



SUPPLEMENTARY AGENDA 1

Dear Councillor

ORDINARY COUNCIL - WEDNESDAY, 27TH JUNE, 2018

I am now able to enclose, for consideration on Wednesday, 27th June, 2018 meeting of the Ordinary Council, the following reports that were unavailable when the agenda was printed.

Agenda No	Item
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| 4. | <u>Minutes of the previous meeting</u> (Pages 3 - 10) |
| 5. | <u>Minutes of Extraordinary Council 21.3.18</u> (Pages 11 - 16) |
| 6. | <u>Minutes of Annual Council</u> (Pages 17 - 52) |
| 9. | <u>Committee Chairs Reports and Members Questions</u> (Pages 53 - 72) |
| 10. | <u>Outside organisations - Appointment of Council Representatives</u> (Pages 73 - 80) |
| 11. | <u>Honorary Titles - Honorary Aldermen</u> (Pages 81 - 84) |
| 12. | <u>ASELA 2050 Update</u> (Pages 85 - 120) |
| 13. | <u>Notices of Motion</u> (Pages 121 - 124) |

Yours sincerely

A handwritten signature in dark ink, appearing to read 'P. L. R. B. J.' with a large, sweeping flourish underneath.

Chief Executive

Encs

26/06/18



Minutes

Ordinary Council
Tuesday, 6th March, 2018

Attendance

Cllr Aspinell	Cllr McCheyne
Cllr Barrell	Cllr Mrs McKinlay
Cllr Barrett	Cllr Morrissey
Cllr Bridge	Cllr Mrs Murphy
Cllr Chilvers	Cllr Mynott
Cllr Clarke	Cllr Newberry
Cllr Cloke	Cllr Parker
Cllr Mrs Coe	Cllr Poppy
Cllr Faragher	Cllr Mrs Pound
Cllr Mrs Fulcher	Cllr Reed
Cllr Hirst	Cllr Ms Rowlands
Cllr Mrs Hones	Cllr Russell
Cllr Hossack	Cllr Ms Sanders
Cllr Mrs Hubbard	Cllr Mrs Slade
Cllr Keeble	Cllr Trump
Cllr Kendall	Cllr Tumbridge
Cllr Kerslake	Cllr Wiles

Apologies

Cllr Mrs Davies	Cllr Mrs Middlehurst
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Officers Present

Alistair Greer	-	Principal Accountant (Financial Reporting)
Philip Ruck	-	Chief Executive
Jean Sharp	-	Governance and Member Support Officer
Jacqueline Van Mellaerts	-	Chief Financial Officer
Daniel Toohey	-	Monitoring Officer

299. Apologies for Absence

Apologies were received from Cllrs Mrs Davies and Mrs Middlehurst.

300. Declarations of Interest

No declarations were made at this stage.

301. Medium Term Financial Plan 2018/19 - 2020/21

Members were reminded that the Medium Term Financial Plan (MTFP) considered by Policy, Projects and Resources Committee on 29 November 2017 gave Members an update on the various significant changes that would impact on the Council's financial position. Particular issues highlighted, relevant to the General Fund & HRA, included the phasing out of the Revenue Support Grant (RSG), changes to the New Homes Bonus & the Business Rates Retention schemes.

The fundamental principles of the Council's MTFP were to:

- (i) Maintain a sustainable financial position against a background of unprecedented financial uncertainty and reduced government funding, including the delivery of efficiency targets.
- (ii) Support the vision of our Borough through appropriate identification of resources required to deliver the key priorities outlined in the 'Vision for Brentwood'.
- (iii) Maximise opportunities and mitigate risks associated with the fundamental change to the way in which local government is financed.

This report considered:

- (i) The General Fund budget proposals for 2018/19 to 2020/21.
- (ii) The Housing Revenue Account (HRA) budget proposals for 2018/19 onwards.
- (iii) The Capital Programme 2018/19 to 2020/21.

Cllr Mrs McKinlay **MOVED** and Cllr Kerslake **SECONDED** the recommendations in the report (which reflected the resolution made at the 6.2.2018 Policy, Performance and Resources Committee meeting) and included the three **AMENDMENTS** which had been submitted by the Conservative Group in accordance with the Council's Rules of Procedure.

Following a full discussion recorded votes were taken in accordance with Procedure Rule 9.6. The Mayor had proposed and it was agreed that a separate vote should be taken on recommendations relating to the Housing Revenue Account.

In relation to recommendations 2.1, 2.5, 2.6 and 2.7, Members voted as follows:

FOR: Cllrs Barrell, Bridge, Cloke, Mrs Coe, Faragher, Hirst, Mrs Hones, Hossack, Mrs Hubbard, Kerslake, McCheyne, Mrs McKinlay, Mrs Murphy, Parker, Poppy, Mrs Pound, Reed, Mrs Rowlands, Ms Sanders, Mrs Slade, Trump, Tumbridge and Wiles (23)

AGAINST: Cllrs Aspinell, Barrett, Chilvers, Clarke, Mrs Fulcher, Keeble, Kendall, Morrissey, Mynott and Newberry (10)

ABSTAIN: Cllr Russell (1)

The **MOTION** was **CARRIED** and it was

RESOLVED

General Fund:

1. To approve the General Fund - Revised MTFP for 2018/19 as shown in Table 9 which includes the proposed savings target, presenting a zero net Funding Gap for 2018/19.

2. To insert Table 11A and paragraph 8.34A (*as detailed in Supplement 1 to the agenda*) in the main body of the report and insert recommendation 2.1b as follows:

To agree the detail of the proposed savings targets as outlined in Table 11A.

3. Earmarked Reserves – To amend Appendix A referred to in Paragraph 8.47.

Capital programme

4. To approve the Existing and New Schemes of the proposed Capital Programme for 2018/19 to 2020/21 as set out in Tables 16 and 17 of this report.

5. Amend Table 16 – to include the red highlighted areas in the Capital Programme (*As detailed in Agenda Supplement 1*)

Treasury Strategy

6. To approve the Treasury Management Strategy as set out in Section 12 of this report.

Section 151 Officer's Assurance Statement

7. To note the Section 151 Officer's Assurance Statement as set out in Section 13 of this report.

Council Tax 2018/19

8. To approve a Council Tax increase of £5 p.a. (Band D) for 2018/19, to fund the growth items outlined in Table 11.A (As detailed in Agenda Supplement 1)

Recommendations 2.2, 2.3 and 2.4 related to the Housing Revenue Account and Members voted as follows:

FOR: Cllrs Aspinell, Barrell, Barrett, Bridge, Chilvers, Clarke, Cloke, Mrs Coe, Faragher, Mrs Fulcher, Hirst, Mrs Hones, Hossack, Mrs Hubbard, Keeble, Kendall, Kerslake, McCheyne, Mrs McKinlay, Morrissey, Mrs Murphy, Mynott, Newberry, Parker, Poppy, Mrs Pound, Reed, Mrs Rowlands, Ms Sanders, Mrs Slade, Trump, Tumbridge and Wiles (33)

AGAINST: None.

ABSTAIN: Cllr Russell (1)

The **MOTION** was **CARRIED** and it was

RESOLVED

Housing Revenue Account (HRA)

- 1. To approve the HRA Business Plan for 2018/19 and beyond as shown in Appendix C of this report.**
- 2. To approve a 1% decrease in rents for 2018/19 and for the following year.**
- 3. To recommend to apply the formula rent to all new tenancies from April 2018/19.**

Reasons for Recommendation

The Council is required to approve the Budget as part of the Budget and Policy Framework.

302. Council Tax 2018/2019

The Council was the billing authority for the Borough of Brentwood and was required to set a Council Tax that would not only cover its own requirements, but also those of Essex County Council (ECC), Police, Fire & Crime Commissioner for Essex (PFCC), and Essex Police Fire & Crime

Commissioner Fire and Rescue Authority (EPFCCFRA) and the Parish Councils.

Cllr Mrs McKinlay **MOVED** and Cllr Kerslake **SECONDED** the recommendations in the report and following a discussion, in accordance with Procedure Rule 9.6 a recorded vote was taken. Members voted as follows:

FOR: Cllrs Barrell, Bridge, Cloke, Mrs Coe, Faragher, Hirst, Mrs Hones, Hossack, Kerslake, McCheyne, Mrs McKinlay, Mrs Murphy, Parker, Poppy, Mrs Pound, Reed, Mrs Rowlands, Ms Sanders, Mrs Slade, Trump, Tumbridge and Wiles (22)

AGAINST: Cllrs Aspinell, Barrett, Chilvers, Clarke, Mrs Fulcher, Keeble, Kendall, Morrissey, Mynott and Newberry (10)

ABSTAIN: Cllrs Mrs Hubbard and Russell (2)

The **MOTION** was **CARRIED** and it was

RESOLVED

1. That the Council approve the formal Council Tax resolution for Brentwood Borough Council and Parishes as contained in Appendix A.
2. That it be noted that for the year 2018/19 Essex County Council, Police, Fire and Crime Commissioner for Essex and Essex Police, Fire and Crime Commissioner Fire and Rescue Authority have issued the following precept requirements to the Council, in accordance with Section 40 of the Local Government Finance Act 1992 (as amended) ("the Act") for each of the categories of dwellings (valuation band) shown in Table 2.

Table 2 - Precept Schedule

Valuation Band	Essex County Council	Police and Crime Commissioner	Essex Fire Authority
	£	£	£
A	814.50	112.68	46.92
B	950.25	131.46	54.74
C	1,086.00	150.24	62.56

D	1,221.75	169.02	70.38
E	1,493.25	206.58	86.02
F	1,764.75	244.14	101.66
G	2,036.25	281.70	117.30
H	2,443.50	338.04	140.76

3. That having calculated the aggregate in each case of the amounts calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands and the amounts in 2.2 above, the Council, in accordance with Section 40 of the Act, hereby sets the amounts in Table 3 as the amounts of Council Tax for the year 2018/19 for each of the categories of dwellings shown:

Table 3 - 2018/19 Council Tax for Each Categories of Dwellings

	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
	£	£	£	£	£	£	£	£
Blackmore	1,129.44	1,317.69	1,505.93	1,694.17	2,070.65	2,447.14	2,823.61	3,388.34
Doddinghurst	1,135.44	1,324.68	1,513.92	1,703.16	2,081.64	2,460.12	2,838.60	3,406.32
Herongate	1,121.21	1,308.08	1,494.95	1,681.82	2,055.56	2,429.30	2,803.03	3,363.64
Ingatestone and Fryerning	1,142.37	1,332.77	1,523.16	1,713.56	2,094.35	2,475.15	2,855.93	3,427.12
Kelvedon	1,143.39	1,333.96	1,524.52	1,715.09	2,096.22	2,477.36	2,858.48	3,430.18
Mountnessing	1,134.32	1,323.38	1,512.43	1,701.49	2,079.60	2,457.71	2,835.81	3,402.98
Navestock	1,126.98	1,314.81	1,502.64	1,690.47	2,066.13	2,441.79	2,817.45	3,380.94
Stondon Massey	1,138.00	1,327.66	1,517.33	1,707.00	2,086.34	2,465.67	2,845.00	3,414.00
West Horndon	1,128.16	1,316.18	1,504.21	1,692.24	2,068.30	2,444.35	2,820.40	3,384.48
Unparished	1,096.19	1,278.89	1,461.59	1,644.29	2,009.69	2,375.09	2,740.48	3,288.58

(Cllr Hirst declared a non-pecuniary interest by virtue of his role of Essex Police, Fire and Crime Commissioner).

Reason for Recommendation

The Council has a legal requirement to set the Council Tax for its area by 11 March 2018.

During consideration of this item, Members sought clarification of certain aspects of the Constitution from the Monitoring Officer and the meeting was adjourned for five minutes in order to facilitate this.

303. Urgent Business

There was no urgent business.

The meeting ended at 8.30pm

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Minutes

Extraordinary Council
Wednesday, 21st March, 2018

Attendance

Cllr Russell (Mayor)	Cllr Kerslake
Cllr Mrs Murphy (Deputy Mayor)	Cllr McCheyne
Cllr Aspinell	Cllr Mrs McKinlay
Cllr Barrell	Cllr Mrs Middlehurst
Cllr Barrett	Cllr Mynott
Cllr Bridge	Cllr Newberry
Cllr Chilvers	Cllr Parker
Cllr Clarke	Cllr Poppy
Cllr Cloke	Cllr Mrs Pound
Cllr Mrs Davies	Cllr Reed
Cllr Mrs Fulcher	Cllr Ms Rowlands
Cllr Hirst	Cllr Ms Sanders
Cllr Mrs Hones	Cllr Mrs Slade
Cllr Hossack	Cllr Trump
Cllr Mrs Hubbard	Cllr Wiles
Cllr Keeble	

Apologies

Cllr Mrs Coe	Cllr Morrissey
Cllr Faragher	Cllr Tumbridge
Cllr Kendall	

Officers Present

Angela Abbott	-	Interim Head of Housing
Phoebe Barnes	-	Principal Accountant
Steven Butcher	-	Project Manager
Assaf Chaudry	-	Governance Lawyer
Chris Leslie	-	Commercial Manager
Jane Mitchell	-	Payments & Procurement Officer
Philip Ruck	-	Chief Executive
Jean Sharp	-	Governance and Member Support Officer
Steve Summers	-	Chief Operating Officer
Daniel Toohey	-	Monitoring Officer
Jacqueline Mellaerts	Van -	Chief Financial Officer

331. Apologies for Absence

Apologies for absence were received from Cllrs Mrs Coe, Faragher, Kendall, Morrissey and Tumbridge.

332. Declaration of Interest from Members and Officers

Cllr Wiles declared a non-pecuniary interest regarding Item 3 – Housing Repairs and Maintenance – by virtue of his wife being a Council tenant.

333. Housing Repairs and Maintenance

The purpose of the report was to seek approval for a delegation of authority to Brentwood Borough Council to enter into agreements with Basildon Borough Council under Section 101(5) of the Local Government Act 1972, in relation to the delegation of Housing Repairs and Maintenance functions.

The approval would formalise the partnership between Brentwood Borough Council and Basildon Borough Council – supporting the Council's partnership aspirations to deliver quality front and back office services in partnership.

In order for the proposed collaboration to achieve maximum success, it was recommended that Full Council granted the approval for the Council to enter a sharing agreement contract for Housing Services only for the scope of the Repairs and Maintenance functions.

Cllr Mrs McKinlay **MOVED** and Cllr Hossack **SECONDED** the recommendation in the report. During the debate and in response to a Member's questions, the Chair of Community, Health and Housing Committee advised that a progress report on the partnership arrangements would be made to Members at least annually, also that Tenants Talkback representatives would continue to be part of the process. Following a full discussion it was

RESOLVED:

1. To approve that the Council enters a new sharing agreement for provision of the Housing Repairs and Maintenance responsibilities with Basildon Borough Council on the basis set out in Appendix A of this report.

2. That delegated authority be given to the Section 151 Officer, in consultation with the Leader of the Council as appropriate, to agree and formally enter the agreement once negotiations have been completed.

Reasons for Recommendation

To enable the Council to deliver effective and efficient Housing Services for the benefit of the Council and its customers.

334. Variation in the order of the agenda

The Mayor proposed and it was agreed to vary the order of the agenda and consider item 5 – Wholly Owned Company – next.

335. Wholly Owned Company

The report had set out the business case and sought approval to create a company that would be wholly owned by the Council. As part of the Council's asset development programme a private company was required to engage in commercial activity and also to facilitate future opportunities.

The Council's Commercial Manager, Mr Leslie, provided a presentation for Members' information.

Cllr Mrs McKinlay **MOVED** and Cllr Kerslake **SECONDED** the recommendations in the report. Cllr Barratt referred to the two additional recommendations agreed when the Wholly Owned Company was considered at the Policy, Performance and Resources Committee meeting on 12 March 2018 which Cllr Mrs McKinlay agreed to add to the recommendations she had moved. Following a full discussion it was

RESOLVED UNANIMOUSLY:

- 1. That the creation of a wholly owned company be approved.**
- 2. That authority be delegated to the Policy, Projects and Resources Committee to exercise the Council's decision making powers under the shareholder's agreement.**
- 3. That an initial loan facility of up to £10 million is provided to the company.**
- 4. That the Council borrows up to £10 million from the Public Works Loan Board.**

Reasons for Recommendation

To create a wholly owned company Committee recommendation to Council and subsequent Council approval was required.

336. Joint Venture Procurement

The report sought approval to commence a procurement process under the Public Contracts Regulations 2015 using the Competitive Dialogue procedure to procure a joint venture partner.

A joint venture partner was required to enable the Council to further its asset development programme.

The Council's Commercial Manager, Mr Leslie, provided a presentation for Members' information.

Cllr Mrs McKinlay **MOVED** and Cllr Kerslake **SECONDED** the recommendation in the report and following a full discussion a recorded vote was requested in accordance with the Council's procedure rules.

Cllr Hossack had left the Chamber during the debate and was therefore not eligible to vote on the item.

Members voted as follows:

FOR: Cllrs Barrell, Bridge, Cloke, Hirst, Mrs Hones, Kerslake, McCheyne, Mrs McKinlay, Mrs Middlehurst, Mrs Murphy, Parker, Poppy, Mrs Pound, Reed, Mrs Rowlands, Ms Sanders, Mrs Slade, Trump and Wiles (19)

AGAINST: (0)

ABSTAIN: Cllrs Aspinell, Barrett, Chilvers, Clarke, Mrs Davies, Mrs Fulcher, Mrs Hubbard, Keeble, Mynott, Newberry and Russell (11)

The **MOTION** was **CARRIED** and it was

RESOLVED:

1. That a Competitive Dialogue Procedure under the Public Contracts Regulations 2015, to procure a joint venture partner commences.

2. That the procurement documentation set out in the appendices be approved.

3. That Delegated Authority is given to the Chief Executive, after consultation with the Leader of the Council, to finalise all documentation required to support the procurement process.

(Cllr Bridge declared a non-pecuniary interest by virtue of having provided business services to one of the multi-national companies mentioned in the presentation).

Reasons for Recommendation

To commence a Competitive Dialogue Procedure under the Public Contracts Regulations 2015, approval by Council is required.

337. Urgent Business

There were no items of urgent business.

The meeting concluded at 20:30.

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Minutes

Annual Council
Wednesday, 16th May, 2018

Attendance

Cllr Russell (Mayor)	Cllr McCheyne
Cllr Mrs Murphy (Deputy Mayor)	Cllr Mrs McKinlay
Cllr Barrell	Cllr McLaren
Cllr Barrett	Cllr Mrs Middlehurst
Cllr Bridge	Cllr Mynott
Cllr Chilvers	Cllr Naylor
Cllr Clarke	Cllr Nolan
Cllr Cloke	Cllr Parker
Cllr Mrs Davies	Cllr Poppy
Cllr Mrs Fulcher	Cllr Mrs Pound
Cllr Haigh	Cllr Reed
Cllr Hirst	Cllr Ms Rowlands
Cllr Mrs Hones	Cllr Ms Sanders
Cllr Hossack	Cllr Mrs Slade
Cllr Kendall	Cllr Tierney
Cllr Kerslake	Cllr Trump
Cllr Keeble	Cllr Wiles

Apologies

Cllr Morrissey	Cllr Tumbridge
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Officers Present

Angela Abbott	-	Interim Head of Housing
Kim Anderson	-	Partnership, Leisure and Funding Manager
Phoebe Barnes	-	Principal Accountant
Greg Campbell	-	Director Of Operations
Philip Drane	-	Planning Policy Team Leader
Chris Leslie	-	Commercial Manager
Tracey Lilley	-	Enforcement Manager
Claire Mayhew	-	Corporate and Democratic Services Manager
Philip Ruck	-	Chief Executive
Jean Sharp	-	Governance and Member Support Officer
Steve Summers	-	Chief Operating Officer
Daniel Toohey	-	Head of Legal Services and Monitoring Officer
Jacqueline Van Mellaerts	-	Chief Financial Officer

1. **Apologies for Absence**

Apologies for absence were received from Cllr Tumbridge, Cllr Morrissey, Alex Burghart MP, Alderman Keith Brown and Alderwoman Valerie Davis.

2. **Mayor's Announcements**

The Mayor welcomed everyone to the meeting and congratulated the newly elected Members Cllrs Haigh, McLaren, Naylor, Nolan and Mrs Tierney and re-elected Members Cllrs Aspinell, Barrett, Cloke, Hirst, Mynott, Parker, Mrs Pound and Ms Sanders.

A minute's silence was observed in tribute to former Councillor and Council Chairman Peter Adams who had recently passed away.

The Mayor thanked the trustees of the Mayor's Community Trust Fund and announced that £10,000 had been raised and work was continuing on the grant-making process.

Thanks were also given to Civic Officers and the Mayoress for their support during the past year.

3. **Designate a Mayor for the ensuing municipal year**

The Council was required to elect a Mayor from amongst its membership to serve for the Municipal Year 2018/19 and until their successor was entitled to act in that office in accordance with the procedure as set out in Appendix B of the Constitution.

