

Minutes

Policy, Projects and Resources Committee Tuesday, 19th March, 2019

Attendance

Cllr Mrs McKinlay (Chair)
Cllr Kerlake (Vice-Chair)
Cllr Barrett
Cllr Kendall

Cllr Mynott
Cllr Parker
Cllr Ms Rowlands

Apologies

Cllr Hirst

Substitute Present

Cllr Bridge

Also Present

Cllr Aspinell
Cllr Nolan

Officers Present

Philip Ruck	-	Chief Executive
Zoe Borman	-	Governance and Member Support Officer
Daniel Toohey	-	Head of Legal Services and Monitoring Officer
Steve Summers	-	Chief Operating Officer
Stuart Anderson	-	Facilities Manager
Steven Butcher	-	Projects & Programme Manager
Greg Campbell	-	Director of Operations
Philip Drane	-	Director of Strategic Planning
Chris Leslie	-	Executive Director of Commercial Services
Jacqueline Van Mellaerts	-	Chief Financial Officer
Lorne Spicer	-	Business Development and PR Manager

379. Apologies for Absence

Apologies were received from Cllr Hirst and Cllr Bridge attended as Substitute.

380. Minutes of the Previous Meeting

The Minutes of the Policy, Projects and Resources Committee held on 5th February 2019 were approved as a true record.

381. Chair's Update

The Chair's update was noted by Members.

382. Dunton Hills Garden Village Project Governance

In January 2017, Dunton Hills Garden Village became one of 14 Garden Village proposals across the UK to receive a garden settlement designation and funding to bring forward its delivery. Dunton Hills Garden Village is one of four strategic allocations in the Council's Pre-Submission Local Development Plan (February 2019).

Local leadership is needed to ensure delivery of the garden village in line with emerging policy. The Council should play a significant role in shaping a locally-led masterplan so that it meets local needs and the garden city principles.

To this end, a Governance Framework (Appendix A) has been prepared to ensure the masterplan and development process delivers the best possible outcome for the planned, locally-led Garden Village in accordance with the Council's emerging Local Plan policies. The Governance Framework details the organisational structure, roles and responsibilities, reporting lines and project controls put in place to ensure effective and timely decision-making, to enable project success. The framework is a living document, to be updated as the project progresses.

Approval of the Governance Framework is important to ensure:

- a) Land ownership integration;
- b) Consistent quality;
- c) That development is locally-led; and
- d) Deliverable

Following a full discussion Cllr McKinlay **MOVED** and Cllr Kerlake **SECONDED** the motion subject to the following amendment:

1. **To approve the approach defined by the Governance Framework**

(Appendix A), recognising that this will need to evolve as the project progresses through different stages of development and delivery.

- 2. To approve the membership of the governance arrangements outlined in the Governance Framework *subject to Ward Councillors being included within the Community Engagement meeting.***
- 3. To add “Ward Councillors” under the membership column for community engagement in Table 2 of the Governance Framework (Appendix A).**

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

- 1. To approve the approach defined by the Governance Framework (Appendix A), recognising that this will need to evolve as the project progresses through different stages of development and delivery.**
- 2. To approve the membership of the governance arrangements outlined in the Governance Framework subject to Ward Councillors being included within the Community Engagement meeting.**
- 3. To add “Ward Councillors” under the membership column for community engagement in Table 2 of the Governance Framework (Appendix A).**

Reasons for Recommendations

Land Ownership Integration: While there is one dominant site owner who owns most of the land (promoted by Commercial Estates Group (CEG)), there are up to eight different land parcels/ownerships within the site allocation. This will require careful coordination and site-wide planning to ensure masterplan integration, so that the Garden Village feels coherent and cohesive, as well as the appropriate apportionment of infrastructure delivery costs.

Consistent Quality: The masterplan and design guidance across the whole site allocation should be underpinned by Garden Community principles and additionally incorporate the locally-led spatial vision. A masterplan framework and design guidance should ensure that proposals clearly set out a coherent development across all land interests, irrespective of which developer brings forward the respective sites.

