



Agenda

Community, Environment & Enforcement Committee

Monday, 20 June 2022 at 7.00 pm

Council Chamber, Town Hall, Ingrave Road, Brentwood, Essex CM14
8AY

Membership (Quorum – 3)

Cllrs Russell (Chair), Gelderbloem (Vice-Chair), Aspinell, Barber, Dr Barrett, Laplain, Naylor,
Mrs Slade and Reed

Substitute Members

Cllrs Barrett, Haigh, Kendall, Mrs Murphy, Wagland and White

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 | | |
| 3. | Presentation from Everyone Active
An update presentation will be given to the Committee from
Everyone Active. | | |
| 4. | Chairs update | | 5 - 14 |
| 5. | Hartwood Access Route and Trail | Brentwoo | 15 - 20 |

d South;
Warley

6. Community Halls Update

Brentwood 21 - 26
d North;
Hutton
North;
Warley

7. Urgent Business



Jonathan Stephenson
Chief Executive

Town Hall
Brentwood, Essex
10.06.2022

Information for Members

Substitutes

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

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

Rights to Attend and Speak

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

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

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

Point of Order/ Personal explanation/ Point of Information

Point of Order

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

Personal Explanation

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

Point of Information or clarification

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

Information for Members of the Public

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Guidelines on filming, photography, recording and use of social media at council and committee meetings

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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.

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The Chair of the meeting may terminate or suspend filming, photography, recording and use of social media if any of

these activities, in their opinion, are disrupting proceedings at the meeting.

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 **Evacuation Procedures**

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

Agenda Item 4

Committee(s): Community, Environment and Enforcement Committee	Date: 20 June 2022
Subject: Chairs update	Wards Affected: All
Report of: Kim Anderson Corporate Manager Communities Leisure and Health	Public
Report Authors: Kim Anderson, Corporate Manager Communities Leisure and Health Tel: 01277 312500 kim.anderson@brentwood.gov.uk Lucy Gill Community Leisure and Wellbeing Officer Tel: 01277 312500/ lucy.gill@brentwood.gov.uk Ottilie West, Climate and Sustainability Officer Tel: 01277 312500 / ottilie.west@brentwood.gov.uk	For Information

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

Community Events

Brentwood Art Trail

Brentwood Art Trail is currently underway, and the following activities are taking place.

TUESDAY 21 JUNE - 11am

Mini Paint Party with Express Yourself Paint Parties at Chicken & Frog Bookshop (plus free drink from The Larder Brentwood)

WEDNESDAY 22 JUNE - 12.30pm

Recreate An Iconic Album Cover with Sue Mills at Hey Joe Music

THURSDAY 23 JUNE - 10am

Guided Tour of Shenfield venues

FRIDAY 24 JUNE - 10am

Walk, Talk & Create at Warley Place Nature Reserve with artist Lucia Hardy

SATURDAY 25 JUNE - 11.30am

Create A Pet Portrait with Michael Young (Family Scribbles) at Wylie Wellness Centre Brentwood

SATURDAY 25 JUNE - 3.15pm

Create A Family Portrait with Michael Young (Family Scribbles) at Chicken & Frog Bookshop.

All activities can be booked via www.brentwoodarttrail.co.uk

Strawberry Fair

Saturday 18 June on Shenfield Common free entry event with free entertainment and activities for families along with gift, craft, food & drink stalls. There will also be bouncy castles and inflatables for children.

Family Fun Days

Dates and locations for this year's Family Fun Days

29 July 2022 Warley Playing Fields

5 August 2022 Seymour Field, Ingatestone

12 August 2022 Brentwood Centre

19 August 2022 Doddinghurst Playing Fields

26 August 2022 Hutton Recreation Area

All Family Fun Days are from 10.30-3.30pm and wristbands are £4 each which includes all rides and bouncy castles. The Council also works with other support agencies to attend the event that provide support for local families. The Community Connect Trailer will also attend all of the events which provides information on what's going on in the community plus advice and support from partner agencies such as Neighbourhood Watch, VitaMinds, United in Kind, Council for Voluntary Services, Mind, Fire Service and Community Agents

Community Hubs

The focus for the Community hubs at the moment is the response to the Ukrainian refugee support. To date the Council has supported X sponsors and X Ukrainian refugees. The Council has worked with a number of partners such as Revenues and Benefits, DWP, CAB and local churches and community organisations to provide coordinated support. There has been an admirable response from the community in offering support for Ukrainian guests, with local support networks, education, and employment opportunities available. Work to support guests and hosts is ongoing. The Council has been publicly thanked for such swift support.

