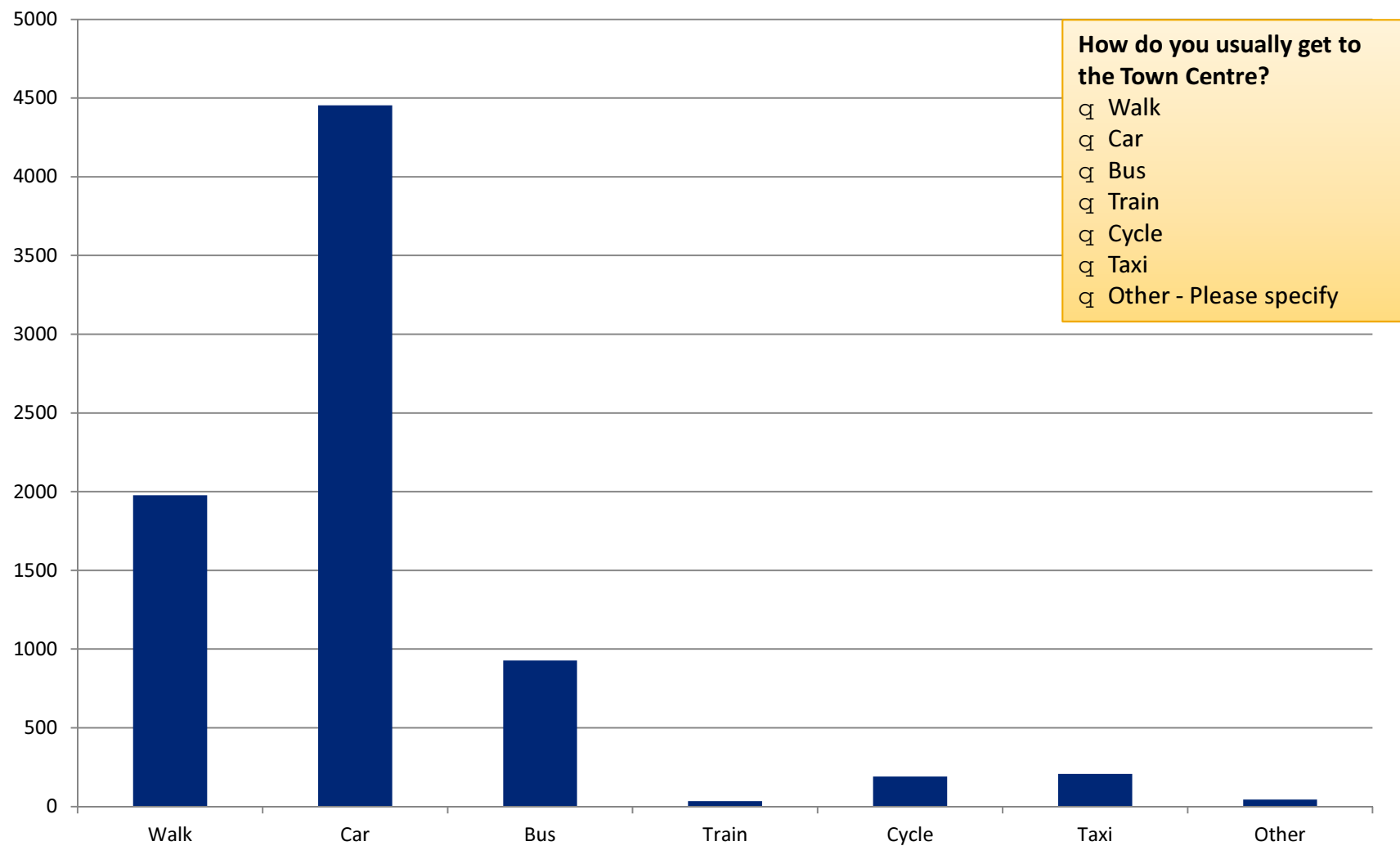


Detailed Findings and Comments

Q3: When do you usually visit the Town Centre?

Ref.	Findings	Comments
R03	<p>79% of respondents state that they visit the Town Centre at daytime during the week, 67% visit daytime during the weekend.</p> <p>Just 21% visit on weekday evenings and 20% weekend evenings.</p>	The Town Centre is at its most visited during the daytime and on weekdays. The evening economy is less of a draw for respondents.

Q4: How do you usually get to the Town Centre?



Q4: How do you usually get to the Town Centre?

'Other' responses include:

- Motorbike (20)
- Mobility scooter (5)
- Kick scooter (3)
- Wheelchair (2)
- Brentwood community bus (1)
- Lifts from friends and relatives (1)
- I live in the Town Centre (1)

How do you usually get to the Town Centre?

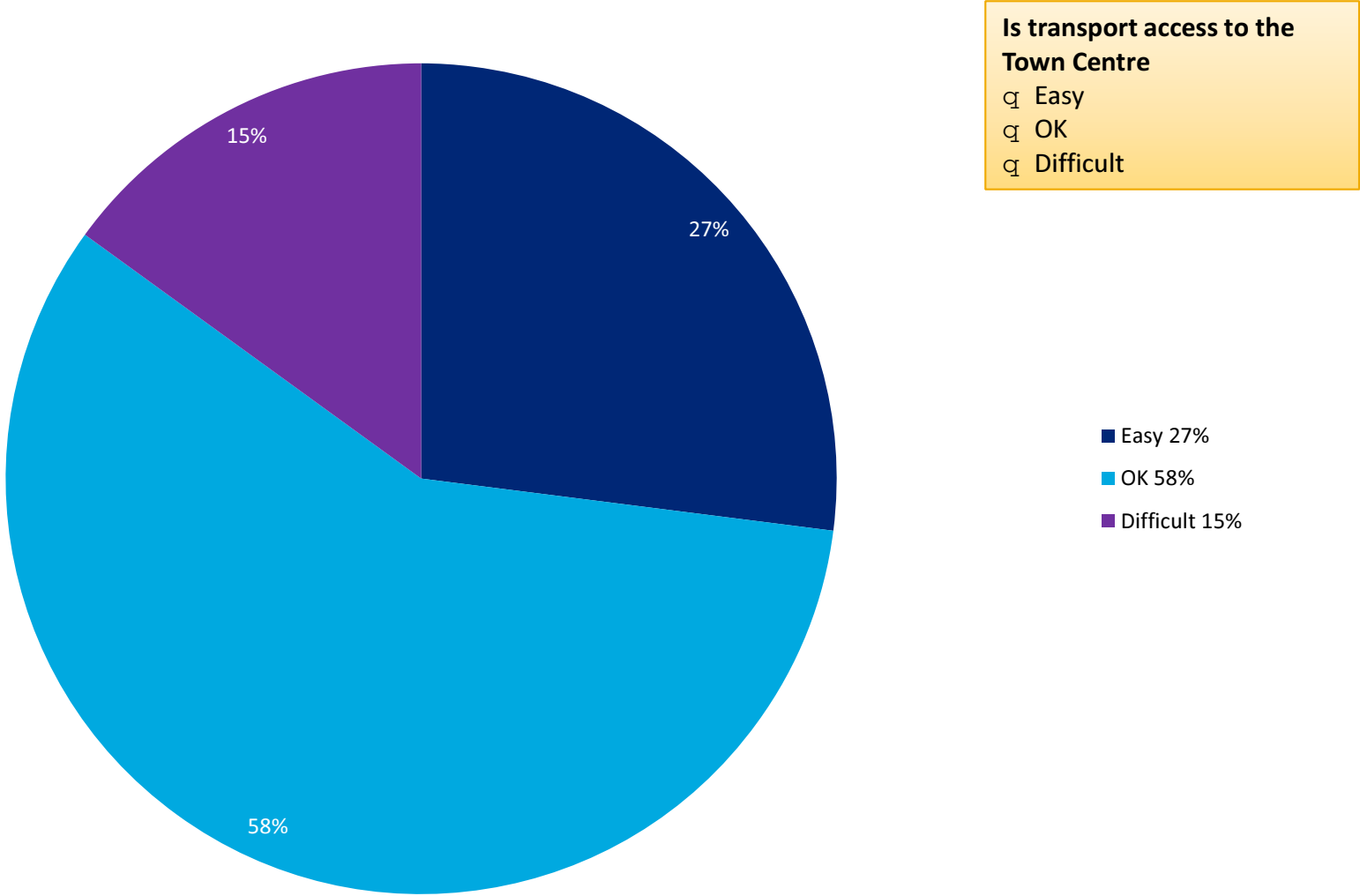
- ☐ Walk
- ☐ Car
- ☐ Bus
- ☐ Train
- ☐ Cycle
- ☐ Taxi
- ☐ Other - Please specify

Detailed Findings and Comments

Q4: How do you usually get to the Town Centre?

Ref.	Findings	Comments
R04	<p>At 77%, the car is the most popular way of getting to the Town Centre. For 49% of respondents, the car is their only stated method.</p> <p>35% of respondents walk to the Town Centre. For 13% of respondents , this is their only stated method.</p> <p>16% of respondents use the bus, train (0.6%) or taxi (3.5%). 5% state these public transport methods as their only way to get to the Town Centre.</p>	<p>The car dominates transport to the Town Centre, with walking a distant second. Public transport is less well used still.</p>

Q5: Is transport access to the Town Centre

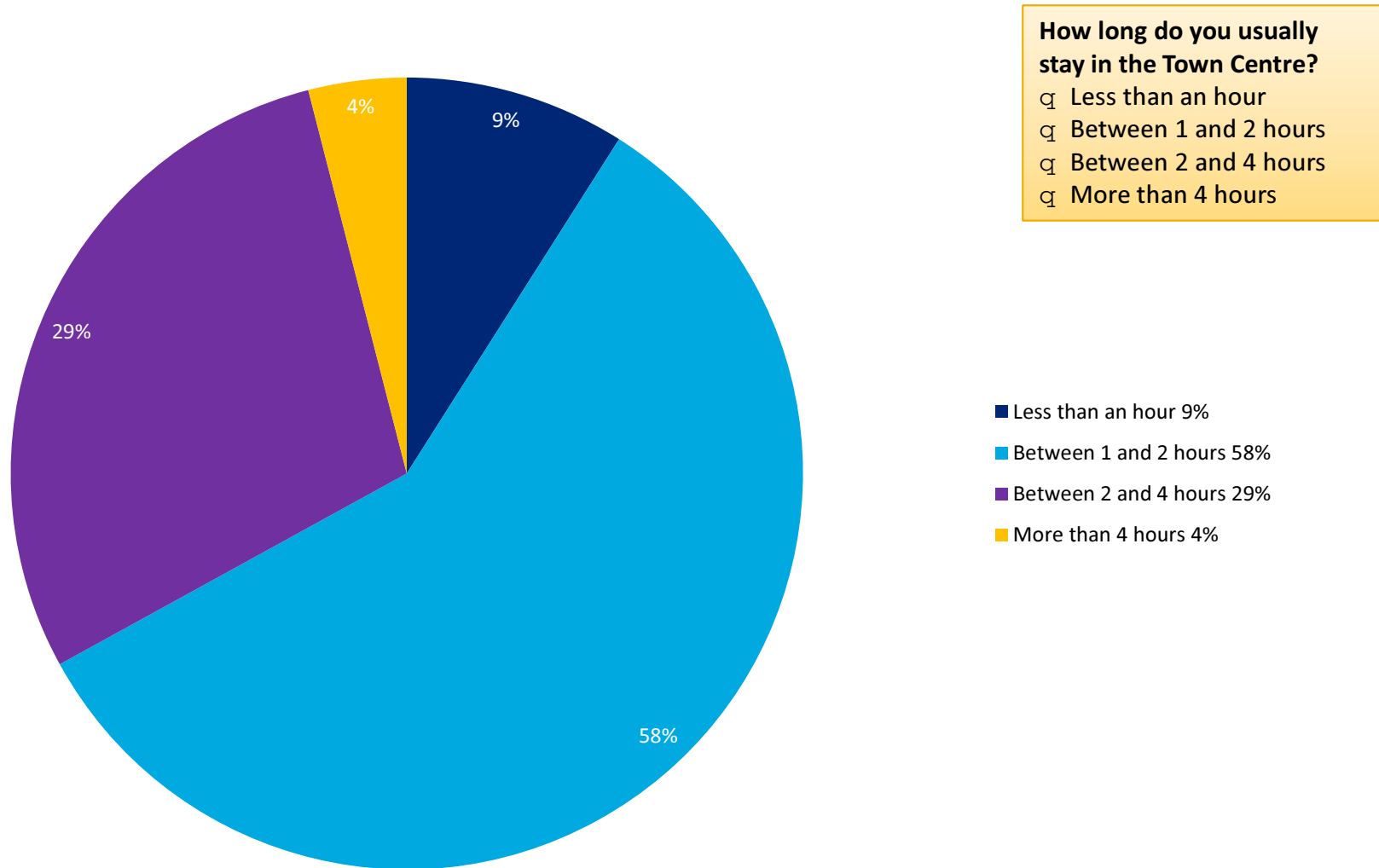


Detailed Findings and Comments

Q5: Is transport access to the Town Centre

Ref.	Findings	Comments
R05	The majority of respondents do not find transport access to the Town Centre to be a problems, with 58% of respondents stating that it is OK , 27% stating it is easy and only 15% stating it is difficult .	The Town Centre is afforded good transport access enjoyed by the majority of respondents.

Q6: How long do you usually stay in the Town Centre?

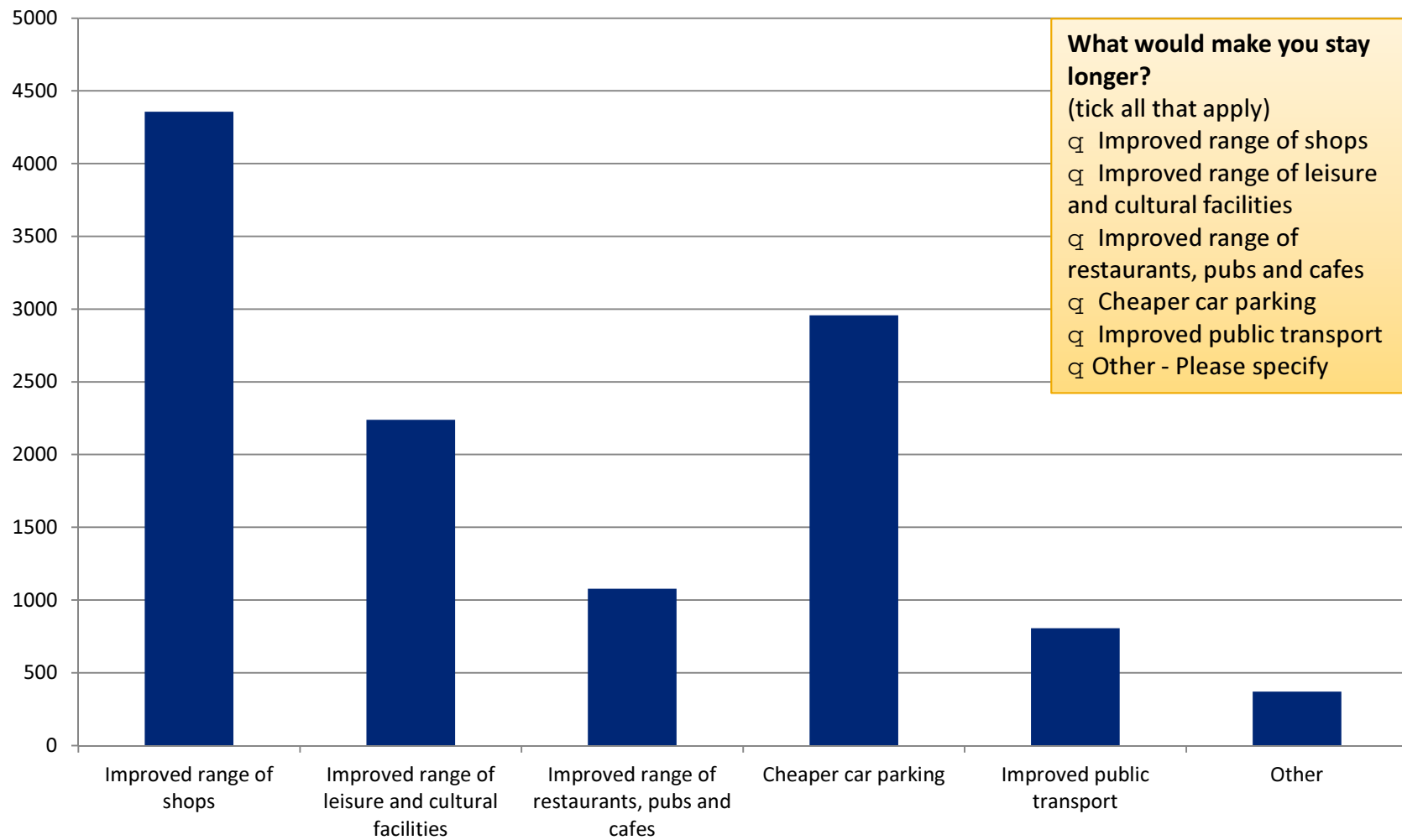


Detailed Findings and Comments

Q6: How long do you usually stay in the Town Centre?

Ref.	Findings	Comments
R06	<p>58% of respondents stay in the Town Centre between 1 and 2 hours, with 29% staying 2 to 4 hours.</p> <p>9% stay less than an hour and only 4% stay more than 4 hours.</p>	The vast majority of respondents stay in the Town Centre for short stay periods.

Q7: What would make you stay longer?



Q7: What would make you stay longer?

'Other' responses include:

- Improved parking (69)
- Cinema (55),
- Free parking (19)
- Better disabled parking (15)
- Absence of 'Towie' (13)
- Improved traffic flow (12)
- Greener environment (7)
- Large foodstore (7)
- Department store (6)
- Improved bus service, especially evenings and Sundays (5)
- Bigger market (5)
- Fewer pubs, restaurants or bars (5)
- Entertainment for children/young people (5)
- More short stay parking (4)
- Pedestrianised areas (4)

What would make you stay longer?

(tick all that apply)

- ☐ Improved range of shops
- ☐ Improved range of leisure and cultural facilities
- ☐ Improved range of restaurants, pubs and cafes
- ☐ Cheaper car parking
- ☐ Improved public transport
- ☐ Other - Please specify

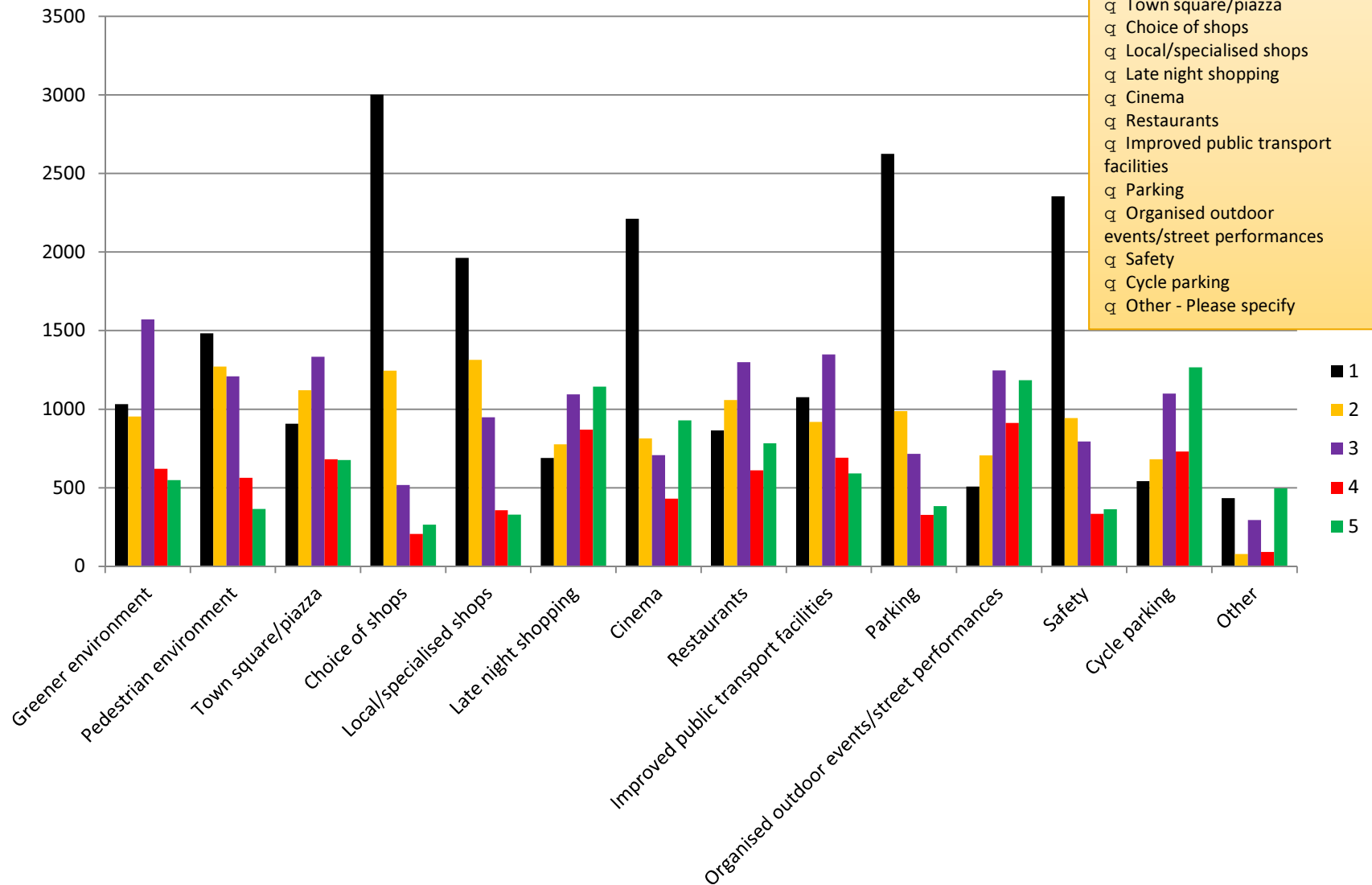
- Unique boutique shops, not chains (4)
- Less drunken behaviour (3)
- Wheelchair friendly pavements (3)
- Bowling (2)
- Improved quality of shops (2)
- Large fashion store (2)
- Pleasant outside seating areas (3)

Detailed Findings and Comments

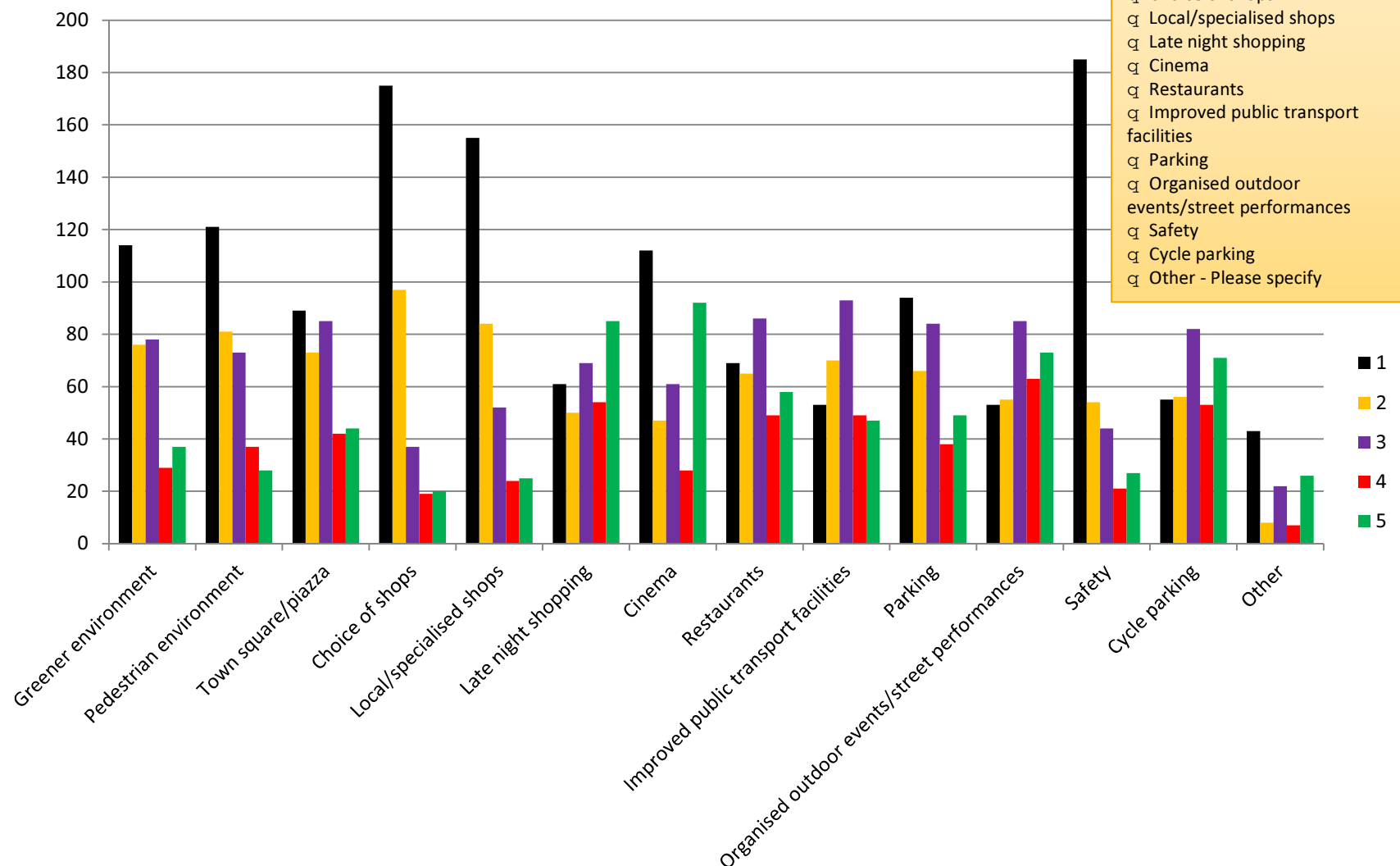
Q7: What would make you stay longer?

Ref.	Findings	Comments
R07	<p>76% of respondents would stay longer in the Town Centre if there was an improved range of shops.</p> <p>52% would stay longer if there was cheaper parking.</p> <p>39% of respondents would stay longer if there was an improved range of leisure and cultural facilities, with 19% looking for an improved range of restaurants, pubs and cafes.</p> <p>14% would stay longer if there was improved public transport facilities.</p>	<p>An improved retail offer appeals to the majority of respondents to make them stay longer, with cheaper parking and improved leisure facilities other significant draws. Improved range of restaurants, pubs and cafes and improved public transport are less likely to make respondents stay longer.</p>

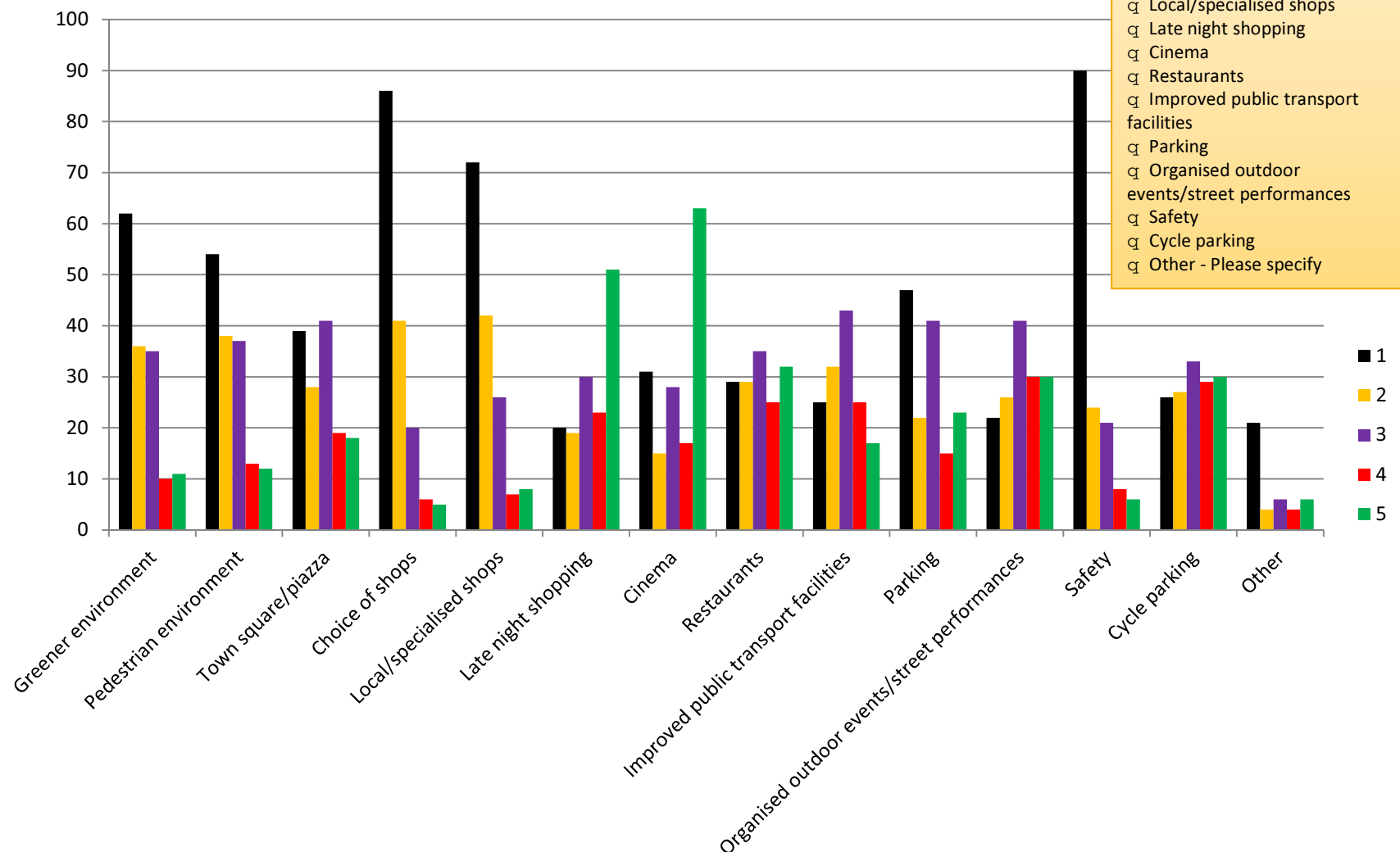
Q8: What do you consider to be important for improving the Brentwood Town Centre? (1 being most important, 5 being least important)



Wider Local Response: Q8WR: What do you consider to be important for improving the Brentwood Town Centre? (1 being most important, 5 being least important)



Immediate Local Response: Q8IR: What do you consider to be important for improving the Brentwood Town Centre? (1 being most important, 5 being least important)



Q8: What do you consider to be important for improving the Brentwood Town Centre?

‘Other’ responses include:

- Improved traffic flow (37)
- Fewer bars, pubs and clubs (26)
- Supermarket (22)
- Free/cheaper parking (22)
- Improved paving (21)
- Disabled facilities/parking (19)
- Less Towie (14)
- Cinema (14)
- More police (14)
- Cycle routes/parking (13)
- Quality feel (12)
- Community feel (10)
- Bowling (10)
- Children’s play area (10)
- Pedestrianisation (9)
- Cleaner environment (9)
- Don’t become another Romford or Basildon (9)

- Department store (8)
- More variety of markets (8)
- Improved theatre (7)
- Motorcycle parking (6)
- Green park (5)
- Attract older residents and families (5)
- Cultural events (4)
- Improved public transport (4)
- Family environment (3)
- Improved architecture (2)

What do you consider to be important for improving the Brentwood Town Centre?

(1 being most important, 5 being least important)

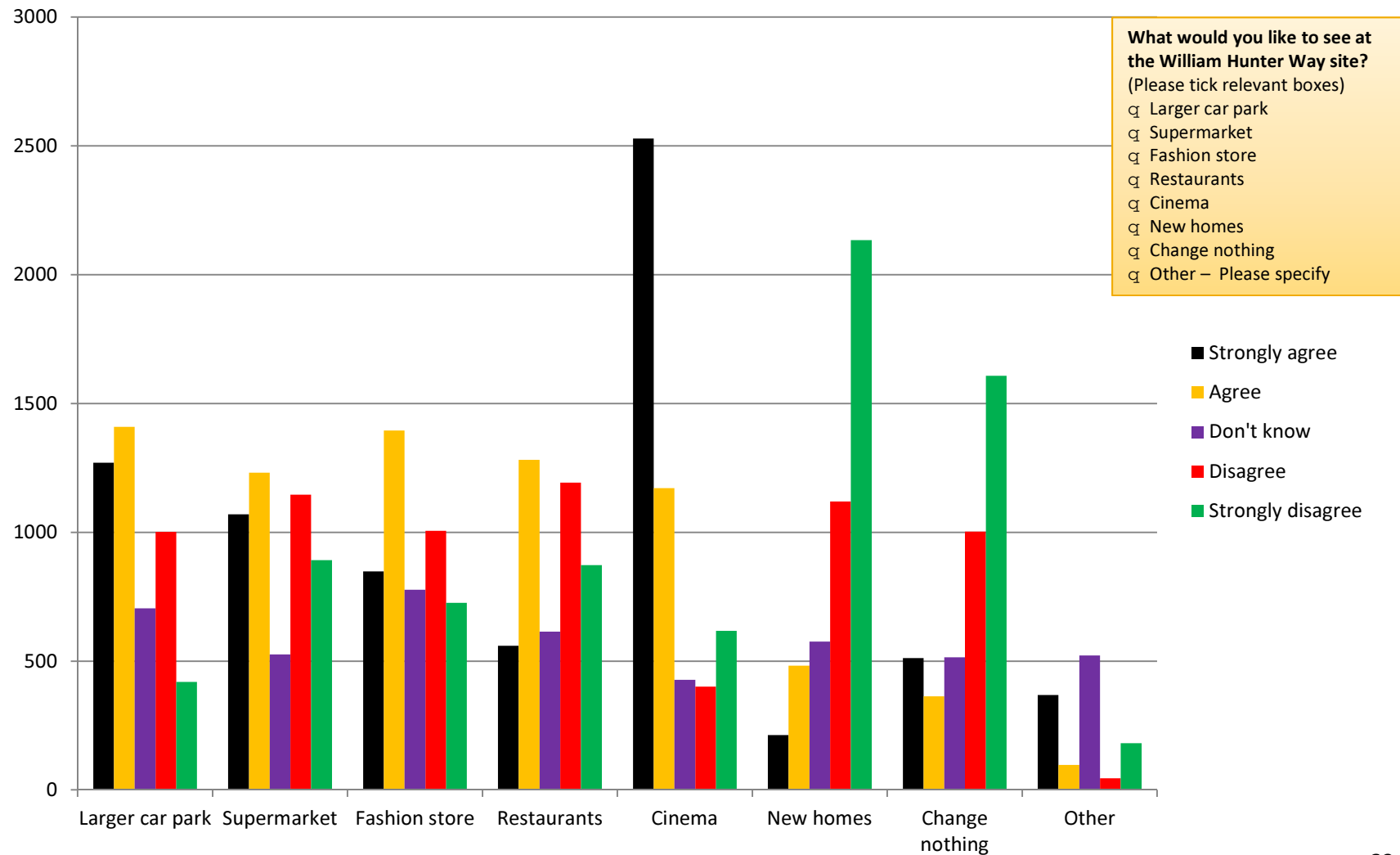
- ☐ Greener environment
- ☐ Pedestrian environment
- ☐ Town square/piazza
- ☐ Choice of shops
- ☐ Local/specialised shops
- ☐ Late night shopping
- ☐ Cinema
- ☐ Restaurants
- ☐ Improved public transport facilities
- ☐ Parking
- ☐ Organised outdoor events/street performances
- ☐ Safety
- ☐ Cycle parking
- ☐ Other - Please specify

Detailed Findings and Comments

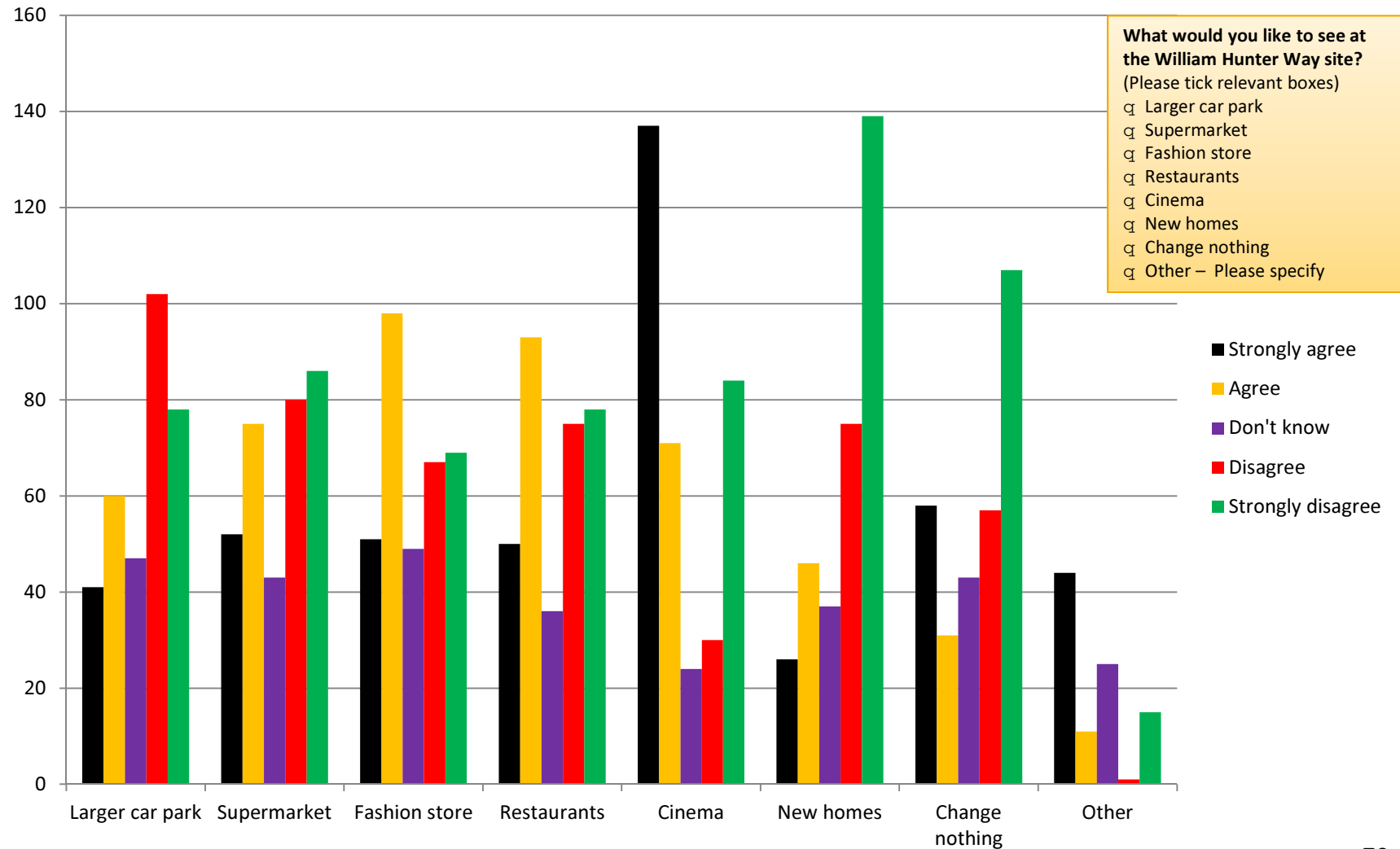
Q8: What do you consider to be important for improving Brentwood Town Centre? (1 being most important, 5 being least important)

Ref.	Findings	Comments
R08	<ul style="list-style-type: none"> The choice of shops is the important to respondents when improving the Town Centre, with 53% ranking it as 1 being most important. Also ranked 1 in importance are parking (46%), safety (41%), cinema (39%) and local specialised shops (34%). Conversely, respondents stated cycle parking (22%), organised outdoor events/street performance (21%), late night shopping (20%), cinema (16%) and restaurants (14%) are least important, ranking them as 5. 	Whilst all respondent groups valued choice of shops, safety and local specialist shops, it's clear to see that the closer
R08WR	<ul style="list-style-type: none"> Comparing the response with those in the Wider Local Residents group, safety becomes the most important factor with 49% ranking it as most important. Choice of shops (46%), local specialised shops (40%), pedestrian environment (32%) and greener environment (30%) are also ranked 1. Ranked 5 as least important to the Wider Local Residents Group are cinema (24%), late night shopping (22%), organised outdoor events/street performance (19%), cycle parking (19%) and restaurants (15%). 	respondents live to William Hunter Way, the less important they see a cinema and the more important they see the greener, pedestrian
R08IR	<ul style="list-style-type: none"> In the Immediate Local Residents Group, again, most important is safety at 51%, followed by choice of shops (49%), local specialised shops (41%), greener environment (35%) and pedestrian environment (30%). Least important to the Immediate Local Residents Group are cinema (36%), late night shopping (29%), restaurants (18%), organised outdoor events/street performance and cycle parking (17%) 	environment. Least important across all groups are late night shopping, outdoor events and restaurants.

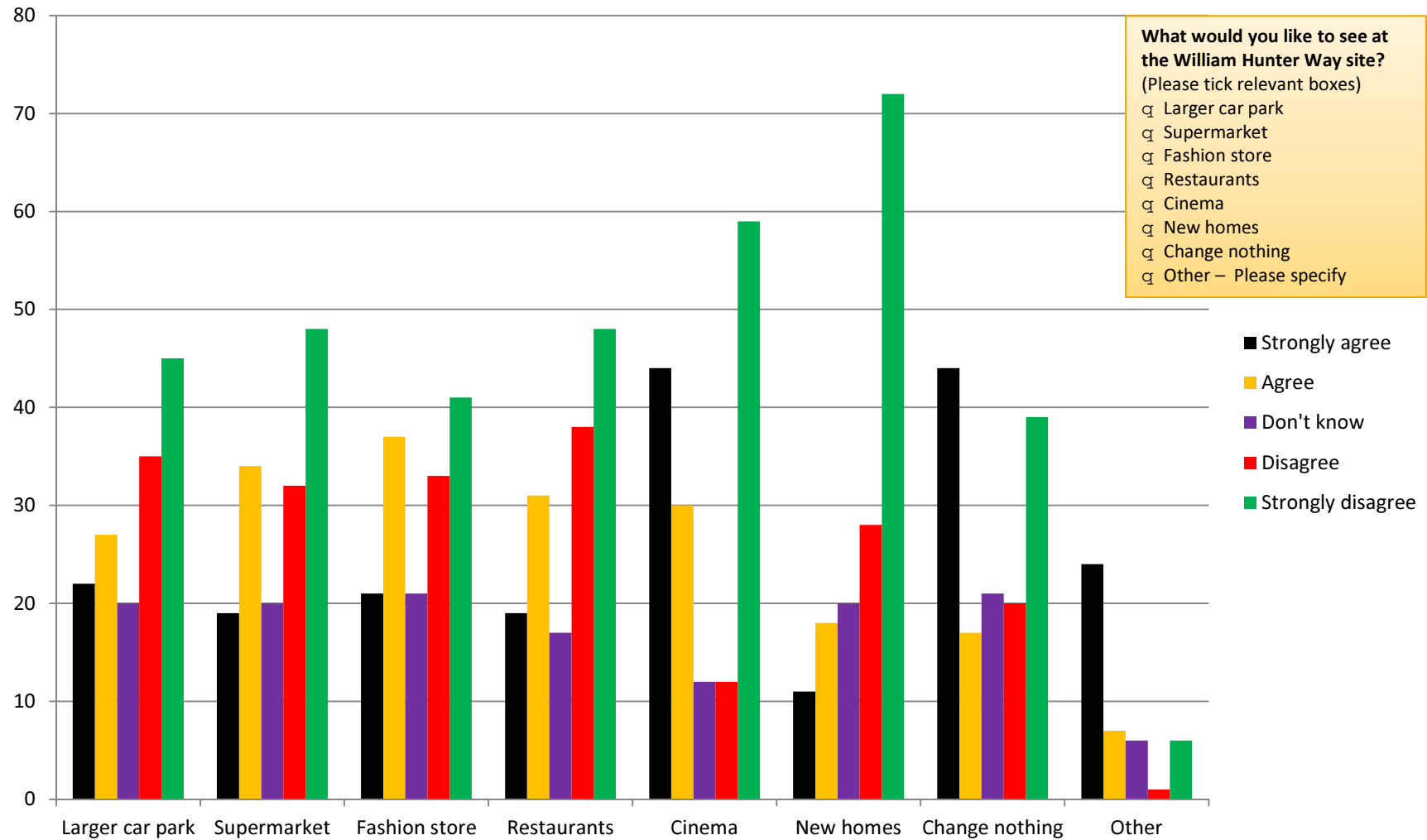
Q9: What would you like to see at the William Hunter Way site?



Wider Local Response: Q9WR: What would you like to see at the William Hunter Way site?



Immediate Local Response: Q9IR: What would you like to see at the William Hunter Way site?



Q9: What would you like to see at the William Hunter Way site?

‘Other’ responses include:

- Department store – John Lewis, Debenhams, BHS (64)
- Improved parking (53)
- Large food store – Waitrose, M&S, Aldi, Lidl, Asda, Morrisons (40)
- Small cinema (40)
- Green space (35)
- Bowling alley (31)
- Market square, piazza (19)
- Small park/play area (14)
- Community space (12)
- Fashion shops (10)
- Free parking (10)
- Landscaped area (9)
- Disabled parking (9)
- Leave as it is (9)
- Arts facility (9)

What would you like to see at the William Hunter Way site?

(Please tick relevant boxes)

- ☐ Larger car park
- ☐ Supermarket
- ☐ Fashion store
- ☐ Restaurants
- ☐ Cinema
- ☐ New homes
- ☐ Change nothing
- ☐ Other – Please specify

- Quality shops (8)
- Cinema or bars would cause more noise and chaos in residential areas (7)
- Not another ‘Bas-Vegas’ or Romford (7)
- Specialist and independent shops (6)
- Swimming pool (6)
- Entertainment for all ages (6)
- Ice rink (5)
- Family homes, not flats (3)
- Multi-storey car park (3)
- Petrol station (2)

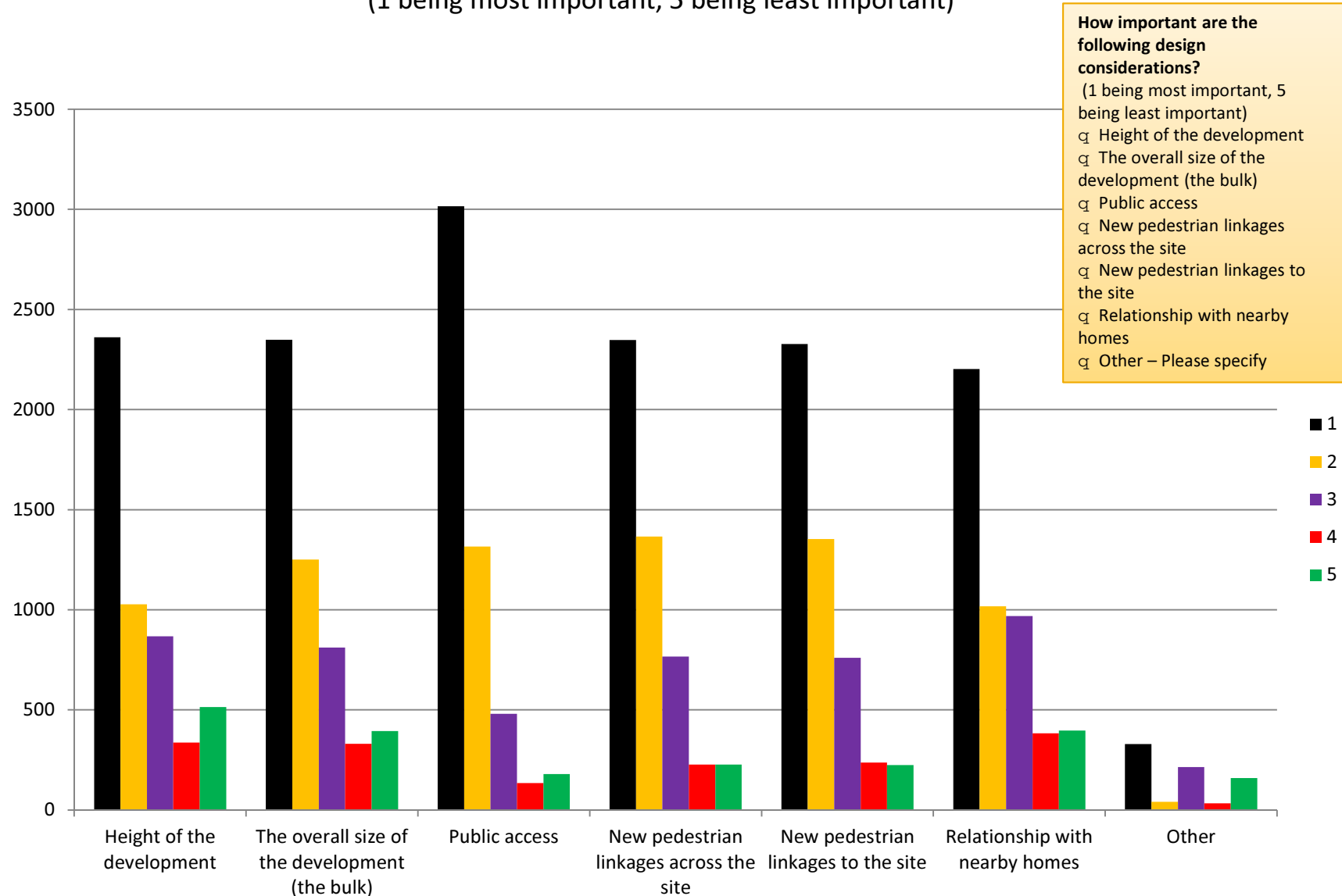
Detailed Findings and Comments

Q9: What would you like to see at the William Hunter Way site?

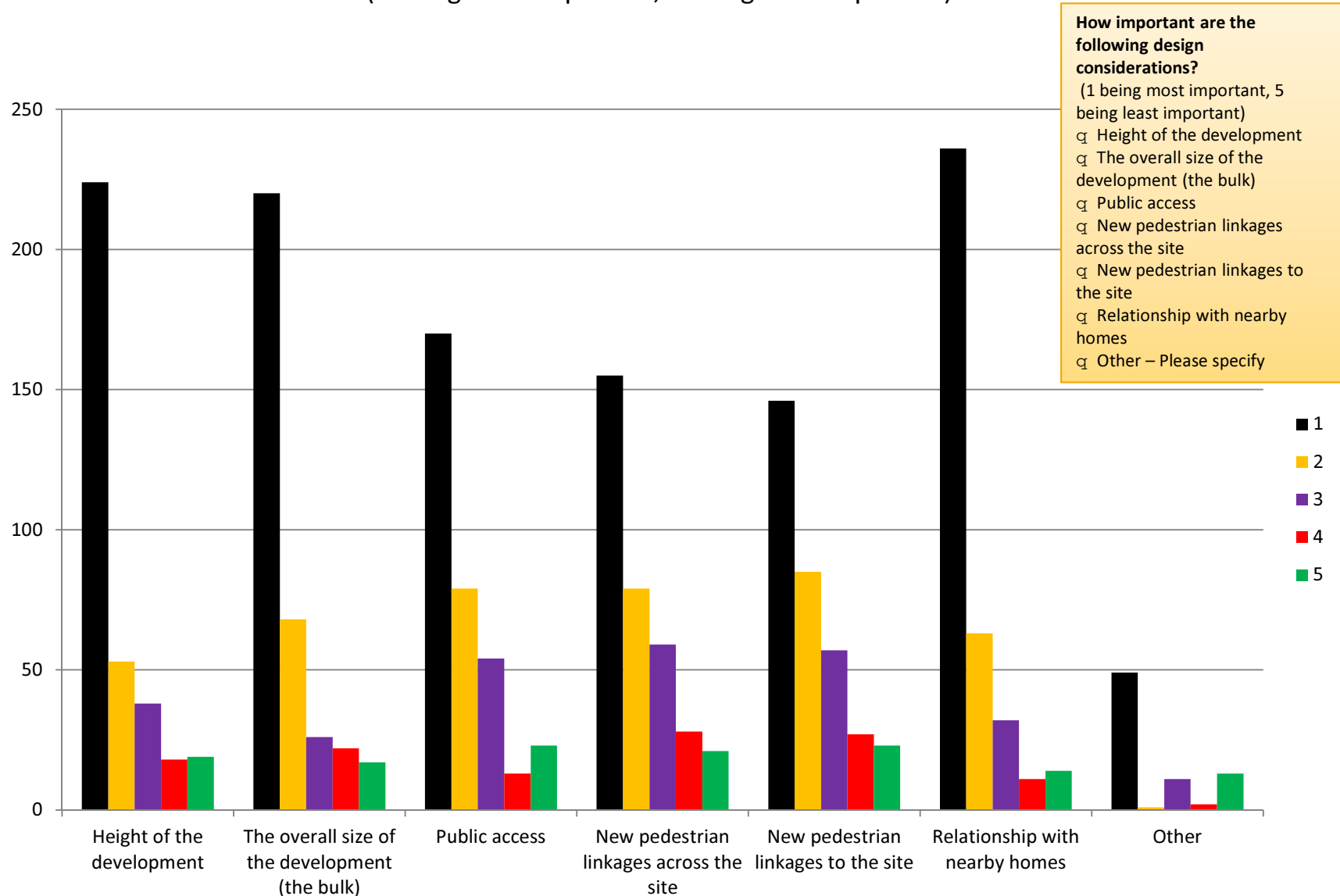
Ref.	Findings	Comments
R09	<ul style="list-style-type: none"> • 64% of respondents agree or strongly agree that they would like to see a cinema on the WHW site. 47% agree or strongly agree to a larger car park, 40% would like to see a supermarket, 39% fashion store and 32% restaurants. • 57% of respondents would disagree or strongly disagree to new homes. 45% disagree or strongly disagree to change nothing. 36% would not like to see restaurants, 36% a supermarket and 30% do not want a fashion store. 	Across all three groups, support for a cinema scores highest across the categories, although it is noticeably weaker the closer respondents live to the site. Opinion is divided amongst those who agree to a larger car park, a supermarket, a fashion store and those who would like to change nothing. The groups had similar thoughts on that which they most strongly disagree to have on the site, new homes scored highest. Opinion was mixed again for the ranking of supermarkets, restaurants and a larger car park. Those in the ILR show significant strong disagreement to a cinema ₇₃
R09WR	<ul style="list-style-type: none"> • Those in the Wider Local Residents also agree or strongly agree to a cinema at 55% on the WHW site. 39% would like a fashion store, 38% would like restaurants, 33% a supermarket and 27% a larger car park. • Wider Local Residents disagree or strongly disagree to new homes (56%). 47% wouldn't like a larger car park, 44% a supermarket, 43% disagree or strongly disagree to doing nothing and 40% would like restaurants. 	
R09IR	<ul style="list-style-type: none"> • 42% of Immediate Local Residents agree or strongly agree to a cinema, 35% would agree or strongly agree to change nothing, 33% a fashion store, 30% a supermarket and 28% a larger car park. • 57% of Immediate Local Residents disagree or strongly disagree to new homes, 49% to restaurants, 46% to a larger car park or a supermarket, 42% to a fashion store. It should be noted here that 34% of ILR strongly disagreed to a cinema (2nd highest strongly disagree score), aggregated with those who disagreed was 41%. 	

Q10: How important are the following design considerations?

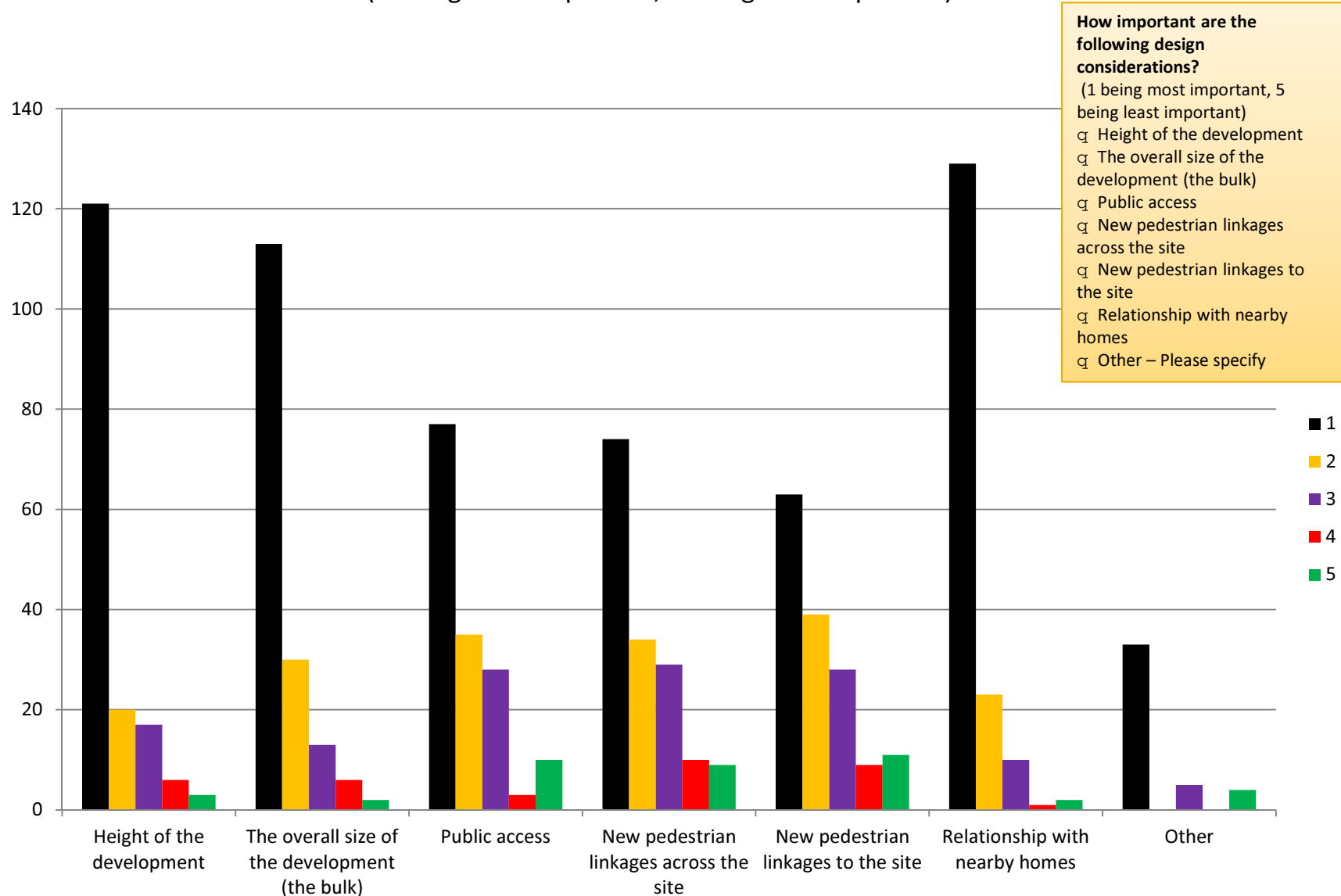
(1 being most important, 5 being least important)



Wider Local Response: Q10WR: How important are the following design considerations? (1 being most important, 5 being least important)



Immediate Local Response: Q10IR: How important are the following design considerations? (1 being most important, 5 being least important)



How important are the following design considerations?

(1 being most important, 5 being least important)

‘Other’ responses include:

- Adequate parking (48)
- Traffic flow (32)
- Impact on local houses (12)
- Architectural elegance (10)
- Green design (10)
- In keeping with surrounding areas (9)
- Car parking underground (8)
- Aesthetically pleasing (7)
- Modern, contemporary (7)
- Noise impact (6)
- Disabled access and parking (6)
- Change nothing (6)
- Cycle ways and cycle parking (5)
- Quality environment (5)
- Height, not more than 1/2 floors (4)
- Character (4)
- Pleasant places to sit (3)
- Pollution (3)
- Leave as a car park (3)
- Free parking (3)
- No dead spaces for youths to gather (2)
- Original, unique (1)

How important are the following design considerations?

