



# Agenda

## Community, Environment & Enforcement Committee

Monday, 19 December 2022 at 7.00 pm

Council Chamber, Town Hall, Ingrave Road, Brentwood, Essex CM15  
8AY

---

### Membership (Quorum – 3 )

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

### Substitute Members

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

---

### Agenda

Item	Item	Wards(s) Affected	Page No
------	------	----------------------	---------

### Live broadcast

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

- |    |                                 |  |         |
|----|---------------------------------|--|---------|
| 1. | Apologies for Absence           |  |         |
| 2. | Minutes of the previous meeting |  | 5 - 10  |
| 3. | Chairs update                   |  | 11 - 20 |
| 4. | Planting Scheme Update          |  | 21 - 26 |
| 5. | Environment Strategy            |  | 27 - 52 |

<b>6.</b>	<b>Cost of Living Update</b>		53 - 56
<b>7.</b>	<b>Brentwood Leisure Trust, Audit and Scrutiny Report</b>		57 - 86
<b>8.</b>	<b>Asset of Community Value - Iris Close</b>	Pilgrims Hatch	87 - 100
<b>9.</b>	<b>Football Hub - Business Case</b> To follow.		
<b>10.</b>	<b>Fees &amp; Charges</b>		101 - 120
<b>11.</b>	<b>Urgent Business</b>		



Jonathan Stephenson  
Chief Executive

Town Hall  
Brentwood, Essex  
09.12.2022

---

### 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

---

#### 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).

---

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

The council welcomes the filming, photography, recording and use of social media at council and committee meetings as a means of reporting on its proceedings because it helps to make the council more transparent and accountable to its local communities.

Where members of the public use a laptop, tablet device, smart phone or similar devices to make recordings, these devices must be set to 'silent' mode to avoid interrupting proceedings of the council or committee.

If you wish to record the proceedings of a meeting and have any special requirements or are intending to bring in large equipment then please contact the Communications Team before the meeting.

The use of flash photography or additional lighting may be allowed provided it has been discussed prior to the meeting and agreement reached to ensure that it will not disrupt proceedings.

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

---

---

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

---

 **Private Session**

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

---

 **modern.gov app**

View upcoming public committee documents on your Apple or Android device with the free modern.gov app.

---

  **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

---

### Community, Environment & Enforcement Committee Tuesday, 4th October, 2022

#### Attendance

Cllr Russell (Chair)	Cllr Laplain
Cllr Gelderbloem (Vice-Chair)	Cllr Naylor
Cllr Aspinell	Cllr Slade
Cllr Barber	Cllr Reed
Cllr Dr Barrett	

#### Apologies

#### Substitute Present

#### Also Present

Cllr White

#### Officers Present

Kim Anderson	- Corporate Manager Communities, Leisure & Health
Steve Summers	- Strategic Director
Marcus Hotten	- Assistant Director, Rochford District Council
Tracey Lilley	- Corporate Director (Housing & Community Safety)
Zoe Borman	- Governance and Member Support Officer

#### 181. Apologies for Absence

No apologies had been received.

#### 182. Minutes of the previous meeting

The Minutes of the last meeting held on 20<sup>th</sup> June 2022 were agreed as a true record.

### 183. Chairs update

The Chair advised Members that the Asset of Community Value report, previously on the agenda, had been dealt with under delegated authority due to time constraints and the meeting having to be moved due to national mourning following the Queen's passing. Under delegated authority the Leader and Chief Executive together with Ward Members were informed by email dated 20<sup>th</sup> September that the asset did not meet criteria as set out in the Localism Act.

Following a full discussion, Members noted the report.

### 184. Hutton Poplars Lodge

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. Hutton Poplars Lodge is designated as one of the Council's Community Halls which is back under the direct management of Brentwood Council after Brentwood Leisure Trust went into liquidation.

Mrs Anderson presented this report. Members welcomed the proposals and the range of different options and extended period of use. Members thanked Brentwood Bowling Club and the shared interest from both clubs, Hutton and Brentwood, to continue bowling in the borough.

Cllr Russell **MOVED** and Cllr Barber **SECONDED** the recommendations in the report.

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

- A. The club be allowed to continue to use the Lodge and bowling rink and associated land based on the present arrangements for the 2023 season (April to September 2023). And that during this time:**
  - i. The club will confirm that they will be able to maintain the bowling rink and associated grounds from September 2023.**
  - ii. The Club can source and secure adequate funding to create the toilet and kitchen facilities required on site**
  - iii. The club can make arrangements with other facilities or secure other means of meeting after games/events.**
  - iv. Based on above requirements being satisfactorily met, the Council agrees to negotiate a conditional lease with the club for the use of the bowling and associated events.**
- B. Working in parallel with the above recommendation, the Council in agreement with Hutton Poplars Bowling Club and third parties, will explore the opportunity to share all facilities offered at King**

**George's Playing Fields with Brentwood Bowling Club (incorporating South Essex Bowling Club) to incorporate a single Bowling Hub.**

- C. Refer the decision of this report to Policy Resources and Economic Development Committee in order for the Committee to consider the asset (i.e., the Lodge) element and for any leases to be determined.**

#### **Reasons for Recommendation**

The Council needs to ensure that the facilities that it manages are delivering value for money and meet the needs of the residents.

#### **185. Brentwood and Basildon Alliance**

The Health and Care Act (2022) will see the development of 42 Integrated Care Systems (ICSs) across England. These are partnerships of organisations that come together to plan and deliver joined up health and care services, and to improve the lives of people who live and work in their area. The NHS Mid and South Essex Integrated Care Board cover Brentwood, Basildon, Rochford and Castlepoint. This is split into two separate Alliances Brentwood and Basildon and Rochford and Castlepoint. Each Alliance is made up of several partners (see 5.) which each contribute to the improvement of the lives of the people that live and work in the area.

Mrs Anderson summarised the report.

Cllr Russell **MOVED** and Cllr Gelderbloem **SECONDED** the recommendations in the report.

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

**Agree to delegate authority to the Director of Community and Health in consultation with the Chair of Community, Environment and Enforcement Committee to agree the representation of Officers and Members at various levels for Brentwood and Basildon Alliance.**

**Officers to identify opportunities for collaborative working and pooling of budgets to deliver local initiatives through the Brentwood and Basildon Alliance and Brentwood Health and Wellbeing Board.**

#### **Reasons for Recommendation**

Brentwood and Basildon Councils are key partners in the delivery of community-based services for our residents within the Alliance structure. The

Councils also play a key part in promoting preventative work such as smoking cessation and the benefits of healthy lifestyle. The Councils also have a role to play when looking at Asset Based Community Development programmes to maximise the use of their facilities to improve and health and wellbeing of its residents and to input into the wider socio-economic determinants of health.

[Cllr Dr Barrett declared a non-pecuniary interest as a Governor of East London Foundation]

## 186. Spacehive- Civic Crowdfunding Scheme

It is proposed that rather than the traditional grant scheme that operates in Brentwood, officers will look at developing a civic crowdfunding scheme for the Brentwood and Rochford Strategic Partnership to maximise funds raised for community-based initiatives. The platform gives the local authority sight of all projects in their area, automatically matches projects to their grants, runs due diligence checks on the projects, distributes funds and collects impact data on the projects. It can provide real time data on the crowdfunding projects, detailed reports and can bring multiple funds into one place. The platform will also work with the Council to set the criteria, timeframes, application questions and assess, aggregate, shortlist, review projects and their impacts into one report. The initial set up costs is £30,000 pa based on a two-year contract and the proposal is that these costs will be split between Brentwood Borough Council and Rochford District Council. The funding pot that will be available will also need to be agreed by both authorities to promote projects within each of their geographical areas. It is proposed that the Brentwood Scheme will be utilising £56,300 from the Community Fund. Other funds that become available can also be added in later once they become available.

Mrs Anderson summarised the report.

Cllr Russell **MOVED** and Cllr Gelderbloem **SECONDED** the recommendations in the report with the addition in recommendation 3 to read:

R3 Delegated Authority is given to the Chief Executive, in consultation with the relevant **Chairs and** Portfolio Holders across the Partnership, to agree final arrangements for the Civic Crowfund Scheme, including process, criteria and the awarding of grants.

Following debate a vote was taken and Members **RESOLVED UNANIMOUSLY** to:

- 1. Agree that Officers from Brentwood Borough Council work with Rochford District Council to establish a civic crowdfunding scheme across both geographical areas.**
- 2. Agree that Brentwood Borough Council will contract 'Spacehive' to provide external management of the scheme on behalf of both**



**Councils, subject to agreement by Rochford District Council.**

**3 Delegated Authority is given to the Chief Executive, in consultation with the relevant Chairs and Portfolio Holders across the Partnership, to agree final arrangements for the Civic Crowdfund Scheme, including process, criteria and the awarding of grants.**

**4. A review of the benefits of the scheme is undertaken after an initial period of (2) years and that this is reported back to the relevant Committee/Cabinet at Brentwood and Rochford.**

### **Reasons for Recommendation**

Brentwood Borough Council is committed to empowering communities and increasing engagement and involvement across the whole borough as it recovers from the effects of Covid-19. The civic crowdfunding platform aims to give residents and community groups the ability to attract funding from their communities, local authority and local businesses in an increasingly challenging financial environment. Civic crowdfunding allows local groups to develop a community project via an online public platform and then seek additional financial support through online pledges. The scheme will build on the successful Brentwood Community Fund, Mental Health Small Grants Scheme, Active Brentwood and Health and Wellbeing Board grant allocations in Brentwood It will allow projects to gain further contributions from a larger pool of people and businesses from match funding.

The aim of the scheme is to support local projects and make communities stronger, more connected and more empowered by supporting projects that matter to them. The scheme will enable the Brentwood and Rochford Strategic Partnership to support the priorities of the local communities in their own geographical areas.

Allows both the public and businesses to pledge alongside the Council to support projects or initiatives.

Recognised by NESTA (UK's innovation agency for social good) as delivering high impact empowered communities and the funding of projects that otherwise would not have happened.

The platform also provides good opportunities to create greater community cohesion across the Borough.

### **187. War Memorial**

The Council is responsible for the management and maintenance of the Shenfield War Memorial located at the junction of the A1023 Shenfield Road and Middleton Hall Lane.

This report seeks the committee's approval to undertake a public consultation seeking the views of the people of Brentwood to a proposal for the removal of the existing planting beds around the memorial and to extend the paving area

thus increasing the available space for those attending the services and events at the memorial.

Cllr Russell **MOVED** and Cllr Gelderbloem **SECONDED** the recommendation in the report and added another recommendation:

Delegated authority be given to the S151 Officer in consultation with the Chair of Community, Environment and Enforcement Committee to determine the consultation process and decision to be made at Performance, Resource & Economic Development Committee.

Following debate a vote was taken by a show of hands and Members **RESOLVED UNANIMOUSLY:**

- 1. That a full public consultation be carried out seeking the views of the people of Brentwood in support of the proposal.**
- 2. Delegated authority be given to the S151 Officer in consultation with the Chair of Community, Environment and Enforcement Committee to determine the consultation process and decision to be made at Performance, Resource and Economic Development Committee.**

#### **Reasons for Recommendation**

To seek the committee's approval to undertake a public consultation seeking the views of the people of Brentwood to a proposal for the removal of the existing planting beds around the memorial and to extend the paving area thus increasing the available space for those attending the services and events at the memorial.

#### **188. Urgent Business**

There were no items of urgent business.

The meeting concluded at 20:00.

<b>Committee:</b> Community, Environment & Enforcement Committee	<b>Date:</b> 19 December 2022
<b>Subject:</b> Chairs Update	<b>Wards Affected:</b> All
	<b>For Information</b>

## **Community**

### **Community Events**

#### **Lighting Up Brentwood**

Lighting Up Brentwood event was delivered on Saturday 26 November. This was the first year since 2019 that the event has been delivered with a full road closure of the High Street. A lorry stage was brought in to provide the live entertainment throughout the event with local schools, choirs and performing arts schools. The day officially started with a Christmas Santa parade from St Thomas' Church with Brentwood Rotary Club, Mickey and Minnie Mouse, Razzamatraz and the Britannia Pipe Band. Stalls provided Christmas gifts, food and drinks. It is estimated that 15,000 people attended the event throughout the day. The Mayor Brentwood, Cllr Olivia Francois together with two children that had won the Christmas Card and Poem competition, switched on the lights at 5pm.

#### **Shenfield Christmas Fayre**

The Shenfield Christmas Fayre was delivered on Sunday 4 December between 12-5pm. The event included arts, crafts, food and gift stalls, along with entertainment and walk about acts. Local businesses from Shenfield got involved.

#### **Community Connect Trailer dates**

The Community Connect Trailer dates for the New Year are set out below. The Trailer is generally there between the hours of 10am - 1.30pm

Tuesday 24 January 2023 – Brentwood High Street

Wednesday 15 February 2023 – Kelvedon Hatch, Nisa

Tuesday 7 March 2023 – Robin Hood parade of shops, Ongar Road

Thursday 23 March 2023 – St Peter's Church, Cloughton Way, Hutton

### **Community Support Hubs**

The Community Support Hubs are part of a key network to provide residents with support through the Cost-of-Living crisis. There is ongoing work with the hubs which will provide support over the Christmas holidays.

### **Cost of Living support**

There is a separate report before Members tonight providing an update on the Council's response to the Cost-of-Living crisis.

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

The installation of new bollards and rails around the existing car park are in progress and are due to be completed in January. Landscaping designs for the rear of Hartswood Pavilion are just being finalised. A new cycle shelter is due to be installed alongside the new Hartswood Pavilion in January which will have the capacity for 50 cycles.

### **Golf booking system**

A new golf booking system for Hartswood Golf Course went live on 29 November which will provide an easier system for golfers to book their rounds of golf on-line.

### **Football Hub development**

There is a separate report before Members tonight in relation to the Football Hub development for their consideration.

### **Brentwood Centre**

The snooker English Open takes between 12–18 December and will feature over 70 of the game's best players, including Ronnie O'Sullivan, Judd Trump, Mark Selby, and reigning champion Neil Robertson. The winner of the tournament will take home the Davis Trophy (named in honour of English snooker legend Steve Davis) and a share of the £427,000 prize fund. The Brentwood Centre and Hartswood Pavilion are also taking part in the 'Ask for Tommy' campaign from Essex is United, whereby individuals who may be struggling with their heating bills can access showers in these facilities.

### **Homes for Ukraine**

As of 8th December, Brentwood has received 132 requests for support, which encompass family units. Brentwood currently has 222 Ukrainian guests, of which 82 are children and there are 91 sponsors. Officers are continuing to support guests and sponsors. The current focus remains on supporting guests to 'move on' and find alternative accommodation. There is great support from the community to aid guests to settle with various groups and meetings taking place and the Ukrainian Choir sung beautifully at Lighting Up Brentwood.

### **Brentwood Community Fund**

Round 2 is now open and closed Tuesday 31 January 2023, for grants of up £5,00 for causes and projects that will improve the quality of life for local people and tackle important issues. Projects will need to be delivered between 1 April 2023 and 31 March 2024. The Brentwood Community Fund 2022 has absorbed the previous Mental Health Small Grants Scheme.

### **Brentwood and Basildon Alliance update**

Members had a report presented at the last Community Environment and Enforcement Committee in September about the development of the new Brentwood and Basildon Alliance. Workshops have been taking place in the last month under the six domains of:

- Start Well – ensuring Children and Young people have the best start in life
- Feel Well – ensuring people experience good mental health and well being
- Be Well – ensuring people are empowered to make health lifestyle choice
- Stay Well – ensuring adults with health or care concerns are supported to maintain healthy, productive and fulfilling lives
- Age Well – ensuring people live safely and independently as they grow older
- Die Well – ensuring individuals nearing end of life have choices around care

The focus of these workshops was to agree the priorities, understand what is already being delivered, identify any gaps in provision and how we can work better together.

## **Community Safety**

### **Communications**

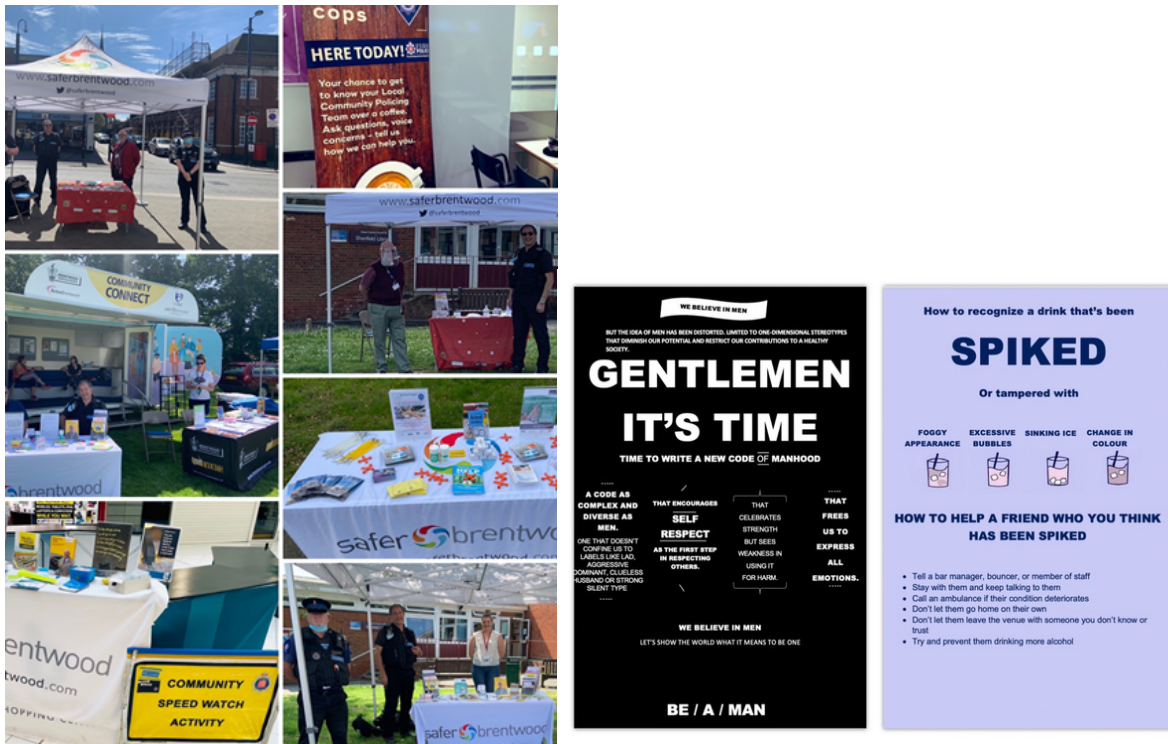
The Community Safety team have recently started a communications campaign to increase the Community Safety profile on social media and highlight to our community a lot of the work we do on a daily/ weekly basis. This has incorporated Community Safety, Anti Social Behaviour, Community Engagement and Enforcement. We have worked with Essex police communications team on this to showcase our partnership working including joint patrols during football world cup, Lighting Up event and joint patrols in hot spot areas. This has met with considerable success and we have enjoyed some very positive comments from our community as well as developing a following of supporters including MP Alex Burghart. We are going to increase this communications campaign in the near future using videos and highlighting the work of individual officers.