Cllr Mrs McKinlay **MOVED** and Cllr Kerslake **SECONDED** that Cllr Mrs Sheila Murphy should be designated Mayor and it was

RESOLVED UNANIMOUSLY that

Cllr Mrs Sheila Murphy be installed as Mayor for the Municipal Year 2018/19.

Reason for Recommendation

It is a statutory duty.

4. **Designate a Deputy Mayor for the ensuing municipal year**

The Council was required to appoint a Deputy Mayor from amongst its membership to serve for the Municipal Year 2018/19.

The Deputy Mayor was appointed by the Council to continue in office for one

Municipal Year and hold office until immediately after the election of the Mayor at the next Annual Meeting.

Cllr Mrs McKinlay **MOVED** and Cllr Kerslake **SECONDED** that Cllr Keith Parker be appointed Deputy Mayor and it was

RESOLVED UNANIMOUSLY that

Cllr Keith Parker be appointed as Deputy Mayor for the Municipal year 2018/19.

Reason for Recommendation

It is a statutory duty.

5. Receive any declaration of interest from Members and Officers

No declarations of interest were received.

6. Brentwood Borough Council Elections

The results of the elections were tabled for Members' information.

7. Political Groups on the Council

The Constitution provided that the Chief Executive Officer would report receipt of Notices served on him by Members under the provisions of the Local Government (Committees and Political Groups) Regulations 1990 to the Annual Meeting of the Council.

The CEO, Mr Ruck, advised that he had received Notices from the Conservative, Liberal Democrat and Labour Groups indicating that they wished to be treated as political groups on the Council and listing membership of their Group.

Cllr Mrs Murphy **MOVED** and Cllr Parker **SECONDED** the recommendation in the report

and it was **RESOLVED UNANIMOUSLY that**

Annual Council note the Notices of Political Groups served on the Chief Executive.

Reason for Recommendation

To comply with The Local Government (Committees and Political Groups) Regulations 1990 as amended.

8. Designate a Leader and Deputy Leader of the Council

The Constitution under Council Procedure Rule 2.1 (i) provided that the Annual Meeting of Council would consider the election from its Members a Leader and Deputy Leader of the Council.

The Mayor invited nominations for the election of Leader and Deputy Leader for the Municipal Year 2018/19.

Cllr Kerslake **MOVED** and Cllr Mrs Slade **SECONDED** that Cllr Mrs McKinlay be designated as Leader of the Council and it was

RESOLVED UNANIMOUSLY that

Cllr Mrs McKinlay be designated Leader of the Council.

Cllr Mrs McKinlay **MOVED** and Cllr Mrs Pound **SECONDED** that Cllr Kerslake be designated Deputy Leader of the Council and it was

RESOLVED UNANIMOUSLY that

Cllr Kerslake be designated Deputy Leader of the Council.

Reason for Recommendations

To comply with Article 4 of the Constitution.

9. Leader's Statement

Cllr Mrs McKinlay made her statement during which she gave her personal thanks to officers for their dedication and efficiency in dealing with the difficult budget challenges faced by the authority. She was also pleased to advise that £100k of additional funding was to be given to Local Highway Panels by ECC which would be match-funded by BBC.

Leaders of the opposition groups, Cllrs Aspinell and Barrett, and independent Member Cllr Keeble responded to the Leader's statement.

10. Committees and their Terms of Reference

The Council operated a committee system form of governance and there were a number of statutory provisions relating to committees.

The Constitution provided that the Annual Meeting of Council considered the establishment of committees, their size and terms of reference. Certain matters were laid down by law and the Council had no discretion in its considerations.

Cllr Mynott made reference to an error on page 28 of the report relating to Corporate Projects and Scrutiny Committee. This was noted by the clerk and would be amended.

Cllr Mrs McKinlay **MOVED** and Cllr Kerslake **SECONDED** the recommendations in the report and following a discussion a vote was taken on a show of hands and it was

RESOLVED UNANIMOUSLY

- 1. That the Committees listed in Appendix A be appointed for the Municipal Year 2018/19.**
- 2. That the size of the Committees listed in Appendix A be agreed.**
- 3. That the Terms of Reference of the Committees listed in Appendix A be agreed.**
- 4. That the Council's Monitoring Officer be authorised to make any legally necessary changes to the Constitution and those agreed as a result of these decisions.**

For clarity, Appendix A is appended to these minutes.

Reasons for Recommendation

The Council operates a committee system form of governance and is required by law to establish certain committees and has discretion to appoint other committees to facilitate the effective conduct of business under that committee system.

11. Political Balance, Allocation of Committee Seats and Committee Appointments

The Council was required to:

- a) Approve the allocation of seats on Committees;
- b) Receive the nominations from political groups to Committees; and
- c) Appoint Chairs and Vice-Chairs of Committees.

Cllr Mrs McKinlay **MOVED** and Cllr Kerslake **SECONDED** the recommendations in the report and it was

RESOLVED UNANIMOUSLY

1. That the allocation of seats as set out in Appendix A be approved.
2. That the nominations from the political groups to Committees as set out in Appendix B be approved.
3. That the Chairs and Vice-Chairs of Committees as set out in Appendix C be appointed.

For clarity, Appendix A including Appendices B and C are appended to these minutes.

Reasons for Recommendation

The Council is required to make appointments to those Committees that have been established by Agenda Item 10 for the effective discharge of its functions.

12. Committee Calendar for 2018-2019

The Constitution provided that the Annual Meeting of Council would consider an item of business to agree the date, time and place of Ordinary meetings of Council and its Committees for the coming Municipal Year.

Cllr McKinlay **MOVED** and Cllr Kerslake **SECONDED** the recommendations in the report and it was

RESOLVED UNANIMOUSLY

That the Calendar of Meetings attached as Appendix A for 2018/19 be approved, subject to confirmation on proposed dates from Brentwood County High School.

For clarity the Calendar of meetings is appended to these minutes.

Reasons for Recommendation

The Calendar of Meetings enables effective and efficient decision making throughout the Municipal Year.

13. Appointment of Independent Persons

The Localism Act 2011 required all principal authorities to have arrangements in place to consider allegations of breaches of the Councillors' Code of Conduct for that authority and the Code of Conduct for its associated parish councils and to make decisions on those allegations. In doing so, an authority must take account of the views of an Independent

Person appointed by the authority under the Localism Act. The report before Members related to a proposal that Brentwood Borough Council confirmed the appointment of three Independent Persons to comply with the statutory requirements of the Act.

Cllr McKinlay **MOVED** and Cllr Kerslake **SECONDED** the recommendation in the report and it was

RESOLVED UNANIMOUSLY

- 1. That Mr John Boylin, Mr Mike Hawkins and Mr Steve Marsh be appointed as the three Independent Persons to comply with the statutory requirements of Section 28(7) of the Localism Act 2011 for a period terminating post the first Council after municipal elections 2020.**
- 2. That a Brentwood Borough Council Independent Person be paid an annual allowance of £500 calculated on a pro-rata 12 monthly basis.**

Reasons for Recommendation

The key reasons are set out in the body of the report in summary. It is a statutory requirement on Brentwood Borough Council as a principal Council to appoint Independent persons for the purpose of the Localism Act.

14. Members Allowances 2018-2019

The Council operated a Members' Allowances Scheme which was reviewed annually by the Independent Remuneration Panel (IRP) who had reviewed the current scheme and made recommendations for the 2018/19 Municipal Year.

The IRP report before Members had recommended an increase to the Mayor's and Deputy Mayor's allowance, but no changes to other Members' allowances for 2018/19.

Cllr Mrs McKinlay **MOVED** and Cllr Kerslake **SECONDED** the recommendations in the report and it was

RESOLVED UNANIMOUSLY

- 1. That the report of the Independent Remuneration Panel at Appendix A be noted.**
- 2. That the Members Allowances at Appendix B be agreed.**

Reasons for Recommendation

The Local Authorities (members Allowances) (England) Regulations 2003 require that before Council can determine its Members Allowances for the forthcoming Municipal Year, it must consider a report from the Independent Remuneration Panel.

15. Urgent Business

There were no items of urgent business.

The meeting ended at 8.15pm

16. Committees and their Terms of Reference; Political Balance and committee nominations; Calendar of meetings for 2018-19

The following Committees are established under all Council powers:-

- (1) Audit and Scrutiny Committee – 9 Members of the Council
- (2) Regulatory and Governance Committee – 9 Members of the Council
- (3) Community, Health and Housing Committee – 9 Members of the Council
- (4) Dismissal Appeals Committee – 9 Members of the Council
- (5) Environment and Enforcement Committee – 9 Members of the Council
- (6) Planning and Licensing Committee – 12 Members of the Council
- (7) Policy, Projects and Resources Committee – 9 Members of the Council
- (8) Staff Appointments Committee – 9 Members of the Council
- (9) Dismissals Advisory Panel – 3 Independent Persons

The Terms of Reference of the above are set out as follows:-

CHAPTER 3 - POWERS AND DELEGATIONS

PART 3.1 - POWERS AND DUTIES OF THE COUNCIL AND ITS COMMITTEES

1. Matters Reserved to meetings of Council

1.1 Council

The Council is the ultimate decision making body of Brentwood Borough Council and the principal forum for major political debate. All 37 Councillors who have been elected to represent the borough attend the Council meeting.

The Council decides the overall objectives, major policies and financial strategies of the Council. It also considers recommendations from the Scrutiny and Regulatory Committees on issues of significance.

Through the Constitution, it delegates responsibility for carrying out many of the Borough Council's functions and policies to its committees. It also agrees the membership of the committees/sub-committees.

1.2 Functions of the Council

Only the Council will exercise the following functions:-

- (a) adopting and approving changes to the Constitution;
- (b) adopting and amending Contract Standing Orders and Financial Regulations;
- (c) agreeing and/or amending the terms of reference for committees and any joint committees, deciding on their composition chairmanship and making initial appointments to them;
- (d) appointing representatives to outside bodies and consultative groups unless the appointment has been delegated by the Council;
- (e) adopting and amending a members' allowances scheme under Chapter 6;

- (f) to elect the Leader and Deputy Leader of the Council;
- (g) to designate the Chairs and Vice Chairs of the Council;
- (h) adoption of the Code of Conduct for Members;
- (i) electoral and ceremonial matters relevant to the Council
- (j) changing the name of the area, conferring the title of honorary alderman or freedom of the borough;
- (k) setting the Council's Budget and Council Tax;
- (l) approving of the Council's Corporate Plan;
- (m) approving or adopting the Council policies and strategies which form the policy framework;
- (n) making, amending, revoking, re-enacting or adopting bylaws and promoting or opposing the making of local legislation or personal Bills;
- (o) confirming the appointment or dismissal of the Chief Executive; Monitoring Officer; and Section 151 Officer;
- (p) to consider reports on cross cutting matters not expressly delegated to another committee;
- (q) all other matters which by law must be reserved to Council;

2. General Powers of Committees

This scheme of delegation sets out the functions of the Council to be discharged by its committees and sub-committees and includes the terms of reference of statutory and non-statutory bodies set up by the Council.

Each committee or sub-committee will have the following general powers and duties:

- (a) To carry out the duties and powers of the Council within current legislation;
- (b) To comply with the Council's standing orders and financial regulations;
- (c) To operate within the budget allocated to the committee by the Council.
- (d) To guide the Council in setting its policy objectives and priorities including new initiatives, and where appropriate make recommendations to Council
- (e) To develop, approve and monitor the relevant policies and strategies relating to the Terms of Reference of the committee;
- (f) To secure satisfactory standards of service provision and improvement, including monitoring of contracts, Service Level Agreements and partnership arrangements;
- (g) To consider and approve relevant service plans;

- (h) To determine fees and charges relevant to the committee;

2.1 Policy, Projects and Resources Committee

1. The functions within the remit of the Policy, Projects and Resources Committee include all financial matters relating to the budget, (and for the avoidance of doubt, being the superior Committee on all such matters including capital, revenue and the Housing Revenue Account (HRA) except where the law otherwise requires), and, without prejudice to the generality of this, include the specific functions which are set out below.

Policy

To undertake and discharge any functions in relation to strategic policies including periodic reviews of the policy framework adopted by full Council from time to time except where required by law to be undertaken elsewhere.

Finance

- 1) Financial Services
 - 2) Contracts, commissioning, procurement
 - 3) Legal services
 - 4) Health and safety at work (in so far as it relates to the Council as an employer)
 - 5) Corporate communications and media protocols
 - 6) Corporate and Democratic services
 - 7) Member Development
 - 8) Data quality
 - 9) Human resources
 - 10) Information Communication Technology
 - 11) Revenues and Benefits
 - 12) Customer Services
 - 13) Assets (strategically)
2. Overall responsibility for monitoring Council performance.

3. To formulate and develop relevant corporate policy documents and strategies including the Corporate Plan.
4. To formulate the budget proposals in accordance with the Budget and Policy Framework, including capital and revenue spending, and the Housing Revenue Account Business Plan (including rent setting for Council homes), in accordance with the Council's priorities and make recommendations to Council for approval.
5. To formulate the Council's Borrowing and Investment Strategy and make recommendations to Council for approval.
6. To take decisions on spending within the annual budget to ensure delivery of the Council's priorities.
7. To approve the making of a virement or payment from the Council's reserves with a maximum value of £200,000.
8. To approve the write-off of any outstanding debt owed to the council above the delegated limit of £5,000.
9. To determine capital grant applications.
10. To make recommendations on the allocation and use of resources to achieve the Council's priorities.
11. To manage and monitor the Council approved budgets;
12. To provide the lead on partnership working including the joint delivery of services.
13. To consider any staffing matters that are not delegated to Officers, such as proposals that are not contained within existing budgetary provision.
14. To strategically manage any lands or property of the Council and provide strategic property advice relating to the Council's Housing Stock and without prejudice to the generality of this, to specifically undertake the following: -

The Council's Asset Management Plan

- (a) The acquisition and disposal of land and property and taking of leases, licenses, dedications and easements.
- (b) The granting variation renewal review management and termination of leases licenses dedications and easements
- (c) Promoting the use of Council owned assets by the local community and other interested parties.
- (d) To manage any lands or property of the Council;

- (e) To include properties within the Council's Asset Management Portfolio including Halls etc.
- (f) To take a strategic approach to asset management, ensuring that the use of all of the Council's Property assets achieves Value for Money and supports the achievement of the Council's corporate priorities.
- (g) To review the Corporate Asset Management Plan annually.
- (h) The acquisition of land in advance of requirements for the benefit, improvement or development of the Borough.
- (i) Disposal of land (including by lease) surplus to the requirements of any Panel or Committee.
- (j) Appropriation of land surplus to the requirements of a committee.
- (k) Promote the use of Council owned assets by the local community and other interested parties where appropriate
- (l) Property and asset management, including acquisitions and disposals not included in the approved Asset Management Plan.
- (m) To take a strategic approach to commercial activity, both existing and new, ensuring the Council realises revenue generation opportunities and supports the achievement of the Council's corporate priorities.
- (n) Promoting a culture of entrepreneurialism and building the required skills and capacity.
- (o) To consider, and approve, business cases and commercial business plans for commercial activity.

15. To consider and propose matters concerning the promotion of economic development throughout the Borough and the interface with countywide or regional economic development initiatives.

Economic Development

- (a) To lead, consider and propose matters concerning the promotion of economic development throughout the Borough and the interface with countywide or regional economic development initiatives.
- (b) To promote and encourage enterprise and investment in the Borough in order to maintain and sustain the economic wellbeing and regeneration of the area.
- (c) To develop a climate where businesses and individuals can innovate, compete and contribute to the economic development and regeneration of the area; and excellence in local business.

- (d) To encourage the growth of existing businesses in the Borough and access to the skills and training necessary to support them.
- (e) To develop and deliver a Borough wide initiative on apprenticeships
- (f) To consider and determine matters relating to the promotion, maintenance and enhancement of the vitality and viability of shopping centres within the Borough.
- (g) To consult with the Chamber of Commerce, Federation of Small Businesses, residents and other interested third parties.
- (h) To maintain a special interest in promoting employment in the borough.
- (i) To promote and encourage tourism and heritage
- (j) Parking (off Street parking provision in Council owned/leased off-street parking places)
- (k) Crossrail

16. To consider a report from the Monitoring Officer at the beginning of the civic year, for the Committee to appoint the membership of the Constitution Working Group, in order for the Monitoring Officer to consult with such Members on the regular review of the Constitution documentation in accordance with Article 12 of the Constitution during the year.

17. To review and facilitate the transformation of delivery of services.

Transformation

- (a) To approve and facilitate the transformation of delivery of services.

18. Projects

- (a) To identify, monitor and oversee the implementation of major Corporate projects.
- (b) To advise the Corporate Projects Scrutiny Committee of the major Corporate projects that require scrutiny in 2017/18.

2.2 Environment and Enforcement Committee

1. The functions within the remit of the Environment and Enforcement Committee (including the operational management of assets which for the sake of clarity also comprises maintenance) are set out below:
 - 1) Waste management, refuse collection and recycling
 - 2) Environmental improvement schemes
 - 3) The quality of the public realm, including street services and grounds maintenance
 - 4) Highway matters that are the responsibility of the Borough Council (including highway closures under the Town Police Clauses Act 1847) and drainage
 - 5) Public conveniences
 - 6) Cemeteries and closed churchyards
 - 7) Unlawful incursions
 - 8) Operational facilities management (including maintenance) of the Town Hall and the Depot
 - 9) Environmental nuisance and pollution controls
 - 10) Other miscellaneous powers enforced by Environmental Health
 - 11) Food safety and health and safety
 - 12) Oversee and monitor the enforcement activities of the Council.

2.3 Community, Health and Housing Committee

1. The functions within the remit of the Community, Health and Housing Committee are set out below
 - 1) Community and Localism Initiatives including Assets of Community Value
 - 2) The Voluntary Sector and community partnerships
 - 3) Leisure and cultural initiatives.
 - 4) Parish Council liaison
 - 5) Health and Wellbeing
 - 6) Grants to organisations/voluntary organisations.
 - 7) Parks, open spaces, countryside, allotments
 - 8) Community Safety and CCTV

- 9) Affordable housing
 - 10) Housing strategy and investment programme where the Policy, Projects and Resources Committee does not decide to exercise such functions as the superior Committee
 - 11) The Housing Revenue Account Business Plan where the Policy, Projects and Resources Committee does not decide to exercise such functions as the superior Committee
 - 12) Housing standards, homelessness, homelessness prevention and advice
 - 13) Housing needs assessment
 - 14) Housing benefit - welfare aspects
 - 15) Private sector housing and administration of housing grants
 - 16) Tenancy Management and landlord functions
 - 17) To make recommendations to Policy, Projects and Resources on the setting of rents for Council homes.
2. To take the lead on community leadership and consultation with stakeholders.

2.4 Audit and Scrutiny Committee

The Audit and Scrutiny Committee provides advice to the Council and the committees on the effectiveness of the arrangements for the proper administration of the Council's financial affairs, including all relevant strategies and plans. Without prejudice to the generality of the above, the terms of reference include those matters set out below;

Audit Activity

- (a) To approve the Annual Internal Audit risk based plan of work.
- (b) To consider the Head of Internal Audit's annual report and opinion, and a summary of Internal Audit activity and the level of assurance it can give over the Council's corporate governance, risk management and internal control arrangements.
- (c) To consider regular progress reports from Internal Audit on agreed recommendations not implemented within a reasonable timescale.
- (d) To consider the External Auditor's annual letter, relevant reports, and the report to those charged with governance.
- (e) To comment on the scope and depth of external audit work and to ensure it gives value for money.

- (f) To consider the arrangements for the appointment of the Council's Internal and External Auditors.
- (g) To be responsible for the Council's strategic and budgetary framework and its implementation.

Accounts

- 1) To review the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.
- 2) To review and agree the Council's Annual Governance Statement.
- 3) To consider the External Auditor's report to those charged with governance on issues arising from the audit of the accounts.

Scrutiny Activity

The Audit and Scrutiny Committee acts as the Council's Overview and Scrutiny Committee with all the powers under Part 3 of the Local Authorities (Committee System) (England) Regulations 2012 and discharges the functions under section 19 of the Police and Justice Act 2006 (local authority scrutiny of crime and disorder matters). Without prejudice to the generality of the above, the terms of reference include those matters set out below:

- 1) Responsible to scrutinise major Corporate projects as identified and agreed by the Policy, Projects and Resources Committee.
- 2) To report to the Policy, Projects and Resources Committee or the appropriate committee on the progress of the major Corporate projects and to make relevant recommendations as required.
- 3) To establish working groups (in line with agreed protocols) to undertake the major Corporate projects work programme, including setting their terms of reference, the reporting arrangements, and to co-ordinate and review the work of the working groups.
- 4) Responsibility for the monitoring of Council service performance, including Performance Indicators and, Formal Complaints, making reports if required to any committee, or sub-committee, any officer of the Local Authority, or any joint committee on which the Local Authority is represented, or any sub-committee of such a committee.
- 5) To review and/or scrutinise decisions made, or other action taken, in connection with the discharge of any functions of the Local Authority.
- 6) To deal with those issues raised through the 'Councillor Call for Action' scheme in line with agreed protocols and procedures.

