

Public Document Pack



Agenda Supplement

Dear Councillor

ORDINARY COUNCIL - WEDNESDAY, 21ST JUNE, 2023

I am now able to enclose, for consideration on Wednesday, 21st June, 2023 meeting of the Ordinary Council, the following reports that were unavailable when the agenda was printed.

Agenda No	Item
------------------	-------------

- | | |
|-----|--|
| 5. | <u>Minutes of Annual Council 17.05.2023 (Pages 3 - 18)</u> |
| 10. | <u>Brentwood Connected Business Improvement District (BID) Ballot (Pages 19 - 52)</u> |
| 11. | <u>Climate emergency (Pages 53 - 58)</u> |

Yours sincerely

Chief Executive

Encs

14/06/23



Minutes

**Annual Council
Wednesday, 17th May, 2023**

Attendance

Cllr Mrs Francois (Mayor)	Cllr Mayo
Cllr Barrett (Deputy Mayor)	Cllr McCheyne
Cllr Aspinell	Cllr Mrs Murphy
Cllr Barber	Cllr Munden
Cllr Dr Barrett	Cllr Mynott
Cllr Bridge	Cllr Naylor
Cllr M Cuthbert	Cllr Parker
Cllr Mrs N Cuthbert	Cllr Poppy
Cllr Mrs Davies	Cllr Mrs Pound
Cllr Mrs Fulcher	Cllr Reed
Cllr Gelderbloem	Cllr Rigby
Cllr Gorton	Cllr Russell
Cllr Haigh	Cllr Sankey
Cllr Heard	Cllr Slade
Cllr Hirst	Cllr Wagland
Cllr Kendall	Cllr White
Cllr Laplain	Cllr Worsfold
Cllr Lewis	Cllr Wiles
Cllr Marsh	

Officers Present

Sarah Bennett	- Director - Digital & Customer Engagement
Greg Campbell	- Director - Policy and Delivery
Zoey Foakes	- Governance & Member Support Officer
Marcus Hotten	- Director - Environment
Andrew Hunkin	- Interim Director - People & Governance
Tracey Lilley	- Director - Communities & Health
Claire Mayhew	- Corporate Manager (Democratic Services) and Deputy Monitoring Officer
Jonathan Stephenson	- Chief Executive
Steve Summers	- Strategic Director
Tim Willis	- Interim Director - Resources
Emily Yule	- Strategic Director

1. Apologies for Absence

No apologies were received.

2. Mayor's Announcements and Presentations

The Mayor, Cllr Olivia Francois said:-

“Good evening, Distinguished guests, Freeman, Aldermen and Alderwomen, Members, Ladies and Gentlemen.

First of all, may I welcome everyone to this evening’s meeting. Also, I would like to extend a warm welcome and congratulations on the recent election our new members Cllrs Gorton, Marsh, Mayo, McCheyne, Munden, Pound, Rigby and Worsfold and congratulations to Cllrs Dr Barrett, Davies, Laplain, Lewis, Poppy on their re-election. I would also like to thank the non-returning Councillors, Sarah Cloke, Andy Fryd, Peter Jakobsson, Noelle Hones, Chris Hossack, Maria Pearson and Sandy Tanner. Thank you for all your work on behalf of the Council and your Wards.

The Mayoral year started with preparations for the Platinum Jubilee of Her Majesty Queen Elizabeth II. There was great affection for the Queen demonstrated in a variety of events across the Borough, many of which I had the privilege of attending, on your collective behalf.

However, not that long afterwards, the world was saddened to see the passing of Queen Elizabeth, our longest ever reigning monarch. She once famously said “my whole life, be it long or short, will be spent in the service of my people and the commonwealth’- a pledge which she thoroughly honoured, right til the end.

I remember with great sadness, having to read out the Proclamation, on the death of our late Queen, outside the Town Hall, accompanied by people from across the Borough, who attended to pay their respects.

Some months later, I found myself attending a whole series of events to celebrate the Coronation of His Majesty King Charles III, having also gone up to London with my husband, to witness the Coronation procession.

Thus, in the course of a highly eventful year I have participated in some 136 events, both in and outside of the Borough. Some of these events include:. Visiting the Brentwood Sea Cadets, hosting receptions for the French and German Town Twinning groups, 4 flag raisings, turning on the Christmas Lights in Brentwood High Street, 17 church services, including 9 carol services over the Christmas period and drawing more raffle tickets than I have pairs of shoes.

Exactly thirty years ago, as a ten year old girl I sat in assembly and listened to Cllr Elizabeth Bottomly talk to my school about being the Mayor of Brentwood.

Fast forward thirty years later, not only am I now the Mayor of Brentwood, but I too was in that that very hall talking to the kids about being Mayor. It was a surreal and quite emotional moment.

Also during the year, thanks to the generosity of many, I have managed to raise slightly over £15,000 for my four Mayoral Charities, Cardiomyopathy UK, Parkinsons UK, St Francis Hospice and Hopefield Animal Sanctuary. May I take this opportunity to present donations to some of my charities here this evening.

First of all may I ask Lizzy Tuthill from Hopefield Animal Sanctuary to come forward to receive your donation.

And may I ask Andy Furneaux from St Francis Hospice to come forward to receive your donation.

I will be donating £2000 to each of my other charities, Cardiomyopathy UK and Parkinson's UK who were unable to attend this evening.

On behalf of Officers and members of Brentwood Borough Council, I would like to present the past Leader Chris Hossack with gift of 20 years service to the Borough.

Finally, as someone who grew up in this Borough, it has been an immense privilege to be the Mayor of Brentwood, something I will remember with a great sense of pride. During my term of office, I have on occasion had to Chair some rather lively meetings but never the less, I have come to realise that in the words of Jo Cox, we all have 'more in common than divides us', so in that spirit, I would like to thank all our Councillors, officers and all the people of the wonderful Borough of Brentwood for their kind support and wish all of them a successful year ahead."

3. Designate a Mayor for the ensuing municipal year

The Council is required to elect a Mayor from amongst its membership to serve for the Municipal Year 2023/2024 and until their successor was entitled to act in that office in accordance with the procedure as set out in Appendix B of the Constitution.

Cllr Francois **MOVED** and Cllr Dr Barrett **SECONDED** that Cllr Gareth Barrett should be designated Mayor and it was **RESOLVED UNANIMOUSLY** that Cllr Gareth Barrett be installed as Mayor for the Municipal Year 2023/24.

Reason for Recommendation

It is a statutory duty.

4. Designate a Deputy Mayor for the ensuing municipal year

The Council is required to appoint a Deputy Mayor from amongst its membership to serve for the Municipal Year 2023/2024. The Deputy Mayor is appointed by the Council to continue in office for one Municipal Year and hold office until immediately after the election of the Mayor at the next Annual Meeting.

Cllr Davies **MOVED** and Cllr Aspinell **SECONDED** that Cllr Mark Haigh be appointed Deputy Mayor and it was **RESOLVED UNANIMOUSLY** that Cllr Mark Haigh be appointed as Deputy Mayor for the Municipal Year 2023/2024.

Reason for Recommendation

It is a statutory duty.

5. Receive any declaration of interest from Members and Officers

There were no declarations of interest from Members or Officers.

6. Brentwood Borough Council Elections

The results of the recent elections were tabled at the meeting. A copy of the results is attached to the minutes

7. Political Groups on the Council

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

The CEO, Mr Stephenson advised that he had received Notices from the Conservative Group and the Brentwood Joint Administration Group indicating that they wished to be treated as political groups on the Council and listing membership of their Group.

Cllr Barrett **MOVED** and Cllr Haigh **SECONDED** the recommendation in the report and it was **RESOLVED UNANIMOUSLY**:

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

Reason for Recommendation

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

8. Designate a Leader and Deputy Leader of the Council

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

The Mayor invited nominations for the election of Leader and Deputy Leader for the Municipal Year 2023/2024.

Cllr Laplain **MOVED** and Cllr Dr Barrett **SECONDED** that Cllr Aspinell be designated as Leader of the Council and it was **AGREED** that Cllr Aspinell be designated Leader of the Council.

Cllr Aspinell **MOVED** and Cllr Dr Barrett **SECONDED** that Cllr Laplain be designated as Deputy Leader of the Council and it was **AGREED** that Cllr Laplain be designated Deputy Leader of the Council.

Reason for Recommendation

To comply with Article 4 of the Constitution.

9. Leader's Statement

During his statement Cllr Aspinell congratulated those Members that had been re-elected and those that were elected for the first time as new councillors.

Cllr Russell as Leader of the Opposition Group responded to the Leaders Statement.

10. Committees and their Terms of Reference

The Council is requested to formally establish those committees it considers necessary to fulfil its functions in the ensuing municipal year, in accordance with the requirements of both legislation and the Council's Constitution.

Cllr Aspinell **MOVED** and Cllr Dr Barrett **SECONDED** the recommendations in the report and following a discussion a vote was taken on a show of hands and it was **RESOLVED UNANIMOUSLY**.

Members are asked to:

1. That the Committees listed in Appendix A be appointed for the Municipal Year 2023/2024.
2. That the size of the Committees listed in Appendix A be agreed.
3. That the Terms of Reference of the Committees listed in Appendix A be agreed.
4. That the Council's Monitoring Officer be authorised to make any necessary changes to the 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.