Tea Dances at the Nightingale Centre

There will be a monthly tea dance, and these have been organised with Chat 1st and the Council.

Community Halls update

There is a separate report before members which provides an update on the Community Halls.

King George's Playing Fields new development

The first phase of the King George's Playing Fields development has been completed and was open to the public in March. The second phase which includes the demolition of the old pavilion and landscaping of the area is due to be completed at the end of June.

Hutton Recreation Play Area

CCTV was installed at Hutton Recreation Play area to protect the newly installed equipment and reduce ASB.

Football Hub development

The Council is continuing to work with the Football Foundation, Essex FA and local teams to develop the plans and business plan for the Football Hub Development. A soft market test exercise is in progress to obtain views on the site and floor plan from a leisure operator's perspective. Once the responses have been received and evaluated, together with the relevant surveys then a planning application will be submitted. There is a statutory 12-week consultation period on the plans, and it is due to go to a summer Planning Committee. There has been ongoing consultation with the local football clubs to ascertain the programme of use and the protected slots for partner clubs. The Business Case will be presented to Members for approval at a future committee.

Brentwood Centre

Everyone Active (SLM) the new operators of the Brentwood Centre have produced a quarterly update report for Members on the Brentwood Centre contract, which is being presented tonight by Shaun Beagle, Area Contract Manager.

Dunton Hills Garden Village

In partnership with Essex Cultural Diversity Project, the Council has commissioned artist Becky Vincer to collaborate with nearby communities to create a 'gift' for future residents the garden village.

The commission is part of the community engagement and education programme and follows a successful first commission in 2021 with artist, Laura Malacart, who worked with local communities to create a collectively-owned, street name database that could be used by developers. The A-Z Guide to Dunton Hills Garden Village was compiled over a 6-month period, where the artist explored cultures, histories, ecology, folklore and personal stories to draw out words and phrases inspired by 'people and place' and connecting communities to the new garden village.

The current 6-month commission is an opportunity to generate and capture a spirit of generosity and welcome from existing communities, helping to create a sense of identity and belonging and articulating a shared vision for the future residents of Dunton Hills. The artist proposes the design of a picnic blanket that will be codesigned with local schools, youth and community groups. The picnic blanket will encourage new residents to make the most of the outside green spaces in the village and connect with their neighbours.

The commission will finish by 31 March 2023.

Reminiscence theatre project in Kelvedon Hatch

The Council is working with nationally renowned arts organisation, Age Exchange, to deliver a project to support older people. The project is a 10 week, fully-funded programme, where 12 residents from Kelvedon Hatch are attending weekly, in-person sessions with Age Exchange, exploring memories, social history and oral history artefacts, family and working life. Participants are sharing stories and creating a book, marking the Jubilee. The project is part of ongoing work to support community assets within the community hub network, tackling isolation and helping people to reconnect to their communities, as well as supporting those with dementia.

An Indian Princess in Doddinghurst

The culmination of a project funded by the Community Fund took place in mid May. The Essex Cultural Diversity Project worked with residents in Doddinghurst to explore the heritage, history and life of an Indian Princess, Helen Runder Singh Ahluwalia who lived in Brentwood and is buried in All Saints Church. The final exhibition event took place at All Saints church, where 80 attendees listened to historian, Peter Bance, and local researcher Caroline Seville, describe the princess' life. The talks were followed by a curry in Doddinghurst Village Hall. The event was very popular and residents are keen to further explore the village's Sikh connections.

Further information and an interview with Peter on BBC Essex is available on the Essex Cultural Diversity website.

Social value programme - Axis

Delivery of the social value programme with Axis continues. Along with their annual generous contribution to the Community Fund, Axis is supporting skills development across the Borough. After delivering a successful career readiness and life-soft skills to the whole of year 7 at Shenfield High School earlier this year, the team delivered a well-received residents' training workshop at the end of April. Using a void property in Pilgrim's Hatch, participants gained useful DIY skills, such as filling, bleeding radiators and changing locks.

Axis is also recruiting an additional multi-trade apprentice for Brentwood, prioritising Brentwood applications.

