



Agenda

Ordinary Council

Wednesday, 22 January 2020 at 7.00 pm
Council Chamber, Town Hall, Ingrave Road, Brentwood, Essex
CM15 8AY

Membership (Quorum – 10)

Cllrs Parker (Mayor), Ms Sanders (Deputy Mayor), Aspinell, Barrett, Dr Barrett, Bridge, Chilvers, Clarke, J Cloke, S Cloke, Mrs Davies, Mrs Fulcher, Fryd, Haigh, Hirst, Mrs Hones, Hossack, Jakobsson, Keeble, Kendall, Kerlake, Laplain, Lewis, McCheyne, McLaren, Mrs McKinlay, Morrissey, Mynott, Naylor, Nolan, Mrs Pearson, Poppy, Mrs Pound, Reed, Tanner, Tierney and Tumbridge

Agenda

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7. **Committee Chairs Reports and Members Questions**
Report to follow.
8. **Brentwood Local Development Plan: Addendum of Focussed Changes to the Pre-Submission Local Plan (Regulation 19)**
Report to follow.
9. **Council Tax Reduction Scheme**
Report to follow.
10. **Corporate Strategic Plan**
Report to follow.
11. **Appointment of Statutory Officer**
Report to follow.

12. **Notices of Motion**

17 - 22

13. **Urgent Business**

An item of business may only be considered where the Mayor is of the opinion that, by reason of special circumstances, which shall be specified in the Minutes, the item should be considered as a matter of urgency.



Jonathan Stephenson
Chief Executive

Town Hall
Brentwood, Essex
07.01.2020

Information for Members

Substitutes

The names of substitutes shall be announced at the start of the meeting by the Chair and the substitution shall cease at the end of the meeting.

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

Rights to Attend and Speak

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

A Member who is not a member of the Committee may speak at the meeting. The Member may speak at the Chair's discretion, it being the expectation that a Member will be allowed to speak on a ward matter.

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

Point of Order/ Personal explanation/ Point of Information

Point of Order

A member may raise a point of order at any time. The Mayor will hear them immediately. A point of order may only relate to an alleged breach of these Procedure Rules or the law. The Member must indicate the rule or law and the way in which they consider it has been broken. The ruling of the Mayor on the point of order will be final.

Personal Explanation

A member may make a personal explanation at any time. A personal explanation must relate to some material part of an earlier speech by the member which may appear to have been misunderstood in the present debate, or outside of the meeting. The ruling of the Mayor on the admissibility of a personal explanation will be final.

Point of Information or clarification

A point of information or clarification must relate to the matter being debated. If a Member wishes to raise a point of information, he/she must first seek the permission of the Mayor. The Member must specify the nature of the information he/she wishes to provide and its importance to the current debate. If the Mayor gives his/her permission, the Member will give the additional information succinctly. Points of Information or clarification should be used in exceptional circumstances and should not be used to interrupt other speakers or to make a further speech when he/she has already spoken during the debate. The ruling of the Mayor on the admissibility of a point of information or clarification will be final.

Information for Members of the Public

Access to Information and Meetings

You have the right to attend all meetings of the Council and Committees. You also have the right to see the agenda, which will be published no later than 5 working days before the meeting, and minutes once they are published.

Dates of the meetings are available at www.brentwood.gov.uk.

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.

 **Private Session**

Occasionally meetings will need to discuss some of its business in private. This can only happen on a limited range of issues, which are set by law. When a Committee does so, you will be asked to leave the meeting.

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 **Access**

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

 **Evacuation Procedures**

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



Minutes

Ordinary Council
Tuesday, 8th October, 2019

Attendance

Cllr Parker (Mayor)	Cllr Kendall
Cllr Ms Sanders (Deputy Mayor)	Cllr Kerlake
Cllr Aspinell	Cllr Laplain
Cllr Barrett	Cllr Lewis
Cllr Dr Barrett	Cllr McCheyne
Cllr Bridge	Cllr Mrs McKinlay
Cllr Chilvers	Cllr Morrissey
Cllr Clarke	Cllr Mynott
Cllr J Cloke	Cllr Naylor
Cllr S Cloke	Cllr Nolan
Cllr Mrs Davies	Cllr Mrs Pearson
Cllr Fryd	Cllr Poppy
Cllr Haigh	Cllr Mrs Pound
Cllr Hirst	Cllr Reed
Cllr Mrs Hones	Cllr Tanner
Cllr Hossack	Cllr Tierney
Cllr Jakobsson	Cllr Tumbridge
Cllr Keeble	

