



# Agenda

## Policy, Projects and Resources Committee

Monday, 15 January 2018 at 7.00 pm

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

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### Membership (Quorum – 3)

Cllrs Mrs McKinlay (Chair), Kerlake (Vice-Chair), Barrett, Faragher, Hossack, Keeble, Kendall, Mynott and Parker

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Agenda Item	Item	Wards(s) Affected	Page No
1.	<b>Apologies for Absence</b>		
2.	<b>Minutes of the Previous Meeting</b>		5 - 12
3.	<b>Asset Development Programme Update</b> Report to follow.	All Wards	
4.	<b>Brentwood Borough Renaissance Group Strategic Review and Re-naming</b> Report to follow.	All Wards	
5.	<b>National Non-Domestic Rate Relief Policy</b> Report to follow.	All Wards	
6.	<b>Preparation for General Data Protection Regulation - GDPR</b> Report to follow.	All Wards	
7.	<b>Town Hall</b> Report to follow.	Brentwood South	
8.	<b>Urgent Business</b>		15 - 18

A handwritten signature in black ink, appearing to read 'P. L. R. B.' with a large, sweeping underline.

Chief Executive

Town Hall  
Brentwood, Essex  
05.01.2018

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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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### **Policy, Projects and Resources Committee Wednesday, 29th November, 2017**

#### **Attendance**

Cllr Mrs McKinlay (Chair)	Cllr Keeble
Cllr Kerlake (Vice-Chair)	Cllr Kendall
Cllr Barrett	Cllr Mynott
Cllr Hossack	Cllr Parker

#### **Apologies**

Cllr Faragher

#### **Substitute Present**

Cllr Hirst

#### **Also Present**

Cllr Aspinell  
Cllr Mrs Pound

#### **Officers Present**

Kim Anderson	-	Partnership, Leisure and Funding Manager
Philip Ruck	-	Chief Executive
Jean Sharp	-	Governance and Member Support Officer
Steve Summers	-	Chief Operating Officer
Daniel Toohey	-	Monitoring Officer
Jacqueline Van Mellaerts	-	Financial Services Manager

#### **170. Apologies for Absence**

Apologies were received from Cllr Faragher. Cllr Hirst substituted for him.

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

The minutes of the previous meeting were approved as a true record.

## 172. Asset Development Programme Update

The aim of the Council's Asset Development Programme was to steer and manage development opportunities from the Council's property asset base so as to deliver improved revenue streams from the portfolio but at the same time securing the regeneration, economic development and housing objectives of the council. The report provided an update of the Asset Development Programme Project Board to date.

Further to the PP&R Committee meeting in September 2017, meetings had been arranged with interested partners during December 2017 to consult with the market.

In addition, there were three items from the Early Successes Workstream of the project that had been put forward for resolution at the Committee meeting:

- Memorial Walls
- Community Halls Management
- Early Disposals of Assets

Officers had reviewed the list of the Council's Assets to identify any that might be appropriate for early disposal and the proposed list was tabled at the meeting.

Cllr Mrs McKinlay **MOVED** and Cllr Kerslake **SECONDED** the recommendations in the report.

During the debate and in response to questions, the Committee was advised that details of the potential income from the sale of any of the assets would be sent to Members in confidence; that the sale of land to the rear of Tesco in Warley Hill would be considered at the January 2018 PPR meeting and that decisions relating to assets owned by the Assizes Trust would be made by Trustees.

Cllr Hossack requested the land at Wash Road be added to the list as he believed the Scout troop that met there might be interested in buying it.

Cllr Mrs McKinlay reminded committee members that delegated authority to the cross-party group was already in place so that decisions on the sale of some assets could be made but decisions relating to significant assets would be considered by the Committee. Progress could be tracked as Asset Development Programme Update would be a standing agenda item for future PPR meetings.

Regarding Land at End of Alfred Road included on List 1, due to previous problems experienced by residents, Cllr Barrett requested and it was agreed by the Committee that this asset be moved to list 2.

Cllr Keeble asked to be consulted regarding Land Adjacent to Tipps Cross Village Hall on List 2.

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

### **RESOLVED**

- 1. To note the progress of the Asset Development Programme Project Board.**
- 2. To approve the disposal of assets as identified and agreed at the Committee meeting.**

### **Reasons for recommendations**

The next stage in the project was to consult with the market and to identify any early quick successes.

### **173. Memorial Walls**

The report before Members focused on the delivery of a Memorial Wall in Woodman Road cemetery where, for a fee, people could place memorial plaques for their loved ones. This would also provide the opportunity to enhance an area of the cemetery currently under-utilised, but with much potential given the existing pathway which had no focal point.

