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Dear Councillor

POLICY, PROJECTS AND RESOURCES COMMITTEE - TUESDAY, 18TH JULY, 2017

I am now able to enclose, for consideration at next Tuesday, 18th July, 2017 meeting of the Policy, Projects and Resources Committee, the following reports that were unavailable when the agenda was printed.

Agenda No	Item
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- | | |
|----|---|
| 3. | <u>Parking</u> (Pages 3 - 44) |
| 4. | <u>Data Protection Act 1998 - New Policies</u> (Pages 45 - 86) |
| 5. | <u>Asset Review Update</u> (Pages 87 - 96) |

Yours sincerely

Chief Executive

Encs

18th July 2017

Policy, Projects and Resources Committee

Brentwood Parking Fee Update

Report of: *John Chance, Finance Director*

Wards Affected: *All*

This report is: *Public*

1. Executive Summary

- 1.1 The purpose of this report is to advise members of planned changes to parking fees and the parking order.

2. Recommendation(s)

- 2.1 The proposed changes to the parking tariffs and the parking order updates be agreed to go forward and be subject to public consultation.

3. Introduction

3.1 With over 1,500 off-street car parking spaces within Council operated car parks in the Borough yielding annual revenue of over £1.5m generated by Council operated car parks in Brentwood, Shenfield and Ingatestone, parking facilities make a large and vital contribution to the Council's sustainable revenue income stream. This is a significant amount of revenue and needs to be viewed in the context not only of sustainability of this valuable source of revenue income but also the potential impact that projected employment and housing growth will have upon future off-street car parking demand.

3.2 A balance needs to be struck between the parking charge structure and the impact on users, the standard of car parking facilities provided and businesses in the borough. A wider piece of work is in place to consider the parking strategy for the future and a report will be brought to committee in September.

3.3 Parking fees across the Borough have not been increased since August 2010, nearly 7 years ago. In fact charges have generally been reviewed downwards where possible, this includes the introduction of a free 30 minutes period

across the borough. Officers have benchmarked parking tariffs with neighbouring authorities including Epping, Romford, Chelmsford and Basildon. This showed that the proposed tariffs are within the upper and lower ranges of these neighbouring authorities (see table in (4.3) below).

- 3.4 As indicated in 3.3 above, the Council has maintained parking charges at comparably low levels for a considerable period. However, during this time costs associated with the running of these car parks have increased in terms of administration, staffing and enforcement. In addition, there are ongoing refurbishment and maintenance costs, which continue to increase year on year. The Council plans to utilise the additional income raised to carry out improvement works to its car parks and ensure that businesses are supported by better facilities. As an example of the works to be carried out, there will be resurfacing, re-lining, as well as improvements in car park signage, lighting and CCTV.
- 3.5 The Council is also mindful of the importance of balancing pricing with attracting local residents to the Town Centre. The average length of stay in the car parks has been reviewed, with most staying for up to 2 hours.
- 3.6 It is proposed to implement a resident and non resident tariff, with a cheaper rate for Brentwood residents. Vehicles will display a Council certified car park disc along with a purchased parking ticket in order to benefit from the resident scheme. The discount to be applied is that for a two hour period the charge would be £1.40 as opposed to the proposed £2.00 charge.

4. Issue, Options and Analysis of Options

- 4.1 A range of changes to short-stay tariffs, including small increases to weekday and Saturday short-stay parking charges in Brentwood town centre car parks are proposed. In addition, the Council is looking to continue with the free parking provision in Shenfield (Hunter Ave and Friars Ave) whilst the Crossrail works take place. Once these are finished, the condition of the car parks will be refreshed and use will then be returned to the Council, when it is proposed that the charging structure will resume, in line with Brentwood Town Centre but with a limited stay of 3 hours.
- 4.2 A summary of the proposed alterations to be made to the Parking Order are listed below:
- 4.2.1 General changes to the Order: It is proposed to simplify the tariffs by introducing a single charging regime that will be payable at all times (Monday to Sunday).

- 4.2.2 Shenfield Parking: Post Crossrail it is proposed to re-introduce the standard new parking tariffs for Hunter and Friars Avenue car parks but limited to a maximum stay of 3 hours, no return for 4. The specific date of commencement is contingent on the finalisation of the rail project and the departure of the Crossrail plant and equipment.
- 4.2.3 Westbury Road: Introduce Resident parking over night and Saturday and Sunday. (£35.00 per annum to match resident parking charge on street). Add all day parking in Westbury Road for Sunday, bank holidays and after 5pm (already offered on Saturdays). This car park is used as a season ticket holder only car park during the week but is almost empty in the evenings and at weekends.
- 4.2.4 Gibraltar House & Mayflower House (Housing car parks): Vary the restrictions from 8-8 to 9 -5 Mon to Fri permit holders only. Introduce visitors' permits – 50p for 4 hours (£1.00 per day), the standard across the borough charge for visitors permits.
- 4.2.5 Rayleigh Parade Hutton: There is a small parking area in front of the parade of 6 shops. The 9 spaces will form a car park and restricted free parking will be introduced to deter all day parking. It is proposed to introduce 2 hours free parking, no return within 3 hours, from 9am to 5pm on weekdays
- 4.3 The above items (4.2.1 to 4.2.5) are referred to in a report on car parking prepared by JMP. This report is attached as Appendix B. JMP make many observations on the scale and positioning of car parks within Brentwood. These observations will be considered over the next few months and form part of a wider strategic report on car parking, that will come back to the PPR committee in September. The report is attached to this paper, but will not be commented upon, at this (July) meeting.

- 4.4 The inclusion of these changes mid year will allow us to assess the take up and actual financial impact for the council in terms of generating a return. These figures will then be used when setting the 2018/19 budget.

Duration	Current Tariff	Price range neighbouring authorities	Suggested New Tariff
30 mins free	£0.00	£0.00 - £0.60	£0.00
1 hr	£1.00	£0.90 - £1.20	£1.00
2 hrs	£1.30	£0.90 - £2.40	£2.00
3hrs	£2.90	£2.40 - £3.50	£3.00
4hrs	£3.60	£2.40 - £10.00	£4.00
5hrs	£4.40	£4.40 - £10.00	£5.00
6 hrs	£5.30	£5.30 - £10.00	£6.00
Over 6 hrs	£8.00	£8.00 - £10.00	£8.00
All day (> 9 hrs)	£8.00	£8.00 - £14.00	£8.00
Weekly	£30.00	N/A	£35.00
Evening	£2.00	N/A	£2.00
Sunday	£1.00	N/A	£1.00

The following table provides a sensitivity analysis with regards to the 2-hour charge:

2 Hour Tariff (£)	Yield (£)	Increase (£)
1.30	371,800	n/a
1.50	429,000	57,200
1.60	457,600	85,800
1.70	486,200	114,400
1.80	514,800	143,000
1.90	543,400	171,600
2.00	572,000	200,200

- 4.5 With the completion of the Crossrail project during the summer of 2017, the intention has always been to reinstate parking charges in Shenfield. This provides an additional source of income which has not been realised since April 2015 and is the subject of a claim for statutory compensation from Crossrail.
- 4.6 The current arrangements with Ingatestone PC are proposed to remain, whereby they pay a fixed sum to BBC for the car park. This is in recognition of the need to strike a balance between covering the costs of running the car park with the village status of Ingatestone. The financial and service provision detail including the issue of enforcement will be reviewed as part of the wider strategy to be reported later this year.
- 4.7 A proactive marketing campaign will be undertaken to promote contract and season ticket parking in Coptfold Road multi storey car park to increase utilisation. Structural repairs to this car park will be considered as one of the themes to be covered within the parking strategy report but it is worth noting that they can be undertaken whilst the car park remains operational. It is proposed that the annual season ticket price rise to £950 for both on-line and written applicant booking. There is currently a discount for on-line applications (£890).
- 4.8 The lost ticket charge will be changed to £10 per day.
- 4.9 These changes are applicable following a 21 days consultation period.

5. Reasons for Recommendation

- 5.1 The council's strategic agenda to develop income generation options is key to the need to implement the recommendations, plus, there are logical alterations to the parking order which will help residents and shop keepers alike, whilst encouraging commuters to select a more appropriate parking option.
- 5.2 Appendix A, identifies £138,000 of additional income (in a full year) which the proposed tariff increases will yield in Brentwood Town Centre car parks, assuming the demand for parking remains the same for the time being. This excludes any income from the re-introduction of charging in Shenfield and other initiatives currently being looked into, including those mentioned at 4.4 above. It is estimated, based on historic figures, that the yield from the re-introduction of parking charges in Shenfield, post Crossrail, will yield the council approximately £300k (full year).
- 5.3 The cost of the changes to the tariffs will be minimal, as an example the maintenance agreement with the organisation that manages the car park machines, allows for one tariff change per year. There will be a small impact on resources in relation to the issue of resident permits but this should be contained within existing budgets.
- 5.4 If a resident who is in possession of a valid car park certificate, accidentally pays a higher amount, the Council will not reimburse such an amount. The Council will not accept the responsibility nor will it compensate users for such errors.

6. Consultation

- 6.1 In order to implement the recommendations a 21 day public consultation exercise will need to be invoked. This period will begin once the decision is taken to implement the recommendations.

6 References to Corporate Plan

- 6.1 The parking strategy addresses an important element of the corporate plan and Vision for Brentwood statement:
- Maximise Council assets to deliver corporate objectives and ensure community benefit – by improving the parking asset base the Council seeks to enhance community benefits.

7 Implications

Financial Implications

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- 7.1 There are significant financial implications arising from the recommendations of this report. Approximately, an additional £400,000 is forecast based on the tariff alterations and the re-introduction of parking charges in Shenfield. These are full year estimates. The amount of revenue receivable in 2017/18 depends on how soon the consultation can be commenced and completed.

Legal Implications

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- 7.2 The Council has power under section 46A Road Traffic Regulation Act 1984 to vary charges for designated parking places. The procedure for variation is set out in the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996 and this does not impose a general obligation to consult. However, certain consultations with identified bodies and individuals must take place in certain situations as set out in regulation 6 of the Regulations and regulation 7 lays down requirements for publishing notices in the local press, deposited documents being made available to the public and such other steps as the Council may consider appropriate to ensure adequate publicity for an order such as display of notices in roads effected by an order and delivery of notices to individuals who might be effected by an order. Any person may object to proposals for an order within 21 days from the date when the publicity requirements have been met. The Council must consider any objections before an order is made. It is therefore possible to make an order within 21 days from when the publicity requirements have been met.

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

8 Background Papers

- 8.1 None

9 Appendices to this report

Appendix A - The projected new parking income yield for Brentwood Town Centre Car Parks

Appendix B – The JMP Parking Strategy Report

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	Current Tariff	All car park sales	Revenue (Gross of VAT)	Suggested Tariff	Percentage increase	Sales assumed constant	Revenue (Gross of VAT)	Variance
30 mins free	£0.00	438,000	£0	£0.00		438,000	£0	£0
1 hr	£1.00	202,000	£202,000	£1.00	0	202,000	£202,000	£0
2 hrs	£1.30	171,600	£223,080	£2.00	53.8%	171,600	£343,200	£120,120
2 hrs (residents)	£1.30	114,400	£148,720	£1.40	7.7%	114,400	£160,160	£11,440
3hrs	£2.90	70,000	£203,000	£3.00	3.4%	70,000	£210,000	£7,000
4hrs	£3.60	25,000	£90,000	£4.00	11.1%	25,000	£100,000	£10,000
5hrs	£4.40	11,000	£48,400	£5.00	13.6%	11,000	£55,000	£6,600
6 hrs	£5.30	8,000	£42,400	£6.00	13.2%	8,000	£48,000	£5,600
all day	£8.00	24,000	£192,000	£8.00	0.0%	24,000	£192,000	£0
weekly	£30.00	900	£27,000	£35.00	16.7%	900	£31,500	£4,500
Evening	£2.00	27,000	£54,000	£2.00	0	27,000	£54,000	£0
Sunday	£1.00	38,000	£38,000	£1.00	0	38,000	£38,000	£0
Season Ticket			£270,000				£270,000	
Gross Revenue			£1,539,000				£1,704,000	£165,000
Net Revenue			£1,282,000				£1,420,000	£138,000

These figures are based in parking income stats from Sept 2015 to Sept 2016

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Brentwood Parking Strategy

STRATEGIC OPTIONS DEVELOPMENT

Report

Brentwood Parking Strategy

STRATEGIC OPTIONS DEVELOPMENT

Report

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Appendix A Park Mark Analysis

1 Introduction

STUDY SCOPE

- 1.1 JMP Consultants Ltd (JMP) has been commissioned by Brentwood Borough Council (the Council) to conduct a review of Council owned and operated off-street parking facilities across Brentwood (the Borough).
- 1.2 The study incorporates a detailed assessment of existing off-street parking provision across the Borough, with a focus on the three areas of Brentwood, Shenfield (including Hutton) and Ingatestone, to ensure that Council-owned car parking delivers the optimal impact and efficiency. The assessment incorporates a review of the physical condition of car parks, management and enforcement, and use and revenue generation in the three areas. An assessment of the potential impact that projected employment and housing growth will have upon future off-street car parking demand has also been undertaken.
- 1.3 As part of this study, a set of key objectives are identified that will optimise future car parking provision and management. Individual strategy options have subsequently been developed to address identified issues and meet set out objectives.

Study Phases

- 1.4 The study has been completed in three phases:
- **Phase 1:** Baseline Review;
 - **Phase 2:** Stakeholder Engagement and Option Development; and
 - **Phase 3:** Strategy Development.
- 1.5 This report forms Phase 3 of the study.

BASELINE REVIEW & ANALYSIS

- 1.6 A detailed baseline assessment of the current supply of parking, the associated demand, and the potential future impact of development proposals has been evaluated in detail within the 'Brentwood Parking Strategy Baseline Report'. This work encompassed:
- An overview of relevant current and emerging national, regional and local policies and strategies that need to be considered when developing parking policy;
 - A review of current transport conditions in Brentwood, with consideration given to highway, bus and rail provision;
 - An in-depth overview of the findings from both the desktop and on-site audits of off-street car parks within the Borough;
 - A development review of current and emerging local policy documents to identify any changes in demand or supply of parking which might take place in the upcoming years;
 - A review of current demand for off-street parking within each town centre and the underlying peak period occupancy levels; and
 - An assessment of the potential impact of identified employment and residential growth upon future demand and occupancy levels within the town centre car parks.

Brentwood

- 1.7 Brentwood is the largest town within and the main retail centre of the Borough. A total of 1,314 standard and 52 disabled spaces are located across six Council-operated car parks within the centre of Brentwood,

as shown in **Table 1.1** below. It is noted that the majority of parking provision at the Town Hall (142 standard spaces) is reserved for use by staff members only on weekdays. Furthermore, there are an additional two Council-operated car parks located outside the centre of Brentwood which provide an additional 299 standard and 16 disabled spaces.

Table 1.1 Brentwood Off-Street Parking Capacity

Operation	Car Park	Total Capacity	
		Standard	Disabled
Council Car Parks	William Hunter Way	372	29
	Coptfold Road	559	18
	Chatham Way	113	3
	Town Hall	155	2
	Westbury Road	95	0
	Sir Francis Way	20	0
	<i>Sub-Total</i>	<i>1,314</i>	<i>52</i>
Non-Council Car Parks	Brentwood Station	398	16
	Sainsbury's	439	30
	<i>Sub-Total</i>	<i>837</i>	<i>46</i>
Total		2,151	98

Shenfield

1.8 Shenfield is located approximately one mile to the east of Brentwood and is primarily a commuter suburb to London. The town's retail offer is centred on Hutton Road (A129), which is fronted by a number of retail and commercial units, alongside the library and parish hall. The Council operates two car parks within Shenfield, as shown in **Table 1.2** below. These provide free short-stay parking (maximum stay two hours) in 82 standard and three disabled spaces. It is noted that post-Crossrail construction work, the capacity of Friars Avenue will increase to a full capacity for 62 vehicles (61 standard and one disabled bay). The Council also operates two permit holder only car parks in Hutton. Two station car parks operated by NCP also serve Shenfield. Alongside this off-street parking provision, there is considerable on-street parking provision within Shenfield, which operates with similar restrictions as Council-operated off-street car parking.

Table 1.2 Shenfield Off-Street Parking Capacity

Operation	Car Park	Total Capacity	
		Standard	Disabled
Council Car Parks	Hunter Avenue	63	2
	Friars Avenue	19	1
	<i>Sub-Total</i>	<i>82</i>	<i>3</i>
Council Permit Holders Only	Hutton Poplars Hall	67	2
	Hutton Poplars Lodge	20	0
	Hutton Pavilion	46	0
	<i>Sub-Total</i>	<i>133</i>	<i>9</i>
Non-Council Car Parks	Shenfield Station (Hunter Ave)	221	0
	Shenfield Station (Mount Ave)	313	7
	<i>Sub-Total</i>	<i>534</i>	<i>7</i>
Total		749	12

Ingatstone

- 1.9 Ingatstone is located at the north-eastern end of the Borough, located approximately four miles from Shenfield and five miles from Brentwood. The built up area of Ingatstone is situated between the A12 to the north and the railway tracks to the south, and is served by two small supermarkets and a number of independent retail units. Ingatstone is considerably smaller than Brentwood both geographically and in terms of population.
- 1.10 There are two Council-operated car parks located within Ingatstone, both accessed from the High Street, with a combined total of 49 standard and three disabled spaces, as shown in **Table 1.3**. These are complemented by, a privately run car park and two small car parks associated with respective supermarkets. Both of the Council-operated car parks provide short-stay parking only, with a maximum stay of two hours permitted. Two additional car parks, Mountney Close and Heybridge Road, are operated by the Council, but are located outside the centre of Ingatstone.

