



Agenda

Corporate Projects Scrutiny Committee

Monday, 19 March 2018 at 7.00 pm

Brentwood County High School, Shenfield Common, Seven Arches Road,
Brentwood CM14 4JF

Membership (Quorum – 3)

Cllrs Mrs Pound (Chair), Reed (Vice-Chair), Aspinell, Barrett, Mrs Coe, Kendall, McCheyne, Trump and Tumbridge

Substitute Members

Cllrs Barrell, Clarke, Mrs Hones, Mrs Middlehurst, Morrissey and Ms Rowlands

Agenda

Item	Item	Wards(s) Affected	Page No
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5.	Urgent Business		

A handwritten signature in black ink, appearing to read "P. L. Russell". The signature is written in a cursive style and is underlined with a single horizontal stroke.

Chief Executive

Town Hall
Brentwood, Essex
09.03.2018

Information for Members

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.

Where substitution is permitted, substitutes for quasi judicial/regulatory committees must be drawn from Members who have received training in quasi- judicial/regulatory decision making. If a casual vacancy occurs on a quasi judicial/regulatory committee it will not be filled until the nominated member has been trained.

Rights to Attend and Speak

Any Members may attend any Committee to which these procedure rules apply.

A Member who is not a member of the Committee may speak at the meeting. 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.

Members requiring further information, or with specific questions, are asked to raise these with the appropriate officer at least two working days before the meeting.

Point of Order/ Personal explanation/ Point of Information

Point of Order

A member may raise a point of order at any time. The Mayor 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 Mayor on the point of order will be final.

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 Mayor on the admissibility of a personal explanation will be final.

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 Mayor. The Member must specify the nature of the information he/she wishes to provide and its importance to the current debate. If the Mayor 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 Mayor 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 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.

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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.

 **Private Session**

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 Committee does so, you will be asked to leave the meeting.

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 **Access**

There is wheelchair access to the meeting venue from the Main Entrance. If you do wish to attend this meeting, please contact the clerk should you have specific accessibility needs. There is an induction loop in the meeting room.

 **Evacuation Procedures**

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



Minutes

Corporate Projects Scrutiny Committee Monday, 29th January, 2018

Attendance

Cllr Mrs Pound (Chair)	Cllr McCheyne
Cllr Reed (Vice-Chair)	Cllr Trump
Cllr Aspinell	Cllr Tumbridge
Cllr Kendall	

Apologies

Cllr Barrett

Substitute Present

Cllr Barrell (substituting for Cllr Mrs Coe)

Also Present

Cllr Mrs Fulcher

Officers Present

Zoey Foakes	-	Governance & Member Support Officer
Philip Ruck	-	Chief Executive
Steve Summers	-	Chief Operating Officer
Sue White	-	Risk and Insurance Officer

251. Apologies for Absence

Apologies were received from Cllr Barrett and Cllr Mrs Coe with Cllr Barrell substituting.

252. Minutes of the Previous Meeting

Cllr Tumbridge questioned if the references to "Phase" had been changed to "workstream" with regards to the Leisure Strategy Working Group. Mr Summers confirmed that this had been done.

The minutes of the previous Corporate Projects Scrutiny Committee held on 21 November 2017 were approved as a true record.

253. Performance Indicators and Formal Complaints Working Group

The report submitted the report and recommendations of the Formal Complaints and Performance Indicators Working Group for consideration by the Corporate Projects Scrutiny Committee.

Cllr Mrs Pound **MOVED** and Cllr Reed **SECONDED** the recommendation in the report.

Cllr Tumbridge **MOVED** and Cllr Barrell **SECONDED** an **AMENDMENT** to add an additional recommendation. This was **ACCEPTED** by the Chair.

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

RESOLVED UNANIMOUSLY:

2.1 To note the Formal Complaints and Performance Indicators Working Group report and agree the recommendations contained within it.

2.2 Reports from each department's lead officer to highlight the issues arising from complaints, and how they are being addressed to come to this committee with key performance indicators at its next meeting.

Reasons for Recommendation

To ensure the Council provides modern and effective customer services to Brentwood residents.

254. Variation in the Order of the Agenda

Cllr Mrs Pound proposed and it was agreed that Item 3 – Emergency plan Response and Procedures Working Group Report – be moved to the end of the agenda.

255. Work Programme 2017/18 Update

The report provided the 2017/18 updated draft work programme for members consideration and was attached at Appendix A of the report.

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

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

As agreed at the 21.11.17 Corporate Projects Scrutiny, Min 167 refers, noted from any Working Group meetings be appended to the agenda. The Local Development Working Group met on the 28th November and the 19th December. The Terms of Reference agreed on the 28th November and the minutes from the meeting on the 19th December were attached as Appendix B of the report.

Cllr Kendall asked when the finances of the Brentwood Leisure Trust would be considered. Mr Summers advised that this particular item was a matter of considering the work programme and not individual items.

Cllr Tumbridge questioned the use of acronyms within Appendix B of the report with regards to “MSG = Member Scrutiny Group” and “MWG = Member Working Group”. Officers confirmed that these are the same and moving forward should be consistent.

Cllr Mrs Pound **MOVED** and Cllr Reed **SECONDED** the recommendation in the report and following a full discussion it was

RESOLVED UNANIMOUSLY:

2.1 That the Committee considers the Corporate Projects Scrutiny updated work programme 2017/18 attached at Appendix A (of the report) and agree any amendments for approval.

2.2 To note any Working Group meeting notes that have taken place during the period from the last committee meeting as attached at Appendix B (of the report).

Reasons for Recommendation

The Constitution required that the Corporate Projects Scrutiny Committee agreed its work programme at each meeting of the Committee.

256. Urgent Business

Cllr Barrell requested that the information regarding Brentwood Leisure Trust as expressed by Cllr Kendall to come back to the committee. The Chair confirmed that there was the ongoing work of the Community, Health and Housing Committee with regard to the Leisure Strategy which would be reported back at the appropriate stage.

Cllr Kendall queried where the notes were for the Town Centre Working Group meetings. Mr Summers advised that the most recent meeting was the previous Wednesday after the agenda had been published but he would check with appropriate officers with regard to the December Working Group meeting.

Following a discussion by the Committee regarding how the relationship between the Committee and working groups p[erated the Chair advised she would speak to officers. Mr Summers asked Members to provide their

opinions to him on how they would want the Committee and working groups to operate to ensure any proposal met their requirements.

Cllr Aspinell requested that dates and timings of the Work Programme to be adhered to in order to improve member attendance.

257. Emergency Plan Response and Procedures Working Group Report

It was agreed that this item would be taken in private session and press and public were excluded.

The report submitted the report and recommendations of the Emergency Plan Response and Procedures Working Group for consideration by the Corporate Projects Scrutiny Committee.

Cllr Mrs Pound **MOVED** and Cllr Reed **SECONDED** the recommendation in the report and after a full discussion a vote was taken and it was

RESOLVED:

To note the Emergency Plan Response and Procedures Working Group and agree the recommendations contained within it.

Reasons for Recommendation

To ensure that the Council had the necessary Emergency Planning arrangements in place to meet its Category 1 requirements.

19th March 2018

Corporate Projects Scrutiny Committee

Community Safety Partnership Annual Report 17-18

Report of: Tracey Lilley, General Manager - Corporate Enforcement

Wards Affected: All wards

This report is: Public

1. Executive Summary

- 1.1** The Community Safety Partnership (CSP) is made up of Responsible Authorities as outlined in the Crime & Disorder Act 1988 which includes the Council as a key partner.
- 1.2** Each year the partnership has a statutory duty to carry out a Strategic Intelligence Assessment which reviews existing priorities and identifies any new or emerging priorities that the partnership should focus on.
- 1.3** All partners agree the Strategic Priorities and sets out in their Partnership Plan (see Appendix A) how the partnership will work together over the next twelve months to tackle crime and disorder and achieve its priorities.

The CSPs Strategic Priorities for 2017/18 are:

- Protecting People from Harm
- Anti-Social Behaviour & Environmental Crime
- Burglary
- Community Engagement

- 1.4** A set of action plans were developed which underpins delivery of the above priorities and sets out how the partnership will work together to stimulate activity across the Borough, focusing on those activities that add value because of being delivered in partnership.
- 1.5** Section 19 of the Police and Justice Act 2006 requires every Local Authority to have a Crime and Disorder Committee with the power to review, scrutinise, and make reports and recommendations regarding the functioning of the CSP. Under the scrutiny arrangements in place the Committee are asked to consider the work of the CSP as outlined in the annual report attached at Appendix A and refer any comments or concerns to the partnership.

2. Recommendations

- 2.1 Members to consider the work of the CSP through the Partnership Plan and raise any comments for the partnerships consideration.**

3 Introduction and Background

- 3.1** The requirement for local authorities to have a Committee which carries out a scrutiny role was enacted by the Crime and Disorder (Overview and Scrutiny) Regulations 2009 that came into force for local authorities in England on 30th April 2009.
- 3.2** The Act and the Regulations do not require Council's to alter existing committee structures but specify that there must be a formal place where community safety matters can be discussed.
- 3.3** At the Policy Board meeting on 17.6.2009 (minute 78 refers) it was agreed that the Overview and Scrutiny Panel will carry out the function of Crime and Disorder Committee. Since then this Committee (Audit and Scrutiny Committee) was established by the Council in June last year with terms of reference including overview and scrutiny.
- 3.4** Each year the CSP provides an annual report to the Committee (see Appendix B).

4 Issue, Options and Analysis of Options

- 4.1** As outlined in section 3.1 the Committee are asked to perform the scrutiny function for the CSP.

5 Reasons for Recommendation

- 5.1** The Committee is asked to consider the work of the CSP as summarised in the attached annual report and to refer any comments or concerns to the partnership. This provides a scrutiny and monitoring function of the Council's partnership role in improving community safety.

6 References to Corporate Plan

6.1 The Partnership Plan sits under three strands of the Vision for Brentwood 2016-19:

- **Environment and Housing Management** – to enable communities to take a more active role in delivering a cleaner and safer environment.
- **Community and Health** - to encourage thriving and engaged communities; to work with partners to reduce anti-social behaviour and ensure Brentwood is a safe place to live.
- **Planning & Licensing** - to provide advice, support and enforcement to ensure Brentwood is a safe place to live.

7 Implications

Financial Implications

Name & Title: Jacqueline Van Mallaerts, Financial Services Manager

Tel & Email 01277 3125829/jacqueline.vanmellaerts@brentwood.gov.uk

7.1 The CSP is a third-party organisation and is not accounted for within the Council's finances. Brentwood Council provides resources to administer the partnership and holds their finances on behalf of the partnership, so it can be managed by Brentwood Council employees. Brentwood's current level of support for the CSP is met within the Council's Medium Term Financial Plan 2018/19.

