



# Agenda

## Community, Health and Housing Committee

Monday, 4 December 2017 at 7.00 pm

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

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### Membership (Quorum – 3 )

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

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Agenda Item	Item	Wards(s) Affected	Page No
1.	Apologies for Absence		
2.	Minutes of the Previous Meeting		5 - 12
3.	Verbal update		
4.	Re-procurement repairs and maintenance contract	All Wards	13 - 16
5.	Fees & Charges	All Wards	17 - 28
6.	Events on Open Spaces - Fees & Charges/ Procedure/Protocol	All Wards	29 - 58
7.	Rent Setting 2018/2019	All Wards	59 - 64

- |     |   |           |           |
|-----|---|-----------|-----------|
| 8.  | <b>Housing Audit</b><br>To follow.                          | All Wards |           |
| 9.  | <b>Empty Homes Stats/KPI's Action</b>                       | All Wards | 65 - 74   |
| 10. | <b>Housing Garage Sites - Modular Housing</b>               | All Wards | 75 - 82   |
| 11. | <b>Health and Wellbeing Strategy 2017-2022</b>              | All Wards | 83 - 96   |
| 12. | <b>Leisure Strategy</b>                                     | All Wards | 97 - 106  |
| 13. | <b>Warley Playing Area</b><br>To follow.                    | Warley    |           |
| 14. | <b>Courage Playing Fields</b><br>To follow.                 | Shenfield |           |
| 15. | <b>Brentwood Community Funding Allocation</b><br>To follow. | All Wards |           |
| 16. | <b>Community Event Programme 2018/2019</b>                  | All Wards | 107 - 114 |
| 17. | <b>Urgent Business</b>                                      |           |           |



Chief Executive

Town Hall  
Brentwood, Essex  
24.11.2017

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### Information for Members

#### Substitutes

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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.

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#### Rights to Attend and Speak

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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.

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#### Point of Order/ Personal explanation/ Point of Information

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##### 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.

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## Information for Members of the Public

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### **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](http://www.brentwood.gov.uk).

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

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

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

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

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

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

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### **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. 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

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### Community, Health and Housing Committee Monday, 18th September, 2017

#### Attendance

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

#### Apologies

Cllr Ms Rowlands

#### Substitute Present

Cllr McCheyne

#### Also Present

Cllr Newberry  
Cllr Mrs Pound

#### Officers Present

Angela Abbott	-	Interim Head of Housing
Stuart Anderson	-	Deputy Operations Manager
David Carter	-	Environmental Health Manager
Elaine Hanlon	-	Principal Environmental Health Officer
Stuart Morris	-	Housing Options Team Leader
Tracey Lilley	-	Community Safety Manager
Nicola Marsh	-	Housing Manager
Jean Sharp	-	Governance and Member Support Officer
Adrian Tidbury	-	Estates and Valuation Surveyor

#### 97. Apologies for Absence

Apologies were received from Cllr Ms Rowlands and Cllr McCheyne substituted for her.

## **98. Minutes of the Previous Meeting**

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

## **99. Verbal update**

Verbal updates were given as follows:

In relation to Cllr Mrs Hubbard's request at the previous Committee meeting for Warley Conservation Society to be included in the Members' enquiry system as was the case with Parish Councils, the Chair advised that the Society's enquiries should be made via a Ward member or the group could also use the generic [enquiries@brentwood.gov.uk](mailto:enquiries@brentwood.gov.uk). Parish Councils were to be allowed access to the Member Enquiry system since their responsibilities and financial arrangements were different to other constituted groups.

Illegal encroachment by travellers: The Chair reminded Members that the Committee's remit covered public open spaces and therefore advised that oak bollards were currently being installed around the perimeter of Shenfield Common to prevent further illegal encroachments.

Leisure Strategy: the Chair advised that Phase 1 of the Strategy was to be considered at the Corporate Projects Scrutiny Committee on 25 September 2017. The Chair and Deputy Leader had met informally with proposed leisure development partners who would be invited to address Members.

King George's Playing Fields: Mr Anderson advised that a public consultation had taken place over the summer months and there proved to be a strong opinion that water play should remain within the site. The paddling pools currently in place were now closed and would be decommissioned. The Chair acknowledged that provision of water play facility needed to progress quickly.

Warley Playing Fields: the play area had been vandalised and the developers of the Warley Training Centre site, Bellway, had released the funds realised through a Section 106 agreement early so that work could commence without delay. With interest the amount available was now £131k. Officers had met with Ward members to view the proposed plans and SNAP had also seen them and would consult with their families. The plans had been received positively thus far and a meeting with the providers was to take place.

Public Place Protection Order: Mrs Lilley advised of progress made with the proposed order covering the High Street and said that she had received agreement that social media could be used as evidence in support of the application.

Key Performance Indicators: Mrs Marsh presented information regarding KPI's relating to rent collection and arrears, re-let times and repairs performance.

Mrs Abbott reported on stock condition surveys and advised that photos had been taken inside properties as there had been no previous evidence of the condition of the Council's stock. She advised that the key planned maintenance programmes related to health and safety and that fire risk assessments were to be outsourced to an external provider.

The new developments at Fawters Close and Magdalen Gardens were due to be completed in mid October and a ribbon-cutting event was planned for 27 October. It was anticipated that the successful applicants for these properties would take part in the event.

Regarding Whittington Road, the next stakeholder event would be held at the end of October. A consultation had taken place.

#### **100. Revision in the order of the agenda**

Cllr Hossack **MOVED** and Cllr Poppy **SECONDED** and it was

**RESOLVED UNANIMOUSLY**

**That item 8 on the agenda – Courage Playing Fields – be considered as the next item of business.**

#### **101. Courage Playing Fields**

The report considered the future arrangements for the Shenfield Cricket Club in its occupation of the Courage Playing Fields in conjunction with the past and recent negotiations.

The report also set out an approach for the use of the Courage Playing Fields by the Shenfield Cricket Club consistent with other sports clubs use of the Council's public open spaces with particular respect to income generation from the Council land holding.

Mr Maxwell, a representative from Shenfield Cricket Club, made a statement to the Committee.

Cllr Hossack **MOVED** and Cllr Poppy **SECONDED** the recommendations in the report and following a full discussion a vote was taken by a show of hands and it was:

**RESOLVED UNANIMOUSLY**

- 1. That Members note that the decisions below will supersede and amend the earlier decisions of the 27 March 2015 Asset and Enterprise Committee (Appendix A of the report) and the 14 March 2015 Community and Health Committee (Appendix B of the report).**

- 2. That the recommendations contained in the Health and Safety Report, set out in Appendix D of the report, be implemented without delay and prior to the 2018 cricket season.**
- 3. That a report be made to the January 2018 Policy, Projects Resources Committee recommending that the Courage Playing Fields car park be included in the Brentwood Borough Council Off Street Parking Places Order under reasonable restrictions that accommodates the use of Cricket Ground by the Club and any existing agreements made between the Club and any existing users.**
- 4. That a consultation exercise is undertaken with the adjacent affected residents on the proposal that the Club transfer its use of the adjacent cricket ground in response to the Health and Safety Report, to the land “part 776” as set out in Appendix E of the report enabling the Club to have greater use of the field for its new initiatives.**
- 5. That new signage be erected at the car park indicating that Courage Playing Fields is a public open space in the ownership of the Council, consistent with similar open spaces within the Borough.**
- 6. That a report be made to January 2018 Policy, Projects and Resources Committee asking Members to consider the provision of a management agreement with the Shenfield Cricket Club for the use of the cricket field as summarised in this report.**
- 7. That a report be made to the January 2018 Policy, Projects and Resources committee asking Members to consider the provision of a license with the Shenfield Cricket Club in respect of the land used, for the provision of the pavilion, Score Box and the practise nets as approved under 14/00836/FUL.**
- 8. That Officers review the condition of the car park and make a report to the January 2018 Policy, Projects and Resources Committee.**

#### REASONS FOR RECOMMENDATIONS

To ensure that the Council's Assets are managed in accordance with good estate practice through the preparation of a “License to Occupy” and a “Management Agreement” consistent with the advice provided through Counsels opinion.

To regularise the operation and management of the Car Park consistent with other car parks operated by the Council.



## 102. Health & Wellbeing Update

The report was provided to update Members on the work regarding Health and Wellbeing within Brentwood. It was timely to do this as there had been progress in key areas which Cllr Ms Sanders, Chair of the Health and Wellbeing Board, outlined to the Committee. The priorities for action had been amended and a significant level of funding had been allocated to key projects. The previous lead officer had left the Authority and a new commitment was required in terms of officer resource for the area of work.

Cllr Ms Sanders **MOVED** and Cllr Mrs Davies **SECONDED** the recommendation in the report and following a discussion a vote was taken by a show of hands and it was:

### **RESOLVED UNANIMOUSLY**

- 1. That the progress of the Health and Wellbeing Board be noted.**
- 2. To agree that the Committee appoint Elaine Hanlon, Principal Environmental Health Officer as Lead Officer for Health and Wellbeing.**
- 3. That an update to the Health and Wellbeing workplan be brought to Committee every six months.**

### REASON FOR RECOMMENDATIONS

In order that the Committee be regularly updated on the Health and Wellbeing Board workplan.

## 103. Empty Homes Strategy

At the meeting of the Environment and Housing Management Committee on 8<sup>th</sup> March 2017, Members resolved to request a strategy document (Appendix A of the report) outlining the proposed measures to effectively reduce the number of empty homes in the Borough.

The previous report set out the powers available and initial proposals to contact the owners of the long term empty properties in the Borough.

The proposed Empty Homes Strategy outlined the measures and actions that could be taken to encourage and enforce owners to bring empty homes back into use.

Cllr Hossack **MOVED** and Cllr Poppy **SECONDED** the recommendations in the report and following a discussion a vote was taken by a show of hands and it was:

## **RESOLVED UNANIMOUSLY**

- 1. That Members adopt the proposed Empty Homes Strategy (Appendix A of the report) following public consultation.**
- 2. That Officers be instructed to identify and prioritise current long term empty properties in the Borough and work to reduce the number of empty homes within existing resources where possible.**
- 3. To seek to recover the costs of enforcement action where possible.**
- 4. To approve Key Performance Indicators to monitor progress of the Strategy.**
- 5. To regularly update Members at meetings of the Community, Health and Housing Committee.**

## **REASONS FOR RECOMMENDATIONS**

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

To seek to ensure that the costs of enforcement action was recovered where possible.

### **104. Service Charge Policy**

The report set out the background and recommendation to adopt a formal written Service Charge Policy, following the approval of the Service Charge Strategy 2017 (“the Strategy”) by the Committee (June 2017).

The Strategy concerned was the introduction of stand-alone service charging, relating to the servicing of Council owned HRA blocks/schemes (circa 48 blocks).

The Service Charge Policy 2017-2020 (“the Policy”) provided the framework for achieving the key aims contained within the adopted Strategy.

Cllr Hossack **MOVED** and Cllr Poppy **SECONDED** the recommendation in the report and following a discussion a vote was taken by a show of hands and it was:

## **RESOLVED UNANIMOUSLY**

**That the Committee formally approve the introduction of the Service Charge Policy (Appendix A).**

## REASONS FOR RECOMMENDATION

Option 2 (within the report) was recommended as the most financially viable option for the Council and supported the already adopted Service Charge Strategy. It also ensured that Financial Services could code changes accurately against the Estates where services had been provided.

Through adopting a policy to ensure that a tailored service charge was billed and accounted for separately to rent charges it would allow for a lessening of the economic impact of the 1% Government rent reductions and loss of related grants.

Taking no further action would fail to advance corporate priorities and would de-stabilise financial resources.

Adopting the Policy would provide ongoing direction for both customers and the Council when implementing Service Charge setting each year. It was also consistent with legal and regulatory requirements.

### **105. Termination of Meeting**

In accordance with Rule 28.1 of the Council's Procedure Rules, Cllr Hossack **MOVED** and Cllr Poppy **SECONDED** and it was

#### **RESOLVED UNANIMOUSLY**

**to continue with the meeting for an additional period to conclude the business in the agenda.**

### **106. Funding Strategy - Commissioning Prospectus**

The Funding Strategy 2017-2020 was agreed by Members at the Community, Health and Housing Committee on the 19 June 2017. Within the Funding Strategy was the Commissioning Prospectus which set out the services that the Council wished to commission the Voluntary and Community Sector (VCS) to provide. The current providers were Citizens Advice Brentwood for the provision of independent advice and guidance services; Brentwood Council for Voluntary Services for representing the VCS and promoting the value of volunteering; and Brentwood Community Transport for the provision of an accessible transport service.

The existing Commissioning Prospectus had been reviewed and the updated draft document was before Members for agreement before it was circulated to the Voluntary and Community Sector to bid for the provision of services.

Cllr Hossack **MOVED** and Cllr Poppy **SECONDED** the recommendation in the report and following a discussion a vote was taken by a show of hands and it was:

#### **RESOLVED UNANIMOUSLY**

**That Members agreed to the revised and updated Commissioning Prospectus as set out in Appendix B of the report and that the opportunities be advertised through the Council's procurement portal.**

*(Cllr Poppy, Cllr Wiles and Cllr Cloke each declared a non-pecuniary interest by virtue of their involvement with Brentwood Community Trust (BCT), Council for Voluntary Service (CVS) and Citizens Advice Bureau (CAB) respectively).*

#### REASON FOR RECOMMENDATION

The Commissioning Prospectus would ensure that the funding that the Council allocated was targeted in the appropriate areas to supported those most in need and supported the Council's priorities.

#### **107. Urgent Business**

There were no items of urgent business.

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The meeting ended at 9.00pm.

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

**Community, Health and Housing Committee**

**Contract Re-Procurement**

**Report of:** *Angela Abbott - Interim Head of Housing*

**Wards Affected:** *All Wards*

**This report is:** *Public*

## **1. Executive Summary**

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

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

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

**2.1 That the Committee note that Housing Services will be entering into a re-procurement exercise in relation to repairs and maintenance contracts.**

**2.2 That the Committee agree to cross party working groups throughout the procurement process.**

**2.3 That Committee does now agree the members that are to be included in the working group.**

**2.4 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.**

## **3. Introduction and Background**

3.1 In 2014, Brentwood Borough Council entered into two contracts for repairs and maintenance to Housing Stock. Oakray to be responsible for heating and electrical and Wates to be responsible for general repairs.

- 3.2 These contracts were for an initial five-year term with the option to extend by a further five years.
- 3.3 The initial five-year period is due to expire in June 2019.
- 3.4 In September 2014, Housing Services began a Transformation Project to streamline and update all procedures relating to Housing Services.
- 3.5 The repairs review recently began and it has become evident that the current set up on contracts is not as effective and manageable as it could be.
- 3.6 The contracts are not proving to be cost effective.
- 3.7 As the initial five-year term is nearing an end. Housing Services would like to take this time to re-procure to ensure value for money with the repairs and maintenance service.

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

- 4.1 There are two options available to Housing Services in relation to the Repairs and Maintenance Contracts

Option 1: To engage in a further five-year term with both Wates and Oakray has been explored.

Option 2: To engage in a re-procurement exercise to have one repairs and maintenance contract.

- 4.2 Option 1 - has been dismissed due to multiple issues in the management of two contracts such as duplication of overheads, administration and associated extra costs, multiple contractors requiring access to one property to conduct works at the same time, confusion for Tenants as it is not always clear which contractor should be conducting works in their properties.
- 4.3 Option 2 - to enter into re-procurement, will allow the Council to demonstrate value for money, develop a more manageable contract and to eliminate any confusion for residents when repairs are required.
- 4.4 For the reasons outlined above, Housing Services will be pursuing Option 2.

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

- 5.1 As a responsible landlord it is important that the Council demonstrates that it has vigorously explored and pursued the best services for our customers.

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

## **6. Consultation**

- 6.1 Tenant Talkback, which comprises of both tenants and leaseholders have been consulted on the two options available. A presentation by the appointed procurement consultant was undertaken on the procurement process and experiences of the two options.

## **7. References to Corporate Plan**

- 7.1 To review the future delivery of Housing Services to provide the best outcomes for Brentwood residents.
- 7.2 Look to reduce costs by streamlining services and processes.

## **8. Implications**

### **Financial Implications**

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

**Tel & Email: 01277 312829/ jacqueline.vanmellaerts@brentwood.gov.uk**

- 8.1 Costs will be incurred for the Consultants to facilitate the procurement.
- 8.2 Costs for officer time.

### **Legal Implications**

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

**Tel & Email: 01277 312860/daniel.toohey@brentwood.gov.uk**

- 8.3 None as the procurement process will be undertaken by a procurement consultant who will ensure the correct procurement processes are followed.

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

- 8.4 Section 20 consultations with leaseholders will be required.

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

9.1 None

**10. Appendices to this report**

10.1 None

**Report Author Contact Details:**

**Name:** Nicola Marsh, Housing Manager  
**Telephone:** 01277 312981  
**E-mail:** Nicola.marsh@brentwood.gov.uk



**4 December 2017**

**Community, Health and Housing Committee**

**Fees and Charges**

**Report of:** *Kim Anderson, Partnership, Leisure and Funding Manager*

**Wards Affected:** *All Brentwood Borough Wards*

**This report is:** *Public report*

## **1. Executive Summary**

- 1.1. Fees and charges made by the Council for various services are reviewed on an annual basis by the relevant Committees relating to the services provided.
- 1.2. Recommended amendments to the fees and charges are incorporated into the budget setting process to take effect from the following financial year.

## **2. Recommendation**

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

## **3. Introduction and Background**

- 3.1. The Council has a number of fees and charges relating to the services it provides. As part of the budget setting process, these charges are reviewed on an annual basis. Whilst some of the fees and charges are statutory, and therefore determined through legislation, the Council must also review its charges for discretionary services to ensure that they reflect the current costs of service provision.
- 3.2. The individual charges that are being proposed are set out in Appendix A, B and C of this report.

