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SUPPLEMENT 1

Dear Councillor

ORDINARY COUNCIL - TUESDAY, 8TH OCTOBER, 2019

I am now able to enclose, for consideration on Tuesday, 8th October, 2019 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 - 26 June 2019</u> (Pages 3 - 36) |
| 5. | <u>Minutes of Extraordinary Council meeting - 30 July 2019</u> (Pages 37 - 42) |
| 10. | <u>Review of Polling Districts and Polling Places</u> (Pages 43 - 66) |
| 11. | <u>Lloyds Set Off Agreement</u> (Pages 67 - 70) |
| 12. | <u>Extension of Loan Facility to Seven Arches Investments Limited</u> (Pages 71 - 78) |
| 13. | <u>Notices of Motion</u> (Pages 79 - 82) |

Yours sincerely

A handwritten signature in black ink, consisting of a stylized first name followed by a long horizontal line.

Interim Chief Executive

Encs

26/09/19



Minutes

Ordinary Council
Wednesday, 26th June, 2019

Attendance

Cllr Parker (Mayor)	Cllr Kendall
Cllr Aspinell	Cllr Kerlake
Cllr Dr Barrett	Cllr Lewis
Cllr Bridge	Cllr McCheyne
Cllr Chilvers	Cllr McLaren
Cllr Clarke	Cllr Mrs McKinlay
Cllr J Cloke	Cllr Mynott
Cllr S Cloke	Cllr Naylor
Cllr Mrs Davies	Cllr Nolan
Cllr Mrs Fulcher	Cllr Mrs Pearson
Cllr Fryd	Cllr Poppy
Cllr Haigh	Cllr Mrs Pound
Cllr Hirst	Cllr Reed
Cllr Mrs Hones	Cllr Tanner
Cllr Hossack	Cllr Tierney
Cllr Jakobsson	Cllr Tumbridge
Cllr Keeble	

Apologies

Cllr Ms Sanders (Deputy Mayor)	Cllr Laplain
Cllr Barrett	Cllr Morrissey

Officers Present

Phoebe Barnes	-	Interim Financial Controller
Greg Campbell	-	Director of Operations
Philip Drane	-	Director of Strategic Planning
Paula Harvey	-	Corporate Governance Solicitor & Deputy Monitoring Officer
Chris Leslie	-	Executive Director of Commercial Services
Claire Mayhew	-	Corporate and Democratic Services Manager
Jean Sharp	-	Governance and Member Support Officer
Lorne Spicer	-	Business Development and PR Manager
Steve Summers	-	Interim Chief Executive
Jacqueline Mellaerts	Van -	Director of Corporate Resources

70. Apologies for Absence

Apologies were received from Cllrs Gareth Barrett, Laplain, Morrissey and Miss Sanders (Deputy Mayor). In Cllr Miss Sanders' absence Cllr Mrs Pound took her place to assist the Mayor in noting which Members' wished to speak.

71. Declarations of Interest

No declarations of interest were declared at this stage of the meeting.

72. Mayors Announcements

The Mayor advised Members of the engagements he had undertaken and invited nominations for Aldermen and Alderwomen and Freemen and Freewomen which needed to be made before the end of October.

73. Minutes of the 5.12.18 Ordinary Council meeting

The minutes of the 5.12.18 Ordinary Council meeting were APPROVED as a true record.

74. Minutes of the 27.2.19 Ordinary Council meeting

The minutes of the 27.2.19 Ordinary Council (Budget) meeting were APPROVED as a true record.

75. Minutes of the 15.5.19 Annual Council meeting

The minutes of the Annual Council meeting held on 15.5.19 were APPROVED as a true record.

76. Public Questions

Mrs Gearon-Simm put the following questions to the Leader of the Council:

The world's leading scientists have produced 1,800 pages of detailed evidence that our wholesale destruction of the biosphere threatens humanity just as much as climate change.

The time has surely come for politicians to act urgently to take non-partisan, bold courageous action to back transformative economic and social change in pursuit of the public good.

Will Brentwood Borough Council join more than 100 other councils across the country to declare a climate emergency?

Will councillors pledge that Brentwood will be carbon-neutral within 11 years?

Cllr Hossack thanked Mrs Gearon-Simm for her continued enthusiastic participation and keen interest in local democracy.

He advised that as the government had already declared a national emergency in relation to climate change he preferred to focus on practical steps that could be taken by the Council to tackle the climate issue.

A report was to be considered at the 10 July 2019 Policy, Resources and Economic Development Committee to directly deal with some green issues. Cllrs Hossack and Tumbridge (Chair of PRED Committee) had discussed promoting Brentwood as a pioneering town which encouraged specifically green technology companies to come and use innovative technology, electric charging points, etc and set the tone for the Borough.

Electric vehicles were already being used within the Council's fleet and there were electric charging points at the Depot. Electric charging points were also being installed at the renovated Town Hall.

Cllr Hossack had discussed with the Vice-chair of Planning and Licensing Committee a proposal of including in Planning Policy the requirement that all developments were built to Standard A of the EPC Certificate rating.

Cllr Hossack advised he could not pledge that Brentwood would be carbon neutral within 11 years as this may not be deliverable. However, he proposed a partnership between the Council and townsfolk that being mindful of the types of cars driven and energy used in homes and businesses Brentwood would move towards the carbon neutral target and pledged that the Council would take this message to residents and business owners.

77. Memorials or Petitions

No memorials or petitions were presented.

78. Committee Chairs Reports and Members Questions

Committee chairs reports were provided for Members' information and four written questions had been received, as follows:

Cllr Chilvers put a question to the Chair of Environment, Enforcement and Housing, Cllr Hossack.

When attending committee meetings, non-committee members customarily - although not constitutionally - feel compelled to use the phrase: "Thank you chair for allowing me to speak even though I am not a member of your committee". This conduct is antiquated and brings nothing to the debating chamber apart from adding time and making us appear outdated as an organisation. A simple "Thank You Chair" would surely suffice? Given it is now 2019, will the leader agree to dispense with this allowing the focus to be

discussing the items on the agenda for our residents' benefit and modernising Brentwood council?

Cllr Hossack advised that he would not dispense with the use of the customary phrase which he considered served a practical purpose as well as being polite and traditional: whereas at full council meetings all Members were able to speak and vote, using the phrase enabled the public to differentiate between voting and non-voting Members at Committee meetings. He believed ceasing to use the phrase would be an erosion in standards and took the opportunity of referring to an erosion in the traditional standards of some Members' dress in the Chamber as neck ties and jackets were not being worn as was expected of Councillors.

Cllr Aspinell put a question to the Chair of Policy, Resources and Economic Development Committee, Cllr Tumbridge:

Would the Chair of Policy, Resources and Economic Development Committee support a proposal that the Council undertakes a planning seminar to discuss the effects on the Borough of recent changes by the Government to planning policy and guidelines. The aim of the seminar would be to discuss all aspects of the changes, its effects and how we locally could introduce conditions to protect our existing residents from the new development pressures.

Cllr Tumbridge advised that he welcomed questions from Members relating to serious issues such as planning. He believed that discussion on planning matters fell to the Planning and Licensing Committee rather than under the auspices of Policy, Resources and Economic Development Committee. However, at the 10 July 2019 PRED Committee meeting, one of the agenda items would be the programme of Members' training, opportunities for which Cllr Tumbridge was a great advocate and supporter. He hoped that the proposed elements of planning training currently being planned would address the kind of content that Cllr Aspinell hoped to discuss.

Cllr Tim Barrett put a question to the Chair of Policy, Resources and Economic Development Committee, Cllr Tumbridge:

Can the timetable for progression of the Local Development Plan (LDP) from this meeting to formal adoption be outlined and confirmed?

Cllr Tumbridge said that part of the question could be answered definitively in that the Senior Planning Officer was bringing a paper to the 10 July 2019 PRED meeting to outline the stage the Council had reached in the LDP process and how it would progress.

An engagement had to take place with the National Planning Inspectorate but when the inspector responded and dealt with the LDP was outside the Council's control but it was anticipated that this would lead to the resolution of

the LDP process in 2020. No more detail could be given at this stage as everything depended on the inspector.

The paper provided for the 10 July PRED Committee meeting would supply all the available detail and Members would elicit any further information from officers at the meeting.

Cllr Tim Barrett put a second question to the Chair of Policy, Resources and Economic Development Committee, Cllr Tumbridge:

Does the Chair see any potential perception of a conflict of interest for the dual roles of Chair of the Constitution Working Group and Chair of the Policy Resources & Economic Development Committee - as one committee leads on setting the rules and framework from which the other committee uses them to set policy - to use a sporting analogy; are they both referee and manager?

Cllr Hossack questioned whether it was appropriate for Cllr Tumbridge to respond as the question related to his possible conflict of interests.

However, Cllr Tumbridge responded as follows:

He was afraid that the question was based on false premise as the Constitution Working Group was a group and not a committee and reported to Full Council only which controlled and ruled the constitution and the rules of Council meetings.

CWG existed within the framework of the constitution to give a mechanism so that cross-party Members could work with the monitoring officer and other appropriate officers to address different aspects of the constitution and bring forward recommendations to Full Council which made the rules.

There was no conflict whatsoever as CWG was a group and not a committee and had no decision-making powers.

Further questions were put to Chairs and responses received.

79. Terms of Reference

Members were reminded that at Annual Council on 15 May 2019, the terms of reference for each committee for the municipal year 2019/2020 were approved.

Part 3.1 of the Constitution listed the powers and duties of the Committees appointed by Annual Council for 2019/2020 which were subject to amendment by the individual committees throughout the year with Council's approval.

The proposed Terms of Reference for Ordinary Council were appended to the report for Members' information.

Cllr Hossack **MOVED** and Cllr Mrs Hones **SECONDED** the recommendations in the report, slightly amended from 'Chief Operating Officer' to 'Chief Executive Officer' and following a discussion a vote was taken on a show of hands and it was

RESOLVED UNANIMOUSLY

1. That the Committee notes the Terms of Reference (Appendix A to the report) of the Ordinary Council.
2. That any amendments addressed by the Committee are reported to Chief Executive Officer/Corporate and Democratic Services Manager and a report to be taken to appropriate Ordinary Council Meeting for approval.

Reason 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.

80. Council Representation on Outside Organisations

Members were advised that following a change to the Council's Constitution in January 2017 Council representatives were now appointed to a number of outside organisations by Ordinary Council. Many of the outside organisations supported and advanced the broad objectives of the Authority. Representations came 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 be appointed.

Cllr Hossack advised that all Group Leaders had had input into the proposed list of nominations and **MOVED** and Cllr Mrs Hones **SECONDED** the recommendations in the report.

Following a discussion a vote was taken on a show of hands and it was

RESOLVED UNANIMOUSLY

1. That the list of outside bodies and nominated representatives/point of contact for 2019/20 shown in Appendix A be approved.

(For clarity Appendix A is appended to these minutes)

2. A review of the Outside Organisations to be undertaken yearly and reported back to Ordinary Council at the start of the municipal year.

81. Notices of Motion

Eight Notices of Motion had been received.

1. Cllr Aspinell **MOVED** and Cllr Clarke **SECONDED** the following Motion:

'This Council resolves to investigate the possibility of installing electric charging stations for electric powered vehicles at various strategic positions within the Borough. We would suggest the ideal sites for these could be the major junctions with the M25 (A12 / A127). Such charging stations would be powered by green energy, i.e., windmill, solar panel or heat source. We believe this would generate much needed revenue to the Council and be a major contributor to reducing carbon emissions. Obviously, these stations would not be the only provision of charging within the borough but they would provide facilities for vehicles travelling through the road network. As technology advances towards 2030, where the Government had decided only electric vehicles will be permitted on our roads, it may not be just charging points required, but a facility to exchange fully charged units.'

The Leader, Cllr Hossack, proposed an **AMENDMENT** whereby a section of wording was omitted and Cllr Aspinell **ACCEPTED** the proposed **AMENDMENT**.

Following a discussion a vote was taken on a show of hands and it was

RESOLVED UNANIMOUSLY:

'This Council resolves to investigate the possibility of installing electric charging stations for electric powered vehicles at various strategic positions within the Borough. As technology advances towards 2030, where the Government had decided only electric vehicles will be permitted on our roads, it may not be just charging points required, but a facility to exchange fully charged units.'

2. Cllr Fryd **MOVED** and Cllr Aspinell **SECONDED** the following Motion:

This Council resolves to remove the Authority's preferred site of 75 houses in Priests Lane from our submission of our Local Development Plan and allocate this number of dwellings to an alternative site within the borough such as the Dunton Hills development. The Priests Lane site would then be changed to a Conservation and wildlife area. The benefit of this status would aid the

*reduction of carbon ~~dioxide~~ **monoxide** emissions from an already over polluted and heavily traffic congested area.*

Following a discussion a recorded vote was requested in accordance with the Constitution and Members voted as follows:

FOR: Cllrs Aspinell, Dr Barrett, Chilvers, Clarke, Sarah Cloke, Mrs Davies, Mrs Fulcher, Fryd, Haigh, Keeble, Kendall, Lewis, Naylor and Mynott (14)

AGAINST: Cllrs Bridge, Jon Cloke, Hirst, Mrs Hones, Hossack, Jakobsson, Kerlake, McCheyne, McLaren, Mrs McKinlay, Nolan, Parker, Mrs Pearson, Poppy, Mrs Pound, Reed, Tanner, Mrs Tierney and Tumbridge (19)

ABSTAIN (0)

The **MOTION** was **LOST**.