8.0 Legal Implications

Name & Title: Daniel Toohey, Head of Legal Services and Monitoring Officer Tel & Email 01277 312860/daniel.toohey@brentwood.gov.uk

8.1 The Council are statutory partners of the CSP as outlined in the Crime and Disorder Act 1998.

8.2 Delegated Member responsible for community safety sits on the CSP and is currently the Vice Chair.

9.0 Appendices to this report

Appendix A - CSP Partnership Plan 17-18

Appendix B - CSP Annual Report 17-18

Report Author Contact Details:

Name: Tracey Lilley, General Manager - Corporate Enforcement

Telephone: 01277 312644

E-mail: tracey.lilley@brentwood.gov.uk

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**Safer Brentwood
Community Safety Partnership
Partnership Plan
2017/18**

Version Control:

First Draft Prepared	28.07.17
Final draft prepared	07.08.17
Final version agreed	11.09.17

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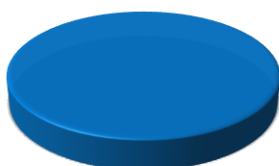
Introduction

Safer Brentwood Community Safety Partnership is the local statutory Community Safety Partnership (CSP) for Brentwood. The purpose of the Partnership is to provide a strategic and co-operative approach to addressing local crime & disorder between agencies and the communities within the Borough. The partnership is made up of both Statutory and Community organisations as shown in the diagram below.



Key:

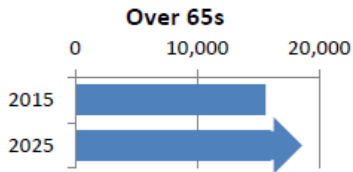





Statutory Partners



Community Partners



Borough Profile – Joint Strategic Needs Assessment

An overview of Brentwood including key issues impacting the population, health and wellbeing, and demand on services			
<p>People and place</p> <ul style="list-style-type: none"> An ageing population is increasing demand on services.  <ul style="list-style-type: none"> No deprived areas with poor health and unemployment. Average population density. Below average rate of crime and more residents feel safe. Lower than average waste recycling levels. 	<p>Lifestyles</p>  <ul style="list-style-type: none"> Reducing smoking and adult obesity, plus increasing the level of physical activity, are all areas for improvement. Interventions need to reach high risk groups to reduce the number of preventable health conditions and service demand. Hospital admissions due to alcohol related conditions are better than the England average. Decrease in number of adults in substance misuse treatment. 	<p>Physical and mental health</p> <ul style="list-style-type: none"> Lowest rate of diabetes in the county, although it is rising. Similar rate of hospital admissions due to hip fractures as England. Both prevention and treatment are important to improving health outcomes. Higher than average wellbeing amongst adults and a lower than average percentage with mental health problems. Increasing number of people with dementia. Unpaid carers require support to achieve their role. 	<p>Housing</p>  <ul style="list-style-type: none"> Low proportion of social tenants, with higher than average number of residents owning their homes. Large rise in house prices. Lowest number on the housing waiting list and average rate in temporary accommodation. Below average rate of homeless households. Ageing population will impact on the availability of health services, housing and care homes.
<p>Children and Young people</p>  <ul style="list-style-type: none"> Lowest rate of teenage pregnancy, which is linked to a range of poor outcomes in later life. Lower than average Chlamydia testing but average percentages testing positive. Low levels of child poverty. Low rate of children in care. Low level of eligibility for free early education entitlement (two year olds) but higher than average take up rates. 	<p>Education</p> <ul style="list-style-type: none"> High percentage of children who are ready for school. The proportion who achieve a good level of development at age 5 is above the average but there is a gap for those eligible for free school meals. Higher than average proportion achieve five or more GCSEs at grades A*-C. Highest proportion attending a good or outstanding school. Lower than average persistent secondary absenteeism. More pupils than average aspire to go to university. 	<p>Employment</p>  <ul style="list-style-type: none"> Below average number of adults with no qualifications. Higher than average adult unemployment but low proportion of young people Not in Education Employment or Training. Above average level of employment amongst adults. Highest ratio of jobs per population and increasing number of jobs. Most businesses have 9 or fewer employees. 	<p>Transport</p>  <ul style="list-style-type: none"> Short average travel time by public transport or walking to reach key services. Below average percentage of residents who are satisfied with local bus service but more are satisfied with local transport information. Access to a car is essential for people out of work and not able to use public transport or walk to an employment centre. 15% may miss out on work opportunities unless they have access to a car.

Background

Under the Crime & Disorder Act 1998 CSP's are required to work together in formulating and implementing strategies to tackle local crime and disorder and reduce reoffending in the area and to have in place a partnership plan setting out their priorities.

To ensure that the partnership is proactive and well informed we carry out an annual Strategic Intelligence Assessment to review existing priorities and identify any new or emerging priorities that the partnership should focus on.

The Partnership Plan takes forward the priorities identified by residents and data from the strategic intelligence assessment and sets out how the partnership will work together over the next twelve months to tackle crime and disorder and achieve its priorities.

This plan also has regard to the police and crime objectives set out in the Police and Crime Commissioners (PCC) Police and Crime Plan, and will be shared with the PCC.



Police & Crime Plan Priorities*

More local, visible and accessible policing

Crack down on anti-social behaviour

Breaking the cycle of domestic abuse

Reverse the trend in serious violence

Tackle gangs and organised crime

Protecting children and vulnerable people

Improve safety on our roads

*The above priorities are reflected in the Partnerships Focus for 17-18

Partnership Focus for 2017-18:

Community Engagement



Focusing on:

- Pop-up engagement events around the borough throughout the year
- Use of media and social networking to keep residents informed
- A minimum of 4 CSP Workshops around hotspot locations to allow residents the opportunity to raise concerns and agree joint actions
- Regular community safety slots on Phoenix Community Radio
- Monthly Local Policing Meetings around the borough
- Bi-monthly CSP newsletter to inform the local community, Parish Councils, local businesses and partners about what the partnership are doing.
- Regular NHW session to be held in the local libraries, Community Hospital and the Baytree Centre
- Monthly information notices displayed in local banks, building societies, Town Hall and other key locations

Why?

- To communicate with residents, local businesses and community groups on issues that affect them
- To empower residents and businesses to have their say in community safety issues
- To make sure residents are kept informed about the activities being carried out by the partnership

Anti-Social Behaviours & Environmental Crime



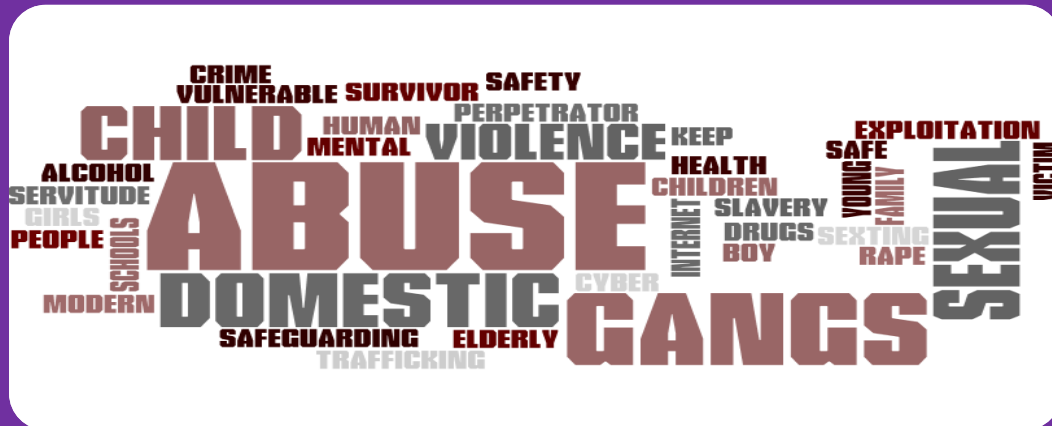
Focusing on:

- Nuisance vehicles causing distress to local communities
- Environmental Crime including Fly tipping
- Nuisance behaviour by groups affecting residents
- Gang prevention
- Reducing the impact of ASB on local business
- Supporting our local farming community by providing deployable cameras to detect flytipping, hare coursing and other rural issues

Why?

- Key issue for residents in terms of public confidence and fear of crime
- Increase in reports to the Council and Police
- Environmental Crime (Fly tipping, graffiti, local amenities)
- To support local businesses affected by ASB & criminal activity
- To protect those at risk of becoming involved in gang activity
- To reduce the risk of criminal and gang activity in the borough
- Identified as a key issue that most affects our local communities

Protecting People from Harm



Focusing on:

- Domestic Abuse
- Serious Violence
- Sexual Violence
- Hidden Harm (Modern Slavery, Child Sexual Exploitation & Trafficking)
- Reducing Re-offending

Why?

- All key local and national priorities
- All under reported
- Increase in number of incidents
- To support and develop the Integrated Offender Management Scheme to focus activity on those individuals responsible for causing most harm in the community
- To protect those at most risk from abuse whether they are young or old

Burglary



Focusing on:

- Crime prevention for residents and local businesses
- Burglary hotspots and raising awareness
- Vulnerable & Elderly Security Project
- Targeting prolific offenders who cause the most harm
- Cross border offending

Why?

- Concern for residents and local businesses
- Transport links in and out of the Borough
- Reducing risks for residents
- Increasing crime detection opportunities and reduce reoffending

The Partnership Promise

We are committed to delivering local solutions to local problems that have been identified by local people.

Strategic Priority Achievements/Highlights

Delivered over 60 engagement/awareness events across the borough

Delivered 14 projects to over 11,000 young people

Delivered 5 Senior Safety Roadshows to over 130 elderly and vulnerable residents

Delivered an abuse campaign to over 80,000 people

increased Keep Safe locations to include 7 businesses in Ingatestone

Doubled the number of Twitter followers to over 300 with daily tweets sent out

CSP newsletter produced bi monthly

Trained over 20 Speedwatch volunteers and increased locations by 3 (33 sites in total across the borough)

Co-produced a Gang Awareness Pack for parents and professionals.

