



# Minutes

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## Community, Health and Housing Committee Monday, 4th December, 2017

### Attendance

Cllr Hossack (Chair)	Cllr Mrs Hubbard
Cllr Poppy (Vice-Chair)	Cllr Ms Rowlands
Cllr Clarke	Cllr Ms Sanders
Cllr Cloke	Cllr Wiles
Cllr Mrs Davies	

### Apologies

### Substitute Present

### Also Present

Cllr Pound

### Officers Present

Kim Anderson	-	Partnership, Leisure and Funding Manager
Stuart Anderson	-	Deputy Operations Manager
David Carter	-	Environmental Health Manager
Claire Mayhew	-	Governance and Member Support Officer
Stuart Morris	-	Housing Options Team Leader
Angela Abbott	-	Interim Head of Housing
Nicola Marsh	-	Housing Manager
Elaine Higgins	-	Principal EHO
Dawn Taylor	-	Business Support Services Manager

### 179. Apologies for Absence

There were no apologies were received, all committee members were present.

### 180. Minutes of the Previous Meeting

The minutes from the previous Community, Health and Housing Committee held on 18<sup>th</sup> September 2017 were approved as a true record.

### 181. Verbal update

### **Housing KPI's**

Mrs Marsh gave an update to the members on the Housing KPI's.

### **Garage Site Re-Development**

Mr Morris presented an update to members on garage site re-development. The first phase at Magdalen Terrace has been completed and the three new build family houses were tenanted successfully.

The second phase at Knight's Square has achieved build completion and the four single-storey properties are due to be tenanted imminently.

The third phase at Whittington Road has been consulted upon and submission of relevant planning applications by the architects will be completed shortly.

### **182. Variation of the agenda**

The Chair moved that item 14 – Courage Playing Fields be debated before item 4.

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

### **183. Fees & Charges**

Fees and charges made by the Council for various services were reviewed on an annual basis by the relevant Committees relating to the services provided.

Recommended amendments to the fees and charges were incorporated into the budget setting process to take effect from the following financial year.

A motion was **MOVED** by Cllr Hossack and **SECONDED** by Cllr Poppy to approve the recommendation in the report.

Officers explained any variation in proposed Fee and Charges to Members.

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

- 1. That Members agree to the proposed charges for 2018/19 as attached in Appendix A, B, and C subject to the budget setting process.**

#### **Reason for recommendation**

Officers reviewed the fees and charges annually and this would be used to inform the 2018/19 budget setting process.

*(Cllr Ms Rowlands declared a pecuniary interest under the Council's Code of Conduct by virtue private landlord (HMO) and therefore didn't take part in the debate or vote).*

### **184. Courage Playing Fields**

The report considered a possible option in the development of an alternative cricket pitch site in Courage's Playing Fields. It recommends the further scoping of using soil relocation as a means of facilitating the development of an alternative viable cricket pitch within the whole site.

The Chair, informed the Committee of the advice received by the Health and Safety Officer to the viability of the second field used by Shenfield Cricket Club. The Chair had meet with members of Shenfield Cricket Club and discussed their need for the Cricket Club to play on two pitches and expressed their concerns on the limitation with the current location of the second pitch. A Health and Safety audit was undertaken and it was agreed that action was required before the start of the 2018 cricket season with nets needing to be installed to meet the Health and Safety requirements. However, it was felt that an alternative site for a second cricket pitch might provide a better long-term solution for the club and as such a review for the relocation of the second field would be investigated.

A presentation to Members was given by Mrs Anderson.

Cllr Rowlands, Ward Member. Expressed that the relocation will be a good opportunity for Shenfield Cricket Club and asked that a full consultation is undertaken with residents.

Cllr Cloke, informed the Committee that a parking review around the site is currently under review.

A full traffic assessment will need to be undertaken before any Planning Permission submitted.

Cllr Clarke, asked about the possibility of Shenfield Cricket Club's second field being at different venue. If the project is not viable, this may be an option.

A motion was **MOVED** by Cllr Hossack and **SECONDED** by Cllr Poppy to approve the recommendation in the report.