(1 being most important, 5 being least important)

- ☐ Height of the development
- ☐ The overall size of the development (the bulk)
- ☐ Public access
- ☐ New pedestrian linkages across the site
- ☐ New pedestrian linkages to the site
- ☐ Relationship with nearby homes
- ☐ Other – Please specify

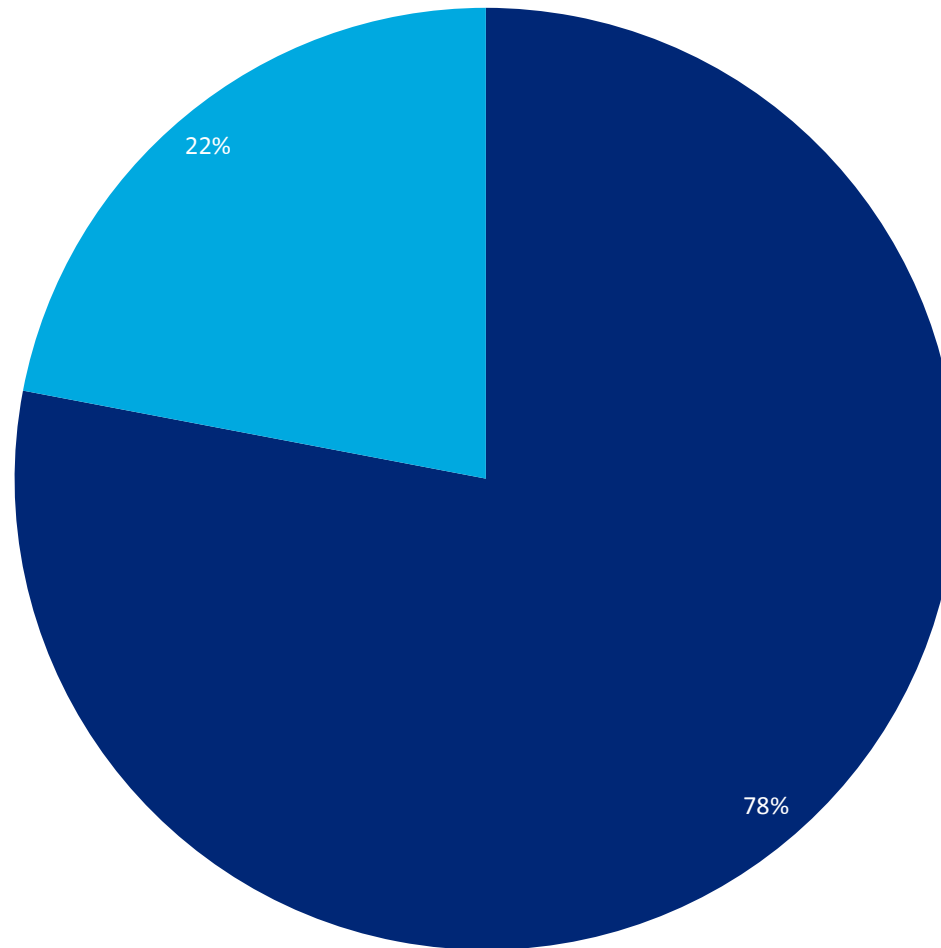
Detailed Findings and Comments

Q10: How important are the following design considerations?

(1 being most important, 5 being least important)

Ref.	Findings	Comments
R10	<ul style="list-style-type: none"> • 53% of respondents rank public access as 1 being most important in terms of design considerations. Also ranked 1 as most important are height of the development at 41% of respondents, the overall size of the development (the bulk) 41%, new pedestrian linkages across the site 41% and new pedestrian linkages to the site also at 41%. • 9% of respondents consider the height of the development to be ranked 5 as least important. Also ranked as 5 as least important are the relationship with nearby homes 7%, the overall size (the bulk) 7%, pedestrian linkages across the site 4% and pedestrian linkages to the site 4%. 	The relationship with nearby homes and the height of the development are considered most important by more respondents in the Wider Local Residents and Immediate Local Residents groups. Whilst public access is also considered particularly important to those in the main respondents group. Next important across all groups is the overall size of the development (the bulk). Less important for the main group of respondents is the height of the development and the relationship with nearby homes, which is in contrast the local residents groups, which rank pedestrian linkages and public access as least important.
R10WR	<ul style="list-style-type: none"> • 62% of Wider Local Residents rank the relationship with nearby homes as 1 being most important. Also ranked 1 is the height of the development at 59%, the overall size (the bulk) 58%, public access at 45% and new pedestrian linkages across the site at 40%. • Least important the Wider Local Residents group is public access and new pedestrian linkages to the site with 6% each ranking them 5 as least important. Also ranked 5 is new pedestrian linkages to the site and the height of the development 5% and the overall size of the development 4%. 	
R10IR	<ul style="list-style-type: none"> • 73% of Immediate Local Residents rank the relationship with nearby homes as 1 most important, 69% consider the height of the development ranked 1 for most important, 65% the overall size (the bulk), 44% public access and 42% new pedestrian linkages across the site. • 6% of Immediate Local Residents consider new pedestrian linkages to the site as 5 as least important, 6% public access, 5% new pedestrian linkages across the site, 2% the height of the development and 1% relationship with nearby homes and the overall size (the bulk). 	

Q11: Should the William Hunter Way site sympathetically reflect the Town Centre's existing architecture?



Should the William Hunter Way site sympathetically reflect the Town Centre's existing architecture?

q Yes

q No

■ Yes 78%

■ No 22%

Detailed Findings and Comments

Q11: Should the William Hunter Way site sympathetically reflect the Town Centre's existing architecture?

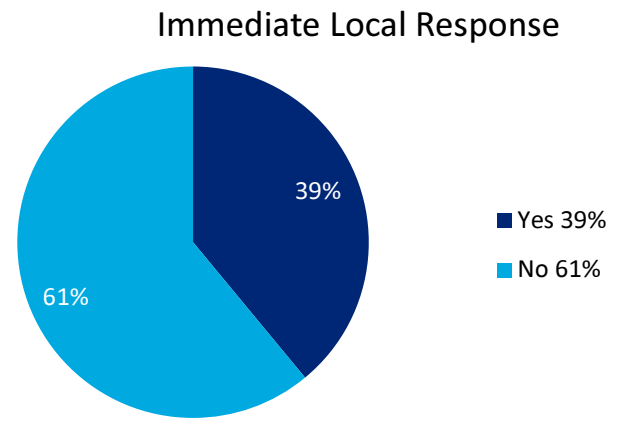
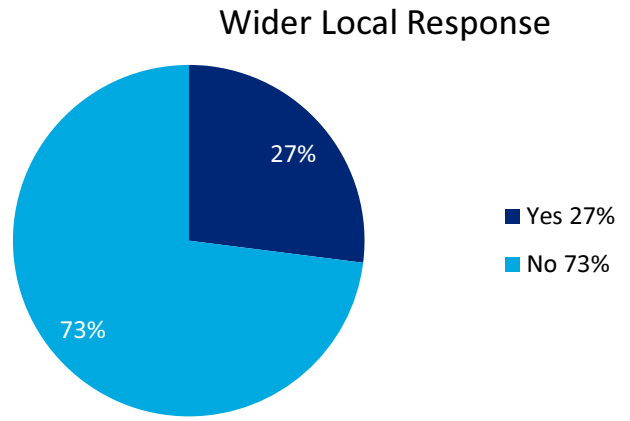
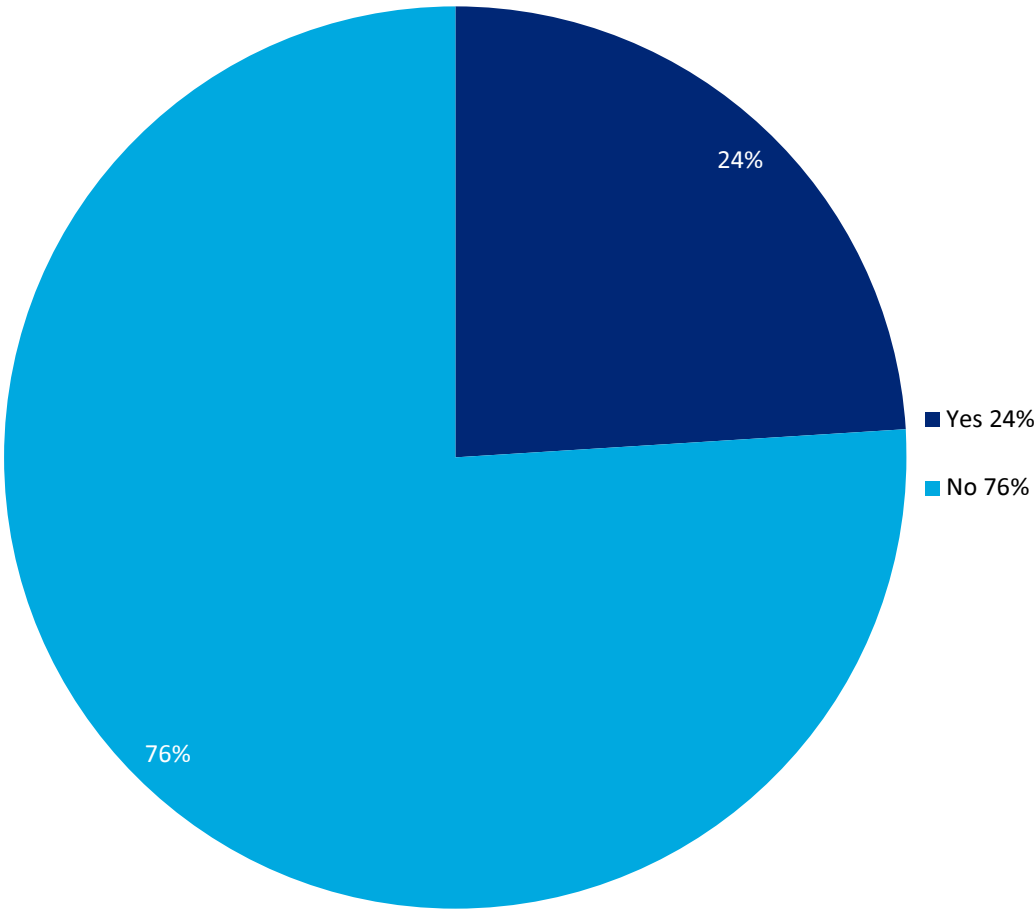
Ref.	Findings	Comments
R011	78% of respondents thought that the site should sympathetically reflect the Town Centre's existing architecture.	Whilst the majority of respondents thought that the site should sympathetically reflect the Town Centre's existing architecture, a number questioned the architectural style of the Town Centre. This could be due to the mix of styles in the Town Centre, from medieval to 1960s.

Q12: Do you think the William Hunter Way site should remain as a car park only?

Do you think the William Hunter Way site should remain as a car park only?

Yes

No



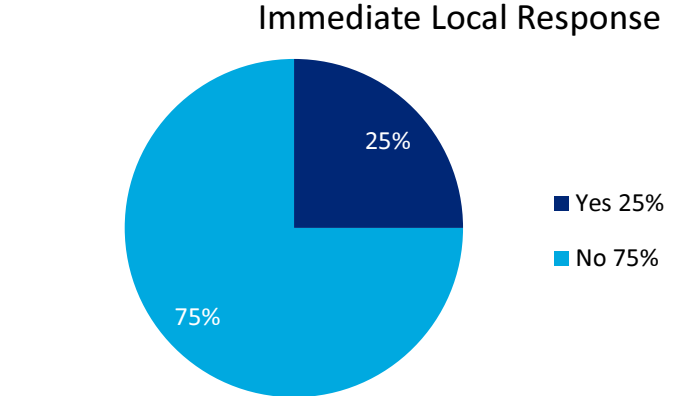
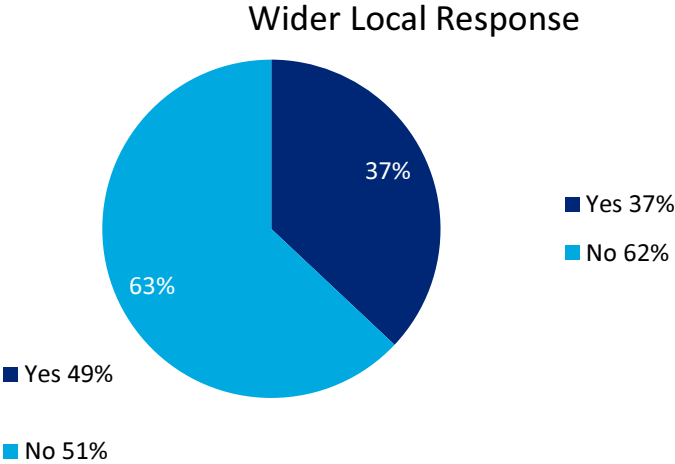
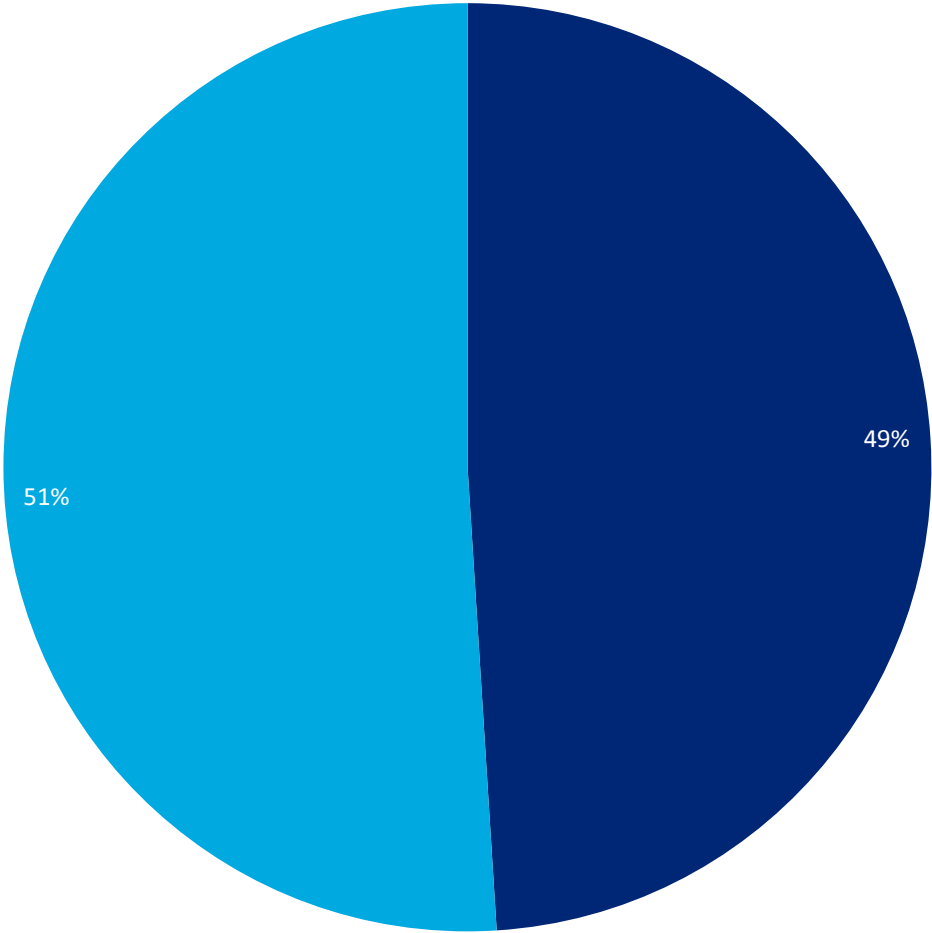
Detailed Findings and Comments

Q12: Do you think the William Hunter Way site should remain as a car park only?

Ref.	Findings	Comments
R12	24% of respondents think that William Hunter Way site should remain as a car park.	Whilst the majority of respondents in all groups do not believe the William Hunter Way site should remain a car park, it is clear those nearest the site are more inclined to think that it should remain a car park.
R12WR	27% of Wider Local Residents think the site should remain a car park	
R12IR	39% of those in the Immediate Local Residents group believe William Hunter Way site should remain a car park	

Q13: Does a cinema have to be on the site?

Does a cinema have to be on the site?
☐ Yes
☐ No



Detailed Findings and Comments

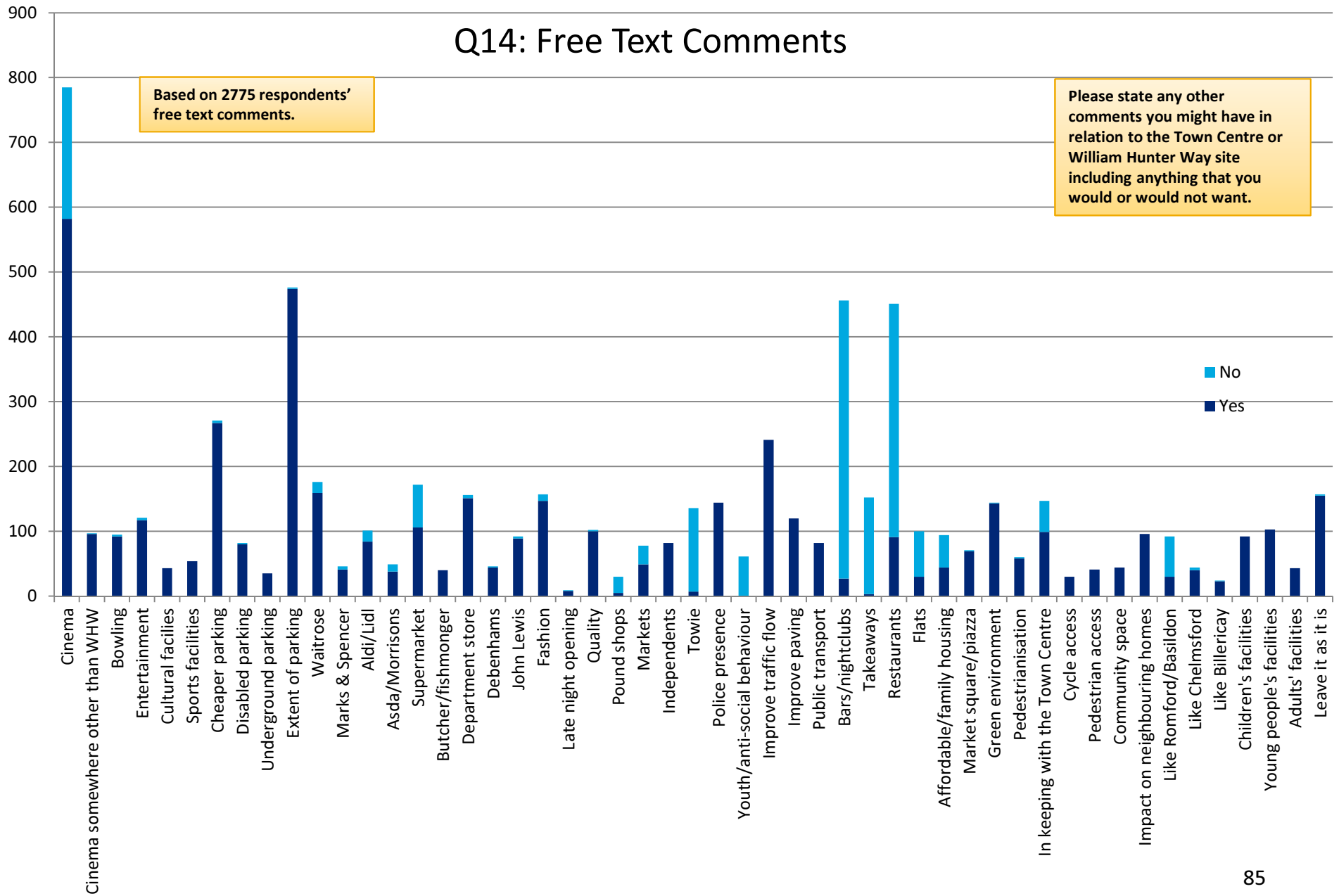
Q13: Does a cinema have to be on the site?

Ref.	Findings	Comments
R13	Just under half (49%) of respondents think that a cinema has to be on the site.	This result was incredibly evenly split amongst respondents. Echoing earlier results, those closest to the site are less likely to want a cinema to be on the William Hunter Way Site.
R13WR	37% of Wider Local Residents think that a cinema needs to be on the site.	
R13IR	25% of Immediate Local Residents think that a cinema has to be on the site.	

Q14: Free Text Comments

Based on 2775 respondents' free text comments.

Please state any other comments you might have in relation to the Town Centre or William Hunter Way site including anything that you would or would not want.



Detailed Findings and Comments

Q14: Free Text Comments

Ref.	Findings	Comments
R14A	<p>Leisure</p> <ul style="list-style-type: none"> • Respondents who provided free text comments gave considerable support for a cinema, with 582 wishing to see a cinema in the town, although not all seemed to specifically wish to see it on the WHW site. • A further 96 respondents expressed a preference to see a cinema somewhere other than the WHW site, the Brentwood Centre, the Baytree Centre or the former scrap yard at Mountnessing were considered more appropriate. 1 respondent thought that a cinema should only be at WHW. • In the main, respondents expressed a preference for a small scale cinema of 2 or 3 screens. Others would welcome an art house cinema or an IMAX so as to provide a different offering to those seen locally. • 203 respondents felt that a cinema would not be welcome or financially viable in the town and that such facilities are well provided locally elsewhere. • Other forms of leisure and entertainment were also popular amongst respondents. With 117 commenting that they would like some form of entertainment facility (4 against), 92 wishing to see a bowling alley (3 against), 43 cultural facilities and 54 sports facilities, such as a swimming pool or an ice rink. 	<p>With the exception of a cinema, there were very few negative views given specifically to providing leisure and entertainment facilities in the town and the William Hunter Way site.</p> <p>Many commented that such leisure facilities would be particularly welcome for children and young people, as well as adults, and would not necessitate travel to Chelmsford, Basildon or Romford etc.</p>

Detailed Findings and Comments

Q14: Free Text Comments

Ref.	Findings	Comments
R14B	<p>Parking</p> <ul style="list-style-type: none"> • 474 free text respondents expressed concern over parking provision in the town currently or that any development at the William Hunter Way site might result in a loss or reduction in much needed parking in the Town Centre. 2 considered there was too much parking. • 267 respondents would like to see free or cheaper parking, often citing examples of free parking in Lakeside or Billericay. • There was concern over the level of disabled parking facilities both in the Town Centre and in any proposed development at William Hunter Way, with 80 respondents considering this important. 2 respondents thought that there was too much disabled parking or that disabled parking should not be free. • Concerned about the height and impact on local residents, 35 respondents thought that underground parking is a good solution. • A number of respondents expressed a preference for pay on exit parking. Others were concerned about where people would park whilst the development was being built. 	<p>It is clear that any development on the William Hunter Way site will require considerable parking provision, including during construction.</p> <p>Although not mentioned by any of the respondents, the loss of revenue for the Council from car parking whilst in the construction phase of any proposal for the William Hunter Way site would have to be factored in with any developers.</p>

Detailed Findings and Comments

Q14: Free Text Comments

Ref.	Findings	Comments
R14C	<p>Supermarkets</p> <ul style="list-style-type: none"> • Many felt competition was required for Sainsbury's, with 106 wishing to see a new supermarket, whilst others felt there was already sufficient provision in the Town, with 66 against the idea. • Waitrose was the most popular choice, with 159 respondents for and 17 against the chain. • Others felt a budget supermarket like Aldi or Lidl a preference, with 84 respondents for and 17 against. • Asda and Morrisons were also referenced, with 38 for these supermarkets and 11 against. Tesco was barely mentioned. • In addition to large supermarkets, some 40 respondents expressed a desire to see a butcher or fishmonger in the Town Centre. 	<p>Opinion was divided on the provision of a supermarket on the William Hunter Way site. Whilst high end grocers were preferred by many, there was also strong support for a heavy discounter supermarket.</p>

Detailed Findings and Comments

Q14: Free Text Comments

Ref.	Findings	Comments
R14D	<p>Retail</p> <ul style="list-style-type: none"> • There was strong support for a department store, with 151 respondents liking to see one in the town. 5 people were against the idea. • John Lewis was most often referenced, with 89 people expressing a preference for the chain and 3 against. 28 would like to see a Debenhams but 2 would be against. • 147 respondents would like to see fashion stores, with Primark and TKMaxx often referred to as well as some higher end retailers, such as Zara and Mango. 10 respondents were against any more fashion stores. • 82 respondents would like to see more independent stores. • There was support too for more quality retailers in the town, with 100 respondents for and just one against. • Pound shops were less popular, with 25 respondents against them and just 5 for. • Opinions were divided on markets in the town centre. 49 respondents felt positively, perhaps looking for more farmers' and craft markets, whilst 29 were against markets, feeling they were tacky and detracting from the other retailers. • Just 8 respondents would like to see late night shopping and 1 was against. 	<p>It is clear that a mix of retail facilities would be welcomed, particularly a department store and fashion.</p>

Detailed Findings and Comments

Q14: Free Text Comments

Ref.	Findings	Comments
R14E	<p>Safety</p> <ul style="list-style-type: none"> • 144 respondents would like to see a greater police presence in the Town Centre, particularly at night. Many considered the Town Centre to be a no-go area at night for anyone over 30 or with families. • 61 thought that there was significant amounts of anti-social behaviour, particularly amongst young people brought about by the night-time economy. • 129 people thought that The Only Way is Essex was a contributing factor in the rise of popularity of the town at night or was detrimental to Brentwood in terms of its image and retail offering. 7 respondents felt that the show had had a positive impact. 	<p>Whilst recent statistics show that crime is decreasing in the Borough, it is clear that fear of crime is of concern to respondents.</p>

Detailed Findings and Comments

Q14: Free Text Comments

Ref.	Findings	Comments
R14F	<p>Traffic</p> <ul style="list-style-type: none"> • Traffic and congestion were major concerns for 241 respondents, believing that any development would exacerbate the existing problems. • 120 respondents expressed dissatisfaction with the current paving in the Town Centre, particularly for those with a wheelchair. • 82 respondents would like to see increased public transport provision, especially in the evenings. • Pollution was a concern for 18 respondents. 	<p>Any development would need to take into account an increase in traffic.</p> <p>Adequate public transport would also be required, not least in the evening if a cinema, bowling or restaurants were including in the offering.</p>

Detailed Findings and Comments

Q14: Free Text Comments

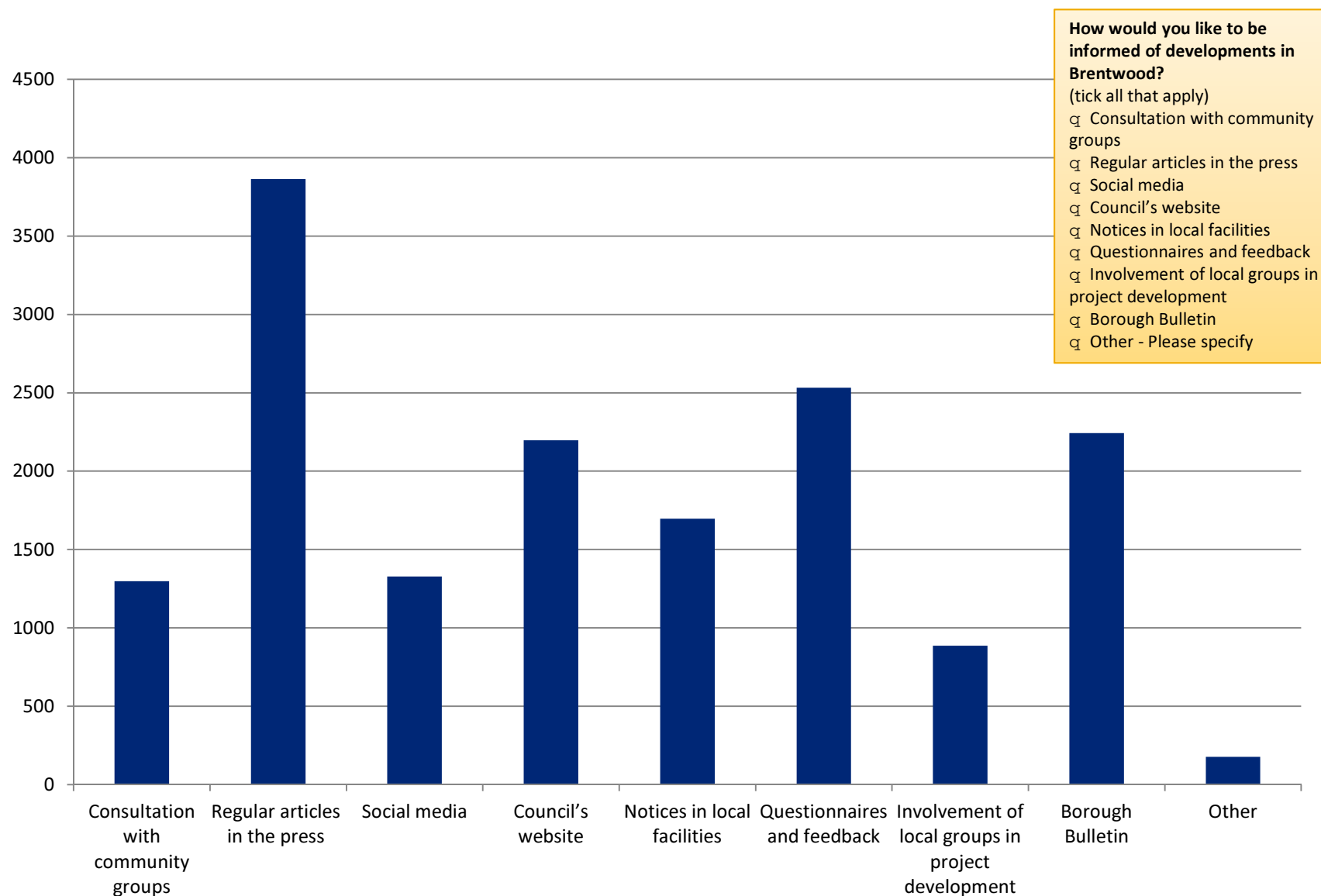
Ref.	Findings	Comments
R14G	<p>Eating and drinking</p> <ul style="list-style-type: none"> • There was much concern over the existing numbers of bars and clubs in the town, with 429 respondents not wishing to see any more. 27 would see more bars and clubs. • Almost equally high was the number of respondents not wishing to see any more restaurants, with 360 against. Of the 91 for more restaurants, the majority wished to see more quality restaurants and fewer chains. • 129 would not like any more takeaway establishments but many would see a café culture in the town. 	Brentwood benefits from a great number of eateries and bars. For any more to be welcome in the town, they should provide a different offering.
R14H	<p>Homes</p> <ul style="list-style-type: none"> • There was divided support for any new development of homes, with 70 respondents against seeing any more flats (30 for) and 50 against family housing (44 for). • Whilst some felt the need for more housing, the impact on the existing infrastructure was too much for others. 	Any plans for housing would need to be considered as part of the Local Development Plan.

Detailed Findings and Comments

Q14: Free Text Comments

Ref.	Findings	Comments
R14I	<p>Town Centre/William Hunter Way Development Design</p> <ul style="list-style-type: none"> • 143 respondents would like to see some sort of green environment, with seating provision. Just 2 did not think this was important. • The pedestrianisation of the Town Centre appeals to 41 respondents. 2 thought this would not be appropriate. • 99 think that any development should be in keeping with the town's traditional feel. 48 thought that it shouldn't try to fit in with the mix of styles in the town and should be modern and impactful. • The height of the development and the impact on nearby residents was a concern for 96 respondents. • 69 respondents would like to see some sort of market square or piazza. 2 were not in favour of this. • 30 would like more cycle ways and 41 more pedestrian access. • A community space would appeal to 44 respondents. • 103 respondents would like facilities for young people, 92 would like to see something for children and 43 would like a space suitable for adults. • The comparison to a number of local towns was drawn by some respondents, with 62 not wishing Brentwood to become over-developed like Romford and Basildon, although 30 drew positive comparisons. 40 respondents thought that Chelmsford was a good example of a what works, especially regarding green space and 23 thought Billericay an. excellent model, particularly for free parking. 	<p>It is certain that any development in the town or in William Hunter Way would impact upon the population, most notably those living close by, but also those who visit Brentwood for shopping or leisure. Opinion is divided amongst those who feel development to be an opportunity and those wish Brentwood to retain a more traditional market feel.</p>

Q15: How would you like to be informed of developments in Brentwood?

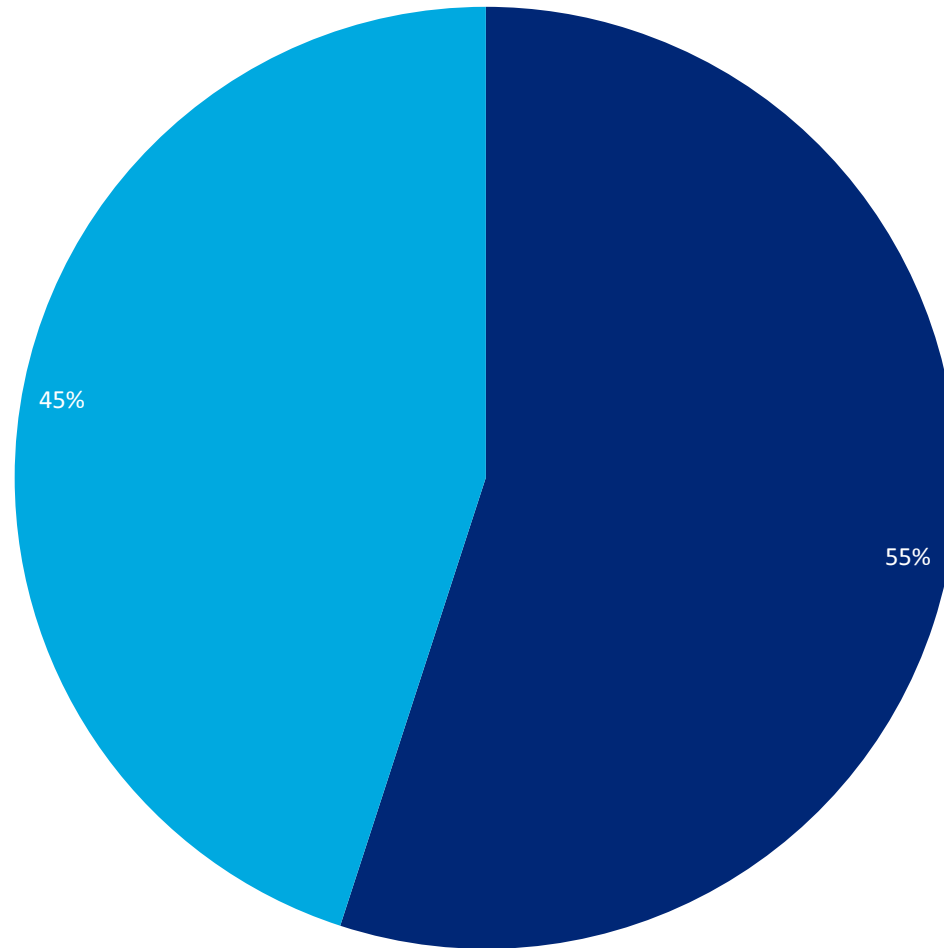


Detailed Findings and Comments

Q15: How would you like to be informed of developments in Brentwood?

Ref.	Findings	Comments
R15	68% of respondents would like to be informed of developments in Brentwood in regular articles in the press , 44% would like questionnaires and feedback , 39% would like to be informed by the Council's website , 39% through the Borough Bulletin and 30% through notices in local facilities	The way in which respondents would like to be informed of developments spans a variety of media. When planning future communications, consideration should be given to employing a number of different methods.

Q16: Would you like to be included in future consultation on the Town Centre and William Hunter Way?



If you would like to be included in future consultation on the Town Centre and William Hunter Way, please provide your contact details.

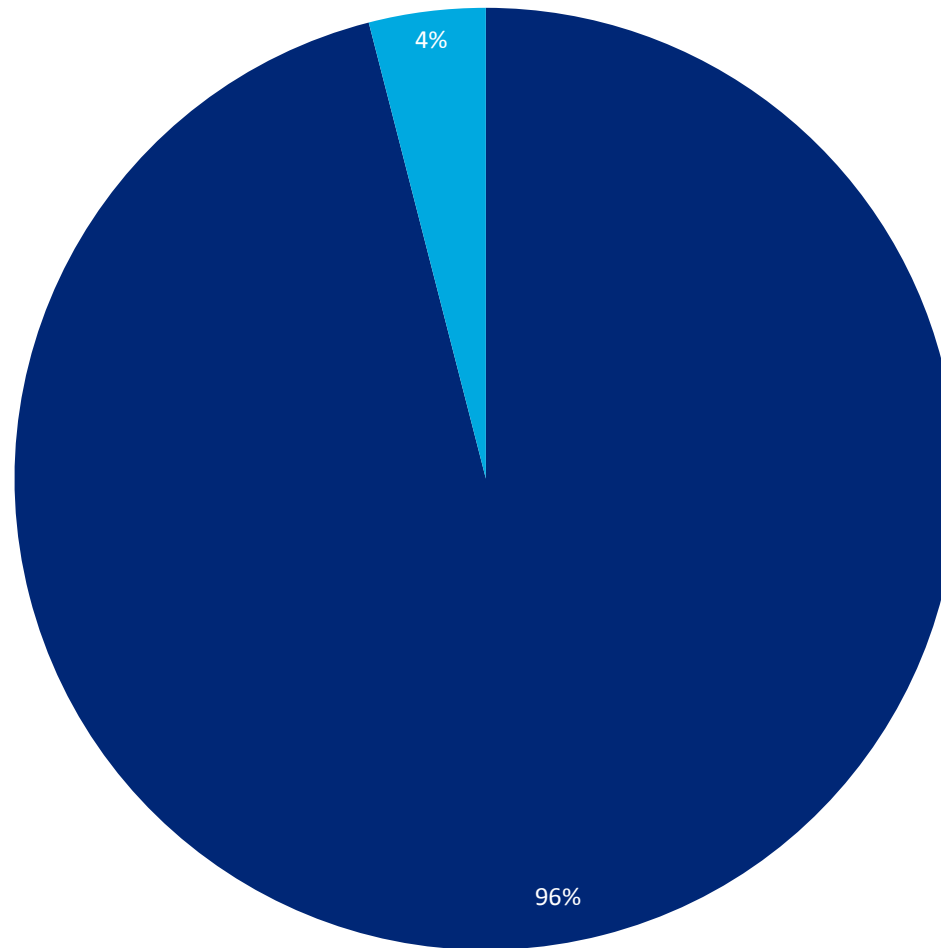
■ Yes 55%
■ No 45%

Detailed Findings and Comments

Q16: Would you like to be included in future consultation on the Town Centre and William Hunter Way?

Ref.	Findings	Comments
R16	55% of respondents would like to be included in future consultation on the Town Centre and William Hunter Way	Although the majority of respondent did say that they wished to be included in future consultation on the Town Centre and William Hunter, it is suspected that some respondents simply did not wish to provide their personal details.

Q17: Are you a Brentwood resident?



Are you a Brentwood resident?
q Yes
q No

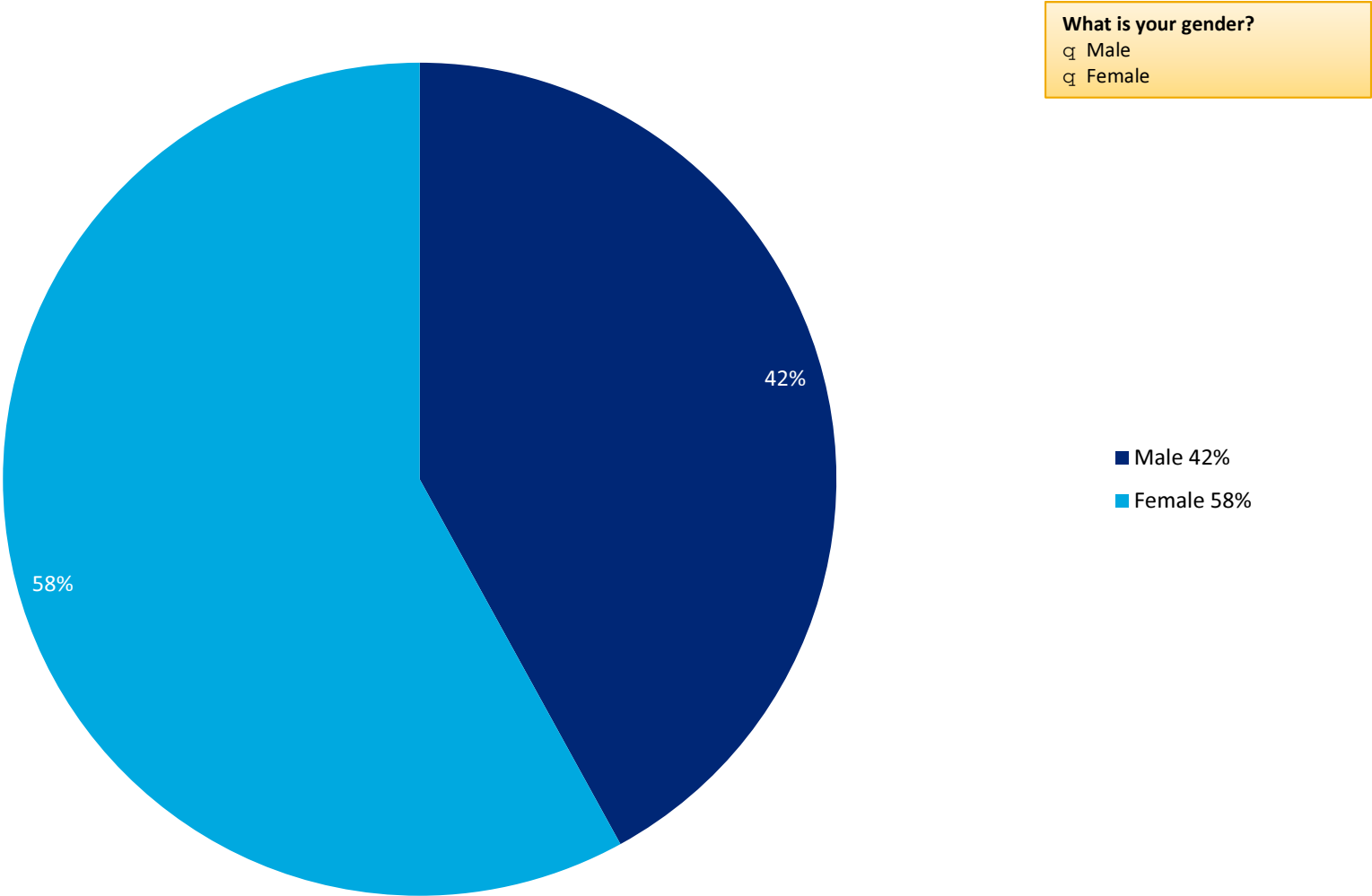
■ Yes 96%
■ No 4%

Detailed Findings and Comments

Q17: Are you a Brentwood resident?

Ref.	Findings	Comments
R17	96% of respondents are Brentwood residents .	Although Brentwood residents were the target group for consultation, a number of respondents came from outside the Borough.

Q18: What is your gender?

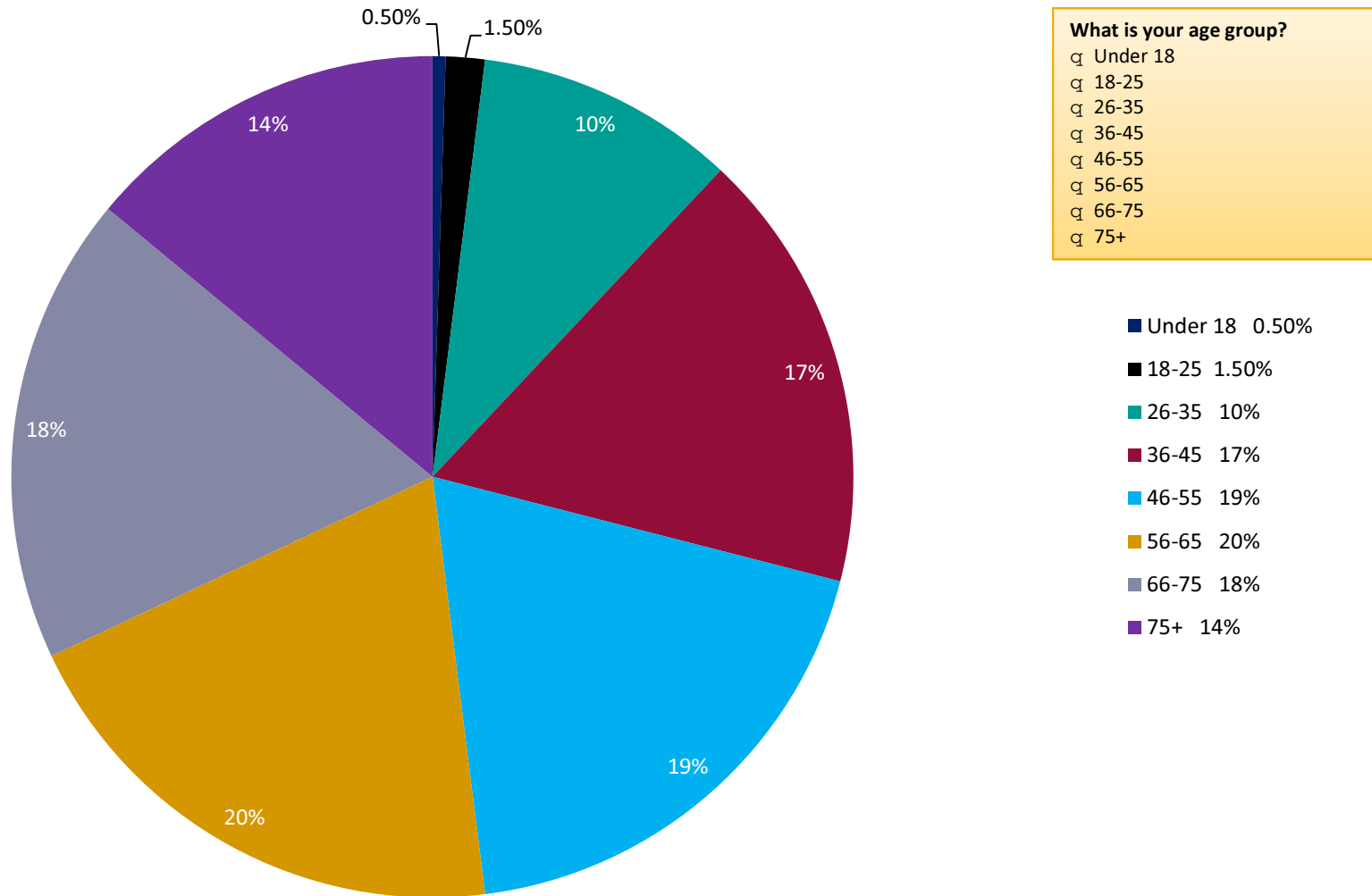


Detailed Findings and Comments

Q18: What is your gender?

Ref.	Findings	Comments
R18	58% of respondents are female	A greater proportion of respondents were female.

Q19: What is your age group?

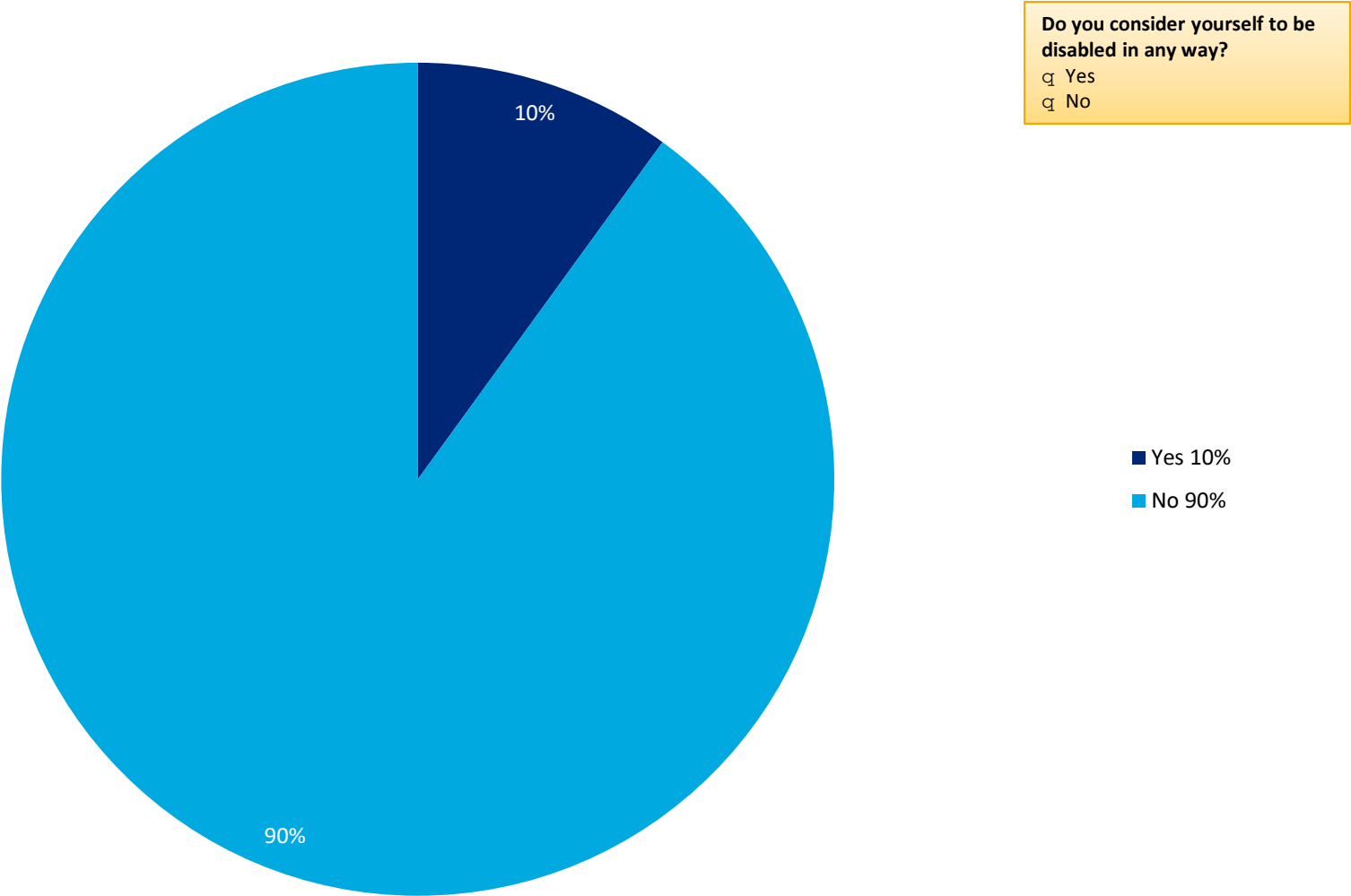


Detailed Findings and Comments

Q19: What is your age group?

Ref.	Findings	Comments
R19	Those aged 56-65 was the best represented group with 20% of respondents, 46-55 year olds made up 19% of respondents, 18% of respondents are aged 66-75 , 17% are aged 36-45 and 10% are 75+ . Those aged 26-35 made up 10% of respondents, 1.5% are 18-25 and those under 18 made up 0.5%.	The consultation reach a good spread of age groups from those aged 26 and over. Those aged under 25 were less well represented in the consultation.

Q20: Do you consider yourself to be disabled in any way?



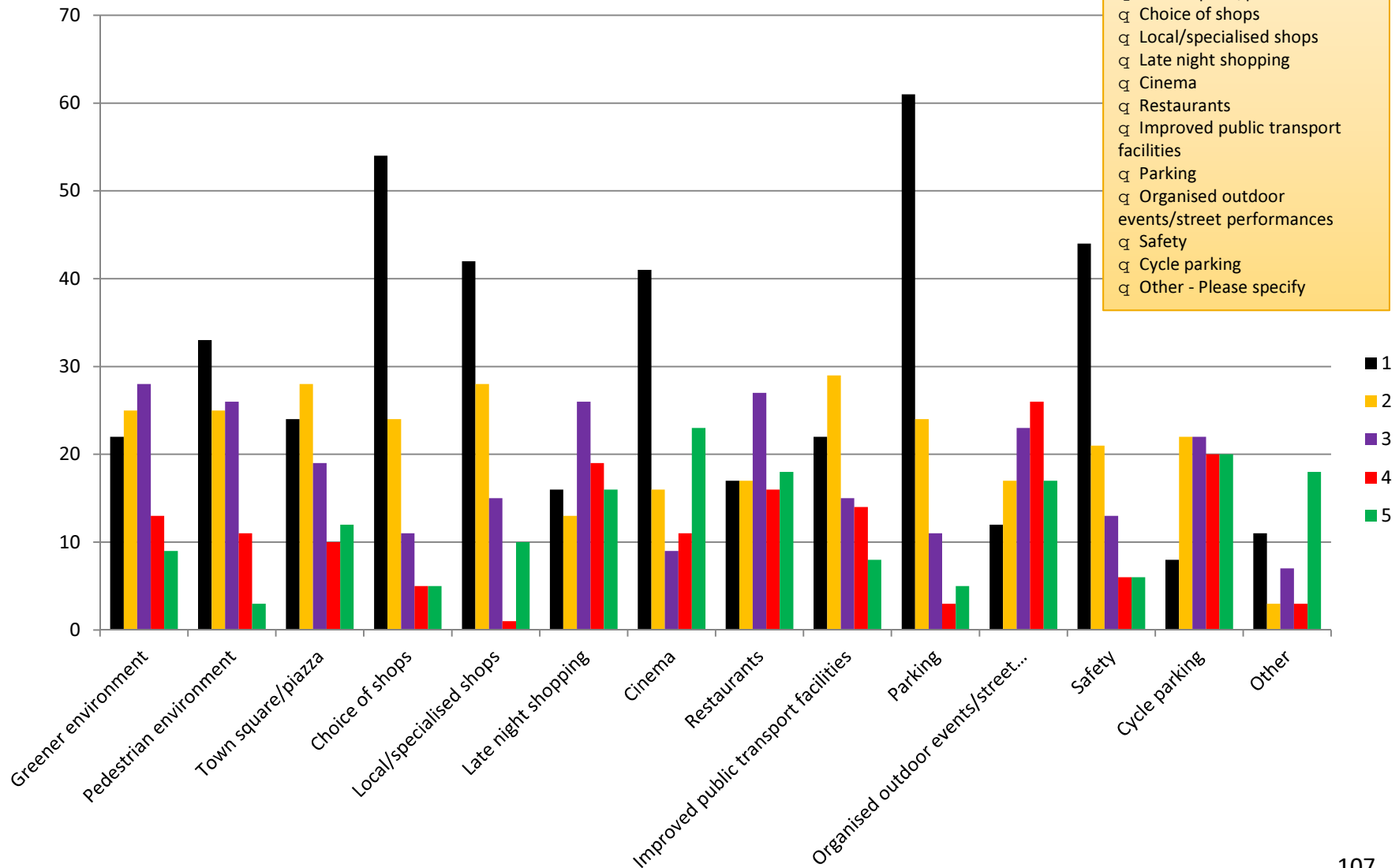
Detailed Findings and Comments

Q20: Do you consider yourself to be disabled in any way?

Ref.	Findings	Comments
R20	10% of respondents consider themselves to be disabled.	Disabled respondents were well represented in this consultation.

Business Consultation

BQ1: What do you consider to be important for improving the Brentwood Town Centre? (1 being most important, 5 being least important)



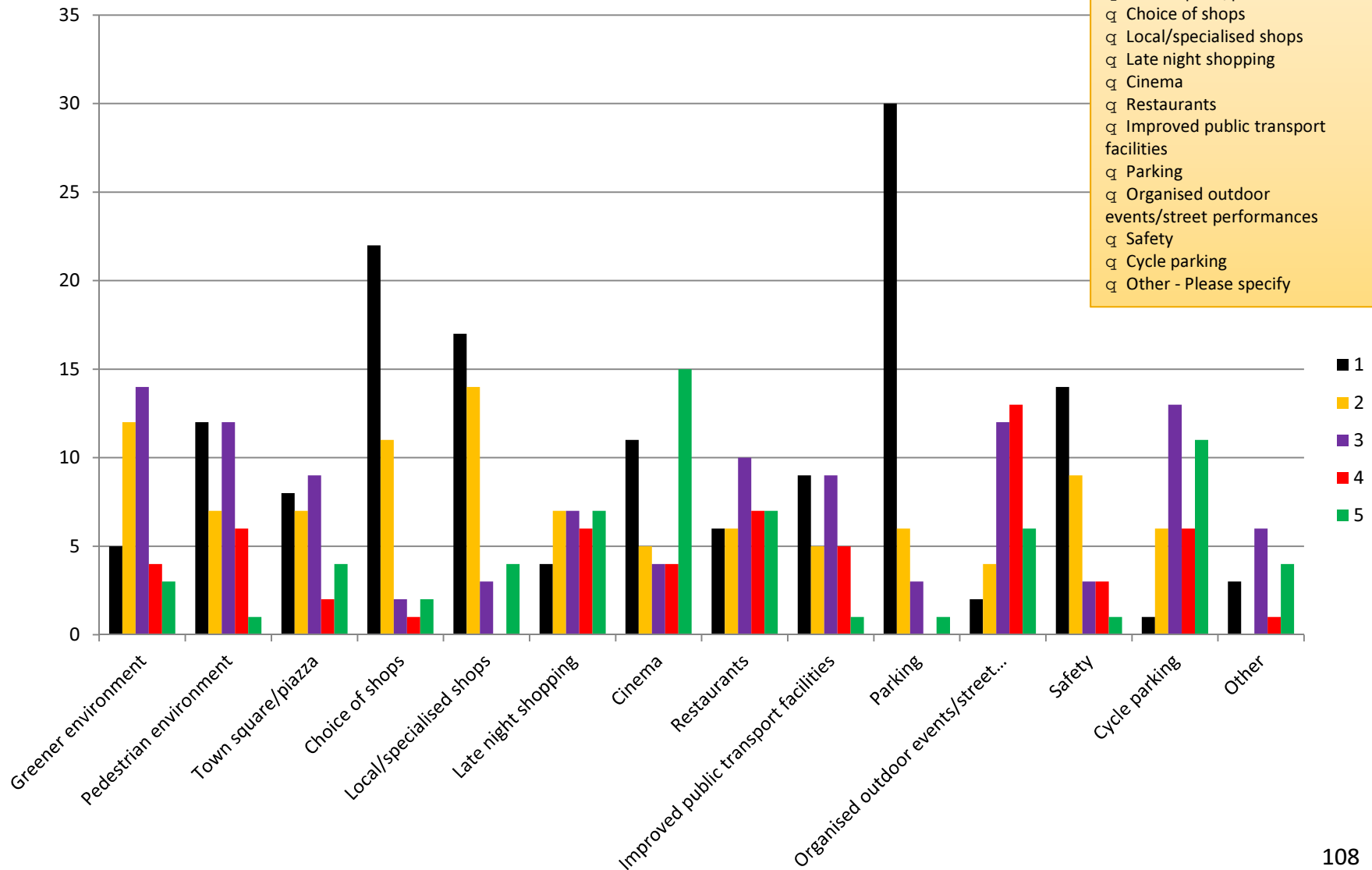
Local Response:

BQ1: What do you consider to be important for improving the Brentwood Town Centre?

(1 being most important, 5 being least important)

What do you consider to be important for improving the Brentwood Town Centre?
(1 being most important, 5 being least important)

- ☐ Greener environment
- ☐ Pedestrian environment
- ☐ Town square/piazza
- ☐ Choice of shops
- ☐ Local/specialised shops
- ☐ Late night shopping
- ☐ Cinema
- ☐ Restaurants
- ☐ Improved public transport facilities
- ☐ Parking
- ☐ Organised outdoor events/street performances
- ☐ Safety
- ☐ Cycle parking
- ☐ Other - Please specify



BQ1: What do you consider to be important for improving the Brentwood Town Centre?