### **Community Engagement**

The partnership has continued to deliver as many community engagement events across the borough and wider Essex where possible. Since April 2022, 33 events have been delivered. Another area of focus for the partnership is linking in with local, regional, and national campaigns including:

- Ending Violence Against Women

- White Ribbon Day- Engaging with men and boys to end violence against women
- National Road Safety Week
- Project Edward – European Day without a road death



## Projects

Through the CSP the Community Safety team remain committed to tackling key issues for Brentwood by focussing on specific projects such as working 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.

Projects being delivered include:

- Purchasing two electric bikes for police and community safety to conduct joint patrols across the borough

- 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
- Speedwatch has continued to grow with a dedicated Speedwatch email in place for Speedwatch groups to utilise and a speed gun is available for groups to use which is located at the Town Hall and co-ordinated by the Community Safety team & volunteers. Whilst this scheme is primarily to target speeding drivers it is also a very visible presence in a locality which can only help to assist with discouraging burglars.
- The Essex Restorative and Mediation Service holds offenders to account and helps them take responsibility for the harm they have caused. Victims are given the chance to explain the impact the crime or conflict has had on them, ask questions of the perpetrator, and seek an apology.
- Seasonal Burglary Operation - The partnership has previously been involved in targeting and preventing the seasonal increase in burglaries that occurs across the whole county over the Winter months and will do so again this year.
- Operation Insight consists of a system of analysis and the deployment of resources into 'hot spots' likely to suffer burglaries, reducing the chance of them occurring. Intelligence is shared with partners and the Council's Community Safety team then disseminate to other departments within the Council to make sure staff are aware and can factor this information into their regular patrols, visits, and work schedule etc.

## **Anti-Social Behaviour (ASB)**

We continue to receive a large number of Anti-Social Behaviour reports, but this has been made easier to address now that the ASB officer works from the Baker Partnership HUB with police CPT; greater sharing of intelligence, risk assessments and dedicated action plans between police and Community Safety have enabled us to improve our response to reports of anti-social behaviour. This has included recently obtaining possession of a Council flat following years of anti-social behaviour by the tenant and their associates which has provided their neighbours with much needed protection and relief from anti-social behaviour and making 105 home visits including joint visits with police. We have arranged a monthly partnership meeting in the Baker Partnership HUB to address our highest risk ASB cases with agreed dedicated action plans. We have purchased the ASB app which will be sent to complainants of anti-social behaviour to improve our service to complainants, improve how we collect evidence, improve our communication with complainants and give complainants greater say in the resolving of anti-social behaviour cases.

### Objectives

- Introduce a new Case Management System to improve reporting and response for residents.
- 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. We recently successfully caught a fly tipper and the fine of £400 was paid. We have also added



littering and fly tipping hot spots to out intel pack to enable us to deploy our environmental resources to these areas.

### 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 investigations.

The control room also continues to offer the evening and weekend emergency telephone reporting service, the operators are our Senior Fire Marshalls monitoring the fire panel and taking the lead in the event of an alarm. The community safety team are conducting an audit and review of the CCTV service including connectivity, cameras, camera positioning, software and protocols and policies to ensure that Brentwood CCTV is both legislatively compliant with the new legislation for surveillance for local authorities and is an effective surveillance system/service to better serve and protect our community.

As part of this review/audit we will also be consulting with our partners Essex Police and Housing as well as other agencies to make the CCTV service an effective tool for the whole partnership. Data is also shared with partners in relation to the use of CCTV in the interest of Community Safety. We have recently agreed alterations to the control room to remove the dividing wall and add a separate reviewing suite. We will be

presenting a full report on our current status and our plans to develop the CCTV service at the next committee in March 2022.

### Objectives

- Maintain increased vigilance of areas of high ASB
- Increased use of CCTV for fly tipping and littering
- 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
- Deliver a report to committee of our future plans for CCTV service

### Community Safety Key Performance Indicator's 2022/23

Month (for year 2022/23)	Joint Patrols (including with SEP and NES)	FPN's (Litter and Fly Tipping-NES)	PCN's (Parking -issued by or with Community Safety)	Incidents captured by CCTV	CPW/ CPN's/ Injunctions	AS B Cases	AS B Home Visits	Closure Orders/ Notice Seeking Possession (for ASB)	Community Engagement Days
April	12	118	69	30	1	13	13	0	4
May	8	124	98	35	0	12	22	0	5
June	11	126	48	21	1	14	8	1	4
July	9	146	74	21	3	15	28	2	7
August	4	106	49	41	2	18	9	1	3
Sept	7	79	93	30	1	8	10	0	4
Oct	6	43	41	32	1	6	15	0	6
<b>Total</b>	<b>57</b>	<b>742</b>	<b>472</b>	<b>210</b>	<b>9</b>	<b>86</b>	<b>105</b>	<b>4</b>	<b>33</b>

### Environment

Tree Planting – Warley Country Park

Around 40 volunteers from local businesses and organisations planted nearly 500 trees at Warley Country Park at an event organised on the 24th November, led by our Arboriculturist, Alan Marsh, on behalf of the Brentwood Environmental Business Alliance (BEBA) last week.

As well as planting trees, the volunteers watched bushcraft demonstrations and learnt more about the woodland conservation and management taking place in the park.

It was a great day and a feedback survey completed by participants after the event was 100% positive with 100% of people saying they would attend future events.

This page is intentionally left blank

<b>Committee(s):</b> Community Environment and Enforcement	<b>Date:</b> 19 <sup>th</sup> December 2022
<b>Subject:</b> Tree Planting Scheme Update	<b>Wards Affected:</b> All
<b>Report of:</b> Marcus Hotten, Director of Environment	<b>Public</b>
<b>Report Author/s:</b> Name: Marcus Hotten, Director of Environment Telephone: 07814 861952 E-mail: Marcus.hotten@brentwood.rochford.gov.uk	<b>For Decision</b>

## Summary

This report provides an update upon previous Council tree planting initiatives in Brentwood Borough over the past two years, and sets out the proposed tree-planting initiatives for the forthcoming winter season.

The success rate of the overall planting scheme is approximately 34%, which is lower than what would usually be anticipated. This was attributed to the severe drought conditions experienced this summer, and in the instance of St. Faiths Country Park, vandalism further exacerbated the situation.

Planting schemes for the winter of 2022/23 identify sites for approximately 14,500 trees, delivered through the Tree for Climate scheme, fully funded by central government. Funding, through the Urban Tree Challenge, for a further 167 larger street trees has been partly secured and requires a match funding commitment of £22,500 from the Council to deliver.

## Recommendation(s)

**Members are asked to:**

**R1. Note the planting scheme as outlined in paragraph 14, Table-2 of the report.**

**R2. Approve that match funding of £22,500 is considered in the budget setting process for MTFS 2023/24, which is subject to full council approval on 1<sup>st</sup> March 2023.**

## Main Report

### Introduction and Background

1. Table-1 below sets out tree-planting schemes that have been delivered by the Council in the previous two years, the number planted, and the survival rate of those trees planted. Upon inspection by Officers the survival rate of the overall planting scheme is estimated to be approximately 34%\*, which is lower than would usually be anticipated ( \*This is not including deliberate vandalism).
  
2. It is however, not exceptional for up to 50% of ‘whips’ (small single-stem bare-root stock trees) to require replacement in the first two years of any planting scheme, with tree-planting projects allowing for re-stocking in this initial phase as a standard working practice. Given that the UK has recorded the worst drought condition, this summer, since the drought of 1976, then higher rates of tree mortality should be expected. Further, it should be noted that in discussion with other Essex authorities undertaking tree-planting schemes, anecdotally, a survival rate of 15% across Essex seemed fairly typical.
  
3. The approach to tree-planting at scale, using ‘whips’, is to accept that high rates of mortality may well occur, with repeat visits to re-stock where mortality has occurred, being the most cost-effective approach to long-term establishment of a plantation particularly in publicly accessible land which is more prone to compaction and physical damage.
  
4. The Table-1 below, however does reveal a variance in success rate across different planting schemes, this was not particularly related to the species planted, rather the quality of tree-planting undertaken. Specifically for St. Faiths Country Park, a high-level of vandalism was unfortunately experienced, this further lowered the success of the planting scheme.
  
5. Table 1 – Success Rate of Tree Planting Schemes Year 2020/21

Location	Species	Number	Survival Rate %	Notes
St. Faiths Country Park	Mixed Pine & Deciduous	4,500	9	Vandalism occurred to planting stock
Hatch Rd Country Park	Mixed pine & deciduous	1,500	34	
Childerditch & Bird Lane	Alder, bird cherry, oak	45	50	
<b>Year 2021/22</b>				
Location	Species	Number	Success Rate %	Notes

Ingrave – Middle Road	Alder, Sorbus	40	50	
Holly Trees School	Larch, Birch, Lime	250	35	
Hutton Polo Field	Thorn, Oak	20	95	

## Issue, Options and Analysis of Options

6. This winter's proposed tree planting projects reflects the two funding streams that they draw upon. These are: The Urban Tree Challenge Fund; and the Tree for Climate Fund.

### Urban Tree Challenge Fund

7. A joint-bid, to the Forestry Commission, in partnership with the Essex Forest Initiative, secured funding £22,500 to provide 167 street trees within the urban areas of Brentwood Borough. These trees will be approximately 10 foot in height, and will be of species selected for their suitability for urban landscapes. Provision will be made to plant, stake and provide the necessary after-care such as pruning & watering for up to three years.
8. The funding requires that the trees are planted within an urban area. This is defined as a built-up area with a population of at least 2,000 people, and a buffer of 1km to account for peri-urban planting. Where areas comply with the urban definition (This covers the vast majority of the Borough) Ward Members will be contacted and invited to nominate locations that they wish to be considered. Officers will then decide upon final locations based on the nominations and suitability.
9. Equivalent match-funding of £22,500 will be required to be provided by the Council to ensure that this scheme is able to go ahead.

### Trees for Climate

10. The programme is part of the national Government-led Nature for Climate fund and is being delivered by England's Community Forests, specifically in Brentwood Borough's case, the Thames Chase Community Forest.
11. This covers the majority of the proposed tree-planting that is to be undertaken, and is set out in Table-2 below. The proposed planting will consist of a mix of entirely new-planting schemes and re-placement trees for the existing on-going projects as listed in table 1 above.

12. The planting schemes are 100% funded through the Trees for Climate fund.

13. Table 2 – Proposed Planting Scheme 2022/23

Location	Species	Number	Notes
Warley Country Park	Beech, spruce, larch	1,000	
Hutton Country Park	Mixed Deciduous & conifer	10,000	
St Faith Country Park	Mixed Deciduous & conifer	2,500	Re-planting
Hutton polo field	Oak, batwillow	20	
Hatch Road Country Park		1,000	Re-planting
Urban Tree Planting	8-10 ft suitable sp. urban location	167	Precise locations to be decided
<b>TOTAL</b>		<b>14,687</b>	

### Reasons for Recommendation

14. The proposed tree planting scheme is identified as a key deliverable in the draft 2022 Environment Strategy, and represents an opportunity to deliver on a significant number of tree planting at a low cost to the Council.

### References to Corporate Plan

15. The proposed tree planting is identified as a key objective for 2021-22: '*Support and deliver the planting of 10,000 new trees*'; and aligns with the key priority: '*Promote the environment and recognise its importance in the decisions we make,*'

### Implications

#### Financial Implications

**Financial Implications: Tim Willis, Interim Director of Resources**  
**Tel/Email: 01277 312500 / tim.willis@brentwood.rochford.gov.uk**

16. Approval of match funding of £22,500 to be considered in the budget setting process for MTFs 2023/24, which is subject to full council approval on 1st March 2023 will add a pressure to the budget. Officers will review the existing budget to consider any underspend that can be utilised to fund this budget.

#### Legal Implications

**Andrew Hunkin, Interim Director of People and Governance**  
**Tel/Email: 01277 312500 / andrew.hunkin@brentwood.rochford.gov.uk**

17. The tree planting schemes must be undertaken in accordance with the requirement of the Urban Tree Challenge Fund and the Tree for Climate Fund.



### **Economic Implications**

**Name/Title: Phil Drane, Director of Place**

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

An important part of maintaining a prosperous local economy is the quality of environment in Brentwood borough and how that can attract people to live, work and visit. The tree planting scheme has indirect local economic benefits in this way for the borough. It also contributes to those businesses, organisations and jobs involved in the planting and upkeep of trees.

### **Equality and Diversity Implications**

**Name/Title: Kim Anderson, Corporate Manager, Community Leisure and Health**

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

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.

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).

The proposals in this report will not have a disproportionately adverse impact on any people with a particular characteristic and provides an enhancement to facilities for all residents to use.

**Other Implications** (where significant) – i.e. Health and Safety, Asset Management, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

This page is intentionally left blank

<b>Committee(s):</b> Community Environment and Enforcement	<b>Date:</b> 19 December 2022
<b>Subject:</b> Environment Strategy	<b>Wards Affected:</b> All
<b>Report of:</b> Marcus Hotten, Director of Environment	<b>Public</b>
<b>Report Author/s:</b> Name: Marcus Hotten, Director of Environment Telephone: 07814 861952 E-mail: Marcus.hotten@brentwood.rochford.gov.uk	<b>For Decision</b>

## Summary

This report presents an updated version of the draft Environment Strategy previously presented at the March 2022 Environment Enforcement & Housing Committee, at which it was agreed to approve the strategy for consultation, and to consider feedback and alter the strategy if required.

Key changes to the original document consist of including a additional pages summarising the impact climate change can have at a national and local level; the replacement of 'Actions' with 'Aims' in the main body of the strategy; and the development of a clearer action plan as an appendix to the strategy. This action plan, going forward, will form the basis any annual reporting on the progress of the strategy.

## Recommendation(s)

**Members are asked to:**

**R1. To Approve the Environment Strategy as appended to the report. report.**

**R2. To approve that the current temporary post of the Climate & Sustainability Officer is made a permanent position.**

## **Main Report**

### **Introduction and Background**

1. The Climate Change Act (2008) highlights the UK's aim to become carbon neutral by 2050. Following the government's announcement, Brentwood Borough Council declared its aim to be carbon neutral within its own activity by 2040 and borough wide by 2050. This means that it will be carbon neutral if the amount of CO<sub>2</sub> emissions it puts into the atmosphere are the same as the amount of CO<sub>2</sub> emissions it removes from the atmosphere.
2. There are also two very clear and different targets. One is the Council's target to reach carbon zero (2040) and the other is for the borough (2050). The Council's target is considered easier to deliver as it is within the Council's own operation and therefore control. However, to deliver carbon neutrality for the borough is far more difficult as it requires buy in and commitment from groups that we have no direct control and only some limited influence over.
3. The Environment Strategy has been prepared to help the council tackle these issues by identifying key actions and commit to our target of becoming carbon neutral by 2050.
4. The aim of the strategy is to help identify actions needed to achieve the Council's targets. Key themes of the strategy include transport, air quality, built environment, natural environment, waste, energy, and partnerships. The strategy shows what the council is doing to reduce its environmental impacts including reduction of greenhouse gas emissions from its own buildings and in delivering council services. It also sets out ways the council can facilitate and encourage individuals and organisations to reduce their own environmental impact so that everyone can help and contribute to becoming carbon neutral.
5. This report presents an updated version of the draft Environment Strategy previously presented at the March 2022 Environment Enforcement & Housing Committee, at which it was agreed to approve the strategy for consultation, and to consider feedback and alter the strategy if required.

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

6. Key changes to the original document, presented in March 2022 consist of including additional pages summarising the impact climate change can have at a national and local level; the replacement of 'Actions' with 'Aims' in the main body of the strategy, and the development of a clearer action plan as an appendix to

the main strategy. This action plan, going forward, will form the basis any annual reporting on the progress of the strategy, and where possible identifies the scale of impact each of the actions identified, will assist in achieving net-zero.

7. The consultation taken to assist in shaping the action plan and strategy is discussed in greater detail below. However, it is worth noting that the potential actions that residents most greatly identify with (such as tree-planting), are those that perhaps have less impact in achieving carbon neutral. Nevertheless, these actions are included, recognising the importance of engaging with residents so as to allow the opportunity to have further conversations with communities on the harder to achieve actions.
8. At present the Environment Strategy sets out how the Council can influence actions and outcomes to achieving carbon neutral across the Borough by 2050. It is proposed that a further action-plan, a Carbon Reduction Plan, is developed with a greater level of detail setting out how the Council will specifically achieve net-zero by 2040. It is intended for the plan to be a working document, driving the necessary changes required across the organisation, to achieve the net-zero target. It is proposed that the Council's Carbon Reduction Plan will be presented at the next Committee meeting.
9. To ensure that the actions outlined within the Environment Strategy can be taken forward, it is proposed that the current temporary post of Climate and Sustainability Officer is made permanent.

### **Reasons for Recommendation**

10. The proposed Environment Strategy sets out the how Brentwood Borough Council can achieve its declared aims of carbon neutral within its own activity by 2040 and borough wide by 2050.

### **Consultation**

11. A survey questionnaire was undertaken throughout July and August seeking opinion on the general subject of climate change and specifically the draft Environment Strategy. In total there was 117 responses.
12. The responses to questionnaire indicate that the effects of climate change are an important issue for residents. 68% said that they were very concerned whilst only 2.5% said that they were not concerned. Those people who undertook the survey also knew a reasonable (medium) amount about climate change and its effects, 54% and most obtained information on the subject through TV, radio and newspaper articles or the on-line equivalent.

13. The responses in the section of the survey covering sustainable lifestyle choices broadly indicate that residents would consider lifestyle choices supportive of a more sustainable approach to living. For example, on the themes under home management almost a third of responders said that they definitely could act on reducing water consumption and improving insulation in their own homes etc.
14. Under the home management theme, the most supported and achievable action (using a weighted average system) was '*recycling more household waste*' and the least achievable '*switching to renewable energy sources*'.
15. Under the theme of travel choices most supported and achievable action was making more '*journeys by walking and cycling*' and '*the least car sharing more often*'.
16. Under the theme of food and diet again almost a third to a third of responders said that they definitely could achieve the actions identified with the most achievable action being '*shopping locally for food*' and the least achievable taking part '*in community growing schemes*'.
17. Similar results were received under the theme of shopping with the highest proportion of responders indicating the most achievable was the '*purchase of energy efficient electrical good*' and the least achievable '*reducing clothes purchases*'.
18. The second section of the survey covered questions specifically on council services aimed at helping residents reduce carbon emissions and on the councils' sustainability strategy. All the services identified by the council aimed at reducing carbon emission were considered by responders to be important in helping them to reduce carbon emissions. Planting trees and creating green space were considered very important. Based on a weighted average the most important service were considered to be '*planting trees and creating new green spaces*' and the least '*creating more energy efficient homes*'.
19. Question 10 asked those taking the survey to rank in importance the main themes identified within the environment strategy. Results showed that the majority of those taking the survey considered all the themes to be important or very important. By weighted average the **natural environment** was considered the most important and **transport** the least important.
20. The final section of the survey asked for those undertaking the questionnaire to provide any additional comment on the councils' sustainability strategy and to highlight any activities that they were already undertaking. Comments were diverse but a common theme identified issues relating to transport, green space and housing. Activities included recycling and travelling less.