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

- 1. That officers scope the viability of using soil relocation to provide a second alternative cricket pitch location in Courage's Playing Fields.**

#### **Reasons for Recommendation**

Comments received from Sport England as part of the Local Development Plan consultation, stated that a Leisure Strategy is required that assesses Council owned sports and leisure facilities in order that the Council can continue to work with partners to ensure that appropriate provision is made for the residents of Brentwood. The strategy should not only consider how the Council can provide services, but also how other partners can. The strategy should also use current sports facility evidence to identify strategic priorities to then inform what will be included in the Council's Infrastructure Delivery Plan.

Following this feasibility work, the Council will then be able to determine which projects will be funded by the Community Infrastructure Levy (CIL) and those funded by planning obligations.

The Council's Asset Management Strategy 2014/15 also sets out the need to obtain maximise income where possible from its asset portfolio.

#### **185. Re-procurement repairs and maintenance contract**

In 2014, Brentwood Borough Council entered into two contracts with Oakray and Wates to carry out repairs to Housing Stock. These contracts were due to expire in 2019.

Brentwood Borough Council wished to enter into one contract through a re-procurement exercise.

A presentation to Members was given by James Henderson, Basildon Borough Council and Peter Gudge, Echelon Consultancy.

The Chair asked for members to join a cross party working group.

The Members of the working group together with the Chair will be:- Cllr Clarke (LD), Cllr Mrs Hubbard (IND), Cllr Willes (CON), Cllr Poppy (CON), Cllr Cloke (CON) and a Member of the Labour Group, which is to be confirmed.

A motion was **MOVED** by Cllr Hossack and **SECONDED** by Cllr Poppy to approve the recommendations in the report.

A vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY** that:

- 1. That the Committee note that Housing Services will be entering into a re-procurement exercise in relation to repairs and maintenance contracts.**
- 2. That the Committee agree to cross party working groups throughout the procurement process.**
- 3. That Committee does now agree the members that are to be included in the working group.**
- 4. That a full schedule of working group dates are published in advance to members of the Working Group and that consideration is given to timings suitable for member attendance.**

#### **Reasons for Recommendation**

As a responsible landlord it was important that the Council demonstrates that it had vigorously explored and pursued the best services for our customers.

The current contracts presented many issues for the management and other more cost-effective options were available by re-procuring into one contract.

## **186. Events on Open Spaces - Fees & Charges/ Procedure/Protocol**

To update existing Terms and Conditions for Events on Open Spaces to ensure up to date procedures/legislation.

To introduce some new categories on the fee and charges (Appendix A of the report).

Recommended amendments to fees and charges in respect of events on open spaces for commercial and community events were incorporated into the budget setting process to take effect from the following financial year.

A motion was **MOVED** by Cllr Hossack and **SECONDED** by Cllr Poppy to approve the recommendation in the report.

A vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY** that:

- 1. Members to agree the new categories on fees and charges schedule (Appendix A of the report).**
- 2. Members to agree the introduction of the on-line application form (Appendix C of the report) and payment form for requests for events on open spaces from 1<sup>st</sup> April 2018.**
- 3. Members to agree the amendments in Terms & Conditions (Appendix B of the report), with immediate effect.**

### **Reasons for Recommendation**

Including new categories on the fees and charges would clarify areas that have not been included previously to help make the procedure more comprehensive and clear.

Introducing on-line payment form for applicants (from 1<sup>st</sup> April 2018) to use rather than invoicing them will ensure payment is received prior to event – the applicants would only be given the link to this on-line form once the event has been given approval.

From 1<sup>st</sup> April 2018 the on-line application form will have mandatory categories (i.e. attaching relevant paperwork such as risk assessments, site plans, insurance policies, at the point of applying), this would be in keeping with a modern Council and providing an efficient and effective system.

Ensuring that the Terms and Conditions (Appendix B) and the Application Form (Appendix C) were up to date with procedures and legislation.

For safety reasons on Council owned land the Council would not permit any firework displays apart from professional organised displays whereby the organisers are members of the British Pyrotechnics Association and adhere to BPA professional industry standards.

New categories as detailed in section 4 were introduced for further clarity things after listening to feedback from applicant's that did not previously fit into any of the existing categories. The discount for multiple events for large events would help the organiser's plan events in advance to secure the discount. To receive the discount the applicant would need to pay in advance.

