



Environment Committee

Agenda

Part One

Council Chamber - Town Hall

Tuesday, 16 September 2014 at 7.00 pm

Membership (Quorum – 3)

Councillors

Cllrs Lloyd (Chair), Sapwell (Vice-Chair), Cloke, Faragher, Keeble, Mrs Murphy, Mynott, Newberry, Russell and Ms Sanders

Committee Co-ordinator: Claire Hayden (01277 312741)

Additional Information:

Substitutes

The names of substitutes shall be announced at the start of the meeting by the Chair and the substitution shall cease at the end of the meeting.

Substitutes for quasi judicial Committees must be drawn from members who have received training in quasi-judicial decision making. If a casual vacancy occurs on a quasi judicial Committee it will not be filled until the nominated member has been trained.

Rights to attend and speak

Any Member may attend any body to which these Procedure Rules apply.

A Member who is not a member of the committee may speak at the meeting if they have given prior notification by no later than one working day before the meeting to the Chair and advised them of the substance of their proposed contribution.

The member may speak at the Chair's discretion, it being the expectation that a member will be allowed to speak on a ward matter.

Point of Order/Personal explanation/Point of Information

8.3.14 Point of order

A member may raise a point of order at any time. The Chair will hear them immediately. A point of order may only relate to an alleged breach of these Procedure Rules or the law. The Member must indicate the rule or law and the way in which they consider it has been broken. The ruling of the Chair on the point of order will be final.

8.3.15 Personal explanation

A member may make a personal explanation at any time. A personal explanation must relate to some material part of an earlier speech by the member which may appear to have been misunderstood in the present debate, or outside of the meeting. The ruling of the Chair on the admissibility of a personal explanation will be final.

8.3.16 Point of Information or clarification

A point of information or clarification must relate to the matter being debated. If a Member wishes to raise a point of information, he/she must first seek the permission of the Chair. The Member must specify the nature of the information he/she wishes to provide and its importance to the current debate. If the Chair gives his/her permission, the Member will give the additional information succinctly. Points of Information or clarification should be used in exceptional circumstances and should not be used to interrupt other speakers or to make a further speech when he/she has already spoken during the debate. The ruling of the Chair on the admissibility of a point of information or clarification will be final.

Information for Members of the Public

Access to Information and Meetings

You have the right to attend all meetings of the Council and its Boards and Committees. You also have the right to see the agenda, which will be published no later than 5 working days before the meeting, and minutes once they are published. Dates of the meetings are available at www.brentwood.gov.uk or from Democratic Services (01277 312739).

Webcasts

All of the Council's meetings are webcast, except where it is necessary for the items of business to be considered in private session (please see below).

If you are seated in the public area of the Council Chamber, it is likely that your image will be captured by the recording cameras and this will result in your image becoming part of the broadcast. This may infringe your Human Rights and if you wish to avoid this, you can sit in the upper public gallery of the Council Chamber.

Private Sessions

Occasionally meetings will need to discuss some of its business in private. This can only happen on a limited range of issues, which are set by law. When a Board or Committee does so, you will be asked to leave the meeting.

Guidelines on filming, photography, recording and use of social media at council and committee meetings

The council welcomes the filming, photography, recording and use of social media at council and committee meetings as a means of reporting on its proceedings because it helps to make the council more transparent and accountable to its local communities.

Where members of the public use a laptop, tablet device, smart phone or similar devices to make recordings these devices must be set to 'silent' mode to avoid interrupting proceedings of the council or committee.

If you wish to record the proceedings of a meeting and have any special requirements or are intending to bring in large equipment then please contact the Communications Team before the meeting.

The use of flash photography or additional lighting may be allowed provided it has been discussed prior to the meeting and agreement reached to ensure that it will not disrupt proceedings.

The Chair of the meeting may terminate or suspend filming, photography, recording and use of social media if any of these activities, in their opinion, are disrupting proceedings at the meeting.

Access

There is wheelchair access to the Town Hall from the Main Entrance. There is an induction loop in the Council Chamber.

Evacuation Procedures

Evacuate the building using the nearest available exit and congregate at the assembly point in the North Front Car Park.