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

- 4.1. The propose fees are based on a calculation of the costs involved in administering the various areas of work, apart from where there is a statutory charge or where the fees are set by Government.

4.2. The Council where possible will adopt a full cost recovery of fees and charges.

## **5. Reasons for Recommendation**

5.1 Officers review the fees and charges annually and this will be used to inform the 2018/19 budget setting process.

## **6. References to Council Priorities**

6.1 To ensure the provision of efficient and effective services to our residents and businesses.

## **7. Implications**

### **Financial Implications**

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

**Tel & Email: 01277 312829/ jacquelinevanmellearts@brentwood.gov.uk**

7.1 The fees referred to in this report inform the 2018/19 budget setting process.

### **Legal Implications**

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

**Tel & Email: 01277 312860/daniel.toohey@brentwood.gov.uk**

7.2 Publishing the Council's fees and charges as well as providing transparency satisfies the legal process.

## **8. Appendices**

Appendix A –Proposed fees and charges – Community Initiatives and Partnerships

Appendix B – Proposed fees and charges – Other Environmental Services

Appendix C - Proposed fees and charges – Housing

### **Report Author Contact Details:**

**Name:** Kim Anderson

**Telephone:** 01277 312634

**E-mail:** kim.anderson@brentwood.gov.uk

## FEES & CHARGES SCHEDULE AND CHARGING DIRECTORIES FROM 2018/19 ONWARDS

Committee: Community Health & Housing  
 Budget Book Area: Community Services  
 Service Area: Community Initiatives & Partnerships

**Objectives/rationale of the fee/charge (e.g. Full cost recovery)**

Full cost recovery

**Proposed change in fee/charge from previous year (%)**

There is a proposed 3% increase across the majority of charges for the Council's Community events.

**Justification for revised charge (compared to previous year)**

**What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?**

Regular feedback from stallholders and benchmarking of stall pitch fees against other similar events in the vicinity.

**If significant change in charge, what consultation was undertaken with the general public?**

The only significant change in charge is the charge for small business and the cold catering unit which has been increased by 20% as looking at benchmarking against other similar events was felt to be too low. The wristbands for the Council's Family Fun Days has been increased by 40% which would mean that the cost of the wristband increases by £1 to £3.50 per child and this will enable the Council to provide an additional hour for the events (10.30am - 3.30pm) and to bring more infrastructure to support the events.

**Level of subsidy in respect of service**

N/A

**Expected budgeted income**

Income for the stalls in 2017/18 was £11,491 and subject to the same number and type of stalls the expected income for 2018/19 is estimated at £11,834 with an average 3% increase. Income from the wristbands in 2017/18 £7,115 and based on the same number of wristbands then the expected income will be £9,961 with a 40% increase.

**COMMUNITY HEALTH AND HOUSING  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2017-March 2018		CHARGES April 2018-March 2019	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

**SERVICE AREA: COMMUNITY INITIATIVES AND PARTNERSHIPS**

**CHARGING AREA: COMMUNITY EVENTS**

*Stallholder Pitch fees per 3 x 3m pitch*

**Lighting Up Brentwood - £30 street trading licence is included with the fees**

Catering Unit - serving food e.g burgers, hot dogs etc.	E	D	150.00	150.00	154.50	154.50
Catering Unit - serving alcohol <i>(new category from 2018/19)</i>	E	D	N/A	N/A	154.50	154.50
Large Business - more than 10 employees	E	D	120.00	120.00	123.60	123.60
Catering unit - buying food e.g. Bread, cakes, doughnuts, sweets, fruit and vegetables	E	D	80.00	80.00	82.40	82.40
Small business - less than 10 employees	E	D	80.00	80.00	82.40	82.40
Crafters and Artists - all hand made by the seller	E	D	50.00	50.00	51.50	51.50
Registered charity	E	D	40.00	40.00	41.20	41.20

**Strawberry Fair and other Community Events**

Catering Unit - serving food e.g. Burgers, hot dogs etc.	E	D	120.00	120.00	123.60	123.60
Catering Unit - serving alcohol <i>(new category from 2018/19)</i>	E	D	N/A	N/A	123.60	123.60
Large business - more than 10 employees	E	D	90.00	90.00	92.70	92.70
Catering unit - buying food e.g. Bread, cakes, doughnuts, sweets, fruit and vegetables	E	D	50.00	50.00	60.00	60.00
Small business - less than 10 employees	E	D	50.00	50.00	60.00	60.00
Crafters and Artists - all handmade by the seller	E	D	30.00	30.00	30.90	30.90
Registered charity	E	D	30.00	30.00	30.90	30.90
Ice Cream Van (Exclusive) - Strawberry Fair	E	D	400.00	400.00	412.00	412.00
Ice Cream Van (Exclusive) - Family Fun Days	E	D	150.00	150.00	154.50	154.50
Face Painters (any event)	E	D	60.00	60.00	61.80	61.80

**Family Fun Days**

Wristbands - Rides and Bouncy castles	Per Child	E	D	2.50	2.50	3.50	3.50
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## FEES & CHARGES SCHEDULE AND CHARGING DIRECTORIES FROM 2018/19 ONWARDS

Committee: Community, Health and Housing  
Budget Book Area: Other Environmental Health  
Service Area: Other Environmental Health Services

**Objectives/rationale of the fee/charge (e.g. Full cost recovery)**

Full cost recovery

**Proposed change in fee/charge from previous year (%)**

3% apart from immigration survey checks to better reflect time taken to undertake

**Justification for revised charge (compared to previous year)**

Increase in line with other fees and charges

**What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?**

Benchmarked against other Essex authorities

**If significant change in charge, what consultation was undertaken with the general public?**

N/A

**Level of subsidy in respect of service**

None

**Expected budgeted income**

Approximately £3000 income from fees

**COMMUNITY HEALTH AND HOUSING  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2017-March 2018		CHARGES April 2018-March 2019	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

**SERVICE AREA: OTHER ENVIRONMENTAL HEALTH SERVICES**

**CHARGING AREA: HOUSES IN MULTIPLE OCCUPATION AND HOUSING ACT NOTICES**

**Houses in Multiple Occupation**

New licence	O	D	814.00	814.00	840.00	840.00
Renewal of licence	O	D	555.00	555.00	570.00	570.00

**Housing Act Notices**

Issuing notices under Housing Acts	E	D	222.00	222.00	230.00	230.00
Immigration Survey checks	E	D	74.00	74.00	80.00	80.00

## FEES & CHARGES SCHEDULE AND CHARGING DIRECTORIES FROM 2018/19 ONWARDS

Committee: Community, Health and Housing  
Budget Book Area: Other Environmental Health  
Service Area: Other Environmental Health services

### Objectives/rationale of the fee/charge (e.g. Full cost recovery)

Full cost recovery  
\* Re-chargeable repairs cost price less 20%

### Proposed change in fee/charge from previous year (%)

3% with the exception of Community alarms

### Justification for revised charge (compared to previous year)

Increase in line with other fees and charges

### What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarked against other Essex authorities

### If significant change in charge, what consultation was undertaken with the general public?

N/A

### Level of subsidy in respect of service

None

### Expected budgeted income

Approximately £11,000 from Community alarms

**ENVIRONMENT AND HOUSING MANAGEMENT  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2017-March 2018		CHARGES April 2018-March 2019	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

**SERVICE AREA: COMMUNITY ALARMS**

**CHARGING AREA: COMMUNITY ALARMS**

*Note - VAT indicator should be zero if recipient is chronically sick or disabled and provides a certificate confirming this*

**Community Alarms**

Alarm plus up to three sensors per week	Per week	S	D	3.00	3.60	3.25	3.90
Alarm plus up to three sensors (if in receipt of full HB / Pension credit)	Per week	S	D	2.50	3.00	2.75	3.30

**Other Charges**

Extra 2nd pendant	Per week	S	D	1.00	1.20	1.25	1.50
Smoke Detectors	Per week	S	D	1.00	1.20	1.25	1.50
Key Safe - Reconditioned Rental	Per week	S	D	1.00	1.20	1.25	1.50
Key Safe - Purchase		S	D	62.50	75.00	62.75	75.30
Bogus Caller Button/Panic Button	Per week	S	D	1.00	1.20	1.25	1.50
Temperature extreme sensor	Per week	S	D	1.00	1.20	1.25	1.50
CO2 Detectors	Per week	S	D	1.50	1.80	1.75	2.10
Fall Detector	Per week	S	D	1.50	1.80	1.75	2.10
Flood Detector	Per week	S	D	1.50	1.80	1.75	2.10
Bed sensor	Per week	S	D	2.50	3.00	2.75	3.30
Pill Dispenser	Per week	S	D	2.50	3.00	2.75	3.30
Heat rise detectors	Per week	S	D	1.50	1.80	1.75	2.10
Low heat detectors	Per week	S	D	1.50	1.80	1.75	2.10



**ENVIRONMENT AND HOUSING MANAGEMENT  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2017-March 2018		CHARGES April 2018-March 2019	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

**SERVICE AREA: HOMELESSNESS**

**CHARGING AREA: RECHARGES TO TENANTS**

Recharges to Tenants

Daily Bed and Breakfast Room Charge		O	D	£40 - £85	£40 - £85	£40 - £85	£40 - £85
Amenity Charge per person per day		O	D	3.00	3.00	3.00	3.00
Removals	Minimum	S	D	350.00	350.00	Cost Price	Cost Price
Furniture		S	D	Cost Price	Cost Price	Cost Price	Cost Price
Storage - Homeless	per square foot	S	D	10.00	10.00	Cost Price	Cost Price

**ENVIRONMENT AND HOUSING MANAGEMENT  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2017-March 2018	April 2018-March 2019	April 2017-March 2018	April 2018-March 2019
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

**SERVICE AREA: HOUSING REVENUE ACCOUNT**

**CHARGING AREA: ESTATES**

Housing Estates

Storage - Evictions	Per week	S	D	10.00	10.00	11.40	11.40
Copying of Housefile		O	D	10.00	10.00	10.00	10.00
Copying of Tenancy Agreement		O	D	10.00	10.00	10.00	10.00
Garage Clearance		S	D	125.00	125.00	125.00	125.00
Property Clearance 1 or 2 Beds		S	D	At Cost	At Cost	At Cost	At Cost
Property Clearance 3 or 4 Beds		S	D	At Cost	At Cost	At Cost	At Cost
Bulk Waste Removal per item	Min 2 items	O	D	10.50	10.50	10.50	10.50

Tenancy Management

Court Costs	Average	O	D	376.00	376.00	376.00	376.00
Gas Servicing Warrant Fee		S	D	20.00	20.00	20.00	20.00
Gas Servicing Warrant Enforcement		S	D	35.00	35.00	35.00	35.00
Forced entry		S	D	65.00	65.00	65.00	65.00
Administration charge		S	D	-	-	10.00	12.00

**ENVIRONMENT AND HOUSING MANAGEMENT  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2017-March 2018		CHARGES April 2018-March 2019	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

**SERVICE AREA: HOUSING REVENUE ACCOUNT**

**CHARGING AREA: REPAIRS**

*Note: Pricing Mechanism: Cost Price - 25% rounded to the nearest £5 the % reduction will reduce by 5% each year until the full cost is recovered*

**Rechargeable Repairs**

Replacement Key/Key Fob	S	D	10.00	10.00	10.00	10.00
Lock Change	S	D	65.00	65.00	65.00	65.00
Single Glaze Window Replacement upto 1 Square Metre	S	D	50.00	50.00	50.00	50.00
Single Glaze Window Replacement over 1 Square Metre	S	D	75.00	75.00	75.00	75.00
Double Glazed Window Replacement upto 1 Square Metre	S	D	85.00	85.00	85.00	85.00
Double Glazed Window Replacement over 1 Square Metre	S	D	125.00	125.00	125.00	125.00
Internal Fire door Replacement	S	D	125.00	125.00	125.00	125.00
External Door Replacement	S	D	600.00	600.00	600.00	600.00
Paint Pack	S	D	70.00	70.00	70.00	70.00
Correction of Unauthorised Alterations (Where Tenants have conducted works without the permission of the Council and retrospective permission can not be granted)	S	D	Cost Price	Cost Price	Cost Price	Cost Price
Any other repair deemed re-chargeable	S	D	Cost Price less 25%	Cost Price less 25%	Cost Price less 20%	Cost Price less 20%

**ENVIRONMENT AND HOUSING MANAGEMENT  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2017-March 2018		CHARGES April 2018-March 2019	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

**SERVICE AREA: HOUSING REVENUE ACCOUNT**

**CHARGING AREA: LEASEHOLDERS**

Leaseholders

Leasehold Information Pack (LPE1)	S	D	300.00	360.00	309.00	370.80
Leasehold Alterations Consent	S	D	120.00	144.00	123.58	148.30
Leasehold property valuations (request for amendment)	S	D	Cost Price	Cost Price	Cost Price	Cost Price
Registration of Notices	S	D	50.00	60.00	51.50	61.80

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

## **Community and Housing Committee**

### **Events on Open Spaces - Fees and Charges/Procedure/Protocol**

**Report of:** Dawn Taylor – Business Support Services Manager

**Wards Affected:** All

**This report is:** Public

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

- 1.1** To update existing Terms and Conditions for Events on Open Spaces to ensure up to date procedures/legislation.
- 1.2** To introduce some new categories on the fee and charges (Appendix A).
- 1.3** Recommended amendments to fees and charges in respect of events on open spaces for commercial and community events are incorporated into the budget setting process to take effect from the following financial year.

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

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

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

- 3.1** Events requested to be held on Council land such as outdoor keep fit classes/boot camps, sponsored events /charity walks, family fun days, corporate team building days, outdoor cinemas etc are subject to applicants applying for permission and paying a fee prior to the event once approved.

**3.2** The current system for applicants applying for permission to hold events on Council Land was put in place following a decision made at the Retail Community and Culture Panel meetings on 15 November 2011 and 8 February 2012. The current procedure is detailed below with the information from the Councils website: -

*“On deciding on your event and where you would like to hold the event you are required to read and sign terms and conditions, complete application form, submit copies of required documents i.e. risk assessment, public liability insurance, DBS check of event staff who will come into direct contact with children at the event.*

*Check if you need License – if you are planning to provide certain types of entertainment (singing, music, dance, drama) and/or the sale of alcohol you will need to apply for a licence. You can download the application forms and detailed guidance on the Licensing Act 2003 from [www.legislation.gov.uk](http://www.legislation.gov.uk) <<http://www.legislation.gov.uk/>*

*If you require more information on licensing in Brentwood please contact the Licensing team on [licensing@brentwood.gov.uk](mailto:licensing@brentwood.gov.uk) : or visit page on website for licensing.*

*Once we have received your application, officers will acknowledge your application and then assess the application and forward on their recommendation(s) to the Chief Executive and Chairman of Community Panel and/or Vice Chairman for a decision under delegated powers. Ward Members will also be consulted on any application(s) in their ward and asked for feedback prior to decision.*

*Once decision has been made Officers will advise the applicant of the decision, if it is decided that the event is able to go ahead the hire fee will now be requested in full prior to the event and an invoice will be issued. For larger events a bond will also be required and held until after the event in case of damages to land after the event. For details of fees see below.*

*Litter picking post event – a fee for this will be mandatory for large events unless the applicant contracts to deal with litter. (Refer to fee schedule below)*

*Refer to Terms and Conditions in respect of damage to land, trees, property etc following and event, but after events officers will access grounds and any damage will be charged for.*

Current Fees for 2017/18 - Hire of Public Open Spaces for Other than Sport

*Items marked # require a deposit, Bond or other mechanism to cover reinstatement costs in the event of damage*

*Note: Price is for use of the space, other licences are not included (see note above)*

*Price for use of large open spaces (King Georges Playing Field and The Brentwood Centre)*

*Large Events - Using more than 1/2 Field and over £5 highest admission price to residents - £2,102.00 + VAT per day Medium events - use of more than 1/2 field and under £5 highest admission price- £736.00 + VAT per day*

*Small events use of less than 1/2 field - £ 316.00 + VAT per day*

*Keep fit sessions - no cordoning off field £38.00 + VAT per session (up to 2 hours) or if regular classes can pay £154 (which would allow one class per week on open spaces)*

*Litter picking post event - 95.00 + VAT per day*

*Non-commercial or charitable events (following approval by ward members 50% discount off above fees)*

*Price for use of other open spaces < 50 Ha - Daily charge for use of space - £316 + VAT per day."*

- 3.3** Applicants for large events (events with 500 plus participants expected to attend) also are required to attend the Council's Safety Advisory Group (SAG) which is chaired by the Council's Licensing Manager and attended by representatives from partners such as ECC, Essex Police and Fire Officers.
- 3.4** The Terms and Conditions (Appendix B) and Application Form (Appendix C) have been updated to ensure current and up to date and have now included a section about Fireworks and Officers consider that only professional firework displays run by organisers who are members of British Pyrotechnists Association as such they will adhere to the BPA professional industry standards for these events.
- 3.5** Three new fee categories have been included within the fees and charges options for clarity.

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

- 4.1** Fees and charges, Officers are recommending the current fees are all increased by 3% within the fees and charges report, and that the following categories are to be considered for inclusion with effect from 1<sup>st</sup> April 2018.