Locally-Led: Strong local leadership is one of the garden community principles and is crucial to developing and delivering the long-term vision and eventual stewardship arrangements for this new garden village community. Proposals should have the backing of the local authority in which they are situated, including Essex County Council. While the planning application process is being led by a master developer and potentially other developers, it is important that the right governance is in place to ensure that proposals align with local aspirations and requirements of the local area in order to achieve this aim.

Deliverability: Planning a garden village requires a substantial amount and the timely delivery of new infrastructure to address the impact of development and aid the early establishment of a cohesive community. This involves complex liaison with a number of statutory bodies, utility suppliers and the local community to ensure sustainable investment in infrastructure. The governance arrangements ensure that the right stakeholders will be brought into the process at the right time.

383. Asset Development Programme Update

The aim of the Council's Asset Development Programme ("ADP") is to realise the potential of 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. This report provided an update on the work of the Asset Development Programme Project Board ("Project Board") to date.

This report outlines the progress made by the Project Board on a) the Joint Venture Partner Procurement, b) the wholly owned Company (Seven Arches Investments Ltd), c) the Early Successes Programme and other in-house items including the Memorial Wall project.

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

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

That the Council submits an expression of interest for the Future High Streets Fund by 22nd March 2019.

Reasons for Recommendation

To update the Committee on the progress of the Asset Development Programme.

384. Seven Arches Investment Limited Business Plan

This item was deferred and will come to a later Committee.

385. Changes to the Constitution of the Police, Fire and Crime Panel for Essex

The Police and Crime Panel was established in 2012 to hold the Police and Crime Commissioner to account.

In October 2017 the Police and Crime Commissioner assumed responsibility for the fire service and the name of the role changed to the Police, Fire and Crime Commissioner. At the same time, the Police and Crime Panel became the Police, Fire and Crime Panel.

As a result, the functions of the panel have also changed. It is necessary to update the 'panel arrangements'. These need to be agreed by all 15 local authorities in the Essex police area, which are ECC, the two unitary councils and the 12 borough, city or district councils. The panel arrangements have also been updated to reflect the experience of operating the panel over the first 6 years of its existence.

This report asks the committee to agree the revised panel arrangements on behalf of Brentwood Borough Council. A similar report is being considered by the other 14 authorities.

Cllr Bridge **MOVED** and Cllr McLaren **SECONDED** the recommendations in the report

Following a full discussion, a vote was taken by a show of hands and it was **AGREED:**

- 1. That the Panel Arrangements at Appendix A with effect from 1 February 2019 be agreed.**
- 2. Note that the rules of procedure at Appendix A will be adopted by the Panel and do not form part of the Panel Arrangements.**

Reasons for Recommendation

To enable the Police, Fire and Crime Commissioner to function.

386. Draft Parental Leave Policy for Elected Members

There is at present no legal right to parental leave of any kind for people in elected public office. This applies to MPs as well as councillors. Therefore,

councils may only take action on a voluntary basis.

The Council currently does not have a Parental Leave Policy for Elected Members.

This report aims to provide a mechanism to enable draft proposals be put into place for elected members including

- 6 months paid in full of all allowances as relevant to the individual
- Group leaders to decide 'cover' arrangements during period of leave

Any policy would need to be reviewed to ensure it meets with the Council's existing Human Resources policies and legal requirements.

Cllr McKinlay **MOVED** and Cllr McLaren **SECONDED** the recommendations in the report.

Members welcomed this report and following a full discussion a vote was taken by a show of hands and it was **AGREED UNANIMOUSLY**:

- 1. That a cross party meeting of group leaders takes place to confirm the proposals, which will be put forward to the Independent Remuneration Panel for consideration with adoption at Annual Council in May 2019.**
- 2. That the draft policy is reviewed to ensure it meets with the Council's existing Human Resources policies and legal requirements, with details to be discussed and agreed at the Cross-Party meeting.**

Reason for Recommendation

To enable a formal Parental Leave Policy to be place for elected members.

387. Request for Licence to Occupy by Brentwood Youth AFC - Larkin's Playing Field

Brentwood Council were approached in 2018 by Brentwood Youth Athletic Football Club (BYAFC) with a view to securing a licence to occupy Larkin's Playing Field in order to fulfil their aim of establishing a permanent base that the club could invest in and attract external funding for improvements.