Priority: Community Engagement

Strategic Objective	Action	Lead Officer	Budget Allocation	Police & Crime Plan Priority	Timescale
To deliver themed community engagement events around the borough throughout the year	Covering key issues such as: <ul style="list-style-type: none"> • Crime Prevention • Drink Driving/Road Safety • Domestic Abuse • Personal Safety • Speeding • Property Marking • Essex Community Messaging (ECM) • Senior Safety/elder abuse • Modern Slavery & Human Trafficking • Hate Crime • Anti-Social Behaviour • Environmental Crime • Cyber Crime & Internet Safety 	Daniel Cannon, BBC	£1000 CSP	<ul style="list-style-type: none"> • More local, visible and accessible policing • Crack down on anti-social behaviour • Breaking through the cycle of domestic abuse • Reverse the trend in serious violence • Tackle gangs & organised crime • Protecting children & vulnerable people • Improve safety on our roads 	Immediate & ongoing
To improve and enhance our communication channels including website and social media	<ul style="list-style-type: none"> • Continue to promote saferbrentwood Twitter account and website • Review & improve the CSP Newsletter to include a Community Page for issues that affect the local community • Extend the distribution of the CSP newsletter to include residents, businesses, community groups, partners and school • To have a regular slot on Phoenix Community Radio to talk about the CSP and discuss community issues • To support Essex Police in holding monthly community meetings across the borough 	Daniel Cannon, BBC	Existing resources	<ul style="list-style-type: none"> • More local, visible and accessible policing • Crack down on anti-social behaviour • Breaking through the cycle of domestic abuse • Reverse the trend in serious violence • Tackle gangs & organised crime • Protecting children & vulnerable people • Improve safety on our roads 	Immediate & ongoing

<p>Continue to work with communities on Road Safety issues</p>	<ul style="list-style-type: none"> • Essex County Fire & Rescue Service (ECFRS) to provide education and awareness around road safety issues to young people • To make the best use of partners social media to promote messages and raise awareness 	<p>Daniel Cannon, BBC</p>	<p>Existing resources</p>	<ul style="list-style-type: none"> • More local, visible and accessible policing • Crack down on anti-social behaviour • Breaking through the cycle of domestic abuse • Reverse the trend in serious violence • Tackle gangs & organised crime • Protecting children & vulnerable people <p>Improve safety on our roads</p>	<p>Immediate & ongoing</p>
<p>To engage with all residents including young people and local businesses</p>	<ul style="list-style-type: none"> • To support ECC Youth Service in consulting with young people on issues affecting them and their community safety concerns • To refresh the CSP Community Safety Questionnaire • To actively seek to engage with local businesses through existing partnerships and new methods • To provide advice and support to local businesses on key issues affecting them such as Child Sexual Exploitation (CSE), Cyber Crime, organised retail crime and retail crime and fraud • To deliver a max of 4 CSP Community Workshops around the borough 	<p>Daniel Cannon, BBC Alan Jefcoate, FSB</p>	<p>£500 CSP</p>	<ul style="list-style-type: none"> • More local, visible and accessible policing • Crack down on anti-social behaviour • Breaking through the cycle of domestic abuse • Reverse the trend in serious violence • Tackle gangs & organised crime • Protecting children & vulnerable people <p>Improve safety on our roads</p>	<p>Immediate & ongoing</p>
<p>Encourage partners and local community support organisations to become Ambassadors for Crimestoppers</p>	<ul style="list-style-type: none"> • Raise awareness of Crimestoppers anonymous reporting services • Increase crime/criminal intelligence to police (any crime) • Promote Crimestoppers 'Ambassadors' programme to partners to help target individuals/community groups/hotspot areas most likely to be in possession of crime/criminal intelligence 	<p>Daniel Cannon, BBC Colin Dobinson Essex Crimestoppers</p>	<p>Existing resources</p>	<ul style="list-style-type: none"> • More local, visible and accessible policing • Crack down on anti-social behaviour • Breaking through the cycle of domestic abuse • Reverse the trend in serious violence • Tackle gangs & organised crime • Protecting children & vulnerable people <p>Improve safety on our roads</p>	<p>Immediate & ongoing</p>

<p>To continue to promote and support increased focus on Neighbourhood Watch (NHW)</p>	<p>Neighbourhood Watch (NHW) - To support the work of NHW in the borough in promoting crime awareness and vigilance across Brentwood.</p> <ul style="list-style-type: none"> • To hold regular Advice Sessions in all 3 Libraries plus Brentwood Community Hospital and other locations. • To continue to promote the new Police Community Messaging System • Expand distribution of Monthly Crime Prevention Notices 	<p>Peter Salmon, Brentwood NHW Co-ordinator</p>	<p>£500 BBC £500 CSP</p>	<ul style="list-style-type: none"> • More local, visible and accessible policing • Crack down on anti-social behaviour • Breaking through the cycle of domestic abuse • Reverse the trend in serious violence • Tackle gangs & organised crime • Protecting children & vulnerable people • Improve safety on our roads 	<p>Immediate & ongoing</p>
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Priority: Anti-Social Behaviour

Strategic Objective	Action	Lead Officer	Budget Allocation	Police & Crime Plan Priority	Timescale
To protect young victims of crime and reduce the risk of offending by young people	<p>To support the delivery of the following projects:</p> <ul style="list-style-type: none"> • Firebreak – 1 week course which primarily targets young people between the ages of 13 - 17 years who are at risk of offending or involved in anti-social behaviour. • Restorative Justice – to continue to refer cases to reduce reoffending and victim’s vulnerability 	Daniel Cannon, BBC	£4000 ECFRS	<ul style="list-style-type: none"> • Crack down on anti-social behaviour • Breaking through the cycle of domestic abuse • Reverse the trend in serious violence • Tackle gangs & organised crime • Protecting children & vulnerable people 	TBC
Joint working to proactively tackle ASB in the Borough	<ul style="list-style-type: none"> • To continue to work with partners through Community Safety Tasking (CST) • Managing hotspot areas through robust partnership working and using all available legislation to achieve a positive outcome • To work with the West LPA Op Raptor team around emergence of gangs or those vulnerable to gang association • To work with Restorative Justice & Community Justice Panels which includes residents, Essex Police, housing etc as well as the victim and perpetrator 	Tracey Lilley, BBC	Existing resources	<ul style="list-style-type: none"> • More local, visible and accessible policing • Crack down on anti-social behaviour • Breaking through the cycle of domestic abuse • Reverse the trend in serious violence • Tackle gangs & organised crime • Protecting children & vulnerable people 	Immediate & ongoing

<p>To target those responsible for Environmental Crime</p>	<ul style="list-style-type: none"> • To proactively tackle Fly tipping across the borough including using all tools available from warning letters, CPN's, FPN's and Court action • Joint unlicensed waste carrier patrols between Essex Police & Council in conjunction with other planned activity • To use community payback offenders to work on projects as a way of repaying back to the community • To deploy CCTV cameras to hotspot areas • To increase liaison with Parish Councils and local groups and identify measures to reduce the incidence of flytipping in hotspot areas • Increase publicity to keep communities informed and deter potential perpetrators • To consider referrals to Restorative Justice when appropriate 	<p>David Carter, BBC</p>	<p>£3000 Essex Rural Partnership</p>	<ul style="list-style-type: none"> • More local, visible and accessible policing • Crack down on anti-social behaviour • Tackle gangs & organised crime 	<p>Immediate & ongoing</p>
<p>To support the communities and young people in providing alternative diversionary activities</p>	<ul style="list-style-type: none"> • To support the use of existing Essex County Council (ECC) youth premises and mobile venues in providing young people with opportunities to access support and guidance • To encourage young people to take part in diversionary activities available across the borough • ECC Youth Service to provide appropriate training to community and voluntary groups to enable them to engage with young people in the community • Life Choices Project - Intensive targeted project for young people at risk looking at life choices and employment opportunities 	<p>Daniel Cannon, BBC Claire Love, ECC Youth Service</p>		<ul style="list-style-type: none"> • Crack down on anti-social behaviour • Breaking through the cycle of domestic abuse • Reverse the trend in serious violence • Tackle gangs & organised crime • Protecting children & vulnerable people 	<p>Immediate & ongoing</p>

<p>Reducing opportunities for urban street gang activity</p>	<ul style="list-style-type: none"> • Continue to develop the Youth Intervention Programme (YIP). To work collaboratively with partners to ensure appropriate information is shared and effective early intervention is provided to vulnerable young people and their families • Gang Prevention Tasking (GPT) • To provide information and guidance for parents and professional on the threat from gangs to young people • To tackle hot spot areas and key individuals identified by the GPT and Essex Police West LPA Op Raptor Team • To provide training to staff and partners to identify vulnerable young people and hot spot areas including potential cuckooing of those most vulnerable in our communities • To continue to work with schools and provide bespoke projects within local secondary schools • To commission Gang Awareness Assemblies to local secondary schools • To commission targeted gang outreach work across the borough 	<p>Tracey Lilley, BBC</p>	<p>£5000 CSP</p>	<ul style="list-style-type: none"> • Crack down on anti-social behaviour • Reverse the trend in serious violence • Tackle gangs & organised crime • Protecting children & vulnerable people 	
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Priority: Protecting People from Harm

Strategic Objective	Action	Lead Officer	Budget Allocation	Police & Crime Plan Priority	Timescale
To safeguard victims of Domestic Abuse (DA) from repeat incidents, by Identifying high risk victims and assessing their need for added security devices	Crime Prevention Tactical Advisor (CPTA) will visit all high-risk victims of DA and carry out a full home safety inspection providing additional security when required. Additional security measures will also be made available to all those who work with victims in Brentwood (i.e. IDVA's, WSW's, Police, Family Mosaic – this is not an exhaustive list). This will enable an increased number of victims to be safeguarded from incidents of DA	Alan Twine, CPTA Essex Police	Existing resources	<ul style="list-style-type: none"> • More local, visible and accessible policing • Breaking through the cycle of domestic abuse • Reverse the trend in serious violence • Protecting children & vulnerable people 	Immediate & ongoing
To raise awareness of Domestic Abuse, child abuse, and elder abuse across the Borough and to encourage reporting	<ul style="list-style-type: none"> • To deliver various activities throughout Domestic Abuse Week focusing on raising awareness of Domestic Abuse • To run a publicity campaign at each BBC Family Fun Day through the Summer focusing on domestic abuse, child abuse and elder abuse 	Daniel Cannon, BBC	£500 CSP	<ul style="list-style-type: none"> • More local, visible and accessible policing • Breaking through the cycle of domestic abuse • Reverse the trend in serious violence • Protecting children & vulnerable people 	Immediate & ongoing
Domestic Homicide Review (statutory obligation)	Contribution to centralised process to carry out a review should the borough experience a domestic homicide	Tracey Lilley, BBC	£1924 CSP	<ul style="list-style-type: none"> • Breaking through the cycle of domestic abuse • Reverse the trend in serious violence • Protecting children & vulnerable people 	N/A

