



## Minutes

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### Community & Health Committee Monday, 6th January, 2020

#### Attendance

|   |                 |
|---|-----------------|
| Cllr Poppy (Chair)  | Cllr Keeble     |
| Cllr Tierney (Vice-Chair)   | Cllr Mrs Pound  |
| Cllr Mrs Davies   | Cllr Reed       |
| Cllr Mrs Fulcher (was not present at<br>the start of the meeting) | Cllr Ms Sanders |

#### Apologies

Cllr S Cloke

#### Substitute Present

Cllr Laplain (substituting for Cllr S Cloke)

#### Also Present

Cllr Tanner

#### Officers Present

|               |  |
|---------------|--|
| Kim Anderson  | - Partnership, Leisure and Funding Manager |
| Phoebe Barnes | - Corporate Finance Manager                |
| Zoey Foakes   | - Governance & Member Support Officer      |
| Gareth Olive  | -  |

#### 291. Apologies for Absence

Apologies were received from Cllr S Cloke with Cllr Laplain substituting.

#### 292. Minutes of the previous meeting

The Minutes of the previous Community, Health and Housing Committee held on Tuesday 17<sup>th</sup> September 2019 were signed as a true record.

#### 293. Annual CAB Update

A presentation was given to the committee from the Chief Executive Officer of Citizen Advice South East, Kathy Kentish.

#### **294. Chair's Update**

Members noted the updates from Officers as set out in the report.

The Chair took the opportunity to thank Kim Anderson and her team for all the hard work undertaken and all they have achieved for Lighting Up Brentwood, Shenfield Christmas Fayre and Brentwood Sports Awards.

Cllr Laplain asked the Chair if there could be a public meeting regarding the concerns of residents for King Georges Playing Field. Cllr Poppy explained that the development had undergone public consultation and had already at the planning application stage but would be happy to provide Cllr Laplain further insight offline.

#### **295. Cost Recovery: Food Hygiene Rating Scheme re - Inspection Requests**

The Food Hygiene Rating Scheme (FTRS) had been in place in Brentwood Borough Council since February 2011. All food hygiene visits made to premises were conducted at no cost to the business, which included requested second visits to the business for the sole purpose of increasing their FTRS "star" rating, which is to their business benefit.

There was an opportunity to introduce a charging regime using powers available in the Localism Act for one part of FTRS: requests for a FTRS re-rating inspection. Charging was previously specifically excluded by the Food Standards Agency's (FSA) contract with local authorities to deliver FTRS, but they have reconsidered this position and now advise that it is possible to charge for this service under the powers granted to local authorities by that Act.

Cllr Poppy **MOVED** the motion and Cllr Mrs Tierney **SECONDED** the recommendation in the report.

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

- 1. Note this report and basis for the proposed changes to the operation of FTRS in Brentwood Borough Council; and**
- 2. Approve the introduction of a charge of £180 for re-rating inspections based upon full cost recovery with effect from 1 April 2020, reviewed in line with the fees and charges policy annually thereafter.**

#### **Reasons for Recommendation**

This service was delivered free of charge. Brentwood currently received between 8 and 10 requests for reinspection per year. The income for the

current year to date, where the council to charge, would have been £1,440 based on a fee of £180.

The number of requests received annually was however likely to increase with the recent introduction of online food delivery platforms. Agreed changes to the operation of two major online delivery platforms, driven by the FSA, means that those platforms do not permit membership below a rating of 3 FHRS. It is anticipated that businesses will want to request more re-rating inspections in order continue trading on such platforms, together with showing the best ratings which places increased pressure on resources unless we are able to recover the charges.

## **296. Fees and Charges**

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

Cllr Poppy **MOVED** the motion and Cllr Mrs Tierney **SECONDED** the recommendation in the report.

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

**Agree to the proposed charges for 2020/21 as attached in Appendix A, B and C of the report subject to the annual budget setting process.**

### **Reasons for Recommendation**

Officers review fees and charges annually and this will be used to inform the 2020/21 budget setting process.

## **297. Event Plan 2020-21**

The Council's organises Strawberry Fair, Family Fun Days, Lighting Up Brentwood and Shenfield Christmas Fayre. The planned event programme for 2020/21 was before Members in Appendix A of the report, which would be subject to Members agreement and also subject to the annual budget setting process.