Larkin's Playing field is one of the Council's larger and principle open spaces in the Borough and is located in the Pilgrims Hatch ward along the Ongar Road (Appendix A).

The club currently reside at the site on an unofficial basis with no secure tenure, their residency is secured each season via the hiring of pitches from the council for the winter sports season. This allocation is not guaranteed each year.

Following investigations it was confirmed that the site is designated as public open space with a number of restrictive covenants placed on it as part of the deed of gift when the site was given to the Council by the Larkin family. This was one of the main reasons that the Council were unable to grant the club a Licence to Occupy.

Officers therefore sought, through discussion, a solution with the co-operation of the Chair of the Community, Health and Housing Committee, Ward Members and representatives of BYAFC. Following these discussions a suggested way forward was agreed which is before the Committee for agreement.

Cllr McLaren **MOVED** and Cllr Rowlands **SECONDED** the recommendations in the report.

Following a full discussion a vote was taken by a show of hands and it was **AGREED UNANIMOUSLY:**

- 1. That Officers enter into discussions with Brentwood Youth Athletic Football Club to establish a constituted working partnership for the management and improvement of Larkin's Playing Fields.**
- 2. That Officers in consultation with the Chair of Community, Health and Housing Committee, Ward Members and Brentwood Youth Athletic Football Club agree heads of terms of the working partnership and draw up a draft partnership agreement for the management of Larkin's Playing Field.**
- 3. That delegated authority be given to the Director of Operations in consultation with the Chair of the Community, Health and Housing Committee to agree the draft partnership agreement on behalf of the Council.**

Reason for Recommendation

To allow Officers to continue discussions with Brentwood Youth Athletic Football Club and establish a constituted partnership for the management and improvement of Larkin Playing Fields.

388. Brentwood Town Hall Update

The attached report provides an update on the Town Hall redevelopment programme, including the community hub and partners, Council Chamber and back office space, commercial space and residential units.

Cllr McKinlay **MOVED** and Cllr Rowlands **SECONDED** the recommendations in the report.

Following a full discussion a vote was taken by a show of hands and it was **AGREED UNANIMOUSLY:**

For Members to note the progress of the Town Hall Transformation Programme.

Reason for Recommendation

To provide an update to Members on the progress of the Town Hall Transformation programme.

389. Feasibility Study for Parking on Housing Greens

At the Ordinary Council on the 6th March 2018 as part of the medium-Term Financial Plan 2018/19 to 2020/21 it was agreed that £25,000 would be allocated to the Council's Capital Programme for a Feasibility Study for parking on Housing Greens.

Housing Greens within the Council's ownership have now been identified as potentially suitable for the provision of additional parking in Coram Green (Appendix A), Birkbeck Road (Appendix B), the former Housing depot at Fielding Way in Hutton (Appendix C) and Whittington Road (Appendix D).

A feasibility study has been undertaken out on the sites including discussions with ECC Highways, BBC Planning Services and a review of the utility services provisions. The next stage of the process is to develop detailed designs identifying exact location and number of parking spaces for each site.

Subject to detailed design, resident's consultation and planning permission it is intended that the parking bays will be installed within the 2019/20 financial year.

Cllr McKinlay **MOVED** and Cllr Bridge **SECONDED** the recommendations in the report.

Members were advised to speak with Mr Summers with any proposals for their wards.

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

- 1. To instruct Officers to develop detailed designs for each location identifying exact location and number of spaces.**
- 2. To instruct Officers to undertake a consultation exercise with residents on the detailed designs.**
- 3. That funding has been set aside from the 2019/20 HRA budget for**

implementation of the work, with approval given subject to the detailed work being finalised and planning permission granted.

Reasons for Recommendation

To enable Officers to develop detailed designs and submit a formal planning application for approval.

390. Urgent Business

There was no urgent business. However, Cllr McKinlay took this opportunity to thank all Members of this Committee, past and present for their support.

The meeting concluded at 8.10