<p>To protect the most vulnerable and elderly residents from becoming victims of crime including scams, internet, fire safety and more....</p>	<p>To enhance and continue delivery of the following successful projects:</p> <ul style="list-style-type: none"> • Elderly Door Chain Project – to now include additional security for those in most need • Senior Safety Roadshow (SSR)– to expand and grow the number of roadshows across the Borough. • To provide carbon monoxide detectors to the most vulnerable in our communities • To continue to expand Keep Safe and its website to be Essex wide 	<p>Daniel Cannon, BBC</p>	<p>£500 CSP £1000 ECFRS £1950 BBC (Keep Safe Budget)</p>	<ul style="list-style-type: none"> • More local, visible and accessible policing • Protecting children & vulnerable people 	<p>Immediate & ongoing</p>
<p>To protect young people from Harm and raise awareness of issues affecting young people</p>	<p>Delivery of key projects within local secondary schools in relation to:</p> <ul style="list-style-type: none"> • Prevent, Grooming, Sexual Exploitation, Healthy relationships, drugs & alcohol, and online safety • Promote use of Crimestoppers Fearless programme within schools to support the above 	<p>Daniel Cannon, BBC Colin Dobinson, Crimestoppers</p>	<p>£5000 CSP £3000 ECC IYS</p>	<ul style="list-style-type: none"> • Crack down on anti-social behaviour • Breaking through the cycle of domestic abuse • Reverse the trend in serious violence • Tackle gangs & organised crime • Protecting children & vulnerable people 	<p>Immediate and ongoing</p>
<p>Integrated Offender Management (IOM)</p>	<p>To ensure that the offenders whose crimes cause most damage and harm locally are managed in a co-ordinated way. A joint initiative between Essex Police and Essex Community Rehabilitation Company. Restorative Justice can also be used in conjunction with IOM, particularly focusing on burglary.</p>		<p>Existing resources</p>	<ul style="list-style-type: none"> • More local, visible and accessible policing • Crack down on anti-social behaviour • Breaking through the cycle of domestic abuse • Reverse the trend in serious violence • Tackle gangs & organised crime • Protecting children & vulnerable people 	<p>Immediate and ongoing</p>

To support victims of Hate Crime	<ul style="list-style-type: none"> • To support and promote the local Hate Crime Reporting Centre (HIRC) • To raise awareness of Hate Crime and support victims in signposting to relevant services • To provide training for Hate Crime Ambassadors 	Daniel Cannon, BBC	Existing resources	<ul style="list-style-type: none"> • Protecting children & vulnerable people 	Immediate and ongoing
Hidden Harm Conference for partners, frontline practitioners, local businesses and the taxi trade	<p>To hold a second event to raise awareness of issues relating to CSE, Trafficking, and Modern Slavery</p> <ul style="list-style-type: none"> • To ensure partners, local businesses (hotels, licensed premises) and the taxi trade are aware of CSE, trafficking and modern slavery and can identify potential issues and know the process to follow to ensure the appropriate agency is made aware • To ensure information is provided through existing media sources including CSP newsletter, website, events etc 	Daniel Cannon, BBC	Existing resources	<ul style="list-style-type: none"> • Tackle gangs & organised crime • Protecting children & vulnerable people 	
To provide advice and support to victims of crime	<ul style="list-style-type: none"> • To work with NHW & Victim Support to continue to produce a victim's pack which will be distributed through Victim Support 	Peter Salmon, Brentwood NHW Co-ordinator	Existing resources	<ul style="list-style-type: none"> • Breaking through the cycle of domestic abuse • Reverse the trend in serious violence • Protecting children & vulnerable people 	

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Priority: Burglary

Strategic Objective	Action	Lead Officer	Budget Allocation	Police & Crime Plan Priority	Timescale
Targeting prolific burglary offenders	<ul style="list-style-type: none"> Using intelligence led policing to target those committing offences in the borough, including cross border offenders Enforcement of curfews and Court Orders 	Insp Tom Mitchel, Essex Police	Existing resources	<ul style="list-style-type: none"> More local, visible and accessible policing Reverse the trend in serious violence Tackle gangs & organised crime Protecting children & vulnerable people 	Immediate & ongoing
Reduce dwelling burglary's	<ul style="list-style-type: none"> Continue with Operation Insight in burglary hotspot areas to inform the local community Identifying vulnerable areas through intelligence led policing Strategic deployment of all available resources, including all community safety partners and the wider community 'Super Cocooning' target hardening at premises which have been identified as vulnerable 	Insp Tom Mitchel, Essex Police	Existing resources	<ul style="list-style-type: none"> More local, visible and accessible policing Reverse the trend in serious violence Tackle gangs & organised crime Protecting children & vulnerable people 	Immediate & ongoing
Supporting the most vulnerable victims of burglary	<ul style="list-style-type: none"> CPTA to carry out visits to repeat or vulnerable victims and to provide crime prevention advice/support to assist in target hardening. A satisfaction survey to be sent following each visit to assess the effectiveness of the service To ensure appropriate cases are referred to Restorative Justice to assist with reducing the fear of crime 	Alan Twine, CPTA Essex Police	Existing resources	<ul style="list-style-type: none"> More local, visible and accessible policing Protecting children & vulnerable people 	Immediate & ongoing

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Annual Scrutiny Report

safer  brentwood

19th March 2018

Introduction

Brentwood Community Safety Partnership is the local statutory Community Safety Partnership (CSP) for Brentwood. The purpose of the Partnership is to provide a strategic and collaborative approach to addressing local crime and disorder within the Borough by reducing the levels of disorder including crime, anti-social behaviour, the misuse of drugs and reducing re-offending. However, the partnership is committed to delivering beyond our statutory obligations and understand the importance of wider community safety issues to local communities such as Neighbourhood Watch (NHW), Speedwatch activity and continuing to develop home safety activity with our partners such as Essex County Fire & Rescue Service (ECFRS).

The partnership is made up of both Statutory and Community organisations as detailed below.



The CSP is currently chaired by Cllr Chris Hossack and Essex Police, Chief Inspector Lewis Basford is Vice Chair. Each year the CSP are required to prepare a Strategic Intelligence Assessment to review existing priorities and identify any new or emerging priorities that the partnership should focus on.

Following this analysis and identification of the strategic priorities a Partnership Plan is produced detailing the partnerships activities for the forthcoming year to address the issues raised in the Strategic Intelligence Assessment.

The Partnership Plan is a public facing document which details the priorities identified by residents and data from the Strategic Intelligence Assessment. The document includes detailed action plans for each priority area and sets out how the partnership will work together over the next twelve months to tackle crime and disorder and achieve its priorities.

This plan also has regard to the police and crime objectives set out in the Police, Fire and Crime Commissioners (PFCC) Police and Crime Plan.

The priorities identified from the 2017/2018 Strategic Assessment are:



Policing Structure and Resources

Brentwood Borough forms part of Essex Police Western Local Policing Area (LPA), which also includes the districts of Epping Forest, Harlow and Thurrock. The Borough accounts for 22% of the area and 17% of the population of the LPA.

Since November 2017 Essex Police moved into the Town Hall to their new base. This has further improved communication and partnership work with the Council. The community safety team and newly seconded Anti-Social Behaviour (ASB) Officer now have access to the police station and have further developed their working relationships with local officers. Arrangements have also been made for the Council's fraud officers to use the facilities to carry out interviews under caution.

The **Community Policing Team (CPT)** delivers community policing within the borough and comprises of:

- **1** Inspector, covering Epping Forest and Brentwood
- **1** Sergeant covering Brentwood
- **5** Constables, covering Brentwood
- **2** Police Community Support Officers (PCSOs) for Brentwood.
- **1** Rural Community Officer PC Mark Sheridan-Brown who is shared with Epping Forest.
- **9** Special Constables at Brentwood with **5** of them allocated to the CPT. There have been a number of Brentwood specials that have gone on to join the regulars which has temporarily reduced our numbers.

The **Local Policing Teams (LPT)** are response officers and therefore respond to 999 calls and comprises of:

- **6** Sergeants and a team of thirty
- **30** Constables that work from the new offices at Brentwood council offices. These officers are specifically allocated to Brentwood.

The **Criminal Investigations Department ‘Proactive’ (CIDP)** is based in Brentwood and are responsible for targeting prolific offenders, and the prevention and detection of crime across the borough. The team comprised of:

- **1** Detective Inspector
- **1** Detective Sergeant
- **5** Detective Constables

The **Criminal Investigations Department ‘Reactive’ (CIDR)** is responsible for the investigation of more of the serious crimes such as dwelling burglary and robbery. They cover the borough from 8am – 10pm and comprises of:

- **1** local Detective Inspector, covering Brentwood & Epping
- **4** Detective Sergeants, **1** for Brentwood
- **20** Detective Constables, **5** for Brentwood

Operation Juno teams are responsible for the investigation of all domestic abuse crimes within the West LPA and are based at Harlow and at Grays Police Station.

Brentwood Crime Comparison

Crime/Incident Type	# offence		# diff	% diff	District vs Force % pt diff	Per 1000 Pop.*	District vs Force Per Pop.* diff	# offences		# diff	% diff	Per 1000 Pop.*
	Brentwood 12M							Force				
	2016	2017						2016	2017			
ALL CRIME	4135	4835	700	16.9	5.6	63.3	-9.5	117807	131146	13339	11.3	72.8
Violence with Injury	379	429	50	13.2	2.9	5.6	-1.9	12353	13620	1267	10.3	7.6
Violence without Injury	425	518	93	21.9	3.1	6.8	-2.1	13535	16071	2536	18.7	8.9
Stalking and Harassment	166	287	121	72.9	29.7	3.8	-1.6	6715	9612	2897	43.1	5.3
Sexual Offences	79	96	17	21.5	-2.4	1.3	-0.7	2895	3587	692	23.9	2.0
Robbery	37	38	1	2.7	-30.6	0.5	-0.3	1109	1478	369	33.3	0.8
Residential Burglary	-	471				15.4	3.3	-	8663			12.1
Business and Community Burglary	-	244				3.2	0.8	-	4273			2.4
Dwelling Burglary (pre-Apr 17 definition)	374	353	-21	-5.6	-1.8	11.5	1.9	7199	6927	-272	-3.8	9.6
Other Burglary (pre-Apr 17 definition)	299	362	63	21.1	21.0	4.7	1.4	6005	6009	4	0.1	3.3
Theft from a Vehicle	300	388	88	29.3	24.6	5.1	0.7	7481	7833	352	4.7	4.3
Theft of a Vehicle	240	299	59	24.6	3.7	3.9	1.5	3623	4378	755	20.8	2.4
Theft from the Person	62	81	19	30.6	34.7	1.1	0.2	1578	1514	-64	-4.1	0.8
Theft of Pedal Cycles	51	104	53	103.9	91.6	1.4	-0.1	2267	2546	279	12.3	1.4
Shoplifting	203	205	2	1.0	4.1	2.7	-2.7	10072	9756	-316	-3.1	5.4
Other Theft	506	533	27	5.3	1.9	7.0	-0.1	12292	12717	425	3.5	7.1
Criminal Damage (incl. arson)	568	558	-10	-1.8	-5.3	7.3	-1.5	15284	15822	538	3.5	8.8
Anti-Social Behaviour Incidents	1801	1746	-55	-3.1	1.8	22.9	-4.8	52454	49909	-2545	-4.9	27.7

*Dwelling Burglary per 1000 Households

The table above sets out the crime figures for Brentwood, comparing reports for 1st January 2017 to 31st December 2017 with 1st January 2016 to 31st December 2016 for the borough, and Essex Police Force.