Apologies

Cllr Mrs Fulcher	Cllr McLaren
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Officers Present

Phoebe Barnes	-	Corporate Finance Manager
Paula Harvey	-	Interim Head of Legal and Monitoring Officer
Chris Leslie	-	Executive Director of Commercial Services
Claire Mayhew	-	Corporate and Democratic Services Manager
Steve Summers	-	Interim Chief Executive
Jacqueline Van Mellaerts	-	Director of Corporate Resources

223. Apologies for Absence

Apologies were received from Cllrs McLaren and Fulcher.

224. Declarations of Interest

Cllr Hossack and Cllr Nolan declared an interest by the virtue that the polling station referred to within the agenda, is their local polling station.

Cllr Bridge declared an interest by the virtue that that he is part of the management committee of a Polling Station referred to within the agenda.

Cllr Kendall declared an interest by the virtue that he is the Chair of the Bus and Rail Users Association.

225. Mayors Announcements

The Mayor advised Members of the engagements he had undertaken and reminded Members that nominations for Aldermen and Alderwomen and Freeman and Freewomen which needed to be made before the end of October.

The Mayor also advised Members that Civic Awards nomination would be open from 1st November 2019.

226. Minutes of the previous meeting - 26 June 2019

The minutes of the 26. June 2019 Ordinary Council meeting were APPROVED as a true record.

227. Minutes of Extraordinary Council meeting - 30 July 2019

The minutes of the 30 July 2019 Extraordinary Council meeting were APPROVED as a true record.

228. Minutes of Extraordinary Council meeting - 18 September 2019

The minutes of the 18 September 2019 Extraordinary Council meeting were APPROVED as a true record, subject to an amendment to the attendance list to shown the apologies received by Cllr Tumbridge.

229. Public Questions

Mrs Patricia Smith put the following questions to the Leader of the Council:

What Equality Act, Autism Act and Care Act training, and autism/disability/hidden disability/mental health/disability and carer issues training has the Council undertaken?

Will the council please pass a motion in support of #BackTo60 – 1950s born women who have had their state pensions taken away for six years, no notice, and left to pay additional NI contributions for the full new state pension, also with no notice, leaving them and their families in dire straits, losing their homes etc?

Cllr Hossack thanked Mrs Smith for her two questions.

In relation to the first question Cllr Hossack informed her that in terms of the Housing Advice and Homeless Prevention Officers they have received no specific training on autism. The Officers are trained in relation to the Equality Act and relevant legislation which includes:

- In-house Training – Including case law updates and peer-to-peer sessions
- Shelter Training (which includes Homelessness, Housing Law and Temporary Accommodation and the Law). These courses include face-to-face training on the Equality Act, including disability-related matters and the public sector equality duty. Information on courses is obtainable directly from Shelter and is available online.
- Housing Reviews Limited: Officers have undertaken Homeless training, which is provided by Housing Reviews Limited to a large number of Local Authorities throughout the country. The courses include face-to-face training on matters related to the Equality Act and discrimination. Information is obtainable directly from Housing Reviews Limited and is available online.

In response to the second question Cllr Tumbridge advised on behalf of Cllr Hossack that the High Court had recently made judgement against the claimants case. Therefore in light of the High Court decision it would not be possible for the Council to consider such a motion as set out in the question.

Mrs Gearon-Simms put the following question to the Leader of the Council:

“I understand that buyers of council owned properties are contractually obliged to desist from selling or renting these properties for five years. What action does the Council take to ensure that the purchases of the council properties comply with their contractual obligations?

For example, how long is it before these brought properties can be rented or sold?”

Cllr Hossack thanked Mrs Gearon-Simm for her question.

He advised her that all properties bought via the Right to Buy Scheme have a clause within their lease, and a restriction on their Title Register prohibiting them to sell before 10 years after date of completion. If looking to sell within the first five years after completion, a percentage of the discount received will be repayable to the council.

If the homeowner wishes to sell before the 10 year period expires, they must comply with legislation under Housing Act 1985 s 156 which refers to the Councils Right of First Refusal. This in summary states that the Council should be offered the opportunity to buy back the ex-council property, before placing on the open market.