- 7) To review and/or scrutinise decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions.
- 8) To make reports or recommendations to the Local Authority with respect to the discharge by the responsible authorities of their crime and disorder functions.

2.5 Regulatory and Governance Committee

- 1) To maintain an overview of the Council's Constitution including contract procedure rules, financial regulations and codes of conduct and behaviour.
- 2) To review any issue referred to it by a Statutory Officer of the Council or any Council body.
- 3) To monitor the effective development and operation of risk management and corporate governance in the Council.
- 4) To monitor Council policies and strategies on
 - Whistleblowing
 - Money Laundering
 - Anti-Fraud and Corruption
 - Insurance and Risk Management
 - Emergency Planning
 - Business Continuity
 - Corporate Complaints
- 5) To consider the Council's arrangements for corporate governance and agreeing necessary actions to ensure compliance with best practice.
- 6) To consider the Council's compliance with its own and other published standards and controls.
- 7) To monitor and maintain an overview of the Council's requirements and duties under the General Data protection Regulations.
- 8) To monitor the Council's processes in relation to
 - Freedom of Information Requests
 - Members Enquiries

2.6 Planning and Licensing Committee

Planning

- (a) Town and Country Planning Act 1990 and any related legislation including: -
 - (i) determination of planning applications;
 - (ii) enforcement of planning control;
 - (iii) waste land notices, purchase notices, etc.
- (b) Listed Buildings and Conservation Areas Act 1990
 - (i) determination of applications for Listed Buildings and Conservation Area consent;
 - (ii) enforcement of Listed Building and Conservation Area legislation.
- (c) To consider and determine the Council's comments where appropriate on major development outside the Borough when consulted by other Local Planning Authorities.
 - (a) To guide the Council in setting its policy objectives and priorities.
 - (b) To carry out the duties and powers of the Council under current legislation;
 - (c) To develop, implement and monitor the relevant strategies and policies relating to the Terms of Reference of the committee.
 - (d) To secure satisfactory standards of service provision and improvement, including monitoring of contracts, Service Level Agreements and partnership arrangements;
 - (e) To consider and approve relevant service plans;
 - (f) To comply with the standing orders and financial regulations of the Council;
 - (g) To operate within the budget allocated to the committee by the Council.
 - (h) To determine fees and charges relevant to the committee;

To review and monitor the operational impact of policies and to recommend proposals for new initiatives and policy developments including new legislation or central government guidance

- (d) Powers and duties of the local planning authority in relation to the planning of sustainable development; local development schemes; local development plan and monitoring reports and neighbourhood planning

Licensing

- (a) Except in relation to the statement of Licensing Policy, to discharge all functions conferred upon the council as licensing authority under the Licensing Act 2003.

- (b) Except in relation to the statement of Licensing Policy, to discharge all functions conferred upon the council as licensing authority under the Gambling Act 2005.
- (c) To determine all fees and charges relevant to matters disposed by the Planning and Licensing Committee.
- (d) To exercise all other functions relating to licensing and registration including
 - i. Trading Requirements
 - ii. All functions relating to hackney carriage drivers and vehicles and private hire drivers vehicles and operators
 - iii. Animal Welfare and Security
 - iv. Skin Piercing, Acupuncture, Electrolysis and Tattooing
 - v. Sex establishments (including Sex Entertainment Venues (SEV))
 - vi. Pavement Permits
 - vii. Charitable Collections
 - viii. Camping, Caravan Sites and Mobile Homes
 - ix. Scrap Metal
 - x. Game Dealers
- (e) Any other matters relating to licensing as may be referred to the committee for consideration.
- (f) To hear and determine licensing applications and appeals where objections and /or representations have been received in relation to any of the above functions.
- (g) To manage and monitor the budgets in respect of licensing and vehicle licensing.

2.7 Licensing Sub-Committees

To hear and determine applications that do not sit within the scope of delegation to officers, usually where representations have been received either by a third party against grant of a license, or from the applicant against intended refusal or revocation of a license/registration.

The Planning and Licensing Committee has delegated all functions other than relevant policies and fees setting to officers, with the exception of those other matters as indicated below, which are heard by licensing sub-committee unless otherwise indicated:

Licensing Act 2003 and Gambling Act 2005

- (a) Determination of any application type where a representation has been received in accordance with the legislation.
- (b) Determination of applications for review or expedited review.

Hackney Carriage vehicles and drivers (including enforcement of ranks) and Private Hire vehicles, drivers and operators, with the exception of:

- (a) Suspension or revocation of drivers' licenses (save for initial suspension under provision of Local Government (Miscellaneous Provisions) Act 1976 S61 (2B) if it appears that the interests of public safety require the suspension to have immediate effect).
- (b) Where representation has been submitted by the applicant/license holder against refusal of any application.
- (c) Where representation has been received from an applicant to vary a licensing or pre-licensing condition.

Scrap Metal Dealing

- (a) Determination of applications where representations have been received against refusal in accordance with legislative requirements; and
- (b) Consideration of revocation of a license where representations have been received in accordance with legislative requirements

Street Collections and House to House Collections

- (a) Appeals against refusal to grant or renew a license.

Licensing of sex establishments

- (a) Determination of all applications, revocations and appeals.

Street Trading

- (a) Determination of applications where representation(s) has been received.
- (b) Determination of applications that fall outside of current policy.
- (c) Determination of matters relating to revocation of a license.

Acupuncture, Tattooing, Skin and Ear Piercing and Electrolysis

- (a) Appeals against refusal to grant or renew a registration.
- (b) Revocation of a registration.

Animal Welfare and Security, except for the following:

- (a) Appeals against refusal to grant or renew a license.
- (b) Revocation of a license.

Exercise of Powers under Caravan Sites and Control of Development Act 1960, except for:

- (a) Refusal and revocation of licenses, (other than urgent refusals which are delegated to officers)

Mobile Homes

- (a) Appeals against revocation of a license and/or conditions attached to the grant of a license.

2.8 Staff Appointments Committee (to meet on demand) has the following functions:

- (a) To appoint the following designated officers:

Chief Executive
Section 151 Finance Officer
Monitoring Officer

and such other posts as may be determined from time to time by Group Leaders in consultation with the Chief Executive.

- (b) To comply with the requirements set out in Chapter 4 of the Constitution (Staff Employment Procedure Rules).
- (c) To agree, review and amend to salary and grading structures for chief officer posts in line with the agreed remuneration policy.

2.9 Dismissal Appeals Committee (to meet on demand) has the following functions:

- (a) To consider and determine any appeal by the Chief Executive, Section 151 Officer or Monitoring Officer against dismissal.
- (b) To consider and determine any allegation or issue of misconduct, incapability or breakdown in trust against the Chief Executive, Section 151 Finance Officer, Monitoring Officer or a Deputy Monitoring Officer.

2.10 Dismissal Advisory Panel (to meet on demand) has the following functions:

- (a) To advise full Council on matters relating to the dismissal of the Chief Executive, the Chief Finance Officer and the Monitoring Officer

NB. This Panel comprises three independent persons who are not Members of the Council.

Extract from Part 4.1 – Council Procedure Rules

18. Size

Committee	Membership	Quorum
Policy, Projects and Resources	9	3
Environment and Enforcement	9	3
Community, Health and Housing	9	3
Planning and Licensing	12	4
Audit and Scrutiny	9	3
Regulatory and Governance	9	3
Staff Appointments*	9	3
Dismissal Appeals *	9	3

* These committees meet on demand.

20. Appointments and Substitutes

- 20.1 Following Annual Council, the Chief Executives on the nomination of Group Leaders, or in their absence, Deputy Group Leaders, appoints and removes members of committees and sub-committees.
- 20.2 A substitute Member may attend a particular meeting of the committee, and will have full powers of the committee Member, provided that the Member is a specified nominated substitute for that Member of the particular political group and in a list agreed by full Council. In the event that the absent committee Member is a non-aligned Member, the specified substitute for that Member can be any Member of the Council.
- 20.3 The names of substitutes shall be announced at the start of the meeting by the Chair. The substitution shall be for the whole meeting and cease at the end of the meeting.
- 20.4 Substitutes for regulatory committees must be drawn from Members who have received training in regulatory decision making. If a casual vacancy occurs on a regulatory committee it will not be filled until the nominated member has been trained.
- 20.5 All Members are entitled to attend the training provided for members of regulatory committees.

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Brentwood Borough Council

POLITICAL BALANCE – 16 May 2018

The Political Balance of the Council is:

POLITICAL GROUP	NO. OF MEMBERS	%
CONSERVATIVE	25 =	67.57
LIBERAL DEMOCRATS	9 =	24.32
LABOUR	2 =	5.41
NON- ALIGNED	1 =	2.70
TOTALS	37	100

POLITICAL GROUP	NO. OF MEMBERS	NO. OF SEATS ON ORDINARY COMMITTEES
CONSERVATIVE	25	50.68
LIBERAL DEMOCRATS	9	18.24
LABOUR	2	4.06
NON- ALIGNED	1	2.02
		75

PROPOSAL:

	A&SC* (9)	CH & HC** (9)	DAC*** (9)	E&EC+ (9)	P&LC+ + (9)	P,P&RC # (12)	R&GC ## (9)	SAC~ (9)	TOTAL 75
CON	6	6	7	6	7	6	6	7	51
LIB DEM	2	3	2	2	3	2	2	2	18
LAB				1	1	1	1		4
NON- AL.	1				1				2
	9	9	9	9	12	9	9	9	75

*A&SC denotes Audit and Scrutiny Committee

**C, H & HC denotes Community, Health and Housing Committee

*** D A C denotes Dismissal Appeals Committee (*Only meets on demand*)

+ E & E C denotes Environment & Enforcement Committee

++ P & L C denotes Planning and Licensing Committee

P, P & R C denotes Policy, Projects & Resources Committee

R&GC denotes Regulatory and Governance Committee
~ S A C denotes Staff Appointments Committee (*Only meets on demand*)

Section 15 (5) principles

Section 15 (5) of the Local Government and Housing Act 1989 states:-

'The principles mentioned in subsection (4) above, in relation to the seats on any body which fall to be filled by appointments made by any relevant authority or committee of a relevant authority, are –

- (a) that not all the seats on the body are allocated to the same political group;
- (b) that the majority of the seats on the body is allocated to a particular political group if the number of persons belonging to that group is a majority of the authority's membership;
- (c) subject to paragraphs (a) and (b) above, that the number of seats on the ordinary committees of a relevant authority which are allocated to each political group bears the same proportion to the total of all seats on the ordinary committees of that authority as is borne by the number of members of that group to the membership of the authority; and
- (d) subject to paragraphs (a) to (c) above, that the number of the seats on the body which are allocated to each political group bears the same proportion to the number of all the seats on that body as is borne by the number of members of that group to the membership of the authority.'

Ordinary Committees do not include sub-committees or advisory committees or advisory sub-committees.

APPENDIX B COMBINED WITH APPENDIX C

NOMINATIONS TO SEAT ALLOCATIONS & APPOINTMENTS

(Council must give effect to the wishes of the political groups as regards the nominations for the seats allocated to those political groups).

Audit & Scrutiny Committee (9)	Conservative (6)	Liberal Democrat (2)	Labour (0)	Non-Aligned (1)
Chair*:	Cllr Russell	Cllr Chilvers		Cllr Keeble
Vice-Chair**:	Cllr Mrs Hones	Cllr Haigh		
	Cllr Barrell			
	Cllr Mrs Middlehurst			
	Cllr Nolan			
	Cllr Ms Slade			
Approved Substitute:	Cllr Cloke	Cllr Naylor		Cllr Barrett
Approved Substitute:	Cllr Reed			
Approved Substitute:	Cllr Trump			
Approved Substitute:	Cllr Tumbridge			

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Community, Health & Housing Committee (9)	Conservative (6)	Liberal Democrat (3)	Labour (0)	Non-Aligned (0)
Chair*:	Cllr Hossack	Cllr Clarke		
Vice-Chair**	Cllr Poppy	Cllr Mrs Davies		
	Cllr Bridge	Cllr Ms Fulcher		
	Cllr McLaren			
	Cllr Ms Sanders			
	Cllr Mrs Tierney			
Approved Substitute:	Cllr McCheyne	Cllr Haigh		
Approved Substitute:	Cllr Mrs Pound	Cllr Naylor		
Approved Substitute:	Cllr Trump			
Approved Substitute:	Cllr Wiles			

Dismissals Appeal Committee (9)	Conservative (7)	Liberal Democrat (2)	Labour (0)	Non-Aligned (0)
Chair*:	Cllr Mrs McKinlay	Cllr Aspinell		
Vice-Chair**:	Cllr Kerslake	Cllr Chilvers		
	Cllr McLaren			
	Cllr Mrs Murphy			
	Cllr Parker			
	Cllr Poppy			
	Cllr Russell			
Approved Substitute:	Cllr Mrs Pound	Cllr Haigh		
Approved Substitute:	Cllr Ms Rowlands			
Approved Substitute:	Cllr Ms Slade			
Approved Substitute:	Cllr Trump			

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Environment & Enforcement Committee (9)	Conservative (6)	Liberal Democrat (2)	Labour (1)	Non-Aligned (0)
Chair:	Cllr Parker	Cllr Ms Fulcher	Cllr Morrissey	
Vice-Chair:	Cllr Bridge	Cllr Naylor		
	Cllr McLaren			
	Cllr Poppy			
	Cllr Ms Tierney			
	Cllr Wiles			
Approved Substitute:	Cllr Barrell	Cllr Clarke	Cllr Barrett	
Approved Substitute:	Cllr McHeyne			
Approved Substitute:	Cllr Mrs Pound			
Approved Substitute:	Cllr Ms Slade			

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Planning & Licensing Committee (12)	Conservative (7)	Liberal Democrat (3)	Labour (1)	Non-Aligned (1)
Chair*:	Cllr Ms Sanders	Cllr Chilvers	Cllr Morrissey	Cllr Keeble
Vice-Chair**:	Cllr McCheyne	Cllr Haigh		
	Cllr Nolan	Cllr Mynott		
	Cllr Mrs Pound			
	Cllr Reed			
	Cllr Ms Slade			
	Cllr Trump			
Approved Substitute:	Cllr Wiles	Cllr Mrs Davies	Cllr Barrett	Cllr Aspinell
Approved Substitute:	Cllr Mrs Hones	Cllr Ms Fulcher		
Approved Substitute:	Cllr McLaren			
Approved Substitute:	Cllr Mrs Middlehurst			

Policy, Projects & Resources Committee (9)	Conservative (6)	Liberal Democrat (2)	Labour (1)	Non-Aligned (0)
Chair*:	Cllr Mrs McKinlay	Cllr Kendall	Cllr Barrett	
Vice-Chair**:	Cllr Kerslake	Cllr Mynott		
	Cllr Hirst			
	Cllr Hossack			
	Cllr Parker			
	Cllr Mrs Rowlands			
Approved Substitute:	Cllr Bridge	Cllr Aspinell	Cllr Morrissey	
Approved Substitute:	Cllr Nolan			
Approved Substitute:	Cllr Poppy			
Approved Substitute:	Cllr Ms Sanders			

Regulatory and Governance Committee (9)	Conservative (6)	Liberal Democrat (2)	Labour (1)	Non-Aligned (0)
Chair*:	Cllr Ms Rowlands	Cllr Kendall	Cllr Barrett	
Vice-Chair**:	Cllr Tumbridge	Cllr Mynott		
	Cllr Cloke			
	Cllr Mrs Hones			
	Cllr McCheyne			
	Cllr Mrs Middlehurst			
Approved Substitute:	Cllr Hirst	Cllr Naylor	Cllr Morrissey	
Approved Substitute:	Cllr Mrs Murphy			
Approved Substitute:	Cllr Nolan			
Approved Substitute:	Cllr Mrs Tierney			

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Staff Appointments Committee (9)	Conservative (7)	Liberal Democrat (2)	Labour (0)	Non-Aligned (0)
Chair*:	Cllr Mrs McKinlay	Cllr Aspinell		
Vice-Chair**:	Cllr Kerslake	Cllr Chilvers		
	Cllr Hossack			
	Cllr Parker			
	Cllr Mrs Rowlands			
	Cllr Russell			
	Cllr Ms Sanders			
Approved Substitute:	Cllr Hirst	Cllr Mynott		
Approved Substitute:	Cllr McLaren			
Approved Substitute:	Cllr Poppy			
Approved Substitute:	Cllr Mrs Pound			

Notice of Meetings 2018/2019

LOCAL GOVERNMENT ACT 1972 (AS AMENDED)

NOTICE IS HEREBY GIVEN that the following meetings, open to the Public and Press, will be held at the Brentwood County High School, Brentwood, Essex.

	Day	Time	May 2018	June 2018	July 2018	August 2018	September 2018	October 2018	November 2018	December 2018	January 2019	February 2019	March 2019	April 2019	May 2019
Annual Council	Wednesday	19:00	16th												15th
Ordinary Council	Wednesday	19:00		27th			12th		14th	5th		27th (Budget)			
Audit and Scrutiny Committee	Wednesday	19:00		13th	25th			17th			23rd		13th		
Community, Health and Housing Committee	Tuesday	19:00			3rd		11th			4th			5th		
Regulatory and Governance Committee	Wednesday	19:00			11th			10th	28th				6th		
Environment and Enforcement Committee	Wednesday	19:00			4th		26th			12th			20th		
Planning and Licensing Committee	Tuesday	19:00		12th	17th		4th	16th	13th	11th	15th	19th	12th		
Policy, Projects and Resources Committee	Tuesday	19:00		19th			18th		20th			5th (Budget)	19th		

	2018 May	June	July	August	September	October	November	December	2019 January	February	March	April	May
1		School holidays		School holidays	School holidays				Bank Holiday				
2				School holidays	School holidays	Conservative Party Conference			School holidays				
3	Elections			School holidays	School holidays	Conservative Party Conference							
4				School holidays									
5				School holidays									
6				School holidays									Bank Holiday
7	Bank Holiday			School holidays									
8				School holidays								School holidays	
9				School holidays								School holidays	
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13				School holidays								School holidays	
14				School holidays								School holidays	
15				School holidays	Liberal Democrats Party Conference							School holidays	
16				School holidays	Liberal Democrats Party Conference							School holidays	
17				School holidays	Liberal Democrats Party Conference							School holidays	
18				School holidays	Liberal Democrats Party Conference					School holidays		School holidays	
19				School holidays						School holidays		Bank Holiday	
20				School holidays				School holidays		School holidays			
21				School holidays				School holidays		School holidays			
22				School holidays		School holidays		School holidays		School holidays		Bank Holiday	
23			School holidays	School holidays	Labour Party Conference	School holidays		School holidays					
24			School holidays	School holidays	Labour Party Conference	School holidays		School holidays					
25			School holidays	School holidays	Labour Party Conference	School holidays		Bank Holiday					
26			School holidays	School holidays	Labour Party Conference	School holidays		Bank Holiday					
27			School holidays	School holidays				School holidays					Bank Holiday
28	Bank Holiday		School holidays	Bank Holiday				School holidays					School holidays
29	School holidays		School holidays	School holidays				School holidays					School holidays
30	School holidays		School holidays	School holidays	Conservative Party Conference			School holidays					School holidays
31	School Holidays		School holidays	School holidays				School holidays					School holidays

(Proper Officer for the purposes of Part VA of the Act)

Holiday Calendar 2018/2019

27 June 2018

Ordinary Council

Members' Questions on Chairs' Reports

Report of: *Philip Ruck – Chief Executive*

Wards Affected: *All*

This report is: *Public*

1. Executive Summary

- 1.1 In accordance with the Council's Constitution a brief written report by each committee Chair covering their area of responsibility is provided for Members' information at each Ordinary Council meeting.
- 1.2 Any Member may ask a Chair a written or oral question on
 - (a) any matter included in a Chair's written report; or
 - (b) any matter in relation to which the Council has powers or duties or which affects the Council's area and which falls within the area of responsibility of the Chair's committee.
- 1.3 The period allowed for Chairs' reports, written and oral questions and answers will not exceed 60 minutes without leave of the Mayor.

2. Appendices to this report

Appendix A – Chairs' reports (to follow)

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Report to Ordinary Council 27 June 2018

Committee: Audit and Scrutiny

Chair: Cllr Will Russell

Internal Audit Progress Plan 2017/18

The report was intended to inform the Audit and Scrutiny Committee of progress made against the approved internal audit plan for 2017/18, which was approved by the Audit Committee in March 2017.

The following reports had been finalised since the last Committee, and a summary of the findings were included in the progress report:

- Customer Services (Moderate / Moderate Assurance)
- Car Parks and Payment Collection (Limited / Limited Assurance)
- Environment (Limited / Moderate Assurance)
- Main Financial Systems, including Outsourced Functions (Moderate / Limited Assurance)
- Risk Management (Limited / Moderate)

Information Security Assessment (advisory review) had also been completed.

Following a discussion from the committee, members did have concerns on what was reported. Internal Audit and officers assured members that follow up recommendations will be reviewed following the audits and reported back to committee.

