



SUPPLEMENTARY AGENDA

Dear Councillor

ORDINARY COUNCIL - WEDNESDAY, 8TH DECEMBER, 2021

I am now able to enclose, for consideration on Wednesday, 8th December, 2021 meeting of the Ordinary Council, the following reports that were unavailable when the agenda was printed.

Agenda No Item

5. **Public Questions** (Pages 3 - 4)

7. **Committee Chairs Reports and Members Questions** (Pages 5 - 30)

Yours sincerely

Chief Executive

Encs

06/12/21

Agenda Item 5

Committee: Ordinary Council	Date: 8 th December 2021
Subject: Public Questions	Wards Affected: All
Report of: Claire Mayhew – Corporate Manager (Democratic Services)	Public
Report Author/s: Name: Claire Mayhew – Corporate Manager (Democratic Services) Telephone: 01277 312741 E-mail: claire.mayhew@brentwood.gov.uk	For Information

In accordance with the Council's Constitution, a member of the public resident within the Borough may ask a maximum of two questions relating to the business of the Council providing notice has been received by 10.00am two working days before the relevant meeting.

In light of the current restrictions due to the pandemic, members of the public are not allowed to enter the Town Hall therefore may attend Council meetings and put their questions remotely. Alternatively, they may request that their questions are put to the relevant Member by the Deputy Mayor at an Ordinary Council meeting.

Every question asked pursuant to rule 11.1 of the Constitution shall be put and answered without discussion but the Member to whom the question has been put may decline to answer. An answer may take the form of a direct oral answer at the Council meeting or where there has been insufficient time to research an answer, a written answer will be sent to the questioner. Time for all questions from members of the public shall be restricted to 15 minutes in total. At the expiration of that period of time, any questions which have not been asked shall be answered in writing and the answer placed with the minutes.

Ms Kordlandt submitted two questions.

- 1. What is the total carbon footprint of Brentwood Council from all its current operations, including housing, offices and works?*
- 2. I note that the Council is preparing an Environmental Strategy aimed at taking the "Council and the Borough" towards Zero Carbon 2040". How will you ensure that progress is being made? Will there be intermediate targets, scrutiny and control measures? By when do you intend the Council's own operations to be carbon neutral?*

Ms Ingleby submitted one question.

1. *Kimpton Avenue is seen as a quiet road but it experiences speeding vehicles and is a cut through between Doddinghurst Road and Ongar Road. We would like to know what influence the council has with Essex County Council?*

Highways Dept to address this issue before there is a fatality, more damage to parked cars and theft of vehicles.

We support a traffic calming scheme, cameras and a speed reduction to 15 or 20 miles per hour in our road and in other residential roads.

We have learnt that there is traffic scheme in Chelmsford Road, South Woodford, where speed cameras are installed, residents register their vehicles and anyone not registered and speeding is caught on camera. This may have helped track the thieves that used our road as a cut through following a burglary in the town centre and also a resident's work van stolen (despite having a tracker fitted), both events happened within the last 2 months.

In the meantime, several residents are willing to undertaking speed gun training and put monitoring in place as this may be a deterrent in the short term.

Agenda Item 7

Committee: Ordinary Council	Date: 8 th December 2021
Subject: Chairs' reports and Members' Questions	Wards Affected: All
Report of: Claire Mayhew – Corporate & Democratic Services Manager	Public
Report Author/s: Name: Claire Mayhew - Corporate & Democratic Services Manager Telephone: 01277 312741 E-mail: claire.mayhew@brentwood.gov.uk	For Information

In accordance with the Council's Constitution a brief written report by each committee Chair covering their area of responsibility is provided for Members' information at each Ordinary Council meeting.

Any Member may ask a Chair a written or oral question on

- (a) any matter included in a Chair's written report; or
- (b) any matter in relation to which the Council has powers or duties or which affects the Council's area, and which falls within the area of responsibility of the Chair's committee.

The period allowed for Chairs' reports, written and oral questions and answers will not exceed 60 minutes without leave of the Mayor.

Appendices to this report

Chairs Reports for:

- Appendix A: Audit and Scrutiny Committee - to follow
- Appendix B: Community and Health Committee – to follow
- Appendix C: Environment, Enforcement and Housing Committee – to follow
- Appendix D: Planning & Licensing Committee - to follow
- Appendix E: Policy, Resources and Economic Development Committee - to follow

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Appendix A

Committee(s): Ordinary Council	Date: 8 December 2021
Subject: Chairs report for Audit and Scrutiny Committee	Wards Affected: All
Committee Chair: Cllr Charles Nolan	
Report of: Jacqueline Van Mellaerts, Corporate Director – Finance & Resources	For Information

Internal Audit Progress 2021-22

The following reports have been finalised since the last committee and were reported to Audit and Scrutiny Committee on 7th December 2021. The audit summaries and recommendations can be found in the report.

- Planning (Moderate/Substantial)

Risk Management

The Committee regularly review the councils strategic and operational Risk Registers.

The committee noted 13 Strategic risks on the register. 3 Low, 4 Medium, 3 High, and 3 Very High.