There are no clauses or restrictions in place with regards to how long a homeowner must wait before they are able to let out their property. Therefore, they are free to do so straight away, and notify Housing of their correspondence address.

The council relies on the duty of the Conveyancer/Solicitor to notify the Housing/Legal department when a transfer is taking place. Upon this notification, actions are taken to ensure accounts are balanced, discounts owed are repaid and the Right of First Refusal is upheld.

230. Memorials or Petitions

No memorials or petitions were presented.

231. Committee Chairs Reports and Members Questions

Committee chairs reports were provided for Members information.

Questions were put to Chairs and responses received.

232. Review of Polling Districts and Polling Places

The report detailed the responses received to the statutory review of polling districts and polling places, evaluating the issues raised and proposed amendments to the current schedule for Members approval.

Cllr Hossack **MOVED** and Cllr Mrs Hones **SECONDED** the recommendations in the report.

An amendment was **MOVED** by Cllr Kendall and **SECONDED** by Cllr Mrs Davies to state:

Members are asked to agree the amendment to respect of the Pilgrims Hatch Ward list at Paragraph 39 Option 2-1.

This amendment was accepted by Cllr Hossack.

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

R1. Members were asked to agree the modification in respect of the LB polling place description to “The area within one mile radius of the junction of Larchwood Gardens and Ongar Road, Pilgrims Hatch.

- R2. Members were asked to agree the amendments in respect of the Pilgrims Hatch Ward listed at Paragraph 39 Option 1**
- R3. Members were asked to agree the minor amendments to Brentwood South Ward and Tipps Cross – Stondon Massey Polling District as set out within the report at Paragraph 14 and 41.**
- R4. Members were asked to approve the schedule of polling districts and polling places before them, as modified in accordance with the above resolutions.**

Reason for Recommendation

The Council has a responsibility to ensure that suitable arrangements are made for the holding of elections in line with the statutory duties of the authority.

233. Lloyds Set Off Agreement

The report sought approval from members of the Council to enter into a Set off Agreement with Lloyds Bank with regard to debit and credit balances on the Council's bank accounts.

The Council had a gross overdraft facility which allowed debit balances on one or more of the accounts to be offset against credit balances on one or more of the other accounts, provided that the combined balances of all the accounts were in credit.

Lloyds Bank had reviewed its contractual arrangements and was asking each Local Authority to formalise the facility by entering into a Set Off Agreement.

Cllr Hossack **MOVED** and Cllrs Mrs Hones **SECONDED** the recommendations in the report.

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

- R1. To approve entering into a Set Off Agreement with Lloyds Bank.**
- R2. To designate the Director of Corporate Resources as a Proper Officer of the Council for the purpose of signing the Agreement.**
- R3. To instruct the Head of Legal Services to provide to Lloyds Bank plc a certified copy of the minutes of this meeting as verification that approval has been granted.**

Reason for Recommendation

Council approval was required to formalise Banking Arrangement with Lloyds Bank by entering into a set off agreement.

234. Extension of Loan Facility to Seven Arches Investments Limited

The report requested a £30m extension to the loan facility available to Seven Arches Investments Limited (SAIL). The governance arrangements and treasury management implication around this are also addressed.

Cllr Hossack **MOVED** and Cllr Tumbridge **SECONDED** the recommendations in the report.

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

- R1. **Approve a £30m extension (total £60m) to the loan drawdown facility available to Seven Arches Investments Limited.**
- R2. **Delegate authority to the Policy, Resources and Economic Development Committee to approve the use of the new total remaining drawdown facility as and when required.**
- R3. **Approve the revised prudential indicators set out in paragraphs 6-9 and to update the Treasury Management Strategy accordingly.**

Reason for Recommendation

Council approval was required to make changes to the treasury management strategy and delegate its powers.

235. Notices of Motion

The Mayor informed the members that seven Notices of Motion had been received. However, motion 3 had been withdrawn and therefore will not be debated.

Six notices of motion were debated:

1. Cllr Mrs Pearson **MOVED** the following motion **SECONDED** by Cllr Hossack.

The following sites are longstanding carbuncles in Brentwood:

Former Charles Napier site
Land opposite Shenfield Common
Wates Way

We call on the appropriate officer to explore whether it is possible to engage with the land owners to see how we can move these forward so that the contribute positively to our Borough.

Cllr Chilvers proposed two amendments to the Motion.