A pergola was being incorporated into the design at this stage along with a round bench at the end of the path. A drawing was currently being prepared from which estimated costings could be obtained. Costs and space permitting other walls would be included in the scheme for people who wished to commemorate their pets. Car parking provision, improvements to the path and planting were also being considered subject to cost.

Approval was now being sought from the PPR committee, as landowner, to agree in-principle for the development of a Memorial wall subject to a planning pre-application meeting, planning approval and any other associated permissions that might be necessary.

Cllr Mrs McKinlay **MOVED** and Cllr Kerslake **SECONDED** the recommendations in the report and following a full discussion which included reference to careful consideration of building materials for the wall with regard to future maintenance and the use of plastics and fibreglass for plaques so that they would not be stolen, a vote was taken on a show of hands and it was

### **RESOLVED UNANIMOUSLY**

- 1. That approval be given in-principle for the development of a Memorial Wall in Woodman Road Cemetery.**

**2. That a report be made to the P, P&R Committee in January 2018 seeking final agreement in regards to the following:**

- (i) Design and cost within existing capital resources for cemeteries.**
- (ii) Suitable level of fee and terms and an appropriate agreement and conditions for the plaque.**

**Reasons for Recommendation**

This scheme will enhance the appearance and attractiveness of Woodman Road cemetery. People will have a peaceful place to sit and reflect upon their loved ones in a pleasant environment.

**174. Leisure Strategy - Community Halls**

Members were reminded that, as part of the development of the Council's Leisure Strategy, a Value for Money Review and options appraisal was undertaken in 2016 and the report and recommendations were circulated to all Members. The Council's six community halls were included in this piece of work and were also included as part of the early successes programme workstream within the Asset Development Programme.

Officers had undertaken a review of the current arrangements for the Community Halls and had identified four possible courses of action.

- a) Do Nothing, keep the status quo;
- b) Re-negotiate a new Halls Management Agreement and new leases for the community halls with Brentwood Leisure Trust /Brentwood Leisure Trading;
- c) Explore the direct management of the community halls by Brentwood Borough Council;
- d) and explore the possibility of other 3<sup>rd</sup> party providers managing the community halls.

The report before Members outlined the process to date with a preferred recommendation.

At this stage the preferred option gave the opportunity for negotiations to take place that were in the best interests of the Council and Brentwood Leisure Trust.

Cllr Kerslake declared a non-pecuniary interest by virtue of being a trustee of Brentwood Leisure Trust and left the meeting taking no part in the discussion.

Cllr Mrs McKinlay **MOVED** and Cllr Hirst **SECONDED** a slightly amended version of the recommendation in the report.



Cllr Kendall **MOVED** and Cllr Mynott **SECONDED** an **AMENDMENT** to the **MOTION** and following a discussion a vote was taken on a show of hands and the **AMENDMENT** was **LOST**.

Returning to the original motion and following a full discussion a vote was taken on a show of hands and it was

**RESOLVED to**

**Delegate the Chief Executive in consultation with the Chair of Policy, Projects and Resources Committee to investigate, negotiate and subject to viability agree a new Service Level Agreement and new leases with Brentwood Leisure Trust.**

#### **Reasons for Recommendation**

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

Comments received from Sport England as part of the Local Development Plan consultation, stated that a Leisure Strategy is required that assesses Council owned sports and leisure facilities in order that the Council can continue to work with partners to ensure that appropriate provision is made for the residents of Brentwood. The strategy should not only consider how the Council can provide services, but also how other partners can.

The preferred option incorporates the implementation of the internal audit recommendations in respect of more robust contract management and monitoring.

#### **175. Corporate Sundry Debt Management , Recovery and Write-Off Policy**

Members were reminded that the Council's current Debt Recovery Policy incorporating all debts was established in 2003. This policy contained only minimal detail on Sundry Debt recovery processes which were now outdated.

A new, separate and comprehensive sundry debt recovery policy had been written to cover all aspects of corporate sundry debts, which included good practice, accounting arrangements, recovery processes and the procedure to follow when considering debts for write off.

Cllr Mrs McKinlay **MOVED** and Cllr Kerslake **SECONDED** the recommendations in the report and following a full discussion a vote was taken on a show of hands and it was

**RESOLVED UNANIMOUSLY**

1. That the Committee agrees to remove Section 6 (Sundry Debts) from the existing Debt Recovery Policy 2003.
2. That the Committee agrees to the adoption of a new, separate corporate sundry debt management, recovery and write off policy as per Appendix A of this report.

#### **Reasons for Recommendation**

The existing debt recovery policy does not reflect current working practices and provides insufficient detail of sundry debt policy and processes.