Additionally, a new electric cooker was installed by Axis recently in St George's Court sheltered housing scheme and the site team provided the Fish and Chips for residents on that afternoon.

Axis is keen to support the Council's sustainability priorities and is helping to promote Green Day across schools.

Brentwood Community Fund

Following agreement at the March committee, the Community Fund is open for 2 rounds this year. The first opened on 1 April and will close on 31 July. The second will open on 3 October and close on 31 January. Alongside support from Axis, the Council was successful in securing an additional contribution of £20,000 from SAIL. This has enabled maximum grant allocation to increase to £5000, providing more sustainable delivery of community initiatives. Funding for Round 1 will be awarded in September.

Murals at the Skate Park

The Council utilised some of its Welcome Back funding allocation to commission artist Dave Darko to create a series of murals on the wall of the Skate Park at King George's Playing Fields. Darko's first mural was completed in March and the other 2 will be completed by the end of the Summer.

An additional mural at the skate park, by local artist, Minus Cloud Nine, was created as part of Mental Health Awareness Week and features silhouettes of skaters,

scooters and BMXers with the phrase 'You Got This' to raise awareness of positive thinking and good mental health.

Both murals have been popular with skate park users.

Environment Strategy

The Environment Strategy is due to go out for consultation on Monday 13th June, and will last a minimum of 6 weeks. The consultation includes 3 questionnaires- a general questionnaire for all people who live and work in the Borough, one for local businesses, and one for young people. All questionnaires will be made available from our website however, the business questionnaire will be promoted through mailing lists including BEBA. The young people questionnaire will be sent to schools and colleges, and for anyone too young to participate, teachers will be asked to respond on their behalf. There will also be an online q&a session for anyone who wishes to discuss the strategy further. Alongside the questionnaires and online q&a session, supporting information such as FAQs and a glossary will be provided on the Council website. Communications are supporting us to promote the consultation over social media and will ensure there is consistent engagement.

The results of the consultation should be available by September, with any requiring alterations being made to the strategy before our October committee meeting.

Brentwood Environmental Business Alliance (BEBA)

The BEBA (Brentwood Environmental Business Alliance) website was relaunched on 30th May, making it much easier for businesses to sign up. There are also dates in the diary for a free webinar series on carbon reduction, which will run from the end of June through to August. This is currently on our website and will be promoted on social media when the links to book become available next week.

Carbon Literacy Training

As mentioned in the Environment Strategy, all our Senior Leadership Team will be certified Carbon Literate by the end of this year. This training is expected to take place in September and can accommodate up to 20 people. By having our SLT and Leader trained in Carbon Literacy, we should a Bronze Award Carbon Literate Organisation. Carbon Literacy provide training for a range of roles, including Elected Members and Parish Councils

Electric Vehicle Charger Installation in Council Car Parks

Following the decision at the Policy, Resources and Economic Development Committee 16/12/20 it was resolved to undertake a procurement exercise to identify a company to install EV Chargers across a number of Council Car Parks in 2021/2022. Since this decision a protracted procurement exercise was undertaken which involved a Crown Commercial Dynamic Purchasing System. Two companies submitted bids, but neither proposal met the Council's specification. After taking legal advice, the decision was made in April this year to abandon the exercise. From the lessons learnt we are now back out to tender and submissions are due the first week in July 2022.

The new exercise will tackle a few car parks at a time, the first two are Chatham Way and King Georges Park car parks. Once this procurement exercise has completed, we will move on to the next two car parks and so on.

Community Safety

The Baker Partnership Hub

The Baker Partnership HUB in memory of Police Officer Tris Baker who sadly died last year and was the Children & Young Persons Officer for Brentwood was officially launched on the 16th March. Funding for the HUB was received from the Community Safety Partnership and Police Fire & Crime which will mean that Essex Police will now be working alongside Council's community safety team and wider community safety partners such as Essex County Fire & Rescue Service, Essex Probation, NHW, Crime Stoppers, SEPP, and Youth Services as well as many more.

The HUB has already seen improvements around communication, collaboration and intelligence sharing for the benefit of the borough's residents, businesses, and visitors.

Community Safety- Engagement/Campaigns/Projects

Engagement

As part of the team's responsibilities, they also undertake a programme of engagement events throughout out the year. Pre pandemic this was around 70+ engagement events per annum. However, with the restrictions imposed upon us drastically reduced the events we were able to deliver. So far since April we have delivered 8 engagement days.



