



# Agenda

## Community & Health Committee

Monday, 6 December 2021 at 7.00 pm

Council Chamber, Town Hall, Ingrave Road, Brentwood, Essex CM15  
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### Membership (Quorum – 9 )

Cllrs Poppy (Chair), Tierney (Vice-Chair), Aspinell, Mrs Davies, Gelderbloem, Mrs Hones, Laplain, Reed and White

### Substitute Members

Cllrs J Cloke, Cuthbert, Haigh, Parker and Russell

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### Agenda

Item	Item	Wards(s) Affected	Page No
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### Live broadcast

[Live broadcast to start at 7pm and available for repeat viewing.](#)

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|----|--|-----------|---------|
| 1. | Apologies for Absence                          |           |         |
| 2. | Minutes of the previous meeting                |           | 5 - 8   |
| 3. | Chair's Update                                 | All Wards | 9 - 14  |
| 4. | Presentation - AXIS Social Value<br>No papers. |           |         |
| 5. | Fees and Charges                               | All Wards | 15 - 26 |
| 6. | Brentwood Community Fund                       | All Wards | 27 - 42 |

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|-----|--|----------------|---------|
| 7.  | <b>Asset of Community Value - Bracken Wood Greens, Warley</b>      | Warley         | 43 - 54 |
| 8.  | <b>Asset of Community Value - The Bull Public House, Blackmore</b> | Tipps<br>Cross | 55 - 68 |
| 9.  | <b>Local Walking and Cycling Infrastructure Plan</b>               | All Wards      | 69 - 74 |
| 10. | <b>Urgent Business</b>   |                |         |



Jonathan Stephenson  
Chief Executive

Town Hall  
Brentwood, Essex  
26.11.2021

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### 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.

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#### 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.

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#### 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.

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

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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

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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. 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

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### Community & Health Committee Monday, 13th September, 2021

#### Attendance

Cllr Poppy (Chair)	Cllr Mrs Hones
Cllr Tierney (Vice-Chair)	Cllr Laplain
Cllr Aspinell	Cllr Reed
Cllr Mrs Davies	Cllr White
Cllr Gelderbloem	

#### Apologies

#### Substitute Present

#### Also Present

Cllr Barber  
Cllr Mrs Pound

#### Officers Present

Kim Anderson	-	Partnership, Leisure and Funding Manager
Stuart Anderson	-	Facilities Manager
Claire Mayhew	-	Corporate Manager (Democratic Services)
Greg Campbell	-	Corporate Director (Environment & Communities)

#### LIVE BROADCAST

[Live broadcast to start at 7pm and available for repeat viewing.](#)

#### 97. Apologies for Absence

No apologies were received.

**98. Minutes of the previous meeting**

The Minutes of the previous Community & Health Committee held on 28th June 2021 were agreed as a true record.

**99. Chair's Update**

Members noted the Chair's update and thanks the Chair and Officer accordingly.

**100. Leisure Presentation**

Mrs Anderson presented a Leisure update to the Members of the Committee.

**101. Voluntary, Faith and Communities Sector Support Strategy 2021-2026**

There has been an active and admirable response to the COVID-19 pandemic by voluntary organisations. The response offered the opportunity to consider and review the current partnership and support arrangements the Council holds with the voluntary, faith and communities sector, as agreed at a previous committee.

The draft Voluntary, Faith and Communities Sector Support Strategy (2021-2026) has been created following a full review of the current landscape of the sector. It outlines its vital role in supporting local communities and the economy, the role the Council currently plays in supporting sector development, and identifies ways in which it will continue to support the growth of a strong and sustainable sector.

After a brief discussion. A motion was **MOVED** by Cllr Poppy and **SECONDED** by Cllr Mrs Tierney the recommendation in the report.

A vote was taken, it was **RESOLVED UNANIMOUSLY**.

**R1: Agree the implementation of the draft Voluntary, Faith and Communities Sector Support Strategy (2021-2026), and agree for officers to create a 5-year accompanying action plan; and**

**R2: For officers to update Members at the relevant committee on the progress of the implementation of the strategy with the annual action plan.**

**102. Elite Athlete Support Programme**

The Free Access for National Sports People (FANS) scheme was established as a national sports development initiative providing support to the Country's leading talented and elite athletes. The scheme aims to provide national level and above, sportspeople with free access to leisure and sports facilities for personal training and development. The Council is keen to support this

scheme which is managed in Essex by Active Essex and currently there are 10 local authorities across Essex that support this scheme.

Members asked Mrs Anderson for clarification on the number of Elite Athlete we have within the Borough for Active Essex.

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

A vote was taken, it was **RESOLVED UNANIMOUSLY**.

**R1. Agree that Brentwood Borough Council joins the Free Access for National Sports People (FANS) scheme and works with the Leisure operator at the Brentwood Centre to provide free access to the leisure and sports facilities for elite athletes.**

### **103. Community Halls**

The Council's community halls went out to tender on 2 August and the responses have been received. Due to the limited response the Council is looking at the future options available to them and ask members to agree the recommendations.

Mrs Anderson summarised the report.

Members expressed their desire to ensure residents were able to continue to use Community Halls in the Borough and for officers to consider the pricing structure moving forward.

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

A vote was taken, it was **RESOLVED UNANIMOUSLY**.

**R1. Delegate authority to the Director of Environment and Community to liaise with the Leisure Strategy Working Group and the Chair of Community and Health Committee to review options for the Community Halls and agree the next steps.**

**R2. To identify the costs to manage the Halls directly as an interim Arrangement**

**R3. To bring a report back to a future Community and Health Committee with recommendations for consideration.**

### **104. Health and Wellbeing Board Update**

Brentwood Borough Council is a key partner organisation that oversees the coordination of the Brentwood Health and Wellbeing Board. Part of the governance arrangements for the Board is that a regular update is provided to

the Council's Community and Health Committee (or relevant committee) on the progress of the Board in reducing health inequalities in the borough. The board receives a grant each year from Essex County Council to fund projects and part-fund the Public Health Officer.

In light of the impact of the COVID-19 pandemic, the Board refreshed its Strategy and its subgroups which deliver on behalf of the Board. It is a growing strategic health partnership which includes the following main partners.

Cllr Mrs Davies update the committee on the content of the report.

This report was to update an update to Members and for information only.

#### **105. Urgent Business**

There were no items of urgent business.

The meeting concluded at 19.56



<b>Committee(s):</b> Community and Health Committee	<b>Date:</b> 6 December 2021
<b>Subject:</b> Chairs update	<b>Wards Affected:</b> ALL
<b>Report of:</b> Kim Anderson	<b>Public</b>
<b>Report Author/s:</b> Name: Kim Anderson Telephone: 01277 312634 E-mail: kim.anderson@brentwood.gov.uk	<b>For Information</b>

## Summary

The report provides an update for Members on the activities that are taking place under the remit of the Community and Health Committee.

## Main Report

### **Discover Winter**

Discover Winter provides families with a number of activities over the winter to encourage footfall back to our high streets and is supported by the Welcome Back Fund.

The festive light were switched on outside the Town Hall by the Mayor Brentwood For more information <https://www.discoverbrentwood.co.uk/events>.

The programme includes:

- Thursday 9 December • Late night shopping until 8pm
- Saturday 11 December • Christmas in Brentwood High Street with entertainment and a special visit from Santa, 11am-4pm • Santa's Big Red Chair with free photo at The Baytree Centre, 11am-4pm • Jack Frost puppet show at the Brentwood Theatre, 11.30am Wednesday 15 - Friday 24 December • Brentwood High Street Market
- Thursday 16 December • Late night shopping until 8pm
- Saturday 18 December • Christmas in Brentwood High Street with entertainment, 11am-4pm • Brentwood Theatre Community Cinema: Home Alone, 6pm
- Saturday 18 - Friday 24 December • The Night Before Christmas family show at the Brentwood Theatre, 11am, 1.30pm and 5pm Sunday 19 December • Brentwood Theatre Community Cinema: White Christmas, 8pm
- Thursday 23 December • Crown Street last-minute late-night shopping until 8pm

### **King George's Playing Fields**

Works on the new pavilion building remain on target for completion in February 2022. The Majority of the cladding is in place along with the glazing. Most of the works now are the internal fit out. The contract for the main operator is being finalised and will be in place by January/February 2022. The fencing line around the splash pad has been revised.

Works to the senior play area started in October and are due for completion in January 2022. As part of the works a tree screen has put in place for those residents just behind the play area.

### **Hutton Recreation Play Area**

Works have been completed for the Hutton Recreation Play area and it was officially opened by the Deputy Mayor, Cllr. Mark Reed on 5 November. Over a 100 people attended the official opening with free face painting and goodie bags for the invited children. Options for CCTV on the site are currently being considered.

### **Community Support Network**

The Community Support Network is still providing support to residents during the Covid pandemic. Meetings are currently being held monthly. Monies received from ECC to support the most vulnerable are being allocated to the help hubs to enhance the support that they provide.

### **Essex Activate Clubs**

Active Essex, Essex County Council and Thurrock Council are working with a network of locally trusted organisations to deliver *Essex ActivAte* clubs, on behalf of the Department for Education.

These clubs are free for children and young people who are eligible for benefits based free school meals. Plus, Essex County Council have extended the offer to provide free spaces for children from low income working families who would benefit from this support. Clubs will take place over multiple days of the Winter Break, predominantly from December 20th - 23rd. Every club will be inclusive, with trained SEND and Mental Wellbeing ambassadors at each venue. Each club will provide it's own unique variety of physical and enrichment activities, as well as fun food education. Children and young people will receive a tasty and nutritious meal each day that they attend a club. Specialist SEND and Mental Wellbeing Hubs are available across the county, offering tailored sessions run by specialist coaches. In Brentwood Camp Epic and West Ham doing the mainstream (kids on free school meals) and then Chat 1st doing the Mental Wellbeing Hub and Essex Wildlife Trust doing the Special Education Needs.

### **Community Connect Trailer**

The Community Connect Trailer has been out in the community over the autumn months in the following locations:

Sat 18 Dec – Brentwood High Street – all day. The programme for the trailer in 2022 is currently being finalised.

### **Brentwood Community Fund**

The Brentwood Community Fund has now closed to applications and a separate report is before members tonight to agree the allocation of the funding.

## **Brentwood Centre**

The Council has appointed SLM (Everyone Active) to manage the Brentwood Centre for the next two years. The Council has weekly meetings with the operator, who provide a monthly report on the agreed KPIs.

A visioning workshop follow up and proposals were presented to the Leisure Strategy Working Group about the future development of the Brentwood Centre. The Group were asked to provide any comments on the presentation and the slides were circulated for any further comments and these would be fed back to the consultants.

## **Community and Sports Awards**

The Community and Sports Awards took place on 21 October at the Brentwood Centre, with the International Hall transformed for the night. The event was well received by all of those that attended.