Table 1.3 Ingatstone Off-Street Parking Capacity

Operation	Car Park	Total Capacity	
		Standard	Disabled
Council Car Parks	Market Place	20	1
	Bell Mead	29	2
	Mountney Close	16	0
	Heybridge Road	18	0
	<i>Sub-Total</i>	<i>83</i>	<i>3</i>
Non-Council Car Parks	Community Association	73	4
	Budgens	9	1
	Co-Op	12	2
	<i>Sub-Total</i>	<i>94</i>	<i>7</i>
Total		177	10

Conclusions

- 1.11 A number of conclusions were derived from technical work undertaken to inform the Baseline Report, as set out below:
- Due to differences in the character and nature of the three town centres, when it comes to the management and operation of Council car parking provision different arrangements will be needed for Brentwood, Shenfield and Ingatstone. However, the importance of an umbrella policy that allows the Council to effectively manage their car parking provision is also recognised;
 - It is important to balance residential, retail and commuter parking demand to ensure adequate provision for all users; and
 - The need for housing within the Borough is recognised; however, it is considered that this should not be at the detriment of existing parking provision. Similarly, any new parking provision should not be constructed on Greenfield land.

OUTCOMES AND ACTION PLAN REPORT

- 1.12 This Strategic Options Development report represents the final output of the study and presents the range of potential scheme and strategy options that have been assessed, alongside an Action Plan for delivery. Following this introductory section, the remainder of the report is structured as follows:

- **Section 2: Issues & Opportunities** – presents an overview of the key issues and opportunities that have been identified through the Baseline Analysis (Stage 1) and Stakeholder Engagement (Stage 2) and details how these have formed the set of objectives governing the strategy development process;
- **Section 3: Strategy Option Development** – sets out the range of potential policy tools and scheme measures available to influence future car parking demand and both the quality and quantity of provision, highlighting those considered appropriate to the Borough; and
- **Section 4: Action Plan** – presents an Action Plan for implementation of suggested and identified options.

2 Issues and Opportunities

OVERVIEW

- 2.1 This section provides an overview of some of the main outcomes of the baseline assessment work and summarises identified key issues and opportunities. These have been utilised to formulate overarching strategy objectives.

Parking Data

- 2.2 Detailed site audits of Council-operated off-street parking provision have been undertaken in order to evaluate the quantity and quality of parking provision within the Borough. As detailed in **Section 1**, over 1,500 off-street car parking spaces have been identified within Council-operated car parks in Brentwood, Shenfield and Ingatestone. This provision is complimented by privately run car parking, particularly in the vicinity of railway stations in the three areas.

Planned Development

- 2.3 Policy 5.2 of Brentwood's Draft Local Plan sets out projected residential growth across Brentwood. Provision is made for a total of 7,240 new residential units to be built between 2013 and 2033, at an annual average rate of 362 new dwellings per year. This includes large scale developments at Dunton Village (2,500 units) and West Horndon Industrial Estates (500 units).
- 2.4 Between 2013 and 2033, provision is made for a total of 5,000 additional jobs to be made available within the Borough, with an average generation of 250 jobs per year (as set out in Policy 5.3 of the Draft Local Plan). The plan forecasts that this job growth will be generated primarily through new employment allocations (B1/B2/B8 land use), and supported by existing employment sites and appropriate redevelopment. Providing for this number of jobs will require a total of 32.81 hectares of new employment land within the Borough.
- 2.5 Provision is also made for 4,844 sqm of comparison retail floorspace and 3,833 sqm of convenience floorspace to be developed between 2013 and 2033. This retail growth is anticipated to be primarily located in Brentwood town centre, but will also be developed as part of mixed-use development proposals at Dunton Hills and West Horndon.
- 2.6 Borough-level Census car ownership data and TEMPro growth factors have been interrogated to estimate the impact of vehicular parking demand associated with this projected growth. An increase in parking demand of between 8% and 24% has been identified through this analysis, as set out in **Table 2.1** below.

Table 2.1 Forecast Vehicular (Parking Demand) Growth

	TEMPro	2011 Census ¹	2011 Census ²	2011 Census ³
Brentwood	8.59%	23.6%	15.5%	13.8%
Shenfield	8.15%			
Ingatestone	7.88%			

TEMPro (v 7.2), 2011 Census. ¹: All forecast housing growth; ²: Excludes Dunton Village (2500 Units); ³: Excludes Dunton Village (2500 Units) & West Horndon Industrial Estates (500 Units)

- 2.7 Assessment work undertaken during Stage 1 of the study identified there to be existing unutilised provision in the majority of car parks within the Borough, which facilitates a level of growth. It is noted that the forecast growth will place pressure on parking capacity within some car parks, meaning a change in user

behaviour would be required to successfully manage parking demand without increasing supply. If parking demand was to significantly exceed available supply, there is potential that user's perceptions may be that it is easier to travel to other locations to park and shop than Brentwood, resulting in economic growth in the Borough stagnating. Alternatively, visitors to the town centre may change their travel behaviour and find alternative methods of travelling into these areas, resulting in no negative effects on economic growth.

Stakeholder Engagement

- 2.8 Considerable stakeholder engagement has been undertaken as Stage 2 of this study. Individual workshops were held with key stakeholders from each of the three areas, including Council members, business user groups and local access groups. Alongside this, online surveys were created for residents of the three areas, as well as a survey dedicated for businesses and retailers in Brentwood, Shenfield and Ingatestone. Responses were collected over a six week period and subsequently analysed.
- 2.9 Information collected at the workshop events and responses to the surveys have informed and been utilised to formulate the overall Parking Strategy.

KEY ISSUES AND OPPORTUNITIES

- 2.10 A number of key issues and opportunities have been identified during the baseline assessment (Stage 1) and stakeholder engagement process (Stage 2), as summarised below:
- There are constraints on the level of parking provision within Brentwood, Shenfield and Ingatestone, with a number of car parks operating close to or at capacity. Projected future employment and housing growth is likely to increase parking demand within the three locations;
 - Whilst the general condition of most Council-operated car parks is good, there are a number of locations that require improvements in order to provide a high quality, safe and secure environment. Coptfold Road multi-storey is a notable example; however, other car parks in need of improvement works include Sir Francis Way and Westbury Road;
 - Whilst on-street and off-street parking are managed by separate authorities, it is important that neither is considered in isolation;
 - The provision of additional short-term parking in the three locations would be beneficial for accessing the available retail offer; however, geographical constraints impede the ability to expand current parking provision;
 - Given the key role of Brentwood, Shenfield and Ingatestone as commuter locations, an appropriate balance between short-stay and commuter parking is required;
 - The introduction of 'pay on exit' payment systems, as utilised at Coptfold Road, may encourage longer dwell times in the town centre;
 - It is important that off-street parking is managed appropriately to ensure minimal impact upon wider traffic movements on the local highway network;
 - Appropriate provision for disabled blue badge parking across the three locations is important;
 - Improved wayfinding and signage infrastructure can help to improve navigation for visitors and help to identify the location of all car parks; and
 - Effective enforcement can help to improve the efficiency and management of parking and minimises incidences of inappropriate parking.

FORMULATION OF STRATEGY OBJECTIVES

- 2.11 Based on the key issues and opportunities identified as set out above, the following high-level aims have been identified to help form the basis of the final objectives of the Parking Strategy for Brentwood:

- Ensure adequate quality, safety and security of all Council-operated car parks;
- Ensure parking provision facilitates appropriate durations of stay within the three locations, helping to encourage retail spend;
- Manage and maximise existing car parking provision to best meet the needs of the local community, considering both short-stay and long-stay parking, local employers and employees, as well as commuters;
- Provide sufficient car parking provision and appropriate management solutions to help meet additional parking demand generated by projected future employment and housing growth;
- Provide sufficient and appropriately located disabled parking provision;
- Promote travel by sustainable means through improved and increased cycle parking provision, and promoting public transport facilities across the Borough;
- Ensure effective enforcement of parking measures so as to maximise available supply and minimise traffic disruption and congestion on the local highway network; and
- Improve signage and wayfinding infrastructure in the three locations to facilitate efficient movement of vehicles and pedestrians to and from car parking provision.

2.12 These aims have been taken forward and act as the principles for developing and evaluating potential policy interventions and scheme measures that are set out within the Parking Strategy and Action Plan set out in the remaining sections of this report.

3 Scheme Option Development

OVERVIEW

3.1 This section sets out a wide range of policy tools and scheme options that could be developed and implemented as part of the parking strategy for Brentwood. The range of scheme options and policy tools considered have been broadly classified into the following categories:

- Pricing & Revenue Generation;
- Parking Provision & Supply;
- Signage & Wayfinding;
- User Prioritisation;
- Enforcement & Management; and
- Marketing & Promotion.

PRICING & REVENUE GENERATION

3.2 Measures that relate to pricing strategies and payment mechanisms for off-street parking are key tools that can influence the type, location and duration of parking demand within the Borough.

Current Revenue

3.3 A summary of estimated current annual revenue generated by each Council-operated car park is set out in **Table 3.1** below. Revenue generation is split by short-stay (pay and display / pay by phone) users and permit holders. Council-operated car parks in both Shenfield (Friars Avenue, Hunter Avenue) and Ingatestone (Bell Mead, Market Place) are excluded from **Table 3.1** as short-stay parking is not chargeable and no long-stay parking is provided. Similarly, it excludes the annual financial contribution paid by Ingatestone and Fryerning Parish Council to ensure parking remains 'free' for users of Bell Mead and Market Place. Data presented is based on annual revenue data provided by the Council, split by short-stay ticket sales, long-stay permit sales and business rents.

Table 3.1 Car Park Annual Revenue

Car Park	Short-Stay	Permits (Long-Stay)	Rents	Total
William Hunter Way	£507,722.14	£36,395.10	£285.71	£544,402.95
Coptfold Road (Multi-Storey)	£304,667.00	£224,954.45	£162,534.58	£727,893.55 ¹
Chatham Way	£196,965.22	-	-	£196,965.22
Westbury Road	-	£30,084.47	£13,835.14	£43,919.61
Town Hall	£13,977.57	-	-	£13,977.57
Sir Francis Way	-	£8,980.33	-	£8,980.33
King George Playing Fields	£579.43	-	-	£579.43
Lockable Places*	-	£3,708.35	-	£3,708.35
Total	£1,023,911.36	£304,122.70	£176,655.43	£1,540,427.01

* Six spaces on land adjacent to William Hunter Way, located behind the retail units fronting the High Street. ¹: total includes £35,737.52 service charge

3.4 It can be seen that two thirds (66.5%) of revenue generated annually is associated with short-stays (through the sale of pay on foot / pay and display tickets). Almost all of revenue generated annually is associated with car parks located in Brentwood town centre. This can be attributed to the fact that short-

stay parking is non chargeable in both Shenfield and Ingatestone, with long-stay permits sold for Hutton Poplars Hall and Lodge car parks only.

3.5 A breakdown of the length of stay of short-stay users is shown in **Figure 3.1** below for an average weekday and **Figure 3.2** for an average Saturday.

Figure 3.1 Average Weekday Length of Stay Profile

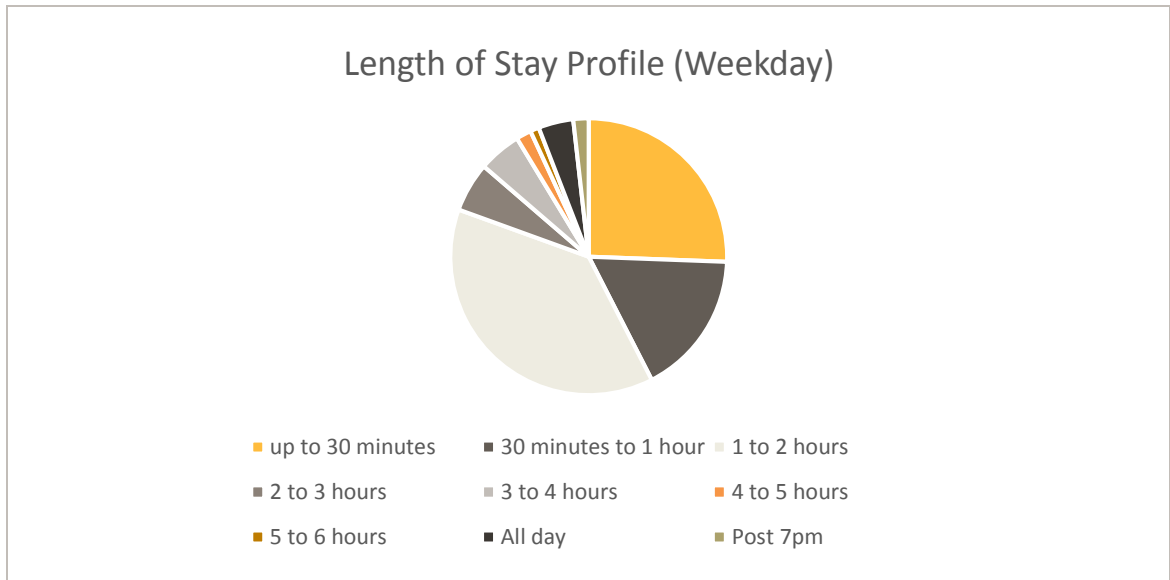
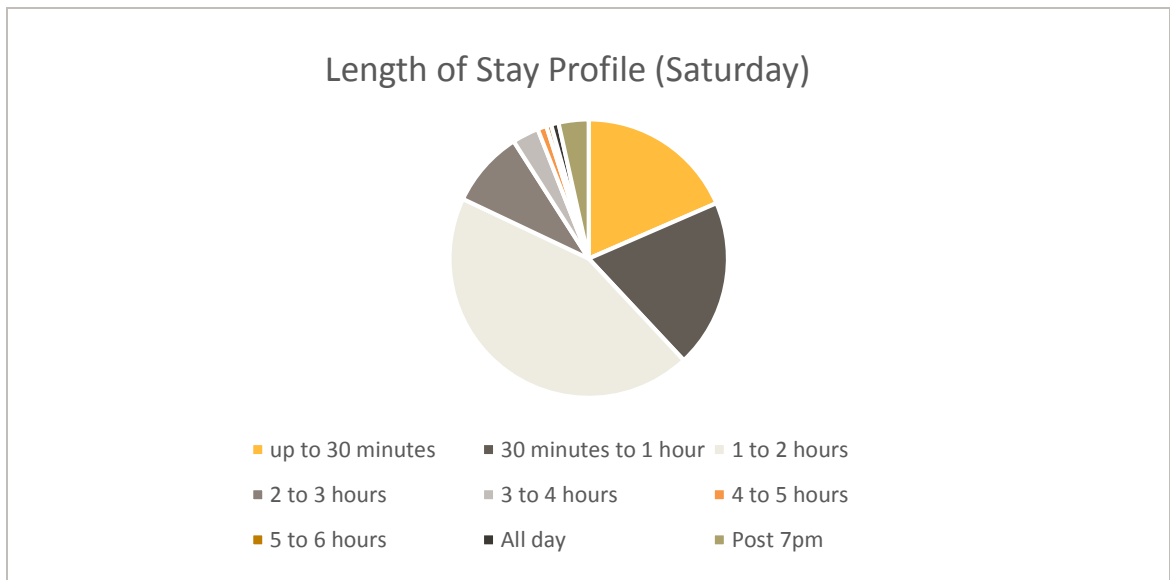


Figure 3.2 Average Saturday Length of Stay Profile



3.6 It is noted that approximately one third of revenue generated by long-stay permits is associated with IFDS, who currently hold a two-year license for 60 spaces at Westbury Road (at a cost of £20,000 per year) and 220 spaces at Coptfold Road (at a cost of £110,000 per year).

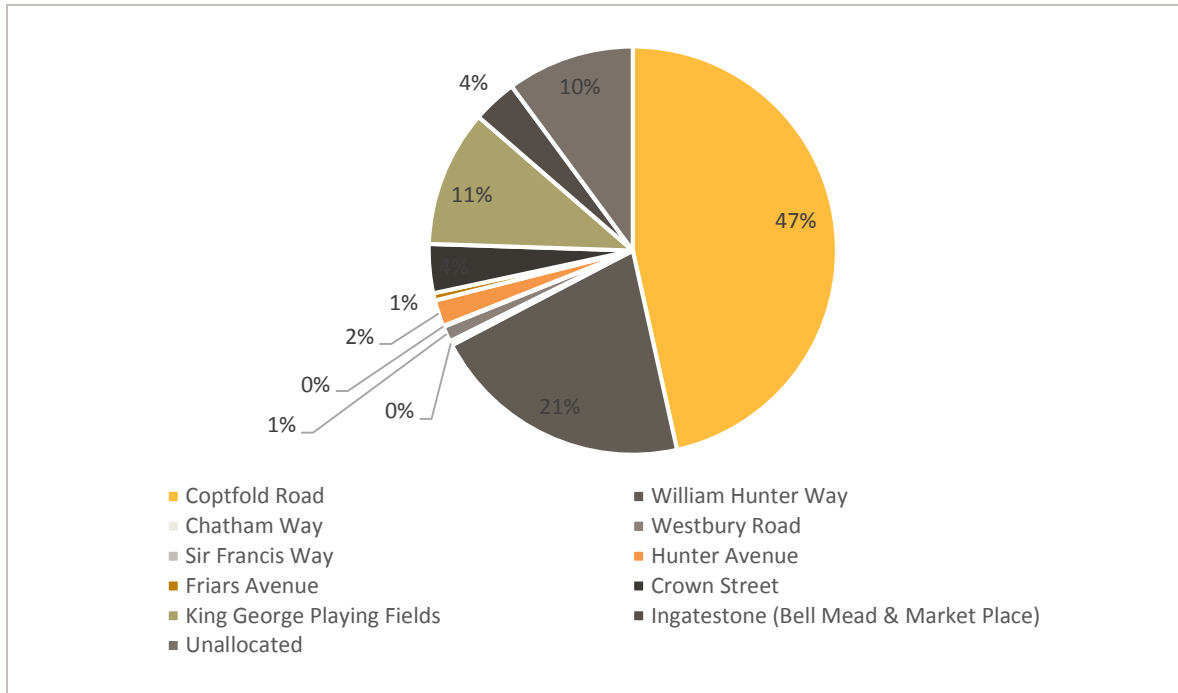
Current Maintenance Costs

- 3.7 Alongside assessing existing revenue generated by Council-operated car parks, it is important to give consideration to outgoing costs expended by the Council on the running, upkeep and maintenance of these car parks.
- 3.8 An overview of annual costs associated with various elements of the maintenance of Council-operated car parks is set out in **Table 3.2**. Costs split by car park are shown graphically in **Figure 3.3** overleaf.