- All Crime has increased by 16.9% (700 more offences). **Slightly higher than the force average but in line with national increases and changes to crime recording.**
- Stalking and Harassment has increased by 72.9% (121 more offences). – **The majority are linked to domestic abuse and has resulted from a greater awareness and more accurate crime recording practises. The CSP has actively promoted Domestic abuse awareness and ran a very successful campaign this year which has no doubt assisted in increased reporting.**
- Theft from a Vehicle has increased by 29.3% (88 more offences). – **The targeting of vans particularly in hotel car parks has increased. Operation Northstar has been deployed within the borough and crime prevention advice continues to be given regarding not leaving items on display.**
- Theft of Pedal Cycles has increased by 103.9% (53 more offences). **There was a significant increase in thefts from train stations whereby commuter's bikes have been targeted. With support from CCTV several suspects were identified. In addition, an off-duty police officer going home resulted in the arrest of an offender by Shenfield train station. Since then offences have reduced.**
- Dwelling Burglary (pre-Apr 17 definition) has decreased by 5.6% (21 fewer offences). **See section on partnership activity on Burglaries**
- ASB Incidents have decreased by 3.1% (55 fewer incidents). **See section on partnership activity on ASB**

To provide a comparison with other boroughs and districts across Essex please see the table below which has compared all crime offences and per 1000 population.

District/Borough	All Crime	
	Offences	Per 1000 Pop
Basildon	15952	87.0
Southend-On-Sea	15186	84.5
Colchester	14742	79.0
Thurrock	14267	85.4
Tendring	12658	88.8
Chelmsford	12319	70.8
Epping Forest	9430	72.4
Braintree	8059	53.4
Harlow	7632	88.7
Brentwood	4835	63.3
Castle Point	4789	53.4
Uttlesford	3679	42.7
Rochford	3419	39.9
Maldon	2455	38.7
Stansted	1724	

Partnership Activity and Achievements

In this section the partnership has detailed activity undertaken in order to address their strategic priorities. It provides highlights of what has been achieved and some further detail in relation to specific activity.

Council CCTV Control have become a key member of the partnership and have worked extremely hard to support activity undertaken by the Council and Essex Police. A police Airwave radio is permanently located in the CCTV control room so that operators have direct access to Essex Police. Data is also shared with partners in relation to the use of CCTV.

Recently the Council has developed a partnership with Thurrock Council which has resulted in an additional 10 mobile cameras being provided for deployment to hotspot areas throughout the borough. The CCTV manager has worked closely with Safer Brentwood to identify all public areas under council control with elevated instances of ASB, and where possible arranged to have columns in these areas made ready for rapid deployment CCTV camera. Both CCTV manager and Safer Brentwood have included Ingatestone parish council in these talks and have successfully agreed to reinstate CCTV coverage in areas to help suppress ASB.

Body Worn Cameras - The partnership funded the purchase of six body worn cameras to improve evidence gathering, and to offer an added protection for officers carry out their duties. The necessary hardware and software have been installed in our CCTV control room to securely store and maintain footage from the body worn cameras in readiness for the forthcoming accreditation scheme. It was agreed to both store and maintain the equipment within the Council's secure control room environment to comply with data protection and code of practice requirements.

The partnership has also strengthened our working relationship with Baytree Security in the Town Centre, and as a result 2 body worn cameras have been provided to security staff which has already had positive results with a reduction in incidents.

Staff have also reported that the cameras have presented an opportunity for them to engage with members of public.



The partnership has continued to deliver a vast number of community engagement events across the borough and wider Essex covering many topics as detailed below:

1. Bay Tree – Speedwatch
2. Town Hall Speedwatch Training
3. Dementia Cafe/Sawyers – Road Show
4. Bay Tree – Rogue Traders
5. Ladies – Shenfield/Hutton Road Show
6. Union Church H&S Road Show
7. Town Hall Gang Awareness
8. Bay Tree – CSP/NHW
9. Town Hall – Gang Awareness Training
10. High Street – Community Day
11. CVS Breakfast Event
12. Shenfield - Community Day
13. Bay Tree – Knife Crime
14. Bay Tree – EDWARD (European Day Without A Death)
15. High Street – Bicycle Safety & Protection

16. Bay Tree – Hate Crime
17. Bay Tree – Op Mercury/Burglary
18. Brentwood Showcase
19. PF&CC Rural Crime – Stow Maries Aerodrome
20. Bay Tree – Parliament Week – General info
21. Bay Tree – Road Safety (BRAKE)
22. Brentwood County High – Gangs
23. High Street – Drink/Drug/Drive
24. Brentwood Centre – Loneliness Event
25. Brentwood Centre – Loneliness Event
26. Police Fire & Crime Commissioners Public Meeting
27. Council events such as Strawberry Fair, Family Fun Days, and recycling roadshows

The above engagement events were in addition to the regular sessions in the local libraries, community hospital, and community halls which total 35 in number. The sessions are delivered by Neighbourhood Watch (NHW) and the aim is to provide crime prevention advice and give residents the opportunities to give their views on community safety issues.

The partnership has also been able to visit Grove House School and a local nursery to speak to the children and young people about safety issues which has proved extremely popular, particularly when they got to see the police car.

Until recently the partnership also had a regular slot on Phoenix Community Radio talking about key community safety issues and the ability to invite along guests which included NHW, Crimestoppers, and Essex & Kent Police Anti-Slavery & Trafficking Co-ordinator.

Neighbourhood Watch (NHW) Brentwood is extremely fortunate to have a very dedicated volunteer borough co-ordinator who is extremely proactive driving the scheme across Brentwood and further afield.

Because of the dedication of the volunteer borough co-ordinator there have been vast improvements to NHW. He attends the CSP Strategy Panel meetings and represents Brentwood at County-wide meetings. It is recognised by the partnership that without the support of our local co-ordinator we would not be able to deliver such a comprehensive engagement programme.

As well as promoting neighbourhood watch across the borough he has also distributed information leaflets/booklet and crime prevention items such as:

- Window Alarms
- ID Magnifier
- Personal Alarms
- Purse Bells
- Purse Cables
- Property Marker Pens
- Timer Switches
- Sat Nav Cloths
- Key Ring Torches
- Leaflets including: Lock Em Out, scam booklet, community safety booklet, junior highway code booklet, and much more

The partnership has recently supported the establishment of a joint Independent Advisory Group (IAG) with Essex Police and Epping Forest District Council.

The aim of the group is to review police working practices, to assist Essex Police better understand how its processes and policies can affect our local communities and to give communities a voice on key issues. A second meeting of the IAG is taking place later this month.

Essex Police have a programme of Local Community Meetings across the borough which the partnership also supports in making sure advice and information is available to local communities at each event. We are also seeking launch Coffee with Cops in partnership with Essex Police which is a new concept and aimed at reaching out to communities in new innovative ways.

The CSP believe strongly that communication with communities is key. There is a very active social media programme including the use of Twitter with over 450 followers, a dedicated website and quarterly CSP Newsletter which posted on our website and is also distributed to Members, Parish Councils, local businesses through the Federation of Small Business (FSB), local community groups, schools who then forward the newsletter on to parents, and more. It is estimated that the newsletter reaches over 3000 readers.

CSP Website: www.saferbrentwood.com

Twitter: @saferbrentwood

Just a few examples



Reduction in unauthorised traveller encampments, support for farming community with mobile cameras, and partnership with Thurrock Council to deploy cameras in hotspot locations across the borough

A variety of over 100 different enforcement actions taken to tackle anti-social behaviour and environmental crime, development of a Town Centre Public Spaces Protection Order

Anti-Social Behaviour and Environmental Crime

Development of the Youth Intervention Programme (YIP), gang prevention tasking and Parent Awareness Sessions, launch of Gang Awareness Guide for parents, and secondment of a dedicated ASB Officer

Commissioned various projects for young over 7,000 young people covering issues such as gangs, ASB & crime, and drugs & alcohol

Anti-social behaviour continues to reduce across the borough with 55 fewer incidents as detailed above.

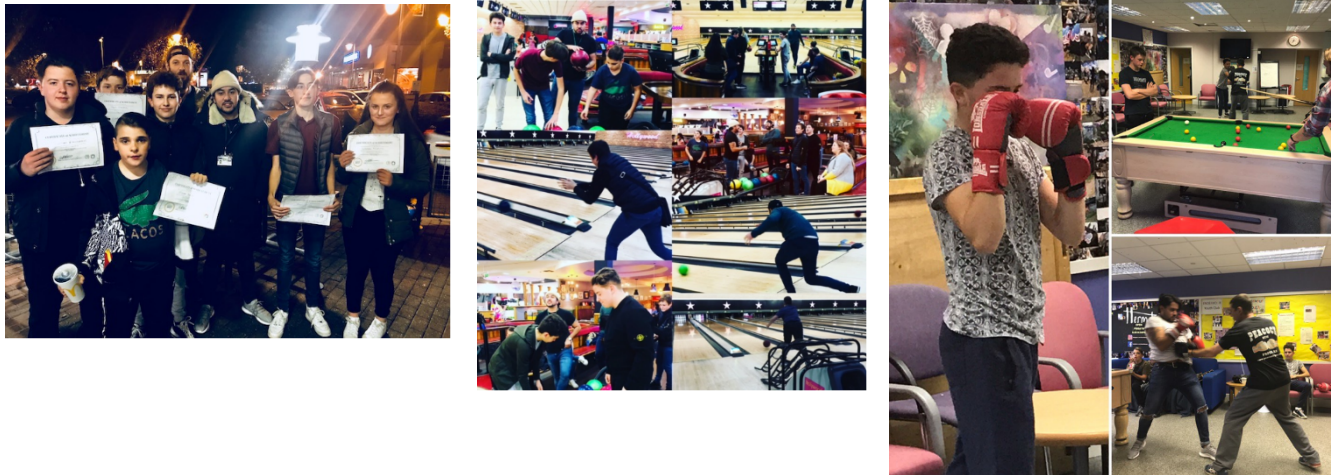
The CSP has remained committed to tackling such a key issue for local communities. This year has been an extremely busy one for the partnership with various projects aimed at a vast cross section from nursery age, young people to the vulnerable and elderly.