*(Cllr Cloke and Cllr Wiles declared a non-pecuniary interest under the Council's Code of Conduct by virtue of being a member of the Starburst Firework Display Team).*

## **187. Rent Setting 2018/2019**

The report sought the recommendations of the Community, Health and Housing Committee on the proposed rent levels for 2018/19.

The recommendations would be considered by the Policy, Projects and Resources Committee when the final recommendation would be made as part of the budget setting process. The final decision will be made by Ordinary Council on the 28<sup>th</sup> February 2018.

A motion was **MOVED** by Cllr Hossack and **SECONDED** by Cllr Poppy to approve the recommendations in the report.

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

- 1. To decrease Rent by 1% from April 2018 and for the next year.**
- 2. That Shared Ownership rent be increased by CPI + 1%.**
- 3. To increase General Fund Property Rents by 3%.**
- 4. To apply a 3% increase to Garage Rents.**
- 5. To note that Service charges to be brought in line with actual costs and the final charging proposals to be brought to Policy, Projects and Resources Committee to inform the 2018/19 charging levels as part of the budget setting process.**
- 6. To apply the formula rent to all new tenancies from April 2018/19.**
- 7. To note that rents to be charged at CPI + 1% from 2020/21.**

### **Reasons for Recommendation**

The recommendations were to follow the guideline 1% decrease 2018/19 and the following year as this is what has been set by government.

The following assumptions have been taken into account when considering the Rent Setting for 2018:

- The financial viability of the HRA business plan
- Provision for a repairs capital programme

- Development funding for new homes
- No allowance has been made for growth bids
- Affordability for tenants

*(Cllr Ms Rowlands declared a pecuniary interest under the Council's Code of Conduct by virtue that her partner has a freehold property that is a shared ownership with the authority, therefore Cllr Rowlands did not take part in the debate or vote. Cllr Wiles declared a declared a pecuniary interest under the Council's Code of Conduct by virtue that his wife is a tenant of the authority, therefore Cllr Wiles did not take part in the debate or vote).*

## **188. Housing Audit**

The report was to inform the Community, Health & Housing Committee of the outcome of the 2016/17 and 2017/18. Audit review for Housing Services as part of the Council's approved Audit plans for 2016/17.

The outcome of the 2016/17 internal audit review was reported to the Audit Committee on the 27<sup>th</sup> September 2017. As set out within that audit report Officers provided responses to the recommendations and are currently developing an action plan with appropriate priorities and timescales. The action plan will be reported to a future meeting of this committee for monitoring.

The outcome of the 2017/18 internal audit review is due to be reported to the Audit Committee on the 17<sup>th</sup> January 2018. Officers are currently drafting management responses to this audit report. As above officers will develop an action plan which will be reported to a future meetings of this council for monitoring.

A motion was **MOVED** by Cllr Hossack and **SECONDED** by Cllr Poppy to approve the recommendations in the report.

Cllr Ms Sanders left the room during the debate, and therefore was unable to vote.

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

- 1. That the Committee receives and notes the contents of Audit report as attached at Appendix A.**
- 2. That the Committee agree that a further report on progress made on implementing the recommendations is presented to the next Committee.**

### **Reasons for Recommendation**

To monitor the progress of work against the highlighted actions recommended arising from the Audit Report and management actions in response to those recommendations.

## 189. Empty Homes Stats/KPI's Action

At the meeting of the Community, Health and Housing Committee on 18<sup>th</sup> September 2017 the draft Empty Homes Strategy was adopted by Members.

Officers were instructed to report back to subsequent meetings to provide information on progress and performance indicators regarding empty homes.

Mr Carter made a presentation to Members on Empty Homes KPI's.

A motion was **MOVED** by Cllr Hossack and **SECONDED** by Cllr Poppy to approve the recommendations in the report, subject to two additional recommendations to state:-

*2.4. That Brentwood Borough Council instigates dialogue with Essex Housing Officers Group (Environmental) to adopt a Empty Homes Task Force for Essex.*

*2.5 That Brentwood Borough Council investigates the possibility of increasing the Empty Homes premium to an additional 100% over standard Council Tax as mentioned in the Government Budget, this is subject to approval of the Policy, Project and Resource Committee.*

A vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY** that:

- 1. Members note the contents of the report and actions taken to deal with empty homes.**
- 2. Members instruct officers to prioritise properties for action to concentrate efforts on identified locations.**
- 3. Officers are instructed to verify data provided to inform Government Empty Home statistics and to liaise with Basildon DC Billing & Benefits Team.**
- 4. That Brentwood Borough Council instigates dialogue with Essex Housing Officers Group (Environmental) to adopt a Empty Homes Task Force for Essex.**
- 5. That Brentwood Borough Council investigate the possibility of increasing the Empty Homes premium to an addition 100% over standard Council Tax as mentioned in the Government Budget, this is subject to approval of the Policy, Project and Resource Committee.**

### **Reasons for Recommendation**

To ensure that effective action was taken to reduce the number of empty homes in the Borough within existing resources where possible.



## 190. Housing Garage Sites - Modular Housing

At the 18<sup>th</sup> October 2017 Ordinary Council, the following Motion was moved by Cllr Hossack, seconded by Cllr Poppy and was carried unanimously.

*'That this Council investigates the opportunity that the use of modular construction homes, in conjunction with the utilisation of our multiple garage site assets, could present in addressing the need to meet our housing supply needs quickly and efficiently whilst at the same time addressing the need for affordability.'*

*'That the council also considers as part of this project, the opportunity for social return by of having a local assembly plant within the Borough that would provide the opportunity for employment, skills and apprenticeships and the support of local supply businesses whilst at the same time, meeting the housing need at source.'*

The report set out the initial issues and options regarding the future provision of the housing garage sites.

Members support the idea and would like to maybe visit provider and see a presentation in the future.

A motion was **MOVED** by Cllr Hossack and **SECONDED** by Cllr Poppy to approve the recommendation in the report.

A vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY** that:

1. **That the Committee authorises Officers to investigate in more detail the following:**
  - i. **Options in relation to the development of the Council's Housing Garage sites including modular housing.**
  - ii. **Options in relation to developing a local assembly plant within the Borough to provide modular housing.**
2. **That a further report on the options as set out above is provided to the next Community, Health & Housing Committee.**

### **Reasons for Recommendation**

To enable BBC to maintain its responsibilities and fulfil its obligations as a landlord.

A review of all the Council's garage sites would be required to ensure asset management decisions were based on sound information.

It was vital that the Council had up to date information about condition of the HRA stock in order to support its investment decisions each year. The risks in not having this information include the failure to provide adequate resources to tackle repairs and maintenance that subsequently led to the need for replacement at a much higher cost.

## 191. Health and Wellbeing Strategy 2017-2022

The report was to update members on the revised Health and Wellbeing Strategy for Brentwood for 2017- 2022 (Appendix A).  
A presentation to Members was given by Mrs Hanlon.

A motion was **MOVED** by Cllr Ms Sanders and **SECONDED** by Cllr Mrs Davies to approve the recommendation in the report.

A vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY** that:

1. **The Health and Wellbeing Strategy 2017-2022 (Appendix A) for Brentwood be adopted.**

### Reasons for Recommendation

The previous strategy had expired and needed to be amended in light of the new board priorities.

## 192. Termination of Meeting

At 9.00pm in accordance with Rule 10.1 of the Council's procedural rules, Members resolved to continue the meeting for a further 30 minutes

## 193. Leisure Strategy

It was agreed by Members at the Council's Policy, Projects and Resources Committee in June 2017 that the Leisure Strategy work would be split into three phases. Phase 1 would include King George's Playing Fields and Warley Playing Fields. Phase 2 would include the Council's Play Areas and phase 3 would include the Brentwood Centre and the longer term strategic view of the Council's Leisure facilities. It was also agreed that the Leisure Strategy Working Group would scrutinize the Leisure Strategy work and put forward any key findings and recommendations to the Corporate Projects Scrutiny Committee. At the 21 November 2017, Corporate Projects Scrutiny Committee, the following recommendations were agreed by the Committee, and are in front of this committee for their consideration (subject to the Council's calling in period).