Table 3.2 Brentwood Parking Tariffs

	2015/16 Budget	2015/16 Spend
Repair & Maintenance	£44,000	£16,471
Electricity	£29,200	£21,275
NNDR	£191,250	£262,589
Water	£1,630	£2,694
Cleaning	£15,540	£144
Insurance	£6,870	£14,404
Equipment	£4,000	£136
Purchases Cleaning	£4,000	£0
Equipment R&M	£36,000	£25,245
Tickets	£6,000	£7,653
Cash Collection	£6,510	£5,367
Enforcement	£6,000	£1,459
Telephones	£5,230	£5,603
Computer Software	£2,000	£3,652
Insurance general	£3,520	£2,901
Total	£361,750	£369,592

Figure 3.3 Spend per Car Park (2015/16)



3.9 It can be seen that in the 2015/16 annual period, approximately £370,000 was spent on the maintenance, running and upkeep of off-street car parking by the Council. Almost half (47%) was directly spent on Coptfold Road multi-storey, with one fifth of total spend unallocated to one specific car park. It is noted that the running costs presented in **Table 3.2** exclude £230,000 spent on concrete repair works at Coptfold Road.

Future Revenue

3.10 With an annual revenue of over £1.5 million generated by Council-operated car parks in Brentwood, Shenfield and Ingatestone, parking facilities can be seen as having a large contribution to the Council’s annual income. However, a number of strategy options have been tested to assess whether optimal income levels are being generated for the Council, and to assess ways in which revenue can be maximised without negatively impacting upon user experience.

3.11 The following pricing strategy options have been tested, with each detailed in turn below. Strategies have been developed with consideration given to comments raised through stakeholder engagement with local residents, businesses, Council members and business and user groups.

- Changes / increases to charging tariffs in Brentwood town centre;
- Changes to provision of 30 minutes free parking in Brentwood;
- Introduction of parking charges in Shenfield (Friars Avenue & Hunter Avenue);
- Introduction of parking charges in Ingatestone (Bell Mead & Market Place); and
- Review of (long-stay) permit pricing.

Brentwood Town Centre Tariff (Short-Stay) Increase

3.12 Short-stay parking charges are universal in Brentwood town centre car parks (William Hunter Way, Coptfold Road Multi-Storey, Chatham Way and the Town Hall visitor car park), with hourly increases in

price capped at stays of greater than six hours, as set out in **Table 3.3**. These charges are applied Monday to Saturday, with a blanket rate of £1.00 charged on Sundays, regardless of duration of stay.

- 3.13 Due to its location outside of Brentwood town centre, reduced charges are applied at King George Playing Fields.
- 3.14 A small increase (10%, rounded to the nearest 5p) to weekday and Saturday short-stay parking charges could provide considerable additional revenue to the Council annually, as set out in **Table 3.4**. Such an increase is unlikely to act as a significant deterrent to users parking within the town centre.

Table 3.3 Brentwood Parking Tariffs

Time Duration	Current Price	10% Increase*
Up to 30 minutes	Free	Free
30 minutes - one hour	£1.00	£1.10
1 - 2 hours	£1.30	£1.45
2 - 3 hours	£2.90	£3.20
3 - 4 hours	£3.60	£4.00
4 - 5 hours	£4.40	£4.85
5 - 6 hours	£5.30	£5.85
6 hours +	£8.00	£8.80
19:00 – close	£2.00	£2.20

* rounded to the nearest 5p

Table 3.4 Brentwood Potential Future (Short-Stay) Revenue

Car Park	Current	Potential Future	Resultant Increase
William Hunter Way	£507,722.14	£558,494.35	£50,772.21
Coptfold Road (Multi-Storey)	£304,667.00	£335,133.70	£30,466.70
Chatham Way	£196,965.22	£216,661.74	£19,696.52
Town Hall	£13,977.57	£15,375.33	£1,397.76
King George Playing Fields	£579.43	£637.37	£57.94
Total	£1,023,911.36	£1,126,302.50	£102,391.14

- 3.15 It can be seen that a 10% increase in short-stay parking charges within car parks in Brentwood (William Hunter Way, Coptfold Road Multi-Storey, Chatham Way, the Town Hall visitor car park and King George Playing Fields) could potentially generate an additional £100,000 to the Council each year. With the exception of minimal costs associated with updates to signage, ticket machines and online information, no significant costs would be associated with the implementation of such a strategy.

Brentwood 30 Minute Charging

- 3.16 As previously detailed, short-stay parking charges are universal in Brentwood town centre car parks. At present, stays of under 30 minutes are free within these car parks. This represents a potential loss in income to the Council compared to if this parking was charged. Different pricing tariffs have been assessed, with the potential annual revenue for each set out in **Table 3.5**.

3.17 Whilst it is considered that the implementation of charges for such stays would not act as a major deterrent to their occurrence, the potential annual revenue presented in **Table 3.5** does not take into consideration a potential reduction in the number of stays of under 30 minutes made as a result of the introduction of charges.

Table 3.5 Brentwood 30-Minute Charging: Potential Annual Revenue

Price (up to 30 minutes)	Car Park	Annual Revenue
50p	William Hunter Way	£76,492.00
	Coptfold Road	£18,000.00
	Chatham Way	£33,618.00
	Town Hall (Visitors)	£5,330.00
	Total	£133,440.00
£1	William Hunter Way	£152,984.00
	Coptfold Road	£36,000.00
	Chatham Way	£67,236.00
	Town Hall (Visitors)	£10,660.00
	Total	£266,880.00

3.18 The introduction of charges for stays of under 30 minutes has the potential to considerably increase annual revenue generation associated with Council-operated car parks within Brentwood town centre. A charge of 50p for stays of 30 minutes or less could generate an additional £133,000 to the Council each year, and a charge of £1 for such stays an additional £266,000 a year.

3.19 It is acknowledged that the introduction of charges may influence the frequency of 30-minute car parking stays. The range of potential responses by car park users could include:

- Continuing to park for 30 minutes and pay the relevant charge;
- Consolidate number trips into the centre (e.g. reduce overall number of trips) but then park for a longer period and pay a higher charge; and
- Reduce overall number of car trips (either reducing total trips or travelling in by a different mode, e.g. walking or cycling).

3.20 It is difficult to predict the exact responses of groups of individuals and it will clearly be dependent upon the tariff introduced; however, it is highly likely that the total level of car parking will reduce by some degree and, in particular, the volume of car parking durations of less than 30 minutes. It is anticipated that the actual level of revenue generation is likely to be between 50% and 80% of the values presented within **Table 3.5**.

3.21 It should also be noted that reducing the level of 30-minute parking is likely to have a positive impact upon levels of traffic circulation around the town.

Shenfield Charging

3.22 The Council operate and manage two car parks within Shenfield; Hunter Avenue and Friars Avenue, both of which are located in close proximity to Shenfield Station. The two car parks provide free short-stay parking, with a maximum stay of two hours permitted, with no long-stay provision.

3.23 The importance of maintaining short-stay parking (maximum stay of two hours) at both car parks to maintain the vibrancy and economy of Shenfield is recognised. However, based on stakeholder

engagement carried out by JMP, it is considered that the implementation of charges to use both car parks would not act as a major deterrent to their use and subsequent trips to Shenfield.

- 3.24 Different pricing tariffs have been assessed, with the potential annual revenue for each set out in **Table 3.6**. It is noted that two hour stays are charged at £1.30 at car parks located within Brentwood town centre.

Table 3.6 Shenfield Potential Annual Revenue

Price (up to 2 hours)	Friars Avenue (Reduced Capacity)	Hunter Avenue	Combined
£0.50	£17,082.00	£54,470.00	£71,552.00
£1.00	£34,164.00	£108,940.00	£143,104.00
£1.30	£44,413.20	£141,622.00	£186,035.20
£1.50	£51,246.00	£163,410.00	£214,656.00

- 3.25 It can be seen that the introduction of charges to use both Hunter Avenue and Friars Avenue car parks has the potential to generate considerable revenue for the Council. A tariff of £1.30 to use both car parks for two hours (in line with the pricing structure of Brentwood town centre car parks) could generate over £180,000 a year for the Council.
- 3.26 It is noted that the potential annual revenue of Friars Avenue is based on the current reduced capacity of the car park due to Crossrail works. Once Crossrail works are complete and the car park returns to full occupancy, it is likely that the revenue generated if charging was introduced would be greater than that set out above. When operating at full capacity (62 spaces), the car park has the potential to generate approximately £55,000 annually if parking was charged at 50p.
- 3.27 A smaller tariff could also be implemented for stays of up to one hour. It is recommended that in order to fully encourage short-stay trips to Shenfield, stays with a duration of less than 30 minutes are free of charge. This would be in line with the current pricing structure of Brentwood town centre car parks.
- 3.28 With the exception of costs associated with consultation, updates to signage, ticket machines and online information, no significant costs would be associated with the implementation of such charges within both car parks.

Ingatestone Charging

- 3.29 At present, Ingatestone and Fryerning Parish Council provide an annual financial contribution of £1,300 to allow parking within both Bell Mead and Market Place car parks to be 'free' for users. With a total of 49 standard spaces between the two car parks (29 at Bell Mead and 20 at Market Place), this equates to £26.50 per space per year.
- 3.30 As set out below, an assessment has been undertaken to consider whether this is the most economically advantageous option for the Council.
- 3.31 By comparison, the 1,331 standard spaces in Brentwood town centre car parks generate a total short-stay revenue of £1.35 million a year. This equates to an average revenue of just over £1,000 a year. As such, when considered on a per-bay basis, bays in Bell Mead and Market Place provide the Council with approximately 2.5% of the income of bays in Brentwood town centre car parks.
- 3.32 Two potential options have been identified to increase revenue for the Council associated with the two car parks:
- Cancel the agreement with the Parish Council, and introduce user charging in both car parks; and
 - Increase the amount paid annually by the Parish Council.

- 3.33 It is noted that due to the lack of ticket machines at both car parks, ticket sales data is not available to undertake detailed benefit analysis. Therefore a series of assumptions on the occupancy and turnover of spaces have been applied to ascertain potential revenue.
- 3.34 As an example, if each of the 49 spaces within both car parks (excluding disabled bays) was used once per weekday and Saturday every week at a charge of 50p, that would generate £7,644 in revenue for the Council; this is considerably more than is currently paid by the Parish Council annually.
- 3.35 However, a key issue identified within stakeholder engagement is to ensure that parking in both car parks remains free for users as a means of promoting visitors to Ingatestone, and subsequently maintaining economic vibrancy. As such, it is considered that increasing the charge to the Parish Council is the most suitable option.

Permit Pricing Review

- 3.36 At present, permit pricing is uniform across all car parks where long-stay parking is provided, as set out in **Table 3.7**. It is noted that a reduced price is offered for permit renewals if paid online. Permits can be used in one car park only.

Table 3.7 Current Permit Pricing

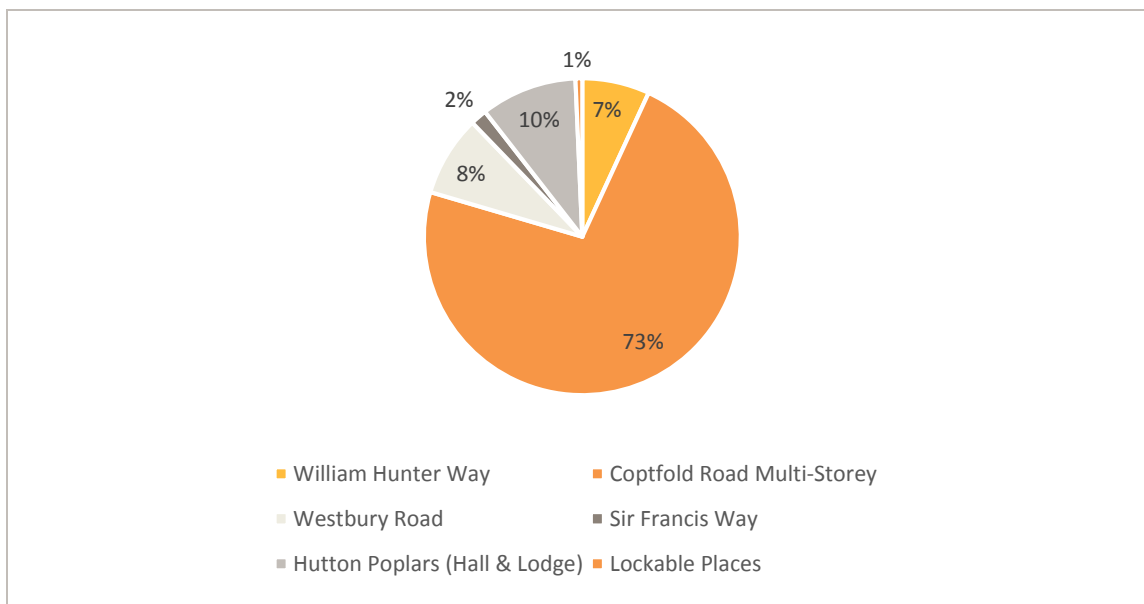
Permit Duration	Current Price (Initial)	Current Price (Renewal)
One Month	£102	£102
Three Months	£300	£285
Six Months	£550	£520
Twelve Months	£950	£890

- 3.37 The split of annual revenue generated by permit sales by car park is shown **Table 3.8** and graphically in **Figure 3.4**. It can be seen that almost three quarters of current permit revenue (73%) is generated by the multi-storey car park. Westbury Road, a long-stay only car park, generates 8% of annual permit revenue.

Table 3.8 Permit (Long-Stay) Revenue

Car Park	Annual Revenue
William Hunter Way	£36,680
Coptfold Road Multi-Storey	£387,489
Westbury Road	£43,919
Sir Francis Way	£8,980
Hutton Poplars (Hall & Lodge)	£52,450
Lockable Places	£3,708
Total	£533,226

Figure 3.4 Permit (Long-Stay) Revenue



- 3.38 As previously detailed, a large proportion of revenue generated by long-stay permits is associated with IFDS, a major employer in the Borough, who currently holds a license for 60 spaces at Westbury Road (at a cost of £20,000 per year) and 220 spaces at Coptfold Road (at a cost of £110,000 per year).
- 3.39 At present, over £530,000 is generated annually through the sale of long-stay and business permits. A 10% increase on current permit prices could generate an additional £53,000 for the Council each year.
- 3.40 Demand for long-stay parking permits fluctuates by car park, with demand highest in town centre locations, with demand highest in Coptfold Road and town centre locations. Introducing a pricing strategy for permits that depends on the geographical location and quality of each car park, whereby the permit prices increase for the more popular car parks, may help to spread parking more evenly.

PARKING PROVISION & SUPPLY

- 3.41 There are a number of measures and tools that can be used to either change the quality of parking provision or the overall quantity of supply. If employed in an appropriate manner, such measures help to provide off-street parking supply that is not only safe, secure and able to meet current parking demand, but that is also “futureproofed” against anticipated employment and housing growth across the Borough and changes in travel patterns.
- 3.42 Due to differences in the character and nature of the three areas considered, different arrangements are needed for Brentwood, Shenfield and Ingatestone in terms of developing strategies for the operation and management of Council car parking provision. Alongside this, however, it is important that an umbrella policy and strategy that allows the Council to effectively manage their off street car parking provision is also developed.
- 3.43 As an umbrella strategy, the Council should have an aspiration to meet the Park Mark standard for all car parks under their operation within the Borough. The Park Mark Safer Parking Scheme is a Police Crime Prevention Initiative that is aimed at reducing both crime and the fear of crime in parking facilities. Meeting this standard can subsequently help to improve user experience and promote usage whilst potentially reducing short-term maintenance costs associated with identified issues.

3.44 The standard takes elements including lighting facilities, CCTV, management practice, access arrangements and signage provision into consideration, and has been awarded to a number of private car parks within the Borough, including the station car parks at Brentwood and Shenfield (both Hunter Avenue and Mount Avenue). RAG analysis has been undertaken to assess potential remedial works required to help Council-operated car parks meet Park Mark standards. The results of this analysis are contained at **Appendix A** for information.

Future Parking Demand

3.45 It is recognised that current off-street parking provision needs adapting in places in order to meet forecast employment and housing growth as set out within the Draft Local Plan.

3.46 In order to estimate the impact of vehicular parking demand associated with the projected housing and employment growth set out in the Draft Local Plan, both Borough-level Census car ownership data and TEMPro growth factors (trip attraction, all modes, 2016 – 2025) have been interrogated. TEMPro (Trip End Model Presentation Program) sets out projected vehicular growth on the highway network using NTEM (National Trip End Model) data, which is created from a series of models developed and run by the DfT’s Transport Appraisal and Strategic Modelling division.