Combining the sundry debt recovery management and write off policy into one document makes both policies easier to follow and review.

#### **176. Council Tax Support Scheme - 2018/19**

This year the Council would like to consider only minor changes to ensure that Brentwood's Local Council Tax Support scheme remained in line with the changes made by Central Government for Housing Benefit and Universal Credit.

People of pension age continued to be protected from any changes in Local Council Tax Support; therefore any scheme had to be devised for people of working age only.

The Brentwood Borough Council scheme continued to be prepared within the framework of an Essex-wide scheme with local variations. For the last three years Brentwood's scheme had remained virtually unchanged.

Cllr Mrs McKinlay **MOVED** and Cllr Kerslake **SECONDED** the recommendations in the report and following a discussion a vote was taken on a show of hands and it was

#### **RESOLVED**

**To approve Brentwood's Council Tax Support Scheme with minor changes to reflect changes in legislation made by Central Government in both Housing Benefit and Universal Credit.**

#### **Reasons for Recommendation**

To agree and adopt the proposed Council Tax Support scheme for 2018/19 prior to 31 January 2018.

#### **177. 2017/18 Medium Term Financial Plan Mid Year Review**

The Medium Term Financial Plan (MTFP) set out the key financial management principles and budget assumptions. It was then used as the framework for the detailed budget setting process to ensure that the Council's resources were managed effectively in order to meet its statutory responsibilities and deliver the priorities of the Council over the medium term.

Cllr Mrs McKinlay **MOVED** and Cllr Kerslake **SECONDED** the recommendations in the report and following a full discussion during which Cllr Mrs McKinlay agreed the proposal that the Committee should receive quarterly or 6-monthly updates on progress with the Town Hall remodelling, a vote was taken on a show of hands and it was

**RESOLVED to**

1. **Agree the Revised General Fund Position as shown in Table 6.**
2. **Agree the current Capital Programme position as shown in Table 7.**
3. **Agree the current HRA position as shown in Table 9.**

**Reasons for Recommendation**

Effective financial management underpins all of the priorities for the Council and will enable the Council to operate within a sustainable budget environment.

**178. Urgent Business**

The Chair, Cllr Mrs McKinlay, advised that further to the call for an Extraordinary Council meeting which was to take place on 13 December 2017, she had included this item of urgent business to provide relevant information to ensure the discussion at that meeting focused on concerns over sufficient resources being in place for the successful delivery of the Local Development Plan (LDP), the stated purpose of the Extraordinary Council meeting.

Members were aware that a letter had been received from the Secretary of State requesting information on the Council's programme and timeline in relation to submission of the LDP and Cllr Mrs McKinlay had responded with relevant information. She had undertaken to meet with representatives from government and had begun this process with the MP. She expected to receive a response to her letter to the Secretary of State which would subsequently require additional information to be provided.

Cllr Mrs McKinlay advised that she had fully discussed the available resources with the Chief Executive and relevant Officers and had been repeatedly assured that the necessary resources in terms of officers, finances, legal input and software were in place to enable the LDP to be delivered in accordance with the proposed timeline. Essex County Council would provide highways impact and planning information and funding and expertise would be received from central government in relation to proposals for Dunton Hills Garden Village regarding which there was positive engagement with neighbouring authorities. A document had been tabled at the meeting which set out an overview of resource currently in place and this would be circulated to all Members.

Cllr Mrs McKinlay reiterated that preparation for the 6-week consultation to gather further evidence which would begin in mid-January 2018 was being undertaken. Methods of consultation were being considered and all Members would be involved in deciding how best to ensure all residents were given the opportunity to submit their opinion. Comments and concerns from the consultation would be digested and issues mitigated through provision of evidence before progressing to Regulation 19 – the final sharing of the Plan before submission to Government.

Cllr Mrs McKinlay advised a briefing document would be circulated to all Members which would include information provided at this meeting and she **MOVED** and Cllr Kerlake **SECONDED** and following a debate it was

**RESOLVED UNANIMOUSLY**

**that the document be taken forward to facilitate the discussion at the Extraordinary Council meeting.**

Cllr Kendall requested that responses to the following questions be provided:

1. What specific evidence was needed to deliver the LDP?
2. Who was providing that evidence?
3. What was the timescale for providing this evidence?
4. Regarding the changes to the listed numbers of houses at individual sites, who decided to make the changes, who decided on the final figures and what evidence was used to make the changes?
5. How can residents object to proposals if they have not seen the new evidence?
6. If residents have already objected to proposals will their response be carried forward or will they need to send in a new comment?