15 awards were given out to the Community and 10 for the Sports Awards: the winners were as follows:

### Community Award winners

- Dr.Jeganathan and the vaccination team
- Audrey Clark for the Brentwood Community Tree
- West Horndon Help Hub
- Dean Weedon
- Daily Brentwood Café
- Butterfly Meadow for Our Grieving Hearts
- Foodbank Community
- Moses Basket
- The Condriacs
- Lighthouse Furniture Project
- Doddinghurst and Kelvedon Hatch Help Hubs
- Special Needs and Parents (SNAP)
- Manna Meals
- Doddinghurst Road Church – Brentwood Foodbank
- The Hermit Volunteers
- Brentwood Mutual Aid

### Sports Awards winners

- Chat 1<sup>st</sup>
- Anthony Sherwood
- Trailnet
- Hutton Cricket Club
- Tony Harkins
- Essex Dance Theatre
- Peter Green
- Brentwood Health Walks Volunteers

### **Football Hub**

The business plan is being further developed with the key stakeholders to ascertain the expected income and expenditure of the hub, the rationalisation of space within the built facility such as the amount of dedicated community/educational space required and the overall design of the facilities. In addition to the business plan is the build costs and operating model. The Council is looking to submit a planning application in December 2021/January 2022.

### **Suicide Awareness Campaign**

Brentwood Borough Council is working with Thurrock and Brentwood MIND to raise awareness of suicide in the run up to Christmas. The 'Let's Talk About Suicide Essex' campaign was launched on 10.09.21 on World Suicide Prevention Day to offer the people and businesses of mid and south Essex FREE suicide prevention training, highlighting how to spot the signs of someone who may be in crisis and then signpost them to support. The Council will be supporting the campaign by lighting the Town Hall in green from the 6th - 12th December, along with other key landmarks across the County. We will also be promoting the free 20-minute, online training that is available to anyone, to help save lives across the county this Christmas. A series of signs with positive affirmations and signposting to crisis helplines, are being planned to display in key areas at the multi-story car park. All information is on [www.letstalkbaoutsuicideessex.co.uk](http://www.letstalkbaoutsuicideessex.co.uk).

### **Dunton Hills Garden Village - Community Arts Commission**

For the past 6 months, artist Laura Malacart has been working with community organisations and individuals to compile a list of street names that will be used in the Dunton Hills Garden Village development. Laura has worked with marginalised group, youth organisations, schools and communities to explore heritage, experiences, and the ethos and aspects of the proposed masterplan at Dunton Hills. Laura's street name database is accompanied by a short film exploring the complexity and responsibility of naming streets plus the process of her work. The work was jointly commissioned by the Essex Cultural Diversity Project who are an Arts Council England portfolio organisation, working strategically across the County with the culture and heritage sector, the B.A.M.E communities and voluntary sector to help develop skills, promote culturally diverse work, and increase opportunities for participation and engagement.

### **Memories of Brentwood Concert**

On 16th October, Brentwood Dementia Action Alliance (run by BBC) hosted its first live concert, aimed at vulnerable residents including those living with Dementia and their carers. It helped to raise awareness of the illness.

The concert, held at St Thomas' Church, central Brentwood welcomed 150 people to listen to the David Pickthall Big Band at 5pm on 16th October, will hopefully be the first of many events and activities.

As well as raising awareness of Dementia, the concert raised £430 for charity (Alzheimer's and the Mayors charity).

**Community Halls update**

Members will be aware of the report that went to the September Community & Health Committee in relation to the Community Halls Tender exercise. Officers have since engaged with a number of interested third parties who have expressed an interest in managing one or all of the halls. An options paper will be developed and agreed in line with the delegated authority with the Director of Environment and Communities and the Chair of Community and Health Committee to agree which options are agreed.

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<b>Committee(s):</b> Community and Health	<b>Date:</b> 6 <sup>th</sup> December 2021
<b>Subject:</b> Fees and Charges	<b>Wards Affected:</b> All
<b>Report of:</b> Phoebe Barnes, Corporate Manager (Finance)	<b>Public</b>
<b>Report Author/s:</b> Name: Phoebe Barnes, Corporate Manager (Finance) Telephone: 01277 312500 E-mail: phoebe.barnes@brentwood.gov.uk	<b>For Decision</b>

## Summary

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.

## Recommendation(s)

**Members are asked to:**

**R1. Agree to the proposed charges for 2022/23 as attached in Appendix A-D subject to the annual budget setting process.**

## Main Report

### **Introduction and Background**

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

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

3. The proposed fees are based on a calculation of the costs involved in administering the various areas of work, apart from where there is statutory charge or where the fees are set by Government.
4. The Council where possible will adopt a full cost recovery of fees and charges.
5. It is proposed that all current non statutory fees and charges are increased by 1.9%. This is to reflect increase in costs to maintain the services. However, managers can increase fees and charges above this recommended percentage increase as long as the change can be justified within the supporting covering sheet to the appendix.
6. Within each appendix a covering sheet explains the following
  - Objectives and rationale behind the fees and charges
  - The proposed change in fee
  - Justification for this revision
  - Any benchmarking undertaken to aid in informing the level of charge
  - Whether any consultation needs to be considered
  - Expected income from the proposed fees and charges.
7. The fees and charges with proposed changes are:

#### Community Events

- Charges have been increased by 1.9% and rounded to the nearest whole number.

#### Open Spaces

- Charges have been increased by 1.9% and rounded to the nearest whole number.

#### Golf Course

- Charges have been increased by 1.9% and rounded to the nearest whole number.

#### Food & Health Safety

- Food Hygiene Rating has increased by 1.9%
- No changes proposed to the other charges.



8. Proposed changes identified are explained within each covering sheet appendix.
9. Charges for the new King Georges Pavilion will be set by the third-party operator who will operate and manage the facilities for the Council. This is also applicable to the Brentwood Centre; the Centre is now managed by a third party who set their own fees and charges and operate the Centre.

### **Reasons for Recommendation**

10. Officers review fees and charges annually and this will be used to inform the 2022/23 budget setting process.

### **Consultation**

None

### **References to Corporate Plan**

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

### **Implications**

#### **Financial Implications**

**Name/Title: Jacqueline Van Mellaerts, Director of Corporate Resources**  
**Tel/Email: 01277 312500/jacqueline.vanmellaerts@brentwood.gov.uk**

12. Financial implications are set out within the report and appendices.

#### **Legal Implications**

**Name & Title: Amanda Julian, Director of Law & Governance and Monitoring Officer**  
**Tel & Email: 01277 312500/amanda.julian@brentwood.gov.uk**

13. The Council is able under the relevant legislation to recover costs for services it provides. The Council can charge for discretionary services under the Local Government Act 2003 section 93 and the Localism Act 2011 general power of competence and is able to review the fees and charges in line with these provisions.

### **Economic Implications**

**Name/Title: Phil Drane, Director of Strategic Planning**  
**Tel/Email: 01277 312500/philip.drane@brentwood.gov.uk**

14. It is important that the Council review fees and charges as part of the budget setting process, which identifies how corporate priorities will be delivered, including growing our economy.

### **Background Papers**

None

### **Appendices to this report**

Appendix A: Proposed fees and charges – Community Events

Appendix B: Proposed fees and charges – Open Spaces

Appendix C: Proposed fees and charges – Golf Course

Appendix D: Proposed fees and charges – Food & Health Safety

**FEES & CHARGES SCHEDULE AND CHARGING DIRECTORIES FROM 2022/23 ONWARDS**

**Committee:**  
**Service Area:**

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

The primary objective of the charge is cost recovery. The level of charge also helps maintain the high level of service provision for the Borough.

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

The increase proposed is 1.9% in line with the council's corporate increase regarding fees & charges. This is based on the forecast CPI inflation increase for 22/23

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

Increase reflects the increase to costs for supplying the service

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

Fees have been benchmarked against neighbouring authorities. The proposed Fees and charges are deemed average within the benchmarking exercise

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

The face painter fee has been increased as it was felt that the Council was undercharging for these services.

**Expected budgeted income**

The expected budget is based on 2019, as 2020 events were disrupted by the Covid pandemic. £40,150 which will also be dependent of the style of delivery of community event such as Lighting Up Brentwood and Schenfield Christmas Fayre.

**COMMUNITY AND HEALTH  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2022**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2021-March 2022 Excl VAT	Inc VAT	April 2022-March 2023 Excl VAT	Inc VAT

**SERVICE AREA: COMMUNITY INITIATIVES AND PARTNERSHIPS**

**CHARGING AREA: COMMUNITY EVENTS**

*Stallholder Pitch fees per 3 x 3m pitch*

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

Catering Unit - serving food e.g burgers, hot dogs etc.	E	D	163.00	163.00	166.00	166.00
Catering Unit - serving alcohol	E	D	163.00	163.00	166.00	166.00
Large Business - more than 10 employees	E	D	132.00	132.00	135.00	135.00
Catering unit - buying food e.g. Bread, cakes, doughnuts, sweets, fruit and vegetables	E	D	92.00	92.00	94.00	94.00
Small business - less than 10 employees	E	D	85.00	85.00	87.00	87.00
Crafters and Artists - all hand made by the seller	E	D	55.00	55.00	56.00	56.00
Registered charity	E	D	45.00	45.00	46.00	46.00

**Strawberry Fair and other Community Events**

Catering Unit - serving food e.g. Burgers, hot dogs etc.	E	D	132.00	132.00	135.00	135.00
Catering Unit - serving alcohol	E	D	132.00	132.00	135.00	135.00
Large business - more than 10 employees	E	D	102.00	102.00	104.00	104.00
Catering unit - buying food e.g. Bread, cakes, doughnuts, sweets, fruit and vegetables	E	D	66.00	66.00	67.00	67.00
Small business - less than 10 employees	E	D	60.00	60.00	61.00	61.00
Crafters and Artists - all handmade by the seller	E	D	35.00	35.00	36.00	36.00
Registered charity	E	D	35.00	35.00	36.00	36.00

Ice Cream Van (Exclusive) - Strawberry Fair	E	D	430.00	430.00	438.00	438.00
Ice Cream Van (Exclusive) - Family Fun Days	E	D	163.00	163.00	166.00	166.00
Face Painters (large community events)	E	D	70.00	70.00	71.00	71.00

**Family Fun Days**

Wristbands - Rides and Bouncy castles	Per Child	E	D	4.00	4.00	4.00	4.00
Stalls - selling children's pocket money gifts and toys (new category)		E	D	20.00	20.00	21.00	21.00
Sole Catering unit by tender							
Face painters (per face painter)		E	D	20	20.00	30.00	30.00

**Sponsorship packages - any bespoke packages can be discussed with the Community Services team**

<b>Strawberry Fair</b>							
<b>Bronze Sponsor</b> - non exclusive (logo on event programme, acknowledgement in press release, social media postings & logo in promotional materials and banners)		S	D	500.00	600.00	510.00	612.00
<b>Silver Sponsor</b> - non exclusive (logo in event programme, acknowledgement in press release and social media postings, logo in promotional materials and banners, sponsor linked to Council website, live acknowledgement throughout the event & business banner displayed at event)				750.00	900.00	764.00	917.00
		S	D				

<b>Family Fun Day</b>							
<b>Bronze Sponsor</b> - non exclusive (logo on event flyer each week, acknowledgement in press release, social media postings & logo in promotional materials and banners)		S	D	300.00	360.00	306.00	367.00
<b>Wristbands</b> - logo on 3,000 wristbands		S	D	550.00	660.00	560.00	672.00