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

The Council is required to approve the allocation of seats on committees, receive the nominations from political groups and make appointments to committees as shown in the nomination sheets and appoint the Chairs and Vice-chairs of committees.

Cllr Aspinell **MOVED** and Cllr Laplain **SECONDED** the recommendations in the report. A vote was taken on a show of hands and it was **RESOLVED UNANIMOUSLY**

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

Reasons for Recommendation

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

12. Committee Calendar for 2023-24

The Council is requested to agree to the schedule of Ordinary meetings of the Council and those Committees that have been established in agenda item 11 for the 2023-24 municipal year.

Cllr Aspinell made an amendment to the calendar that the date of Annual Council moved back to three weeks after the Local Elections to 22nd May 2024.

Cllr Aspinell **MOVED** and Cllr Laplain **SECONDED** the recommendation in the report. A vote was taken on a show of hands and it was **RESOLVED UNANIMOUSLY**.

That the Calendar of Meetings for 2023/2024 in Appendix A as amended be approved.,

Reason for Recommendation

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

13. Members Allowances 2023-24

The Council operates a Members' Allowances Scheme which is reviewed annually by the Independent Remuneration Panel (IRP). The Members' Allowance Scheme is Chapter 6 of the Council's Constitution, the IRP have reviewed the current scheme and have made recommendations for the 2023/24 Municipal Year and in Appendix A.

The recommendation is for all allowances to stay the same. Although, the IRP report had recommended that member allowances for 2023/24 be increased by 2% (rounded down to the nearest £100) for the basic allowance only. Other allowances were recommended to be remain unchanged.

Cllr Aspinell thanked the Remuneration Panel for their work.

The Mayor noted the error in the appendix which referred to the Leader of the Minority Group which should not have been included.

After a full discussion, Cllr Aspinell **MOVED** and Cllr Russell **SECONDED** the recommendations in the report and by a show of hands, this was **RESOLVED UNANIMOUSLY:**

Members are asked:

- 1. That the report of the Independent Remuneration Panel at Appendix A be noted.**
- 2. That the Members Allowances at Appendix C be agreed, and delegated authority is given to the Monitoring Officer to amend the constitution.**

Reason for recommendation

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

14. Appointment of Independent Persons for Purpose of the Localism Act 2011

The Localism Act 2011 requires all principal authorities to have arrangements in place to consider allegations of breaches of the Councillors' Code of Conduct for that authority and the Codes of Conduct for its associated parish councils, and to make decisions on those allegations. In doing so, an authority must take account of the views of an Independent Person appointed by the authority. This report relates to a proposal that Brentwood Borough Council confirms the appointment of two Independent Persons to comply with the statutory requirements of the Localism Act 2011.

Cllr Aspinell **MOVED** and Cllr Laplain **SECONDED** the recommendations in the report and by a show of hands, this was **RESOLVED UNANIMOUSLY**:

Appoint Mr Mike Hawkins and Mr Steve Marsh as Independent Persons to comply with the statutory requirements of Section 28(7) of the Localism Act 2011, for a period terminating at the first Council meeting after the 2025 municipal elections.

Reason for recommendation

It is a statutory requirement on Brentwood Borough Council as a principal Council to appoint Independent Persons for the purpose of the Localism Act 2011.

15. Appointment of Monitoring Officer

The report sought the Council's approval of the appointment of the Monitoring Officer.

All Councils are required to appoint a Monitoring Officer pursuant to s.5 of the Local Government and Housing Act 1989. At Brentwood Borough Council, this role is usually aligned with the Director of People and Governance post. Following two rounds of external recruitment, the Council has been unable to make a permanent appointment to this post and the interim Monitoring Officer will be leaving at the end of May 2023. The Head of Paid Service has, therefore, offered an interim acting up opportunity to the managers within the People and Governance directorate.

Following an expressions of interest process Claire Mayhew, the current Deputy Monitoring Officer, is recommended to Council for the Monitoring Officer role.

Members endorsed the appointment of Mrs Mayhew as Monitoring Officer.

The Mayor thanked Andrew Hunkin for his tenure as Monitoring Officer.

Cllr Aspinell **MOVED** and Cllr Russell **SECONDED** the recommendations in the report and by a show of hands, this was **RESOLVED UNANIMOUSLY**:

That the appointment as Monitoring Officer of Claire Mayhew be confirmed.

Reason for recommendation

The Council is legally required to appoint a Monitoring Officer. The role is currently being filled by an interim appointment which will end on 31 May 2023. Therefore, the Council needs to make a new appointment at the Annual Council meeting to ensure that there is a successor in place.

16. Urgent Business

There were no items of urgent business.

The meeting concluded at 8.30pm.

This page is intentionally left blank

Election Results

4 May 2023

<u>Ward</u>	<u>Elected Member</u>	<u>Percentage of votes</u>
Brentwood North	Cllr Mark Lewis	62%
Brentwood South	Cllr Tim Barrett	56%
Brentwood West	Cllr Steve Mayo	61%
Brizes & Doddinghurst	Cllr Cliff Poppy	65%
Herongate, Ingrave & West Horndon	Cllr Fiona Marsh	68%
Hutton East	Cllr Ben Rigby	49%
Hutton North	Cllr Jan Pound	53%
Ingatestone, Fryerning & Mountnessing	Cllr Hugh Gorton	52%
Pilgrims Hatch	Cllr Vicky Davies	73%
Shenfield	Cllr David Worsfold	51%
South Weald	Cllr Brenner Munden	64%
Tipps Cross	Cllr Roger McCheyne	54%
Warley	Cllr Jay Laplain	56%

This page is intentionally left blank

Brentwood Borough Council POLITICAL BALANCE 2023/2024

The Political Balance of the Council is:

POLITICAL GROUP	NO. OF MEMBERS	%	POLITICAL GROUP	NO. OF MEMBERS	NO. OF SEATS ON ORDINARY COMMITTEES
CONSERVATIVE	18	= 48.64	CONSERVATIVE	18	32 (32.10)
BRENTWOOD JOINT ADMINISTRATION	19	= 51.35	BRENTWOOD JOINT ADMINISTRATION	19	34 (33.89)
TOTALS	37	100			66

PROPOSAL:

	A & S C (9)	H, H & C (9)	DAC (9)	G & C C (9)	P & LC (12)	F, A, I & R C (9)	SAC (9)	Total	TARGET Total
									66
CON	4 (4.37)	4 (4.37)	4 (4.37)	4 (4.37)	6 (5.83)	4 (4.37)	4 (4.37)	30* (32.05)	32 (32.05)
BJA	5 (4.62)	5 (4.62)	5 (4.62)	5 (4.62)	6 (6.16)	5 (4.62)	5 (4.62)	36* (33.88)	34 (33.88)
	9	9	9	9	12	9	9	66	66

* These numbers are different to the overall target total in order to observe s.15 (b) of the Local Government and Housing Act 1989 which requires that a majority group on the council has the majority of seats on each committee.

This page is intentionally left blank

Notice of Meetings 2023/2024

LOCAL GOVERNMENT ACT 1972 (AS AMENDED)

NOTICE IS HEREBY GIVEN that the following meetings, open to the Public and Press, will be held at the Town Hall, Ingrave Road, Brentwood, Essex CM15 8AY.

	Day	Time	May 2023	June 2023	July 2023	August 2023	September 2023	October 2023	November 2023	December 2023	January 2024	February 2024	March 2024	April 2024	May 2024
Annual Council	Wednesday	19:00	17th												22nd
Ordinary Council	Wednesday	19:00		21st			27th			13th		28th (Budget)	13th (if required)		
Audit and Scrutiny Committee	Tuesday	19:00			11th		26th		14th		23rd		19th		
Housing, Health and Community Committee	Monday	19:00		19th			18th			18th			11th		
Green & Clean Committee	Monday	19:00		26th			11th			11th		26th			
Licensing Committee	Tuesday	18:15		27th (if required)	25th (if required)		19th (if required)	17th (if required)	21st (if required)	19th (if required)	16th (if required)	20th (if required)	12th (if required)		
Planning Committee	Tuesday	19:00		27th	25th		19th	17th	21st	19th	16th	20th	12th		
Finance, Assets, Investment and Recovery	Wednesday	19:00			12th		13th		8th	20th		7th (Budget)	6th (if required)		

Dated this 17.5.2023

J. Stephenson
HEAD OF PAID SERVICES

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

Holiday Calendar 2023/2024



	2023								2024				
	May	June	July	August	September	October	November	December	January	February	March	April	May
1	Bank Holiday	School holidays		School holidays	School holiday	Conservative Party Conference			Bank holiday			Bank Holiday	
2		School holidays		School holidays		Conservative Party Conference			School holidays			School holidays	Elections
3				School holidays		Conservative Party Conference			School holidays			School holidays	
4	Elections			School holidays		Conservative Party Conference			School holidays			School holidays	
5												School holidays	
6													Bank holiday
7				School holidays									
8	Bank Holiday			School holidays		Labour Party Conference						School holidays	
9				School holidays		Labour Party Conference						School holidays	
10				School holidays		Labour Party Conference						School Holidays	
11				School holidays		Labour Party Conference						School holidays	
12												School holidays	
13													
14				School holidays									
15				School holidays									
16				School holidays									
17				School holidays									
18				School holidays									
19											School holidays		
20											School holidays		
21				School holidays				School holidays			School holidays		
22				School holidays				School holidays			School holidays		
23				School holidays	Liberal Democrats Conference	School holidays					School holidays		
24			School Holidays	School holidays	Liberal Democrats Conference	School holidays							
25			School holidays	School holidays	Liberal Democrats Conference	School holidays		Bank holiday					
26			School holidays		Liberal Democrats Conference	School holidays		Bank holiday					
27			School holidays		Labour Party Conference	School holidays		School holidays					Bank holiday
28			School holidays	Bank Holiday				School holidays					School holidays
29	School holidays/Bank Holiday			School holidays				School holidays			Bank holiday		School holidays
30	School holidays			School holidays									School holidays
31	School holidays		School holidays	School holidays									School holidays



ORDINARY COUNCIL

21st JUNE 2023

REPORT TITLE:	Brentwood Connected Business Improvement District (BID) Ballot
REPORT OF:	Phil Drane, Director of Place

REPORT SUMMARY

On 17 May, the Brentwood Business Partnership (BBP) submitted a request to the council in accordance with Business Improvement District (England) Regulations 2004, to hold a ballot within Brentwood, Shenfield and Ingatestone to establish a Business Improvement District (BID) across the three centres. This report provides background information on BIDS, the priorities set out in the Brentwood Connected BID Business Plan and the role of local authorities in delivering BIDs. The report seeks approval to support the BID in relation to council properties in the area.