## References to Corporate Plan

21. The proposed Environment Strategy is identified as a key objective for 2021-22: *'Develop an Environment Strategy and Action Plan that promotes a cleaner and greener borough'*; and aligns with the key priority: *'Promote the environment and recognise its importance in the decisions we make,'*

## Implications

### Financial Implications

**Financial Implications: Tim Willis, Interim Director of Resources**

**Tel/Email: 01277 312500 / tim.willis@brentwood.rochford.gov.uk**

There are no direct financial implications in approving the strategy. All costs in developing the strategy have been met within existing budgets. However, the outcomes of the strategy will need to consider any financial impact that will need to be developed and built into the Council's future MTFS and Capital and Investment Strategy.

Approval of a permanent climate officer will add a pressure to the Council's MTFS. Officers will review its existing establishment to consider any current vacant posts can be utilised to fund this permanent position. Currently the post is funded by the environmental initiatives reserve to ensure a net impact on the Councils GF account.

### Legal Implications

**Andrew Hunkin, Interim Director of People and Governance**

**Tel/Email: 01277 312500 / andrew.hunkin@brentwood.rochford.gov.uk**

Through the Climate Change Act 2008 (2050 Target Amendment) Order 2019, the UK became the first major country to legislate for a net-zero target for carbon emissions by 2050. The Council by implementing this strategy will be supporting the legislative goal to become carbon net zero by 2050.

### Economic Implications

**Name/Title: Phil Drane, Director of Place**

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

The Environment Strategy has been prepared taking account of the council's corporate priorities, which includes the objective to grow the local economy. It has also been prepared in consultation with the council's Economic Development team. Economic objectives that are environmentally conscious are a core aim of both the council's Economic Development Strategy and Environment Strategy.

**Other Implications** (where significant) – i.e. Health and Safety, Asset Management, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

### **Background Papers**

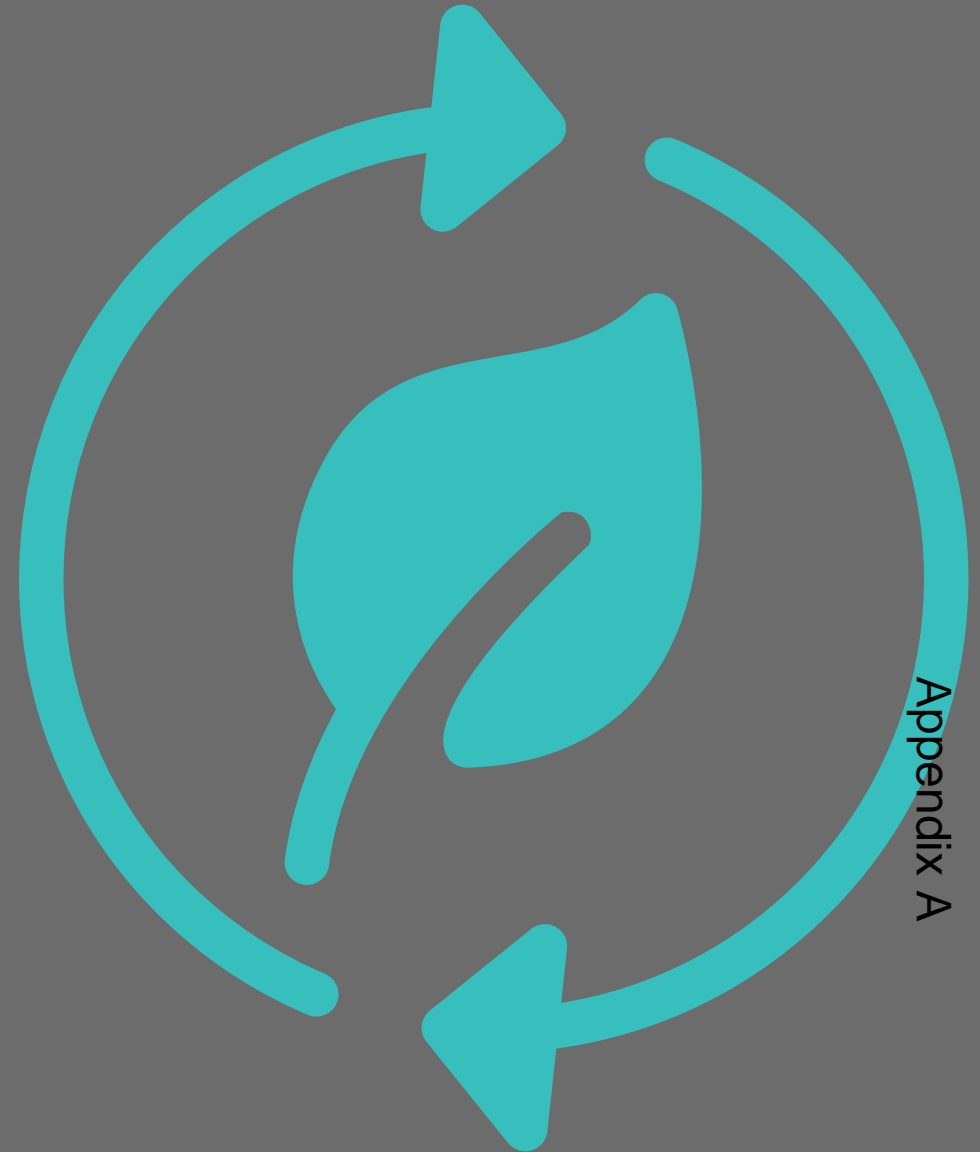
- None

### **Appendices to this report**

- Appendix A: Environment Strategy



# Environment Strategy 2023-2026



# Foreword



**Cllr Chris Hossack**

Leader of Brentwood Borough Council



**Cllr Will Russell**

Chair of Community, Environment & Enforcement Committee

The council's corporate strategy outlines the importance of **protecting our environment** as one of our five key priorities. We have committed in the corporate strategy to protect the space we all live in, but beyond our local commitment, there is our responsibility to act locally as part of a global effort in protecting the planet and reducing the harm inflicted on it by human activity.

The environmental agenda is expanding rapidly and the response to climate change becoming more urgent with many councils now setting targets for carbon neutrality as we

have done here in Brentwood. Not many years ago an environmental strategy would have outlined the things the council would need to do in order to tackle 'traditional problems' such as littering, fly tipping and unlawful development in the green belt. Now the agenda is much wider and we must gear up to tackle a broader range of issues, issues that demand new skills and additional resources.

Brentwood Borough Council is already underway on this journey: we have a carbon absorption plan that has already commenced; we have a plan to build on our electric

vehicle (EV) charging network; we actively incorporate renewable energy into our housing regeneration projects; and we have employed new staff that bring the knowledge and expertise required to tackle complex issues that require carbon literacy.

This strategy brings further detail to our corporate plan to ensure this council plays a vital role in neutralising carbon emissions, reducing waste, increasing recycling, preventing biodiversity loss and maintaining a clean environment.



# Contents

- Introduction ..... 4
- Borough-wide emissions ..... 5
- Global & local impacts of climate change ..... 6
- Local impacts of climate change ..... 7
- Transport & air quality ..... 8
- Built environment ..... 9
- Natural environment ..... 10
- Waste ..... 11
- Energy ..... 12
- Partnership working ..... 13
- Action Plan 2023-2026 ..... 14-17
- Key performance indicators ..... 18



# Introduction

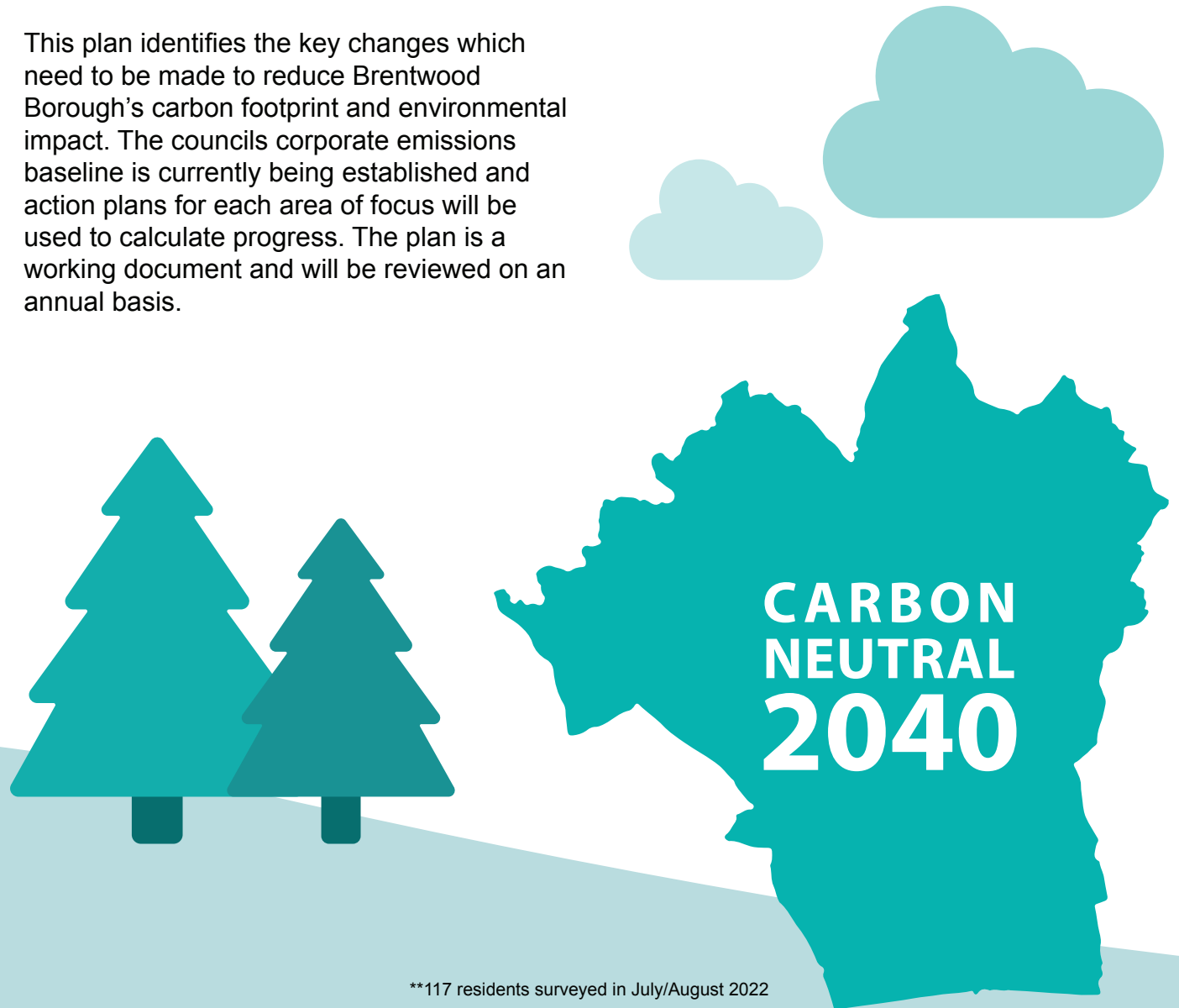
The Climate Change Act (2008) highlighted the UK's aim to become carbon neutral by 2050. Brentwood Borough Council wants to do its bit and aims to be carbon neutral within its own activity and Borough-wide by 2040. The council has been action-orientated and has already made several steps to reduce its environmental impact including carbon emissions.

Carbon neutrality is achieved when the concentrations of carbon dioxide in the atmosphere do not change, as any emissions are offset. The key to achieving carbon neutrality is to reduce our carbon footprint as much as possible, and offset any emissions. There are several environmental issues, which all link to climate change. These include energy use, waste management and biodiversity.

This plan identifies the key changes which need to be made to reduce Brentwood Borough's carbon footprint and environmental impact. The council's corporate emissions baseline is currently being established and action plans for each area of focus will be used to calculate progress. The plan is a working document and will be reviewed on an annual basis.

86.3% of Brentwood residents surveyed are concerned or very concerned about climate change\*\*

\*\*117 residents surveyed in July/August 2022

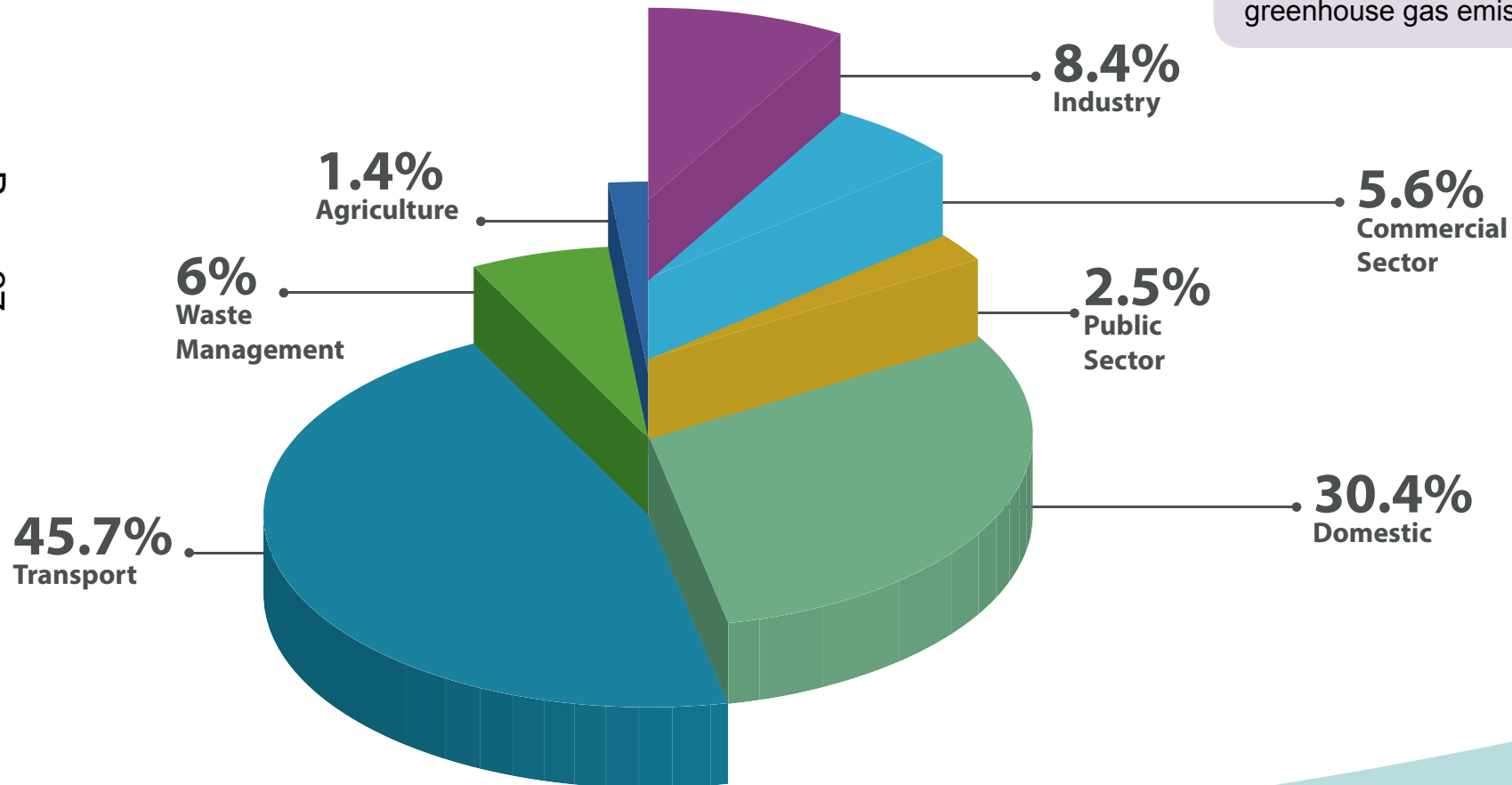


# Borough-wide emissions

UK Government greenhouse gas emissions data (for 2018) under the influence of Brentwood BC equate to 433,000tCO<sub>2</sub>e<sup>^</sup>

tCO<sub>2</sub>e refers to tonnes of carbon dioxide equivalents, a unit that summarises all greenhouse gas emissions as one figure.

Page 37



<sup>^</sup>Excludes large industrial sites, railways, motorways and land-use

# Global & local impacts of climate change



## What are the impacts of Climate Change?

Global impacts: Some of the possible impacts of Climate Change include:

\***Rising sea levels** - Rising temperatures cause glaciers and ice sheets to melt, increasing runoff resulting in global sea level rise. Seas and oceans absorb 90% of the extra heat from global warming: warmer water expands taking up more space.

\***Flooding of coastal regions** - Coastal towns and cities are at greater risk from flooding as sea levels continue to rise.

\***Extreme weather events** - Climate changes causes extreme weather events to become more intense and frequent, such as heatwaves, droughts and floods

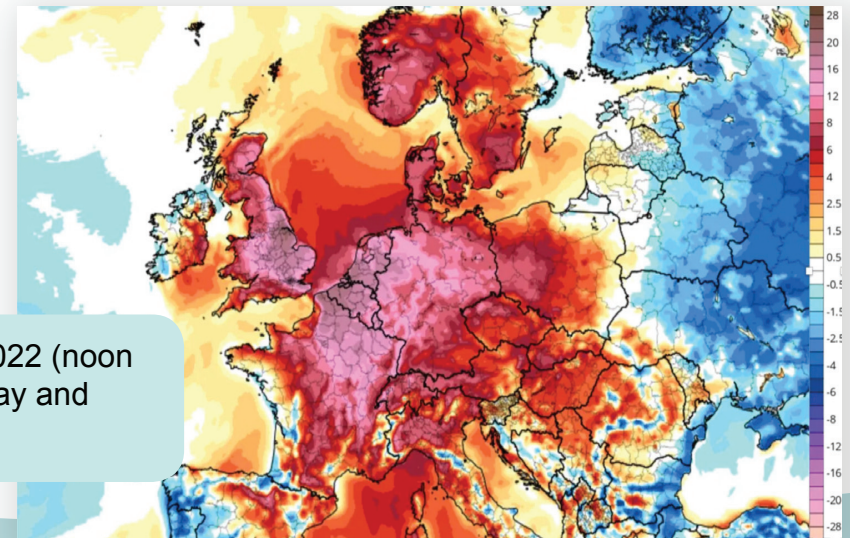
\***Food insecurity** - High temperatures, extreme weather events, flooding and droughts damage soils and reduce biodiversity affecting crop yields year on year

\***Damage to marine ecosystems** - Rising ocean temperatures, ocean acidification and ocean anoxia (lack of oxygen) are damaging to marine life such as fish and coral reefs.







\***Ocean acidification** - occurs when the ocean absorbs carbon dioxide and becomes more acidic, a damaging side effect from more carbon in the atmosphere.

\***Conflict and climate migrants** - Climate Change is a stress multiplier - it can take existing problems, such as lack of food or shelter and make them worse. This can cause people to compete or fight over scarce resources (food, water, and shelter), or to migrate.