(1 being most important, 5 being least important)

‘Other’ responses include:

- Amusements for young people (3)
- Create a sense of community (2)
- Low cost and safe parking (2)
- Ten pin bowling or ice rink (2)
- Disability friendly (1)
- More public conveniences (1)
- Re-open Crown Street (1)
- Park and ride (1)
- Less vandalism (1)
- Pleasant environment (1)
- Less encouragement of late night drinking (1)
- Cheaper rents and rates for small businesses (1)
- Staff do not wish to join companies where the cost of getting here is poor (1)

What do you consider to be important for improving the Brentwood Town Centre?

(1 being most important, 5 being least important)

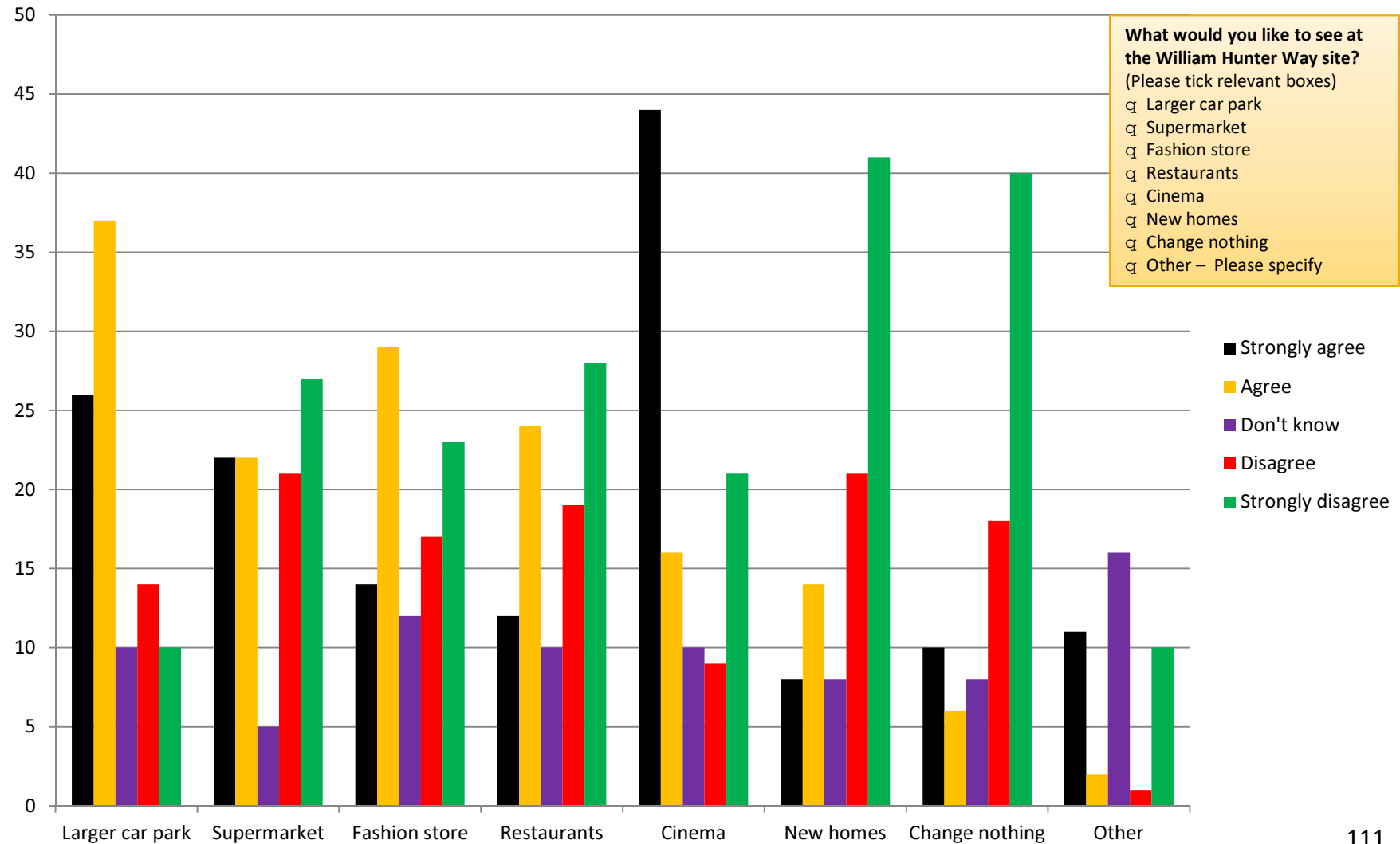
- ☐ Greener environment
- ☐ Pedestrian environment
- ☐ Town square/piazza
- ☐ Choice of shops
- ☐ Local/specialised shops
- ☐ Late night shopping
- ☐ Cinema
- ☐ Restaurants
- ☐ Improved public transport facilities
- ☐ Parking
- ☐ Organised outdoor events/street performances
- ☐ Safety
- ☐ Cycle parking
- ☐ Other - Please specify

Detailed Findings and Comments

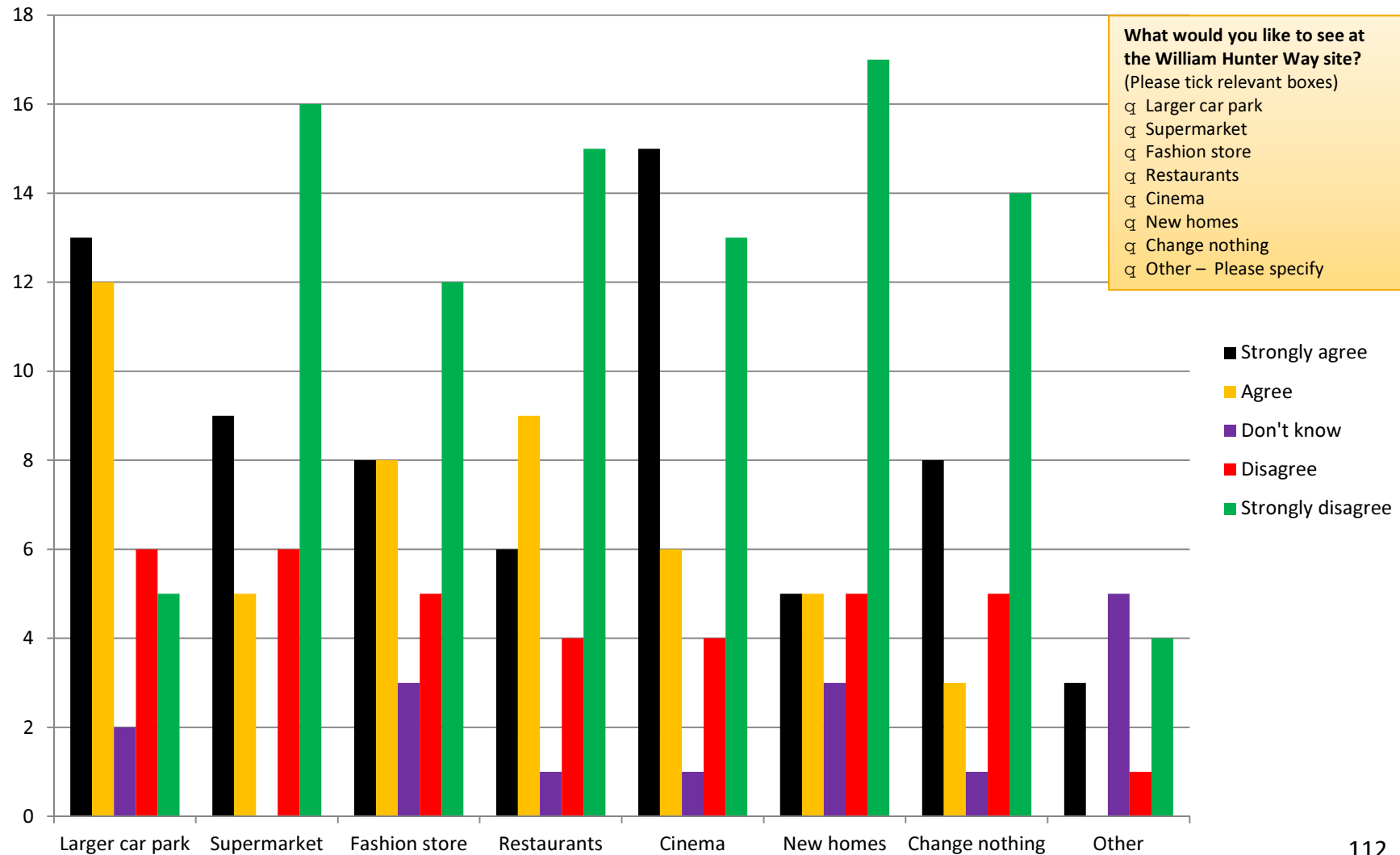
BQ1: What do you consider to be important for improving the Town Centre? (1 being most important, 5 being least important)

Ref.	Findings	Comments
B01	<ul style="list-style-type: none"> • 57% of business respondents thought that parking ranked 1 as most important for improving the Town Centre. 51% thought that choice of shops most important. 40% thought safety important, 39% thought local/specialist shops and 38% thought a cinema ranked 1 as most important. • On the other hand, 23% of business respondents thought that a cinema ranked 5 as least important. Cycle parking was also thought of as least important to 19% of respondents. 17% of respondents considered restaurants least important, 16% thought organised outdoor events and 15% late night shopping. 	With the exception of a higher preference for ranking a cinema as 1 as most important, the views of businesses seem to echo those of residents. Parking, safety and choice of shops came across strongly for all groups.
B01L	<ul style="list-style-type: none"> • Of the 40 respondents in the Local Business group, parking was ranked 1 as most important to 75% of respondents. Choice of shops was most important to 55% of respondents, 42% thought local specialist shops important, 35% safety and 30% thought pedestrianisation most important. • Least important to Local Businesses is a cinema at 37%, cycle parking for 27%, 17% for late night shopping and restaurants, and 16% organised outdoor events. 	

BQ2: What would you like to see at the William Hunter Way site?



Local Response: BQ2: What would you like to see at the William Hunter Way site?



BQ2: What would you like to see at the William Hunter Way site?

'Other' responses include:

- Community space (3)
- Green space (3)
- Affordable housing (1)
- Cheap supermarket (1)
- No large number of multiple stores (1)
- Department store (1)
- More accessible disabled parking (1)
- Cheaper parking (1)
- 10 pin bowling or ice rink (1)
- Unique, small shops (1)
- Safe environment (1)

What would you like to see at the William Hunter Way site?

(Please tick relevant boxes)

- ☐ Larger car park
- ☐ Supermarket
- ☐ Fashion store
- ☐ Restaurants
- ☐ Cinema
- ☐ New homes
- ☐ Change nothing
- ☐ Other – Please specify

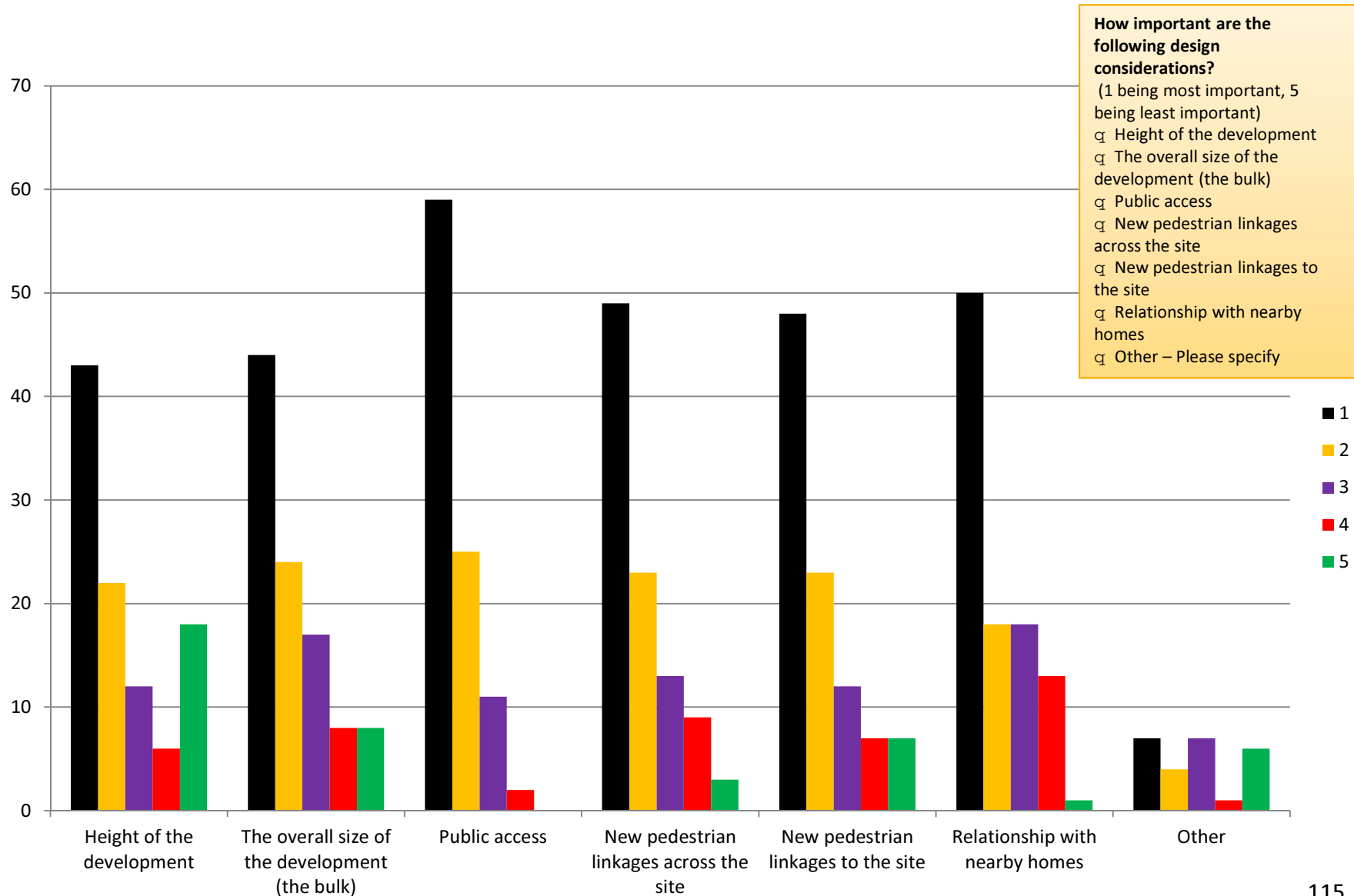
Detailed Findings and Comments

BQ2: What would you like to see at the William Hunter Way site?

Ref.	Findings	Comments
B02	<ul style="list-style-type: none"> • 59% of business respondents agree or strongly agree that they would like to see a larger car park at the William Hunter Way site. 56% would see a cinema, 41% would see a supermarket, 40% fashion stores and 34% would agree or strongly agree to restaurants. • Business respondents disagree or strongly disagree to new homes at 58%. 54% disagree or strongly disagree to doing nothing, 45% to a supermarket, 44% to restaurants and 37% fashion stores. 	<p>With a relatively small sample size in the business respondents, the comparisons between all the business respondents and the Local Business respondents was fairly small. In line with the residents' survey, a larger car park and cinema seem most popular for the William Hunter Way site.</p>
B02L	<ul style="list-style-type: none"> • Of the Local Business, 62% of respondents would agree or strongly agree to a larger car park, 52% a cinema, 40% fashion stores, 37% restaurants and 37% would agree or strongly agree to a supermarket. • Conversely, Local Businesses disagree or strongly disagree to a supermarket (55%). 47% would not like to see restaurants and 47% disagree or strongly disagree to doing nothing, 42% a cinema and 42% fashion stores. 	<p>Business and Local Businesses do have more differing views on what they wouldn't like to see, with new homes and doing nothing most unpopular with the main group and a supermarket and restaurants least popular with Local Businesses.</p>

BQ3: How important are the following design considerations?

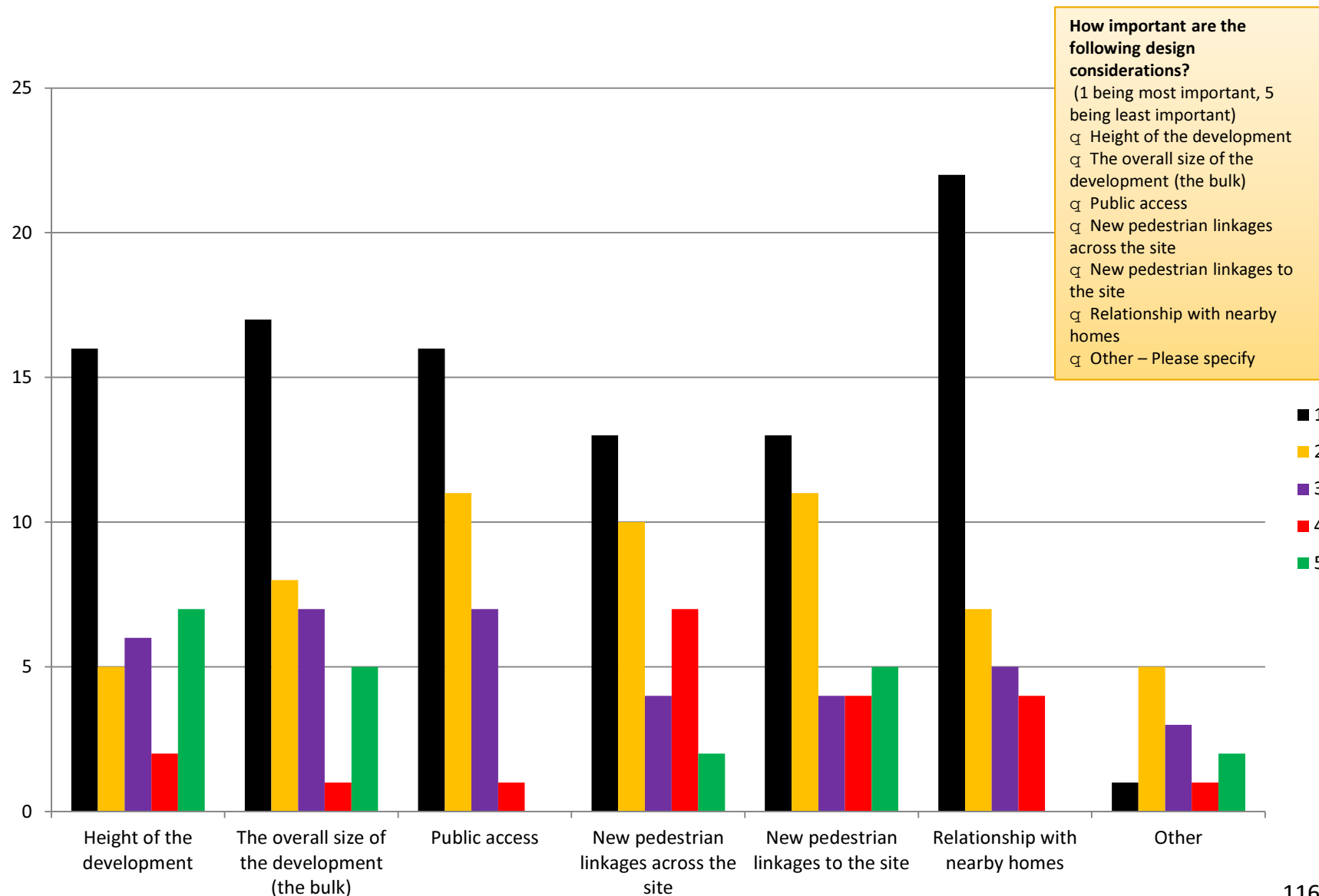
(1 being most important, 5 being least important)



Local Response:

BQ3: How important are the following design considerations?

(1 being most important, 5 being least important)



BQ3: How important are the following design considerations?

(1 being most important, 5 being least important)

‘Other’ responses include:

- Should benefit the local area
- Improving area for the community above profits for business
- No multiple stores
- Good infrastructure
- More pleasing architecture
- Parking
- A big development will spoil the ‘local’ feel
- Mix use development with commercial and high quality family homes
- No large development
- Low-rise, personable in scale, green
- Focus on existing High Street
- Should complement the town not blight it

How important are the following design considerations?

(1 being most important, 5 being least important)

- ☐ Height of the development
- ☐ The overall size of the development (the bulk)
- ☐ Public access
- ☐ New pedestrian linkages across the site
- ☐ New pedestrian linkages to the site
- ☐ Relationship with nearby homes
- ☐ Other – Please specify

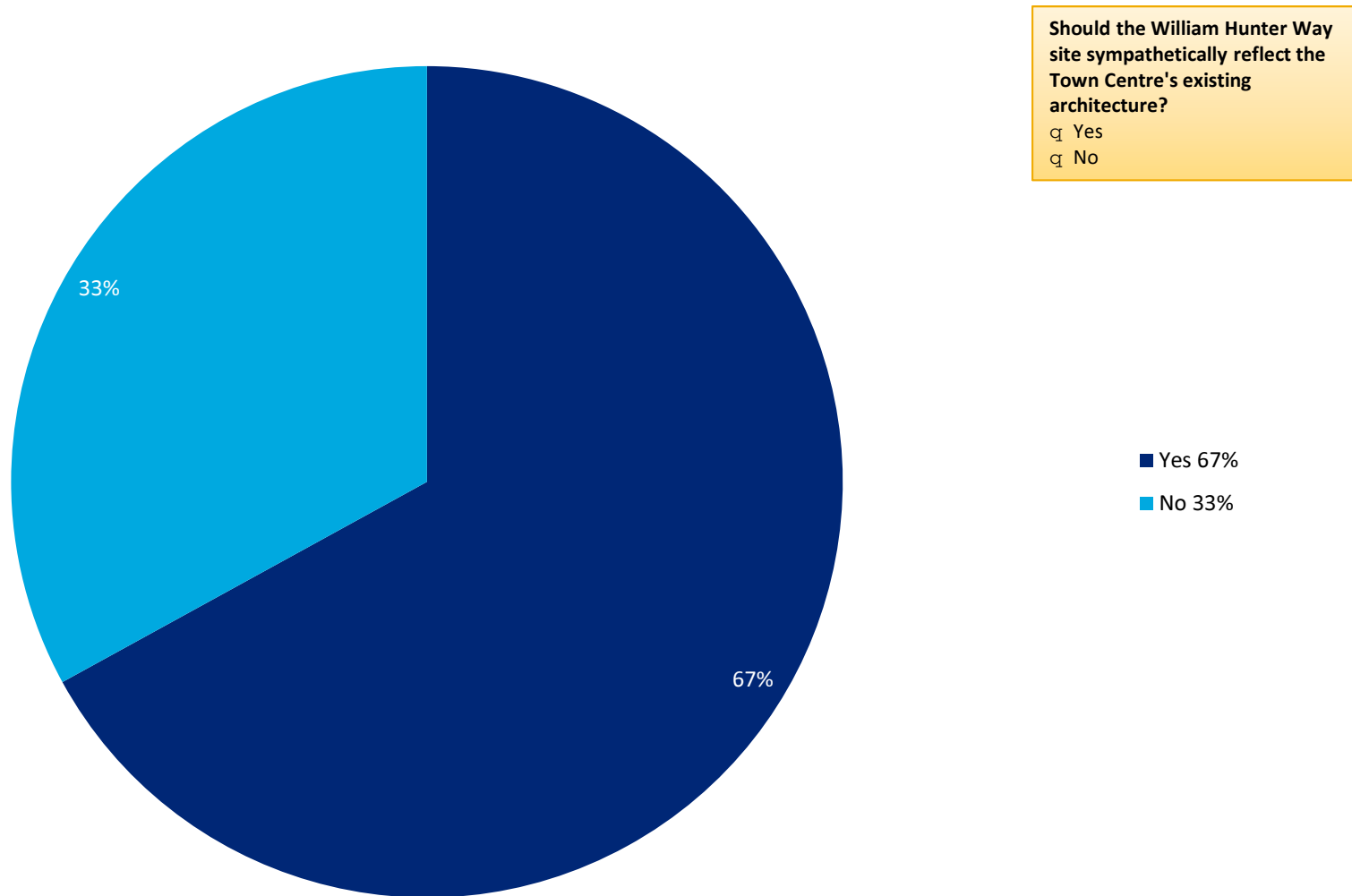
Detailed Findings and Comments

BQ3: How important are the following design considerations?

(1 being most important, 5 being least important)

Ref.	Findings	Comments
B03	<ul style="list-style-type: none"> • Public access to is the most important design consideration for business respondents, with 55% ranking this as 1 being most important. 47% regard the relationship with nearby homes most important, 46% rank new pedestrian linkages across the site, 45% new pedestrian linkages to the site and 41% the overall size of the development (the bulk). • Least important is the height of the development at 17%. 7% of business respondents thought that the overall size of the development (the bulk) least important, 6% new pedestrian linkages to the site, 3% new pedestrian linkages across the site and relationship with local homes 1%. 	For the main group of business respondents, public access is a key design consideration, closely followed by the relationship with nearby homes, which is the design consideration most often selected by
B03L	<ul style="list-style-type: none"> • For Local Businesses, the relationship with nearby homes is the most important design consideration, with 55% of respondents ranking it as 1 being most important. For 42% the overall bulk of the development is most important, 40% think that the height of the development and public access are most important, and 32% thought that new pedestrian linkages across the site and new pedestrian linkages to the site most important. • Least important to Local Businesses is the height of the development at 17%, 12% the overall size of the development and new pedestrian linkages to the site. 10% think that new pedestrian linkages across the site is least important. 	Local Business as most important. The overall bulk becomes more important to Local Businesses. Height is less of a concern for businesses in both groups.

BQ4: Should the William Hunter Way site sympathetically reflect the Town Centre's existing architecture?



Detailed Findings and Comments

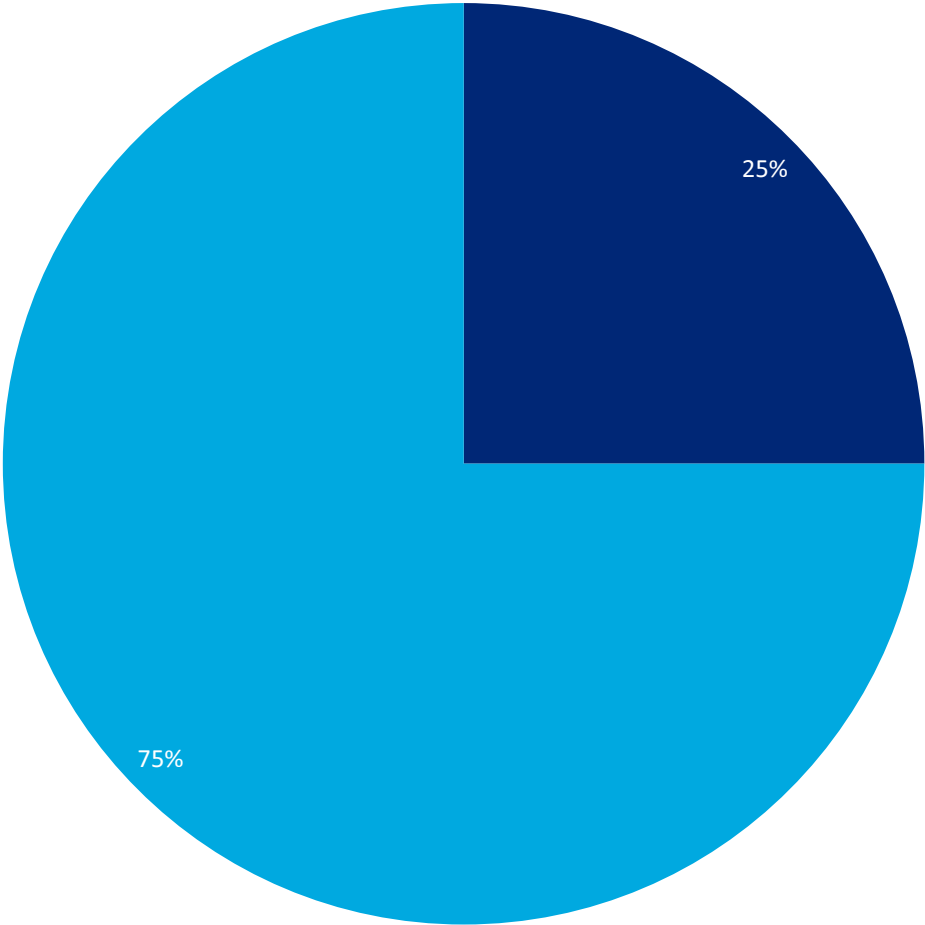
BQ4: Should the William Hunter Way site sympathetically reflect the Town Centre's existing architecture?

Ref.	Findings	Comments
B04	67% of business respondents felt that the William Hunter Way site should sympathetically reflect the Town Centre's existing architecture.	This is a slightly lower number than the 78% of respondents to the residents' survey who thought that the site should reflect the Town Centre's existing architecture.

BQ5: Do you think the William Hunter Way site should remain as a car park only?

Do you think the William Hunter Way site should remain as a car park only?

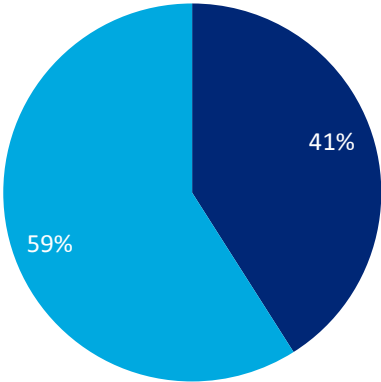
- Yes
- No



■ Yes 25%

■ No 75%

Local Response



■ Yes 41%

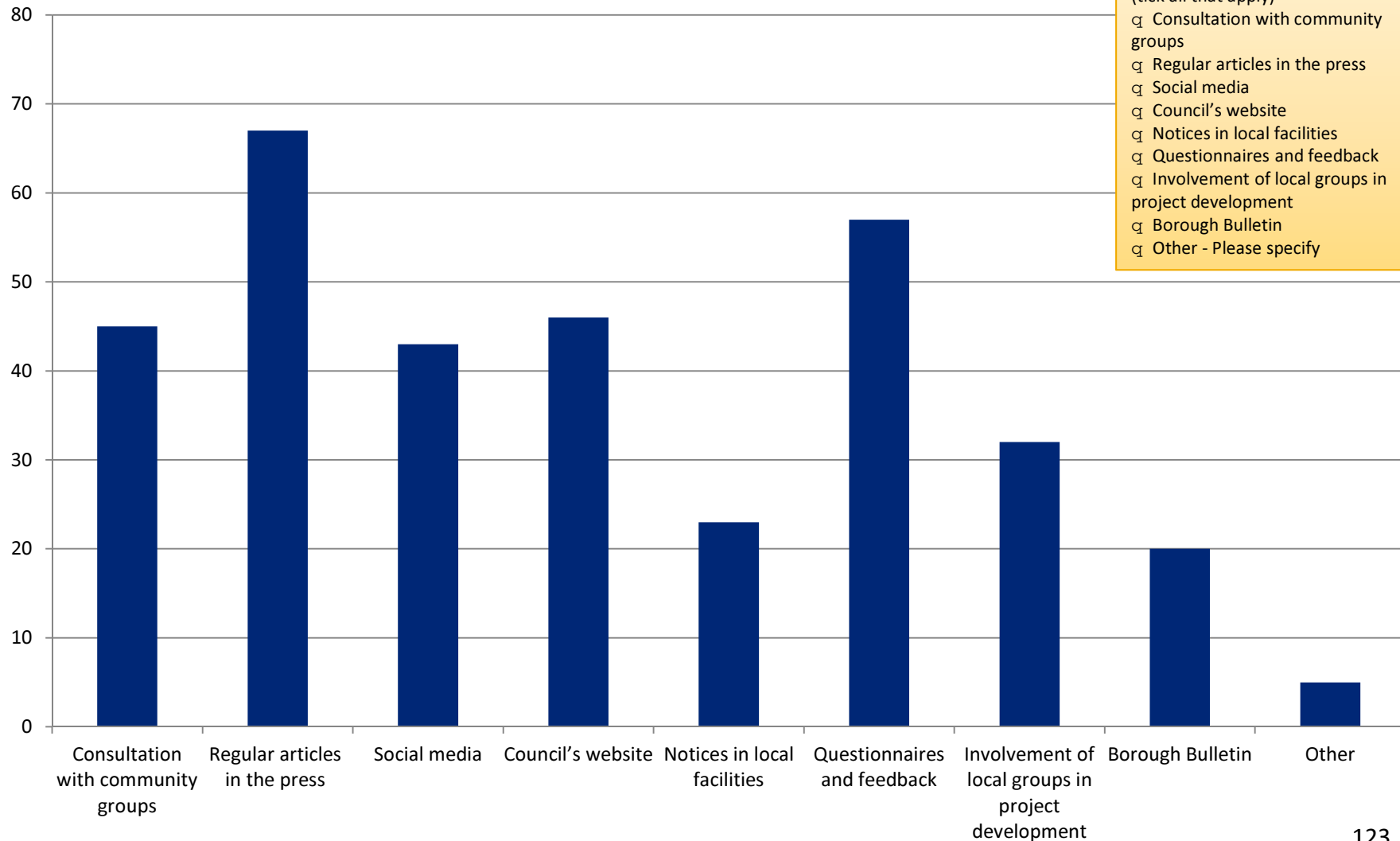
■ No 59%

Detailed Findings and Comments

BQ5: Do you think the William Hunter Way site should remain as a car park only?

Ref.	Findings	Comments
B05	25% of business respondents believe that the William Hunter Way site should remain as a car park only .	Business respondents have shown a greater preference for the site remaining as a car park only compared to than those in the residents' consultation; where 24% of all respondents, 27% Wider Local Residents and 39% of Immediate Local Residents think that the site should remain a car park.
B05L	41% of those in the Local Businesses group believe the site should remain as a car park .	

BQ6: How would you like to be informed of developments in Brentwood?



Detailed Findings and Comments

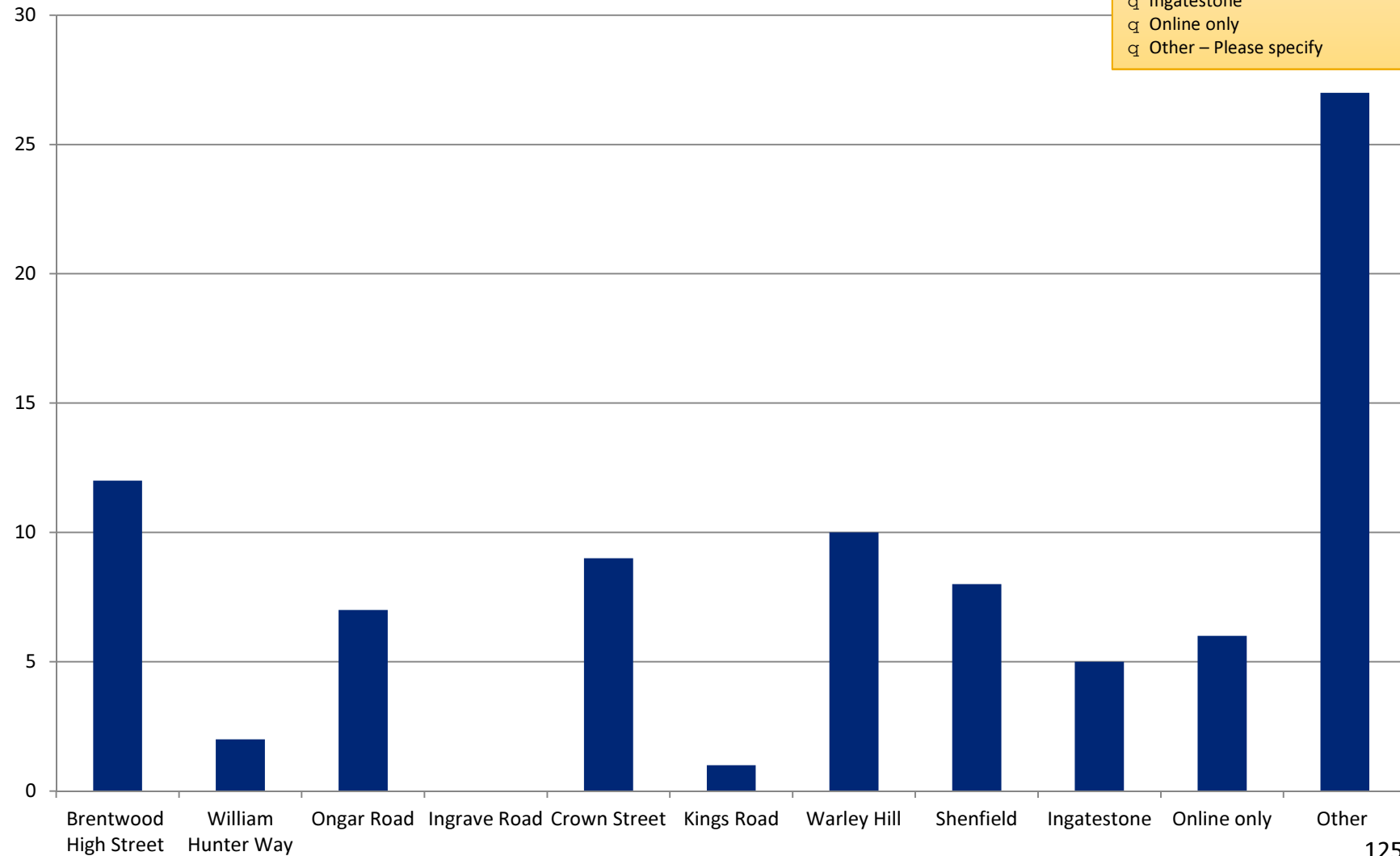
BQ6: How would you like to be informed of developments in Brentwood?

Ref.	Findings	Comments
B06	Regular articles in the press , at 63% of business respondents, is the most popular way of being kept informed of development in Brentwood. Followed by 53% for questionnaires and feedback , 43% for the Council's website, 42% for consultation with community groups and 40% for social media .	Business respondents' preferences for being informed of developments in Brentwood echo those of the main survey. Also like those who responded to the main consultation, business respondents wish to be informed by a variety of media.

BQ7: Where is your business based?

Where is your business based?

- ☐ Brentwood High Street
- ☐ William Hunter Way
- ☐ Ongar Road
- ☐ Ingrave Road
- ☐ Crown Street
- ☐ Kings Road
- ☐ Warley Hill
- ☐ Shenfield
- ☐ Ingatestone
- ☐ Online only
- ☐ Other – Please specify



BQ7: Where is your business based?

‘Other’ responses include:

- London (3)
- Hutton (2)
- Warley (2)
- Chelmsford (1)
- Coptfold Road (1)
- Shenfield Road (1)
- Queens Road / Kings Road junction (1)
- West Horndon (1)
- Kelvedon Hatch (1)
- Western Road
- Ingrave (1)
- Milton Keynes (1)
- Kent (1)

Where is your business based?

- ☐ Brentwood High Street
- ☐ William Hunter Way
- ☐ Ongar Road
- ☐ Ingrave Road
- ☐ Crown Street
- ☐ Kings Road
- ☐ Warley Hill
- ☐ Shenfield
- ☐ Ingatestone
- ☐ Online only
- ☐ Other – Please specify

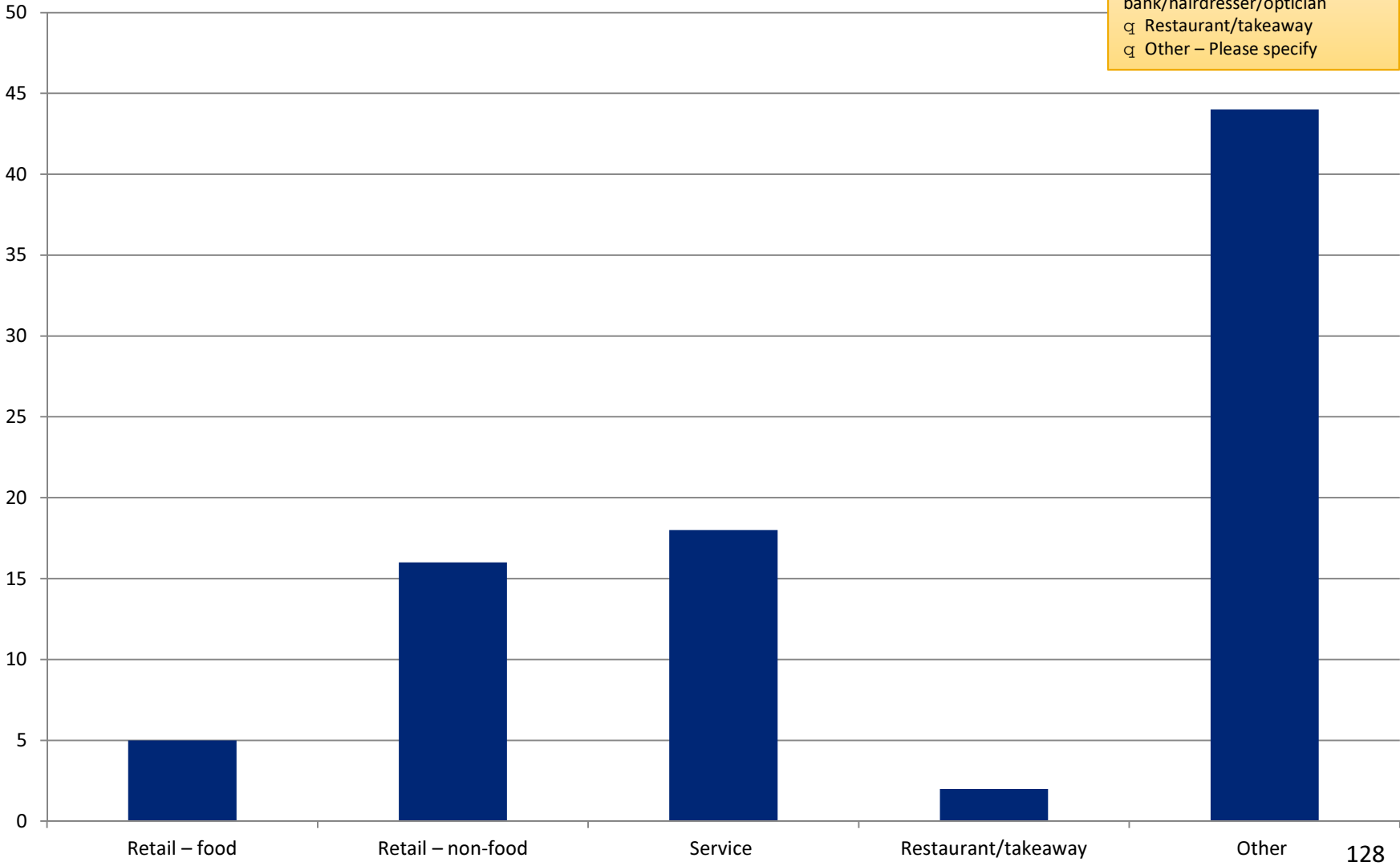
Detailed Findings and Comments

BQ7: Where is your business based?

Ref.	Findings	Comments
B07	11% of business respondents are based in Brentwood High Street , 9% are based in Warley Hill , 8% in Crown Street , 7% in Shenfield and 6% in Ongar Road . 25% of business are based in 'Other', including London, Hutton and Warley.	Respondents to the business consultation were fairly well spread across the Borough and beyond.

BQ8: What type of business do you have?

- What type of business do you have?
- ☐ Retail – food
 - ☐ Retail – non-food
 - ☐ Service – bank/hairdresser/optician
 - ☐ Restaurant/takeaway
 - ☐ Other – Please specify



BQ8: What type of business do you have?

‘Other’ responses include:

- Consultancy (3)
- Medical (3)
- Business Trade Association (2)
- Media (2)
- Accountancy (2)
- Automotive (2)
- Sports (2)
- Surveyors (2)
- Jewellery (1)
- Retail & Leisure Property Development (1)
- Telecoms
- Leisure (1)
- Print business (1)
- Architects (1)
- Taxi service (1)
- Public house (1)
- Solicitors (1)
-

- Construction (1)
- Computer services (1)
- Waste Disposal / skip hire (1)
- Tourist attraction (1)
- Computer services (1)
- Hotel Bar and Restaurant (1)
- Educational (1)
- Asset Management (1)
- Offices and warehousing (1)

What type of business do you have?

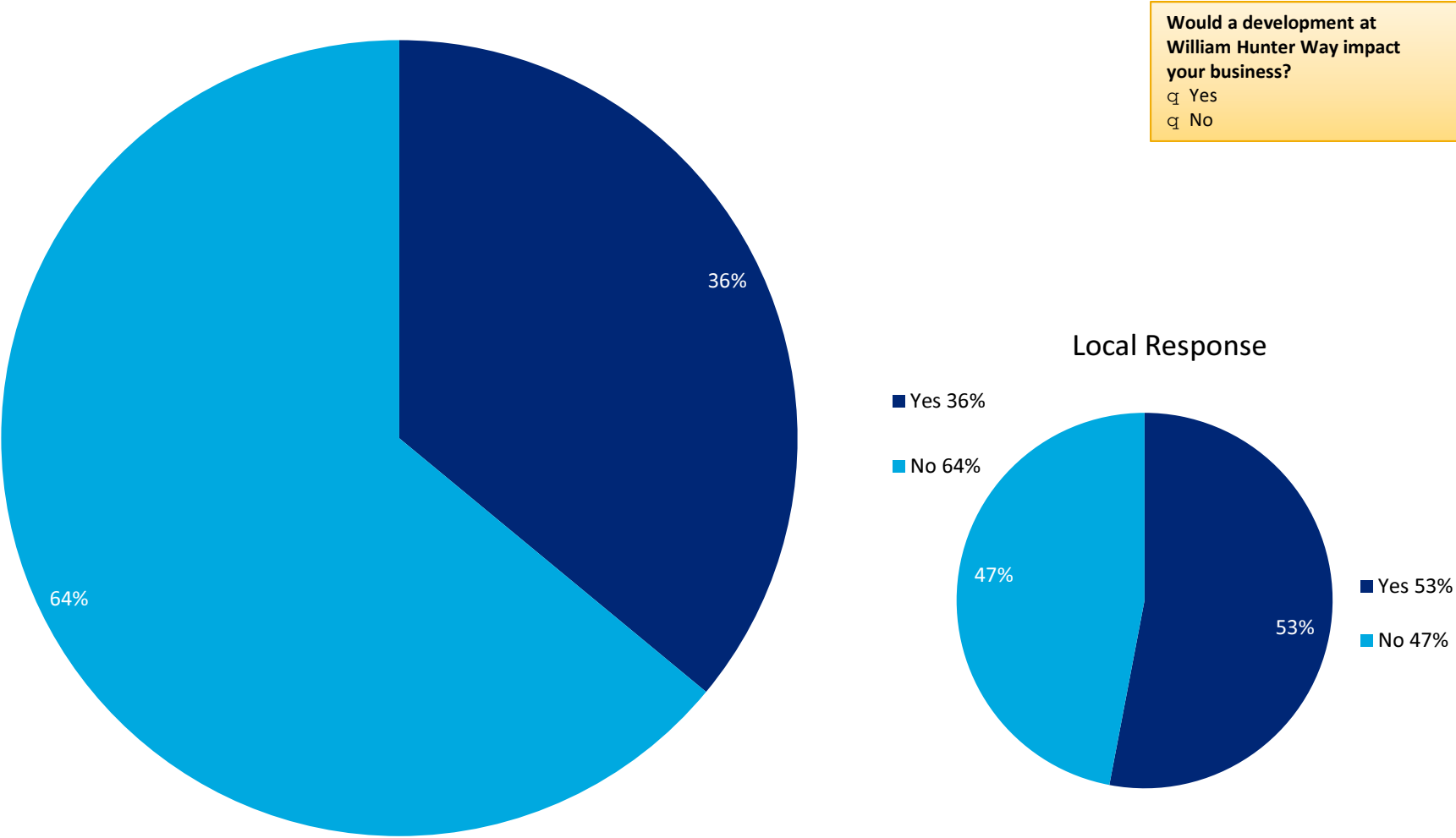
- ☐ Retail – food
- ☐ Retail – non-food
- ☐ Service – bank/hairdresser/optician
- ☐ Restaurant/takeaway
- ☐ Other – Please specify

Detailed Findings and Comments

BQ8: What type of business do you have?

Ref.	Findings	Comments
B08	16% of respondents had a service business , 15% a non-food retail business , 5% a food business and 2% a food business . 41% of business respondents had an ' Other ' business, including consultancy, medical, business trade association.	Business respondents represent a wide range of businesses in the Borough.

BQ9: Would a development at William Hunter Way impact your business?

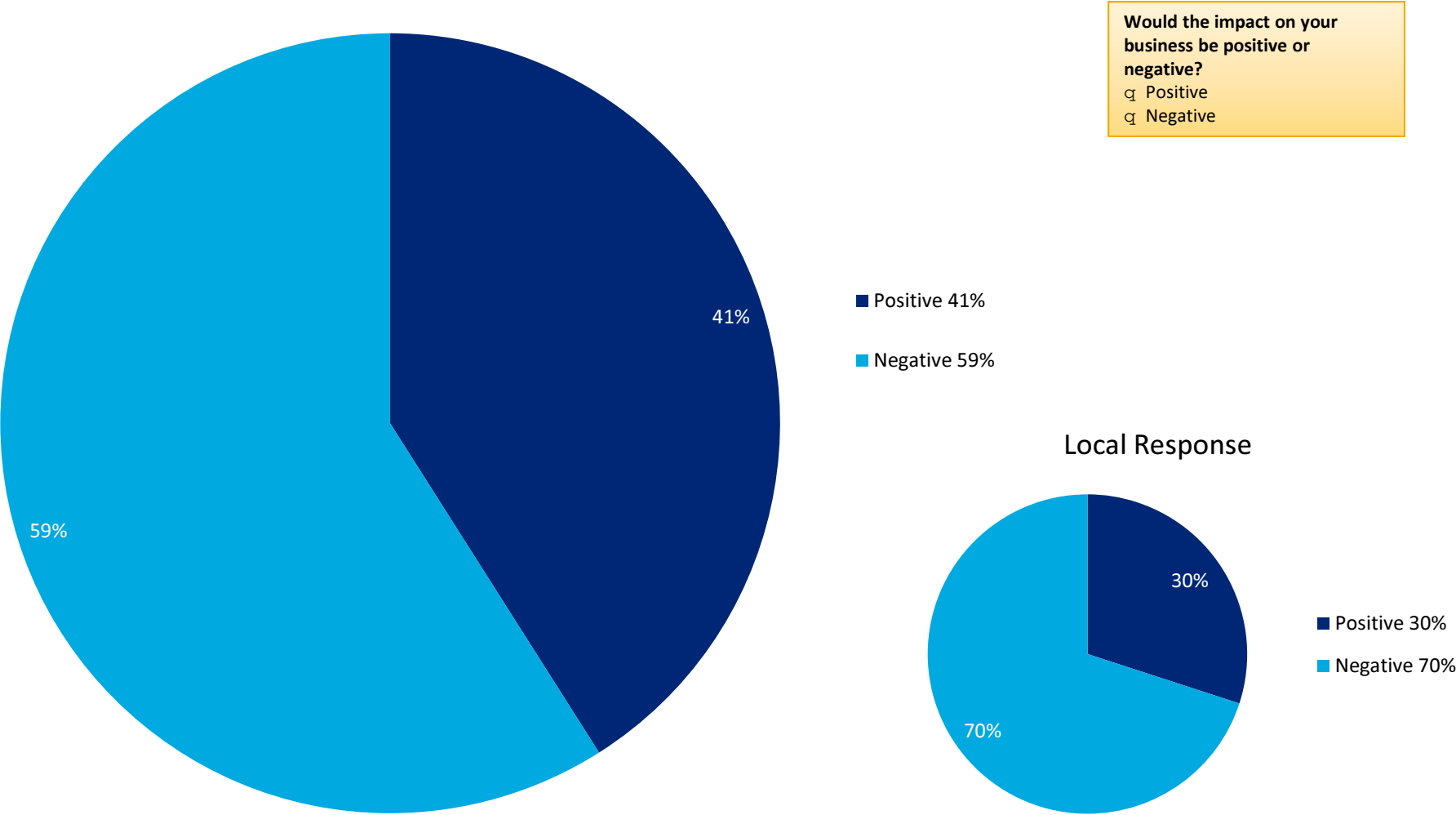


Detailed Findings and Comments

BQ9: Would a development at William Hunter Way impact your business?

Ref.	Findings	Comments
B08	36% of business respondents felt that a development at William Hunter Way would have an impact on their business.	It is clear that those nearest the William Hunter Way site are more likely to feel that a development would impact upon their business.
B08L	53% of Local Businesses felt that a development at William Hunter Way would have an impact on their business.	

BQ10: Would the impact on your business be positive or negative?

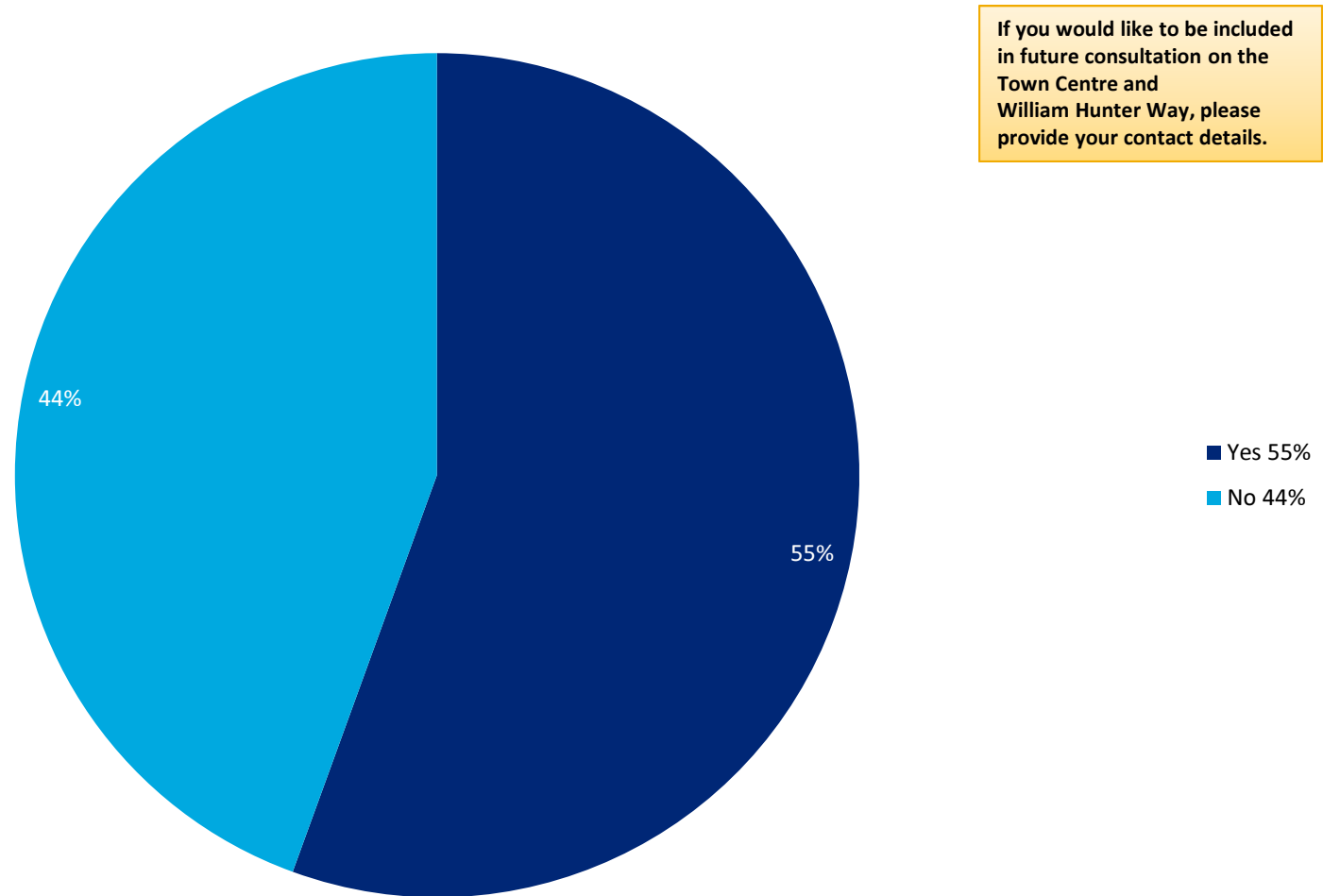


Detailed Findings and Comments

BQ10: Would the impact on your business be positive or negative?

Ref.	Findings	Comments
B10	41% of businesses thought that development would have a positive impact upon their business.	Those most local to the William Hunter Way site are less likely to believe than an impact would be positive.
B10L	30% of Local Businesses felt that development would have a positive impact .	

BQ11: Would you like to be included in future consultation on the Town Centre and William Hunter Way?

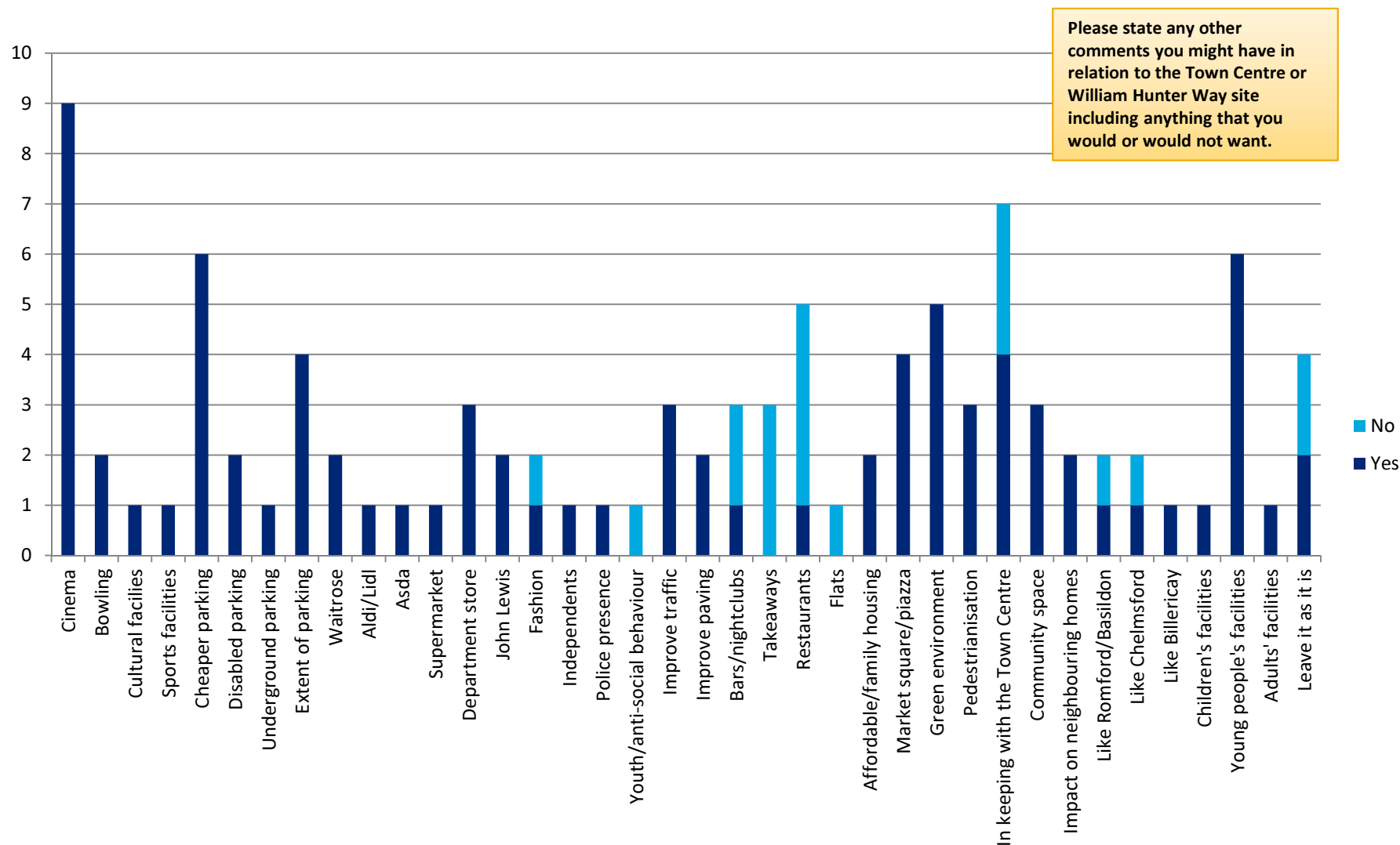


Detailed Findings and Comments

BQ11: Would you like to be included in future consultation on the Town Centre and William Hunter Way?