<b>Summer Events Gold Package</b> - non exclusive (all the benefits of the Strawberry Fair and Family Fun Days Silver packages)		S	D	1,100.00	1320.00	1,121.00	1345.00
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<b>Lighting Up Brentwood</b>							
<b>Bronze Sponsor</b> - non exclusive (Full page advert in event programme, acknowledgement in press release, social media postings & logo in promotional materials and banners)		S	D	500.00	600.00	510.00	612.00
<b>Silver Sponsor</b> - non exclusive (Full page advert in event programme, acknowledgement in press release and social media postings, logo in promotional materials and banners, sponsor linked to Council website, stallholder pitch, business banner displayed around the stage)		S	D	750.00	900.00	764.00	917.00

<b>Christmas trees</b> (business banner around one Christmas tree for six weeks from November - January, hyperlink to business from Council website)		S	D	850.00	1020.00	866.00	1039.00
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<b>Shenfield Christmas Fayre</b>							
<b>Bronze Sponsor</b> - non exclusive (Full page advert in event programme, acknowledgement in press release, social media postings & logo in promotional materials and banners)		S	D	500.00	600.00	510.00	612.00
<b>Silver Sponsor</b> - non exclusive (Full page advert in event programme, acknowledgement in press release and social media postings, logo in promotional materials and banners, sponsor linked to Council website, stallholder pitch, business banner displayed around the stage.)		S	D	750.00	900.00	764.00	917.00

<b>Winter Events Gold package</b> All the benefits of the Lighting Up Brentwood and Shenfield Christmas Fayre Silver packages		S	D	1300.00	1560.00	1325.00	1590.00
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<b>Community Sponsor</b> non exclusive (logo on promotional materials for three community projects, acknowledgements in press releases and social media, logo on all sports awards, invitation to present a sports award, invitation to attend project showcase events, sponsor linked to Council website)		S	D	1000.00	1200.00	1019.00	1223.00
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<b>Platinum Package</b> - non -exclusive All annual events (excluding Brentwood Business Showcase) and community development projects. All the benefits of the Summer and Christmas events Gold Packages, plus the benefit of the Community Sponsor		S	D	3200.00	3840.00	3261.00	3913.00
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<b>Estate Agent Boards</b> - (Exclusive to each event) - Display of boards, mention in press release and social media and business link to Council website		S	D	300.00	360.00	306.00	367.00
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**FEES & CHARGES SCHEDULE AND CHARGING DIRECTORIES FROM 2022/23 ONWARDS**

**Committee:** Community & Health  
**Service Area:** Open Spaces

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

The primary objective of the charge is cost recovery. The level of charge also helps maintain the high level of service provision for the Borough.

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

The increase proposed is 1.9% in line with the council's corporate increase regarding fees & charges. This is based on the forecast CPI inflation increase for 22/23

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

Increase reflects the increase to costs for supplying the service

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

The proposed Fees and charges are deemed average within the benchmarking exercise with other local authorities

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

**Expected budgeted income**

£52,000

**COMMUNITY AND HEALTH  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2022**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2021-March 2022		CHARGES April 2022-March 2023	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

**SERVICE AREA: OPEN SPACES**

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

*The Council applied the Sports VAT Exemption with effect 01/10/2018. Prior to this, fees not meeting the block booking requirements would have included VAT at the standard rate.*

**Football & Rugby**

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

Pitch & Pavilion - Fortnightly - Adult - Season	Sunday/Bank Holidays	E	D	1,080.00	1,080.00	1,101.00	1,101.00
Pitch & Pavilion - Fortnightly - Adult - Season	Other Days	E	D	1,055.00	1,055.00	1,076.00	1,076.00
Pitch & Pavilion - Weekly - Adult - Season	Sunday/Bank Holidays	E	D	2,158.00	2,158.00	2,200.00	2,200.00
Pitch & Pavilion - Weekly - Adult - Season	Other Days	E	D	2,106.00	2,106.00	2,147.00	2,147.00
Occasional Matches - Adult	Any Day	E	D	106.00	106.00	109.00	109.00

Other Playing Fields (No Changing Facilities)

Pitch - Fortnightly - Adult - Season	Any Day	E	D	685.00	685.00	699.00	699.00
Pitch - Weekly - Adult - Season	Any Day	E	D	1,365.00	1,365.00	1,391.00	1,391.00

Junior Matches All Sites (No Changing Facilities)

Pitch - Fortnightly - Junior - Season	Any Day	E	D	375.00	375.00	383.00	383.00
Pitch - Weekly - Junior - Season	Any Day	E	D	747.00	747.00	762.00	762.00

Occasional Matches (No Changing Facilities)

Adult	Any Day	E	D	67.00	67.00	69.00	69.00
Juniors (under17)	Any Day	E	D	41.00	41.00	42.00	42.00

Mini Soccer - All Sites (No Changing Facilities)

Seasonal Booking every week	Weekly	E	D	397.00	397.00	405.00	405.00
Occasional	Any Day	E	D	35.00	35.00	36.00	36.00

**Bowling Greens**

Bowls - Season	Adult	E	D	164.00	164.00	168.00	168.00
Bowls - Season	Juniors/OAP's	E	D	103.00	103.00	105.00	105.00
Match Reservations + per rink (inclusive of visitors fees non returnable)	Club Charges	E	D	7.00	7.00	8.00	8.00
Other Reservations (not inclusive of visitors fees non returnable)	Club Charges	E	D	5.00	5.00	6.00	6.00

**Large Open spaces (The Brentwood Centre)**

Large Events - more than 1/2 Field with £5 or more admission fee		E	D	2,319.00	2,319.00	2,364.00	2,364.00
Medium Events - less than 1/2 field and less than £5 admission fee		E	D	955.00	955.00	974.00	974.00
Small Events - less than 1/4 field		E	D	410.00	410.00	418.00	418.00
Set up and take down for events				25% of day rate		25% of day rate	
Keep Fit sessions (1 Hour)- No cordoning off of field (max 20)	Single	S	D	17.00	21.00	18.00	21.60
Non commercial or charitable events (following approval by ward members) 50% discount							

**Large Open spaces (King Georges Playing Field)**

Area A (Prev Area B) Overflow car park/pitch one. Outside football season only		E	D	410.00	410.00	418.00	418.00
Area B (Prev Area C) Overflow car park/pitch one. Outside football season only - <b>REMOVED FROM 22/2</b>		E	D	410.00	410.00	N/A	N/A
Keep Fit sessions (1 Hour)- No cordoning off of field (max 20)		S	D	17.00	21.00	18.00	21.60
Non commercial or charitable events (following approval by ward members) 50% discount							

**Other Open Spaces**

Open Space (following approval by Ward members)	Daily Charge	E	D	410.00	410.00	418.00	418.00
Keep Fit sessions - No defined area (max 20 people)	Single session	S	D	17.00	21.00	18.00	18.00

**All Open Spaces**

Filming Location Fee (subject to conditions & credits)	Open Space only	S	D	By negotiation and	By negotiation and		
Repeat Fee				1% of original fee	1% of original fee		

**FEES & CHARGES SCHEDULE AND CHARGING DIRECTORIES FROM 2022/23 ONWARDS**

**Committee:** Community & Health  
**Service Area:** Golf Course

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

The primary objective of the charge is cost recovery. The level of charge also helps maintain the high level of service provision for the Borough.

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

The increase proposed is 1.9% in line with the council's corporate increase regarding fees & charges. However re-alignment of some figures and descriptions have been made to reflect golf provision across the board and a better offering. This includes setting the concessions at Over 65, weekdays reflecting Mon to Thur and Weekends from Friday to Sunday in line with other local courses.

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

Increase reflects the increase to costs for supplying the service

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

Fees have been benchmarked against local courses.

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

**Expected budgeted income**

£327,610

**COMMUNITY AND HEALTH  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2022**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2021-March 2022		CHARGES April 2022-March 2023	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

**SERVICE AREA: GOLF COURSE**

**CHARGING AREA: GOLF COURSE**

*The Council applied the Sports VAT Exemption with effect 01/10/2018. Prior to this, fees would have included VAT at the standard rate.*

**Annual Season Ticket**

7 day Adult	E	D	752.00	752.00	767.00	767.00
7 day Junior (under 17)	E	D	56.00	56.00	N/A	N/A
7 day Junior (under 17) After 3pm	E	D	N/A	N/A	58.00	58.00
7 day Intermediate (under 25)	E	D	561.00	561.00	572.00	572.00
5 day Adult	Mon - Fri	E	633.00	633.00	646.00	646.00
5 day Concessionary	Mon - Fri	E	513.00	513.00	523.00	523.00

**Weekday**

Per Round - 18 holes - Adult	E	D	20.00	20.00	N/A	N/A
Per Round - 18 holes - Adult	Mon-Thu	E	N/A	N/A	22.00	22.00
Per Round - 18 holes - Junior (under 17) & 65 and over	E	D	17.00	17.00	N/A	N/A
Per Round - 18 holes - Junior (under 17) & 65 and over	Mon-Thu	E	N/A	N/A	19.00	19.00

**Weekends and Public Holidays**

Per Round - 18 holes - Adult	E	D	26.00	26.00	N/A	N/A
Per Round - 18 holes - Adult	Fri - Sun	E	N/A	N/A	28.00	28.00
Juniors (under 17) & 65 and over	After 1pm	E	17.00	17.00	N/A	N/A
Juniors (under 17) & 65 and over	After 3pm	E	N/A	N/A	19.00	19.00

**Other Charges**

Twilight Play - Weekday	E	D	11.00	11.00	12.00	12.00
Twilight Play - Weekends and Public Holidays	E	D	12.00	12.00	13.00	13.00

**Group Bookings Offer.** For group bookings of 20 people or more, each person receives 25% off green fees. Please note this offer is not available in conjunction with any other offer and can be withdrawn at any time.

**Corporate Offer.** Receive 25% discount on green fees and 10% discount on season tickets when you produce a valid employee ID from the following companies

**Armed Service Discount.** 50% discount on green fees and 10% discount on memberships for current and past serving members of the armed forces during November.



## FEES &amp; CHARGES SCHEDULE AND CHARGING DIRECTORIES FROM 2022/23 ONWARDS

**Committee:**  
**Service Area** Food, Health & Safety

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

The primary objective of the charge is cost recovery. The level of charge also helps maintain the high level of service provision for the Borough.

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

The increase proposed is 1.9% for **Food Hygiene Rating Score Re-Inspection** in line with the council's corporate increase regarding fees & charges. This is based on the forecast CPI inflation increase for 22/23. **Level 2 CIEH Food Hygiene/Health & safety** is no longer offered and can be removed from fees and charges. **Premises Registration & Practitioner Registration** is to remain unchanged from previous year (%).

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

Increase reflects the increase to costs for supplying the service

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

Fees for **Food Hygiene Rating Score re-inspection** have been benchmarked against all Essex authorities. The proposed Fees and charges are deemed average within the benchmarking exercise. Fees for **Premises Registration & Practitioner Registration** have been benchmarked against all Essex authorities and one of the highest charges. Average charges across Essex are £176 for premises registration and Brentwood currently charge £262.