Campaigns

- Another area of focus for the team is linking in with local, regional, and national campaigns including:
- Ending Violence Against Women
- National Road Safety Week
- Project Edward – European Day without a road death



Projects

The team work closely with local schools and facilitate and Chair the Schools Liaison Meeting every month. This includes representatives from all local secondary schools as well as Essex Police, ECC (Essex County Council) Youth Service, and other community agencies. Through this group excellent relationships have been formed and go from strength to strength improving communication and collaboration. Through this group we discuss individual issues as well as support community safety project delivering. Examples of projects we commission and deliver are:

- Mentoring Sessions for young people to help with communication, personal development and to work on behaviours, vulnerabilities, consequences and self esteem
- Outreach work in hotspot areas to engage with young people
- N-Act Theatre performances for all schools. 'Friend' is a play about gangs, county lines, knife crime and consequences
- 'Unacceptable' performance on peer-on-peer behaviour and awareness around sexism, sexual harassment and sexual violence isn't acceptable
- Crime awareness sessions delivered in schools around drugs, gangs and knife crime
- Boxing project established in the Brentwood Centre for young people

Anti-Social Behaviour (ASB)

ASB

Reports of Anti-Social Behaviour have continued at a high level despite the easing of COVID-19 restrictions. Since the beginning of the pandemic, residents' tolerance levels for one another have dramatically decreased and we are seeing a lot more neighbour disputes.

Objectives

- Introduce a new Case Management System to improve reporting and response for residents.
- ASB Officer to undertake qualification.
- Work with partners to reduce overall ASB in Brentwood through the HUB and connections with local schools.
- Continue out of hours patrols of the ASB Hotspot areas.

Environmental/Patrols

Daily patrols undertaken across the borough dealing with fly tipping, littering, abandoned vehicles, early presentation of waste and supporting the wider team where possible. This includes other teams across the Council such as Environmental Health, Planning Enforcement and Licensing.

Objectives

- To maintain a visible presence with Corporate Enforcement, NES, SEPP and Essex Police (including OOHs)
- To proactively use CCTV footage to continue to tackle ASB, nuisance and littering in the Town Centre
- Maintain the patrol schedule and feedback to relevant agencies
- Continue to develop promotional material to bring back better engagement with residents and visitors (ASB & Fly tipping)
- Identify further hotspots

CCTV

The CCTV control room continues to provide 24/7 monitoring, incident identification and assistance with criminal investigation. The control room continues to offer the evening and weekend emergency telephone reporting service.

Achievements

- Installation now completed to reintroduce public area surveillance within Ingatestone parish, this will shortly be live in the control room.
- New CCTV camera installed in Bishops Hall Community Centre to help deter ASB and criminal activity.
- New CCTV ANPR for Navestock being processed.

- CCTV at King Georges development to be live shortly.
- Increased proactive surveillance of areas affected by ASB. Targeting misuse of WHW car park, Crown St and High St. All reported for action to Essex Police or enforcement for the issue of FPN / warning letter.

Objectives

- Maintain increased vigilance of areas of high ASB
- Work with Essex Police and enforcement team to proactively reduce hotspots
- Continue to deliver and expand surveillance solutions to new and previously unmonitored areas affected by crime / ASB
- Undertaking a full review of the service, including policies, procedures, and reporting.

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Committee(s): Community Environment and Enforcement Committee	Date: 20 June 2022
Subject: Hartswood Access Route and Trail	Wards Affected: Warley, Brentwood South
Report of: Kim Anderson, Corporate Manager - Communities, Leisure and Health	Public
Report Author/s: Kim Anderson, Corporate Manager - Communities, Leisure and Health Telephone: 01277 312500 E-mail: kim.anderson@brentwood.gov.uk	For Decision

Summary

It is proposed to update the signage and, wayfinding to improve the Hartswood Access trail in Hartswood in King George's Playing Fields. Hartswood is SSSI site so any works will need to be carried out under guidance from Natural England. The proposal is to involve local schools and the Countryside volunteers to be involved in the wayfinding posts and map design.