RECOMMENDATIONS

- R1. Agree to vote in favour (i.e. Yes) in the Brentwood Connected BID Ballot in respect of the council properties within the BID area.**
- R2. Authorise the Director of Assets to cast the council's votes in the Brentwood Connected BID Ballot in accordance with the decision taken in R1.**
- R3. Note that the council will be subject to payment of the levy on its properties within the BID area.**
- R4. Confirm that the BID Proposal does not conflict with any council policy or disproportionately burden any business or class of businesses.**

SUPPORT ING INFORMATION

1.0 OTHER OPTIONS CONSIDERED

- 1. The Brentwood Connected BID Business Plan sets out four main priorities:

- a) **Improving places:** To dress our streets and create an environment for people to stay longer
 - b) **Promoting places:** To attract new visitors and additional spend through marketing and events
 - c) **Welcoming places:** To ensure our locations are well-managed, safe and friendly
 - d) **Connecting places:** To create great places to live, work and invest
2. If approved at ballot, the council will become the BID Body, thereby both collecting and administering the levy funds. A BID Manager will be recruited as a new officer role within the Economic Development team. The BID Manager will have responsibility for delivering BID initiatives as advised by BBP. The Manager's salary will be recharged to the BID.
 3. The BBP will operate as a BID advisory group. It will be made up primarily of levy paying businesses, with the council in attendance at all meetings. BBP's aim is to work with local businesses and the council to develop initiatives that will enhance and add value to the area covered by the BID in line with the business-led priorities listed above.
 4. If the BID ballot is successful, a partnership agreement between the council and BBP will need to be agreed to outline the provision of the local authority services that the council presently provides to the BID area and intends to continue to provide over the BID period, such as CCTV and street scene services. If delegated authority is required, a new report will be presented to the Finance, Assets, Investment & Recovery Committee.
 5. The levy rate to be paid by each property is to be calculated at 2% (subject to annual fixed inflationary increases of CPI or maximum 5% a year) of its rateable value (RV) as at each 'chargeable day' (1 October each year), based on April 2023 RVs. Only properties with an RV of £12,500 or over will be liable. Owners of all untenanted properties will be liable for payment of the levy. Charitable organisations that are subject to relief on their business rates liability will pay 20% of the levy amount that would otherwise apply. Units within The Baytree Centre already pay additional service charges and so will pay 75% of the levy amount that would otherwise apply. The maximum annual BID levy payable by any one business is £10,000.
 6. The total levy will average £420,000 per year, generating over £2m in revenue over the BID's five-year term.

7. The council has 13 properties within the BID boundary. The total BID levy liable for these properties is £17,015 in Year 1.

Property	Rateable Value	Annual BID Levy
Coptfold Road Multi-Storey	£234,000	£4,680
William Hunter Way Car Park	£201,000	£4,020
Brentwood Town Hall First Floor Suite 11	£168,000	£3,360
Chatham Way Car Park	£66,000	£1,320
1-2 Seven Arches Road	£35,750	£715
Brentwood Town Hall Suite 9 First Floor	£26,250	£525
Ingatestone Market Place Car Park	£26,250	£525
Brentwood Town Hall Suite 6 Ground Floor	£23,500	£470
Brentwood Town Hall Suite 10 First Floor	£17,000	£340
Hunter Avenue Car Park	£13,500	£270
Friars Avenue Car Park	£13,500	£270
Brentwood Town Hall Suite 3 Ground Floor	£13,250	£265
Westbury Road Car Park	£12,750	£255
TOTAL	£850,750	£17,015

8. Assuming that the council wants to vote the same way for all 13 properties listed in 1.7, then there are three options available:
- a) Vote 'yes' in favour of the Brentwood Connected BID Business Plan as an endorsement of the proposals and show clear support for wider investment in the borough's high streets
 - b) Vote 'no' in opposition to the Brentwood Connected BID Business Plan
 - c) Abstain, which would likely be seen as an opposition to the Brentwood Connected BID Business Plan
9. Seven Arches Investments Ltd (SAIL) has seven properties within the BID boundary, all located within The Baytree Centre. A separate report will be taken to the SAIL board on 14 June to agree their voting intentions.

2.0 BACKGROUND INFORMATION

10. BIDs are business-led partnerships which are created through a ballot process to deliver additional services to local businesses. They can be a powerful tool for directly involving local businesses in local activities

and allow the business community and local authorities to work together to improve the local trading environment.

11. A BID is a defined area in which a levy is charged on business rate payers in addition to the business rates bill. This levy is used to develop projects which will benefit businesses in the local area.
12. There is no limit on what projects or services can be provided through a BID. The only requirement is that they should be in addition to services provided by local authorities. Improvements may include, but are not limited to, extra safety/security, street cleansing, events, marketing, training, networking and environmental measures.
13. BBP is the BID Proposer. If approved at ballot, the BID will cover the high streets and surrounding areas of Brentwood, Shenfield and Ingatestone, making it the first BID in the UK to include three locations.
14. BBP has a strong track record of delivering on initiatives along and across the borough's high streets. Examples include the Brentwood Art Trail, family friendly seasonal events and pop-up markets.
15. BBP submitted a BID Proposal (the Brentwood Connected BID Business Plan) to the council on 17 May 2023. The Proposal sets out the services to be provided and the size and scope of the BID. The Proposal also outlines who is liable for the levy, the amount of levy to be collected and how it is calculated.
16. A local authority must satisfy itself that the BID Proposal does not conflict with any council policy or disproportionately burden any business or class of businesses.
17. Businesses that are subject to the levy, as set out in the Proposal, will vote in a ballot that will be overseen by the council's Elections Team between 2 - 29 June. The outcome of the ballot is due to be declared on 30 June and will determine whether the BID goes ahead. A successful ballot is one that has a simple majority both in votes cast and in rateable value of votes cast. Each business entitled to vote in a BID ballot is allowed one vote in respect of each property occupied or (if unoccupied) owned by them in the geographical area of the BID. Once a BID is in operation a levy is charged on all businesses within the BID area (regardless of whether or how that business voted in the ballot).

18. The maximum period that a BID can last is five years. Once the term is completed the BID will automatically cease. If the BID wants to continue its activities, it must request a new ballot. The five-year term of the Brentwood Connected BID would commence on 1 October 2023.

3.0 FINANCIAL IMPLICATIONS

Name & Title: Tim Willis, Director – Resources & Section 151 Officer
Tel & Email: 01277 312500 / tim.willis@brentwood.rochford.gov.uk

19. The ongoing costs incurred by the Revenues & Benefits and the Finance teams for the billing, collection, enforcement arrangements and preparation of year end accounts for the BID will be fully reimbursed by the BID. The cost of this annual support is £18,000 which is in line with the guidance of £35 per hereditament as per BID legislation. This annual amount will rise by 2% each year of the BID term.
20. The costs of development of the BID will be repaid by the BID to the council over the five-year term. The set-up fees total £55,000.
21. The salary of the BID Manager will be paid from the BID revenue account. Any on boarding fees will also be borne by the BID.
22. From Year 2 onwards, the levy will be subject to an annual adjustment in line with the Consumer Price Index for June of each year, to account for inflation, up to a maximum of 5% on the previous year's levy. This will be based on the annual inflationary factor for Non-Domestic Rate bills as calculated by HM Government as published.

4.0 LEGAL IMPLICATIONS

Name & Title: Claire Mayhew – Joint Acting Director of People and Governance & Monitoring Officer
Tel & Email: 01277 312741/claire.mayhew@brentwood.gov.uk

23. Business Improvement Districts (England) Regulations 2004 (The Regulations) provide the statutory powers and framework to enable a Business Improvement District (BID) to be created.
24. Local authorities have a statutory responsibility to support the development of BIDs and facilitate their establishment and successive ballots. This includes conducting the ballot and collecting and enforcing the levy.

25. Local authorities have right to exercise a veto after the outcome of the ballot if the council considers the arrangements are likely to either conflict to a material extent with any of their published policies or place a disproportionate and inequitable financial burden on any person or group of persons through manipulation of the BID geographical area or the structure of the BID levy.