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

N/A

**Expected budgeted income**

No significant change

**COMMUNITY AND HEALTH  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2022**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2021-March 2022		CHARGES April 2022-March 2023	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

**SERVICE AREA: OTHER ENVIRONMENTAL HEALTH SERVICES**

**SERVICE AREA: FOOD & HEALTH SAFETY**

**Skin Piercing**

Premises Registration	O	D	262.00	262.00	262.00	262.00
Practitioner Registration	O	D	93.00	93.00	93.00	93.00

**Other Charges**

Food Hygiene Rating Score Re-inspection (FHRS)	O	D	180.00	180.00	183.00	183.00
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<b>Committee(s):</b> Community and Health Committee	<b>Date:</b> 6 December 2021
<b>Subject:</b> Brentwood Community Fund	<b>Wards Affected:</b> All
<b>Report of:</b> Kim Anderson, Corporate Manager (Communities, Leisure and Health)	<b>Public</b>
<b>Report Author:</b> Lucy Gill, Community, Leisure and Wellbeing Officer Telephone: 01277 312500 E-mail: lucy.gill@brentwood.gov.uk	<b>For Decision</b>

## Summary

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 £31,300 is currently allocated within an existing 2020/21 budget, and grants of up to £4,000 are available to applicants. The funding was open from 1 April until 30 September 2021. A summary of the applications and the officers' scoring sheet is attached in Appendix B.

## Recommendation(s)

**Members are asked to:**

**R1. Agree to fund those projects highlighted in green as outlined in Appendix B out of the Community Fund.**

## Main Report

### **Background**

1. The Brentwood Community Fund has been set up to give the borough's communities the opportunity to promote local initiatives to improve the quality of life of people living in the local area. The Fund has £31,300 allocated for localism projects. This year, the fund consists of £16,300 contribution from Brentwood Borough Council and £15,000 contribution from Axis, the Council's repairs and maintenance contract as part of their Social Value contribution. £5,000 of Axis' usual £20,000 contribution to the Community Fund was allocated to the Stars of Brentwood Community Awards this year.
2. Grants of up to £4,000 are available and the funding was open to applications from 1 April until 30 September 2021. The recommendations for funding are to be approved by the committee.

3. The criteria that applicants need to meet for the Brentwood Community Fund were provided in the information and guidance notes (Appendix A). This also includes the scoring matrix that officers have used to score each of the applications (Appendix C).
4. The total number of applications to the Community Fund was 11, requesting a total of £31,981.38
5. Last year there were 17 applications. Fewer applications were once again expected this year due to the impact of COVID-19, the wealth of funding pots currently available to support community initiatives, and organisations' confidence in their ability to deliver planned projects as far ahead as next year.
6. A summary spreadsheet of officer recommendations and a copy of all of the application forms can be made to Members on request to provide comments on the applications to the Chair of Community and Health Committee prior to the meeting.

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

7. The criteria, expected outcomes and application process have been simplified in order to encourage applications and to broaden the accessibility of funding as set out in Appendix A of this report.

### **Reasons for Recommendation**

8. Each application has been subject to a robust, independent and transparent scoring process to ensure fairness in the allocation of funding (Appendix C). Once reviewed, the applications were scored by a panel of officers and a representative from Axis, considering the following key priorities:
  - a) Evidence that the bid meets the criteria, the Council's priorities and expected outcomes;
  - b) Evidence that the community has been involved in the development and implementation of the project;
  - c) Evidence that the bid supports the promotion of volunteering and community participation;
  - d) Evidence that the applicant has sought additional external funding or in-kind value (such as the use of volunteers) for the project; and
  - e) Evidence that the project is sustainable once the Council's contribution has ceased.
9. Once the applications were individually scored, they were ranked by their score. The recommendations by officers of the projects that met the key

priorities and the amount of funding that is recommended is attached in Appendix B of this report.

10. Those applications marked as green are recommended to receive 100% of funding requested. Previously, in order to support as many applicants as possible, awardees have received a percentage of requested funding based on final scores. However, the reduction in applications this year has enabled the Council to allocate 100% of requested funding for those who scored over the 50% threshold. This has resulted in an underspend of Axis' contribution of £4,727.40. The underspend will be carried forward to the 2022 scheme.
11. Notifications will be made to all applicants that applied. Successful applicants will need to agree to any terms stipulated within the conditions of the grant being awarded. Successful applicants will also need to complete a self-monitoring report once their project has been completed.
12. Any unsuccessful applicants to the Community Fund will be offered the following support: telephone call or online 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 includes tips on submitting a good funding application and access to My Funding Central, an up-to-date database of thousands of funding streams for the sector. Members will also be asked to assist in this process.

### **Consultation**

13. Consultation has been undertaken with previous applicants over a number of years, and as a result we have revised and simplified the application process, including simplifying the application form and supporting guidance notes. It was recognised that some organisations or individuals may have had difficulty understanding some terminology in respect of completing the funding application, and the requirements for information and match funding should be proportionate to the amount of money being awarded.
14. Following consultation for the recently approved Voluntary, Faith and Community Sector Support Strategy (2021-2026), the application process will be reviewed for 2022's funding scheme to ensure that it aligns with the strategy's commitments. This will be undertaken with a view to encouraging flexibility and widening the breadth of initiatives the fund can support.
15. Part of the monitoring form that is sent out to all successful candidates, also asks the organisation about the whole process and areas that can improved.

## References to Corporate Plan

16. The Community Fund supports a number of priorities and sub priorities within the Corporate Plan. The criteria and expected outcomes from the Community Fund are applications are outlined in Appendix A. The Community Fund was reviewed for 2021/22 to ensure that the priorities and desired outcomes continued to align with the Council's Corporate Plan for 2020-2025 and any further priorities that may have arisen as a result of the COVID-19 pandemic.

## Implications

### Financial Implications

**Name & Title: Jacqueline Van Mellaerts, Corporate Director (Finance & Resources) and S151 Officer**

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

17. The Community Fund pot consists of £16,300 from existing budgets and £15,000 contribution from Axis as part of their social value commitment through their housing, repairs and maintenance contract.
18. The underspend of £4,727.40 will be carried forward to next year's allocation.

### Legal Implications

**Name & Title: Amanda Julian, Corporate Director (Law & Governance) and Monitoring Officer**

**Tel & Email: 01277 312500/amanda.julian@brentwood.gov.uk**

19. The General Power of Competence under section 1 of the Localism Act 2011 gives the Council a broad power, subject to some limitations to do things an individual may do, provided it is not prohibited by other legislation. This power is wide enough to include the allocation of funding under the Community Fund.
20. Criteria has been formulated against which applications for grant funding will be assessed. This will support decision making on the allocation of funding being made in a fair and transparent way and satisfies the legal process.

### Economic Implications

**Name/Title: Phil Drane, Corporate Director (Planning & Economy)**

**Tel/Email: 01277 312500/philip.drane@brentwood.gov.uk**

21. The Community Fund has a positive impact on the local economy when there is an increase in the number of jobs, volunteering roles, skills development opportunities and improvements to facilities.

## **Other Implications**

### **Equality and Diversity Implications**

22. The Community Fund supports voluntary and community organisations that best support residents in the community, regardless of age, disability, gender, gender reassignment, pregnancy and maternity, race religion and sexual orientation.

### **Asset Implications**

23. Where relevant, the granting of funding is dependent upon permissions being granted by the owner of the asset.

### **Background Papers**

None

### **Appendices**

- Appendix A: Community Fund Guidance and Criteria
- Appendix B: Community Fund Scoring Recommendations
- Appendix C: Community Fund Scoring Matrix

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# Brentwood Community Fund

## Information and Guidance Notes

April 2021

### What is the Brentwood Community Fund?

The Brentwood Community Fund has been set up to give Brentwood's Communities the opportunity to promote local initiatives to improve the quality of life for local people living in the Borough. With the support of Axis, grants of up to £4,000 are available for applicants.

The Brentwood Community Fund will open for applications on **Thursday 1st April 2021** and will close on **Thursday 30th September 2021**.

Bids will be assessed and reported to a relevant committee in December 2021, when a decision on the allocation of funding will be made. Applicants should continue to check [www.brentwood.gov.uk/funding](http://www.brentwood.gov.uk/funding) to ascertain when a date for this committee has been set.

### Who can Apply?

The Council is inviting bids from not for profit groups and organisations for a share of the cash on offer for local causes and projects that will support and improve the quality of life for local people and tackle the issues that they think are important. Schools and parish councils may apply.

All applications must benefit Brentwood's communities. Projects must be delivered in the Borough and take place between **1<sup>st</sup> January 2022 and 31<sup>st</sup> December 2022**.

Bids may be submitted by not for profit community and voluntary organisations, residents' / tenants' associations etc. Groups do not need to be formally constituted, but if that is the case, the Council will request invoices to be submitted to it directly and will settle these.

Funding should be for new projects. Previous applicants may apply if they are proposing a new project, however, priority will be given to those who have not received any previous funding from the Brentwood Community Fund or the Mental Health Small Grants Scheme. Applicants cannot apply to the Community Fund and the Mental Health Small Grant Scheme for the same project.

We also ask that you state on your application and in the budget template whether you have applied for, or have received funding from another department within the Council, whether it be confirmed or unconfirmed.

### How much can I apply for?

The maximum amount that can be applied for is **£4,000**. There is no minimum amount. We would expect to see some form of match funding or inkind support for all applications. However, applicants should remember that inkind support includes volunteers' time in both coordinating

and delivering the project. Volunteer time in kind can be estimated at £10 per hour per person (as an average).

### **How to Apply**

#### **The application form**

You can apply for funding using the Brentwood Community Fund application form, which is linked on the Brentwood Borough Council website [www.brentwood.gov.uk/funding](http://www.brentwood.gov.uk/funding).

Please read these information and guidance notes thoroughly before completing the application form and ensure that you submit the application form together with any attachments and supporting documents (see checklist). Additional supporting documents can be emailed to [localism@brentwood.gov.uk](mailto:localism@brentwood.gov.uk) by 30th September 2021 at the latest to ensure that these are considered along with your application. For any advice, support, guidance or any queries relating to the completion of the form please contact [localism@brentwood.gov.uk](mailto:localism@brentwood.gov.uk) or telephone Community Services on 01277 312500.

Please ensure that all fields on the application form are fully completed. If any questions are not applicable, please write 'N/A' in the answer box.

#### **What will be funded?**

Projects will only be funded if they are firmly and directly aligned with the community based priorities in the Council's 'Brentwood 2025: Where Everyone Matters' (a copy of which can be found on the Council's website [www.brentwood.gov.uk](http://www.brentwood.gov.uk)). In particular, we are looking at schemes which will deliver wider community benefits, rather than benefits to individual clubs or organisations and that will also deliver on the following priorities, actions and outcomes:

<b>The Council would expect to see <u>clear</u> links between the delivery of the proposed activity and the following criteria and expected outcomes:</b>
---

Growing our economy
<ul style="list-style-type: none"><li>• Projects support and increase community skills development, working with schools, businesses or training providers.</li><li>• Projects support a thriving high street by attracting greater footfall to out retail centres.</li></ul>
Protecting our environment
<ul style="list-style-type: none"><li>• Projects enable communities to take a more active role in delivering a cleaner, safer and greener environment, (i.e. encouraging the development of environmental partnerships).</li><li>• Projects improve leisure facilities for residents and visitors.</li><li>• Projects promote and protect our environment and green spaces (i.e promoting the reduction of single use plastics).</li></ul>
Developing our communities
<ul style="list-style-type: none"><li>• Projects encourage thriving and engaged communities</li><li>• Projects encourage community engagement in developing improved and accessible health and wellbeing services.</li><li>• Projects encourage volunteering.</li><li>• Projects help to keep the Borough safe by protecting vulnerable people from harm and deliver crime prevention initiatives.</li><li>• Projects build relationships between new and emerging communities.</li></ul>

### **What will we not fund?**

- Retrospective bids, i.e. Where work has already commenced (prior to agreement of any funding allocation).
- More than one bid per applicant.
- Future running costs – these are one off grants only.
- Repeat funding for projects previously funded by the Mental Health Small Grants Scheme or the Brentwood Community Fund (requests must be for a new project, however applications for separate project phases can be considered).
- We won't fund organisational running costs or salaried staff unless these staff are delivering programme sessions in addition to business as usual where the need has been identified.
- Start-up business costs.
- Political activities.
- Exclusively religious activities (although faith groups may receive funding for community development or self-help activities. In this case the application must show that the project will bring wider community benefit and that the primary purpose of the activity is not religious).
- Statutory activities/ requirements, i.e. where funding is no longer available or has ceased from another provider.
- Hospitality and catering (including refreshments).
- Funding for projects outside the Borough of Brentwood.
- Funding for lobbying or campaigning.
- Ongoing costs incurred by the project, e.g. maintenance of equipment.