Recommendation(s)

Members are asked to:

R1. Agree to delegate authority to the Director Communities and Environment in consultation with the Chair of Community, Environment and Enforcement Committee to agree scope of works and identify costs and funding

Main Report

Introduction and Background

1. Hartswood is a 30-hectare woodland which is owned and managed by Brentwood Borough Council. It is managed in a way that provides recreational opportunities for the public and a space for wildlife to live. The site forms part of the Thorndon Park site of Special Scientific Interest, a designation it holds due to its woodland pasture habitats and for the rare invertebrate species they support.
2. Hartswood is one of the oldest woodlands in Brentwood, with written records dating back to the 7th Century when it was owned by Barking Abbey. This

ancient wood was also once owned by John Evelyn who was inspired to write the first ever book on forestry "Sylvia" in 1664.

3. A variety of animal and plant species can be seen throughout the woodland, including wood ants and their large nests which can often reach several feet wide, woodpeckers, bluebells and wood anemones.
4. In 1994 an Access Trail, consisting of three routes of varying length, was created through the site so that more people could enjoy the woodland. Even those these routes are surfaced, care should be taken if using the trails in winter as areas can become muddy.
5. The site is provided for quiet recreational enjoyment and is suitable for activities such as walking, cross country running and bird watching. Cycling and horse riding are permitted but only on the waymarked routes in blue. The use of motorbikes and other vehicles is prohibited.
6. It is proposed to look at improving the wayfinding markers so that each of the routes and distances to complete them are clearer and introduce tactile signage to encourage children to find things around the various routes and points of interest to make it much more interactive.

Issue, Options and Analysis of Options

7. As this is a site of Specific Scientific interest (SSSI) then the Council will consult with Natural England on any proposed works within the woodland as part of the woodland management programme.
8. The Council would also look at work alongside the Countryside volunteers to do the majority of the works to install any signage, wayfinding etc. Much of the wood can be sourced locally through the Council's arboriculturist.
9. The Council will also look to work with the operators of Hartswood Pavilion so that information sheets that can be picked up by families and then completed as they go around the various routes in the woods.
10. The weeping beech which is adjacent to the play area which died due to fungal infection common in older beech trees. This is a soil borne infection that invades the tree through damaged roots and has likely been present for 20 years plus. The tree has been made safe and it is proposed subject to funding to work with a tree carver to carve the trunk of the tree.

Reasons for Recommendation

11. The Council's Leisure Strategy 2018-2028 has six workstreams which includes open spaces. The key performance indicators for this workstream are to increase sport and physical activity in the Council's open spaces; Improve awareness of the offer in the Council's open spaces; and increase volunteering.
12. The Brentwood volunteer-run walking organisation - 'Health Trax' has a weekly well-attended walking group which walks through Hartswood that would benefit from an improved pathway and signage.

Consultation

13. The Council is in consultation with Natural England on the design and location of any signage and wayfinding in Hartswood. The Council will also liaise with local schools around what to include in the information sheets and tactile signs.

References to Corporate Plan

14. The Hartswood Trail will sit under the Developing Communities and Protecting our Environment strands of the Corporate Strategy.

Implications

Financial Implications

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

15. The wood carving of the Weeping Beech is estimated between £3-5,000 which the Council will apply for external funding for.
16. The materials for the signs and wayfinding can be locally sourced and the Countryside Volunteers are set up to do most of the labour for installing the signage. There will be some design costs for the updated maps which is estimated at £500-700.

Legal Implications

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

17. Any contracts that need to be entered into will be subject to legal advice and opinion.

Economic Implications

Name/Title: Phil Drane, Corporate Director (Planning and Economy)
Tel/Email: 01277 312610/philip.drane@brentwood.gov.uk

18. There are no direct economic implications. It is important that the borough's natural environment is maintained and improved, which can have indirect economic benefits related to place and inward investment.

Equality and Diversity Implications

**Name/Title: Kim Anderson, Corporate Manager, Communities, leisure and health
Tel/Email: 01277 312634/kim.anderson@brentwood.gov.uk**

19. The Public Sector Equality Duty applies to the Council when it makes decisions. The duty requires us to have regard to the need to:
- a. Eliminate unlawful discrimination, harassment and victimisation and other behaviour prohibited by the Act. In summary, the Act makes discrimination etc. on the grounds of a protected characteristic unlawful
 - b. Advance equality of opportunity between people who share a protected characteristic and those who do not.
 - c. Foster good relations between people who share a protected characteristic and those who do not including tackling prejudice and promoting understanding.
20. The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, marriage and civil partnership, race, religion or belief, gender, and sexual orientation. The Act states that 'marriage and civil partnership' is not a relevant protected characteristic for (b) or (c) although it is relevant for (a).
21. The proposals in this report will not have a disproportionately adverse impact on any people with a particular characteristic and will provide an access trail for those with limited mobility.