Model-analyzed temperatures at 12Z Tuesday, July 19, 2022 (noon GMT) were transcending average values for the time of day and season by 12 to 24 degrees Celsius



# Local impacts of climate change

 <p><b>TRANSPORT NETWORKS</b></p>	 <p><b>THE BUILT ENVIRONMENT</b></p>	 <p><b>BUSINESS &amp; INDUSTRY</b></p>	 <p><b>THE NATURAL ENVIRONMENT &amp; AGRICULTURE</b></p>	 <p><b>WATER (FLOOD RISK &amp; DROUGHT)</b></p>	 <p><b>HEALTH &amp; WELLBEING</b></p>
<p>Disruption to transport networks from extreme weather events, (flood and heat) impacting on local economy, health &amp; wellbeing</p> <p>Flood risk to transport infrastructure</p> <p>Heavy rain/high winds leading to more accidents, treefalls, road closures and delays</p> <p>Risk of slope/embankment failures</p> <p>Overheating/failure of signalling &amp; comms</p> <p>Risk of rails buckling, cables sagging and roads softening in heat</p> <p>Discomfort on public transport</p>	<p>Overheating risks in housing, offices, schools, hospitals and social care settings</p> <p>Damage to buildings and infrastructure from extreme weather events</p> <p>Need to retrofit buildings to build resilience</p> <p>New design standards needed for drainage, insulation and building fabric etc Increased flood risk</p> <p>Increased water stress</p> <p>Disruption to power and communication networks</p>	<p>Costs to reduce emissions and adapt infrastructure to Climate Change</p> <p>Disruption to transport, energy and communications</p> <p>Risks to supply chains both local, national and global</p> <p>Increased prices for raw materials, goods, and other imported commodities</p> <p>Reduced comfort in buildings impacting on productivity</p> <p>Changes to markets and demand</p>	<p>Risk to vulnerable species and habitats</p> <p>Impacts on 'eco-system services' enjoyed by people</p> <p>Impacts of increased drought</p> <p>Damage to natural habitats from water stress</p> <p>Pests and disease risk of invasive/non-native species colonising</p> <p>Changes to growing seasons</p> <p>Heat stress on livestock</p> <p>Damage to crops &amp; landscapes from flooding</p>	<p>Increase risk of coastal, pluvial and fluvial flooding</p> <p>Increased flash flood risk from extreme weather events</p> <p>Further stress on already under pressure water resources</p> <p>Increased competition for water between agriculture, industry, households and the needs of the natural environment</p> <p>Drought impacts on water quality and supply</p>	<p>Increase in heat-related illness and death</p> <p>Risk to the elderly and very young with heart and respiratory disease</p> <p>Disrupted access to services and facilities from extreme weather events</p> <p>Flooding impacts on health, wellbeing and livelihoods</p> <p>Air quality impacts exacerbated</p>

**The Brentwood Surface Water Management Plan is within the administrative area of Brentwood Borough Council and is ranked third within the county in terms of properties at risk of surface water flooding\*\***



\*\*<https://www.essexdesignguide.co.uk/suds/surface-water-management-plans/brentwood/>

# Transport & air quality



Transportation is the largest carbon emitter within the Borough. This is largely due to the A127 and A12 and due to our proximity to the M25, as well as our rail links to London. Technology is constantly evolving, with biofuels, electric and hydrogen powered vehicles expected to become the norm in the future.

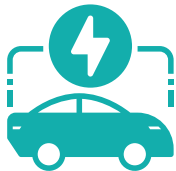
**45%** of total emissions under the influence of Brentwood are from transport in 2018

**CO<sub>2</sub>** 198,500 tonnes of CO<sub>2</sub>e emitted in 2018\*

Page 40



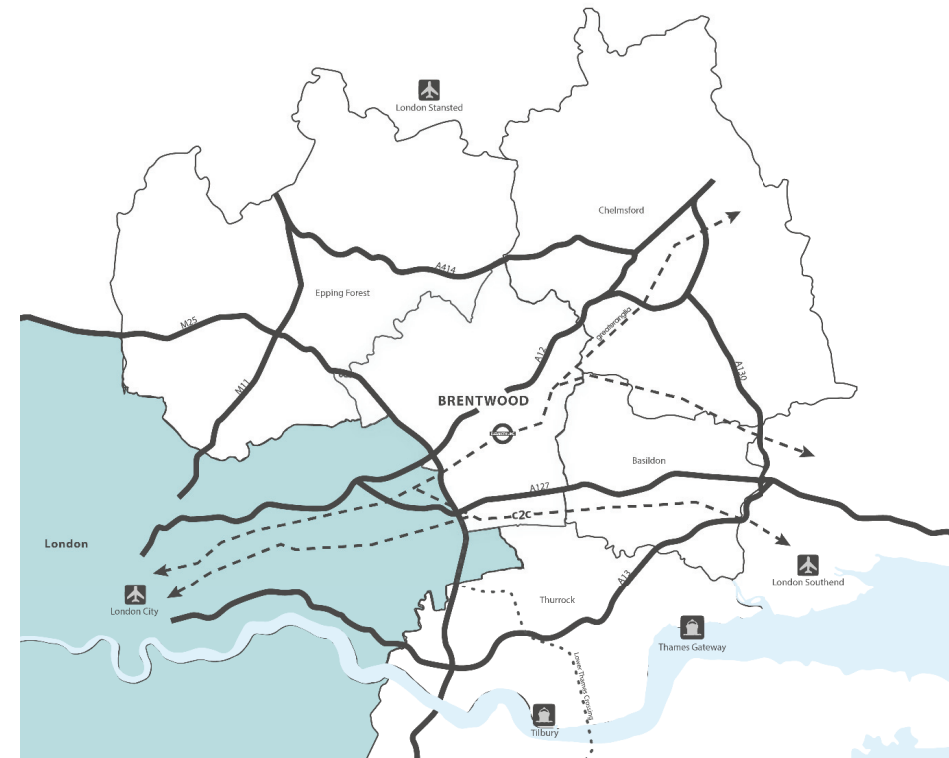
Car club launched in 2021



EV pilot successfully deployed 2021

Three phases of EV installation

\*Excludes motorway/rail/flights



## Aims

In order to support the change in transportation technologies and reduce emissions from transport in the Borough, the council aims to:

- To invest in zero and low-carbon vehicles across the Council fleet.
- To encourage modal shift in transport away from car use across the Borough.
- To improve the public Electric Vehicle charging infrastructure across the Borough.
- To reduce the carbon footprint of main arterial highways across Borough (A127 & A12).



# Built environment



The built environment is crucial for society to grow; however buildings require energy to build and run, and as such have a high carbon footprint.

Housing stock of  
**2,500**



Planning approved for

**61** Passivhaus social houses

**£749k**

funding secured to improve energy efficiency of social housing, private landlords & low income households

**30.4%**

Domestic emissions from 34,800 households account for 30.4% of CO2 in Brentwood 132,000tCO2.

## Aims

In order to reduce the carbon footprint of current and future buildings within the Borough, the council aims to:

- To improve the energy efficiency of all domestic properties in the Borough to EPC rated C or better
- To ensure that new homes built in the Borough meet current the net zero emissions standard –
- That all Council owned, and managed buildings are net zero by 2040

# Natural environment



Natural Green Infrastructure will help carbon absorption, locking more carbon into nature. It will create more space for nature. It will also create resilience and help nature survive.



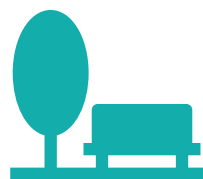
Plans to plant **16,000** trees in Hutton Country Park 2022/23

Assist with the planting of **250,000** trees as part of the Thames Gateway Project

Page 42



**2** Sites of Special Scientific Interest



**16** Parks and open spaces in Brentwood Borough

Urban greening reduces air pollution, addresses urban flooding, improves water quality and reserves, and improves the mental and physical health and wellbeing of residents

## Aims

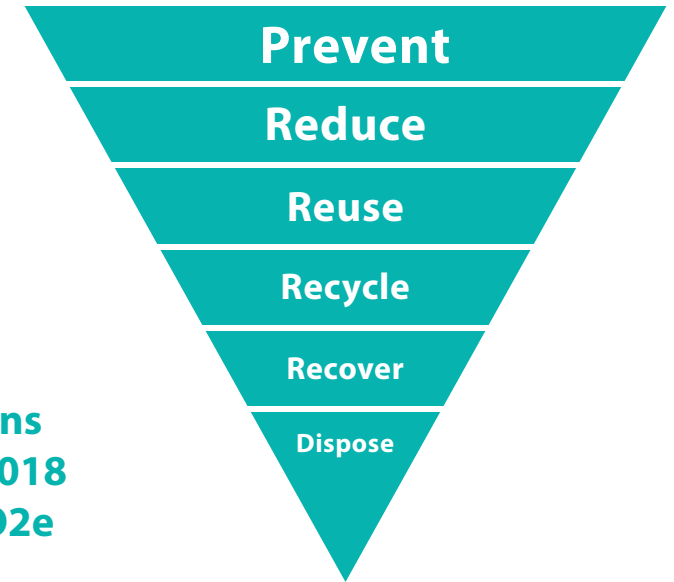
To support this, the council aims to:

- To increase biodiversity and ecosystem functioning across the Borough
- To restore biodiversity to prevent decline in local flagship species
- To minimise residents at risk of flooding and overheating through green infrastructure solutions
- To continue to increase tree cover across the Borough

# Waste



With a population of 76,550, Brentwood produces waste from a range of sources. All waste management involves energy, and so often releases carbon emissions, contributing to climate change. Brentwood Borough Council is a waste collection authority, and so only has direct control over the collection of waste. It is Essex County Council who is the Waste Planning Authority.



Page 43



**5.5 million kerbside waste and recycling collections per year**



**Carbon emissions from waste in 2018 were 30,416tCO2e**

**New recycling scheme separating waste introduced August 2020**



**Reduced the amount of contamination in waste collected**

## Aims

Reducing waste at source is key to tackling the challenges we face:

- To reduce non-recyclable waste levels and to increase recycling rates to 70%
- The Council to consider whole lifecycle of materials purchased and when procuring services to minimize waste
- To support elimination of waste and the over exploitation of our natural resources.

# Energy



Currently, the majority of energy consumed is generated from non-renewable sources including fossil fuels. The combustion of fossil fuels emits carbon dioxide into the atmosphere, increasing the greenhouse gas effect and causing climate change. New technologies are making renewable energy sources readily available, which either do not emit carbon, or are considered carbon neutral.



**All electricity for council buildings is on a green tariff and considered carbon neutral, saving 262tCO<sub>2</sub>e per year**



**Senior Leadership Team training in carbon literacy in February 2022**

**4.2** Brentwood has 4.2MW of solar and wind generating capacity in the Borough capable of supplying power to around 950 households

## Aims

In order to reduce energy consumption and help increase renewable energy infrastructure, the council aims to:

- To support industrial and commercial organisations to achieve non-domestic gas reduction and efficient use of electricity
- To maximise opportunities for renewable energy generation in the Borough.
- That Council staff are carbon literate and understand how their service area can support net zero.

# Partnership Working



The council only has direct control over 2-5% of emissions from the Borough, but has the capability to influence up to a third of the population.

**91%** of businesses surveyed are actively seeking to reduce their environmental impact

**52%** of businesses surveyed would like to learn more about sustainability

**812** In Brentwood it is estimated that 812 low carbon and renewable energy jobs will be required by 2030 and by 2050 1,309\*

Page 45



**50** local businesses signed up to BEBA in January 2022

## Aims

\* source LG Inform: <https://tiny.one/low-carbon>

In order to ensure that the Borough target of becoming carbon neutral by 2040 is met, the council will influence behaviour by:

- To support residents and businesses to understand and implement net zero principles
- To support and engage with local environmental and community groups to achieve net zero
- To encourage schools in the Borough to become eco-schools and similar schemes
- To create more low carbon and renewable energy jobs

# Action Plan 2023-2026

**Transport and air quality:** Encourage more residents to cycle, walk and use public transport and if they must travel by car to support car clubs and facilitate shift to electric vehicles through improvements in EV charging infrastructure

Aims	Action by BBC	Climate (carbon) Impact	Partner Action	Desired Outcome
To improve the energy efficiency of all domestic properties in the Borough to EPC rated C or better.	Develop a Council fleet management plan seeking to replacing council vehicles with electric/hydrogen and exploring low carbon fuels such as Hydrogenated Vegetable Oil (HVO) by June 2023. Develop business case for renewable diesel by Feb 2023 with aim to roll out across fleet by 2024	Less than 1% total emissions reduction (current emissions are what?)	Energy Saving Trust	Near Net Zero vehicle fleet by 2030 net zero by 2040
To encourage modal shift in transport way from car use across the Borough.	Support and delivery the development of local cycling/walking infrastructure (LCWIP) by September 2023 - Support Active Essex active travel plans for schools - Promote the national Walk to School & work week Seek to Promote/Develop local car clubs (pay as you go car hire) Support and promote more "School Streets" schools	High – approx. 61kCO2 per annum on minor roads in Brentwood	ECC, Active Essex, SE Essex Health Alliance, Essex Climate Commission	10% reduction by in local vehicle traffic by 2030; 20% 2040.
To improve the public Electric Vehicle charging infrastructure across the Borough.	Lobby Highways Agency follow up on trials speed reduction that took place across UK in 2021. Evaluate trials. Investigate reducing speed limits on major (A12/A1026) & motorways M25 to reduce carbon emissions & improve air quality	Medium	Colbea, REBA, Energy Saving Trust	Oct 2022 BBC has 3 public EV charging points – double each year?
To reduce the carbon footprint of main arterial highways across Borough (A127 & A12)	Lobby Highways Agency follow up on trials speed reduction that took place across UK in 2021. Evaluate trials. Investigate reducing speed limits on major (A12/A1026) & motorways M25 to reduce carbon emissions & improve air quality	High - M25 54.2ktCO2e (17% reduction possible) A roads: 136ktCO2e	Highways Agency	20% reduction in carbon emissions by 2030

Page 46



# Action Plan 2023-2026

**Built Environment and Energy:** Improve the energy efficiency of buildings in our Borough with and aim to transition to lowcarbon heat sources and develop local renewable energy capacity

Aims	Action by BBC	Climate (carbon) Impact	Partner Action	Desired Outcome
To invest in zero and lowcarbon vehicles across the Council fleet.	Work with Energy Support Trust to promote simple EE measures and help promote grant schemes by Feb 2023. Engage with local adult education and social housing partners to develop low carbon apprenticeship opportunities by April 2025	High: gas heating = 75% of carbon emissions from homes (99ktCO <sub>2</sub> e). Electricity emissions declining with decarbonisation of grid	EST, Essex Climate Commission	Near Net Zero emissions from domestic housing 2040
To support industrial and commercial organisations to achieve non-domestic gas reduction and efficient use of electricity.	Continue to support the Brentwood Environmental Business Alliance for net zero services and funding opportunities	High: nondomestic gas and electricity emissions equate to 60.8ktCO <sub>2</sub> e	BEBA	10% reduction by in local vehicle traffic by 2030; 20% 2040.
To ensure that new homes built in the Borough meet current net zero emissions standard	Seek to incorporate netzero requirement in local Plan Review (2024) Utilise existing planning powers (see also Future Homes) to align with Essex Design Guide by December 2024 (nzcbuildings.co.uk)	Low: prevent lock-in of future emissions and need to retrofit in 15-20 years.	Essex Planning Officers Association New net zero homes standard due 2023	All new housing achieves net zero status
That all Council owned, and managed buildings are net zero by 2040	Develop council procurement policy to support net zero/low energy lighting, equipment and buildings October 2023 Seek and secure funding bids for Government Decarbonisation fund to support retrofitting of Council stock	Low – accounts for less than 2% of district emissions	LGA Net Zero Energy Hub/ Salix	All council owned and managed services buildings achieve net zero by 2040 Streetlighting & communal areas in housing stock is energy efficient eg lighting
To maximise opportunities for renewable energy generation in the Borough.	Investigate suitability of bulk buy solar schemes eg KCC, with a view to registering and promoting in the Borough. Consider suitability of Heat Networks and Community energy schemes in new builds. Undertake feasibility studies for council properties for: on site renewables, by December 2023	Medium	Net Zero energy Hub	Currently 4.2MW of solar & wind. Aim to double capacity by 2030, and double again 2040.
That Council staff are carbon literate and understand how their service area can support net zero.	Roll out the SMT carbon literacy training to all staff at the council	Low	Internal comms/ staff induction	Workforce are carbon literate by 2025

# Action Plan 2023-2026

Waste: Reduce waste at source move towards a circular economy				
Aims	Action by BBC	Climate (carbon) Impact	Partner Action	Desired Outcome
To reduce nonrecyclable waste levels and to increase recycling rates to 70%	To participate and support county and national recycling campaigns by September 2023. Develop Waste Collection Strategy for Borough by December 2023	medium	Community engagement	10% improvement in recycling of waste by 2030, 15% by 2040
The Council to consider whole lifecycle of materials purchased and when procuring services to minimize waste	Include waste minimisation in Council contract specifications by October 2023	Low	Suppliers	Reduction in waste disposal costs for Council Contract, 90% reduction by 2040.
To support elimination of waste and the over exploitation of our natural resources.	Support and participate in County crossborder project called 'Blueprint to a Circular Economy'	Medium	ECC	Circular economy principles embedded into the Borough





# Action Plan 2023-2026

**Partnership Working:** supporting businesses, communities and schools to achieve net zero

Aims	Action by BBC	Climate (carbon) Impact	Partner Action	Desired Outcome
To invest in zero and lowcarbon vehicles across the Council fleet.	To continue to provide workshops and resources for residents and local businesses on how to save energy, waste & water use	medium	BEBA	Reduction in business and domestic carbon emissions
To support industrial and commercial organisations to achieve non-domestic gas reduction and efficient use of electricity.	Continue to support the Brentwood Environmental Business Alliance for net zero services and funding opportunities	High: nondomestic gas and electricity emissions equate to 60.8ktCO2e	BEBA	10% reduction by in local vehicle traffic by 2030; 20% 2040.
To support and engage with local environmental and community groups to achieve net zero	Ensure the council is involved with and engaged in the work of local environmental and community groups	Low	Comms. Third sectorCVS	Third sector CVS working together on net zero Borough
To encourage schools in the Borough tobecome eco-schools and similar schemes.	Identify those schools keen to become eco schools encourage to take part in schools streets scheme by April 2024.	Low	ECC	All council owned and managed services buildings achieve net zero by 2040 Streetlighting & communal areas in housing stock is energy efficient eg lighting
To create more lowcarbon and renewable energy jobs.	Engage with local adult education andsocial housing partners to develop low carbon apprenticeship opportunities by April 2025.	Medium	ECC Colleges RSL's	Developing the local green workforce to deliver net zero projects

Page 49



# Key performance indicators

These are the key performance indicators which will be used to calculate the progress of the strategy, measured in the appropriate units.



Page 50



Category	KPI
Transport	% reduction in transport CO <sub>2</sub> emissions from 2018 levels
Built environment	% reduction in domestic CO <sub>2</sub> emissions from 2018 levels
	% reduction in commercial and industrial CO <sub>2</sub> emissions from 2018 levels
Natural environment	Number of trees planted per year
Waste	% reduction of CO <sub>2</sub> e emissions from 2018 levels
	% of waste recycled, reused or composted
	Waste production per average household per year
Energy	Total electricity generated from renewable energy projects
Air quality	% reduction in nitrogen oxide levels
Behavioural changes	Number of businesses committed to reducing their environmental impact through working with BEBA



# Next steps

This strategy plan will be reviewed on an annual basis.