### **How we will assess your application?**

Each application will be scored against the criteria set out in the **Scoring Matrix** which is available to download from [www.brentwood.gov.uk/funding](http://www.brentwood.gov.uk/funding). You should review your application before submitting it to ensure that you have fully answered all of the questions and clearly linked your project to the criterion listed above.

### **Application Form - Questions Explained**

#### **Question 1 – Please provide a brief description of the project.**

Please tell us details of your project, what it is, why you need the money (for all or part of the project) who it involves etc. We would not expect to see bids for one off capital expenditure except there are no ongoing revenue costs.

#### **Question 2 – How does your project meet one or more of the criteria, and how will it deliver the expected outcomes?**

Please look at the criterion and expected outcomes as outlined in the table previously and clearly tell us how your project will meet one or more of these. (NB, it does not have to meet every criteria but must meet at least one.)

#### **Question 3 – Explain how the community has been involved in the development of the project. How has the need been identified?**

- Please include evidence of community involvement with supporting documents that

show us how you identified a need for this project and who in your community supports it.

- The community should be engaged in identifying schemes to be put forward and particularly schemes which generate community involvement, engagement and ownership.
- There should be demonstrable community support for initiatives being put forward.

**Question 4 – Please explain how your project promotes volunteering or includes volunteers and community participation in its planning or delivery**

- Schemes should promote volunteering and community participation.

**Question 5 – Budget – Please complete the linked Budget Template and upload to your online application form.**

- Expenditure – Please give us a breakdown of what you expect your project costs to be, for example venue hire, equipment, in kind costs such as volunteer costs (this can be estimated at £10 per hour per person as an average) or marketing materials etc.
- Income – Please list any income you may be receiving including whether its confirmed or unconfirmed. This includes additional external funding, funding from another Council department, in kind funding such as volunteer contribution (this can be estimated at £10 per hour per person as an average), donated time or materials, and any of your own fund raising.
- In kind amounts in the expenditure column and the income column should match i.e. in kind contributions are seen as a cost and an income as described above.
- You must state if all income amounts are confirmed or unconfirmed.
- Brentwood Community Fund amount – Please tell us how much money you are requesting from the Brentwood Community Fund and ensure this matches with the amount you have written on the front page of the application form. The maximum amount you can apply for is £4,000.
- VAT – please include your VAT registration number if relevant.
- Please ensure your total income and total expenditure matches.

**Question 6 – Sustainability**

- Please tell us how you intend to ensure your project is sustainable (i.e will there be any future running costs incurred from your project and if so, how will you fund this in the future?)

Please note, the Council will not be responsible for any ongoing costs incurred by your project i.e. maintenance of equipment.

**Question 7 – Bank Details**

Please provide your account name, sort code and account number, so that payments can be made should your application be successful. If you are new group and no bank account has been set up for your project/organisation please contact [localism@brentwood.gov.uk](mailto:localism@brentwood.gov.uk) or telephone 01277 312500 for advice and guidance.

**Permissions and Licenses**

For all bids received, it is the applicant's responsibility to ensure that all required permissions, licenses and insurances are in place prior to beginning your project and that adequate health, safety, safeguarding protocols and risk assessments are in place if necessary. Please include a copy

of any relevant documents to support your application.

### **Checklist**

When completing the application form please ensure that you include all relevant documents to support your application.

- Relevant permissions/consent.
- Confirmation of any additional external secured funding, if applicable.
- Your organisation's governing document (Constitution, Memorandum and Articles of Association, Trust Deed etc).
- Evidence of community involvement.
- Safeguarding policy (if working with young people and vulnerable adults).
- Risk assessments and insurance if required.
- Cost estimates or price quotations.
- Letters of support or other supporting information.
- Completed Budget Template

### **Question 7 – Declaration**

Please read through your application form carefully and sign and date it. An electronic signature is acceptable.

### **When will a decision be made on funding?**

Applications will be assessed by a panel of Council officers and elected Members.

Recommendations will be reported to the relevant committee in December 2021. Notifications will be sent to all applicants to inform them whether they have been successful or not following this meeting.

### **Monitoring**

Successful applicants will be asked to return a signed Terms and Conditions form and complete a monitoring form once their project has been completed.

We also ask that successful projects use the Brentwood Borough Council and Axis logos on marketing materials relating to their funded project.

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# Appendix B

## Brentwood Community Fund 2021

### Scoring Recommendations

Recommended for funding					
Did not score highly enough to be awarded funding					
Organisation	Applicant	Funding Request £s	Summary of project	Rank	Recommended funding allocation
Let's Get Out CiC	Adult Wellbeing and Environment Regeneration Project	£3,968	The project seeks to involve the community in an outdoor wellbeing project to improve an environmental space in Dodinghurst Common, engaging volunteers and those referred through key local services to participate. The project will teach bushcraft and woodland management skills to 4 groups of 8 participants over an 8 week programme.	1	£3,968
Trailnet CiC	Inclusive Cycling Programme	£1,500	To pay for volunteers to undertake training to lead inclusive bike rides for children and adults of all abilities. The funding would pay for up to 12 volunteers to undertake training for rides that require specialist equipment and other support.	2	£1,500
InterAct Chelmsford Ltd	Building Better Mental Health and Resilience	£3,990	The project is to deliver 2 mental health course programmes to residents, 1. Developing Self-Care and Resilience and 2. Youth Mental Health First aid to support emerging issues from COVID-19 including emotional trauma and bereavement, redundancy and unemployment, developing coping strategies and ways to respond to those affected.	3	£3,990
St George's Church	Leisure Activities	£910	St George's Church runs an English conversation class for non-English adults using the food hub, who are mainly refugees. The church would like to take them and their children to Walton-on-the-Naze for the day and run an activity day for parents and children in the church hall in August 2022.	4	£910
Action for Family Carers	Brentwood Cares	£3,857.60	The project proposes to deliver a series of social activities for those who are cared for and their carers. The project will give carers the opportunity to receive peer support and help those who are cared for to 'get out there' in the community following covid-19	5	£3,857.60
Hutton Community Centre	Rewiring the Centre	£3,500	The project aims to safeguard the activities and services provided by Hutton Community Centre by addressing one of the elements of the key infrastructure - the central electrical system. The need to do this was highlighted by their own investigations and also an electrical fire at the centre in 2017. Since then they have been systematically replacing different elements of the electrical system and have self-funded 3 areas. Funding is needed to replace the main incoming boards with up to date equipment. After doing this, there will only be one smaller area to do to address all of the key electrical installation areas.	6	£3,500
Mountnessing Village Hall	Renovation of Hall Windows	£2,400	The project is to strip out the glass from the lower 5 windows, replacing with new sealed units and blinds, refurbishing all hinges and locking mechanisms.	7	£2,400
1st Warley Scout Group	AV System for Eagle Hall	£3,800	The applicant wishes to fund an AV system for the main hall so the facilities are improved for larger groups to replicate the AV system that was funded previously by the Community Fund for the community space.	8	£3,800
Great Danes Youth Football Club	Fit for Football	£2,647	The club plans to offer a year's worth of free-weekly, small football games for middle aged men to improve their fitness and provide a gateway to regular physical activity and health. The money is requested for pitch hire, footballs and kit. The coaches will give time and management of the project in kind.	9	£2,647
Samaritans	Community Outreach Events	£3,500	The project seeks to raise awareness of the charity by delivering a series of outreach events across the community to recruit volunteers. The funding would pay for publicity materials and a gazebo.	10	0
Heads2Minds	Chill and Chat Workshops	£1,500	To deliver a series of Chill and Chat workshops for people to connect with Mental Health First Aiders and signposting.	11	0
Total requested		£31,573			
Total allocation					£26,573

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Sheet1

### Scoring matrix for Brentwood Community Fund 2021

Each Brentwood Community Fund application will be scored against the following key criteria:

Criteria/score	0%	Up to 33%	Up to 66%	Up to 100%	Total weighting
<b>1</b> The application demonstrates how the project meets the criteria and supports the priorities and expected outcomes (see table in guidance notes).	The application shows no evidence of how the project meets the criteria, supports the priorities and will deliver the expected outcome(s).	The application shows there are tenuous links between the project, the priorities and the expected outcome(s)	The application demonstrates some good links between the project, the priorities and the expected outcome(s), and details how some of the project activities will achieve them	The application clearly demonstrates the links between the project and the expected outcome(s), and details how all of the project activities contribute to them.	<b>40%</b>
<b>2</b> The application demonstrates the need for the project and how the community has been involved in its development. For example, the community should be engaged in identifying schemes to be put forward.	The application shows no evidence that the community has been involved in the development of the project and no evidence of need.	The application shows a small amount of evidence that the community has been involved in the development of the project and some level of need.	The application shows reasonable evidence that the community has been involved in the development of the project and shows good level of need.	The application clearly demonstrates how the community have been involved in the development of the project and clearly demonstrates the need with accompanying evidence.	<b>20%</b>
<b>3</b> The application demonstrates the promotion of volunteering and community participation in its delivery.	The application shows no evidence of how the project will promote volunteering and community participation.	The application shows a small amount of evidence of how the project will promote volunteering and community participation.	The application shows reasonable evidence of how some aspects of the project will promote volunteering and community participation.	The application clearly demonstrates how volunteering and community participation is integral to the project.	<b>20%</b>
<b>4</b> The application demonstrates that the applicant has sought additional external funding or in kind value for the project, such as the use of volunteer time or donated materials/equipment.	The application shows no evidence that the applicant has sought additional external funding or in kind value for the project.	The application shows a small amount of evidence that the applicant has sought additional external funding or in kind value for the project.	The application shows reasonable evidence that the applicant has sought additional external funding or in kind value for the project.	The application clearly evidences how the applicant has sought additional external funding or in kind value for the project.	<b>10%</b>
<b>5</b> The application demonstrates how the project will be sustainable once the grant contribution has ceased.	The application shows no evidence of how the project will be sustainable once the grant contribution has ceased.	The application shows a small amount of evidence of how the project will be sustainable once the grant contribution has ceased.	The application demonstrates reasonable evidence of the sustainability of the project once the grant contribution has ceased.	The application demonstrates clear and robust evidence of the sustainability of the project once the Council's contribution has ceased.	<b>10%</b>
<b>TOTAL</b>					<b>100%</b>

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<b>Committee:</b> Community and Health Committee	<b>Date:</b> 6 December 2021
<b>Subject:</b> Bracken Wood Greens, Warley	<b>Wards Affected:</b> Warley
<b>Report of:</b> Kim Anderson, Corporate Manager – Communities, Leisure & Health	<b>Public</b>
<b>Report Author/s:</b> Name: Zara Clarke, Community Development Assistant Telephone: 01277 312500 E-mail: zara.clarke@brentwood.gov.uk	<b>For Decision</b>

## Summary

The Localism Act 2011 introduced the Community Right to Bid (the Right), a new right for local people to nominate buildings or pieces of land that they believe contribute 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 25-year 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 has been received to list Bracken Wood Greens, as an Asset of Community Value and this report asks the Committee to make a decision on this nomination.