The committee also noted 52 operational risks on the register. 14 low, 27 Medium, 8 High & 3 Very High.

The Risk Registers have been reviewed to align them to the Corporate Strategy, as well as presenting them in a more appropriate format.

Unaudited Statement of Accounts 2020-21 and Annual Governance Statement.

In March 2021 MHCLG published The Accounts and Audit (Coronavirus) (Amendment) Regulations 2021 (SI 2021/263). These extended the statutory audit deadline for 2020/21 for all local public authorities in England, police and fire bodies.

The draft accounts publication deadline was extended from 1st June to 1st August. Public Inspection notices and the Unaudited Statement of Account 2020/21 along with the Annual Governance Statement were published on the Council's website on 29th July 2021 in advance of the inspection period 2nd August to 10th September 2021. No notices of objections were received.

For local authorities the publication deadline for audited accounts for 2020-21 was moved from 31 July 2021 to 30 September 2021. The Council was previously advised our audit has been postponed due to insufficient audit resources and to preserve the quality of the audit it will not commence until after the publication deadline.

A notice of explanation has been published alongside the Council's unaudited accounts on our website from 30th September to meet appropriate legislation.

<https://www.brentwood.gov.uk/-/statement-of-accounts>

No further update was presented to the Committee in December but the Committee have been advised that EY LLP have now commenced their audit from 1st November for approx. 6-8 weeks.

External Audit 2020-21

The External audit plan 2020-21 was reported plan identifies area of focus of Fraud risk, significant risk and inherent risk for the financial statements:

Fraud Risk

- a) General Misstatement due to fraud or error.
- b) Incorrect capitalisation of revenue expenditure
- c) Minimum Revenue Provision (New focus)
- d) Rental income from commercial properties (New focus)

Significant Risk

- a) Valuation of Land and Buildings

Inherent Risk

- a) Pension Liability Valuation
- b) Going Concern
- c) Group Accounting
- d) Accounting for COVID Grants (New focus)
- e) Accounting for property acquisitions and leisure centres (New focus)
- f) Valuation of NNDR appeals provision (New focus)

The plan also updated external audit fees. The final variation fee received from PSAA for 2019/20 is proposed at £20,617. Management is currently scheduling a meeting with PSAA to discuss. The proposed scale fee for 2020/21 that was agreed as part of the procurement exercise through Public Sector Audit Arrangements (PSAA) is £52,365 and various fee variations have been proposed and will not be finalised until the audit is completed. For 2021/22 audit fee EY have put in a proposal which is yet to be agreed with PSAA for £80,952.

Scrutiny Work Programme

The Constitution requires that the Audit & Scrutiny Committee agrees its Scrutiny work programme at each meeting of the Committee. A number of actions and reviews have been carried out on the programme.

- A Working Group on Performance and formal complaints took place on 9th November and was reported to the Committee.

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Appendix B

Committee(s): Ordinary Council	Date: 8 December 2021
Subject: Community & Health Committee Chairs Update	Wards Affected: All
Committee Chair: Cllr Cliff Poppy	
Report of: Kim Anderson, Corporate Manager – Communities, Leisure & Health	For Information

Discover Winter

Discover Winter provides families with a number of activities over the winter to encourage footfall back to our high streets and is supported by the Welcome Back Fund.

The festive light were switched on outside the Town Hall by the Mayor Brentwood For more information <https://www.discoverbrentwood.co.uk/events>.

The programme includes:

- Thursday 9 December • Late night shopping until 8pm
- Saturday 11 December • Christmas in Brentwood High Street with entertainment and a special visit from Santa, 11am-4pm • Santa's Big Red Chair with free photo at The Baytree Centre, 11am-4pm • Jack Frost puppet show at the Brentwood Theatre, 11.30am Wednesday 15 - Friday 24 December
- Brentwood High Street Market
- Thursday 16 December • Late night shopping until 8pm
- Saturday 18 December • Christmas in Brentwood High Street with entertainment, 11am-4pm • Brentwood Theatre Community Cinema: Home Alone, 6pm
- Saturday 18 - Friday 24 December • The Night Before Christmas family show at the Brentwood Theatre, 11am, 1.30pm and 5pm Sunday 19 December • Brentwood Theatre Community Cinema: White Christmas, 8pm
- Thursday 23 December • Crown Street last-minute late-night shopping until 8pm

King George's Playing Fields

Works on the new pavilion building remain on target for completion in February 2022. The Majority of the cladding is in place along with the glazing. Most of the works now are the internal fit out. The contract for the main operator is being finalised and will be in place by January/February 2022. The fencing line around the splash pad has been revised.

Works to the senior play area started in October and are due for completion in January 2022. As part of the works a tree screen has put in place for those residents just behind the play area.

Hutton Recreation Play Area

Works have been completed for the Hutton Recreation Play area and it was officially opened by the Deputy Mayor, Cllr. Mark Reed on 5 November. Over a 100 people attended the official opening with free face painting and goodie bags for the invited children. Options for CCTV on the site are currently being considered.

Community Support Network

The Community Support Network is still providing support to residents during the Covid pandemic. Meetings are currently being held monthly. Monies received from ECC to support the most vulnerable are being allocated to the help hubs to enhance the support that they provide.