Ref.	Findings	Comments
B11	55% of business respondents would like to be included in future consultation on the Town Centre and William Hunter Way.	The majority of business respondents would like to continue to be engaged with the Town Centre and William Hunter Way consultation process.

BQ12: Please state any other comments you might have in relation to the Town Centre or William Hunter Way site including anything that you would or would not want.



Detailed Findings and Comments

BQ12: Please state any other comments you might have in relation to the Town Centre or William Hunter Way site including anything that you would or would not want.

Ref.	Findings	Comments
B12A	Leisure • 9 business respondents would like to see a cinema , 2 bowling , 1 cultural facilities and 1 sports facilities .	Business respondents free text comments are in keeping with the residents' survey responses. The greatest number who provided free text comments would be in favour of a cinema and youth facilities. Least popular are restaurants, bars and nightclubs and takeaways.
B12B	Parking • 6 business respondents would like to see cheaper parking , 2 would like more disabled parking , 1 favoured underground parking and 4 respondents were concerned about the extent of parking available .	
B12C	Supermarkets • 2 business respondents would like to see a Waitrose in the town, 1 Aldi or Lidl and 1 a supermarket .	
B12D	Retail • 3 business respondents would like to see a department store , 2 a John Lewis , 1 would like to see fashion stores , whilst one respondent didn't want any more fashion stores. 1 respondent would like more independent stores .	

Detailed Findings and Comments

BQ12: Please state any other comments you might have in relation to the Town Centre or William Hunter Way site including anything that you would or would not want.

Ref.	Findings	Comments
B12E	Safety • 1 business respondent was concerned about police presence in the town and 1 anti-social behaviour .	Business respondents free text comments are in keeping with the residents' survey responses. The greatest number who provided free text comments would be in favour of a cinema and youth facilities. Least popular are restaurants, bars and nightclubs and takeaways.
B12F	Traffic • Traffic and congestion were concerns for 3 business respondents. 2 would like the paving improved .	
B12G	Eating and Drinking • 2 business respondents would not like to see any more bars or nightclubs , however, 1 would. 3 would not like any more takeaways . 4 wouldn't like any more restaurants but 1 would welcome more.	
B12H	Homes Affordable homes would be welcomed by 2 business respondents. Flats would not be wanted by 1 respondent.	

Detailed Findings and Comments

BQ12: Please state any other comments you might have in relation to the Town Centre or William Hunter Way site including anything that you would or would not want.

Ref.	Findings	Comments
B12I	<p>Town Centre/William Hunter Way Development Design</p> <ul style="list-style-type: none"> • 4 business respondents would like a market square or piazza, 5 would like a green environment. 3 would be in favour of pedestrianisation. 4 would like any development to be in keeping with the town centre, 3 would like something more modern. • 3 would like a community space and 2 were concerned about the impact on local residents. • 1 respondent each would like emulate Romford or Chelmsford, whilst another respondent each would not. • 1 business respondent would like facilities for children, 6 would like facilities for young people and 1 would like more adult facilities. • 2 respondents would like to leave the site as it is but 2 would want it developed. 	<p>Business respondents free text comments are in keeping with the residents' survey responses. The greatest number who provided free text comments would be in favour of a cinema and youth facilities. Least popular are restaurants, bars and nightclubs and takeaways.</p>

Next Steps



1. Work alongside the planning department to produce a Development Brief
2. Commence work on a potential tender document for expert services – if agreed at Full Council

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26 November 2014

Audit and Scrutiny Committee

William Hunter Way – Procurement

Report of: *The William Hunter Way Procurement Task and Finish Group*

Wards Affected: *All*

This report is: *Public*

1. Executive Summary

1.1 It was agreed at the Audit and Scrutiny committee meeting 28th October 2014, that a Task and Finish Group be established to review the documentation and communication between consultants; Leadership and Management (L&M) and the Council or any member of the Administration.

1.2 The Task and Finish Group was convened and established the following scope:

1.2.1 To identify whether, through the actions of Members or Officers, the Council has been put at risk of legal action through its relationship with Leadership & Management.

1.2.2 To investigate whether proper procurement procedures have been followed .

1.2.3 To identify whether any actions have compromised the integrity of the council or members thereof, particularly if an appointment has been made, official or unofficial.

1.2.4 To identify whether any actions have breached the constitution.

1.2.5 To make appropriate recommendations to the appropriate Officers and/or Committees.

2. Recommendation(s) that:

2.1 The report be received by the Audit and Scrutiny Committee.

2.2 A unit on public procurement procedures is added to the Councillor training programme to improve understanding and give confidence in processes.

- 2.3 The Monitoring Officer refers this report to the “Constitution Working Group” who should consider how 3rd parties can interact with both members and officers in the performance of their duties, so that any such contact or communication is not seen to favour the 3rd party or prejudice others who might wish to transact with the Council.**
- 2.4 The Audit and Scrutiny Committee conclude that no further report to Council is required as a result of its findings.**

3. Approach

3.1 The members of the Task and Finish Group were as follows:

- Cllr Clark (Chair)
- Cllr Barrett
- Cllr Hones
- Cllr Kerslake

3.2 The Task and Finish Group met 3 times in preparation of this report.

3.3 The Task and Finish Group were provided with copies of emails and reports from Members and Officers.

3.4 The Task and Finish Group received assistance from the following in compiling evidence for their findings

- Cllr Russell Quirk (Chair of the William Hunter Way Working Group)
- Philip Ruck – Contract and Corporate Projects Manager for the Council
- David Lawson – Deputy Monitoring Officer - Brentwood Council

3.5 The Audit and Scrutiny Committee will receive this report on 26 November 2014.

4. Findings of the Task and Finish Group

4.1 Relationship

There exists no evidence or indication of any form of inappropriate relationship between members, officers and any company who may seek to tender for work on the William Hunter Way project. Members were especially clear on their relationship, providing personal emails to underline the full background and status of the relationship.

4.2 Financial Commitments

No financial commitment was made; no financial costs have been accrued to potential partners being considered by this review. No financial liability will be held if any partner who has provided pro-bono or equivalent support is not chosen through the procurement process.

4.3 Procurement/Tender

Officers informed potential partners of relevant procurement procedures via email and reinforced this at public meetings. All organisations co-operated fully with this and acknowledged the procedure, acting appropriately. There is no cause for legal concern regarding prejudice either in favour or against any organisation that has provided pro-bono or equivalent support through the procurement process.

The Council (via the appropriate Officer/Committee), can proceed with the procurement process as planned, without need for concern that any inappropriate behaviour or relationship exists within the William Hunter Way Working Group.

4.4 'Appointment in Principle'

Given the status of Working Groups, the legal position of 'appointment in principle' was sought from the Monitoring Officer. The Group were advised that "the authority can proceed with a robust, transparent and objective procurement exercise, without being exposed to legal action in connection with this "appointment in principle", which is of no effect or relevance and even if interpreted as an advisory recommendation must be ignored in favour of the authority's specified procurement processes."

5. Reasons for Recommendation

- 5.1** To demonstrate the effective discharge of the '*Overview and Scrutiny*' function at Brentwood Borough Council.

6. Consultation

- 6.1** The Task and Finish Group met 3 times in preparation of this report.

7. References to Corporate Plan

- 7.1** The priority area *A Prosperous Borough* provides the 2013-14 action to: '*Deliver the William Hunter Way development scheme*'.

8. Implications

Financial Implications

Name & Title: Jo-Anne Ireland, Acting Chief Executive

Tel & Email: 01277 312712 / jo-anne.ireland@brentwood.gov.uk

- 8.1 The financial implications of “*Overview and Scrutiny*” recommendations would only be assessed if those recommendations were to be accepted by the decision maker (Council, Committee, Sub Committee or an Officer). Should recommendations be accepted by a decision making body, a separate report may be produced by that body to enact those recommendations.

Legal Implications

Name & Title: David Lawson, Deputy Monitoring Officer

Tel & Email: 01277 312860 / david.lawson@brentwood.gov.uk

- 8.2 The function of Audit and Scrutiny as an Overview and Scrutiny committee is under the Local Authorities (Committee System) (England Regulations 2012 SI 2012/1020) to recommend what action (if any) is required.

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

- 8.4 None.

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

- 9.1 Publicly available reports on William Hunter Way are available on the Council’s website.

<http://www.brentwood.gov.uk/index.php?cid=2571>

10. Appendices to this report

None.

Report Author Contact Details:

Name: Philip Ruck, Contract and Corporate Projects Manager

Telephone: 01277 312569

E-mail: philip.ruck@brentwood.gov.uk

10th Dec 2014

Ordinary Council

Town Hall Remodelling – Business Case Review

Report of: *Philip Ruck, Contract and Corporate Projects Manager*

Wards Affected: *None*

This report is: *Public*

1. Executive Summary

- 1.1 A report on the Town Hall Remodelling Project was previously presented to the September 2013 meeting of Extraordinary Council. Since that meeting and the approval granted, the project has been progressing through the processes necessary to commence the remodelling works.
- 1.2 These processes have examined the feasibility of the preferred Outline Business Case (OBC) option and resulted in a designed general arrangement for the building and an overall scope for the necessary remodelling works.
- 1.3 The resulting general arrangement for the building contains a lower overall area for commercial lease and insufficient area to accommodate a dedicated hub of office space for community sector use.
- 1.4 Final costings have been prepared for the remodelling works identified by the feasibility study. These indicate that undertaking the full scope of the specified remodelling works would require a capital investment of c. £5.3m for building works plus the continued requirement of £0.5m for associated ICT infrastructure.
- 1.5 This investment is c. £2.2m greater than that previously approved. This financial variance, along with there being insufficient area for dedicated office space for community sector use, indicate that the objectives of the previously approved OBC are no longer being fully met.
- 1.6 On that basis, the project has been reviewed to identify a revised scope that would meet the previously approved budget.

- 1.7 The resulting revised scope would ensure that key operational objectives of the project could be delivered but would necessitate the exclusion of certain elements of work relating to the building and services infrastructure. It is anticipated that these excluded elements would be subject to the development of separate business cases.

2. Recommendations:

- 2.1 To note that the full cost for undertaking the Town Hall Remodelling Project, as agreed at the September 2013 meeting of Extraordinary Council, exceeds the 5% budget tolerance level set at that meeting.
- 2.2 To approve the commencement of works for a revised scope for the Town Hall Remodelling Project within the previously agreed budget of £3.6m, which would ensure:
- I. Creation of a customer service area on the ground floor, suitable for joint use between Council services and partner organisations.
 - II. Provision of modern, space efficient office layouts for all Council services based at the Town Hall.
 - III. Availability of defined areas for commercial lease.
 - IV. Completion of essential access and health and safety works as necessary to achieve joint occupation of the Town Hall.
- 2.3 That the draft Heads of Terms agreed for the commercial lease of part of the Town Hall are reviewed to ensure they provide the Council with best value.
- 2.4 To note that further business cases relating to the infrastructure of the Town Hall will be developed for consideration by the Asset and Enterprise Committee, anticipated to include:
- Sustainability measures for the Town Hall (incorporating sustainable solutions for heat, light and power)
 - Increased commercial use of the Civic areas of the Town Hall.

All of the above also assume that the allocated ICT budget of £0.5million remains.

3. Introduction and Background

- 3.1 A report was presented to the Ordinary Council meeting of July 2011, which identified that the existing floor space of the Town Hall is in excess of what is required and that the building is not fit for purpose for its current usage.
- 3.2 Having considered various options, the Council decided at that time to retain the Town Hall and an OBC was subsequently developed for the options relating to that decision. From this, it was agreed in July 2012 to pursue an option for part remodelling of the building allowing for a lease agreement with a third party tenant.
- 3.3 Further details regarding the selected OBC option and specifically the proposed commercial solution associated with it were agreed by Extraordinary Council in September 2013.
- 3.4 The objectives of the agreed position were to develop a scheme that:
- Provides a modern, economic civic office building;
 - Creates business opportunities within Brentwood (via the availability of flexible commercial office space);
 - Provides flexible office space for community sector use; and
 - Improves the overall utilisation of space within the Town Hall.
- 3.5 Since that approval, the Town Hall Remodelling Project has been progressing through the design, survey and cost planning processes necessary to commence the remodelling works needed to improve the building and its infrastructure.
- 3.6 This process has tested the feasibility of the preferred OBC option, and has produced both a layout for the building and a capital cost based upon the required scope of work to the building and its infrastructure.
- 3.7 Members are asked to note that after many years where there has been no investment in the infrastructure of the building, a commitment to the Town Hall Remodelling Project would be seen as a clear statement to improve working environments. This would help improve staff morale.

4. Issue, Options and Analysis of Options

- 4.1 As noted in Section 3.5, progress on the Town Hall Remodelling Project since the meeting of Extraordinary Council in September 2013 has

concentrated on the feasibility activities necessary to progress the project to its construction stage. Specifically, these activities have consisted of:

- Space planning, based upon the accommodation of Council services in accordance with current desk to staff number ratios;
- Identification of the requirements of potential external users of the building:
 - The previously appointed commercial tenant (Chromex)
 - Job Centre Plus (JCP)
 - Citizens Advice Bureau (CAB)
 - Essex County Registrars (Registrars)
- Undertaking or re-visiting technical surveys of the building and its services; and
- Confirming the ICT requirements of the re-modelled building.

4.2 The result of this exercise has been development of a layout for the building which envisages:

4.2.1 Council services occupying:

- The lower ground floor;
- The ground floor; and
- The first floor, excluding the southern wing of that floor.

4.2.2 Chromex occupying:

- The southern wing of the first floor;
- The second floor; and
- The third floor; with
- A separate entrance adjacent to the main public entrance.

4.2.3 An improved reception area, based around the customer contact concept;

4.2.4 A separate entrance for Chromex, adjacent to the main entrance;

4.2.5 Sufficient reception and office space to accommodate JCP, CAB and Registrars in the medium term, with an ability to retain the majority of existing community tenants within the building pending the relocation to the Town Hall of such functions;

- 4.2.6 Insufficient area to accommodate a specific hub of office space for community sector use.
- 4.3 However, achieving this layout and meeting all the other objectives of the Project would require total capital investment of c. £5.8m, of which £0.5m would relate to ICT. At this time, it is anticipated that the completion of a number of asset sales will support expenditure up to the original budget of £3.6m without the need for borrowing. However, in order to be prudent, the financial analysis has assumed that borrowing will be undertaken for the full value of the capital investment.
- 4.4 This level of capital investment exceeds the approved budget of £3.6m. In addition, the space planning that underpins the design identifies that there is insufficient area to accommodate a dedicated hub of office space for community sector use.
- 4.5 These factors indicate that all the objectives of the OBC are not being met. To overcome this position, a revised scope has been identified for the project, designed to operate within the previously approved budget.
- 4.6 The revised project scope would include:
- 4.6.1 Replacement of the existing ground floor reception with a customer contact area, capable of providing one-stop services in conjunction with partner organisations;
 - 4.6.2 Creation of a separate entrance for direct access to the tenanted areas of the building;
 - 4.6.3 Provision of modern, space efficient office layouts for all Council services, within a flexible design capable of responding to future reduction in on-site staff presence;
 - 4.6.4 Availability of defined areas for commercial lease; and
 - 4.6.5 Completion of essential access and health and safety works as necessary to achieve joint occupation of the Town Hall.
- 4.7 The revised project scope would exclude:
- 4.7.1 Any works to the Council Chamber and committee rooms, pending development of a separate business case for increased commercial use of these areas;
 - 4.7.2 Any works to the roof, pending development of proposals for solar power installations as part of a separate business case for sustainability initiatives;
 - 4.7.3 Any replacement of the existing boilers or implementation of improved heating controls, pending development of proposals

- regarding sustainable heat sources as part of a separate business case for sustainability initiatives;
- 4.7.4 Introduction of comfort cooling to the areas most exposed to solar gain, pending development of proposals for cooling associated with the heat and power elements of the separate business case for sustainability initiatives;
 - 4.7.5 Completion of a replacement programme for the windows; and
 - 4.7.6 Upgrade to the specification of lighting, pending development of a separate business case for sustainability initiatives.

5. Reasons for Recommendation

- 5.1 The total amount of capital investment required to deliver the full scope of the project amounts to £5.8m. This in excess of the previously established budget of £3.6m. The variance is greater than 5%, thus requiring this report to be brought before Full Council in accordance with the motion agreed at the September 2013 meeting of Extraordinary Council.
- 5.2 Members are asked to note that £0.5m of the £3.6m budget is reserved for investment to deliver the necessary ICT infrastructure.
- 5.3 The key factors which increase the cost of the total investment over the previously estimated budget can be summarised as:
 - 5.3.1 **Inflation** – economic recovery in the building industry has caused actual cost inflation to outstrip that originally forecast. The forecast also needs to be extended to a revised mid point of construction now assumed to be quarter 4 of 2015. The combined impact of these inflation issues would be to increase the budget requirement by c. £472K.
 - 5.3.2 **Desk to staff ratios** - technical and cultural transformation of ways of working is not yet advanced to the level where the aspiration of a ratio of 7 desks per 10 staff members could be met. As a result, space planning has taken place on the basis of the current desk to staff ratios. To counter this effect, the space planning has also sought to produce a flexible design which would allow the Council occupied space to be reduced as the desk to staff ratios reduce, thus creating further available space for leasing.
 - 5.3.3 **Building and services infrastructure** – the required investment in building and mechanical and electrical (M&E) services is greater than that previously assumed, both as necessary to overcome the low levels of investment into the building over a

number of years and to meet landlord levels of responsibility as regards leasing significant areas of the building.

- 5.4 It is noted that work by an appointed quantity surveyor as contained in the report to Extraordinary Council of September 2013 had previously estimated the cost of the project at c. £4.6m, inclusive of design fees and at a 2015 price level. However, at that time it was proposed to retain the original budget pending the outcome of more detailed design. As you can see in the table at 5.7 below, the approved budget adjusted for inflation comes to at total of £4.1M.
- 5.5 The level of design now undertaken by the feasibility exercise has continued to produce a capital investment requirement that exceeds the approved budget. In addition, the space planning that underpins the design identifies that there is insufficient area to accommodate a dedicated hub of office space for community sector use.
- 5.6 These factors indicate that all the objectives of the OBC are not being met. To overcome this position, a revised scope has been identified for the project, designed to operate within the previously approved budget.
- 5.7 Details of the change in costs associated with both the full scope of the project and its recommended revised scope are contained within Appendix A of this document. These can be summarised as follows:

	Refurbishment Costs £m	ICT Costs £m	Total Costs £m
Originally approved budget	3.1	0.5	3.6
Adjustment to current inflation level	0.5	0.0	0.5
Inflation adjusted budget	3.6	0.5	4.1
Increased costs arising from feasibility study of OBC option	1.7	0.0	1.7
Cost for undertaking the full scope of the project	5.3	0.5	5.8
Effect of reducing the scope of the project	(2.2)	0.0	(2.2)
Revised budget for approval	3.1	0.5	3.6

- 5.8 The effect of the revised budget can be broadly analysed as follows:

Included in Project Scope		Excluded from Project Scope	
Element of Scope	Included £m	Element of Scope	Excluded £m
Ground floor customer contact area	0.8	Works to roof	(0.3)
Modern, space efficient office layout	0.7	Completion of window replacement	(0.2)
Essential window replacement	0.4	Replacement heat, light & power	(0.6)
Works to ensure health and safety	0.5	Reduced fittings and finishes	(0.7)
Works to ensure access to tenant areas	0.3	Design and construction fees	(0.4)
Design and construction fees	0.4		
Total Inclusions	3.1	Total Exclusions	(2.2)

5.9 The revised scope of the project would produce the following outcomes when compared to its original objectives:

Project Objective		Outcome Rating	Rationale for Outcome Rating
Provide a building which is:			
	Modern	A	<ul style="list-style-type: none"> Increased proportion of open plan space and opportunities for collaborative working Improved infrastructure for flexible working Enhanced staff welfare facilities Unresolved environmental issues.
	Economic	A	<ul style="list-style-type: none"> No improvement in energy efficiency On-going risk of building system failures.
	Civic	A	<ul style="list-style-type: none"> Increased opportunities for operating with partner organisations No increase in commercial opportunities for civic areas.
Availability of flexible commercial office space		G	<ul style="list-style-type: none"> Agreed heads of terms with Chromex remain valid Reduced lettable area from that originally envisaged Improved letting opportunities by identifying discrete areas for commercial office space and creation of a separate entrance.
Provision of flexible office space for community sector use		R	<ul style="list-style-type: none"> Insufficient space to provide a dedicated community hub Feasible for the majority of existing community tenants to continue to operate from the Town Hall in the medium term.
Improve the overall utilisation of space		G	<ul style="list-style-type: none"> Full occupation of the Town Hall Flexibility in the design for further retrenchment in the future Reduced operational space lost to circulation or archive filing.
Delivery within a capital cost envelope of £3.6m		G	<ul style="list-style-type: none"> Adjustments recommended to project scope to meet previously approved budget.

6. Consultation

6.1 The following consultation processes have taken place alongside the feasibility exercise:

- Regular meetings with the Town Hall Delivery Group;
- Consultation with Council staff regarding the draft layout plans for the Town Hall;
- Discussion with Chromex regarding the revision to the area proposed for the commercial lease;
- Regular meeting with interested parties: CAB, JCP and the Local Support Services Framework (LSSF).

6.2 It is noted that other than general updates, no specific consultation has taken place with CAN Mezzanine (CAN) as regards their previously envisaged lease of office space for community use.

7. References to Corporate Plan

7.1 Within the Corporate Plan, Priority 6 – A Modern Council lists an action as being:

“We will deliver the Town Hall Project”

8. Implications

Financial Implications

Name & Title: Jo-Anne Ireland, Acting Chief Executive

Tel & Email 01277 312712 / jo-anne.ireland@brentwood.gov.uk

8.1 The recommendation is to undertake works up to the originally agreed budget ceiling of £3.6m. Subject to the completion of three major asset sales, this investment can be accommodated without the need for additional borrowings.

8.2 The current value of the Town Hall as at 31st March 2014 is £3,050,000. It is unlikely that the value of the works proposed will have a corresponding increase in value as they are generally of a cosmetic nature.

8.3 In view of the time that has elapsed between the in principle agreement of the Heads of Terms for commercial lease of part of the Town Hall it is recommended that external advice is obtained to substantiate the current “agreed terms”.

Legal Implications

Name & Title: Christopher Potter, Monitoring Officer and Head of Support Services

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8.4 Informed decision-making requires all relevant options to be considered. Members must ask themselves what is the desired outcome and how it relates to the Council's overall vision and corporate priorities All relevant options are still open as the Council has not committed itself.

8.5 Further legal advice will be required to be given at the relevant stages.

9. Background Papers

9.1 No specific background papers have been referred to in this report.

10. Appendices to this report

10.1 The following documents form the appendices to this report:

- Appendix A – Cost Plan Comparisons
- Appendix B - Town Hall Remodelling Project – Business Case Validation V1.00.

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Appendix A – Cost Plan Comparisons

Appendix A

Cost Type		Approved Budget £000's	Impact of Inflation £000's	Impact of Feasibility Study £000's	Full Project Cost £000's	Scope Adjustment to Match Budget £000's	Revised Scope Budget £000's
CONSTRUCTION COSTS:							
1 Demolition:							
1A	Soft strip	40	6	197	243	(92)	151
1B	Asbestos removal	23	4	13	40	(25)	15
Total Demolition		63	10	210	283	(117)	166
2 Superstructure:							
2A	Roof	166	25	155	346	(346)	0
2B	Upper floors / stairs	0	0	140	140	(79)	61
2C	External doors and windows	107	17	359	483	(200)	283
2D	Partitions / internal doors	161	25	131	317	(96)	221
Total Superstructure		434	67	785	1,286	(721)	565
3 Finishes:							
3A	Finishes	402	62	163	627	(300)	327
4 Fittings and Furnishings:							
4A	Fittings, fixtures & equipment	61	9	255	325	(98)	227
5 Services:							
5A	Sanitary appliances / waste disp.	13	2	(15)	0	0	0
5B-D	Heating / ventilation	479	73	75	627	(350)	277
5E-F	Electrical installations	402	62	272	736	(250)	486
5G	Lift installation / overhaul	0	0	55	55	0	55
5H	Fire and lightning protection	29	5	(34)	0	0	0
5I	Communications & security	94	14	(108)	0	0	0
5J	Builders work in connection	51	8	(16)	43	(18)	25
Total Services		1,068	164	229	1,461	(618)	843
6 External Works:							
6A	Site works	0	0	4	4	(4)	0
TOTAL CONSTRUCTION COSTS		2,028	312	1,646	3,986	(1,858)	2,128
Preliminaries:							
	Preliminaries	244	37	89	370	(75)	295
	Additional cost of phasing	41	7	(8)	40	(10)	30
Total Preliminaries		285	44	81	410	(85)	325
SUB TOTAL BUILDING COSTS		2,313	356	1,727	4,396	(1,943)	2,453
Contractor's overheads and profit		92	14	11	117	(49)	68
Contingencies and reserves		241	37	162	440	(194)	246
TOTAL BUILDING COSTS (excl. Fees)		2,646	407	1,900	4,953	2,186	2,767
FEES:							
	Professional fees	397	61	(172)	286	(37)	249
	Statutory authorities	16	2	9	27	(2)	25
	Surveys	13	2	50	65	(34)	31
TOTAL BUILDING COSTS (incl. Fees)		3,072	472	1,787	5,331	(2,259)	3,072

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Brentwood Borough Council



Brentwood Town Hall Remodelling Project Business Case Validation

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1. Introduction

In a report to the July 2011 meeting of Ordinary Council it was stated that in its current state Brentwood Town Hall (“the Town Hall”):

- Was not fit for purpose
- Was barely Disability Discrimination Act (“DDA”) compliant
- Required modernisation
- Has high energy usage.

At that meeting it was agreed to retain the Town Hall building. An Outline Business Case (“OBC”) was subsequently presented to the July 2012 meeting of Ordinary Council at which it was agreed to pursue an option for part remodelling of the building allowing for a lease agreement with a third party tenant.

At an Extraordinary Council meeting in September 2013 further details regarding the selected OBC option were agreed, with the aim that the proposed scheme:

- Provides a modern, economic civic office building;
- Creates business opportunities within Brentwood (via the availability of flexible commercial office space);
- Provides flexible office space for community sector use; and
- Improves the overall utilisation of space within the Town Hall.

Since the approval in September 2013 the Town Hall Remodelling Project has been progressing through the design and procurement processes necessary to commence the remodelling works needed to improve the building and its main infrastructure.

2. Purpose of this Document

This document describes progress with the Town Hall Remodelling Project (“the Project”) following the approvals provided at the Extraordinary Council meeting of September 2013.

The purpose of this document is to ensure that the Project has a sound basis on which to progress to the construction and occupation stage.

To achieve this, this document focuses upon validation of the business case for the Project as a result of the detailed work undertaken to pursue the feasibility of the preferred OBC option.

3. Definition of the Project

3.1 Background

3.1.1 Description of the Town Hall

The Council’s main administrative base and civic facilities are located at the Town Hall on Ingrave Road, Brentwood.

The Town Hall was constructed in 1957 and further extended in the 1980s and 1990s.

Accommodation is provided over five floors, including the lower ground floor, amounting to a Gross Internal Area ("GIA") of c. 5,850 m² (c. 63,000 ft²).

The three main uses of the Town Hall are:

1. Public access for customer service;
2. The civic and democratic functions of the Council; and
3. The administrative functions of the Council.

3.1.2 Agreement to Continue to Operate the Existing Town Hall

During 2010 and 2011 the Council reviewed a number of options for its space requirements and for the reduction of overheads. These options included an assessment of the future use of the Town Hall.

A report was presented to the Ordinary Council meeting of 5th July 2011 which identified that the existing floor space of the Town Hall is in excess of what is required and that the building is not fit for purpose for its current usage. The report went on to detail progress at that point regarding proposals for the Town Hall and outlining recommendations for future action.

Discussion took place at that meeting regarding the feasibility of the Council remaining in the Town Hall and ways in which excess space could be utilised and additional income generated. A motion was agreed to retain the Town Hall, with the building to be broadly split into three areas:

- 20,000 ft² GIA of refurbished office space for the civic presence of the Council;
- 6,000 ft² GIA of space for Brentwood community use, remaining under the Council's ownership; and
- The remainder of the Town Hall to be utilised for commercial purposes envisaged as conversion to serviced offices for Brentwood business use.

3.1.3 Preferred Option for the Future of the Town Hall

Following the decision by Ordinary Council in July 2011 to retain the Town Hall, an Outline Business Case ("OBC") was developed to review the options for investing in its remodelling.

The OBC was presented to the Ordinary Council meeting of 18th July 2012 at which it was agreed to pursue Option C(ii) – Part remodelling of part of the Town Hall for Council and community use. This option includes:

- Construction works and remodelling to improve the building and main infrastructure associated for use by the Council and the community;
- A lease agreement with a third party tenant for the majority of the building for use as offices following the landlord/tenant process for procurement under Section 123 of the Local Government Act;
- The use of appropriate framework agreements to appoint future consultants, advisers and contractors;
- A capital cost envelope of £3,571,794, being:

- £3,071,794 in relation to building works (*in accordance with the Feasibility Cost Plan (Option 2a) as produced by Potter Raper Partnership, May 2012*); and
 - £500,000 in relation to ICT; and
- A one off revenue budget of £35,000.

3.1.4 Identification of Community and Commercial Partners for the Preferred Option

Following approval of the OBC at the Ordinary Council meeting of 18th July 2012, progress was made to develop the preferred Option C(ii), led by the Town Hall Delivery Group (“THDG”).

The key elements of progress were:

- Discussion with potential partners
- National advertisement of the commercial development opportunity
- A Bidders Day held for potential commercial partners
- Submission of bids for the commercial tenancy
- Negotiation and evaluation of the received bids
- Site visits to community spaces operated at other similar locations
- Discussion and updates to community groups
- Discussions with public sector partners.

Such progress culminated in a report presented to an Extraordinary Council meeting held on 11th September 2013.

At this meeting it was agreed to progress the previously identified preferred option from the OBC and to continue to operate to the previously agreed capital cost envelope. In addition, detailed heads of terms were agreed to, for the following tenants:

- Iridium Assets Ltd (a subsidiary of Chromex Group Ltd (“Chromex”)) as being the prospective commercial tenant; and
- CAN Mezzanine Ltd (“CAN”) as being the prospective community tenant.

3.1.5 Confirmation of Authority to Undertake the Project

As noted in Sections 3.1.2 to 3.1.4, the decisions to initiate and progress the Project have taken place over an extended period of time and via three key meetings of Council:

1. The Ordinary Council meeting of 5th July 2011
2. The Ordinary Council meeting of 18th July 2012
3. The Extraordinary Council meeting of 11th September 2013.

The specific approvals provided at each of these meetings are summarised as:

Ordinary Council 05/07/2011		Ordinary Council 18/07/2012		Extraordinary Council 11/09/2013	
The Motion was carried and it was resolved to support the Motion and implement the actions included therein:		The Motion was carried and it was resolved as follows:		The Motion was carried and it was resolved:	
1.	To retain the Town Hall building.	1.	Agree to pursue the next stage of the feasibility of Option C(ii) and develop the business case further to a Final Business Case, including critical success factors, by the end of the year.	1.	That the Chromex proposal be approved, detailed Heads of Terms be agreed, and to authorise conclusion of a lease with Iridium Assets with a parent company guarantee to be provided by the Chromex Group and that delegated authority to take appropriate decisions to conclude the lease be granted to the Managing Director in consultation with the Leader of the Council and the Chair of the Town Hall Delivery Group.
2.	To agree the principle of the certain retention of 20,000 ft ² of refurbished office space for the purposes of this Council maintaining its civic presence within the original building absolutely.	2.	a) To continue with the Town Hall Delivery Group providing governance for the project through the next stage to the Final Business Case and subject to no material change (at any time as outlined with the report) to the current proposals to continue to deliver the project through to completion; b) Expenditure was limited to professional fees until agreement by the Policy and Resources Panel to expend the balance of capital expenditure for the construction phase; c) In the event that these matters were not capable of being pursued or it becomes apparent that Option C(ii) cannot be achieved then a further report will be brought back to Council setting out the options at that time.	2.	That the CAN proposal be approved, detailed Heads of Terms be agreed, and to authorise conclusion of a lease with CAN and that delegated authority to take appropriate decisions to conclude the lease be granted to the Managing Director in consultation with the Leader of the Council and the Chair of the Town Hall Delivery Group.
3.	To agree the principle that we devote 6,000 ft ² of space to Brentwood community use however still under this Council's overall ownership.	3.	To approve in principle the capital investment requirements for Option C(ii) and to allow delegated authority to the Head of Corporate Finance, in consultation with the Managing Director and Leader of the Council, to determine the most cost effective method of securing the	3.	Prior to the conclusion of leases at 1 and 2 above, a surrender be sought of the County Council lease.

Ordinary Council 05/07/2011		Ordinary Council 18/07/2012		Extraordinary Council 11/09/2013	
			funding required.		
4.	To agree the principle that we retain ownership of the remainder of the Town Hall building and utilise it for commercial purposes and therefore income gain in so far as conversion to serviced offices for Brentwood business use.	4.	To acknowledge the potential revenue implications arising from Option C(ii) and to ensure these were recognised in the Budget/Medium Term Financial Planning process.	4.	That authority is given to formally appoint the design team and to tender the works to the Council part of the building.
5.	Officers to investigate funding options to be used to achieve the above principles and consideration be given to both capital and revenue implications of the options [above]. Officers would report back to Members for a final funding decision.	5.	To agree appropriate delegations to the Managing Director and Monitoring Officer to be able to pursue all options set out in Appendix B of the OBC in relation to Option C(ii) concerning procurement in monitoring and obtaining appropriate advice.	5.	That authority is given to incur capital and revenue expenditure on the project up to a maximum as previously agreed by Council (a capital cost envelope of £3,571,794 and a one-off revenue budget of £35,000). If the final estimates are greater than 5% different to the agreed levels, a further report to be brought back to Full Council for approval.
6.	The Members' Steering Group to continue to meet to discuss the issues as we go forward.	6.	The Leader accepts an invitation to become a part of the existing Town Hall Delivery Group as it is currently constituted. If the Leader is unable to attend any meetings the Deputy Leader will substitute for [her].		

3.2 Description of the Project

3.2.1 Agreed Project Objectives

As described in the report to Extraordinary Council of September 2013 the objectives of the Project are to:

1. Provide a modern, economic civic office building
2. Create business opportunities within Brentwood (via the availability of flexible commercial office space)
3. Provide flexible office space for community sector use
4. Improve the overall utilisation of space within the Town Hall.

3.2.2 Agreed Project Scope

The scope for the Project has been established by the approval to proceed with Option C(ii) of the OBC, as subsequently developed by the further approval to proceed as provided by Extraordinary Council in September 2013.

From these approvals, the detailed scope of the Project can be identified as follows:

Item of Project Scope		Reference for Item
<i>OBC Option C(ii) – Part remodelling of part of the Town Hall for Council and community use. Allow commercial operator to remodel/fit-out for lease agreement. Fully specifying all works to Council and civic and community areas, identifying the area for lease and fully defining terms and conditions to the proposed tenant (OBC, Section 4.0)</i>		
(a) Partner organisations / tenants:		
a1.	<ul style="list-style-type: none"> Devotion of 6,000 ft² to Brentwood community use Community space 6,049 ft² 	<ul style="list-style-type: none"> Ordinary Council minute 123, 05/07/2011 Report to Extraordinary Council 11/09/2013, Section 3.8.1 (<i>ie verification of space by the Council's quantity surveyor</i>)
a2.	<ul style="list-style-type: none"> Iridium Assets Ltd (a subsidiary of Chromex) as the prospective commercial tenant, taking a lease for 25,000 ft² to refurbish and bring back into use as offices / serviced office use Chromex occupied space 25,392 ft² 	<ul style="list-style-type: none"> Report to Extraordinary Council 11/09/2013, Section 3.5.1 – 3.5.5 Report to Extraordinary Council 11/09/2013, Section 3.8.1 (<i>ie verification of space by the Council's quantity surveyor</i>)
a3.	BBC / Chromex shared space 6,265 ft ²	Report to Extraordinary Council 11/09/2013, Section 3.8.1 (<i>ie verification of space by the Council's quantity surveyor identifies that there is shared space not assumed elsewhere in the report</i>).
a4.	5 year lease of the community area to CAN to provide serviced office facilities for voluntary and community sector organisations	Report to Extraordinary Council 11/09/2013, Sections 3.6.1 and 3.6.3
a5.	<ul style="list-style-type: none"> A lease agreement with a third party tenant for the majority of the building for use as offices following the landlord/tenant process for procurement under Section 123 of the Local Government Act Appointment of a commercial tenant via a standard lease arrangement under Section 123 of the Local Government Act 1972 (provided the Council does not specify and pay for the tenant's remodelling works or receive any services from the tenant) 	<ul style="list-style-type: none"> Ordinary Council 18/07/2012 – Report of the Managing Director OBC, Sections 3.5 and 4.3
a6.	The land transaction to Chromex to be in the form of a lease and an agreement to lease with the works provisions included in the agreement for lease	Report to Extraordinary Council 11/09/2013, Section 3.9.1
a7.	The area currently used by CCTV to be excluded from the area of the lease with Chromex	Report to Extraordinary Council 11/09/2013, Section 3.8.6
a8.	Chromex will require approximately 39% of parking spaces	Report to Extraordinary Council 11/09/2013, Section 3.8.7
a9.	<ul style="list-style-type: none"> Current leases and licences to no longer be in place after any remodelling works (<i>NB the current parties could still be at the Town Hall after the remodelling works but under different arrangements</i>); CVS, Talking Newspaper and Foodbank to be a part of the CAN community space Ideally Papworth Trust would be within the CAN arrangements. 	<ul style="list-style-type: none"> OBC, Section 2.6 Report to Extraordinary Council 11/09/2013, Section 3.6.4 Report to Extraordinary Council 11/09/2013, Section 3.8.4

Item of Project Scope		Reference for Item
a10.	Surrender of the lease from Essex County Council for the part basement area	Report to Extraordinary Council 11/09/2013, Section 3.8.8
a11.	The following functions to be considered for relocation to the Town Hall: <ul style="list-style-type: none"> • Job Centre Plus ("JCP") • Citizens Advice Bureau ("CAB") • County Registrars. 	No specific approval for these functions to form part of the Project scope
(b) Layout:		
b1.	<ul style="list-style-type: none"> • Retention of 20,000 ft² of refurbished office space for the purposes of the Council maintaining its civic presence in the building absolutely • BBC occupied space 21,819 ft² 	<ul style="list-style-type: none"> • Ordinary Council minute 123, 05/07/2011 • Report to Extraordinary Council 11/09/2013, Section 3.8.1 (<i>ie verification of space by the Council's quantity surveyor</i>)
b2.	Flexible office space design so as to allow further retrenchment of the Council occupied office space over time	Brentwood Town Hall Remodelling Project – Class Requirements
b3.	Staff numbers of 185 and workstations of 130 (ratio of 10:7) occupying 9m ² of space per workstation	<ul style="list-style-type: none"> • Ordinary Council minute 123, 05/07/2011 • THDG scoping meeting, December 2011 • OBC, Section 2.2 • Report to Extraordinary Council 11/09/2013, Appendix 5 (<i>NB the space allocation per person requires a new furniture layout but the review of costs by the Council's quantity surveyor indicates that there is no general allowance for furniture within the cost plan</i>)
b4.	Dedicated offices to be limited to the functions of: <ul style="list-style-type: none"> • Leader of the Council • Chief Executive • Director of strategy and Corporate Finance (Section 151 Officer) • Monitoring Officer. 	Brentwood Town Hall Remodelling Project – Class Requirements
b5.	Amount of civic space required to be reviewed such as not having dedicated rooms for members but instead booking meeting space and sharing meeting space across all users; there should be a members lounge area.	<ul style="list-style-type: none"> • Report to Extraordinary Council 11/09/2013, Section 3.8.3 • Brentwood Town Hall Remodelling Project – Class Requirements
b6.	Receptions within the building to be rationalised; customer contact and interaction to be improved in a new reception area	OBC, Section 2.2
b7.	<ul style="list-style-type: none"> • Any work to the Council Chamber excluded • Fit out to the Council Chamber included on the basis of being a lost opportunity to generate income if omitted 	<ul style="list-style-type: none"> • Feasibility Cost Plan 2A, Potter Raper Partnership, May 2012 • OBC, Section 4.3 • Report to Extraordinary Council 11/09/2013, Section 3.7.3
b8.	Refurbishment of the current shower facilities in the basement.	No specific approval for refurbishment of these functions to form

Item of Project Scope		Reference for Item
		part of the Project scope (NB However, it is assumed that access to shower facilities will be a requirement of developing a travel policy as necessary to address greater pressures on existing parking spaces – refer to a8.)
b9.	Serious consideration to be given to internal signage	OBC, Section 2.4
b10.	Improvements to space apportionment and circulation for the CCTV operating room to be considered at the design stage	OBC, Section 2.2
(c) Building infrastructure:		
c1.	Works to be over and beyond the area specifically occupied by the Council and community tenant to secure the integrity of the overall asset; refurbishment of all circulation and communal areas including toilets.	<ul style="list-style-type: none"> OBC, Section 4.3 Brentwood Town Hall Remodelling Project – Class Requirements
c2.	1957 section of the third floor to be strengthened so as to be sufficient for office use	<ul style="list-style-type: none"> Walker Associates Town Hall Structural Inspection, May 2012 OBC, Section 2.4 Report to Extraordinary Council 11/09/2013, Section 3.4.3 – 3.4.5
c3.	Overhaul of the roof limited to the 1957 section of the building only	<ul style="list-style-type: none"> Feasibility Cost Plan 2A, Potter Raper Partnership, May 2012 OBC, Section 4.3
c4.	Overhaul and redecoration of the existing windows	<ul style="list-style-type: none"> Feasibility Cost Plan 2A, Potter Raper Partnership, May 2012 OBC, Section 4.3
c5.	Upgrade to fire protection achieved by re-use of parts of the existing lightning protection	<ul style="list-style-type: none"> Feasibility Cost Plan 2A, Potter Raper Partnership, May 2012 OBC, Section 4.3
c6.	No repairs to the external drainage	Feasibility Cost Plan 2A, Potter Raper Partnership, May 2012
c7.	No additional car parking (<i>ie the potential to add up to 20 parking spaces identified in Section 2.4 of the OBC is excluded from the Cost Plan for the preferred option</i>)	Feasibility Cost Plan 2A, Potter Raper Partnership, May 2012
c8.	A review and commitment to an adequate level of annual maintenance, possibly with the establishment of a life cycle fund needs to be undertaken	OBC, Section 2.4
c9.	No external works (<i>ie recommendations to improve the external appearance and safety of the Town Hall identified in Section 2.4 of the OBC are excluded from the Cost Plan for the preferred option</i>)	Feasibility Cost Plan 2A, Potter Raper Partnership, May 2012
(d) M&E Services:		
d1.	Replacement of the older two of the three existing boilers	Feasibility Cost Plan 2A, Potter Raper Partnership, May 2012
d2.	Additional comfort cooling (NB full air conditioning specifically excluded)	<ul style="list-style-type: none"> Feasibility Cost Plan 2A, Potter Raper Partnership, May 2012 OBC, Section 4.3

Item of Project Scope		Reference for Item
d3.	No overhaul of the existing lifts or installation of a new lift	Feasibility Cost Plan 2A, Potter Raper Partnership, May 2012
d4.	Move the CCTV disaster recovery solution to a secure environment if practical	OBC, Section 2.5
d5.	No upgrade or replacement identified for other mechanical and electrical ("M&E") services	Not specifically referred to within the Feasibility Cost Plan 2A, Potter Raper Partnership, May 2012
(e) ICT:		
e1.	Active network switching equipment to be refreshed	OBC, Section 2.5
(f) Sustainability initiatives:		
f1.	No requirement to achieve a BREEAM rating	<ul style="list-style-type: none"> Feasibility Cost Plan 2A, Potter Raper Partnership, May 2012 OBC, Section 4.3
f2.	Introduction of sustainable green solutions above those required for Building Regulations approval to be considered at the design stage	OBC, Section 1.4.
(g) Tenant handover condition:		
g1.	<ul style="list-style-type: none"> The capital and revenue funds are for the Council and community areas together with areas which are the responsibility of the Council as a landlord Design to only concentrate on the areas identified for Council and community tenant use; no superstructure, finishes or services costs assumed for the commercial tenant areas of the building 	<ul style="list-style-type: none"> Ordinary Council 18/07/2012 – Report of the Managing Director Feasibility Cost Plan 2A, Potter Raper Partnership, May 2012 OBC, Section 4.3
g2.	<ul style="list-style-type: none"> Fit-out for the Council and community tenant would be to Category B standards CAN to take the premises in the current condition and any and all improvement to be at their discretion and to be funded by them; the Council would still need to fund the works to reinforce the 3rd floor and to undertake works which are landlord responsibilities 	<ul style="list-style-type: none"> OBC, Section 4.3 Report to Extraordinary Council 11/09/2013, Section 3.6.2
(h) Furniture and equipment:		
h1.	No general allowance for furniture and equipment	No general allowance for furniture and equipment made in Feasibility Cost Plan 2A, Potter Raper Partnership, May 2012
(i) Refurbishment process:		
i1.	Assumes that only Building Regulations consent will be required	Feasibility Cost Plan 2A, Potter Raper Partnership, May 2012
i2.	Architect and client adviser team of specialists to be commissioned for the whole building through a lump sum, fixed price single tender process or through local/national frameworks	OBC, Section 4.3
i3.	Selection through a framework agreement of a contractor who has experience of works of the scale and type required by the Project	OBC, Section 4.3
i4.	The need for service continuity; the ability to continue to serve large numbers of visitors and	Report to Extraordinary Council 11/09/2013, Section 3.12.3.1

Item of Project Scope		Reference for Item
	telephone callers throughout all the changes	
	(j) Other scope options:	
j1.	<ul style="list-style-type: none"> Balance of 12,000 ft² to be considered for other options such as: <ul style="list-style-type: none"> Cafe Nursery (which would also require external space) Hot desking facilities for other public sector partners Work to the Council Chamber so that it could be licensed for marriages Spare space 3,444 ft² 	<ul style="list-style-type: none"> Report to Extraordinary Council 11/09/2013, Section 3.5.1 – 3.5.2 Report to Extraordinary Council 11/09/2013, Section 3.8.1 (<i>ie verification of space by the Council's quantity surveyor indicates that there is less spare space than envisaged elsewhere in the report</i>) Brentwood Town Hall Remodelling Project – Class Requirements
j2.	<p>The following to be considered depending upon the final building solution, cash envelope and cost estimates as the design becomes more detailed:</p> <ul style="list-style-type: none"> Installation of a lift near the Civic entrance A more flexible furniture layout for the Council Chamber Installation of a mezzanine floor in the Council Chamber Removal of some external garaging / storage Removal of all covered areas to the north car park. 	OBC, Section 4.5

NB Numbering of scope items is for reference within this document only.

3.2.3 Project Constraints

The following represent the key constraints within which the Project must operate:

Constraint	Description
Authority to incur capital and revenue expenditure	If the final estimates are greater than 5% different to the agreed levels, a further report to be brought back to Full Council for approval (<i>Extraordinary Council 11/09/2013, Motion item 5</i>).
Achievability of the preferred OBC option	If it becomes apparent that OBC Option C(ii) cannot be achieved then a further report is to be brought back to Council setting out the options at the time (<i>Ordinary Council 18/07/2012, Motion item 2c</i>).
Maintenance of service during construction	Service continuity is to be maintained during the refurbishment works; no allowance made for the decant of services to alternative locations or temporary facilities (<i>Report to Extraordinary Council 11/09/2013, Section 3.12.3.1</i>)

3.2.4 Project Interfaces

The following are the key interfaces with other Council activities for the Project:

Interface with	Description
Customer Services Transformation Project	Implementation of the Customer Contact Centre as part of the Customer Services Transformation Project will need to be designed and managed as part of the overall project (<i>Report to Extraordinary Council 11/09/2013, Section 3.4.7.3</i>).
Commercial tenant fit-out investment and programme	Works to the value of £1.5m to be undertaken by Chromex to convert around 25,000 ft ² GIA into third party office / serviced office use, likely to take c. 18 months undertaken in three phases of similar size and value (<i>Report to Extraordinary Council 11/09/2013, Section 3.5.4 – 3.5.5</i>).

3.2.5 Project Dependencies

The Project has the following key dependencies:

Dependency on	Description
Introduction of Workwise	The introduction of Workwise is important to the delivery of a new working model which allows remote working, hot desking and thus the ability to reduce the number of desks required per employee (<i>Report to Extraordinary Council 11/09/2013, Section 3.12.1.1</i>).
Data management	Work to reduce the amount of document storage within the Town Hall commenced in 2012 and will need a concerted effort by each service (<i>Report to Extraordinary Council 11/09/2013, Section 3.12.2.1 – 3.12.2.2</i>).
Partner organisations	JCP, CAB and the County Registrar's function have all been identified via THDG as partner services that could relocate to the Town Hall. This has some impact upon the space requirements for Council services and creates a dependency as regards the approval processes for such organisations (<i>NB there is no specific reference as to approval for consideration of these functions as being part of the scope of the Project</i>).
Reception design	Whether the reception in the remodelled Town Hall will be a shared space with the commercial tenant or other occupiers will affect its siting, access, facilities, feel, technology and degree of shared front-end (<i>Report to Extraordinary Council 11/09/2013, Section 3.12.13.1</i>).

4. Project Progress

4.1 Project Position at the Previous Approval Point

Following the meeting of Extraordinary Council in September 2013, the approved position for the Project can be summarised as:

Project Area	Position	Source of Approval
Preferred OBC option	Feasibility of OBC Option C(ii) to be pursued (<i>NB based upon the Project scope as described in Section 3.2.2</i>)	Ordinary Council 18/07/2012 – Motion item 1.
Implementation budget	Authority to incur capital and revenue expenditure to a maximum of £3,571,794 capital and £35,000 one-off revenue	Extraordinary Council 11/09/2013 - Motion item 5.
Funding source	Delegated authority to the [then] Head of Corporate Finance, in consultation with the [then] Managing Director and Leader of the Council, to determine the most cost effective method of securing the funding required	Ordinary Council 18/07/2012 – Motion item 3.
Running costs	Acknowledgement of the potential revenue implications arising from Option C(ii) and to ensure these were recognised in the Budget / Medium Term Financial Planning process	Ordinary Council 18/07/2012 – Motion item 4.
Procurement approach	Delegation to the [then] Managing Director and Monitoring Officer to pursue all options set out in Appendix B of the OBC in relation to Option C(ii) concerning procurement in monitoring and obtaining appropriate advice	Ordinary Council 18/07/2012 – Motion item 5.
Commercial tenant	Detailed Heads of Terms to be agreed for the Chromex proposal; delegated authority to take appropriate decisions to conclude the lease granted to the [then] Managing Director in consultation with the Leader of the Council and the Chair of the Town Hall Delivery Group	Extraordinary Council 11/09/2013 - Motion item 1.
Community tenant	Detailed Heads of Terms to be agreed for the CAN proposal; delegated authority to take appropriate decisions to conclude the lease granted to the [then] Managing Director in consultation with the Leader of the Council and the Chair of the Town Hall Delivery Group	Extraordinary Council 11/09/2013 - Motion item 2.
Existing leases	Prior to conclusion of leases with Chromex and CAN a surrender be sought of the lease with Essex County Council	Extraordinary Council 11/09/2013 - Motion item 3.
Design and construction contractor	Authority to appoint the design team and to tender the works to the Council part of the building; a contractor with experience of works of the scale and type required by the Project to be selected through a framework agreement	<ul style="list-style-type: none"> Extraordinary Council 11/09/2013 - Motion item 4 OBC section 4.3 (<i>description of Option C(ii)</i>).

4.2 Project Progress Since the Previous Approval Point

4.2.1 Description of Project Progress

Following the meeting of Extraordinary Council in September 2013, a number of individual aspects of the Project have been progressed, so as to move towards the commencement of the remodelling works.

Each of these strands of work are considered in the sections which follow, in the sequence of the identified Project areas from the table in Section 4.1.

4.2.2 Feasibility of the Preferred OBC Option

4.2.2.1 Confirmation of the Preferred Option

The meeting of Ordinary Council in July 2012 identified OBC Option C(ii) as the preferred option. This was further confirmed at the meeting of Extraordinary Council in September 2013, with a mandate to pursue the feasibility of this option.

Pursuing the feasibility of the option has been undertaken via the following key work strands:

- Space planning
- Confirmation of external user requirements
- Condition surveys
- ICT design concept.

Progress with these work strands is described in the following sections.

It should be noted that whilst these work strands are identified separately, they are interrelated and thus all play a part in assessing the feasibility of the Project.

The outcome of testing the feasibility of pursuing the preferred option is summarised in Section 4.2.2.6.

4.2.2.2 Space Planning

The draft Heads of Terms agreed with Chromex noted *“as regards the premises to be demised the Council need to maintain some flexibility....when the space planning takes place we will have a much better idea of the areas to be occupied by the Council...the final areas to be demised will need further consideration and discussion...”*.

The required space planning has therefore taken place, via the following steps:

1. Establishment of a proof of concept within the Building Control / Business Transformation / ICT area to showcase proposals for future furniture layouts and breakout spaces;
2. Identification of the staffing numbers per department occupying the Town Hall, being:

Department / Function		Workstation Requirement	Notes
Council services:			
	Leader and Chief Executive	2	
	Asset Management	6	
	Borough Health, Safety and Localism	26	
	Business Transformation	7	Including Human Resources
	Corporate and Democratic Services	10	
	Customer Services	1	Head of Service
	Financial Services	16	Including internal / external audit
	Housing	28	

Department / Function		Workstation Requirement	Notes
	ICT Services	9	Including visiting engineers / testing lab
	Legal and Governance	6	Including Electoral Services
	Planning	30	Including Building Control
	Revenues and Benefits	38	
	Street Scene	1	Head of Service only based at Town Hall
	Sub total Council services	180	
Non Council services:			
	Citizens Advice Bureau (CAB)	18	Assumes 2 in reception, 16 in office
	Job Centre Plus (JCP)	15	Function based in Reception
	Registrar's	2	Assumes office space plus use of interview rooms within reception
	Sub total Non Council services	35	
	Grand Total	215	

3. A workshop to establish the design requirements for the shared Reception area, led by the appointed design team and involving representatives from Chromex, JCP and CAB;
4. Consultation meetings with departments to establish:
 - a. Their key adjacencies to other departments and functions
 - b. Their requirements for reception services
 - c. Departmental storage requirements, separating such requirements into day-to-day, occasional and rarely accessed storage needs
 - d. Any specialist requirements for furniture or equipment unique to the department;
5. Development of draft layout plans in conjunction with the appointed design team;
6. Consultation with Council staff regarding the draft layout plans;
7. Review of the draft layout plans and staff comments by THDG; and
8. A sequence of "dump days" whereby departments have commenced the process of scaling back stored items so as to progress towards the reduced space allocation inherent to the future layout.

As a result of the above steps, a set of general arrangement plans have been developed for the areas to be occupied by the Council and its partner organisations. Whilst not final, these plans are sufficiently developed to act as the baseline space planning needed to develop the feasibility of the Project.

The key features of these plans are:

- The Council services to occupy:
 - The lower ground floor
 - The ground floor; and
 - The first floor, excluding the southern wing of that floor.
- Chromex to occupy:
 - The southern wing of the first floor;
 - The second floor; and
 - The third floor.
- An improved reception area, based around the customer contact concept and providing sufficient space for joint operation with:
 - JCP
 - CAB
 - County Registrars.
- A separate entrance for Chromex, adjacent to the main entrance and allowing for shared use of the lift and stair core whilst maintaining overall building security.
- Insufficient space to accommodate CAN.

In terms of the space planning for Council occupied areas, the following principles have been followed:

- Sufficient desk space for staff in post as at August 2014, excluding vacancies at that time, in accordance with the table contained in item 2 above;
- Reduced desk and personal storage areas in line with the furniture layout established in the proof of concept area; and
- Flexibility in the layout such that as changes in ways of working generate a lower ratio of staff to desk spaces the Council occupied area can reduce and the area available for commercial lease can increase towards the original target of c. 25,000 ft² GIA.

The resulting initial allocation of occupied GIA is summarised as:

Floor of the Town Hall Building	Council NIA ft ²	Chromex NIA ft ²	CAN NIA ft ²	Total NIA ft ²
Lower ground	11,298	0	0	11,298
Ground	15,299	0	0	15,299
First	12,471	2,904	0	15,375
Second	0	13,319	0	13,319
Third	0	6,327	0	6,327
Totals	39,068	22,550	0	61,618

It should be noted that GIA relates to total internal area. As such, this does not represent total usable area within the building. It can be estimated that the usable Net Internal Area ("NIA") would generally represent c. 70% of the GIA.

4.2.2.3 External User Requirements

As noted in Section 4.2.2.2, the space planning exercise has considered the accommodation requirements of the following external users:

- **Chromex** – the space planning has sought to balance the development of the necessary functional space for Council activities with the need to maximise the space available for the commercial tenant, the target being c. 25,000 ft² GIA. The result has produced a layout for Chromex incorporating the whole of the second and third floor of the building plus one "wing" on the southern end of the first floor, along with a separate entrance incorporating access to the main lift and stair core. The revised plans have been shared informally with Chromex who responded positively to the space on offer.
- **Partner organisations** – the following organisations have been liaised with as regards their potential to operate from the Town Hall on a partnership basis:
 - **JCP** – the local JCP office has expressed keen interest in relocating so as to operate all its services from within the reception area of the Town Hall. This service currently leases premises in Fairfield Road. It is understood that a replacement five year lease has recently been entered into for this location and therefore it currently appears unlikely that this service will relocate until expiry of that lease. On that basis and given that the JCP space requirement is entirely based upon operation within the Customer Contact reception area, it is proposed that space be preserved in this area for future use by this service but not be fitted out at this stage.
 - **CAB** – the local Citizens Advice Bureau operates from premises in Crown Street, leased on favourable terms from the Assizes Trust. This service has expressed interest in operating from the Town Hall, initially on a satellite basis with potential in the medium term to relocate all functions. The service does, however, have concerns regarding maintenance of its appearance of independence when operating from within Council premises and has also noted that it would only move if the current favourable lease cost could be preserved. Given this current position, it is proposed that space be assumed within reception for a satellite delivery of this service and that space for this service on a medium term basis be identified but initially allocated to other community services.
 - **Registrar's** – the County Registrar's service is currently undergoing a strategic review. An option from this review may be the repatriation of the current services operated from premises adjacent to the Town Hall, in Seven Arches Road. Under this scenario, there would be a small, residual requirement for local registrar services which could be provided from the Town Hall. Whilst the outcome of the review will not be known for some time it is proposed that space should initially be allowed for c. two Registrar staff to operate from the Town Hall.

- **CAN** – as noted in Section 4.2.2.2, the space planning exercise indicates that it is not feasible to provide space for this function, given the priorities of providing functional space for Council needs and meeting the rentable space requirements for Chromex.
- **Existing community tenants** – there are a number of other organisations which operate from the Town Hall on a licence basis. Their circumstances and the assumptions regarding their future location are set out in Section 4.2.9.

4.2.2.4 Condition Surveys

The Project is based upon pursuing a preferred option whereby the existing Town Hall is refurbished for future use. To establish the extent of refurbishment work required it has been necessary to undertake or re-visit technical surveys of various aspects of the building and its services.

The key features of this have been:

- A survey of the condition and thermal efficiency of the windows;
- Surveys of the condition and effectiveness of the roof coverings;
- A review of previous survey data and drawings relating to the structural integrity of the building; and
- A review of previous survey data regarding the condition of:
 - Building services
 - Heating plant and controls
 - Lifts
 - Other mechanical and electrical (“M&E”) services.