3.47 The resultant forecast growth is set out in **Table 3.9**.

Table 3.9 Forecast Vehicular Growth

	TEMPro	2011 Census ¹	2011 Census ²	2011 Census ³
Brentwood	8.59%	23.6%	15.5%	13.8%
Shenfield	8.15%			
Ingatestone	7.88%			

TEMPro (v 7.2), 2011 Census. ¹: All forecast housing growth; ²: Excludes Dunton Village (2500 Units); ³: Excludes Dunton Village (2500 Units) & West Horndon Industrial Estates (500 Units)

3.48 Assessment work undertaken during Stage 1 of the study identified there to be existing unutilised provision in the majority of car parks within the Borough, which facilitates a level of growth. In particular, large levels of spare capacity are observed in Coptfold Road multi-storey.

3.49 Projected future housing and employment growth within the Borough is anticipated to increase off-street parking demand, with demand in a number of car parks anticipated to exceed supply. As such, a change in user behaviour will be required from car park users in order to manage this issue. This can be encouraged through a number of means, such as marketing and promotional activity that promotes travel through sustainable means, providing additional cycle parking within car parks, and promoting the use of car parks that are currently underutilised.

3.50 Within Brentwood, it is anticipated that in three of the four forecasts set out in **Table 3.9**, future parking demand at William Hunter Way (by up to 40 spaces) will exceed supply, whilst demand will exceed supply in all four scenarios at Chatham Way (by approximately 30 to 35 spaces in the worst case scenario). Coptfold Road multi-storey is anticipated to remain underutilised, with spare capacity in all four scenarios.

3.51 Parking demand at both Council-operated car parks in Shenfield is anticipated to exceed capacity in all scenarios. However, this does not account for Friars Avenue reverting to full capacity following completion of Crossrail works.

3.52 Specific strategies for parking provision and supply within Brentwood, Shenfield and Ingatestone are discussed in turn below.

Brentwood

- 3.53 The greatest levels of future year projected shortfall are in William Hunter Way and Chatham Way. Current low utilisation levels of the upper floors of Coptfold Road multi-storey result in forecasts of spare capacity in all future year scenario. Due to current and anticipated future levels of parking demand, it is not possible to remove any car parking provision without firstly re-providing to the same level or greater elsewhere within the town centre.
- 3.54 Three potential options have been identified to manage projected future parking demand:
- Meet forecast demand through increasing parking provision within Brentwood town centre;
 - Meet forecast demand through the promotion of a change in user behaviour to encourage greater use of car parks that are currently underutilised; and
 - Reduce parking demand through the provision of alternative transport options.

Coptfold Road Multi-Storey

- 3.55 The multi-storey car park is the second largest within the Borough, and is of strategic importance in terms of both the role it plays in supporting Brentwood's economy and the revenue it generates for the Council. However, the car park is noted to be in a state of disrepair, with structural improvement works needed in order to maintain the car park's operation. The car park will need to be maintained in the medium term (through works to ensure structural stability for the next twenty years or so) whilst a long-term strategy is decided on and implemented.
- 3.56 Required works to extend the short-term lifespan of the car park have been split into two phases. The first phase incorporates concrete repair works and the installation of a number of safety barriers; this was undertaken last year at a cost of £230,000. The second phase has yet to be commissioned, and incorporates surface protection measures, the installation of sacrificial anodes, lighting improvements and fixed wiring improvements. Phase two works are anticipated to cost £2.5 million. These works would extend the lifespan of the car park by approximately 20 years.
- 3.57 The car park currently operates at an annual profit of approximately £555,000, based on annual revenue and maintenance costs, as set out in **Tables 3.1** and **3.2** respectively. On this basis, it would take between four and five years for the car park to generate back costs associated with phase two structural works, presuming the car park remains operational as existing whilst structural works are undertaken.
- 3.58 As an alternative to the proposed refurbishment works, a more comprehensive scheme could be considered to redevelop the site. This would need to be undertaken in conjunction with other changes in car parking provision, most notably at the William Hunter Way car park. This could be undertaken in a range of options; however, one option for consideration would be as follows, predicated on the basis that Coptfold Road has enough structural stability to remain operational as it is for three or four years:
- Utilise the funds allocated to Coptfold Road improvement works to instead construct a multi-storey car park on part of the William Hunter Way site. Retaining a proportion of land for development (which could also contribute to construction costs);
 - Upon opening of the William Hunter Way multi-storey, demolish Coptfold Road, freeing up prime land for development, with sufficient car parking provision to accommodate residents with car parking leaseholds included within the development requirements;
 - Spaces leased to residents on the 99 year lease can be temporarily accommodated within the new William Hunter Way multi-storey whilst construction works are undertaken.
- 3.59 If the structural stability of Coptfold Road is considered insufficient to implement this plan, a longer-term version would be to undertake the refurbishment to provide an additional 20 years of life for Coptfold Road and undertake the redevelopment of William Hunter Way during that period.

William Hunter Way

- 3.60 William Hunter Way car park is the biggest revenue generator of all car parks operated by the Council, and has comparatively small annual maintenance costs. However, it also has the biggest geographical footprint of all car parks within the Borough.
- 3.61 The Draft Local Plan notes that land currently housing the car park has the potential to accommodate a significant proportion of projected employment growth, and as such the car park has been earmarked as a potential development site. As such, consideration should be given to potential ways of maximising the land's economic potential. One potential option is to build upwards rather than outwards, which would free up additional land for development.
- 3.62 It can be seen that future parking demand is forecast to exceed existing supply; however, future spare capacity is forecast in Coptfold Road. Rather than provide additional parking capacity at William Hunter Way through the introduction of decking, the introduction of which requires high levels of economic expenditure, one option would be to promote a change in user behaviour to increase usage of Coptfold Road and reduce parking demand at William Hunter Way could provide an economically advantageous option.
- 3.63 Alternatively, a development-led scheme to provide a decked / multi-storey car park on the site would be an alternative approach, with funding generated by the value released from a section of the site. As discussed above, this could also release opportunities to redevelop the Coptfold Road multi-storey.

Chatham Way / Westbury Road

- 3.64 Chatham Way and Westbury Road car parks are both identified as potential development sites within the Draft Local Plan. It is important that, should development be brought forward at either of these sites, parking provision is maintained to current levels. Whilst Chatham Way has been identified as being of good quality and well maintained, such development would provide an opportunity to upgrade the condition of Westbury Road.

Shenfield

- 3.65 The finishing of Crossrail works at Shenfield station and the return of Friars Avenue to full capacity will help to ameliorate some current problems meeting current parking demand within Shenfield. It is recognised that this provision should remain as short-stay, with a maximum stay of two hours permitted. However, the introduction of charges are likely to be accepted.

Ingatestone

- 3.66 It is recognised that there are problems with regard to current parking demand and supply within Ingatestone; however, it is equally recognised that there are limited opportunities to improve the situation due to the size of the town and its geographic location between the railway line (to the south) and A13 (to the north).

SIGNAGE

- 3.67 The provision of good quality and easy-to-follow signage can play an important role for both local residents and visitors to a location. Detailed stakeholder engagement with local businesses, residents, Council members and user groups confirmed that signage and wayfinding facilities to off-street parking is poor.
- 3.68 Through improvements in signage, better awareness and information for of all car parks can be supplied to the public, ensuring an improved journey experience for visitors. This in turn can potentially improve traffic circulation and reduce issues of congestion within Brentwood, Shenfield and Ingatestone.
- 3.69 It is recognised that signage and wayfinding provision for car parking is poor across the Borough, both for vehicles and pedestrians. Signage provision can be improved in all areas, with a particular focus on

Brentwood and Shenfield as key target areas. For example, existing signage to Friars Avenue car park in Shenfield is either pointing in the incorrect direction, or badly positioned.

- 3.70 The introduction of Variable Message Signs that provide real-time information on the number of available spaces within each car park on the periphery of Brentwood town centre should be considered. Information provided through these signs can encourage use of underutilised car parking provision, and help to reduce congestion in certain parts of the town.
- 3.71 However, it is important that if such signage and technology is introduced that appropriate static signage is also used to minimise congestion as people travel to various car parks. Through such signage a coherent set of information can be provided to drivers to ensure they minimise their travel time and distance when accessing a car park.
- 3.72 Pedestrian signage can also be improved at access points to car parks to improve user experience. This could form part of a wider wayfinding strategy for each area, and is particularly important for the car parks on the periphery of area centres.

USER PRIORITISATION

- 3.73 The prioritisation of parking provision amongst different users is an important policy tool where parking demand is high or supply is restricted; it is important to ensure a balance is struck that meets the parking demands of all users.
- 3.74 Within Brentwood, Shenfield and Ingatestone, key user groups include, but are not limited to, the following:
- Local Residents;
 - Businesses;
 - Employees (and Employers);
 - Commuters;
 - Shoppers (short-stay);
 - Visitors;
 - Blue Badge Holders; and
 - Users of Sustainable Transport (such as electric cars and car clubs).

Disabled Parking

- 3.75 Disabled parking facilities should be improved across the Borough where possible. Signage can also be employed to ensure users are aware of large disabled parking provision at William Hunter Way. As an example, in stakeholder workshops held as part of Phase 2, there was unanimous agreement that there is a shortfall of disabled parking in Ingatestone, which should be addressed.
- 3.76 Where possible, disabled parking bays should be located in central areas and in close proximity to major services and trip attractors.

Cycle & Motorcycle Parking

- 3.77 There is a need to increase both bicycle and motorcycle parking provision in the three areas, with existing provision in need of upgrade works (for example at Hunter Avenue in Shenfield). The provision of adequate levels of motorcycle parking at all car parks will ensure that vehicle spaces can be used as intended.

ENFORCEMENT & MANAGEMENT

- 3.78 An efficient yet cost-effective enforcement strategy can be important both for the smooth operation of car parking provision (for example ensuring spaces are appropriately used, reducing exceedances of maximum stay and minimising parking in inappropriate locations) and for improving safety, traffic flow and congestion on the local highway network.

- 3.79 A key issue when developing an enforcement regime is ensuring an appropriate balance is made between costs associated with enforcement and potential revenue generation from the issuing of Penalty Charge Notices (PCNs) and increased ticket sales.
- 3.80 There are a number of potential options for variations in enforcement mechanisms, and suitability can vary depending on the size and location of existing parking provision, as well as on current enforcement practices. The Council currently employs two full-time Civil Enforcement Officers, with a priority for patrols placed on identified hotspots where non-compliance has been frequently reported:
- **Chatham Way:** Non-compliance (outstaying paid for time periods or parking in unacceptable areas) is reported to be a common issue within this car park. Prior to the introduction of daily patrols of the car park, up to ten penalty charge notices could be issued during patrols. Following the introduction of daily patrols by both CEOs, the number of PCNs issued has reduced, suggesting that compliance has improved.
 - **Shenfield (Friars Avenue & Hunter Avenue):** Over the past two years, workers associated with Crossrail construction works currently being undertaken at the station have been recorded as replacing free two hour pay and display tickets, resulting their vehicles remaining in the car park throughout the working day. This subsequently reduced available parking capacity for other car park users. To mitigate against this and to reduce the issue, daily patrols have been introduced with CEOs informing Crossrail workers that this behaviour is not acceptable. Incidences of this issue have reduced since the introduction of the patrol.
 - **Ingatestone (Bell Mead & Market Place):** Issues in both Bell Mead and Market Place are primarily associated with local businesses, who have been reported to move their vehicles from one car park to the other as a means of getting around the maximum permitted stay of two hours. However, a number of businesses are reported to only move their vehicles when they see the (branded) CEO van arrive. After failing to persuade compliance by words of warning from the CEOs, officers now park the enforcement van away from the car park and arrive on foot. As a result, the risk of vehicles getting a PCN has increased significantly and incidences of vehicles moving from one car park to the other have subsided dramatically.
- 3.81 Over the past year, the Council has developed an enforcement policy and strategy to increase revenue associated with PCNs and improve compliance. The strategy focuses on proportionality (PCNs issued in suitable circumstances only; for example, if a user is only a few minutes late back to their vehicle, a PCN is not issued), compliance, transparency and honesty.

Enforcement Options

- 3.82 Potential changes to enforcement practices that can be considered include:
- Updates to enforcement regimes and practices to reflect future changes to Brentwood, Shenfield and Ingatestone, in particular the increasing demand for parking;
 - Introduction of Automatic Number Plate Recognition (ANPR) enforcement at entry and exit points of car parks where non-compliance is an issue; and
 - Alterations to CEO enforcement routes and increased monitoring of parking provision in certain locations where issues exist.

SUSTAINABLE TRAVEL

- 3.83 Alongside direct strategies that aim to manage parking supply and demand across the Borough, a series of complementary measures that seek to minimise the overall level of vehicular traffic entering each town and requiring parking provision should be considered.

- 3.84 This is a potentially wider-ranging policy area and so the focus of options is on measures that have either been identified within the stakeholder engagement process or are considered to be viable alternatives within the context of each town to additional parking provision.
- 3.85 Such measures may include:
- Investigation of a Park & Ride service that provides car parking outside of the town centre(s) and offers a bus service to the centre;
 - Promotion of local bus services into the town and the accessibility and connectivity of the stops with the key locations within the town.
 - Development and/or promotion of cycling and walking routes with the introduction of additional infrastructure such as bike stands and way-finding signs.
 - Prioritisation of car share spaces near entries to car parks
 - Traffic management measures. Including potential changes to vehicle access to core town centre areas (either permanently or as part-time measures) to enhance provision for pedestrians and cyclists.

Park & Ride

- 3.86 Park & Ride and Park & Stride provision has previously been considered within parts of the Borough, most notably as an option to provide alternative access to Shenfield Rail Station. Whilst potential car parking sites were identified for these services, it was concluded, at that time, that the practicalities of either the walk distances involved, or the density of users required to justify bus service provision, meant that neither option was considered good value for money.
- 3.87 To develop a sustainable Park & Ride service there is a requirement to both make the service suitably attractive to encourage car drivers to use the service as an alternative to other town centre car parking, whilst ensuring that the on-going operational costs are not prohibitive. These two elements can often be counteractive, with the need for a high-frequency, fast bus service, with lower fares than the equivalent town centre car parking charges, resulting in higher operating costs and lower fare revenue generation. It is not untypical for these services to require a financial subsidy to operate, albeit that the wider social and economic benefits of reduced town centre congestion often providing strong justification.
- 3.88 The analysis has identified potential issues with the sustainability of residential and employment growth across the borough in terms of the future traffic generation. A Park and Ride, or Park and Stride, option could therefore provide a suitable solution to reduce the level of car trips into the core town centres, in particular Brentwood. However, closer examination of the highway network surrounding the town indicates that there are relatively limited strategic options for locating a site that would generate a sufficient catchment area for trips. With no intersection with the A12 to the north of the town along Weald Road, Ongar Road or Doddinghurst Road, there is no strategic location to the north. Similarly to the south, there are three separate arterial routes into the centre (B186, Hartswood Road, and the A128 Ingrave Road).
- 3.89 The A1023 to the east and west of the town are more likely to provide suitable locations, with connections in both directions to the A12 (as well as the M25 to the west). A more detailed study of the volume of traffic traveling along these routes with a destination in Brentwood Town Centre would need to be conducted, along with an assessment of the potential bus priority measures (such as bus lanes, priority signals at junctions) that could be accommodated along the A1023 corridor.

Buses

- 3.90 Whilst Brentwood town centre is well served by daytime and evening bus services, services are restricted in both Shenfield and Ingatestone. The majority of bus services that serve Shenfield offer either limited or no service at weekends. Similarly, no night buses serve Shenfield. Only one daytime bus service serves Ingatestone, and broadly follows the route of rail services, with no evening or night service serving the

area. The provision of improves bus services, both in terms of locations served and service frequency may help to reduce parking demand in the three areas as people travel by an alternative mode.

Cycle Provision

- 3.91 As previously outlined, there is a need to increase bicycle parking provision in the three areas, alongside upgrade and improvement works to existing provision. A focus should be made on cycle provision on corridors to the north and to the south which do not lend themselves to park and ride services.

4 Strategy Action Plan

INTRODUCTION

- 4.1 This section sets out a series of actions to be implemented as part of the Parking Strategy for the Borough. Actions are set out below alongside associated outcome monitoring tools that can be applied to gauge success.
- 4.2 The majority of actions presented below aim to improve the overall condition and management of off-street parking provision across the Borough as a means of maximising the efficiency of car park utilisation and subsequently the local highway network.

MANAGING AVAILABLE CAPACITY

Maintain Existing Borough-Wide Capacity

- 4.3 Ensure that current levels of parking capacity are maintained and balanced within the three locations; re-provide car parking to the same greater level before removing any car parking provision. Monitor usage of car parks on an individual basis to identify both locations with spare capacity and those where demand is exceeding supply.

Outcome Monitoring: Car park utilisation data

Cost Implications: Car park revenues, information provision

Option 1: Coptfold Road Structural Works

- 4.4 Commission Phase 2 structural works to extend the lifespan of Coptfold Road multi-storey by approximately 20 years, ensuring current levels of parking supply within Brentwood town centre are maintained.

Outcome Monitoring: Continued use of the car park by both short-stay users and permit holders, feedback from users and key stakeholders on appearance of car park.

Cost Implications: £2.5 million.

Option 2: William Hunter Way Multi-Storey

- 4.5 Construct a new multi-storey on part of William Hunter Way and demolish the existing multi-storey at Coptfold Road to free land at both sites for development.

Outcome Monitoring: Land freed for development, increased long-term revenue for Council, better quality car parking provision.

Cost Implications: Construction of multi-storey, demolition of Coptfold Road.