A motion was **MOVED** by Cllr Hossack and **SECONDED** by Cllr Poppy to approve the recommendations in the report, subject to an additional recommendation 2.2 to state:-

*2.2 That the Community, Health and Housing Committee agrees to replace the phased approach to the Leisure Strategy with workstreams going forward to enable greater flexibility.*

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

1. That **officers Members note the report and agree the recommendations from the Corporate Projects Scrutiny Committee on 21 November 2017 which are set out as follows:**
  - a) **Officers facilitate a workshop with industry experts and members to drive the outcomes and principles of the Council's Leisure Strategy.**
  - b) **Following on from the workshop session, it is recommended that officers liaise with industry experts to develop the Leisure Strategy for Brentwood to enable the Council to deliver the outcomes, agree the short-term priorities and longer-term objectives.**
  - c) **That the officer and members explore the potential of commencing a procurement process in parallel with the development of the leisure strategy.**
2. **That the Community, Health and Housing Committee agrees to replace the phased approach with workstreams going forward to enable greater flexibility.**

#### **Reasons for Recommendation**

As part of the Council's due diligence in delivering a successful Leisure Strategy, Members and officers need to have a complete picture of the current associated costs, risk profiles of the Borough's Leisure facilities and identify opportunities for income generation.

Comments received from Sport England as part of the Local Development Plan consultation, stated that a Leisure Strategy is required that assesses Council owned sports and leisure facilities in order that the Council can continue to work with partners to ensure that appropriate provision is made for the residents of Brentwood. The strategy should not only consider how the Council can provide services, but also how other partners can. The strategy should also use current sports facility evidence to identify strategic priorities to then inform what will be included in the Council's Infrastructure Delivery Plan.

Following this feasibility work, the Council will then be able to determine which projects will be funded by the Community Infrastructure Levy (CIL) and those funded by planning obligations.

The Council's Asset Management Strategy 2014/15 also sets out the need to obtain maximise income where possible from its asset portfolio.

*(Cllr Ms Rowlands declared a pecuniary interest under the Council's Code of Conduct by virtue of her position as a Trustee for Brentwood Leisure Trust, therefore Cllr Rowlands did not take part in the debate or vote. Cllr Wiles declared a non-pecuniary interest under the Council's Code of Conduct by virtue for his position on being Council Representative on Brentwood Rugby Club and Hartswood Golf Course, both situated at King George's Playing Fields).*

#### 194. Termination of Meeting

At 9.30pm in accordance with Rule 10.1 of the Council's procedural rules, Members resolved to continue the meeting for a further 30 minutes

#### 195. Warley Playing Area

As part of the emerging Leisure Strategy a phased approach had been agreed for any workstreams identified as part of it.

One of these workstreams was to investigate opportunities at King George's Playing Fields and Warley Playing Fields.

The Council currently operated 29 play areas around the Borough as part of its outdoor leisure provision, one of which is at Warley Playing Fields.

As part of the work around Warley Playing Fields it had been identified that the play area was in need of refurbishment following the removal of a number of items of equipment.

In addition to this it had been identified that there is an opportunity to establish a new outdoor gym in the Borough as part of the ongoing improvements to Warley Playing Fields.

Mr Anderson informed the Members that the workgroup has been looking at number of workstreams, one of these is the play area at Warley Playing Fields, which hasn't been refurbished for approx. 20 years. Over the past 12 months some damage and outdated equipment has been removed.

Section 106 funds has been made available for the refurbishment of the play area, as part of the scheme, we also have looked at establishing the Council's first Outdoor Gym, in conjunction with Health and Wellbeing Board.

Cllr Hubbard, thanked Mr Anderson for all this hard work on the refurbishment of Warley Playing Fields. She asked about the new location for the new Outdoor Gym, Mr Anderson informed her this will be relocated in the site of the I-Play area.

The Outdoor Gym at Warley Playing Fields is a pilot scheme. The Leisure Strategy will review the need for more Outdoor Gyms throughout the Borough. A procurement exercise will need to be undertaken depending on the demand.

The Chair, would like to establish links between King Georges Playing Field and Warley Playing Fields in the future.

A motion was **MOVED** by Cllr Hossack and **SECONDED** by Cllr Ms Sanders to approve the recommendations in the report.

A vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY** that:

1. **Members to approve the capital investment [as outlined in the report] and authorise Officers to initiate a refurbishment of the existing play area at Warley Playing Fields.**
2. **That Members delegate authority to the Chair of Community, Health and Housing together with the Officers and Members of the Leisure Strategy Working Group and the Health and Wellbeing Board to determine the final design of an outdoor gym at Warley Playing Fields.**
3. **That once a final design is established that Officers proceed with procuring the design and installation of the outdoor gym facility at Warley Playing Fields.**

#### **Reasons for Recommendation**

To allow for the refurbishment of a degraded and aged play facility at Warley Playing Fields.

To ensure a safe and engaging facility is provided for the expanding local community.

#### **196. Brentwood Community Funding Allocation**

The Brentwood Community Fund was set up to give Brentwood's communities the opportunity to provide local initiatives to improve the quality of life for local people living in the borough. The Community Fund of £16,300 is currently allocated within an existing 2017/18 budget, and grants of up to £2,000 are available for applicants. The funding was open from 3 April until 29 September 2017. A summary of the applications and the officers scoring sheet is attached in Appendix B.

A motion was **MOVED** by Cllr Hossack and **SECONDED** by Cllr Poppy to approve the recommendations in the report.

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

1. **That Members agree to fund those projects highlighted in green as outlined in Appendix B out of the Community Fund.**

#### **Reasons for Recommendation**

Each application has been subject to a robust, independent and transparent scoring process to ensure fairness in the allocation of funding (Appendix C). Once received the applications were scored by a panel of officers looking at the following key priorities:

- Evidence that the bid meets the criteria, the Council's priorities and expected outcomes
- Evidence that the community has been involved in the development and implementation of the project

- Evidence that the bid supports the promotion of volunteering and community participation
- Evidence that the applicant has sought additional external funding or in-kind value (such as the use of volunteers) for the project
- Evidence that the project is sustainable once the Council's contribution has ceased.

Once the applications were individually scored they were ranked by their score. The recommendations by officers of the projects that met the key priorities and the amount of funding that is recommended is attached in Appendix B of this report.

Those applications marked green are recommended to receive funding.

Notifications will be made to all those applicants that applied. Successful applicants will also have to agree to any terms stipulated within the conditions of the grant being awarded. Successful applicants will also need to complete a self-monitoring report once their project has been completed.

Any unsuccessful applicants to the Community Fund will be offered the following support: Face to face meeting with the Partnership, Leisure and Funding Manager to review their prospective application; offered a funding training session via Brentwood Council for Voluntary Services which includes tips on submitting a good funding application. Members will also be encouraged to assist in this process; Organisations will also be signposted to the Open 4 Community on the Council's website to look at other sources of external funding to support their project if applicable.

#### **197. Community Event Programme 2018/2019**

Currently the Council's organises Family Fun Days, Strawberry Fair, Lighting Up Brentwood and Shenfield Christmas Fayre. The planned events programme for 2018/19 is before Members today in Appendix A, which will be subject to Members agreement and also subject to the annual budget setting process.

The Chair, expressed concerns about the financial cost of the events, especially relating to the income gap relating to Lighting up Brentwood and Shenfield Christmas Fayre.

Shenfield Christmas Fayre Event this year, was on some date as the Billericay Christmas Event, would this event be more successful if on an alternative date.

Cllr Cloke, Ingatestone were unable to have their Christmas Fayre this year, due to funding. He requested that financial support be made available for all Wards wishing to have a Christmas Event in the Borough.

Cllr Wiles, request clarification on the figures in Appendix A and asked Mrs Anderson, to confirm that Lighting up Brentwood is likely to be in deficit and that the other events are due to make a profit, subject to sponsorship and

stallholder income. This was confirmed by the Officer, who clarified that all events are covered under Event Cancellation insurance, but also by the amount of stallholder and sponsorship income received. There is an allocated budget to hold these events, but there are additional costs implications for the events such as overtime, depot services which also contribute to the overall costs of the events.

The Chair, requested a review of cost for events going forward and which maybe could be included in the Leisure Strategy. Views on sponsorship and the option of outside provider were also discussed.

A motion was **MOVED** by Cllr Hossack and **SECONDED** by Cllr Poppy to approve the recommendations in the report.

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

- 1. That Members agree to the Event Plan for 2018/19 as set out in Appendix A, subject to the annual budget setting process.**

#### **Reasons for Recommendation**

The Community events programme provides a platform for all service areas across the Council to promote new initiatives, projects or as a means of consultation with the public. The Council will work with the local business clusters, community groups and voluntary sector organisations to develop the community events so that will enhance and support the support the local community.