The results of undertaking and reviewing technical surveys are incorporated into the assessment of feasibility as summarised in Section 4.2.2.6, with the key headlines being:

- The existing wooden sash windows require replacement
- The existing metal framed windows are no longer serviceable and replacement is recommended
- As a minimum, repairs and remedial works to prevent water ingress are required across all sections of the roof. It is also recommended that insulation is installed at the same time as undertaking these works
- The dormer edges of the accommodation on the third floor have a floor loading capacity which does not meet current standards and for which residual strengthening works are recommended
- Of the 35 different M&E services considered by survey, 66% have a high likelihood of failure by 2015 with 29% estimated as likely to fail in that timescale.

4.2.2.5 ICT Design Concept

Availability of ICT will be key to ensuring the efficiency of the refurbished Town Hall building. Work has therefore been undertaken to develop a strategy for the delivery of ICT associated with the Project, for which the key concepts are:

- The main server room to remain in its current location on the first floor
- Distributed hub rooms on the lower ground and ground floors to remain in their current position unless opportunities arise through the detailed design to improve the position of those located on the lower ground floor
- No specific installation to be provided to the Chromex areas other than:
 - Access to the incoming services within the server room
 - Access to the existing duct system for distribution of required cabling to the tenant areas
- Replacement of life expired network switches and re-balancing of the switch distribution to ensure that the revised occupancy of Council areas can be accommodated from cabinets within the existing server and hub rooms
- Replacement of life expired data cabling to Council operated areas with the aspiration of cabling to Category 6 standard, subject to cost consideration (*NB cabling assumed to Category 5e standard otherwise*)
- Installation of sufficient access points to allow consistent wireless access across Council occupied and public spaces with a view to enabling an option to act as a commercial wireless service provider for the tenant areas
- Meeting rooms to have installed audio visual facilities wherever practical plus an enhanced booking system so as to ensure efficient usage
- Extension of the existing access control system to operate for the whole building on an addressable basis so as to control access to Council and tenant areas.

It is further assumed that installation of passive network items plus extension of the access control system would be undertaken as part of the works for a building contractor so as to ensure economies with the installation of small power facilities.

4.2.2.6 Assessment of Option Feasibility

The feasibility of pursuing the preferred option has been tested by the work strands described in Sections 4.2.2.2 to 4.2.2.5.

The outcome of these work strands is summarised as follows, in the form of further clarifying the Project scope summary previously identified in Section 3.2.2:

Item of Approved Project Scope		Feasibility of Assumption	Alternative Assumption
(a) Partner organisations / tenants:			
a1.	<ul style="list-style-type: none"> Devotion of 6,000 ft² to Brentwood community use Community space 6,049 ft² 	Not feasible – results of the space planning exercise identify that there will not be sufficient space to create a community hub.	<ul style="list-style-type: none"> Heads of terms with CAN to no longer be pursued Preserve space for existing community tenants where possible.
a2.	<ul style="list-style-type: none"> Iridium Assets Ltd (a subsidiary of Chromex) as the prospective commercial tenant, taking a lease for 25,000 ft² to refurbish and bring back into use as offices / serviced office use Chromex occupied space 25,392 ft² 	Feasible in part – results of the space planning exercise mean that the overall space to be occupied by Chromex will be reduced from that in the draft heads of terms.	<ul style="list-style-type: none"> Provide as much space for the Chromex lease as feasible C. 22,000 ft² GIA to be occupied by Chromex Maximise the efficiency of the leased space by providing it as whole floors or other discrete areas.
a3.	BBC / Chromex shared space 6,265 ft ²	Feasible in part– reconfiguring the Chromex area into discrete floors / wings reduces the amount of lettable space lost to circulation etc.	<ul style="list-style-type: none"> Ensure that the design allows for a discrete entrance for Chromex whilst making shared use of the lift and stair cores Maximise the efficiency of the leased space by providing it as whole floors or other discrete areas.
	5 year lease of the community area to CAN to provide serviced office facilities for voluntary and community sector organisations	Not feasible – results of the space planning exercise identify that there will not be sufficient space to create a community hub.	<ul style="list-style-type: none"> Heads of Terms with CAN to no longer be pursued Preserve space for existing community tenants where possible.
a5.	<ul style="list-style-type: none"> A lease agreement with a third party tenant for the majority of the building for use as offices following the landlord/tenant process for procurement under Section 123 of the Local Government Act Appointment of a commercial tenant via a standard lease arrangement under Section 123 of the Local Government Act 1972 (provided the Council does not specify and pay for the tenant's remodelling works or receive any services from the tenant) 	Feasible - heads of terms with Chromex to be revisited in the light of changed assumptions regarding space allocation (<i>NB as noted in Section 4.2.2.2 further consideration of the demise was allowed for within the draft Heads of Terms</i>).	N/a
a6.	The land transaction to Chromex to be in the form of a lease and an agreement to lease with the works provisions included in the agreement for lease	Feasible – conclusion of the heads of terms with Chromex will generate a lease and an agreement to lease.	N/a
a7.	The area currently used by CCTV to be excluded from the area of the lease with Chromex	Feasible – the Chromex area no longer includes the ground floor meaning that the CCTV area will no	N/a

Item of Approved Project Scope		Feasibility of Assumption	Alternative Assumption
		longer be an issue for the lease.	
a8.	Chromex will require approximately 39% of parking spaces	Feasible in part – results of the space planning exercise mean that the overall space to be occupied by Chromex will be reduced which will impact upon the allocation of parking spaces.	Heads of terms with Chromex to be revisited in the light of changed assumptions regarding space allocation.
a9.	<ul style="list-style-type: none"> Current leases and licences to no longer be in place after any remodelling works (<i>NB the current parties could still be at the Town Hall after the remodelling works but under different arrangements</i>); CVS, Talking Newspaper and Foodbank to be a part of the CAN community space Ideally Papworth Trust would be within the CAN arrangements. 	Not feasible – results of the space planning exercise identify that there will not be sufficient space to create a community hub.	<i>NB Refer to Section 4.2.9:</i> <ul style="list-style-type: none"> Brentwood Talking Newspaper assumed to remain in current location in the lower ground floor, subject to some potential reconfiguration to accommodate changes to the layout of the current showers (<i>ref b8.</i>) Brentwood Food Bank assumed not to be in the Town Hall unless detailed design identifies any spare space in the lower ground floor; assistance to be provided in identification of an alternative off-site location Brentwood CVS assumed to remain within the Town Hall, likely to be in the existing location or hot-desking elsewhere in the building Papworth Trust assumed to temporarily occupy the net office space identified for possible future use by CAB.
a10.	Surrender of the lease from Essex County Council for the part basement area	Feasible – lease already surrendered and premises vacated.	N/a
a11.	The following functions to be considered for relocation to the Town Hall: <ul style="list-style-type: none"> Job Centre Plus (“JCP”) Citizens Advice Bureau (“CAB”) County Registrars. 	Feasible in part – the timeframes for decision making processes and existing lease durations will not directly match up with the timescales of the Project.	<ul style="list-style-type: none"> JCP assumed to not come to the Town Hall in the short term; ensure that sufficient space is ear-marked in reception for future occupation but not fitted out at this stage CAB presence assumed to initially consist of a satellite service only operating from reception; ensure that sufficient office space is allowed for this function but allow it to be occupied by Papworth Trust in the short term pending a decision on full relocation County Registrar satellite service assumed to operate from the Town Hall.
(b) Layout:			

Item of Approved Project Scope		Feasibility of Assumption	Alternative Assumption
b1.	<ul style="list-style-type: none"> Retention of 20,000 ft² of refurbished office space for the purposes of the Council maintaining its civic presence in the building absolutely BBC occupied space 21,819 ft² 	Feasible in part – area for Council services altered as a result of the space planning exercise (<i>NB the resulting space allocation is best considered on the basis of NIA rather than GIA</i>).	c. 39,000 ft ² GIA to be occupied by Council services and community tenants.
b2.	Flexible office space design so as to allow further retrenchment of the Council occupied office space over time	Feasible – layouts in the final design to be configured such that departments least likely to reduce in size are positioned in the areas of the building least attractive for commercial rent.	N/a
b3.	Staff numbers of 185 and workstations of 130 (ratio of 10:7) occupying 9m ² of space per workstation	Feasible in part – progress with systems and processes to enable seamless home working are not yet fully implemented.	<ul style="list-style-type: none"> Desk numbers based upon staff in post as at August 2014, excluding vacancies Overall desk space per person reduced from the current position whilst remaining in accordance with the health and safety guidance of 11m³ per person Any requirements for additional desk space to be met by local management of operating capacity Space to be vacated as new ways of working lead to requirement for desk spaces reduce with such vacated space made available to the commercial tenant for lease.
b4.	Dedicated offices to be limited to the functions of: <ul style="list-style-type: none"> Leader of the Council Chief Executive Director of strategy and Corporate Finance (Section 151 Officer) Monitoring Officer. 	Feasible – these are the only separate offices specified within the design brief.	N/a
b5.	Amount of civic space required to be reviewed such as not having dedicated rooms for members but instead booking meeting space and sharing meeting space across all users; there should be a members lounge area.	Feasible – members lounge / mayors parlour provided for within the design brief along with a general increase in meeting rooms.	N/a
b6.	Receptions within the building to be rationalised; customer contact and interaction to be improved in a new reception area	Feasible – all reception functions contained in the design brief for a single, remodelled reception area.	N/a
b7.	<ul style="list-style-type: none"> Any work to the Council Chamber excluded Fit out to the Council Chamber included on the basis of 	Feasible in part – previous approvals have been contradictory on this point.	<ul style="list-style-type: none"> General refurbishment to take place of the Council Chamber and Committee Rooms

Item of Approved Project Scope		Feasibility of Assumption	Alternative Assumption
	being a lost opportunity to generate income if omitted		<ul style="list-style-type: none"> Furniture to be flexible for alternative use Audio-visual capabilities to be upgraded Availability of electronic voting mechanism within the Council Chamber to be retained Flexibility of opening up the Committee Rooms to be enhanced.
b8.	Refurbishment of the current shower facilities in the basement.	Feasible in part – required if implementation of a green travel plan is to be feasible.	<ul style="list-style-type: none"> Existing shower facilities in the lower ground floor to be refurbished unless such facilities can be created within the refurbished toilet areas on each floor If the existing shower facility in the lower ground floor is to be refurbished then some of the current Talking Newspaper area will be required.
b9.	Serious consideration to be given to internal signage	Feasible – signage to be considered as an integral part of the refurbishment works.	N/a
Page 207 D.	Improvements to space apportionment and circulation for the CCTV operating room to be considered at the design stage	Not feasible – the CCTV room is within the prime operational area for customer contact services and therefore is unlikely to expand.	Sound attenuation as regards the operation of the Police airwave radio is a key concern, to be addressed by re-building the area incorporating an improved layout and a sound proof wall.
	(c) Building infrastructure:		
	c1. Works to be over and beyond the area specifically occupied by the Council and community tenant to secure the integrity of the overall asset; refurbishment of all circulation and communal areas including toilets.	Feasible – dependent upon final agreement of the definition of works to be undertaken by the Council and those to be undertaken by Chromex.	N/a
c2.	1957 section of the third floor to be strengthened so as to be sufficient for office use	Feasible in part – this area now forms part of the space proposed to be occupied by Chromex	<ul style="list-style-type: none"> Sections of the third floor do not meet current standards; it is unlikely that this would be acceptable to a tenant Remedial works to improve the floor loadings would not have been envisaged in the investment proposed by Chromex Assume that these works should be carried out by the Council prior to the handover to Chromex, in accordance with the previous assumption for CAN occupancy (<i>refer to g2.</i>).

Item of Approved Project Scope		Feasibility of Assumption	Alternative Assumption
c3.	Overhaul of the roof limited to the 1957 section of the building only	Not feasible – survey results show that repairs and remedial works to prevent water ingress are required to all sections of the roof.	Carry out repairs as indicated in the 2014 surveys of the roof. <i>NB Ascertain the suitability of the roof for installation of solar panels / photovoltaic cells as part of the works (refer to f2.).</i>
c4.	Overhaul and redecoration of the existing windows	Not feasible – survey results show that the wooden sash windows require replacement and that the metal framed windows are no longer serviceable and replacement is recommended.	<ul style="list-style-type: none"> Replace the current wooden sash windows, assuming a uPVC double glazed alternative Assume that a planning application will be required as a result of the change to the windows Replace those metal framed windows which are broken or which present health and safety risks with a view to a medium term replacement of the remainder.
c5.	Upgrade to fire protection achieved by re-use of parts of the existing lightning protection	Feasible in part – the detailed M&E design may highlight the requirement for additional rooftop plant which will require earth bonding.	<ul style="list-style-type: none"> Undertake additional works to ensure sufficient earth bonding is achieved Upgrade and repair the existing lightning conductor tape as necessary.
	No repairs to the external drainage	Feasible – no specific issues currently identified with operation of the external drainage.	N/a
	No additional car parking (<i>ie the potential to add up to 20 parking spaces identified in Section 2.4 of the OBC is excluded from the Cost Plan for the preferred option</i>)	Feasible in part – the lease to Chromex will mean that the amount of parking spaces available for Council staff will be reduced (<i>refer to a8.</i>)	<ul style="list-style-type: none"> Implement a green travel plan / parking policy for Council staff Consider any developments to car parking as part of a separate business case associated with the green travel plan.
c8.	A review and commitment to an adequate level of annual maintenance, possibly with the establishment of a life cycle fund needs to be undertaken	Feasible in part – requires the establishment of an annual budget for periodic preventative maintenance.	Assume an annual budget for periodic preventative maintenance.
c9.	No external works (<i>ie recommendations to improve the external appearance and safety of the Town Hall identified in Section 2.4 of the OBC are excluded from the Cost Plan for the preferred option</i>)	Feasible – not essential to undertake external works to improve the operation of the Town Hall.	N/a
(d) M&E Services:			
d1.	Replacement of the older two of the three existing boilers	Not feasible – current boiler plant ranges from 24 to 57 years old, lacks controls and incurs high energy use.	<ul style="list-style-type: none"> Replace all boilers with modern plant combined with enhanced controls Size boiler plant to provide heating to the whole building,

Item of Approved Project Scope		Feasibility of Assumption	Alternative Assumption
			including the commercial tenant occupied areas <ul style="list-style-type: none"> • Determine the most cost effective and energy efficient boiler solution within the detailed M&E design • Replace central hot water generation with local task based water heaters • Retain existing radiator system but undertake a flush through of the whole system • Replace inefficient electric air fan heaters with an extension of the existing radiator system.
d2.	Additional comfort cooling (<i>NB full air conditioning specifically excluded</i>)	Feasible in part – not feasible to retro-fit the ducting and plant necessary to provide comfort cooling throughout the building.	<ul style="list-style-type: none"> • Focus on the provision of comfort cooling to the areas in the west facing extension of the building which suffers the greatest solar gain and which will have increased occupancy under the future plans • Install internal blinds and local cooling via externally mounted cassette units • Assume cooling is carried out to the Council occupied areas of the building only (<i>ie the fit-out works for the Chromex area are assumed to exclude the provision of air conditioning / comfort cooling</i>).
d3.	No overhaul of the existing lifts or installation of a new lift	Not feasible – lifts are c. 30 years old and require lifecycle works and refurbishment activities to reach minimum standards.	<ul style="list-style-type: none"> • Undertake lifecycle works in accordance with the survey report from 2010 • Undertake cosmetic upgrades to lift cars to ensure suitability for use by commercial tenants.
d4.	Move the CCTV disaster recovery solution to a secure environment if practical	Not feasible – there is no current disaster recovery solution.	Continue to operate as now.
d5.	No upgrade or replacement identified for other mechanical and electrical (“M&E”) services	Not feasible – specific consideration not previously given to other M&E services, a number of which are life expired.	<ul style="list-style-type: none"> • Replace life expired electrical distribution boards and all cabling to the backbone • Install separate check meters for tenant occupied areas • Upgrade lighting to modern equivalent standards • Relocate the fire alarm panel • Re-zone the fire alarm system for the revised building layout • Reconfigure the access control system to operate for the

Item of Approved Project Scope		Feasibility of Assumption	Alternative Assumption
			revised building layout and undertake re-addressing so that security integrity can be maintained across the Council and Chromex occupied areas.
(e) ICT:			
e1.	Active network switching equipment to be refreshed	Feasible – existing network switches are life-expired.	N/a
(f) Sustainability initiatives:			
f1.	No requirement to achieve a BREEAM rating	Feasible in part – in the absence of a planning application there is no specific requirement to obtain a BREEAM rating; this could become a condition if planning consent is required as a result of replacement of the windows.	<ul style="list-style-type: none"> Assume that there is no requirement to obtain a BREEAM rating Energy Performance Certificate (“EPC”) to be re-validated upon completion of the refurbishment works (<i>NB the current EPC rating for the Town Hall is D</i>).
Page 210	Introduction of sustainable green solutions above those required for Building Regulations approval to be considered at the design stage	Feasible in part – a range of sustainability benefits are achieved via the revised assumptions for the scope of the Project works.	<p>The following elements of Project scope would improve the energy and sustainability performance of the building:</p> <ul style="list-style-type: none"> Installation of new, LED lighting Replacement of the windows with double glazed units Replacement of the boiler plant along with enhanced controls Flushing of the radiator system to improve heat delivery Refurbishment of the toilets, incorporating local, task-based water heating and improvements in water consumption Insulation of the roof space. <p><i>NB Introduction of solar power generation to be considered as a separate business case.</i></p>
(g) Tenant handover condition:			
g1.	<ul style="list-style-type: none"> The capital and revenue funds are for the Council and community areas together with areas which are the responsibility of the Council as a landlord 	Feasible in part – subject to finalisation of the heads of terms with Chromex.	Chromex space is assumed to be handed over in Category A condition, incorporating:

Item of Approved Project Scope		Feasibility of Assumption	Alternative Assumption
Page 211	<ul style="list-style-type: none"> Design to only concentrate on the areas identified for Council and community tenant use; no superstructure, finishes or services costs assumed for the commercial tenant areas of the building 		<ul style="list-style-type: none"> Ceiling grid Basic lighting Basic wall covering Power provided to a local distribution board and installation of cleaners sockets Heating Removal of existing partitions. <p>This handover condition is assumed to exclude:</p> <ul style="list-style-type: none"> Cooling Local power distribution Floor coverings ICT Refurbishment of toilets Installation of partitions.
	<ul style="list-style-type: none"> Fit-out for the Council and community tenant would be to Category B standards CAN to take the premises in the current condition and any and all improvement to be at their discretion and to be funded by them; the Council would still need to fund the works to reinforce the 3rd floor and to undertake works which are landlord responsibilities. 	Feasible in part – fit-out to Council areas to be to Category B condition. Space for CAN no longer feasible.	<ul style="list-style-type: none"> Fit-out for Council occupied areas including areas to subsequently be utilised by community tenants to be undertaken to Category B condition Works to reinforce elements of the 3rd floor for lease to Chromex to be undertaken as Council works (<i>refer to c.2</i>).
(h) Furniture and equipment:			
h1.	No general allowance for furniture and equipment	Feasible in part – replacement furniture is needed to meet the space requirements of the new layout, but the cost plan which underpins the Project budget does not contain a general furniture allowance.	<ul style="list-style-type: none"> Allowance for furniture to be included within the capital cost for the refurbishment works Replacement furniture to be in a similar style to that established in the proof of concept areas as necessary to meet the reduced space requirements.
(i) Refurbishment process:			
i1.	Assumes that only Building Regulations consent will be required	Feasible in part – a planning consent may be required as regards the replacement of the	Replacement of the windows with a comparable uPVC double glazed product is assumed (<i>refer to c4.</i>) for which a planning

Item of Approved Project Scope		Feasibility of Assumption	Alternative Assumption
		windows.	consent may be required.
i2.	Architect and client adviser team of specialists to be commissioned for the whole building through a lump sum, fixed price single tender process or through local/national frameworks	Feasible – initial appointment of the design team has taken place via the Scape framework (<i>refer to Section 4.2.10</i>).	N/a
i3.	Selection through a framework agreement of a contractor who has experience of works of the scale and type required by the Project	Feasible – initial appointment of the design team has taken place via the Scape framework (<i>refer to Section 4.2.10</i>); use of the methodology under this framework would also lead to appointment of the main contractor.	N/a
i4.	The need for service continuity; the ability to continue to serve large numbers of visitors and telephone callers throughout all the changes	Feasible in part – undertaking the refurbishment works whilst maintaining operational services and public access to the building will involve multiple phases and decants.	Programme and associated costs for the refurbishment works predicated on there being no decant of services external to the building and the maintenance of operational services and public access to the buildings throughout the works.
(j) Other scope options:			
	<ul style="list-style-type: none"> Balance of 12,000 ft² to be considered for other options such as: <ul style="list-style-type: none"> Cafe Nursery (which would also require external space) Hot desking facilities for other public sector partners Work to the Council Chamber so that it could be licensed for marriages Spare space 3,444 ft² 	Not feasible – the results of the space planning exercise confirm that there is no available space for other options.	<p>As regards other service options to be delivered from the Town Hall it is assumed that:</p> <ul style="list-style-type: none"> A cafe would be excluded A nursery would be excluded Hot desking facilities would be available for other public sector partners on an ad hoc basis, utilising the enhanced WiFi network Refurbishment of the Council Chamber to be undertaken on the basis of providing greater flexibility for alternative uses (<i>refer to b7.</i>)
j2.	<p>The following to be considered depending upon the final building solution, cash envelope and cost estimates as the design becomes more detailed:</p> <ul style="list-style-type: none"> Installation of a lift near the Civic entrance A more flexible furniture layout for the Council Chamber Installation of a mezzanine floor in the Council 	Feasible in part – additional works items have been considered as part of reviewing the feasibility of the Project.	<p>As regards other works items to be included in the Project it is assumed that:</p> <ul style="list-style-type: none"> Whilst the operation of the Town Hall would be significantly improved by the installation of lifts serving the Civic end of the building this would be at too great a cost to be feasible. To overcome the key issue of providing disability access to the Civic areas

Item of Approved Project Scope		Feasibility of Assumption	Alternative Assumption
	<p>Chamber</p> <ul style="list-style-type: none"> Removal of some external garaging / storage Removal of all covered areas to the north car park. 		<p>on the first floor a special purpose lift could be installed at an option cost of c.£20K.</p> <ul style="list-style-type: none"> A flexible furniture layout is assumed for the refurbishment of the Council Chamber (<i>refer to b7.</i>) There is no space requirement that is sufficient to justify the cost of installation of a mezzanine floor in the Council Chamber The external garaging areas are to be retained due to their on-going use for storage The covered areas in the north car park are to be retained, on the basis that a separate project has been approved to install bicycle storage racks into these areas.

4.2.3 Implementation Budget

The approved capital budget was established from the following cost estimates for Option C(ii) within the OBC:

Cost Type	Cost Estimate £
Construction cost:	
Demolition	61,334
Superstructure	418,900
Finishes	388,350
Fittings and furnishings	58,500
Services	1,031,993
External works	0
Basic construction cost	1,959,077
Preliminaries	275,089
Contractor's overheads and profit	89,367
Professional fees	383,383
Planning fees	15,000
Surveys	12,500
Contingency	116,177
Design reserve	116,177
Total construction cost at 2012 prices	2,966,770
Construction inflation (BCIS TPI) – <i>as estimated in July 2012</i>	105,024
Total construction cost at estimated quarter 2 2014 prices	3,071,794
ICT:	
Passive infrastructure	87,500
Active network infrastructure	150,000
Wireless network	45,000
Audio visual installations	85,000
Access control	75,000
CCTV upgrade	25,000
ICT design fees (<i>total reduced to balance to the approved budget level</i>)	32,500
Additional ICT cost	500,000
TOTAL BUDGET AS CONFIRMED BY EXTRAORDINARY COUNCIL SEPTEMBER 2013	3,571,794

This capital budget was established based upon the scope for the Project as described in Section 3.2.2.

The feasibility of the option has subsequently been tested via the work strands described in Section 4.2.2.1. This has resulted in an updated scope proposed for the Project, as summarised in Section 4.2.2.6.

Updated capital cost estimates have been prepared on the basis of this updated Project scope and are compared to the original budget:

Cost Type	Original Budget £	Inflation Adjustment £	Inflation Adjusted Budget £	Full Project Cost Estimate £	Cost Difference to Inflated Budget £
Construction cost:					
Demolition	61,334	11,927	73,261	283,496	210,235
Superstructure	418,900	81,453	500,353	1,285,585	785,232
Finishes	388,350	75,513	463,863	626,903	163,040
Fittings and furnishings	58,500	11,375	69,875	324,684	254,809
Services	1,031,993	200,664	1,232,657	1,460,665	228,008
External works	0	0	0	4,500	4,500
Basic construction cost	1,959,077	380,932	2,340,009	3,985,833	1,645,824
Preliminaries	275,089	53,489	328,578	410,005	81,427
Contractor's overheads and profit	89,367	17,377	106,744	117,762	11,018
Professional fees	383,383	74,547	457,930	295,967	(161,963)
Planning fees	15,000	2,917	17,917	17,000	(917)
Surveys	12,500	2,431	14,931	65,200	50,269
Contingency & design reserve	232,354	45,180	277,534	439,584	162,050
Building cost inflation (BCIS TPI)	105,024	(105,024)	0	0	0
Total construction cost at quarter 2 2014 prices	3,071,794	471,849	3,543,643	5,331,351	1,787,708
ICT:					
Passive infrastructure	87,500	0	87,500	87,500	0
Active network infrastructure	150,000	0	150,000	150,000	0
Wireless network	45,000	0	45,000	45,000	0
Audio visual installations	85,000	0	85,000	85,000	0
Access control	75,000	0	75,000	75,000	0
CCTV upgrade	25,000	0	25,000	25,000	0
ICT design fees (<i>total reduced to balance to the approved budget level</i>)	32,500	0	32,500	32,500	0
Additional ICT cost	500,000	0	500,000	500,000	0
TOTAL BUDGET	3,571,794	471,849	4,043,643	5,831,351	1,787,708

The inflation adjustment shown in the table above consists of two elements:

- A difference in the actual building cost inflation experienced as compared to that forecast at the time of the OBC; and
- The inflation impact of the timing of the construction phase of the Project moving out further than that envisaged in the OBC.

The relative effect of these elements is illustrated as follows:

	£	£
Total construction cost at 2012 prices		2,966,771
Inflation adjustments:		
Building cost inflation assumed in OBC	105,024	
Adjustment to OBC assumption re. actual inflation level	224,617	
Adjustment to agreed budget to reflect extension of time to estimated construction commencement	247,232	
Total inflation adjustments		576,873
Total construction cost at 2015 prices		3,543,644

4.2.4 Source of Funding for the Project

At the meeting of Extraordinary Council held on 11th September 2013, delegated authority was provided to the [then] role of Head of Corporate Finance, in consultation with the [then] role of Managing Director and the Leader of the Council, to determine the most cost effective method of securing the funding required.

At this stage, the original funding assumption from the OBC has remained in place, being:

- A loan to meet the capital cost of the Project
- Repayment of loan principal and interest over a 25 year period
- Interest on the principal at 4% per annum.

The resulting funding costs are incorporated into the assessment of running costs as contained in Section 4.2.5.

4.2.5 Running Costs Post Implementation of the Project

Estimated running costs for the building have been assessed for the 5 year period following implementation of the Project, based on the following assumptions:

- The updated scope for the Project as summarised in Section 4.2.2.6
- A 50% reduction in the cost of emergency repairs and maintenance as a result of having undertaken the refurbishment works
- Creation of an annual budget of £40K as a fund for periodic preventative maintenance works
- A 10% reduction in utilities costs as being the net result of installing improved plant and services offset by installation of additional comfort cooling
- Loss of the current business rates relief received for the charitable organisations which occupy the third floor

- Council responsibility to meet the business rates for vacant commercial tenant areas for the first two years of the lease, in accordance with the draft heads of terms with Chromex
- Utilities and other running costs incurred for the commercial tenant space to be matched by the service charge levied in accordance with the draft heads of terms with Chromex
- Depreciation to remain at the same level as per the baseline, in recognition of the cost impact of the capital spending being incorporated into the borrowing costs for the Project
- Income derived from public use of the car park at weekends to be unaffected by the allocation of spaces for commercial tenant parking
- Income from the licence for occupation of space utilised by Papworth Trust to remain at the current level
- Income from the commercial tenant to be in accordance with the original financial model provided by Chromex, adjusted for the revised assumptions regarding the leased space
- Additional income to be derived from the occasional letting of meeting room spaces to the commercial tenant
- Capital costs for the Project in accordance with those identified in Section 4.2.3
- Borrowing costs for the Project in accordance with the assumptions contained in Section 4.2.4.

The resulting running cost estimates are summarised as:

	Baseline £000's	Year 1 £000's	Year 2 £000's	Year 3 £000's	Year 4 £000's	Year 5 £000's
Costs:						
Repairs and Maintenance	25	53	53	53	53	53
Utilities	66	60	60	60	60	60
Rates	291	287	246	164	164	164
Insurance	12	12	12	12	12	12
Other running costs	32	32	32	32	32	32
Sub total costs	426	444	403	321	321	321
Income:						
Income – general	(9)	(9)	(9)	(9)	(9)	(9)
Income – rents	(7)	(38)	(40)	(46)	(85)	(85)
Sub total income	(16)	(47)	(49)	(54)	(94)	(94)
Net running costs before borrowings	410	397	354	267	227	227
Cost of borrowing	0	373	373	373	373	373
Net running costs including borrowings	410	770	727	640	600	600
Cumulative running costs:						
Baseline		410	820	1,230	1,640	2,050
Remodelled		770	1,497	2,137	2,737	3,337
Cumulative increase / (decrease)		360	677	907	1,097	1,287

4.2.6 Procurement Approach

The meeting of Ordinary Council held on 18th July 2012 provided delegation to the [then] Managing Director role and the Monitoring Officer to pursue all options set out in Appendix B of the OBC in relation to Option C(ii) concerning procurement.

Any procurement activities to date have taken place in accordance with those options.

4.2.7 The Lease with a Commercial Tenant

Draft heads of terms with Chromex were agreed at the meeting of Extraordinary Council held on 11th September 2013.

These heads of terms have not been developed further since that time, largely as their finalisation was dependent upon completion of the space planning exercise. As noted in Section 4.2.2.2, that exercise has now concluded, with the result that the previously envisaged allocation of space as between the Council and Chromex has altered.

A meeting has taken place with Chromex to present the revised space plans. At this meeting Chromex confirmed their willingness to progress the Project along the same commercial terms as previously, albeit adjusted to reflect the overall reduction in net lettable area.

4.2.8 The Lease with a Community Tenant

Draft Heads of Terms with CAN were agreed at the meeting of Extraordinary Council held on 11th September 2013.

Since that time the space planning exercise described in Section 4.2.2.2 has concluded with the result that there will not be sufficient space to accommodate CAN as the community tenant.

No specific dialogue has taken place with CAN regarding this situation to date.

4.2.9 Existing Lease Arrangements

The meeting of Extraordinary Council held on 11th September 2013 agreed that prior to conclusion of leases with Chromex and CAN a surrender be sought of the existing lease with Essex County Council ("ECC").

It is confirmed that this lease has terminated and the premises formerly occupied by ECC have been vacated.

In addition, there are a number of existing community organisations which occupy space at the Town Hall, the majority of which on a no cost basis. It had originally been assumed that the future needs of these organisations would be met by the arrangement with CAN. If that arrangement is to no longer to be pursued then it is proposed that the future arrangements for the current community organisations should be as follows:

- **Brentwood Talking Newspaper** – this function is currently within the lower ground floor, in a space that would not be attractive for commercial lease. As such, it is proposed that this function remains in its current location albeit with the potential for some re-organisation of space to better accommodate the showers within this area.

- **Brentwood Council for Voluntary Services (“CVS”)** – this service is currently located in an isolated room adjacent to the former main entrance to the building. On its own this area would not be attractive for commercial lease. As such, it is proposed that this function remains in its current location, unless other space opportunities arise as a result of the detailed design process.
- **Brentwood Food Bank** – this service currently operates a storage facility on the third floor. As this is an area identified for future lease to Chromex it will not be possible for this service to remain in its current location. In addition, the nature of delivery, collection and storage associated with this service means that it is not a natural fit for an office building. It is therefore proposed that this service be assumed to vacate the Town Hall and that the Council would facilitate the identification of alternative property better suited to the needs of the service.
- **Papworth Trust** – this service currently operates on a licence basis from the third floor. As this is an area identified for future lease to Chromex it will not be possible for this service to remain in its current location. As this service pays a licence fee it is proposed that it be initially re-located into the net area ear-marked for possible future use by CAB.

4.2.10 Appointment of a Design and Construction Contractor

In addition to confirming the preferred partners for the future configuration of the Town Hall, the meeting of Extraordinary Council held on 11th September 2013 provided authority to formally appoint the design team and to tender the works to the Council part of the building.

As noted in Section 3.1.3, the Ordinary Council approval for the OBC in July 2012 included for the use of appropriate framework agreements to appoint future consultants, advisers and contractors.

To this end, an Access Agreement has been entered into with Scape System Build Ltd (“Scape”) for use of the National Major Projects Framework. The single supplier under this framework is Willmott Dixon Capital Projects Ltd (“Willmott Dixon”).

Scape is a Local Authority controlled company wholly owned by Derby City, Derbyshire County, Gateshead, Nottingham City, Nottinghamshire County and Warwickshire County Councils in equal shares. It was formed under section 95 of the 2003 Local Government Act and acts as a Contracting Authority and Central Purchasing Body as defined in the EU Procurement Directives.

5. Business Case Validation

5.1 Comparison to Anticipated Project Objectives

The background to the Project is described in Section 3.1 and its objectives identified in Section 3.2.1. The approved scope of the Project is identified in Section 3.2.2, being the position reached at the meeting of Extraordinary Council held on 11th September 2013.

Since that time the Project has progressed in a number of areas, as necessary to move towards commencement of the refurbishment works.

This process has tested the feasibility of the preferred OBC option, resulting in proposed updates to the scope of the Project as described in Section 4.2.2.6.

This updated scope produces the following outcomes when compared to the original objectives of the Project:

Project Objective		Outcome Rating	Positive Factors	Negative Factors
Provide a building which is:				
Modern		A	<ul style="list-style-type: none"> Increased proportion of open plan space Improved opportunities for collaborative working Improved Infrastructure for flexible working Improved environmental conditions (<i>heating and cooling</i>) Enhanced staff welfare facilities. 	<ul style="list-style-type: none"> Compromised vertical circulation by only having a single bank of lifts, distant from the civic facilities Continued issues with the environment (<i>ie cooling issues relieved but not resolved</i>).
Economic		A	<ul style="list-style-type: none"> Reduced running costs (<i>excluding costs of borrowing</i>) Improved energy efficiency Reduced risk of failures to building and M&E systems. 	<ul style="list-style-type: none"> Increased operating costs due to requirement for borrowing
Civic		G	<ul style="list-style-type: none"> Improved layout for Council Chamber and committee rooms Increased opportunities for alternative use of civic areas Increased opportunities for operating with partner organisations via enhanced customer reception. 	
Availability of flexible commercial office space		G	<ul style="list-style-type: none"> Improved letting opportunities by identifying discrete areas as available for commercial office space Enhanced commercial letting opportunities by creation of a separate entrance Agreed heads of terms with commercial tenant remain valid. 	<ul style="list-style-type: none"> Reduced lettable area from that originally envisaged in the draft heads of terms with the commercial tenant
Provision of flexible office space for community sector use		R	<ul style="list-style-type: none"> Feasible for the majority of existing community tenants to continue to operate from the Town Hall 	<ul style="list-style-type: none"> Insufficient space to provide a dedicated community hub
Improve the overall utilisation of space		G	<ul style="list-style-type: none"> Full occupation of the Town Hall Flexibility in the design to retrench further in future Reduced proportion of operational space lost to circulation Reduced proportion of operational space devoted to archive storage. 	
Delivery within a capital cost envelope of £3,571,794		R	<ul style="list-style-type: none"> Essential building infrastructure and M&E systems updated 	<ul style="list-style-type: none"> Capital cost exceeds the approved budget by greater than 5%

5.2 Proposed Revisions to Project Scope to Meet Budget

Testing the feasibility of the preferred OBC option has identified updates necessary to scope to deliver the main objectives of the Project.

However, the total amount of capital investment required to deliver this full scope of the Project amounts to c. £5.8m. This is in excess of the previously established budget of £3.6m. The variance is greater than 5%, thus requiring a report to be brought before Full Council in accordance with the motion agreed at the September 2013 meeting of Extraordinary Council.

The key factors which increase the cost of the total investment over the previously estimated budget can be summarised as

- **Inflation** – economic recovery in the building industry has caused actual cost inflation to outstrip that originally forecast. The forecast also needs to be extended to a revised mid point of construction now assumed to be quarter 4 of 2015. The combined impact of these inflation issues would be to increase the budget requirement by c. £472K.
- **Desk to staff ratios** - technical and cultural transformation of ways of working is not yet advanced to the level where the aspiration of a ratio of 7 desks per 10 staff members could be met. As a result, space planning has taken place on the basis of the current desk to staff ratios. To counter this effect, the space planning has also sought to produce a flexible design which would allow the Council occupied space to be reduced as the desk to staff ratios reduce, thus creating further available space for leasing.
- **Building and services infrastructure** – the required investment in building and M&E services is greater than that previously assumed, both as necessary to overcome the low levels of investment into the building over a number of years and to meet landlord levels of responsibility as regards leasing significant areas of the building.

These factors indicate that all the Project objectives as established by the OBC are not being met.

To overcome this position, a revised scope has been proposed for the project, based upon the following principles:

1. To operate within the previously approved budget
2. To deliver the operational aspects of the Project, subject to space availability
3. To exclude aspects of previously assumed Project scope to be addressed by separate business cases.

The resulting revised Project scope would incorporate:

Inclusions	Exclusions
<ul style="list-style-type: none"> Replacement of the existing ground floor reception with a customer contact area, capable of providing one-stop services in conjunction with partner organisations 	<ul style="list-style-type: none"> Any works to the Council Chamber and committee rooms
<ul style="list-style-type: none"> Creation of a separate entrance for direct access to the tenanted areas of the building 	<ul style="list-style-type: none"> Any works to the roof
<ul style="list-style-type: none"> Provision of modern, space efficient office layouts for all Council services, within a flexible design capable of responding to future reduction in on-site staff presence 	<ul style="list-style-type: none"> Any replacement of the existing boilers or implementation of improved heating controls
<ul style="list-style-type: none"> Availability of defined areas for commercial lease 	<ul style="list-style-type: none"> Any comfort cooling to the areas exposed to solar gain
<ul style="list-style-type: none"> Completion of essential access and health and safety works as necessary to achieve joint occupation of the Town Hall, including replacement of any windows representing a specific risk. 	<ul style="list-style-type: none"> Completion of a full replacement programme for the windows Upgrade to the specification of lighting.

The rationale for the excluded items from the revised Project scope is:

- Any works to the Council Chamber and committee rooms would form part of a separate business case for increased commercial use of these areas
- Any works in relation to heating, cooling, lighting and power systems and their distribution would form part of a separate business case for sustainability initiatives
- Any works in relation to the roof would also form part of a separate business case for sustainability initiatives on the basis that one such initiative for consideration is likely to be roof mounted solar power installations.

The changes in capital cost associated with the proposed revisions to the Project scope are summarised as:

Cost Type	Original Budget £	Full Project Cost Estimate £	Reduction in Cost to Meet Budget £	Cost for Revised Scope £
Construction cost:				
Demolition	61,334	283,496	(117,200)	166,296
Superstructure	418,900	1,285,585	(720,080)	565,505
Finishes	388,350	626,903	(299,604)	327,299
Fittings and furnishings	58,500	324,684	(98,020)	226,664
Services	1,031,993	1,460,665	(618,000)	842,665
External works	0	4,500	(4,500)	0
Basic construction cost	1,959,077	3,985,833	1,857,404	2,128,429
Preliminaries	275,089	410,005	(85,000)	325,005
Contractor's overheads and profit	89,367	117,762	(49,914)	67,848
Professional fees	383,383	295,967	(39,000)	256,967
Planning fees	15,000	17,000	0	17,000
Surveys	12,500	65,200	(34,200)	31,000
Contingency & design reserve	232,354	439,584	(194,241)	245,343
Building cost inflation (BCIS TPI)	105,024	0	0	0
Total construction cost at quarter 2 2014 prices	3,071,794	5,331,351	(2,259,759)	3,071,592
ICT:				
Passive infrastructure	87,500	87,500	0	87,500
Active network infrastructure	150,000	150,000	0	150,000
Wireless network	45,000	45,000	0	45,000
Audio visual installations	85,000	85,000	0	85,000
Access control	75,000	75,000	0	75,000
CCTV upgrade	25,000	25,000	0	25,000
ICT design fees (<i>total reduced to balance to the approved budget level</i>)	32,500	32,500	0	32,500
Additional ICT cost	500,000	500,000	0	500,000
TOTAL BUDGET	3,571,794	5,831,351	1,787,708	3,571,592

The resulting running cost estimates arising from the proposed revisions to the Project scope are summarised as:

	Baseline £000's	Year 1 £000's	Year 2 £000's	Year 3 £000's	Year 4 £000's	Year 5 £000's
Costs:						
Repairs and Maintenance	25	90	90	90	90	90
Utilities	66	66	66	66	66	66
Rates	291	287	246	164	164	164
Insurance	12	12	12	12	12	12
Other running costs	32	32	32	32	32	32
Sub total costs	426	487	446	364	364	364
Income:						
Income – general	(9)	(9)	(9)	(9)	(9)	(9)
Income – rents	(7)	(38)	(40)	(46)	(85)	(85)
Sub total income	(16)	(47)	(49)	(54)	(94)	(94)
Net running costs before borrowings	410	440	397	310	270	270
Cost of borrowing	0	229	229	229	229	229
Net running costs including borrowings	410	669	626	539	499	499
Cumulative running costs:						
Baseline		410	820	1,230	1,640	2,050
Remodelled		669	1,295	1,834	2,333	2,832
Cumulative increase / (decrease)		259	475	604	693	782

It is noted that the proposed reduction in Project scope returns the initial capital investment to that previously budgeted for, meaning that the cost of borrowing also returns to that envisaged within the OBC.

The proposed revisions to the scope of the Project would produce the following outcomes when compared to its original objectives:

Project Objective	Outcome Rating	Positive Factors	Negative Factors
Provide a building which is:			
Modern	A	<ul style="list-style-type: none"> Increased proportion of open plan space Improved opportunities for collaborative working Improved Infrastructure for flexible working Enhanced staff welfare facilities. 	<ul style="list-style-type: none"> Compromised vertical circulation by only having a single bank of lifts, distant from the civic facilities Unresolved issues with the environment (<i>ie heating and cooling</i>).
Economic	A		<ul style="list-style-type: none"> No improvement in energy efficiency On-going risk of failures to building and M&E systems.
Civic	A	<ul style="list-style-type: none"> Increased opportunities for operating with partner organisations via enhanced customer reception. 	<ul style="list-style-type: none"> No change in layout for Council Chamber and committee rooms meaning no increase in commercial opportunities
Availability of flexible commercial office space	G	<ul style="list-style-type: none"> Improved letting opportunities by identifying discrete areas as available for commercial office space Enhanced commercial letting opportunities by creation of a separate entrance Agreed heads of terms with commercial tenant remain valid. 	<ul style="list-style-type: none"> Reduced lettable area from that originally envisaged in the draft heads of terms with the commercial tenant
Provision of flexible office space for community sector use	R	<ul style="list-style-type: none"> Feasible for the majority of existing community tenants to continue to operate from the Town Hall 	<ul style="list-style-type: none"> Insufficient space to provide a dedicated community hub
Improve the overall utilisation of space	G	<ul style="list-style-type: none"> Full occupation of the Town Hall Flexibility in the design to retrench further in future Reduced proportion of operational space lost to circulation Reduced proportion of operational space devoted to archive storage. 	
Delivery within a capital cost envelope of £3,571,794	G	<ul style="list-style-type: none"> Adjustments recommended to Project scope to meet previously approved budget 	<ul style="list-style-type: none"> Separate business cases for items excluded from Project scope will have future capital cost implications

5.3 Project Risks

The following represent the risks that the re-scoped Project would face:

Risk	Trigger	Likelihood	Impact	Risk Score	Mitigation
Failure to progress the Project	<ul style="list-style-type: none"> Increased costs for undertaking the Project lead to it being ceased with no alternative option agreed as a replacement. 	3	4	12	<ul style="list-style-type: none"> Undertake a programme of remedial maintenance works to essential building services as necessary to avoid system failures Develop a programme of in situ moves so as to distribute services within the building in the most cost effective manner feasible Identify and contract with alternative tenants who could mitigate the additional running costs of the building.
Failure to conclude heads of terms with the commercial tenant	<ul style="list-style-type: none"> Change in circumstances of the commercial tenant since the time of original appointment Requirement to re-negotiate previously agreed terms as a result of the change in available lease area and in the assumptions regarding the scope and timing of building infrastructure works. 	2	3	6	<ul style="list-style-type: none"> Maintain regular contact with the commercial tenant during development of the Project Update the previous assessments of the commercial tenant's financial position Ensure that sufficient time is provided for within the Project plan for both parties to reach agreement on the heads of terms Consider mechanisms for identifying an alternative commercial tenant in the event that agreement cannot be reached.
Service disruption during the refurbishment works	<ul style="list-style-type: none"> Impact upon tenants as a result of prolonged period of disruption associated with separating the works into those envisaged by the Project and those resulting from other business case activities Loss or disruption to incoming services (eg electricity) as a result of construction activities Excessive congestion in public areas / car parks due to space constraints created by refurbishment activities 	3	4	12	<ul style="list-style-type: none"> Project plan for the refurbishment works to be developed and agreed with all affected parties Detailed phasing of activities to be designed to minimise departmental downtime and disruption Agreement to be reached on the construction site set-up requirement and the maintenance of key access routes into the Town Hall during the refurbishment period Council project management resources to be utilised to ensure that tight controls are

Risk	Trigger	Likelihood	Impact	Risk Score	Mitigation
	<ul style="list-style-type: none"> Department downtime caused by office moves Increase in customer complaints, negative customer feedback and drops in performance level arising from disruption caused by construction activities. 				<p>maintained over the project programme and site access</p> <ul style="list-style-type: none"> Review department business continuity plans to ensure that existing plans are updated to address any specific issues that could arise during the refurbishment / relocation period Develop and operate a communications plan so that the public and staff are kept informed of forthcoming project activities and progress generally.
Failure to complete the Project to timescale	<ul style="list-style-type: none"> Refurbishment activities exceed the deadlines established within the Project plan Key equipment / furniture delivery deadlines are not met Design decisions or agreement to requested variations to the Project scope are not taken to the required deadlines Contractual penalties triggered by failure to meet deadlines for the handover of vacated areas for tenant refurbishment. 	2	4	8	<ul style="list-style-type: none"> Ensure that there is an agreed point of design freeze, following which changes to Project scope can only take place via an agreed variation Operate a strict process of variation control Undertake regular meetings involving all parties to the Project and incorporating regular checkpoint reviews of progress against the Project plan Establish and maintain a procurement plan for any equipment / furniture to be procured and installed by the Council.
Failure to realise the intended benefits of the Project.	<ul style="list-style-type: none"> Income levels fail to meet budgeted expectations Operating costs prove to be greater than anticipated Performance benefits anticipated from collaborative working with third party organisations within the Town Hall fail to materialise. 	3	3	9	<ul style="list-style-type: none"> Business Case re-validated and approved before going live so that the financial implications of the Project are identified and understood Undertake formal post project reviews at 6 months and 2 years post occupation to identify if Project benefits are being realised Implement action plans to address any issues identified within the post project reviews.

6. Conclusions

A report was presented to the Ordinary Council meeting of July 2011 which identified that the existing floor space of the Town Hall is in excess of what is required and that the building is not fit for purpose for its current usage.

Having considered various options, the Council decided at that time to retain the Town Hall and an OBC was subsequently developed for the options relating to that decision. From this, it was agreed in July 2012 to pursue an option for part remodelling of the building allowing for a lease agreement with a third party tenant.

Further details regarding the selected OBC option were agreed in September 2013, with the aim that the proposed scheme:

- Provides a modern, economic civic office building;
- Creates business opportunities within Brentwood (via the availability of flexible commercial office space);
- Provides flexible office space for community sector use; and
- Improves the overall utilisation of space within the Town Hall.

Since that approval the Town Hall Remodelling Project has been progressing through the design, survey and cost planning processes necessary to commence the remodelling works needed to improve the building and its infrastructure.

As a result, a layout has been developed for the building which envisages:

- Council services occupying:
 - The lower ground floor
 - The ground floor; and
 - The first floor, excluding the southern wing of that floor.
- Tenants occupying:
 - The southern wing of the first floor;
 - The second floor; and
 - The third floor; with
 - A separate entrance adjacent to the main public entrance.

For the purposes of this document it has been assumed that the area for tenants would be devoted to a lease with Chromex, so as to get as close as possible to the GIA envisaged in the draft heads of terms with the Council's commercial partner.

As a consequence there would be insufficient space to offer to a community tenant other than retaining as tenants some of those charitable organisations that already occupy the Town Hall.

In addition to developing a layout for the building, a range of technical surveys have been either undertaken or re-visited as necessary to establish the extent of works required to the building infrastructure and M&E services.

Achieving the required layout and meeting the other objectives of the Project would require a total capital investment of c. £5.8m. This is greater than the approved budget for the Project by £2.2m.

This investment would be met via borrowing for which the annual cost across a 25 year period would be c. £353K. This borrowing cost would exceed that previously estimated for the Project by c. £124K per annum.

The fact that the investment requirement is greater than previously approved plus there being insufficient area for dedicated office space for community sector use indicate that the objectives of the previously approved OBC are no longer being fully met.

On that basis, the Project has been reviewed to identify a revised scope that would fit within the previously approved budget.

The resulting revised scope would ensure that key operational objectives of the Project could be delivered but would necessitate the exclusion of elements relating to the building and services infrastructure.

It is anticipated that the excluded elements of Project scope would be addressed by the development of separate business cases, notably regarding:

- Sustainability measures for the Town Hall (incorporating sustainable solutions for heat, light and power)
- Increased commercial use of the civic areas of the Town Hall.

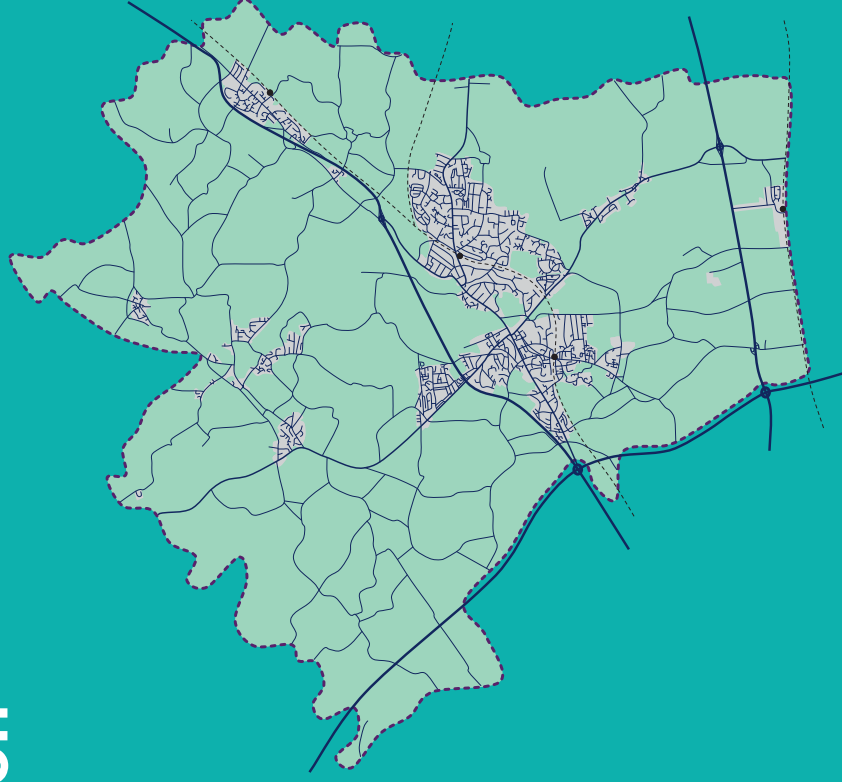
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Strategic Growth Options Consultation

Brentwood Borough Local Plan

Page 233

January 2015



Foreword

Our Borough is a great destination to live, work and visit. With strong, healthy and well served communities along with a beautiful green environment to enjoy. We want to keep it that way and are working hard to produce a Local Plan which both protects the essential qualities of the Borough while at the same time delivering the housing, jobs, open space and other infrastructure that people will need in the future.

During July to September 2013, the Council carried out a consultation on the Local Plan 2015-2030 Preferred Options. The consultation ran for 10 weeks and generated an impressive 3,173 comments from 1,239 people.

We have listened carefully to your comments, and we want to ensure the aim to balance the need for growth with the desires of the communities of the Brentwood Borough remains at the heart of the Local Plan progress.

A lot has changed since 2013. It is clear that the requirement to provide for housing and job growth in the future has increased from previous years. For this reason we are reconsidering the key issues that come forward during the 2013 consultation.

We want to positively plan for our Borough's future, providing for needed development but also retaining the quality of our natural and built environment. It will not be easy to reconcile conflicting views on where housing and other growth should take place and so we need your help to work through the issues together.

Please take your time to read and comment on the issues this Growth Options consultation explores as your views really do matter.

Brentwood Borough Local Plan 2015-2030 Strategic Growth Options Consultation (Regulation 18)

The Council is inviting comments on this Local Plan Strategic Growth Options Consultation as part of a formal public consultation that runs from 6 January 2015 until 17 February 2015.



The Council is seeking views on key issues. Focused questions appear in bold boxes throughout the document, to guide responses.

How do I comment?



You can respond directly online at our website

www.brentwood.gov.uk/localplan

Responding online is the quickest and easiest way to comment. Hard copies of the document will also be available to view during normal opening hours at the Town Hall and at local libraries.

Alternatively, you can also respond by completing a comment form, available from the Town Hall or can be downloaded from our website, and returning this to us using the details below.

Email us at:
Write to us at:

planning.policy@brentwood.gov.uk
Planning Policy Team, Brentwood Borough Council, Town Hall,
Brentwood, Essex CM15 8AY

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1 Introduction

There have been several changes since the last Local Plan consultation in 2013, which need to be reconsidered before the Council can progress to the next stages of Local Plan preparation. This consultation document provides the opportunity to reconsider certain issues and sets out all development options for public comment.



Introduction

- 1.1 Brentwood Borough Council is required to plan for the needs of the Borough. The Council is committed to doing so while maintaining the quality of life and environment enjoyed by those who live and work in the Borough. This consultation document sets out the options being considered to meet future development needs in order that we might positively plan for the next 15-20 years.
- 1.2 Much has changed since 2013, when the Council last consulted the emerging Local Plan (see page 6). Several issues need to be reconsidered before the Council can progress to the next stages of Local Plan preparation. This consultation document provides that opportunity, by setting out:
- Sites that have been suggested to the Council to meet local development needs, such as housing, employment and retail; and
 - Information on the key issues to consider as part of assessing sites, such as appropriate areas for growth in light of transport infrastructure, local services, and the environment.
- 1.3 Options for development, whether broad locations or individual sites, need to be considered in light of Borough-wide issues. 89% of Brentwood Borough is Green Belt, the 6th highest in England by percentage of total area. This helps protect much of the Borough's high quality environment but also constrains development opportunities, making it difficult to meet local needs.
- 1.4 The Council is required to meet local housing and employment needs, among others needs. For housing, evidence suggests that need is around 360 new homes per year, or 5,500 new homes over a 15 year period. The capacity of brownfield sites in urban areas over 15 years is 2,500, some 3,000 short of total need.
- 1.5 Responses to this consultation will help inform decisions the Council will need to make about where the most appropriate locations are to meet the needs of the Borough. The results of previous consultations will also inform preparation of the new Local Plan, such as representations received to the 2013 Preferred Options document, which are currently being considered.
- 1.6 It is important to consider all options through public consultation before proposing a strategy going forward. Options will also need to be considered in light of the Evidence Base. Technical evidence documents used to help draft this consultation document and inform the Plan are available to view on the Council's website at www.brentwood.gov.uk/localplan

National Context

- 1.7 Until recently, regional plans set local housing and employment targets, among other things. The Localism Act 2011 introduced provisions to abolish regional plans and enable Councils to set their own targets. Previously, the East of England Plan set a requirement for Brentwood Borough of 3,500 net additional new homes between 2001 and 2021 (175 homes per year). When identifying housing targets Councils are required by the National Planning Policy Framework (NPPF) to identify their objectively assessed needs, in other words, the amount of housing needed without considering local constraints and policies (such as Green Belt).
- 1.8 The East of England Plan was revoked in January 2013. This means that since that time the Council has been required to ensure that the supply of new homes and jobs matches the Borough's needs. In order to do this in a planned way and in the most appropriate locations, the Council is preparing a new Local Development Plan, or Local Plan for short. The Plan has to be subject to rounds of consultation and pass independent examination before it can be adopted for use.
- 1.9 The Local Plan needs to be consistent with national policy and guidance, such as the NPPF and Planning Practice Guidance. The NPPF is the national framework, set out by central government, which sets out the principles that development must follow across England.

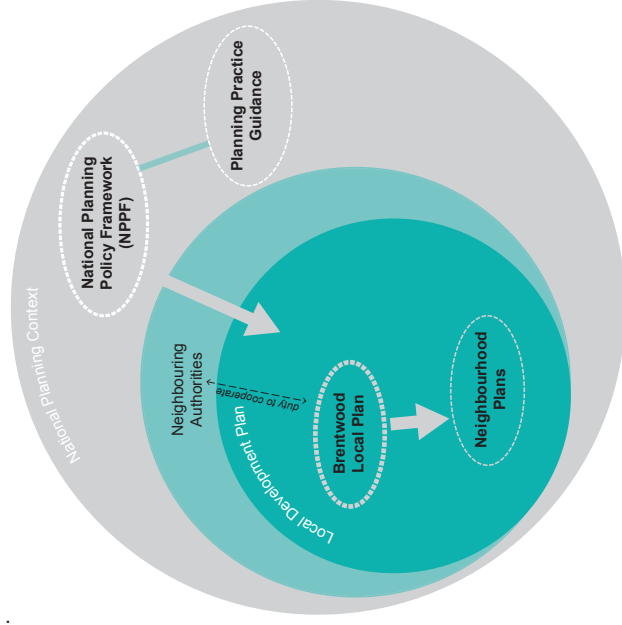


Figure 1: Policy Context of the Plan

What's Changed Since 2013?

- 1.10 Following the conclusion of the consultation in late 2013 it became apparent that several issues needed to be reconsidered, specifically:

- **Objectively assessed housing need:**
 - Objections were received from three neighbouring authorities (Basildon Borough Council, Chelmsford City Council, and Thurrock Borough Council) through the duty to cooperate. The Preferred Options document did not propose to meet all of the Borough's housing need, and the adjoining authorities' responses stated they would not accept any shortfall from Brentwood Borough within their own boundaries.
 - Consequences of failure to meet full need became more clearly evident in decisions by Planning Inspectors to other Local Plan examinations; Plans that did not meet full need were found 'unsound' on the basis that they did not conform with the NPPF.
 - The need to positively prepare the Plan supported by published technical evidence.
- **New employment land and job provision:** The need to review economic evidence in light of the related housing supply position.
- **Crossrail:** The need for additional evidence on the economic impacts arising from the arrival of Crossrail and other related impacts, was raised as an issue that required further consideration.
- **Sustainability:** Renewable energy evidence undertaken suggested proposed sustainability policies needed to be reviewed.
- **Planning for Gypsies & Travellers:** A new Gypsy & Traveller assessment for all Essex authorities has been produced. The Council will need to consider the conclusions of this in preparation of the next version of the Draft Local Plan.
- **Basildon Borough Council proposals:** The Council became aware of proposals by Basildon Borough Council through duty to cooperate discussion that the Basildon Draft Local Plan (December 2013) proposed a strategic development allocation at Dunton up to the Brentwood Borough boundary.