3. Cllr Mrs Fulcher **MOVED** and Cllr Haigh **SECONDED** the following Notice of Motion:

This Council resolves to commission a report from a suitably qualified organisation to carry out a study of HGV journeys to and from local businesses and to explore what beneficial changes could be made to improve weight restriction enforcement and to report on the environmental and commercial benefits from any potential changes.

Following a discussion a vote was taken on a vote of hands and the **MOTION** was **LOST**.

Cllr Fulcher declared a non-pecuniary interest by virtue of being a member of the Local Highways Panel.

4. Cllr Mynott **MOVED** and Cllr Naylor **SECONDED** the following Motion:

In 19th December 2017 Lichfields, the Brentwood Council consultants who had produced the Economic Futures Study in support of the Local Plan, advised the council to consider gaining an Article 4 direction "to stop the conversion of offices to residential uses through permitted development rights". The clear object of this advice was to prevent the worrying erosion of town centre unemployment uses.

LGA analysis also shows that "councils have potentially missed out on more than 10,500 desperately needed affordable homes in the past three years as a result of government rules allowing developers to bypass the planning system". Office conversions which do not go through the planning system include "no affordable housing or supporting investment in infrastructure such as roads, schools and health services". The LGA are campaigning for councils to be given back control over office conversions "to ensure they are good quality and help build prosperous places.

The council resolves to consult on the introduction of an Article 4 restriction on office conversion in an area to be confirmed but probably including Brentwood North, West South and Warley wards.

Cllr Hossack proposed an **AMENDMENT**, changing the wording of the final paragraph of the Motion which Cllr Mynott **ACCEPTED**.

Following a discussion a vote was taken on a show of hands and it

RESOLVED UNANIMOUSLY

In 19th December 2017 Lichfields, the Brentwood Council consultants who had produced the Economic Futures Study in support of the Local Plan, advised the council to consider gaining an Article 4 direction "to stop the conversion of offices to residential uses through permitted development rights". The clear object of this advice was to prevent the worrying erosion of town centre unemployment uses.

LGA analysis also shows that "councils have potentially missed out on more than 10,500 desperately needed affordable homes in the past three years as a result of government rules allowing developers to bypass the planning system". Office conversions which do not go through the planning system include "no affordable housing or supporting investment in infrastructure such as roads, schools and health services". The LGA are campaigning for councils to be given back control over office conversions "to ensure they are good quality and help build prosperous places.

The Council resolves to seek legal advice on the process of introducing an Article 4 restriction on office conversion on an area to be confirmed.

At this point the Mayor proposed a variation in the order of the agenda – see Minute 82.

5. Cllr Dr Barrett **MOVED** and Cllr Keeble **SECONDED** the following Motion:

Brentwood Plastic-free Pledge

1) Single-use plastics, or disposable plastics, are used only once before they are thrown away or recycled. These items are things like plastic bags, straws, coffee stirrers, soda and water bottles and most food packaging.

2) The Local Government Association estimates that only a third of single use plastic can be recycled with the rest sent to landfill.

3) The Council has been committed to a sustained programme of reducing waste for a number of years through service developments,

raising awareness and encouraging householders to reduce, reuse and recycle.

4) The work by the local volunteers to establish Refill Brentwood as a method of creating a community and business model to reduce the amount of single-use plastic bottles in our community.

5) The government has proposed to ban the use of certain single-use plastic, although there is no confirmed legislative date for these to become law.

This Council believes that:

1) What seem like small measures can have an impact through setting a clear example and encourages residents and local businesses to follow in minimising their use of single-use plastic.

2) The ongoing climate and environmental crisis caused by the growth in single-use plastics must be addressed by all practical means.

Therefore this Council resolves that:

1) A plan is presented to the Housing, Environment and Enforcement Committee outlining a programme to ensure all the council's buildings avoid using single-use plastic by the end of 2020 or as soon as contracts allow, and all events organised by the Council or on Council land will be required to show how single-use plastic will be eliminated, replaced by alternatives, or reduced to an absolute minimum.

2) As a starting point this will include phasing out of all sale and use of single use plastic bottles, plastic cups, cutlery, stirrers and drinking straws in council owned and managed buildings as soon as practically possible, with a report to the appropriate committee and a press release to confirm this announcement.

3) That through the Council's representatives on the Brentwood Business Partnership a proposal for a 'Plastic Free Pledge' for Brentwood be developed to further develop this proposal in the community.

Cllr Hossack proposed an **AMENDMENT**, removing a paragraph from the proposed resolution which was **ACCEPTED** and following a discussion it was

RESOLVED UNANIMOUSLY that

1) A plan is presented to the Housing, Environment and Enforcement Committee outlining a programme to ensure all the council's buildings avoid using single-use plastic by the end of 2020 or as soon as contracts allow, and all events organised by the Council or on Council land will be required to show how single-use plastic will be eliminated, replaced by alternatives, or reduced to an absolute minimum.

2) That through the Council's representatives on the Brentwood Business Partnership a proposal for a 'Plastic Free Pledge' for Brentwood be developed to further develop this proposal in the community.

6. Cllr Hossack **MOVED** and Cllr Mrs Hones **SECONDED** the following Motion:

This council recognises the serious problem across Essex of several thousand empty homes. We call upon all Essex Councils to establish a collaborative working approach to tackle the problem Countywide.

Following a discussion a vote was taken on a show of hands and the **MOTION** was **CARRIED UNANIMOUSLY**.

7. Cllr Clarke **MOVED** and Cllr Chilvers **SECONDED** the following Motion:

This Council resolves to review access for day time and night time car parking within the town centre.

Struggling shops in Brentwood are further impeded by parking restrictions and fees for their customers, whilst night time outlets benefit from less stringent fees as well as lack of enforcement of these with cars parked freely along double yellow lines and pavements.

Following a brief discussion a vote was taken on a show of hands and the **MOTION** was **LOST**.

8. Cllr Tumbridge **MOVED** and Cllr Hossack **SECONDED** the following Motion:

"The council hereby revokes the changes made unilaterally to its constitution by the Monitoring Officer in January 2017, save for the amendment relating to Chapter 5, Part 2, Registration of Interests and the Members' Planning Code of Good Practice".

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

82. Variation in the Order of the Agenda

During the previous item, Notices of Motion, following debate on Motion 4, given the time constraints on the meeting the Mayor proposed and Members agreed to a variation in the order of the agenda so that full consideration could be given to Urgent Business.

83. Urgent Business - Senior Management Structure – Appointment of Statutory Officers

The report before Members had been circulated as a confidential item but it was subsequently decided that it was appropriate that the matters under consideration be discussed in open session.

Members were advised that the Staff Appointments Committee met on the 20 June 2019 to discuss the senior Management Structure and the Appointments of Statutory Officers.

A proposed senior officer structure had been approved by Policy, Projects and Resources Committee on 5th February 2019. Following an internal recruitment process for the vacant position of Director of Corporate Resources it was recommended by Staff Appointments Committee that Jacqueline Van Mellaerts be appointed to the role.

Since the Annual Council meeting had taken place it had been agreed that the current Chief Executive, Philip Ruck, would leave the Council due to retirement, his termination date having been 20 June 2019.

The Senior Management structure had since been reviewed and a revised management structure was attached to the report as Appendix A.

As the Chief Executive position was vacant, the Leader wished to proceed with recruitment for a full time position which would include the roles of Head of Paid Service, Returning Officer and Director of Seven Arches Investment Limited (SAIL). The recruitment process would be carried out in accordance with statutory requirements for the recruitment of the Head of Paid Service.

Pending the recruitment of a Chief Executive, it was recommended by the Staff Appointments Committee that Steve Summers be appointed as Interim Chief Executive which role would include the statutory position of Head of Paid Services and Returning Officer and he would receive an acting up allowance.

Members noted that a new post of Director of Housing and Enforcement had been included in the revised management structure shown in Appendix A. The appointment of this post was subject to job evaluation and recruitment process as a secondment opportunity for 6 months.

Cllr Hossack **MOVED** and Cllr Aspinell **SECONDED** the recommendations in the report.

During the ensuing discussion, Cllr Bridge **MOVED** and Cllr Tim Barrett **SECONDED** that Members should Move to the Vote. A vote was taken on a show of hands and it was **RESOLVED ACCORDINGLY**.

A vote was taken on a show of hands and it was

RESOLVED UNANIMOUSLY that

Following recommendation from Staff Appointments Committee:

- 1. The Council approves the appointment of Jacqueline Van Mellaerts, currently Interim Chief Finance Officer as Director of Corporate Resources (Section 151 Officer).**
- 2. The Council approves the recruitment of a Full time Chief Executive and Head of Paid Service, which includes the role of Returning Officer and Director of Seven Arches Investment Limited (SAIL).**
- 3. The Council approves the appointment of Steve Summers, currently Chief Operating Officer, as Interim Chief Executive which includes the statutory position of Head of Paid Services and Returning Officer, pending the recruitment of a Chief Executive with the provision of an acting up allowance, which increases his total remuneration to £95,000 with effect from 21 June 2019.**
- 4. To note the resignation of Philip Ruck as a Director of Seven Arches Investment Ltd and to appoint Phoebe Barnes as a Director of Seven Arches Investment Ltd.**
- 5. To note the Senior Management Structure attached in Appendix A.**

(For clarity Appendix A is attached to these minutes).

Reasons for Recommendations

The Council is required by Section 151 of the Local Government Act 1972 to make arrangements for the proper administration of its financial affairs and must secure that one of its officers has responsibility for the administration of those affairs. The appointment must be approved by full Council following a recommendation by the Staff Appointments Committee.

The Council has a statutory duty under Section 4 of the Local Government and Housing Act 1989 to designate one of its officers as its Head of Paid Service to discharge functions relating to the organisation and management of staff.

Following this item of business, Cllr McLaren **MOVED** and Cllr Nolan **SECONDED** that the second item of Urgent Business – Audit and Scrutiny Committee Terms of Reference – should be considered. A vote was taken on a show of hands and it was

RESOLVED UNANIMOUSLY accordingly.

84. Urgent Business - Audit and Scrutiny Terms of Reference Report

Members were reminded that at Annual Council on 15 May 2019, the terms of reference for each committee for the municipal year 2019/2020 were approved.

At the Audit and Scrutiny meeting on 18 June 2019 Members considered the Terms of Reference and following discussion resolved the following:

‘That any amendments made by the Committee are delegated to the Chief Operating Officer in consultation with the Chair and Vice Chair of the committee with a report to be made to Ordinary Council Meeting for approval.’

Following discussion with the Chair and Vice Chair of the Audit and Scrutiny Committee it was considered that to meet the matters raised by the committee that the following be deleted from the Audit and Scrutiny Committee Terms of Reference for 2019/20:

‘To identify and recommend any matters that need to be scrutinised to the Policy, Resources and Economic Committee for approval as set out in the Audit and Scrutiny rules.’

Cllr Nolan **MOVED** and Cllr Hossack **SECONDED** the recommendations in the report and it was

RESOLVED UNANIMOUSLY

1. That the Council agrees the amendments to the Terms of Reference approved at 15 May 2019 Annual Council as set out in the report as follows:
 - a) To add: ‘That any amendments made by the Committee are delegated to the Chief Operating Officer in consultation with the Chair and Vice Chair of the committee with a report to be made to Ordinary Council Meeting for approval.’
 - b) To delete ‘To identify and recommend any matters that need to be scrutinised to the Policy, Resources and Economic Committee for approval as set out in the Audit and Scrutiny rules.’
2. That the Monitoring Officer be authorised to make the necessary changes to the Council’s Constitution.

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.

The meeting ended at 10.15pm

85. Appendices

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Minute Item 83

26 June 2019

Ordinary Council

Senior Management Structure and Appointments of Statutory Officers

Report of: Paula Harvey, Deputy Monitoring Officer

Wards Affected: All Wards

This report is: Not for publication. Excluded from publication in accordance with section 100B(2) Local Government Act 1972 ("the Act"), being information in the category set out in SCHEDULE 12A s1 of the Act for the reason that this contains information relating to an individual, and by virtue of which the council are likely to exclude the public during the item to which the report relates.

1. Executive Summary

- 1.1 Staff Appointments Committee met on the 20 June 2019 to discuss the senior Management Structure and the Appointments of Statutory Officers.
- 1.2 A proposed senior officer structure was approved by Policy, Projects and Resources Committee on 5th February 2019. Following an internal recruitment process, for the vacant position of Director of Corporate Resources, it is recommended by Staff Appointments Committee that Jacqueline Van Mellaerts is appointed to the role.
- 1.3 Since Annual Council, it has been agreed that the current Chief Executive Philip Ruck will leave the Council due to retirement. His termination date was 20 June 2019.
- 1.4 Following this, the Senior Management structure has since been reviewed, and a revised management structure is Attached in Appendix A.
- 1.5 As the Chief Executive position is vacant, the leader wishes to proceed with recruitment for a full time position which includes the roles of Head of Paid Service, Returning Officer and Director of Seven Arches Investment Limited (SAIL). The recruitment process will be carried out in accordance with statutory requirements for the recruitment of the Head of Paid Service.
- 1.6 Pending the recruitment of a Chief Executive, it is recommended by the Staff Appointments Committee that Steve Summers is appointed as Interim

Chief Executive which includes the statutory position of Head of Paid Services and Returning Officer and received an acting up allowance.