Part I

(During consideration of these items the meeting is likely to be open to the press and public)

Contents

Agenda Item No.	Item	Wards(s) Affected	Page No.
1	Apologies for Absence		
2	Minutes of previous meeting		7 - 10
3	Verbal update from Chair	All Wards	
4	Tree Wardens	All Wards	11 - 16
5	Textile Waste	All Wards	17 - 20
6	Fire Authority	All Wards	21 - 24
7	Tower Hill and Vaughan Williams Way	Brentwood West	25 - 28
8	Urgent Business An item of business may only be considered where the Chair is of the opinion that, by reason of special circumstances, which shall be specified in the Minutes, the item should be considered as a matter of urgency.		



Acting Chief Executive

Town Hall
Brentwood, Essex
08.09.2014



Minutes

Environment Committee 7th July 2014

Membership/Attendance

- * Cllr Lloyd (Chair)
- * Cllr Sapwell (Vice-Chair)
- * Cllr Cloke
- * Cllr Faragher
- * Cllr Keeble
- Cllr Mrs Murphy
- * Cllr Mynott
- * Cllr Newberry
- * Cllr Russell
- * Cllr Ms Sanders

*present

Substitute Present

Cllr Hossack (for Cllr Mrs Murphy)

Also present

Cllr Aspinell
Cllr Baker
Cllr Chilvers
Cllr Hirst
Cllr Quirk
Cllr Mrs Squirrell

Officers Present

Claire Hayden – Governance and Member Support Officer
David Lawson – Monitoring Officer
Roy Ormsby – Head of Streetscene

56. Apologies for Absence

Apologies for absences were received from Cllr Mrs Murphy.

57. Minutes of Community Service Committee meeting held on 26.2.2014

The minutes of the Community Service Committee meeting held on 26.2.2014 were approved and signed by the Chair as a correct record.

58. Education Programme

Members were asked to agree that the Education Programme continues and is further developed to raise awareness to local residents, with an emphasis on young people and education.

Members of the committee commended Ms Taylor and her staff for their excellent work achieved to delivery this programme.

A motion was MOVED by Cllr Lloyd and SECONDED by Cllr Sapwell to receive the recommendations as set out in the report.

RESOLVED UNANIMOUSLY to agree the continuation and development of the Education Programme.

59. MOT Testing Station

Members are asked to agree that Officers develop a business case to identify the long-term viability of introducing a MOT testing at the Warley Depot, with full details reported back to Environment Committee on 16th September 2014.

Also, to agree that a procurement process commences to identify the capital cost of developing a testing centre, which will provided detailed financial information in order to develop the business case.

A motion was MOVED by Cllr Lloyd and SECONDED by Cllr Sapwell to receive the recommendations as set out in the report.

RESOLVED UNANIMOUSLY.

60. Pot Hole Improvement Initiative

Members are asked to agree that the Leader of the Council and the Chair and Vice Chair of Environment Committee meet with the lead member of the Highways and Transportation at Essex County Council to explore partnerships working opportunities to improve maintenance across the Borough

A motion was MOVED by Cllr Lloyd and SECONDED by Cllr Sapwell to approve the recommendation as set out in the report.

Following a full discussion a vote was taken by a show of hands and it was **RESOLVED**.

61. Textiles Waste Collection

The report asked for Members to agree that Officer explore to implement a Textile Waste Collection Service, at zero cost to the residents of the Borough.

Cllr Russell recommended that within this exploration, Officers review working in partnership with charities and the voluntary sectors.

A motion was MOVED by Cllr Lloyd and SECONDED by Cllr Sapwell to approve the recommendation as set out in the report.

A vote was taken by a show of hands and it was **RESOLVED**.

62. Food Waste Bags - Urgent Business

The Chair advised the committee that a request for urgent business had been received.

“For officers to explore the implementation of free food waste bags to all residents at not cost to the supplier and the full financial analysis be reported back at the next meeting on 16th September”.

The Chair allowed it as urgent business, in view that the item be transparent and before members.

A motion was MOVED by Cllr Lloyd and SECONDED by Cllr Sapwell to approve the recommendation.

RESOLVED UNANIMOUSLY.