5.0 EQUALITY & HEALTH IMPLICATIONS

Name & Title: Kim Anderson, Corporate Manager - Communities, Leisure and Health

Tel & Email 01277 312500 kim.anderson@brentwood.gov.uk

26. The Public Sector Equality Duty applies to the council when it makes decisions. The duty requires us to have regard to the need to:
27. Eliminate unlawful discrimination, harassment and victimisation and other behaviour prohibited by the Act. In summary, the Act makes discrimination etc. on the grounds of a protected characteristic unlawful
28. Advance equality of opportunity between people who share a protected characteristic and those who do not.
29. Foster good relations between people who share a protected characteristic and those who do not including tackling prejudice and promoting understanding.
30. The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, marriage and civil partnership, race, religion or belief, gender, and sexual orientation. The Act states that 'marriage and civil partnership' is not a relevant protected characteristic for b. or c., although it is relevant for a.
31. The proposals in this report will not have a disproportionately adverse impact on any people with a particular characteristic.

6.0 ENVIRONMENT AND CLIMATE IMPLICATIONS

Name & Title: Phil Drane, Director - Place

Tel & Email 01277 312500 / phil.drane@brentwood.rochford.gov.uk

32. Economic implications are included within this report.

This page is intentionally left blank



Brentwood | Shenfield | Ingatestone

BUSINESS PLAN

2023-2028

For a Business Improvement District
(BID) incorporating Brentwood,
Shenfield and Ingatestone

CONTENTS

Introduction from the Chair	03
What is a BID?	04
Brentwood Connected: A unique BID incorporating our 3 high streets	05
BID themes	06
Impact of BIDs	12
Backing Brentwood Connected	14
Frequently asked questions	15
Brentwood Connected BID rules	16
How to vote	19



INTRODUCTION FROM THE CHAIR OF BRENTWOOD BUSINESS PARTNERSHIP KAYE THURGOOD



The Brentwood Business Partnership has been working for the benefit of our town centres in Brentwood, Shenfield, and Ingatestone for a number of years.

The support of our partners Beresfords and Tees has enabled us to add value to our high streets through many innovative projects, such as the Brentwood Art Trail, Halloween celebrations and pop up markets, which have brought footfall and a strong sense of community.

Our collaborative approach has given us a solid foundation and we are now in a strong position to build on this through the creation of a Business Improvement District (BID). Our BID, known as Brentwood Connected, will be unique in that it brings together our 3 high streets in a combined model.

We have spent the last 18 months conducting research and consultation. You have told us loudly and clearly what your high street needs. Now it is your chance to make change happen by voting “YES” in the BID ballot.

If you give this plan your backing we can seize this opportunity to invest in our high streets over the next 5 years to the tune of £2,000,000.

Please contact me if you have any questions. I truly hope you choose to support this initiative and I look forward to working with you in the future.

If you have received this business plan, you are likely to be responsible for at least one of the premises within the proposed BID area.

For more details, visit:
www.brentwoodbusinesspartnership.co.uk

A handwritten signature in blue ink that reads "Kaye Thurgood".

Kaye Thurgood

Owner, Sincerely Yours, Shenfield
Chair, Brentwood Business Partnership



Sponsored by



WHAT IS A BID?

A Business Improvement District (BID) is created by and for businesses.

BIDs first came to the UK in 2005. There are now 320 UK BIDs with businesses co-investing over £150 million into mainly in high street locations.

BIDs succeed because they are focused, entrepreneurial and cost-efficient – providing a powerful and fast business-led response to address everchanging economic conditions.

BIDs do not replace the local council or other statutory service providers but instead provide additional resources.

With public finances under pressure, BIDs are increasingly seen as the way in which town centres can surge ahead.

Funded by a small levy contributed by businesses within a defined boundary, BIDs are first created through a ballot amongst participating businesses. Each BID has a maximum term of 5 years before they need to return to the business community to be renewed.

As evidence of the positive effect of BIDs over 90% are renewed with increased majorities.

THE BRENTWOOD CONNECTED BID WILL GENERATE AN AVERAGE INVESTMENT OF OVER £400K PER YEAR

SAMPLE LEVIES

Your rateable value	Annual cost	Daily cost
£12,500	£250	68p
£20,000	£400	£1.10
£30,000	£600	£1.64
£40,000	£800	£2.19

Page 30



BRENTWOOD CONNECTED: A UNIQUE BID INCORPORATING OUR 3 HIGH STREETS



BRENTWOOD

The largest of the borough's three centres, Brentwood has a busy high street that combines nationally recognised brands with independent businesses. Ongar Road, Ingrave Road and King's Road host a wide variety of indie shops, salons and cafes. Commercial offices near the TfL Elizabeth Line station and Hubert Road Industrial Estate attract staff who find Brentwood a great place to live, work and enjoy. Redevelopment of The Baytree Centre will begin shortly, with Brentwood Council investing over £20m to build an Everyman-style cinema, a new public area for retail and leisure use and space for new restaurants and bars.



SHENFIELD

Surrounded by schools, health centres, offices and green spaces, Shenfield is a thriving high street anchored by a major train station with its excellent transport links. The Broadway is filled with an eclectic mix of independent businesses and will be further enhanced when the new library opens in spring 2024, through an exciting investment by Essex County Council to create a modern cultural hub. Upper Shenfield, with its wide pavements, has recently developed a café culture which increases dwell time and a sense of community.



INGATESTONE

A quaint, attractive village high street, Ingatestone is filled with a wonderful array of independent businesses and a busy community centre. With good transport links, easy access to the surrounding countryside and attractions such as historic Ingatestone Hall, the village is a highly desirable place to live and visit. Ingatestone's High Street Conservation Area contains a large number of grade II listed buildings and a grade I listed parish church.

BID THEMES

The Brentwood Business Partnership, Brentwood Chamber of Commerce and Brentwood Borough Council co-commissioned a borough-wide high streets audit in early 2020, engaging over 100 businesses in a series of workshops. The final report revealed that our business community wants to play a more active role in ensuring the future success of our high streets.

A series of High Streets Summits held at Brentwood Theatre throughout 2022 – bringing together over 200 businesses and residents – confirmed these common themes for improving Brentwood, Shenfield and Ingatestone:

IMPROVING PLACES

TO DRESS OUR STREETS AND CREATE AN ENVIRONMENT FOR PEOPLE TO STAY LONGER

PROMOTING PLACES

TO ATTRACT NEW VISITORS AND ADDITIONAL SPEND THROUGH MARKETING AND EVENTS

WELCOMING PLACES

TO ENSURE OUR LOCATIONS ARE WELL-MANAGED, SAFE AND FRIENDLY

CONNECTING PLACES

TO CREATE GREAT PLACES TO LIVE, WORK AND INVEST

Business owners from all sectors expressed pride in their local high street, along with an awareness that changes are needed to stay competitive against other towns, cities, malls, retail parks and the rise in online shopping.

A willingness to co-invest and collaborate in a BID – as many other Essex businesses have done – was seen by our community as the best route forward.



BRENTWOOD

Brentwood Responses by Sector

●	Retail	35%
●	Office	20%
●	Services	20%
●	Hospitality	14%
●	Leisure	5%
●	Education	2%
●	Industrial	2%



SHENFIELD

Shenfield Responses by Sector

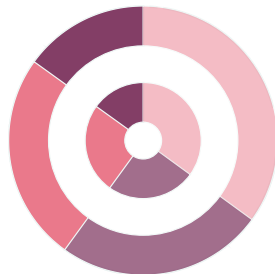
●	Services	31%
●	Retail	35%
●	Hospitality	19%
●	Office	6%
●	Education	6%
●	Leisure	3%



INGATESTONE

Ingatstone Responses by Sector

●	Office	35%
●	Services	25%
●	Retail	25%
●	Hospitality	15%



TO DRESS OUR STREETS AND CREATE AN ENVIRONMENT FOR PEOPLE TO STAY LONGER

WE ASPIRE TO DELIVER ON PROJECTS SUCH AS

- **Improved street furniture and social spaces** to increase dwell time
- **Floral displays, banners and bunting** to make our streets even more attractive
- **Enhanced litter picking and street cleansing** to keep our centres tidy
- **Accessibility adaptations** to ensure that our high streets can be visited by all



BID THEME – PROMOTING PLACES

TO ATTRACT NEW VISITORS AND ADDITIONAL SPEND THROUGH MARKETING AND EVENTS

WE AIM TO SUPPORT PROJECTS SUCH AS

- **Calendar of events** to deliver footfall
- **Paid marketing campaigns** to raise the profile of our businesses
- **Shop local, eat local schemes** to increase basket spend
- **Partnership work** to ensure that visitors have a quality experience



BID THEME – WELCOMING PLACES

TO ENSURE OUR LOCATIONS ARE
WELL-MANAGED, SAFE AND FRIENDLY



WE PLAN TO INCLUDE INITIATIVES SUCH AS

- **Enhanced wayfinding** to help visitors navigate more easily
- **Street Ambassadors** to be a friendly, reassuring presence to visitors
- **Night time economy measures** to create safer high streets
- **ShopSafe scheme** to ensure that businesses have a direct link to police and CCTV

BID THEME – CONNECTING PLACES

TO CREATE GREAT PLACES TO LIVE, WORK AND INVEST

WE WANT TO PROMOTE INITIATIVES SUCH AS

- **Business networking and joint procurement** to increase local B2B opportunities
- **Small grant schemes** to fund events and shop front improvements
- **Outreach schemes with local schools** to support our young entrepreneurs
- **Lobbying of key partners** to promote business priorities and seek additional funding





SOUTHEND BID

Now in its third term, Southend BID generates approximately £380k per year through its levy. Every year, the BID delivers large community events that attract over 150k visitors, employs Street Rangers who assist over 6k visitors and help reduce shoplifting by £30k, supports an employee discounted travel scheme and hosts over 45 business networking and training events.