- 1.7 Pending the recruitment of a Chief Executive, it is recommended
- 1.8 A new post of Director of Housing and Enforcement has been included in the revised management structure attached in Appendix A. The appointment of this post is subject to job evaluation and recruitment process as a secondment opportunity for 6 months.

Recommendation(s)

- 2. Following recommendation from Staff Appointment Committee:**
 - 2.1 The Council approves the appointment of Jacqueline Van Mellaerts, currently Interim Chief Finance Officer as Director of Corporate Resources (Section 151 Officer).**
 - 2.2 The Council approves the recruitment of a Full time Chief Executive and Head of Paid Service, which includes the role of Returning Officer and Director of Seven Arches Investment Limited (SAIL).**
 - 2.3 The Council approves the appointment of Steve Summers, currently Chief Operating Officer as Interim Chief Executive which includes the statutory position of Head of Paid Services and Returning Officer, pending the recruitment of a Chief Executive with the provision of an acting up allowance, which increases his total remuneration to £95,000 with effect from 21 June 2019.**
 - 2.4 To note the resignation of Philip Ruck as a Director of Seven Arches Investment Ltd and to appoint Phoebe Barnes as a Director of Seven Arches Investment Ltd.**
 - 2.5 To note the Senior Management Structure attached in Appendix A. and to approve any further changes (if any).**

3. Introduction and Background

- 3.1 On 5th February 2019 members of Policy, Projects and Resources Committee approved a proposed senior officer structure, as a confidential item. This structure included the role of a new post of Director of Corporate

Resources (including the statutory role of Section 151 Officer) and set out other in post Chief Officer and Director positions.

4. Issue, Options and Analysis of Options

- 4.1 Following approval of the proposed senior officer structure on 5th February an internal recruitment process was carried out and Jacqueline Van Mellaerts has been chosen as the successful candidate for the position.
- 4.2 It is recommended that full Council approve the appointment of Jacqueline Van Mellaerts as Director of Corporate Resources in accordance with the Council's Constitution.
- 4.3 The Section 151 Officer may appoint such deputies as necessary for the conduct of the duties provided by the Acts.
- 4.4 Since Annual Council, the current Chief Executive Philip Ruck is to leave the Council due to his retirement.
- 4.5 The Leader, Chris Hossack has requested that senior officers review the senior management structure and a revised structure is attached in Appendix A.
- 4.6 The termination date of the Chief Executive is the 20 June 2019. The Leader of the Council wishes to proceed with the recruitment for a new Chief Executive as a full time position, which will include the statutory position of Head of Paid Service, Returning Officer and Director of SAIL.
- 4.7 Pending the recruitment of the Chief Executive, it is recommended that Steve Summers, Chief Operating Officer, receives an acting up allowance which includes his total remuneration to £95,000, as Interim Chief Executive with effect from 21 June 2019.
- 4.8 The revised senior management structure also includes a new post of Director of Enforcement and Housing which is subject to job evaluation and recruitment process. This position is to be advertised as a secondment opportunity for 6 months.

5. Reasons for Recommendation

- 5.1 The Council is required by Section 151 of the Local Government Act 1972 to make arrangements for the proper administration of its financial affairs

and must secure that one of its officers has responsibility for the administration of those affairs. The appointment must be approved by full Council following a recommendation by the Staff Appointments Committee.

- 5.2 The Council has a statutory duty under Section 4 of the Local Government and Housing Act 1989 to designate one of its officers as its Head of Paid Service to discharge functions relating to the organisation and management of staff.

6. Consultation

- 6.1 Group Leaders have been consulted on behalf of all Members.

7. References to Corporate Plan

- 7.1 The Vision for Brentwood requires suitably qualified Statutory Chief Officers.

8. Implications

Financial Implications

**Name & Title: Jacqueline Van Mellaerts, Interim Chief Finance Officer
Tel & Email 01277 312829 /
jacqueline.vanmellaerts@brentwood.gov.uk**

- 8.1 The cost of the senior Management structure which is included in the Base Budget for 2019/20 is £516k. This includes £178k of secondment income from SAIL for Executive Director of Commercial Services and 0.8FTE of Head of legal and Monitoring Officer.
- 8.2 The forecasted cost of the structure for 2019/20 of the proposed structure is approximately £489k including the secondment income from SAIL. This is assuming interim arrangements will be for approximately 5 months, and the new Chief Executive, could potentially have a higher market rate salary.
- 8.3 The annualised cost of the management structure if this was to remain and be included into the budget for 2020/21 is approximately £600k which also includes secondment income from SAIL.
- 8.4 This could potentially cause a pressure on the general fund of approximately £85k for 2020/21 budget, if this structure continues. However this structure could be subject to change and this does not include any further potential charges to SAIL for Senior Officer Services.

- 8.5 This structure will be kept under reviewed and monitored by Senior Officers via usual budget monitoring processes and reported appropriately to Policy, Resources and Economic Development Committee.

Legal Implications

Name & Title: Paula Harvey, Corporate Governance Solicitor & Deputy Monitoring Officer

Tel & Email 01277 312860 / paula.harvey@brentwood.gov.uk

- 8.6 The recommendations within this report are lawful and within the Council's powers and duties. The Council has statutory obligations within an existing legal framework for the appointment of Council officers to a number of specified posts. Under s112 of the Local Government Act 1972 the Council also has the power to appoint such officers as it considers necessary for the proper discharge of its functions. The recommendations will support the Council in securing compliance with its statutory duties and the effective management of the Council's functions.
- 8.7 The Council has a statutory duty under Section 151 of the Local Government Act 1972 to make arrangements for the proper administration of its financial affairs and must secure that one of its officers has responsibility for the administration of those affairs. Section 113 of the Local Government and Finance Act 1988 sets out the qualifications required for the role of s151 Officer.
- 8.8 The Council has a statutory duty under Section 4 of the Local Government and Housing Act 1989 to designate one of its officers as its Head of Paid Service to discharge functions relating to the organisation and management of staff.
- 8.9 The appointment of the statutory roles of Head of Paid Service and s151 Officer may only be made by full Council, upon recommendation from the Council's Staff Appointments Committee.
- 8.10 The Council must follow statutory requirements for the external recruitment of its Head of Paid Service, regarding advertising the post and interviewing candidates.
- 8.11 The termination of Philip Ruck's employment with the Council has been carried out in accordance with employment law and the Council's policies and procedures. Officers should ensure that appropriate steps are taken to terminate Philip Ruck's directorship of SAIL.

Other Implications

8.12 None.

9. Background Papers

9.1 Report to Policy, Project and Resources Committee on 5th February 2019.

10. Appendices to this report

None.

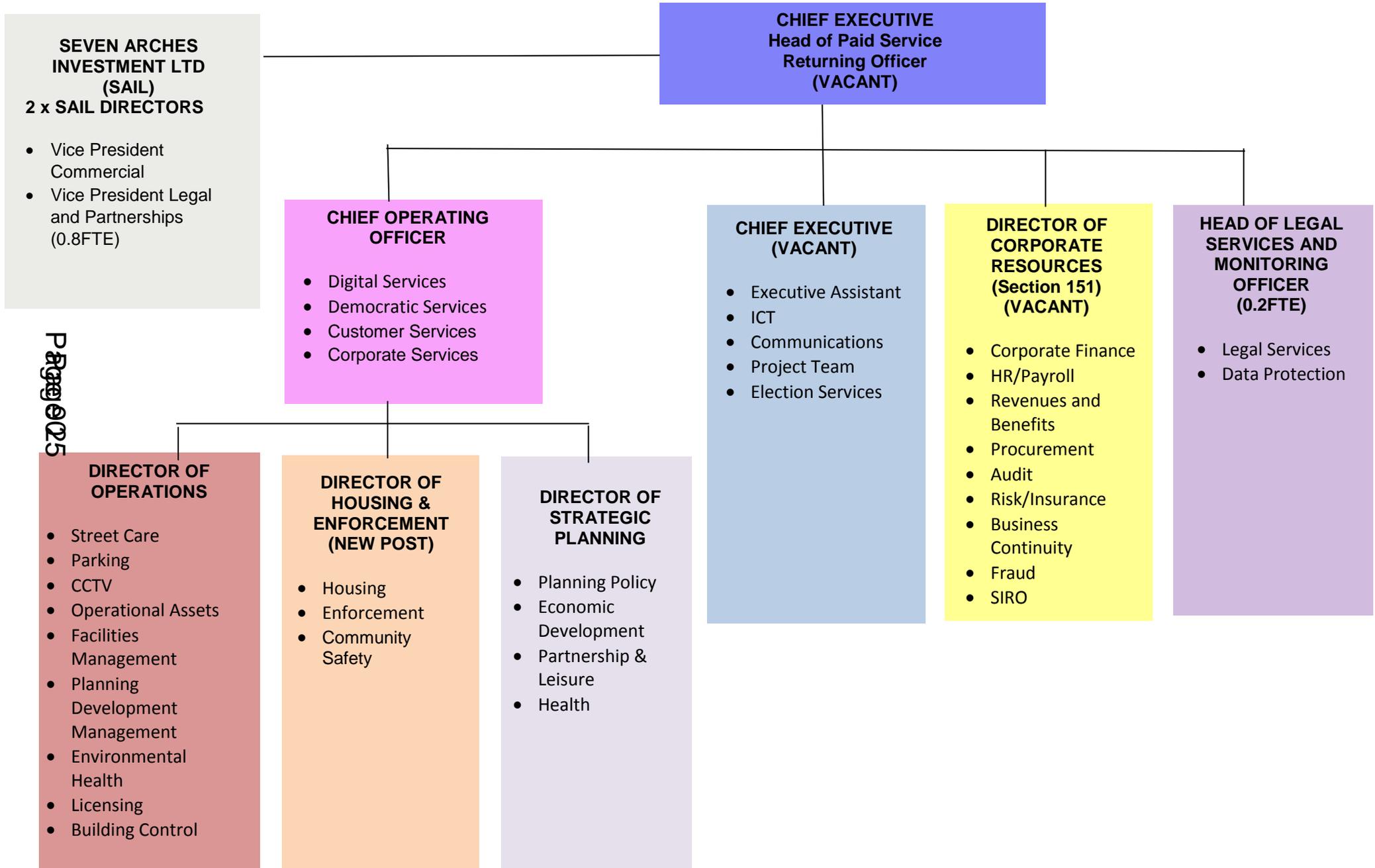
Report Author Contact Details:

Name: Paula Harvey, Deputy Monitoring Officer

Telephone: 01277 312705

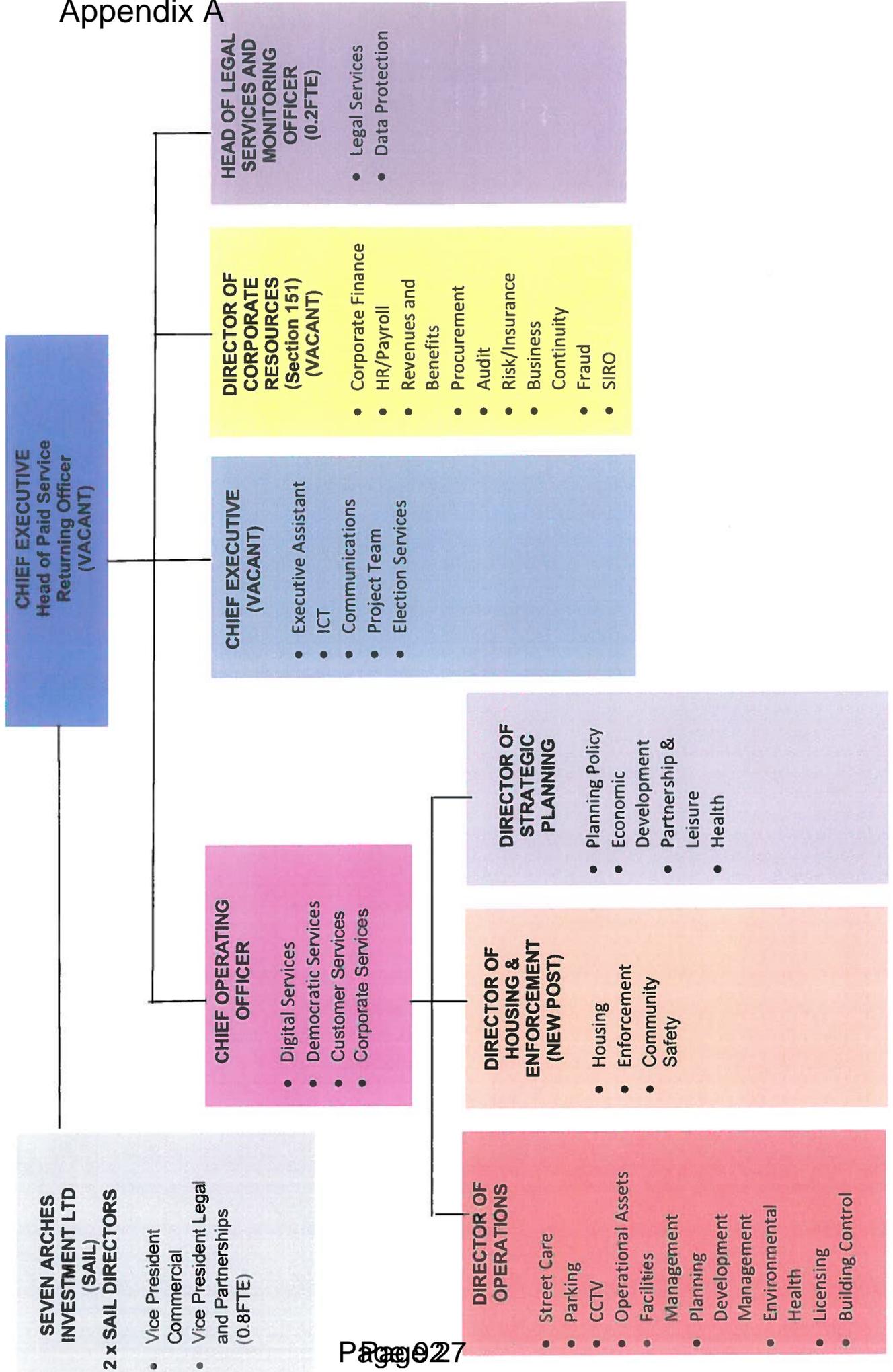
E-mail: paula.harvey@brentwood.gov.uk

SENIOR MANAGEMENT STRUCTURE



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SENIOR MANAGEMENT STRUCTURE



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Minute Item 84

Urgent Item

26th June 2019

Ordinary Council

Audit and Scrutiny Committee Terms of Reference

Report of Claire Mayhew, Corporate and Democratic Services Manager

Wards Affected: All Wards

This report is: Public

1. Executive Summary

1.1 At Annual Council on 15th May 2019, the terms of reference for each committee for the municipal year 2019/2020 were approved.