## Contact us

☎ 01277 312 500

✉ [enquiries@brentwood.gov.uk](mailto:enquiries@brentwood.gov.uk)

🌐 [brentwood.gov.uk](http://brentwood.gov.uk)

## Follow us

📘 [Brentwood Borough Council](#)

🐦 [@Brentwood\\_BC](#)

📷 [@BrentwoodBoroughcouncil](#)

🌐 [Brentwood Borough Council](#)

**Brentwood Borough Council  
Town Hall  
Ingrave Road  
Brentwood  
Essex  
CM15 8AY**

This page is intentionally left blank

<b>Committee(s):</b> Community, Environment and Enforcement Committee	<b>Date:</b> 19 December 2022
<b>Subject:</b> Cost of Living Update	<b>Wards Affected:</b> ALL
<b>Report of:</b> Tracey Lilley, Director of Community and Health	<b>Public</b>
<b>Report Author/s:</b> Name: Kim Anderson, Corporate Manager, Community, Leisure and Health Telephone: 01277 312500 E-mail: kim.anderson@brentwood.gov.uk	<b>For Information</b>

## Summary

To allow Members oversight of the work being undertaken by officers in order to respond to the crisis and ensure we are supporting our residents, businesses, and staff. The Council's function is to facilitate, co-ordinate and signpost individuals and organisations to where the support is provided. It is important that this is communicated to as wide an audience as possible so that people can access the right help and support as soon as possible.

## Main Report

### **Introduction and Background**

1. As the Country prepares for the impact of the cost-of-living crisis the Council is focused on our response in order to support our residents, businesses and staff. We have developed our response around 6 key themes which are support with bills & money, support with food, support with wellbeing, support to go green, and support with work.
  - Support with Bills and Money
  - Support with food and essentials
  - Support with wellbeing
  - Support to Go Green
  - Support for businesses
  - Support with work
2. The Council's **website** ([www.brentwood.gov.uk/cost-of-living](http://www.brentwood.gov.uk/cost-of-living)) provides a huge amount of information on each of the themes that can support residents, businesses and staff. The website is updated weekly so that information is up to date with the current advice and support that is available. There is a link from this webpage to the warm hubs that are available throughout the Borough, with their location, hours of operation and the activities that are available there.
3. A **collaborative working group** has been established which is widely attended by key partners. There have now been two task and finish groups set up looking at data collation and communication. This working group will help to understand and draw together the support that is currently available across the Borough. It will also identify any opportunities for collaboration, and additional

resources required in order to provide targeted support for residents and businesses.

4. The develop of a **dashboard** is considered essential to support our work alongside our partners in addressing the challenges ahead. The dashboard is currently being developed and will containing key data that can be presented to a future Community Environment and Enforcement Committee to show the impact of the cost-of-living and the support, advice and guidance that is being provided locally. It will also assist in identifying emerging support needs of our residents, businesses and staff, any funding gaps and resource issues that need addressing for our partner agencies who are already seeing pressures on their services.
5. Officers are also working on a **digital campaign** with a strapline of **#ByYourSide**. The objective of the campaign is to not only raise awareness of services available but to also assist with addressing the stigma associated for many who will find themselves suffering hardship for the first time and not knowing where to go or what support is available for them.
6. Whilst the campaign is digital officers are fully aware that not all residents, businesses or staff have access to the internet or who are comfortable online, as mentioned above. This is being reflected in the campaign and material will be available in printed form. The aim is to reach as many residents and businesses as possible though all available channels, social media, online, face to face, press, partners, and the communities themselves.
7. **An action plan** has been developed which looks at a whole system approach to support, residents, businesses and staff to respond to the cost-of-living issues and enable a individual and collective support, through a suite of preventative and personalised measures.
8. This action plan is a live document and will be informed not only from any governmental changes but also a number of sources., such as health colleagues, Housing, Revs and Bens, DWP, CAB and VCSE organisations that are on the front-line providing services to residents.
9. Part of the collaborative work has involved Brentwood CVS and the Police organising joint **Christmas presents** for some of our more vulnerable elderly residents as well for children and young people. A business card is also being developed so that any frontline staff who are visiting residents.
10. **Food support** - There are a number of organisations that are providing food support such as Foodbank at Doddinghurst Road Church, The Daily Bread

Café at St Peter's Church in Hutton, and Manna Meals from Bishop's Hall. If you visit the websites for these organisation's they are requesting some additional food to help families cover the Christmas period. The Holiday Activities and Food (HAF) programme also offers children that are in receipt of free school meals an activity programme over the Christmas Holidays.

11. A number of **warm welcome hubs** have been established across the Borough with activities in each of the hubs. A full list is on the Council's website from a link from the Cost-of-Living webpage.
12. Everyone Active, the operators at the Brentwood Centre are supporting the Essex wide campaign '**Ask for Tommy**' whereby members of the public who may be struggling with utility costs can access a hot shower at the leisure Centre.
13. Members of the public can also get involved by **volunteering** and the Council would direct them to Brentwood CVS if they are interested.

### **Financial Implications**

**Financial Implications: Tim Willis, Interim Director of Resources**

**Tel/Email: 01277 312500 / tim.willis@brentwood.gov.uk**

At the 3 October 2021 Policy Resources and Economic Development Committee, members approved to fund a part-time Community Engagement Officer, in order to support Brentwood residents, businesses and communities to be managed by the revenues and benefits partnership. This post would assist and address one of the key actions arising from the cost-of-living crisis action plan.

All other costs are within existing budgets

Consideration will need to be given for any additional financial support that is provided. Any central Government grants may need to be applied for and will need to be allocated accordingly.

### **Legal Implications**

**Andrew Hunkin, Interim Director of People and Governance**

**Tel/Email: 01277 312500 / andrew.hunkin@brentwood.rochford.gov.uk**

Any work undertaken by the Council, either by itself or in partnership will be in line with statutory legal guidance.

### **Economic Implications**

**Name/Title: Phil Drane, Director of Place**

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

The cost-of-living crisis is causing a national economic downturn that is likely to result in a period of recession. Therefore, this will also affect the local economy in the broadest sense. Specifically, the council's cost-of-living webpage has a section on business support. The site is updated regularly to ensure that all information is up to date. Joint working with groups such as the Brentwood Business Partnership also enables the council to signpost businesses to relevant support, as well as identify ways to maximise economic opportunities that may be available through times of difficulty.

### **Equality and Diversity Implications**

**Name/Title: Kim Anderson, Partnerships, Leisure & Funding Manager**

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

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.

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).

The proposals in this report will not have a disproportionate adverse impact on anybody with a protected characteristic and provide support and guidance for residents, businesses and staff.



# Agenda Item 7

<b>Committee(s):</b> Community Environment and Enforcement Committee	<b>Date:</b> 19 December 2022
<b>Subject: Brentwood Leisure Trust, Audit and Scrutiny Report</b>	<b>Wards Affected:</b>
<b>Report of:</b> Tracey Lilley, Director of Communities and Health	<b>Public</b>
<b>Report Author/s:</b> Name: Kim Anderson, Corporate Manager, Community, Leisure and Health Telephone:01277 312500 E-mail: kim.anderson@brentwood.gov.uk	<b>For:</b> Information

## Summary

At the 24<sup>th</sup> November 2020 Audit and Scrutiny Committee Cllr Dr Barrett forwarded a recommendation for the scrutiny work programme to include a review of the historic relationship between Brentwood Borough Council and the Brentwood Leisure Trust (BLT). Subsequently this was agreed at the 26<sup>th</sup> January 2021 Audit and Scrutiny Committee (Min.670 refers) and added to the scrutiny work programme with the process to be dealt with by way of a cross party working group.

One of the recommendations of that the Audit and Scrutiny Report (Appendix A) is that this is brought to the Community Environment and Enforcement Committee. The appendices to the Audit and Scrutiny report are set out in Appendices B-G and it is before Members tonight.

## Recommendation(s)

**Members are asked to:**

**R1. To note the report and recommendations from the Member Cross Party Working Group to the Audit and Scrutiny Committee on 15 November 2022.**

## Main Report

### **Introduction and Background**

1. Full details of the Audit and Scrutiny report are set out in Appendix A.
2. Following the BLT Cross-Party Working Group meetings (set out in appendices C-G) the members having considered all the information provided to them made the following conclusions:

- The initial set up 2003 of the Trust arrangements did not provide a strong foundation in which it could succeed.
  - Financial issues were identified at an early stage and whilst various attempts were made by the Council over a period of time to assist, the Trust was never in a strong financial position.
  - The State Aid position was reviewed when a further request for funds was made by the Trust in 2020.
  - Whilst a number of reports were made to various committees on Brentwood Leisure Trust there was not a strong and regular client management with the Trust.
  - Regular reports were not made to the appropriate committee on a consistent basis.
  - Record keeping of any meetings with the Trust was poor by both parties.
  - The Council's Asset Management of the building was varied and inconsistent over several years.
  - Changes in officers at certain times and over the period made the monitoring and relationship building between the Council and the Trust inconsistent.
  - Members on the board were ineffective in terms of two-way communication between the Trust and the Council. This has now been dealt with by changes to the Council's Constitution last year.
3. The recommendations from the BLT Cross-Party Working Group are set out below:
- a. The Council should continue with the positive progress made in making sure that record keeping, and governance of partnership/contractual arrangements are robust and transparent and regular reports are made to the appropriate committee.
  - b. Regular update reports of major partnership/contractual arrangements should be included within the A&S Committee annual workplan.
  - c. This report is made to the Community, Environment & Enforcement Committee.

### **Reasons for Recommendation**

To ensure that robust governance is in place as part of any current and future contractual arrangements.

### **Consultation**

None

### **References to Corporate Plan**

The vision of Transformation includes an action to improve the Council's governance arrangements, leading to faster, more effective decision-making. An effective scrutiny function is an essential element of that priority.

## **Implications**

### **Financial Implications**

**Financial Implications: Tim Willis, Interim Director of Resources**

**Tel/Email: 01277 312500 / tim.willis@brentwood.rochfordgov.uk**

There are no direct financial implications in relation to this report.

### **Legal Implications**

**Andrew Hunkin Interim Director of People and Governance**

**Tel/Email: 01277 312500/Andrew.hunkin@brentwood.rochford.gov.uk**

The recommendations set out within this report are within the Council's powers and duties. The Council has power under s1(1) of the Localism Act 2011 to do anything that individuals generally may do, provided it is not prohibited by legislation and subject to public law principles. There is no express prohibition, restriction or limitation contained in a statute against use of the power in this way. In addition, s111 of the Local Government Act 1972 gives a local authority power to do anything which is calculated to facilitate, or is conducive or incidental to, the discharge of any of its functions.

### **Economic Implications**

**Name/Title: Phil Drane, Director of Place**

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

There are no direct economic implications in relation to this report.

### **Equality and Diversity Implications *(Please complete for manager review)***

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

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

There are no direct Equality and Diversity implications to this report.

## **Appendices to this report**

- Appendix A: Audit and Scrutiny BLT Working Group report
- Appendix B: Scrutiny Review form.
- Appendix C: Working Group 3<sup>rd</sup> March 2021 – Questions.
- Appendix D: Working Group 3<sup>rd</sup> March 2021 – Minutes.
- Appendix E: Working Group 10<sup>th</sup> August 2021 – Minutes.
- Appendix F: Working Group 20<sup>th</sup> December 2021 – Minutes
- Appendix G: Working Group 30<sup>th</sup> August 2022 - Minutes

This page is intentionally left blank

# Appendix A

<b>Committee:</b> Audit and Scrutiny	<b>Date:</b>
<b>Subject:</b> Brentwood Leisure Trust	<b>Wards Affected:</b> All
<b>Report of:</b> Audit and Scrutiny BLT Members Working Group	<b>Public</b>
<b>Report Author:</b> Name: Steve Summers, Strategic Director Telephone: 01277 312500 E-mail: steve.summers@brentwood.gov.uk	<b>For Decision</b>

## Summary

At the 24<sup>th</sup> November 2020 Audit and Scrutiny Committee Cllr Dr Barrett forwarded a recommendation for the scrutiny work programme to include a review of the historic relationship between Brentwood Borough Council and the Brentwood Leisure Trust (BLT). The completed form is attached at Appendix A.

Subsequently this was agreed at the 26<sup>th</sup> January 2021 Audit and Scrutiny Committee (Min.670 refers) and added to the scrutiny work programme with the process to be dealt with by way of a cross party working group.

This report sets out the conclusions and recommendations of the cross-working party working group following a review of all the information available to the group.

## Recommendation(s)

**R1. That the Committee approves the recommendations as set out in 13.1 to 13.3 of this report.**

## Main Report

### **Introduction and Background**

1. The initial cross-party Members Working Group met on the 3<sup>rd</sup> March 2021 and identified the initial questions/information they would like to see. Meeting minutes and questions/information are attached as Appendix B and C to this report. The members of the working group were Councillors Tanner (Chair), Dr Barrett, Fulcher, Hones, Lewis and Poppy.

2. The second Working Group meeting was held on the 10th August 2021. The draft minutes were provided to the Audit & Scrutiny Committee on the 28th September 2021 and are attached as Appendix D to this report. Councillor Naylor replaced Councillor Lewis on the working group.
3. The third Working Group meeting was held on the 20<sup>th</sup> December 2021. The draft minutes were provided to the Audit & Scrutiny Committee on the 12<sup>th</sup> January 2022 and the amended version is attached at Appendix E to this report.
4. In addition a request was made by a Working Group member to be provided with all the exempt reports that had been referred in the report to the third Working Group meeting held on the 20<sup>th</sup> December 2021. These were provided by Officers on the 25<sup>th</sup> January 2022 to all Members of the Working Group reminding them of the confidential nature of the reports and that they are bound by the rules of confidentiality. These minutes were updated following a request from Cllr Fulcher by email on the 25<sup>th</sup> January 2022 as set out in Appendix E.
5. Cllr Fulcher also requested that a further meeting of the working group was held to consider the current and future arrangements for the Brentwood Centre to avoid a reoccurrence of the situation the Council has had to face. The meeting was held on the 30<sup>th</sup> August 2022 and the minutes are attached as Appendix F.
6. The Working Group were advised that a new agreement with Sports and Leisure Management Limited (SLM), (Everyone Active) for the operational management of the Brentwood Centre was implemented on 1 October 2021 for 2 years.
7. Everyone Active is part of SLM, who are a long-established leisure contractor in the UK, founded in 1987. They also have a Community Leisure Charitable Trust which is a subsidiary of SLM Limited.
8. It was recognised that as part of that agreement the Council had weekly meetings with the operator for the first 3 months of the contract and these meetings are now monthly. At each meeting the operator reports on the Key Performance Indicators. These include the current membership numbers, participation in the gym, swim and group exercise, community development projects, planned events at the centre and any building works or issues. These form a monthly client report and also an annual report will be provided.
9. The financial information is shared as an open book approach to look at the forecasted income and expenditure and then revised with the actuals. Presentations by SLM had been made to the appropriate committee.

10. The Working Group were reminded that the Council constitution had subsequently been amended so that no members should be appointed as Trustees in any partnership/contractual arrangements.
11. Subsequently, Officers provided by email, on the 7th October 2022, the draft conclusions and recommendations as a result of the Working Group meetings requesting any amendments or additions. These are set out in the Section 11 - Conclusions and Section 12 - Recommendations of this report.

## **Conclusions**

12. Following the Working Group meetings the members having considered all the information provided to them made the following conclusions:
  - The initial set up 2003 of the Trust arrangements did not provide a strong foundation in which it could succeed.
  - Financial issues were identified at an early stage and whilst various attempts were made by the council over a period of time to assist, the Trust was never in a strong financial position.
  - The State Aid position was reviewed when a further request for funds was made by the Trust in 2020.
  - Whilst a number of reports were made to various committees on BLT there was not a strong and regular client management with the Trust.
  - Regular reports were not made to the appropriate committee on a consistent basis.
  - Record keeping of any meetings with the Trust was poor by both parties.
  
  - The Council's Asset Management of the building was varied and inconsistent over several years.
  - Changes in officers at certain times and over the period made the monitoring and relationship building between the Council and the Trust inconsistent.
  - Members on the board were ineffective in terms of two-way communication between the Trust and the Council. This has now been dealt with by changes to the Council's Constitution last year.

## **Recommendations**

13. In addition the Member Working Group provided the following recommendations for consideration by the Audit & Scrutiny Committee.
  - 13.1 The Council should continue with the positive progress made in making sure that record keeping, and governance of partnership/contractual arrangements are robust and transparent and regular reports are made to the appropriate committee.

13.2 Regular update reports of major partnership/contractual arrangements should be included within the A&S Committee annual workplan.

13.3 This report is made to the Community, Environment & Enforcement Committee.

### **Consultation**

None

### **References to Corporate Plan**

The vision of Transformation includes an action to improve the Council's governance arrangements, leading to faster, more effective decision-making. An effective scrutiny function is an essential element of that priority.

### **Implications**

#### **Financial Implications**

**Name/Title: Jacqueline Van Mellaerts, Corporate Director (Finance & Resources) and Section 151 Officer**

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

There are no direct financial implications arising from this report, all financial matters relating to Brentwood Leisure Trust have been discussed in the working group.

#### **Legal Implications**

**Name & Title: Steve Summers, Strategic Director and Monitoring Officer**

**Tel & Email: 01277 312500/steve.summers@brentwood.gov.uk**

There are no direct legal implications arising from this report

#### **Economic Implications**

**Name/Title: Phil Drane, Director (Place)**

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

There are no direct economic implications arising from this report

**Other Implications** (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

None

### **Background Papers**

None



## **Appendices to this report**

- Appendix A: Scrutiny Review form.
- Appendix B: Working Group 3<sup>rd</sup> March 2021 – Questions.
- Appendix C: Working Group 3<sup>rd</sup> March 2021 – Minutes.
- Appendix D: Working Group 10<sup>th</sup> August 2021 – Minutes.
- Appendix E: Working Group 20<sup>th</sup> December 2021 – Minutes
- Appendix F: Working Group 30<sup>th</sup> August 2022 - Minutes

This page is intentionally left blank

## Proposed Scrutiny Review

Councillor Name requesting review	Cllr Tim Barrett
Subject matter to be reviewed	Historic relationship between Brentwood Borough Council and Brentwood Leisure Trust – from foundation to final closing.
Rationale – (key issues and/or reason for undertaking the review)	<p>In 2004 Brentwood Borough Council transferred the management and operation of its leisure provision (mainly focused around Brentwood Leisure Centre) to the Brentwood Leisure Trust (BLT). In considering its leisure provision, Brentwood Borough Council had developed a proposal for a new, sole operator (BLT) for its leisure provision that was to take full, independent responsibility.</p> <p>From 2004 on, Brentwood Borough Council has provided the Brentwood Leisure Trust (BLT) with substantial assistance both financial (including grants and loans) and contractual (such a support services) over the last 16 years. BLT has ceased trading as of 28/10/2020 with Brentwood Borough Council the Trust’s largest creditor.</p> <p>A new operating model for the council’s leisure provision is under development. Lessons from the previous model will assist and inform considerations for new operating model to offer an improved, resilient and value-for-money service for Brentwood residents, by learning the lessons of</p>

	the BLT relationship – what worked, what did not and what could be done better.
Purpose of Review/Objective (specify exactly what the review should achieve)	To determine lessons that can be learnt from the process of initial development of Brentwood Leisure Trust, the terms of transfer of provision of leisure, and the relationship between Brentwood Borough Council and Brentwood Leisure Trust throughout its existence. Identify recommendations for future leisure operating models that would improve services and avoid reoccurrence of the situation now faced by the Council.
Indicators of Success (what factors would indicate that a review has been successful)	Report produced with an analysis of the process of awarding leisure, operations, the previous relationship and recommendations for future improvements, which is considered and noted by members of A&S, PRED and C&H committees.
Methodology/Approach (what types of enquiry will be used to gather evidence and why)	A small sub-committee of A&S (Task & Finish group) to produce a report, working with officers, that defines the lessons learnt from the establishment and relationship with BLT, alongside recommendations for the development of further leisure provision operating models. The report to include an analysis of the records available to the Officers or that are in the public domain from the 16 year relationship, alongside an analysis of the documentation on the establishment of the independent leisure operator and award of the leisure provision. Given the likely scale of the records, interim reports to be produced at appropriate reporting points (A&S Committee meetings).