Listed below are some of those projects:

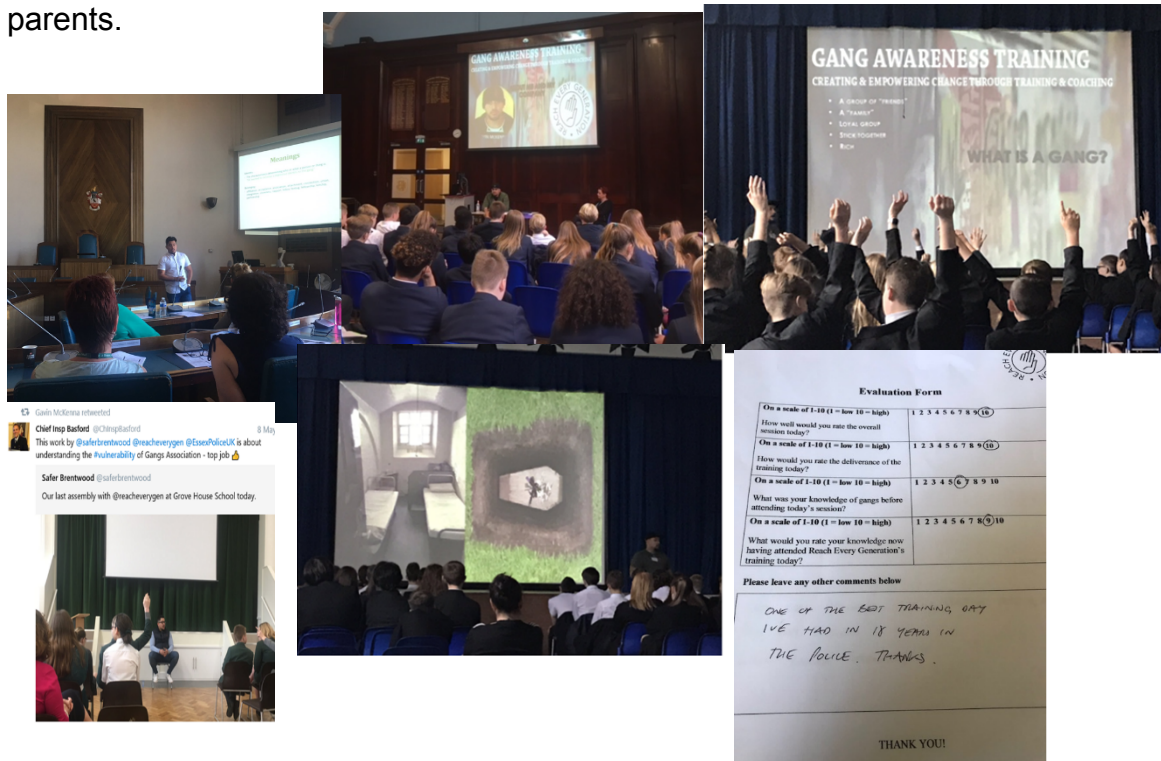
Firebreak The partnership continues to support the project aimed at young people which is delivered by Essex County Fire & Rescue Services. Along with the Council the partnership has assisted in securing two courses this year which have been run from Ingatestone Fire Station for the first time this year.



Life Choices was a 16-week project delivered to young people aged 11-15 referred by local schools. During the project the young people covered a number of topics which included self-esteem, anger, family, anti-social behaviour, crime, drugs & alcohol and gang awareness.



Gang Awareness assemblies were delivered to over 7000 young people in local secondary schools. In addition, awareness sessions were also delivered to partners and parents.



Evaluation Form

On a scale of 1-10 (1 = low 10 = high) 1 2 3 4 5 6 7 8 9 10

How well would you rate the overall session today? 1 2 3 4 5 6 7 8 9 10

On a scale of 1-10 (1 = low 10 = high) 1 2 3 4 5 6 7 8 9 10

How would you rate the difference of the training today? 1 2 3 4 5 6 7 8 9 10

On a scale of 1-10 (1 = low 10 = high) 1 2 3 4 5 6 7 8 9 10

What was your knowledge of gangs before attending today's session? 1 2 3 4 5 6 7 8 9 10

On a scale of 1-10 (1 = low 10 = high) 1 2 3 4 5 6 7 8 9 10

What would you rate your knowledge now having attended Reach Every Generation's training today? 1 2 3 4 5 6 7 8 9 10

Please leave any other comments below

ONE OF THE BEST TRAINING DAY IVE HAD IN 18 YEARS IN THE POLICE. THANKS.

THANK YOU!

National Citizen Scheme (NCS) 154 young people from Brentwood schools participated and completed the NCS programme in Summer 2017, the young people went on a 5-day team building residential, then a 5-day skill building residential and then had to complete 30 hours social action each. Between them they raised £4,538.92 for Brentwood Projects in the community including SNAP, Hopefield's Animal Sanctuary, The Gates and Brentwood MIND. They also completed community projects like hosting a tea party for elderly people who live in local care homes, repaired poly tunnels at the sanctuary, decorated a room in a local youth centre, and helped remove graffiti from the multi storey car park in Coptfold Road.



Youth Provision – Essex Youth Service provided support to Hutton Community Centre to set up a new youth group on a Friday evening called SURGE. The youth group was launched in September and the partnership has attended sessions in support of the groups. The group continues to grow and a good number of young people accessing their provision since they opened.

As well as the projects commissioned by the partnership we also work together on key issues that arise or hotspot areas. Some examples include:

Unauthorised Encampments continue to be reported and affect the borough at different locations. Although the offence of Trespass is a civil one Essex Police have some discretionary emergency powers in certain circumstance to remove travellers. The Council, Essex Police CPT, and the Essex County Traveller unit monitor unauthorised encampments and with closer working have improved their response.

Council figures for the summer period in 2017 when compared to 2016 showed that there was a reduction in the number of encampments as well as a reduction in the average length of stay on Council and Parish Council land from 8 to 3 days. There has also been an increase in the use of Section 61 powers used by Essex Police from 3 to 8.

Town Centre saw an increase in reports of crime and ASB to the Council and Essex Police. The partnership worked together with security staff at the Baytree, local businesses and schools to tackle the issue. Because of this joint approach the following was achieved:

- Identification of youths involved
- Letters sent to the parents of young people involved
- Home visits made to those involved in more serious ASB
- Arrest made of those committing offences
- Two young people who were the most prolific were arrested and subsequently prosecuted for offences of theft, damage and assault. Whilst awaiting prosecution the youths were given bail conditions not to go to the High Street. The cases are now finalised, and a Criminal Behaviour Order has also been obtained after conviction which prevents the main offenders associating with each or gathering in a group of more than 4 people.
- As a further preventative and enforcement measure a Public Space Protection Order is being applied for by the Council. The draft Order is going out for consultation shortly and will hopefully be in force by June 2018.

Motorcycle enabled crime has seen an increase with reports of motorcycles being driven anti socially and involved in crime. The local CPT identified a suspect for crime and carried out a search warrant at his home address to look for evidence. This youth offender was subsequently arrested for being involved in crime and his bike seized.

Crime prevention advice was given to local schools and commuters regarding the use of mobile phones because people using mobile phones were approached from behind by a moped rider and then the phone was stolen as they drove past. These offences have now stopped.

At Halloween there was a motorcycle “ride out” from Romford to Southend which impacted on Brentwood where several windscreens were smashed. There was a pre-planned police operation in conjunction with the Metropolitan Police. As a result, Essex officers deployed several stingers on the offending motorcycles which resulted in a total of 15 arrests and ongoing enquiries.

Nuisance Vehicles have been an issue for the partnership this year. There were reports of anti-social behaviour involving cars and motorcycle/mopeds at William Hunter Way, Wash Rd (Scout Hut) and Bishops Hall car park. As a result, various activities were undertaken by the partnership which included:

- Bishops Hall car park being gated and locked overnight.
- With support from the local scout group the Scout Hut at Wash Rd is to be fitted with new CCTV and a dial in speaker system. The purpose is to monitor the ASB in the car parks at this location.
- Warning letters and Section 59 Notices continue to be issued at William Hunter Way supported by Council’s CCTV control room.
- Successful prosecution of an offender for verbally abusing a member of the CSP who was doing a site visit.
- Four bikes were seized, and an Acceptable Behaviour Contract issued.

Secondment of a dedicated ASB Officer has been granted for a six-month trial period. The officer has moved from housing and deals with all cases of anti-social behaviour reported to the Council.

Since January the following has been achieved:

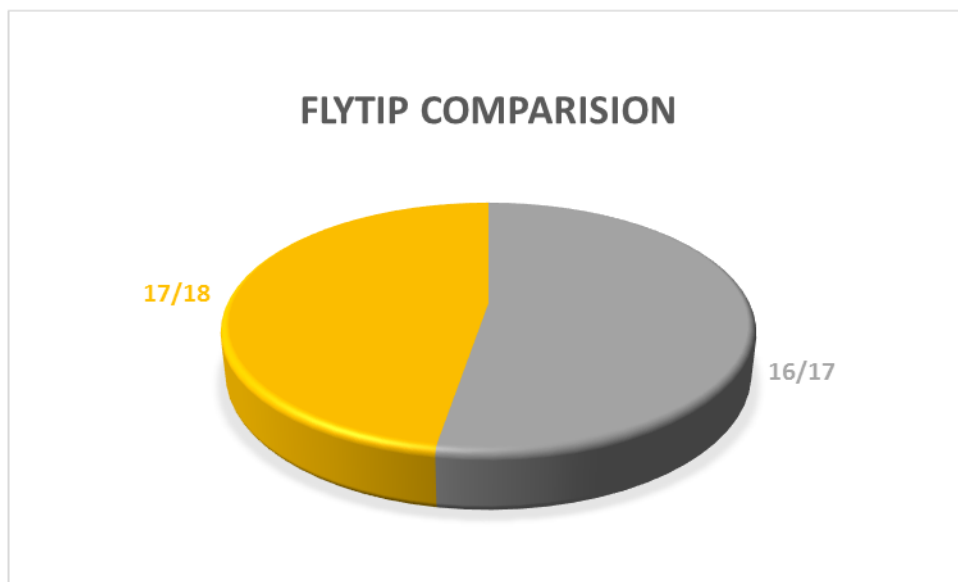
- 18 cases reported and actioned.
- A Notice of Seeking Possession (NSP) was served on an address following execution of a Warrant by Essex Police.
- An Acceptable Behaviour Contract (ABC) and NSP was served on a tenant resulting in no further complaints being received.
- Two ABCs signed in relation to a neighbour dispute.
- An injunction with Power of Arrest and Power of Entry was obtained against an individual who residing with a vulnerable tenant. As a result of breaches of the Injunction the individual was remanded, and the tenant safeguarded.
- A safeguarding visit was undertaken in partnership with Essex Police and Essex County Fire & Rescue Service to an extremely vulnerable tenant. An action plan was subsequently drafted, and referrals made to appropriate agencies.
- The officer also attends monthly Community Safety Tasking and is working on ensuring all cases are recorded on the Council's case management system.

Youth Intervention Programme (YIP) was developed by the partnership to ensure young people and their families in Brentwood receive a holistic, timely, expert and specific approach when tackling high risk anti-social behavior, crime, violence, drugs, or gang activity. Referrals are accepted for young people aged between 11-16 living or attending school in the Brentwood area.