1.2 At the Audit and Scrutiny meeting on the 18th June 2019 members considered the Terms of Reference and following discussion resolved the following:

‘That any amendments made by the Committee are delegated to the Chief Operating Officer in consultation with the Chair and Vice Chair of the committee with a report to be made to Ordinary Council Meeting for approval.’

1.3 Following discussion with the Chair and Vice Chair of the Audit and Scrutiny Committee it is considered that to meet the matters raised by the committee that the following is deleted from the Audit and Scrutiny Committee Terms of Reference for 2019/20.

‘To identify and recommend any matters that need to be scrutinised to the Policy, Resources and Economic Committee for approval as set out in the Audit and Scrutiny rules.’

2. Recommendation(s)

2.1 That the Council agrees the amendments as set out in 1.3 above.

2.2 That the Monitoring Officer be authorised to make the necessary changes to the Council’s Constitution.

2 Introduction and Background

- 2.1 The Council currently operates a committee system form of local authority governance under Part 1A of the Local Government Act 2000.
- 2.2 The Council has discretion as to its Committees except where the law otherwise provides. There are a number of statutory provisions relating to committees which include those set out below.
- 2.3 Under section 102 of the Local Government Act 1972 the Council has discretion to appoint one or more committees of the Council and may establish a joint committee with one or more other local authorities.
- 2.4 Under section 9JA of the Local Government Act 2000 the Council may by resolution appoint one or more committees as the authority's overview and scrutiny committee or, as the case may be, committees. Where the Council does so resolve, the Local Authorities (Committee System) (England) Regulations 2012 set out what powers are required to be given.
- 2.5 Under section 19 of the Police and Justice Act 2006 the Council is required to establish a crime and disorder committee (unless it has established an overview and scrutiny committee in which case that committee acts as the crime and disorder committee).
- 2.6 Under section 6 of the Licensing Act 2003 the Council must establish a Licensing Committee of at least ten Members and no more than fifteen Members to discharge the prescribed licensing functions under that Act and the prescribed gambling functions under the Gambling Act 2005.
- 2.7 Under the Local Authorities (Standing Orders) (England) Regulations 2001 as amended, the Council is required to appoint a Panel (being an advisory committee under section 102(4) of the Local Government Act 1972) in respect of disciplinary action concerning its three statutory officers.
- 2.8 Although the Licensing Sub-Committee is set up by the Planning and Licensing Committee, the Licensing Sub-Committee appears in this report in order to provide a more complete picture of the Council's arrangements.

3 Issue, Options and Analysis of Options

- 3.1 Part 3.1 of the Constitution lists the powers and duties of the Committees appointed by Annual Council for 2019/2020, this is subject to an amendment made by the individual committees throughout the year with Council's approval.

4 Reasons for Recommendation

- 4.1 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.

5 Consultation

- 5.1 None.

6 References to Corporate Plan

- 6.1 Establishing those Committees required by law and those it considers necessary to fulfil its functions should enable the Council to discharge those functions in a timely, open and transparent way to deliver the Corporate Plan.

7 Implications

Financial Implications

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

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

- 7.1 The cost of servicing the governance arrangements at the Council will be met from existing resources within the Council's Medium-Term Financial Plan 2019/2020.

Legal Implications

Name & Title: Paula Harvey, Deputy Monitoring Officer

Tel & Email: 01277 312705/paula.harvey@brentwood.gov.uk

- 7.2 The recommendations set out within this report are lawful and within the Council's powers and duties. The Council operates a committee system form of governance within an existing legal framework. The Council's Constitution provides that the Annual Meeting will establish a committee for the purposes of the Licensing Act 2003 and such other committees as may be necessary for the proper discharge of the Council's functions, including their size and terms of reference.

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

7.3 None.

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

None.

8 Appendices to this report

None

Report Author Contact Details:

Name: Claire Mayhew, Corporate and Democratic Services Manager
Telephone: 01277 312741
E-mail: claire.mayhew@brentwood.gov.uk

Appointments to Outside Organisations

APPENDIX B

Minute Item 85

Organisation	Nominations for 2018/19	Nominations for 2019/20
Active Brentwood	Cllr Poppy	Cllr Poppy
Armed Forces Covenant Champion	Cllr Wiles	Cllr Hossack
Brentwood Access Group	Cllr Cloke	Cllr Cloke
Brentwood Arts Council	Cllr Mynott (LD)	Cllr Mynott (LD)
Brentwood Community Print	Cllr Mrs Pound Cllr Barrell	Cllr Mrs Pound Cllr Mrs Davies (LD)
Brentwood Community Safety Partnership	Cllr Hossack	Cllr Hossack
Brentwood Community Transport	Cllr Parker	Cllr Parker
Brentwood Council for Voluntary Service	Cllr Reed Cllr Wiles	Cllr Reed Cllr Dr Barrett (LAB)
Brentwood Leisure Trust	Cllr Nolan Cllr McLaren	Cllr Mrs Tierney Cllr Hirst
Brentwood Business Partnership	Cllr Kerlake Cllr McCheyne Cllr Reed Cllr Barrett (LAB) Cllr Clarke ((LD)	Cllr Mrs Hones Cllr Kerlake Cllr McCheyne Cllr Barrett (LAB) Cllr Kendall (LD)
Brentwood Theatre Trust	Cllr Chilvers (LD) Cllr Bridge	Cllr Chilvers (LD) Cllr Bridge
Brentwood/Landkreis Roth Town Twinning Association	Cllr Mrs Murphy (Mayor – President) Cllr Parker (Deputy Mayor – Vice-president) Cllr Mrs Hones Cllr Keeble (IND)	Cllr Parker (Mayor –President) Cllr Miss Sanders (Deputy Mayor – Vice-president) Cllr Naylor (LD) Cllr Mrs Hones
Brentwood/Montbazon Town Twinning Association	Cllr Mrs Murphy (Mayor – president) Cllr Parker (Deputy Mayor – Vice-president) Cllr Cloke Cllr Mrs Hones	Cllr Parker (Mayor – President) Cllr Miss Sanders (Deputy Mayor – Vice-president) Cllr Mrs Fulcher (LD) Cllr Cloke
Citizens Advice Bureau	Cllr Mrs Murphy Cllr Haigh	Cllr Bridge Cllr Haigh (LD)
Conservators of Shenfield Common	Cllr Wiles Cllr Barrell Cllr Barrett (LAB)	Cllr Barrett (LAB) Cllr Dr Barrett (LAB) Cllr Morrissey (LAB)
ECC Local Highways Panel	Cllr Cloke Cllr Hirst	Cllr Cloke Cllr Morrissey (LAB)

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	Cllr Ms Rowlands Cllr Mrs Fulcher (LD)	Cllr Poppy Cllr Fryd (LD)
Essex Police and Crime Panel	Cllr Hossack	Cllr Hossack
Essex Community Foundation	Cllr Hirst	Cllr Hirst
Hartwood Golf Club	Cllr Wiles VACANT	Cllr Mrs Hones Cllr Laplain (LD)
Headley Common Trustees	Mrs Jill Hubbard Mr David Tee Mr Michael Wild Mr Giles Murray	Mrs Jill Hubbard Mr David Tee Mr Michael Wild Mr Giles Murray
Health and Safety Committee	Cllr Kerlake	Cllr Kerlake
Health and Wellbeing Board	Cllr Ms Sanders Cllr Mrs Davies (LD)	Cllr Miss Sanders Cllr Mrs Davies (LD)
Herongate Village Hall Management Committee	Cllr Mrs Murphy	Cllr Mrs Tierney
Howard Memorial Trust	Cllr Mrs Murphy	Cllr Mrs Pearson
Hutton Charities	Cllr Hirst Cllr Kerlake	Cllr Hirst Cllr Kerlake
UAA Member Working Group	Cllr Parker	Cllr Parker
Local Government Association	Cllr Mrs McKinlay	Cllr Hossack
SNAP	Cllr Reed	Cllr Reed
South Essex Parking Partnership Representative	Cllr Cloke	Cllr Cloke
South Weald Parish Hall Management Committee	Cllr McLaren Cllr Russell	Cllr McLaren Cllr Chilvers (LD)
South East Children's Partnership Board	Cllr Russell	Cllr Mrs McKinlay
Brentwood Children's Advisory Board	Cllr McLaren	Cllr Mrs McKinlay
Taxi Trade Consultative Group	Cllr Ms Sanders Cllr Mrs Rowlands Cllr Mynott (LD)	Cllr McLaren Cllr McCheyne Cllr Mynott (LD)
Tenants' Talkback	Cllr Hossack (Chair of relevant committee – Community, Health and Housing) Cllr Poppy (Vice-chair of C, H & H) Cllr Mrs Davies (LD)	Cllr Hossack (Chair of Environment, Enforcement and Housing) Cllr Kerlake (Vice Chair of Environment, Enforcement and Housing) Cllr Naylor (LD)
Three Arch Bridge Community Hall	Cllr Wiles Cllr Morrissey (LAB)	Cllr Morrissey (LAB) Cllr Dr Barrett (LAB)

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Minutes

**Extraordinary Council
Tuesday, 30th July, 2019**

Attendance

Cllr Parker (Mayor)	Cllr Keeble
Cllr Ms Sanders (Deputy Mayor)	Cllr Kendall
Cllr Aspinell	Cllr Kerlake
Cllr Barrett	Cllr Laplain
Cllr Dr Barrett	Cllr Lewis
Cllr Bridge	Cllr McCheyne
Cllr Clarke	Cllr Morrissey
Cllr J Cloke	Cllr Mynott
Cllr S Cloke	Cllr Naylor
Cllr Mrs Davies	Cllr Mrs Pearson
Cllr Fryd	Cllr Poppy
Cllr Mrs Fulcher	Cllr Mrs Pound
Cllr Haigh	Cllr Reed
Cllr Hirst	Cllr Tanner
Cllr Mrs Hones	Cllr Tierney
Cllr Hossack	Cllr Tumbridge
Cllr Jakobsson	

Apologies

Cllr Chilvers	Cllr Mrs McKinlay
Cllr McLaren	Cllr Nolan

Officers Present

Jean Sharp	-	Governance and Member Support Officer
Steve Summers	-	Interim Chief Executive
Kim Anderson	-	Partnership, Leisure and Funding Manager
Phoebe Barnes	-	Corporate Finance Manager
Philip Drane	-	Director of Strategic Planning
Christopher Gill	-	Strategic Asset Manager
Chris Leslie	-	Executive Director of Commercial Services
Daniel Toohey	-	Head of Legal Services and Monitoring Officer
Jacqueline Mellaerts	Van	- Director of Corporate Resources

150. Apologies for Absence

Apologies for absence were received from Cllrs Chilvers, Mrs McKinlay, McLaren and Nolan.

151. Declaration of Interest from Members and Officers

No declarations of interest were made.

152. Appointment of a Joint Venture Partner

The report before Members sought approval to award the Joint Venture (JV) contract to the preferred bidder. The JV contract was for a 30 year 50:50 Joint Venture partnership between Seven Arches Investments Ltd (SAIL) and the preferred bidder.

An initial 3 sites were selected to be the first to have site development schemes prepared by the JV and formal approval for this was sought.

As a 50:50 partnership an equity cash contribution might be required in addition to the land value to ensure funding remained matched between the partners. There was also opportunity to provide loan funding to the JV, which would provide an additional income stream.

A number of confidential appendices had been provided for Members' information and since Members wished to allude to the exempt information during the discussion members of the press and public were excluded from the meeting under Schedule 12A of the Local Government Act 1972 for the duration of debate on this item.