Internal Audit Annual Report 2017/18

Since publication of the agenda, further information had been supplied to the auditors which increased the assurance from limited to moderate. The new report from the Auditors was appended to the minutes as a revised Appendix A and presented to members at the meeting.

Overall, the auditors were able to provide moderate assurance that there was a sound system of internal control, designed to meet the Council's objectives and that controls were being applied consistently. In forming the view of the auditors, they took into account that:

The Council had performed broadly in line with budget regarding financial performance. The Council had shown strong financial management with moderate / substantial and substantial assurance opinions provided in the 2017/18 audits on the financial planning and budget monitoring and capital projects respectively.

The Council's record in implementing audit recommendations required some improvement. Whilst management were proactive in discussing plans to address the risks identified in audits, there was a lack of engagement when internal audit followed up recommendations, therefore they could not report a year end position relating to recommendations made during 2017/18 that had fallen due before 31 March 2018.

47% of audits received limited or part limited assurance. These included car parking and payment collection, environment and community halls viability, and the key areas of risk management, main financial systems, housing and partnerships. Although the main financial systems issues were mainly contractual.

Whilst a moderate assurance has been given, which has been a more marginal decision than previous years. Internal Audit have noted a deterioration in the controls environment whilst new arrangements are taking time to bed down. However, management has responded positively to the reports and if the improvements required were implemented this would support a better position in 2018/19.

Scrutiny Work Programme 2018/2019 Update

Previous scrutiny work programmes were reported to Corporate Projects Scrutiny Committee in the municipal year 2017/18.

The report provided the 2018/19 draft scrutiny work programme for members consideration and was attached at Appendix A.

Members noted that the workplan was a timeline of the latest and proposed working position of the working groups and **not** the actual timeline of the subject matter or project being reviewed. These timelines were subject to change depending on the work and outcomes of the working groups.

Following the Policy, Projects and Resources Committee on the 19th June 2018 further additions may be reflected in the Work Programme.

The Committee was requested to consider the draft work programme at Appendix A and agree any amendments.

Leisure Strategy Working Group

The report provided a progress since the last Leisure Strategy Working Group (LSWG) for consideration by the Audit and Scrutiny Committee.

Since the last meeting of the LSWG, a verbal update was provided to the Corporate Projects Scrutiny Committee on 19th March 2018.

Further to that update in March, further progress has been in relation to the Leisure Strategy. Alliance Leisure Services have now been appointed to develop a sustainable

business plan for King George's Playing Fields. A project brief has been agreed with some key desirables for the site and an update on progress is due to take place on 25 June 2018. Consultations with key stakeholders is currently taking place.

Wider consultation on King George's Playing Fields will take at the Council's Strawberry Fair event on 16 June 2018.

The consultation for the draft Leisure Strategy has now closed and feedback from respondents will be included in the final version which will come back to Community Health and Housing Committee on 3 July for Member consideration.

The refurbishment of the play area in Warley Playing Fields is progressing well and the official opening is planned for 10 July 2018. Pupils from Warley Primary School, Butterfly Montessori, together with residents of Gibraltar House have been invited to attend a mini family fun day to celebrate. Once agreed the Working Group report will be submitted to Community, Health and Housing Committee for consideration on 3 July 2018. A separate piece of work is being undertaken for the installation of an outdoor gym with a contribution from the Brentwood Health and Wellbeing Board.

A separate Play Area Strategy is due to come to Community Health and Housing Committee on 3 July for Member consideration.

The Committee reviewed the work from the LSWG and agreed to note the report and recommendations of the Leisure Strategy Working Group.

Report to Ordinary Council 27 June 2018

Committee: Community Health and Housing

Chair: Cllr Chris Hossack

Leisure Strategy

At the 5 March 2018 Community Health and Housing Committee agreed to the draft Leisure Strategy to be sent out for consultation and that the final strategy will come back to committee for approval after the consultation. It was also agreed at that committee that subject to the required resources and budgets being agreed that delegated authority be given to appoint a Leisure Development Partner to develop a business case for improvements to King George's Playing Fields. Alliance Leisure Services have now been appointed and they are currently developing a sustainable business plan for the site to get the Council to the planning stage for improvements. Once completed this will come back to Community Health and Housing for Member consideration.

Warley Playing Fields – One of the workstreams of the Leisure Strategy was improvements to the Council's play areas. One of the first sites that have been improved is Warley Playing Fields and the refurbishments works are nearly completed/are now completed. The official opening of the play area will take place on 10 July 2018. Pupils from Warley Primary School and Butterfly Montessori have been invited along with the Mayor and representatives from Bellway Homes. The next phase of improvements to the site is the installation of an outside gym. Finalised options for the outdoor gym design will come back to Community Health and Housing for Member consideration.

Community Events

Strawberry Fair took place on 16 June on Shenfield Common.

The Family Fun Days will be delivered in the school summer holidays at the following locations:

- Friday 27 July - King George's Playing Fields
- Friday 3 August - Blackmore Village Hall
- Friday 10 August - King George's Playing Fields
- Friday 17 August - Bishops Hall Park, Pilgrims Hatch
- Friday 24 August - Coronation Playing Fields, Mountnessing
- Friday 31 August - King George's Playing Fields

All of the events are 10.30 – 3.30pm and wristbands for the bouncy castles are £3.50, all other activities apart from face painting are free.

Brentwood Community Fund

The Brentwood Community Fund was launched on 2 April 2018 for applications of up to £2,000 to support Council priorities and is open until 28 September 2018. The report will come back to the Community Health and Housing Committee in December 2018 for recommendations and for Members to approve the allocation of the Fund.

Mental Health Awareness Week

Mental Health Awareness Week took place between 14-20 May and offered a variety of activities for staff to participate in throughout the week to promote good mental health.

Mental Health Small Grants Scheme

Nine Mental Health and wellbeing projects have been funded including physical activity, art therapy and promoting Mental Health First Aid in schools.

Health and Wellbeing Board

Two out of five of all GP appointments are non-medical. Since the social prescribing scheme was launched in April 2017 there have been 450 referrals for patients to other activities to improve their health and wellbeing. The project is now called the Care Navigation Programme and works with three providers Provide, The Essex Lifestyle Service and Community Agents. There have been some positive outcomes but there are still 22 GP practices across Basildon and Brentwood are not using it at all.

The Public Health grant funding Community Tree leaflets to all households which list all of the support agencies for Mental Health in the Brentwood area. Under the strand of ageing well the grant funded Green Candle Dance project which will run for 12 weeks for up to 20 people in Chichester House, sheltered accommodation. They will train an instructor in Brentwood, so that the project can be sustainable. The project is aimed at those that are socially isolated with the onset of dementia.

Active Brentwood

The target for Active Essex is to get 1million people active. This is a realistic target as there are already 700,000 active people in Essex doing over 150 minutes of activity/week. Active Brentwood is targeting those that are currently inactive and has a target to increase activity.

Garage Site update

We are currently reviewing our occupancy levels for all of the Housing garage stock. At present we have 805 garages occupied and 301 garages void across all garage sites. We are in the process of reviewing all garages that are occupied but that are in rent arrears which we have currently 72 cases which are currently under review. We have a number of garages that have been used by the Housing Department or other departments for storage, we are also reviewing these to determine whether these are still required. Once this review is complete then we will be able to identify certain sites that can be entirely secured to reduce the likelihood for anti-social behavior and also be prioritized for future development. We are anticipating that this review will be completed by the end of July.

Brentwood Foyer Closure

Following the removal of funding for the Brentwood Foyer, which is due to close on the 6th July. The Housing team are currently working with the Foyer to provide Housing Advice to those young people that are required to find alternative accommodation. A workshop was held on the 6th June jointly with members of the Housing team and the Foyer staff which was well attended. Housing applications that have been received to-date are being fast-tracked onto the Housing Register as part of the prevention duty. Not all young people have a local connection to Brentwood as they would have been placed into the accommodation by other agencies from out of the Borough and the local connection will be retained by the relevant agency or Local Authority.

We have agreed with the Foyer that for those that do have a local connection, but do not have a priority need we will consider match funding for rent in advance and deposits for private accommodation.

The Foyer have confirmed that they will consider extending the closure date to assist the Local Authority in seeking alternative accommodation for young people, should they require our assistance. To-date not all young people have approached the local Authority.

A further workshop is planned to be held later in June between the Housing team and the Foyer staff if it is required.

R&M Contract re-procurement

The repairs and maintenance contract which is currently held with Wates and Oakray is underway. We received 10 SQ (Selection Questionnaire) responses from interested bidders which have been assessed by the project team and 7 bidders will now be invited to submit the ISDS (Invitation to submit detailed solutions). We will be entering competitive dialogue in August with the bidders that have submitted their ISDS. It is

anticipated that we will report to the December, Community, Health & Housing Committee the successful bidder. The contract is due to start in June 2019.

Fire Management Policy

Following an independent review by a Specialist Fire compliancy consultant, Housing have prepared a Fire Management Policy which is due to be presented at the July, Community, Health and Housing Committee for Approval.

Housing Register

The new on-line Housing register application went live on Locata on the 4th June 2018. This will result in significant reduction in duplication by Housing Staff having to re-input the information manually and will result in applications being assessed more quickly and improve the service delivery overall. Further, improvements are still underway in providing a facility for customers to scan documents directly onto their housing application at the point of the application being submitted, which will result in documents no longer being mislaid or misfiled.

Keystone

The Keystone I.T system configuration work was completed by Keystone. The Stock condition data which is held in Keystone, is currently undergoing a data cleanse to verify the data, Further configuration/upgrades to the system is due to be implemented imminently. We have a staff resource from Basildon BC who is coordinating the work required to the system which is being overseen by the Asset Manager at Basildon. Once this work is completed we will be able to prepare future planned maintenance programmes. In the interim we are currently preparing a 'Safety 1st' Planned maintenance programme which will concentrate on the key compliance areas, which include Asbestos, gas, electric works etc. within our Housing Stock which are classed as 'Tower Blocks'. A smaller kitchen and bathroom Planned Maintenance programme is also being prepared.

Report to Ordinary Council 27 June 2018

Committee: Environment and Enforcement

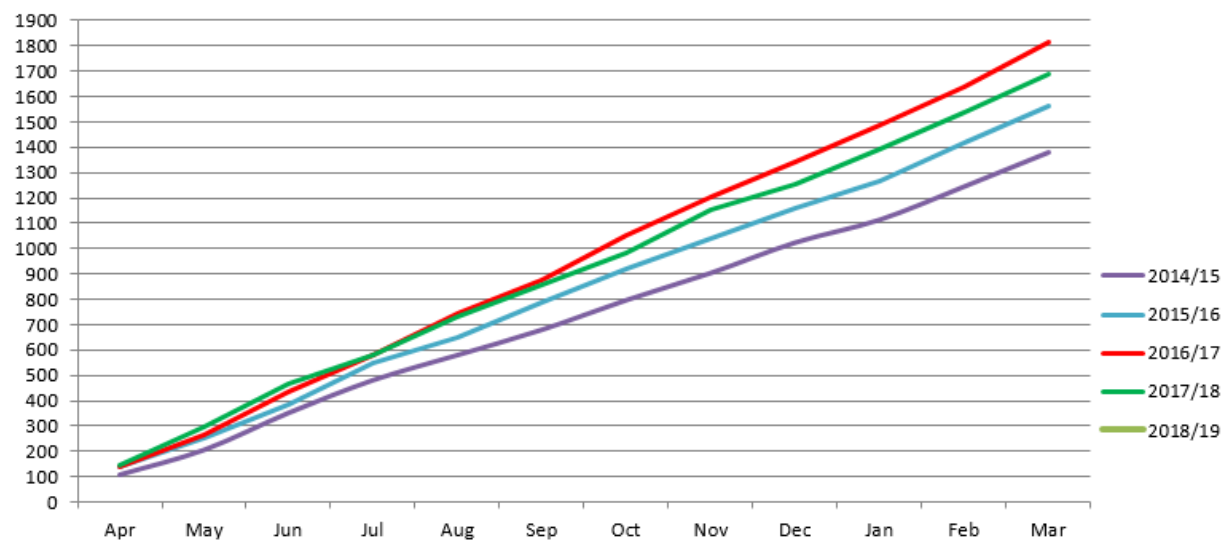
Chair: Cllr Keith Parker

No meetings have taken place this municipal year.

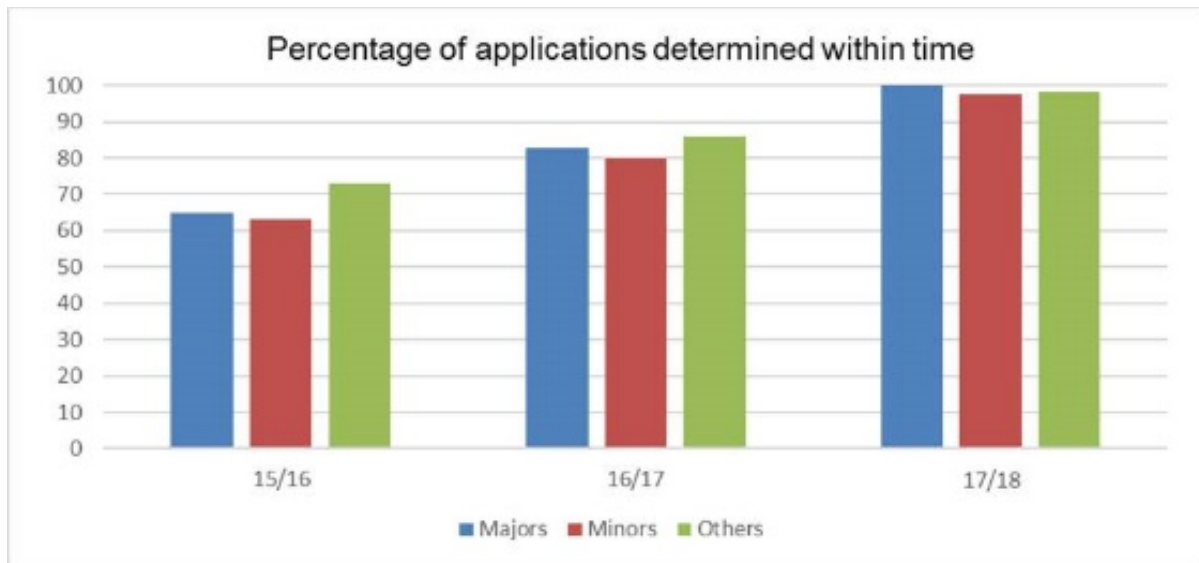
Report to Ordinary Council 27 June 2018
Committee: Planning and Licensing Committee
Chair: Cllr Olivia Sanders

Development Management:

The number of applications received up to March 2018 was slightly lower than at the same time last year, (a reduction of about 3%) although higher than in previous years.



The number decided within time remains at the highest level recorded for the department (see chart below). The performance in determining applications in a timely manner is currently the best in the county and joint 9th best in the country.



Application and appeal performance are comfortably above the new national requirements introduced last year. Officers have focused on ensuring this is the case as those planning authorities that fail those measures risk losing some control over determining applications and involvement of the Secretary of State to raise performance. There is no danger of that occurring in Brentwood although achieving timely decisions and a good record at appeal remain an ongoing priority to protect the service in the future.

The induction training for new Committee Members has now taken place and a full schedule of Member training sessions to include topics on the Green Belt, Conservation and Enforcement will take place over the forthcoming year. Further changes are also planned to allow Members and the public to view current enforcement cases on a 'self-serve' basis.

The team continue to work with agents and developers at pre-application stage and further agents panels will take place on a regular basis, providing valuable feedback for the department.

Strategic Planning:

The Council approved a revised Local Development Plan timetable in November 2017. Following this a letter was received from the Secretary of State regarding the potential for Government intervention in the Brentwood plan-making process. This letter was one of

15 sent to local planning authorities across the country. The Council made a full response in January 2018 in line with the deadlines set by Government, which set out the progress made, and challenges faced. The Government responded in March 2018 and confirmed that Brentwood Borough Council would not receive intervention subject to meeting its LDP timetable.

LDP public consultation was held earlier this year on preferred site options, part of further Regulation 18 consultation. The team are currently processing all comments, but indications are that just under 1,500 people responded with over 3,500 individual comments. These will be published very soon and are being considered as part of drafting the Regulation 19 version of the LDP.

Work is continuing to progress a Regulation 19 version ready for approval and public consultation in Autumn 2018. The Council remains on track to deliver the LDP in line with approved timescales, including progress on the delivery of a new garden village community at Dunton Hills.

The Brentwood Town Centre Design Plan was published in November 2017. This work took an overarching strategic view of the Town Centre and considers development options on specific sites. The Design Plan is now informing a Town Centre Design Guide and the Joint Venture Procurement project.

The Brentwood Town Centre Design Guide will provide specific planning policy guidance on the design of buildings and spaces. It will inform decisions on development proposals and form part of the Council's development plan. A public consultation period will take place later this year.

The Economic Development Team is working to deliver our third annual Brentwood Business Showcase, building on the success of events held over the past two years. The date has been confirmed, to take place on Thursday 1st November 2018 at Brentwood School. More information will soon be online as we look to promote the event.

Report to Ordinary Council – 27th June 2018

Committee: Policy, Projects and Resources Committee

Chair: Cllr Louise McKinlay

Asset Development Programme Update

We have shortlisted 5 substantial national corporations to go through to the next stage of the selection process to become the local authority's business partner.

The fact that 15 companies made submissions shows just how what a prestigious area and sought after prize Brentwood is. To even make the initial submissions required significant investment on the companies' behalf.

Our chosen partner will work with us to develop revenue streams from the council's assets which include William Hunter Way, Westbury Road car park and Maple Close garage sites.

The council has statutory requirements as part of the procurement process which are set down in law and must be adhered to. Any diversion from this strict schedule could result in legal challenges so this is a meticulous and intense procedure.

The next stage will see the shortlist reduced to 3 in September, with a partner selected in early 2019.

Early Successes Workstream

As I reported in January among our early successes are:

1. Memorial Wall

Groundwork for the Memorial Wall at Woodman Road Cemetery commences on June 18th and will take three weeks to complete. This is an incredibly subtle and thoughtful scheme which offers a sympathetic setting for the combination of granite "Columbaria" and "Sanctums" – names which denote the two vault style memorials.

Further plans will include a pet memorial area which will consist of Pet Memorial plaques. However, some remedial work to the boundary fence at the far end of the cemetery is needed before this can be established.

Community Halls Management

The Council's six community halls were included in a Value for Money Review as part of the Council's Leisure Strategy two years ago. We agreed the best route for progress was to negotiate new Halls Management Agreements and Leases with the Brentwood Leisure Trust and I can now report that:

1. A new loan has been offered to BLT to enable measures to be undertaken for to be able to produce more of its own revenue income
2. The Community Halls have been leased to BLT for a further year to manage.
3. As a result of this careful negotiation and agreement, the Management Contract payment to BLT has been reduced significantly – increasing efficiency and saving considerable funds.

Asset Development Programme achievements

The pace of work being set and achieved here should not be underestimated. We have now appointed Montagu Evans LLP as our property advisors – a move that means we will have access to the very best of expertise and knowledge within the commercial property market for both buying and selling. In addition we have:

1. Procured Sharpe Pritchard as our legal advisors
2. Cited BDO as the preferred Financial Advisers when required following lengthy discussions with two top-tier firms
3. established Seven Arches Investments Ltd which was registered on April 12, 2018 a company that can now move forward to search and seek out the best possible property investments for the Council
4. completed the review and list of assets with monthly reports of the Project Board being briefed on potential options for the sites which may include disposal or redevelopment opportunities.
5. Monthly reports for the Asset Development Programme are presented monthly with updated workstreams included therein. This works extremely well and enables swift effective decisions to be made which is clearly essential when moving into the commercial environment.

Advertising & Sponsorship

In a separate potential income stream development, I can report that the Town Hall hoardings have – as you will no doubt have seen – been taken over by the Brentwood Festival. The company that manages the event is paying a fee to take over the space for the weeks leading up to the annual music extravaganza.

It is one of several land assets that we hope to offer out for commercial advertising. We are considering small but prominent council-owned sites that may not be useful for development, but may offer the opportunity for advertising.

This might be small strips of land along major road areas for example, where there will be little or no interest from buyers but potential interest from advertisers.

Consideration will be duly given to suitability first and foremost – regarding the site, the proposed advertising content, and the potential revenue. This will be dealt with on a case by case basis to ensure ONLY appropriate advertising and sponsorship is agreed.

Brentwood Business Showcase/Economic Development

The Brentwood Business Showcase is at the forefront of the Economic Development team's activities which of course give a huge boost to the business character of Brentwood. This year's themes are being developed, but will centre around celebrating the significant interest in Brentwood created - in part - through our Asset Development Programme.

Initial feedback suggests the main headline sponsors wish to retain their partnerships with us for this year's event which is an excellent testimonial

Essentially, Essex is a county of networkers at every level, and feedback from last year shows that Networking in all forms is what businesses and entrepreneurs want to see from this 2018 Business Showcase – and that is what we will provide as *the* council that clearly leads the way for these events in Essex.