Cllr Poppy **MOVED** the motion and Cllr Mrs Tierney **SECONDED** the recommendation in the report.

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

**Agree to the Event Plan for 202/21 as set out in Appendix A of the report, subject to the annual budget setting process.**

### **Reasons for Recommendation**

The Community Event 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 would work with the local business clusters, community groups and voluntary sector organisations to develop the community events so that they will enhance and support the local community.

## **298. Brentwood Community Fund**

The Brentwood Community Fund was set up to give Brentwood's communities the opportunity to provide local initiatives to improve the quality of life for local people living in the borough. The Community Fund of £36,300 was currently allocated within and existing 2019/20 budget, and grants of up to £4,000 were available to applicants.

The funding was open from 1 April until 27 September 2019. A summary of the applications and the officers scoring sheet is attached in Appendix B of the report.

Cllr Reed and Mrs Davies declared an interest of their association to one or more of the applicants for the fund and left the Chamber. Cllr Mrs Tierney declared a non pecuniary interest as a trustee of Brentwood Leisure Trust.

Cllr Poppy consulted with the committee their views on Parish Councils applying for the Community Fund. The chair asked officers to review the current guidelines around this and bring it back to the next Community and Health Committee.

Cllr Poppy **MOVED** the motion and Cllr Mrs Tierney **SECONDED** the recommendation in the report.

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

**Members were asked to Agree to fund those projects highlighted in green as outlined in Appendix B out of the Community Fund.**

### **Reasons for Recommendation**

Each application had been subject to a robust, independent and transparent scoring process to ensure fairness in the allocation of funding (Appendix C of the report).

Once reviewed the applications were scored by a panel of officers and a representative from AXIS looking at the following key priorities:

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

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

Once the applications were scored, they were ranked by their overall score. The recommendations by officers of the projects that met the Council's key priorities and expected outcomes, the amount of funding recommended is attached in **Appendix B** of the report.

Those applications marked as green were recommended to receive funding.

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

Any unsuccessful applicants to the Community Fund would be offered the following support: Face to face meeting with a member of the Community Services team to review their prospective application; offered a funding training session via Brentwood Council for Voluntary Services which included tips on submitting a good funding application. Members would also be asked to assist in this process; Organisations would also be signposted to the Open Community on the Council's website to look at other sources of external funding to support their project if applicable.

## **299. Asset of Community Value - Blue Badge Holder Car park - within William Hunter Way Car Park**

The Localism Act 2011 introduced the Community Right to Bid, a new right for local people to nominate buildings or pieces of land that they believe contributed to the social interests or wellbeing of their local communities to be listed on a register of Assets of Community Value (ACVs), managed by the local authority.

The Right applied to public and private property, although there are a number of exceptions under the legislation, including private residences. Where land is listed as an ACV, if an owner of a listed asset subsequently wishes to dispose of it, there will be a period of time during which the asset cannot be sold, or a qualifying lease granted or assigned (a qualifying lease is a lease originally granted for a 25year term). This period is known as a moratorium and would ultimately be for a period of six months. The moratorium is intended to allow community groups the time to develop a proposal and raise the required capital to bid for the asset when it comes onto the open market at the end of that period. The owner is under no obligation to accept a bid from the community group and can sell the property to whomever they wish once the six-month moratorium is over.

A valid nomination had been received to re-list the Blue Badge Holder parking within William Hunter Way Car Park an Asset of Community Value and the report asked the Committee to make a decision on this nomination.

Cllr Poppy **MOVED** the motion and Cllr Mrs Tierney **SECONDED** the recommendation in the report.

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

**List the land as indicated on Appendix B of the report as an Asset of Community Value.**

#### **Reasons for Recommendation**

The nomination had passed the Council's due diligence tests including the submission of evidence that the group was eligible to be nominated. The nomination passed the first statutory test as it clearly furthers the social interests and wellbeing of the local community.

There was a realistic chance that the asset will continue to provide the activities for which it had been nominated. The nomination therefore passed the second statutory tests.

The Council could decide not to list the Blue Badge Holder Car Park in William Hunter Way as an Asset of Community Value, but this would mean that it was not fulfilling its statutory duty under the Localism Act 2011.

It was also recommended that prior to any development that Brentwood Access Group would be consulted on any development proposal and the provision and location of Blue Badge Holder parking.

#### **300. Urgent Business**

There were no items of urgent business and the meeting concluded at 8:00pm.

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