1. An amendment was **MOVED** by Cllr Chilvers and **SECONDED** by Cllr Mynott that the Charles Napier and Wates Way site be removed from the original motion.
2. An amendments was **MOVED** by Cllr Chilvers and **SECONDED** by Cllr Naylor that 29 Cromwell Road be added to the original motion.

Cllr Pearson accepted the seconded amendment, but not the first. The second amendment now formed part of the substantive motion.

After a full discussion. A vote was taken by a show of hands for the first amendment:

“That the Charles Napier and Wates Way site be removed for the original motion”.

The vote was **LOST**.

A vote was taken on the substantive motion with the amendment to include 29 Cromwell Road.

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

2. Cllr Mrs Pound **MOVED** the following motion **SECONDED** by Cllr J Cloke.

The impact that pavement parking has on our community particularly those with issues of social isolation and limited mobility. The danger to residents forced to walk in the road due to blocked pavements.

The current responsibility for enforcement lies with the police who have limited powers in this area and often do not have time to enforce.

This Council therefore:

1. Welcomed the recent report by the Commons Transport Committee calling for new legislation to deal with the issue of pavement parking.
2. Welcomed the Transport Committee’s recommendations that enforcement of this ban should lie with local authorities.
3. Requests that the Chief Executive write to the Secretary of State for Transport expressing our support for the introduction of a nationwide ban on pavement parking with responsibility for enforcement to the local authority.
4. Undertakes that at the appropriate time we will work with the relevant stakeholder to ensure that any necessary exemptions to the ban are implemented in the Borough.

An amendment was **MOVED** by Cllr McKinlay and **SECONDED** by Cllr Hossack. This accepted by Cllr Pound and Cllr Cloke to state:

3. *Requests that the Chief Executive write to the Secretary of State for Transport expressing our general support for the recommendation around the introduction of a nationwide ban on pavement parking with responsibility for enforcement to the local authority.*

Following a discussion a vote was taken on a show of hands and it was **RESOLVED UNANIMOUSLY.**

(Cllr Hirst declared non-pecuniary interest in the virtue of this role as the Police, Fire, and Crime Commission for Essex)

3. Cllr Aspinell **MOVED** the following motion **SECONDED** by Cllr Mynott.

This Council resolves that the requirement for named substitutes attending committee meetings to be removed from the Constitution. Subject to the appropriate statutory training having taken place, this would facilitate the option for substitutions at committee meetings to be undertaken by any member within each political party.

The current arrangement is restrictive and takes no account of personal or work commitments of Council Members. As such, it should be replaced with a more effective and democratic process.

Cllr Barrett **MOVED** and Cllr Keeble **SECONDED** an amendment to the first paragraph to state:

“This Council resolves that the requirement for named substitutes attending committee meetings to be removed from the Constitution. Subject to the appropriate statutory training having taken place, this would facilitate the option for substitutions at committee meetings to be undertaken by any member within each political party or any Independent Party may choose another member to substitute”.

The amendment was accepted by Cllr Aspinell and Cllr Mynott.

Following a discussion a vote was taken on a show of hands and it was **LOST.**

(The meeting was adjourned for a 5 minutes comfort break)

4. Cllr Kendall **MOVED** the following motion **SECONDED** by Cllr Chilvers.

The members of Brentwood Borough Council call upon the Department of Transport to provide the funding for the installation of a lift on platform four at Brentwood Station as soon as possible.

Following a discussion a vote was taken on a show of hands and it was **RESOLVED UNANIMOUSLY.**

5. Cllr Laplain **MOVED** the following motion **SECONDED** by Cllr Chilvers.

In light of the excellent news that the blue badge scheme will be extended to those with mental health issues as well as physical disabilities so they can access shops, travel and services, Brentwood Council will take a proactive approach to this by instructing officers to review the blue badge parking available to establish whether it can be significantly increased and bringing a report on their findings to the Council's PRED Committee.

An amendment to the motion was **MOVED** by Cllr Tumbridge and **SECONDED** by Cllr Nolan to state:

"In light of the excellent news that the blue badge scheme will be extended to those with mental health issues as well as physical disabilities so they can access shops, travel and services, Brentwood Council will take a proactive approach to this by instructing officers to review the blue badge parking available to establish whether there is a demand and need to increase and bringing a report on their findings to the Council's PRED Committee".