Cllr Hossack **MOVED** and Cllr Mrs Hones **SECONDED** the recommendations in the report with an amendment to 2.4 as follows:

2.4 That a funding facility of up to £60m at any one time be made available to provide equity and senior debt in relation to the Joint Venture with the use of the facility ~~delegated to the~~ on the recommendation of the Section 151 Officer in consultation with Group Leaders with the approval of Policy, Resources and Economic Development Committee.

Following a debate a recorded vote was requested and Members voted as follows:

FOR: Cllrs Barrett, Dr Barrett, Bridge, Jon Cloke, Hirst, Mrs Hones, Hossack, Jakobsson, Keeble, Kerlake, McCheyne, Morrissey, Parker, Mrs Pearson,

Poppy, Mrs Pound, Reed, Miss Sanders, Tanner, Mrs Tierney and Tumbridge
(21)

AGAINST: Cllrs Aspinell, Clarke, Sarah Cloke, Mrs Davies, Mrs Fulcher,
Fryd, Haigh, Kendall, Laplain, Lewis, Naylor and Mynott. (12)

ABSTAIN: (0)

The **MOTION** was **CARRIED** and it was **RESOLVED**:

1. That the Joint Venture partnership contract and framework agreement be awarded to Morgan Sindall Investments Ltd through Seven Arches Investments Ltd, subject to agreement of final detailed terms between the parties in compliance with procurement regulatory requirements.
2. That the Director of Corporate Resources be given delegated authority in consultation with the Leader of the Council, to agree the final detailed terms and to enter into the Joint Venture partnership agreement and related contracts in compliance with procurement regulatory requirements.
3. That the three initial sites (William Hunter Way Car Park, Maple Close garage site and Westbury Road Car Park) have site development schemes worked up under the agreement by the Joint Venture.
4. That a funding facility of up to £60m at any one time be made available to provide equity and senior debt in relation to the Joint Venture with the use of the facility on the recommendation of the Section 151 Officer with the approval of Policy, Resources and Economic Development Committee.

Reason for Recommendation

Council approval is required to award a major contract.

153. King Georges Playing Field

At the 27 February 2019 Ordinary Council meeting Members agreed to the inclusion of £7m for the development of King George's Playing Fields within the Capital Program as part of the budget setting process. It was agreed at 23 January 2019 Policy Projects and Resources Committee that expenditure would only occur subject to the full business plan and operating model details being approved by a future Policy, Projects and Resources Committee (or relevant committee).

A report (Appendix **A**) and business plan (Appendix **B**) for King George's Playing Fields improvements were provided at 10 July Policy, Resources and Economic Development Committee meeting for consideration where Members requested some further information. It was therefore recommended that the report and further information (set out in Appendix **C**, **D** and **E**) be submitted to Extraordinary Council on 30 July 2019 as well as a request for an additional £173,000 to be allocated to the capital programme to support the delivery of the project.

The business plan had looked at a number of options for the pavilion and the outdoor adventure play to ensure that the business model for the improvements was both financially viable and supported the needs of the community both now and in the future. The Football Hub Development was also included within the business plan as it was intrinsically linked to the King George's Playing Fields improvements.

Cllr Hossack **MOVED** and Cllr Poppy **SECONDED** the recommendations in the report and following a discussion a recorded vote was requested and Members voted as follows:

FOR: Cllrs Aspinell, Barrett, Dr Barrett, Bridge, Clarke, Jon Cloke, Sarah Cloke, Mrs Davies, Mrs Fulcher, Fryd, Haigh, Hirst, Mrs Hones, Hossack, Jakobsson, Keeble, Kendall, Kerlake, Laplain, Lewis, McCheyne, Morrissey, Naylor, Mynott, Parker, Mrs Pearson, Poppy, Mrs Pound, Reed, Miss Sanders, Tanner, Mrs Tierney and Tumbridge (33)

AGAINST: (0)

ABSTAIN: (0)

The **MOTION** was **CARRIED** and it was **RESOLVED UNANIMOUSLY**:

1. That Members agree to the recommendations in the business plan:

In particular agree to:

1. Option 4 for the pavilion building
2. Option 2 for the Splash Pad
3. Option 2 for the outdoor adventure play
4. Option 3 for the operating model

2. Members approve that the total budget allocation of £7.173m is included in the capital programme and approve the drawdown of funds to support the delivery of the project

3. Installation of a new changing places facility that will support the outdoor play activities

4. Agree for officers to commence a procurement exercise to appoint a contractor to undertake the football feasibility works to support the football hub development at the Brentwood Centre site

Reasons for Recommendation

1. As part of the Council's due diligence in delivery a successful Leisure Strategy, Members and officers need to have a complete picture of the current associated costs, risk profiles of the Borough's Leisure facilities and identify opportunities for income generation.
2. Comments from Sport England as part of the Local development Plan consultation, stated that a Leisure Strategy is required that assesses Council owned sports and leisure facilities in order that the Council can continue to work with partners to ensure that appropriate provision is made for the residents of Brentwood. The strategy should not only consider how the Council can provide services, but also how other partners can. The strategy should also use current sports facility evidence to identify strategic priorities to then inform what will be included in the Council's Infrastructure Delivery Plan. Following this feasibility work, the Council will then be able to determine which projects will be funded by the Community Infrastructure Levy (CIL) and those funded by planning obligations.
3. The Council's Asset Management Strategy 2014/15 also sets out the need to obtain and maximise income where possible from its asset portfolio.
4. The KGPF improvements support all six workstreams of the Leisure Strategy Built Facilities, Play Areas, Sport, Open Spaces, Health and Wellbeing and Governance Arrangements.
5. The Football Hub Development supports the strategic improvement and development of grassroots football across the Borough which will support a number of football clubs.
6. Both sites will provide a much improved fully inclusive offer of activities and facilities for residents and families.
7. The new pavilion will provide a more energy efficient and effective building.
8. Any delay in the decision-making process will impact on planning and build timelines for the project and therefore impact on the financial allocation for the project. Some of the surveys required for the planning application have to be done in a timely manner, so any delay may result in those surveys having to be repeated incurring additional costs to the Council in the region of £64,000. The impact could also delay the Council getting to cost certainty and the possibility of increased build costs as a result.

154. Urgent Business

There was no urgent business.

The meeting ended at 20.15 hours

Committee(s): Ordinary Council	Date: 8 th October 2019
Subject: Review of Polling Districts and Polling Places	Wards Affected: All
Report of: Steve Summers, Electoral Registration Officer	Public Report
Report Author: Name: Carole Tatton-Bennett, Electoral Services Manager Telephone: 01277 312752 E-mail: carole.tatton-bennett@brentwood.gov.uk	For Decision

Summary

This report details the responses received to the statutory review of polling districts and polling places, evaluates the issues raised and proposes amendments to the current schedule for Members' approval.

Recommendation(s)

- R1. Members are asked to agree the modification in respect of the LB polling place description to 'The area within one mile radius of the junction of Larchwood Gardens and Ongar Road, Pilgrims Hatch'.**
- R2. Members are asked to agree the amendments in respect of the Pilgrims Hatch Ward listed at Paragraph 39 Option 2.**
- R3. Members are asked to agree the minor amendments to Brentwood South Ward and Tipps Cross – Stondon Massey Polling District as set out within the report at Paragraphs 14 and 41.**
- R4. Members are asked to approve the schedule of polling districts and polling places before them, as modified in accordance with the above resolutions.**

Main Report

Introduction and Background

1. The Council is required to conduct a review of polling districts and polling places within the Parliamentary Constituency in accordance with statutory regulations.
2. When designating polling districts, the council has a duty to seek to ensure that all the electors in the constituency have such reasonable facilities for voting as are practicable in the circumstances. In addition, and unless there are special circumstances that lead the council to determine otherwise, each parish must be in a separate polling district.
3. The polling place for a polling district must be within the area of the district unless special circumstances make it desirable to designate an area either wholly or partly outside of the polling district. The polling place must also be small enough to indicate to electors in different parts of the polling district how they will be able to reach their designated polling station.
4. In order for any changes to be included in the revised Register of Electors due to be published on 1st December 2019, the Electoral Registration Officer needs to be advised of any alterations to polling districts by the end of October.
5. Details of the existing arrangements were circulated to Ward Councillors in June 2019 and the relevant public notices were displayed. Local groups representing those with particular expertise in regard to access and disability were advised of the consultation and asked for their views. Feedback on accessibility issues was also obtained through the Polling Station Inspectors' reports. There were three responses to the public consultation, which closed on 29th August 2019, which are appended to the report. These form the basis of the developed options within the report.
6. The Returning Officer was consulted as part of the review process and his comments were published in accordance with the regulations.
7. It is the statutory responsibility of the Returning Officer for the particular election to provide a sufficient number of polling stations and allot the electors to those polling stations in such manner as he or she thinks the most convenient.

Issue, Options and Analysis of Options

8. The Returning Officer reported that, in the main, the electoral arrangements have worked well within the Brentwood area and very little adjustment to the existing schedule of polling districts and polling places was needed.
9. He made minor recommendations for modification of the polling districts in respect of Brentwood South ward and the polling place description for the Stondon Massey (PB) polling district.
10. The Returning Officer did, however, raise concerns regarding the availability of suitable premises within the Larchwood Gardens (LB) polling district in the Pilgrims Hatch ward and made suggestions to overcome the difficulties experienced.
11. Details were circulated to all councillors to seek their views on the proposals.

Proposals in respect of Brentwood South Ward

12. The ward is divided into four polling districts: Hogarth (BA), Rose Valley (BB), Three Arches (BC) and Thrift Park (BD).
13. Due to property development at the junction of Knights Way and Cherry Avenue, the situation has arisen where one floor of the building is addressed in each road. Normally addresses in Knights Way would be included in the Thrift Park (BD) polling district but the properties currently lie within the boundary of the Three Arches (BC) polling district.
14. To resolve this issue, the Returning Officer suggests that the boundary between polling districts BC and BD should be amended so that the following properties are included in the Thrift Park (BD) polling district:
 - 55, 57 and 59 Cherry Avenue
 - 40a Knights Way
15. This would mean that the electors would vote at St Stephen's Church instead of the Three Arch Bridge Community Hall in Maple Close. There are currently three electors who would be affected by the move.
16. No other amendments are proposed for the Brentwood South Ward.

Proposals in respect of Pilgrims Hatch Ward

17. The ward is divided into two polling districts: Bishops Hall Park (LA) and Larchwood Gardens (LB).
18. The Returning Officer highlighted difficulties relating to the use of Larchwood Primary School as the polling station for the LB polling district. The 3,176 electors on this particular register mean that it is operated as a double polling station. He advised that the practical issues at the school are making it increasingly challenging to run the polling stations effectively and efficiently.
19. As no suitable alternative buildings that can accommodate the whole of this electorate have been identified in the polling district, the Returning Officer suggested that the polling stations be relocated to Bishops Hall Park Community Centre.
20. He advised that the building has two separate rooms, the larger of which could accommodate double polling stations for the LB polling district (3,176 electors), with the smaller being used for the LA polling district (currently 1519 electors). It also has an adjacent car park, which would assist voters with mobility issues or coming from outlying parts of the polling district, which would be an improvement over the existing arrangements at Larchwood Primary School. There would also be the potential for a small reduction in election costs.
21. As the polling place is presently described as 'the area within ¼ mile radius of the junction of Larchwood Gardens and Ongar Road, Pilgrims Hatch' the change envisioned would require a modification of this description. 'The area within 1 mile radius of the junction of Larchwood Gardens and Ongar Road, Pilgrims Hatch' would be an appropriate description.
22. Representation has also been received from the school's head teacher explaining the difficulties experienced and are included in the Appendix.
23. Following circulation of the proposed amendments, comments have been received from Ward Councillors against the changes. In particular, there was opposition to there being only one polling station location within the ward and the effect on those without transport and the elderly in reaching Bishops Hall Park Community Centre.
24. Ward councillors suggested that putting a portacabin in the school playground would be better than relocating the polling station altogether.
25. This option has previously been investigated but raises other issues, particularly regarding siting, ensuring sufficient capacity for electors (two units would be required) and additional costs. There could also be operational concerns when the school is open. In general, the Returning Officer would prefer not to be reliant on the provision of such temporary accommodation on a regular basis. Further enquiries

regarding portacabin hiring, including availability and price, have been made and details are currently awaited.

26. A Ward Councillor suggested that consideration should be given to using the Parish Room at the junction of Orchard Lane and Ongar Road as a third possible polling station. This building could provide accommodation for a single polling station but does not have the capacity to take the whole of the electorate from the current LB polling district. This would mean that the existing electorate would need to be split between two locations.
27. Having taken on board the concerns raised regarding the proposed relocation and the effect on electors, officers investigated whether there could be a compromise and identified that it would be possible to utilise the Parish Room for a smaller electorate. This would involve a modification of the existing polling district boundaries. The remainder of the electorate would be transferred to the LA polling district and would vote at Bishops Hall Park Community Centre. (Option 3 below)
28. The potential redistribution of electors shown in the appendix takes account of the location of the two proposed polling stations and has been drawn up to minimise travel distances for electors that would be affected by the changes.
29. In addition, when notifying electors of the change in polling station, they would be invited to apply for postal votes should the distance or access arrangements cause them difficulty.
30. There has, however, been negative feedback to this latest suggestion, with Ward councillors favouring the retention of the existing arrangements and Larchwood Primary School continuing to be used as the location of the polling stations for the LB polling district.
31. Members will be aware that the Representation of the People Act 1983 sets out provisions for using schools for the purpose of taking a poll. Confirmation has been received from the Cabinet Member for Education and Skills at Essex County Council that a school cannot refuse to allow use of their premises for election purposes. There is nothing in the legislation which states that a school must close, merely that a room in the school has to be made available.
32. Although the Returning Officer has a right to use school buildings as polling stations, he is mindful of the issues raised by the school and the suitability of the alternatives under consideration.
33. Whilst appreciating the desire to retain Larchwood Primary School, there are risks attached in failing to address the issues being experienced. Also, the recent spate of

additional electoral events at short notice have exacerbated the situation for the school.