Variable Message Signs

- 4.6 Introduction of variable message signs on routes at the periphery of Brentwood town centre. This would provide real-time information on the number of available spaces within each car park, helping to reduce congestion in hotspots and encouraging use of underutilised car parking provision.

Outcome Monitoring: Appropriate balance of car park usage; congestion levels.

Cost Implications: Installation and maintenance costs.

Partnership Working

- 4.7 Partnership Working: establish protocols for discussions with the South Essex Parking Partnership (responsible for on-street parking provision) and private car park operators to assist with appropriate management of parking provision and to facilitate smooth town centre traffic circulation

Outcome Monitoring: Established protocols.

Cost Implications: Minimal.

QUALITY

Park Mark

- 4.8 Aspiration to meet Park Mark standard in all Council-operated car parks in Brentwood, Shenfield and Ingatestone, matching the quality of a number of privately run car parks within the Borough.

Outcome Monitoring: Awarding of Park Mark standard; programme of formal audits alongside feedback from Civil Enforcement Officers and public.

Cost implications: Urban realm, pedestrian and signage infrastructure.

REVENUE GENERATION

Changes to Short-Stay Parking Tariffs

- 4.9 Consider a range of changes to short-stay tariffs, including small increases to weekday and Saturday short-stay parking charges in Brentwood town centre car parks, and the introduce of charging in Shenfield (Hunter Avenue and Friars Avenue) car parks, so as to increase annual revenue for the Council.

- Removal of the free 30-minute parking in Brentwood Town Centre with the introduction of a 50p tariff could potentially generation between £66,000 and £106,000 a year for the Council;
- A 10% increase in short-stay parking charges within car parks in Brentwood (William Hunter Way, Coptfold Road Multi-Storey, Chatham Way, the Town Hall visitor car park and King George Playing Fields) would potentially generate an additional £100,000 to the Council each year; and
- A tariff of £1.30 in both Hunter Avenue and Friars Avenue car parks (in line with the pricing structure of Brentwood Town Centre car parks) would potentially generate over £180,000 a year for the Council.

Outcome Monitoring: Revenue generation.

Cost Implications: Changes to signage, ticket machines and online information.

Review of Ingatestone & Fryerning Parish Council Parking Charges

- 4.10 Consider the appropriateness of current annual charges applied to Ingatestone & Fryerning Parish Council in comparison to revenue generated from other Borough car parks.

Outcome Monitoring: Revenue generation

Cost Implications: Limited

ENFORCEMENT

Monitoring Effectiveness of Current Enforcement Regime

- 4.11 Continually review the effectiveness of the recent changes to the enforcement regime to ensure it provides the right balance between acting as a deterrence to parking offences and being overly draconian.

Outcome Monitoring: Level of PCN issued, feedback on level of parking offences.

Cost Implications: Limited

INFORMATION PROVISION

- 4.12 Develop promotional and marketing campaigns that aim to reduce parking demand. Such campaigns could focus on encouraging travel by alternative modes than private car, re-timing trips outside of hours of peak parking demand, and to make greater use of currently underutilised car parks.

- 4.13 Improve signage in Brentwood Shenfield and Ingatestone to provide better awareness and information for all car parks can be supplied to the public, ensuring an improved journey experience for visitors. For example, existing signage to Friars Avenue car park in Shenfield is either pointing in the incorrect direction, or badly positioned.

Outcome Monitoring: Reduction in parking demand; number of promotional campaigns delivered; increase in use of sustainable travel modes.

Cost Implications: design, delivery and promotion of campaigns.

SUSTAINABLE TRAVEL

Facilitate Walking & Cycling for Short-Distance Trips

- 4.14 Ensure sufficient cycle parking provision in car parks and safe walking and cycle routes to and from town centres and cycle parking.

Outcome Monitoring: Numbers of cycle parking spaces, Levels of cycle parking.

Cost Implications: Cycle parking provision, cycle route provision.

Appendix A

PARK MARK ANALYSIS

Area	Council?	Car Park	Park Mark?	Lighting	Parking areas	Signage	Surveillance	Vehicular Access
Brentwood	Y	William Hunter Way	N		Faded markings and potholes at the southern end			
	Y	Coptfold Road Multi Storey	N	Poor - low levels of natural light. Good quality lighting.	Some bay and wayfinding markings faded		Very little natural surveillance. CCTV. Civil enforcement officer on patrol.	Height restriction can't be removed for emergency access or maintenance vehicles.
	Y	Chatham Way	N				CCTV. Natural surveillance from overlooking properties.	
	Y	Town Hall	N				Partially covered with CCTV	
	Y	Westbury Road	N	None	Bay markings faded in places. Surface quality poor at perimeter.	No signage on the High Street.	Natural surveillances but no CCTV.	
	Y	Sir Francis Way	N	None. A number of trees reduce natural light.	Number of potholes.		No CCTV.	
Shenfield	Y	Friars Avenue	N	Adequate lighting.	Clear bay markings mostly, however some need repainted.	Signage is poor with only two signs indicating the location of the car park. One of these, located at the junction of Friars Avenue and Hunter Road is facing in an incorrect direction.		
	Y	Hunter Avenue	N	Adequate lighting.	Clearly marked bays.	No signage on Hunter Road or Crossways directing motorists to the car park.	Natural surveillance from overlooking properties. Only 1 CCTV camera.	
Ingatestone	Y	Market Place	N		Recently laid surface - good condition. Bay markings are clear and easy to navigate.		Lighting and CCTV provision, alongside natural surveillance from nearby properties.	
	Y	Bell Mead	N	Lighting installed.			CCTV not evident. Natural surveillance from properties.	
Brentwood	Y	King George Playing Field	N		No bay markings in the overflow car park.		No CCTV and limited natural surveillance.	
	Y	Nightingale	Y					
		Sainsbury's	N	Good lighting.	Bays clearly marked.		CCTV.	
Shenfield		Brentwood Station	Y					
		Shenfield Station (Hunter Avenue)	Y					
Shenfield (Hutton)		Shenfield Station (Mount Avenue)	Y					
		Hutton Poplars Hall	N	Adequate lighting.			Natural surveillance from the hall.	
Ingatestone		Hutton Poplars Lodge	N	No lighting.			No CCTV.	
		Hutton Pavilion	N		Clearly defined bays.			
		Ingatestone & Fryerning Community Association	N				Natural surveillance from overlooking properties. Civil enforcement officer patrol.	
		Budgens	N	Good lighting provision	Clearly defined bay markings.		CCTV and natural surveillance from overlooking properties.	
		Co-Op	N	Adequate lighting provision.	Clearly defined bay markings.		Natural surveillance from overlooking properties however there is overgrown vegetation in places.	
		Mountney Close	N	Good lighting provision from one street lamp.	Clear bay markings.		Natural surveillance from overlooking properties. No CCTV.	
	Heybridge Road	N	No lighting provision.	Provision is unmarked.		No CCTV and limited natural surveillance.		
	Ingatestone Station	Y						

18 July 2017

Policy, Projects and Resources Committee

Data Protection Act 1998 - New Policies

Report of: *John Chance, Finance Director and Daniel Toohey, Head of Legal Services and Monitoring Officer*

Wards Affected: *All*

This report is: *Public*

1. Executive Summary

- 1.1 All staff and Members of local authorities are obliged to comply with the Data Protection Act 1998 (the Act) which requires individuals' personal data we hold to be processed securely. Breaches of the Act can result in serious financial and reputational harm to both the Council and to those whose information we hold. The Information Commissioner has the power to issue penalties up to £0.5m in such cases. Recently, a local council was fined £150,000 for a data breach. To effectively manage these risks, the Council has engaged a locum information governance lawyer to review the Council's compliance with the Act. A key aspect of this ongoing work is to ensure relevant policies exist and that these are current and effective in helping to manage business risk. These policies are now presented for Members' consideration and approval.

2. Recommendation(s)

- 2.1 **That the proposed six policies appended to this report be approved by Members.**
- 2.2 **That delegated authority be granted to the Senior Information Risk Officer (currently the s.151 officer) acting in consultation with senior officers, the Chair of the Policy, Projects and Resources Committee and Monitoring Officer to make any minor adjustments or in respect of any changes in law as necessary.**

3. Introduction and Background

- 3.1 Compliance with the Data Protection Act is inescapable requirement for all local authorities. Those that have failed to embrace the principles and

proper practices of data protection, achieved through the adoption of meaningful policies, procedures, training and administration, thereby achieving effective 'cultural buy-in' by all staff and Members, have suffered significant financial and reputational harm following intervention by the Information Commissioner. The proposed measures and policies will reduce ongoing business risk to the Council.

- 3.2 Members should note that the Data Protection Act will be replaced by the General Data Protection Regulation (GDPR) in May 2018. This European legislation will continue to be adopted as UK law from next May. Measures to ensure compliance with the GDPR will be taken once the Council has appropriate compliance measures in place under existing legal requirements. Those measures include: adoption of relevant policies; training for all staff with access to personal data across the Council; ensuring appropriate administration procedures and staff are in place to support compliance and development of a dedicated, high profile intranet page on DPA matters.
- 3.3 In accordance with the Act, the Council is required to appoint a senior information risk officer (SIRO) whose role is to oversee and report to the Council compliance with the Act and, in due course, with the GDPR. The Council's s151 officer is the current SIRO. Working with the Monitoring Officer, the SIRO has undertaken a review of the policies and procedures required to ensure full compliance with all current and forthcoming legislative provisions.

4. Issue, Options and Analysis of Options

4.1 Members approval of the appended policies is sought to enable these policies to be communicated to all staff and Members across the Council at the earliest opportunity, as part of the ongoing programme to effectively manage related business risk and to ensure full cultural buy in from staff and Members to the principles of data protection. There are no other options available as an alternative to these statutory requirements.

4.2 There are six policy updates under consideration:

- Clear Desk Policy (Appendix A)
- Data Protection Policy (Appendix B)
- Information Security Policy (Appendix C)
- Privacy Notice Policy (Appendix D)
- Privacy Impact Assessment Policy (Appendix E)

- Consent Policy

(Appendix F)

5. Reasons for Recommendation

- 5.1 To assist in achieving effective compliance with the requirements of the Data Protection Act, so enabling the Council to keep related business risk to a minimum.

6. Consultation

- 6.1 Senior managers in the Council's Corporate Leadership Board have been consulted on and are aware of the need for these updated policies.

7. References to Corporate Plan 2016-2019

- 7.1 With regard to the priority: 'Community and Health' this report supports businesses, safeguards public safety and enhances standards locally through risk-based regulatory compliance with the Data Protection Act 1998 and the forthcoming GDPR.

8. Implications

Financial Implications

Name & Title: John Chance, Finance Director, Section 151 Officer and Senior Information Risk Officer

Email: john.chance@brentwood.gov.uk

Tel: 01277 312542

- 8.1 The associated training costs to move the Council to a compliant position will be funded from the central training budget and the cost of the interim locum solicitor is being covered from existing resources.

Legal Implications

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

Email: daniel.toohey@brentwood.gov.uk

Tel: 01277 312860

- 8.2 Legal implications are contained in the body of this report

9. Background Papers: None

10. Appendices to this report

- Clear Desk Policy (Appendix A)
- Data Protection Policy (Appendix B)
- Information Security Policy (Appendix C)
- Privacy Notice Policy (Appendix D)
- Privacy Impact Assessment Policy (Appendix E)
- Consent Policy (Appendix F)

Report Author Contact Details:

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BRENTWOOD BOROUGH COUNCIL

Clear Desk Policy

1st Draft

Title:	Clear Desk Policy
Purpose:	To ensure information is kept secure
Owner:	Data Protection Officer
Approved by:	Head of Legal Services
Date:	JULY 2017
Version No:	1.0
Status:	SUBJECT TO COMMITTEE APPROVAL
Review Frequency:	Annually or when changes made to relevant Information Governance law
Next review date:	As above
Meta Compliance	IT to ensure policy subject to this

1. Introduction

This policy defines the Clear Desk Policy and is part of the Information Governance suite of policies currently under review. If you require advice and assistance around any Information Governance matters (including for example Data Protection, data security and FOI requests) please contact [the council's Data Protection Officer (DPO)]. Further information and resources including training and other online support are available on the council's intranet.

2. Purpose

To ensure all personal and confidential information that the council holds is kept secure at all times in accordance with the Principles of the Data Protection Act 1998 and under the Freedom of Information Act 2000.

3. Scope

This policy must be adhered to by any employee, elected member, agency worker, third party organisation or other authorised personnel.

4. Objectives

The objective of the Clear Desk Policy is to prevent unauthorised access to sensitive personal and/or confidential information.

5. Roles and responsibilities

Managers are responsible for implementing this policy within their departments and ensuring that staff comply with it. All staff will accept personal responsibility for compliance evidenced through online meta-data tools.

6. Policy statements

6.1 A clear desk will only contain: a telephone, computer, keyboard, mouse and mat or docking station for laptops and stationery. **A clear desk will not contain any information held by the council.**

6.2 Whether you have a fixed workplace or hot desk, when you have finished using your desk, or expect to be away from it for longer than 4 hours, you must clear all information from your desk and ensure that it is locked away.

6.3 When you have finished using your desk or expect to be away from it for longer than 4 hours, you must shut down your computer.

6.4 All information must be locked away in your department cupboard or filing cabinet.

6.5 Cupboard and filing cabinet keys must be kept secure.

6.6 PC's must be locked when you are going to be away from your desk for a short period of time, e.g. during comfort breaks.

6.7 Documents/information must not be left on top of cabinets.

6.8 All cabinets must be closed at the end of the day, with the appropriate cabinets locked for security.

BRENTWOOD BOROUGH COUNCIL

Data Protection Policy

1st Draft

Title:	Data Protection Policy
Purpose:	To ensure information is kept secure
Owner:	Data Protection Officer
Approved by:	Head of Legal Services
Date:	July 2017
Version No:	1.0
Status:	SUBJECT TO COMMITTEE APPROVAL
Review Frequency:	Annually or when changes made to relevant Information Governance law
Next review date:	As above
Meta Compliance	IT to ensure policy subject to this

Introduction

This policy defines the Data Protection Policy and is part of the Information Governance suite of policies currently under review. If you require advice and assistance around any Information Governance matters (including for example Data Protection, data security and FOI requests) please contact the council's Data Protection Officer (DPO). Further information and resources including training and other online support are available on the council's intranet at: [TBA - best practice would in due course see in place a dedicated, high-profile intranet page on FOI and DPA with contact details of the DPO, FOI/SAR co-ordinator and with links to helpful ICO guidance pages, online training tools and our related policies]

General rules in complying with the Data Protection Act

Policy points are numbered. The numbering corresponds to explanations of 'why?' and 'how?' for each point further down the page.

What must I do?

1. All BBC staff must comply with the requirements of the Data Protection Act and Article 8 of the Human Rights Act when handling personal data of living individuals; whether relating to members of the public or other BBC staff.
2. Staff who manage services where personal data is used must make sure that the service users are informed why we need their data and how we intend to use it. Their consent must be obtained and they must be made aware of their rights under the Data Protection Act.
3. All staff must collect, hold and use the minimum personal data necessary to deliver our services.
4. All staff who record opinions or intentions about service users must do so carefully and professionally.
5. All staff must take reasonable steps to ensure the data we hold is accurate, up to date and not misleading.
6. Consent must be obtained if personal data is to be used in ways not expected by the data subject, or different from the reasons the personal data was originally obtained for example, for promoting or marketing goods and services or under a new data sharing agreement.
7. All managers must ensure that the personal data they manage is reviewed regularly and destroyed in line with your retention and archiving requirements when no longer required.
8. If you receive a request from a member of the public or a member of BBC staff asking to access their personal information, you must pass this to the FOI/DPA Co-ordinator for logging and processing.

9. If you receive a request from anyone asking to access the personal information of **someone other than themselves**, this must be handled as a Freedom of Information Request or Environmental Information Regulations Request and in the first instance must be passed immediately to the FOI/DPA Co-ordinator for logging and processing.
10. If someone contacts BBC formally stating that their personal data on our records is inaccurate, the request should be fully considered and the record amended if the request is valid. Again, please ensure such requests are passed to the FOI/DPA Co-ordinator for logging and processing.
11. You must follow system user guidance or other formal processes which are in place to ensure that only those with a business need to access personal data are able to do so. If you suspect any system puts BBC in breach of this requirement, please immediately notify the Data Protection Officer.
12. Information must only be shared with external organisations if it is done under a formal Information Sharing Agreement which clearly explains the limits of what can be shared, why and what safeguards will be in place to protect individuals' personal data.
13. All staff and elected members must be trained to an appropriate level, based on their roles and responsibilities, to be able to handle personal data securely.
14. When using 'data matching' techniques, this must only be done for specific purposes in line with formal codes of practice, informing service users of the details and obtaining their consent where appropriate.
15. The Council must maintain an up to date entry in the Public Register of Data Controllers (**this requirement will cease under new Regulations being adopted on 25 May 2018**).
16. Where personal data needs to be anonymised or pseudonymised, for example for research purposes and you are uncertain how to proceed with this, please seek guidance from the Data Protection Officer and/or IT Services.
17. You must not access personal data which is not necessary for you to see unless it is required in order for you to do your job properly.
18. You must not share any personal data held by BBC with any individual or organisation based in any country outside of the European Economic Area (European Union member states and Iceland, Liechtenstein and Norway).