## Recommendation(s)

**Members are asked to: -**

**R1. List the land known as Bracken Wood Greens, as indicated on the site map in Appendix B of the report, as an Asset of Community Value.**

## Main Report

### **Background**

1. A report was presented to Policy, Performance and Resources Committee on 7 December 2011 (min. ref. 386) so that members were aware of the implications for the Council of the Localism Act 2011 which was given Royal Assent on 15 November 2011. Part of the Localism Act 2011 includes the ability for communities to be able to ask for community assets to be put on a register of 'Assets of Community Value'. These can include local pubs, shops, village halls, libraries and community centers.
2. A subsequent report was presented to Strategy and Policy Board on 20 November 2013 (min ref. 264) recommending that delegated authority to determine whether nominations should be included within the list of assets of community value, be given to the Head of Borough Health, Safety and Localism in consultation with the Chair of Strategy and Policy Board and relevant ward Councilors; and that the officer grade for carrying out and determining reviews be at Head of Service level or above.
3. The consultation part of the delegation was changed at Ordinary Council on 22 October 2014 (min. ref. 213) that the Communities Committee be granted delegated authority to determine applications/nominations for designation of Assets of Community Value.
4. The Localism Act provides an opportunity for communities to raise finance to competitively bid when a community asset comes on the open market. This is achieved through a legal framework governed by the Local Authority. The Act allows communities to nominate assets of community value (ACV's). The council is given eight weeks to determine whether it meets the criteria for listing from the date of submission, and then places its decision on the list. When the owner of a listed asset wishes to dispose of it, the Act introduces a delay or 'moratorium' before he or she can do so, to give any interested and eligible community groups the time to prepare a bid. However, at the end of the moratorium period the owner can sell to whomever they choose at a price agreed by the buyer.
5. The Council received a valid nomination (Appendix A) on 8 November 2021 from Bracken Wood Residents Association in relation to the land as indicated on the attached site plan in Appendix B. The regulations made under the Localism Act 2011 require the Council to determine within 8 weeks whether to list the nominated asset. Therefore, the deadline for a decision is 3 January 2022 which is why this report is before Members today.

6. In broad outline the new provision under the Localism Act 2011 for listing an Asset of Community Value and subsequent disposal are set out in Appendix C. In particular Members are reminded of what is meant by a relevant disposal of a listed asset (see 1.15 of Appendix C).

### **Issue, Options and Analysis of Option**

7. The essential statutory test for an ACV is set out in Section 88 of the Localism Act 2011. It is for the local authority to judge whether the criteria are met (subject to any challenge by way of a judicial review). The criteria are set out as follows:
8. **Is the nominating organisation an eligible body to nominate?**  
Officers have checked and confirmed that Bracken Wood Residents Association are an eligible body to nominate the land as an Asset of Community Value.
9. **Does the nominating body have a local connection to the asset?** Yes, Bracken Wood Residents Association operates in the Warley area.
10. **Does the nomination include the required information about the asset?**  
(This includes the proposed boundaries, names of the current occupants of the land and names of the current or last known address of those holding a freehold or leasehold estate of the land). All of the necessary information was supplied to the Council (see nomination form Appendix A) and site plan (Appendix B).
11. **Is the nominated asset outside one of the categories that cannot be and Asset of Community Value (a residence together with land associated with that residence; land in respect of which site license is required under Part 1 of the Caravan Sites and Control of Development Act 1960; and operating land as defined in Section 263 of the Town and Country Planning Act 1990)?** The land indicated is not one of the exempt categories that cannot be listed as an ACV, so this nomination cannot be ruled out on that principle.
12. **Is the current or (recent usage) which is subject to the nomination an actual and non-ancillary usage?**  
The nominee states the Community Asset under consideration is the land known locally as The Greens, which is land that was deliberately left open for communal use when the estate was constructed in the 1980s. This land was designed in collaboration with Brentwood Council following its previous use as an industrial area, considering a degree of pollution and underground structures.

13. **The Council also needs to consider if in their opinion (a) an actual current use further the social wellbeing or social interests of the local community, and (b) it is realistic to think that there can continue to be non-ancillary use of the building or other land which will further (whether or not in the same way) the social wellbeing or social interests of the local community.** They may take into account the following:

- a) **What is the ‘local community’ of the asset as defined by geographical area?** Officers consider that this would include the immediate vicinity of the Borough of Brentwood and surrounding areas.
- b) **What is the current/recent use of the asset?** The nominated asset’s current usage is by residents of the flats adjacent to the field, and a green corridor for animals living in the nearby Hampden Wood through to the Donkey Lane woods and the wider Thorndon Park area.
- c) **What will be the impact if the usage ceases?** The nominee states that the loss of garden space for upstairs flats, diminishment of the visual attractiveness of the overall area in contrast to its appearance when most of the houses and flats when they were purchased, loss of wildlife corridor, elimination of sight lines, possible release of pollution in the subsoil.
- a) **How does it meet the social interests of the community as a whole and not users/customers of a specific service?** For information in the Act ‘Social interests’ includes each of the following – cultural interests, recreational interests and sporting interests. The Asset provides recreational interests for the local community.
- b) **How is the asset regarded by the local community (community consultation, evidence of support)?** Bracken Wood Residents Association have submitted the nomination form for this site and the Residents Association are representatives of the local community of Brentwood.

### **Reasons for Recommendation**

- 14. The nomination has passed the Council’s due diligence tests including the submission of evidence that the group is eligible to nominated. The nomination passes the first statutory test as it clearly furthers the social interests and wellbeing of the local community.
- 15. There is a realistic chance that the asset will continue to provide the activities for which it has been nominated. The nomination therefore passes the second statutory tests.

16. The Council could decide not to list The Bracken Wood Greens as an Asset of Community Value, but this would mean that it was not fulfilling its statutory duty under the Localism Act 2011.

## **References to Corporate Plan**

17. Assets of Community Value sit under the Developing Communities strand by encouraging individual and corporate volunteers to help strengthen communities.

## **Implications**

### **Financial Implications**

**Name/Title: Jacqueline Van Mellaerts, Corporate Director (Finance & Resources)**  
**Tel/Email: 01277 312500/ jacqueline.vanmellaerts@brentwood.gov.uk**

18. Under the Assets of Community Value Regulations, the local authority is responsible for paying compensation in respect of listed assets within its area. This compensation is for an owner of an asset included in the Council's list of assets of community value. The compensation claim is in respect of incurred loss or expenses in relation to the asset which would be likely not to have been incurred, if the land had not been listed.
19. There is no statutory cap on the amount of compensation that may be payable in respect of any one claim, and one local authority may face multiple claims in any one year. The Department for Communities and Local Government has issued guidance in relation to the Community Right to Bid. With regard to compensation claims, any individual or total payments of over £20,000 in a financial year will be funded by the government. In addition, a New Burdens grant has been allocated to all administering councils to cover the costs associated with implementing the new scheme.
20. Whilst the funding from government will help to meet some of the costs of the new arrangement, local authorities will still be expected to fund the first £20,000 of any compensation payments.
21. The current balance in the Community Rights to Bid reserve has a balance of £37,644.

### **Legal Implications**

**Name & Title: Amanda Julian, Corporate Director (Law and Governance) and Monitoring Officer**  
**Tel & Email: 01277 312500/ Amanda.julian@brentwood.gov.uk**

22. The Council has a statutory responsibility to comply with the provisions as set out in the Localism Act 2011(the Act) and the Regulations made under the Act,

currently Assets of Community Value (England) Regulations 2012 SI 2421, to list assets nominated by community groups as assets of community value if these are deemed to pass the statutory tests set out in the Act.

23. Decisions on nominations made under the Community Right to Bid are considered by the Community and Health Committee within the timeframe which the Council is, by law, required to respond to the nominating group.

24. There is a clear penalty for non-compliance with the rules by owners. All new registrations on the Register of Assets of Community Value will also be recorded on the Local Land Charges Register and if the land is registered a restriction will be entered on the title of the property at the Land Registry (ACV Regulations 2012). Therefore, when the asset changes hands, a search of the register will reveal the asset's status. Where a sale is found to have taken place which does not comply with the Act the sale is deemed void.

#### **Economic Development Implications**

**Name/Title: Phil Drane, Corporate Director (Planning & Economy)**

**Tel/Email: 01277 312500/ philip.drane@brentwood.gov.uk**

25. There are no direct economic implications. Bracken Wood Greens forms part of several attractive green open spaces that contribute to local residential amenity. Protection of such spaces helps to maintain reasons why people choose to live in the borough, which can contribute to indirect economic benefits.

#### **Equality and Diversity implications**

**Name/Title: Kim Anderson, Corporate Manager (Communities, Leisure & Health)**

**Tel/Email: 01277 312500/ kim.anderson@brentwood.gov.uk**

26. The process will be fair and consistent for all members of the community and therefore is not anticipated that there will be any direct impact on individual community groups or members.

#### **Background Documents**

- Localism Act 2011

#### **Appendices**

- Appendix A: Application of Asset of Community Value
- Appendix B: Nomination of land – Bracken Wood Greens site map
- Appendix C: Provisions under the Localism Act 2011 relating to Assets of Community Value

<https://www.legislation.gov.uk/ukpga/2011/20/contents/enacted>





Reference: ACVN376921056

## Assets of Community Value Nomination

**Name of your organisation:** Bracken Wood Residents Association

**organisationAddress:**

Please enter the postcode	Select the address from the list	Flat number (if any)	House number/name	Road name	Town	County	Postcode
[REDACTED]	[REDACTED] [REDACTED]		[REDACTED]	[REDACTED] [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED] [REDACTED]

**Name of contact:** [REDACTED]

**Phone number:** [REDACTED]

**Email address:** [REDACTED]

**Are you an incorporated organisation?:** No

**What type of organisation are you?:** Residents Association

**Registration number(s):** none

**If your organisation carries out activities for profit, please describe below how you use the surplus that is generated:** Not for Profit

**If you are an unincorporated organisation please, describe below what provisions are made for community benefit in your constitution:** N/A

**Please describe how your organisation has a local connection to the area where the asset has been identified:** We are a residents association Facebook group (set up on the Facebook platform, for ease of access, and immediacy of communication).

We currently have 210 members from the Bracken Wood estate and its very nearby neighbours. The purpose of the Residents Association group Facebook is to share & discuss information about our area and common interests and to coordinate activities.