Essex Activate Clubs

Active Essex, Essex County Council and Thurrock Council are working with a network of locally trusted organisations to deliver *Essex ActivAte* clubs, on behalf of the Department for Education.

These clubs are free for children and young people who are eligible for benefits based free school meals. Plus, Essex County Council have extended the offer to provide free spaces for children from low income working families who would benefit from this support. Clubs will take place over multiple days of the Winter Break, predominantly from December 20th - 23rd. Every club will be inclusive, with trained SEND and Mental Wellbeing ambassadors at each venue. Each club will provide it's own unique variety of physical and enrichment activities, as well as fun food education. Children and young people will receive a tasty and nutritious meal each day that they attend a club. Specialist SEND and Mental Wellbeing Hubs are available across the county, offering tailored sessions run by specialist coaches. In Brentwood Camp Epic and West Ham doing the mainstream (kids on free school meals) and then Chat 1st doing the Mental Wellbeing Hub and Essex Wildlife Trust doing the Special Education Needs.

Community Connect Trailer

The Community Connect Trailer has been out in the community over the autumn months in the following locations:

Sat 18 Dec – Brentwood High Street – all day. The programme for the trailer in 2022 is currently being finalised.

Brentwood Community Fund

The Brentwood Community Fund has now closed to applications and a separate report is before members tonight to agree the allocation of the funding.

Brentwood Centre

The Council has appointed SLM (Everyone Active) to manage the Brentwood Centre for the next two years. The Council has weekly meetings with the operator, who provide a monthly report on the agreed KPIs.

A visioning workshop follow up and proposals were presented to the Leisure Strategy Working Group about the future development of the Brentwood Centre. The Group were asked to provide any comments on the presentation and the slides were circulated for any further comments and these would be fed back to the consultants.

Community and Sports Awards

The Community and Sports Awards took place on 21 October at the Brentwood Centre, with the International Hall transformed for the night. The event was well received by all of those that attended.

15 awards were given out to the Community and 10 for the Sports Awards: the winners were as follows:

Community Award winners

- Dr.Jeganathan and the vaccination team
- Audrey Clark for the Brentwood Community Tree
- West Horndon Help Hub
- Dean Weedon
- Daily Brentwood Café
- Butterfly Meadow for Our Grieving Hearts
- Foodbank Community
- Moses Basket
- The Condriacs
- Lighthouse Furniture Project
- Doddinghurst and Kelvedon Hatch Help Hubs
- Special Needs and Parents (SNAP)
- Manna Meals
- Doddinghurst Road Church – Brentwood Foodbank
- The Hermit Volunteers
- Brentwood Mutual Aid

Sports Awards winners

- Chat 1st
- Anthony Sherwood
- Trailnet
- Hutton Cricket Club
- Tony Harkins
- Essex Dance Theatre
- Peter Green
- Brentwood Health Walks Volunteers

Football Hub

The business plan is being further developed with the key stakeholders to ascertain the expected income and expenditure of the hub, the rationalisation of space within the built facility such as the amount of dedicated community/educational space required and the overall design of the facilities. In addition to the business plan is the build costs and operating model. The Council is looking to submit a planning application in December 2021/January 2022.

Suicide Awareness Campaign

Brentwood Borough Council is working with Thurrock and Brentwood MIND to raise awareness of suicide in the run up to Christmas. The 'Let's Talk About Suicide Essex' campaign was launched on 10.09.21 on World Suicide Prevention Day to offer the people and businesses of mid and south Essex FREE suicide prevention training, highlighting how to spot the signs of someone who may be in crisis and then signpost them to support. The Council will be supporting the campaign by lighting the Town Hall in green from the 6th - 12th December, along with other key landmarks across the County. We will also be promoting the free 20-minute, online training that is available to anyone, to help save lives across the county this Christmas. A series of signs with positive affirmations and signposting to crisis helplines, are being planned to display in key areas at the multi-story car park. All information is on www.letstalkbaoutsuicideessex.co.uk.

Dunton Hills Garden Village - Community Arts Commission

For the past 6 months, artist Laura Malacart has been working with community organisations and individuals to compile a list of street names that will be used in the Dunton Hills Garden Village development. Laura has worked with marginalised group, youth organisations, schools and communities to explore heritage, experiences, and the ethos and aspects of the proposed masterplan at Dunton Hills. Laura's street name database is accompanied by a short film exploring the complexity and responsibility of naming streets plus the process of her work. The work was jointly commissioned by the Essex Cultural Diversity Project who are an Arts Council England portfolio organisation, working strategically across the County with the culture and heritage sector, the B.A.M.E communities and voluntary sector to help develop skills, promote culturally diverse work, and increase opportunities for participation and engagement.

Memories of Brentwood Concert

On 16th October, Brentwood Dementia Action Alliance (run by BBC) hosted its first live concert, aimed at vulnerable residents including those living with Dementia and their carers. It helped to raise awareness of the illness.

The concert, held at St Thomas' Church, central Brentwood welcomed 150 people to listen to the David Pickthall Big Band at 5pm on 16th October, will hopefully be the first of many events and activities.