- Wording for Keep fit sessions (for both one off sessions and regular annual classes) to be amended to read “Outdoor activities such as Boot Camp, keep Fit, Yoga, Forest Schools, Orienteering events etc”
- New category for family events/celebrations (other than usual enjoyment of parks such as picnics/ball games etc). We are recommending there is no fee for this category, however, if the activity included things such as erecting a bouncy castle, gazebo, family festivals etc that we would request they gain permission and complete the application form and submit risk assessments etc as appropriate for the event. This category is not currently covered, and officers have often had requests for such events that do not fall within any of the current event categories.
- New category for Event organisers booking multiple large events – if an organiser is booking multiple events in advance, i.e. 10 events in a 12-month period (to be paid 6 monthly) in advance they will receive a 25% discount if paid on line prior to the events.

**4.2** Currently once an applicant has permission from the Chair of this panel and the Chief Executive (and them taking on board comments from Ward Members) officers send an invoice for the event to the applicant; we are from 1<sup>st</sup> April 2018 going to cease sending out invoices for approved applications and set up an on-line payment form for them to pay, this will ensure that the fee is paid prior to the event.

## **5. Reasons for Recommendation**

- 5.1** Including new categories on the fees and charges will clarify areas that have not been included previously to help make the procedure more comprehensive and clear.
- 5.2** Introducing on-line payment form for applicants (from 1<sup>st</sup> April 2018) to use rather than invoicing 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.
- 5.3** The original application will also from 1<sup>st</sup> April 2018 be an on-line application form with mandatory categories (i.e. attaching relevant paperwork such as risk assessments, site plans, insurance policies, at the point of applying), this is in keeping with a modern Council and providing an efficient and effective system.
- 5.4** Ensuring that the Terms and Conditions (Appendix B) and the Application Form (Appendix C) are up to date with procedures and legislation.



- 5.5** For safety reasons on Council owned land the Council will not permit any Firework displays apart from professional organised displays whereby the organisers are members of the British Pyrotechnists Association and adhere to BPA professional industry standards.
- 5.6** New categories as detailed in section 4 are introduced for clarity further to 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 will help the organiser's plan events in advance to secure the discount. To receive the discount the applicant will need to pay in advance.

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

- 6.1** To ensure the provision of efficient and effective services to our residents and businesses.
- 6.2** A Modern Council – providing increased customer satisfaction in the quality of Council services.

## **7. Implications**

### **Financial implications**

**Name & Title: Jacqueline Van Mellaerts, Finance Service Manager and Deputy Section 151 Officer**

**Tel & Email: 01277 312829/jacqueline.vanmellaerts@brentwood.gov.uk**

- 7.1** The fees and charges referred to in this report will inform the 2018/19 budget setting process.

### **Legal Implications**

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

**Tel & Email: 01277 312860/daniel.toohey@brentwood.gov.uk**

- 7.2** Publishing the Council's fees and charges as well as providing transparency satisfies legal process. The power to charge in these circumstances is by use of the Council's general power of competence under the Localism Act 2011. It should be noted that the Department for Communities and Local Government has gone out for consultation on whether the Secretary of State should use his powers under section 151 Local Government and Housing Act 1989 to make regulations to prohibit, limit or repeal powers of local authorities to charge for park runs in public parks.

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

**Health & Safety implications**

**Name & Title:** David Wellings, Health & Safety Officer

**Tel & email:** 01277 312518/ david.wellings@brentwood.gov.uk.

- 7.3 The Health and Safety implications include the Council's arrangements to enable legal compliance with statutory responsibilities for using the Council's public open spaces.

**8. Appendices to this report**

Appendix A – Fees and Charges – Open Spaces

Appendix B - Events on Open Spaces Terms & Conditions

Appendix C - Application Form

**Report Author Contact Details:**

**Name:** Dawn Taylor - Business Support Services Manager

**Telephone:** 01277 312668

**E-mail:** dawn.taylor@brentwood.gov.uk

# Appendix A

## COMMUNITY HEALTH AND HOUSING FEES & CHARGES SCHEDULE FROM 1 APRIL 2018

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2017-March 2018		April 2018-March 2019	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

### SERVICE AREA: GOLF COURSE

### CHARGING AREA: GOLF COURSE

#### Annual Season Ticket

7 day Adult		S	D	578.33	694.00	595.84	715.00
7 day Junior		S	D	41.67	50.00	43.34	52.00
5 day Adult	Mon - Fri	S	D	486.67	584.00	501.67	602.00
5 day Concessionary	Mon - Fri	S	D	395.00	474.00	406.67	488.00

#### 20 Round Ticket (Life of one year from purchase)

7 day Adult		S	D	293.33	352.00	302.50	363.00
5 day Adult	Mon - Fri	S	D	206.67	248.00	212.50	255.00
5 day Concessionary	Mon - Fri	S	D	147.50	177.00	151.67	182.00

#### Weekday

Per Round - 18 holes - Adult		S	D	15.00	18.00	15.84	19.00
Per Round - 18 holes - Junior (under 17) & OAPs		S	D	12.50	15.00	13.34	16.00

#### Weekends and Public Holidays

Per Round - 18 holes - Adult		S	D	20.00	24.00	20.84	25.00
Juniors (under 17) & OAP's	After 1pm	S	D	12.50	15.00	13.34	16.00

#### Other Charges

Twilight Play		S	D	8.33	10.00	9.17	11.00
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**COMMUNITY HEALTH AND HOUSING  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2017-March 2018		CHARGES April 2018-March 2019	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

**SERVICE AREA: OPEN SPACES**

**CHARGING AREA: SPORTS FACILITIES AND OPEN SPACES**

*Note - Exempt charges only apply to block bookings when made by a school, club or Association. Otherwise the VAT should be charged as standard rated.*

**Football**

King George's Playing Field & Warley Playing Fields (with Changing Facilities)

Pitch & Pavilion - Fortnightly - Adult - Season	Sunday/Bank Holidays	E	D	978.00	978.00	1,007.00	1,007.00
Pitch & Pavilion - Fortnightly - Adult - Season	Other Days	E	D	956.00	956.00	985.00	985.00

Pitch & Pavilion - Weekly - Adult - Season	Sunday/Bank Holidays	E	D	1,955.00	1,955.00	2,014.00	2,014.00
Pitch & Pavilion - Weekly - Adult - Season	Other Days	E	D	1,909.00	1,909.00	1,966.00	1,966.00

Occasional Matches - Adult	Any Day	S	D	80.00	96.00	82.50	99.00
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Other Playing Fields (No Changing Facilities)

Pitch - Fortnightly - Adult - Season	Any Day	E	D	620.00	620.00	639.00	639.00
Pitch - Weekly - Adult - Season	Any Day	E	D	1,237.00	1,237.00	1,274.00	1,274.00

Junior Matches All Sites (No Changing Facilities)

Pitch - Fortnightly - Junior - Season	Any Day	E	D	340.00	340.00	350.00	350.00
Pitch - Weekly - Junior - Season	Any Day	E	D	678.00	678.00	698.00	698.00

Occasional Matches (No Changing Facilities)

Adult	Any Day	S	D	50.00	60.00	51.67	62.00
Juniors (under17)	Any Day	S	D	30.00	36.00	30.84	37.00

Mini Soccer - All Sites (No Changing Facilities)

Seasonal Booking every week	Weekly	E	D	358.00	358.00	369.00	369.00
Occasional	Any Day	S	D	25.83	31.00	26.67	32.00

**Rugby**

Brentwood Centre (No Changing Facilities)

Pitch - Fortnightly - Adult - Season	Any Day	E	D	620.00	620.00	639.00	639.00
Pitch - Fortnightly - Junior - Season	Any Day	E	D	340.00	340.00	350.00	350.00

Pitch - Weekly - Adult - Season	Any Day	E	D	1,237.00	1,237.00	1,274.00	1,274.00
Pitch - Weekly - Junior - Season	Any Day	E	D	678.00	678.00	698.00	698.00

Occasional Matches - Adult	Any Day	S	D	50.00	60.00	51.67	62.00
Occasional Matches - Juniors (under17)	Any Day	S	D	30.00	36.00	30.84	37.00

**COMMUNITY HEALTH AND HOUSING  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2017-March 2018		CHARGES April 2018-March 2019	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

**SERVICE AREA: OPEN SPACES**

**CHARGING AREA: SPORTS FACILITIES AND OPEN SPACES**

*Note - Exempt charges only apply to block bookings when made by a school, club or Association. Otherwise the VAT should be charged as standard rated.*

**Bowling Greens**

Bowls - Season	Adult	S	D	123.33	148.00	126.67	152.00
Bowls - Season	Juniors/OAP's	S	D	77.50	93.00	80.00	96.00
Match Reservations + per rink (inclusive of visitors fees non returnable)	Club Charges	E	D	5.00	5.00	5.20	5.20
Other Reservations (not inclusive of visitors fees non returnable)	Club Charges	E	D	3.00	3.00	3.10	3.10

**Large Open spaces with facilities (King Georges Playing Field and The Brentwood Centre)**

Large Events - more than 1/2 Field with £5 or more admission fee		E	D	2,102.00	2,102.00	2,165.00	2,165.00
Medium Events - less than 1/2 field and less than £5 admission fee		E	D	736.00	736.00	758.00	758.00
Small Events - less than 1/4 field		E	D	316.00	316.00	325.00	325.00
Keep Fit sessions - No cordoning off of field	Single	S	D	31.67	38.00	32.50	39.00
Keep Fit sessions - No cordoning off of field	Annual	S	D	128.33	154.00	132.50	159.00
Litter picking post event		S	D	79.17	95.00	81.67	98.00
Non commercial or charitable events (following approval by ward members) 50% discount							

**Note - Block bookings of large events of 10 or more in a 12 month period will be eligible for a 25% discount on the above.**

**New category for family events/celebrations (other than usual enjoyment of parks such as picnics/ball games etc). We are recommending there is no fee for this category, however, if the activity included things such as erecting a bouncy castle, gazebo, family festivals etc that we would request they gain permission and complete the application form and submit risk assessments etc as appropriate for the event. This category is not currently covered, and officers have often had requests for such events that do not fall within any of the current event categories**

**Other Open Spaces**

Open Space (following approval by Ward members)	Daily Charge	E	D	316.00	316.00	325.00	325.00
Filming Rights - No defined area	Open Space Only	S	D	53.33	64.00	N/A	N/A
Filming Location Fee (subject to conditions & credits)	Open Space Only	S	D	N/A	N/A	166.67	200.00
Repeat Fee - 1% of original fee							

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**Terms and Conditions**  
**For Events in Open Spaces**

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# Terms and Conditions for Events in Open Spaces

## **1 Definitions**

- 1.1 “Conditions” means these booking conditions which shall form part of the contract between the Council and the Hirer.
- 1.2 “Council” means the Brentwood Borough Council (and includes its successors in title).
- 1.3 “Due Date” means 28 days prior to the date of the Event/ Activity.
- 1.4 “Event/ Activity” means the purpose for which the venue has been booked.
- 1.5 “Hirer” means the company or the representative of the organization booking the Event/ Activity who pays any fees due under clause 2 below. This booking is personal to the Hirer and he may not transfer or sublet this consent to any other person.
- 1.6 “Deputy Operations Manager” means the Manager for the time being of the Council or their duly authorised officer.
- 1.7 “Venue” means the location booked for the Event/ Activity as per the application form.
- 1.8 “SAG” means a Safety Advisory Group which includes Licensing and Health & Safety officers from Brentwood Borough Council, representatives from Essex County Council, Essex Police, Fire Officers, and other appropriate authorities as relevant.

## **2 Payment**

- 2.1 Payment of all fees, charges and bonds must be made in full prior to the Due Date. If all payments are not received the Council shall have the right to cancel the booking immediately.

## **3 Deposit**

- 3.1 A deposit/ bond may be requested which would have to be paid to the council 28 days prior to the Event/ Activity which will be forfeited in the event of any damage or loss to the venue or held as part payment of any necessary making good. The Hirer will be liable for the full costs of any damage, so should this exceed the deposit the Council will issue an account.

## **4 Refusal of Booking and Cancellation**

- 4.1 Larger events which need to go to a SAG meeting to be approved will need to give 6 months’ notice of the event.
- 4.2 The Council reserves the right to withdraw permission to use the venue at anytime. However, the council will repay any deposit/ bond paid on cancelling a hiring but shall be under no liability for expense incurred liquated damages or loss sustained by the Hirer as a result of cancellation.
- 4.3 Cancellation by the Hirer of a booking must be in writing and the effective date will be when the Deputy Operations Manager is in receipt of such information.



## Terms and Conditions for Events in Open Spaces

- 4.4 On cancellation of the booking the Hirer shall be liable to the Council for the whole of the hire charge together with any additional expenses or liquidated damages incurred by the Council subject to the discretionary power of the Deputy Operations Manager to vary this provision in appropriate cases.
- 4.5 Hirers who do not take up their commitment for any reason or fail to notify the Deputy Operations Manager in writing of cancellation forfeit any hire charge paid and shall be liable to the Council for the whole of the hire charge together with any additional expenses or liquidated damages incurred by the Council.
- 4.6 Substitution and amendments of the nature of the booking must be notified in writing to the Deputy Operations Manager who reserves the right either to cancel the booking or amend the hire fee as he/ she considers appropriate. In the Event/ Activity of such cancellation, the Hirer shall be liable as stated in clauses 4.4 and 4.5 above.
- 4.7 The Council accepts no responsibility for the non-arrival by the Due Date of application forms, remittances or cancellations.

### **5 Power, Generators, Liquefied Petroleum Gas (LPG) and Electrical or other Equipment**

- 5.1 Petrol generators **are not** permitted.
- 5.2 Silent diesel generators may be permitted, and you will be notified if permission is granted for you to have a generator on the site. Terms for permitted use are as follows: The Event Organiser must ensure that the generator is protected by suitable covers or barrier, so as to prevent access by members of the public. Generators must not produce excessive fumes or leak oil or fuel. The generator must be switched off for refuelling and care should be taken to avoid spillage fuel spill mats should be provided. Refuelling must only be carried out by a competent person and only sufficient fuel for one day may be brought on site. All outlets must be protected by an RCD.
- 5.3 The Council reserves the right to demand the removal of any equipment, which it considers unsafe or about which complaints are received.

### **6 Emergencies**

- 6.1 The Council shall have the right to cancel any booking forthwith in the event that the Venue is affected by an emergency of any kind. The Council will consider refunding part or all of any fees and charges paid and the amount shall be at the council's sole discretion.

### **7 Use of the Venue**

- 7.1 The Hirer shall keep the Venue clean and tidy and shall ensure that the Venue is regularly litter picked at agreed frequencies during the Event/ Activity. The Hirer shall further ensure that the Council's obligations under the Environmental Protection Act 1990 code of practice on Litter and Refuse are discharged.

## Terms and Conditions for Events in Open Spaces

- 7.2 All litter and refuse generated by the Event/ Activity shall be removed from the Venue by the Hirer, or will arrange prior to the event for the Council to carry out a litter pick post event.
- 7.3 The Hirer must at all times take good care of the Venue and will be responsible for any damage other than for wear and tear to the Venue or any part of it or any equipment or other property of the Council within the venue or in the area surrounding the venue, whether by the hirer, event participants or any other associated person or contractors, whether forming part of the hire or not.
- 7.4 The property of the Hirer and the Hirer's agents must be removed at the end of the period of hire or by a time and date to be agreed with the Deputy Operations Manager. The Council accepts no responsibility for any property left on the Venue before, during or after the hire period.
- 7.5 If the Hirer fails to perform any of its obligations set out in the clause above the Council reserves the right to perform any such obligations and any costs incurred by the Council in the performance of such obligations shall be borne by the Hirer.
- 7.6 The Hirer is responsible for the administration, organisation and running of the Event/ Activity and for having sufficient agreed number of stewards and officials to fulfil these conditions.
- 7.7 The Hirer is responsible for the supervision and control of Event/ Activity participants, officials, visitors and spectators. Where car parking is available, adequate stewarding is to be maintained to ensure all vehicles are parked safely and no disruption is caused to the highway or other users of the venue.
- 7.8 The Hirer shall not be permitted to remove, or obscure Council notices or placards displayed on the Venue without the prior written consent of the Council.
- 7.9 The Hirer shall not interfere with or attach anything to any item of street furniture or parks furniture.
- 7.10 The Hirer shall not excavate or drill pinning holes into the venue except with the prior written consent of the Council.
- 7.11 The Hirer shall ensure that any unwanted liquids are removed from the Venue and not disposed of into sewage system or on the Venue.
- 7.12 The Hirer shall ensure that no vehicles are parked or driven across any public footpath located within the Venue, without prior written consent of the Council.
- 7.13 The Hirer shall ensure that pedestrians are allowed unrestricted access along any public footpath located within the Venue.
- 7.14 The Hirer shall not interfere with or make any alteration to the layout or arrangement of the Venue without prior written consent of the Council.
- 7.15 Where the Council has agreed that the Venue shall be used for a fun fair then the Hirer shall supply full details of all side shows and rides prior to the due date and shall comply with and

## Terms and Conditions for Events in Open Spaces

ensure the operators of the rides comply with the guidance given in the publication Fairgrounds and Amusement Parks - Guidance on Safe Practice published by the Health and Safety Executive, and all other statutory requirements.