**Audit & Scrutiny Committee**  
**Brentwood Leisure Trust Working Group**  
**3<sup>rd</sup> March 2021**

**Identification of information required to assist review.**

No	Information required.
<b>Original decision/process</b>	
1	Political context Why was the decision made For what reasons?
2	What was the procurement process
3	What legal advice was provided
<b>Audits/Reviews</b>	
4	Have any Internal audit reviews been undertaken
5	Any reviews been undertaken by the Council
<b>Reports/Minutes</b>	
6	Copies of Board minutes
7	Reports received from BLT at Executive/Political level
8	Names/positions at Executive/Board level
<b>Finance</b>	
9	Copies of accounts
10	Details of any grants that BLT may have received.
11	Details of grants/monies from the Council to BLT
12	What is the cost to creditors

No	Information required.
<b>Assets/Leases</b>	
13	How did the Council asset manage the building and the lease
14	Details of the leases (where they full repairing)
15	Any strategic discussions regarding the building
<b>Future</b>	
16	What's the immediate future of the building
17	Can we learn from other Trusts

## Brentwood Borough Council

### Audit & Scrutiny Committee

---

### Brentwood Leisure Trust Working Group - Minutes

3<sup>rd</sup> March 2021

---

Present:

Cllrs Tanner (Chair), Dr Barrett, Fulcher, Hones, Lewis, and Poppy.

Apologies:

None

Officers

Mr Summers – Strategic Director

---

No	Item
1	<p>Proposed Scrutiny Review document</p> <p>Mr Summers introduced and explained the Proposed Scrutiny Review document which was attached as Appendix A to the agenda and agreed by the Audit &amp; Scrutiny Committee on the 26<sup>th</sup> January 2021.</p>
2	<p>Identification of information required to assist review.</p> <p>Mr Summers advised that to assist the working group in its review it would be necessary for them to identify the relevant information and documentation they would require.</p> <p>In response to a question Mr Summers advised in his experience the length of time and how many meetings would be needed to complete a review very much depended on the subject matter. He had seen some working groups work completed in one meeting while others had taken many meetings and several months.</p>

	<p>The members of the working group provided the information they would like to review to Mr Summers who advised he would send these to the group members in the first instance to ensure he had collected this correctly. This is attached at Appendix A to these minutes.</p> <p>Once this had been agreed then Officers could investigate what material/documentation was available.</p>
3	<p>AoB</p> <p>There was none</p>



## MINUTES

### Brentwood Borough Council Audit & Scrutiny Committee Brentwood Leisure Trust Working Group

---

Date: 10<sup>th</sup> August 2021  
Time: 6.30 pm  
Venue: Teams

---

#### **Attendance:**

#### **Cllrs:**

Tanner (Chair)  
Dr. Barrett  
Fulcher  
Hones  
Naylor  
Poppy

#### **Officers:**

Steve Summers	Strategic Director - (Deputy Chief Executive) (SS)
Amanda Julian	Corporate Director (Law & Governance) (AJ)
Kim Anderson	Corporate Manager (Communities, Leisure & Health) (KA)
Phoebe Barnes	Corporate Manager (Finance) (PB)
Zoe Borman	Governance and Member Support Officer

#### 1. Apologies for absence

No apologies were received.

#### 2. Initial Brentwood Leisure Working Group report - introduction

- 2.1 SS presented the working group with a report, that had been circulated prior to the meeting together with appendices, that provided an introduction and information on the process and background for the Council's original decision for the Brentwood Leisure Trust (BLT) and its Trading company (BLTL). In addition, the report provided details on the lease arrangements and BLT's 2019 financial position.

- 2.2 The report advised that at the 24<sup>th</sup> November 2020 Audit and Scrutiny Committee Cllr Dr Barrett forwarded a recommendation for the scrutiny work programme to include a review of the historic relationship between Brentwood Borough Council and the Brentwood Leisure Trust (BLT) and lessons learnt for the future. This document was attached as Appendix A to the report before the working group.
- 2.3 Subsequently, the cross-party Members Working Group met on the 3<sup>rd</sup> March 2021 and identified the initial questions/information they would like to see. (Minutes of that meeting and the questions/information requested were attached as Appendix B and C respectively to the report).
- 2.4 SS advised that it was intended that Officers will provide several reports to answer the questions and provide information as requested by members over a series of meetings to enable the review to be concluded.
- 2.5 SS requested Members to be mindful of the fact that the information collated was over a period of 20 years and many records were unavailable or obsolete. However, officers had extracted and were continuing to extract the information required but this process was very time consuming.
3. Original process/decision
- 3.1 SS explained to the working group the process that had been undertaken to come to the original decision and is set out below.
- 3.2 Best Value was introduced by the UK Government and was adopted in England and Wales by the Local Government Act 1999. Its provisions came into force in April 2000. The aim was to improve local services in terms of both cost and quality.
- 3.3 As a result of the legislation the Council was obliged to undertake a series of Best Value review of its services. One of the key features of the Best Value regime was to critically appraise the services which were provided and why they were provided.
- 3.4 On the 3<sup>rd</sup> December 2001 a report on the Cultural Services Best Value Review was provided and approved by the Cultural Panel. This decision was subsequently ratified by the Policy Board on the 19<sup>th</sup> December 2001.

- 3.5 On the 19<sup>th</sup> June 2002 the Policy Board agreed that the Council engages the services of Leonie Cowen & Associates to assist with the options appraisal exercise for the Leisure and Cultural Services Best Value Review.
- 3.6 On the 30<sup>th</sup> September 2002 the Cultural Panel noted and agreed the Phase 2 Best Value Report and subsequently on the 4<sup>th</sup> November 2002 resolved that:
1. That the Stage 1 report from Leonie Cowen & Associates be noted, together with the service delivery options identified within that report.
  2. That members refer the 3 options in the Stage 1 report to Leonie Cowen & Associates for detailed investigation and assessment.
  3. That the market testing exercise identified in the officers report be approved and undertaken as soon as possible.
  4. That the presentations from interested providers be made in due course to the Leisure and Cultural Best Value Members Working Group comprising the Chair and Vice-Chair of the Panel and a representative from the Main Opposition Group, together with the Leader and Deputy Leader of the Council.
- 3.7 At the meetings of the Cultural Panel on the 3<sup>rd</sup> March and 11<sup>th</sup> June 2003 members noted the progress of the review.
- 3.8 On the 16<sup>th</sup> July 2003 Ordinary Council it was resolved that:
1. The Council establishes a Not for Profit Distributing Organisation for the Brentwood Centre and Shenfield Sports Centre, including the practical delivery of sports and arts development activity.
  2. That the Council allocates £100,000 from the resources available from the recent Brentwood Centre rate revaluation to assist in this respect.
  3. That the CE&TC be authorised to take all necessary action to establish the new Not for Profit Distributing Organisation, subject to further reports to Members as appropriate on detailed progress.
- 3.9 At the 16<sup>th</sup> March 2004 Cultural Panel it was resolved to appoint the Chair and Vice-Chair of the Panel, together with the Conservative group spokesperson of the panel and the member of the Labour Group to serve on the BLT member working group. The committee were informed that BLT had now been incorporated as a company limited by guarantee

with its own Articles of Association and Memorandum of Association. The Trust was to apply to the Charity Commissioners for charitable status.

3.10 In addition, members were advised that discussions had taken place regarding the lease and a Commercial Provider Agreement with the Trust. This latter agreement would set out in some detail the operational services to be provided by the Trust. The member working group would assist Officers in negotiations with the Trust on this document.

3.11 On the 15<sup>th</sup> September 2004 the Community Panel were provided with an update from the Member Working Group which included

- Performance Indicators which would have to be reported to Council by the Trust on an annual basis.
- Monthly financial performance report to be provided to the Council.
- Launch of the Trust to be on the 1<sup>st</sup> October 2004 with Cllr Sleep appointed as a Trust member with ten other individuals, including the Council's Chief Executive.

3.12 The Council in 2004 transferred its leisure provisions to BLT, the service was by way of a direct award, including the transfer of 276 staff.

3.13 Both the BLT and the BLTL were incorporated in 2004.

3.14 Included within the report were the names and positions of Executives and Board level members from its inception until 2019. Members noted the calibre of these people and their experience within the leisure industry. Members asked whether the trustees/directors' roles had been advertised. SS said he was not aware but would check.

3.15 Members enquired as to the appropriateness of these individuals being contacted by way of extracting further information that could assist the review. SS advised that this could be done, however, it was up to the individual if they wanted or were willing to participate. SS would review this matter with the Chair of the working group.

#### 4. Lease Arrangements

4.1 The report set out the lease arrangements entered into by the Council and BLT which were:

- (a) By lease and management agreement the Council leased to BLT the operation of the recreational, sporting and leisure facilities at the Brentwood Centre;
  - (b) Appointed BLT under a management agreement to provide sport and leisure facilities in various halls which the Council owns in Brentwood;
  - (c) Agreed to provide comprehensive payroll services to BLT.
- 4.2 The original lease was intended to be for 10 years expiring in 2014 however this was extended in February 2009 for a further 25 years for £1.00 rent. The agreement enabled the Council to terminate the lease by giving a minimum of 6 months written notice and the Management Agreement (agreement dated 1 October 2004 and made between the Council and BLT for a term of 10 years) would come to an end at the end of the Notice period.
- 4.3 The agreement in relation to the halls was extended in 2011. The third extension was on the 12<sup>th</sup> March 2018, the Policy, Projects and Resources Committee, resolved to extend the Grant and Service Level Agreement, which was the consolidation of the payroll service loan over 10 years and replacing the Halls Management Agreement of 2004 and the associated leases for a year.
- 4.4 Under the lease BLT were responsible for repairs, including paying one half of the proper and reasonable costs to the Council of repairing and maintaining the Car Parks. The Council were responsible for keeping the premises and landlord's fixtures and fittings in good repair and condition, except the Tenant's Repairing Parts (internal decorative finishes, floor finishes, ceiling finishes, non-load-bearing walls encompassing the Computer Room, the doors, windows and frames, all additions and improvements, all fittings and fixtures and all flat roofs and gutters). The Council were also responsible for , service media and where there is a danger to health and safety, to rebuild, replace and renew the Premises, landlord's fixtures and fittings and drainage, sewers and other service media. The Council were responsible for one half of reasonable costs to the BLT of keeping the Common Parts (main car park, both overflow car parks, the Driveways and Passageways)) clean and tidy.

## 5. 2019 Financial position

- 5.1 The report provided details of the overall financial position of BLT as of 2019/20. BLT's 2019 accounts showed that their income had decreased whilst net and staff costs had increased.

- 5.2 The BLT and BLTL accounts were attached as Appendix I and J to the report.
- 5.3 Members requested an overall summary of monies granted to BLT detailing how much and when this was received.
- 5.4 SS advised that officers would provide further information regarding BLT's finances and Council's grants, including copies of all their accounts submitted to Companies House from 2004 to 2019 at a subsequent meeting.
6. Future meetings
- 6.1 SS advised that the following information would be provided to future meetings of the working group
- Finances over the period of 2004 to 2020.
  - Monitoring arrangements for the period 2004 to 2020.
  - Lessons learnt/the future

## MINUTES

### Brentwood Borough Council Audit & Scrutiny Committee Brentwood Leisure Trust Working Group

---

Date: 20<sup>th</sup> December 2021  
Time: 6.30 pm  
Venue: Teams

---

**Attendance:**

**Cllrs:**

Tanner (Chair)  
Dr. Barrett  
Fulcher  
Naylor  
Poppy

**Officers:**

Steve Summers	Strategic Director (Deputy Chief Executive) (SS)
Jacqui Van Mellaerts	Corporate Director (Finance & Resources) (JVM)
Phoebe Barnes	Corporate Manager (Finance) (PB)

1. Apologies for absence

Apologies were received from Cllr Hones.

2. Introduction

- 2.1 SS presented the working group with a report, that had been circulated prior to the meeting together with a number of appendices, that provided information on the Trust's Finances, monitoring arrangements and the future.
- 2.2 The report advised that at the 24<sup>th</sup> November 2020 Audit and Scrutiny Committee Cllr Dr Barrett forwarded a recommendation for the scrutiny work

programme to include a review of the historic relationship between Brentwood Borough Council and the Brentwood Leisure Trust (BLT). The completed form was attached at Appendix A to the report before the Working Group.

- 2.3 Subsequently this was agreed at the 26<sup>th</sup> January 2021 Audit and Scrutiny Committee (Min.670 refers) and added to the scrutiny work programme with the process to be dealt with by way of a cross party working group.
- 2.4 The cross-party Members Working Group met on the 3<sup>rd</sup> March 2021 and identified the initial questions/information they would like to see. (Meeting minutes and questions/information were attached as Appendix B and C respectively to the report before the working group).
- 2.5 The second Working Group meeting was held on the 10<sup>th</sup> August 2021. The minutes were provided to the Audit & Scrutiny Committee on the 28<sup>th</sup> September 2021 and were attached at Appendix D to the report before the working group.
- 2.6 The report advised that minutes from the various Member Working Group meetings will be included on the appropriate Audit and Scrutiny Committee agenda under the Committee Scrutiny Work Programme item.
- 2.7 SS advised the working group that the report contained some exempt information from previous committee meetings and that these should remain confidential. These reports remained confidential as they would have obtained commercial and/or contractual information.

### 3 Finances – Brentwood Leisure Trust (BLT) and Brentwood Leisure Trading Limited (BLTL)

- 3.2 The submitted accounts as shown on the Company House website for BLT and BLTL were attached as appendices E and F respectively to the report before the working group.
- 3.3 SS advised that Officers could not locate any information that indicated grants which may have been provided to either BLT or BLTL through their submitted accounts to Companies House or the council's own records.
- 3.4 Details of grants/monies and loans from the Council to BLT were set out in the report before the working group.
- 3.5 Members noted that in the company account records that the companies were a going concern only on the basis that the council did not call in the loans owed to them. Members asked who would have authorised such assurances and were advised that it would have been the relevant Section 151 Officer at the time following discussions with senior officers and members.



#### 4 Monitoring arrangements

- 4.1 Officers advised that they couldn't find any documentation or copies from BLT/BLTL Board meetings in the council records or online. In addition, there are no council records of any meetings between BLT and Council Members or Officers unless detailed in Appendix G.
- 4.2 To assist the working group and provide some history to the monitoring arrangements Officers had researched all committee reports between 2003 and 2020 and these were attached at Appendix G to the report before the working group.

#### 5. Summary of main events

- 5.1 SS advised the working group of the summary of the main events that were included in the working group report and are set out below.
- 5.2 It was clear from reports made to the Audit, Overview & Scrutiny Committee in 2006 and Ordinary Council in 2007 that the Trust at that stage had some financial issues. This resulted in an incentive scheme being introduced into the Management Agreement for the management of the Community Halls by the Trust and appropriate action to assist the Trust in securing its long-term financial health.
- 5.3 In February 2009 the Council granted a new lease to BLT for the Brentwood Centre for 25 years until 2034.
- 5.4 Subsequently an exempt report was made to the Policy Board on the 26<sup>th</sup> August 2009 where it is resolved that a package of proposals, to improve the financial viability of BLT be approved in principle and that Members authorise Officers to commence detailed discussions with BLT based on these grounds and report back accordingly.
- 5.5 Further update reports were made to the Policy Board in 2009 and 2010.
- 5.6 In June 2011 an Internal Audit Final report was provided to the Audit Committee on BLT (Client Governance) with an outcome of 'No Assurance'. There were further reports to the committee in June and September 2012 on a follow up internal audit report advising of Limited Assurance. The report in June 2011 provided 15 recommendations of which 2 were critical.

- 5.7 A report on the 24<sup>th</sup> September 2013 to the Audit Committee provided 'Full Assurance' for the audit.
- 5.8 During the course of 2014 and 2015 update reports were made to the Asset and Enterprise Committee on the Asset Strategy Action Plan and in particular the Brentwood Leisure Centre & Community Centres. It was resolved at these meetings to
- Undertake a review of responsibilities and potential opportunities.
  - Meetings held with Chief Executive and quarterly meetings arranged.
  - Condition surveys to be undertaken to record condition relative to repair and decoration covenants.
- 5.9 At the 14<sup>th</sup> December 2015 Community & Health Committee it was resolved unanimously that members agree to establish a working group to develop a work programme to deliver the Leisure Strategy over the next 5 years.
- 5.10 Reports were continued to be made to both the Community & Health Committee and the Audit & Scrutiny Committee from 2016 to 2018 on the progress of the Leisure Strategy Working Group including the Brentwood Centre as Phase 3. This included an exempt report from 4 global Consulting who had been commissioned by the Council to prepare a Built Sports Facility Strategy. The Leisure Strategy was approved in 2018 and refreshed in 2021.
- 5.11 The Council provided BLT Auditors with letters of comfort confirming that it would not call in the loans owed to the Council.
- 5.12 At the 12<sup>th</sup> March 2018 Policy, Projects and Resources Board for the Brentwood Leisure Trust - Operation Loans, Leases and Service Level Agreement it was resolved:
- To approve an Improvements Loan of £180,000 to the Brentwood Leisure Trust for a term of 5 years, following a 2-year payment and interest holiday. Interest rate to be charged at 1.5% based on the Council's cost of borrowing over 7 years.
  - To approve a 2-year payment and interest holiday on the existing loan to BLT (approximately £163k outstanding by 31st March 2018) and repay the balance over a term of 5 years, following a 2-year holiday payment. Interest to be charged at 1.5% as above.
  - To reduce the payment of a Community Halls Management fee to BLT by £100,000 (to £48,800) from 1st April 2018 and withdraw it completely from 1st April 2019.

- To extend the lease and service level agreement for the halls for a further year and delegate authority to the Chief Executive in consultation with the Chair of P,P&R to finalise the lease.

5.13 On the 11<sup>th</sup> September 2019, the Policy, Resources and Economic Development Committee resolved unanimously to agree to the allocation of £51k to commence the feasibility of the Brentwood Centre and that a cross party working group be established.

5.14 In June 2019 Officers commissioned a report to undertake an inspection outlining planned maintenance requirements and provide a specification for Year 1 remedial works, including work to be undertaken to the boiler room which were completed. However, further works were not continued due to the pandemic and the subsequent liquidation of the Trust. Essential works have now been completed following the Council taking over from the Trust.

5.15 Officers set out some of the questions with responses which were raised by the Members Working Group initially within the report.