Risk Management Implications

22. All volunteers will be supervised by operational staff.

Appendices to this report

- Appendix A: Proposed map and sample signage for the Hartswood Trail



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Agenda Item 6

Committee(s): Community Environment and Enforcement Committee	Date: 20 June 2022
Subject: Community Halls update	Wards Affected: Hutton North, Warley, Brentwood North
Report of: Kim Anderson, Corporate Manager Communities, Leisure and Health	Public
Report Author/s: Kim Anderson, Corporate Manager, Communities, Leisure and Health Telephone: 01277 312500 E-mail: kim.anderson@brentwood.gov.uk	For Information

Summary

The Council's Leisure Strategy vision sets out that it will support community groups and leisure, but also make best use of its assets, and deliver best value for money across the borough. The Community Halls provide strategic community spaces across the borough. The five Community Halls are back under direct management of Brentwood Council after Brentwood Leisure Trust went into liquidation in November 2020.

The five community halls include Merrymede House, Nightingale Centre, Bishops Hall, Hutton Poplars Hall and Hutton Poplars Lodge.

Main Report

Introduction and Background

1. Due to the Brentwood Leisure Trust going into liquidation in November 2020 the five community halls came back under Brentwood Borough Council to directly manage. These halls are Merrymede House, Bishops Hall, Hutton Poplars Hall, Hutton Poplars Lodge and the Nightingale Centre.
2. The Council does not have the resources to operate and maintain the community halls so sought third party operators to run, manage and maintain the facility or provide commercial rental income to offset the maintenance costs of these halls.
3. In July 2021 a tender exercise asked for expressions of interest into management of one or all of the halls. There was little response for this exercise when it closed. This was reported to Committee on 13 September 2021 Community and Health Committee min. ref. 103.

- 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.
4. Subsequently following the tender exercise and the report to committee a number of different individuals and groups have contacted the Council to express their interest.
 5. As a result, a number of meetings have been had with these interested parties on the various community halls and this report provides an update for Members on the progress to date.
 6. **Merrymeade House:** Officers have had meetings with the existing tenants such as the Tea Room, the Buddhist Centre and 'Salsa lady' regarding their demise and agreement on rental payments as part of any new leases. This is likely to be a mixture of commercial and community rental income. The Council is also working closely with Brentwood Council for Voluntary Services (CVS) whose offices are currently located in the Multi Storey Car Park.
 7. Officers are proposing offering office space at Merrymeade House as well as the opportunity to rent out two other rooms which will provide a sustainable income stream to their organisation. CVS are currently in the process of revising their Articles of Association and Terms of Reference with the Charity Commission which will enable them to be able to generate income. It is proposed that any new lease agreements with these tenants will be finalised by September 2022.
 8. **Bishops Hall:** Meetings have been held with Kind Hearts Nursery who currently operate a term time nursery on the site, Pilgrims Hatch Baptist Church, Manna Meals and YMCA to look at mutual beneficial ways of managing Bishops Hall for the benefit of the local community. Some improvement works have also been carried out in the kitchen area which provides facilities for all of those who are using the Hall. Following these discussions with all parties draft Heads of Terms of lease are currently being worked up with the nursery to manage the hall and any bookings with Manna Meals, Pilgrims Hatch Baptist Church and the YMCA being regular hirers of the facility.

9. **Nightingale Centre:** Currently SNAP (Special Needs and Parents) occupy 2 office spaces within the Nightingale Centre and are looking to expand their offer from their existing facility within the adjacent SNAP building. They are currently looking at options and plans to be able to deliver this. Officers are looking at a short-term lease with them while the plans are fully costed and are viable to be delivered. The Hall is also used as a Polling Station and Rest Centre as well as other community hire activities such as Tea Dances and Salsa dancing who are regular fixtures at the Hall. The Council would be keen to ensure that these elements are still available.
10. **Hutton Poplars Hall:** Ongoing legal negotiations are in progress for Hutton Poplars Hall which is being led by the Assets team.
11. **Hutton Poplars Lodge:** No one has shown interest in managing this hall. Hutton Poplars Lodge provides facilities for the only regular users, Hutton Poplars Bowling Club such as a small kitchen, toilets and meeting room for approximately 40 members during the bowling season from April to September. They also use this facility throughout the off season for ad-hoc meetings and social events. It has been agreed in principle that the Hutton Poplars Bowling Club can continue to use the facility for the 2023 season (April to September 2023). The Council is assisting the Club at looking at other options for a base.