- 1.11 The Local Plan needs to be consistent with national policy and guidance. The risk to the Council of continuing without reconsidering the above is that the Plan would be likely to be found 'unsound' at examination. As a result it is considered inappropriate to proceed to the Pre-Submission stage with the Preferred Options strategy, without further consultation.
- 1.12 The NPPF requires local planning authorities to meet the full objectively assessed needs for housing. This is in order to significantly boost the supply of housing nationally. Authorities must calculate their need based on up to date evidence, including demographic changes, and changes due to migration.
- 1.13 It is essential that the Local Plan is informed by robust and up to date evidence. In addition to the existing evidence base, since 2013 several technical studies have been produced or are forthcoming:
- Economic Evidence
- Brentwood Economic Futures 2015-2030 (forthcoming)
 - Revised Retail & Commercial Leisure Study (forthcoming)
- Environmental Evidence
- Green Infrastructure Study (forthcoming)
 - Landscape Capacity Assessment (forthcoming)
- Housing & Demographic Evidence
- Strategic Housing Market Assessment (SHMA) (July 2014)
 - Greater Essex Demographic Forecasts Phase 6 (September 2014)
 - Housing Viability Study (forthcoming)
 - Objectively Assessed Housing Needs (forthcoming)
- Transport Evidence
- Crossrail Economic Impacts (forthcoming)
 - Highways Modelling (forthcoming)
- Leisure & Facilities Evidence
- Open Space Study (forthcoming)
 - Sports Strategy (forthcoming)
- Renewable Energy Evidence
- Renewable Energy Study (forthcoming)

 For a complete list of evidence, including past documents, please see the Council's website at www.brentwood.gov.uk/localplan

What Are We Consulting On?

1.14 The Council is undertaking two consultations in parallel during January as follows:

Consultations starting in January 2015

Brentwood Borough Strategic Growth Options Consultation

6 January - 17 February 2015

Prepared by Brentwood Borough Council
Consultation on areas for potential growth and specific sites across Brentwood Borough, informs the emerging Brentwood Local Plan.

Dunton Garden Suburb Consultation

6 January - 17 February 2015

Prepared jointly between Brentwood and Basildon Borough Councils
Exploring the potential opportunities for cross boundary development focused on land west of Laindon/Dunton (Basildon Borough) and east of West Horndon/A128 (Brentwood Borough). This document does not form part of the emerging Brentwood Local Plan, but instead provides an opportunity for both Councils to consult on an initial concept, to then determine whether it should be taken any further.

For more information on both documents and to respond please visit

www.brentwood.gov.uk/localplan.

Life of the Plan

1.15 The Local Plan will be prepared to cover a specified period of time, or the 'Plan Period'. The Plan period proposed in the 2013 Draft Plan Preferred Options consultation was from 2015-2030, in line with the NPPF recommendation that Plans should ideally have a life of 15 years. This means that many assumptions in this document are based on a 15 year period. As part of the plan-making process the Council will need to consider whether a 15 year Plan period is appropriate. In order to take account of previous years' shortfalls, particularly since 2013 and the abolition of the East of England Plan, it may be more helpful to begin the Plan period from 2013. Clearly the longer the Plan period, the more need that will be required.

Duty to Cooperate

- 1.16 Local Planning Authorities are required to cooperate on strategic planning matters. The Council has been working with and will continue to work with its neighbours on cross boundary issues.
- 1.17 In addition to adjoining authorities, the Council is also required to cooperate with other authorities such as Essex County Council and those in the wider region where appropriate. The Council will also cooperate with utility providers and other statutory bodies such as the Highways Agency and Environment Agency.

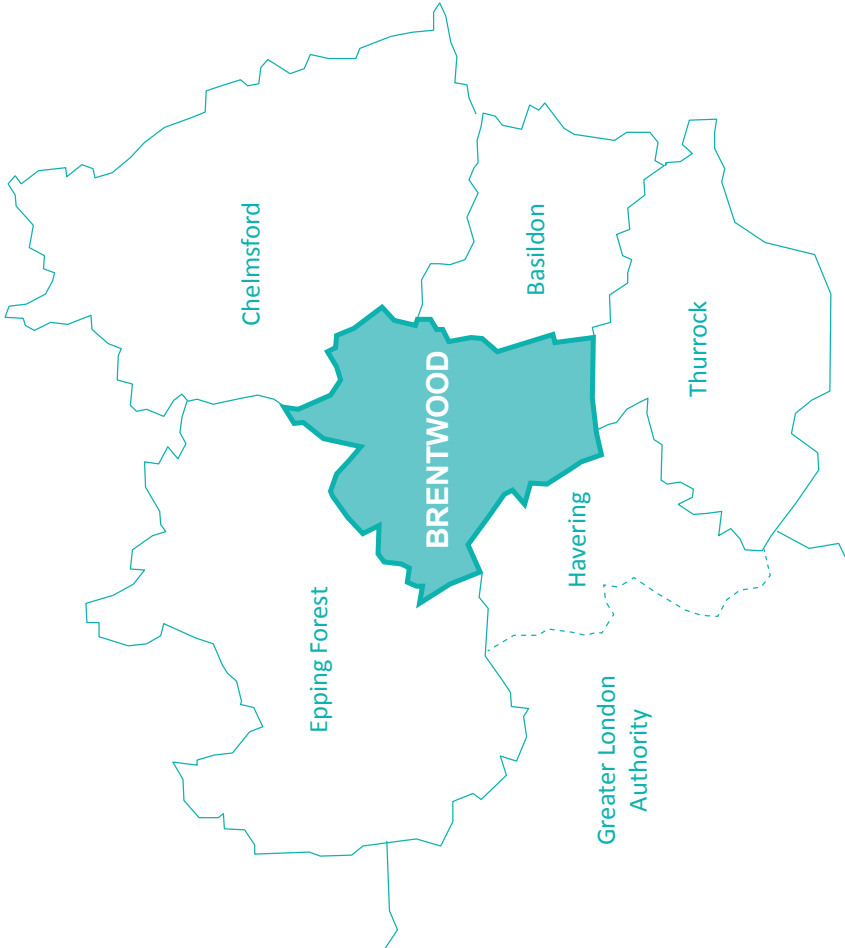


Figure 2: Brentwood and adjoining Local Authorities

The Consultation Process so far

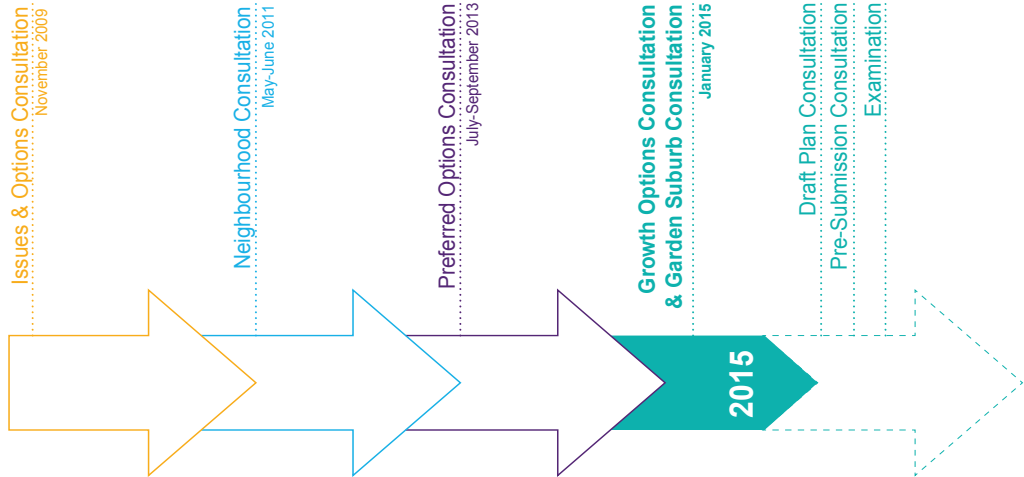
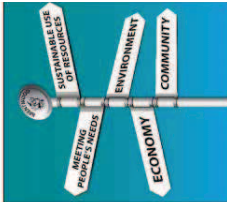


Figure 3: Local Development Plan Consultation Timeline

Pathway to a Sustainable Brentwood (2009)

1.19 A joint consultation between the Council and the Local Strategic Partnership, this document set out the issues and options for both the emerging Core Strategy and Sustainable Community Strategy. This included four spatial options for growth in the Borough, but were based on housing and employment targets set by the now revoked East of England Plan.



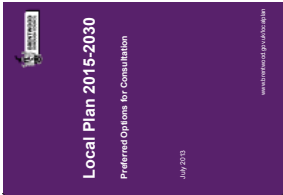
Your Neighbourhood Consultation (2011)

1.20 During Summer 2011 the Council undertook a neighbourhood consultation to give local residents and stakeholders an opportunity to put forward their views about issues that matter in their area, comment on possible housing numbers for the Borough and suggest priorities for the Local Plan.



Local Plan 2015-2030: Preferred Options (2013)

1.21 The 2013 Draft Local Plan Preferred Options consultation took place between July and October 2013. The document set out the long term vision for how the Council proposed the Borough should develop by 2030 and the draft strategy and policies for achieving that vision.



1.22 Representations received in response to the Preferred Options consultation are available to view on the Council's website. A Consultation Statement is soon to be published, setting out main issues raised, a summary of each of the representations and the Council's assessment of each.

1.23 In addition, consultation has also taken place on Sustainability Appraisals for the plan and specific consultation on planning for Gypsies & Travellers.

i For more information, including archive documents and consultation analysis see the Council's website at www.brentwood.gov.uk/localplan

Strategic Objectives

1.24 The 2013 Draft Local Plan Preferred Options set out 11 strategic objectives to help achieve the Council's vision, strategy and policies. These strategic objectives are separated into five overarching themes that relate to policies within the Draft Plan. For the purposes of this Growth Options consultation and future Draft Plan, these themes will be used to provide a structure to the document and a common narrative between consultation versions. The themes and related issues are set out below:

Managing Growth

Direct development growth to the existing urban areas of Brentwood, Shenfield and West Horndon in locations well served by existing and proposed local services and facilities.

Manage development growth to that capable of being accommodated by existing or proposed infrastructure, services and facilities.

Sustainable Communities

Safeguard the Green Belt and protect and enhance valuable landscapes and the natural and historic environment.

Plan for housing that meets the needs of the Borough's population and contributes to creating inclusive, balanced, sustainable communities.

Economic Prosperity

Foster a prosperous, vibrant and diverse local economy by attracting new commercial investment in order to maintain high and stable levels of economic and employment growth.

Expand and enhance Brentwood Town Centre's retail offer in particular opportunities for high quality niche shopping.

Promote and encourage the continued regeneration of Brentwood Town and Local Centres to provide high quality public realm and mixed use developments.

Optimise the social and economic benefits that arise from Crossrail for the benefit of residents and visitors to the Borough.

Environmental Protection & Enhancement

Protect and nurture existing leisure, cultural and recreational assets such as the Borough's Country Parks for residents and visitors to the Borough and promote and enhance social inclusion, health and well being.

Quality of Life & Community Infrastructure

Improve public transport, cycling and walking facilities and encourage sustainable transport choices.

Secure the delivery of essential infrastructure, including transportation schemes and community facilities in order to support new development growth throughout its delivery.

The Strategic Objectives formed part of the the 2013 Preferred Options Consultation. The objectives are provided to help set the structure of the document. They are not being consulted on as part of this consultation. Comments received during the 2013 Preferred Options Consultation are being considered and will inform any future amendments as part of future Plan preparation. The Strategic Objectives as above may change in response to previously received comments.

2 Managing Growth

The new Local Plan will need to set out a spatial strategy for where development of all kinds will be located. This needs to be considered in light of evidence, such as transport connections and the capacity of key services. For the purposes of this consultation the Borough has been split into three areas: a) North of the Borough; b) A12 corridor; and c) A127 Corridor.



Consultation Questions:








Q1: Do you agree with the broad areas, for the purpose of considering approaches to growth?



Q2: Do you agree with the issues raised within each of these areas?

Transport Context

- | | | |
|-------|---|---|
| 2.2.1 | The spatial options within this consultation document need to be considered within the context of wider transport connections. Brentwood Borough is very well connected to London, the South East and the rest of the UK, one of the reasons the Borough is such a desirable place to visit, live and work. |  |
| 2.2.2 | Access to M25 at junctions 28 and 29 providing connections with the rest of the UK. Highways connecting the Borough to London, the rest of Essex and East Anglia. |  |
| 2.2.3 | Once Crossrail arrives at Brentwood and Shenfield stations it will provide a more frequent and improved service into London, with links to new stations under Central London, direct links to West London and beyond. |  |
| 2.2.4 | Access to London Fenchurch Street and London Liverpool Street stations, as well as links to Essex and East Anglia. |  |
| 2.2.5 | Access via rail and road to London Stansted and London Southend airports, plus direct rail links to London Heathrow Airport once Crossrail is operational. |  |
| 2.2.6 | Brentwood has a high level of out commuting, with 55% of the workforce travelling to Greater London for work and 46.5% of residents working within the Borough. Commuting flows into Brentwood from neighboring local authorities are also high amongst those to the east of the Borough. | |

Previous Spatial Options and Context

- 2.2.7 The Local Plan will need to set out a spatial strategy for where development of all kinds will be located. The vision, strategic objectives and planning policies within the Plan will all be underpinned by the spatial strategy.

2009 Issues & Options Consultation

- 2.2.8 As part of the Core Strategy Issues and Options consultation (2009) the Council sought public views on four spatial options to guide future development in the Borough at the levels required by the (then) regional plan, the East of England Plan. Options were as follows:

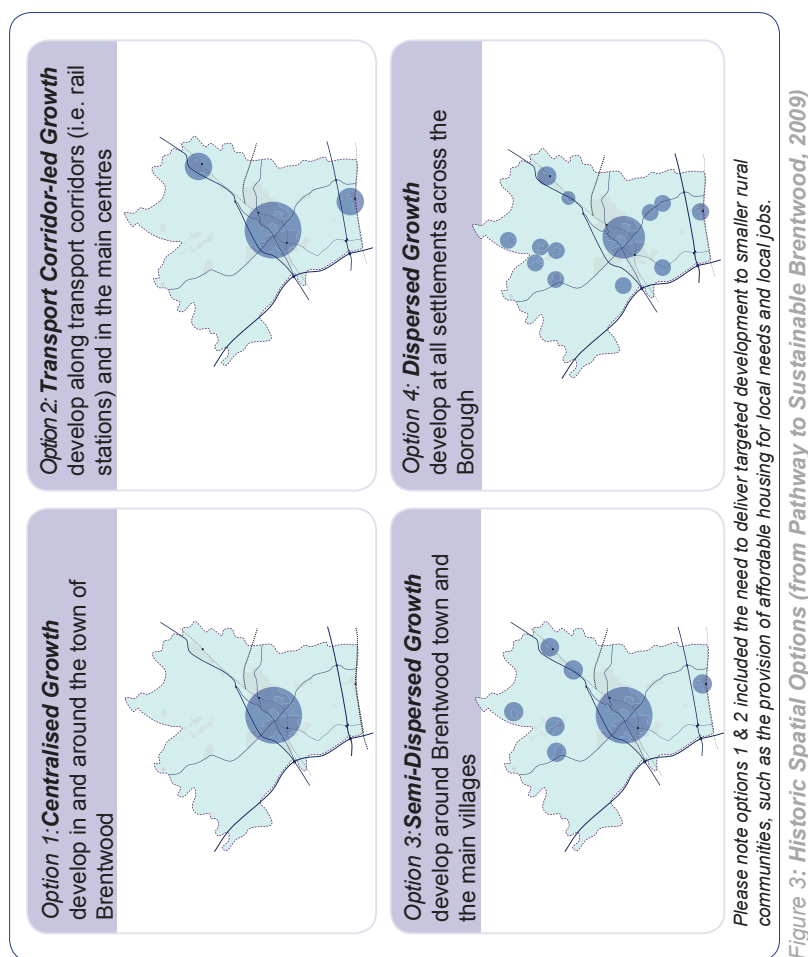


Figure 3: Historic Spatial Options (from Pathway to Sustainable Brentwood, 2009)

2013 Preferred Spatial Strategy

- 2.2.9 The 2013 Preferred Options consultation document proposed a spatial strategy that derived from the above options. This was to focus growth in Brentwood, Shenfield and West Horndon along with suitable developed sites in the Green Belt and brownfield development in other villages. This was a variation on spatial option 2 above (Transport corridor-led growth) as it proposed proportionately more growth at West Horndon because of the comparative capacity for growth in that location, and less growth in Ingatestone because of capacity and land constraints.
- 2.2.10 This proposed spatial strategy was fundamentally based on the lack of capacity in the Brentwood urban area and north of the Borough in terms of infrastructure such as roads (due to congestion), primary schools, GP facilities and a higher landscape value. Whereas the A127 corridor presents an opportunity to improve the capacity of the above and specifically create a sustainable centre for West Horndon village.

2.11 However, in light of the changes since 2013 (as outlined in paragraph 1.8), the level of growth required is now higher, specifically the need to meet full housing need. Therefore, it may not now be the most sustainable option to progress with this strategy. For this reason, this document sets out the growth options available so that consultation can inform the Council's decision about where the required growth should be proposed.

Growth Options

2.12 As work preparing the Local Plan progresses, the spatial strategy is evolving as informed by national policy requirements, technical evidence and consultation responses. For the purpose of considering approaches to future development the whole Borough can be divided into three broad areas. These have been drawn up to focus on existing transport corridors. Any housing provision over 2,500 homes within Brentwood Borough will need to consider the use of Green Belt. This is the amount that could be sustainably developed on available brownfield land.

2.13 Each of the areas should not be considered in isolation. The following pages set out the three areas that have different characters and issues to consider and therefore could accommodate different approaches to development.

See Page 10

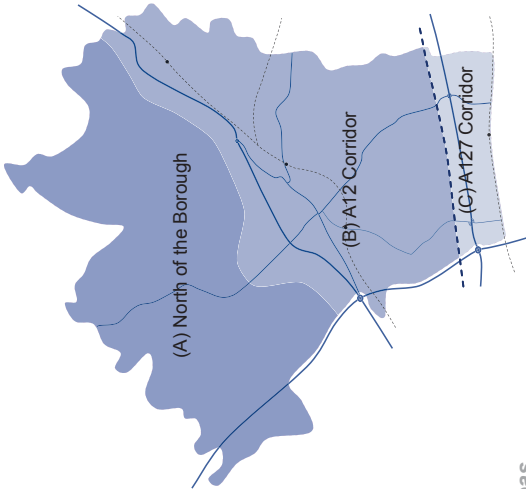


Figure 4: Borough Areas

(A) North of the Borough

- 2.14 This area is made up of a collection of villages set amidst attractive natural landscape.
- 2.15 It is important to consider allowing villages to grow in order to provide for local need. In order to do so brownfield land in Green Belt could be redeveloped on limited sites, where appropriate and/or sites on the edge of villages could be released. These options will need to be considered in addition to maximising brownfield land within villages, although this type of land is not readily available. Transport connections and local facilities are not as good in this part of the Borough and so it would not be sustainable to locate significant growth in the area. Local roads provide access to connecting A-roads such as the A414, which provides access to the M11 and Chelmsford without driving on the highway network.

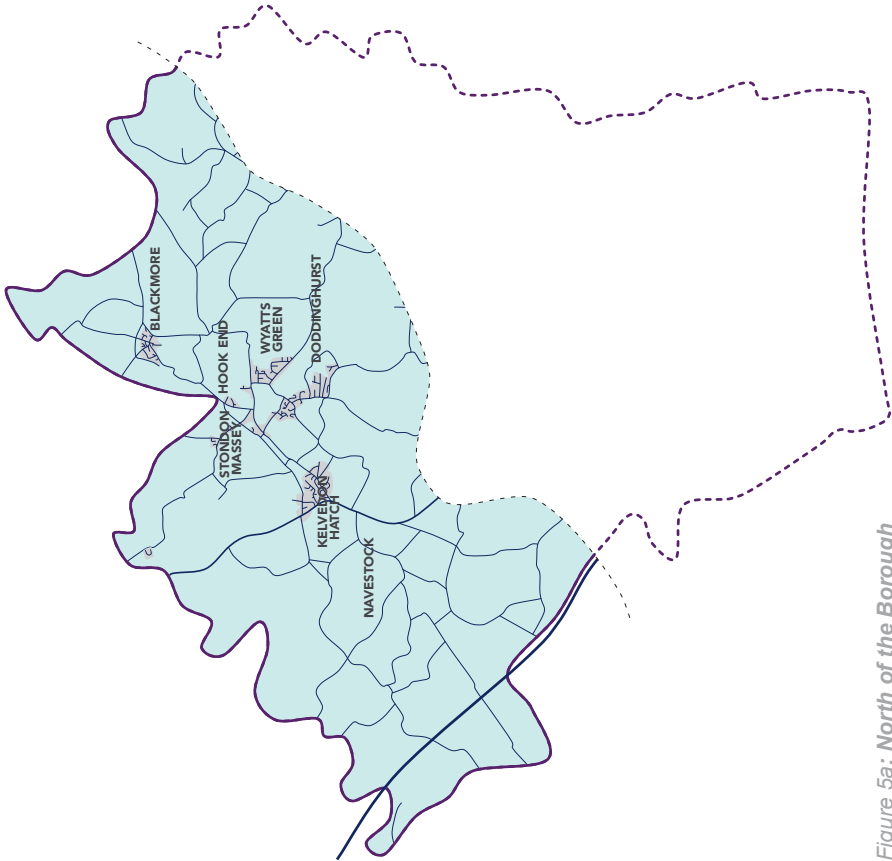


Figure 5a: North of the Borough

(B) A12 Corridor

- 2.16 The A12 corridor contains a wide range of land uses. It contains the Brentwood urban area, made up of Brentwood and Shenfield but also including Brook Street, Hutton, Pilgrims Hatch and Warley. The corridor also includes Ingatestone and Mountnessing.
- 2.17 Brownfield land in existing urban areas would need to be utilised efficiently as part of future growth options. However, in addition there are development opportunities surrounding the urban areas, within the Green Belt. Access to Brentwood from the A12 is only from Brook Street (M25 junction 28) and Mountnessing (A12 junction 12), bypassing the town centre but limiting the outlet of local congestion.

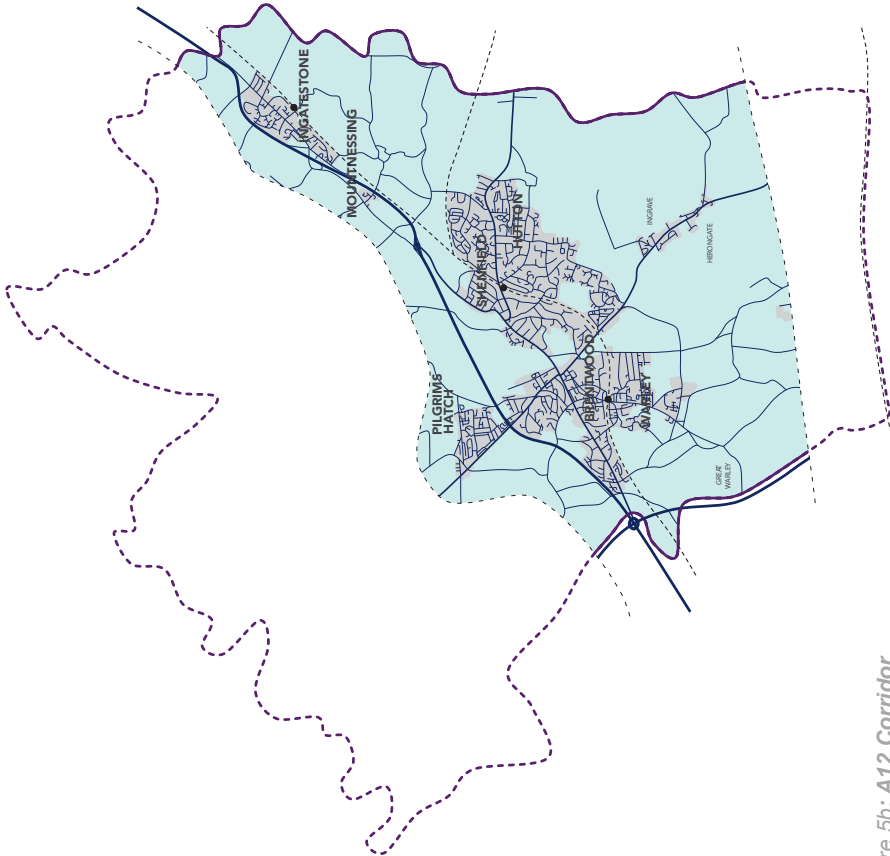


Figure 5b: A12 Corridor

(C) A127 Corridor

- 2.18 The A127 corridor contains the single settlement of West Horndon. This part of the Borough has a different landscape character (fenland landscape, see page 28).
- 2.19 Due to the different character and availability of suitable land the capacity for growth is potentially greater than elsewhere in the Borough. Although the A127 suffers from congestion problems it has more scope for improvements than the A12.

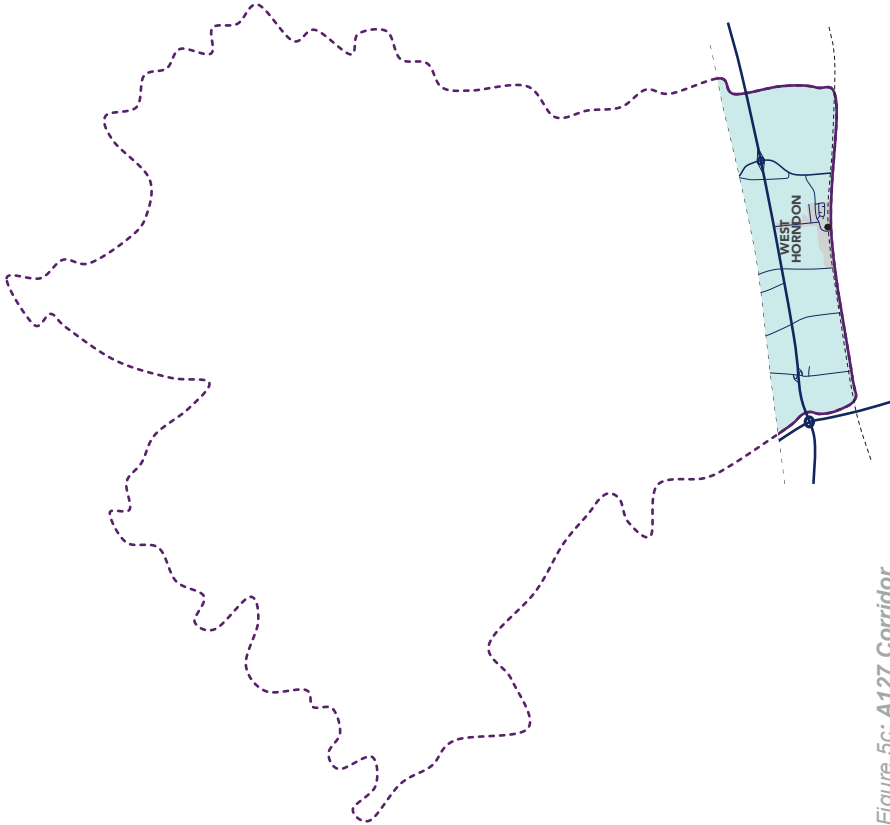


Figure 5c: A127 Corridor

3 Sustainable Communities

The Council is required to meet projected local housing needs. This need is significantly higher than previous requirements and the amount of new homes built in previous years. This section sets out the key issues and sites that have been suggested to the Council to meet housing need.



Consultation Questions:



Q3: Do you have any comments on the appropriateness of particular sites?



Q5: Should the A12 corridor accommodate growth by releasing sites on the edge of urban areas?



Q4: Given the greater capacity for growth along the A127 corridor, which of the sites put forward do you think is the best location for growth?



Q6: In order to provide for local need is it preferable for greenfield sites on the edge of villages to be released, or to develop brownfield sites (both within Green Belt)?

Housing Issues

- 3.1 The Council is required to meet projected local housing needs. The NPPF sets out that Local Planning Authorities should objectively assess their market and affordable housing need and provide for that in full.
- 3.2 The issue for the Borough becomes apparent when applying the full objectively assessed need against local constraints (such as capacity issues for roads, schools, GPs etc) and local planning policies (such as Green Belt). The capacity of all brownfield within urban areas in the Borough could provide for a maximum of 2,500 new homes (approximate). That means any housing provision above this would need to consider use of Green Belt land.
- 3.3 The Council has commissioned a study to identify objective housing need for the Borough, which concludes a requirement to provide for around 360 new homes per year. The previous target in the East of England Plan was 175 homes per year. Over 15 years that comes to around 5,500 homes, some 3,000 more than what can be provided from brownfield sites in urban areas. The shortfall from previous years will also need to be taken into account in the future Plan period, which will increase the overall housing need figure. If the Plan period is extended to 20 years then the need will also increase proportionately over that period.

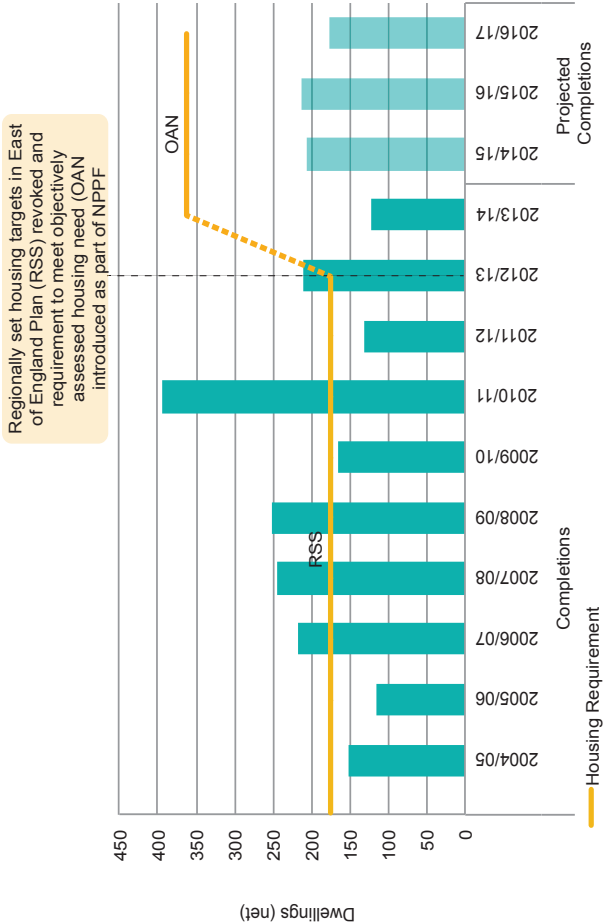


Figure 6: Brentwood's Housing Need & Completions

- 3.4 It is also important to consider the need for more affordable housing, which is becoming more of a local issue as house prices increase. This need now applies to a significant proportion of those looking to buy homes and often relates to the need for 'first and last time housing', i.e. those looking to move out of parents' homes and buy their own first home or perhaps those looking to downsize in older age, both wishing to stay within their local communities.
- 3.5 Information on affordable housing need is set out in the Council's Strategic Housing Market Assessment (SHMA) available to view at www.brentwood.gov.uk/localplan. In terms of the Council's own housing stock this currently is made up of 2,519 homes. The Council's housing register as of November 2014 is made up of 567 people (i.e. those currently on the Council's waiting list).

Planning for Gypsies & Travellers

- 3.6 The Council is required by national policy to meet the needs of Gypsies & Travellers. Proposed draft policy in the 2013 Preferred Options suggested local needs be met by permanently allocating some existing temporary permissions for pitches and providing the remainder as part of mixed-use development at a new strategic allocation. This is in line with national policy in terms of providing pitches in a sustainable way, master-planned as part of wider development in suitable locations.

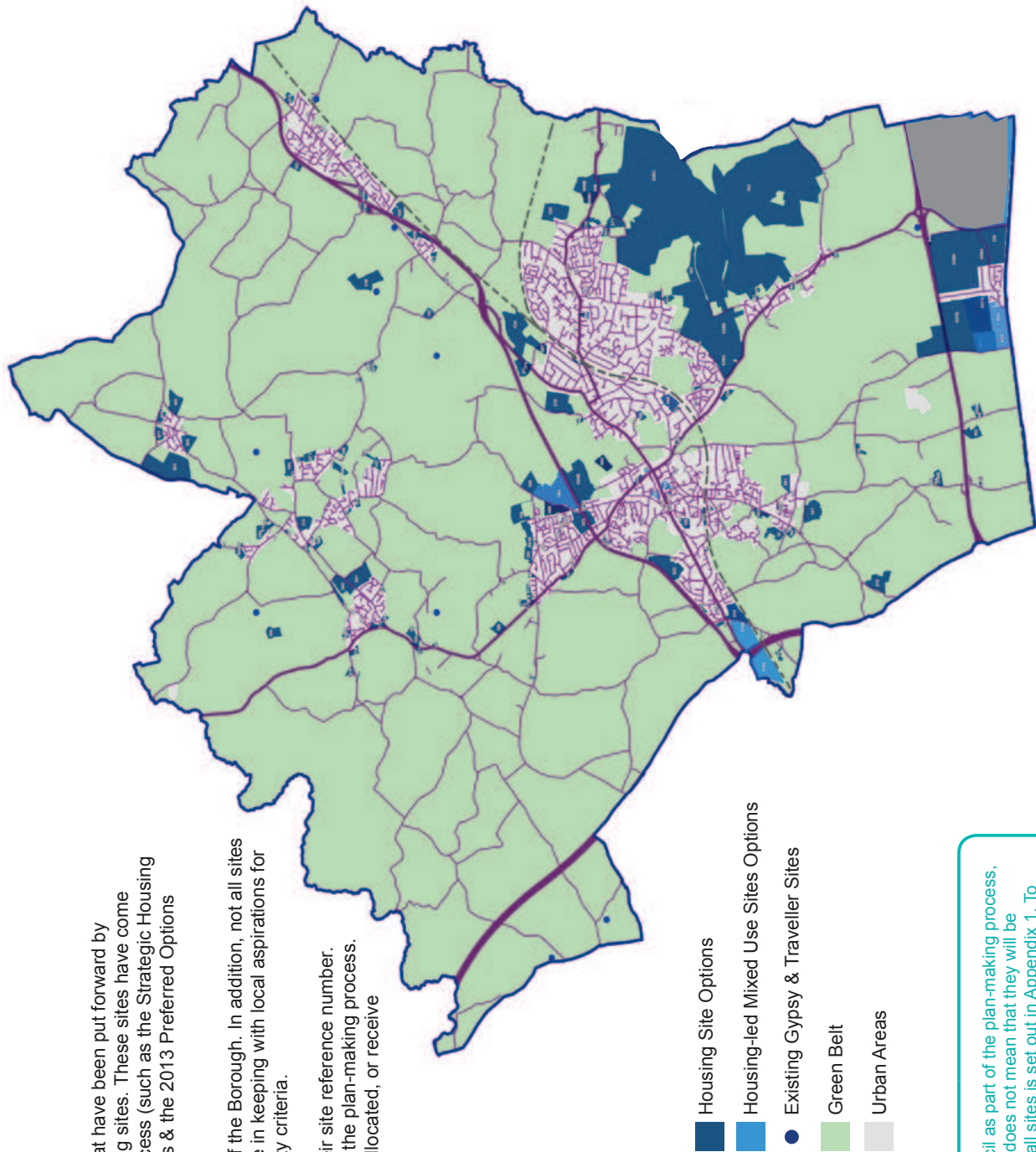
Gypsies & Travellers site options

- 3.7 Existing sites are scattered across locations within both the North of the Borough and A12 Corridor. Not all have been proposed to be made permanent although that is an option.
- 3.8 In addition to existing pitches, it is proposed that provision of new pitches should be planned into strategic mixed-use allocations, such as options within the A127 corridor.

i For more information please see our housing and demographic Evidence Base available to view at brentwood.gov.uk/localplan

Housing Site Options

- 3.9 This map shows the complete selection of sites that have been put forward by landowners and others for consideration as housing sites. These sites have come forward at previous stages of the plan-making process (such as the Strategic Housing Land Availability Assessment (SHLAA) call for sites & the 2013 Preferred Options consultation).
- 3.10 Not all sites will be necessary to meet the needs of the Borough. In addition, not all sites will be suitable for development, as they will not be in keeping with local aspirations for the form of future development or with sustainability criteria.
- 3.11 Details of all sites are set out in Appendix 1, by their site reference number. Sites have been suggested to the Council through the plan-making process. Identification of sites does not mean sites will be allocated, or receive planning permission.

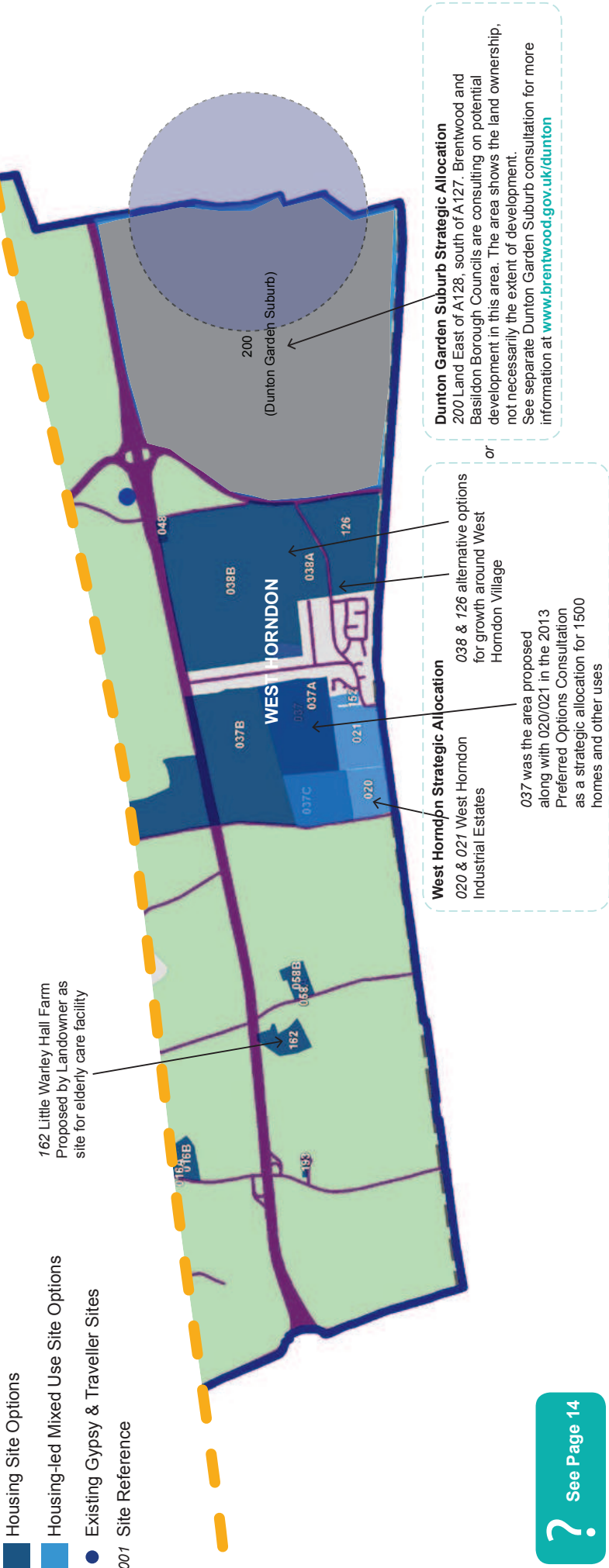


Please note, sites have been suggested to the Council as part of the plan-making process, including previous consultation. Identification of sites does not mean that they will be allocated or receive planning permission. A full list of all sites is set out in Appendix 1. To view sites in more detail please visit www.brentwood.gov.uk/localplan

Figure 6: Sites which have come forward for Housing

A127 Corridor Housing Site Options

3.12 There is potential for larger growth opportunities in the A127 Corridor as part of strategic mixed-use allocations (residential-led) at West Horndon or cross boundary development at Dunton. The 2013 Preferred Options proposed strategic allocations of residential-led mixed use development at West Horndon Village. An alternative to this could be development at Dunton. (See Dunton Garden Suburb Consultation www.brentwood.gov.uk/Dunton). Development along this corridor could provide potential funding for improvement to capacity along the A127.



A12 Corridor Housing Site Options

- 3.13 Sites identified within the A12 Corridor can be separated as follows:
- (a) Brownfield land within urban areas, which could be efficiently developed in order to minimise the pressure on Green Belt releases. However, it will be important to consider the impacts such development may have on infrastructure and services, which have already been identified as at or over capacity in many places.
 - (b) Release of Green Belt sites adjoining the urban areas, which could form sustainable urban extensions. However, development of this kind could have similar negative impacts on infrastructure and services.

? See Page 14

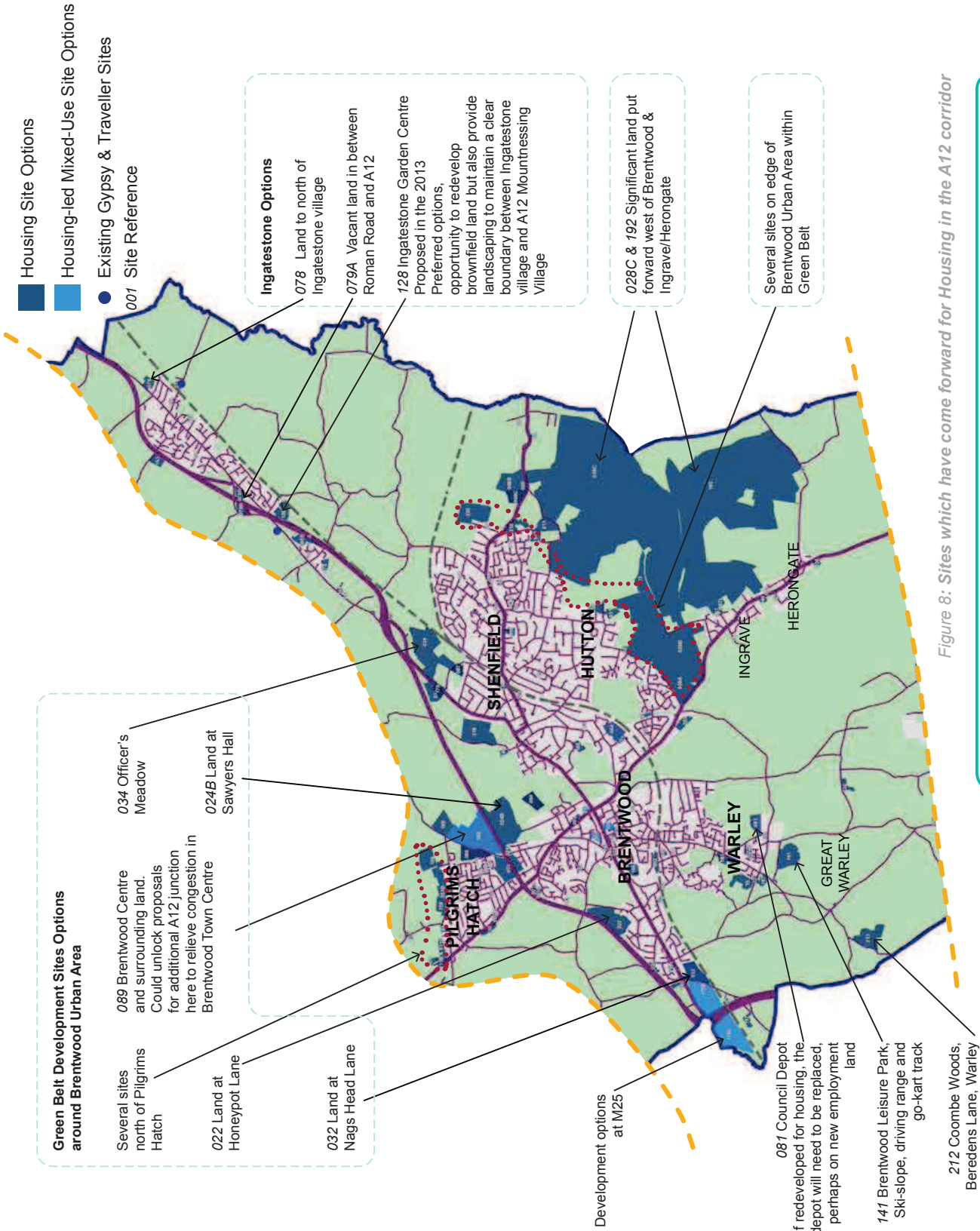
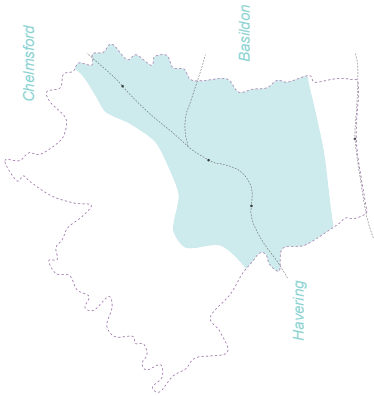


Figure 8: Sites which have come forward for Housing in the A12 corridor

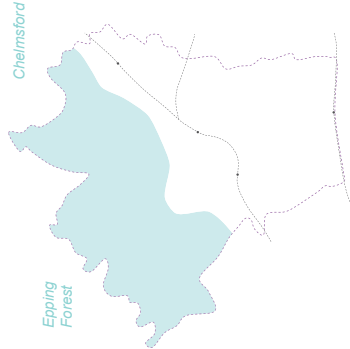
All sites are options, although not all are annotated with information. This does not mean that they will be allocated or receive planning permission. A full list of all sites is set out in Appendix 1. For more detail visit www.brentwood.gov.uk/localplan

North of the Borough Housing Sites

3.14 Sites tend to be scattered in the North of the Borough and can be largely separated between greenfield Green Belt sites on the edge of villages and brownfield land within Green Belt, which tends to be near to villages although unconnected. This brownfield land is often made up of industrial uses such as scrap-yards and storage. Depending on the level of local need required for individual villages it may be that one or both of these types of sites could be considered.

3.15 For brownfield sites in the Green Belt, a criteria based policy¹ could be prepared as part of the Local Plan to ensure that only appropriate sites are redeveloped in accordance with national policy. However, this would mean that alternative locations for lost waste facilities would need to be identified as part of new employment land provision.

? See Page 14



¹This would differ from the standard approach of allocating particular sites. Instead, this approach would involve defining a set of acceptable criteria; if a development proposal could show it met these then it could be permitted.

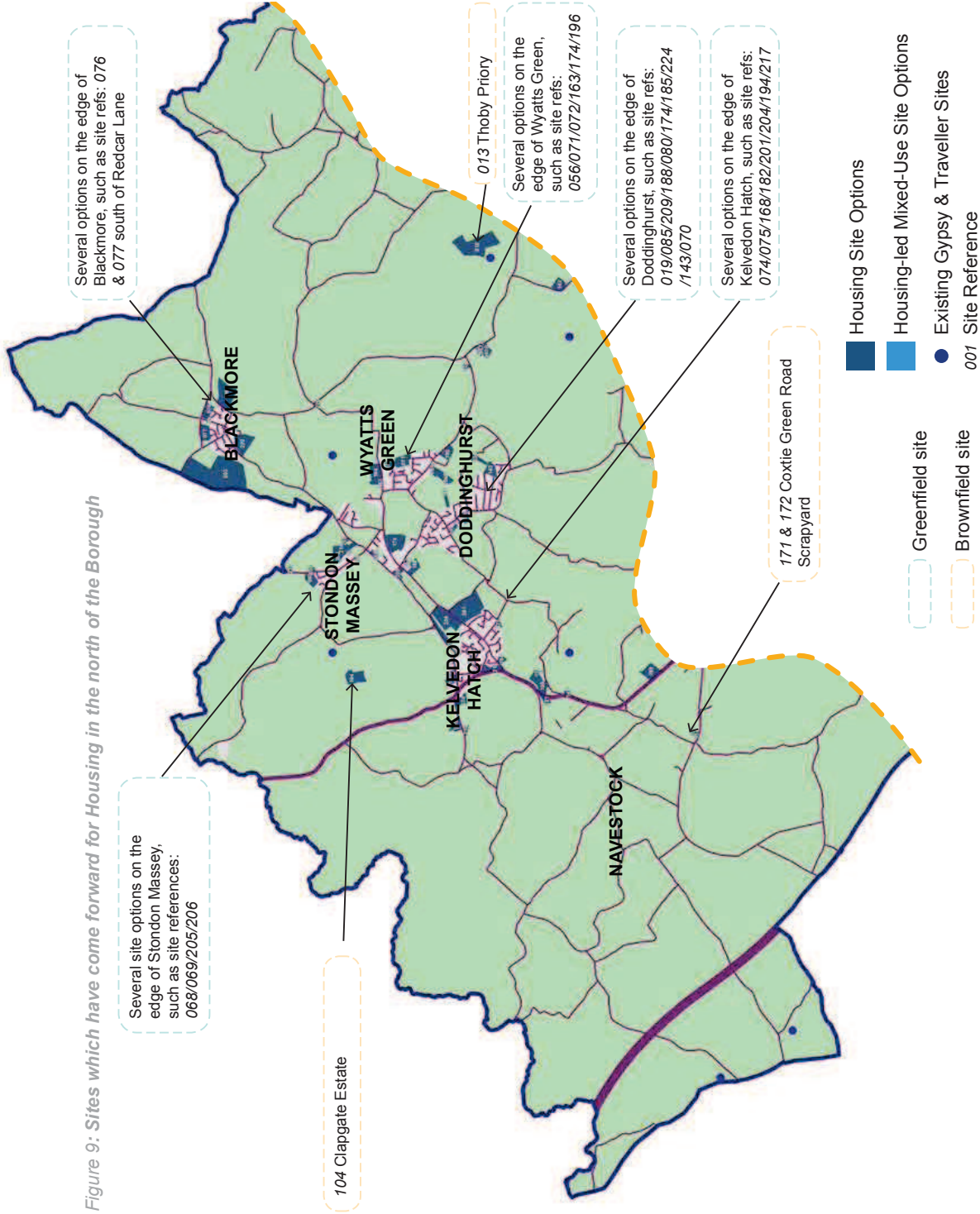


Figure 9: Sites which have come forward for Housing in the north of the Borough

All sites are options, although not all are annotated with information. This does not mean that they will be allocated or receive planning permission. A full list of all sites is set out in Appendix 1. Sites are set out by Ward in Appendix 2. For more detail visit www.brentwood.gov.uk/localplan

4 Economic Prosperity

The Council is required to plan for future jobs growth in the Borough. This includes the need for new employment land and retail floorspace. This section explores the options for where new jobs should be provided.



Consultation Questions:



Q7: To enable future employment need to be met do you agree that the most sustainable approach is to allocate new sites close to the strategic highway network?



Q8: In order to ensure that the Town Centre remains economically sustainable, do you agree that a "Town Centre First" approach should be taken to retail development?

Economic Issues

- 4.1 Brentwood Borough has an unmet need for new employment land. This unmet need is partly due to new homes, which create the need for new jobs. The Council is required to establish what this need is according to types of employment and to consider issues such as the level of commuting into London.
- 4.2 Evidence suggests the amount of new employment land required is up to 23 hectares (depending on the level of housing growth). If you take existing employment land that was proposed for residential-led redevelopment this means the requirement increases because of the need to replace this lost employment land. The proposed redevelopment employment sites are as follows, but the list is not exhaustive as all sites are being considered:

Employment Site Options		
Ref	Site	Size
003	Wates Way Industrial Estate, Brentwood	0.96 ha
020 & 021	West Horndon Industrial Estates	16.23 ha
081	Council Depot, The Drive, Warley	1.71 ha

- 4.3 The strength of the local economy is in part reflected by the consistently low levels of unemployment. The Borough has the lowest level of unemployment within Essex at 3.6% (June 2014.)

Employment Site Options

- 4.4 The Local Plan will also need to consider the most appropriate locations for employment land. When employment land is surrounded by houses it often causes nuisance such as heavy goods vehicles travelling through residential areas and noise complaints. This in turn often results in conditions being set which reduces the viability of employment uses.
- 4.5 This is particularly relevant when it comes to the types of employment needed, such as more distribution warehousing with associated offices. For these types of uses alternative locations are needed close to the strategic highway network and key junctions. The 2013 Local Plan Preferred Options proposed land at M25 Junction 29 be used to provide a new business park. This would help meet the majority of unmet employment need. In addition, areas identified as potential strategic growth locations would be appropriate to provide for a mix of uses including employment.
- 4.6 Other potential employment sites tend to be much smaller and scattered, although still within both the A127 corridor and near to the A12. On the basis that locations close to the strategic highway network and junctions are most appropriate because they meet modern business needs; alternative locations outside of transport corridors have not come forward. Figure 10 shows that the majority of new employment land could be provided in the A127 corridor, which would create additional demands on infrastructure and services although this could be mitigated by funding for improvements.
- 4.7 Land at Mountnessing roundabout (site ref: 107) (A12 junction 12), formally known as Mountnessing scrap-yard, was proposed to be used for new employment land in the 2013 Preferred Options consultation document. An alternative use for the land could be residential.
- 4.8 An alternative to redeveloping existing employment sites is to retain them in current locations. However, this option would not deal with the overall unmet employment need and so new employment land would still be required elsewhere.
- 4.9 In addition it will be important to retain existing employment land in suitable locations. This includes both industrial estates and office locations such as Warley Business Park and offices in Brentwood Town Centre and elsewhere.



For more information see Brentwood Economic Futures 2015-2030 (2014) and other economic technical studies, part of our Evidence Base available to view at brentwood.gov.uk/localplan

Employment Site Options

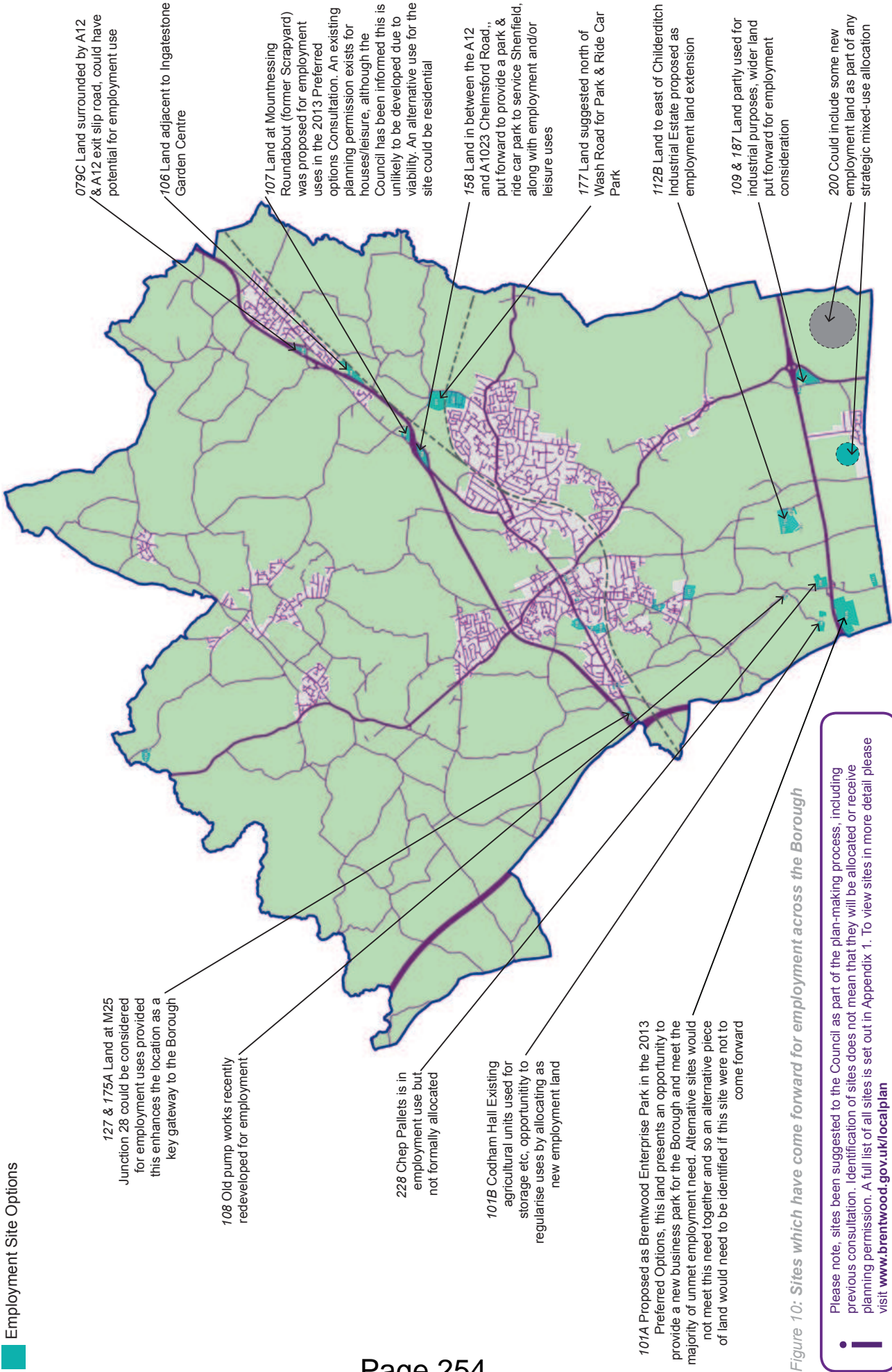


Figure 10: Sites which have come forward for employment across the Borough

Please note, sites been suggested to the Council as part of the plan-making process, including previous consultation. Identification of sites does not mean that they will be allocated or receive planning permission. A full list of all sites is set out in Appendix 1. To view sites in more detail please visit www.brentwood.gov.uk/localplan

Retail and Commercial Leisure Issues

- 4.10 Growth in retail and commercial leisure will make a significant contribution towards job growth in the Borough. The Council will need to consider changing retail trends when planning for future retail development.
- 4.11 In the past the Council has applied a “Town Centre first” rule for new retail development, which remains current policy. This promotes more sustainable shopping and travel patterns. Although the economic downturn had a significant impact on the retail sector, Brentwood Borough has withstood the effects reasonably well in terms of shop vacancies. The current vacancy rate is significantly below the national average in all of the Borough’s main centres and the number of vacant shops fell between 2011 and 2014. The current retail hierarchy is as follows:

Retail Hierarchy		
Town Centre	Brentwood Town Centre	
District Shopping Centres	Warley Hill, Brentwood	
	Shenfield, Hutton Road	
	Ingatstone High Street	
	Blackmore village centre	Blackmore
	245-267 Ongar Road	Brentwood
Local Shops and Parades	Brook Street Post Office	
	Church Lane	
	Doddinghurst Post Office, Doddinghurst Road	Doddinghurst
	Herongate Post Office, Brentwood Road	Herongate
	1-23 Eastham Crescent	
	200-216 Rayleigh Road	
	60-74 Woodland Avenue	Hutton
	Hanging Hill Lane	
	Blackmore Road	
	Kelvedon Common Post Office, Church Road	Kelvedon Hatch
	Danes Way/Hatch Road	
	2-8 Harewood Road	Pilgrims Hatch
	245-267 Ongar Road	
	Former Stondon Post Office, Ongar Road	Stondon Massey
	The Keys, Eagle Way	Warley
	1-7 Chafford Gardens	West Horndon
179-189 Thorndon Avenue		

Retail Site Options

- 4.12

Evidence suggests that there is scope for retail growth in the Borough. In larger centres such as Brentwood and Shenfield vacant shops can only accommodate a small element of new retail floorspace needed. In smaller centres such as Ingatestone, Warley Hill and local shops/parades vacant shops can meet more of their future retail need.
- 4.13

Sites identified for future retail capacity are limited. Brentwood Town Centre has two sites that if redeveloped with retail provision could meet the majority of need over the Plan period (100 - Baytree Centre and 102 - William Hunter Way car park). The Council awaits the outcome of consultation on the William Hunter Way site to inform future proposals. See Figure 12 for potential site options within Brentwood Town Centre.
- 4.14

Sites that provide retail development opportunities in and around Shenfield are very limited and none have been identified other than redevelopment of existing floorspace.
- 4.15

As part of any strategic allocation it would be expected that development would be for a mix of uses including appropriate new retail to provide local shops that serve the community.
- 4.16

The NPPF requires that the Council apply a 'sequential test' to main town centre uses such as retail, as set out in Figure 11. This provides a method of testing alternative locations if town centre sites are not available. Very few sites have been identified in edge of centre locations that might accommodate retail. Therefore, without retail development in Brentwood Town Centre the Council would need to consider out of town locations, for example Green Belt sites on the strategic highway network within reach of Brentwood and Shenfield centres such as M25 junction 28 or A12 junction 12 (Mounthessing).