This amendment was accepted by Cllr Laplain and Cllr Chilvers.

Following a discussion a vote was taken on a show of hands and it was **RESOLVED UNANIMOUSLY**.

6. Cllr Chilvers **MOVED** the following motion **SECONDED** by Cllr Mynott.

This Council offers a vote of thanks to the 19 councillors who, at an ordinary Council meeting on July the 5th, 2011, saved Brentwood Town Hall for the future use of the council and the people of Brentwood. Also that the names of all these councillors be specifically mentioned in a Brentwood Borough Council press release on this subject. The names of these 19 members being: Councillors Aspinell, Baker, Mrs Brehaut, Carter, Clarke, Mrs Coe, Mrs Davies, Mrs Holmes, Kendall, Lee, Le-Surf, Miss Lewis, Lloyd, Mynott, Parker, Quirk, Sapwell, Sparling and Tee.

A vote was taken on a show of hands and it was **LOST**.

236. Urgent Business

There were no items of urgent business.

The meeting concluded at 21:46pm.

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Agenda Item 5

Committee: Ordinary Council	Date: 22 January 2020
Subject: Public Questions	Wards Affected: All
Report of: Jean Sharp	Public
Report Author/s: Name: Jean Sharp Telephone: 01277 312655 E-mail: jean.sharp@brentwood.gov.uk	For Information

In accordance with the Council's Constitution, a member of the public resident within the Borough may ask a maximum of two questions relating to the business of the Council providing notice has been received by 10.00am two working days before the relevant meeting.

If the person wishing to ask the question is not present at the meeting when the item is called the question(s) will be deleted from the list of questions to be asked.

Every question asked pursuant to rule 11.1 of the Constitution shall be put and answered without discussion but the Member to whom the question has been put may decline to answer. An answer may take the form of a direct oral answer at the Council meeting or where there has been insufficient time to research an answer, a written answer will be sent to the questioner.

Mrs Jan Gearon-Simm had submitted the following question:

1. *A group of YouTube stars have raised more than \$6m (£4.7m) to plant trees around the world.*

YouTubers have created the #Team Trees project.

All donations are sent directly to the ARBOUR DAY FOUNDATION, a US non profit organisation dedicated to planting trees, which they will plant around the world starting in January 2020 with the aim of completing the project within 3 years.

Will Brentwood Borough Council contact the ARBOUR DAY FOUNDATION, having first identified areas in Brentwood where trees can be planted?

Mrs Patricia Smith had submitted two questions:

1. *What obligation is there upon Brentwood councillors, (and what mechanisms are in place to ensure), that Brentwood Council members respectfully and fully consider and properly answer a resident's questions; that residents can physically easily hear the verbal response in the Council chamber in it's entirety, from where they are obliged to sit (at the back, with councillors sitting at a distance and speaking in a direction away from them); and that members issue a proper (timely) response clearly in writing, and properly, thoroughly, investigate and follow up afterwards the concerns raised in residents' questions?*

2. *Regarding Brentwood Council's complaints system, and the associated Council responsibility for accountability, democracy, and for ensuring the vital independence of any necessary scrutiny of itself, in how it deals with complaints.*

What mechanisms are in place to ensure the objectivity, impartiality and fairness of the Brentwood Council Complaints process? Please explain how the Council attempts to ensure that principles and standards of response to complaints are adhered to.

Committee: Ordinary Council	Date: 22 January 2020
Subject: Notices of Motion	Wards Affected: All
Report of: Jean Sharp – Governance and Members Support Officer	Public
Report Author/s: Name: Jean Sharp - Governance and Members Support Officer Telephone: 01277 312655 E-mail: jean.sharp@brentwood.gov.uk	For Decision

Summary

Fourteen Notices of Motion have been submitted in accordance with Rule 3 in Part 4.1 of the Constitution - Council Procedure Rules and are listed in order of the date received.

1. Cllr Hossack submitted the following Notice of Motion:

This council has in place a ban on the release of balloons and lanterns from Council owned land. Given the implications to the environment and wildlife, we would encourage private land owners and venues to do likewise.

Proposed by Cllr Hossack

Seconded by Cllr Kerlake

2. Cllr Poppy submitted the following Notice of Motion:

It has become apparent that there is a proliferation of advertising boards in our High Street. This is directly affecting the accessibility of the High St. particularly for those with visual impairment and other physical disabilities to the extent it has become a hazard for them.