As well as raising awareness of Dementia, the concert raised £430 for charity (Alzheimer's and the Mayors charity).

Community Halls update

Members will be aware of the report that went to the September Community & Health Committee in relation to the Community Halls Tender exercise. Officers have since engaged with a number of interested third parties who have expressed an interest in managing one or all of the halls. An options paper will be developed and agreed in line with the delegated authority with the Director of Environment and Communities and the Chair of Community and Health Committee to agree which options are agreed.

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Appendix C

Committee: Environment, Enforcement & Housing Committee	Date: 8 th December 2021
Subject: Chairs Update	Wards Affected: All
Chair: Cllr Mrs Pearson	
Report of: Tracey Lilley, Corporate Director – (Housing and Community Safety) Dan Cannon - Community Safety Manager Greg Campbell, Corporate Director -(Environment & Communities)	For Information

Street scene Supervisors

The supervisors have now been in post for approximately six months and are making an improvement in the quality of services being delivered. The supervisors are monitoring the quality of work undertaken and liaising with Ward Members and residents to tackle issues that have arisen. They are meeting residents face to face when possible, rather than by e mail to address any issues which has proven to be more effective and give residents confidence that the Council take their concerns seriously. The supervisors have also reduced the number of repeated missed bins and working with managing agents to bring more multiple occupancy dwellings on line with the new recycling scheme.

They will also be carrying out performance measures of litter and detritus in the new year to provide an indicator of the cleanliness of the borough and manage street scene and ground maintenance teams more closely to improve scheduled service delivery.

Tree Planting Update

Following the planting of woodlands earlier this year there has been a further planting of significant landscape trees around King Georges Playing Fields. This will be further increased with a few trees at the same site for the landscaping associated to the Pavilion build. A further proposal is for 30 trees in Hutton around the recreation ground and planting on some amenity greens .

The Arboricultural assistant is planning to focus on a Brentwood woodlands year for 2022, starting with extensive regeneration work ,harvesting in Tallon road , Hutton Poplars , Warley country park , Hampden woods plus Shenfield common . All works have been approved by Forestry Commission , Natural England and are intended for the long term regeneration of Borough woodlands . Later in the year replanting will be undertaken and new woodland planting embarked upon . The large scheme to plant 10,000 trees in Hutton Country Park has gathered pace. However the intended planting from November 2022 will allow for inclusion of ideas resulting from the highly successful public consultations , including public voluntary input in both design and implementation. In order to execute a properly considered plan which will

deliver a woodland in perpetuity it is felt that to start planting by March 2022 would not allow for such a redesign to be effectively planned or delivered .

Two other factors have also come to light, our Arboriculturist has discovered that tree supply, due to unprecedented demand has become almost non-existent and the species we would be looking to plant at this site are not guaranteed to be available therefore leaving us with unsuited substitutes. Further several tree planting companies have already closed their books to new contracts until later next year and would not commit until the site is ready and prepared.

This revised approach will enable the council and its funding partners ,Thames Chase and Essex Forest Initiative to ensure early ordering of material and the necessary labour to ensure planting takes place but with the involvement that is desired by public and private organisations within the borough. The Councils Arboriculturist will be developing a plan for implementation which will be best served by creating a plan with differing sections devoted to community involvement. Therefore creating compartments for schools , Butterfly Meadow , Rotary ,BEBA, the commercial & retail sector and any other resident or group who may want to be part of this scheme. The Arboriculturist will develop this plan and then work to implement later next year.

Preparation of the planting site has started with the land being ploughed to relieve compaction and improve drainage , therefore we are now in a position where the Forestry Commissions will be able to undertake an Environmental Impact Assessment (EIA) so full preparation will be completed in February /March 2022 with planting taking place in November 2022.

Enforcement update

Patrols

Patrols are still carried out regularly and a variety of issues are dealt with. The team have carried out road safety checks, stop and searches, parking patrols, rural patrols as well as ASB checks. Throughout October and November over 100 hours of patrols were carried out in the evenings and weekends, some of these in conjunction with partners such as Essex Police, SEPP, and the Environment Agency.

Parking Enforcement

Our partners at SEPP continue to deliver on street parking enforcement across the Borough, alongside the out of hours patrols undertaken with the Enforcement Team. SEPP receive several complaints about parking issues in the Town Centre, outside various schools, on pavements and in other hotspot areas. During the month of November 360 PCNs were issued in the High Street and surrounding area, this shows an increase of 92 PCNs compared to October which resulted in SEPP issuing 269 PCNs in these areas.

Community Engagement

The Community Safety Team have been able to flourish by increasing its presence across the borough. We have been working alongside the Community Services Team and have used the Community Connect Trailer 4 times in different location. We have also teamed up with partners such as Essex Police & Neighbourhood Watch to deliver engagements around Road Safety Week and general safety.