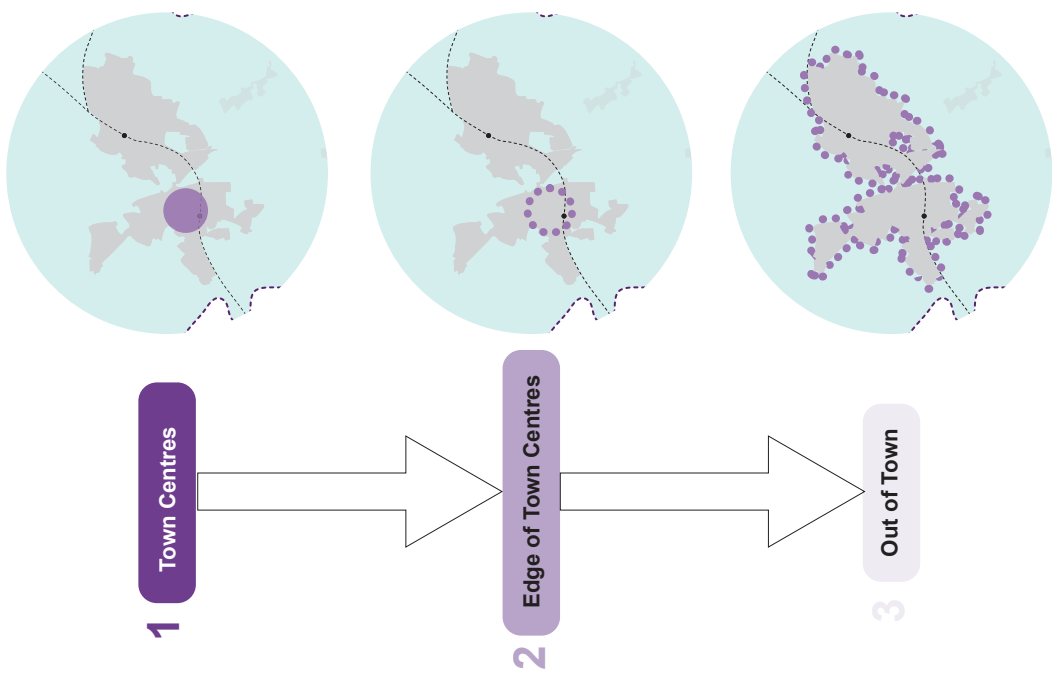
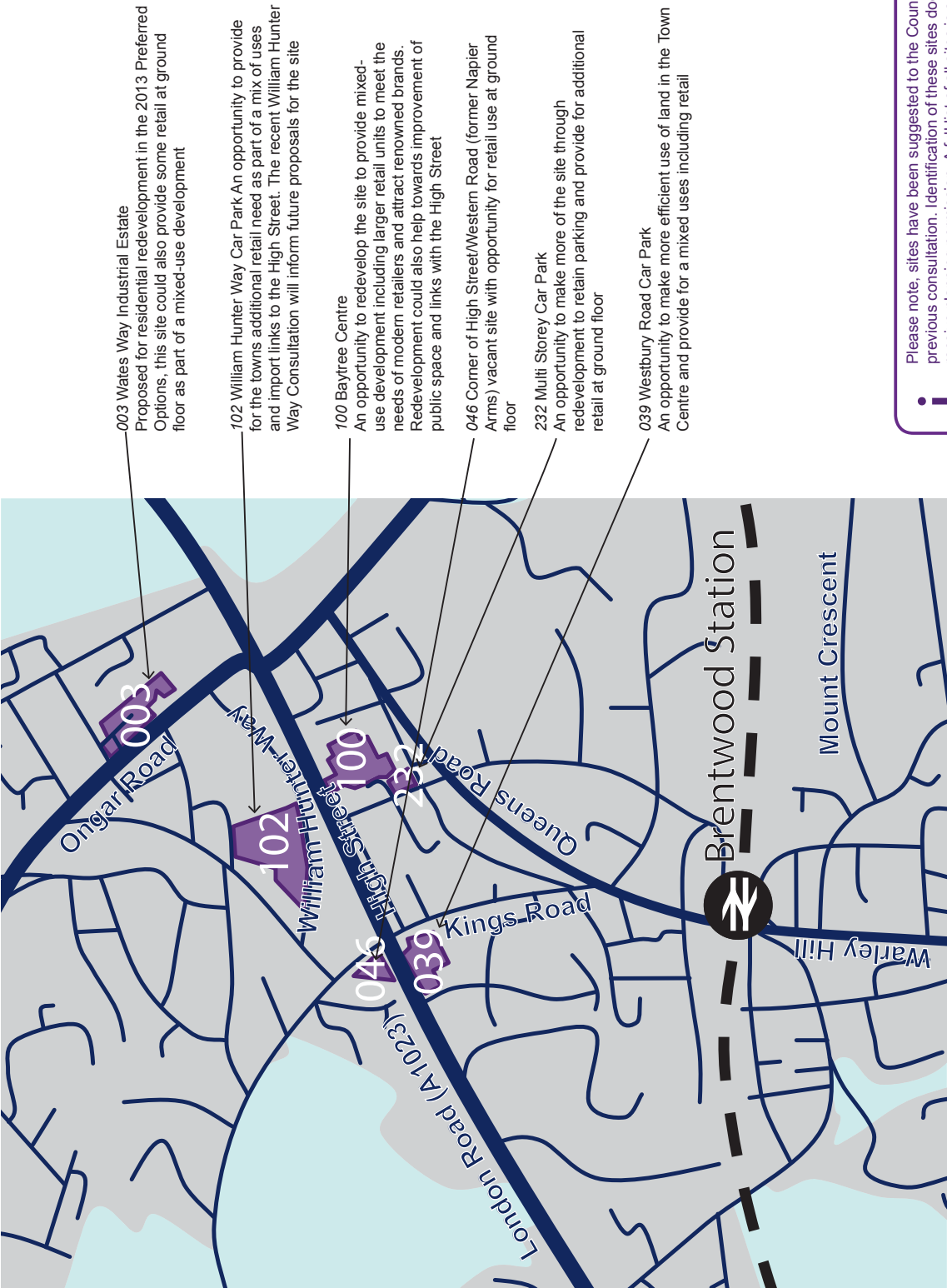


Figure 11: NPPF Town Centre First rule

i For more information see the Retail and Commercial Leisure Study (2014), part of our Evidence Base available to view at brentwood.gov.uk/localplan

Town Centre Retail Site Options

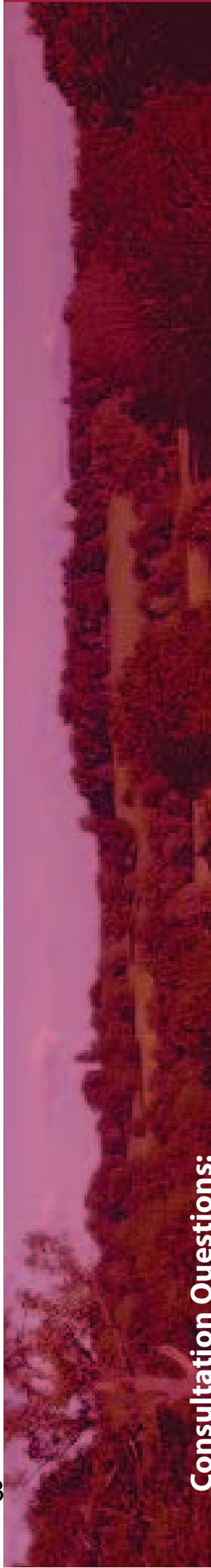


Please note, sites have been suggested to the Council as part of the plan-making process, including previous consultation. Identification of these sites does not mean that they will be allocated or receive planning permission. A full list of all sites is set out in Appendix 1. To view sites in more detail please visit www.brentwood.gov.uk/localplan

Figure 12: Town Centre Sites

5 Environmental Protection & Enhancement

It is important to consider the local environment and policy designations when assessing locations for growth. 89% of Brentwood Borough is within Green Belt, the 6th highest in England by percentage of total area. In addition, there are important environmental features to consider such as Sites of Special Scientific Interest (SSSIs), open spaces and flood zones. This section also sets out the differences in landscape character throughout the Borough.



Consultation Questions:



Q9: Are there opportunities for more open space provision in the area where you live?



Q10: Please rate the level to which you value the landscape near where you live. (See Page 29)



Q11: To what extent do you think the following is present in the landscape near where you live: Houses; Commercial buildings; Nature Reserves; Farmland; Woodland; Wasteland; Infrastructure; Leisure Facilities; other? (See Page 29)

Green Belt

5.1 The Council greatly values the high quality natural environment of the Borough. It recognises this is protected by the Green Belt and the valuable asset this represents. 89% of Brentwood Borough is Green Belt. The Borough is ranked 6th highest in England (most Green Belt within an authority's boundary expressed as a percentage of total area)¹. This is important not only because of Brentwood's location on the edge of London and the green space it provides, but also because it constrains opportunities for growth.

5.2 The following map shows the extent of the Green Belt within Brentwood Borough. As can be seen, this is land outside urban areas (towns and villages). Some smaller villages and hamlets are washed over by Green Belt, such as Fryerning, Great Warley and South Weald.

5.3 Any housing provision over 2,500 homes within Brentwood Borough will need to consider the use of Green Belt. This is the amount that could be sustainably developed on available brownfield land. There are also other development needs, such as employment.

Other Environmental Considerations

5.4 In addition to the Green Belt, other issues need to be considered when identifying suitable locations for new development. For example, these include the environmental impact on water, biodiversity and open space.

¹<http://planningblog.planningresource.co.uk/2014/03/14/data-blog-which-authorities-are-most-constrained-by-the-green-belt/> [accessed 11.11.14]

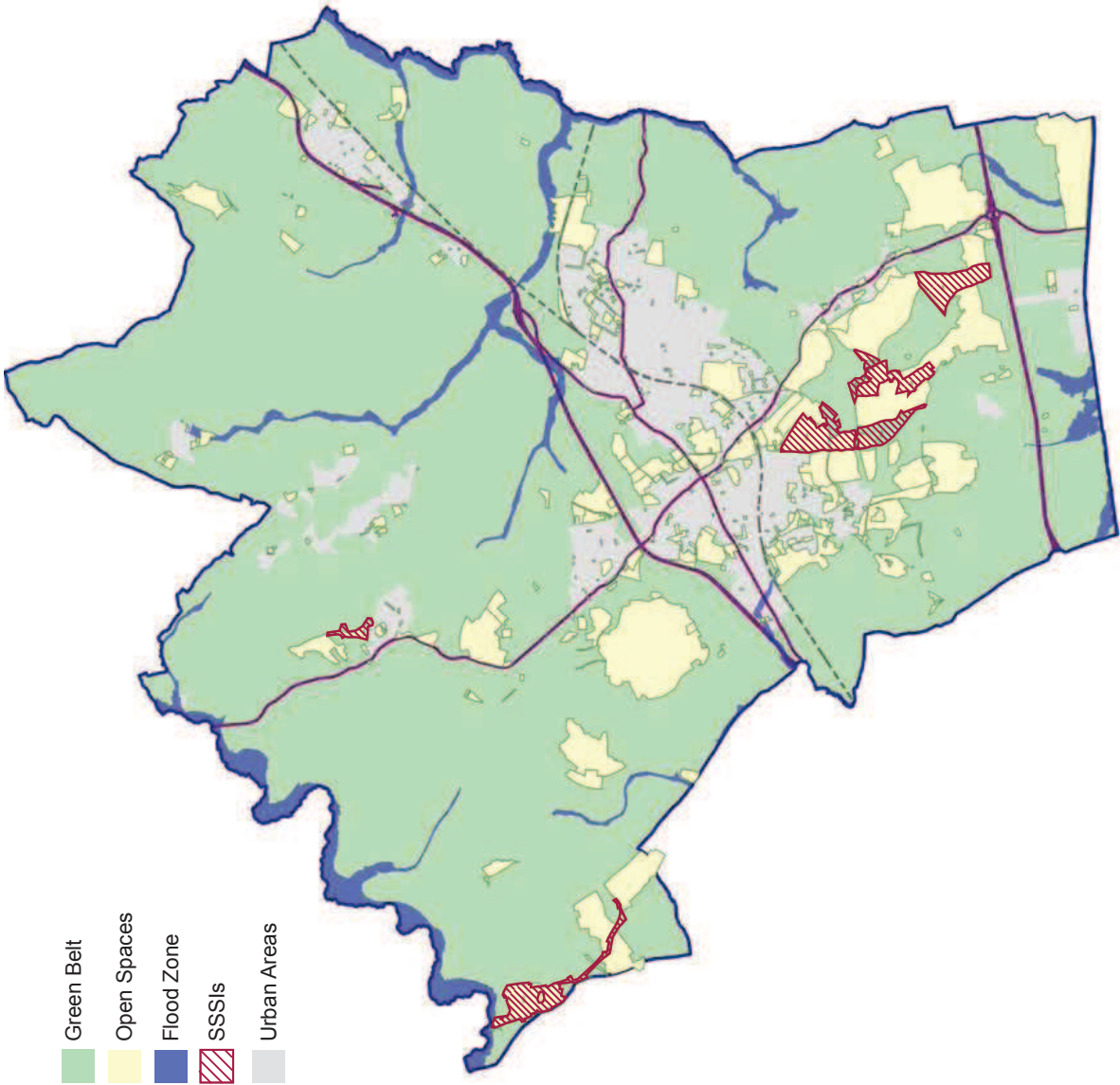


Figure 13: Environmental Considerations

Heritage

5.5 The Council is committed to safeguarding the heritage of the borough and enhancing the character of the area by conserving and, where appropriate, enhancing heritage assets and their settings. These assets include Listed Buildings, Scheduled Ancient Monuments as well as designated Conservation Areas.

Landscape character

In 2007, the Council undertook an assessment of landscape character for the borough. The Council is undertaking a further assessment of the landscape capacity in surrounding urban areas in line with the emerging spatial strategy. This assessment will be available to view soon and published on the Council's website at www.brentwood.gov.uk/localplan

5.7 The areas defined by this study, and the character identified within each are shown on the map. The areas can largely be described as farmland, wooded farmland or valley landscapes.

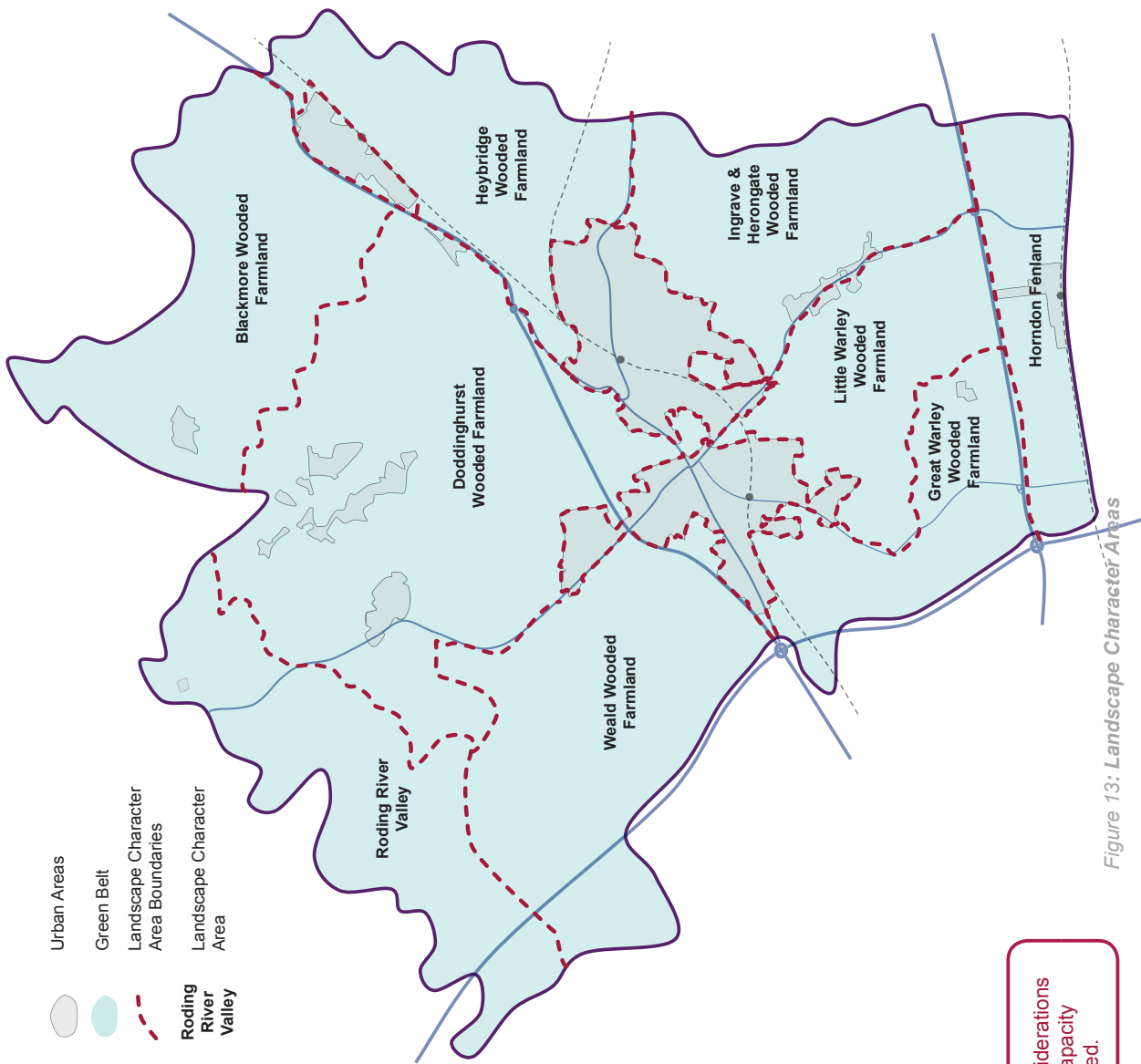


Figure 13: Landscape Character Areas

More information on Landscape Character and other environmental considerations are available to view at brentwood.gov.uk/localplan. The Landscape Capacity Study and Green Belt Assessment will be available to view once completed.

5.8 As part of the landscape evidence currently being undertaken, it would be helpful to gain an insight into how people view their local landscape where they live. Answering the following two questions will help inform the landscape evidence before it is published, which will then inform decisions made as part of the Plan-making process.

?

1. Please rate the level to which you value the landscape near where you live (on a scale of 1 to 5), as compared to to other areas within Brentwood Borough, for the following aspects:

Aspect:	Very Low	Low	Average	High	Very High
Scenic Beauty / Attractiveness	1	2	3	4	5
Outdoor Recreation / Leisure Use	1	2	3	4	5
Wildlife Interest	1	2	3	4	5
Historical Interest	1	2	3	4	5
Tranquillity	1	2	3	4	5
Other – please specify:	1	2	3	4	5

?

2. To what extent do you think the following are present in the landscape near where you live (on a scale of 1 to 4):

Aspect:	Absent	Occasional	Frequent	Predominant
Houses	1	2	3	4
Commercial / Industrial buildings	1	2	3	4
Nature Reserves / Wildlife	1	2	3	4
Farmland	1	2	3	4
Woodland	1	2	3	4
Degraded / Derelict / Waste land	1	2	3	4
Infrastructure (Road / Rail / Pylons etc.)	1	2	3	4
Leisure / Recreational Facilities	1	2	3	4
Other – please specify:	1	2	3	4

6 Quality of Life & Community Infrastructure

It is essential that existing infrastructure and services be considered when planning new development. It is also essential that new development help provide necessary improvements to infrastructure and services. This section sets out some of the key infrastructure issues to provide context to other issues within the document.



Consultation Questions:

? Q12: Have we considered the main infrastructure issues? Are there other important issues to consider?

? Q13: What do you think the priorities for infrastructure spending should be?

Infrastructure Issues

- 6.1 A key consideration when assessing new development sites will be their contribution to objectives and policies set out within the Quality of Life & Community Infrastructure section. For the purposes of this document, this is considered in its widest sense to relate to the setting of new development, infrastructure and services.
- 6.2 Previous consultation responses have outlined the importance of ensuring that essential infrastructure is in place before development is completed. The Council will need to consider ways to ensure this can be delivered.
- 6.3 The Council is preparing an Infrastructure Delivery Plan, to understand better the current facilities that are in the Borough and to identify where new ones will be needed. It will start the process of prioritising what facilities should be funded by the new Community Infrastructure Levy, to help to identify areas of greatest need and where new facilities will be required. All new development will need to mitigate its impact on local services and community infrastructure. The main infrastructure considerations are set out below:

Education

- 6.4 In light of the requirement to meet full housing need, Essex County Council have identified a significant deficit of primary school places in Brentwood Borough by 2017/18 and the remaining schools in the area will be close to capacity or slightly over capacity by 2017/18. In response to new development, new primary school(s) will be needed along with the remodelling and expansion of education and childcare facilities to meet local need.

Healthcare

- 6.5 With the predicted increase in population, there will be a corresponding demand for healthcare provision. Brentwood is working in partnership with NHS services. The 2014 NHS Essex Area Premises Outline strategy highlights the need for CCG (Care Commissioning Group) and NHS England Essex Area Team to work closely with the Local Councils. This is to understand the possible location of additional housing sites and the impact these will have on healthcare services within the area. Plans to mitigate this growth via developer funded and other collaborative working projects will be agreed before planning permissions are granted.

Transport

- 6.6 The Local Development Plan will need to set out travel infrastructure that links in with Crossrail including pedestrian, cycle and vehicular transport. Brentwood will be working with Essex County Council to consider an overall transport strategy.

particularly with regard to the potential strategic development impacts on the A127 and beyond; enhanced bus links to Brentwood Town Centre, and improved walking and cycling routes and parking within the development and to wider networks. Brentwood Borough are carrying out further transport modelling to inform this strategy and further assessment will be made of the economic impact of Crossrail.

- 6.7 Development proposals will need to consider transport infrastructure including car and cycle parking, the impact on the road network and impact on Public Rights of Way (PRoW) and propose mitigation as necessary. Travel Plans and Transport Assessment will be needed for such development.

Community facilities

- 6.8 Brentwood Council consider that new homes need new community facilities to enable sustainable communities to develop. These community facilities would be for recreation, leisure and cultural activities, as well as places of worship, and are needed by individuals and groups, across the age spectrum. Shared space for community facilities act as central hubs where people can meet and for delivering services in the community, leisure activities and bases for community and voluntary groups are encouraged by Brentwood and that they are particularly important for strategic development and when masterplanning in the future.

Green infrastructure

- 6.9 'Green infrastructure' refers to the network of multifunctional green space, urban and rural, which is capable of delivering a wide range of environmental and quality of life benefits for local communities. The links between and access to this network need to be maximised to improve their wider use. Existing green infrastructure should be protected and enhanced and where opportunities arise, in conjunction with new development, additional provision made.
- 6.10 In Brentwood Borough, the green infrastructure includes open space, outdoor sport, recreational and play opportunities, flood storage, green roofs, existing habitat and habitat creation, footpaths, bridleways and cycleways, food growing and climate change mitigation.
- 6.11 New development will be expected to contribute and link through to the Borough's green infrastructure, aiming to enhance and protect the existing network of green links, open spaces and sports facilities. Brentwood Borough aims to secure additional provision where deficiencies are identified.

7 Summary

Consultation Questions Summary

7.1 The below provides an overview of all the consultation questions on which the Council are seeking responses.

- ?

Q1: Do you agree with the broad areas, for the purpose of considering approaches to growth?
- ?

Q2: Do you agree with the issues raised within each of these areas?
- ?

Q3: Do you have any comments on the appropriateness of particular sites?
- ?

Q4: Given the greater capacity for growth along the A127 corridor, which of the sites put forward do you think is the best location for growth?
- ?

Q5: Should the A12 corridor accommodate growth by releasing sites on the edge of urban areas?
- ?

Q6: In order to provide for local need is it preferable for greenfield sites on the edge of villages to be released, or to develop brownfield sites (both within Green Belt)?
- ?

Q7: To enable future employment need to be met do you agree that the most sustainable approach is to allocate new sites close to the strategic highway network?
- ?

Q8: In order to ensure that the Town Centre remains economically sustainable, do you agree that a "Town Centre First" approach should be taken to retail development?
- ?

Q9: Are there opportunities for more open space provision in the area where you live?

- ?

Q10: Please rate the level to which you value the landscape near where you live. (See Page 29)
- ?

Q11: To what extent do you think the following is present in the landscape near where you live: Houses; Commercial buildings; Nature Reserves; Farmland; Woodland; Wasteland; Infrastructure; Leisure Facilities; other? (See Page 29)
- ?

Q12: Have we considered the main infrastructure issues? Are there other important issues to consider?
- ?

Q13: What do you think the priorities for infrastructure spending should be?

What Happens Next?

- 7.2 After the end of the consultation, the Council will carefully consider all comments received. A revised Plan will then be prepared, which will reflect the responses received from this Strategic Growth Options Consultation, the 2013 Preferred Options Consultation and updated evidence. This revised Plan will be available for a public consultation later in the year.
- 7.3 A revised Local Development Scheme (LDS), the Local Plan timetable, will be agreed in early 2015. This will include dates of the next draft Local Plan consultation.
- 7.4 Following this the plan will be submitted to the Secretary of State for public examination. An independent planning inspector will examine the plan and judge whether it is 'sound'. If so, the Council can then formally agree to adopt the plan. All future development proposals put forward to the Council would then be judged against policies contained within the new Plan.

8 Glossary

Affordable housing: Affordable housing is defined as social rented, affordable rented and intermediate housing, provided to eligible households whose needs are not met by the market. Eligibility is determined with regard to local incomes and local house prices.

Brownfield (previously developed land): Land which is or was occupied by a permanent structure, including the curtilage of the developed land (although it should not be assumed that the whole of the curtilage should be developed) and any associated fixed surface infrastructure. There are some exclusions to this, such as land occupied by agricultural or forestry buildings and private residential gardens.

Development plan: This is the adopted Local Plan, neighbourhood plans, and is defined in section 38 of the Planning and Compulsory Purchase Act 2004.

Duty to Cooperate: The legal duty on local planning authorities, county councils and public bodies to engage constructively, actively and on an ongoing basis to maximise the effectiveness of Local Plan preparation. This is not a duty to agree, but every effort should be made to secure the necessary cooperation on strategic cross boundary matters before a Local Plan is submitted for examination.

East of England Plan, Regional Spatial Strategy (RSS): Provided the regional planning framework for the East of England. Local planning authorities were required to ensure Local Plans were in conformity with the regional plan, such as housing and job targets to be delivered over a plan period. The plan was prepared by the regional planning body in the form of the Regional Assembly. Following the Localism Act 2011, the regional assembly was dissolved and the East of England Plan was revoked on 3 January 2013. Local planning authorities, such as Brentwood Borough Council, are now required to assess their individual housing and job needs in their local area.

Garden Suburb: A development built on the outskirts of an existing settlement, following principles to create neighbourhoods with enhanced natural environments. The concept is not just relating to the design, but also about ensuring engagement with local communities from early stages, and aiming for long term local stewardship.

Greenfield: Is land that has not been previously developed, as opposed to brownfield sites.

Heritage asset: A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. This includes designated heritage assets and assets identified by the local planning authority (including local listing).

Localism Act 2011: Is an Act of Parliament that changes the powers of local government in England. The aim of the act is to facilitate the devolution of decision-making powers from central government control to individuals and communities.

Local Plan: The plan for the future development of the local area, drawn up by the local planning authority in consultation with the community.

Neighbourhood plan: A plan prepared by a Parish Council or Neighbourhood Forum for a particular neighbourhood area (made under the Planning and Compulsory Purchase Act 2004).

NPPF (National Planning Policy Framework): Sets out the Government's planning policies for England and how these are expected to be applied. It must be taken into account in the preparation of local and neighbourhood plans, and is a material consideration in planning decisions.

National Planning Practice Guidance: Online guidance that sits alongside and supports the NPPF. The guidance provides a more detailed and practical interpretation of the overarching policies in the NPPF, such as how to carry out housing needs assessments and what policies in development plans should and should not do. It is not a static guidance as it is continuously reviewed and updated by Government.

Objectively Assessed Need: The development needs for both housing and economic development of an area:

- **Housing:** Identification of the future quantity of housing, including a breakdown by type, tenure and size within both the affordable sector as well as market housing.
- **Economic Development:** Identification of the future quantity of land or floorspace required for economic development uses including both the quantitative and qualitative needs for new development; and provide a breakdown of that analysis in terms of quality and location, and to provide an indication of gaps in current land supply.

Retail Hierarchy: This is the hierarchy of shopping and commercial centres within a region and sub-region towns. In Brentwood, the highest retail hierarchy is the Brentwood Town Centre. This is followed by Shenfield Shopping Centre, Ingatestone High Street and Warley Hill. Other centres lower down the hierarchy include Hart Street, Crown Street, Ongar Road, Kings Road and The Arcade where only small scale shops could be permitted.

Sequential Test: The means of going through a sequence of tests when considering the location of new development. This is to ensure that development is located in the most sustainable location first, before other, less sustainable locations are chosen. In the NPPF it relates to location of retail development and development in areas at risk from flooding.

Site of Special Scientific Interest (SSSIs): Sites designated by Natural England under the Wildlife and Countryside Act 1981.

Sustainability Appraisal: An appraisal of the economic, environmental, and social effects of a plan (in this case, the Local Plan) from the outset of the preparation process to allow decisions to be made that accord with sustainable development.

9 Appendices

Appendix 1: List of all Suggested Sites

Please note, "Proposed Use" is the use that has been suggested to the Council for consideration, not what the Council is proposing at this stage.

Site Ref	Site Name	SHLAA Ref	Site Size	Ward	Parish	Existing Use	Proposed Use	Alternative Proposed Use
001A	Land north of Highwood Close, Brentwood	G160	0.47	Brentwood West	N/A	Amenity space, woodland	Housing	
001B	Land north of Highwood Close including St Georges Court, Brentwood	N/A	0.81	Brentwood West	N/A	Sheltered housing	Housing	
002	Brentwood railway station car park	B190	1.35	Brentwood West	N/A	Station car park	Housing (part site)	Mixed-use (part site)
003	Wates Way Industrial Estate, Ongar Road, Brentwood	N/A	0.96	Brentwood North	N/A	Industrial estate	Housing	Mixed-use
004	Land rear of The Bull Public House, Brook Street, Brentwood	B079	0.39	South Weald	N/A	Car park	Housing	
005	Essex County Fire Brigade HQ, Rayleigh Road, Brentwood	B218	1.26	Hutton Central	N/A	Vacant former Fire and Rescue HQ (offices)	Housing	
006	Land adjacent Adult Education Centre, Rayleigh Road, Hutton	B094	0.14	Hutton North	N/A	Car park	Housing	
007	Land between Tending Court and Tillingham Bold, Woodland Avenue, Hutton	B096	0.10	Hutton North	N/A	Garages and gardens to flats	Housing	
008A	Woodlands School, Rayleigh Road, Hutton	B219	1.32	Hutton East	N/A	School	Housing	
008B	Woodlands School, Rayleigh Road, Hutton	B219	11.22	Hutton East	N/A	School and surrounding fields	Housing	
008C	Land adjacent Woodlands School, Rayleigh Road, Hutton	B219	3.60	Hutton East	N/A	Open field	Housing and Care Home	
009	Woodlands, School Road, Kelvedon Hatch	B166	0.25	Brizes & Doddingtonhurst	Kelvedon Hatch	Residential dwelling with large garden	Housing	
010	Sow & Grow Nursery, Ongar Road, Pilgrims Hatch	B213	1.20	Pilgrims Hatch	N/A	Garden centre/nursery and two residential dwellings	Housing	Mixed-use
011A	Land rear of 10-20 Orchard Lane, Pilgrims Hatch	B025	0.24	Pilgrims Hatch	N/A	Barns and informal storage	Housing	
011B	Land rear of 10-20 Orchard Lane, Pilgrims Hatch	G038	0.49	Pilgrims Hatch	N/A	Residential Property/ Agricultural/ Greenfield/ scrubland	Housing	
011C	Land rear of 10-20 Orchard Lane, Pilgrims Hatch	G038	2.74	Pilgrims Hatch	N/A	Residential Property/ Agricultural/ Greenfield/ scrubland	Housing	
012	Garage courts adjacent 49 Lavender Avenue, Pilgrims Hatch	B142	0.19	Pilgrims Hatch	N/A	Garages	Housing	
013A	Warley Training Centre, Essex Way, Warley	G154	0.18	Warley	N/A	Incidental green space (former school Middleton Hall Lane, Brentwood)	Housing	
013B	Warley Training Centre, Essex Way, Warley	N/A	0.66	Warley	N/A	Entire site - former school buildings and surrounding green space	Housing	
014	The Gables, Essex Way, Warley	N/A	0.28	Warley	N/A	Sheltered housing	Housing	
015	Former Mascalls Hospital, Mascalls Lane, Warley	B214	3.95	Warley	N/A	Vacant hospital buildings and surrounding land	Housing	
016A	Woodlands School, Warley Street, Great Warley	B220	0.49	Warley	N/A	School	Housing	
016B	Woodlands School, Warley Street, Great Warley	B220	2.77	Warley	N/A	Land/fields surrounding school buildings	Housing	
017	Telephone Exchange, Ongar Road, Brentwood	N/A	0.51	Brentwood North	N/A	Under-used office building and surrounding land (car park)	Housing	Mixed-use
018	Thoby Priory, Thoby Lane, Mounthnessing	B207	3.19	Ingatestone, Fryerning & Mounthnessing	Mounthnessing	Industrial units and storage	Housing	
019	Land at the Rectory, Church Lane, Doddingtonhurst	B020	0.66	Brizes & Doddingtonhurst	Doddingtonhurst	One dwelling house and large garden	Housing	
020	West Horndon Industrial Estate, Childerditch Lane, West Horndon	B189	6.39	Herongate, Ingrave & West Horndon	West Horndon	Industrial estate	Housing-led mixed use	
021	Horndon Industrial Estate, Station Road, West Horndon	N/A part of B188	9.84	Herongate, Ingrave & West Horndon	West Horndon	Industrial estate	Housing-led mixed use	

Site Ref	Site Name	SHLAA Ref	Site Size	Ward	Parish	Existing Use	Proposed Use	Alternative Proposed Use
022	Land at Honeypot Lane, Brentwood	G007	10.9	Brentwood West	N/A	Agricultural fields	Housing	
023	Land off Doddinghurst Road, either side of A12, Brentwood	G008	7.2	Brentwood North / Pilgrims Hatch	N/A	Scrubland/open fields	Housing	
024A	Sawyers Hall Farm, Sawyers Hall Lane/Doddinghurst Road, Brentwood	G013	0.67	Brentwood North / Pilgrims Hatch	N/A	Scrubland, pasture and open fields, animal sanctuary on part of site	Housing	
024B	Sawyers Hall Farm, Sawyers Hall Lane/Doddinghurst Road, Brentwood	G013	19.58	Brentwood North / Pilgrims Hatch	N/A	Scrubland, pasture and open fields, animal sanctuary on part of site	Housing	
025	Land at Ingrave Road (198, 198a, 198b & 176), Brentwood	G021	2.21	Brentwood South	N/A	Three dwellings and large garden land	Housing	
026	Land at Hove Close, off Hanging Hill Lane, Hutton	G032	0.61	Hutton Central	N/A	Scrubland	Housing	
027	Land adjacent to Carmel, Mascalls Lane, Warley	G034	0.34	Warley	N/A	Scrubland	Housing	
028A	Land east of Running Waters, Brentwood	G040	26.57	Herongate, Ingrave & West Horndon	Herongate and Ingrave	Agricultural	Housing	
028B	Land east of Running Waters, Brentwood	G040	58.33	Herongate, Ingrave & West Horndon	Herongate and Ingrave	Agricultural	Housing	
028C	Land east of Running Waters, Brentwood	G040	349.7	Herongate, Ingrave & West Horndon	Herongate and Ingrave	Agricultural	Housing	
029	Three Oaks Meadow, Hanging Hill Lane, Hutton	G052	0.40	Hutton South	N/A	Grazing land	Housing	
030	Land at Bayleys Mead, off Hanging Hill Lane, Hutton	G065	2.35	Hutton Central	N/A	Scrubland with areas of woodland	Housing	
031	Home Meadow, land adjacent to 12 Tyburns, Hutton	G072	1.8	Hutton Central	N/A	Grazing land	Housing	
032	Land east of Nags Head Lane, Brentwood	G087	5.8	South Weald	South Weald	Paddock land	Housing	
033	Land to the south of Lodge Close, east of Hutton	G089	1.31	Hutton East	N/A	Paddock land	Housing	
034	Officer's Meadow, land off Alexander Lane, Shenfield	G091	20.4	Shenfield	N/A	Grass/scrubland	Housing and/or Crossrail park & walk facility	Housing
035	Land adjacent 50 Spital Lane, Brentwood	G141	0.63	South Weald	South Weald	Horse paddock	Housing	
036	Land opposite Button Common, Brentwood Road, Herongate	B217	0.76	Herongate, Ingrave & West Horndon	Herongate and Ingrave	Overgrown site with two single storey garage type buildings	Housing	
037A	Land West of Thorndon Avenue, West Horndon	G018	8.42	Herongate, Ingrave & West Horndon	West Horndon	Agricultural land	Housing	Mixed-use
037B	Land West of Thorndon Avenue, West Horndon	G018	35.77	Herongate, Ingrave & West Horndon	West Horndon	Agricultural land	Housing	Mixed-use
037C	Land West of Thorndon Avenue, West Horndon	G018	38.94	Herongate, Ingrave & West Horndon	West Horndon	Agricultural land	Housing	Mixed-use
038A	Land East of Thorndon Avenue, West Horndon	G019	7.91	Herongate, Ingrave & West Horndon	West Horndon	Agricultural land	Housing	Mixed-use
038B	Land East of Thorndon Avenue, West Horndon	G019	68.56	Herongate, Ingrave & West Horndon	West Horndon	Agricultural land	Housing	Mixed-use
039	Westbury Road Car Park, Westbury Road, Brentwood	N/A	0.27	Brentwood West	N/A	Car park	Mixed-use retail and housing	
040	Chatham Way/Crown Street Car Park, Brentwood	N/A	0.33	Brentwood South	N/A	Car park	Housing and pocket park	
041	Land at Hunter House, Western Road, Brentwood	N/A	0.22	Brentwood North	N/A	B1 office use and residential	Housing	Mixed-use
042	Land at Bell Mead, Ingatestone	G101	0.22	Ingatestone, Fryerning & Mountnessing	Ingatestone and Fryerning	Scrubland/woodland	Housing	
043	Former Landings Surgery, Outings Lane, Doddinghurst	B007	0.27	Brizes & Doddinghurst	Doddinghurst	Former doctors surgery	Housing	
044	Land at Priests Lane (west), Brentwood	G012	4.45	Shenfield	N/A	Former school playing field	Housing with community use	
045	Hutton Industrial Estate, Wash Road, Hutton	N/A	10.48	Hutton North	N/A	Existing employment site	Retain existing employment site	Housing
046	Site on corner of High Street / Western Road, Brentwood (Former Napier Arms)	N/A	0.05	Brentwood West	N/A	Vacant	Mixed-use retail and housing	
047	Hutton Parish Hall, Rayleigh Road, Hutton	N/A	0.08	Hutton East	N/A	Community hall	Housing	
048	Former Elliott's night club, West Horndon	N/A	0.94	Herongate, Ingrave & West Horndon	West Horndon	Derelict vacant buildings	Employment use	Housing
049	Land between 12-13 Magdalen Gardens, Hutton	B101	0.1	Hutton East	N/A	Vacant	Housing	
050	Land between 31-45 Goodwood Avenue, Hutton	B102	0.11	Hutton East	N/A	Vacant stud farm	Housing	

Site Ref	Site Name	SHLAA Ref	Site Size	Ward	Parish	Existing Use	Proposed Use	Alternative Proposed Use
051	Long Ridings, Roundwood Avenue, Hutton	B041	0.43	Hutton South	N/A	Residential house and garden	Housing	
052	Land rear of Little Jericho, Church Street, Blackmore	B140	0.05	Tipps Cross	Blackmore, Hook End and Wyatts Green	Vacant barn/farm building	Housing	
053A	Land rear of 146-148 Hatch Road, Pilgrims Hatch	B031	0.18	Pilgrims Hatch	N/A	Retail/ Residential /Garages	Housing	
053B	Land rear of 146-148 Hatch Road, Pilgrims Hatch	N/A	4	Pilgrims Hatch	N/A	Scrubland/ woodland	Housing	
054	Garages adjacent 25 Kings George's Road, Pilgrims Hatch	B186	0.12	Pilgrims Hatch	N/A	Garages and scrub land	Housing	
055	Rear of garage and adjacent to 126 Brentwood Road, Ingrave	B135	0.07	Herongate, Ingrave & West Horndon	Herongate and Ingrave	Vacant land	Housing	
056A	Land at Hayden and Ardsilia, Wyatts Green Road, Wyatts Green	B212	0.26	Tipps Cross	Blackmore, Hook End and Wyatts Green	Residential (two dwellings)	Housing	
056B	Land at Hayden and Ardsilia, Wyatts Green Road, Wyatts Green	B212	2.51	Tipps Cross	Blackmore, Hook End and Wyatts Green	Residential (two dwellings) and open countryside grassland	Housing	
057A	Meadowside, Swallows Cross Road, Mounthnessing	B053	0.36	Ingatestone, Fryerning & Mounthnessing	Mounthnessing	Derelict residential property with land	Housing	
057B	Meadowside, Swallows Cross Road, Mounthnessing	B053	1.47	Ingatestone, Fryerning & Mounthnessing	Mounthnessing	Open fields	Housing	
058A	Hall Lane Farm, Little Warley	B215	1.47	Herongate, Ingrave & West Horndon	West Horndon	Recycling/HGV operating centre	Housing	
058B	Hall Lane Farm, Little Warley	B215	0.76	Herongate, Ingrave & West Horndon	West Horndon	Open fields	Housing	
059	Rear of 83-93 Park Road, Brentwood	G153	0.13	Brentwood North	N/A	Scrubland and residential gardens	Housing	
060	Land adjacent and rear of 207-217 Crescent Road, Brentwood	G095	0.25	Brentwood West	N/A	Railway verge and scrubland adjacent, residential gardens to rear	Housing	
061	18 Westbury Drive, Brentwood	G142	0.04	Brentwood West	N/A	Rear garden	Housing	
062	Land adjacent to 110 Priests Lane, Brentwood	G143	0.09	Shenfield	N/A	Side garden land	Housing	
063	Land adjacent to Gayland, Thorndon Approach, Herongate	G144	0.17	Herongate, Ingrave & West Horndon	Herongate and Ingrave	Side garden land	Housing	
064	Land adjacent Everglades, Avenue Road, Ingatestone	G145	0.09	Ingatestone, Fryerning & Mounthnessing	Ingatestone and Fryerning	Side garden land	Housing	
065	Land adjacent to 1-3 Orchard Piece, Blackmore	G146	0.07	Tipps Cross	Blackmore, Hook End and Wyatts Green	Front gardens	Housing	
066	Greenways, School Road, Kelvedon Hatch	G147	0.19	Brizes & Doddington	Kelvedon Hatch	Residential dwelling and garden	Housing	
067A	Salmonds Farm, Salmonds Grove, Ingrave	G022	0.94	Herongate, Ingrave & West Horndon	Herongate and Ingrave	Pasture	Housing	
067B	Salmonds Farm, Salmonds Grove, Ingrave	G022	2.71	Herongate, Ingrave & West Horndon	Herongate and Ingrave	Pasture	Housing	
068	Land off Penny Pots Barn, Ongar Road, Stondon Massey	G059	0.14	Tipps Cross	Stondon Massey	Scrubland	Housing	
069	Land west of Nine Ashes Road, Stondon Massey	G046	1.98	Tipps Cross	Stondon Massey	Agricultural	Housing	
070	Land adjacent to St. Margaret's Church, Doddington	G086	1	Brizes & Doddington	Doddington	Scrubland	Housing	
071	Wyatts Field, Wyatts Green	G029	2	Tipps Cross	Blackmore, Hook End and Wyatts Green	Agricultural	Housing	
072	Land adjacent to Whitelands, Wyatts Green	G090	0.8	Tipps Cross	Blackmore, Hook End and Wyatts Green	Scrub/woodland	Housing	
073	Land adjacent to Mounthnessing Primary School	G093	1.26	Ingatestone, Fryerning & Mounthnessing	Mounthnessing	Open field	Housing	
074	Land at Church Road, Kelvedon Hatch	G054	1.4	Brizes & Doddington	Kelvedon Hatch	Agricultural	Housing	
075	Swedish Field, Stocks Lane, Kelvedon Hatch	G028	1	Brizes & Doddington	Kelvedon Hatch	Agricultural	Housing	
076	Land south of Redrose Lane, north of Orchard Piece, Blackmore	G070A	3.4	Tipps Cross	Blackmore, Hook End and Wyatts Green	Grazing land	Housing	
077	Land south of Redrose Lane, north of Woollard Way, Blackmore	G070	4.2	Tipps Cross	Blackmore, Hook End and Wyatts Green	Grazing land	Housing	

Site Ref	Site Name	SHLAA Ref	Site Size	Ward	Parish	Existing Use	Proposed Use	Alternative Proposed Use
078	Land at Parklands, High Street, Ingatstone	G020	1.8	Ingatstone, Fryerning & Mounthessing	Ingatstone and Fryerning	Grazing land	Housing	
079A	Land adjacent to Ingatstone by-pass (part bounded by Roman Road)	G101C	1.39	Ingatstone, Fryerning & Mounthessing	Ingatstone and Fryerning	Scrubland	Housing	
079B	Land adjacent to Ingatstone by-pass (part bounded by Roman Road)	G068	1.22	Ingatstone, Fryerning & Mounthessing	Ingatstone and Fryerning	Scrubland	Housing	
079C	Land adjacent to Ingatstone by-pass (part bounded by Roman Road)	G101C	2.06	Ingatstone, Fryerning & Mounthessing	Ingatstone and Fryerning	Scrubland	New employment site	
080	Land adjoining 'The Surgery' Outings Lane, Doddinghurst	G068	0.2	Brizes & Doddinghurst	Doddinghurst	Wooded area	Housing	
081	Council Depot, The Drive, Warley	N/A	1.71	Warley	N/A	Highways depot, auto garage and car parking	Housing	
082	Land fronting Warley Street, near Great Warley	N/A	3.97	N/A	Warley	One residential dwelling and grassland/farmland	Housing	
083	Land west of Warley Hill, Pastoral Way, Warley	N/A	2.13	N/A	Warley	Healthcare/residential	Housing with community/health use	
084	Land at Crescent Road (open space), Brentwood	N/A	0.17	Brentwood West	N/A	Protected open space	Retain use	Housing
085	Land adjacent to Tipps Cross Community Hall, Blackmore Road, Tipps Cross	N/A	0.33	Tipps Cross	Blackmore, Hook End and Wyatts Green	Grassland	Housing	
086	Land at Sandringham Road, Pilgrims Hatch	N/A	0.03	Pilgrims Hatch	N/A	Electricity sub-station	Housing	
087	Land at Alexander Lane, Shenfield	N/A	1.73	Shenfield	N/A	Grassland	Housing	Crossrail park and walk facility
088	Bishops Hall Community Centre and land	N/A	4.84	Pilgrims Hatch	N/A	Community centre and park	Retain use	Housing with community use
089	Brentwood Centre and land	N/A	20.01	Pilgrims Hatch	N/A	Brentwood Centre (leisure use, indoor and outdoor) and open grassland	Retain existing uses	Mixed-use with housing
090	Land rear of St. Thomas of Canterbury School, Sawyers Hall Lane, Brentwood	N/A	3.82	Brentwood North	N/A	Grassland	Housing	
091	Land at end of Greenshaw, Brentwood	N/A	0.11	Brentwood North	N/A	Open grassland	Housing	
092	Land at Kelvedon Green, Kelvedon Hatch	N/A	0.06	Brizes & Doddinghurst	Kelvedon Hatch	Woodland	Housing	
093	Land at Fielding Way, Hutton (rear of Rayleigh Road shopping parade)	N/A	0.12	Hutton North	N/A	Disused depot, hardstanding & garages	Housing	
094	Land between 375 and 361 Roman Road, Mounthessing (south of No. 361)	G083	0.16	Ingatstone, Fryerning & Mounthessing	Mounthessing	Grassland infill plot	Housing	
095A	The Water Meadows, Mounthessing	N/A	0.7	Ingatstone, Fryerning & Mounthessing	Mounthessing	Grassland	Housing	
095B	The Water Meadows, Mounthessing	N/A	2.76	Ingatstone, Fryerning & Mounthessing	Mounthessing	Grassland	Housing	
096	Hutton Village Dental Practice, 217 Rayleigh Road, Hutton	N/A	0.03	Hutton East	N/A	Dental surgery in residential property	Housing	
097	Harewood Road bungalows, Pilgrims Hatch	N/A	0.32	Pilgrims Hatch	N/A	Sheltered housing	Housing	
098	Ingleton House, Stock Lane, Ingatstone	N/A	0.26	Ingatstone, Fryerning & Mounthessing	Ingatstone and Fryerning	Sheltered housing	Housing	
099	Victoria Court, Victoria Road, Brentwood	N/A	0.5	Brentwood West	N/A	Sheltered housing	Housing	
100	Baytree Centre, Brentwood	N/A	1.34	Brentwood South	N/A	Retail	Mixed-use retail/housing	
101A	Land at Codham Hall (including M25 Works Site at A127/M25 junction 29)	N/A	23.41	Warley	N/A	Highway work site (M25 widening)	New employment site	
101B	Land at Codham Hall (including M25 Works Site at A127/M25 junction 29)	N/A	4.04	Warley	N/A	Existing un-allocated employment uses in agricultural buildings	New employment site	
102	William Hunter Way car park, Brentwood	N/A	1.3	Brentwood North	N/A	Surface car park	Retail led mixed-use	
103	The Old Barn, Woodside, North Drive, Hutton	N/A	0.04	Hutton East	N/A	Farmland with barn/agricultural buildings	Housing	
104	Land at Stondon Massey scrapyard, Clapgate, Chivers Road, Stondon Massey	G055	3.94	Tipps Cross	Stondon Massey	Scrapyard and industrial uses	Housing	
105	Land between 339 and 361 Roman Road, Mounthessing (north of No. 361)	N/A	0.39	Ingatstone, Fryerning & Mounthessing	Mounthessing	Grassland infill plot	Housing	
106	Site adjacent to Ingatstone Garden Centre (former A12 works site)	N/A	1.3	Ingatstone, Fryerning & Mounthessing	Mounthessing	Area of hardstanding from former highway work site	New employment site	

Site Ref	Site Name	SHLAA Ref	Site Size	Ward	Parish	Existing Use	Proposed Use	Alternative Proposed Use
107	Land at Mounthessing Roundabout (A12 junction 12, former scrap yard)	N/A	2.65	Ingatstone, Fryerning & Mounthessing	Mounthessing	Vacant previously developed land	New employment site	Housing
108	Old Pump Works, Great Warley Street	N/A	0.79	Warley	N/A	Converted offices	New employment site	
109	East Horndon Hall Business Park, Tilbury Road	B202	2.9 (SHLAA 4.6)	Herongate, Ingrave & West Horndon	West Horndon	Industrial uses	New employment site	
110	Town Hall, Ingrave Road, Brentwood	Part of B061	1.09	Brentwood South	N/A	Council offices	Retain existing employment use	
111	Upminster Trading Park	N/A	2.6	Warley	N/A	Industrial estate	Retain existing employment use	
112 ABC	Childerditch Industrial Estate	N/A	11.25	Warley	N/A	Industrial estate	Retain existing employment use	
112 D	Childerditch Industrial Estate	N/A	2.34	Warley	N/A	Scrubland	New employment site	
113 AB	Hallsford Bridge Industrial Estate	N/A	3.41	Tipps Cross	Blackmore, Hook End and Wyatts Green	Industrial estate	Retain existing employment use	Housing on vacant employment land
114	Hubert Road Industrial Estate	N/A	4.76	Brentwood West	N/A	Industrial estate	Retain existing employment use	
115 AB	Brook Street employment area	N/A	1.25	South Weald	South Weald	Mixed employment uses	Retain existing employment use	Housing at Academy Place (115A and 151)
116	Warley Business Park	N/A	3.22	Warley	N/A	Offices	Retain existing employment use	
117	Ford Offices, Eagle Way, Brentwood	N/A	5.45	Warley	N/A	Offices	Retain existing employment use	
118	BT Offices, London Road, Brentwood	N/A	3.5	Brentwood West	N/A	Offices	Retain existing employment use	
119	OCE offices, Chatham Way, Brentwood	N/A	0.45	Brentwood South	N/A	Offices Crow Green Lane, Pilgrims Hatch	Retain existing employment use	
120	47-57 Crown Street	N/A	0.12	Brentwood South	N/A	Offices	Retain existing employment use	
121	Mellon House, Berkley House and 1-28 Moores Place, Brentwood	N/A	0.52	Brentwood South	N/A	Offices	Retain existing employment use	
122	1-7 & 16-26 St Thomas Road, Brentwood	N/A	0.22	Brentwood South	N/A	Offices	Retain existing employment use	
123	7-9 Shenfield Road, Brentwood	N/A	0.06	Brentwood North	N/A	Offices	Retain existing employment use	
124	Regency House, 38 Ingrave Road, Brentwood (adjacent Town Hall)	N/A	0.07	Brentwood South	N/A	Offices	Retain existing employment use	
125	North House, Ongar Road, Brentwood	N/A	0.18	Brentwood North	N/A	Offices	Retain existing employment use	
126	Land East of West Horndon, South of Station Road	N/A	19.47	Herongate, Ingrave & West Horndon	West Horndon	Grassland, farming	Housing	Mixed-use
127	Land at M25 J28, Brook Street, Brentwood (not including existing buildings)	N/A	2.2	South Weald	N/A	Grassland and garden centre	Employment	
128	Ingatstone Garden Centre, Roman Road, Ingatstone	N/A	3.25	Ingatstone, Fryerning & Mounthessing	Mounthessing	Garden centre	Housing	
129	Fiars Avenue Car Park, Shenfield	N/A	0.15	Shenfield	N/A	Surface car park	Housing	
130	Hunter Avenue Car Park, Shenfield	N/A	0.18	Shenfield	N/A	Surface car park	Housing	
131A	Land at Brookfield Close, Hutton	N/A	0.22	Hutton Central	N/A	Sheltered housing	Housing	
131B	Land at Brookfield Close, Hutton	N/A	0.16	Hutton Central	N/A	Garages	Housing	
132A	Land at Albany Road, Pilgrims Hatch	B084	0.07	Pilgrims Hatch	N/A	Garages	Housing	
132B	Land at Albany Road, Pilgrims Hatch	B084	0.08	Pilgrims Hatch	N/A	Garages	Housing	
133	Land at Maple Close, Brentwood	B074	0.17	Brentwood South	N/A	Garages	Housing	
134	Land at Gloucester Road, Pilgrims Hatch, Brentwood	B029	0.1	Pilgrims Hatch	N/A	Garages	Housing	
135	Land at Hutton Drive (rear of Tower House), Hutton	N/A	0.07	Hutton Central	N/A	Garages	Housing	
136	Land at Church Crescent, Mounthessing	N/A	0.05	Ingatstone, Fryerning & Mounthessing	Mounthessing	Garages	Housing	
137A	Land at Broomwood Gardens and Dounsell Court, Ongar Road, Pilgrims Hatch	N/A	0.03	Pilgrims Hatch	N/A	Garages	Housing	
137B	Land at Broomwood Gardens and Dounsell Court, Ongar Road, Pilgrims Hatch	N/A	0.06	Pilgrims Hatch	N/A	Garages	Housing	

Site Ref	Site Name	SHLAA Ref	Site Size	Ward	Parish	Existing Use	Proposed Use	Alternative Proposed Use
138	Land rear of Fawtens Close, off Wainwright Avenue, Brentwood	N/A	0.18	Hutton Central	N/A	Garages	Housing	
139	Land rear of The Spinney, School Road, Kelvedon Hatch	N/A	0.15	Brizes & Doddinghurst	Kelvedon Hatch	Woodland	Housing	
140	Land at Birley Grange, Hall Lane, Shenfield	N/A	0.81	Shenfield	N/A	Residential with large garden(s)	Market housing for elderly	
141	Brentwood Leisure Park at Warley Gap (Land North-East of Thoby Farm) St Anne's Road, Mounthessing, Brentwood CM15 0TX	N/A	7.8	Warley	N/A	Leisure/ Recreational	Housing	
142	Land East of Peartree Lane and North of Peartree Close	N/A	2.2	Ingatestone, Fryerning & Mounthessing	Mounthessing	Grassland/ Greenfield	Affordable Housing	
143	Land East of Peartree Lane and North of Peartree Close	G102	1.94	Brizes & Doddinghurst	Doddinghurst	Grassland/ Greenfield	Housing	
144	Area east of A128 towards 'Timmerman's Garden Centre' and 'Duntton Hill Golf Course'	N/A	50 approx	Herongate, Ingrave & West Horndon	West Horndon	Green Belt/ Greenfield	Housing	
145	Land at Doddinghurst Road adjacent Brickhouse Wood, Pilgrims Hatch	N/A	0.7	Brizes & Doddinghurst	Doddinghurst	Farmland	N/A	
146	Land adjacent Hillcrest Nursery, Herongate/Ingrave	N/A	0.92	Herongate, Ingrave & West Horndon	Herongate & Ingrave	Greenfield	Sheltered Housing	
147	Land at Joy Fook restaurant, adjacent Bentley Golf Club, Ongar Road	N/A	0.47	Pilgrims Hatch	N/A	Restaurant	Housing	
148	Land at Moat Farm, 48 Crow Green Road, Pilgrims Hatch	N/A	0.69	Pilgrims Hatch	N/A	Greenfield	Housing	
149	Land at Thriftwood Scout Campsite adjoining Beech Ave, Cherry Ave & Knights Way	N/A	0.8	Brentwood South	N/A	Open Space	Housing	
150	Land East of A128, south of A127	G060	50.3	Herongate, Ingrave & West Horndon	West Horndon	Greenbelt/ Greenfield	Housing	
151	Academy Place, Brook Street/Spital Lane, Brentwood	N/A	0.37	South Weald	N/A	Offices	Retain existing employment use	Housing (also see 115A)
152	Land East of Horndon Industrial Estate	N/A	0.83	Herongate, Ingrave & West Horndon	West Horndon	Greenfield/ Shrubland	Housing	
153	Land to South of Fryerning Lane, Ingatestone	G042	2.1	Ingatestone	Ingatestone and Fryerning	Greenfield	Housing	
154	Land off the Chase, Brentwood	G010	0.18	Brentwood South	N/A	Open Space	Housing	
155	Brentwood School, Middleton Hall Lane, Brentwood	N/A	20.26	Brentwood South/Shenfield	N/A	School playing fields/ School Buildings	Retain school playing fields/ School Buildings (remove Green Belt designation)	
156	Greenacres Riding Stables & land opposite, Beads Hall Lane, Pilgrims Hatch	G082	5.5	Pilgrims Hatch	N/A	4 Residential properties and gardens, car show room, builders yard	Housing	
157	4 Nags Head Lane, Brentwood	B221	0.38	South Weald	N/A	1 residential property	Housing	
158	Land North of A1023 Chelmsford Road, Shenfield	N/A	3.9	Shenfield	N/A	Agricultural	Park & Ride plus employment/leisure uses	
159	Land off Crow Green Lane, Pilgrims Hatch	G057	2.8	Pilgrims Hatch	N/A	Grassland	Mixed Use development	
160	43-53 Ingrave Road, Brentwood	B216	0.2	Brentwood South	N/A	Derelict residential buildings/ former builders yard	Housing	
161	43-57 Ingrave Road, Brentwood	B216	0.43	Brentwood South	N/A	Wooded Area	Housing (Retirement Home)	
162	Little Warley Hall Farm, Little Warley Hall Lane, Little Warley	G189	15	Herongate, Ingrave & West Horndon	West Horndon	Greenfield	Housing (Retirement Home and services facility)	
163	Old Mill Site, Hay Green Lane, Wyatts Green	G073	0.15	Tipps Cross	Blackmore, Hook End & Wyatts Green	Shrubland	Housing	
164	North of Hay Green Lane, Wyatts Green	G074	3.45	Tipps Cross	Blackmore, Hook End & Wyatts Green	Grassland	Housing	
165	Keys Hall, Eagle Way, Brentwood	B181	0.44	Warley	N/A	Community Hall	Housing	
166	La Plata Grove, Brentwood	G098	2.31	Brentwood West	N/A	Open Space/ Mature Woodland	Housing	
167	Land adjacent Hill Cottage, Warley Road, and Mill House, Mascal's Lane, Warley	G031	5	Warley	N/A	Open Land	Housing	
168	Land at Searchlight Farm, School Road, Kelvedon Hatch	N/A	1.37	Brizes & Doddinghurst	Kelvedon Hatch	Grassland/ farm buildings	Housing	