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The meeting ended at 9.00pm

## **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.

## **Policy**

To undertake and discharge any functions in relation to strategic policies including periodic reviews of the policy framework adopted by full Council from time to time except where required by law to be undertaken elsewhere.

## **Finance**

- 1) Financial Services
- 2) Contracts, commissioning, procurement
- 3) Legal services
- 4) Health and safety at work (in so far as it relates to the Council as an employer)
- 5) Corporate communications and media protocols
- 6) Corporate and Democratic services
- 7) Member Development
- 8) Data quality
- 9) Human resources
- 10) Information Communication Technology
- 11) Revenues and Benefits
- 12) Customer Services
- 13) Assets (strategically)

2. Overall responsibility for monitoring Council performance
3. To formulate and develop relevant corporate policy documents and strategies including the Corporate Plan.
4. To formulate the budget proposals in accordance with the Budget and Policy Framework, including capital and revenue spending, and the Housing Revenue Account Business Plan (including rent setting for Council homes), in accordance with the Council's priorities and make recommendations to Council for approval.
5. To formulate the Council's Borrowing and Investment Strategy and make recommendations to Council for approval.
6. To take decisions on spending within the annual budget to ensure delivery of the Council's priorities.
7. To approve the making of a virement or payment from the Council's reserves with a maximum value of £200,000.
8. To approve the write off of any outstanding debt owed to the Council above the delegated limit of £5,000.
9. To determine capital grant applications.
10. To make recommendations on the allocation and use of resources to achieve the council's priorities.
11. To manage and monitor the Council approved budgets.
12. To provide the lead on partnership working including the joint delivery of services.
13. To consider any staffing matters that are not delegated to Officers, such as proposals that are not contained within existing budgetary provision.
14. To strategically manage any lands or property of the council and provide strategic property advice relating to the council's Housing Stock and without prejudice to the generality of this, to specifically undertake the following.

### **The Council's Asset Management Plan**

- (a) The acquisition and disposal of land and property and taking of leases, licenses, dedications and easements.
- (b) The granting variation renewal review management and termination of leases, licenses, dedications and easements.



- (c) Promoting the use of Council owned assets by the local community and other interested parties.
  - (d) To manage any lands or property of the Council;
  - (e) To include properties within the council's Asset Management Portfolio including Halls etc.
  - (f) To take a strategic approach to asset management, ensuring that the use of all of the Council's Property assets achieves Value for Money and supports the achievement of the Council's corporate priorities.
  - (g) To review the corporate Asset Management Plan annually.
  - (h) The acquisition of land in advance of requirements for the benefit, improvement or development of the Borough.
  - (i) Disposal of land surplus to the requirements of a committee.
  - (j) Appropriation of land surplus to the requirements of a committee.
  - (k) Promote the use of Council owned assets by the local community and other interested parties where appropriate.
  - (l) Property and asset management, including acquisitions and disposals not included in the approved Asset Management Plan.
  - (m) To take a strategic approach to commercial activity, both existing and new, ensuring the Council realises revenue generation opportunities and supports the achievement of the Council's corporate priorities.
  - (n) Promoting a culture of entrepreneurialism and building the required skills and capacity.
  - (o) To consider and approve business cases and commercial business plans for commercial activity.
15. To consider and propose matters concerning the promotion of economic development throughout the Borough and the interface with countryside or regional economic development initiatives.

### **Economic Development**

- (a) To lead, consider and propose matters concerning the promotion of economic development throughout the Borough and the interface with countryside or regional economic development initiatives.

- (b) To promote and encourage enterprise and investment in the Borough in order to maintain and sustain the economic wellbeing and regeneration of the area.
- (c) To develop climate where businesses and individuals can innovate, compete and contribute to the economic development and regeneration of the area; and excellence in local business.
- (d) To encourage the growth of existing businesses in the borough and access to the skills and training necessary to support them.
- (e) To develop and deliver a Borough wide initiative on apprenticeships.
- (f) To consider and determine matters relating to the promotion, maintenance and enhancement of the vitality and viability of shopping centres within the Borough.
- (g) To consult with the Chamber of Commerce, Federation of Small Businesses, residents and other interested third parties.
- (h) To maintain a special interest in promoting employment in the Borough.
- (i) To promote and encourage tourism and heritage.
- (j) Parking (off street parking provision in Council owned/leased off-street parking places).
- (k) Crossrail
- 16. To review and facilitate the transformation of delivery of services.

### **Transformation**

- (a) To approve and facilitate the transformation of delivery of services.

### **Projects**

- (a) To identify, monitor and oversee the implementation of major Corporate projects.
- (b) To advise the Corporate Projects Scrutiny Committee of the major Corporate projects that require scrutiny in 2017/18.