34. One way to provide flexibility to the Returning Officer would be to retain the existing polling district boundaries and amend the description of the polling place for LB to encompass the alternative location at Bishops Hall Park Community Centre for future consideration. (Option 1)
35. This would allow the Council to communicate to the Head Teacher the desire to retain the use of the school as a polling station, allow an alternative of siting portacabins at that location, if feasible, or to transfer the polling stations to Bishops Hall Park Community Centre should this become necessary in the future.
36. Under this arrangement, there would be no need to change the polling district boundary and the Parish Room at Orchard Lane would not be used as a polling station.
37. In order to resolve this matter for the future, there is a need to modify the polling place description for the LB polling district at the very minimum. Members are therefore requested to agree the following description: **'The area within 1 mile radius of the junction of Larchwood Gardens and Ongar Road, Pilgrims Hatch'**.
38. Having taken into account all the issues, including costs, travel distances, parking arrangements and accessibility considerations, officers consider the preferred option would be to relocate the LB polling stations to Bishop Hall Park Community Centre as outlined in the Returning Officer's response. (Option 2)
39. Members are therefore requested to determine which of the three options should be put in place:

Option 1: Retain the existing polling district arrangements for LA and LB but modify the polling place description for LB to allow flexibility for the Returning Officer to use a wider range of options for polling stations if necessary. (There are no accessibility issues identified with the school building itself but there is a lack of suitable parking at that location.) Additionally, write to the Head Teacher and Governors of Larchwood Primary School reminding them of the legal responsibility under electoral legislation to make the premises available for use as a polling station.

Option 2: Retain the existing polling districts LA and LB but modify the polling place description to transfer the electors for LB to Bishops Hall Park Community Centre, where the existing accommodation is large enough to accommodate the whole electorate for the Pilgrims Hatch Ward. (There are no accessibility issues

identified with the community centre and this location benefits from better adjacent parking provision.)

Option 3: Modify the LA and LB polling districts and polling places as set out in the appendix to split the existing LB electorate, with electors in the LA polling district voting at Bishops Hall Park Community Centre and electors in the resultant smaller LB polling district voting at the Parish Room. (There are no accessibility issues identified with the two locations, the community centre has better adjacent parking provision but there is limited parking at the Parish Room.)

Proposals in respect of Tipps Cross – Stondon Massey (PB) polling district

40. It was noted in reviewing the polling place details that the description for the Stondon Massey (PB) polling district referenced a particular building and it is suggested that this should be updated in line with other descriptions for ease of future reference.
41. It is therefore suggested that the polling place description be amended to 'the polling district'.
42. No other amendments are proposed for the Tipps Cross Ward.

Comments relating to events in other Wards

43. Members will be aware of Essex County Council's review of library provision and the recent uncertainty regarding Shenfield Library, which is currently used as a triple polling station for the Shenfield Ward.
44. Whilst there is currently no indication that facilities will not be provided, the situation will be monitored. Previously, the polling stations were located at Shenfield Parish Hall and this remains a suitable alternative should the library cease to be available.
45. Additionally, concern was raised regarding the future availability of Christy Hall in Ingatestone as a polling station for the KD The Furlongs polling district. Enquiries have been made and it has been confirmed that the premises will continue to be made available for elections.
46. No other amendments to the schedule of polling districts and polling places are therefore proposed.

Reasons for Recommendation

47. The Council has a responsibility to ensure that suitable arrangements are made for the holding of elections in line with the statutory duties of the authority.

Consultation

48. Details of the existing arrangements were circulated to Ward Councillors in June 2019 and the relevant public notices were displayed. The Returning Officer was consulted and his views are detailed in the report. The full response is appended. Responses to the public consultation, which closed on 29th August 2019, are appended to the report.

References to Corporate Plan

49. To serve the needs of local people, to ensure the future wellbeing of our community.

Implications

Financial Implications

Name & Title: Jacqueline Van Mellaerts, Director of Corporate Resources

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

50. Regards to proposals in Pilgrims Hatch

Option 1 - It has been suggested that portacabins could be used as alternative accommodation. There would be additional costs to provide this option and initial quotes have indicated that this could cost from £9,566.00 for two portacabins which do not include insurance and delivery. There could be costs and availability of manual staff to assist with the delivery and collection of portacabins as well as possible cost disruption implications to the school. Temporary installation of electricity and outside lighting as well as consideration to polling station staff allocation to the new stations will also need to be considered.

Option 2 – There will be no additional charge for hiring Bishops hall Park Community Centre as this is already hired as a polling station and will easily accommodate the additional electors. Small possible reduction in caretaking costs could be achieved.

Option 3 – The overall additional net cost for hiring the Parish Room would be approximately £20 because of the reduction in caretaking costs, so this option would be approximately cost neutral.

51. Minor amendments proposed in other wards do not have additional financial implications other than utilising existing staff resources.

Legal Implications

Name & Title: Paula Harvey, Corporate Governance Solicitor & Deputy

Monitoring Officer

Tel & Email: 01277 312705/paula.harvey@brentwood.gov.uk

52. The recommendations set out within this report are lawful and within the Council's powers and duties. The Council has statutory duties within an existing legal framework to designate polling places within its parliamentary constituency and to undertake a compulsory review of those polling districts and polling places every five years.
53. In conducting a review of such polling places the local authority must seek to ensure that (i) all the electors in the constituency have such reasonable facilities for voting as are practicable in the circumstances and (ii) the polling places are accessible to all electors, including those who are disabled.
54. The Council must consult on its review of polling places, including seeking representations from such persons as it thinks have particular expertise in relation to access to premises or facilities for people with different forms of disability, and ensure that the outcome of this consultation is conscientiously taken into account as part of any lawful decision-making process.

Economic Implications

Name & Title: Phil Drane, Director of Strategic Planning

Tel & Email: 01277 312610/ philip.drane@brentwood.gov.uk

55. No economic implications.

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

56. No other implications.

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

Schedule of Polling Districts & Polling Places – website

Notice of Review – website

Correspondence, background information for Members – Electoral Services Office

Polling Station Inspection reports – Electoral Services Office

Appendices to this report

Appendix A - Schedule of Polling Districts and Polling Places: Review 2019

Appendix B - Returning Officer's Response

Appendix C - Responses received to the public consultation

Appendix D - Pilgrims Hatch Ward: Polling Districts and Polling Places Review 2019

Schedule of Polling Districts and Polling Places: Review 2019**Proposals for that part of the Brentwood & Ongar Parliamentary Constituency that falls within the Borough of Brentwood – Revised October 2019**

Ward	Polling District	PD code	Existing Polling Place	Proposed Polling Place	Proposed Polling Station
Brentwood North	St Georges	AA	The polling district	No change	St. George's Church Hall, Ongar Road (no change)
Brentwood North	Headley Walter	AB	The polling district	No change	Doddinghurst Road Church, Doddinghurst Road (no change)
Brentwood North	St Charles	AC	The polling district	No change	Bardswell Social Club, Weald Road (no change)
Brentwood South	Hogarth	BA	The polling district	No change	Hogarth Primary School, Riseway (no change)
Brentwood South	Queens Road	BB	The polling district	No change	Cathedral Small Hall, Ingrave Road (no change)
Brentwood South	Three Arches [small part transferred to the Thrift Park polling district]	BC	The polling district	No change	Three Arch Bridge Community Hall, Maple Close (no change)
Brentwood South	Thrift Park [small part transferred from the Three Arches polling district]	BD	The polling district	No change	St Stephen's, St Stephens Crescent (no change)
Brentwood West	Crescent Road	CA	The polling district	No change	Victoria Court, Victoria Road (no change)
Brentwood West	Clements Park	CB	The polling district	No change	Holly Trees Primary School, Vaughan Williams Way (no change)
Brentwood West	Honeypot	CC	The polling district	No change	South Weald Parish Hall, London Road (no change)
Brentwood West	St Faiths	CD	The polling district	No change	Kings Hall, Kings Chase (no change)
Brizes & Doddinghurst	Kelvedon Hatch	DB	Kelvedon Hatch Village	No change	Kelvedon Hatch Village Hall, School Road (no change)
Brizes & Doddinghurst	Navestock	DC	Navestock Side	No change	Navestock Village Hall, Navestock Side (no change)
Brizes & Doddinghurst	Doddinghurst	DD	Doddinghurst Village	No change	Doddinghurst Village Hall, Church Lane (no change)
Herongate, Ingrave & West Horndon	Herongate & Ingrave	EA	Ingrave Village	No change	Ingrave Church Hall, School Lane (no change)
Herongate, Ingrave & West Horndon	West Horndon	EC	West Horndon Village	No change	East & West Horndon Village Hall, Thorndon Avenue (no change)
Hutton Central	St Martins	FA	The polling district	No change	Hutton Free Church, Hanging Hill Lane (no change)
Hutton East	Hutton Park	GA	The area within a mile radius of the junction of Rayleigh Road and Wash Road	No change	Hutton Community Centre, Harrison Close (no change)

Ward	Polling District	PD code	Existing Polling Place	Proposed Polling Place	Proposed Polling Station
Hutton East	Haverings Grove	GB	The polling district	No change	Seventh Day Adventist Church Hall, North Drive (no change)
Hutton North	Coram Green	HA	The polling district	No change	St Peter's Church Hall, Claughton Way (no change)
Hutton North	Long Ridings	HB	The polling district	No change	Long Ridings Primary School, Long Ridings Avenue (no change)
Hutton South	Hutton Mount	JA	The polling district	No change	Hutton & Shenfield Union Church, Roundwood Avenue (no change)
Hutton South	Thriftwood	JB	Within ¼ mile radius of the junction of Brockley Grove/Roundwood Avenue	No change	Hutton & Shenfield Union Church, Roundwood Avenue (no change)
Ingatestone, Fryerning & Mountnessing	Fryerning	KA	The polling district	No change	Fryerning Parish Rooms, Mill Green Road (no change)
Ingatestone, Fryerning & Mountnessing	Heybridge	KB	The polling district	No change	Parish Room, Catholic Church, Roman Road (no change)
Ingatestone, Fryerning & Mountnessing	High Street	KC	The polling district	No change	Ingatestone & Fryerning Community Centre, High Street (no change)
Ingatestone, Fryerning & Mountnessing	The Furlongs	KD	The polling district	No change	Christy Hall, Pemberton Avenue (no change)
Ingatestone, Fryerning & Mountnessing	Mountnessing	KE	Mountnessing Village	No change	St John's Church Hall, Church Road (no change)
Pilgrims Hatch	Bishops Hall Park	LA	The area within the polling district to the south of Hatch Road	The polling district	Bishops Hall Park Community Centre, Elizabeth Road (no change)
Pilgrims Hatch	Larchwood Gardens	LB	The area within ¼ mile radius of the junction of Larchwood Gardens and Ongar Road, Pilgrims Hatch	[Description dependent on which of the three options selected by Members]	[Location dependent on which of the three options selected by Members] Potential change from Larchwood Primary School to Bishops Hall Park Community Centre or Parish Room
Shenfield	Shenfield	MA	The polling district	No change	Shenfield Parish Hall, Hutton Road or Shenfield Library, Hutton Road (no change)
South Weald	Brook Street	NA	Within ¼ mile radius of Brook Street/London Road junction	No change	South Weald Parish Hall, London Road (no change)
South Weald	Weald Park	NB	South Weald Village	No change	The Belli Centre r/o St. Peter's Church, Weald Road (no change)
South Weald	Coxtie Green	NC	The polling district	No change	St Paul's Church Centre, Mores Lane (no change)
Tipps Cross	Blackmore	PA	Blackmore Village	No change	Blackmore Village Hall, Nine Ashes Road (no change)
Tipps Cross	Stondon Massey	PB	The area within 700 yards radius of Brooks Farm, Stondon Massey	The polling district	Stondon Massey Village Hall, Ongar Road (no change)
Tipps Cross	Hook End and Wyatts Green	PC	Hook End	No change	Tipps Cross Remembrance Hall, Blackmore Road (no change)

Ward	Polling District	PD code	Existing Polling Place	Proposed Polling Place	Proposed Polling Station
Warley	Great Warley	QA	The polling district	No change	Christ Church Centre, Warley Hill (no change)
Warley	Hartwood	QB	The polling district	No change	Warley Primary School, Chindits Lane (no change)
Warley	Little Warley	QC	Little Warley Village	No change	Little Warley & Childerditch Village Hall, Magpie Lane (no change)
Warley	Warley Mount	QD	The polling district	No change	Methodist Church Hall, Warley Hill (no change)

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Review of Polling Districts and Polling Places: 2019 **Acting Returning Officer's Proposals for that part of the Brentwood & Ongar Parliamentary Constituency that falls within the Borough of Brentwood**

Introduction

Elections over the last four years have provided a robust test of the electoral arrangements within the Brentwood Borough:

- 2016 Borough Council and PCC elections (34% turnout)
- 2016 EU referendum (79.5% turnout)
- 2017 County Council election (33% turnout)
- 2017 UK Parliamentary election (71% turnout)
- 2018 Borough Council election and Parish by-election (35% turnout)
- 2019 Borough Council election (32% turnout)
- 2019 European Parliamentary election (38% turnout)

In the main, the electoral arrangements have worked well within the Brentwood area and very little adjustment to the existing schedule of polling districts and polling places is needed. Where availability issues at polling stations have been identified, proposals for alternative arrangements are set out below.