This page is intentionally left blank

16th September 2014

Environment Committee

Tree Warden Scheme

Report of: Roy Ormsby – Head of Street Scene

Wards Affected: All

This report is: Public

1. Executive Summary

- 1.1 The Tree Warden Scheme is a national network that enables people to play an active role in conserving and enhancing trees and woodlands in their local area. The scheme was founded by the Tree Council and is co-ordinated by them in partnership with Local Authorities.
- 1.2 Brentwood has been part of the current scheme since it was launched in 1990, and currently has eight active member's in various locations around the Borough, but it would be the intention of the Tree Officer to raise this to two per ward where possible.
- 1.3 The wardens are the 'eyes and ears' of the community in relation to trees, hedgerows and our woodlands, and report back issues locally that may otherwise be unnoticed by Council Officers.
- 1.4 It is important that the scheme is continually promoted in order to attract new volunteers, especially young people, who are the next generation that will manage and retain our environment in the future. These will also work closely with the current Countryside Volunteers.

2. Recommendation(s)

- 2.1 Agree that Officers develop a promotional campaign to further develop the National Tree Warden Scheme across the Borough.**

3. Introduction and Background

- 3.1 The Tree Warden Scheme is a national network that enables people to play an active role in conserving and enhancing trees and woodlands in

their local area. The scheme was founded by the Tree Council and is co-ordinated by them in partnership with Local Authorities.

- 3.2 Brentwood has been part of the current scheme since it was launched in 1990, and currently has eight active member's in various locations around the Borough, but it would be the intention of the Tree Officer to raise this to two per ward where possible.
- 3.3 There are many thousands of Tree Wardens in local networks throughout the UK, forming a volunteer force of immense value to the environment. It is estimated that together they devote nearly two million volunteer hours a year, time worth about £1.3 million.
- 3.4 Although there is an active Warden Scheme in the Borough, it is felt that there should be more promotion of the scheme to enhance the numbers, but more importantly to promote our woodlands.
- 3.5 The scheme gives people who feel that trees matter an opportunity to:
 - Champion their local trees and woods
 - Plant and care for trees
 - Carry out woodland management
 - Set up tree nurseries using seeds collected locally
 - Survey trees and gather information about them
 - Provide early warning of threats, disease, decay, or vandalism
 - Get together with like minded people for training and field trips
- 3.6 The volunteers will work closely with the Council's tree officer, and conservation bodies, who are key to the scheme's success. The scheme will be co-ordinated by the Council Tree Officer, who will arrange meetings, and training for the groups.
- 3.7 Where numbers permit, the volunteers will be encouraged to work together as a group, especially in Parish areas. Within the framework of the scheme they can decide their own priorities, when they meet, and what conservation activities they wish to promote.
- 3.8 However, all will be co-ordinated through the Council, and locally elected Members will be informed of any activities within their wards, and have the opportunity to make comments.

4. Issue, Options and Analysis of Options

- 4.1 The scheme is a valuable asset to the Council, and has been neglected for a number of years. The current Tree Officer see's the scheme as an important role in the community, and will provide much needed support, which is due to the large number of trees across the Borough.
- 4.2 Although not currently an issue in the Borough, one of the key challenges facing our woodlands is that of Ash dieback. One of the roles of the volunteer's will be to identify any signs of the disease in the Borough, and inform the Tree Officer to ensure that appropriate action is taken.

5. Reasons for Recommendation

- 5.1 Although the scheme has been in existence for a number of years, the value of it to our communities has not been recognised. This is an opportunity to reinvigorate the scheme and promote its value to the local area.

6. Consultation

- 6.1 There is no requirement for a formal consultation, as this is a volunteer scheme and the value of it will be promoted within the community when recruiting local people.

7. References to Corporate Plan

- 7.1 The scheme is a valuable part of the Corporate Plan, as it will work with voluntary and community groups to raise awareness in their area about local activities.