- 7.16 The Hirer shall ensure that no noise nuisance shall be caused to occupiers of properties surrounding the Venue or users of the immediate area of the Venue.
- 7.17 The Event/ Activity must cease at such time as specified by the Deputy Operations Manager. The Event/ Activity must cease at the end time stipulated on the form and all clearing up operations must be completed prior to leaving the site.
- 7.18 The Council reserves the right to require the Hirer to provide at his own expense temporary sanitary accommodation at such a level as deemed reasonable by the Deputy Operations Manager.
- 7.19 The Hirer must ensure that all users (of the Venue) whether event participants or not, have unrestricted access to the permanent public toilet facilities located within the Venue.
- 7.20 The sale or consumption of alcoholic drinks will only be permitted if the appropriate license has been awarded by the Licensing Department of The Council and that Officers are satisfied that this is appropriate for the venue and event being staged.
- 7.21 The Hirer will not permit the operation or release of any high-flying object without the prior written consent of the Council and the Civil Aviation Authority.
- 7.22 The Hirer agrees that where the Venue is to be used in the dark then he will provide appropriate lighting to cover all areas to which the public are admitted or have access.
- 7.23 The Hirer shall not bring into the Venue any article of an inflammable or explosive character or that produces an offensive smell, or CFC or any oil, electrical, gas or other apparatus without the written approval of the Council.
- 7.24 The Hirer shall obtain approval from the Council for the use of generators at the Event/ Activity. If such approval shall be granted, only diesel generators will be allowed, and the Hirer must ensure that they are operated in a safe manner and are segregated from the public or are protected by suitable covers or barrier, so as to prevent access by members of the public.
- 7.25 The Hirer shall not bring, place or erect any sign, furniture, fitting or structure nor place or fix any additional or decorative lighting in or on any parts of the Venue without prior written consent of the Council.
- 7.26 The use of any public-address system at the Event/ Activity must be first agreed in writing by the Council and must be operated so as not to cause a noise nuisance in breach of clause 7.17. Any necessary licences must be obtained by the Hirer.
- 7.27 The Hirer shall repay to the Council on demand the cost, as certified by the Deputy Operations Manager of reinstating, repairing or replacing or cleansing any part of or property in the Venue if damaged, destroyed, stolen or removed prior to, during or subsequent to the period of hire if

## Terms and Conditions for Events in Open Spaces

related to or by reason of the hiring. The Council's valuation of any damage/ loss subject to fair wear and tear is final.

### **8 Right of Entry**

- 8.1 Authorised Council Officers or Members shall be permitted entry to the Venue at all times during the period of hire
- 8.2 The Council reserves the right to refuse admission to or evict any person from the Venue.
- 8.3 The Council reserves the right to fix a maximum limit for the number of persons attending the Event/ Activity.

### **9 Assignment**

- 9.1 The booking shall be personal to the Hirer and the right to use the Venue shall not be sub-let, assigned or otherwise transferred, the Hirer shall not assign the benefit or burden of any part of the Agreement, or sublet or subcontracted any part of the facility without the prior written consent of the Council.

### **10 Prohibition**

- 10.1 The Hirer shall not stage or engage in any activities that might be deemed to be ancillary to the main purpose of the booking, e.g. catering, stalls, raffles and any other fund raising/ income earning activities without prior written consent of the Council.

### **11 Broadcasting and Television**

- 11.1 The Hirer may not carry out or allow or permit to be carried out any photography, filming, video recording, taping, television or radio broadcast or any other recording of any kind of the Event/ Activity during the period of hire without the prior written consent of the Council. If such consent is given, the Council reserves the right to be a party to any negotiations and the terms and conditions of any agreements reached and to share any income and publicity derived there from. It will be the Hirer's responsibility to acquire any written consent from participants involved in these acts. Any resulting media products are not to be used in any way to bring Brentwood Borough Council into disrepute. No reference is to be made any way that Brentwood Borough Council endorses or supports the product, activity or religious or political view.

### **12 Advertisements**

- 12.1 No advertising material may be issued, nor tickets sold until such time as a binding agreement to hire has been made on payment of the hire charge.
- 12.2 Any contravention of the Town and Country Planning (control of Advertisements) (England) Regulations 2007 or any amendments or variation there to, may be deemed a reason for the cancellation of a hiring or series of hiring. If there shall be any contravention of these requirements, howsoever wheresoever's and by whomsoever caused, permitted or made then the Hirer shall reimburse or refund to the Council the cost of removing any such unauthorised or illicit advertisements or advertising material.

## Terms and Conditions for Events in Open Spaces

### **13 Fly Posting**

- 13.1 No advertising material is to be displayed anywhere on the Venue or elsewhere in the town unless it conforms to the permitted displays authorised by the Town and Country Planning (Control of Advertisement) Regulations 2007 and specific written agreement has been given by the Council.
- 13.2 A deposit may be required as a security, especially for larger events, against the occurrence of fly posting which must be received at least 28 days prior to the Event/ Activity. The deposit will be forfeited either in whole or in part depending on the extent to which the anti-flyposting provisions are complied with.

### **14 Permits and Licences**

- 14.1 The Hirer shall ensure that any licence, permit or other consent which may be required is obtained, whether from the Council or otherwise, before the Event/ Activity may take place and shall, where requested, produce to the Council on demand copies of such licence, permit or consent. If any such licence, permit or consent has not been obtained, the Council reserves the right to cancel the booking forthwith.
- 14.2 When promoting the Event/ Activity, the Hirer will be responsible for exhibiting all necessary permits during the Event/ Activity.
- 14.3 Nothing shall be done by the Hirer that shall or may contravene the terms and conditions of any licence, permits and/ or licence or consent issued in respect of the Venue.

### **15 Health and Safety**

- 15.1 The Hirer agrees to undertake a risk assessment for the Event/ Activity and is to ensure that all participants and contractors comply with all relevant health and safety legislation or any other guidelines, relevant thereto at all times during the Event/ Activity. Copies of the risk assessment must be provided to the Council and/ or any other relevant body e.g. Health and Safety Executive.
- 15.2 For larger events where over 500 people may attend, or where fireworks are to be used by an authorised user, the hirer agrees to attend the appropriate Council Safety Advisory Group (SAG) meeting in order to obtain advice and produce documentation to the SAG group, prior to permission being granted.
- 15.3 The hirer should ensure appropriate first aiders from approved authority in attendance in order to deal with any incidents and to log any incidents.

### **16 Indemnity and Insurance**

- 16.1 The Council is not responsible and will not accept liability for any loss, damage, injury or death howsoever, and by whomsoever caused, whether to property or person(s) sustained by any person in the Venue.

## Terms and Conditions for Events in Open Spaces

- 16.2 The Hirer is responsible for all safety aspects of the Venue prior to, during or subsequent to the Event/ Activity and must accept liability for any loss, damage, injury or death howsoever, and by whomsoever caused, whether to property or person(s) sustained by any person(s) in the Venue.
- 16.3 The Hirer agrees to indemnify the Council against all claims, actions, demands, proceedings, cost or awards in respect of any loss, damage, injury or death to persons or property engaged by assisting the Hirer.
- 16.4 The Hirer agrees to take out Public Liability Insurance Cover or Third-Party Risks [including products liability where appropriate] the relevant limits of indemnity shall be an amount approved by the Head Of Sustainable Communities & Public Places. Under no circumstances shall this be less than £5 million (five million pounds) and the Council reserves the right to require a higher limit if deemed necessary. The Hirer will be required to produce evidence of such insurance.
- 16.5 The Hirer will be required to produce evidence of the existence of Public Liability Insurance at such level as required by the Council in respect of any exhibitor, ground entertainer, sub contractor, or caterer whom the Hirer has instructed or authorised to appear at the Event/ Activity. Under no circumstances shall this be less than £5 million (five million pounds) and the Council reserves the right to require a higher limit if deemed necessary.
- 16.6 Failure to provide proof of insurance cover as required under clauses and 16.5 prior to the Due Date will lead to cancellation of the Event/ Activity. Conditions 16.1, 16.2 and 16.3 shall only apply where the loss, damage, injury or death is caused by or in consequence of any act or omission on the behalf of the Hirer. It shall not apply where the loss, damage, injury or death is caused in whole as the result of any act or omission on the part of the Council.

### **17 Catering**

- 17.1 All caterers at the Event/ Activity must comply fully with the requirements of the Food Safety Act 1990, The Food Safety and Hygiene (England) Regulations 2013, The General Food Regulations 2004 and Regulation EC 852/ 2004 and any arrangements there to and comply with all instructions given by the Environmental Health Officer who can be contacted at [envhealth@brentwood.gov.uk](mailto:envhealth@brentwood.gov.uk).
- 17.2 All caterers at the Event/ Activity are requested to submit their last Local Authority inspection and Food Hygiene Rating along with the following:-
- Details of registration of the food business with a local authority  
Procedures to comply with Article 5 of EC 852/ 2004.
  - Health and Safety at Work Policy Statement and Health and Safety Risk Assessments.

### **18 Traders**

- 18.1 No commercial traders will be permitted to trade at the Event/ Activity without prior written consent of the Council.

## Terms and Conditions for Events in Open Spaces

### **19 Collections or Lotteries**

19.1 No collections, games of chance, sweep stakes, lotteries or betting of any kind may be conducted at the Venue without the prior written consent of the Council.

### **20 Supervision of Children**

20.1 Event Organisers are to ensure that persons involved in the supervision of the children are subject to the appropriate Disclosure and Disbarring Service checks and that copies of these checks are provided to the Council before the date of the event. Failure to do so may lead to permission being revoked by the Council.

### **21 Property Not Removed**

21.1 The Council may remove and store any property that is left by the Hirer in or upon the Venue after the period of hire. The Hirer shall repay to the Council on demand the costs of such removal and storage. The Council shall not be held responsible for any damage to or theft from property by or during its removal or storage. The Council is entitled to remove and sell in such a manner as they think fit any property left at the Venue as a result of hiring not claimed within 28 days at the end of the event. The proceeds of sale which shall be the Council's.

### **22 Animal Welfare**

22.1 The Hirer shall notify the Deputy Operations Manager of their intention to hold pony rides and will comply with the Council's conditions N.B. "Pony" shall also include Horse, Donkey, Mule and Ass.

22.2 The Council prohibits the use of any live creatures, animals or fish, as a prize at any Event/ Activity on its land.

22.3 The Council does not permit guns on any Council owned public open spaces, woodlands, parks or country parks.

22.4 Hunting is strictly prohibited on Council owned land.

22.5 The Council prohibits mass balloon releases on Council owned land.

22.6 The Council prohibits the release of 'Chinese Lanterns' on Council owned land.

### **23 Variations to Agreement**

23.1 The Council reserves the right to vary the conditions of the agreements between the Council and the Hirer at any time on 7 days notice. Any variations so shall be deemed to be incorporated in these conditions. The Hirer may, within 7 days of receipt of such notice, terminate this agreement.

# Terms and Conditions for Events in Open Spaces

## **24 Fireworks**

24.1 The Council will only consider professional firework companies to undertake fire work displays (category 4) on its public open spaces and parks (subject to agreement of appropriate site suitability) on the following conditions;

The event organiser will attend the Council's Safety Advisory Group (SAG) and submit an Event Plan to be reviewed by the professional group that represents SAG. The Event Management Plan will be presented 6 months in advance of the intended firework event.

The professional firework company should be a member of the British Pyrotechnists Association (BPA)\*. As such they will adhere to the BPA professional industry standards for firework displays and demonstrate competency for organising, setting up and firing fireworks at these events.

The fireworks display organiser and fire work display company will also adhere to the Health and Safety Executive (HSE) guidance for public events "Working Together on Firework Displays" (HSG 123) as a minimum standard.

The BPA organises a training and registration scheme for professional firers in the UK.

Professional Firers are required to have completed a number of displays prior to sitting the examination and to maintain a log book of displays fired, are examined at 2 levels and successful candidates awarded a certificate and firer's ID card. A publicly available database of all firers is maintained at the BPA website.

The BPA recommends that the senior firer on a display site will be qualified to Level 2.

\*The British Pyrotechnists Association (BPA)

The British Pyrotechnists Association (BPA) is the trade body that represents the majority of professional firework display companies in the United Kingdom. The Association is committed to maintaining high standards amongst its members, whose activities include the manufacture, importation, sale, transportation, training and use of display fireworks both by members of the public and professionals. More information about the BPA can be found at <https://www.pyro.org.uk/>

For Information:

*As a central representative body, the British Pyrotechnists Association encourages the highest standards with respect to safety, on-site practice and performance of fireworks displays by its members and members of the general public. The Association is a central source of information on all questions relating to the display industry and is responsible for maintaining close liaison with the appropriate authorities on all matters concerning the manufacture, storage, transportation and exhibition of display fireworks. It also considers, makes recommendations, or takes other necessary action on all related aspects of UK and European legislation governing professional fireworks and related products.*

*Members of the Association sit on a number of Health and Safety Executive and Local Government enforcement committees, along with European committees concerned with the harmonisation of fireworks related legislation throughout the European Community.*



## Terms and Conditions for Events in Open Spaces

### **25 Acceptance of Terms and Conditions**

**25.1 I/We have read and understood Brentwood Borough Council's Terms and Conditions and agree to be bound by them.**

Authorised Signature:

Dated:

Print Name:

Event Ref:

Event Name:

Event Date:

Name of organisation or company:

Position within organisation or company:

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## OUTDOOR EVENT APPLICATION

Name of event	<input type="text"/>	
Event location – Site name	<input type="text"/>	
Event location – Street	<input type="text"/>	
Event location – Postcode	<input type="text"/>	
Event date(s)	<input type="text"/>	
Event reference number (Office use only)	<input type="text"/>	Date <input type="text"/>

### SECTION ONE – ORGANISER DETAILS

Name of organisation	<input type="text"/>	
Name of event organisers	<input type="text"/>	
Contact address – street	<input type="text"/>	
Contact address – town	<input type="text"/>	
Contact address – county	<input type="text"/>	
Contact address – postcode	<input type="text"/>	
Telephone numbers	Work: <input type="text"/>	Home: <input type="text"/>
	Mobile: <input type="text"/>	Alt: <input type="text"/>
Email address	<input type="text"/>	
Event public enquiries contact number	<input type="text"/>	

**Note: Please give more than one contact number where possible**



## SECTION TWO – EVENT DETAILS

Description of event proposed

Is Organisation a  
(please select one box only)

Registered  
Charity?

Non-  
Registered  
Charity?

Other

Name of Charity  
(where applicable)

Charity registration number (where applicable)

Will all income raised go to the  
charity concerned?

YES

NO

If no, please give details

Date/ time to enter site  
for preparation



Start time each  
day

Finish time each  
day

Date/time the site will be vacated after the event

Approximate number of people expected to attend?

**Note: Under certain circumstances, a fixed number of people may be imposed by the licensing authority.**

Do you intend to use the following? (Written approval must be obtained from the local authority for their use)

Highway  
Directional  
Signs

Banners/  
Posters

Neither

Please provide full details of  
Signs/ posters etc

**Note: You are advised that the Council reserve the right to remove any unauthorised advertising and to recover the cost incurred from the event organisers**

## ATTRACTIONS

Do you intend to utilise or permit any of the following attractions at the event?

a) Aircraft/ helicopters

o) Market Stalls

b) Alcohol\*

p) Marquees

c) Water

q) Motor Vehicles (specify below)

d) Barrier/ Fencing

r) On site communication

e) Bonfire/ Barbecue (fire  
extinguisher to be supplied)

s) PA system

f) Carnival/ procession

t) Parachutists

g) Fairground equipment/ attractions

u) Portable generator

h) Fireworks/ pyrotechnics/ lasers  
(organised events only)

v) Portable staging



i) Food/ drink concessions

w) Re-enactment groups

j) Hot air balloons

x) Video/ Photography

k) Inflatables (eg bouncy castle)

y) Viewing stands

l) Live entertainment\*

z) Other

m) Live music/ broadcasting pre-recorded music\*

n) Living history or other

**Note** re h) Please give details of show provider plus start and finish times

**Note** re g) Please specify equipment and attractions

**Note** re i) Please list food/ drink concessions – include number of units to be used

**Note** re q) Please specify type of motor vehicles and approximate numbers expected

**Note** re: b), l) and m)\* A special licence may be required for these – please confirm that you have contacted the Local Authority Licensing Officer on 01277 312500

**Note** re aa) Please give further details of 'Other' attractions and number of units to be used

**Please add extra details where applicable**



**N.B. You may be contacted by the emergency services and the Council's Environmental Health Section to provide more specific information**

### **TRAFFIC MANAGEMENT**

**Do you require any of the following?**

\*Road closure  On street parking  Traffic diversion  Not applicable

If yes to any of the above, please provide full details:

**\*If you require a road closure order – please contact the County's Highways Team. Please allow 12 weeks for this to be arranged.**

**Will you require car parking space:** YES  NO

If yes please supply details including anticipated numbers. (Please note that not all sites have parking facilities)

### **TOILET ARRANGEMENTS**

You will be required to ensure that the toilet facilities are adequate for the numbers expected to attend. If mobile toilets need to be hired please submit details of your proposals to include method of disposal and if toilets are hired, the name and address of the hire company. You will also need to ask the hirer for copies of COSHH forms for any chemicals used.

### **LITTER**

Please identify the method to be used in order to maintain the area free of litter and refuse:

**Notes re litter:**



1. The event organiser should ensure that the site is regularly litter-picked during the event and at the end of each day to ensure that the council's obligation under the Environmental Protection Act 1990 - Code of Practice on Litter and Refuse is discharged. If the event organiser fails to do this, then the council reserves the right to carry out the works in default and charge the event organiser the cost incurred.
2. It is the event organiser's responsibility to arrange removal of all rubbish from the site. You will not be permitted to use any council skip/litter bins etc for disposal.

### **CATERING**

Do you intend to have catering at your event?

YES

NO

- All caterers should have health and safety at work policy statement, and health and safety risk assessments
- Details of registration of the food business with a local authority must be submitted with this application.

### **SECTION THREE – INSURANCE**

1. Event organisers are required to hold a current policy of Insurance in respect of Public Liability or Third Party risks (including products liability where appropriate) and Employee Liability Insurance.
2. Organisers will be required to produce evidence of their insurance cover together with that of any exhibitor, band/ dance group, sub-contractor, caterer etc whom they have instructed/ authorised to appear at the event with this application.