**Please provide information below which supports your nomination having regard to the test set out above:** The Community Asset under consideration is the land known locally as

The Greens, which is land that was deliberately left open for communal use when the estate was constructed in the 1980s.

This land was designed in collaboration with Brentwood Council following its previous use as an industrial area, considering a degree of pollution and underground structures

**Do you have any further information on the numbers of people that currently use the facilities, and the various clubs etc. that are based there so we can determine how well the asset is currently used?:** 215 residents are registered as group members and 91 of these have signed up in support of the Community Asset proposition

**How do you think the Asset further the social wellbeing of the local community?:**The Bracken Wood Greens areas provide a green space garden-like open space especially for upstairs flats that have no gardens of their own, add generally to the amenity and visual attractiveness of the whole estate, together lighting, sight lines for the local roads and a green corridor for animals living in the nearby Hampden Wood through to the Donkey Lane woods and the wider Thorndon Park area

**What would be the impact if the function of the asset were to cease?:**Loss of Garden space for upstairs flats, diminishment of the visual attractiveness of the the overall area in contrast to its appearance when most of the houses and flats when they were purchased, loss of wildlife corridor, elimination of sight lines, possible release of pollution in the subsoil

**How well is it regarded by the local community? Has there been any consultation, or do you have any evidence of support from the community for this nomination?:** The Greens are very well regarded as a key Community Asset. A large amount of supporting activity has occurred, including the Group membership (215) and specific supporters of the Community Asset proposition currently standing at 91

**Description of the nominated land including its proposed boundaries:**I have attached a map of this but the land is to the south of Woodman Road, opposite Hampden Wood, stretching up to Warley County Primary school

**Name and address of current occupants of land:**The land is empty

**Names and addresses (or last known address) of all those holding a freehold or leasehold interest in the land:** Long Term Reversions (Harrogate) Ltd; This ownership is descended from the original property developers for the estate

**Site map plan:** Brackenwood Greens.pdf

**Other documents:** Brackenwood Greens.png, Brackenwood Greens.pdf, Screenshot from 2021-11-08 11-53-58.png, Screenshot from 2021-11-08 11-55-03.png



***Bracken Wood  
Greens***

Brentwood, CM14

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# Localism Act 2011

## CHAPTER 20

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Explanatory Notes have been produced to assist in the understanding of this Act and are available separately

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# Agenda Item 8

<b>Committee:</b> Community and Health Committee	<b>Date:</b> 6 December 2021
<b>Subject:</b> The Bull Public House, Blackmore	<b>Wards Affected:</b> Tipps Cross
<b>Report of:</b> Kim Anderson, Corporate Manager – Communities, Leisure & Health	<b>Public</b>
<b>Report Author/s:</b> Name: Zara Clarke, Community Development Assistant Telephone: 01277 312500 E-mail: zara.clarke@brentwood.gov.uk	<b>For Decision</b>

## Summary

The Localism Act 2011 introduced the Community Right to Bid (the Right), a new right for local people to nominate buildings or pieces of land that they believe contribute 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 25-year 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 has been received to list The Bull Public House, as an Asset of Community Value and this report asks the Committee to make a decision on this nomination.

## Recommendation(s)

**Members are asked to: -**

**R1. List the land known as The Bull Public House, as indicated on the site map in Appendix B of the report, as an Asset of Community Value.**

## Main Report

### **Background**

1. A report was presented to Policy, Performance and Resources Committee on 7 December 2011 (min. ref. 386) so that members were aware of the implications for the Council of the Localism Act 2011 which was given Royal Assent on 15 November 2011. Part of the Localism Act 2011 includes the ability for communities to be able to ask for community assets to be put on a register of 'Assets of Community Value'. These can include local pubs, shops, village halls, libraries and community centres.
2. A subsequent report was presented to Strategy and Policy Board on 20 November 2013 (min ref. 264) recommending that delegated authority to determine whether nominations should be included within the list of assets of community value, be given to the Head of Borough Health, Safety and Localism in consultation with the Chair of Strategy and Policy Board and relevant ward Councilors; and that the officer grade for carrying out and determining reviews be at Head of Service level or above.
3. The consultation part of the delegation was changed at Ordinary Council on 22 October 2014 (min. ref. 213) that the Communities Committee be granted delegated authority to determine applications/nominations for designation of Assets of Community Value.
4. The Localism Act provides an opportunity for communities to raise finance to competitively bid when a community asset comes on the open market. This is achieved through a legal framework governed by the Local Authority. The Act allows communities to nominate assets of community value (ACV's). The council is given eight weeks to determine whether it meets the criteria for listing from the date of submission, and then places its decision on the list. When the owner of a listed asset wishes to dispose of it, the Act introduces a delay or 'moratorium' before he or she can do so, to give any interested and eligible community groups the time to prepare a bid. However, at the end of the moratorium period the owner can sell to whomever they choose at a price agreed by the buyer.
5. The Council received a valid nomination (Appendix A) on 25 October 2021 from Blackmore, Hook End and Wyatts Green Parish Council in relation to the land as indicated on the attached site plan in Appendix B. The regulations made under the Localism Act 2011 require the Council to determine within 8 weeks whether to list the nominated asset. Therefore, the deadline for a



decision is 20 December 2021 which is why this report is before Members today.

6. In broad outline the new provision under the Localism Act 2011 for listing an Asset of Community Value and subsequent disposal are set out in Appendix C. In particular Members are reminded of what is meant by a relevant disposal of a listed asset (see 1.15 of Appendix C).

### **Issue, Options and Analysis of Option**

7. The essential statutory test for an ACV is set out in Section 88 of the Localism Act 2011. It is for the local authority to judge whether the criteria are met (subject to any challenge by way of a judicial review). The criteria are set out as follows:
8. **Is the nominating organisation an eligible body to nominate?**  
Officers have checked and confirmed that Blackmore, Hook End and Wyatts Green Parish Council are an eligible body to nominate the land as an Asset of Community Value.
9. **Does the nominating body have a local connection to the asset?** Yes, Blackmore, Hook End and Wyatts Green Parish Council operates in the Tipples Cross area.
10. **Does the nomination include the required information about the asset?**  
(This includes the proposed boundaries, names of the current occupants of the land and names of the current or last known address of those holding a freehold or leasehold estate of the land). All of the necessary information was supplied to the Council (see nomination form Appendix A) and site plan (Appendix B).
11. **Is the nominated asset outside one of the categories that cannot be and Asset of Community Value (a residence together with land associated with that residence; land in respect of which site license is required under Part 1 of the Caravan Sites and Control of Development Act 1960; and operating land as defined in Section 263 of the Town and Country Planning Act 1990)?** The land indicated is not one of the exempt categories that cannot be listed as an ACV, so this nomination cannot be ruled out on that principle.
12. **Is the current or (recent usage) which is subject to the nomination an actual and non-ancillary usage?** The building has been a public house and restaurant for more than 100 years. It is currently unoccupied and unused due to change ownership and ongoing renovations. The Parish Council previously listed the Bull Public House and wish to do so again.

13. **The Council also needs to consider if in their opinion (a) an actual current use further the social wellbeing or social interests of the local community, and (b) it is realistic to think that there can continue to be non-ancillary use of the building or other land which will further (whether or not in the same way) the social wellbeing or social interests of the local community.** They may take into account the following:

- a) **What is the 'local community' of the asset as defined by geographical area?** Officers consider that this would include the immediate vicinity of the Borough of Brentwood and surrounding areas.
- b) **What is the current/recent use of the asset?** The nominated asset's current usage is unused due to change ownership and ongoing renovations but has previously served the Community as a Public House and Restaurant for a number of years.
- c) **How well is the asset used?** The nominee has stated that the site has served the Community for more than 100 years.

14. **What will be the impact if the usage ceases?** The nominee states that the ancient building has served as a place for locals to meet, socialise and dine out for over 100 years and the community wishes to have the building restored so as to maintain its ancient character and function for future generations.

- a) **How does it meet the social interests of the community as a whole and not users/customers of a specific service?** For information in the Act 'Social interests' includes each of the following – cultural interests, recreational interests and sporting interests. The Asset provides cultural and recreational interests for the local community.
- b) **How is the asset regarded by the local community (community consultation, evidence of support)?** Blackmore, Hook End and Wyatts Green Parish Council have submitted the nomination form for this site and the Parish Council are representatives of the local community of Brentwood.

### **Reasons for Recommendation**

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

16. There is a realistic chance that the asset will continue to provide the activities for which it has been nominated. The nomination therefore passes the second statutory tests.
17. The Council could decide not to list The Bull Public House as an Asset of Community Value, but this would mean that it was not fulfilling its statutory duty under the Localism Act 2011.

## **References to Corporate Plan**

18. Assets of Community Value sit under the Developing Communities strand by encouraging individual and corporate volunteers to help strengthen communities.

## **Implications**

### **Financial Implications**

**Name/Title: Jacqueline Van Mellaerts, Corporate Director (Finance & Resources)**  
**Tel/Email: 01277 312500/ jacqueline.vanmellaerts@brentwood.gov.uk**

19. Under the Assets of Community Value Regulations, the local authority is responsible for paying compensation in respect of listed assets within its area. This compensation is for an owner of an asset included in the Council's list of assets of community value. The compensation claim is in respect of incurred loss or expenses in relation to the asset which would be likely not to have been incurred, if the land had not been listed.
20. There is no statutory cap on the amount of compensation that may be payable in respect of any one claim, and one local authority may face multiple claims in any one year. The Department for Communities and Local Government has issued guidance in relation to the Community Right to Bid. With regard to compensation claims, any individual or total payments of over £20,000 in a financial year will be funded by the government. In addition, a New Burdens grant has been allocated to all administering councils to cover the costs associated with implementing the new scheme.
21. Whilst the funding from government will help to meet some of the costs of the new arrangement, local authorities will still be expected to fund the first £20,000 of any compensation payments.
22. The current balance in the Community Rights to Bid reserve has a balance of £37,644.

## **Legal Implications**

**Name & Title: Amanda Julian, Corporate Director (Law and Governance) and Monitoring Officer**

**Tel & Email: 01277 312500/ Amanda.julian@brentwood.gov.uk**

23. The Council has a statutory responsibility to comply with the provisions as set out in the Localism Act 2011 (the Act) and the Regulations made under the Act, currently the Assets of Community Value (England) Regulations 2012 SI 2421, to list assets nominated by community groups as assets of community value if these are deemed to pass the statutory tests set out in the Act.
24. Decisions on nominations are made under the Community Right to Bid are considered by the Community and Health Committee being within the timeframe which the Council is, by law, required to respond to the nominating group.
25. There is a clear penalty for non-compliance with the rules by owners. All new registrations on the Register of Assets of Community Value will also be recorded on the Local Land Charges Register and if the land is registered a restriction will be entered on the title of the property at the Land Registry (ACV Regulations 2012). Therefore, when the asset changes hands, a search of the register will reveal the asset's status. Where a sale is found to have taken place which does not comply with the Localism Act 2011 the sale is deemed void.

## **Economic Development Implications**

**Name/Title: Phil Drane, Corporate Director (Planning & Economy)**

**Tel/Email: 01277 312500/ philip.drane@brentwood.gov.uk**

26. The Bull Public House provides an important local service, as outlined in this report. Public houses can benefit the local economy, providing employment and being part of an important national supply chain, among other benefits such as playing a part in the local social scene.