White Ribbon & DA Awareness

Thursday the 25th November saw the International Elimination of Violence Against Women Day (White Ribbon Day) which also marked the start of a 16 Days of Awareness for Domestic Abuse Campaign. The Community Safety Team were in the High Street engaging with residents and visitors of the Borough promoting White Ribbon and the White Ribbon Promise to never commit, excuse or remain silent about violence against women. Daniel Cannon, Isabelle Hatton and Darcie Newton are all ambassadors/champions of White Ribbon and will continue to work with to change the cultures that lead to violence against women. Brentwood Borough Council are currently applying to receive the White Ribbon Accreditation.

Community Alarms Closure

The majority of alarms users have now been contacted to advise them of the intention to close the alarms service with the offer of assistance of being transferred to Lifeline 24. A Data sharing agreement has now been signed between the Council and Lifeline 24 to enable us to share customer contact information with Lifeline 24. The majority of users were happy to transfer over to Lifeline 24 and have been reassured that their payments will remain the same. It is anticipated that most users will have been transferred to lifeline 24 by the end of January 2022.

Sheltered Housing Review

The Sheltered Housing review is still underway, but the scope of the review has now been expanded to include the potential to re-define the service from 'building led' to a person focused approach. With the recruitment of the new Strategic Director for Housing in January a full update report will be presented at the March 2022 committee.

Sustainability Strategy Plan

The Sustainability Strategy (name tbc) is under way and is currently in the data collection phase. This is likely to be the longest part of the process, and so a "skeleton" draft is also being created. This draft will include a range of different ideas and strategies which could be used and can be adapted to line up with the key areas and themes once analysis of the baseline has been conducted.

After the baseline has been set (using data from 2019 to rule out anomalies from covid), key areas and themes for improvements will be identified, and SMART (Specific Measurable Attainable Relevant Time-Based) goals set. These SMART goals are likely to be umbrella goals, for example "all council buildings will be carbon

neutral by 'a certain date' but will include smaller actions to contribute to the achievement of this goal.

Once these goals and actions are identified, they will be written up into draft form, ready for a consultation period with stakeholders.

After the consultation period, any alterations will be made, and actions prioritised in terms of budget and the outcome of the consultations.

The first steps to create the strategy have been made. Information/data is being collated to create our baseline. Typically, it is Scope 1 (direct emissions from the burning of fuel) and Scope 2 (emissions associated with the generation and use of electricity) emissions which are used for a baseline and where possible to identify Scope 3 emissions (waste disposal, business travel, purchased goods and services etc).

Contact has been made with a range of councils to understand how they approached the creation of their strategy, and any useful resources they used in the process. This will enable a joined-up approach, best use of resources and source were schemes have already been delivered and can be transferred across.

BEBA

The launch of BEBA was a great success, with 25 businesses signing up at the Business Showcase. Our first meeting with members of the Alliance was held on Tuesday 30th November 6-8pm at Town Hall. The agenda covered the following topics:

Shaping and agreeing the principles of BEBA.

Forming a management board, including the appointment of a Chair and Vice Chair

How to establish your business' current CO2 emissions, and how to create a baseline (Guest speaker: Tony McPartland, ZestRecycle)

Sharing ideas on how to realistically achieve our target of becoming carbon neutral by 2040

Appendix D

Committee: Ordinary Council	Date: 8 December 2021
Subject: Planning and Licensing Committee Chairs Update	Wards affected: All
Chair: Cllr Thomas Bridge	
Report of: Phil Drane, Corporate Director – Planning & Economy	For information

PLANNING DEVELOPMENT MANAGEMENT

Applications and performance

The number of applications, using the broadest measure (i.e. relating to all types of applications) received so far this financial year is the highest since 2014, when data was first recorded in a comparable way. This increase began in summer 2020 following a significant decline in April 2020, which was very likely pandemic related and short-lived. Currently the increase is 19% up on the number of applications received by the same time last year. Although the rate of increase has recently slowed, total numbers remain higher at 177 up in October 2021 compared to this time last year. Likewise, the number of applications in the narrower measure of applications (FUL, LBC etc) is also the highest for all years since 2014, and is 18% up on the same time last year.

For several years now, the percentage of planning applications decided within statutory deadlines has remained at the highest levels recorded for the Development Management service. The Department for Levelling Up, Housing and Communities recently published planning performance figures for quarter one of 2021/22 (April to June 2021), setting out the percentage of applications determined (taking all types together) in time for all local planning authorities in England (455 total).

Table 1 below is an extract of this data ranked by percentage determined in time and then by total decisions (for all top performing authorities achieving between 98%-100%). As can be seen, according to this order Brentwood ranks 33rd in England at 98%, and fourth in Essex (Thurrock at 100%, Castle Point and Harlow at 99% rank higher). It is noticeable that Brentwood deals with a high number of total applications when compared with other authorities. It is also clear which authorities are in Green Belt areas when considering the percentage of granted applications, i.e. Green Belt authorities tend to have lower percentages of granted applications (around 70%-80%) compared with non-Green Belt authorities (mainly achieving upwards of 90%).

Monitoring the percentage of granted applications is now particularly important that the Council has added this to its Key Performance Indicators. In future, as the Planning Development Management Team transition to using new policies in the Local Development Plan (subject to soundness), this will be a useful measure of the positive response to growth and the quality of development proposals.