### **RISK ASSESSMENTS**

1. Please complete and submit an Event Risk Assessment document
  2. Please complete and submit a Fire Risk Assessment document.
- **Please note the organiser will be deemed responsible for safety at public events**

### **FIRST AID**





It will be the event organiser's obligation to the public and event personnel for the health & safety at your event. The Council request a qualified First Aider is always available on site during your event. The size and nature of the event will dictate whether you will need an ambulance service on site

Details of First Aid cover:

## SECTION FOUR – ADDITIONAL REQUIREMENTS

A detailed draft site plan showing the positions of permanent structures, toilets, first aid, access in and out for emergency vehicles, stalls, marquees, arena, exhibition units, car parking etc and list of programme items is required. In respect of races etc a detailed route plan showing location of route marshals must be provided.

I have enclosed by email to [depotadmin@brentwood.gov.uk](mailto:depotadmin@brentwood.gov.uk), or posted, where necessary the following documentation:

- |                                       |                              |                                    |
|---------------------------------------|------------------------------|------------------------------------|
| Draft site/ route plan                | <input type="checkbox"/> Yes | <input type="checkbox"/> To follow |
| Draft event plan                      | <input type="checkbox"/> Yes | <input type="checkbox"/> To follow |
| Draft medical plan                    | <input type="checkbox"/> Yes | <input type="checkbox"/> To follow |
| Fire/ Risk assessment                 | <input type="checkbox"/> Yes | <input type="checkbox"/> To follow |
| Insurance for event organiser         | <input type="checkbox"/> Yes | <input type="checkbox"/> To follow |
| Insurance for individual participants | <input type="checkbox"/> Yes | <input type="checkbox"/> To follow |
| Risk assessment (Health & Safety)     | <input type="checkbox"/> Yes | <input type="checkbox"/> To follow |



Name of form filler

Position

<input type="text"/>	Date
----------------------	------

Please return to: [depotadmin@brentwood.gov.uk](mailto:depotadmin@brentwood.gov.uk)

**Additional information that you wish to send in hard copy can be posted or sent electronically to:**

**Brentwood Borough Council Works Depot  
The Drive  
Warley  
Essex  
CM13 3BH**

**8 December 2017**

**Community, Health and Housing Committee**

**Rent Setting 2018/19**

**Report of:** *Angela Williams, Acting Head of Housing*

**Wards Affected:** *All*

**This report is:** *Public*

## **1. Executive Summary**

- 1.1 This report seeks the recommendations of the Community, Health and Housing Committee on the proposed rent levels for 2018/19.
- 1.2 The recommendations will be considered by the Policy, Projects and Resources Committee when the final recommendation will 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.

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

It is recommended that the Community, Health and Housing Committee agree:

- 2.1 To decrease Rent by 1% from April 2018 and for the next year.
- 2.2 That Shared Ownership rent be increased by CPI + 1%
- 2.3 To increase General Fund Property Rents by 3%
- 2.4 To apply a 3% increase to Garage Rents
- 2.5 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.
- 2.6 To apply the formula rent to all new tenancies from April 2018/19
- 2.7 To note that rents to be charged at CPI + 1% from 2020/21

### 3. Introduction and Background

- 3.1 The method of setting rents changed when as part of the summer budget in 2015, when the Government announced that rents in the social housing sector would be reduced by 1% a year for the next four years. .
- 3.2 From April 2016, the Council has had to apply a 1% reduction to all social housing apart from supported housing. Based on guidance issued from the Government, Supported Housing rents could have been increased by CPI + 1% for 2016/17 only and then decreased by 1% for the following 3 years. However, for 2016/17 the Council agreed to freeze Supported Housing Rents at the 2015/16 level rather than increase or decrease them.
- 3.3 For 2018/19 all rents included Supported Housing and Affordable Rents will be decreased by 1%. This decrease will also be applied for the following year.
- 3.4 Shared Ownership properties are excluded from the 1% decrease and therefore the rent can be increased by CPI + 1%. The council currently has 16 Shared Ownership Properties of which the Council owns 50% of the property on 14 properties, 30% on 1 property and 40% on another property. The current average rent for a shared ownership property is £36.53. The average rent in 2018/19 will be £37.92 (an increase of 3.8%). CPI in September 2017 was 2.8%.
- 3.5 For background the recent average rent increases have been:
- 2013/14 3.99%
  - 2014/15 5.90%
  - 2015/16 2.20%
  - 2016/17 -1.00%
  - 2017/18 -1.00%
- 3.6 The Council has 9 properties that are in the General Fund and are rented on tenancies. The rents on these properties are not set by Government Guidelines as the properties are not for Social Housing Purposes. It is therefore proposed to increase these rents by 3%.
- 3.7 The average weekly rent for the 9 General Fund properties are £104.05. This would increase to £107.18.
- 3.8 Garage Rents are let to tenants and other public interest, as well as on a commercial basis. Garage Rents were last increased in 2014/15. It is proposed to increase the Rents by 3%.

3.9 The garage sites are under review as potential sites to be redeveloped into Affordable Housing. The Council has successfully developed 2 garage sites at Magdalen Gardens and Fawtlers Close to provide Affordable Housing within the Borough.

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

4.1 The 1% reduction is in line with the rent setting policy as per the previous year.

4.2 Formula rents are replacing target rents and are calculated using a pre-set formula which incorporates local housing values, local earnings of resident's average rents and the number of bedrooms to each property.

4.3 Landlords are encouraged to re-let vacant properties at the formula rent. Formula Rent is to be reduced by 1% and for next year. Landlords have the added option of being able to charge a 5% margin (10% for sheltered housing) above formula rent and remain within the guidelines – but only on new tenancies.

4.4 The average rent decrease will be 1%. This will be equal to an average rent decrease of £0.92 per resident per week.

4.5 From 2020/21 the Government is proposing to allow Councils to increase rents by CPI + 1%. This is a welcomed response from Council's nationwide as it gives Council's the stability and certainty it needs to build more desperately needed new homes and to invest in their existing homes and services for tenants.

4.6 Having modelled the rent reductions into the HRA Business Plan early indications show that the HRA will make a surplus of £350k for 2018/19.

4.7 Historically, the Council has increased fees and charges in line with inflation (currently projected at 3% per annum). This is to reflect that the costs of running the service will rise by approx. 3%, and therefore we try and maintain Service Charges, fees and charges at the same level.

4.8 On 18<sup>th</sup> September Committee agreed the Service Charge Policy to ensure that services supplied are cost recoverable. Officers are currently working on this policy to inform the new charging levels from April 2018. Any increases to current Service Charges, will be capped at CPI plus 1% as recommended in the Governments guidance. Tenants will be informed in due course regarding charges made to their current service charges. The financial impact of this new charging policy will be built into the final budget setting process for the HRA.

- 4.9 The annual rent income to the HRA for 2018/19 is £11,623,702 (gross). A 0.5% void allowance is applied, budgeting a net annual income of £11,565,583.
- 4.10 The annual budget for all current 16 Affordable Rent properties is £148,797
- 4.11 The annual garage rent income to the HRA for 2018/19 is £548,708 (gross). A 31% void allowance is applied, budgeting a net annual income of £377,181.
- 4.12 The garage void allowance is high, due to the garage sites that are hard to let out or have low demand. These sites are proposed to be reviewed to see if any are suitable to develop for Affordable Housing.

## **5. Reasons for Recommendation**

- 5.1 The recommendation is to follow the guideline 1% decrease 2018/19 and the following year as this is what has been set by government.
- 5.2 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

## **6. Consultation**

- 6.1 A meeting was held with Tenants Talk back group on 28<sup>th</sup> November to discuss the proposed rent setting for 2018/19.
- 6.2 It is proposed that Service Charges will be taken to Tenants Talkback on 9<sup>th</sup> January 2018, to discuss the charges and any increases/decreases proposed.
- 6.3 This reduction is timely; at a time when Tenants are concerned about affordability issues with the on set of Universal credit in 2017/18.

## **7. Reference to Corporate Plan**

- 7.1 The Council has a legal obligation to produce a balanced HRA budget and to set the Housing Rent levels for 2018/19.

## **8. Financial Implications**

**Name & Title:** Jacqueline VanMellaerts, Financial Services Manager  
**Tel & Email:** 01277 312729, Jacqueline.vanmellaerts@brentwood.gov.uk

- 8.1 The impact of the changes to the rent levels are outlined in the report. The government recommendation to decrease rents by 1% for the 4 years starting 1 April 2016 does impact on the anticipated surplus on the HRA Business Plan. The actions arising from this report will ensure that the HRA sets a balanced budget.

### **Legal Implications**

**Name & Title:** Daniel Toohey, Monitoring Officer  
**Tel & Email:** 01277 312500 / Daniel.toohey@brentwood.gov.uk

- 8.2 The Council has a legal obligation to produce a balanced HRA budget and to set the Housing Rent levels for 2018/19.

## **9. Background Papers**

- 9.1 Background papers are kept in the finance department.

## **10. Appendices to this report**

- 10.1 None

### **Report Author Contact Details:**

**Name:** Angela Williams, Acting Head of Housing  
**Telephone:** 01277 312568  
**E mail:** angela.williams@brentwood.gov.uk

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**4th December 2017**

**Community, Health and Housing Committee**

**Empty Homes Update**

**Report of:** *David Carter - Environmental Health Manager*

**Wards Affected:** *All*

**This report is:** *Public*

## **1. Executive Summary**

- 1.1** 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.
- 1.2** Officers were instructed to report back to subsequent meetings to provide information on progress and performance indicators regarding empty homes.

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

- 2.1** **Members note the contents of the report and actions taken to deal with empty homes.**
- 2.2** **Members instruct officers to prioritise properties for action to concentrate efforts on identified locations.**
- 2.3** **Officers are instructed to verify data provided to inform Government Empty Home statistics and to liaise with Basildon DC Billing & Benefits Team.**

## **3. Introduction and Background**

- 3.1** The original dataset used was that provided showing properties where the additional Council Tax premium was being applied – a total of 75 properties which had been empty for over two years.

- 3.2 At present a property which is habitable but unoccupied and unfurnished has a 100% discount from Council Tax for a maximum of 3 months, after which normal Council Tax is payable.
- 3.3 Since April 2015 the Council has applied a Council Tax rate of 150% on a property which has been empty for at least two years to attempt to encourage them to be brought back into use.
- 3.4 The Government has just announced in the Budget that this Empty Homes premium will be increased to an additional 100% over standard Council Tax.
- 3.5 Data from the work undertaken to date is presented in the report in Appendix A.
- 3.6 Additional data has now been provided by Basildon DC which is also presented in the Appendix and gives information on more recently empty homes.

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

- 4.1 Following discussions with the Chair and Vice Chair it has been decided that we will identify a few priority locations where empty homes are causing problems and focus attention on resolving these issues.
- 4.2 The initial priority sites are properties in Hatch Road, Goodwood Avenue and Plovers Mead.
- 4.3 The draft strategy has been published on the Council website and contact information made available for residents to advise us of empty homes.

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

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

#### **6. Consultation**

- 6.1 The draft strategy is open for public consultation on the Council website at <http://www.brentwood.gov.uk/index.php?cid=2835> with replies requested by 1<sup>st</sup> January 2018.

## **7. References to Corporate Plan**

### **7.1 Environment and Housing Management**

Manage our housing stock to recognise the limited resources available and the importance of supporting those in greatest need  
Develop effective partnership arrangements with key agencies to deliver services  
Community and Health  
Provide advice, support, guidance and enforcement  
Encourage thriving and engaged communities  
Support community engagement with residents and businesses

## **8. Implications**

### **Financial Implications**

**Name & Title: Jacqueline Van Mellaerts, Financial Services Manager & Deputy Section 151 Officer**  
**Tel & Email: 01277 312829/jacqueline.vanmellaerts@brentwood.gov.uk**

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

### **Legal Implications**

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

**8.2** Government guidance encourages local authorities to identify empty homes and section 85 of the Local Government Act 2003 enables Councils to utilise council tax information to identify empty homes. Government guidance also encourages Councils to formulate empty homes strategies with a view to bringing empty homes back into use.

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

**8.3** None

## **9. Appendices to the report.**

Appendix A - Empty Homes Presentation

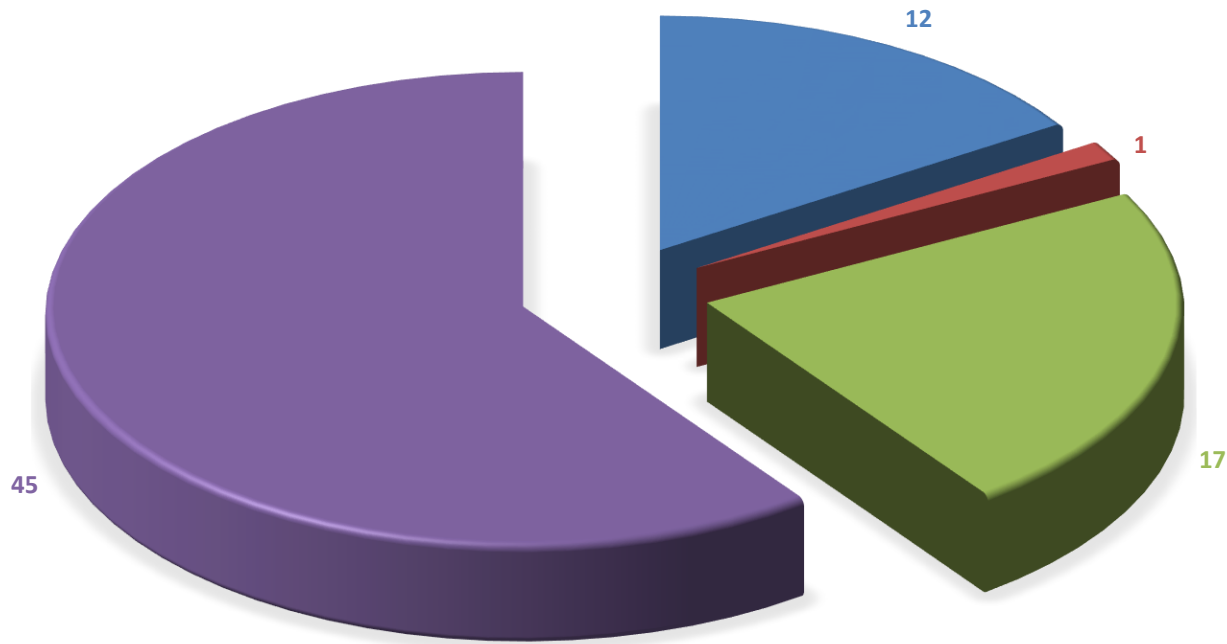
### **Report Author Contact Details:**

**Name:** David Carter - Environmental Health Manager

**Telephone:** 01277 312509  
**E-mail:** david.carter@brentwood.gov.uk

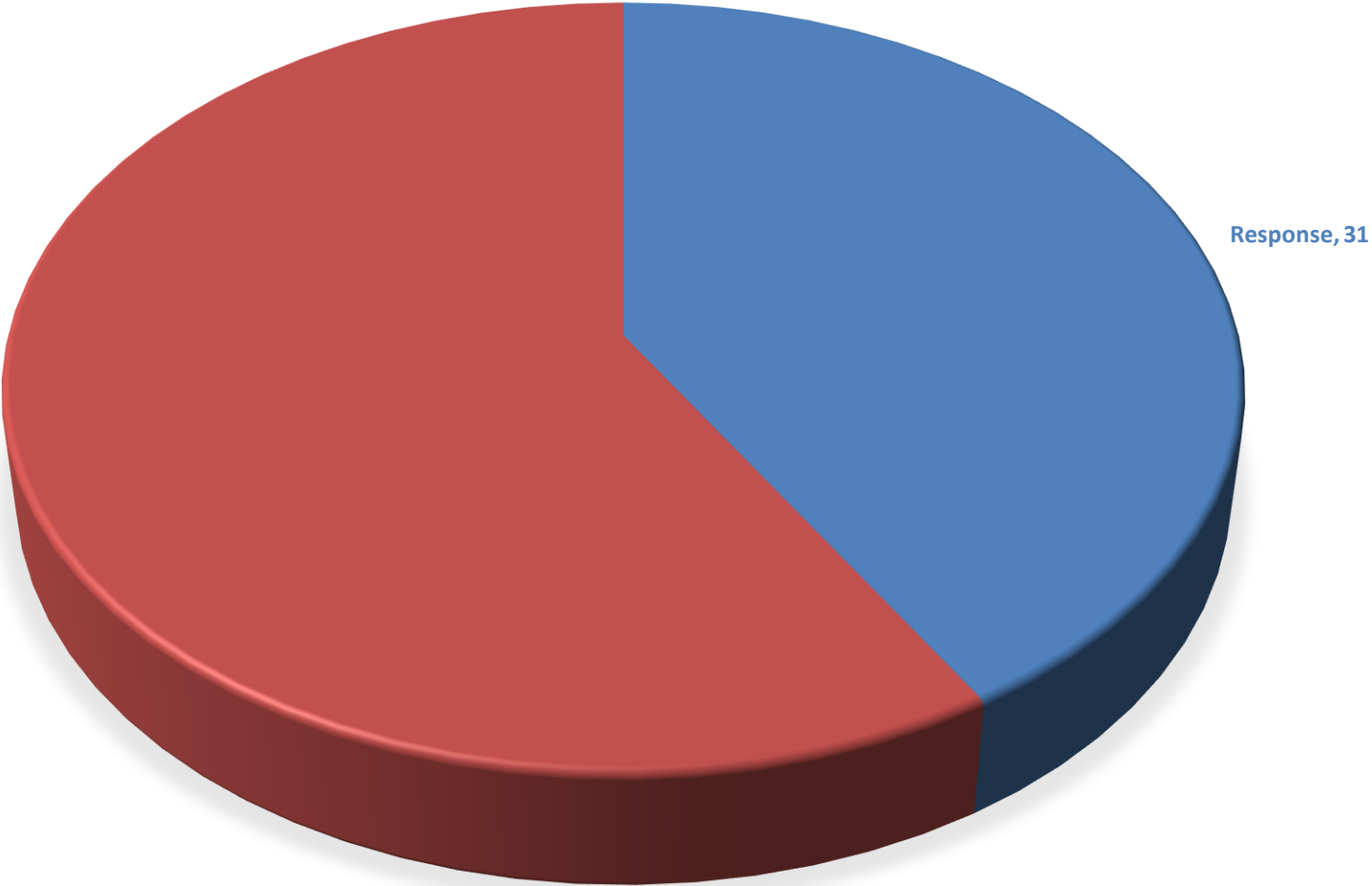
# Empty Homes Update December 2017

EMPTY PROPERTIES PAYING COUNCIL TAX PREMIUM  
BRENTWOOD BOROUGH



■ Empty - works/sale under way/incapable of being used ■ Empty - no activity ■ Not empty ■ Not known