8. Implications

Financial Implications

Name & Title: Jo-Anne Ireland, Acting Chief Executive

Tel & Email 01277 312712 / jo-anne.ireland@brentwood.gov.uk

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

Legal Implications

Name & Title: Chris Potter, Monitoring Officer and Head of Support Services

Tel & Email 01277 312860 / christopher.potter@brentwood.gov.uk

8.2 None

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

8.3 None

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

9.1 None

10. Appendices to this report

Appendix A - The Tree Council's Tree Warden Scheme leaflet

Report Author Contact Details:

Name: Roy Ormsby, Head of Street Scene

Telephone: 01277 312554

E-mail: roy.ormsby@brentwood.gov.uk

The Tree Council's Tree Warden Scheme

Tree Wardens are a national force of local tree champions and a key part of The Tree Council's community action programme.

The Tree Council, which launched the Tree Warden Scheme in 1990, co-ordinates it nationally. It works with local authorities, voluntary organisations, parish councils and local partnerships to set up and develop Tree Warden networks – in town, city and countryside.

Today there are many thousands of Tree Wardens in local networks throughout the UK, forming a volunteer force of immense value to the environment. Together they devote nearly two million volunteer hours a year to trees – time worth about £13 million.



Action for local trees

As local tree champions, Tree Wardens are the eyes and ears of their neighbourhoods. Community involvement is a central aim of the scheme.

Some Tree Wardens work with local schools or groups, developing imaginative projects to encourage others to value the community's trees and woods. Involving children and youth groups helps to reduce vandalism.

Many wardens lead guided tree walks – often as part of the national Walk in the Woods festival that The Tree Council organises each May – and give talks to local groups.

Tree Wardens help farmers to lay hedges or tag hedge trees. They also encourage local environmental improvement projects and plan tree planting for The Tree Council's National Tree Week.



Volunteer tree champions

The Tree Warden Scheme gives people who feel that trees matter an opportunity to:

- champion their local trees and woods
- plant and care for trees
- carry out woodland management
- set up tree nurseries using seeds collected locally
- survey trees and gather information about them
- provide early warning of threats, disease, decay, or vandalism
- involve their neighbours in tree projects
- get together with like-minded people for training and field trips
- spearhead Tree Council initiatives, such as its Hedge Tree Campaign to reverse the decline of trees in hedges.

These volunteers work closely with tree officers and conservation bodies, who are key to the scheme's success.

How to find out more

New Tree Wardens are always welcome and the first step for anyone interested in volunteering is to find out if there is a local network and then to contact the co-ordinator.

The Tree Warden Scheme networks in England, Wales and Scotland are listed on The Tree Council's website (visit www.treecouncil.org.uk), with details of local contacts. Information is also available from The Tree Council (see details below).

Anyone thinking of starting a new local Tree Warden network – urban or rural – should contact The Tree Council for advice and support.

Tree Warden Scheme is an official trademark, registered to The Tree Council



The Tree Council

Tel: 020 7407 9992 • Fax: 020 7407 9908

Email: treewardens@treecouncil.org.uk

or visit the website: www.treecouncil.org.uk

10/2010 Printed on Revive Special Silk FSC



The Tree Council's Tree Warden Scheme



Twenty years of success

The Tree Council's Tree Warden Scheme celebrated its twentieth anniversary on September 19, 2010 – there are around 8,000 Tree Wardens in more than 150 local networks doing voluntary work for their communities' trees.

Over the past 20 years, volunteer Tree Wardens have:

- dedicated an amazing 22 million hours of their time
- which is worth a staggering £1.54 million pounds
- AND planted over six million trees.

The Tree Council, the UK's lead tree campaigning partnership, works with its member organisations, Tree Wardens and others for more trees, of the right kind, in the right places; for better care for all trees, of all ages; and to inspire effective action for trees. Its goal is to make trees matter to everyone – and Tree Wardens are key to achieving this.



Registered charity no. 279000

How volunteer Tree Wardens make a difference

16th September 2014

Environment Committee

Textile Waste Contract

Report of: *Roy Ormsby Head of Street Scene*

Wards Affected: *All*

This report is: *Public*

1. Executive Summary

- 1.1 At the Environment Committee on 7th July 2014 it was resolved that Officers should explore the possibility of introducing a kerbside textile collection service for our residents.
- 1.2 Discussions have now been held with Essex Textiles, who would provide the service free of charge for the Council, and provide £80 per tonne for the textiles collected. The Council would also be able to claim the recycling credit on the collected textiles, which is currently £60.69 per tonne.
- 1.3 In addition to the £80 per tonne, the company would also provide a delivery service for the sacks. The Council currently employ agency staff each year to deliver the orange sacks and food waste bags at a cost of circa £12,000, which will be saved if the scheme is introduced.
- 1.4 The predicted tonnage from the collection is based on that of similar sized Authorities, at 60 tonnes per annum. This could generate an income of £4,800, plus the recycling credit income of £3,641 if similar tonnages are achieved
- 1.5 Therefore the combined financial benefit from the saving and the predicted income will be circa £20,441 per annum.