CHELMSFORD BID

The Chelmsford BID started in 2018 and was recently renewed for another 5 years. Footfall in Chelmsford has increased over 100% since 2022 through significant investment in paid promotion and a series of large community and smaller pop-up events. Chelmsford businesses co-invest over £580k per year through their BID levy.

VOTE YES TO ENSURE OUR HIGH STREETS REMAIN COMPETITIVE AND VIBRANT



COLCHESTER BID

Set up in 2018, the Colchester BID generates a BID levy over £450k per year. The BID runs a successful series of Christmas events that are promoted regionally on ITV, has introduced shop front grants and has doubled BID income through external funding to reinvest in city centre improvements.



ST ALBANS BID

St Albans' annual BID levy of £475k supports initiatives such as a gift card scheme that generates over £60k worth of local sales, distributes 60k free visitor guides to create new footfall, holds pop up events that bring in thousands of new visitors, installs seasonal city centre dressing and deep cleans over 35,000 metres of high street pavement.

BACKING BRENTWOOD CONNECTED



**Nicki Treffers, Beresfords
Brentwood, Shenfield and
Ingatestone**

“We are members of the Chelmsford and Colchester BIDs and have seen the phenomenal impact these BIDs have had in revitalising those city centres, generating significant increases in footfall and dwell time and creating great places for our staff to live, work and enjoy. As one of the few businesses to have an office in Brentwood, Shenfield and Ingatestone, we are 100% behind Brentwood Connected. We encourage you to vote YES in June!”



**Nish Patel, The Shenfield
Wine Company
Shenfield**

“Standing still is not an option if we are to remain competitive. Shenfield has a great track record of working with our neighbouring high streets on events like the Safari and Dinosaur Trails. Co-investing in bigger attractions that bring in more visitors, alongside improvements to our environment that will encourage longer dwell time, is the only way to keep up with nearby shopping centres. I will be voting YES.”



**Ian Southgate,
Brentwood Theatre
Brentwood**

“As Vice Chair of the Brentwood Business Partnership, I’m very aware of the impact BBP has had in supporting creative initiatives like the Brentwood Art Trail, which drives footfall and increases dwell time for our independent businesses. Generating a larger budget to fund business-led events and improvements is the only way forward if we want to compete with nearby high streets.”



**Sarah Aarons, Patrick
Green Hardware
Ingatestone**

“We have experienced first hand the impact that the Brentwood Business Partnership’s funding for events, like the annual Trick or Treat on the Ingatestone High Street, can have on independent businesses. The opportunity for events on a larger scale is really exciting!”



FREQUENTLY ASKED QUESTIONS

What is a Business Improvement District (BID)?

A Business Improvement District (BID) is a business-led and business-funded scheme to improve a defined commercial area.

What is the Brentwood Business Partnership?

The Brentwood Business Partnership is a partnership between Brentwood businesses, local business organisations and Brentwood Borough Council to increase footfall and encourage local spend to grow the local economy.

More details can be found on www.brentwoodbusinesspartnership.co.uk

How will the BID improve my business?

BIDs are viewed by many businesses as a fair and affordable way of creating a ring-fenced fund for up to 5 years that is 'managed by business for business'.

The Brentwood Connected BID would bring an additional £2m investment into Brentwood, Shenfield and Ingatestone over the next 5 years to provide additional services and initiatives that support and promote our area as a destination and drive a prosperous local economy.

Shouldn't my business rates cover this?

Business rates are a property tax collected by the Local Authority which is then distributed at a national level. The Local Authority spends the allocated funding on services that are both statutory and discretionary and you have no control over these spending decisions. All the monies raised from the BID levy will be spent to the benefit of the BID area.

What will my BID levy be?

The BID would apply a 2% levy to ratepayers within a defined boundary with premises with rateable values of £12,500 and over. Charities will receive 80% relief in line with their business rates relief. Please see the full Levy Rules (pages 16-17) for more details. Visit www.brentwoodbusinesspartnership.co.uk to see a full list of streets located within the BID boundary.

Who decides what the money is spent on?

The Brentwood Business Partnership board and the BID team will liaise with businesses to ensure projects are identified and progress communicated.

I've got more questions, who can I contact?

Please email info@brentwoodbusinesspartnership.co.uk

BRENTWOOD CONNECTED BID RULES

THE BALLOT

1. Brentwood Borough Council (the 'Council') will send those responsible for properties or hereditaments to be subject to the BID a ballot paper prior to 2 June 2023.
2. Each property or hereditament subject to the BID will be entitled to one vote in respect of the BID Proposal in a 28-day postal ballot which will commence on 2 June 2023, and close at 5pm on 29 June 2023. Ballot papers received after 5pm on that date will not be counted. The result of the ballot is due to be announced on the following day.
3. In order for the proposal to be successful at ballot the result will need to meet, as a minimum, two independent criteria which are: (a) of those ballots returned by the close, those voting in favour of the renewal proposal must exceed those voting against it, and (b) of those ballot papers returned by the close, the total rateable value of those properties or hereditaments which vote in favour, must exceed the total of those voting against.
4. If successful at ballot, the BID will commence delivery of services on 1 October 2023 and will continue for a period of 5 years to 30 September 2028.

THE LEVY

1. The levy rate to be paid by each property or hereditament is to be calculated as 2% of its rateable value (RV) as at each 'chargeable day' (1 October each year), based upon April 2023 RVs and disregarding any future revaluations.
2. The exceptions to the above are where (a) a revised rateable value is applied because of any change of use or a physical change to a hereditament including, inter alia, new construction, merger, subdivision, extension, and refurbishment. In such circumstances, the revised rateable value will be used from the date of the change, or (b) where a hereditament is shown in the ratings list for the first time, in which case the rateable value shown in that list will be used for the remainder of the term from the date of entry.
3. The charge will apply to all properties and hereditaments, including any that may be added to the ratings list after each 'chargeable day' but that would have been liable as at that date.
4. Only properties or hereditaments with a rateable value of £12,500 or more will be eligible for payment of the levy.
5. The maximum annual sum payable by any one hereditament will not exceed £10,000 (amount to be increased the published Consumer Price Index for June of each year, up to a maximum of 5%).
6. The number of properties or hereditaments liable for the levy is approximately 515.
7. From Year 2 onwards, the levy will be subject to an annual adjustment in line with the Consumer Price Index for June of each year, to account for inflation, up to a maximum of 5% on the previous year's levy. This will be based on the annual inflationary factor for Non-Domestic Rate bills as calculated by H.M Government as published.

8. The levy will be charged annually in advance for each chargeable period to be October to September each year, starting in 2023. No refunds will be made.
9. The owners of all untenanted properties or hereditaments will be liable for payment of the levy.
10. Charitable organisations that are subject to relief on their business rates liability will pay 20% of the levy amount that would otherwise apply. The Brentwood Community Hospital will also be subject to the same relief.
11. Hereditaments located within The Baytree Centre in Brentwood already pay additional service charges and so will pay 75% of the levy amount that would, otherwise, apply.
12. The Council will be responsible for collection and expenditure of the levy and will operate as the BID Body with responsibility for contractual obligations, human resources, standards, performance, and compliance. It will be reimbursed for the costs incurred of collecting the levy at an amount of £18,000 (rising by 2% per annum); this equates to £34.95 per hereditament and 4% of anticipated billed levy.

GOVERNANCE

1. The Brentwood Business Partnership (the 'BBP') will advise the local authority on the delivery, procurement, and expenditure of services to be supplied by the BID.
2. As such, the BBP shall be expanded to ensure that it is representative of levy-paying businesses, local authority representatives and other stakeholders from Brentwood, Shenfield and Ingatestone. From time to time, it shall review membership and will appoint a Chair.
3. It may, in addition, form sub-groups that from time to time become necessary.
4. Provided that the BID is meeting its overall objectives, the Council, in conjunction with the BBP, shall have the ability to vary service delivery and expenditure allocation according to the changing demands of levy payers. Changes to the BID area (see www.brentwoodbusinesspartnership.co.uk) or to the levy rate proposals may require an Alteration Ballot.
5. The BBP shall meet at least 6 times a year to monitor service delivery, levy collection and other management issues.
6. An Annual Meeting for levy payers will be held.
7. An Agreement setting out the relationship between the BBP (as advisory body) and the Council (as BID Body), which will include any baseline service statements, will be produced.
8. Notification of the intention to hold a ballot was sent to the Secretary of State on 10 January 2023.



FINANCES

1. A cautious approach has been adopted to budgeting for the BID term.
2. A levy collection rate of 95% has been assumed.
3. The average annual levy available to be spent by the BID for the term is £420,100.
4. Annual surpluses act as a contingency provision on expenditure and provide for an anticipated surplus of £25,000 by the end of the term. This equates to 6% of average annual expenditure.
5. The BBP has a record of generating additional income to fund extra activities which will continue.
6. The management cost of the BID, including staff cost, is estimated as 23% of total expenditure.
7. Set-up costs of developing the new BID will be repaid over the five-year term.