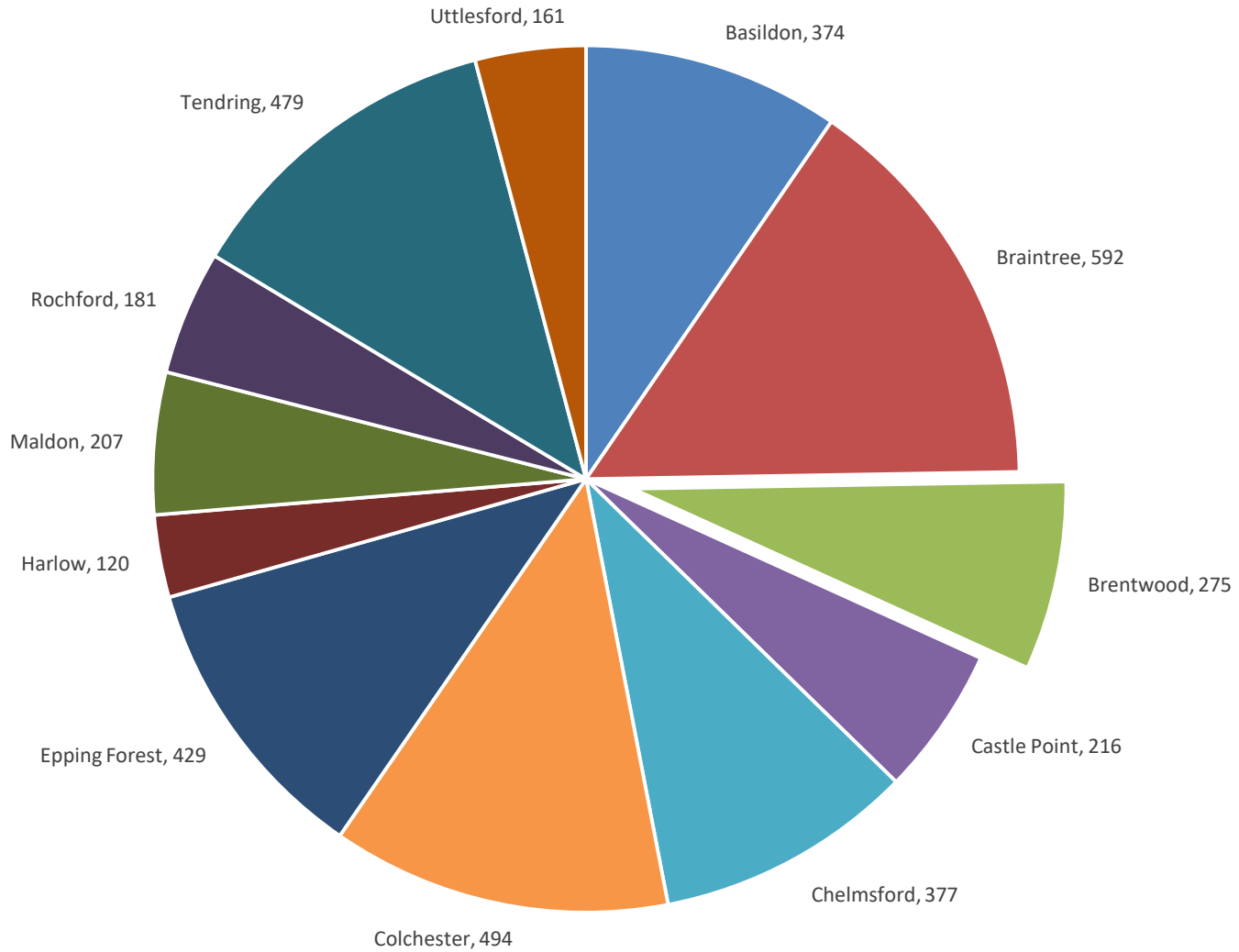
# RESPONSE TO FIRST CONTACT LETTER



No response, 44

Response, 31

# Empty Homes Essex October 2016



**Empty Homes - KPI's**

Month	Total Empty Properties (.gov data)	Over two years empty	New Identified	Reported by public	Number of contacts made (WAVE 1)	Number of contacts made (WAVE 2)	Number of responses	Number of site visits completed	Number of current priority properties	Priority property addresses/wards	Repairs /made secure	Sold	Enforced	CPO'd	Not empty
September	275	75	0	0	75	0	30	13	13	SH4 WA3 HS2 HC1 HN1 BS 1 IFM1	11	0	0	0	17
October	275	58	0	0	0	44	1	1	12	SH4 WA2 HS2 HC1 HN1 BS 1 IFM1	1	1	0	0	3
November															
December															
January															
February															
March															
April															
May															
June															
July															
August															





2008



2012

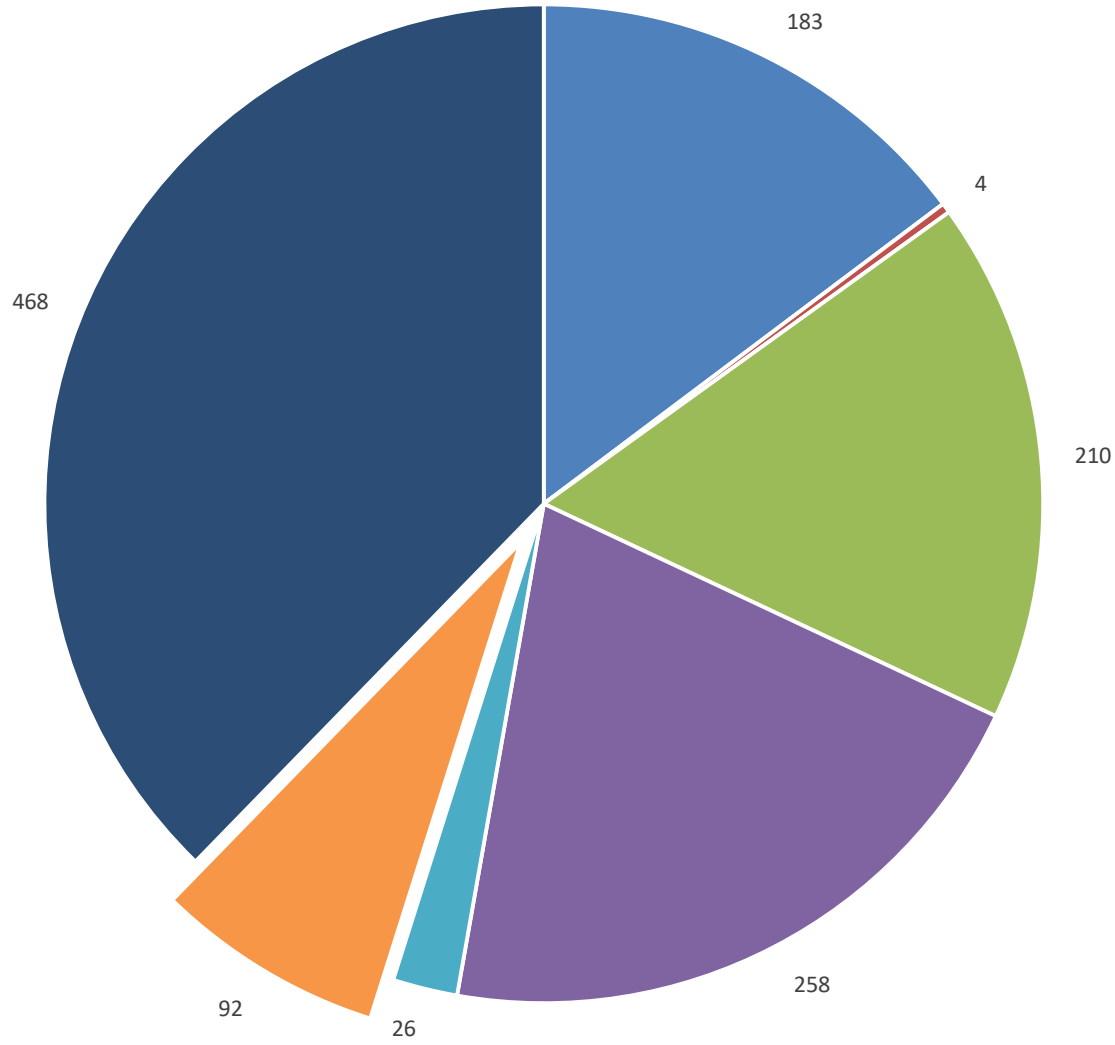


2014



2017

# Empty Homes Data 2017



- B1 Second homes
- BE Second home job related
- C1W Empty home 3 months
- C2 Long Term Empty
- D2 Structural alterations/repairs
- LTE Long term empty levy
- Unclassified

4 December 2017

Community, Health & Housing Committee

Housing Garage Sites – Modular Housing

**Report of:** Angela Abbott, Interim Head of Housing

**Wards Affected:** All

**This report is:** Public

## 1. Executive Summary

1.1 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.’*

1.2 This report sets out the initial issues and options regarding the future provision of the housing garage sites.

## 2. Recommendation(s)

2.1 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.

2.2 That a further report on the options as set out above is provided to the next Community, Health & Housing Committee.

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

- 3.1 A total of 83 Garage sites were reviewed as part of the Pilot Housing Scheme. The sites supplied for the study were identified by the Housing Department as garage buildings together with a limited number of parking spaces, these were understood to be a true reflection of the current ownership by the Council. The Desktop Study was suggested to become a 'live database' to be added to and progressed into a Site Register, ultimately creating a continuously current database of assessed capacity sites to meet the growing housing need.
- 3.2 In December 2015 a report was presented to committee, Min 267 refers, which set out the stages involved in the Study to support the preparation of a Site Register for the Housing Department. The Study set out a Three Stage Process to review all garage sites on the database in more detail.
- 3.3 Stage 1 was conducted as a Desktop Study of garage sites currently under council ownership and the identification of their potential for conversion to accommodate residential development as part of the Pilot Housing Scheme.
- 3.4 Stage 2 was conducted as a series of contextual site appraisals for a quantity of sites immediately identified following the Stage 1 Desktop Study.
- 3.5 A total of 83 sites were reviewed within Stage 1; using desk based information only these were sorted into a 'traffic light' system signalling sites with no potential at this stage for further study, these were coded 'RED' which was a total of 37 sites. Sites with potential for further contextual appraisal and study but which had with constraints were coded 'AMBER' which was a total of 36 sites. Sites for immediate Stage 2 contextual appraisal were coded as 'GREEN' which were 10 in total.
- 3.6 Stage 2 study concluded that out of the 10 'GREEN' sites 6 had the potential to be transferred to Stage 3, whereby detailed Architectural and Planning Feasibility could be undertaken. Stage 3 is proposed to be outsourced given the specialist analysis and design information necessary to produce an informed approach to the Pilot Housing Scheme.
- 3.7 The typologies of units can be varied within the Pilot Housing scheme, there is potential for flatted development in a sustainable location as well as futureproof homes designed for those aged 65plus within appropriate contexts. These typologies can be tailored further when consideration of Planning Policy and need are applied in the process of Stage 3.

- 3.8 The overall number of garages that we have in the Borough are 1158 of which 371 have been void during 2017 attracting a loss of potential rental income totalling £161,220.30.
- 3.9 A number of the garage sites are in a poor state of repair and are not fit for purpose to store a modern car. The majority would be used for storage purposes.
- 3.10 A costing exercise was recently carried out to provide an average cost to either replace or rebuild existing garages and it was determined that it would not be economically viable to build new garages. Although the refurbishment of the garages would be a reduced cost, either option would be result in the requirement to significantly increase rental charges.

<b>To build new garages (per garage)</b>	<b>Cost</b>	<b>Weekly amount based on 5-year plan</b>	<b>Total weekly rent for Council Tenants until 31<sup>st</sup> March 2018</b>	<b>Total weekly rent for non-Council Tenants until 31<sup>st</sup> March 2018</b>
Cost to build new	14400			
Provisional Cost Sum for demolition and site preparation	4000			
<b>Total</b>	<b>18400</b>	<b>£71</b>	<b>£79.23</b>	<b>£82.07</b>
<b>Refurbishment of existing garages (per garage)</b>				
Asbestos survey & removal	2600			
Provisional Cost sum for concrete repairs	750			
Drainage	500			
New roof	1530			
PC sum for Surface/Boundary treatment	1500			
<b>Total</b>	<b>6880</b>	<b>£26</b>	<b>£34.23</b>	<b>£37.07</b>

- 3.11 We would need to firstly need to commission a report to allow us to strategically review the garage sites, which would include, Conservation areas, Listed building Adjacency, Article 4 directions, Planning review, Parking Standards, Nationally prescribed space standards, Sustainable Communities Policies and flood risk
- 3.12 Site specific reports would then be commissioned to allow us to focus on individual sites and set our priorities for the next 5 years. This would include, desktop review from google earth, Site capacity/Unit proposals – Single option per site, Flood risk, Green belt review, parking requirement and planning risk.
- 3.13 As at the 10<sup>th</sup> November 2017, we have 596 applicants requiring accommodation, of which 273 require a 1-bedroom property, 206 require a 2-bedroom property and 91 require a 3-bedroom property.
- 3.14 As at the 10<sup>th</sup> November we have 186 existing tenants requesting a transfer to alternative accommodation, of which 68 are already in accommodation that is too small for their needs.

#### **4 Issues and Options**

- 4.1 It is evident some of the garage sites would not be transferrable to the construction of dwellings but could be utilised for designated parking bays. In terms of the remaining sites which could be developed further to housing a variety of construction methods could be applied, Modular Housing (where contextually appropriate) can be tested along with input from Development Management. As the most recent surveys were undertaken in 2015 then as set out above it will be necessary to undertake a review of the sites.
- 4.2 Modular housing is one modern method of construction (MMC), which involves the modular construction of a dwelling off-site, under controlled plant or factory conditions, using the same material and designing to the same planning and building standards as conventionally built houses. Buildings are produced in 'modules', which are then transported and assembled on site, often resembling serviced 'building blocks'. The individual modular units may be room sized or parts of larger spaces which are combined together to form complete buildings.
- 4.3 It can be noted that there is a wide range of non-traditional construction techniques in use. A number of companies offer both modular and prefabricated structures to develop commercial and domestic buildings. Figure includes a sample of some businesses involved in the MMC, but it is not an exhaustive list, with continental Europe, Japan and the USA being current hotspots for enterprise and innovation.

- 4.4 Modular construction is not a new technology and has been used extensively in commercial buildings since the late 1960s, particularly in America and parts of Europe. In the UK companies like Yorkon have been producing commercial modular units for a number of years, including schools and retail / restaurant units. The market for MMC housing is growing with an increasing range of smaller 'niche' businesses entering the market in the UK to produce modular and prefabricated houses. They vary from ultra-luxury dwellings to extremely cost-effective timber-framed self-build modules. A number of housing associations also utilise MMC for housing contracts to deliver lean costs effective affordable housing projects.
- 4.5 Officers have recently met with a company that specialises in MMC. The meeting was very informative and provided background to how modular housing is manufactured, materials, design and building approach.
- 4.6 MMC of construction may not be appropriate to all projects and locations, but modular / prefabricated construction has been identified as possessing a number of key advantages over traditional construction methods. These include:
- procurement – centralises resources and provides a single point of contact for projects;
  - build schedules – reduces construction time by up to 50%;
  - design, technology and quality – puts design at the centre of the project and leads to technological innovation and repeated high-quality outputs;
  - cost control – minimises construction risks and provides certain delivery timeframes, and
  - local amenity and construction – quick build assembly reduces costs on site and neighbour impacts / disturbance.
- 4.7 Visits to manufactures can be undertaken after a short list has been scoped, this can also link in with other Asset work e.g. the review of accelerated delivery at DHGV. The L&G site at Sherburn in Elmet is circa 500,000 sqft and with jobs forecasts of about 400-500. There is probably an extensive project lead in time – 3-4 years at an established warehouse site before one housing unit is produced.
- 4.8 At the Policy, Projects and Resources Committee in September 2017, Min 116 refers, it was agreed that a consultation was undertaken with the market to test the appetite for asset projects including defining the scope of the approach the Council may wish to take forward, and how it can be released/procured. This would inform how the Council might engage with partners or indeed procure a Joint Venture development partner or investment partner. It would also inform how the Council may take forward self-development projects.



4.9 Any decisions made will be subject to the Council's Procurement Policy and procedures.

## **5 Reasons for Recommendation**

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

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

5.3 It is vital that the Council has 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 leads to the need for replacement at a much higher cost.