2. Recommendation(s)

- 2.1 Agree that the Council introduce a free textile waste collection service for the residents of the Borough.**

2.2 That the Council will inform all charity shops of the collection scheme to be introduced and seek their reviews before the final implication of the scheme.

3. Introduction and Background

- 3.1 On 7th July 2014 the Environment Committee resolved that Officers should explore the opportunity to provide a free textile collection service for the residents of the Borough.
- 3.2 Officers have had discussions with Essex Textiles, and it has been identified that there would be a financial benefit to the Council of approximately £20,441.
- 3.3 The Company would pay the Council £80 per tonne for the textiles; we would also be able to collect an additional £60.69 per tonne from recycling credits.
- 3.4 The Company would also provide a bag delivery service at the start of each financial year to deliver the orange sacks ,green waste sacks, food waste sacks, textile sacks and calendar, which currently costs the Council circa £12,000 for additional staff, vehicles and fuel.
- 3.5 Essex Textiles operate in a number of other Authorities in the area, including Castle Point and Rochford, who are both pleased with the service provided.

4. Issue, Options and Analysis of Options

- 4.1 The key issue that Members will need to consider is the potential impact on local charities, as this could be in direct competition with them. However, the service is optional and residents that previously donated textiles to specific local charities of their own choice are expected to continue to do so.
- 4.1 Consideration should also be given to the reduction in landfill waste from textiles, as many residents will put textiles in their residual waste rather than take the time to donate to a charity shop. Therefore providing the service could be seen as a more environmentally friendly option for residents.

5. Reasons for Recommendation

- 5.1 The service will generate an income and savings for the Council, and provide an alternative option for disposing of textile waste for our residents.

6. Consultation

- 6.1 Discussions have been held with Rochford Council, who have had this scheme for over four years. These discussions revealed that there had been no adverse impact on the charities within the area.

7. References to Corporate Plan

- 7.1 This initiative is a key driver for the Council to review all services with a view to opportunities for commercial ventures. The development of a free textile waste service is in line with this approach.

8. Implications

Financial Implications

Name & Title: Jo-Anne Ireland, Acting Chief Executive

Tel & Email 01277 312712 / jo-anne.ireland@brentwood.gov.uk

- 8.1 The on-going saving of some £20,441 per annum will reduce the overall budget costs within the Medium Term Financial Plan (MTFP).

Legal Implications

Name & Title: Chris Potter, Monitoring Officer and Head of Support Services

Tel & Email 01277 312860 / christopher.potter@brentwood.gov.uk

- 8.2 None directly arising from this report though due process will need of course to be followed and evidenced in the event of a decision to put the matter out to contract

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

- 8.3 None

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

9.1 None

10. Appendices to this report

None

Report Author Contact Details:

Name: Roy Ormsby, Head of Street Scene

Telephone: 01277 312554

E-mail: roy.ormsby@brentwood.gov.uk

16th September 2014

Environment Committee

Fire Authority Partnership Arrangements

Report of: Roy Ormsby – Head of Street Scene

Wards Affected: All

This report is: Public

1. Executive Summary

- 1.1 It is recognised that all Council's need to identify alternative ways of delivering services, and that the high expectations of residents cannot be delivered by the Council alone.
- 1.2 It is the intention of this Council to identify all opportunities to work in partnership with other agencies to enhance our communities, and take action on the issues that impact on their lives.
- 1.3 To start this process it is intended to have discussions with the Fire Authority, to look at how we can work together to make a difference across the Borough through working in partnership on environmental schemes.