In assessing the capacity of polling stations, account has also been taken of known residential development projects, such as William Hunter Way, Bank Place, Essex Fire Brigade HQ, the various office conversions being undertaken and sites like the Police Station and the former garage site in Ingrave Road. All these areas could see substantial increases in the electoral roll, which might necessitate single polling stations being split into double stations within the same building to accommodate elector numbers and increased turnout. Additionally, potential residential areas which have been identified through the Draft Local Plan, would need to be considered in a future review.

When designating polling districts, the council has a duty to seek to ensure that all the electors in the constituency have such reasonable facilities for voting as are practicable in the circumstances. In addition, and unless there are special circumstances that lead the council to determine otherwise, each parish must be in a separate polling district.

The polling place for a polling district must be within the area of the district unless special circumstances make it desirable to designate an area either wholly or partly outside of the polling district. The polling place must also be small enough

to indicate to electors in different parts of the polling district how they will be able to reach their designated polling station.

It is the statutory responsibility of the Returning Officer for the particular election to provide a sufficient number of polling stations and allot the electors to those polling stations in such manner as he or she thinks the most convenient.

Proposals under the 2019 review

The proposals relate to three wards:

Brentwood South
Pilgrims Hatch
Tipps Cross

Proposals in respect of Brentwood South Ward

This ward is currently divided into four polling districts:

BA – Hogarth
BB – Rose Valley
BC – Three Arches
BD – Thrift Park

Due to property development at the junction of Knights Way and Cherry Avenue, the situation has arisen where one floor of the building is addressed in each road. Normally addresses in Knights Way would be included in the Thrift Park (BD) polling district but the properties currently lie within the boundary of the Three Arches (BC) polling district.

As there is a natural break in the housing between numbers 53 and 55 Cherry Avenue, it is suggested that the boundary between polling districts BC and BD should be amended so that the following properties are included in the Thrift Park (BD) polling district:

55, 57 and 59 Cherry Avenue
40a Knights Way

This would mean that the electors would vote at St Stephen's Church instead of the Three Arch Bridge Community Hall in Maple Close.

No other amendments are proposed for the Brentwood South Ward.

Proposals in respect of Pilgrims Hatch Ward

This ward is currently divided into two polling districts:

- LA – Bishops Hall Park
- LB – Larchwood Gardens

Concerns have been raised about the availability and suitability of the polling station in the Larchwood Gardens (LB) polling district. There are currently 3,176 electors on this particular register, drawn from the western part of the Pilgrims Hatch Ward.

At present, the electorate within this polling district votes at Larchwood Primary School. Although the main hall has previously been used to accommodate the double station, the facilities made available in recent years have consisted of two rooms to the side of the school, accessed externally. One room is normally used by the school for cookery and contains equipment which cannot be moved. The other room has games equipment, such as table football, which is difficult to relocate. Additionally, there is no longer a facility to store polling booths on site and so special arrangements have to be made to deliver booths on the day of the poll before 6.30am and to collect them after 10pm. The practical issues are making it increasingly challenging to run the polling stations effectively and efficiently.

Whilst the use of these rooms has made it possible for the school to remain open on polling day, the arrangements are causing difficulty at the school and the Head Teacher would prefer that an alternative venue be found.

No suitable alternative buildings within the polling district have been identified which are able to accommodate an electorate of this size. Other options have therefore been explored. The best solution identified would be to relocate the polling stations to the Bishops Hall Park Community Centre. This building is within the Ward, being the polling station for the Bishops Hall Park (LA) polling district.

The building has two separate rooms, the larger of which could accommodate double polling stations for the LB polling district, with the smaller being used for the LA polling district (currently 1519 electors). It also has an adjacent car park, which would assist voters with mobility issues or coming from outlying parts of the polling district. This would be an improvement over the existing arrangements at Larchwood Primary School.

It is suggested that the best way to modify the electoral arrangements would be for the two existing polling districts to be retained. However, the polling place description for the Larchwood Gardens (LB) polling district would need to be amended as shown.

Existing description:

The area within ¼ mile radius of the junction of Larchwood Gardens and Ongar Road, Pilgrims Hatch

Proposed description:

The area within ½ mile radius of the junction of Gloucester Road and Balmoral Road

No other amendments are proposed for the Pilgrims Hatch Ward.

Proposals in respect of Tipps Cross Ward

This ward is currently divided into three polling districts:

PA – Blackmore

PB – Stondon Massey

PC – Hook End and Wyatts Green

It was noted in reviewing the polling place details that the description for the Stondon Massey (PB) polling district referenced a particular building and it is suggested that this should be updated in line with other descriptions for ease of future reference.

There would be no change to the polling station used in Stondon Massey.

Existing description:

The area within 700 yards radius of Brooks Farm, Stondon Massey

Proposed description:

The polling district

No other amendments are proposed for the Tipps Cross Ward.

Shenfield Ward

Currently electors within the Shenfield Ward vote at Shenfield Library which accommodates a triple station. This has been operating successfully since 2013, with Thursday being the day on which the library is normally closed.

The recent review of library services by Essex County Council has raised some uncertainty about the future availability of the premises for use as a polling station. Whilst there is currently no indication that they will not be provided, the situation will be monitored. Previously, the polling stations were located at Shenfield Parish Hall and this remains a suitable alternative should the library cease to be available.

A handwritten signature in black ink, appearing to read 'Stephen Summers', with a long horizontal stroke extending to the right.

Stephen Summers
Acting Returning Officer
July 2019

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BRENTWOOD BOROUGH COUNCIL

REVIEW OF POLLING DISTRICTS AND POLLING PLACES 2019

Responses received to the public consultation

Cllr David Kendall

Thank you for your e-mail regarding the review of Polling Districts. My response to the proposals that affect me are as follows:

1) Brentwood South ward

I have no problems with the change outlined under the review.

2) Pilgrims Hatch

I would be opposed to there only being one Polling Station at Bishops Hall to accommodate residents who currently use Larchwood Gardens. I appreciate the issues you have outlined at Larchwood but would suggest putting a portacabin in the school playground would be better than relocating the polling station altogether. In my view we definitely need to keep Larchwood and should also consider using the "Old Tin Hut - Parish Room" on the Ongar Road as a third possible polling station.

Regards

David
Cllr David Kendall

Cllr Vicky Davies

I concur with all the comments made by Cllr Kendall.
My concern is having one polling station on the periphery of the ward will decrease the electorates turn out as those without transport and elderly will not be able to access the station and their right to vote.

Regards

Vicky
Cllr Vicky Davies

Mr Duff, Headteacher, Larchwood Primary School

The main issues we have with accommodating the elections are as follows:

- Complete closure of the school and the associated loss of children's learning.
- The financial cost to the school – the monies received do not cover the actual costs to the school. It has been well documented by the media how little money schools have, this extra cost to the school comes from the funding allocated to children's learning.
- Staff have to work outside of their contracted hours (they could refuse to do this). If this was the case, I would not have staff to manage the election.
- Currently, we can accommodate some elections in a separate part of the school – due to the school expanding, we will not be able to do this which would mean a complete closure of the school.
- Most elections are held on a Thursday and as such, parents of Larchwood, could potentially use the opportunity for a long weekend (and not bring their child into school on the Friday). This would affect our attendance record and this is something we are judged on by bodies such as Ofsted.
- Our INSET days are now arranged differently due to changing our academic calendar. Using an election day for an INSET is no longer possible and would not be able to deliver the statutory prescribed amount of days education during the year for our children.
- Lastly, we think we are put at an unfair disadvantage compared to other local schools in regard to this. We are asked to accommodate the elections every time and this burden is not shared out equally.

These are the main points but if you wanted more information, please let me know.

Thank you.

Kind regards,
Ryan Duff.
Headteacher
Larchwood Primary School

Appendix D

Appendix D

Pilgrims Hatch Ward: Polling Districts and Polling Places Review 2019

Proposed modification of the polling districts in the Pilgrims Hatch ward following consideration of the representations received during the public consultation period.

The following roads currently in LB polling district to be transferred to the LA polling district:

Street name	No. of properties	No. of electors
Balmoral Road	51	97
Blenheim Road	37	61
Broomwood Gardens	75	138
Clarence Road	23	42
Cornwall Road	63	120
Gloucester Road	66	108
Hatch Road (138-178 evens; 131-179 odds)	43	78
Hurstwood Avenue	16	26
Kensington Road	39	75
King Georges Road	55	111
Lancaster Close	27	54
Marlborough Road	55	87
Ongar Road (324-334 evens; 339-389b odds)	40	77
Osborne Road	33	74
Stuart Close	24	48
Viking Way	70	142
Windsor Road	29	54
Total	746	1392

This would result in the following:

Polling Districts	Total no. of properties	Total no. of electors
LA – Bishops Hall Park Double polling station at Bishops Hall Park Community Centre	1606	2901
LB – Larchwood Gardens Polling station at Pilgrims Hatch Parish Room	944	1776
Total	2,550	4,677

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Committee(s): Ordinary Council	Date: 8 th October 2019
Subject: Lloyds Bank - Set Off Agreement	Wards Affected: None Specifically
Report of: Jacqueline Van Mellaerts, Director Corporate Resources	Public
Report Author/s: Name: Alistair Greer, Principal Accountant Telephone: 01277 312685 E-mail: alistair.greer@brentwood.gov.uk	For Decision

Summary

This report seeks approval from members of the Council to enter into a Set Off Agreement with Lloyds Bank with regard to debit and credit balances on the Council's bank accounts.

The Council has a gross overdraft facility, which allows debit balances on one or more of the accounts to be offset against credit balances on one or more of the other accounts, provided that the combined balances of all the accounts are in credit.

Lloyds Bank has reviewed its contractual arrangements and is asking each Local Authority to formalise this facility by entering into a Set Off Agreement.

Recommendations

- R1. To approve entering into a Set Off Agreement with Lloyds Bank.**
- R2. To designate the Director of Corporate Resources as a Proper Officer of the Council for the purpose of signing the Agreement.**
- R3. To instruct the Head of Legal Services to provide to Lloyds Bank plc a certified copy of the minutes of this meeting as verification that approval has been granted.**

Main Report

1. The Council's provider of banking services is Lloyds Bank plc. Under this arrangement, the Council operates four current accounts. The Council has a gross overdraft facility, which allows debit balances on one or more of the accounts to be offset against credit balances on one or more of the other accounts, provided that the combined balances of all the accounts are in credit.
2. Lloyds Bank has reviewed its contractual arrangements with its English local authority customers and is asking each local authority to formalise this facility by entering into a Set Off Agreement. This agreement would permit the set-off or transfer of credit balances held with the bank (excluding any accounts held on trust) towards the satisfaction of any liabilities (i.e. debit balances).
3. In order to satisfy their internal legal requirements, Lloyds have asked for the recommendations listed below to be approved by members of the Council:
 1. Entering into the Set Off Agreement as described above.
 2. An officer of the Council to be designated as a Proper Officer for the purpose of signing the Set Off Agreement on behalf of the Council.
 3. To request the Head of Legal Services to produce a certified copy of the minute of the proceedings of this meeting as verification that approval has been granted, together with a certified copy of minutes confirming that the operating of bank accounts comes under the remit of this Committee.
4. The Constitution nominates the Section 151 officer, as having responsibility for the proper administration of the financial affairs of the Council. This report therefore requests the Director of Corporate Resources to be the "Proper Officer" as described above.
5. The Council has a good working relationship with Lloyds Bank and approving the above recommendations will maintain this good relationship. In practice, this will have minimal impact upon the operation of the Council's bank accounts, as it is standard practice to maintain a credit balance on each of four accounts.

Reasons for Recommendation

6. Council approval is required to formalise Banking Arrangements with Lloyds Bank by entering into a set off agreement.

References to Corporate Plan

7. This fits with the Council's all areas of the Corporate Plan by underpinning good financial management.

Implications

Financial Implications

Name/Title: Jacqueline Van Mellaerts, Director of Corporate Resources

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

8. There are no direct financial implications included within this report. This report has been presented to members to satisfy Lloyds Bank internal requirements and formal confirms current arrangements that are in place.

Legal Implications

Name & Title: Paula Harvey, Paula Harvey, Interim Head of Legal Service and Monitoring Officer

Tel & Email: 01277 312705/paula.harvey@brentwood.gov.uk

9. The recommendations set out within this report are lawful and within the Council's powers and duties. The Council has statutory duties within an existing legal framework to make proper arrangements for the management of its financial affairs.