The partnership commissioned Reach Every Generation to deliver the programme in the borough with great success. Because of this work the partnership were invited to deliver a workshop for the East of England LGA at their conference in Cambridge on protecting young people from harm. Following on from this the partnership were also invited by Cambridge CSP to their Partnership Planning Event and provided advice and information to Broxbourne Council on our activity.

Flytipping has been a real issue across the borough and one which the partnership has seen as a priority for local communities. With funding from the Essex Rural Partnership, a supply of mobile cameras was purchased and provided to our rural communities to assist with evidence gathering.

Below is data captured by the Council in terms of reported fly tips from Jan – Dec 16/17 compared with data for Jan – Dec 17/18:



Despite the slight decrease in reports enforcement action has increase year on year from 2013, as shown in the table below:

YEAR	No.	Costs/fines received
13/14	1	£80.00
14/15	1	£360.00
15/16	4	£1,710.50
16/17	9	£1,710.00
17/18	17	£6,499.00

Enforcement action taken includes formal cautions, prosecutions and Fixed Penalty Notices.

Gypsy, Traveller & Rural Engagement Team (GTRET) Is a new team within Essex Police who have been set up to focus on reducing crime and anti-social behaviour in rural communities across the county.

The Essex Police Gypsy, Traveller and Rural Engagement Team (GTRET) started work earlier this year linking in with rural communities, providing extra patrols in rural areas and giving crime prevention advice.

The five officers in the team work with partner agencies to tackle issues such as unauthorised traveller encampments, hare coursing and fly tipping. They also act as a link between rural communities and local policing teams, providing them with a point of contact when issues arise.



Two Johns is an online safety workshop aimed at educating young people how to keep themselves safe whilst online. The project has been commissioned for four local schools to over 2000 young people.

Power of Love is a hard-hitting theatre performance which will be delivered to students in years 9 & 10 and explores keys areas such as Bullying, exploitation, domestic violence, intimidation, respect & trust.

Chelsea's Choice held 6 performances around Child Sexual Exploitation in Brentwood Schools, the performance is a hard-hitting drama show based on a true story. Over 1,000 young people aged 12-16 benefited from the performance across the Borough. In addition, 25 professionals from the Brentwood area attended the professional's performance to upskill their knowledge around CSE.

Domestic Abuse - the partnership delivered a new an innovative domestic abuse awareness campaign which ran over domestic abuse awareness fortnight in November. The campaign saw real collaboration between the Council, Victim Support, NHW and local churches.

It involved regular social media messages being delivered over a 16-day period detailing facts about domestic abuse as well as real life comments from local victims of domestic abuse as shown in the pictures below:

16 Days of Action Against Domestic Violence 2017
#16days #Brentwood
#16DaysOfAction

DAYS OF ACTION **safer brentwood**
 Supported by PHE www.saferbrentwood.com

Each year nearly 2 MILLION people in the UK suffer some form of domestic abuse - 1.3 million women victims (8.2% of the population) and 800,000 men victims (1% of the population).

"Thank you for all your support and assistance through a time in our lives that we thought we would never get through"
 (Mother and Son, Brentwood)

On average 26 females a month seek support for domestic abuse in the Brentwood area.

"Thank you isn't adequate - your support has been and continues to be my life line. If you only knew how many times I just wanted to run away. Thank you again!"
 Kim, 46, Brentwood

16 DAYS OF ACTION **safer brentwood** 16 DAYS OF ACTION **safer brentwood** 16 DAYS OF ACTION **safer brentwood** 16 DAYS OF ACTION **safer brentwood**

On average 9 males a month seek support for domestic abuse in the Brentwood area.

"Thank you so much. I really appreciate all the help you have both given to me"
 Mother of 3, Brentwood

"In a year when it seemed hopeless and the life sucked out of me, you will never know how your support kept me going"
 Megan, 64, Brentwood

A quarter of young people exposed to domestic abuse go on to demonstrate harmful behaviour in future relationships - in just over half those cases the abuse is directed towards their mother.

16 DAYS OF ACTION **safer brentwood** 16 DAYS OF ACTION **safer brentwood** 16 DAYS OF ACTION **safer brentwood** 16 DAYS OF ACTION **safer brentwood**

As always, your unwavering support is holding me up through this"
 David, 22, Brentwood

Statistics suggest that up to 10 million children witness some form of domestic abuse annually.

Domestic violence has more repeat victims than any other crime. However, it is still the violent crime least likely to be reported to the police.

16 Days of Action Against Domestic Violence 2017
#16days #Brentwood
#16DaysOfAction

Home Security Visits has been

'Thank you isn't adequate - your support has been and continues to be my life line. If you only knew how many times I just wanted to run away. Thank you again'
 Kim, 46, Brentwood

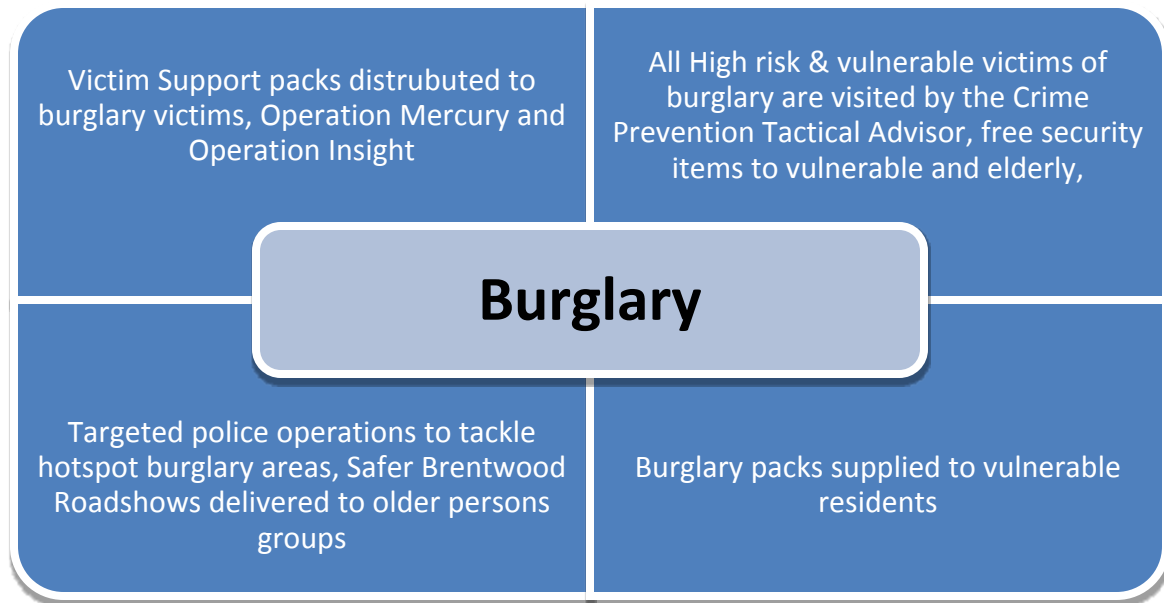
As always, your unwavering support is holding me up through this'
 David, 22, Brentwood

DAYS OF ACTION **safer brentwood**
 Supported by PHE www.saferbrentwood.com

developed from the Door Chain Project which was initially established by the partnership several years ago. The project relies on volunteers who receive introductory training by Essex Police and Essex County Fire & Rescue Service. They will then visit the homes of vulnerable or elderly residents who may require additional security measures which now includes carbon monoxide detectors.

Community Safety Roadshow is a real partnership effort with representatives from the Council's community safety team, Essex Police, Essex County Fire & Rescue, Crimestoppers and NHW. The team visit groups, schools, clubs, sheltered schemes to provide information and advice on a range of safety issues including crime and safety awareness, fraud, fire safety and burglary. This year saw the team visit their lowest age range when they went to visit a group of children at a local nursery and a special needs school.

Speedwatch There is now an active network of Speedwatch groups across the borough. A dedicated Speedwatch email is in place for Speedwatch groups to utilise and a speed gun is available for groups to use which is located at the Town Hall and co-ordinated by the Community Safety team. Whilst this scheme is primarily to target speeding drivers it is also a very visible presence in a locality which can only help to assist with discouraging burglars. This year so far, we have delivered 10 Speedwatches across the borough and agreed 6 additional Speedwatch locations.



Seasonal Burglary Operation The partnership has been involved in targeting and preventing the seasonal increase in burglaries that occurs across the whole county over the Winter months. The force wide operation was Operation Mercury and highlighted the clocks going back and darker nights.

Essex Police have performed extra patrols (both visible and uniform) between November and February. They have deployed Automatic number plate readers (ANPR) resulting in number of arrests linked to burglary and other offences.

The Casualty reduction bureau has also assisted by deploying road safety checks/speed checks in areas of high burglaries so as well as road safety they are also using their technology to look for Burglars and travelling criminals using ANPR.

A number of other units within Essex police also provided assistance:

- Serious Crime Directorate was sought for advice.
- The Operational Support Group assisted in arresting suspects.
- The Special constabulary assisted in all aspects and particularly in preventative patrols.

- Active Citizens were also used to distribute crime prevention leaflets and advice
- The dog section attended and exercised their dogs in burglary hot spot areas.
- Cross border work with British Transport Police (BTP) and the Metropolitan Police Service (MPS) have carried out which resulted in the identification of a suspect who was subsequently arrested.

Operation Insight consists of a system of analysis and the deployment of resources into 'hot spots' likely to suffer burglaries, reducing the chance of them occurring. This policing operation enables the police to use resources more efficiently and maximises the opportunity to prevent crime. Intelligence is produced weekly to highlight areas for more intensive patrolling based on their vulnerability to offences.

This is shared with partners and the Council's Community Safety team then disseminate to other departments within the Council to make sure staff are aware and can factor this information into their regular patrols, visits and work schedule etc.

Operation Insight also includes 'Cocooning' which involves crime prevention work carried out by the community policing team specifically targeting premises in the immediate vicinity of a burglary. Residents are visited and given crime prevention advice to ensure security measures are in place to reduce the risk of them becoming victims.

Local police officers are supported by County resources and have performed intelligence-led police work and high-volume deployments which have resulted in some key arrests, crime prevention and intelligence gathering. This activity maintains pressure on known offenders and aims to reduce crime.

As the report shows 2017/18 has been a very busy year for the partnership with a large number of initiatives and projects being commissioned and delivered in order to deliver against our priorities and joint objectives.

Relationships have been developed and strengthened and the partnership is striving to deliver our partnership promise.

The Partnership Promise

We are committed to delivering local solutions to local problems that have been identified by local people.

In addition, the Partnership's work will provide the opportunity to work together with our partners such as Essex Police, Essex Fire & Rescue Service, Neighbourhood Watch and many others to achieve our corporate objectives.