Therefore it is moved that this council commences a stakeholder consultation with a view to a ban of on-street advertising boards in Brentwood High Street. A feasibility assessment is to be carried out as to how this might be enforced. Results of the consultation and feasibility study are brought back to the appropriate committee for consideration.

Proposed by Cllr Poppy

Seconded by Cllr Mrs Tierney

3. Cllr Peter Jakobsson submitted the following Notice of Motion:

That Council endorses the work already being undertaken by Officers in setting up a Brentwood Dementia Action Alliance to make Brentwood Dementia Friendly. In addition to the Health and Wellbeing Board reporting to the Community and Health Committee annually, progress is also reported to full council on an annual basis.

Proposed by Cllr Jakobsson

Seconded by Cllr Mrs Davies

4. Cllr James Tumbridge submitted the following Notice of Motion:

That officers be instructed to make arrangements to aid members in the simplification of the updating of members interests.

Proposed by Cllr Tumbridge

Seconded by Cllr Hossack

5. Cllr Chilvers submitted the following Notice of Motion:

Brentwood residents are excellent recyclers and make a superb effort to recycle as much as they can.

However, a number of items are not easily recyclable and, no doubt, this weighs heavily on their consciences. One item type that isn't commonly recyclable is pet food packaging.

An average cat, fed on pet pouches, dry food and treats will fill the equivalent of a standard bath full of non-recyclable waste each year.

There are solutions available with companies such as Terracycle.

After conducting due diligence via feasibility studies and reporting to the appropriate committee, Brentwood Borough Council will seek to assist its residents by introducing a pet food packaging recycling service within the next twelve months.

Proposed by Cllr Chilvers

Seconded by Cllr Laplain

6. Cllr Aspinell submitted the following Notice of Motion:

This Council pledges to support the residents of Warley in committing the full weight of Brentwood's available resources, officer's time, legal/financial requirements with the objective of returning Five Acre Farm to its original green belt, green field condition and furthermore, this Council will not cease in that objective until this has been achieved.

Proposed by Cllr Aspinell

Seconded by Cllr Kendall

7. Cllr Laplain submitted the following Notice of Motion:

This Council resolves, in light of the appalling situation occurring at Five Acre Farm, Warley and the horrendous emotional and psychological effect of this unlawful settlement on the law abiding, tax paying local residents, to ensure that this catastrophic effect on our local communities is not suffered again throughout the Borough without adequate measures taken by this Council to inform the residents that a situation could occur and that the Council is taking all available measures to prevent it from doing so.

Proposed by Cllr Laplain

Seconded by Cllr Haigh

8. Cllr Kendall submitted the following Notice of Motion:

This Council resolves to write to our MP to ascertain from him what measures he has taken and the proposed timescales involved, to introduce legislation that would prevent what has happened in Brentwood at Stocks Lane, Ingatestone, Roman Triangle, Mountnessing, Blackmore and now Five Acre Farm, Warley.

Mr. Burghart, in front of a packed Chamber promised assembled local residents that the first thing he would do, if re-elected, would be to put pressure on the Government to change legislation which would enable the prevention and enforcement of illegal settlements taking place in the first instance.

Proposed by Cllr Kendall

Seconded by Cllr Mynott

9. Cllr Fryd submitted the following Notice of Motions:

This Council resolves to increase public awareness of Brentwood's rich and vibrant, cultural and social history. Brentwood can proudly claim to be not just a participant in, but a wholehearted mover of social reform, education and cultural achievements that are sadly lacking in promotion.

There have been hundreds of citizens of our town over the last millennium or two that have made significant marks in our history and this should be

recognised in a number of ways. Blue Plaques, Statues, Information Boards are all established ways of celebrating these great people and their achievements. Other towns throughout the country have excellent ideas and we would like Brentwood to explore some of these and roll them out over a period of time in the borough.

Proposed by Cllr Fryd

Seconded by Cllr Fulcher

10. Cllr Laplain submitted the following Notice of Motions:

This Council resolves to identify land within the borough that is either owned by the Council or purchased by the Council for the provision of temporary and emergency accommodation for the many hundreds of our residents that are having to seek this type of accommodation and are finding themselves in various towns around the County. We find it abhorrent that Chelmsford City Council have block-booked the Holiday Inn hotel for an indefinite period to house their homeless tenants, yet we have to send ours out of the borough.