Economic Implications

Name/Title: Phil Drane, Director of Strategic Planning

Tel/Email: 01277 312610/philip.drane@brentwood.gov.uk

10. There are no direct economic implications arising from this report.

Background paper

None

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Committee(s): Ordinary Council	Date: 8 th October 2019
Subject: Extension of Loan Facility to Seven Arches Investments Limited	Wards Affected: None Specifically
Report of: Chris Leslie, Executive Director of Commercial Services	Public
Report Author/s: Name: Chris Leslie, Executive Director of Commercial Services Telephone: 01277 312500 E-mail: christopher.leslie@brentwood.gov.uk Name: Jacqueline Van Mellaerts Direct of Corporate Resources Telephone: 01277 312829 E-mail: Jacqueline.vanmellaerts@brentwood.gov.uk	For Decision

Summary

This report requests a £30m extension to the loan facility available to Seven Arches Investments Limited (SAIL). The governance arrangements and treasury management implication around this are also addressed.

Recommendations

Members are asked to:

- R1. Approve a £30m extension (total £60m) to the loan drawdown facility available to Seven Arches Investments Limited.**
- R2. Delegate authority to the Policy, Resources and Economic Development Committee to approve the use of the new total remaining drawdown facility as and when required.**
- R3. Approve the revised prudential indicators set out in paragraphs 6-9 and to update the Treasury Management Strategy accordingly.**

Main Report

Introduction and Background

1. On 27th June 2018 Ordinary Council approved a loan drawdown facility of £30m for SAIL with delegation given to the Chief Finance Officer in consultation with Group Leaders to approve its use.
2. Since the facility has been made available a total of £13.5m has been drawn down by SAIL and used to purchase two investment properties both outside of the borough.

Future Funding Objectives

3. Following a review of the Council's funding objectives in respect of SAIL it was recommended that increased focus should be on in-borough investments. In particular, the investments should look to provide an economic benefit to the area. However, out of borough investments will still be considered where appropriate, as part of the portfolio's risk management approach.
4. The remaining loan facility available to SAIL is £16.5m. Having considered appropriate in-borough opportunities, it became apparent that this remaining amount drastically restricts the Council's ability to fund investments that could make a significant contribution to the economic development of the borough. As such a further £30m extension to the facility is requested. This would provide a total remaining facility of £46.5m and assist with the Council's commercial income targets.
5. An extension to the loan facility does not guarantee its use and any drawdown needs to be approved by the Policy, Resources and Economic Development (PRED) Committee, who will assess investments on their merit. At its meeting on 11th September the PRED Committee approved a new governance process for the utilisation of the drawdown facility, which removed delegation from the Chief Finance Officer. Council is now requested to formalise this change of delegation to the PRED Committee as the body that originally delegated that power.

Treasury Management Implications

6. The increase to the loan drawdown facility will be financed by borrowing. It requires some updates to the prudential and treasury indicators agreed at Policy, Resources and Economic Development Committee on 11 September. The updates are as follows:

7. An increase in the Capital Financing Requirement (CFR), i.e. the Council's underlying borrowing need. The updated CFR for 2019/20 is as follows:

CFR 2019/20	PRED 9 Sept £000	Revised estimate £000
General Fund	26,137	26,137
HRA	62,646	62,646
Commercial activities	26,500	60,000
Total CFR	115,283	148,783

The General Fund CFR represents the financing of general fund capital expenditure in 2019/20 and 2018/19, including the works to the Town Hall and the Multi Storey Car Park. It also represents includes financing of historic general fund capital expenditure.

The HRA CFR represents the debt taken on when the Council left the former Housing Subsidy scheme in 2012, and more recent expenditure on housing acquisitions.

The previous Commercial activities CFR figure of £26.5m represents the £13.5m already drawn down (para 2) and £13m of the remaining £16.5m (para 4). It was assumed that the balance of £3.5m would be utilised in future years. The revised estimate represents the full revised drawdown facility and gives the Council the headroom to advance the total remaining facility of £46m to SAIL during 2019/20, should market conditions advancing this amount.

8. An increase in the Operational Boundary for External Debt. This is the limit beyond which external debt would not normally be expected to rise. This is calculated as the CFR plus an allowance of £5m to cover any major unforeseen cash flow needs.

Operational boundary 2019/20	PRED 9 Sept £000	Revised estimate £000
Capital Financing Requirement	115,783	148,783
Short term borrowing needs	5,000	5,000
Total	120,783	153,783

9. An increase in the Authorised Limit for External Debt, the maximum amount of external borrowing that the Council is permitted under statute to hold. This is calculated as the Operational Boundary plus an allowance of for any long-term financial liabilities other than borrowings.

Authorised limit 2019/20	PRED 9 Sept £000	Revised estimate £000
Operational boundary	120,783	153,783
Long term financial liabilities	3,000	3,000
Total	123,783	156,783

10. The following paragraphs provide working definitions of the above three terms:

Term	Definition
Capital Financing Requirement (CFR)	What the Council estimates could be its total borrowing for historic and current capital expenditure.
Operational Boundary for External Debt	An early warning limit on borrowing including the CFR and estimated cashflow needs.
Authorised Limit for External Debt	The borrowing limit the Council must not exceed.

The Council's Borrowings Position

11. The Council currently has long-term borrowings of £61.166m and short-term borrowings (i.e. duration of less than one year) of £12m. These are shown on the following tables:

Long-Term Borrowings

HRA/GF	Counterparty	Start date	Maturity date	Amount borrowed (£000)	Interest rate
HRA	PWLB	28/03/2012	28/03/2022	5,000	2.40%
HRA	PWLB	28/03/2012	28/03/2027	10,000	3.01%
HRA	PWLB	28/03/2012	28/03/2032	15,000	3.30%
HRA	PWLB	28/03/2012	28/03/2037	15,000	3.44%
HRA	PWLB	28/03/2012	28/03/2042	14,166	3.50%
GF	PWLB	30/04/1995	30/04/2055	800	8.88%
GF	PWLB	24/04/1995	24/02/2055	800	8.88%
GF	PWLB	08/01/2003	08/01/2028	400	4.88%
			Total	61,166	
			Average interest rate		3.42%

Short-Term Borrowings

HRA/GF	Counterparty	Start date	Maturity date	Amount borrowed (£000)	Interest rate
GF	LB Ealing	04/02/2019	04/11/2019	4,000	1.02%
GF	Western Isles Council	01/03/2019	28/02/2020	3,000	1.10%
GF	Lichfield DC	30/07/2019	29/07/2020	2,000	0.93%
GF	South Northants DC	30/07/2019	29/07/2020	1,000	0.95%
GF	LB Redbridge	30/08/2019	28/02/2020	2,000	0.75%
			Total	12,000	
			Average interest rate		0.97%

Joint Venture

12. It should be noted that the £60m facility approved by Extraordinary Council on 30th July 2019 in relation to the activities of the joint venture is a **separate** facility to this. The treasury management implications of the joint venture facility will be addressed in the 2020/21 treasury management strategy.

Reasons for Recommendation

13. Council approval is required to make changes to the treasury management strategy and delegate its powers.

References to Corporate Plan

14. This fits with the Council's Economic Development vision and its Transformation vision, to explore new income generating ideas and opportunities.

Implications

Financial Implications

Name/Title: Jacqueline Van Mellaerts, Director of Corporate Resources

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

15. The additional loan facility will assist the Council to achieve its commercial income targets. However, funding of investment properties carries a degree of risk.
16. The treasury management implications are outlined in the report. The Treasury Management Strategy will need to be updated to reflect the required changes to the prudential indicators. The entire Strategy will be brought back to Full Council in March as part of the Budget setting cycle.
17. On 11th September 2019, Policy, Resources and Economic development Committee was updated with the Council's long and short term borrowings as at 31st July for 2019/20. This has been included in the report above.
18. The Council has not yet entered into further Long term Borrowing activity since the approval of the original loan drawdown facility to SAIL of £30m. Officers are currently utilising the low interest rates that are available and managing Cash Flows on a short term basis.
19. Officers are in discussions with our Treasury Management Advisors and are looking to review our borrowing options and implement a longer term strategy.

Legal Implications

Name & Title: Paula Harvey, Paula Harvey, Interim Head of Legal Services & Monitoring Officer

Tel & Email: 01277 312705/paula.harvey@brentwood.gov.uk

20. The Council has power under s1(1) of the Localism Act 2011 to do anything which individuals may do provided it is not prohibited by legislation and subject to public law principles ('the general power of competence'). Further statutory powers exist to create and invest in SAIL and s1 of the Local Government Act 2003 permits the Council to borrow and lend. The recommendations set out in this report are in accordance with decisions previously taken by Council for establishing and implementing the business.

21. Members should be mindful of their fiduciary duty to ratepayers, when approving the next stage of investment. Local authorities have a fiduciary duty to act prudently with public monies entrusted to them and must establish that it has been given due and proper consideration in accordance with the normal public law principles.
22. The ongoing procurement activity relating to SAIL must continue to remain compliant with EU procurement law and appropriate legal advice taken on an ongoing basis.
23. Providing the additional funding required will require an additional loan agreement to be put in place for the Council to deploy funding into SAIL. Such agreement will need to reflect any conditions attached to the original funding source. It is recommended that these terms are agreed and included in any financial modelling ahead of the Council releasing further funding to SAIL and in a form approved by Legal Services.
24. The Council will have a requirement to meet its repayment terms to its own lenders, irrespective of the performance of the Council's lending to SAIL. The risks to the Council, as lender, are minimised by the terms of the loan agreements, the Council's oversight of the running of SAIL as its sole shareholder and governance measures implemented through the shareholder reserved matters.

Economic Implications

Name/Title: Phil Drane, Director of Strategic Planning

Tel/Email: 01277 312610/philip.drane@brentwood.gov.uk

25. An increase in loan facility has the potential to increase investment in the borough and promote economic growth.

Appendices to this report

26. None

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Committee: Ordinary Council	Date: 08 October 2019
Subject: Notices of Motion	Wards Affected: All
Report of: Jean Sharp – Governance and Members Support Officer	Public
Report Author/s: Name: Jean Sharp - Governance and Members Support Officer Telephone: 01277 312655 E-mail: jean.sharp@brentwood.gov.uk	For Decision

Summary

Seven 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. Cllr Mrs Pearson submitted the following Notice of Motion:

“The following sites are longstanding carbuncles in Brentwood;

*Former Charles Napier site
Land opposite Shenfield common
Wates Way*

We call on the appropriate officer to explore whether it is possible to engage with the land owners to see how we can move these forward so that they contribute positively to our Borough”.

Moved by Cllr Pearson

Seconded by Cllr Hossack

2. Cllr Mrs Pound submitted the following Notice of Motion:

The Council notes:

“The impact that pavement parking has on our community particularly those with issues of social isolation and limited mobility. The danger to residents forced to walk in the road due to blocked pavements”.

The current responsibility for enforcement lies with the police who have limited powers in this area and often do not have time to enforce”.

This Council therefore:

1. *Welcomed the recent report by the Commons’ Transport Committee calling for new legislation to deal with the issue of pavement parking.*

2. *Welcomed the Transport Committee's recommendation that enforcement of this ban should lie with local authorities.*
3. *Requests that the Chief Executive write to the Secretary of State for Transport expressing our support for the recommendations of the Transport Committee's ban, including the introduction of a nationwide ban on pavement parking with responsibility for enforcement to the local authority.*
4. *Undertakes that at the appropriate time we will work with the relevant stakeholder to ensure that any necessary exemptions to the ban are implemented in the Borough.*

Moved by Cllr Pound

Seconded by Cllr J Cloke

3. Cllr McLaren submitted the following Notice of Motion:

'This council welcomes and fully supports the Prime Minister Boris Johnson's call for a General Election at the earliest opportunity.'

Moved by Cllr McLaren

Seconded by Cllr Bridge

4. Cllr Aspinell submitted the following Notice of Motion:

"This Council resolves that the requirement for named substitutes attending committee meetings be removed from the Constitution. Subject to the appropriate statutory training having taken place, this would facilitate the option for substitutions at committee meetings to be undertaken by any member within each political party.

The current arrangement is restrictive and takes no account of personal or work commitments of Council Members. As such, it should be replaced with a more effective and democratic process."

Moved by Cllr Aspinell

Seconded by Cllr Mynott

5. Cllr Kendall submitted the following Notice of Motion:

"The members of Brentwood Borough Council call upon the Department of Transport to provide the funding for the installation of a lift on platform four at Brentwood Station as soon as possible."

Moved by Cllr Kendall

Seconded by Cllr Chilvers

6. Cllr Laplain submitted the following Notice of Motion:

“In light of the excellent news that the blue badge scheme will be extended to those with mental health issues as well as physical disabilities so they can access shops, travel and services, Brentwood Council will take a proactive approach to this by instructing officers to review the blue badge parking available to establish whether it can be significantly increased and bringing a report on their findings to the Council’s PRED Committee”.

Moved by Cllr Laplain

Seconded by Cllr Chilvers

7. Cllr Chilvers submitted the following Notice of Motion:

“This Council offers a vote of thanks to the 19 councillors who, at an Ordinary Council meeting on July the 5th, 2011, saved Brentwood Town Hall for the future use of the council and the people of Brentwood. Also that the names of all these councillors be specifically mentioned in a Brentwood Borough Council press release on this subject. The names of these 19 members being: Councillors Aspinell, Baker, Mrs Brehaut, Carter, Clarke, Mrs Coe, Mrs Davies, Mrs Holmes, Kendall, Lee, Le-Surf, Miss Lewis, Lloyd, Mynott, Parker, Quirk, Sapwell, Sparling and Tee”.

Moved by Cllr Chilvers

Seconded by Cllr Mynott

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