General Data Protection Regulation (GDPR)

GDPR replaced the Data Protection Act on May 25, 2018. This was an intensive project that required full staff briefings and training together with considerable legal input to ensure the council was fully aligned with the changes and statutory requirements.

This very process itself was a vital foundation stone which means the council has a strong case to minimize any future challenge or fine or any data breaches.

The consultant employed to oversee the process has now completed the task and the day to day running of the GDPR requirements now fall under the shared services agreement with Thurrock.

It should be noted that this was a time consuming project that came and had to be managed over and above all the other workstreams being undertaken. It is a testament to just how agile and flexible the Council has become that this was managed at minimum cost and disruption with maximum compliance and effect.

Town Hall Update

The council operations across the board continue to develop unaffected by the new locations from which staff are working – including remote working, agile working and working from home.

Indeed, the local election took place in the usual statutory way with officers maintaining service efficiency to such an extent that the results were declared fast and furiously and the event concluded much earlier than had been forecast!

As a result, attention can now focus on the re-branding of the Town Hall as a hub, commercial venue, residential host and police centre

Medium Term Financial Plan 2018/19 – 2020/21

The committee received a report on 6th February 2018 with recommendations therein. The committee agreed to approve the following which included:

- Medium Term Financial Plan for the General Fund which included the proposed savings target, presenting a zero net Funding Gap for 2018/19.
- The Housing Revenue Business Plan for 2018/19 and beyond.
- The existing and new schemes of the proposed Capital Programme for 2018/19.
- The Treasury Management Strategy.
- The Section 151 Officer's Assurance Statement.

This was subsequently approved at Ordinary Council on the 6th March 2018.

South Essex Vision 2050 and Association of South Essex Local Authorities..

The local elections resulted in a number of changes across our partner councils in the ASELA. Basildon and Castle Point have new leaders and I am pleased to report that they fully support the aims and goals of the group.

A Statement of Intent has been issued to reinforce the Memorandum of Understanding. Workstreams are underway and already reporting back suggestions and findings. Strategic work is being undertaken with the Thames Gateway project and already the

group is finding early success as a singular body, compared to the effectiveness each solitary authority could have.

Roads and Highways

As I announced at Annual Council, in my role at Essex County Council as Cabinet Member for Finance I allocated an additional pot of money for local Highways Panels, on the provision that borough councils commit to matching the amount on offer.

As Brentwood Borough Council Leader I approved match funding of £100,000 which will provide a healthy sum for works to be undertaken that will tackle some age old problems with Brentwood's roads. This means we can make a real difference to those problems that blight residents on the roads in particular pot holes.

Separately, the appropriately named Devil's Head Cross Roads work has begun. You may recall that we agreed the release of a marginal slip of land that had no financial value as such, to Essex County Council so it could pay for - and proceed with - the long overdue work there. The paperwork has been completed and ECC has cleared the area ready for the work to take place.

The Multi Storey Car park refurbishment

This huge project was expected to cost around £2m - but is now likely to come in at less than this. There has been a minimal two-day delay due to the wet weather and ironically humidity. All pedestrian signage is being replaced as is CCTV, repairs are being made to all fire doors and nearby residents are being kept fully informed. Parking is operating as normal and Becket House residents retain access to the top three decks.

Report to Ordinary Council – 27 June 2018

Committee: Regulatory and Governance

Chair: Cllr Louise Rowlands

No meetings of this Committee have taken place this municipal year.

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27th June 2018

Ordinary Council

Appointment of Representatives on Outside Organisations

Report of: *Claire Mayhew - Corporate & Democratic Services Manager*

Wards Affected: *All Wards*

This report is: *Public*

1. Executive Summary

- 1.1 Following a change to the Council's Constitution on 25 January 2017 Councillors are now appointed to a number of outside organisations by Ordinary Council. Many of the outside organisations support and advance the broad objectives of the Authority. Representations come about either through the Authority initiating the appointment, or an organisation requesting a representative being nominated or a Charity Commission rule that a Council representative is appointed.
- 1.2 Following consideration of the list of nominations and to ensure effective use of Councillors resource and support for outside organisations it is considered appropriate to categorise the list in the following:
 - Statutory Representatives
 - Trustee required
 - Council has interest whether financially or otherwise
 - Others – point of contact
- 1.3 Where a Councillor is required to be a point of contact it is considered appropriate for the outside organisation and the Councillor to make contact and discuss the best approach.
- 1.4 The list of nominations for representatives/point of contact on outside organisations is presented at the Ordinary Council meeting each year for Members' approval.

2. Recommendation(s)

- 2.1 That the list of outside bodies and nominated representatives/point of contact for 2018/19 shown in Appendix A be approved.**

3. Introduction and Background

- 3.1 The Council will need to be satisfied, and remain satisfied throughout the year, that the list of outside bodies only contains bodies upon which the Council could properly or would wish to nominate representatives and to be represented. Or where a Councillor could be an appropriate point of contact.
- 3.2 The list of nominations for representatives on the relevant outside organisations are now presented at the Ordinary Council meeting each year for Members' approval.
- 3.3 The choice of nominations put forward by the relevant Group Leaders are made in the light of the need to avoid conflicts of interest (including how any such nomination if successful would impact on the particular Member's other duties such as being a member of any committee of the Council upon which they have been nominated to serve and are serving). No nomination for a role should be put forward where a conflict of interest is likely to arise to a significant degree.
- 3.4 The capacity upon which a successful nominee is to serve needs to be borne in mind and the implications fully understood, from their personal viewpoint, that of the Council and that of the particular organisation.
- 3.5 Members who serve on outside bodies must exercise independent judgment in the interests of the organisation in which they are involved.
- 3.6 Where a Member is serving on the outside body in a representative capacity (i.e. representing the Council), this should be made plain to that body and the Member, whilst being aware that they have a commitment to representing the Council on the outside organisation, must also be aware that it is their responsibility to decide what view to take on any question before the outside organisation.
- 3.7 Where a Member is acting as a Trustee, Director or member of a Management Committee of an outside body, the Member must act in accordance with that body's interests, and not those of the Council or even the council tax payers at large.

- 3.8 Whilst there could, in exceptional circumstances, be a situation in which a representative on an outside body may find themselves unable to adequately carry out their responsibilities properly, both as a member of the Council and as a member of the outside body, there are advantages to having Members carefully appointed to relevant outside organisations.

4. Issue, Options and Analysis of Options

- 4.1 Councillors are now appointed to a number of outside organisations by the Ordinary Council. Many of the outside organisations support and advance the broad objectives of the Authority. Representations come about either through the Authority initiating the appointment, an organisation requesting a representative being nominated or a Charity Commission rule that a Council representative is appointed.
- 4.2 The Council's Partnership Policy encourages effective partnership working wherever appropriate to help deliver the Council's goals and overcome constraints. The Policy aims to ensure that the Council's time is spent productively and effectively. When a Councillor is appointed to an outside organisation, they act on behalf of that organisation, and may participate fully in the activities. Where it is felt appropriate the nominated Councillor can act as a point of contact and make agreement with the outside organisation how the Councillor can best serve them.

5. Consultation

- 5.1 A full consultation took place in 2014 with outside organisations and Council representatives. Details of outside organisations and their nominated Councillor representatives are published on the Council's website.

6. References to Corporate Plan – Vision for Brentwood

- 6.1 Member representation on outside organisations relates directly to the Council's Community and Health priority in Vision for Brentwood:
- *To work with community and voluntary organisations to develop the priorities for community development.*
 - *To support community engagement with residents and businesses*

7. Implications

Financial Implications

Name & Title: Jacqueline Van Mellaerts, Interim Chief Finance Officer

Tel & Email: 01277 312829/Jacqueline.vanmellaerts@brentwood.gov.uk

- 7.1 There are no financial implications.

Legal Implications

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

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

- 7.2 Those appointed to serve on outside bodies will need to remain alert and exercise careful judgment to avoid conflicts of interest (actual and perceived). The concept of bias or perceived bias is wider than the Members' Code of Conduct.
- 7.3 The Members' Code of Conduct applies whenever a Member (a) conducts the business of the Authority, or (b) acts as a representative of the Authority.
- 7.4 When a Member acts as a representative of the Authority (a) on another relevant authority, the Member must, when acting for that other authority comply with that other authority's code of conduct; or (b) on any other body, the Member must, when acting for that other body, comply with the Authority's Code of Conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

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

- 7.5 None except that Members acting as outside representatives would wish to ensure that such outside bodies adequately protect them from risk, including personal liability, through for example proper insurance arrangements.

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

- 8.1 None

9. Appendices to this report

- Appendix A – List of outside bodies and nominated representatives –
to follow

Report Author Contact Details:

Name: Claire Mayhew, Corporate and Democratic Services Manager
Telephone: 01277 312741
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Appendix A

Appendix A to follow

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27th June 2018

Ordinary Council

Honorary Titles – Honorary Aldermen

Report of: *Claire Mayhew – Corporate and Democratic Services Manager*

Wards Affected: *All*

This report is: *Public*

1. Executive Summary

- 1.1 To confer honorary titles under section 249 of the Local Government Act 1972.

2. Recommendation(s)

- 2.1 That, in pursuance of section 249(1) of the Local Government Act 1972 and in recognition of the Council being of the opinion that eminent services have been rendered to the Council by former Councillors Richard Alan Michael Davies and David Wesley Tee the Council confers on each of them the title of Honorary Alderman.**

3. Introduction and Background

- 3.1 The title of ‘Honorary Aldermen’ are as the name suggest honorary and are conferred in recognition of eminent past services to the Council.
- 3.2 The role attracts no remuneration and involves no entitlement to take part in decision-making. The last vestige of the time when “aldermen” did have a decision-making role was swept away by the Local Government Act 1972.
- 3.3 Holders of such a title may attend and take part in such civic ceremonies as the Council may from time to time decide, but shall not, as such, have the right to attend meetings of the Council or their Committees or to receive any allowances or other payments.

4. Issue, Options and Analysis of Options

- 4.1 To be eligible for the honorary title of Honorary Alderman, the person nominated must be a former councillor of this Council and not be currently a member of the Council. In addition, the person nominated must in the opinion of the Council have rendered 'eminent services to the council'.
- 4.2 There is no minimum number and there is no maximum of Alderwomen or Aldermen which is or which can be laid down.
- 4.3 The sole legal criterion for a past member is of having rendered 'eminent services to the council'. As the term is not defined in the Act and there is no statutory guidance or assistance to Councils at a national level in determining what it might mean, it is for the Council to decide locally what constitutes 'eminent services to the Council'.
- 4.4 'Eminent' has a dictionary meaning which includes 'highly regarded' and 'distinguished'.
- 4.5 'Eminent services' connotes making a positive difference or impact over and above the carrying out of mere normal council duties to a basic or acceptable standard i.e. being 'distinguished' for proper reasons and in the service to the Council.
- 4.6 The legislation therefore deliberately fails to give a national definition beyond the words 'eminent services' and leaves it for a local decision by Councillors and to be an exercise of discretion at the time a decision is called for, based 'on the opinion of the Council' with such power being properly exercised. It is thus determined by 'quality', not necessarily 'quantity'. Innovation and excellence, for example, can be recognised.
- 4.7 In reality the bestowal of the legal title of 'Honorary Alderman' is by way of a distinguished service award.
- 4.8 It is not a long-service award. Whilst it has been known for a number of Councils to use 'length of service' (such as, for example, 12 years or 15 years) as a good enough measure of the 'eminent services', this is patently wrong. It is self-evidently the case that there will be members who serve out their time in public service in a perfectly satisfactory manner without being 'eminent'.

A 'length of service' criterion of itself is unlawful as it fetters the Council's discretion when determining 'eminent services to the Council'. Not only is 'length of service' not the criterion in the Act but it also does nothing to enhance public confidence in local government and democracy to use such a measure as time served.

- 4.9 It is not a party political honour. The criterion is not support for a particular political party or group. It is 'eminent services to the Council' which means that any past political differences should be ignored in making an assessment of a past Councillor's service contribution to the Council.
- 4.10 It is not an award for having *simply* held a senior Council position when a Councillor. The mere fact that a councillor held a senior position or positions is not evidence of the provision of eminent services to the Council. This would be to confuse 'appointment' to a position with 'outcome'. It is therefore not a senior appointment reward. Senior responsibility allowances in the Members' Allowance Scheme are designed to support those in senior positions. The honorary title is not part of the package.
- 4.11 The questions to be answered are:
- (1) What services did the person provide as a councillor to the Council during whatever time they served?
 - (2) Where those services, in the opinion of the Council, 'eminent services to the Council'?
- 4.12 Each nomination will therefore be determined on its merits, purely assessed against the sole criterion of having rendered 'eminent services to the council.'

5. Reasons for Recommendation

- 5.1 The Council wishes to recognise those who merit the highest awards that the Council can bestow on a person or organisation.

6. Consultation

- 6.1 Members were asked to put forward suitable nominations.

7. References to Corporate Plan

- 7.1 None

8. Implications

Financial Implications

Name & Title: Jacqueline Van Mellaerts, Interim Chief Finance Officer (Section 151 Officer)

Tel & Email: 01277 312829/Jacqueline.vanmellaerts@brentwood.gov.uk

- 8.1 There are no direct financial implications arising from this report.

Legal Implications

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

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

- 8.2 Section 249(1) of the Local Government Act 1972 enables the Council by resolution to confer the title of Honorary Alderman at a meeting of the Council specially convened with notice of the object but such a resolution must be passed by not less than two-thirds of the Members voting at that meeting if the resolution is to be effective.

- 8.3 The relevant criteria are set out in the body of the report.

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

None.

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

- 9.1 Nomination forms submitted

10. Appendices to this report

- 10.1 None.

Report Author Contact Details:

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27th June 2018

Ordinary Council

ASELA (2050) Update

Report of: Philip Ruck – Chief Executive

Wards Affected: All

This report is: This report is public

1. Executive Summary

- 1.1 At the Policy, Projects and Resource Committee held on 19 June it was approved:-

“That the committee recommends to Ordinary Council, that the Statement of Common Ground (SCG), and attached as Appendix A, prepared by ASELA be approved as a guide to the preparation of a Joint Strategic Plan”.

- 1.2 The purpose of the report was to update members of the PPR committee on the status of the work undertaken by Leaders and Chief Executives of South Essex Councils, now known as the Association of South Essex Local Authorities (ASELA).

- 1.2 South Essex Councils are defined as Brentwood, Basildon, Thurrock, Southend, Rochford, Castle Point and Essex CC.

2. Recommendation(s)

- 2.1 That the Statement of Common Ground (SCG) attached as Appendix A, prepared by ASELA, be approved by Full Council as a guide to the preparation of a Joint Strategic Plan.

3. Introduction and Background

- 3.1 Since the last written report to the PPR committee, 6 February 2018, work has continued, as ASELA have agreed to explore a common approach to supporting the development of growth, housing and key infrastructure over the next 20 years, in the South Essex area.

- 3.2 As part of the Council's production of a Local Development Plan, it will need to demonstrate a "duty to co-operate" with surrounding neighbouring authorities. The Joint Strategic Plan (JSP) will facilitate a co-ordinated approach to strategic growth in the South Essex area, enabling new development, whilst maximising economic opportunities for the sub-region. Importantly, it will be aligned to improvements in infrastructure across the sub-region.
- 3.3 To support this aim, ASELA has drafted a 'Statement of Common Ground' (SCG). The SCG sets out the principles of joint working and next steps, including work to progress the South Essex JSP. The JSP will assist future plans for development at a strategic level across the wider sub-region to ensure new transport links, health and social infrastructure, business and skills opportunities are all included. Working together at this sub-regional level will help provide this necessary supporting infrastructure alongside delivery of the 90,000 homes required across South Essex over the next twenty years.
- 3.4 The JSP, if agreed, will provide much valued input to the review of the Brentwood Local Development Plan once it has been adopted.
- 3.5 Members are reminded that the Leaders and Chief Executives of ASELA have agreed on eight industrial and infrastructure strategic priorities for the area;
1. *Place leadership, proposition and brand;*
 2. *Opening up spaces for development (green infrastructure, housing and commercial);*
 3. *Transforming transport connectivity;*
 4. *Supporting our seven sectors of industrial opportunity:*
 - a) *Advanced manufacturing*
 - b) *Construction*
 - c) *Environmental technologies and energy*
 - d) *Digital and creative services*
 - e) *Finance and business services*
 - f) *Life sciences and healthcare*
 - g) *Transport and logistics*
 5. *Shaping local labour and skills markets;*
 6. *Creating a fully digitally-enabled place;*
 7. *Securing a sustainable energy supply; and*
 8. *Enhancing health and social care through co-ordinated planning.*

4. Issue, Options and Analysis of Options

- 4.1 The co-operation in South Essex and determination to succeed for the prosperity of the whole area requires approval of certain documents over time, such as the SCG. There are no delivery vehicles other than ASELA that can achieve this within acceptable timeframes.

5. Reasons for Recommendation

- 5.1 To fulfil the obligation of the Duty to Co-operate as required for the Brentwood Local Development Plan to be accepted, and to promote and deliver much needed infrastructure and economic growth, Brentwood must engage with the surrounding authorities.
- 5.2 Each ASELA partner local authority is presenting the SCG to their respective decision-making committees for approval. Individual approval of the document will assist ASELA to continue progress on joint working for Planning Policy documents (both at a local and sub regional level).

6. Consultation

- 6.1 No formal consultation has been undertaken.

7. References to Corporate Plan

- 7.1 The Council is committed to make Brentwood a Borough where people feel safe, healthy and supported. The Local Development Plan is a key priority in the Council's 'Vision for Brentwood' Corporate Plan 2016-2019. Work with ASELA on South Essex sub-regional projects will help to inform and support the Local Development Plan and the delivery of several other corporate priorities.

8. Implications

Financial Implications

Name/Title: Jacqueline Vanmellaerts, Interim Chief Financial Officer and S151 Officer

Tel/Email: 01277 312829 / jacqueline.vanmellaerts@brentwood.gov.uk

- 8.1 Financial implications are currently being determined for the collaboration. The Council has sufficient reserves to fund any financial costs that may arise and will be reported back to Committee appropriately.

Legal Implications

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

Tel/Email: 01277 312860/daniel.toohey@brentwood.gov.uk

- 8.2 The Localism Act 2011 places a legal duty on local planning authorities and other defined bodies to engage constructively, actively and on an ongoing basis to maximise the effectiveness of Local Plan preparation in the context of strategic cross-boundary matters. It is not a duty to agree but local planning authorities must make every effort to secure the necessary cooperation before they submit their Local Plan for examination. The cooperation should produce effective and deliverable policies on strategic cross boundary issues.

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

- 8.3 There are no other implications to this report.

9. Background Papers

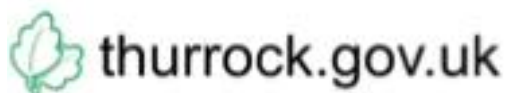
- 9.1 None

10. Appendices to this report

Appendix A – Statement of Common Ground

Report Author Contact Details:

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South Essex Joint Strategic Plan

STATEMENT OF COMMON GROUND

June 2018

1. Introduction

1.1 In February 2017, the Government introduced the proposition that all Local Planning Authorities (LPAs) be required to prepare a ‘Statement of Common Ground’ (SCG) to help manage strategic planning matters across local authority areas and strengthen the Duty to Cooperate¹. Further details of this proposal were set out in the consultation document, published in September 2017² and are now formally included in the draft revised National Planning Policy Framework (NPPF) and National Planning Policy Guidance (NPPG).³ The Government’s objectives of the proposal are to:

- *increase certainty and transparency, earlier on in the plan-making process, on where effective co-operation is and is not happening;*
- *encourage all local planning authorities, regardless of their stage in plan-making, to co-operate effectively and seek agreement on strategic cross-boundary issues, including planning for the wider area’s housing need; and*
- *help local planning authorities demonstrate evidence of co-operation by setting clearer and more consistent expectations as to how co-operation in plan-making should be approached and documented.*

1.2 The requirement for a SCG will operate in tandem with two new proposed ‘tests of soundness’. These will be used at local plan examinations to ensure that there is not only a proactive and positive approach to strategic planning matters across housing market areas (as currently required by the Duty to Cooperate), but that there is a clear (and agreed) approach to how these will be delivered in all relevant local plans. The new tests will come into effect when the final version of the revised NPPF is published (currently anticipated by end of July 2018) and as currently proposed would require plans to be:

- a) *informed by agreements with other authorities, so that unmet need from neighbouring areas is accommodated where it is practical to do so and is consistent with achieving sustainable development;*
- b) *based on effective joint working on cross-boundary strategic matters that have been dealt with rather than deferred, as evidenced by the statement of common ground.*

1.3 The South Essex LPAs of Basildon, Brentwood, Castle Point, Rochford, Southend-on-Sea and Thurrock, together with Essex County Council, have agreed to prepare a new Joint Strategic Plan (JSP) for the area. Although the SCG will be prepared to support the Duty to Cooperate as required by national policy, it will also set out the project management arrangements for the JSP. This is an iterative process, however, and this first stage SCG is being used by the Authorities as a ‘pre-commencement’ document for the JSP.