BUDGET

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL
INCOME						
LEVY	£380,138	£399,145	£419,102	£440,057	£462,060	£2,100,501
TOTAL INCOME	£380,138	£399,145	£419,102	£440,057	£462,060	£2,100,501
EXPENDITURE						
WELCOMING PLACES	£82,916	£88,862	£93,530	£98,432	£103,578	£467,319
IMPROVING PLACES	£82,916	£88,862	£93,530	£98,432	£103,578	£467,319
PROMOTED PLACES	£96,736	£103,672	£109,119	£114,837	£120,841	£545,205
CONNECTED PLACES	£13,819	£14,810	£15,588	£16,405	£17,263	£77,886
MANAGEMENT COSTS	£83,750	£87,938	£92,334	£96,951	£101,799	£462,772
TOTAL EXPENDITURE	£360,138	£384,145	£404,102	£425,057	£447,060	£2,020,501
SET-UP COSTS	£15,000	£10,000	£10,000	£10,000	£10,000	£55,000
SURPLUS	£5,000	£5,000	£5,000	£5,000	£5,000	£25,000

YOUR BID, YOUR VOTE

EVERY VOTE MAKES A DIFFERENCE. TOGETHER WE CAN ENSURE THAT BRENTWOOD, SHENFIELD AND INGATESTONE ARE GREAT PLACES TO LIVE, WORK, ENJOY AND INVEST

Key reasons to vote YES

- ✔ Our BID will be business-led, creating a collective voice for over 500 businesses in Brentwood, Shenfield and Ingatestone
- ✔ Our BID will create an average investment of over £400,000 per year to be spent on business priorities
- ✔ Our BID will increase the vitality and mix of our 3 high streets
- ✔ Our BID will generate more visitors and more spend in our localities

VOTE YES FOR THE FUTURE PROSPERITY OF BRENTWOOD, SHENFIELD AND INGATESTONE

VOTE YES

brentwood



connected

Brentwood | Shenfield | Ingatestone



HOW TO VOTE

1. You will receive a ballot paper by post, for each property you occupy
2. Fill out your details in full including your signature
3. Put a cross in the appropriate box
4. Arrange for the ballot paper to be returned in the reply-paid envelope to:

Brentwood Borough Council,
Town Hall, Ingrave Road,
Brentwood, Essex CM15 8AY

5. It is important that those with multiple ballots return a voting paper in respect of each rated property. Proxy nominations are permitted.

KEY DATES

17 MAY 2023

NOTICE OF BALLOT

2 JUNE 2023

FIRST DAY OF BALLOT

29 JUNE 2023

LAST DAY OF VOTING

30 JUNE 2023

ANNOUNCEMENT OF THE
BALLOT RESULT

1 OCT 2023

BRENTWOOD CONNECTED'S
FIRST BID TERM STARTS



Brentwood | Shenfield | Ingatestone

E: info@brentwoodbusinesspartnership.co.uk

W: www.brentwoodbusinesspartnership.co.uk

Legend




Brentwood

Page 47

0 50 100 m

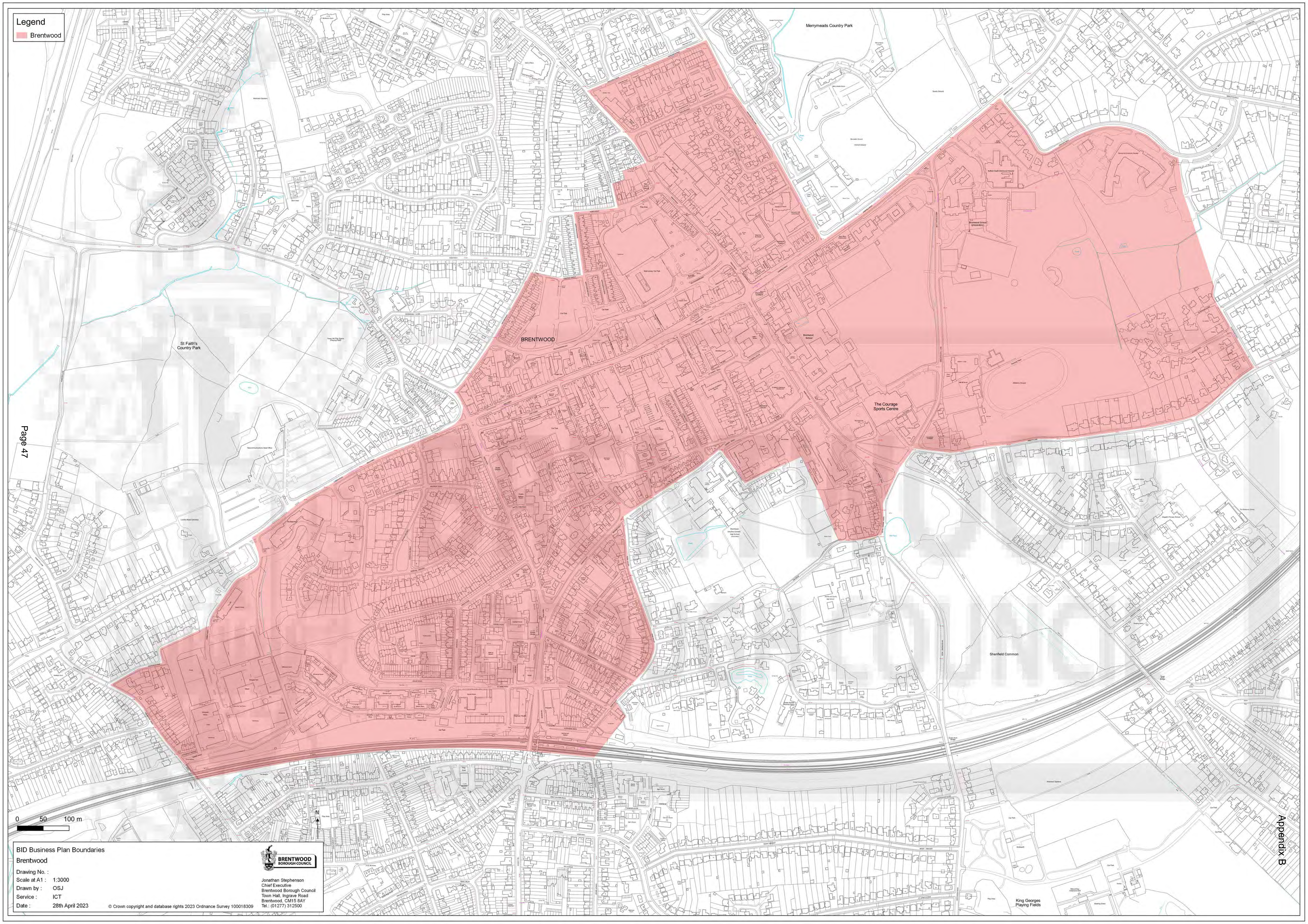
BID Business Plan Boundaries
Brentwood
 Drawing No. :
 Scale at A1 : 1:3000
 Drawn by : OSJ
 Service : ICT
 Date : 28th April 2023