## **6 Consultation**

6.1 None at this stage.

## **7 References to Corporate Plan**

7.1 This project directly supports delivery of the Councils Corporate Strategy - Vision for Brentwood 2016-2019 and the following sections:

"We are exploring ways of generating income by maximising returns from our property assets" - paragraph 2 of the introduction.

"Our Borough is a great place to live, work and visit; with strong, healthy and vibrant communities along with a beautiful green environment to enjoy. We want to keep it that way and are working hard to produce a new Local Plan which both protects the essential qualities of the Borough, while at the same time delivering the right mix of housing, jobs, open space and other infrastructure that will be required in the future" - paragraph 3 of the introduction.

"Broaden the range of housing in the Borough to meet the needs of our population now and in the future" – Planning & Licensing

"Consider how Council assets can be utilised to promote sustainable development in the Borough" – Economic Development



## **8 Implications**

### **Financial Implications**

**Name & Title: Jacqueline Van Mellaerts, Deputy 151 Officer**

**Tel & Email: 01277 312500/jacqueline.vanmellaerts@brentwood.gov.uk**

8.1 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**

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

## **9 Background Papers**

9.1 None

## **10 Appendices to this report**

None

### **Report Author Contact Details:**

**Name:** Angela Abbott, Interim Head of Housing

**Telephone:** 01277 312500

**E-mail:** angela.abbott@brentwood.gov.uk

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**4th December 2017**

**Community, Health and Housing Committee**

**Health and Wellbeing Strategy**

**Report of:** *Elaine Hanlon, Principal Environmental Health Officer*

**Wards Affected:** *All*

**This report is:** *Public*

## **1. Executive Summary**

- 1.1 This report is to update members on the revised Health and Wellbeing Strategy for Brentwood for 2017- 2022 (Appendix A).

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

- 2.1 That the Health and Wellbeing Strategy 2017-2022 (Appendix A) for Brentwood be adopted.**

## **3. Introduction and Background**

- 3.1 Following the introduction of the Health and Social Care Act in April 2013, Brentwood Borough Council implemented its own health and wellbeing board and strategy. There were three agreed priorities included in the Health and Wellbeing Strategy for 2014-2017:
- Improving older people's health,
  - Increasing the uptake of vaccinations and
  - Reducing cardiovascular disease through reductions in obesity
- 3.2 The Mental Health Challenge was included as a fourth priority of the Health and Wellbeing Board in September 2015.
- 3.3 In 2016 Essex County Council funded a dedicated shared public health practitioner post to be split between Brentwood Borough Council and Basildon Borough Council to support improvement in public health across the two Borough boundaries.
- 3.4 In addition to funding of a post a project related budget of £26,500 has been allocated by Essex County Council for project spending per year over two years

until 31 March 2018. There is currently a proposal to extend this funding and post for a further three years under consideration by Essex County Council.

3.5 The Strategy for 2017-2022 builds on the three agreed health and wellbeing workplan themes of Ageing Well, Tackling Obesity to Improve Physical Health and Mental Health and Wellbeing. These themes are reflected in the most recent Joint Strategic Needs Assessment (JSNA) for Brentwood and the Public Health England (PHE) Profile for 2017.

3.6 This is the third Health and Wellbeing Strategy for Brentwood.

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

4.1 The priority themes reflect the JSNA, PHE Profile, and have been considered as the areas that should be focused on. These are backed up by data from a range of sources.

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

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

#### **6. Consultation**

6.1 The health and wellbeing board and officers working group have been consulted with in the production of this strategy.

#### **7. References to Corporate Plan**

7.1 The Council's corporate plan makes specific mention of the need to agree the Health and Wellbeing Board Strategy.

#### **8. Implications**

##### **Financial Implications**

**Name & Title: Jackie Van Mellaerts, Finance Service Manager & Deputy Section 151 Officer.**

**Tel & Email: 01277 312829/jacqueline.vanmellaerts@brentwood.gov.uk**

8.1 There are no direct financial implications arising from this report. However there could be potentially pressures, or decrease in service should the funding from Essex County Council not be extended.

### **Legal Implications**

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

**Tel & Email:** 01277 312860/daniel.toohey@brentwood.gov.uk

- 8.2 There are no legal issues directly arising from this report however the broad legal context is contained in the attached strategy and strategy plan documents.

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

- 8.3 None

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

- 9.1 Essex Joint Strategic Needs Assessment (JSNA) 2016  
<http://basildonandbrentwoodccg.nhs.uk/about-us/strategies-plans/1941-bbccg-integrated-joint-strategic-needs-assessment-refresh-2015-1/file>

- 9.2 Public Health England Health Profile 2017  
<https://fingertips.phe.org.uk/profile/health-profiles>

### **10 Appendices to this report**

Appendix A - Health and Wellbeing Strategy 2017-2022

### **Report Author Contact Details:**

**Name:** Elaine Hanlon, Principal Environmental Health Officer  
**Telephone:** 01277 312667  
**E-mail:** elaine.hanlon@brentwood.gov.uk

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# Health and Wellbeing Strategy 2017 – 2022

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## **Foreword**

We believe that everyone has the right to enjoy good health and wellbeing. Therefore, we are committed to promoting the health and wellbeing of Brentwood's communities to enable this to happen.

This new Health and Wellbeing Strategy for Brentwood will provide a clear strategic direction for the Council and its partners to address a number of key health and wellbeing priorities across the Borough.

Although many of our residents in Brentwood live healthy and active lives, good health and wellbeing is not shared amongst all our residents. The most recent Brentwood Joint Strategic Needs Assessment (JSNA) from 2016, reported that although Brentwood has no areas of distinct inequality, there are pockets within the Borough with higher levels of child poverty and long-term unemployment than others, indicating potential health inequalities.

We understand that to reduce these health inequalities there must be focus not only on health but on the wider determinations which affect health and wellbeing to make a difference.

We believe that, working in partnership to produce joined up solutions will maximise resources and ensures the best outcomes. We are therefore committed to working in partnership with Essex County Council, Basildon and Brentwood Clinical Commission Group, Brentwood CVS, other public, private and voluntary sector organisations to focus our collective energies in increasing the opportunities for adults and children to enjoy healthy, safe and active lives.

*Councillor Louise McKinlay*

**Leader of the Council**

*Councillor Chris Hossack*

**Chair of Community, Health and Housing Committee**

*Councillor Olivia Sanders*

**Chair of Health and Wellbeing Board**

Phil Ruck

**Head of Paid Service**

## **Introduction**

This is the third Joint Health and Wellbeing Strategy for Brentwood Borough. It has been produced by Brentwood Health and Wellbeing Board which brings together health, the voluntary and community sector and a wide range of both County and Borough Council services.

This strategy sets out the key priorities which the Board will pursue over the next five years. It is based on a detailed analysis of the health needs in Brentwood from The Joint Strategic Needs Analysis (JSNA) 2016 and The Public Health England Health Profile 2017.

We expect to develop the strategy over the coming years as goals are achieved and circumstances change, this will help focus the Board to ensure that we make progressive changes in improving health and wellbeing in Brentwood.

## **Context**

### **National Context**

The Marmot Review in 2010 'Fair Society, Healthy Lives' proposed evidence-based strategies for reducing health inequalities including addressing the social determinants of health. It concluded that a good start in life, a decent home, good nutrition, a quality education, sufficient income, healthy habits, a safe neighbourhood, a sense of community and citizenship are the fundamentals for improving quality of life and reducing health inequalities.

The Government's response was the White Paper 'Healthy Lives, Healthy People – A Strategy for Public Health in England' (2010). As well as taking the Marmot proposals forward, this identified the need for local communities to be at the heart of public health by focusing on the needs of local populations.

This approach was established in the Health and Social Care Act 2012, it was a fundamental change in the way in which public health, health services and social care are delivered.

The national policy and statutory changes which were introduced by the Health and Social Care Act 2012 have provided opportunities for closer working between health organisations and Brentwood Borough Council has positioned itself clearly in this arena.

## **Essex Context**

Essex County Council are responsible for Public Health across 12 Districts, including Brentwood. Essex has some of the most affluent and most deprived areas in the country, with further pockets of disadvantaged communities that are difficult to identify.

As the Upper-tier local authority, the statutory duty with regards to health and wellbeing rests with Essex County Council. However as identified in the King's Fund report "The district council contribution to public health: a time of challenge and opportunity" (2015), our local authority functions can have a direct impact on the health and wellbeing of our residents, highlighting a level of responsibility within our Council.

Therefore, Essex County Council have identified a need to work in closer connection with local Districts, prompting us to revise our previous Health and Wellbeing Strategy to feed into the revised Essex Health and Wellbeing Strategy in 2018. This will ensure a greater focus on local need.

## **Links to Corporate Plan 2016 – 2019**

As a Borough Council, our everyday service delivery contributes to the Health and wellbeing of our residents. The wider determinants of health are also known as the social determinants of health and have been described as 'the causes of the causes'. They are the social, economic and environmental conditions that influence the health of individuals and populations. Income, employment, education, housing quality, overcrowding and crime are powerfully associated with both physical and mental health.

The corporate plan highlights the Council's commitment of putting into place our plans to ensure the future wellbeing of our community with a three-year vision for Brentwood providing a framework for the delivery of services.

The Priorities identified in our Public Health Partnership Strategic Plan are linked to the vision of our Corporate Plan.

## **Our vision;**

### **Environment and Housing Management**

- Manage our housing stock to recognise the limited resources available and the importance of supporting those in greatest need
- Enable communities to take a more active role in delivering a cleaner and safer environment
- Encourage residents to work with us to take responsibility for the environment, and improve the cleanliness of our streets

- Focus on reducing waste of all sorts by promoting either re-use or recycling
- Develop a leisure strategy to provide strong and sustainable leisure facilities for residents and visitors
- Develop effective partnership arrangements with key agencies to deliver services

### **Community and Health –**

- Encourage thriving and engaged communities
- Make Brentwood a Borough where people feel safe, healthy and supported
- Provide effective representation of local people’s views and needs for improved and accessible health services
- Support businesses, safe-guard public safety and enhance standards locally
- Work with partners to reduce anti-social behaviour and ensure that Brentwood is a safe place to live

### **Economic Development –**

- Develop conditions for job creation and help people back into work
- Promote a mixed economy, maximising focusing on both retail and other commercial opportunities
- Work with other Essex local authorities to promote Essex for shared economic gain
- Consider how Council assets can be utilised to promote sustainable development in the Borough
- Support economic growth and sustainable development

### **Planning and Licencing –**

- Broaden the range of housing in the Borough to meet the needs of our population now and in the future
- Provide advice, support and enforcement to ensure that Brentwood is a safe place to live
- Set planning policy that supports sustainable development
- Represent the views of Brentwood's residents and businesses on key South-East issues
- Implement a planning framework to guide and enable infrastructure delivery

### **Transformation -**

- Provide more modern and effective customer services
- Work with local authority partners for greater devolution of power and funding from central government, to enhance opportunities for growth and prosperity across Essex

- Develop new ways of working for the Council, improving service delivery and reducing costs and unnecessary bureaucracy
- Actively implement the Welfare Reform agenda
- Explore alternative methods of service delivery, including shared services and outsourcing

### **Health Background**

The health of people in Brentwood is generally better than the England average. However, whilst life expectancy for both men and women is higher than the England average, patterns of deprivation show that life expectancy is 8.7 years lower for men and 7.4 years lower for women in the most deprived areas of Brentwood than in the least deprived areas.

Brentwood is the second smallest district in Essex in terms of total population numbers, accounting for 5.2% of the total population in Essex. It has a slightly higher proportion of over 65's compared to the county and a 17% increase is expected between 2015 and 2025 equating to 2,600 more people. This ageing population will put greater demand on local health, social care services and housing needs.

A recent Sport England "Active People Survey" showed only 44% of adults are active once a week with only 27% of adults living in Brentwood achieving 3 x 30 active minutes a week. It is recommended that adults should be active for at least 150 minutes a week to maintain a healthy lifestyle.

Elevated levels of inactivity as well as other poor lifestyle habits are a key contributing factor to weight gain. The latest Health profile report shows over 65% of adults living in Brentwood are either overweight or obese, putting residents at higher risk of developing cardiovascular disease, diabetes and some cancers.

Furthermore, over recent years mental health and wellbeing has become an area of focus within Brentwood. It is estimated that roughly 7,209 Brentwood residents aged 18-64 are living with a mental health problem. Although the proportion of people with a mental health problem in Brentwood is better than the national average, it is believed that mental health problems are often underreported.

In addition to this, a large proportion of older people diagnosed with mental health problems are related to dementia.

## **Brentwood Health Priorities**

Following the most recent release of the Joint Strategic Needs Assessment (JSNA) 2016, the Brentwood Health and Wellbeing Board agreed to focus on areas where the biggest influence could be exerted whilst making a tangible difference with measurable outcomes.

Additionally, with the new Public Health Improvement Practitioner post working across both Basildon and Brentwood, the Board felt it was important to work closer together in partnership, later developing a joint Basildon and Brentwood Public Health Partnership Group involving key members from each of the boroughs health and wellbeing Boards to work in partnership on joint health proprieties and hold joint

responsibility for the delivery of the strategic plan on behalf of the Brentwood Health and Wellbeing Board and the Basildon Health and Wellbeing Partnership. The priority focus areas agreed are;

- **Ageing Well** – Ageing is more widely viewed as a positive concept and it's about ensuring that when we are older we have lives that have value, meaning and purpose, lives through which we can continue to contribute to our families, our communities and the wider economy. It comes with a wide range of challenges for which we continue to spend much time to prepare society. Although we cannot aspire to resolve all these challenges, we will aim to focus our attention on some core areas for improvement and to help the local residents to age well.

### Actions

- Reduce levels of social isolation through increasing activity and strengthening connections within the community.
- Working with partners to promote winter warmth message to prevent ill health during winter months.
- Supporting the over 50's to increase levels of physical activity through a range of activities.
- **Tackling Obesity and Improve Physical Health** – Obesity continues to pose a serious threat to health and wellbeing and is seen as an increasing burden on public services. Regular, physical activity is associated with increased life expectancy and reduced risk of coronary heart disease, stroke, diabetes, hypertension, obesity, and osteoporosis. As part of its commitment to improve health and wellbeing and to assist local residents in becoming more healthy and active, local partners will focus their efforts on a work programme that will promote more physical and recreational activities amongst local residents. We will make

best use of local community assets and help to develop other low-cost/no-cost opportunities working collectively.

#### Action

- To work in partnership with schools to explore further opportunities to support them in taking actions tackling child obesity
- To work with partners to establish opportunities for residents to become more physically active
- To explore further opportunities to increase levels of active travel, working in partnership with schools and businesses to consider new initiatives.
- Support local food business in providing healthier alternatives for customers
- **Mental Health and Wellbeing** - The concept of mental health and wellbeing is not yet sufficiently reflected in the planning, development and everyday delivery of public services. Feelings of contentment, enjoyment, self-confidence, positive self-esteem and engagement with daily living are all a part of mental health and wellbeing. With the growing of number with dementia and mental health conditions, we must continue to work to support those in need and help build self-resilience to cope.

#### Actions

- To contribute to the Essex Mental Health Prevention Strategy through improving; Access to Services, Supporting Community Assets, Access to voluntary employment/encampment opportunities and Promoting physical activity and good mental health.
- To support local schools and businesses to support pupils and employee mental health and wellbeing
- To support residents living with dementia to live well.

### **Basildon and Brentwood Partnership Strategic Plan**

The Brentwood Health priorities, objectives and actions are addressed in the document 'Basildon and Brentwood Public Health Partnership Strategic Plan 2016-2018.

The strategic plan forms the basis of work in progress and will be addressed in full at each Brentwood Health and Wellbeing Meeting.

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**4 December 2017**

## **Community Health and Housing Committee**

### **Leisure Strategy**

**Report of:** *Kim Anderson - Partnership, Leisure and Funding Manager*

**Wards Affected:** *All Brentwood Borough Wards*

**This report is:** *Public report*

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

**1.1.** 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).

#### **2. Recommendations**

**2.1 That officers 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.**

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

- 3.1.** In order to ascertain the true running costs of the Council's leisure facilities, the Council commissioned a Value for Money review and Options Appraisal of the its leisure facilities in 2016 which included the Brentwood Centre, the community halls, Hartswood Golf Course and the Council's play areas. 4Global were appointed to undertake this piece of work and this was completed in November 2016. The subsequent report and recommendations was circulated to all Members in June 2017.
- 3.2.** A soft market testing exercise was also undertaken in 2017 to further inform the discussion, particularly around any decisions to re-procure operational management for the Council's leisure facilities, which could potentially realize some capital investment into the Council's leisure facilities.
- 3.3.** It was agreed at the Policy, Projects and Resources Committee on 20 June 2017 (min. ref. 42) that the Leisure Strategy work will be split into three separate phases to allow officers and Members to go thoroughly explore the options available to them, and that a Leisure Strategy Working Group (LSWG) would be established to scrutinize any of the work and report back to the Corporate Projects Scrutiny Committee with recommendations and that these recommendations would be referred on to the Community Health and Housing Committee or other relevant committee as appropriate.
- 3.4.** Phase 1 would include King George's Playing Fields, Warley Playing Fields. Phase 2 would include the Council's Play areas and Phase 3 would include options for the Brentwood Centre and the longer term strategic view of the Council's Leisure facilities.
- 3.5.** A separate piece of work is currently being undertaken with 4Global which is looking at the play pitch provision across the Borough and this report is due to be finalised in early 2018.
- 3.6.** A number of Members attended two Leisure Development presentations in November 2017 which highlighted some of the advantages of working with a Leisure Development Partner when developing the Council's Leisure Strategy and future vision for its leisure facilities. A summary of their presentations is attached in Appendix A.
- 3.7.** At the Council's Corporate Projects Scrutiny Committee on 21 November the LSWG report was presented recommendations as set out in 2.1a, 2.1b and 2.1c of this report and these were agreed by the Committee.