#### **198. Termination of Meeting**

At 10.00pm in accordance with Rule 10.1 of the Council's procedural rules, Members resolved to continue the meeting for a further 30 minutes

#### **199. Urgent Business**

##### **Disabled Access Improvements – King George's Playing Fields Bowls Facility**

King George's Playing Fields is home to two of the Council's three public amenity lawn bowls greens and the two resident clubs of Brentwood Bowls Club and Central Essex Bowls Club respectively.

Due to the age of the greens and a lack of investment over the last decade the infrastructure, in particular access arrangements is limited and not suited to a modern club wanting to attract new Members from all walks of life including and especially those with limited physical mobility.

The report before Members is requesting an agreement in principle to apply to both the Health and Wellbeing Board and also the Disabled Facilities Grant to jointly fund access improvements to the public bowling greens in the form of new DDA compliant ramps and steps leading to the lower of the two public greens.

A motion was **MOVED** by Cllr Hossack and **SECONDED** by Cllr Poppy to approve the recommendations in the report.

Mr Carter, looking into using the Better Care Fund to assist this project, and would seek support from the Health and Wellbeing Board to approve funding.

A vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY** that:

1. **Members to agree in principle to a project to construct new DDA compliant access ramps and steps to the lower public bowls green at King George's Playing Fields.**
2. **Members agree to Officers applying to the Health and Wellbeing Board and also the Disabled Facilities to use the Better Cars Fund monies to fund the project.**
3. **Members delegate authority to Officers to engage with both Brentwood Bowls Club and Central Essex Bowls Club to progress a final design for the access point and then if successful in obtaining funding to proceed and complete works before the start of the 2018 playing season.**

#### **Reasons for Recommendation**

To allow Officers to progress applications to the Health and Wellbeing Board and also the Better Care Fund scheme for funding to improve the ramped access to the bowls facility at King George's Playing Fields.

To allow for the degraded and now unusable disabled access to the lower green at King George's Playing Fields bowls facility to be rebuilt in line with DDA requirements to improve and enhance access to the facility.

To ensure that works can be completed before the commencement of the 2018 playing season.

The meeting concluded at 10:05pm



# Minute Item 199

**4<sup>th</sup> December 2017**

## **Community and Housing Committee**

### **Disabled Access Improvements – King George’s Playing Fields Bowls Facility**

**Report of:** *Stuart Anderson – Deputy operations Manager*

**Wards Affected:** *Warley*

**This report is:** *Public*

#### **1. Executive Summary**

- 1.1 King George’s Playing Fields is home to two of the Council’s three public amenity lawn bowls greens and the two resident clubs of Brentwood Bowls Club and Central Essex Bowls Club respectively.
- 1.2 Due to the age of the greens and a lack of investment over the last decade the infrastructure, in particular access arrangements is limited and not suited to a modern club wanting to attract new Members from all walks of life including and especially those with limited physical mobility.
- 1.3 The report before Members is requesting an agreement in principle to apply to both the Health and Wellbeing Board and also the Disabled Facilities Grant to jointly fund access improvements to the public bowling greens in the form of new DDA compliant ramps and steps leading to the lower of the two public greens.

#### **2. Recommendation(s)**

- 2.1 Members to agree in principle to a project to construct new DDA compliant access ramps and steps to the lower public bowls green at King George’s Playing Fields.
- 2.2 Members agree to Officers applying to the Health and Wellbeing Board and also the Disabled Facilities Grant to fund the project.

2.3 Members delegate authority to Officers to engage with both Brentwood Bowls Club and Central Essex Bowls Club to progress a final design for the access point and then if successful in obtaining funding to proceed and complete works before the start of the 2018 playing season.