2. Recommendation(s)

- 2.1 Agree that Members will provide Officers with information on potential areas for joint working to feed into the discussions.**
- 2.2 Agree that Officers commence discussions with the Fire Authority to identify any opportunities to develop joint working to enhance our communities.**

3. Introduction and Background

- 3.1 All Council's recognise that they must continually identify opportunities to work in partnership with other agencies, as a single organisation alone cannot deliver the high expectations of our communities.

- 3.2 This work commenced through a trial during the winter of 2013/14, when the Fire Authority leased a vehicle to provide a gritting service for the Council. Although there was a mild winter, it provided an enhanced service for our residents, as two agencies working together could cover larger areas of the Borough.
- 3.3 The Council already provide services through the Neighbourhood Action Team, and through the Essex Ranger Service. The discussions would focus on how these, and Fire Authority resources could be joined to provide an enhanced community service.
- 3.4 Officers from both agencies will identify the most effective and efficient way to use resources on community schemes, that would be identified by the community, and brought forward by Ward Members for approval.

4. Issue, Options and Analysis of Options

- 4.1 This scheme would provide an enhanced service for the community through partnership working.

5. Reasons for Recommendation

- 5.1 To provide an enhanced community service for our residents.

6. Consultation

- 6.1 This will be done through the development of schemes within communities.

7. References to Corporate Plan

- 7.1 Partnership working is a key part of the Corporate Plan, as is working closely with community groups to enhance the environment.

8. Implications

Financial Implications

Name & Title: Jo-Anne Ireland, Acting Chief Executive

Tel & Email 01277 312712 / jo-anne.ireland@brentwood.gov.uk

- 8.1 There are no direct financial implications at this stage.

Legal Implications

Name & Title: Chris Potter, Monitoring Officer and Head of Support Services

Tel & Email 01277 312860 / christopher.potter@brentwood.gov.uk

8.2 None

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

8.3 None

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

9.1 None

10. Appendices to this report

None

Report Author Contact Details:

Name: Roy Ormsby, Head of Street Scene

Telephone: 01277 312554

E-mail: roy.ormsby@brentwood.gov.uk

This page is intentionally left blank

16th September 2014

Environment Committee

Tower Hill & Vaughan Williams Way

Report of: Roy Ormsby – Head of Street Scene

Wards Affected: Brentwood West

This report is: Public

1. Executive Summary

- 1.1 There have been requests for the Council to provide improvements to land in Vaughan Williams Way, and to take on the maintenance of land in an alley way in Tower Hill.
- 1.2 Officers have inspected both sites, and whilst both would deliver an improvement to those in the immediate vicinity, this would become a liability in terms of ongoing maintenance cost.
- 1.3 It has been identified that the alley way in Tower Hill is private land, and the request is for the Council to become responsible for this land, and therefore take full responsibility for the on-going maintenance, and public liability through any insurance claims. Taking responsibility of the annual maintenance of the alley way in Tower Hill would incur additional revenue costs to the Council of £1,500 per annum, However, this does not include the Officer and legal work that would be required in order to adopt the land.
- 1.4 The capital cost of the work on Vaughan Williams Way would be £6,500, and would incur an annual revenue cost for the additional maintenance of £1,000.

2. Recommendation(s)

- 2.1 Invite Members to consider taking on the maintenance at Vaughan Williams Way and the alley way at Tower Hill, with both being the subject of budget bids for 2015/16 onwards.**
- 2.2 Agree that all future requests to adopt, or purchase, private land are referred to the Assets and Enterprise Committee for discussion**

3. Introduction and Background

- 3.1 The Council occasionally receive requests to maintain private land around the Borough. One of the key issues with taking on this responsibility is the on-going cost, and the liability that this can bring in terms of claims from the public.
- 3.2 The land in Tower Hill has been identified as private land, and is currently not the responsibility of the Council to provide maintenance. By taking responsibility for the maintenance, the Council then becomes liable for any claims that may be brought by the public, and the adverse publicity that goes with these.
- 3.3 The request in Vaughan Williams Way is to provide a rail around Council land, and widen a private road that benefits approximately six private houses. Officers have inspected the site and it is evident that this will only benefit a small number of homes, and would not benefit the wider community within the area.
- 3.4 One of the considerations for Members is the wider implications of approving these requests, as this could set a precedent for others. It should be noted that the Borough has a large number of private roads, all with land that requires maintaining. Therefore, approving these requests could provide an opportunity for others to request the same service from the Council.
- 3.5 The total cost of these requests is £6,500 capital and £2,500 revenue (annual maintenance). Any cost of public claims, and future capital costs also need to be considered.