¹ Housing White Paper - <https://www.gov.uk/government/publications/fixing-our-broken-housing-market> - Paragraph 1.9

² Planning for the right homes in the right places - <https://www.gov.uk/government/consultations/planning-for-the-right-homes-in-the-right-places-consultation-proposals> - Paragraphs 56 to 87

³ A revised (draft) version of NPPF was published on the 5 March - <https://www.gov.uk/government/consultations/draft-revised-national-planning-policy-framework>

- 1.4 The SCG will be agreed and signed by all seven partner authorities by the end of July 2018, initiating the formal process for preparing the JSP. At this point, individual LPAs will update their Local Development Schemes (LDS) to reflect the new portfolio approach to plan-making across the sub-region.

2. South Essex - the Place

- 2.1 South Essex covers the local planning areas of Basildon, Brentwood, Castle Point, Rochford, Southend-on-Sea and Thurrock. It is strategically located on the edge of London and is well connected with several strategic roads linking communities within and outside South Essex. It is also an important national and international gateway, with three major ports on the Thames Estuary and London Southend Airport.

Figure 1: Map of South Essex

[insert map showing SE within wider 'regional' context]

- 2.2 Its close proximity to London and its position on the Thames Estuary are major factors behind the historical growth of South Essex and these will continue to be major influences on its future growth and wider relationship with the rest of Essex. However, these locational advantages need to be managed effectively to ensure that the benefits and future opportunities arising from these advantages can be realised.
- 2.3 The growth offer in South Essex is therefore potentially significant, but there are a number of challenges in making sure that growth is healthy, inclusive and sustainable over the long term:
- Major investment in transport and other infrastructure is required if South Essex is to play its full role in delivering high quality growth which is befitting of its location neighbouring a World City;
 - Weaknesses in business growth, the skills needed to maximise the opportunities provided by the diverse economic base and the entrepreneurial spirit of South Essex residents will need to be addressed;
 - Whilst the quality of life for many is high, there are significant inequalities within some communities, and as such growth must be inclusive;
 - There is space to grow across South Essex but there are challenges around ensuring this happens in a way that enhances the environmental offer, particularly in terms of green space, air quality and impact on climate change.
- 2.4 These challenges are common across the sub-region and require strategic solutions but there are also more locally specific issues being addressed by individual councils through their own place-shaping role. Therefore a combination of strategic and local approaches is needed to ensure that South Essex is an area that is inclusive, economically successful, dynamic and environmentally sustainable.

3. South Essex District by District

3.1 **Basildon**

Basildon Borough lies 30 miles east of the City of London covering an area of approximately 10,900 hectares and is home to 185,000 people and an economic base for over 90,000 jobs. The Borough's main urban areas are the New Town of Basildon (which includes Laindon and Pitsea), Billericay and Wickford. 63% of land is designated Metropolitan Green Belt outside these areas.

3.2 The Council has identified specific ambitions which the Borough's Local Plan and JSP will contribute to delivering by helping to create well planned, attractive communities that are linked to services and job opportunities. Working with other South Essex Authorities, the Council's ambitions are to:

- support the educational and skill improvement of local people to ensure they can benefit more inclusively from growth, whilst helping them realise their potential;
- support the expansion and regeneration of sustainable economic and commercial growth centres, supported by a locally available and skilled workforce;
- plan for sustainable housing growth, supported by appropriate infrastructure, delivered in a timely fashion;
- provide greater influence on planning and infrastructure decisions, whilst acting as a combined voice to attract investment from the Government and the private sector to deliver sustainable growth;
- support the improvement of residents' health and wellbeing by conserving important natural and historic areas and planning for green infrastructure, health and cultural facilities alongside growth;
- plan for new and enhanced green spaces, protect and enhance wildlife, biodiversity, geodiversity, local landscape and priority habitats, and ensure a safer natural environment.

3.3 **Brentwood**

Brentwood Borough is characterised by its village character, a "Borough of Villages" surrounding Brentwood market town at its heart, covering 15,100 hectares and home to 80,000 people. 89% of the Borough is designated Metropolitan Green Belt. Brentwood is ideally placed with high connectivity to London and wider transport networks, plus excellent access to surrounding countryside.

3.4 This 'best of both worlds' results in attractive places to live and work, and brings high land values. The proximity of the Borough to London means high levels of out-commuting, but the quality of local schools and other services attracts a high level of in-commuting too. There are however limited brownfield opportunities to accommodate increasing development needs. The Borough is further constrained in terms of its infrastructure and local services which are both at capacity. Balancing growth needs with the aim to maintain and enhance local character is therefore challenging.

3.5 ***Castle Point***

Castle Point is a relatively small local authority area just 4,500 hectares in size, with a population of 88,000 people. It sits at the heart of the South Essex sub-region on the northern bank of the Thames Estuary between the larger settlements of Basildon and Southend. It is these larger settlements, along with London, on which Castle Point relies for its employment, services and leisure opportunities. The key planning issues comprise:

- the challenge of meeting housing need in a borough of significant Green Belt and other environmental constraints and where land availability is confined to small scale infill sites in the built-up area;
- the need to improve infrastructure to address congestion, historic underinvestment and provide capacity for growth;

3.6 ***Rochford***

Located on a peninsula between the River Thames to the south, the River Crouch to the north and the North Sea to the east, Rochford is a district rich in heritage and natural beauty covering an area of 16,800 hectares. The majority of the district's 85,000 residents are located in the more accessible western extent within the towns of Rayleigh, Hockley and Rochford. Smaller villages and hamlets are dispersed across the eastern, less accessible parts of the district.

3.7 Development opportunities within the existing urban areas to provide local jobs and homes are limited by a lack of suitable brownfield sites. Outside the urban areas, over 12,400 hectares is designated Metropolitan Green Belt; considerable parts of the district are also subject to other environmental constraints given its coastal nature.

3.8 The district's economic strengths lie primarily in its entrepreneurial character, with an abundance of successful small and medium sized businesses, coupled with the presence of London Southend Airport, a regionally important asset, which has led to the development of a new high-quality business park in the district. The district is accessible from London but challenges remain in terms of road and rail capacity providing adequate east to west, and north to south connectivity.

3.9 ***Southend-on-Sea***

Southend-on-Sea is the eastern-most extremity of South Essex lying on the northern side of the Thames Estuary at the point where it meets the North Sea. It has a linear form lying along the coast, and is bordered to the north by Rochford and to the west by Castle Point.

3.10 Southend is a sub-regional centre for employment and retail provision in South Essex as well as a major tourist resort and leisure destination with over six million visitors a year. With a population of 179,800 in an area of approximately 4,100 hectares, Southend is a densely populated urban Borough with nine mainline railway stations and the international London Southend Airport. The predominant land use in Southend is residential, interspersed with mature parks and seven miles of foreshore fronting the Thames estuary to the south and east. Southend has four areas of metropolitan green belt within its administrative boundary,

all of which form a small part of the extensive Green Belt separating settlements within South Essex.

- 3.11 Southend Borough Council's corporate vision is 'Creating a better Southend' and the Council is progressing its vision for 'Southend 2050'. The Southend Core Strategy (2007), along with the Council's other Development Plan Documents, has been instrumental to date in delivering a step change in regeneration and growth within the Borough. The Council's vision for Southend and Southend 2050 aim to:

- maximise opportunities for sustainable housing growth, supported by appropriate infrastructure, in a Borough with limited land availability;
- deliver sustainable, economic growth, providing employment opportunities within the Borough and supporting the growth of London Southend Airport;
- promote and enhance the tourism, cultural and leisure offer, including visitor accommodation, and having regard to the assets offered by the area in order to attract greater visitor numbers and promote more overnight and longer stays.
- secure improvements to infrastructure capacity to address congestion, historic underinvestment and to provide capacity for growth;
- ensure residents have access to high quality education to enable them to be lifelong learners and have fulfilling employment;
- create sustainable communities that contribute to the health and well-being of residents, including planning for health, community and cultural facilities, as well as new and enhanced areas of green and open space;
- conserve and enhancing the historic environment and natural environment, including the biodiversity assets of the foreshore;
- support the growth and regeneration of the town, district and local centres to serve the local and sub-regional population.

3.12 ***Thurrock***

Occupying 18 miles of riverfront and covering 16,300 hectares, Thurrock is situated on the northern side of the River Thames, 20 miles from central London. With a population of 157,000 which is forecast to rise to 200,000 by 2037, Thurrock comprises a diverse range of urban, rural and riverside environments, with over 65% of the Borough is designated as Metropolitan Green Belt. Much of the riverside area within Thurrock is urbanised with a mixture of residential, industrial, and port related development at the western and eastern ends of the Borough. Thurrock is made up of a number of settlements including Grays, Stanford/Corringham, South Ockendon and Tilbury together with a number of villages in the Green Belt.

- 3.13 The main employment sectors in the Borough are transport and logistics, port functions and retail. The strength of these sectors reflects Thurrock's key locational advantages, which include its close proximity to London and international gateways which make it an attractive proposition for inward investment. A testament to this is the increasing levels of private sector investment which has/will be generated by proposed or committed development at Purfleet, Lakeside, the Port of Tilbury, the new London Gateway super-port and Thames Enterprise Park.

- 3.14 Key place-shaping ambitions of the Council are to:

- Reduce inequalities and improve the attractiveness of the Borough as a place to live, work, visit and invest in.
- Deliver sustainable economic growth by meeting the land and property needs of business and Thurrock's major employers.
- Increase the scale and rate of housing delivery to meet the housing needs of all sections of the community.
- Maintain vibrant, prosperous and competitive town centres.
- Delivering the strategic and local infrastructure improvements required to support growth and the regeneration and health and well-being of local communities.
- Improve accessibility and encouraging sustainable travel.
- Maintain and protect the distinctive character and setting of the Borough and its historic built and natural assets.
- Protect and respect the key role of the River Thames as an economic, recreational and environmental asset.
- Address climate change and poor air quality.

4. Essex County Council's role in the Partnership

4.1 Essex County Council (ECC) is the strategic upper tier authority covering the county of Essex. To that end, ECC works closely with the districts and boroughs of Brentwood, Basildon, Castle Point and Rochford to provide several key public services and works in close partnership with Southend-on-Sea and Thurrock as neighbouring authorities that deliver against common aims and objectives. ECC is focussed on delivering inclusive economic growth, helping people get the best start in life and to age well, and to help create great places to grow up, work and live. Key to the achievement of these organisational priorities is ensuring that the key places and communities in South Essex feel the benefit of economic growth and sustainable development. As well as working closely with South Essex local authorities, ECC also works to support and influence regional and national partners, to deliver services and represent the best interests of the people of South Essex by:

- promoting economic growth, regeneration, infrastructure delivery, and sustainable new development;
- being a provider and commissioner of a wide range of local government services covering Brentwood, Basildon, Castle Point and Rochford including responsibility as the highways authority for the delivery of the Essex Local Transport Plan; Local Education Authority including early years and childcare; Minerals and Waste Planning Authority; Lead Local Flood Authority; lead advisors on Public Health and delivery of adult and children's social care services and;
- being an infrastructure funding partner, supporting the delivery of strategic and local infrastructure to ensure the delivery of community outcomes.

5. The South Essex 2050 Ambition

“South Essex: *the place to live, the destination to visit and the place for business to thrive*”

The Ambition

- 5.1 In the Autumn of 2017, the Leadership of South Essex Councils embarked upon a programme of work which would lead to a shared ‘place ambition’ and greater collaboration on strategic priorities to support long term growth. This was initiated in response to the recognition that there was a need to work more effectively on strategic planning matters across South Essex and maximise the, potentially significant, opportunities strategic collaboration could bring to the area. The Association of South Essex Local Authorities (ASELA) was established in January 2018 to take the lead in implementing the Ambition (see Annex 1).
- 5.2 The ‘South Essex 2050 Ambition’ sets out the opportunity for growth and development across the sub-region and the positive effect it will have on the economy, together with the right scale and type of infrastructure to support growth. Operating together, the South Essex strategic growth assets could provide the infrastructure for people and businesses to experience a fully connected place (nationally and internationally) where they can take advantage of the unrivalled potential on offer in one area – business growth, employment opportunities, varied and interesting communities to live in and a rich diversity of cultural and recreational experiences to enjoy.
- 5.3 By 2050, the ambition is that all new development will be located in the most sustainable locations, will be of the highest quality, will support the emerging local industrial strategy priorities⁴, and will be well-connected by a fully integrated transport system and framework of green spaces. The current estimated need for housing across South Essex is 90,000 dwellings over the next 20 years⁵, but with the right conditions to support growth, more could be achieved. As part of the consideration of long term spatial options, the authorities are therefore exploring whether the development of new ‘Garden’ communities could offer a strategic solution to growth. The new communities could significantly enhance housing opportunities and community facilities for local people, and support new commercial and employment hubs, creating centres of business excellence within the sectors of industrial opportunity.

⁴ The South Essex seven Local Industrial Strategy priorities are Advanced Manufacturing; Construction; Environmental Technologies and Energy; Digital and Creative Services; Finance and Business Services; Life Sciences and Healthcare; Transport & Logistics

⁵ The South Essex Authorities estimate that up to 4,500 new homes will be needed each year to meet housing needs. However this will have to be assessed against the Government’s new proposed methodology for determining Local Housing Needs, due to be published by the end of July 2018.

6. South Essex Strategic Areas of Opportunity

Five areas of strategic importance have been identified by ASELA as places that potentially offer the greatest potential to deliver the South Essex 2050 Ambition, with the right investment and leadership. The 'Strategic Areas of Opportunity' are:

6.1 *The River Thames and Thames Estuary*

The River Thames Estuary stretches along the Essex, Kent and London coastline, with around 40 miles being within South Essex. It is of both national and international importance with major port and tourism facilities as well as areas of nature conservation value. The aim is to maximise the economic potential of major visitor and recreational opportunities this offers South Essex and London, whilst protecting and enhancing the natural environment. In addition, there is the potential to increase the opportunities the river offers for enhancing transport connectivity between South Essex and London.

6.2 *London Southend Airport and surrounding area*

London Southend Airport offers major national and international connectivity and has the potential to further increase destination opportunities. Significant surface access improvements are essential to realise the full economic potential of the airport. The area surrounding the airport is currently being developed as a major business park facility and has the potential to unlock significant new business, employment and residential opportunities across the wider area.

6.3 *The A127 Transport Corridor*

The A127 provides a strategic east to west transport route across the sub-region stretching from Southend to the London Borough of Havering (LBH) in east London with direct access to the M25, A130 and A13. It is not trunked and spans three Highway Authorities in respects of ownership and management and crosses five Local Planning Authorities along its route. The ASELA authorities and LBH have collectively prepared a Statement of Common Ground with regards to the issues for sustainable growth and plan making that the A127 Transport Corridor presents; and the Highway Authorities are developing a joint Implementation Plan as part of the A127 Corridor for Growth (the Route Management Strategy).

The route already experiences significant capacity issues, particularly at key junctions. With the right investment this strategic corridor has the potential to unlock significant new business, employment and residential opportunities. It will also help to deliver north to south connectivity improvements and further improved travel flow benefits across the area. These improvements will be key to realising the 'Strategic Areas of Opportunity', including Basildon Enterprise Corridor, the economic potential of London Southend Airport and Southend on Sea as a major resort and visitor destination.

6.4 *Crossrail connectivity / A12/A129*

As part of the consideration of long term spatial options, the authorities are considering the potential for new 'Garden' communities. These and other economic opportunities in the sub-region would be dependent upon significant investment in improving its road and rail

transport infrastructure. The opening of the Elizabeth Line through central London offers major advantages in terms of connectivity to the new 'Garden' communities, joining up business and employment opportunities as far afield as Reading, and for improving linkages between London Southend Airport to London City and Heathrow Airport.

6.5 Lower Thames Crossing, Thurrock Thameside and A13 Corridor

The Lower Thames Crossing is a nationally significant new River Thames crossing linking the M2 in Kent and the A13 and M25 in Essex, offers the potential to unlock significant new business, employment and residential opportunities and improve travel flow benefits across the area. The scale of benefits arising from the new infrastructure will be dependent on the ensuring the right junctions along the route through South Essex, particularly the A13 serving the south Essex ports.

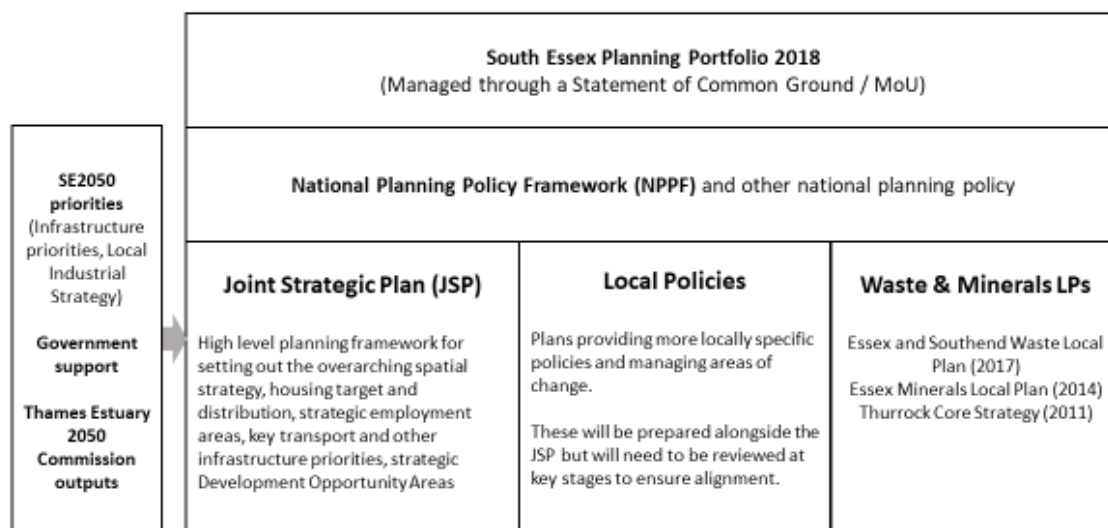
Within Thurrock Thameside/A13 corridor there are significant opportunities to build upon the areas historic focus for industrial and port related activity to support future economic and housing growth. Capitalising on strategic access provided by the C2C Thameside line and the A13, this SAO includes the development of a range of new strategic housing locations; the creation of new town centres at Purfleet and Lakeside providing new retail and leisure facilities together with the delivery of 6,000 new homes; the regeneration of Grays and Tilbury Town Centres; the continued expansion of the Ports of Purfleet, Tilbury and London Gateway and strategic employment development at Thames Enterprise Park.

The potential extension of Crossrail 2, with an Eastern Branch extending into South Essex, has the potential to address capacity constraints at Fenchurch St Station and to improve connectivity into central London

7. Implementing the South Essex 2050 Ambition

- 7.1 Implementation of the South Essex 2050 Ambition will be steered through ASELA and a number of inter-related workstreams have been initiated to facilitate this. These cover strategic infrastructure priorities, the production of a local industrial strategy and the implementation of the spatial strategy. This SCG sets out how the spatial strategy workstream will be implemented through a new local planning 'portfolio', with a Joint Strategic Plan providing the overarching framework within which more focused local development plans will be prepared (see Figure 4 below).
- 7.2 The JSP will also provide a reference framework for the preparation of a Strategic Transport Framework, sitting under the three current statutory Local Transport Plans (LTPs) and forming part of the JSP. The Strategic Transport Framework will be prepared by the three Highway Authorities for South Essex, namely Thurrock and Southend Unitary Authorities and Essex County Council, with partners including the LPAs.

Figure 4: The South Essex Planning Portfolio



8. Delivering the South Essex Planning Portfolio

8.1 The Joint Strategic Plan

The South Essex 2050 Ambition will be delivered over the next 30 years, with some of it fully realised within the timeframe of the current South Essex JSP (period 2018-2038). Other longer-term components will be included in future reviews of the JSP⁶, as the plan's timeframe is rolled forward.

8.2 The JSP will provide the strategic context for the statutory development plan portfolio and will be prepared jointly by all LPAs and Essex County Council. Its scope will therefore be focused on the strategic policy matters that are common across all six local planning areas as follows:

- **South Essex Spatial strategy:** distribution of growth, town centre hierarchy and setting long term extent of the Green Belt
- **Strategic Areas of Opportunity (SAO)** and the role of each
- **Cross-cutting themes:** including promoting social cohesion; healthy and inclusive growth; high quality development and design; supporting sustainable development; climate change
- **Overall housing provision, distribution across SAO and housing needs**

⁶ Regulations under the Neighbourhood Planning Act 2017 require that Local Development Documents and Statements of Community Involvement are reviewed every five years to ensure that they remain relevant and up to date - https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/670593/Chief_Planner_Newsletter_-_December_2017.pdf

- **Local industrial strategy priorities** and spatial implications (including strategic employment land allocations).
- **Strategic transport and infrastructure priorities**
- **Natural environment and resources**, including green and blue infrastructure
- **Climate change and energy**
- **Implementation and Monitoring Framework**

8.3 The South Essex Local Planning Portfolio will also rely on the policies set out in the national policy framework⁷ and will therefore not duplicate any nationally set policies, unless there are specific local circumstances that justify a deviation from this. However, there may be a need for supplementary planning guidance in addition to the NPPF, to provide a local interpretation and implementation of national policy.