- 3.8. It was also recommended at the Corporate Projects Scrutiny Committee on the 21 November 2017 that a slight revision to the Terms of Reference be implemented to remove 'phases and replace with workstreams' to enable greater flexibility. This will be taken back to the next LSWG meeting for ratification.
- 3.9. Further updates will be presented to the Corporate Projects Scrutiny Committee for their consideration.
- 3.10. It is proposed that a workshop with industry experts and any interested Members and Officers will also help to assist and inform the framework of the Leisure Strategy within the parameters of the Council's current financial constraints. This will enable the Council to be clear about how it can deliver the desired outcomes from its Leisure Strategy. It will also need to agree the principles that will underpin the Leisure Strategy.
- 3.11. Once Members have agreed the desired outcomes, the Council also needs to be clear how the Leisure Strategy can be delivered. It is therefore recommended that officers work with industry experts to develop the Leisure Strategy as there is not the resources or expertise to do this in house. Future funding streams and the impact on the Council's financial capacity needs to be identified to deliver realistic improvements to the Council's leisure facilities.
- 3.12. After the Leisure Development presentations, it was noted that there could be advantage in running a parallel procurement process at the same time at the various stages of development of the leisure Strategy. This could allow officers and Members to have a clearer idea of how leisure improvements could be funded and inform the Council of any potential costs and income that would be generated by any enhanced or new leisure facility.
- 3.13. The Leisure Strategy and its development is intrinsically linked to the Council's Local Development Plan and the Asset Management Strategy objectives, so in the development of the Council's Leisure Strategy, Members will need to keep those strategies in mind.

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

- 4.1. The Leisure Strategy is one of the key strategies as set out in the Vision for Brentwood 2016-19 document. To deliver a successful Leisure Strategy, Members and Officers need to have a complete picture of the cost of the current provision, how it measures in value for money terms, the future options available to them, together with any risk profiles associated with its leisure facilities.

- 4.2.** The LSWG identified that without a Leisure Strategy in place the Council has no clear path on how it will deliver its desired outcomes or identify the key principles that will support it.
- 4.3.** The key decision for Brentwood Borough Council is how to best provide the level of leisure provision for both current and future Brentwood residents, bearing in mind that it has existing but ageing facilities and that the Council will be faced with future development pressures.
- 4.4.** The 4Global report has set out a number of possible options in respect of the Council's Leisure facilities and there are many factors that the Council need to consider in relation to the future provision of its leisure facilities which include:
- a) The current cost of the service to Brentwood Borough Council
  - b) The objective of the Council to achieve as a minimum a nil cost leisure service
  - c) Market test to see if an alternative operator could manage any of the leisure facilities
  - d) Identify any existing or future financial implications to the Council
  - e) Identify any external funding which could support any future development of leisure facilities
- 4.5.** A robust Leisure Strategy and action plan will set out a high-level timetable of where, when and how the Council or external partner organisation will deliver the desired outcomes of the strategy, and identify future capital and revenue implications to the Council.
- 4.6.** An indicative timetable is set out in Appendix B.

## **5. Reasons for Recommendation**

- 5.1** 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.
- 5.2** 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.

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

## **6. References to Council Priorities**

The Leisure Strategy sits under two main strands of the Vision for Brentwood 2016-19: Environment and Housing Management to develop a Leisure Strategy to provide strong and sustainable leisure facilities for residents and businesses; and Community and Health - to work with community and voluntary organisations to develop the priorities for community development. There are also strong links for the priorities of the Council's Health and Wellbeing Strategy 2014-2017, the Local Development Plan, Active Brentwood/Essex and the Council's Asset Management Strategy 2014/15.

## **7. Implications**

### **Financial Implications**

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

**Tel & Email: 01277 312829/jacquelinevanmellaerts@brentwood.gov.uk**

- 7.1 One of the key drivers for the Leisure Strategy is to reduce the Council's current revenue and capital costs on its leisure facilities and ensure that they are affordable, sustainable and fit for purpose for the future requirements.

### **Legal Implications**

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

**Tel & Email: 01277 312860/daniel.toohey@brentwood.gov.uk**

- 7.2 Any proposed procurement process must comply with the requirements of the Council's Constitution and the EU procurement regulations. Legal Services are available to advise going forward on any process requirements as they arise.

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

Local Development Plan

National Planning Policy framework

Fields in Trust - Guidance for Outdoor sport Play: Beyond the Six Acre Standard

PLC report

4Global report

Sport England

Leisure Strategy summary report

## **9. Appendices to this report**

Appendix A – Summary of Leisure development presentations from Alliance Leisure and Pulse.

Appendix B – Indicative timetable

### **Report Author Contact Details:**

**Name:** Kim Anderson - Partnership, Leisure and Funding Manager  
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Appendix A

Summary of Leisure development presentations from Alliance Leisure and  
Pulse (*to follow*)

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Appendix B  
Indicative timetable *(to follow)*

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**4 December 2017**

**Community, Health and Housing Committee**

**Event Plan 2018/19**

**Report of:** *Kim Anderson - Partnership, Leisure and Funding Manager*

**Wards Affected:** *All Brentwood Borough Wards*

**This report is:** *Public report*

## **1. Executive Summary**

- 1.1.** 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.

## **2. Recommendation**

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

## **3. Introduction and Background**

- 3.1.** The Council's Community Events programme currently support a number of strands in the Corporate Plan, especially Localism and supporting local businesses. It is also an opportunity to support the objectives of other service areas in the Council to promote any new initiatives or campaigns.

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

- 4.1.** It is proposed that the following Council organised community events set out in Appendix A, will be provided in 2018/19 subject to budgets agreed as part of the annual budget setting process.
- 4.2.** Officers will also look at reducing the overheads for the Community Events and look at options to rethink the structure, size and delivery of them to ensure that they will deliver value for money, they are aligned with

the Council's priorities and form part of the proposed Community Development Strategy moving forward.

- 4.3. All of the Community events set out in the plan will be submitted to the Brentwood Safety Advisory Group for any advice and guidance.
- 4.4. The Council will also look at maximizing sponsorship opportunities that will support the events and therefore the current sponsorship packages are currently being reviewed.
- 4.5. **Family Fun Days** –is proposed that there will be six in total, which will be held on Fridays during the school summer holidays in July and August. The target audience is families with primary school aged children. It is proposed to continue to charge for a wristband which will include use of the bouncy castles and the small children's rides. The current charge is £2.50, and it is proposed to increase the charge to £3.50. It is also proposed that the event is extended by an hour from 10.30am – 3.30pm. A separate report on the Fees and Charges relevant to this committee is also before Members tonight.
- 4.6. The Council also provides face painters but as slots are more limited during the event it is proposed that there will be an additional charge for this as this will be on a first come first serve basis and parents can make their own choices. The Family Fun Days also include Punch and Judy plus free taster sessions from local partner agencies and sports clubs. As in previous years it is proposed that three of the Family Fun Days will be based at King George's Playing Fields where there is already a large amount of infrastructure in place such as the large play area, skatepark and accessible parking etc. and it is in a central location for residents to easily access. The other three will be the 'on tour' Family Fun Days around the Borough and it is proposed that for 2018 these will be at Pilgrims Hatch, Mountnessing and Blackmore. These will provide activities to those in more isolated or deprived areas so that they can be accessed easily. Officers took into consideration that these 'on tour' areas can also provide some indoor space for activities should the weather prove to be unsuitable on the day.
- 4.7. **Strawberry Fair** - Strawberry Fair has been delivered by Brentwood Borough Council since 2009. The event remains a traditional Summer community fair and the event has grown over the last few years. There is a main performance area providing live music within a large marquee in

the centre of Shenfield Common. The event also provides opportunities for the selling of traditional local arts and crafts. There are small fun fair rides, bouncy castles and a number of free children's activities. The Council prioritises local stall holders and food providers. For the last few years 'Doddinghurst Road Church' have provided the strawberries and cream for the event, with Brentwood Brewery and Brentwood Breakfast Rotary Club providing the local beer and Pimms area. The Council has recently changed the pricing structure for the stallholders to encourage sole traders and voluntary and community sector organisations to attend the event, but to increase fees for the larger catering units. This provides an income stream which offsets some of the expenditure costs. The event provides a great opportunity to local organisations and performers to promote themselves and their organisations in front of a large audience. The Council also liaises with the provider for rides and bouncy castles to ensure that their price structure continues to be family friendly.

- 4.4 Lighting Up Brentwood** - For many years the Council has delivered a Christmas, Lighting Up event culminating in the Mayor switching on the lights. There is a dedicated working group for Lighting Up Brentwood which involves the local churches, Rotary and Baytree Centre. The event also goes before the Council's Safety Advisory Group. The High Street is closed to traffic. In 2017 a small temporary ice rink was set up behind the main truck stage located outside of Marks and Spencer. There were a number of stalls along the length of the High Street to the junction with Crown Street, hot food and drink providers and two designated alcohol areas. The entertainment provided included live music on the main stage together with walkabout acts that interact with the crowds in and around the High Street. The planning of the event is undertaken by the Lighting Up working group which meets from the end of August onwards until the event date in late November. To keep the event fresh the Council introduces new walkabout acts and static activities each year. The main stage is hosted by Churches Together and priority is given to local groups and individuals to perform. The culmination of the event is the switch on of the festive lights by the Mayor of Brentwood at 5pm together with the winners of the Mayor Christmas Card and Poem competition. An evaluation of the event is undertaken by the Lighting Up working group plus any feedback from the public to provide input into any future event.
- 4.5 Shenfield Christmas Fayre** – In 2014 Brentwood Council staff organised an event in Shenfield to celebrate the switching on of the festive lights and trees. The event proved to be very successful with good input from the local trader's cluster groups providing several free activities for all the family. In 2015 the event was a lot larger with Hutton Road closed to

traffic from the junction with Shenfield/Chelmsford Road to Shenfield Station. Following feedback from residents, the Event Management Team, security staff, the Council's health and safety officer and Essex County Council highways staff, it was proposed that the 2016 event was changed, and that Hutton Road should remain open to traffic. In order to maintain public safety, it was agreed that Hunter Avenue Car Park would be used for the majority of activities such as the ice rink, children's rides and a selection of market type stalls. There was a small road closure around the junction with Friars Avenue and Hutton Road which hosts the performance area with live music. There was also a small bank of stalls located on the wide paved area near Shenfield Parish Hall. A large number of local businesses also provided activities from their premises. In 2016 Shenfield Christmas Faye was successful in receiving £5000 funding from Brentwood Borough Renaissance Group to support the event. Evaluation of the event is undertaken by officers, the business clusters and feedback from the public to provide input into any future event. After feedback from the 2016 event, Hutton Road was closed to traffic for the 2017 event. Live music was performed from a stage outside of Shenfield Library with included local school choirs. Additional activities included a temporary ice rink was positioned in Hutton Road and an inflatable snow globe, plus a number of market stalls selling arts and crafts, gifts, food and drink. There were also a number of small children's rides and walkabout acts. A full evaluation of this years' event has not yet been completed.

- 4.6** In addition to the large community events set out above, there are a number of national campaigns and activities that are supported by the Community Services Team such as World Mental Health Day, Time to Talk and the Health in the Workplace package for staff.
- 4.7** Active Brentwood and the Health and Wellbeing Board jointly funded the Brentwood Sports Awards which took place in November. This was the first awards for five years as in 2013 the Council had received just one nomination. The awards were reinvigorated in 2017 and there were 8 categories: Education Champion on the Year, Coach of the Year, Unsung Hero, Community Club of the Year, Changing Lives Through Physical Activity or Sport, Services to Disability Sport, Young Sports Personality of the Year and Sports Personality of the Year. The Awards were held at South Essex Golf Club, in Herongate with over 60 attendees. It is proposed that the 2018 event will be held at the beginning of November.

## 5. 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.

## 6. References to Council Priorities

The Community Events programme sits under the Community and Health and the Economic Development priorities in the Corporate Plan.

## 7. Implications

### Financial Implications

**Name & Title: Jacqueline Van Mellaerts, Deputy 151 Officer**

**Tel & Email: 01277 312829**

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7.1 The financial implications are set out in the table below:

Event	18/19 total budget	Expected income 18/19
Strawberry Fair	£430	£4,000
Family Fun Days	£5,640	£7,000
Lighting Up Brentwood	£9,690	£5,000
Shenfield Christmas Fayre	£5,000	£7,600
<b>TOTAL</b>	<b>£20,760</b>	<b>£23,600</b>

7.2 Figures are based on 2017/18 income received for the events. As Brentwood High Street is a licensed street £30 of the stallholder's pitch fees will go to the Council's licensing department for the stallholder's street trading license.

7.3 The community events also attract some sponsorship income which support the events.

7.4 In addition to the events budget of £20,120 which pays for the direct costs of the delivery of the events, there are other costs to the Council for the planning and administration which are covered through existing staff costs. A saving on indirect costs may not always be achievable by stopping an event.

7.5 Members also need to bear in mind that the proposed Event Plan for 2018-19 are all outdoor events and subject to the British weather. In the

event of severe weather conditions events may have to be cancelled which will affect the expected income.

**Legal Implications**

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

7.6 All relevant licences and permissions are applied for in relation to the Council's community events.

**Risk Management implications**

7.7 All events are evaluated and reviewed after they have been delivered. The Council also undertakes an annual review and updates the relevant Event Management Plans, Risk Assessments, Fire Risk Assessments for each of its community events.

**8. Appendices**

Appendix A –Proposed calendar of events for 2018/19

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Proposed Event Plan 2017-2018 subject to budget setting

Date	Event	Detail	Total Costs	Income	Income streams	Net costs / BBC Subsidy /Budget requirement	Staffing requirements	Implementation timescales	Council Priority	Expected outcomes	Communication channels
16 June 2018	Strawberry Fair	Large community Fair on Shenfield Common.	£7,134	£7,127.00	Stall holder income, sponsorship	£430	Community Services, Licensing, Depot and EHO staff on day, volunteer stewards and elected Members to assist on the day	February – June	Community and Health & Economic Development	Attracts visitors and participants from outside the Borough, Increase community cohesion, increased volunteering and local community involvement	Press release to confirm date, call for volunteers, advertise sponsors etc. Arrange media partner to support event. Marketing material posters banners etc to publicise event sent out in May and as part of the events for 2018.
27 July - 31 August 2018	Family Fun Days	Three based at King George's Playing Fields and Pilgrims Hatch, Mountnessing and Blackmore	£11,300	£7,790	Stall holder income, wristbands, sponsorship	£5,640	Community Services staff on day	February – August	Community & Health & Economic Development	Attracts visitors from outside the Borough, Increased community cohesion, increased usage of King George's Playing Fields and other open spaces, promotes Brentwood as a great place to live.	Advertise within KGPF or other venue, schools and children's centres and as part of the events for 2018.
24 November 2018	Lighting Up Brentwood	Brentwood's biggest annual community event, which culminates in the switching on of the Christmas lights. Large community involvement on the day such as the candlelit choir, on the move, together with activities, entertainment and a large number of stallholders selling a variety of goods	£19,750*	£9,056*	stall holder income, sponsorship	£9,690	Community Services, Licensing, Depot and EHO staff on day, volunteer stewards, elected members and security staff	February - December	Community & Health & Economic Development	Attracts visitors and participants from outside the Borough, promotes volunteering opportunities, benefits the local economy, and builds community cohesion	Press releases - confirmation of date, Save the date to stallholders who have expressed an interest May/June, advertise sponsorship opportunities, confirmation of partners, call for volunteers, secret santa treasure hunt. Evaluation press release after the event. Liaise with Mayor re switch on
02-Dec-18	Shenfield Christmas Fayre	Shenfield's largest community event which has a lot of local business and schools involvement together with activities, entertainment and a large number of stallholders selling a variety of goods.	£16,511*	£12,750*	local business contribution, RG contribution, sponsorship and stallholder income	£5,000.00	Community Services, Licensing, Depot and EHO staff on day, volunteer stewards, elected members and security staff	February - December	Community & Health & Economic Development	Attracts visitors and participants from outside the Borough, promotes volunteering opportunities, benefits the local economy, and builds community cohesion	Press releases - confirmation of date, sponsorship opportunities, confirmation of partners, call for volunteers, confirmation of business involvement, liaise with the Mayor re speeches
<b>TOTAL</b>			<b>£55,979</b>	<b>£43,853.00</b>		<b>£20,760</b>					

All costings are based on the 2017 costs and income

\*costs to be finalised for these events at the time of publication.

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## **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.

## **Community, Health and Housing Committee**

The functions within the remit of the Community, Health and Housing Committee are set out below

- 1) Community and Localism Initiatives including Assets of Community Value
- 2) The Voluntary Sector and community partnerships
- 3) Leisure and cultural initiatives.
- 4) Parish Council liaison
- 5) Health and Wellbeing
- 6) Grants to organisations/voluntary organisations.
- 7) Parks, open spaces, countryside, allotments
- 8) Community Safety and CCTV
- 9) Affordable housing
- 10) Housing strategy and investment programme where the Policy, Projects and Resources Committee does not decide to exercise such functions as the superior Committee
- 11) The Housing Revenue Account Business Plan where the Policy, Projects and Resources Committee does not decide to exercise such functions as the superior Committee
- 12) Housing standards, homelessness, homelessness prevention and advice

- 13) Housing needs assessment
  - 14) Housing benefit - welfare aspects
  - 15) Private sector housing and administration of housing grants
  - 16) Tenancy Management and landlord functions
  - 17) To make recommendations to Policy, Projects and Resources on the setting of rents for Council homes.
2. To take the lead on community leadership and consultation with stakeholders.