Why must I do it? (Note - please see list of the 8 Data Protection Principles further below)

1. To comply with UK legislation.
2. To comply with the 1st and 2nd Principles of the Data Protection Act.

3. To comply with the 2nd and 3rd Principles of the Data Protection Act. You must only collect and/or hold the minimum amount of information you need in order to carry out our legitimate business. It is not acceptable to hold information on the basis that it might possibly be useful in the future without a view of how it will be used. Changes in circumstances or failure to keep information up to date may mean that information that was originally accurate becomes inaccurate.
4. To comply with the 3rd and 4th Principle of the Data Protection Act.
5. To comply with the 4th Principle of the Data Protection Act.
6. To comply with the 1st Principle of the Data Protection Act.
7. To comply with the 3rd and 5th Principle of the Data Protection Act. If information is kept longer than necessary then it may be both irrelevant and excessive.
8. To comply with the 6th Principle of the Data Protection Act.
9. To comply with the 1st Principle of the Data Protection Act, the Freedom of Information Act and the Environmental Information Regulations.
10. To comply with the 6th Principle of the Data Protection Act.
11. To comply with the 7th Principle of the Data Protection Act.
12. To comply with the 1st and 7th Principle of the Data Protection Act.
13. To comply with the 7th Principle of the Data Protection Act.
14. To comply with the 1st and 6th Principle of the Data Protection Act.
15. This is a regulatory requirement and allows the public to see what personal information we hold to aid transparency.
16. Where personal data is used for research purposes, the processing of the data can be legitimised by virtue of s33 Data Protection Act. Relevant guidance available from the Data Protection Officer.
17. To comply with the 7th Principle of the Data Protection Act.
18. To comply with the 8th Principle of the Data Protection Act. The member states of the EEA share common legislation which provides assurance to BBC that personal data will be handled securely under the same provisions that exist under the Data Protection Act.

How must I do it?

1. By following the requirements of this policy.

2. By following the requirements in the [Privacy Notice Policy](#) and the [Consent Policy](#)
3. By ensuring that the means you use to gather personal data (such as online or physical forms) only ask for the information that is required in order to deliver the service.
4. By considering that anything committed to record about an individual may be accessible by that individual in the future.
5. For example, whenever contact is re-established with a service user, you should check that the information you hold about them is still correct.
6. By following the points in the [Privacy Notice Policy](#) and the [Consent Policy](#).
7. By following your Service's Retention and Archiving requirements. You must review personal data regularly and delete information which is no longer required, although you must take account of statutory and recommended minimum retention periods. Subject to certain conditions, the Act allows us to keep indefinitely personal data processed only for historical, statistical or research purposes.
8. By ensuring that all requests for personal data or other information under FOI/EIR are immediately referred to the FOI/EIR Co-ordinator for initial consideration and in order to co-ordinate responses as required. This also includes requests to amend someone's personal data.
9. By immediately referring to the FOI/EIR Co-ordinator as referred to at 8. above.
10. By immediately referring to the FOI/EIR Co-ordinator as referred to at 8. above.
11. By being aware of the requirements of relevant I.T. policies and any other relevant policies in relation to:
 - technical methods such as encryption, password protection of systems, restricting access to network folders
 - physical measures such as locking cabinets, keeping equipment like laptops out of sight, ensuring buildings are physically secure and
 - organisational measures such as providing proper induction and training so that staff know what is expected of them.
12. Consult the FOI/DPA Co-ordinator over any proposed sharing outside of the EEA. If you are a manager who is proposing a change to or implementing a new system which may involve the hosting of personal data whether within or outside the EEA, this must first be tested using a Privacy Impact Assessment. See [Privacy Impact Assessment Policy](#).
13. By completing training courses relevant to your role.
14. By consulting the Data Protection Officer and/or I.T. Services to establish whether the proposed process is appropriate.

15. Updates to be made when any change to the purposes of processing personal data occur (eg under a new Information Sharing Agreement).

16. Contact the Data Protection Officer for guidance if required.

17. By being aware through training and guidance from your manager on what information is appropriate for you to access to do your job.

18. Check with your line manager whether a relevant data sharing agreement is in place.

The Eight Data Protection Principles

Schedule 1 to the Data Protection Act lists the data protection principles in the following terms:

1. Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless –
 - (a) at least one of the conditions in Schedule 2 is met, and
 - (b) in the case of sensitive personal data, at least one of the conditions in Schedule 3 is also met.
2. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
6. Personal data shall be processed in accordance with the rights of data subjects under this Act.
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

What if I need to do something against the policy?

If you believe you have a valid business reason for an exception to these policy points, having read and understood the reasons why they are in place, check with the Data Protection Officer on how best to proceed.

If you believe the policy does not meet your business needs, you may raise this with the Data Protection Officer who may propose a policy change if appropriate.

References:

Data Protection Act 1998

Human Rights Act

Lawful Business Practice Regulations 2000

ICO: Employment Practices Code and Supplementary Guidance

Breach Statement

Breaches of Information Policies will be investigated and may result in disciplinary action. Serious breaches may be considered gross misconduct and result in dismissal without notice, or legal action being taken against you. The Council as well as those individuals affected is also at risk of financial and reputational harm. Currently fines of up to £500,000 may be imposed on Councils for serious data breaches. Please report any actual or potential data breaches or other concerns relating to Information Governance to the Data Protection Officer as soon as possible.

BRENTWOOD BOROUGH COUNCIL

Information Security Policy

1st Draft

Title:	Information Security Policy
Purpose:	To ensure information is kept secure
Owner:	Data Protection Officer
Approved by:	Head of Legal Services
Date:	July 2017
Version No:	1.0
Status:	SUBJECT TO COMMITTEE APPROVAL
Review Frequency:	Annually or when changes made to relevant Information Governance law
Next review date:	As above
Meta Compliance	IT to ensure policy subject to this

1. Introduction

This policy defines the Information Security Policy and is part of the Information Governance suite of policies currently under review. If you require advice and assistance around any Information Governance matters (including for example Data Protection, data security and FOI requests) please contact the council's Data Protection Officer (DPO). Further information and resources including training and other online support are available on the council's intranet.

2. Context

Information is essential to delivering services to our customers and the businesses we work with. Information security refers to the protection of physical information or information systems from unauthorised or unintended access, destruction or tampering. It is important to act appropriately with the information we hold. Confidentiality, integrity and availability of information must be proportionate to maintain services, comply with the law and provide trust to our customers and partners. Consequences of unauthorised access/loss of information, in particular personal data, can result in serious financial and reputational harm to BBC, its customers and businesses. Please take the time to read and follow this policy where required.

3. Application of Policy

Everyone who accesses information we hold must be aware of these policy statements and their responsibilities in relation to information security.

The Council commits to informing its employees, members, voluntary workers, agency staff, contractors and other third parties of their obligations before they are authorised to access systems and information and subsequently at regular intervals. Other organisations and their users granted access to information held by our organisation must abide by this policy.

All those who access information may be held personally responsible for any breach or misuse.

OBLIGATIONS

- Only access systems and information for which you are authorised.
- Only use systems and information for the purposes authorised.
- Comply with all applicable legislation and regulation.
- Comply with controls communicated by the Council, its Service Managers ('Information Asset Owners') and the Data Protection Officer (DPO).

- Do not disclose confidential or sensitive information to anyone without the permission of the Council. In practice, this will usually be your line manager but if in any doubt, please contact the DPO for guidance.
- Ensure confidential or sensitive information is protected from view by unauthorised individuals. See our **Clear Desk Policy**
- Do not copy, transmit or store information to devices or locations (physical or digital) where unauthorised individuals may gain access to it; the security of devices and locations you use are your responsibility.
- Protect information from unauthorised access, disclosure, modification, destruction or interference.
- Keep passwords secret and do not allow anyone else to use your access to systems and accounts.
- Notify the DPO of any actual or suspected breach of information security and assist with prompt resolution, including taking all steps necessary to limit breaches and to avoid repetition of such breaches.
- Co-operate with compliance, monitoring, investigatory or audit activities in relation to information.
- Ensure you/your staff have completed the **online FOI and DPA awareness training**.

ROLES AND RESPONSIBILITIES

The organisation

- Ensures compliance with law governing the processing and use of information.

The Chief Executive

- Acts as the 'Accountable Officer' ensuring that all information is appropriately protected.

Senior Information Risk Officer

- Assures information security within the organisation
- Promotes information security at executive management level
- Provides an annual statement about the security of information assets

Data Protection Officer

- Manages the investigation and mitigation of information breaches
- Supports Management in assessing risks and implementing controls
- Keeps the SIRO fully briefed on all information risk matters

Service Managers (Information Asset Owners)

- Assess the risks to the information they are responsible for
- Define the protection measures of the information they are responsible for, taking account of the sensitivity and value of the information.
- Communicate the protection controls to authorised users and ensure controls are followed
- Ensure their staff have undertaken appropriate information governance training, including **online FOI and DPA awareness training.**

Senior Management Team

- Ensure their employees are fully conversant with this policy and all associated standards, procedures, guidelines and relevant legislation and are aware of the consequences of non-compliance.
- Introduce training and develop procedures, processes and practices which enable compliance with this policy across their business areas.
- Ensure all contractors and other third parties to which this policy may apply are aware of their obligation to comply with it.

Employees

- Conduct their business in accordance with this policy
- Take responsibility for familiarising themselves with this policy and understanding the obligations it places on them, with particular emphasis on the need to ensure no information is released, published or otherwise disclosed without prior authorisation from their manager.
- Ensure they have received appropriate level FOI/DPA training based on their level of access to information.

Breach Statement

Breaches of Information Policies will be investigated and may result in disciplinary action. Serious breaches may be considered gross misconduct and result in dismissal without notice, or legal action being taken against you. The Council as well as those individuals affected is also at risk of financial and reputational harm. Currently fines of up to £500,000 may be imposed on Councils for serious data breaches. Please report any actual or potential data breaches or other concerns relating to Information Governance to the Data Protection Officer as soon as possible.

END OF DRAFT POLICY

BRENTWOOD BOROUGH COUNCIL

Privacy Notices Policy

1st Draft

Title:	Privacy Notices Policy
Purpose:	To ensure customers understand how and why their personal data is processed in accordance with the first principle under DPA
Owner:	Data Protection Officer
Approved by:	Head of Legal Services
Date:	July 2017
Version No:	1.0
Status:	SUBJECT TO COMMITTEE APPROVAL
Review Frequency:	Annually or when changes made to relevant Information Governance law
Next review date:	As above
Meta Compliance	IT to ensure policy subject to this

Introduction

This policy defines the Privacy Notices Policy and is part of the Information Governance suite of policies currently under review. If you require advice and assistance around any Information Governance matters (including for example Data Protection, data security and FOI requests) please contact the council's Data Protection Officer (DPO). Further information and resources including training and other online support are available on the council's intranet.

What is a Privacy Notice?

Privacy Notices are required whenever it is not obvious to customers how and why we are using their personal information. Privacy Notices must be individually drafted to accurately explain the specific purposes for which we are collecting their personal data and, where applicable, how we may use and share it with others.

Policy points are numbered. The numbering corresponds to explanations of 'why?' and 'how?' for each point further down the page.

What must I do?

1. Whenever we collect personal information about an individual, we must tell them why we are collecting it to assure them that their information is collected and used **fairly in accordance with the first Principle of the Data Protection Act (see further below for list of all DPA Principles)**. Personal data is information which could identify a living individual.
2. A Privacy Notice must, as a minimum, tell people who we are, what we are going to do with their information and who it will be shared with.
3. You must consider whether your privacy notice should provide more details such as information about people's rights of access to their data, your arrangements for keeping their data secure and how long it will be kept for.
4. You must review your Privacy Notices annually and where amendments are required to reflect changes to legislation, processes and/or information sharing agreements.
5. Where we collect information on behalf of a third party or vice versa, you must make this clear in the Privacy Notice.
6. If you intend to share the information, this must be included in your Privacy Notice. If the customer has a choice regarding whether the information is shared, this must be communicated and they must be given the opportunity to opt out of sharing. If there is no choice, you should explain in the Privacy Notice why the sharing is necessary.

7. If you would like to send your customers marketing information, including emails to update them on changes to our services, you must first obtain their consent to do this. This should be included in the Privacy Notice.
8. To encourage the public to provide us with their opinion on issues such as where they live or the services we provide, we may run competitions, perhaps attached to surveys. You must include details about how we will make use of their personal data.
9. If you are conducting a survey, you must always consider whether it is possible to collect the information without any personally identifiable information.
10. If we have told someone that their information is to be deleted after a certain period of time, we must ensure that we do this.
11. You must consider that when asking for postcode information that some postcodes can identify individuals' addresses, so this would be treated as personal identifiable information.

Why must I do it? (Note - please see list of the 8 Data Protection Principles further below)

1. This is a legal requirement under Principle 1 of the Data Protection Act 1998.
2. Basic legal requirement where personal data is being collected.
3. The level of detail required in the Notice depends on a number of factors; the more information being gathered, level of sharing and the longer you may want to keep it for dictates the need to explain more. If in doubt, consult the Data Protection Officer.
4. We must ensure that the Privacy Notice remains accurate and relevant to how we actually use the data.
5. The public has a right to know all parties involved in processing their personal data.
6. The public has a right to know all parties involved in processing their personal data.
7. People being able to control the volume and means of being contacted using their personal data is one of the key rights in the Data Protection Act.
8. Because we are collecting personal information, a Privacy Notice will need to be added. People may be more willing to participate if they know how their information will be used, for example, it will not be kept longer than is necessary.
9. Collection of personal data must always be justifiable and proportionate. This protects the privacy of individuals and a Privacy Notice is not always necessary if the information is completely anonymous.

10. Otherwise would be in breach of the Data Protection Act.
11. Particularly in rural areas, a postcode may identify a single property.

How must I do it?

1. This would normally be achieved by providing a statement, known as a Privacy Notice, on the form or paperwork that we are asking customers to complete.

2. A very simple, basic Privacy Notice may read as follows: "Brentwood Borough Council collects your personal information to process your xyz application. This information will not be shared with any other party unless the law requires us to do so". For further guidance on how to draft Privacy Notices, see:

<https://ico.org.uk/for-organisations/guide-to-data-protection/privacy-notices-transparency-and-control/how-should-you-write-a-privacy-notice/>

3. Consider how you intend to process the data, how it will be used, stored, shared and retained. Consider what concerns customers may have over these issues and what benefits would come from reassuring customers with an explanation, or the risks from failing to provide sufficient explanation to them.

4. A review should look at what has been stated in the current Notice, considering whether anything has materially changed in how the data is being used and managed, and consider whether a change to the Notice is required.

5. The statement would then start as follows: "BBC collects this information on behalf of (third party) who are working in partnership with us for the purposes of (xyz). OR, "(third party) collects this information on behalf of BBC....".

6. If there is no choice available, an example text would be: "Your details, excluding your payment details, will only be shared with (third party) who work in partnership with us for the purposes of (xyz). OR, "We would like to share your information with (third party) so that they can provide further information and advice that may be of benefit to you. If you are happy with us sharing your information for this purpose, please tick this box".

7. An example could be: "We would like to contact you in the future to provide updates on xyz. If you would like to receive this information, please tick here".

8. An example could be: "The personal information you have provided will only be used to administer the prize draw and to select a winner at random. We will keep this information for one week after the closing date of the prize draw and will not share your information with anyone".

9. When planning a survey, start with the assumption that no personal data will be gathered. Each element of quality data that relies on personal data being provided should be considered by balancing the positive outcome for your survey against the level of personal data required to achieve it.

10. In many cases, someone's personal information is not relevant to the information on the survey itself, so if you wish to keep the survey, but not the personal details, make sure these can be removed.

11. Consider whether a full postcode is really necessary. The first 3 or 4 digits of a postcode are considered not to be sufficient to disclose personal data so this would be an acceptable alternative as long as the means of capturing the data make it clear that only part of the postcode is required, or participants are not able to enter more than 4 digits.

The Eight Data Protection Principles

Schedule 1 to the Data Protection Act lists the data protection principles in the following terms:

1. Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless –
 - (a) at least one of the conditions in Schedule 2 is met, and
 - (b) in the case of sensitive personal data, at least one of the conditions in Schedule 3 is also met.
2. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
6. Personal data shall be processed in accordance with the rights of data subjects under this Act.
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Breach Statement

Breaches of Information Policies will be investigated and may result in disciplinary action. Serious breaches may be considered gross misconduct and result in dismissal without notice, or legal action being taken against you. The Council as well as those individuals affected is also at risk of financial and reputational harm. Currently fines of up to £500,000 may be imposed on Councils for serious data breaches. Please report any actual or potential data breaches or other concerns relating to Information Governance to the Data Protection Officer as soon as possible.

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BRENTWOOD BOROUGH COUNCIL

Privacy Impact Assessments Policy

1st Draft

Title:	Privacy Impact Assessments Policy
Purpose:	To ensure we assess and manage risk appropriately around personal data when adopting new or amended systems, contracts and processes
Owner:	Data Protection Officer
Approved by:	Head of Legal Services
Date:	July 2017
Version No:	1.0
Status:	SUBJECT TO COMMITTEE APPROVAL
Review Frequency:	Annually or when changes made to relevant Information Governance law
Next review date:	As above
Meta Compliance	IT to ensure policy subject to this

Introduction

This policy defines the Privacy Impact Assessments Policy and is part of the Information Governance suite of policies currently under review. If you require advice and assistance around any Information Governance matters (including for example Data Protection, data security and FOI requests) please contact the council's Data Protection Officer (DPO). Further information and resources including training and other online support are available on the council's intranet.

Policy points are numbered. The numbering corresponds to explanations of 'why?' and 'how?' for each point further down the page.

What must I do?