This we believe, we should all agree is an unsatisfactory situation and we should be doing all we can to place our homeless within the borough.

Proposed by Cllr Laplain

Seconded by Cllr Chilvers

11. Cllr Mynott submitted the following Notice of Motion:

The Committee on Climate Change states that the UK needs 50 million new trees per year to hit net zero carbon emissions by 2050. This equates to 32,000 hectares net woodland increase annually for the next 30 years.

Several councils have already undertaken to double the existing tree cover within their districts. If Brentwood is prepared to do its part, taking the size of Brentwood Borough as a percentage of the UK as whole, the Committee on Climate Change figures would equate to 600 hectares of new tree cover.

Without committing to specific targets at this stage, we therefore propose that Brentwood quickly move to develop a proper strategy for new tree planting - in part drawing on the strategies adopted by other authorities which have already taken up this challenge. This must result in proposals for Brentwood on a scale appropriate to the scale of the challenges facing us as a borough, a nation and a species. This strategy should not only address climate change. It should look at increasing protection to existing trees, increasing biodiversity, better enabling residents to connect with the natural environment, reducing levels of air pollution, and decreasing the existing flood risks.

Proposed by Cllr Mynott

Seconded by Cllr Aspinell

12. Cllr Mrs Pearson submitted the following Notice of Motion:

That this council investigates the opportunity to provide apprenticeship opportunities in retail management whereby the costs incurred are covered by the profit generated, thereby making it cost neutral to the council but of maximum benefit to those that pass through the scheme.

A business case proposal is to be brought back to the PRED cttee for member consideration.

Proposed by Cllr Mrs Pearson

Seconded by Cllr Mrs Tierney

13. Cllr Ms Sanders submitted the following Notice of Motion:

That this Council seeks to review the use of Construction Management Agreements for the protection of the local community and local infrastructure during construction phase, for all planning applications approvals that require building works.

Proposed by Cllr Sanders

Seconded by Cllr McCheyne

14. Cllr Chilvers submitted the following Notice of Motion:

Fireworks cause considerable distress to our pets, wildlife and livestock. In addition, they cause distress to the sick, vulnerable and those with mental health issues. There are also concerns over their environmental impact.

There are alternatives such as silent fireworks and drone light shows. With Brentwood residents contacting us regularly with their concerns and major supermarket chains halting their sale, it is surely time to review the use of traditional, outdated fireworks and look for a new way to celebrate in 2020.

Unfortunately, councils' powers are limited. Stopping their sale has no impact as people can buy elsewhere and restricting them by licensing powers covers barely any fireworks events as most are private. Licensing officers advised that major reform can only be made at parliamentary level. Therefore, Brentwood Council resolves to write to Alex Burghart MP to request that he formally engages with the RSPCA (the organisation campaigning to change fireworks legislation) and report back within six months.

Proposed by Cllr Chilvers

Seconded by Cllr Mrs Davies

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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.

Ordinary Council Terms of Reference

General Powers of Council

The Council is the ultimate decision making body of Brentwood Borough Council and the principal forum for major political debate. All 37 Councillors who have been elected to represent the borough attend the Council meeting.

The Council decides the overall objectives, major policies and financial strategies of the Council. It also considers recommendations from the Scrutiny and Regulatory Committees on issues of significance.

Through the Constitution, it delegates responsibility for carrying out many of the Borough Council's functions and policies to its committees. It also agrees the membership of the committees/sub-committees.

Only the Council will exercise the following functions:-

- (a) adopting and approving changes to the Constitution;
- (b) adopting and amending Contract Standing Orders and Financial Regulations;
- (c) agreeing and/or amending the terms of reference for committees and any joint committees, deciding on their composition chairmanship and making initial appointments to them;
- (d) appointing representatives to outside bodies and consultative groups unless the appointment has been delegated by the Council;
- (e) adopting and amending a members' allowances scheme under Chapter 6;
- (f) to elect the Leader and Deputy Leader of the Council;
- (g) to designate the Chairs and Vice Chairs of the Council;
- (h) adoption of the Code of Conduct for Members;
- (i) electoral and ceremonial matters relevant to the Council
- (j) changing the name of the area, conferring the title of honorary alderman or freedom of the borough;
- (k) setting the Council's Budget and Council Tax;
- (l) approving the making of a virement or payment from the Council's reserves for values exceeding £200,000;

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