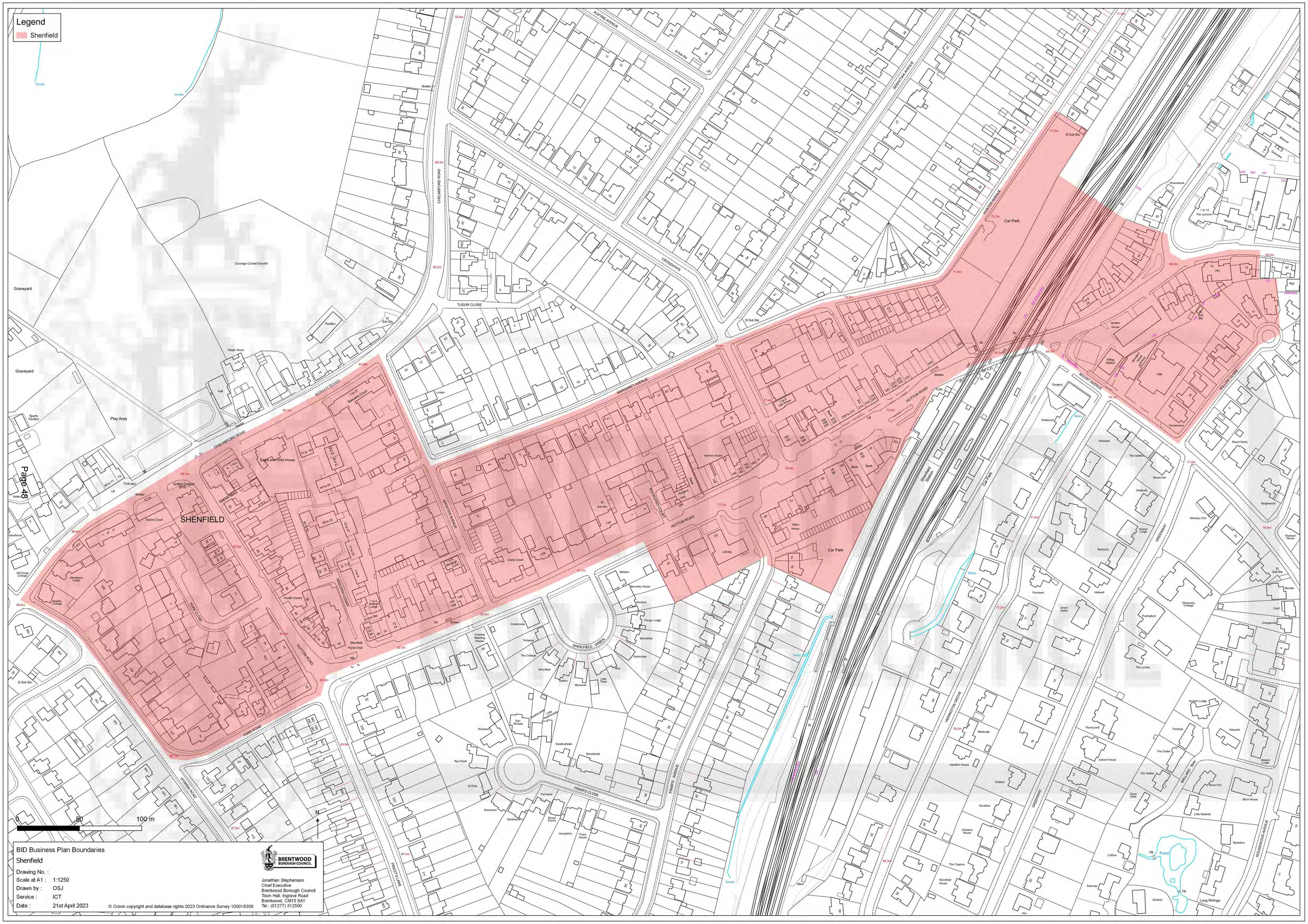


Jonathan Stephenson
 Chief Executive
 Brentwood Borough Council
 Town Hall, Ingrave Road
 Brentwood, CM15 8AY
 Tel. : (01277) 312500

© Crown copyright and database rights 2023 Ordnance Survey 100018309

Appendix B





Legend


Ingatestone

Page 49

0 50 100 m

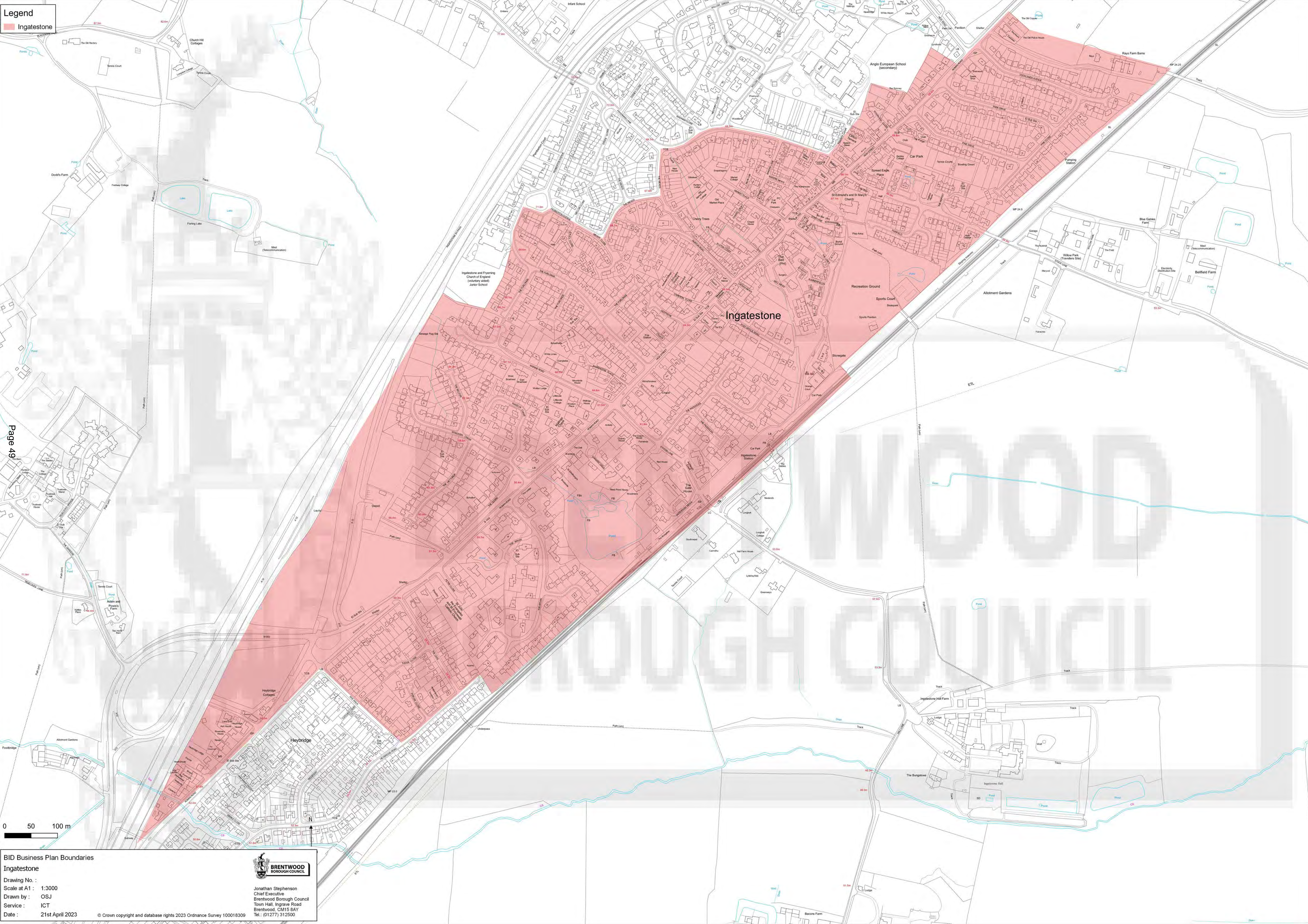
BID Business Plan Boundaries
 Ingatestone

Drawing No. :
 Scale at A1 : 1:3000
 Drawn by : OSJ
 Service : ICT
 Date : 21st April 2023



Jonathan Stephenson
 Chief Executive
 Brentwood Borough Council
 Town Hall, Ingrave Road
 Brentwood, CM15 8AY
 Tel.: (01277) 312500

© Crown copyright and database rights 2023 Ordnance Survey 100018309



This page is intentionally left blank

Appendix C

Brentwood Street	In BID Area	Shenfield Street	In BID Area	Ingatstone Street	In BID Area
ALEXANDRA ROAD	full	ALEXANDER LANE	part	AVENUE ROAD	full
ALFRED ROAD	full	ARDLEIGH COURT	part	BAKERS LANE	full
ASHFORD AVENUE	Part	CHELMSFORD ROAD	part	BAKERS MEWS	full
BANK PLACE	full	CROSSWAYS	full	BARRINGTON PLACE	full
BAYMANS WOOD	full	FRIARS AVENUE	part	BELL MEAD	full
BAYTREE CENTRE	full	HUNTER AVENUE	full	CAMERON CLOSE	full
BISHOPS GATE	full	HUTTON ROAD	part	CHANTRY DRIVE	full
BRENTWOOD PLACE	full	MARGARET AVENUE	part	CHAPEL CROFT	full
BURLAND ROAD	full	MOUNT AVENUE	part	CLIFTON TERRACE	full
BURNTWOOD	full	RAYLEIGH ROAD	full	CROWN MEWS	full
CATHEDRAL PLACE	full	ROCKLEIGH COURT	full	DEEPEENE	full
CATHEDRAL PLACE	full	SHENFIELD ROAD	part	DOCKLANDS AVENUE	full
CHASE ROAD	full	SHORTER AVENUE	part	ELSTON COURT	full
CHATHAM WAY	full	WILLOW CLOSE	part	EXLEY CLOSE	full
CHESTNUT GROVE	Part	WORRIN ROAD	full	FAIRFIELD	full
COPTFOLD ROAD	full	YORK CLOSE	part	FRYERNING LANE	part
CRESCENT DRIVE	Part	YORK ROAD	full	GATEHOUSE MEWS	full
CROWN STREET	full			HASLERS COURT	part
DOWNSLAND DRIVE	full			HEYBRIDGE LANE	full
EASTFIELD ROAD	Part			HEYBRIDGE ROAD	part
FAIRFIELD ROAD	full			HIGH STREET	full
GERRARD CRESCENT	full			MALTINGS CHASE	full
GLANTHAMS CLOSE	Part			MARKET PLACE	full
GLANTHAMS ROAD	Part			MEADS CLOSE	part
GRESHAM CLOSE	full			NORTON ROAD	full
GRESHAM ROAD	full			PARK DRIVE	full
HALCYON PLACE	full			PEMBERTON AVENUE	part
HART STREET	full			PETRE CLOSE	full
HIGH STREET	full			PINE CLOSE	full
HIGHLAND AVENUE	Part			PINE DRIVE	full
HOMEHURST HOUSE	full			POPLAR CLOSE	full
HUBERT ROAD	Part			POST OFFICE ROAD	full
INGRAVE ROAD	Part			RAYS FARM LANE	full
INVERMAY COURT	full			ROMAN ROAD	part
KAVANAGHS ROAD	Part			RYE WALK	part
KAVANAGHS TERRACE	full			SLIP FROM INGATESTONE BYPASS TO INGATESTONE	part
KESTREL CLOSE	full			STAR LANE	full
KING EDWARD ROAD	full			STAR MEWS	full
KINGS CHASE	full			STATION LANE	full
KINGS ROAD	full			STOCK LANE	part
LA PLATA GROVE	full			SUMMERFIELDS	full
LIBRARY HILL	full			THE BELVOIR	full
LONDON ROAD	Part			THE FURLONGS	full
MIDDLETON HALL LANE	Part			THE HEYTHROP	full
MOORES PLACE	full			THE HOPPET	full
NEW ROAD	full			THE LEAS	full
NORTH ROAD	Part			THE LIMES	full
NORTH ROAD AVENUE	Part			THE MEADS	part
NORTH SERVICE ROAD	full			THE PADDOCKS	full
ONGAR PLACE	full			THE QUORN	full
ONGAR ROAD	Part			TOR BRYAN	full
PRIESTS LANE	Part			TUDOR CLOSE	full
PRIMROSE HILL	full			WAKELIN CHASE	full
QUEENS ROAD	Part			WHADDEN CHASE	full
RAILWAY SQUARE	full			WOODLAND CLOSE	full
REGENCY COURT	full				
ROLLASON WAY	full				
ROSE VALLEY	full				
SAWYERS HALL LANE	Part				
SEVEN ARCHES ROAD	Part				
SHENFIELD ROAD	Part				
SOUTH STREET	full				
ST HELENS MEWS	full				
ST JAMES ROAD	full				
ST THOMAS ROAD	full				
THE BEECHES	full				
THE CHASE	Part				
THE MOUNT	full				
THE PARADE	full				
WARLEY HILL	Part				
WATES WAY	full				
WEALD ROAD	full				
WELLESLEY ROAD	Part				
WESTBURY DRIVE	full				
WESTBURY ROAD	full				
WESTERN GARDENS	full				
WESTERN ROAD	full				
WHARF ROAD	full				
WHITE LYONS ROAD	full				
WILLIAM HUNTER WAY	full				