8.4 ASELA has agreed an accelerated timetable for preparing the plan given the urgent need to implement the shared ambition, building investor confidence and ensuring the right infrastructure is secured to support delivery of the strategic spatial and economic priorities. There are risks attached to delivery of the JSP within this timescale, however, particularly as it will be dependent on significant infrastructure investment. A risk assessment and management plan have therefore been prepared to help ensure that the agreed timetable is maintained and to support implementation of the JSP (see Section 6 and Annex 6).

8.5 Key milestones for preparing the JSP are set out below. A detailed work programme has also been agreed to help manage the preparation of the JSP across the seven local authorities involved and to ensure it continues to be treated as a priority by all involved.

February 2017: South Essex authorities agree to prepare Strategic Planning and Infrastructure Framework (through South Essex Strategic Planning Memorandum of Understanding) and commence exploratory projects, including South Essex 2050.

February 2018: Following completion of South Essex 2050, South Essex Authorities (including Brentwood) agree (through ASELA Memorandum of Understanding) to formally work together to prepare the JSP and develop a South Essex Local Planning Portfolio.

July 2018: ASELA agrees first stage Statement of Common Ground and Strategic Planning Memorandum of Understanding (MoU) and recommends for endorsement to all South Essex LPAs and Essex County Council. All South Essex LPAs update their Local Development Schemes (LDS) and agree to update their Statement of Community Involvement (SCI) to reflect the South Essex Local Plan Portfolio.

⁷ National Planning Policy Framework (NPPF), Planning Policy for Travellers Sites (PPTS) and National Planning Policy for Waste (NPPW)

Spring 2019: The Draft JSP with spatial strategy options (including preferred option) is published for Regulation 18 Consultation, in line with the SCI and agreed JSP timetable.

November 2019: The South Essex Draft JSP is agreed by all South Essex LPAs based on recommendation by ASELA

December 2019: Final draft version of JSP is published for Regulation 19 Consultation

March 2020: JSP submitted for Examination

Autumn 2020: JSP adopted by all South Essex LPAs

9. Local Plans

9.1 The JSP will provide the strategic framework for the preparation of appropriate detailed Development Plan Documents (DPDs) which will provide more detailed planning policies and perform an essential place-shaping role on the ground, particularly to deliver the Strategic Areas of Opportunity. Ideally the suite of local planning documents required to deliver the JSP would be prepared in alignment so that it could reflect the emerging spatial strategy. However, there is a need to ensure that there continues to be a planning framework whilst the JSP is being prepared, particularly to meet five to 10 year land supply requirements. The transition from relying on individual local plans to the new planning portfolio is therefore being managed in the following way:

- The commitment from all South Essex to meet the full housing needs of the sub-region (as prescribed in the proposed new nationally set methodology) is set out in the planning MoU (Annex 2) which has been agreed by all seven partner authorities. The spatial strategy for delivering this will be agreed through the JSP process which aims to provide a framework for the first 20 years of the South Essex 2050 Ambition.
- Basildon will continue with its current local plan process given the advanced stage the plan has reached. The draft plan, which is expected to be submitted for examination in winter 2018, includes a clear commitment to review the strategy should this be necessary to support the approach set out in the JSP.
- Brentwood will continue with its current local plan process on its current timetable, but will support the JSP as it progresses.
- Castle Point currently has no up to date local plan in place and has therefore been subject to potential government intervention. The Council will therefore prepare an interim local plan covering the next ten years and focusing on planning for housing, with the ambition of meeting local housing needs in this period. In the longer term, local housing needs will be considered through the strategic assessment and allocations prepared for the JSP.
- Rochford and Southend are currently preparing new local plans to reflect the emerging strategy in the JSP. The Council's will also review the Southend Airport Joint Area Action Plan and its hinterland as an opportunity for growth for both councils

- Thurrock is currently preparing a new local plan which aims to reflect the emerging strategy in the JSP with the intention of publishing the draft (Regulation 19) plan in July 2019.

9.2 Timetables for all of the above local plan processes will be set out in the individual Local Development Schemes (LDS) but are summarised in Annex 5.

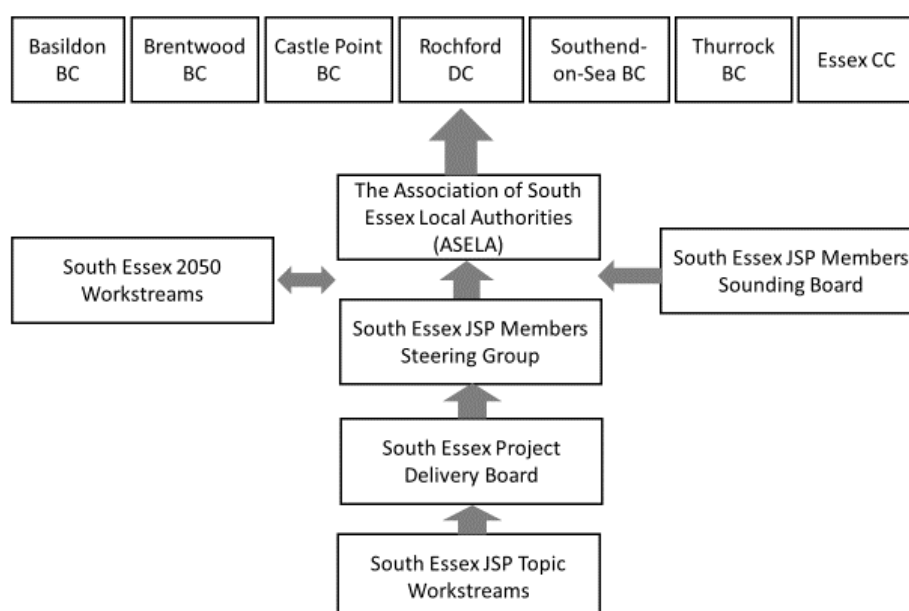
9.3 It is intended that the emerging JSP will provide the 'effective strategic planning mechanism' to ensure compliance with the requirements of the Duty to Cooperate, with the existing joint work, evidence base and shared governance through ASELA demonstrating that cooperation is proactive, positive and ongoing. At this stage, whilst there is a clear commitment to meeting the full housing needs across the sub-region, there are no housing allocations set out in the SOCG as this will be determined through the JSP and based on the agreed spatial strategy and updated evidence base. Details of the spatial strategy and how the longer term housing needs will be met will be set out in further iterations of this statement, as the JSP preparation progresses.

9.4 **Minerals and Waste Planning**

Planning for minerals and waste in South Essex is the responsibility of Thurrock and Southend Councils, and Essex County Council⁸. This is managed through separate local planning processes and will therefore not be part of the JSP. A separate SCG will be prepared to help manage the strategic minerals and waste planning matters.

10. Making Decisions and working together

Figure 5: JSP Governance Structure



⁸ Essex and Southend Waste Local Plan (2017), Essex Minerals Local Plan (2014), Thurrock Core Strategy (2011)

- 10.1 ASELA has overall responsibility for implementing the South Essex 2050 Ambition and therefore the JSP as one of the main workstreams. However, statutory decision-making powers will remain with the individual LPAs who will be asked to make decisions, based on advice from ASELA, at key stages in the plan's preparation (see key milestones in Paragraph 4.7).
- 10.2 Preparation of the JSP is steered by a Members' Group comprising a representative from each of the LPAs and Essex County Council (see Terms of Reference in Annex 4). Arrangements for how this works in relation to the wider decision-making is set out in the JSP Memorandum of Understanding in Annex 2. A key part of the risk management arrangements is ensuring that there is buy-in from the wider local authority membership throughout the preparation process, given the challenging issues this will have to address. A Member Sounding Board will therefore be established to provide cross-party representations on the JSP at key stages.
- 10.3 Wider engagement will be managed through a range of mechanisms that will be set out in the South Essex 2050 engagement strategy and the Statements of Community Involvement (see Paragraph 5.5 below).
- 10.4 Overall project management for preparation and implementation of the JSP is provided by the JSP Project Delivery Board (PDB), comprising the relevant Heads of Service from each of the partner authorities (see terms of reference in Annex 3).
- 10.5 Although there is a statutory minimum requirement for public consultation and engagement with statutory consultees, there is also a legal requirement under the Duty to Cooperate to ensure that there has been positive, effective and ongoing cooperation with neighbouring authorities in Essex, Kent and London, including the Mayor of London. The engagement and consultation processes will be set out in the JSP's Statement of Community Involvement, due to be published alongside the Statement of Common Ground.
- 10.6 Developing a long-term spatial planning framework that is deliverable will also require ongoing engagement with a number of important strategic stakeholders, including those also subject to the Duty to Cooperate. Alongside the statutory engagement process, therefore, ASELA is developing a wider engagement strategy which will involve a number of key strategic stakeholders such as:
- Government Officials and Ministers
 - South Essex MPs
 - Thames Estuary Commission
 - Economic partners (e.g. Opportunity South Essex and the South East Local Enterprise Partnership)
 - Transport partners (e.g. Highways England and Transport East (Sub-National Transport Forum) and the Mayor of London.
 - Environmental partners (e.g. Environment Agency, Natural England, Greater Thames Natural Improvement Partnership, English Heritage)
 - Delivery partners (e.g. Homes England, housebuilders and utilities providers)

- 10.6 The LPAs are hoping to establish a JSP web site under the auspices of ASELA to provide a 'one stop' access point to effectively inform and engage with all interested parties and stakeholders of the purpose of the JSP, its progress and opportunities for influencing the plans contents as part of the public consultation process.

11. Managing the Risks

- 11.1 Delivery of the South Essex 2050 Ambition depends on a wide range of factors and bodies, not just the local authorities. The risks associated with this will be managed by ASELA on behalf of the partner authorities. There are a number of risks specifically linked to preparing the JSP on an accelerated timetable, some of which are political risks, others are technical risks. A high-level risk assessment and management plan is therefore being prepared alongside the JSP; this will be monitored by the JSP Project Delivery Board, with any potential problems highlighted to ASELA as soon as they are identified. An initial Risk Management Plan is set out in Annex 6.

12. Monitoring and review

- 12.1 Preparation of the SOCG is an iterative process reflecting the development of both the individual local plans and the JSP. It will therefore be reviewed at key stages in the JSP's preparation as well as at key stages for the individual local plans, for example, submission to the Secretary of State for examination.

Annex 1

Association of South Essex Local Authorities Memorandum of Understanding

between

Basildon Borough Council

Brentwood Borough Council

Castle Point Borough Council

Essex County Council

Rochford District Council

Southend on Sea Borough Council

Thurrock Borough Council

Background

- 1.1 Stemming from housing and local planning issues initially, there has been a growing recognition of the opportunity and need for greater cross-boundary working on strategic infrastructure planning and growth across South Essex. In June 2017 Leaders and Chief Executives of Basildon, Brentwood, Castle Point, Rochford, Southend-on-Sea, Thurrock and Essex County Council (the Authorities) agreed to initiate and shape a programme of work through the summer and autumn to explore a joint 'place vision' and the scope for greater strategic collaboration along the South Essex growth corridor.
- 1.2 The work during the summer and autumn has resulted in an emerging vision and identification of strategic growth opportunities that need testing and strengthening with the people and stakeholders of South Essex and beyond. It has also built a strong commitment amongst the Authorities to collaborative working. It was agreed that an Association of South Essex Local Authorities (ASELA) should be established to continue this collaborative work.

1.3 The Authorities wish to record the intention to establish ASELA and basis of our collaboration through a Memorandum of Understanding (MoU). This MoU sets out:

- a) The core purpose and aims of ASELA
- b) The principles of collaboration

2. Core Purpose and aims

2.1. The core purpose of ASELA is to provide place leadership for South Essex. Recognising that through our collaborative approach we will be best placed to develop and deliver a vision for South Essex up to 2050, promoting healthy growth for our communities.

2.2. ASELA will focus on the strategic opportunities, regardless of individual local authority boundaries for the South Essex economic corridor to influence and secure the strategic infrastructure that will help our individual areas to flourish and realise their full economic and social potential.

2.3. The aims of ASELA will be to:

- Provide place leadership;
- Open up spaces for housing, business and leisure development by developing a spatial strategy;
- Transform transport connectivity;
- Support our 7 sectors of industrial opportunity;
- Shape local labour & skill markets;
- Create a fully digitally-enabled place;
- Secure a sustainable energy supply;
- Influence and secure funding for necessary strategic infrastructure;
- Enhance health and social care through co-ordinated planning; and
- Work with and provide a voice for South Essex to the Thames Estuary 2050 Growth Commission and Commissioners.

3. Principles of collaboration

3.1. Our collaboration will be focused on three key areas:

- Tackling problems we can't solve individually
- Creating collective scale and impact
- Providing the place leadership to promote and sell the 'South Essex' proposition

3.2 The Authorities agree to adopt the following principles in working together:

- We are all in this together - and stronger if we work together

- We should build our governance incrementally- learning from the lessons from other places who are more advanced
- Through our collaboration we should be gaining something not losing something
- Local identities should not be lost
- We need to be a voice for SouthEssex

4. Term and Termination

- 4.1. This MoU shall commence on the date of the signature by each Authority and shall expire if ASELA dissolves.

5. Variation

- 5.1. The MoU can only be varied by written agreement of all the Authorities.

6. Charges and liabilities

- 6.1. Except as otherwise provided, the Parties shall bear their own costs and expenses incurred in complying with their obligations under this MoU.

7. Status

- 7.1. This MoU cannot override the statutory duties and powers of the parties and is not enforceable by law. However, the parties agree to the principles set out in this MoU.

Signed by

Local Authority	Leader/Chairman of Policy and Resources Committee	Chief Executive	Date
Basildon Borough Council			10/1/18
Brentwood Borough Council			10/1/18
Castle Point Borough Council			10/1/18
Essex County Council			10/1/18
Rochford District Council			10/1/18
Southend on Sea Borough Council			10/1/18
Thurrock Borough Council			10/1/18

Annex 2

STRATEGIC PLANNING IN SOUTH ESSEX

Memorandum of Understanding

between

Basildon Borough Council

Brentwood Borough Council

Castle Point Borough Council

Essex County Council

Rochford District Council

Southend on Sea Borough Council

Thurrock Borough Council

This Memorandum of Understanding (MoU) sets out how cooperation between the six local planning authorities in South Essex and Essex County Council will be managed in respect to strategic planning issues.

The Localism Act 2011 places a Duty to Cooperate on local planning authorities and county councils¹ (amongst other public sector organisations), requiring them to engage constructively, actively and on an on-going basis in the preparation of plans where this involves strategic matters. Local planning authorities will be tested in relation to legal compliance with the Duty at examination, as well as whether strategic cooperation has resulted in a 'sound' and robust approach to delivering strategic objectives.

The Neighbourhood Planning Act 2017² requires local planning authorities to "identify the strategic priorities for the development and use of land in the authorities' area and set out policies to address those priorities in the development plan documents, taken as a whole. This clause was included to allow greater flexibility in the way that local planning authorities prepare local planning documents, and specifically to support the preparation of 'strategic' local plans, whether prepared individually or jointly with neighbouring authorities. However, several recent announcements from Government on proposed planning reforms indicate strongly that the Government's preferred approach is for strategic priorities to be managed on a joint basis across housing market areas through the use of joint strategic plans.

Building on the existing strong foundations of cooperation developed through the Duty to Cooperate, and within the wider context of the South Essex 2050 Ambition, the Local Authorities have agreed to move to a more formal approach to strategic planning. This will be developed through a 'portfolio' of plans, with a Joint Strategic Plan (JSP) setting out strategic spatial and

¹ Localism Act 2011, Section 110.

² Neighbourhood Planning Act Part 1, Section 8

infrastructure priorities that are considered to be of mutual benefit, prepared alongside a suite of 'local delivery plans' to manage delivery within each of the local planning areas.

Work on the JSP will be steered within the governance structure of the Association of South Essex Local Authorities (ASELA) to ensure that it aligns with other strategic priorities. Although the JSP will be prepared on the basis of collaboration through ASELA, formal decisions on the JSP at key stages in its preparation (identified in each local planning authorities' Local Development Scheme) will be taken by the individual local planning authorities which will continue to retain the statutory local planning duty (as set out in the 2004 Planning and Compulsory Purchase Act and the 2017 Neighbourhood Planning Act).

A Statement of Common Ground will be prepared by ASELA, setting out the process and timetable for the plan, what local delivery plans will be needed (and how current local plans will be managed through the transition process), governance and working arrangements, and the key evidence needed to support the plan. Although the focus will be strategic development (housing and economic development) and infrastructure, other strategic priorities may be included where they are required to support delivery of the South Essex 2050 Ambition. The Statement will be reviewed on an ongoing basis and updated as and when needed. This will form key evidence to support the JSP and individual 'Local Development Plans' and should therefore be made available on each of the partner authority's websites.

In preparing the JSP, all ASELA partners agree to:

- Engage constructively, actively and on an on-going basis in relation to strategic planning matters under the Duty to Cooperate;
- Ensure a broad and consistent approach to strategic planning and development issues in the South Essex Area;
- Support better alignment between strategic planning, infrastructure and investment priorities in South Essex;
- Adhere to the governance structure of ASELA and ensure that activities are delivered and actions are taken as required;
- Be accountable for ensuring that the role and responsibilities as agreed in the Statement of Common Ground are adhered to;
- Be open and communicate about concerns, issues and opportunities in respect of collaboration and joint working;
- Act in a timely manner, recognising the time critical nature of consultations, technical projects and plan preparation;
- Adhere to statutory requirements. Comply with applicable laws and standards, data protection and freedom of information requirements;
- Encourage, develop and share best practice in strategic planning matters;
- Ensure adequate resources and staffing are in place to undertake effective collaboration and joint working (resources to be agreed through ASELA).

Area Covered

For the purposes of this MoU the geographic area of South Essex applies to the administrative areas of Basildon Borough, Brentwood Borough, Castle Point Borough, Rochford District, Southend on Sea Borough and Thurrock Borough Councils.

Status

This MoU cannot override the statutory duties and powers of the parties and is not enforceable by law. However, the parties agree to the principles set out in this MoU.

This MoU is not a development plan, nor a legally binding document, but will be used in the consideration of how the South Essex Local Authorities have jointly approached strategic planning issues and legal compliance with the Duty to Cooperate.

This MoU may be supported by other documentation, and other subject specific MoUs, which set out in more detail how the parties will work together to tackle more detailed matters with respect to strategic planning in South Essex.

It is accepted that an individual party or group of parties that are signatories to this MoU may also be signatories to other MoUs between themselves, or with other parties outside South Essex in respect of the Duty to Cooperate.

Key outputs of this MoU are:

- A Joint Strategic Plan setting out strategic spatial and infrastructure priorities across South Essex;
- A Delivery Strategy setting out how the strategic policy framework of the JSP will be delivered, accompanied by a risk assessment and risk management plan;
- A Statement of Common Ground setting out how a JSP will be delivered, what the evidence base is, including identification of various development needs;
- A Joint Strategic Plan Monitoring Report, prepared annually to chart and monitor delivery of the JSP.

Governance, Roles and Responsibilities

Preparation of the Joint Strategic Plan and associated Delivery Strategy will be steered under the governance arrangements of the Association of South Essex Local Authorities. Formal decisions on the plan at key stages (to be set out in individual Local Development Schemes) will be taken by individual Local Planning Authorities on the advice and recommendations of ASELA.

A Members Steering Group will be accountable for the preparation of the JSP, supported by an officer Project Delivery Board. The Steering Group will comprise political representatives from each of the ASELA partners (to be appointed by individual authorities) and the Lead ASELA Member for strategic planning. The officers group will comprise the Heads of Service (or equivalent) from each of the partner authorities, and the ASELA Lead Chief Executive for strategic planning.

‘Task and finish’ groups will be used to develop specific topics to support the JSP, to be identified by the Steering Group, as and when needed.

Terms of Reference for all groups will be established, setting out the roles, responsibilities and administration. These will be agreed by ASELA and reviewed annually to ensure they remain relevant.

Local authorities should ensure that adequate resources are provided in order to undertake the joint work programme as set out in the Statement of Common Ground. Additional resources may be

provided by other relevant bodies, as agreed to undertake specified tasks under the work programme.

Risk Management

The South Essex Authorities are committed to meeting the full nationally set local housing need across the sub-region. This will be managed on a strategic basis with the distribution across the LPAs reflecting the shared spatial strategy and priorities. Although preparation of the JSP will be steered through ASELA, decision-making will remain the responsibility of the individual local authorities. It is recognised that there is risks associated with this therefore a full risk assessment has been prepared and set out in the Statement of Common Ground and will be monitored on a regular basis, with any concerns raised through the JSP governance structures.