1. If you are managing any initiative to create a new process or contract or amend an existing process or contract which involves the use of personal data or business sensitive data, you must contact the Data Protection Officer (DPO) to begin the Privacy Impact Assessment (PIA) process.
2. If you are managing an initiative which requires a PIA, you must begin the PIA process in the planning phase of any project cycle or new contract.
3. PIA's must be approved* before any activity being considered under the PIA is implemented.
4. The owner of the process being considered under a PIA is responsible for drafting the PIA.
5. *PIA's must be reviewed and a decision on approval made by the Data Protection Officer.
6. The Data Protection Officer must keep a central record of PIA's carried out by Services; the PIA's will identify risks and mitigations and approvals.
7. The Data Protection Officer will monitor performance against this policy and report to the Senior Information Risk Officer on areas for improvement.
8. The Data Protection Officer will review PIA's to ensure that the requirements identified have been fully implemented.

Why must I do it?

1. To comply with the Information Commissioner's Code of Practice supporting compliance with the Data Protection Act, which may be viewed at:

<https://ico.org.uk/media/for-organisations/documents/1595/pia-code-of-practice.pdf>

This document includes a PIA template for you to complete.

2. A PIA may arrive at an outcome that the proposals in an initiative are not appropriate due to the degree of risk to the Council of breaching the Data Protection Act. In such instances, the Data Protection Officer will suggest possible alternatives, but may refuse to approve the proposal. If work has already begun on implementing the proposal and contractual arrangements have been entered into before being approved under a PIA, this would represent a breach of this policy. This may result in the discontinuance of work already commenced and present BBC with legal, contractual and financial consequences.

3. The approval of a PIA is the authorisation that BBC is satisfied that the risks of the proposal are acceptable. This policy is breached by implementing a proposal involving personal data without prior PIA approval, rather than only in the event of something going wrong.

4. The Data Protection Officer can provide advice on what the PIA needs to include but cannot complete the form on your behalf. The review of the PIA needs to be objective.

5. The process needs to be managed by staff trained in the activity and in the requirements of the Data Protection Act.

6. To review and audit the quality of the process. To ensure recommendations in the PIA have been implemented. To assist with future reviews on the same processes.

7. To ensure the process is working and refinements are made to improve performance.

8. To ensure recommendations have been adopted.

How must I do it?

1. If your initiative requires technical IT support, contact the IT manager in the first instance.

2. Once you have identified that personal data will be involved in your proposed project/contract, you should contact the Data Protection Officer for an initial discussion around your proposals and to run through the PIA form.

3. If in doubt about the progress or status of your PIA, contact the Data Protection Officer.

4. Use the Privacy Impact Assessment Form within the Code of Practice document contained in the above-mentioned link.

5. Each PIA will be reviewed by the DPO and proposals reviewed to assess with the process owner risks and consider suggestions for risk mitigation and approval of the PIA once sufficient mitigation has been demonstrated.
6. The DPO will maintain a central record of all PIA's for audit and reference/precedent purposes.
7. Reporting on statistics re: PIA's received, implemented and breaches of policy.
8. DPO to ascertain from the relevant Service Manager that adequate controls are in place.

Breach Statement

Breaches of Information Policies will be investigated and may result in disciplinary action. Serious breaches may be considered gross misconduct and result in dismissal without notice, or legal action being taken against you. The Council as well as those individuals affected is also at risk of financial and reputational harm. Currently fines of up to £500,000 may be imposed on Councils for serious data breaches. Please report any actual or potential data breaches or other concerns relating to Information Governance to the Data Protection Officer as soon as possible.

References:

Data Protection Act 1998

Conducting Privacy Impact Assessments Code of Practice (ICO)

Human Rights Act 1998

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BRENTWOOD BOROUGH COUNCIL

Consent Policy

1st Draft

Title:	Consent Policy
Purpose:	Guidance on obtaining someone's permission to use their personal data
Owner:	Data Protection Officer
Approved by:	Head of Legal Services
Date:	July 2017
Version No:	1.0
Status:	SUBJECT TO COMMITTEE APPROVAL
Review Frequency:	Annually or when changes made to relevant Information Governance law
Next review date:	As above
Meta Compliance	IT to ensure policy subject to this

Introduction

This policy defines the Consent Policy and is part of the Information Governance suite of policies currently under review. If you require advice and assistance around any Information Governance matters (including for example Data Protection, data security and FOI requests) please contact the council's Data Protection Officer (DPO). Further information and resources including training and other online support are available on the council's intranet.

What must I do?

1. Staff must have respect for privacy and people's right to determine what happens to their personal and sensitive information, except in limited circumstances (please contact the Data Protection Officer (DPO) if you require advice and guidance in such cases.).
2. Individuals have the right to withdraw/withhold consent in most circumstances, and this must be respected and recorded appropriately.
3. Consent must be freely given, specific and informed.
4. All employees must ensure they consider the safety and welfare of the individual when making decisions on whether to share information about them.
5. All employees must establish the capacity of the individual's ability to provide consent.
6. When requesting consent, staff must ensure that information is provided in a suitable, accessible format or language for example, by providing large print or Braille versions and also consider the use of accredited interpreters, signers or others with special communication skills.
7. Where it has been established that an individual is unable to give consent (and where there is no existing legal representation) or to communicate a decision, employees must take decision about the use of information by taking into account the individual's best interests and any previously expressed wishes.
8. Where an explicit request by a child that information should not be disclosed to parents or guardians, or indeed to any third party, their decision must be respected except where it puts the child at risk of significant harm, in which case disclosure may take place in the public interest without prior consent.
9. Staff must record the decision to share personal information on an appropriate system which can be readily accessed.
10. Staff must not refuse to share information solely on the grounds that no consent is in place. Each case must be judged on a case by case basis as there will be some circumstances where we can share without the consent of the individual.

Why must I do it? (Note - please see list of the 8 Data Protection Principles further below)

1. The data subject's consent shall mean any freely given, specific and informed indication of his wishes by which the data subject signifies his agreement to personal data relating to him being processed (Art 2 Data Protection Directive). All employees must establish the capacity of the individual's ability to provide consent.
2. Individuals in most circumstances have the right to object to information they provided in confidence being disclosed to a third party in a form that identifies them. Where an individual is competent to make such a choice and where the consequences of the choice have been fully explained, the decision should be respected. Careful documentation of the decision making process and the choices made by the individual must be included within their records. If an employee decides to override the refusal to give consent, where possible the individual should be informed of this and the reasoning behind the decision.
3. Consent can only be valid if the data subject is able to exercise a real choice, and there is no risk of deception, intimidation, coercion or significant negative consequences if she/he does not consent. If the consequences of consenting undermine individual's freedom of choice, consent would not be free. Consent by the data subject must be based on an appreciation and understanding of the facts and implications of an action. The individual concerned must be given, in a clear and understandable manner, accurate and full information of all relevant issues, such as the nature of the data processed, purpose of the processing, the recipients of possible transfers and the rights of the data subject.
4. The Council acknowledges that obtaining consent is not always possible, or consent may be refused. However, not obtaining consent or the refusal to give consent may not constitute a reason for not sharing information. An individual's information can be disclosed without obtaining consent, if there is an overriding legitimate purpose and it is in the public interest to disclose. All employees must ensure they consider the safety and welfare of the individual when making decisions on whether to share information about them.
5. Seeking consent may be difficult, either because the individual's disabilities or circumstances have prevented them from becoming informed about the likely uses of their information, or because they have a difficulty communicating their decision (be it to consent or object). If an individual is unable to give consent or to communicate a decision, the employee must take decisions about the use of information by taking into account their best interests and any previously expressed wishes, and being informed by the views of relatives or carers as to the likely wishes of the individual. If an individual has made his or her preferences about information disclosures known in advance, this should be respected. Where an individual is incapacitated and unable to consent, information should only be disclosed in their best interests, and then only as much information as is needed to support their care. Each situation must be judged individually and great care taken to avoid breaching confidentiality or creating difficulties for the individual.

6. Seeking consent may be difficult, either because the individual's disabilities or circumstances have prevented them from becoming informed about the likely uses of their information, or because they have a difficulty communicating their decision (be it to consent or object). Extra care must be taken to ensure that information is provided in a suitable, accessible format or language for example, by providing large print or Braille versions.
7. Where an individual is incapacitated and unable to consent, information should only be disclosed in their best interests, and then only as much information as is needed to support their care. Each situation must be judged individually and great care taken to avoid breaching confidentiality or creating difficulties for the individual.
8. The duty of confidentiality owed to a child/young person who lacks capacity is the same as that owed to any other person. Occasionally, children/young people will lack the capacity to consent. An explicit request by a child that information should not be disclosed to parents or guardians, or indeed any third party, must be respected except where it puts the child at risk of significant harm, in which case disclosure may take place in the 'public interest' without consent.
9. Employees must gain evidence that consent has been given, either by noting this within a case file, or by including a consent form signed by them.
10. The Council acknowledges that obtaining consent is not always possible or consent may be refused. However, not obtaining consent or the refusal to give consent may not constitute a reason for not sharing information. An individual's information can be disclosed without obtaining consent, if there is an overriding legitimate purpose and it is in the public interest to disclose. All employees must ensure they consider the safety and welfare of the individual when making decisions on whether to share information about them.

How must I do it?

Consult the DPO for further advice and guidance if you are uncertain about how to apply any part of this policy.

Breach Statement

Breaches of Information Policies will be investigated and may result in disciplinary action. Serious breaches may be considered gross misconduct and result in dismissal without notice, or legal action

being taken against you. The Council as well as those individuals affected is also at risk of financial and reputational harm. Currently fines of up to £500,000 may be imposed on Councils for serious data breaches. Please report any actual or potential data breaches or other concerns relating to Information Governance to the Data Protection Officer as soon as possible.

Policy, Projects and Resources Committee

18th July 2017

Asset Review Update

Report of: John Chance – Finance Director

Wards Affected: all

This report is: Public

1. Executive Summary

- 1.1 The purpose of this report is to update the Committee on the current status of the Asset Register. Much work has been undertaken since the last report in January this year. There is now an asset list which covers all known deeds the council owns. This asset list covers non-housing assets. This database will now form the basis of a more detailed asset review which will allow the Council to prepare more detailed business cases related to potential usage, which will incorporate income generation.

2. Recommendation

- 2.1 To agree to upgrade the Argus Management System and the Geographic Information System in line with the up to date asset list, and commence work on the remaining statutory declaration land assets.**

3. Introduction and Background

- 3.1 The Asset Register (General Fund properties, Appendix A) has now been updated in line with all known legal documents and these have been referenced to the deed packets held by the Council.
- 3.2 All available deed packets (340 in total covering both general fund & HRA) have now been scanned and reviewed. All known 'general fund' legal documents have been transferred onto "Sharepoint", a document management system giving the legal and assets teams easy access to the deeds. Sharepoint provides an enhanced search facility for all relevant documentation by property address. There are now 176 properties/land

assets entered on Sharepoint with all associated deeds (approx. 1900 deeds) relating to each of these properties now available in Sharepoint.

- 3.3 A project team has been set up to establish protocols and processes going forward to capture all new deeds, suitable retention of original documents, and archiving processes.
- 3.4 In addition to scanning all legal documents in our possession, a Land Registry search was requested to identify all land registered to the Council. Many of the properties under the name of the Council do actually have slightly different ownership names, e.g. Brentwood Borough Council, Brentwood Urban District Council, Brentwood District Council & the Urban District of Brentwood Council. All Land Registry searches have now been completed under the above names and all of the registered land has been checked and where appropriate added to the register. These historical names need to be corrected to read Brentwood Borough Council and a legal instruction will be issued to legal to proceed with registering the land in the correct name. This is a further step to ensure the information contained within the Councils asset register is as up-to-date as possible.

4. Next Steps

- 4.1 In order to fully update all management information systems within the Council, the following additional steps are also needed.
- 4.2 Argus Management system, a property data base is populated with most of BBC's property together with the associated leases. The system has been recently upgraded which allows further functionality such as adding photos of each property, links to Sharepoint, along with valuations and reporting functions. These details will be added in due course once training on the system has taken place.
- 4.3 The Geographic Information System (GIS), land ownership layer showing a map format for each asset, will need to be reviewed in line with the Asset list to ensure that the general fund asset details are up to date. Discussions are taking place with Land Registry to obtain an overlay showing land registered to BBC which will ensure accurate boundary details for all of our land.
- 4.4 There is some land which the Council do not hold deeds for and is not registered to BBC. This land is referred to as 'statutory declaration land' where BBC will have to approach the Land Registry and provide a statutory declaration to prove we own the land. This is an onerous process and will need some careful consideration and legal input

5. Reasons for Recommendation

- 5.1 To ensure that the full extent of general fund assets are recorded, reported and understood in order to maximise their use.
- 5.2 To ensure the Council's use of assets reflects the needs of the borough and the Council and to contribute towards the establishment of an income generation plan utilising the Councils assets.

6. Consultation

- 6.1 None Required

7. References to Corporate Plan

- 6.1 The maintenance of an up to date asset register addresses an important element of the corporate plan and Vision for Brentwood statement:
 - Maximise Council assets to deliver corporate objectives and ensure community benefit – by updating and maintaining the asset register the Council seeks to achieve value for money and enhance community benefits.

8. Implications

Financial Implications

Name & Title: Jacqueline Van Mellaerts, Financial Services Manager

Tel & Email: 01277 312 829

jacqueline.vanmellaerts@brentwood.gov.uk

- 8.1 There are no immediate financial implications relevant to this report.

9. Legal Implications

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

Tel & Email: 01277 312 860 daniel.toohey@brentwood.gov.uk

- 9.1 There are no immediate legal implications relevant to this report.

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

11. There are no other significant implications emerging from this report.

12. Appendices to this report

- Appendix A - Asset List

Report Author Contact Details:

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Item No.	Land Reg. EX ID	Deed Packet	Use	Contents	Street	Postcode	Lease
1	762482	122.1.LP	Amenity Land	Alexander Playing Fields	Alexander Lane	CM15 8QE	
2	762482	122.1.LP	Garden Land	Fron Cottage (backs onto Alexander Lane Playing Fields)	Alexander Lane	CM15 8QF	Active
3	810223	146.21.RD	House	23 Alfred Road	Alfred Road	CM14 4BT	Active
4	767435	146.46.CR	Vacant Land	Land at End of Alfred Road	Alfred Road	CM14 4BX	
5	208692	149.1.LM	Grass Verge	Land at Bayleys Mead - Hanging Hill Lane junction	Bayleys Mead	CM13 2HL	
6	370687 & 508830	53.11.T	Car Park	Bell Mead Access Road and Car Park	Bell Mead	CM4 OBS	
7	836962	123.15.RD pt3	Allotment	Birkbeck Road Allotment	Birkbeck Road		Active
8	808165	119.22.RD	Allotment	Bishops Hall Allotment	Bishops Hall Road (rear)	CM15 9NX	
9	76475	BLACK 1	Shop	48-50 Blackmore Road	Blackmore Road	CM15 0AZ	Active
10	763269	21.4.LM	Grass Verge	Land at Rose Cottage	Blackmore Road	CM4 0QX	
11	349071	47.3.C	Community Hall	Tipps Cross Remembrance Hall	Blackmore Road	CM15 0DT	Active
12	215776	169.3.CC	Community Hall	Herongate Village Hall	Brentwood Road	CM13 3PZ	
13	not registered	169.4.LM	Cricket Green	Ingrave Common	Brentwood Road	CM13 3NY	Active (pavilion)
14	94868	195.2.LP	Amenity Land	West Horndon Doorstep Green	Cadogan Avenue (north)	CM13 3TU	
15	760532	195.1.LM	Tennis Courts	West Horndon Tennis Club	Chafford Gardens (rear)	CM13 3NJ	Active
16	816139 & 264973 & 591501 & 708450 & 705594 & 71273	146.13.T	Car Park	Chatham Way Car Park	Chatham Way	CM14 4BA	
17	760308	121.135.2.LM	Scout Hut	Shenfield Scout Hut (Courage Playing Fields)	Chelmsford Road	CM15 8RQ	
18	762070	121.1.LP & 121.135.2.LM	Amenity Land	Courage Playing Fields and Car Park	Chelmsford Road		Active
19	758593	166.167.176.177.1.LM	Common Land	Little Warley Common (AKA Childerditch Common)	Childerditch Street	CM13 3EG	
20	817267	153.163.1.LP	Open Space	Land at Putwell Bridge	Colchester Road		
21	841235	COP 1	Shop	26 & 36 Copperfield Gardens	Copperfield Gardens	CM14 4UD	Active
22	197377	146.35.RD	House	16 Coptfold Road	Coptfold Road	CM14 4BN	Active
23	810710	146.36.RD	House	4 Coptfold Road	Coptfold Road	CM14 4BN	
24	867888	146.58.LM	Open Space	Land / Open Space at Coptfold Road	Coptfold Road		
25	856029	146.1.56.CT	Car Park	Multistorey Car Park	Coptfold Road	CM14 4FA	
26	871716	135.3.LF	Woodland	Brentwood Community Hospital Woodland Site	Crescent Drive (south)		
27	202234	156.17a.RD	Care Home	17. 17a. 21 Crescent Road	Crescent Road	CM14 5JR	
28	189344	152.2.LL	Allotment	Crescent Road Allotment	Crescent Road	CM14 5JB	
29	363419	155.3.LM	Amenity Land	Warley Woods Crescent	Crescent Road	CM14 5JB	
30	182392 & 184287 & 559282	146.30.CC	Offices	8-12 Crown Street (CAB Office)	Crown Street	CM14 4BA	Active
31	182894	146.50.RD	Parking	4 Car Parking Spaces (Rear 62 Crown Street)	Crown Street	CM14 4BJ	Active
32	815974	94.1.LP	Common Land	Curtis Mill Green	Curtis Mill Green		
33	786489	119.5.R	Grass Verge	Land at Danes Way - Hatch Road Junction	Danes Way	CM15 9QZ	
34	796638	120.1.LP	Changing Rooms	Brentwood Centre - Brentwood Town Football Club	Doddinghurst Road	CM15 9NN	Active
35	796638	120.1.LP	Land	Brentwood Centre Dog Training Land	Doddinghurst Road	CM15 9NN	Active
36	796638	120.1.LP	Leisure Complex	Brentwood Centre Main Leisure Complex BLT	Doddinghurst Road	CM15 9NN	Active
37	796638	120.1.LP	Depot	Brentwood Centre Parks Depot	Doddinghurst Road	CM15 9NN	
38	796638	120.1.LP	Local Wildlife Site	Brickhouse Wood	Doddinghurst Road		
39	787926	166.3.RD.RI	Community Hall	Keys Hall	Eagle Way	CM13 3BP	Active
40	787926	KEYS 1	Shop & Flat	1 The Keys	Eagle Way	CM13 3BP	Active
41	787926	KEYS 2	Shop & Flat	2 The Keys	Eagle Way	CM13 3BP	Active
42	787926	KEYS 3	Shop & Flat	3 The Keys	Eagle Way	CM13 3BP	Active