## 6. Future

6.1 The report advised that a new agreement with SLM ( Everyone Active) for the operational management of the Brentwood Centre was implemented on 1 October 2021 for 2 years. As part of that agreement the Council have weekly meetings with the operator (for the first 3 months of the contract) and these will then become monthly. At each meeting the operator will report on the Key Performance Indicators. These include the current membership numbers, participation in the gym, swim and group exercise, community development projects, planned events at the centre and any building works or issues. These will form a monthly client report and then an annual report. The financial information is shared as an open book approach to look at the forecasted income and expenditure and then revised with the actuals.

6.2 The Council is also working with consultants around the future development of the Brentwood Centre and a Visioning Workshop took place in September which the Leisure Strategy Working Group, Ward Members, and the Brentwood Centre operator were invited to attend. The report on that workshop has been circulated to those who attended.

## 7. Conclusions/Actions

- 7.1 Officers advised that they have reviewed all the documentation available to them and attempted to provide answers posed by the Working Group as set out from its initial meeting. In addition, they had provided as much information that could find on the subject matter.
- 7.2 Working Group Members requested further information on the decision of the Community, Health & Leisure Committee on the 6th June 2016 to 'Commission a value for money review and options appraisal of the Council's leisure facilities to include the Brentwood Centre, Community Halls, Hartswood Golf Club, football and rugby pitches'.
- 7.3 In response to a question Officers advised that as far as they were aware BLT had not been among the charities removed from the Charities Commission register for non-compliance in 2018-19.
- 7.4 Officers would also circulate to the working group conclusions that could be drawn from the information provided for comment and addition to.
- 7.5 Following the above actions, as set out in 7.2 and 7.3, a report be drafted with the conclusions and associated recommendations for the working group approval and be provided to the next appropriate Audit & Scrutiny Committee.
- 7.6 These draft minutes would be appended to the Audit & Scrutiny agenda for the 12<sup>th</sup> January 2022.

## MINUTES

### Brentwood Borough Council Audit & Scrutiny Committee Brentwood Leisure Trust Working Group

---

Date: 30<sup>th</sup> August 2022  
Time: 6.30 pm  
Venue: Teams

---

**Attendance:**

**Cllrs:**

Tanner (Chair)  
Fulcher  
Poppy

**Officers:**

Steve Summers	Strategic Director (Deputy Chief Executive) (SS)
Jacqui Van Mellaerts	Corporate Director (Finance & Resources) (JVM)
Kim Anderson	Corporate Manager (Communities, Leisure & Health) (KA)

1. Apologies for absence

Apologies were received from Cllrs Dr Barrett, Hones and Naylor.

2. Introduction

- 2.1 SS advised the working group that KA had been invited to the meeting to provide information on the current arrangements for the Brentwood Centre and future options. This was to enable any 'lessons learnt' to be fed into any future processes.

### 3. Current arrangements

- 3.1 KA advised that a new agreement with SLM ( Everyone Active) for the operational management of the Brentwood Centre was implemented on 1 October 2021 for 2 years. SLM have 80 sites nationally.
- 3.2 As part of that agreement the Council had weekly meetings with the operator (for the first 3 months of the contract) and these became monthly. At each meeting the operator reports on the Key Performance Indicators. These include the current membership numbers, participation in the gym, swim and group exercise, community development projects, planned events at the centre and any building works or issues. These form a monthly client report and then an annual report. The financial information is shared as an open book approach to look at the forecasted income and expenditure and then revised with the actuals. Currently there was a £30k to £40k profit for the year estimated.
- 3.3 KA advised that a number of works had been undertaken to the building and a number of new classes and events had been introduced. This included SLM running a number of community offers which will monitored as part of the Key Performance Indicators.
- 3.4 A presentation had been made by Shaun Beagle from SLM to a recent Community, Environment & Enforcement Committee and this would continue on a 6 monthly basis. In addition, there was fortnightly meetings between the Council and SLM on the planned maintenance programme.
- 3.5 The new interim providers managing the Brentwood Centre have a registered charity arm, which is a common arrangement for leisure providers.

### 4. Conclusions/Actions

- 4.1 SS advised that a report will be drafted with the conclusions and associated recommendations for the working group approval and be provided to the next appropriate Audit & Scrutiny Committee.
- 4.2 The Working Group were reminded that the Council constitution had subsequently been amended so that no members should be appointed as Trustees in any partnership/contractual arrangements.
- 4.3 These draft minutes will be appended to the Audit & Scrutiny agenda that this matter will be considered.

# Agenda Item 8

<b>Committee:</b> Community Environment and Enforcement Committee	<b>Date:</b> 19 December 2022
<b>Subject:</b> Asset of Community Value – Iris Close	<b>Wards Affected:</b> Pilgrims Hatch
<b>Report of:</b> Kim Anderson, Corporate Manager Communities, Leisure and Health	<b>Public n/a</b>
<b>Report Author/s:</b> Name: Zara Clarke, Leisure Project Support and Liaison Officer 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, 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 Community Right to Bid applies to public and private property, although there are a number of exceptions under the legislation, including private residences. Where land is listed as an ACV, if an owner of a listed asset subsequently wishes to dispose of it, there will be a period of time during which the asset cannot be sold, or a qualifying lease granted or assigned (a qualifying lease is a lease originally granted for a 25year term). This period is known as a moratorium and would ultimately be for a period of six months. The moratorium is intended to allow community groups the time to develop a proposal and raise the required capital to bid for the asset when it comes onto the open market at the end of that period. The owner is under no obligation to accept a bid from the community group and can sell the property to whomever they wish once the six-month moratorium is over.

A valid nomination has been received to re-list Iris Close Amenity Green, as an Asset of Community Value and this report asks the Committee to make a decision on this nomination. The Asset had previously been agreed to be listed by Members at the 20 November 2014 Community Committee.

## Recommendation(s)

**Members are asked to: -**

**R1. List the land known as Iris Close Amenity Green, 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. Under the current committee structure this is delegated to the Community, Environment and Enforcement Committee.
4. The Localism Act provides an opportunity for communities to raise finance to competitively bid when a community asset comes onto 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 Thursday 27 October 2022 from Pilgrims Hatch Community Partnership in relation to the land known as Iris Close Amenity Green, 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 or not. Therefore, the



deadline for a decision is Thursday 22 December 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 Pilgrims Hatch Community Partnership 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, Pilgrims Hatch Community Partnership operates in the Pilgrims Hatch 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 redacted 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)?** Planning Act 1990). The Council has established that there are sewers that run underneath the nominated asset. Water and Sewerage Undertakers are Statutory Undertakers by definition in Section 262 of the Act and the foul and water sewers will be excluded from the registration so far as the blue and red lines on the plan are concerned. This will include 3m clearance on either side of the sewers. The view is taken after consultation with the Anglian Water authority that the exclusion of Operational Land includes not only the sewers underground but the land required by the Water Authority to carry out its maintenance and safeguarding duties under the Water Act 1989 and Town and Country Planning Act 1990 and

orders made under the Act. All the land is otherwise highway land. The current use and the historical records were investigated for the determination of two planning applications which are on the Agenda for the Planning and Development Committee meeting on the 19th November. The outcome of the investigation was reported as follows:

- The applicant is a company closely associated with the original developer of the housing estate.
- The owner of the application sites and adjoining undeveloped land is the applicant, as confirmed by land charge searches.
- All the green areas on the estate were adopted as highways. The Highways Committee of Brentwood Urban District Council on the 5th June 1972 in Minute resolution 69 authorised adoption of the roads.
- The planning statement submitted with the application included a signed copy from Essex County Council of the extinguishing of highway rights, subject to no objection from Brentwood Borough Council, by agreement or by grant of planning permission.
- A Deed of Agreement made under the Highways Act 1959 between George Wimpey and Brentwood Borough Council was exchanged in 1968 included reference to a proposal for the Council taking over the whole site as public open space and sewers, but there was no adoption of the green areas as open space. The operative clause of the Deed states that “the Council shall adopt the areas coloured as part of the roads maintainable at public expense”. It has been part of Highway Law since 1925 that the improvement of roads includes grass areas, and in the consolidation Highways Act of 1980 this power extends to the laying out of grass verges.
- Brentwood Borough Council granted a planting licence under the Highways Act 1980 to the then owner of 61 Iris Close. This confirms that the Council never did adopt the land for any purpose other than highways.
- Essex County Council have confirmed that they have no interest in the land other than highways authority and received transfer of this authority over the land in 2005, without qualification, from Brentwood Borough Council.
- The land has been maintained by up to 11 cuts of grass a year by Brentwood Borough Council probably since the estate was built out. The land being highway land, the Council received payment from Essex County Council for 2 cuts a year, since transfer back of the highway’s agency agreement. The maintenance, therefore, was not undertaken for amenity or other reasons separately from being Highway Land

It seems unarguable that the green areas shown on the plan attached to the Highways Agreement of 1968 were adopted other than under Highway powers. In addition to the points listed on the Planning Agenda,

- The only operative statutory powers cited in the Agreement were the Highways Act 1959;

- a planting licence that was given to the owner of 61 Iris Close under highway powers.
- The powers of a highway authority to lay out grass verges in a highway in the Highways Act 1980 Section 96 shows no inconsistency with the wording in the deed. This is not the only reference in Highways legislation to green verges or margins. Section 71 of the Highways Act 1980 states it is the duty of the highway authority to provide in or by the side of the highway, margins for horses or livestock, and these areas can be extensive. It cannot be argued successfully that the Council adopted the land separately as public open space under different legal powers entirely.

**12. Is the current or (recent usage) which is subject to the nomination an actual and non-ancillary usage?**

The current usage of the site is that it provides an open space/amenity green for local residents.

**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 specifically residents of Pilgrim's Hatch.
- b) What is the current/recent use of the asset?** The nominating body have stated in their application that the nominated asset currently provides an open space for children to play, and an area for dog walkers and a green for children's parties
- c) How well is the asset used?** The site is currently used by the local community as a recreational space for children to play, for parties and used by dog walkers.
- d) What will be the impact if the usage ceases?** Local residents will have to use the nearest open space available to them.
- e) 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 nominating body states that the Asset provides opportunities for recreation/sporting interests.

- f) **How is the asset regarded by the local community (community consultation, evidence of support)?** The Pilgrims Hatch Community Partnership has supplied 21 names and addresses of people in the Community who support the listing of the asset.

14. Members need to consider whether it is realistic to think that there can continue to be non-ancillary use of the Asset which will further the social well-being or social interests of the local community.

### **Reasons for Recommendation**

The nomination has passed the test as a valid nomination and the including the submission of evidence that the group is eligible to nominate the land. The Asset passes the first and second statutory test as it furthers the social interests and wellbeing of the local community as set out in the Localism Act. It has previously been listed by the Council.

### **References to Corporate Plan**

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

### **Implications**

#### **Financial Implications**

**Financial Implications: Tim Willis, Interim Director of Resources**  
**Tel/Email: 01277 312500 / tim.willis@brentwood.rochfordgov.uk**

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.

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.

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.

The current balance in the Community Rights to Bid reserve has a balance of £37,644.

### **Legal Implications**

**Andrew Hunkin, Interim Director of People and Governance**

**Tel/Email: 01277 312500 / [andrew.hunkin@brentwood.rochford.gov.uk](mailto:andrew.hunkin@brentwood.rochford.gov.uk)**

The Council has a statutory responsibility to comply with the provisions as set out in the Localism 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.

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

There is a clear penalty for non-compliance with the new 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 Implications**

**Name/Title: Phil Drane, Director Place**

**Tel/Email: 01277 312500/ [phil.drane@brentwood.rochford.gov.uk](mailto:phil.drane@brentwood.rochford.gov.uk)**

Delivery of planned growth in the Council's new local plan for the borough contributes towards economic growth, in line with corporate objectives. Not enabling a site allocation to provide for planned growth, either through listing as an asset of community value or other protection, would undermine the local plan examination process and have negative economic implications.

### **Equality and Diversity Implications**

**Name/Title: Kim Anderson, Partnerships, Leisure & Funding Manager**

**Tel/Email: 01277 312500/ [kim.anderson@brentwood.gov.uk](mailto:kim.anderson@brentwood.gov.uk)**

**Equality and Diversity implications** – 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.

## **Appendices**

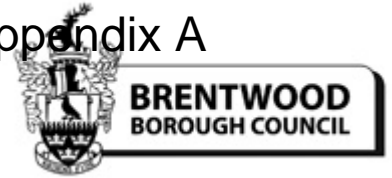
Appendix A – Application of Asset of Community Value

Appendix B – Site Plan of nominated land - Iris Close Amenity Green

Appendix C - Provisions under the Localism Act 2011 relating to Assets of Community Value

## **Background Documents**

Localism Act 2011



Reference: ACVN460883368

## Assets of Community Value Nomination

**Name of your organisation:** Pilgrims Hatch Community Partnership

**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]

**Name of contact:** [REDACTED]

**Phone number:** [REDACTED]

**Email address:** [REDACTED]

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

**What type of organisation are you?:** Local group dedicated to maintaining the character of the area

**Registration number(s):** N/A

**If your organisation carries out activities for profit, please describe below how you use the surplus that is generated:** N/A

**If you are an unincorporated organisation please, describe below what provisions are made for community benefit in your constitution:** Hold regular litter picking events, local Speedwatches, plant daffodils and a community orchard.  
Arranged Pilgrims Hatch road signs. Funded CCTV camera for Bishops Hall Park.

**Please describe how your organisation has a local connection to the area where the asset has been identified:** Works in Pilgrims Hatch.

**Please provide information below which supports your nomination having regard to the test set out above:** The land has previously been included on the list. Unfortunately it was allowed to lapse and should now be re registered.

**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?:** Land is crossed by many local residents following the footpath linking Heather Close and Iris Close.

Is occasionally used for social events Local people use it to exercise their dogs As the community changes and the ages of residents alter with time children will need to play here.

**How do you think the Asset further the social wellbeing of the local community?:**As in section above. It will also ensure that residents will be informed of any attempt to sell the land, and give them time to try raising money to purchase it

**What would be the impact if the function of the asset were to cease?:**Possible sale of land for unsuitable purposes.

**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?:** Supported by Pilgrims Hatch Community Partnership and several local residents.

**Description of the nominated land including its proposed boundaries:**Green area between Iris Close and Heather Close, Pilgrims Hatch

**Name and address of current occupants of land:**None It is an open area

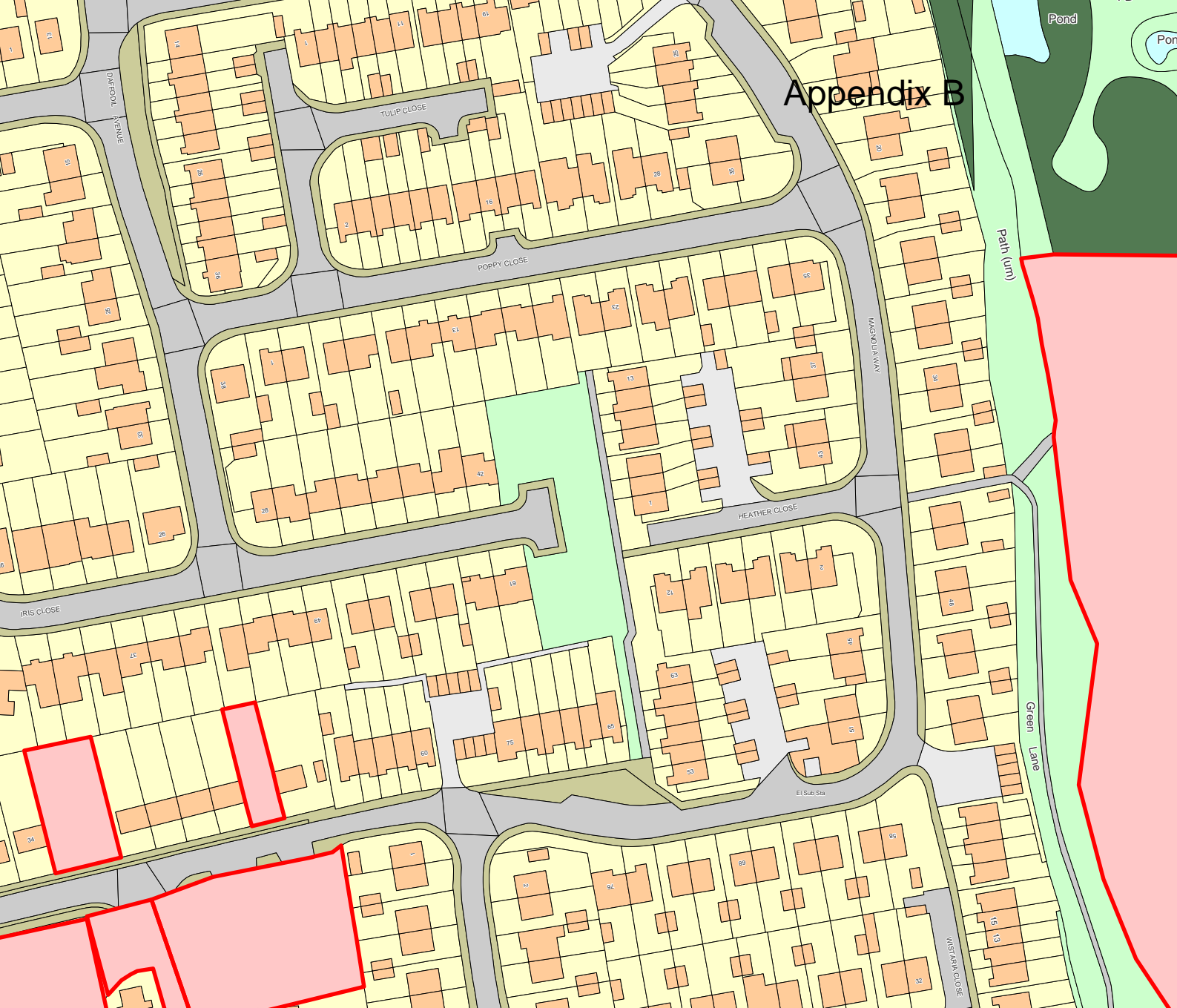
**Names and addresses (or last known address) of all those holding a freehold or leasehold interest in the land:** [REDACTED]

**Site map plan:** Plan.pdf

**Other documents:** Lockdown VE75 jpg Picnic 1 jpg Picnic 2 jpg Picnic sign pdf



# Appendix B



This page is intentionally left blank

[View the Localism  
Act 2011](#)

This page is intentionally left blank

<b>Committee(s):</b> Community Environment and Enforcement Committee	<b>Date:</b> 19 December 2022
<b>Subject:</b> Fees and Charges	<b>Wards Affected:</b> All
<b>Report of:</b>	<b>Public</b>
<b>Report Author/s:</b> Name: Phoebe Barnes, Deputy Section 151 Officer 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 2023/24 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 a statutory charge or where the fees are set by the 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 inflation, which is approximately 10.1%. This is to reflect increase in costs to maintain the services. However, managers can amend their fees and charges above or below 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:
  - a) Objectives and rationale behind the fees and charges
  - b) The proposed change in fee
  - c) Justification for this revision
  - d) Any benchmarking undertaken to aid in informing the level of charge
  - e) Whether any consultation needs to be considered
  - f) Expected income from the proposed fees and charges.
7. The fees and charges with proposed changes are:

#### Community Events

- All charges have remained the same apart from the increased charge for wristbands for the Family Fun Days from £4-£5.

#### Open Spaces

- Charges have been increased by 8.3% and rounded to the nearest whole number.