This page is intentionally left blank



ORDINARY COUNCIL

21st JUNE 2023

REPORT TITLE:	Declaring A Climate Emergency
REPORT OF:	Marcus Hotten, Director of Environment

REPORT SUMMARY

To consider and approve the proposed declaration of a 'Climate Emergency' by the Council and agree the next steps in developing the Council's response to Climate Change.

RECOMMENDATIONS

- R1. To Declare a 'Climate Emergency' acknowledging that the Council needs to urgently act on the causes and impacts of climate change;**
- R2. To confirm the Council's commitment to achieving net-zero carbon status by 2030 for its own estate, and by 2050 for the Brentwood Borough area, and pursue efforts to achieve net-zero CO2 emissions even earlier;**
- R3. To establish a Climate Emergency Sub-Committee of the Clean & Green Committee;**
- R4. That the Council lobby for further funding and policy changes at a national level to support the delivery of the Environment Strategy.**

SUPPORTING INFORMATION

1.0 INTRODUCTION

In December 2022 the Community, Environment & Enforcement Committee approved the Environment Strategy which sets out the high-level approach as to how Brentwood Borough Council can achieve its declared aims of achieving carbon neutral within its own activity by 2040 and borough wide by 2050.

However, the current administration has expressed concern that the Environment Strategy, in its current form, does not give significant weight to the gravity of the situation facing all communities across the planet when considering the need to address climate change. Therefore, it is proposed that a Climate Emergency is

declared and that the Council's target to achieve Carbon Net-Zero is brought forward to 2030.

2.0 BACKGROUND

The Intergovernmental Panel on Climate Change (IPCC)'s Special Report, published in October 2018, states that we have just twelve years to limit global warming to a 1.5°C. This can only be achieved with ambitious action from national and local government, the private sector and local communities, and requires that CO₂ emissions fall from their 2010 levels by 45% by 2030, reaching net zero by 2045.

A global temperature rise of 1.5°C is now considered the threshold for dangerous climate change. This was the finding of a Special Report by the International Panel on Climate Change (IPCC) which highlighted the impact that a rise of 1.5°C would have compared to 2°C, or more.

Human activities are estimated to have already caused a 1°C increase in average global temperatures compared to pre-industrial levels and we are already seeing the consequence of this warming through more extreme weather, rising sea levels and diminishing Arctic Sea ice, among other changes.

The IPCC's report warns that, whilst at 1.5°C climate impacts will be greater than they are at present and include some devastating consequences, even half a degree more will significantly worsen the risks of drought, floods, extreme heat and poverty with some impacts, such as the loss of ecosystems, potentially being irreversible.

Furthermore, the report emphasises that current nationally stated mitigation ambitions, as submitted under the Paris Agreement (2016), are not enough to limit warming to 1.5°C and deep, rapid reductions in emissions will need to be made well before 2030, reaching 'net-zero' by 2050.

Because carbon dioxide (CO₂) accumulates in the atmosphere over time, the final amount of CO₂ left will depend on when the cuts have been made. A net-zero target allows for some form of offsetting by CO₂ removal or 'negative emissions', for example through afforestation or technological approaches such as carbon capture and storage. However, leaving the deepest cuts until closer to 2050 would mean a greater reliance on CO₂ removal techniques, the effectiveness of which are unproven at large scale. Given that the planet is currently heading for 3°C warming, keeping to 1.5°C will require "rapid and far-reaching transitions in energy, land, urban and infrastructure (including transport and buildings), and industrial systems" (IPCC,2018).

All governments (national, regional and local) have a duty to limit the negative impacts of climate breakdown, for the benefit of the population for which they are responsible. Therefore, UK Councils need to pursue ambitious reduction targets and seek to achieve carbon neutrality as quickly as possible.

Declaring a Climate Emergency is an acknowledgement of the scale of the problem and a recognition of the urgency for change. Limiting warming to 1.5°C may still be possible with ambitious action from national and local authorities, citizens and the private sector. Indeed, it will only be possible if change happens across all sectors of society. In particular, it will require Government to ramp up policies and introduce clear, stable and well-designed policies to cut emissions, backed by the financial mechanisms to deliver.

There are multiple benefits of transitioning to a low-carbon economy. These include benefits to people's health from better air quality, less noise thanks to quieter vehicles, more active travel, healthier diets and increased recreational benefits due to changes to land use. There are also a range of economic benefits associated with the development of low-carbon products and services including electric vehicles, finance and engineering and carbon capture and storage with potential benefits for exports, productivity and jobs. Conversely, the costs to the economy and society of not taking action are predicted to be significantly higher and pose a real threat to sustainable development and eradicating poverty.

The Council acknowledges that it has a role to play in taking action to reduce carbon emissions – both within its operations and by facilitating wider change through its role as a community leader.

Climate Emergency Declaration

The Council recognises that it has a role to play in helping to achieve emissions reductions, both from its own operations and by acting as a leader and catalyst for community-wide action. The Council acknowledges that achieving the necessary emissions reductions across the Borough will require strong support not only from Central Government but also from citizens, businesses, charities and other public bodies.

Therefore, it recommends that Council declares a 'Climate Emergency' and endorses the commitments to:

- Work toward a net-zero CO₂ by 2030 for the Council, and by 2050 for the Brentwood Borough area, and pursue efforts to achieve net-zero CO₂ emissions even earlier;
- Work with Government departments to ensure the necessary policies (such as tighter building regulations), powers and funding are put in place to achieve a net-zero CO₂ target;
- To establish a Climate Emergency Sub-Committee reporting into the Clean & Green Committee;
- To further develop the clear action plan of the Environment Strategy – setting out a costed suite of practical actions which demonstrate the

Council's initial phase of delivery toward net-zero CO2 emissions and which define its leadership role in promoting community- wide action;

- Build on work to identify opportunities for low carbon and renewable energy sources and storage.

3.0 FINANCIAL IMPLICATIONS

Name & Title: Tim Willis, Director – Resources & Section 151 Officer
Tel & Email: 01277 312500 / tim.willis@brentwood.rochford.gov.uk

At this stage there are no additional resource implications but progressing the commitment will require the Council to identify resources to drive the action plan and to invest in new measures, including those which will have a pay back in financial terms (as well as quality of life terms).

4.0 LEGAL IMPLICATIONS

Name & Title: Claire Mayhew – Joint Acting Director of People and Governance & Monitoring Officer
Tel & Email: 01277 312741/claire.mayhew@brentwood.gov.uk

There are no further legal implications arising from this report.

5.0 EQUALITY & HEALTH IMPLICATIONS

Name & Title: Kim Anderson, Corporate Manager - Communities, Leisure and Health
Tel & Email 01277 312500 kim.anderson@brentwood.gov.uk

There are no direct equality and diversity implications arising from this report.

6.0 ENVIRONMENT AND CLIMATE IMPLICATIONS

Name & Title: Phil Drane, Director - Place
Tel & Email 01277 312500 / phil.drane@brentwood.rochford.gov.uk

The implications are included within this report.

REPORT AUTHOR:	Name:	Marcus Hotten
	Title:	Director of Environment
	Phone:	01277 312500
	Email:	Marcus.hotten@brentwood.gov.uk

BACKGROUND PAPERS

None

SUBJECT HISTORY (last 3 years)

Council Meeting	Date
Community, Environment & Enforcement Committee	December 2022

This page is intentionally left blank