Site Ref	Site Name	SHLAA Ref	Site Size	Ward	Parish	Existing Use	Proposed Use	Alternative Proposed Use
169	Land at No. 5, 7 and Brescia House, Eastfield Road, Brentwood	N/A	0.21	Brentwood South	N/A	Derelict office building/ residential property with garden	Housing	
170	14-16 Westwood Avenue, Brentwood	B148	0.3	Brentwood West	N/A	2 residential properties and rear gardens	Housing	
171	Former EHS Metal Scrapyard, Coxite Green Road	N/A	0.4	South Weald	N/A	Scrapyard and Industrial uses	Housing	
172	Land rear of 131-137 Coxite Green Road	N/A	0.18	South Weald	N/A	Grassland/ Hard Standing	Housing	
173	BP Garage & McDonald's Restaurant, A1023 Chelmsford Road (A12 J12)	N/A	0.48	Shenfield	N/A	Petrol Station/ restaurant	Mixed-use	
174	Land south of Hook End Road, Doddinghurst	N/A	3.6	Tipps Cross	Blackmore, Hook End & Wyatts Green	Scrubland	Housing	
175A	Land at M25 J28, Brook Street, Brentwood (including existing buildings), and surrounding land	Part B200	3.02	South Weald	N/A	Garden Centre	Retail	
175B	Land at M25 J28, Brook Street, Brentwood (including existing buildings), and surrounding land	G100B & G087	21.27	South Weald	N/A	Residential Property/ farm buildings/ agriculture	Mixed-use	
175C	Land at M25 J28, Brook Street, Brentwood (including existing buildings), and surrounding land	G100A	15.76	South Weald	N/A	Farm buildings / agriculture	Mixed-use	
176	Land at former Bentley Zoo, Hullets Lane, Brentwood	N/A	0.11	Pilgrims Hatch	N/A	Woodland/ garden	Housing	
177	Land at Wash Road, south of Lower Road, Hutton	N/A	9.4	Hutton North	N/A	Agricultural	Park & Ride	
178	Land at Priests Lane (east) adjacent Bishops Walk, Brentwood	G025	0.9	Shenfield	N/A	Stables/ scrubland	Housing	
179	Land adjacent Wybarns Farm and Mount Pleasant Cottage, Chelmsford Road, Shenfield	N/A	2.2	Shenfield	N/A	Residential/ Greenfield	Retain residential/ Greenfield (remove Green Belt designation)	
180	Land at Brook Street & Wigley Bush Lane, Brentwood (current Vauxhall garage)	N/A	1.77	South Weald	N/A	Car Dealership/ scrubland	Mixed-use or retail	
181	Green Keepers Cottage, Thorndon Gate, Ingrave	N/A	0.08	Herongate, Ingrave & West Horndon	Herongate & Ingrave	1 Residential property and garden	Retain one Residential property and garden (remove Green Belt designation)	
182	Land Adjacent to Heathlands, School Road, Kelvedon Hatch	N/A	0.1	Brizes & Doddinghurst	Kelvedon Hatch	Scrubland	Housing	
183	Former sewage pumping station at Ingrave Hall, Ingrave	N/A	3.6	Herongate, Ingrave & West Horndon	Herongate & Ingrave	Former sewage works buildings & structures/ scrubland	Housing	
184	Former Saxton 4x4 garage, Rayliegh Road	N/A	0.34	Hutton East	N/A	Vacant car dealership building and parking	Housing	
185	Land at Rectory Chase, Doddinghurst	N/A	0.72	Brizes & Doddinghurst	Doddinghurst	Woodland/ scrubland	Housing	
186	Land at Crescent Drive, Brentwood	N/A	1.53	Shenfield	N/A	National Blood Service Building/ car parking	Housing	
187	Land south of East Horndon Hall	N/A	5.5	Herongate, Ingrave & West Horndon	West Horndon	Greenfield	New employment site	
188	Land at Ashwells Lodge, Blackmore Road, Doddinghurst	N/A	1.4	Brizes & Doddinghurst	Doddinghurst	Residential and agricultural land	Housing	
189	Former Catrina Nursery, Ongar Road, Pilgrims Hatch	N/A	2.85	Pilgrims Hatch	N/A	Residential Property/ Farm Buildings/ Garden	Housing	
190	Gardeners, Ongar Road, Kelvedon Hatch	G003	3.25	Brizes & Doddinghurst	Kelvedon Hatch	Residential Property/ Greenfield/ Woodland	Housing	
191	Pettits, Frog Street, Kelvedon Hatch	G006	0.4	Brizes & Doddinghurst	Kelvedon Hatch	Greenfield	Housing	
192	Heron Hall, Herongate, Brentwood	G015	235.8	Herongate, Ingrave & West Horndon	Herongate & Ingrave	Agricultural/ Woodland	Housing	
193	Land on the north side of Church Lane, Warley Street	G026	0.33	Warley	N/A	Agricultural	Housing	
194	Brizes Corner Field, Blackmore Road, Kelvedon Hatch	G027	0.87	Brizes & Doddinghurst	Kelvedon Hatch	Agricultural	Housing	
195	Birchwood, School Road, Kelvedon Hatch	G036	1.76	Tipps Cross	Stondon Massey	Grazing land	Housing	
196	Land to North West of Lowes Farm, Wyatts Green Road, Wyatts Green	G037	1.76	Tipps Cross	Blackmore, Hook End & Wyatts Green	Grazing land	Housing	
197	Land to rear of 31-40 Nags Head Lane, Brentwood	B211	1.34	South Weald	N/A	Residential properties/ hardstanding/ scrubland	Housing	
198	Land to South-east of Doddinghurst Road, Pilgrims Hatch	G039	5.69	Pilgrims Hatch	N/A	Agricultural	Housing	

Site Ref	Site Name	SHLAA Ref	Site Size	Ward	Parish	Existing Use	Proposed Use	Alternative Proposed Use
199	Land to the East of Ingatestone Road, Blackmore	G041	5.95	Tipps Cross	Blackmore, Hook End & Wyatts Green	Agricultural	Housing	
200	Entire Land East of A128, south of A127	N/A	237.49	Herongate, Ingrave & West Horndon	West Horndon	Agricultural/ woodland/ residential properties/ golf course	Mixed-use	
201	Land to West of Place Farm Lane, Kelvedon Hatch	G043	9.35	Brizes & Doddingtonhurst	Kelvedon Hatch	Agricultural	Housing	
202	Land to the South of Blackmore, off Blackmore Road	G044 (S)	4.46	Tipps Cross	Blackmore, Hook End & Wyatts Green	Agricultural/ Graveyard	Housing	
203	Land to the West of Blackmore, off Blackmore Road	G044 (W)	24.57	Tipps Cross	Blackmore, Hook End & Wyatts Green	Agricultural	Housing	
204	Land to North of Blackmore Road, Blackmore Road, Kelvedon Hatch	G045	5.83	Brizes & Doddingtonhurst	Kelvedon Hatch	Agricultural	Housing	
205	Land to East of Nine Ashes Road, Stondon Massey	G047	0.44	Tipps Cross	Stondon Massey	Agricultural	Housing	
206	Land to North of Reeves Close, Stondon Massey	G048	1.71	Tipps Cross	Stondon Massey	Agricultural	Housing	
207	Land to North of Blackmore Road, Stondon Massey	G049	0.48	Tipps Cross	Stondon Massey	Agricultural	Housing	
208	Land at the West of Ongar Road, Stondon Massey, Brentwood	G050	0.2	Tipps Cross	Stondon Massey	Woodland/ Scrubland	Housing	
209	Land to South of Blackmore Road, Doddingtonhurst	G051	0.87	Brizes & Doddingtonhurst	Doddingtonhurst	Agricultural	Housing	
210	11-12 Church Road, Kelvedon Hatch, Brentwood, Essex.	G053	1.16	Brizes & Doddingtonhurst	Kelvedon Hatch	Agricultural	Housing	
211	Land and building on the West of Church Lane, Hutton	G056	4.23	Hutton East	N/A	Woodland/ Scrubland	Housing	
212	Coombe Woods, Beredens Lane, Warley	G063	7.96	Warley	N/A	Woodland	Housing	
213	Land Adjoining "Crescent Cottage" Nines Ashes Road, Stondon	G067	0.27	Tipps Cross	Stondon Massey	Scrubland	Housing	
214	Land North West Side of Blackmore Road, Stondon Massey	G069	2.1	Tipps Cross	Stondon Massey	Scrubland	Housing	
215	7 Church Road, Kelvedon, Hatch, Brentwood, Essex. CM14 5TJ	G071	0.54	Brizes & Doddingtonhurst	Kelvedon Hatch	1 Residential Property and Garden	Housing	
216	Applegrave, Swallow Cross Road, Mountheising	G075	0.58	Brizes & Doddingtonhurst	Doddingtonhurst	Greenfield	Housing	
217	Eagle Field, Kelvedon Hatch	G084	1.44	Brizes & Doddingtonhurst	Kelvedon Hatch	Greenfield	Housing	
218	Land East of Hall Lane, Shenfield	G085	12.42	Shenfield	N/A	Agricultural	Housing	
219	Land to the East of Hutton Village, Hutton, Shenfield	G092	2.82	Hutton East	N/A	Agricultural	Housing	
220	Collins Farm, Goodwood Ave, Hutton	G150	10.24	Hutton East	N/A	Greenfield	Housing	
221	Crown Corner Country Store, Ongar Road, Kelvedon Hatch	B199	0.77	Brizes & Doddingtonhurst	Kelvedon Hatch	Animal Food Store/ Greenfield	Housing	
222	Jasmine Cottage, 141 Billericay Rd, Brentwood	B201	0.1	Herongate, Ingrave & West Horndon	Herongate & Ingrave	1 Residential Property	Housing	
223	Land Adjacent to "Chitral", Wyatts Green Road, Swallows Cross Mountheising	B203	0.44	Tipps Cross	Blackmore, Hook End & Wyatts Green	Industrial Uses	Housing	
224	Hermes, Brook Lane, Doddingtonhurst	B205	0.91	Brizes & Doddingtonhurst	Doddingtonhurst	1 Residential Property	Housing	
225	The Nutshell, Stock Lane, Ingatestone	B206	0.46	Ingatestone, Fryerning & Mountheising	Ingatestone and Fryerning	Farm Buildings/ Scrubland	Housing	
226	Manor House, Hay Green Lane, Blackmore	B208	0.29	Tipps Cross	Blackmore, Hook End & Wyatts Green	1 Residential Property	Housing	
227	144 Crow Green Road, Pilgrims Hatch	B209	0.34	Pilgrims Hatch	N/A	1 Residential Property	Housing	
228	Chep Pallets, Warley Street, Warley	N/A	5.36	Warley	N/A	Industrial Uses	Housing	
229	Land rear of Wynbarns Farm, Chelmsford Road, Shenfield	N/A	4.37	Shenfield	N/A	Agricultural	Housing	
230	Bowmer (Waste Disposal), Magpie Lane, Little Warley	N/A	1.55	Warley	N/A	Waste Facility/ Residential Property/ Greenfield	Housing	
231	Land to the north of the A127 Land to the north of the A127 Land to the north of the A127	N/A	64.59	Herongate, Ingrave & West Horndon	Herongate & Ingrave	Golf Course/ Woodland/ Agricultural	Mixed-use	
232	Multi-storey car park, Copfold Road, Brentwood	N/A	0.32	Brentwood South	N/A	Multi-storey car park	Mixed-use (retail with parking above)	

Appendix 2: List of Sites by Ward

Brentwood North

003	Wates Way Industrial Estate, Ongar Road, Brentwood
017	Telephone Exchange, Ongar Road, Brentwood
023	Land off Dodinghurst Road, either side of A12, Brentwood
024A	Sawyers Hall Farm, Sawyers Hall Lane/Dodinghurst Road, Brentwood
024B	Sawyers Hall Farm, Sawyers Hall Lane/Dodinghurst Road, Brentwood
041	Land at Hunter House, Western Road, Brentwood
059	Rear of 83-93 Park Road, Brentwood
090	Land rear of St. Thomas of Canterbury School, Sawyers Hall Lane, Brentwood
091	Land at end of Greenshaw, Brentwood
102	William Hunter Way car park, Brentwood
123	7-9 Shenfield Road, Brentwood
125	North House, Ongar Road, Brentwood

Brentwood South

025	Land at Ingrave Road (198, 198a, 198b & 176), Brentwood
040	Chatham Way/Crown Street Car Park, Brentwood
100	Baytree Centre, Brentwood
110	Town Hall, Ingrave Road, Brentwood
119	OCE offices, Chatham Way, Brentwood
120	47-57 Crown Street
121	Mellon House, Berkley House and 1-28 Moores Place, Brentwood
122	1-7 & 16-26 St Thomas Road, Brentwood
124	Regency House, 38 Ingrave Road, Brentwood (adjacent Town Hall)
133	Land at Maple Close, Brentwood
149	Land at Thriftwood Scout Campsite adjoining Beech Ave, Cherry Ave & Knights Way
154	Land off the Chase, Brentwood
155	Brentwood School, Middleton Hall Lane, Brentwood
160	43-53 Ingrave Road, Brentwood
161	43-57 Ingrave Road, Brentwood
169	Land at No. 5, 7 and Brescia House, Eastfield Road, Brentwood
232	Multi-storey car park, Copfold Road, Brentwood

Brentwood West

001A	Land north of Highwood Close, Brentwood
001B	Land north of Highwood Close including St Georges Court, Brentwood
002	Brentwood railway station car park
022	Land at Honeypot Lane, Brentwood
039	Westbury Road Car Park, Westbury Road, Brentwood
046	Site on corner of High Street / Western Road, Brentwood (Former Napier Arms)
060	Land adjacent and rear of 207-217 Crescent Road, Brentwood
061	18 Westbury Drive, Brentwood
084	Land at Crescent Road (open space), Brentwood
099	Victoria Court, Victoria Road, Brentwood
114	Hubert Road Industrial Estate
118	BT Offices, London Road, Brentwood
166	La Plata Grove, Brentwood
170	14-16 Westwood Avenue, Brentwood

Brizes & Dodinghurst

009	Woodlands, School Road, Kelvedon Hatch
019	Land at the Rectory, Church Lane, Dodinghurst
043	Former Landings Surgery, Outings Lane, Dodinghurst
066	Greenways, School Road, Kelvedon Hatch
070	Land adjacent to St. Margaret's Church, Dodinghurst
074	Land at Church Road, Kelvedon Hatch
075	Swedish Field, Stocks Lane, Kelvedon Hatch
080	Land adjoining 'The Surgery' Outings Lane, Dodinghurst
092	Land at Kelvedon Green, Kelvedon Hatch
139	Land rear of The Spinney, School Road, Kelvedon Hatch
143	Land East of Peartree Lane and North of Peartree Close
145	Land at Dodinghurst Road adjacent Brickhouse Wood, Pilgrims Hatch
168	Land at Searchlight Farm, School Road, Kelvedon Hatch
182	Land Adjacent to Heathlands, School Road, Kelvedon Hatch
185	Land at Rectory Chase, Dodinghurst
188	Land at Ashwells Lodge, Blackmore Road, Dodinghurst
190	Gardeners, Ongar Road, Kelvedon Hatch, CM15 0JX
191	Pettits, Frog Street, Kelvedon Hatch, Brentwood, CM15 0JL
194	Brizes Corner Field, Blackmore Road, Kelvedon Hatch
201	Land to West of Place Farm Lane, Kelvedon Hatch
204	Land to North of Blackmore Road, Blackmore Road, Kelvedon Hatch
209	Land to South of Blackmore Road, Dodinghurst
210	11-12 Church Road, Kelvedon Hatch, Brentwood, Essex.
215	7 Church Road, Kelvedon, Hatch, Brentwood, Essex. CM14 5TJ
216	Applegrove, Swallow Cross Road, Mountnessing
217	Eagle Field, Kelvedon Hatch
221	Crown Corner Country Store, Ongar Road, Kelvedon Hatch
224	Hermes, Brook Lane, Dodinghurst
GT004	Ponderosa, Place Farm Lane, Kelvedon Hatch
GT006	Warren Lane, Dodinghurst
GT008	Clementines Farm, Muthering Lane
GT010	Hope Farm, Horsemanside, Navestock
GT011	Orchard View, Horsemanside, Navestock
GT012	Rye Etch, Mill Lane, Navestock
GT013	The Willows, Place Farm Lane, Kelvedon Hatch
GT014	Tree Tops, Curtis Mill Lane, Navestock
GT018	Hunters Green, Albyns Lane, Navestock
GT019	Lizvale Farm, Goatswood Lane, Navestock

Herongate, Ingrave & West Horndon

020	West Horndon Industrial Estate, Childerditch Lane, West Horndon
021	Horndon Industrial Estate, Station Road, West Horndon
028A	Land east of Running Waters, Brentwood
028B	Land east of Running Waters, Brentwood
028C	Land east of Running Waters, Brentwood
036	Land opposite Button Common, Brentwood Road, Herongate
037A	Land West of Thorndon Avenue, West Horndon
037B	Land West of Thorndon Avenue, West Horndon
037C	Land West of Thorndon Avenue, West Horndon
038A	Land East of Thorndon Avenue, West Horndon
038B	Land East of Thorndon Avenue, West Horndon
048	Former Elliott's night club, West Horndon
055	Rear of garage and adjacent to 126 Brentwood Road, Ingrave
058A	Hall Lane Farm, Little Warley
058B	Hall Lane Farm, Little Warley
063	Land adjacent to Gayland, Thorndon Approach, Herongate
067A	Salmonds Farm, Salmonds Grove, Ingrave
067B	Salmonds Farm, Salmonds Grove, Ingrave
109	East Horndon Hall Business Park, Tilbury Road
126	Land East of West Horndon, South of Station Road
144	Area east of A128 towards 'Timmerman's Garden Centre' and 'Dunton Hill Golf Course'
146	Land adjacent Hillicrest Nursery, Herongate/Ingrave
150	Land East of A128, south of A127
152	Land East of Horndon Industrial Estate
162	Little Warley Hall Farm, Little Warley Hall Lane, Little Warley
181	Green Keepers Cottage, Thorndon Gate, Ingrave
183	Former sewage pumping station at Ingrave Hall, Ingrave
187	Land south of East Horndon Hall
192	Heron Hall, Herongate, Brentwood
200	Entire Land East of A128, south of A127
231	Land to the north of the A127 Land to the north of the A127 Land to the north of the A127
222	Jasmine Cottage, 141 Billericay Rd, Brentwood

Hutton Central

005	Essex County Fire Brigade HQ, Rayleigh Road, Brentwood
026	Land at Hove Close, off Hanging Hill Lane, Hutton
030	Land at Bayleys Mead, off Hanging Hill Lane, Hutton
031	Horne Meadow, land adjacent to 12 Tyburns, Hutton
131A	Land at Brookfield Close, Hutton
135	Land at Hutton Drive (rear of Tower House), Hutton
138	Land rear of Fawlers Close, off Wainwright Avenue, Brentwood

Hutton East

008A	Woodlands School, Rayleigh Road, Hutton
008B	Woodlands School, Rayleigh Road, Hutton
008C	Land adjacent Woodlands School, Rayleigh Road, Hutton
033	Land to the south of Lodge Close, east of Hutton
047	Hutton Parish Hall, Rayleigh Road, Hutton
049	Land between 12-13 Magdalen Gardens, Hutton
050	Land between 31-45 Goodwood Avenue, Hutton
096	Hutton Village Dental Practice, 217 Rayleigh Road, Hutton
103	The Old Barn, Woodside, North Drive, Hutton
184	Former Saxton 4x4 garage, Rayleigh Road
211	Land and building on the West of Church Lane, Hutton
219	Land to the East of Hutton Village, Hutton, Shenfield
220	Collins Farm, Goodwood Ave, Hutton

Hutton North

006	Land adjacent Adult Education Centre, Rayleigh Road, Hutton
007	Land between Tending Court and Tillingham Bold, Woodland Avenue, Hutton
045	Hutton Industrial Estate, Wash Road, Hutton
093	Land at Fielding Way, Hutton (rear of Rayleigh Road shopping parade)
177	Land at Wash Road, south of Lower Road, Hutton

Hutton South

029	Three Oaks Meadow, Hanging Hill Lane, Hutton
051	Long Ridings, Roundwood Avenue, Hutton

Ingatestone, Fryerning & Mountnassing

018	Thoby Priory, Thoby Lane, Mountnassing
042	Land at Bell Mead, Ingatestone
057A	Meadowside, Swallows Cross Road, Mountnassing
057B	Meadowside, Swallows Cross Road, Mountnassing
064	Land adjacent Everglades, Avenue Road, Ingatestone
073	Land adjacent to Mountnassing Primary School
078	Land at Parklands, High Street, Ingatestone
079A	Land adjacent to Ingatestone by-pass (part bounded by Roman Road)
079B	Land adjacent to Ingatestone by-pass (part bounded by Roman Road)
079C	Land adjacent to Ingatestone by-pass (part bounded by Roman Road)
094	Land between 375 and 361 Roman Road, Mountnassing (south of No. 361)
095A	The Water Meadows, Mountnassing
095B	The Water Meadows, Mountnassing
098	Ingleton House, Stock Lane, Ingatestone
105	Land between 339 and 361 Roman Road, Mountnassing (north of No. 361)
106	Site adjacent to Ingatestone Garden Centre (former A12 works site)
107	Land at Mountnassing Roundabout (A12 junction 12, former scrap yard)
128	Ingatestone Garden Centre, Roman Road, Ingatestone
136	Land at Church Crescent, Mountnassing
142	(Land North-East of Thoby Farm) St Anne's Road, Mountnassing, Brentwood CM15 0TX
153	Land to South of Fryerning Lane, Ingatestone
225	The Nutshell, Stock Lane, Ingatestone
GT005	Poplars Farm, Roman Road, Ingatestone
GT015	Roman Triangle, Roman Road, Mountnassing
GT016	Deep Dell Park (Willow Farm)

Pilgrims Hatch

010	Sow & Grow Nursery, Ongar Road, Pilgrims Hatch
011A	Land rear of 10-20 Orchard Lane, Pilgrims Hatch
011B	Land rear of 10-20 Orchard Lane, Pilgrims Hatch
011C	Land rear of 10-20 Orchard Lane, Pilgrims Hatch
012	Garage courts adjacent 49 Lavender Avenue, Pilgrims Hatch
023	Land off Doddington Road, either side of A12, Brentwood
024A	Sawyers Hall Farm, Sawyers Hall Lane/Doddington Road, Brentwood
024B	Sawyers Hall Farm, Sawyers Hall Lane/Doddington Road, Brentwood
053A	Land rear of 146-148 Hatch Road, Pilgrims Hatch
053B	Land rear of 146-148 Hatch Road, Pilgrims Hatch
054	Garages adjacent 25 Kings George's Road, Pilgrims Hatch
086	Land at Sandringham Road, Pilgrims Hatch
088	Bishops Hall Community Centre and land
089	Brentwood Centre and land
097	Harewood Road bungalows, Pilgrims Hatch
132A	Land at Albany Road, Pilgrims Hatch
132B	Land at Albany Road, Pilgrims Hatch
134	Land at Gloucester Road, Pilgrims Hatch, Brentwood
137A	Land at Broomwood Gardens and Dounsell Court, Ongar Road, Pilgrims Hatch
137B	Land at Broomwood Gardens and Dounsell Court, Ongar Road, Pilgrims Hatch
147	Land at Joy Fook restaurant, adjacent Bentley Golf Club, Ongar Road
148	Land at Moat Farm, 48 Crow Green Road, Pilgrims Hatch
156	Greenacres Riding Stables & land opposite, Beads Hall Lane, Pilgrims Hatch
159	Land off Crow Green Lane, Pilgrims Hatch
176	Land at former Bentley Zoo, Hulleys Lane, Brentwood
189	Former Catrina Nursery, Ongar Road, Pilgrims Hatch
198	Land to South-east of Doddington Road, Pilgrims Hatch
227	144 Crow Green Road, Pilgrims Hatch
GT009	Cottage Garden, Beads Hall Lane, Pilgrims Hatch

Shenfield

034	Officer's Meadow, land off Alexander Lane, Shenfield
044	Land at Priests Lane (west), Brentwood
062	Land adjacent to 110 Priests Lane, Brentwood
087	Land at Alexander Lane, Shenfield
129	Friars Avenue Car Park, Shenfield
130	Hunter Avenue Car Park, Shenfield
140	Land at Birley Grange, Hall Lane, Shenfield
155	Brentwood School, Middleton Hall Lane, Brentwood
158	Land North of A1023 Chelmsford Road, Shenfield
173	BP Garage & McDonald's Restaurant, A1023 Chelmsford Road (A12 J12)
178	Land at Priests Lane (east) adjacent Bishops Walk, Brentwood
179	Land adjacent Wybarns Farm and Mount Pleasant Cottage, Chelmsford Road, Shenfield
186	Land at Crescent Drive, Brentwood
218	Land East of Hall Lane, Shenfield
229	Land rear of Wynbarns Farm, Chelmsford Road, Shenfield

South Weald

004	Land rear of The Bull Public House, Brook Street, Brentwood
032	Land east of Nags Head Lane, Brentwood
035	Land adjacent 50 Spital Lane, Brentwood
115 AB	Brook Street employment area
127	Land at M25 J28, Brook Street, Brentwood (not including existing buildings)
151	Academy Place, Brook Street/Spital Lane, Brentwood
157	4 Nags Head Lane, Brentwood
171	Former EHS Metal Scrapyard, Coxtle Green Road
172	Land rear of 131-137 Coxtle Green Road
175A	Land at M25 J28, Brook Street, Brentwood (including existing buildings), and surrounding land
175B	Land at M25 J28, Brook Street, Brentwood (including existing buildings), and surrounding land
175C	Land at M25 J28, Brook Street, Brentwood (including existing buildings), and surrounding land
180	Land at Brook Street & Wigley Bush Lane, Brentwood (current Vauxhall garage)
197	Land to rear of 31-40 Nags Head Lane, Brentwood

Tipps Cross

052	Land rear of Little Jericho, Church Street, Blackmore
056A	Land at Hayden and Ardsila, Wyatts Green Road, Wyatts Green
056B	Land at Hayden and Ardsila, Wyatts Green Road, Wyatts Green
065	Land adjacent to 1-3 Orchard Piece, Blackmore
068	Land off Penny Pots Barn, Ongar Road, Stondon Massey
069	Land west of Nine Ashes Road, Stondon Massey
071	Wyatts Field, Wyatts Green
072	Land adjacent to Whitelands, Wyatts Green
076	Land south of Redrose Lane, north of Orchard Piece, Blackmore
077	Land south of Redrose Lane, north of Woollard Way, Blackmore
085	Land adjacent to Tipps Cross Community Hall, Blackmore Road, Tipps Cross
104	Land at Stondon Massey scrapyard, Clapgate, Chivers Road, Stondon Massey
113 AB	Hallsford Bridge Industrial Estate
163	Old Mill Site, Hay Green Lane, Wyatts Green
164	North of Hay Green Lane, Wyatts Green
174	Land south of Hook End Road, Doddington
195	Birchwood, School Road, Kelvedon Hatch
196	Land to North West of Lowes Farm, Wyatts Green Road, Wyatts Green
199	Land to the East of Ingatestone Road, Blackmore
202	Land to the South of Blackmore, off Blackmore Road
203	Land to the West of Blackmore, off Blackmore Road
205	Land to East of Nine Ashes Road, Stondon Massey
206	Land to North of Reeves Close, Stondon Massey
207	Land to North of Blackmore Road, Stondon Massey
208	Land at the West of Ongar Road, Stondon Massey, Brentwood
213	Land Adjoining "Crescent Cottage" Nines Ashes Road, Stondon
214	Land North West Side of Blackmore Road, Stondon Massey
223	Land Adjacent to "Chitral", Wyatts Green Road, Swallows Cross Mounthnessing
226	Manor House, Hay Green Lane, Blackmore
GT001	Liliputs, Chelmsford Road, Blackmore
GT002	Meadow View, Ingatestone Road, Blackmore
GT003	Pond End, Clapgate Estate, Kelvedon Hatch
GT007	Wenlock Meadow, Wenlock Lane
GT017	Greenacres, Plot 3 Oaktree Farm, Chelmsford Road, Blackmore

Warley

013A	Warley Training Centre, Essex Way, Warley
013B	Warley Training Centre, Essex Way, Warley
014	The Gables, Essex Way, Warley
015	Former Mascalls Hospital, Mascalls Lane, Warley
016A	Woodlands School, Warley Street, Great Warley
016B	Woodlands School, Warley Street, Great Warley
027	Land adjacent to Carmel, Mascalls Lane, Warley
081	Council Depot, The Drive, Warley
082	Land fronting Warley Street, near Great Warley
083	Land west of Warley Hill, Pastoral Way, Warley
101A	Land at Codham Hall (including M25 Works Site at A127/M25 junction 29)
101B	Land at Codham Hall (including M25 Works Site at A127/M25 junction 29)
108	Old Pump Works, Great Warley Street
111	Upminster Trading Park
112 ABC	Childerditch Industrial Estate
112 D	Childerditch Industrial Estate
116	Warley Business Park
117	Ford Offices, Eagle Way, Brentwood
141	Brentwood Leisure Park at Warley Gap
165	Keys Hall, Eagle Way, Brentwood
167	Land adjacent Hill Cottage, Warley Road, and Mill House, Mascalls Lane, Warley
193	Land on the north side of Church Lane, Warley Street
212	Coombe Woods, Beredens Lane, Warley
228	Chep Pallets, Warley Street, Warley
230	Bowmer (Waste Disposal), Magpie Lane, Little Warley



The Council is inviting comments on this Local Plan Strategic Growth Options Consultation as part of a formal public consultation that runs from 6 January 2015 until 17 February 2015.

You can respond directly to the online at our website www.brentwood.gov.uk/localplan



www.brentwood.gov.uk
email: planning.policy@brentwood.gov.uk
telephone: 01277 312 620

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10 December 2014

Ordinary Council

Old House

Report of: Adrian J Tidbury Estates and Valuation Surveyor

Wards Affected: Brentwood North

This report is: Public

1. Executive Summary

1.1 This report acknowledges the “in principle” decision of the 15th July 2014 Asset & Enterprise Committee to proceed with the redevelopment of Old House into flats and to report to Full Council in order for Members to consider the financial implications for the Capital Programme.

1.2 This report outlines the updated information received from the Architects, together with revised rental and sale value information for Members consideration.

2. Recommendation(s)

2.1 That, based on the Business Case presented, Members proceed with damp, bat and structural surveys to support the proposal to convert Old House to residential units.

2.2 That, subject to no material changes to the financial viability arising from the survey works, to agree the appointment of consultants to undertake detailed designs in conjunction with English Heritage and the Essex County Council Historic Buildings Adviser, leading to the preparation of contract documents to maximise the number of units achievable on the site.

2.3 That following successful listed building consent and Planning approval, authority be given to the Leader of the Council, the Chair of the Asset and Enterprise Panel and (Acting) Chief Executive, to undertake a tender process and to appoint a suitable contractor to complete the refurbishment of the property and on completion, instruct letting agents to market the property.

2.4 That, subject the approval of this project, Members endorse the borrowing requirement of £1,080,000 and that until the budget for 2015/16 is finalised, provision for the Year 1 borrowing costs will be assumed to be funded from the General Fund Working Balance.

3 Introduction and Background

3.1 Members are reminded that the history and background to this town centre property was set out in the report to the 15th July 2014 Asset and Enterprise Committee.

3.2 In the Feasibility Study provided by the previous architects, comment was made that: *“Seven apartments are possible but there this is in conflict with the requirements of Essex County Council (Conservation Department) and English Heritage” and is summed up in James Ross of Essex County Council’s letter dated 28th January 2013 ... and Sheila Stones of English Heritage letter dated 27th January 2013.... and would not achieve listed building consent”.*

3.3 The key concerns were:

- The need for further opening up and investigation to ascertain more detail relating to the existing structure and historic fabric.
- Further development of the design required in respect to new door openings and sub divisions
- The removal of the single storey 20th century extension.
- To avoid the lateral conversion into apartments but convert back to the original two town houses as originally built recreating the original internal layout.

3.4 The previous architects were instructed to consider transforming the property into the maximum number of units that could be achieved. However, in view of the comments made by English Heritage, they amended the proposal to meet with the expectations of English Heritage and the Essex County Council Conservation department and presented two town houses, the main house with 5 bedrooms and the second with 3 bedrooms and the instruction for multiple units forming an appendix to that report. This revised proposal was reported to the 13th March 2013 Policy Projects and Resources Board.

- 3.5 The report to the 13th March 13 Policy Projects and Resources Board recommended *“in the light of the studies undertaken, The Policy, Project and resources Board be recommended to continue with the disposal of Old House”* the studies referred to in this resolution were both the Feasibility Study undertaken by Purcell Architects and a study that addressed the future delivery of asset/property management in the borough. The report on the future deliverability of asset/property management, indicated that *“the authority has challenges in the Corporate Property Unit in relation to both capability and capacity”*.
- 3.6 Since that time (November 2012) the Council has restructured its property management with the appointment of the Strategic Asset Manager and is also investigating the use of arms length companies to manage property lettings. Therefore the circumstances underpinning the decision of the 13th March 2013 Policy, Projects and Resources Board have now changed.
- 3.7 This report now considers the financial implications of the updated proposal to convert the property into residential units in terms of funding and return on the investment.
- 3.8 Architects Traer have provided advice on a staged approach to a reconfiguration in order to meet the requirements of English Heritage. The stages proposed are as follows:
- i) Survey the site with English Heritage and the historic building assessor to establish those areas that require further investigation of an intrusive nature.
 - ii) Further discussions with English heritage to confirm the approach to be made in the buildings conversion.
 - iii) Further intrusive investigatory works with English Heritage to determine the parameters upon which any proposed conversion could take place.
 - iv) Preparation of a feasibility study maximising the potential of the property towards its conversion into flats.

The first three stages of this approach, have now been completed with the resultant level 3 Historic Building report contained in Appendix A. The report considers each historical aspect of the property and concludes that

"The significance of Old House now lies entirely with its street facade which has remained largely unchanged for over 100 years. The interior retains little historic fabric and no fixtures (other than the cellar). The rear elevation has been immutably altered or masked by works in 1973."

3.9 This report has enabled an outline design for 6 units to be fitted into the footprint of the property. This outline design was submitted to English Heritage for their comments and approval on 14th November 2014. As a result, a meeting on site with English Heritage was held on the 26th November 2014 to discuss the content of the report and establish the parameters of the proposed build.

3.10 The initial (verbal) feedback from English Heritage is that the subdivision of the building into 6 flats is agreed in principle, subject to further survey work in terms of damp and structures and further details of the proposed conversion.

4 Issue, Options and Analysis of Options

4.1 Members will be aware that as a Grade II* listed building, renovation or conversion is subject Planning and listed building consent in order to protect the historic nature of the elements forming both the structure and decoration to the building. These elements have now been defined by the level 3 Historic Building report, but will require final ratification by English Heritage.

4.2 Planning comments were summarised in the report to the 13th March 2013 Policy, Projects and Resources Committee as:

- Redundancy of community use would need to be demonstrated.
- Planning policies quoted which would need to be considered for a change of use.

These comments remain unchanged.

4.3 Members will also be aware that previous architects appointed did not consult with English Heritage until the proposals had been developed and gave little time to English Heritage to respond or become part of the project. It is recognised that English Heritage need to be a major contributor to the project in terms of advice and direction in order that the historic nature of the property where present, will be preserved.

4.4 Further architects have now been appointed to undertake outline design together with an Historic Buildings Investigator (as requested by English Heritage) to define in detail, the remaining historic nature of the building. This investigation took place on the 30th October 2014 and the findings

from the investigation has enabled Architects to prepare an outline design to be forwarded to English Heritage for consideration. The report considers in some detail both the history to the building and the changes that the building has gone through in its history and how these changes have affected the historic nature of the building to considering the building historic significance today.

- 4.5 The report provides a clear understanding of what subdivisions can be achieved, enabling the costs of conversion being obtained with some accuracy. The provision of the report has now significantly reduced the risks of unknown history being revealed during reconstruction forcing redesign in order to provide protection. It also enables those historic features that have been revealed to become part of the final project.
- 4.6 The Architects have now provided an outline design accommodating the information provided by the Level 3 Historic Building report. The outline is for the provision of 6 units in total; 2 x 1 bedroom units and 4 x 2 bedroom units.
- 4.7 Officers have consulted with Agents to ascertain the current sale and rental values of each of the proposed units that could be anticipated and these are included in Appendix B. For comparison, the previous financial appraisal from March 2013 is included at Appendix C.
- 4.8 Appendix B provides an overview of the financial viability of the proposed works. This includes current and post conversion values, together with anticipated annual income and expenditure.
- 4.9 If Members decide to proceed with the conversion, the capital investment would require funds to be borrowed. Attached at Appendix D is an indicative cash flow which shows the full financial implications of the borrowing requirement. The Appendix is split into two tables; the first allows for the principal value to be repaid over 20 years (assuming a 20 year loan), whilst the second table allows for the principal to be repaid over a 50 year period. Both methods are acceptable under accounting principles.

5 Reasons for Recommendation

- 5.1 To enable the referral of the Asset and Enterprise Committee to be considered by full Council.

6 Consultation

- 6.1 No public consultation has been carried in conjunction with this report.

7 References to Corporate Plan

- 7.1 Value for Money: policies that invest in key services to create opportunity for all, provide better value for Brentwood's taxpayers and enhance the borough's infrastructure whilst modernising and transforming Brentwood Borough Council. We will re-prioritise and focus our resources and be innovative in our approach.
- 7.2 Our Borough: Policies which promote our environment, support sustainable growth, and safeguard our high quality environment including heritage and countryside. We will provide responsive, accessible and forward thinking services for vulnerable residents, supporting people back into work and providing good quality housing making Brentwood our residents' Borough of Choice.

8 Implications

Financial Implications

Name & Title: Jo-Anne Ireland, Acting Chief Executive

Tel & Email 01277 312712 / jo-anne.ireland@brentwood.gov.uk

- 8.1 Costs incurred since the proposal was presented to the Asset & Enterprise Committee in July 2014 are as follows:

• Historic Building Surveyor	£1,700
• Architects	£4,750
• Contractors intrusive works	£ 950

These costs have been met from within existing Asset Management Budgets. Additional costs of c£50,000 would be required for the additional surveys which would inform the detailed design and costings. Provision for these costs can be capitalised and therefore will be met from the existing Asset Management Strategy capital budget.

- 8.2 There are two key financial considerations to this proposal; the first is to consider the annual revenue implications to the General Fund, and the second is to consider the potential capital appreciation of the asset.
- 8.3 Since the Council now has an underlying need to borrow to finance future capital investment, there is a requirement to make a charge to the revenue account called the minimum revenue provision (MRP). This charge is based on the value and life of the assets funded by borrowing (internal or external) and results in sufficient cash being available to repay

the loan at the end of the term. The MRP is in addition to the actual interest charges incurred to finance the debt. Appendices 2 and 4 contain the key information for consideration. If the principal amount of the loan is repaid over an extended 50 year term, the potential revenue costs are limited to the first year. This net cost is greatly extended if the loan interest and principal are repaid within a 20 year term.

- 8.4 The headline figures include a number of assumptions including; occupancy levels, rental values and management costs. In addition to this, there remains a risk regarding renovation works for a Listed Building which cannot be fully quantified at this stage.
- 8.5 In summary, provision will need to be included in the Medium Term Financial Plan for the capital investment (£1,080,000) and net cost in at least Year 1, should this project proceed. Until the budget is finalised, provision for the Year 1 costs will be assumed to be funded from the General Fund Working Balance.

Legal Implications

Name & Title: Chris Potter, Monitoring Officer

Tel & Email 01277 312860 / christopher.potter@brentwood.gov.uk

- 8.6 Legal advice should be sought throughout the process to ensure that due process and transparency is achieved

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

28th February 2012 min 516, Asset, Localism and Infrastructure Panel

27th September 2012 min 212, Asset, Localism and Infrastructure Panel

21st November 2012 min 308, Asset, Localism and Infrastructure Panel

23rd January 2013 min 416, Asset Panel

13th March 2013 min 520 Policy, Projects and Resources Board

15th July 2014 min 79 Asset & Enterprise Committee

10 Appendices to this report

Appendix A - Historic Building report

Appendix B – Financial Appraisal December 2014

Appendix C – Financial Appraisal March 2013

Appendix D – Cash Flow

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CHARTERED
ARCHITECTS

57 CROWN STREET
BRENTWOOD
ESSEX CM14 4BD

Appendix A

Brentwood Old House Design Rational

Introduction

Following the proposal put forward by Purcell in Feb 2013 we have been instructed to re-evaluate the proposal and to provide further sketch plans which address the issues raised by English Heritage

In the report it was noted that the preferred scheme from English Heritage is to split the building back to two individual properties and remove the flat roof extension to the rear of the building which was added in the 1970's.

Further to some financial evaluation from Brentwood Council it is evident that the revenue gained from this approach falls a long way short in being able to refurbish the building and therefore the purpose of our brief is to seek a compromise in creating apartments but doing so in such a way that the other points raised by English Heritage are addressed.

Further site investigations

Following the initial site visit a number of areas were marked out to be carefully uncovered to ascertain what other elements of historical interest might be present and as the report from BHC identifies there is little remaining which need be preserved other than respecting the original structure and causing as little further damage as possible.

Specialist Advice

Following the issue of the report undertaken by Barry Hillman-Crouch we have assessed the plans on the need to keep the façade and retain the staircase to the main entrance.

English Heritage

English Heritage indicated that they would not support the additional first floor extension shown on the previous scheme and would like to see the rather unsightly flat roof section to the rear removed.

Whilst it seems there are no other items of specific interest to be retained we have approached the redesign in a more sympathetic way than the original proposal taking on board the items raised previously by English heritage.



CHARTERED
ARCHITECTS

57 CROWN STREET
BRENTWOOD
ESSEX CM14 4BD

Design Rational

Given these comments we see little point in redesigning this project without looking at the removal of at least some the ground floor and omitting the first floor altogether. As such we have reduced the ground floor footprint and have come up with what I believe is a more subservient infill which still retains enough form to keep the accommodation level to a sensible and workable amount but also respects the original building beyond.

Since all the comments before relate to the Purcell scheme the following gives a comparison to the Purcell scheme and how we have looked to improve the situation to be more in line with the expectations of English Heritage.

The unit references we have used relate Unit numbering of the previous design to enable the comparison to be referenced easily

Unit 1

The entrance is again off the main hall and we have only sought to subdivide the space to provide a suitable level of accommodation. What we have aimed to do however is retain a sense of proportion to the rooms in keeping with the period of the property. The existing beams etc. have been retained as have the fireplaces and we would look to open these up where possible for the enjoyment of the units with the appropriate period fireplaces to enhance the properties.

Minimal subdivision has allowed only a minor interaction with the existing building fabric

Unit 2

We have moved away for the original scheme here quite substantially. We agree that the flat roof extension does nothing for the rear façade and as such have removed this element in its entirety. We also recognise that by doing this we will be left with an elevation covered in internal finishes and given the amount of development the building has suffered will not provide an aesthetically pleasing proposition.

To this end we seek a compromise and propose a minor single storey infill in the form of a bay window similar to the other bay details but flanked either side by a lightweight form of structure perhaps rendered to distinguish it from the original building. This form will be more sympathetic, removes a substantial amount of poor development but in turn offers some accommodation to this area to ensure the financial viability is retained.



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There will be no first floor extension over this element as suggested in the previous scheme.

Internally we are proposing to use the existing party wall which removes the need to further divide the proposed living room as the previous scheme showed and which was considered detrimental to the proportion of the room. The rest of the accommodation is held within the new structure further reducing the need to make openings in the existing walls.

Unit 3

This unit has been retained as a duplex unit as the separation of the space by the main staircase means the allocation is insufficient on one level. We have retained the proportions of the large room to the front and placed a small stair to the rear of the property where there are a series of add hock partitions which are much later additions and infill to the existing structure and this less important.

On the first floor we have departed from the original scheme due to the fact we do not believe the bedroom was of sufficient size to provide a workable living space so we have followed the same principle as the ground floor and retained the main space to the front as the bedroom area. This allows for a bathroom on the first floor and the suitable wardrobe space lacking before.

The chimney has been retained and no fenestration has been amended to ensure minimum impact on the original building fabric

Unit 4

With this unit we have retained a lot of the internal partitions that exist at present however have looked at bolstering these in places since some will become party walls. With the loss of the bedroom from the previous scheme in providing unit 3 with a more workable solution we have reduced the living room but only proportionally to the staircase which already exists.

Unit 5

With the loss of the first floor extension we have reorganised this unit considerably. Whilst visiting site it also became apparent that the existing stair from the upper level does not facilitate the means of escape required under Building Regulations even with the degree of relaxation that would be expected for a building of this nature.

It was also noted that the headroom on the second floor above this unit was considerably restricted and we believe that the previous design could not be implemented to create a successful property.



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We have therefore suffered a loss of one unit whilst appraising this area and have combined the area within the roof to accommodate a bedroom area with the potential of an En-suite to the smaller location. To gain access to this area we have proposed a new stair from the hallway but have utilised the existing stairwell to facilitate it to again cause minimum disruption to the building fabric.

Unit 6

This unit follows the same basic perimeter outline of the scheme before but we have less sub divisions and have moved the wet rooms to lay over the wet rooms below to minimise the opening required through the floor.

General

We have through the design process looked at the impact of Building Regulations on the units and allowed for some tolerance. If the scheme presented was to receive support we would then need to evaluate each element individually to ensure we complied with the needs of building control whilst working closely with English Heritage to ensure any proposals meet with their expectations and preserve the existing building fabric in the best possible way.

As part of this redesign we have sought to align the wet areas up through the building to reduce the impact of services running through the building.

With regards to the site in general the previous report mentions the availability of 10 parking spaces although these are not representative of the actual size required either under the old parking standards or the new. We have shown the likely acceptable parking availability which allows 100% parking provision with 1 visitors space. The location of the site however is well connected to transport links and has the benefit of being next to the high street

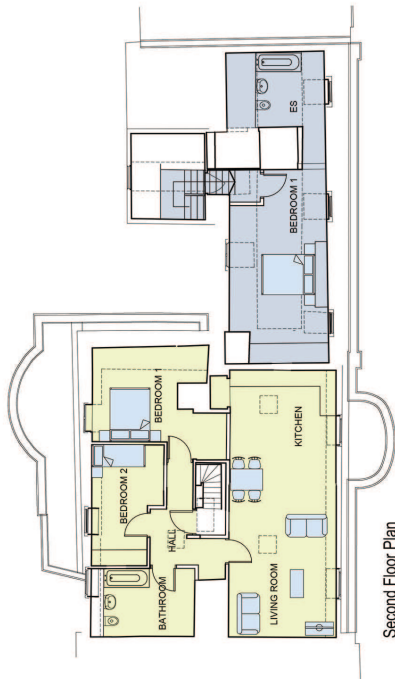
Summary

The above design rational and the attached plans are principles from which to gain advice and comments from English heritage. We do not see these set in stone and as always through the design process would like to work closely with all parties to see this project realised.

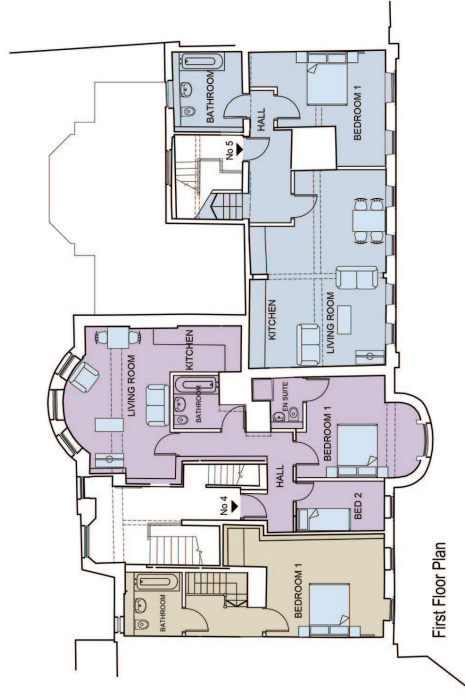
Brentwood Old House has remained empty for a number of years and due to this has fallen into disrepair in a number of areas. I'm sure all parties concerned would like to see this property refurbished to its formal self and look forward to receiving comments on the attached design.



Ground Floor Plan



Second Floor Plan



First Floor Plan

Accommodation Schedule
 Unit 1 - 2 Bedroom 83m² (883sqft)
 Unit 2 - 1 Bedroom 83m² (883sqft)
 Unit 3 - 1 Bedroom 84m² (898sqft)
 Unit 4 - 1 Bedroom 84m² (898sqft)
 Unit 5 - 2 Bedroom 89m² (955sqft)
 Unit 6 - 2 Bedroom 82m² (882sqft)
 Parking 100% with 1 visitors space
 100% cycle provision

Scale 1:100
 0 1m 2m 3m 4m 5m 6m 7m 8m 9m 10m

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Old House, Shenfield Rd, Brentwood

Overview of viability assessment Current Proposal

Current Proposal

Pre conversion value as a result of
bids received ¹ £ 700,000

Market value of Unit 1 ²	£ 300,000
Market value of Unit 2	£ 250,000
Market value of Unit 3	£ 225,000
Market value of Unit 4	£ 250,000
Market value of Unit 5	£ 350,000
Market value of Unit 6	£ 285,000

Post conversion value Approx **£ 1,660,000**

Conversion cost of 6 flats Approx	£ 900,000
Professional fees Included (15%)	£ 135,000
Contingency sum Approx (5%)	£ 45,000
	<u>£ 1,080,000</u>

Preconversion Value	£ 700,000
Cost of refurbishment	£ 1,080,000
	<u>£ 1,780,000</u>

Loss on Pre/Post value -£ 120,000

Current Proposal - Income

Anticipated Yearly Rental Income Approx ³

Unit 1 - 2 Bedroom	£ 14,400
Unit 2 - 1 Bedroom	£ 11,940
Unit 3 - 1 Bedroom	£ 11,400
Unit 4 - 2 Bedroom	£ 13,800
Unit 5 - 2 Bedroom	£ 15,000
Unit 6 - 2 Bedroom	£ 13,800

£ 80,340

Management Costs @ 20% of income £ 16,068

£ 16,068

Net income **£ 64,272**

Return on cost/value 3.61%

¹ Best unconditional offer recieved

² Beresfords Valuation on 19/11/14

³ Beresfords Valuation on 01/12/14

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Old House, Shenfield Rd, Brentwood

Overview of viability assessment Purcell Proposal

Purcell proposal, 7 Flats

Purcell Proposal ¹ £500,000 - £700,000

Unit 1 - 2 Bedroom
 Unit 2 - 2 bedroom
 Unit 3 - 1 Bedroom
 Unit 4 - 2 Bedroom
 Unit 5 - 2 Bedroom
 Unit 6 - 1 Bedroom
 Unit 7 - 2 Bedroom

Total value provided by Court & Co ³ **£ 1,615,000**Expenditure ²

Conversion cost £ 1,010,000
 Professional fees approx 10% ⁴ £ 94,000
 contingency sum 10% ⁵ £ 75,500
£ 1,179,500

Preconversion Value ⁶ £ 700,000
 Cost of refurbishment £ 1,179,500
 BBC Contract management Approx 5% ⁷ £ 58,975
£ 1,938,475

Loss on Pre/Post value -£ 323,475

Purcell Proposal as at 23/01/13 Asset panel

Income

Unit 1 - 2 Bedroom
 Unit 2 - 2 bedroom
 Unit 3 - 1 Bedroom
 Unit 4 - 2 Bedroom
 Unit 5 - 2 Bedroom
 Unit 6 - 1 Bedroom
 Unit 7 - 2 Bedroom

Annual rental of flats ⁸ **£ 90,000**

Management Costs @ 15% of income ⁹ £ 13,500
 Annual maintenance costs over 7 years ¹⁰ £ 20,000
£ 33,500

Net income **£ 56,500****Return on cost/value 2.91%**¹ As reported to Asset Panel 23/01/13² As reported to Asset Panel 23/01/13³ As reported to Asset Panel 23/01/13⁴ As reported to PP&R 13/03/13⁵ As reported to PP&R 13/03/13⁶ As reported to Asset Panel 23/01/13 max figure⁷ Not previously reported⁸ As reported to Asset Panel 23/01/13⁹ As reported to Asset Panel 23/01/13¹⁰ As reported to Aset Panel 23/01/13

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CASH FLOW

Year	Loan	MRP over (50yrs)	Interest @ 3.54%	Management Costs	Income	Loss/(Profit)	Cumulative
1	1,080,000		38,232			38,232	38,232
2	1,058,400	21,600	37,467	16,068	(80,340)	(5,205)	33,027
3	1,036,800	21,600	36,703	16,389	(81,947)	(7,255)	25,773
4	1,015,200	21,600	35,938	16,717	(83,586)	(9,331)	16,442
5	993,600	21,600	35,173	17,051	(85,257)	(11,433)	5,010
6	972,000	21,600	34,409	17,393	(86,963)	(13,561)	(8,552)
7	950,400	21,600	33,644	17,740	(88,702)	(15,717)	(24,269)
8	928,800	21,600	32,880	18,095	(90,476)	(17,901)	(42,170)
9	907,200	21,600	32,115	18,457	(92,285)	(20,113)	(62,284)
10	885,600	21,600	31,350	18,826	(94,131)	(22,355)	(84,638)
11	864,000	21,600	30,586	19,203	(96,014)	(24,625)	(109,264)
12	842,400	21,600	29,821	19,587	(97,934)	(26,926)	(136,190)
13	820,800	21,600	29,056	19,979	(99,893)	(29,258)	(165,448)
14	799,200	21,600	28,292	20,378	(101,891)	(31,621)	(197,069)
15	777,600	21,600	27,527	20,786	(103,928)	(34,016)	(231,084)
16	756,000	21,600	26,762	21,201	(106,007)	(36,443)	(267,527)
17	734,400	21,600	25,998	21,625	(108,127)	(38,904)	(306,431)
18	712,800	21,600	25,233	22,058	(110,290)	(41,399)	(347,830)
19	691,200	21,600	24,468	22,499	(112,495)	(43,928)	(391,758)
20	669,600	21,600	23,704	22,949	(114,745)	(46,492)	(438,250)
21	648,000	21,600	22,939	23,408	(117,040)	(49,093)	(487,343)
22	626,400	21,600	22,175	23,876	(119,381)	(51,730)	(539,073)
23	604,800	21,600	21,410	24,354	(121,769)	(54,405)	(593,478)
24	583,200	21,600	20,645	24,841	(124,204)	(57,118)	(650,596)
25	561,600	21,600	19,881	25,338	(126,688)	(59,870)	(710,466)
26	540,000	21,600	19,116	25,844	(129,222)	(62,661)	(773,127)
27	518,400	21,600	18,351	26,361	(131,806)	(65,494)	(838,621)
28	496,800	21,600	17,587	26,888	(134,442)	(68,367)	(906,988)
29	475,200	21,600	16,822	27,426	(137,131)	(71,283)	(978,271)
30	453,600	21,600	16,057	27,975	(139,874)	(74,242)	(1,052,513)
31	432,000	21,600	15,293	28,534	(142,671)	(77,244)	(1,129,757)
32	410,400	21,600	14,528	29,105	(145,525)	(80,292)	(1,210,049)
33	388,800	21,600	13,764	29,687	(148,435)	(83,385)	(1,293,434)
34	367,200	21,600	12,999	30,281	(151,404)	(86,524)	(1,379,958)
35	345,600	21,600	12,234	30,886	(154,432)	(89,711)	(1,469,669)
36	324,000	21,600	11,470	31,504	(157,521)	(92,947)	(1,562,616)
37	302,400	21,600	10,705	32,134	(160,671)	(96,232)	(1,658,848)
38	280,800	21,600	9,940	32,777	(163,885)	(99,567)	(1,758,416)
39	259,200	21,600	9,176	33,432	(167,162)	(102,954)	(1,861,370)
40	237,600	21,600	8,411	34,101	(170,505)	(106,393)	(1,967,763)
41	216,000	21,600	7,646	34,783	(173,916)	(109,886)	(2,077,649)
42	194,400	21,600	6,882	35,479	(177,394)	(113,433)	(2,191,082)
43	172,800	21,600	6,117	36,188	(180,942)	(117,036)	(2,308,119)
44	151,200	21,600	5,352	36,912	(184,561)	(120,696)	(2,428,815)
45	129,600	21,600	4,588	37,650	(188,252)	(124,414)	(2,553,228)
46	108,000	21,600	3,823	38,403	(192,017)	(128,190)	(2,681,419)
47	86,400	21,600	3,059	39,171	(195,857)	(132,027)	(2,813,446)
48	64,800	21,600	2,294	39,955	(199,774)	(135,926)	(2,949,371)
49	43,200	21,600	1,529	40,754	(203,770)	(139,887)	(3,089,258)
50	21,600	21,600	765	41,569	(207,845)	(143,912)	(3,233,170)

Appendix D

Year	Loan	MRP over (20yrs)	Interest @ 3.54%	Management Costs	Income	Loss/(Profit)	Cummulative
1	1,080,000		38,232			38,232	38,232
2	1,026,000	54,000	36,320	16,068	(80,340)	26,048	64,280
3	972,000	54,000	34,409	16,389	(81,947)	22,851	87,132
4	918,000	54,000	32,497	16,717	(83,586)	19,629	106,760
5	864,000	54,000	30,586	17,051	(85,257)	16,380	123,140
6	810,000	54,000	28,674	17,393	(86,963)	13,104	136,244
7	756,000	54,000	26,762	17,740	(88,702)	9,801	146,045
8	702,000	54,000	24,851	18,095	(90,476)	6,470	152,515
9	648,000	54,000	22,939	18,457	(92,285)	3,111	155,626
10	594,000	54,000	21,028	18,826	(94,131)	(277)	155,349
11	540,000	54,000	19,116	19,203	(96,014)	(3,695)	151,654
12	486,000	54,000	17,204	19,587	(97,934)	(7,143)	144,511
13	432,000	54,000	15,293	19,979	(99,893)	(10,621)	133,889
14	378,000	54,000	13,381	20,378	(101,891)	(14,131)	119,758
15	324,000	54,000	11,470	20,786	(103,928)	(17,673)	102,085
16	270,000	54,000	9,558	21,201	(106,007)	(21,248)	80,838
17	216,000	54,000	7,646	21,625	(108,127)	(24,855)	55,982
18	162,000	54,000	5,735	22,058	(110,290)	(28,497)	27,485
19	108,000	54,000	3,823	22,499	(112,495)	(32,173)	(4,688)
20	54,000	54,000	1,912	22,949	(114,745)	(35,885)	(40,572)

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