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19 March 2018

Corporate Projects Scrutiny Committee

Work Programme 2017/18 Update

Report of: *Phil Ruck, Chief Executive*

Wards Affected: *All*

This report is: *Public*

1. Executive Summary

- 1.1 This report provides the 2017/18 updated draft work programme for members consideration and is attached at Appendix A.
- 1.2 Members should note that the workplan is a timeline of the latest and proposed working position of the working groups and **not** the actual timeline of the subject matter or project being reviewed. These timelines are subject to change depending on the work and outcomes of the working groups.
- 1.3 The Committee is requested to consider the draft work programme at Appendix A and agree any amendments.
- 1.4 As agreed at the 21.11.17 Corporate Projects Scrutiny, Min 167 refers, notes from any Working Group meetings be appended to the agenda. The Town Centre Working Group notes from the meetings on the 6th December 2017 and 23rd January 2018 are attached as Appendix B.

2. Recommendation(s)

- 2.1 That the Committee considers the Corporate Projects Scrutiny updated work programme 2017/18 attached at Appendix A and agree any amendments for approval.**
- 2.2 To note any Working Group meeting notes that have taken place during the period from the last committee meeting as attached at Appendix B.**

3. Introduction and Background

- 3.1 At the Councils Annual Council it was agreed that the committee structure would include the introduction of a Corporate Projects Scrutiny Committee.
- 3.2 The Policy, Projects and Resources Committee agrees the Corporate Projects and scope that it requires to be reviewed by the Corporate Projects Scrutiny Committee in 2017/18.
- 3.3 The Corporate Projects Committee also has responsibility to review decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions. In addition it has responsibility for the monitoring of Council service performance, including Performance Indicators and Formal Complaints.
- 3.4 The work programme of the Corporate Projects Scrutiny Committee should not include management or staffing issues which are the responsibility of the Head of Paid Service.

4 Reasons for Recommendation

- 4.1 The Constitution requires that the Corporate Projects Scrutiny Committee agrees its work programme at each meeting of the Committee.

5 Consultation

- 5.1 None.

6 References to Corporate Plan

- 6.1 The vision of Transformation includes an action to improve the Council's governance arrangements, leading to faster, more effective decision-making. An effective scrutiny function is an essential element of that priority.

7 Implications

Financial Implications

Name & Title: Jacqueline Van Mellaerts, S151 Officer

Tel & Email: 01277 312500 /

jacqueline.vanmellaerts@brentwood.gov.uk

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

Legal Implications

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

Tel & Email: 01277 312500 / daniel.toohey@brentwood.gov.uk

7.2 There are no direct legal implications arising directly from this report.

8 Background Papers

8.1 None

9 Appendices to this report

Appendix A – Amended Work Programme 2017/18

Appendix B – Town Centre Working Group notes

Report Author Contact Details:

Name: Phil Ruck, Chief Executive
Telephone: 01277 312500
E-mail: phil.ruck@brentwood.gov.uk

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Mar-18

Corporate Projects Scrutiny Committee (CPS)

2017-18 Draft Work programme

Subject Matter	July	August	September	October	November	December	January	February	March
Leisure Strategy	Workstream 1 - Review and Options work and report to Community, Health & Housing Committee. Update report to CPS Committee 25.09.17.			Workstream 1 - Report to CPS Committee 21.11.17. Report to Community, Health & Housing Committee 04.12.17			Workstream 2 - Review and Options work and report to Community, Health & Housing Committee.		
Scope	1. Review the approach to the delivery of the Leisure Strategy. the outcome of the consultation with residents and visitors on options of new activities for King George's Playing Fields.								
Detailed timeline									
1. Working Group Meeting - 06.11.17									
2. Leisure Development Presentation - 06.11.17									
3. Leisure Development Presentation - 16.11.17									
4. Report to Projects Corporate Scrutiny Committee - 21st November 2017									
5. Working Group Meeting - Date to be finalised - Leisure Strategy agreed at 5th March 2018 Community, Health & Housing Committee 04.12.17. Report to follow at P,P&R Committee 12th March 2018.									

Subject Matter	July	August	September	October	November	December	January	February	March
Town Hall	Review and Options work. Report to Policy, Projects and Resources Committee. Update report to CPS Committee 25.09.17.						Members Working Group to review draft request system and process.		Report to Committee
Scope	1. Review of Customer Services delivery during redevelopment of the Town Hall. 2. Review of Members request system and process.								
Detailed timeline									
1. Report to Corporate Projects Scrutiny Committee 25th September 2017									
2. Working Group Meeting to review Members draft request system and process - date to be finalised.									
3. Working Group to meet (date to be finalised) before reporting back to Committee									

Subject Matter	July	August	September	October	November	December	January	February	March
Town Centre						Review work		Consult on Design Guide	
Scope	Review content of Design Guide Consultation responses.								
Detailed timeline									
1. Working Group Meeting - 06.12.17									
2. Working Group Meeting - 23.01.18									
3. Town Centre Guide due by 31.03.18									
4. Public consultation - To be finalised.									

Subject Matter	July	August	September	October	November	December	January	February	March
Local Development Plan					Review work				Report to Committee
Scope	1. Review the Council's Plan making process as required by the National Planning Policy Framework (NPPF). Review efforts to ensure that necessary cooperation on strategic cross boundary matters have been made. Review subjects and issues covered by LDP evidence base to ensure it is appropriate and proportionate.								2. 3.
Detailed timeline									
1. Working Group Meeting 28.11.17									
2. Working Group Meeting 19.12.17									
3. Working Group Meeting 09.01.18 - Housing Evidence Focus									
4. Working Group Meeting 30.01.18 - Infraststructure Delivery Plan focus									
5. Working Group Meeting 20.02.18 - Cancelled									
6. Working Group Meeting 13.03.18									
7. Report to Corporate Projects Scrutiny Committee - July 2018									

Subject Matter	July	August	September	October	November	December	January	February	March
Performance and Formal Complaints					Review work	Report to Committee	Review work		Report to Committee
Detailed timeline									
1. Working Group Meeting - 27.11.17									
2. Report to Corporate Projects Scrutiny Committee - 11th December 2017									
3. Working Group Meeting - 28th February 2018 - Cancelled due to extreme bad weather									
4. Report to Corporate Projects Scrutiny Committee - July 2018									

Subject Matter	July	August	September	October	November	December	January	February	March
Community Safety Partnership									Report to Committee
Detailed timeline									
1. Report to Corporate Projects Scrutiny Committee - 19th March 2018									

Subject Matter	July	August	September	October	November	December	January	February	March
Emergency Response Plan and Procedures				Review work	Review work	Report to Committee			
Detailed timeline									
1. Working Group Meeting - 4th October 2017									
2. Working Group Meeting - 30th October 2017									
3. Report to Corporate Projects Scrutiny Committee - 11th December 2017									
4. Working Group Meeting - May 2018 - date to be finalised									

Brentwood Town Centre Working Group Minutes of Meeting 6 December 2017 Seven Arches Road

Present: Cllr Gareth Barrett (GB), Cllr David Kendall (DK), Cllr Jan Pound (JP), Cllr Louise Rowlands (LR), and Cllr Mark Reed (MR) Chair

Also present: Phil Drane (PD) – Planning Policy Team Leader
Paulette McAllister (PM) – Principal, Design & Conservation
Thom Hoang (TH) – Assistant Policy Planner
Steve Summers (SS) – Chief Operating Officer

Apologies: None

1. Welcome

The Chair welcomed all present to the meeting, which was the first meeting of the group

2. Apologies for absence

No apologies were received, all members of the group attended.

3. Minutes of Previous Meeting

Not applicable as this was the first meeting of the group.

4. Matters arising from previous meeting

Not applicable as this was the first meeting of the group.

5. Terms of Reference

Discussion about the scope of the group and writing terms of reference to reflect this.

Action: PD to present draft terms of reference at next meeting.

6. Review of reports provided

6.1 Design Plan

Presentation and discussion regarding the Design Plan work and purposes informing next stages of Town Centre changes (Design Guide and development briefs for individual sites). The work was commissioned to provide a high-level overview of how the Town Centre could change in future, focusing on three Council owned sites (Chatham Way/Crown Street car park, Westbury Road car park, and William Hunter Way car park).

Action: Officers to provide Members with the website link to view the published Brentwood Town Centre Design Plan.

6.2 Design Guide

Discussion about the follow-on stage now that the Design Plan has been completed, which is to produce a Brentwood Town Centre Design Guide. The Design guide needs to be adopted by the Council to form weight when determining planning applications in the Town Centre. Options for how this can be achieved within the existing and emerging planning policy framework are being considered.

A presentation was provided on the draft content of the Design Guide so far.

Discussion about what constitutes 'good design' and who decides on preferred styles/precedents.

If the document is to be adopted by the Council as a Supplementary Planning Document (SPD) public consultation will be required, which is expected in early 2018. Discussion about the role of the group in suggesting the types of consultation methods and timings.

Action: Officers to provide the latest draft of the Design Guide before Christmas for Members to review before the next meeting (January 2018).

6.3 Additional Member training on design was discussed by the group, who saw value in the design tour organised several years ago to show examples of good and bad practice in the area.

Action: PM to investigate options for further training and design tour.

7. Any Other Business

None.

8. Date of next meeting

Next meeting will take place in January 2018 – date to be finalised.

Minutes of Meeting 23rd January 2018 Seven Arches Road

Present: Cllr Gareth Barrett (GB), Cllr David Kendall (DK), Cllr Louise Rowlands (LR).

Also present: Phil Drane (PD) – Planning Policy Team Leader
Paulette McAllister (PM) – Principal, Design & Conservation
Vintia Dhume (VD) – Levitt Bernstein

Apologies: None

1. Welcome

Everyone was welcomed to the meeting.

2. Apologies for absence

Cllr Pound and Reed.

3. Minutes of Previous Meeting

Agreed.

4. Matters arising from previous meeting

None.

5. Terms of Reference

Terms of Reference still remains outstanding and require agreement.

6. Review of reports provided

6.1 Design Guide

A presentation was provided by Vinita Dhume of Levitt Bernstein on the draft content of the Design Guide so far.

6.2 Consultation

Discussion on Consultation process. e.g. Set up a portal through Commonplace/ Stickyworld or own council website explaining purpose of the document, why the Council have prepared this draft and how it will be useful for the various users. The need to provide specific questions that wider locals, key stakeholders can then respond to for Consultation agreed as important.

VD recommended separating the various chapters with key questions for each and a final set of questions for the whole document. Discussed setting up the Pop up shop for consultation.

New issue of layout is expected to be received week commencing 5th March 2018.

Final draft issue of Town Centre Design Guide due by the end of March 2018.

Action: PMcA to issue to Working Group for review and comment.

7. Any Other Business

None.

8. Date of next meeting

Next meeting - date to be finalised.

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, of 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.

Terms of Reference
Corporate Scrutiny Projects Committee

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

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

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