Table 1: Planning applications in England April – June 2021 (Q1 2021/22)				
Local Planning Authority	Total decisions	Total granted	% granted	% decided in time
1. Wokingham	465	421	91%	100%
2. Rotherham	350	322	92%	100%
3. Bury	302	285	94%	100%
4. St Helens	254	235	93%	100%
5. Thurrock	232	172	74%	100%
6. LB Barking & Dagenham	228	144	63%	100%
7. Dartmoor National Park	128	117	91%	100%
8. Hartlepool	96	86	90%	100%
9. Tamworth	84	76	90%	100%
10. Northumberland National Park	8	8	100%	100%
11. Old Oak and Park Royal Development Corporation	7	7	100%	100%
12. Mid Sussex	510	488	96%	99%
13. Maidstone	431	338	78%	99%
14. Dudley	387	347	90%	99%
15. North Tyneside	291	277	95%	99%
16. Swindon	283	256	90%	99%
17. LB Newham	273	218	80%	99%
18. West Lindsey	264	240	91%	99%
19. Telford & Wrekin	243	233	96%	99%
20. Spelthorne	209	182	87%	99%
21. Newcastle-under-Lyme	199	193	97%	99%
22. Castle Point	194	143	74%	99%
23. Watford	186	123	66%	99%
24. North East Lincolnshire	181	173	96%	99%
25. Adur	165	155	94%	99%
26. Harlow	111	96	86%	99%
27. Babergh	398	366	92%	98%
28. Coventry	391	346	88%	98%
29. West Suffolk	390	358	92%	98%
30. Wigan	356	316	89%	98%
31. East Lindsey	325	310	95%	98%
32. Fareham	321	310	97%	98%
33. Brentwood	300	229	76%	98%
34. Amber Valley	268	256	96%	98%
35. Chorley	203	184	91%	98%
36. Knowsley	166	165	99%	98%
37. Broads Authority	45	43	96%	98%

Source: Planning Application Statistics – Department for Levelling Up, Housing and Communities, <https://www.gov.uk/government/collections/planning-applications-statistics#2021>

Decision-making

Since January 2020, 45 applications have been determined by the committee, of which 17 decisions have been contrary to recommendation (38%). Eight of those overturned applications were recommended for approval but refused, and nine with recommendations for refusal were approved. A further application for listed building consent was refused on officer advice as the associated planning application had been refused contrary to recommendation.

It is acceptable in principle for the committee to disagree with an officer recommendation, particularly where matters are finely balanced, though it would be expected to be a rare occurrence. This can have an impact on the pre-application service and the confidence of applicants, as well as appeals performance. Therefore, it is important that it is kept under review.

Appeals

As regularly reported in this briefing, the Secretary of State operates a 'quality' measure of planning decisions. Like the measures for speed, these are assessed as two types: Majors and 'non Majors'. The measure assesses the number of allowed appeals as a percentage of all applications of that type determined by the local planning authority in the previous two years. This assesses the decision failure rate, what the Government may consider to be poor or bad decisions. The threshold for concern is 10% (i.e. the loss rate should not exceed this level).

Currently three major appeals have been lost in the qualifying period that ends in December 2021. This is under the 10% threshold, the last national figures were 7.1% published in September 2021, based on 42 major application decisions. The applications relating to those appeal cases were determined in 2019 (two) and a non-determination appeal (one) submitted last year and determined earlier this year.

Looking at appeals on a more basic allowed/dismissed level, the percentage of appeals lost rose to 50%. However, this isn't the measure that the Government considers to be important.

An overview of recent appeal decisions and performance is due to be brought to the committee for information in December as part of regular updates.

Planning Enforcement

The committee was presented with an information item on Planning Enforcement activity in the period between January and September 2021. This is part of a regular series of updates, for which going forward will be more frequently presented to the committee.

The update included an overview of the number of cases on hand with the team closing 63 initial investigations in addition to the 92 full investigations closed during this time. Although the number of Enforcement Notices issued has reduced, this should be interpreted as the team succeeding in achieving more resolutions and

regularisations of the breaches identified. This is achieved through effective negotiations, liaison with other departments, residents (both owners and complainants) and agents. An update was also provided on recent legal action that the team has been involved with.

PLANNING POLICY

Having held hearing sessions through 2021 as part of the Local Plan examination process, a Main Modifications consultation recently concluded on 11 November following the statutory minimum six-week length. Main modifications are those necessary amendments to make the plan sound according to the requirements of the appointed planning inspectors.

Approximately 330 individuals or organisations responded to the consultation. These representations are currently being collated to be passed to the planning inspectors for consideration as part of the examination. The outcome of such consideration will inform the inspectors' letter confirming whether the plan is sound or not. If it is sound, the Council can decide whether to adopt the plan. Subject to soundness confirmation, it is expected that a recommendation will be brought to the Council for decision in early 2022.

The Policy, Resources and Economic Development Committee chairs update includes information on recent decisions to approve the Ingatestone and Fryerning Neighbourhood Plan as part of Regulation 15 and next stages towards adoption, and a response to the recent Southend Local Plan Regulation 18 consultation.