Review of the MoU

This MoU is effective from the date it is signed by the Chief Executive and Leaders of all parties. It will be reviewed as and when indicated through the Statement of Common Ground

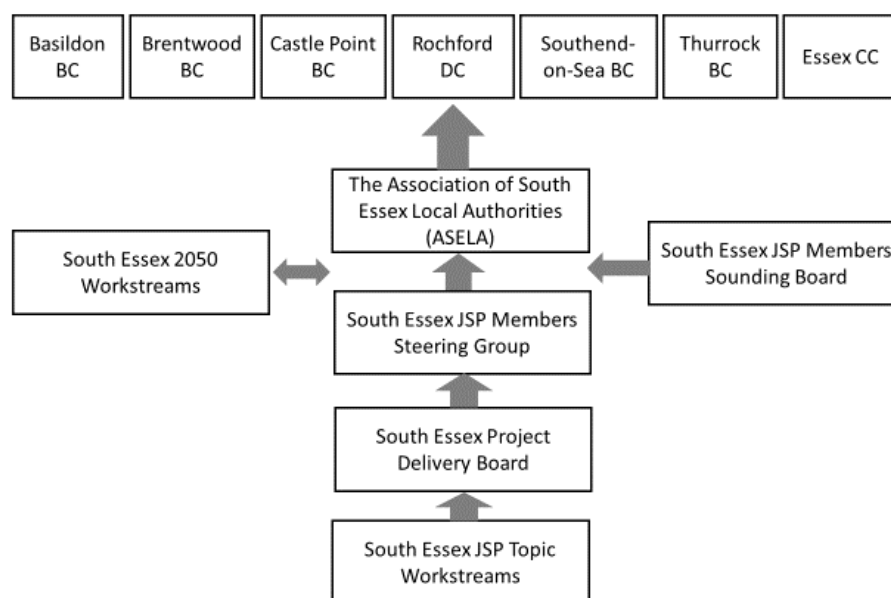
ANNEX 3

SOUTH ESSEX JOINT STRATEGIC PLAN PROJECT DELIVERY BOARD – TERMS OF REFERENCE

March 2018

1. The South Essex Local Planning Authorities (LPAs) of Basildon, Brentwood, Castle Point, Rochford, Southend-on-Sea and Thurrock, together with Essex County Council, are preparing a Joint Strategic Plan (JSP) to support the South Essex 2050 Ambition. The JSP, together with other local development plans, will deliver the spatial strategy and will be delivered alongside a South Essex Local Industrial Strategy and Strategic Infrastructure Framework. The JSP will be steered by a Member Steering Group, reporting to the Association of South Essex Local Authorities (ASELA). Statutory decision-making powers will, however, remain with the individual LPAs who will be asked to make decisions, based on advice from ASELA, at key stages in the plan's preparation.
2. Overall project management for preparation and implementation of the JSP is provided by the Project Delivery Board (PDB), comprising the relevant Heads of Service from each of the partner authorities.

JSP Governance Structure



3. The main functions of the PDB are to:
 - i. act as the interface between the political decision-making and the technical processes, providing advice on the JSP to the Members Steering Group and ASELA, working closely with the ASELA lead Member and Chief Executive;

- ii. ensure that the JSP is aligned with other South Essex 2050 workstreams, particularly in relation to the emerging Local Industrial Strategy, strategic infrastructure priorities and housing and growth proposition;
 - iii. ensure that the JSP is delivered to the agreed timetable, is technically sound (supported by a robust evidence-base) and is legally compliant;
 - iv. manage engagement with external partners, neighbouring authorities and Statutory Consultees on behalf of the Members Steering Group, ensuring that collaboration is positive and proactive, as required by the Duty to Cooperate.
 - v. provide overall project management for the individual JSP topic workstreams, supporting and the role of the JSP Project Manager.
 - vi. manage the JSP budget on behalf of the Members Steering Group, ensuring that it is used effectively and efficiently to support the plan's preparation and its supporting evidence base.
 - vii. Manage the risks of preparing and implementing the JSP, highlighting any potential problems to ASELA as soon as practically possible.
4. The PDB meets every two weeks in between ASELA meetings. Dates will be set at least six months in advance and aligned to the JSP timetable and work programme.
5. The Terms of Reference will be reviewed on an annual basis (every March).

ANNEX 4

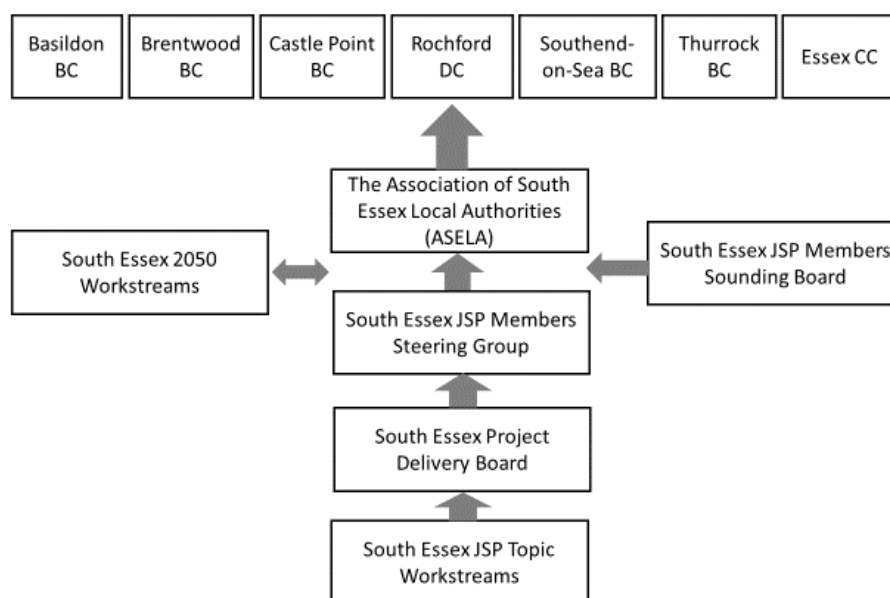
SOUTH ESSEX JOINT STRATEGIC PLAN

MEMBERS STEERING GROUP – TERMS OF REFERENCE

March 2018

1. The South Essex Local Planning Authorities (LPAs) of Basildon, Brentwood, Castle Point, Rochford, Southend-on-Sea and Thurrock, together with Essex County Council, are preparing a Joint Strategic Plan (JSP) to support the South Essex 2050 Ambition (SE2050). The JSP, together with other local Development Plan Documents (DPDs), will deliver the spatial priorities and will be delivered alongside a South Essex Local Industrial Strategy and Strategic Infrastructure Framework.
2. The Association of South Essex Local Authorities (ASELA) will be accountable for the JSP alongside the other SE2050 workstreams. Statutory decision-making powers will, however, remain with the individual LPAs who will be asked to make decisions, based on advice from ASELA, at key stages in the plan's preparation.
3. The Members Steering Group will be responsible for the preparation of the JSP on behalf of ASELA, supported by an officer Project Delivery Board (PDB), comprising the relevant Heads of Service from each of the partner authorities.

JSP Governance Structure



Purpose of the JSP Member Steering Group

- To ensure a coherent and collaborative approach is undertaken for sub-regional planning matters across South Essex through the preparation of a statutory Joint Strategic Plan.
- To ensure that the Joint Strategic Plan is aligned to the long term priorities shared by all authorities and set out in the South Essex 2050 Ambition.

- To advise ASELA on the Joint Strategic Plan, ensuring that there is consensus amongst the partner authorities at each of the key stages in its preparation.
- To steer work on the Joint Strategic Plan through the Project Delivery Board, ensuring that the plan's spatial strategy is robust and deliverable.
- To be accountable for the overall work programme and budget for the Joint Strategic Plan, ensuring that any significant issues are highlighted to ASELA as soon as practically possible.
- To engage with the Mayor of London and adjoining local authorities and their partnerships on strategic planning matters ensuring that the legal requirements of the Duty to Cooperate are met.

Membership

The group will consist of a Member from each one of the ASELA partner authorities. The individual local authority member representation to the group shall be determined by that local authority.

Each authority should nominate substitutes should the main representative not be able to attend a meeting.

The Local Authority partners are:

Basildon Borough Council
 Brentwood Borough Council
 Castle Point Borough Council
 Rochford District Council
 Southend on Sea Borough Council
 Thurrock Borough Council
 Essex County Council

The chair of the Member Steering Group will be the ASELA lead member for the South Essex 2050 spatial strategy workstream.

The Members Steering Group will meet monthly with dates coordinated with the ASELA and Project Delivery Board meetings. Dates will be set at least six months in advance and aligned to the JSP timetable and work programme.

The Terms of Reference will be reviewed on an annual basis (every March).

ANNEX 5 – Current Local Plan Timetable (as at June 2018)

BASILDON

Q2 2018 - Regulation 19 Publication

Q3 2018 - Submission

Q2 2019 - Adoption

BRENTWOOD

Q3 2018 – Regulation 19 Publication

Q4 2018 – Submission

Q2 2019 - Adoption

CASTLE POINT (subject to change depending on outcome of Government Intervention)

July 2018 – Regulation 18 Consultation

January 2019 – Regulation 19 Publication

April 2019 – Submission

Autumn 2019 - Adoption

ROCHFORD

Winter 2019/Spring 2020 – Regulation 19 Publication

Summer 2020 – Submission

Spring/Summer 2021 - Adoption

SOUTHEND

Autumn/Winter 2020 – Regulation 19 Publication

Spring 2021 – Submission

No date for proposed adoption but LDS 2018 states that “As an approximation, the period from submission to adoption may range from 6 to 9 months dependent on the content and scope of the plan, issues arising during examination and scheduling of meetings.”

THURROCK

July 2018 – Regulation 18 Consultation

July 2019 – Regulation 19 Publication

Late 2020/early 2021 – Adoption

Annex 6: Joint Strategic Plan Risk Assessment

Risk Identified	Risk Management
<p>1. Unable to meet JSP timetable (e.g. due to protracted decision-making process, technical delays due to procurement of evidence, staff resources, Planning Inspectorate unable to meet timetable)</p>	<ul style="list-style-type: none"> • Project Delivery Board to monitor progress against ‘key milestones’ and work programme, highlighting any risks at an early stage to ASELA and agree how this is to be managed – actions will depend on issue e.g. resources • ASELA to agree a standardised approach to decision-making, with each partner authority working with their committee services to provide a streamlined approach at key stages and ensure that this does not add unnecessary time to the process. Delegated authority to ASELA for some stages to be explored • Procurement processes to be agreed by ASELA to ensure JSP work is treated as a priority and procurement facilitates timely commissioning and appointment of consultancy support. This should allow for a bespoke tendering and procurement approach and commitment to fund agreed technical programme to expedite procurement process. This should also address particular constraints that may arise as a result of OJEU considerations and thresholds. • Development of evidence base will be focused on strategic priorities with any potential ‘mission creep’ flagged by project manager as soon as possible. • Evidence base and external support considered at ‘pre-commencement’ stage with project management/intelligent client function, budget and timescales secured. • A full audit of existing resources and capacity to be undertaken by ASELA at the JSP commencement stage. • Where lack of capacity and/ or conflicts of interest within the private sector arise, alternative options should be considered at an early stage in the plan preparation process e.g. internal training and development to fill any potential gaps, or different consultants procured to deliver components of larger projects where a single provider cannot be secured. • Early discussion with Planning Inspectorate to ensure timetable for Examination can be met – Government to promote SE JSP as a priority if necessary.

2. Government intervention destabilises JSP process	<ul style="list-style-type: none"> • Early engagement with Government Ministers and senior Civil Servants to explore options around intervention mechanisms, highlighting risks to JSP progress. • Agree key milestones with MHCLG with regular updates from ASELA. • ASELA to support LPAs 'at risk' to meet published plan timetables • All South Essex Local Development Schemes (LDS) to be updated to reflect the new joint planning arrangements by July 2018 and kept up to date as plans are progressed.
3. One or more partner local plans are found unsound with regards to the strategic matters and/ or fail to comply with the Duty to Cooperate.	<ul style="list-style-type: none"> • Any issues that risk the overall approach to the shared 2050 ambition or imply that there is not agreement on the JSP spatial strategy or key strategic matters will be highlighted to ASELA as soon as it becomes apparent to allow for the matters to be resolved at a South Essex level
4. Thames Estuary Commission undermines SE2050 Ambition and spatial strategy of JSP	<ul style="list-style-type: none"> • Early and ongoing engagement between ASELA and Thames Estuary Commission to ensure alignment of growth ambitions on delivery strategy • Early and ongoing engagement with relevant Government Ministers and senior Civil Servants to ensure they fully understand SE2050 Ambition and role of LAs in delivering this and secure a Housing Deal.
5. Key place shaping infrastructure is not delivered in order to facilitate strategic growth options	<ul style="list-style-type: none"> • ASELA provides support in the engagement with strategic infrastructure providers and Government as part of the SE2050 implementation process and development of the JSP to ensure that their priorities reflect the strategic infrastructure priorities of the South Essex Authorities and facilitate delivery of the • ASELA to support Thurrock and ECC in its negotiations with Highways England, the National Infrastructure Commission and Government specifically in relation to the Lower Thames Crossing to ensure that the final agreed route facilitates delivery of the SE2050 Ambition and the spatial strategy of the JSP.
6. Change in Government which changes to national policy/legislation and/or change in national funding priorities	<ul style="list-style-type: none"> • Robust SE2050 Ambition developed with risk management built in to delivery plan(s) to ensure contingency funding and approach to deliver same outcome. • Robust evidence-base to justify overall approach even if not in conformity with new national policy • Procure legal advisers to assess and highlight potential risks at early stage and ensure

	<p>contingency approach with secures same overall outcome.</p> <ul style="list-style-type: none"> • work with MHCLG, PAS and PINs to ensure ongoing conformity with national policy and legislation.
7. Partners unable to agree JSP at key stages (e.g. due to change in political leadership, lack of political consensus on key policy direction, competing priorities)	<ul style="list-style-type: none"> • ASELA ensure new leadership fully informed of JSP process and SE2050 Ambition • ASELA/Planning MoU to ensure agreement to JSP • Members Sounding Board established to ensure cross-party involvement and ownership in JSP • Communications strategy prepared to ensure ongoing briefings and opportunities to engage in JSP preparation are provided for all Members of partner authorities • Continuity in JSP member Steering Group throughout preparation process ASELA/Planning MoU to ensure agreement to JSP
8. Resources and skills	<ul style="list-style-type: none"> • ASELA to set a realistic budget for JSP preparation, taking into account all potential internal and external sources of funding (including Planning Delivery Fund, potential funding from growth deal to support capacity) • Secure project management support during pre-commencement stage • Focus on key policy areas and evidence needed to support this (i.e. keep to agreed scope) • Agree training and development programme to fill gaps and upskill existing officers to reduce need to procure externally • Work on 'South Essex' basis, ensuring making the more effective and efficient use of all resources and skills across all seven partner authorities
9. External stakeholders undermine SE2050 Ambition/ JSP Spatial strategy	<ul style="list-style-type: none"> • Establish a stakeholder sounding board to ensure ongoing commitment / support from strategic stakeholders • Prepare a robust framework to ensure compliance with the Duty to Cooperate and engagement with Statutory Consultees • Prepare a Statement of Community Involvement at the start of the formal JSP preparation process (June 2018) and agree with stakeholder sounding board. • Agree an approach with Government to support emerging SE2050 ambitions whilst JSP is prepared and reduce the risks of stakeholders undermining delivery e.g. deviation for

	national policy on 5YLS requirements / Housing Delivery Test to reduce risks of speculative planning applications, alignment of approach by government bodies (e.g. Homes England, Highways England, Environment Agency).
10.Evidence base highlights significant challenges in delivering the JSP Spatial Strategy and SE2050 Ambitions	<ul style="list-style-type: none"> • Identify potential challenges in JSP Delivery Plan (e.g. infrastructure funding) and agree risk management plan for addressing • Consider contingency approach which will still deliver same outcome.
11.Public consultation attracts opposition and seeks to undermine SE2050 Ambition/ JSP Spatial strategy	<ul style="list-style-type: none"> • Communications strategy prepared to ensure ongoing briefings and opportunities to engage in JSP preparation are explained for all partner authorities • Case for change articulated by highlighting benefits of growth and investment in infrastructure

27 June 2018

Ordinary Council

Notices of Motion

Report of: Philip Ruck – Chief Executive

Wards Affected: All

This report is: Public

1. Executive Summary

1.1 Six Notices of Motion have been submitted in accordance with Rule 3 in Part 4.1 of the Constitution - Council Procedure Rules and are listed in order of the date received.

1.2 Cllr Barrett submitted the following Notice of Motion:

Formalising a process for future consideration of Honorary Roles within the Borough of Brentwood

This Council notes:

- 1. The titles of 'Honorary Alderwomen' or 'Honorary Aldermen' are as the names suggest honorary and are conferred in recognition of eminent past services to the Council.*
- 2. The Council also can recognise distinguished service to the Borough through admission to the honorary title of 'Honorary Freewoman' or 'Honorary Freeman' of the Borough.*
- 3. These titles hold no formal authority but are one of the highest honours that the Council can bestow.*
- 4. To be eligible for the honorary title of Honorary Alderwoman or Honorary Alderman, the person nominated must be a former councillor of this Council and not be currently a member of the Council. They must be resident within the Borough.*
- 5. Freeman and freewomen of the Borough are awarded to individuals who provide exceptional service to the Borough and are a resident of it.*
- 6. Unlike for Civic Awards there is no formal process for consideration of these Honorary positions.*

This Council believes:

- 1. It is appropriate to regularly reflect on the service of past members, in an open, non-partisan and fair way.*
- 2. It is further appropriate for a non-partisan method to consider the additional honorary positions and practical that this is done simultaneously.*

Therefore this Council resolves that:

- 1. A small panel be formed to consider the nominations received for Honorary Roles, similar style of Civic Awards Panel with an appropriate Chair and Vice-Chair appointed crossparty by the Mayor to see through the process. The Panel would put forward recommendations of the honours to be awarded to the Mayor ahead of each Annual Council if individual/s are agreed. Presentation of these honours will be undertaken as one of the last duties of the outgoing Mayor at Annual Council.*
- 2. Nominations for consideration should be sought from members by the end of October for each year.*
- 3. Given the requirement for a two thirds majority for assent at Full Council, the Terms of Reference for this panel should include reference to the importance of having near unanimous consent.*

1.3 Cllr Chilvers submitted the following Notice of Motion:

'Blue Badge parking spaces are an invaluable lifeline for people with disabilities to enable them to access goods, services and help them to lead an independent life as they should be entitled to.

However, inconsiderate motorists frequently block blue badge parking spaces and, what's worse, enforcement has been lacking.

This is unacceptable and can not be allowed to continue. It is unfair on our mobility challenged residents.

Therefore, Brentwood Borough Council call upon SEPP to operate a zero tolerance approach to non-blue badge holders parking in blue badge spaces in our borough and to impose and enforce the rules'.

1.4 Cllr Mrs Davies submitted the following Notice of Motion:

'This council resolves to formulate a local planning criteria that better suits Brentwood's needs, in particular in relation to houses of multiple occupancy. National guidance currently allows house extensions that are subsequently converted to houses of multiple occupancy without adequate parking provision. This results in unacceptable levels of on-street parking, creating congestion that is detrimental to residential areas'.

1.5 Cllr Aspinell submitted the following Notice of Motion:

'The Council resolves to direct officers to investigate the viability of taking back from the Environment Agency appropriate responsibilities for planning and enforcement of drainage and sewerage requirements'.

1.6 Cllr Barrett submitted the following Notice of Motion:

Brown Badge Scheme (Elderly Parking Permits) for Brentwood

This Council Notes:

- 1. First introduced in the London Borough of Hillingdon in 2008, the Brown Badge Scheme (Elderly Parking Permits) offers drivers aged over 65 access use of dedicated parking spaces in council owned car parks, in some privately operated car parks and some limited on-street parking.*
- 2. This does not offer free parking, with charges still applying, but instead recognises the needs of the elderly who are not eligible for a blue badge with dedicated spaces in appropriate places. It can be used whether the individual is the driver or a passenger but must be displayed.*
- 3. This scheme has been taken up by other London Boroughs such as Enfield where the age limit is for those aged over 70.*

This Council believes that:

- 1. Given the Borough of Brentwood's high proportion of older residents, such a scheme merits investigation and, if proved feasible, implementation within a reasonable time period.*

Therefore this council resolves:

- 1. That officers investigate the feasibility of such a scheme and make recommendations to the Environment & Enforcement Committee to consider whether such a scheme would be effective and benefit the residents of Brentwood.*
- 2. This recommendation should include any required scope in terms of spaces offered and a framework for positioning of spaces, alongside any costs for the scheme – both for the elderly residents and the Council.*
- 3. Any agreed recommendation from the Environment & Enforcement Committee to be implemented or forwarded to the appropriate Committee for further recommendation, debate and appropriate implementation.*

1.7 Cllr Aspinell submitted the following notice of motion:

'This Council resolves to insist that Essex County Council replace all damaged railings and footpaths located at the junction of the Ingrave and Ongar A128 Roads with the High Street, known locally as Wilsons Corner. This major junction is a gateway to Brentwood High Street and the continuing failure of Essex County Council to maintain their infrastructure to a level which is not only aesthetically pleasing, but also safe for pedestrians and road users, is essential'.

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