4. Issue, Options and Analysis of Options

- 4.1 Consideration should be given to the precedent this sets, and the risk of future claims by adopting private land.

5. Reasons for Recommendation

For Members to consider the request to undertake maintenance for Vaughan Williams Way and the adoption of land at Tower Hill.

5.1 Consultation

5.2 These are requests, therefore no consultation has taken place.

6. References to Corporate Plan

6.1 There is no reference in the Corporate Plan for the adoption and on-going maintenance and liability of private land.

7. Implications

Financial Implications

Name & Title: Jo-Anne Ireland, Acting Chief Executive

Tel & Email 01277 312712 / jo-anne.ireland@brentwood.gov.uk

7.1 As outlined in the report, there are both capital and revenue considerations required for these proposals. Any approval in principle from Members will simply allow this to proceed to the budget bid stage, which will not form part of any final approval until March 2015.

Legal Implications

Name & Title: Chris Potter, Monitoring Officer and Head of Support Services

Tel & Email 01277 312860 / christopher.potter@brentwood.gov.uk

7.2 None except to note that the Council has no power to maintain privately owned land (in the absence of statutory default powers being exercised).

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

7.3 None

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

8.1 None

9. Appendices to this report

None

Report Author Contact Details:

Name: Roy Ormsby, Head of Street Scene

Telephone: 01277 312554

E-mail: roy.ormsby@brentwood.gov.uk

Members Interests

Members of the Council must declare any pecuniary or non-pecuniary interests and the nature of the interest at the beginning of an agenda item and that, on declaring a pecuniary interest, they are required to leave the Chamber.

- **What are pecuniary interests?**

A person's pecuniary interests are their business interests (for example their employment trade, profession, contracts, or any company with which they are associated) and wider financial interests they might have (for example trust funds, investments, and asset including land and property).

- **Do I have any disclosable pecuniary interests?**

You have a disclosable pecuniary interest if you, your spouse or civil partner, or a person you are living with as a spouse or civil partner have a disclosable pecuniary interest set out in the Council's Members' Code of Conduct.

- **What does having a disclosable pecuniary interest stop me doing?**

If you are present at a meeting of your council or authority, of its executive or any committee of the executive, or any committee, sub-committee, joint committee, or joint sub-committee of your authority, and you have a disclosable pecuniary interest relating to any business that is or will be considered at the meeting, you must not :

- participate in any discussion of the business at the meeting, or if you become aware of your disclosable pecuniary interest during the meeting participate further in any discussion of the business or,
- participate in any vote or further vote taken on the matter at the meeting.

These prohibitions apply to any form of participation, including speaking as a member of the public.

- **Other Pecuniary Interests**

Other Pecuniary Interests are also set out in the Members' Code of Conduct and apply only to you as a Member.

If you have an Other Pecuniary Interest in an item of business on the agenda then you must disclose that interest and withdraw from the room while that business is being considered

- **Non-Pecuniary Interests**

Non –pecuniary interests are set out in the Council's Code of Conduct and apply to you as a Member and also to relevant persons where the decision might reasonably be regarded as affecting their wellbeing.

A 'relevant person' is your spouse or civil partner, or a person you are living with as a spouse or civil partner

If you have a non-pecuniary interest in any business of the Authority and you are present at a meeting of the Authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest whether or not such interest is registered on your Register of Interests or for which you have made a pending notification.

This page is intentionally left blank

Environment Committee Terms of Reference

General Powers of Committees

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

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

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

Environment Committee

The functions within the remit of the Environment Committee are set out below:

- 1) Waste management, refuse collection and recycling
- 2) Environmental improvement schemes
- 3) The quality of the public realm, including street services and grounds maintenance
- 4) Highway matters that are the responsibility of the Borough Council and drainage
- 5) Public conveniences

6) Cemeteries and closed churchyards

7) Unlawful incursions