LICENSING

Since the reopening of the hospitality industry and night-time economy following COVID-19 restrictions, the Licensing Team has been busy over the past five months with increased applications and requests. There has been nine Licensing Sub Committees held to consider a variety of matters, which have included:

- Temporary Event Notice applications for events where the Police and/or Environmental Health has objected to an event taking place without any conditions being applied;
- Consideration of two personal licences where the licence holders have been convicted of relevant offences;
- A new application for a late night refreshment premises in Brentwood High Street where concerns around public safety and noise were considered;
- Review of the Brave Nelson Public House licence following a breach of conditions that had been imposed on their licence months earlier by a previous committee, which related to the use of the beer garden following noise complaints; and
- The suitability of a taxi driver to hold a licence following allegations of a refusal to take a wheelchair user.

Appendix E

Committee: Ordinary Council	Date: 8 December 2021
Subject: Policy, Resources and Economic Development Committee Chairs Update	Wards Affected: All
Chair: Cllr Chris Hossack	
Report of: Steve Summers, Strategic Director and Deputy Chief Executive	For Information

The following matters were brought to Policy, Resources and Economic Committee on 24 November 2021.

Corporate Strategy

The Corporate Strategy sets out the council's ambitions for a 5-year period.

An Annual Review of the plan was undertaken and Key Objectives for 2021-22 were approved by Ordinary Council on the 10th March 2021. (Min 723 refers). An update was reported to members on the progress of the Corporate Strategy 2021-22 key objectives.

Procurement Strategy

The Procurement Strategy was updated to reflect the Corporate Strategy "Brentwood 2025" setting out and updating the procurement cycle and principles the Council will follow.

2022-23 Budget Consultation Response

In total the Council received 255 responses for the budget consultation. 247 were from residents, 5 were from businesses in the borough, 2 respondents work in the borough and 1 respondent was interested in the borough. 97.27% of the respondents were Council Taxpayers.

Overall, after analysing the participants responses the following was derived:

- a) Services wish to be kept the same across the board.
- b) Supporting local business and organisations was the most important to the respondents regarding the corporate strategy.
- c) The household waste collection service had the highest satisfaction score. However, this is a service that is likely most participants are in receipt of. Other services such as homelessness prevention not all participants would have been in receipt of and therefore would not have a satisfaction score for them.
- d) Creating efficiencies first overall increasing income to raise extra revenue was the preferable option.

- e) Most respondents would support a marginal increase to council tax to maintain the current service provision.

The full consultation responses can be found at <https://www.brentwood.gov.uk/-/consultations#recent-consultations>

2022/23 Medium Term Financial Forecast and 2020/21 Mid-Year Review

Members were updated on the Draft position of the Medium term Financial Strategy and the mid year review. This is the current position known at this point in time available to the finance team. Various assumptions have been built into the base budget and the budget setting process is still in progress.

The current position was summarised as follows:

	2020/21 Actual £'000	2021/22 Projected Outturn £'000	2022/23 Budget £'000	2023/24 Budget £'000	2024/25 Budget £'000
Total General Fund Net Expenditure	12,063	9,060	10,359	10,705	11,253
Total Funding	(11,820)	(9,060)	(8,999)	(8,827)	(8,995)
Funding Gap	243	0	1,360	1,878	2,258
Working Balance b/fwd	3,117	2,874	2,874	1,514	(364)
Less: - Funding Gap	243	0	1,360	1,875	2,258
Working Balance c/fwd	2,874	2,874	1,514	(364)	(2,622)

Addressing the Funding Gap

The strategy for managing the future budget gaps must be developed during the budget setting process. Officers are currently looking at:

- a) Service redesign and delivery of service strategies
- b) Maximising income generating opportunities
- c) Ensuring full cost recovery for services
- d) Reviewing how services are delivered to reduce costs
- e) Reviewing and rationalising Council Assets
- f) Generating innovative ideas for delivering efficiencies
- g) Reviewing and considering the activity of Seven Arches Investment Limited and the Joint Venture Brentwood Development Partnership
- h) Looking at shared service opportunities. The Joint Strategic Partnership with Rochford Council continues to progress, if this partnership continues it is likely, savings and efficiencies will be realised. These have not been factored into the current forecast.

- i) Prioritising the delivery of projects

HRA and the Capital program positions were also reported as well as the Treasury Management mid year review. Further full details can be found within the Policy, Resources and Economic Development report.

Review of Council Tax Discounts

In March 2021, following a motion at full Council by the Labour group which was accepted in February 2021, PRED resolved to review Council Tax Discretionary Discounts and report options to a future PRED Committee.

In September 2021, Members reviewed the options available and agreed to consult with residents on three discretionary discounts to make amendments to the scheme of Council Tax Discounts and Premiums with effect from 1 April 2022, using discretionary powers granted by the Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018.

The consultation concluded and the Committee agreed the proposed changes to the scheme.

Equality, Diversity and Inclusion Policy

Members were presented for information the Council's Equality, Diversity and Inclusion Policy 2021-2024. The policy has been reviewed and updated to ensure it is still reflective of the Equality Act 2010 and the Council's statutory obligation to implement provisions into its working practices. The policy sets out how the Council complies with the defined protected characteristics and also incorporates the International Holocaust Remembrance Alliances definition of Antisemitism (adopted by the Council in January 2017). The policy will be made available to all employees, provided to all new employees as part of their onboarding, as well as training to ensure all employees are aware and understand it.