Issue, Options and Analysis of Options

12. The Council does not have the resources to operate and maintain the community halls so where possible needs to look at third party operators to maintain the facility or provide commercial rental income to offset the maintenance costs of these halls.
13. The Council is still keen that any compliance works are still with the Council to do so that it ensures that these works are carried out and the halls remain in a good standard.
14. The Council needs to ensure that the facilities that it manages are delivering value for money and meet the needs of the residents.

Consultation

15. Several meetings have taken places with various organisations that have shown interest in the management of the halls to get their feedback.
16. Officers are obtaining information on the amount of commercial rent that can be achieved from the community halls and any organisation that is

proposing less than the commercial rate will need to demonstrate the social value that they are providing.

References to Corporate Plan

17. The community halls is under the Developing Communities strand and also forms part of the Assets portfolio.

Implications

Financial Implications

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

18. The Community Halls require ongoing maintenance. The Council also needs to ensure that any compliance requirements are undertaken such as Health and Safety and Fire, and that regular cleaning is undertaken. With leases to third parties to manage the various halls there is an opportunity to reduce Council overheads and increase the income generated from the Community Halls that can ringfenced to maintain these assets.

Legal Implications

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

19. Any lease arrangements and title matters will be dealt with by legal officers on a hall-by-hall basis to ensure that all legalities regarding the lettings have been drafted and reported to on clients.

Economic Implications

Name/Title: Phil Drane, Corporate Director (Planning and Economy)
Tel/Email: 01277 312500/philip.drane@brentwood.gov.uk

There are no direct economic implications. Use of community halls by businesses or for business related events can help to have a positive economic benefit for things such as learning and networking.

Equality and Diversity Implications

Name/Title: Kim Anderson, Corporate Manager, Communities, Leisure and Health
Tel/Email: 01277 312500/kim.anderson@brentwood.gov.uk

20. The Public Sector Equality Duty applies to the Council when it makes decisions. The duty requires us to have regard to the need to:

- a. Eliminate unlawful discrimination, harassment and victimisation and other behaviour prohibited by the Act. In summary, the Act makes discrimination etc. on the grounds of a protected characteristic unlawful
 - b. Advance equality of opportunity between people who share a protected characteristic and those who do not.
 - c. Foster good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
21. The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, marriage and civil partnership, race, religion or belief, gender, and sexual orientation. The Act states that 'marriage and civil partnership' is not a relevant protected characteristic for (b) or (c) although it is relevant for (a).
22. The proposals in this report will not have a disproportionate adverse impact on any people with a particular characteristic.

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Terms of Reference Community, Environment & Enforcement Committee

1. The functions within the remit of the Community, Environment and Enforcement Committee are set out below:
2.
 - a) Community and Localism Initiatives including Assets of Community Value
 - b) The Voluntary Sector and community partnerships
 - c) Leisure and cultural initiatives.
 - d) Parish Council liaison
 - e) Health and Wellbeing
 - f) Grants to organisations/voluntary organisations.
 - g) Parks, open spaces, countryside, allotments
 - h) Environmental Health
 - i) Environmental nuisance and pollution controls
 - j) Other miscellaneous powers enforced by Environmental Health
 - k) Food safety and health and safety
3. To take the lead on community leadership and consultation with stakeholders.
4. Waste management, refuse collection and recycling
5. Environmental improvement schemes
6. The quality of the public realm, including street services and grounds maintenance
7. Highway matters that are the responsibility of the Borough Council (including highway closures under the Town Police Clauses Act 1847) and drainage
8. Public conveniences
9. Cemeteries and closed churchyards
10. Unlawful incursions
11. Operational facilities management (including maintenance) of the Town Hall and the Depot
12. Oversee and monitor the enforcement activities of the Council
13. Community Safety (including Community Safety Partnership) and CCTV
14. 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.