Item No.	Land Reg. EX ID	Deed Packet	Use	Contents	Street	Postcode	Lease
43	787926	KEYS 4	Shop & Flat	4 The Keys	Eagle Way	CM13 3BP	Active
44	787926	KEYS 5	Shop & Flat	5 The Keys	Eagle Way	CM13 3BP	Active
45	787926	KEYS 6	Shop & Flat	6 The Keys	Eagle Way	CM13 3BP	Active
46	787926	KEYS 7	Shop & Flat	7 The Keys	Eagle Way	CM13 3BP	Active
47	787926	KEYS 8	Shop & Flat	8 The Keys	Eagle Way	CM13 3BP	Active
48	787926	KEYS 9	Shop & Flat	9 The Keys	Eagle Way	CM13 3BP	Active
49	787926	KEYS 10	Shop & Flat	10 The Keys	Eagle Way	CM13 3BP	Vacant
50	58885	124.4.LM	Amenity Land	Land at Edwards Way	Edwards Way	CM13 1BT	
51	796638	120.1.LP	Community Hall	Bishops Hall Community Centre	Elizabeth Road	CM15 9NP	Active
52	796638	120.1.LP	Recreation Ground/Car Park	Bishops Hall Recreation Grounds & Car Park	Elizabeth Road	CM15 9NP	
53	12180 & 37724 & 91829	136.1.CT	Car Park	Friars Avenue Car Park	Friars Avenue	CM15 8JA	
54	140058	133.4.LP	Vacant Land	Land Rear of 13-19 Greenshaw	Greenshaw	CM14 4YA	
55	762649	138.2.LM	Amenity Land	Hutton Polo Fields (Cricket and Football Clubs)	Hall Green Lane	CM13 2EH	Active
56	273658	148.1.LM	Amenity Areas	Land at Hanging Hill Lane	Hanging Hill Lane	CM13 2DD	
57	60615 & 64745 & 56687 & 57333 & 57911 & 58883 & 58884 & 59688 & 60200 & 65305 & 65306 & 65307 & 65308 & 38985	no deed packet	Highway	Hanging Hill Lane (Land West Side)(Highway Strip)	Hanging Hill Lane		
58	810883	HAR 1	Shop	4 Harewood Road	Harewood Road	CM15 9PD	Active
59	810883	HAR 2	Shop	6, 8, 8a Harewood Road	Harewood Road	CM15 9PD	Active
60	810883	HAR 3	Shop	2 Harewood Road	Harewood Road	CM15 9PD	Active
61	836962	123.15.RD pt1	Community Centre	Hutton Community Centre	Harrison Close	CM13 1LP	Active
62	761741	156.157.166.167.1.LF	Woodland	Hartswood and Donkey Lane Plantation	Hartswood Road	CM14 5AG	
63	564417	157.1.LP	Allotment	Hartswood Allotment	Hartswood Road, King Georges West	CM14 5AA	
64	76632	no deed packet	Country Park	Hatch Road Country Park	Hatch Road	CM15 9NN	
65	290598	146.46.CR	Open Space	Land Rear of St. Thomas Chapel Ruins	High Street	CM14 4BX	
66	843378	146.9.CR	Pub	Old Town Hall (86 High Street)	High Street		Active
67	552225	146.6.CC	Office	Pepperell House 44 High Street	High Street		Active
68	760693	38.54.1.LM	Pavilion & playing field	Seymour Fields & Pavilion	High Street		Active
69	unknown	Stat dec	Public Convenience	High Street, Brentwood	High Street		
70	760480	145.3.LL	Allotment	Honeypot Lane Allotment	Honeypot Lane	CM14 4QX	
71	816288	122.5.CT	Car Park	Hunter Avenue Car Park	Hunter Avenue	CM15 8PF	
72	531988	123.7.LM	Grass Verge	Small Strip of Land Along Bannister Drive	Hutton Poplar Estate, Bannister Drive		
73	378349	123.6.LP	Pavilion	Hutton Poplars Pavilion	Hutton Poplar Estate, Bannister Drive	CM13 1YX	Active
74	378349	123.6.LP	Pavilion & Bowling Green	Hutton Poplars Bowls Club	Hutton Poplar Estate, Poplar Drive		Active
75	378349	123.6.LP	Community Hall	Hutton Poplars Hall	Hutton Poplar Estate, Poplar Drive	CM13 1YU	Active

Item No.	Land Reg. EX ID	Deed Packet	Use	Contents	Street	Postcode	Lease
76	378349	123.6.LP	Amenity Land	Hutton Poplars Playing Fields	Hutton Poplar Estate, Poplar Drive	CM13 1YU	
77	497364	123.8.LM	Grass Verge	Land at Poplar Drive	Hutton Poplar Estate, Poplar Drive	CM13 1YH	
78	503539	123.10.LM	Grass Verge	Land at Poplar Drive & Langford Green	Hutton Poplar Estate, Poplar Drive	CM13 1YJ	
79	378349	123.6.LP	Community Hall	Hutton Poplars Lodge	Hutton Poplar Estate, Rayleigh Road	CM13 1BA	Active
80	527131	123.9.LM	Amenity Land	Land at Thaxted Green	Hutton Poplar Estate, Thaxted Green	CM13 1YH	
81	14623	135.136.4.RD	Highway Strip	Land at Hutton Road and Priests Lane	Hutton Road		
82	811063	122.136.4.CC	Public Convenience	Hutton Road	Hutton Road		
83	815813	146.38.CC	Offices	Brentwood Town Hall (+ EX222739)	Ingrave Road	CM15 8AY	Active
84	31466	157.2.LP	Houses	118-124 Ingrave Road	Ingrave Road	CM13 3AQ	Active
85	795812	146.11.RD	Open Space	Mellon Bank Public Open Space	Ingrave Road	CM15 8AT	
86	564417	157.1.LP	Adventure Golf	King Georges Adventure Golf	Ingrave Road	CM14 5AE	Active
87	564417	157.1.LP	Pavilion	King Georges Bowls Pavilion	Ingrave Road	CM14 5AE	Active
88	564417	157.1.LP	Shop	King Georges Cafe	Ingrave Road	CM13 2AA	Active
89	116501 & 564417	157.1.LP	Golf Club Pavilion	King Georges Hartswood Golf Club	Ingrave Road	CM14 5AE	Active
90	564417 & 31466 & 45571 & 23064 & 102493	157.167.3.LP & 157.2.LP	Amenity Land	King Georges Playing Fields	Ingrave Road	CM14 5AE	Active
91	564417	157.1.LP	Pavilion	King Georges Rugby Football Club	Ingrave Road	CM13 2AQ	Active
92	564417	157.1.LP	Scout Hut	King Georges Scout Hut	Ingrave Road	CM14 5AE	Active
93	760741	124.3.LP	Play Area	Land at Kelvedon Close	Kelvedon Close	CM13 1QS	
94	322739	64.1.LM	Amenity Areas	Kelvedon Green Amenity Areas	Kelvedon Green	CM15 0XF	
95	414389	146.28.CT	Land for Development	1 King Edward Road	King Edward Road	CM14 4HG	Vacant
96	867730 & 692764	146.59.LM	Highway Strip	Land at Kings Road	Kings Road	CM14 4DJ	
97	867730 & 692764	146.53.CT	Highway Strip	Kings Road adjacent to Chatham Way (2 parcels of land)	Kings Road - Chatham Way Junction	CM14 4DJ	
98	330685	145.1.LM	Woodland	La Plata Open Space	La Plata Grove	CM14 4LA	
99	760108	122.123.2.LM	Local Wildlife Site	Arnolds Wood	Laurel Close	CM13 1DY	
100	763167	145.4.LC	House	Lodge at 5 London Road	London Road	CM14 4QW	Active
101	763167	145.4.LC	Cemetery	London Road Cemetary & Cemetary Greenhouses	London Road	CM14 4QW	Active
102	693131	145.5.LC	Cemetery	London Road Cemetery Extension Land	London Road	CM14 4QW	
103	690887	145.6.LC	Cemetery	London Road Chapel & Cemetery	London Road	CM14 4QW	
104	891701	156.19.LC	Cemetery	Lorne Road Chapel, Lodge, Garden	Lorne Road	CM14 5HH	
105	300430	53.13.CT	Car Park	Market Place Car Park	Market Place	CM4 0BY	
106	unknown	Stat dec	Public Convenience	Market Place, Ingatestone	Market Place		
107	628895	134.1.X	Nursery	Merrymeade Coach House	Merrymeade Chase	CM15 9BG	Active
108	628895	134.1.X	Nursery	Merrymeade Cottages	Merrymeade Chase	CM15 9BG	Active
109	628895	134.1.X	Housing	Merrymeade Flats	Merrymeade Chase	CM15 9FE	Active
110	628895	134.1.X	Community Hall	Merrymeade House	Merrymeade Chase	CM15 9BG	Active
111	628895	134.1.X	Amenity Land	Merrymeade Land (+ Land north west of Shenfield Road)	Merrymeade Chase		
112	28881	159.1.LL	Allotment	Middle Road Allotments & Garden land	Middle Road	CM13 3QN	Active
113	817359	134.5.LU	Amenity Area	Land at North Road	North Road	CM14 4XE	
114	868423	122.7.LM	Houses	7, 9 Oliver Road	Oliver Road	CM15 8QD	Active

Item No.	Land Reg. EX ID	Deed Packet	Use	Contents	Street	Postcode	Lease
115	762387	119.113.8.LP	Amenity Land	Larkins Playing Fields	Ongar Road	CM15 9JB	
116	867598 & 867608	119.33.LM	Amenity	2 Pieces of Land Along Ongar Road	Ongar Road	CM15 9JG	
117	286706	146.3.RI	Shop	14 Ongar Road	Ongar Road	CM15 9AX	Vacant
118	390193	ONG 1	Shop	2 Ongar Road	Ongar Road	CM15 9AX	Active
119	759865	118.119.2.LL	Allotment	Ongar Road Allotment	Ongar Road	CM15 9JH	Active
120	810849	63.64.2.RD	Amenity	Land at 29 Ongar Road	Ongar Road	CM15 0AA	
121	765099	ORC 1	Shop	70-72 Orchard Avenue	Orchard Avenue	CM13 2DP	Active
122	765099	ORC 2	Shop	114 Orchard Avenue	Orchard Avenue	CM13 2DS	Active
123	765099	ORC 3	Shop	118 & 120 Orchard Avenue	Orchard Avenue	CM13 2DP	Active
124	760173 & 633106	155.165.1.X	Office	SNAP Centre	Pastoral Way	CM14 5GB	Active
125	760173 & 633106	155.165.1.X	Community Hall	Nightingale Centre	Pastoral Way	CM14 5GB	Active
126	760173	155.165.1.X	Surgery & Pharmacy	Beechwood Surgery and Day Lewis Pharmacy	Pastoral Way	CM14 5WF	Active
127	760173	155.6.CT	Car Parking	Nightingale Centre and Beechwood Surgery Parking	Pastoral Way	CM14 5GB	
128	817169 & 855514	146.34.CT	Highway Strip	Queens Road and Coptfold Road Junction (Rear Spread Eagle Public House)	Queen's Road	CM14 4HD	
129	166511	146.45.UC	Land rear of	Queens Road, 70	Queen's Road	CM14 4HD	
130	175630	146.44.UC	Land rear of	Queens Road, 74	Queen's Road	CM14 4HD	
131	836962	RAY 1	Shop and Flat	1 & 7 Rayleigh Parade	Rayleigh Parade	CM13 1BN	Active
132	836962	RAY 2	Shop and Flat	2 Rayleigh Parade	Rayleigh Parade	CM13 1BN	Active
133	836962	RAY 3	Shop and Flat	3 & 8 Rayleigh Parade	Rayleigh Parade	CM13 1BN	Active
134	836962	RAY 4	Shop and Flat	4 & 10 Rayleigh Parade	Rayleigh Parade	CM13 1BN	Active
135	836962	RAY 5	Shop and Flat	5 & 11 Rayleigh Parade	Rayleigh Parade	CM13 1BN	Active
136	836962	RAY 6	Shop and Flat	6 Rayleigh Parade	Rayleigh Parade	CM13 1BN	Active
137	81133	no deed packet	Land	Rayleigh Road (Highway)	Rayleigh Road		
138	760014	154.1.LL.LP	Allotment	River Road Allotment & Play Area	River Road	CM14 5NU	Active
139	201733	70.1.LL	Allotment	Roman Road Allotment	Roman Road	CM4 9AD	
140	878395	123.16.CE	Community Hall	Willow Brook Community Hall	Rosen Crescent	CM13 2TU	
141	476317	148.2.LM	Amenity Areas	Thriftwood Estate Amenity Areas (including Hare Hall Shaw & Mosbach Pond)	Roth Drive	CM13 2UD	
142	191813	134.6.LM	Amenity Land	Sawyers Hall Lane and Burland Road	Sawyers Hall Lane	CM15 9DQ	
143	714834	148.38.CC	Vacant	1-2 Seven Arches Road	Seven Arches Road		
144	809935	135.1.LZ	Monument	War Memorial	Shenfield Road		
145	795768	133.5.LM	Allotment	St Charles Road Allotment (Park Road)	St Charles Road		
146	763880	146.5.LC	Cemetery	St. Thomas Graveyard	St Thomas Road	CM14 4DF	
147	52089	no deed packet	Land	Station Road West Horndon (Highway)	Station Road		
148	810945	124.7.1	Units	Land at Tallon Road	Tallon Road Industrial Estate	CM13 1TG	
149	233192	124.6.CI	Units	Tallon Road & Prospect Way Industrial Estate	Tallon Road Industrial Estate	CM13 1TG	Active
150	762645	123.124.4.LM	Strip of Land	Tree Screen at Tallon Road	Tallon Road Industrial Estate	CM13 1TG	
151	116501 & 564417 & 763391	158.168.1.CL & 157.6.CL	Golf Course	Hartwood Golf Course	The Avenue & Brentwood Road	CM13 2AD	Active
152	502279 & 504455	156.5.LM & 156.6.LM	Highway Strip	Land at The Drive	The Drive	CM13 3AT	
153	818117	166.156.4.CC	Depot	Warley Depot & Land	The Drive	CM13 3BH	Active
154		166.156.4.CC	Car Park	Warley Ford Car Park	The Drive	CM13 3BH	
155	818117	166.156.4.CC	Commercial Garage	Warley Ford Garage	The Drive	CM13 3BH	Active
156	818117	166.156.4.CC	Amenity Land	Warley Playing Fields & Changing Rooms	The Drive	CM13 3BH	
157	900147	166.156.4.CC	Band Room	Warley Depot - The Band Room	The Drive	CM13 3BH	Active
158	818117	166.156.4.CC	Pavilion	Warley Playing Fields - Pavilion	The Drive	CM13 3BH	Active

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159	818117	166.156.4.CC	Scout Hut	Warley Depot - Warley Scout	The Drive	CM13 3BH	Active
160	54481	169.5.LM	Open Space	Land at Thorndon Approach and Brentwood Road	Thorndon Approach		
161	820545	195.5.LM	Pavilion	West Horndon County Primary School	Thorndon Avenue	CM13 3TR	
162	633106	155.165.1.X	Amenity Land	Warley Country Park	Vaughan Williams	CM14 5WT	
163	836962	123.15.RD pt3	Scout Hut	Scout Group Wash Road	Wash Road	CM13 1BZ	Active
164	868452	124.8.CT	Car Park	Wash Road	Wash Road		
165	579087	124.5.LP	Allotment	Wash Road Allotment and Hutton Country Park	Wash Road		Active
166	759817	132.144.1.LM	Pavilion & Ground	Brookweald Cricket Club	Weald Road	CM14 5QG	
167	693131	145.5.LC	Amenity Land	Weald Road - St. Faiths Country Park	Weald Road	CM14 4QW	
168	786252 & 809584 & 808547 & 809600	146.24.RD	Car Park	Westbury Road Car Park	Westbury Road		
169	315252	146.42.RD	House	114 Western Road	Western Road		
170	760229	146.4.LM	Land at	Douglas Matthew House	White Lyons Road	CM14 4YT	
171	836892	123.15.RD pt3	Allotment	Whittington Road Allotment	Whittington Road		Active
172	867694	146.16.T	Car Park	William Hunter Way Car Park	William Hunter Way		
173	255908	146.2.CT	Carriageway	Part of William Hunter Way	William Hunter Way		
174	757479 & 483281	156.3.LF & 156.4.LM	Land North East	Woodman Road (Headley Wood)	Woodman Road		Active
175	763574	156.2.LC	113	Woodman Road (Lodge)	Woodman Road		Active
176	763574	156.2.LC	Cemetery	Woodman Road Chapel & Cemetery	Woodman Road		

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