Staff Values and Behavioural Framework

Linked to the above Equality, Diversity and Inclusion Policy, the committee endorsed the staff values and behaviours that have been developed over the past year through internal workshops and consultation. These are:

- **Nurture:** We empower others, courageously building relationships so that we all grow.
- **Belong:** We have purpose and meaning, aware of how each role contributes to the bigger picture of what we are working together to achieve.
- **Smart:** We are a small organisation that punches above its weight, finding innovative solutions to responsibly deliver ambitious priorities.

- **Dynamic:** We enthusiastically embrace positive change, adapting to meet the needs of each other and our borough.

These values will help the Council maintain and improve a positive staff culture that is motivated and resourced to deliver corporate objectives. Members also approved that further work be undertaken to consider how the values can be embedded in relevant policy and guidance that covers member and officer engagement.

Economic Development Strategy

The Council's Corporate Strategy 2020-25 outlines key corporate priorities and objectives, such as to grow the economy. Members approved a new Economic Development Strategy to provide greater detail on how the local economy will grow, focussing on the three key objectives:

- Promoting Brentwood as a place to set up and do business from
- Enabling the growth of existing businesses
- Encouraging the creation of new enterprises and inward investment

Each objective is supported by several tasks that will help deliver the Council's aims. This will form the basis of a work programme for the Council's Economic Development Team, as well as other teams supporting corporate objectives and external partners.

The strategy sets goals based on recent achievements, such as the 2021 Brentwood Business Showcase, held in October for the first time at The Brentwood Centre. The event was a huge success, bigger and better than ever before with 85 exhibitors, over 500 visitors and fantastic opportunities to learn from a great range of keynote speakers, including Barry Hearn OBE (Matchroom Sport), Kate Willard OBE (Thames Estuary Envoy), Scott Russell (Paddy & Scott's Coffee), Jane Winfield (Tees Law), and Peter Gudde (Greater South East Energy Hub). Use of The Brentwood Centre also made it possible to host the Stars of Brentwood Awards after the showcase, for a community recognition ceremony (voluntary organisations, charities and individuals) and a staff celebration event.

Building on the business showcase success, the team will consider how to further grow the event for 2022, as well as holding a Town Centre Conference in January 2022, inviting key stakeholders from a wide range of backgrounds to discuss the future of the high street, among other things. The team also supported the first Essex County Council High Street Summit on 24 November, representing Brentwood Borough Council at the event that enabled businesses to express concerns and gain insider knowledge from an expert panel of guest speakers.

Brentwood Business Growth Grant

Since November 2020 the Government has provided £2.99m to Brentwood Borough Council as part of its Additional Restrictions Grant (ARG) fund allocation for distribution to local businesses. To date five rounds of grants have been distributed totalling £2.72m.

With the remaining £250,000 of ARG funding, the committee approved that a new Brentwood Business Growth Grant is created to support local businesses who are looking to scale up and grow within the borough post-pandemic. This will help to create a level playing field and encourage businesses of any size or sector to put forward growth projects for funding. Applicants will be asked to detail how their project will create new jobs, safeguard existing jobs, increase turnover and bring new skills into the businesses. This will help grow the local economy as part of the Council's corporate objectives.

Ingatestone and Fryerning Neighbourhood Plan

As a matter of Council policy, given once adopted neighbourhood plans form part of the Council's development plan for Planning decision-making, the committee approved the Ingatestone and Fryerning Neighbourhood Plan Regulation 15 stage and next stages towards adoption (including eventual referendum stage). This is an important milestone that reflects the dedication and hard work from Ingatestone and Fryerning Parish Council in preparing the neighbourhood plan. The parish council presented their neighbourhood plan to the committee.

The neighbourhood plan sets out a wide-ranging policy framework for the area within the parish boundary:

- Housing
- Housing Design
- Heritage
- Economy
- Transport
- Environment
- Wellbeing, Leisure and Community Facilities

Going forward, Brentwood Borough Council is responsible for undertaking consultation of under Regulation 16, followed by submission to the Planning Inspectorate for examination on behalf of the Secretary of State (Regulation 17), and subject to necessary modifications the neighbourhood plan can be published for referendum. Updates on progress will be brought to Members.

Response to the Southend Local Plan

The Southend Local Plan, Refining the Options consultation (Regulation 18) was recently published, and the committee approved a response on behalf of Brentwood Borough Council. Southend-on-Sea Borough Council is a partner through the Association of South Essex Local Authorities (ASELA) and have notified Brentwood Borough Council that Southend Borough is physically unable to meet its full housing needs. The committee conveyed broad support of the aims to prepare a new local plan, noting that the Southend Plan is currently at the early stages of the plan-making process with little specific details provided on the strategic approach for the area. It also set out the limitations that Brentwood Borough faces being wholly within Green Belt, and so proposed further joint working regarding cross-boundary issues be progressed, such as unmet needs.