## **Equality and Diversity implications**

**Name/Title: Kim Anderson, Corporate Manager (Communities, Leisure & Health)**

**Tel/Email: 01277 312500/ kim.anderson@brentwood.gov.uk**

27. The process will be fair and consistent for all members of the community and therefore is not anticipated that there will be any direct impact on individual community groups or members.

## **Background Documents**

- Localism Act 2011

## **Appendices**

- Appendix A: Application of Asset of Community Value
- Appendix B: Nomination of land – The Bull Public House site map
- Appendix C: Provisions under the Localism Act 2011 relating to Assets of Community Value

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**Assets of Community Value Nomination**

**Name of your organisation:** Blackmore, Hook End and Wyatts Green Parish Council

**organisationAddress:**

Please enter the postcode	Select the address from the list	Flat number (if any)	House number/name	Road name	Town	County	Postcode
CM15 0DT	Tipps Cross Remembrance Hall Blackmore Road, Hook End		Tipps Cross Remembrance Hall	Blackmore Road	Hook End	Essex	CM15 0DT

**Name of contact:** Susan Clapham

**Phone number:** 01277-822421

**Email address:** clerk@blackmorepc.co.uk

**Are you an incorporated organisation?:** Yes

**Please describe your local connection:** Parish Council

**If your organisation carries out activities for profit, please describe below how you use the surplus that is generated:** Not for profit

**If you are an unincorporated organisation please, describe below what provisions are made for community benefit in your constitution:** n/a

**Please describe how your organisation has a local connection to the area where the asset has been identified:** The Parish Council representing the local community and electorate

**Please provide information below which supports your nomination having regard to the test set out above:** The building in question, the Bull Public house, Church Street, Blackmore, has been a public house and restaurant for in excess of 100 years. It is also a grade II listed building and has served the Community in this way for many years until recently. It is hoped that it will continue to serve the Community as a Public House and restaurant for many more years to come, keeping the ancient character of the building and its surroundings intact.

**Do you have any further information on the numbers of people that currently use the facilities, and the various clubs etc. that are based there so we can determine how well the asset is currently used?:** It is currently unoccupied and unused due to change of ownership and ongoing renovations. The Parish Council previously listed the Bull as a Community asset which has just expired and wishes to do the same again

**How do you think the Asset further the social wellbeing of the local community?:** It will provide a social hub for the local and wider community

**What would be the impact if the function of the asset were to cease?:**This ancient building served as a place for locals to meet, socialise and dine out for over 100 years and the community wishes to have the building restored so as to maintain its ancient character and function for future generations

**How well is it regarded by the local community? Has there been any consultation, or do you have any evidence of support from the community for this nomination?:** There has been much community consultation and requests from locals since its doors closed

**Description of the nominated land including its proposed boundaries:**The public house and rear garden an car park

**Name and address of current occupants of land:**Mr D Keeble (Blackmore and Wyatts Green addresses)

**Names and addresses (or last known address) of all those holding a freehold or leasehold interest in the land:** n/a

**Site map plan:** The Bull Public House site location plan.pdf

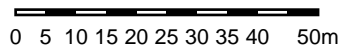
**Other documents:** The Bull Public House site plan.pdf





Page 65

Appendix B



Map scale 1:1250

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This map is for reference purposes only. You are not permitted to copy, sub-license, distribute or sell any of this data to third parties in any form.

Data last updated 10:00pm 29 OCTOBER, 2021



Title number	Estate information	Address
EX522948	Freehold	THE BULL CHURCH STREET, BLACKMORE, INGATESTONE CM4 0RN



# Localism Act 2011

## CHAPTER 20

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Explanatory Notes have been produced to assist in the understanding of this Act and are available separately

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<b>Committee(s):</b> Community and Health Committee	<b>Date:</b> 6 December 2021
<b>Subject:</b> Local Walking and Cycling Infrastructure Plan	<b>Wards Affected:</b> ALL
<b>Report of:</b> Kim Anderson, Corporate Manager (Communities, Leisure and Health)	<b>Public</b>
<b>Report Author/s:</b> Jo Cory, Corporate Public Health Officer Telephone: 01277 312500 E-mail: jo.cory@brentwood.gov.uk	<b>For Decision</b>

## Summary

Based on the success of the results of neighbouring boroughs with large pots of funding from Department of Transport, Essex County Council has recommended that Brentwood Borough Council prepare and publish a Local Walking and Cycling Infrastructure Plan as soon as possible, to be ahead of other districts and be able to access national funding pots.

## Recommendation(s)

**Members are asked to:**

**R1. Agree that officers to prepare a Local Walking and Cycling Infrastructure Plan (LWCIP) for the borough with the help of Essex County Council and specialist consultants.**

**R2. To agree to part-fund the Local Walking and Cycling Infrastructure Plan to the sum of £5,000 from Brentwood Borough Council funds.**

**R3. To promote Active travel across the borough with Health and Wellbeing at the forefront.**

## Main Report

### **Introduction and Background**

1. Brentwood Borough Council is currently working with Essex County Council (ECC) on Active Travel planning. To look at the whole borough the next step would be to complete a Local Walking and Cycling Infrastructure Plan (LCWIP). If the Council agrees to go ahead then this work would commence in January 2022 and take about seven months to complete.
2. Although there is no guarantee after completing the LCWIP, the completed plan would open funding pots that the Council could apply for. The success rate at

present in Essex is high and neighbouring Basildon Borough Council has received a significant investment from the Department for Transport as a result of their LCWIP. ECC Active Travel team are confident that the LCWIP would put Brentwood in a very strong position for millions of pounds worth of investment.

3. ECC support this work, strongly encouraging Brentwood Borough Council to undertake a LCWIP and also suggest that local bus service improvements are considered as part of this.

### **What is a Local Walking and Cycling Infrastructure Plan?**

4. LCWIPs are a new strategic approach to identifying cycling and walking improvements required at the local level, as set out in the Government's Cycling and Walking Investment Strategy. They enable a long-term approach to developing local cycling and walking networks, ideally over a 10-year period, and form a vital part of the Government's strategy to increase the number of trips made on foot or by cycle.
5. The key outputs of LCWIPs are:
  - a) A local network plan for walking and cycling which identifies preferred routes and core zones for further development;
  - b) A prioritised programme of infrastructure improvements for future investment; and
  - c) A report which sets out the underlying analysis carried out and provides a narrative which supports the identified improvements and network.
6. By taking a strategic approach to improving conditions for cycling and walking, LCWIPs will assist local authorities to:
  - a) Identify cycling and walking infrastructure improvements for future investment in the short, medium and long term;
  - b) Ensure that consideration is given to cycling and walking within both local planning and transport policies and strategies; and
  - c) Make the case for future major investment for walking and cycling infrastructure.
7. LCWIPs enable the prioritisation of street improvements based upon a firm evidence base of where people are most likely to walk and cycle. This will enable the development of both coherent walking and cycling networks. The prioritisation will be divided into tranches over the next 10-years, for example quick wins and short-term, medium-term and long-term plans. This will then enable funding packages to be developed to implement the schemes. For example, funding from the Department for Transport, South Essex Local

Enterprise Partnership (LEP), local or ECC funding and developer contributions.

8. The Council also supports Active Travel and is already working with ECC and other external bodies to improve some areas of central Brentwood, which have the greatest need for improvement.

### **Reasons for recommendation**

9. The LCWIP for Brentwood will support the Council's objectives to create healthier communities. It supports the Government's sustainable travel objectives. With greater take up it should help reduce congestion in the borough with more people walking and cycling. The LCWIP will also support Brentwood's Health and Wellbeing Board objectives with residents becoming more active and improving their health and wellbeing.

### **Consultation**

10. Consultation is not required at this stage. Voluntary partners, service users and stakeholders will be consulted as part of preparing the LCWIP. In addition, the Council will work with partner organisations, such as ECC.

### **References to Corporate Strategy**

11. The LCWIP for Brentwood supports several workstreams in the Council's Corporate Strategy, such as:
  - a) Growing our economy: support and promote major infrastructure improvements and a green agenda;
  - b) Protecting our environment: low emission zones around schools; and
  - c) Developing our communities: encouraging residents to lead active, healthy and fulfilling lifestyles.
12. The plan supports a number of priorities under the Developing our Communities strand, including supporting residents to make healthier lifestyle choices through active travel.
13. The plan also supports efforts to provide Health Impact Assessments (HIA) from proposed development as required by the emerging Local Development Plan and joint work with the Planning Policy Team.

### **Implications**

#### **Financial Implications**

**Name/Title: Jacqueline Van Mellaerts, Director of Corporate Resources**  
**Tel/Email: 01277 312500/jacqueline.vanmellaerts@brentwood.gov.uk**

14. The total cost of producing the LCWIP would be no more than £35,000, of which it is proposed that the Council contribute £5,000, from existing budgets ECC will fund £20,000 and the Brentwood Health and Wellbeing Board will fund the remaining £10,000. This budget requirement has been identified as part of ongoing work with these partners.

#### **Legal Implications**

**Name & Title: Amanda Julian, Corporate Director (Law & Governance) and Monitoring Officer**

**Tel & Email: 01277 312705/amanda.julian@brentwood.gov.uk**

15. At this stage there are no legal implications any future work requiring legal input in relation to any agreements will be referred to the legal department.

#### **Economic Implications**

**Name/Title: Phil Drane, Corporate Director (Planning and Economy)**

**Tel/Email: 01277 312610/philip.drane@brentwood.gov.uk**

16. The associated funding likely to be received as a result of adopting a LCWIP will contribute towards investment in active travel infrastructure and increase the number of people choosing to walk or cycle. This could have indirect economic benefits as part of improving environmental quality and reducing traffic congestion, for example, which would help contribute to a better place to live, work and visit.

#### **Equality and Diversity Implications**

**Name/Title: Kim Anderson, Corporate Manager (Communities, Leisure and Health)**

**Tel/Email: 01277 312634/kim.anderson@brentwood.gov.uk**

17. In following the LCWIP process, the Council will need to consider its obligation to meet the needs of people with protected characteristics under the Equalities Act 2010. The Brentwood LCWIP should reflect the needs of all.

#### **Health & Wellbeing Implications**

**Name/Title: Jo Cory, Corporate Health & Wellbeing Officer**

**Tel/Email: 01277 312688/jo.cory@brentwood.gov.uk**

18. This report is very proactive in terms of health and wellbeing for local residents and making roads, cycling and walking infrastructure more fit for the future of Active Travel purposes.

#### **Other Implications**

None



**Background Papers**

None

**Appendices to this report**

None

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## **Community and Health Committee**

1. The functions within the remit of the Community and Health Committee are set out below
  - 1) Community and Localism Initiatives including Assets of Community Value
  - 2) The Voluntary Sector and community partnerships
  - 3) Leisure and cultural initiatives.
  - 4) Parish Council liaison
  - 5) Health and Wellbeing
  - 6) Grants to organisations/voluntary organisations.
  - 7) Parks, open spaces, countryside, allotments
  - 8) Environmental Health
  - 9) Environmental nuisance and pollution controls
  - 10) Other miscellaneous powers enforced by Environmental Health
  - 11) Food safety and health and safety
2. To take the lead on community leadership and consultation with stakeholders.
3. To implement working parties as required.

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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.