### **3. Introduction and Background**

- 3.1 King George's Playing Fields is home to two of the Council's three public amenity lawn bowls greens which are also home to the two resident clubs of Brentwood Bowls Club and Central Essex Bowls Club.
- 3.2 The first green was constructed in the 1960's with the second added in the late 1970's due to the demand on the facilities.
- 3.3 Due to the age of the facilities they understandably do not meet current legislation in terms of access and in particular disability access.
- 3.4 The clubs have been enquiring with the Council to improve access to the site for a number of years but due to resource restrictions this has, to date, sadly not been possible.
- 3.5 The two resident clubs have well over a hundred members between them with both clubs being active in trying to recruit new members throughout the playing season, especially those that may have restricted mobility. Both clubs also have active social sections which form an important part of the bowls experience for many that may otherwise not interact on such a varied and frequent basis. This undoubtable would have a positive effect on the individuals mental well being.
- 3.6 The access ramp and steps to the lower of the two public greens is now in a state of disrepair and no longer fit or safe to use without immediate action prior to the 2018 season. This will mean that only fully abled bowlers will be able to use the lower green which is likely to impact on the clubs ability to utilise this facility.
- 3.7 The proposed works are to rebuild and widen the degraded access ramp and steps to the lower green to meet current DDA standards and to also widen the access ramp to the club house leading from the main park, again in line with current DDA standards.
- 3.8 It is anticipated, pending a final design, that these works will cost in the region of £20,000 - £25,000.

3.9 There are currently insufficient funds within the Council's own resources to undertake the works needed to instigate these improvements and, so it is Officers intentions to apply to both the Health and Wellbeing Board and also the Disabled Facilities Grant to fund these works in there entirety.

#### **4. Issue, Options and Analysis of Options**

4.1 Initial discussions with Officers associated with each funding stream have indicated that they feel the project would be viewed favourably as the improvements have the ability to positively affect hardier to reach groups such as:

- The elderly who find bowls an achievable form of not only exercise but also socialisation with others.
- Those with limited mobility who wish to undertake a sporting activity of a gentler nature.
- Those with general health issues [such as excess weight or joint concerns] that again wish to undertake exercise but a more limited or gentle nature due to their physical abilities.

4.2 Age, weight and disability are all high-profile issues for the NHS and society at this current time and so the works to try and increase usage of the bowls facility through greater access would certainly go towards supporting not only local health objectives but national ones as well.

4.3 Whilst the works will improve a Council asset it will also have the added positive objective of being a supportive action towards the resident bowls clubs in helping them to attract additional members form other groups of the community that they may not have been able to target previously

4.4 Should Members be minded not to support this scheme and instruct Officers to proceed with grant applications then the current ramp from the park to the lower of the two greens will need to be closed indefinitely or until alternative funding can be found. In the current climate it is unlikely to be from existing Council resources.

#### **5. Reasons for Recommendation**

5.1 To allow Officers to progress applications to the Health and Wellbeing Board and also the Disabled Facility Grant scheme for funding to improve the ramped access to the bowls facility at King George's Playing Fields.

- 5.2 To allow for the degraded and now unusable disabled access to the lower green at King George's Playing Fields bowls facility to be rebuilt in line with DDA requirements to improve and enhance access to the facility.
- 5.3 To ensure that works can be completed before the commencement of the 2018 playing season.

## **6. References to Corporate Plan**

- 6.1 To ensure the provision of efficient and effective services to our residents and businesses.
- 6.2 Providing increased customer satisfaction in the quality of Council services.
- 6.3 To Increase access to the Borough's leisure opportunities.
- 6.4 Making Brentwood a Borough where people feel safe, healthy and supported.

## **7. Implications**

### **Financial implications**

**Name & Title: Jacqueline Van Mellaerts, Finance Services Manager/Deputy Section 151 Officer**

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- 7.1 The funding is available in principle from the Disabled Facilities Grant and the Health and Wellbeing Board to fund this project, but this would be subject to grant conditions. If the Funding cannot be secured through Grant funding, then the expenditure would potentially be funded through Capital receipts.

### **Legal Implications**

**Name & Title: Daniel Toohey, Legal Services Manager/Monitoring Officer**

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- 7.2 Councils have a general power of competence under section 1 of the Localism Act 2011 which would enable the steps described in this report to be taken. More specifically section 2 Local Government Act 2000 enables Councils to take such steps to improve the social and environmental well-being of people in their areas and section 2 (4) (a) enables expenditure for this purpose. In addition section 12 Health and Social Care Act 2012 enables local authorities to take steps considered appropriate for improving public

health with section 12 (3) (b) enabling the provision of facilities for well-being.

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

8. **Appendixes to this report**

None.

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