#### Cemeteries

- Charges have been increased by 8.3% and rounded to the nearest whole number.

#### Golf Course

- Charges have been increased by 8.3% and rounded to the nearest whole number.

#### Waste Management (non-commercial)

- Charges have been increased by 9.6% and rounded to the nearest whole number.

### Waste Management (commercial)

- The exempt appendix details a baseline for charging, however as other commercial operators supply the same service in the Borough, the Council will enter into negotiations with customers who wish to enter into a trade waste collection contract to ensure the Council is competing with other commercial providers.
- Baseline charges have increased based on the increase in disposal and operating costs.
- All charges will be rounded to the nearest pound or fifty pence for the lower charges.

### Food & Health Safety

- Food Hygiene Rating has increased by 1.9% and other charges

### Street Renaming

- Charging for the Street Naming and Numbering services may be applied under Section 93 of the Local Government Act 2003. These charges should not exceed the cost of providing the service.
- Charges have been increased by 10.1% and rounded to the nearest whole number.

8. Proposed changes identified are explained within each covering sheet appendix.

### **Reasons for Recommendation**

9. Officers review fees and charges annually and this will be used to inform the 2023/24 budget setting process.

### **Consultation**

10. None

### **References to Corporate Plan**

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

### **Implications**

### **Financial Implications**

**Financial Implications: Tim Willis, Interim Director of Resources**

**Tel/Email: 01277 312500 / [tim.willis@brentwood.rochfordgov.uk](mailto:tim.willis@brentwood.rochfordgov.uk)**

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

### **Legal Implications**

**Andrew Hunkin, Interim Director of People and Governance**

**Tel & Email: 01277 312500/[andrew.hunkin@brentwood.gov.uk](mailto:andrew.hunkin@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 Place**

**Tel/Email: 01277 312500/[phil.drane@brentwood.gov.uk](mailto:phil.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 – Cemeteries
- Appendix D: Proposed fees and charges – Golf Course
- Appendix E: Proposed fees and charges – Waste management Non-commercial
- Appendix F: Proposed fees and charges – Waste Management commercial (EXEMPT)
- Appendix G: Proposed fees and charges – Food & Health Safety
- Appendix H: Proposed fees and charges – Street naming & numbering



**FEES & CHARGES SCHEDULE AND CHARGING DIRECTORIES FROM 2023/24 ONWARDS**

**Committee: Community and Health**  
**Service Area: Community Initiatives and Partnerships**

**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 only change in the fees and charges is the increase of the wristbands for Family Fun Days from £4 to £5 each. The Council works closely with Essex County Council and Active Essex which supports the Holiday and Food Programmes to support those children that are receipt of Free School meals which are offered at 50% reduction £2.50 and together with the Ukrainian refugee children

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

The only increase is for the Family Fun Day wristbands as set out above from £4 to £5 which equates to a 25% increase but the price for wristbands has remained the same since 2019.

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

Fees have been benchmarked against similar one day events in the local area and the proposed fees and charges are deemed average within the benchmarking exercise and still provide Value for Money. The Summer and Christmas events are one day events so the Council need to be mindful of the income that a stallholder is likely to generate within the event to make it viable for them to attend.

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

Based on figures from 2019 events the expected income will generate an extra 3k

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

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			Excl VAT	Inc VAT	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	200.00	200.00	200.00	200.00
Catering Unit - serving alcohol	E	D	200.00	200.00	200.00	200.00
Large Business - more than 10 employees	E	D	137.00	137.00	137.00	137.00
Catering unit - buying food e.g. Bread, cakes, doughnuts, sweets, fruit and vegetables	E	D	100.00	100.00	100.00	100.00
Small business - less than 10 employees	E	D	88.00	88.00	88.00	88.00
Crafters and Artists - all hand made by the seller	E	D	57.00	57.00	57.00	57.00
Registered charity	E	D	45.00	45.00	45.00	45.00

**Strawberry Fair and other Community Events**

Catering Unit - serving food e.g. Burgers, hot dogs etc.	E	D	175.00	175.00	175.00	175.00
Catering Unit - serving alcohol	E	D	137.00	137.00	137.00	137.00
Large business - more than 10 employees	E	D	110.00	110.00	110.00	110.00
Catering unit - buying food e.g. Bread, cakes, doughnuts, sweets, fruit and vegetables	E	D	80.00	80.00	80.00	80.00
Small business - less than 10 employees	E	D	63.00	63.00	63.00	63.00
Crafters and Artists - all handmade by the seller	E	D	37.00	37.00	37.00	37.00
Registered charity	E	D	37.00	37.00	37.00	37.00
Ice Cream Van (Exclusive) - Strawberry Fair	E	D	450.00	450.00	450.00	450.00
Ice Cream Van (Exclusive) - Family Fun Days	E	D	180.00	180.00	180.00	180.00
Face Painters (large community events)	E	D	73.00	73.00	73.00	73.00

**Family Fun Days**

Wristbands - Rides and Bouncy castles		Per Child	E	D	4.00	4.00	5.00	5.00
Stalls - selling children's pocket money gifts and toys (new category)			E	D	21.00	21.00	21.00	21.00
Sole Catering unit by tender								
Face painters (per face painter)			E	D	25	25.00	25.00	25.00

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

**FEES & CHARGES SCHEDULE AND CHARGING DIRECTORIES FROM 2023/24 ONWARDS**

**Committee: Community and 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 (%)**

8.30%

**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 the following local authorities Basildon & Chelmsford. 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?**

**Expected budgeted income**

Current budget is £95,770, increase in fee will generate an additional 8k.

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

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2022-March 2023 Excl VAT	Inc VAT	April 2023-March 2024 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	1,101.00	1,101.00	1,192.00	1,192.00
Pitch & Pavilion - Fortnightly - Adult - Season	Other Days	E	D	1,076.00	1,076.00	1,165.00	1,165.00

Pitch & Pavilion - Weekly - Adult - Season	Sunday/Bank Holidays	E	D	2,200.00	2,200.00	2,383.00	2,383.00
Pitch & Pavilion - Weekly - Adult - Season	Other Days	E	D	2,147.00	2,147.00	2,325.00	2,325.00

Occasional Matches - Adult	Any Day	E	D	109.00	109.00	118.00	118.00
----------------------------	---------	---	---	--------	--------	--------	--------

Other Playing Fields (No Changing Facilities)

Pitch - Fortnightly - Adult - Season	Any Day	E	D	699.00	699.00	757.00	757.00
Pitch - Weekly - Adult - Season	Any Day	E	D	1,391.00	1,391.00	1,507.00	1,507.00

Junior Matches All Sites (No Changing Facilities)

Pitch - Fortnightly - Junior - Season	Any Day	E	D	383.00	383.00	415.00	415.00
Pitch - Weekly - Junior - Season	Any Day	E	D	762.00	762.00	825.00	825.00

Occasional Matches (No Changing Facilities)

Adult	Any Day	E	D	69.00	69.00	75.00	75.00
Juniors (under17)	Any Day	E	D	42.00	42.00	46.00	46.00

Mini Soccer - All Sites (No Changing Facilities)

Seasonal Booking every week	Weekly	E	D	405.00	405.00	439.00	439.00
Occasional	Any Day	E	D	36.00	36.00	39.00	39.00

**Bowling Greens**

Bowls - Season	Adult	E	D	168.00	168.00	182.00	182.00
Bowls - Season	Juniors/OAP's	E	D	105.00	105.00	114.00	114.00
Match Reservations + per rink (inclusive of visitors fees non returnable)	Club Charges	E	D	8.00	8.00	9.00	9.00
Other Reservations (not inclusive of visitors fees non returnable)	Club Charges	E	D	6.00	6.00	6.50	6.50

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

Large Events - more than 1/2 Field with £5 or more admission fee		E	D	2,364.00	2,364.00	2,560.00	2,560.00
Medium Events - less than 1/2 field and less than £5 admission fee		E	D	974.00	974.00	1,055.00	1,055.00
Small Events - less than 1/4 field		E	D	418.00	418.00	453.00	453.00
Set up and take down for events				25% of day rate			
Keep Fit sessions - No cordoning off of field (max 20)	Single	S	D	18.00	21.60	23.00	23.00
Non commercial or charitable events (following approval by ward members) 50% discount							

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

Area A (Prev Area B) Open space opposite old paddling pool area		E	D	418.00	418.00	453.00	453.00
Area B (Prev Area C) Overflow car park/pitch one. Outside football season only - <b>REMOVED FROM 22/23</b>		E	D	N/A	N/A		
Keep Fit sessions - No cordoning off of field (max 20)		S	D	18.00	21.60	23.50	23.50
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	418.00	418.00	453.00	453.00
Keep Fit sessions - No defined area (max 20 people)	Single session	S	D	18.00	18.00	20.00	20.00

**All Open Spaces**

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

## FEES &amp; CHARGES SCHEDULE AND CHARGING DIRECTORIES FROM 2023/24 ONWARDS

**Committee: ENVIRONMENT, ENFORCEMENT AND HOUSING**  
**Service Area: Cemeteries**

**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 (%)**

8.3%

**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 the following local authorities Thurrock & Chelmsford . 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?**

n/a

**Expected budgeted income**

£120k with current charges this would increase by 10k (8.3%) with the increase of charges.

**ENVIRONMENT, ENFORCEMENT AND HOUSING  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2022**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2022-March 2023 Excl VAT	Inc VAT	April 2023-March 2024 Excl VAT	Inc VAT

**SERVICE AREA: CEMETERIES**

**CHARGING AREA: CEMETERIES**

*A Brentwood resident is anyone currently living in the Borough or someone who spent 75% of their life in the Borough.*

**Purchase of Exclusive Rights of Burial for 50 years**

			£	£	£	£
All full burial graves	E	D	1,332.00	1,332.00	1,440.00	1,440.00
Cremated remains grass plot	E	D	480.00	480.00	520.00	520.00
Non-Brentwood resident - all full burial graves	E	D	2,664.00	2,664.00	2,890.00	2,890.00
Non-Brentwood resident - cremated remains grass plot	E	D	960.00	960.00	1,040.00	1,040.00

**Purchase of Exclusive Rights of Burial for 50 years (Vaults and Niches Only)**

Granite vaults	E	D	981.00	981.00	1,060.00	1,060.00
Niches In granite columbarium	E	D	660.00	660.00	710.00	710.00
Non- Brentwood resident - granite vaults	E	D	1,961.00	1,961.00	2,120.00	2,120.00
Non-Brentwood resident - niches in granite Columbarium	E	D	1,319.00	1,319.00	1,430.00	1,430.00

**Interment Fees**

Graves dug down for one or two	O	D	964.00	964.00	1,040.00	1,040.00
Additional charge for dig down to 9ft	O	D	239.00	239.00	260.00	260.00
Cremated remains grass plot	O	D	207.00	207.00	220.00	220.00
Granite vault	O	D	365.00	365.00	400.00	400.00
Niche In granite Columbarium	O	D	365.00	365.00	400.00	400.00
Child under 12 years	O	D	0.00	0.00	0.00	0.00
Non-Brentwood resident-graves dug down for one or two	O	D	1,927.00	1,927.00	2,090.00	2,090.00
Non-Brentwood resident -additional charge for dig down to 9ft	O	D	477.00	477.00	520.00	520.00
Non-Brentwood resident-cremated remains grass plot	O	D	414.00	414.00	450.00	450.00
Non-Brentwood resident -granite vault	O	D	728.00	728.00	790.00	790.00
Non-Brentwood resident -Niche In granite Columbarium	O	D	728.00	728.00	790.00	790.00
Non-Brentwood resident -Child under 12 years	O	D	0.00	0.00	0.00	0.00

**Option to Extend Exclusive Rights of Burial for a further 25 years**

All full burial graves	E	D	223.00	223.00	240.00	240.00
Cremated remains plot	E	D	112.00	112.00	120.00	120.00
Non-Brentwood resident -all full burial graves	E	D	446.00	446.00	480.00	480.00
Non-Brentwood resident -cremated remains plot	E	D	223.00	223.00	240.00	240.00

**Option to Extend Exclusive Rights of Burial for a further 10 years (Vaults and Niches Only)**

Granite vaults	E	D	392.00	392.00	420.00	420.00
Niches In granite Columbarium	E	D	264.00	264.00	290.00	290.00
Non-Brentwood resident - granite vaults	E	D	784.00	784.00	850.00	850.00
Non-Brentwood resident -Niches In granite Columbarium	E	D	528.00	528.00	570.00	570.00

**Monuments**

Monument/Inscription approval fee	O	D	151.00	151.00	160.00	160.00
Additional approval fee charge for kerbed monuments	O	D	151.00	151.00	160.00	160.00
Inscription on a vault or niche	S	D	222.50	267.00	290.00	290.00

**Other Charges**

Deed Transfer	O	D	65.00	65.00	70.00	70.00
Search of Burial Records	O	D	26.00	26.00	30.00	30.00
Chapel hire - Woodman Road Cemetery	E	D	62.00	62.00	70.00	70.00

**FEES & CHARGES SCHEDULE AND CHARGING DIRECTORIES FROM 2023/24 ONWARDS**

**Committee: Community and 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 (%)**

8.30%

**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 the following local authorities Basildon. 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?**

**Expected budgeted income**

Current budgeted income is £362,570. Increase fees by 8.3% will generate 30k additional income.

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

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			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	790.00	790.00	860.00	860.00
7 day Junior (under 17)	E	D	N/A	N/A		
7 day Junior (under 17) After 3pm	E	D	58.00	58.00	60.00	60.00
7 day Intermediate (under 25)	E	D	589.00	589.00	640.00	640.00
5 day Adult	Mon - Fri	E	665.00	665.00	720.00	720.00
5 day Concessionary	Mon - Fri	E	539.00	539.00	580.00	580.00

**Weekday**

Per Round - 18 holes - Adult	E	D	N/A	N/A		
Per Round - 18 holes - Adult	Mon-Thu	E	23.00	23.00	25.00	25.00
Per Round - 18 holes - Junior (under 17) & 65 and over	E	D	N/A	N/A		
Per Round - 18 holes - Junior (under 17) & 65 and over	Mon-Thu	E	20.00	20.00	22.00	22.00

**Weekends and Public Holidays**

Per Round - 18 holes - Adult	E	D	N/A	N/A		
Per Round - 18 holes - Adult	Fri - Sun	E	29.00	29.00	31.00	31.00
Juniors (under 17) & 65 and over	After 1pm	E	N/A	N/A		
Juniors (under 17) & 65 and over	After 3pm	E	20.00	20.00	22.00	22.00

**Other Charges**

Twilight Play - Weekday	E	D	12.00	12.00	13.00	13.00
Twilight Play - Weekends and Public Holidays	E	D	13.00	13.00	14.00	14.00

**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 & CHARGES SCHEDULE AND CHARGING DIRECTORIES FROM 2023/24 ONWARDS**

**Committee: ENVIRONMENT, ENFORCEMENT AND HOUSING**  
**Service Area: Waste Management**

**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 (%)**

9.6% on sacks & containers to reflect expected rise in RPI; no increase in garden waste bin charge this year due to benchmarking with Essex authorities

**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)?**

Garden Waste charging across Essex, Brentwood are in top quartile of charging,.

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

N/a

**Expected budgeted income**

£830k

**ENVIRONMENT, ENFORCEMENT AND HOUSING  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2022**

DESCRIPTION OF CHARGE	VAT	FE E	CHARGES		CHARGES	
			April 2022-March 2023		April 2023-March 2024	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

**SERVICE AREA: WASTE MANAGEMENT**

**CHARGING AREA: REFUSE**

**Dog waste and litter bin emptying**

			£	£	£	£	
Empty dog waste/litter bins	Per Empty	S	D	4.00	4.80	4.58	5.50

**Domestic Refuse Collection**

Bulky Household Collections - Charge per item	Min 2 Items	O	D	12.00	12.00	13.00	13.00
Biodegradable sacks for garden waste per wrap of 10*		O	D	3.50	3.50	4.00	4.00
Biodegradable sacks for garden waste per wrap of 100 (Wholesale)		S	D	255.00	315.00	287.50	345.00
Garden Waste Bin hire per annum - including fortnightly emptying		O	D	60.00	60.00	60.00	60.00
Garden Waste Bin - Replacement if lost/stolen		O	D	22.00	22.00	24.00	24.00
Hire of 1280 litre container		S	D	110.00	135.00	123.33	148.00
Hire of 770, 940 and 1100 litre Container		S	D	105.00	126.00	115.00	138.00
Hire of 240 litre container		S	D	34.17	41.00	37.50	45.00
Hire of 360 litre container		S	D	45.00	54.00	50.00	60.00

\* Please note there was a typing mistake in the approved F&C schedule for 2020/21.  
Price should have been £3.30 but was incorrectly stated as £3.00

**Residual Trade Waste Collection & Disposal**

1280 litre Container	Per Lift	O	D				
1100 litre Container		O	D				
940 litre Container		O	D				
770 litre Container		O	D				
360 litre Container		O	D				
240 litre Container		O	D				
Prepaid Residual Sacks (25)	Per roll	O	D				
Extra collection		O	D				
Collection/delivery ( T&Cs S.14 )		O	D				
Amendment ( T&Cs S.14 )		O	D				

Exempt for publication - please contact the Council for prices

**Residual Waste - Collection only**

1280 litre Container	Per Lift	O	D				
1100 litre Container		O	D				
940 litre Container		O	D				
770 litre Container		O	D				
360 litre Container		O	D				
240 litre Container		O	D				

Exempt for publication - please contact the Council for prices

**Trade Glass Collection**

1100 litre Container		O	D				
360 litre Container		O	D				
240 litre Container		O	D				

Exempt for publication - please contact the Council for prices

**Trade Dry Recycling Collection**

1280 litre Container	Per Lift	O	D				
1100 litre Container		O	D				
940 litre Container		O	D				
770 litre Container		O	D				
360 litre Container		O	D				
240 litre Container		O	D				
Prepaid Recycling Sacks (25)	Per roll	O	D				

Exempt for publication - please contact the Council for prices

**School Dry Recycling Collection**

Collection per annum		O	D				
----------------------	--	---	---	--	--	--	--

Exempt for publication - please contact the Council for prices

**Trade Dry Recycling Sacks for Use in Containers Only**

Purple sacks - 400 sacks per box.	Box	O	D				
-----------------------------------	-----	---	---	--	--	--	--

Exempt for publication - please contact the Council for prices

**Trade Food Waste**

140 litre bin	Per Lift	O	D				
---------------	----------	---	---	--	--	--	--

Exempt for publication - please contact the Council for prices

**Events - Residual Waste ( Maximum hire 5 days - one collection)**

1100 litre Container	Per Lift	O	D				
770 litre Container		O	D				
360 litre Container		O	D				
240 litre Container		O	D				

Exempt for publication - please contact the Council for prices

**Events - Dry Recycling ( Maximum hire 5 days)**

1100 litre Container	Per Lift	O	D				
770 litre Container		O	D				
360 litre Container		O	D				
240 litre Container		O	D				

Exempt for publication - please contact the Council for prices

**Events - Glass ( Maximum hire 5 days)**

1100 litre Bin	Per Lift	O	D				
360 litre bin		O	D				
240 litre Bin		O	D				

Exempt for publication - please contact the Council for prices

## Appendix F

Appendix F contains exempt information and is therefore not publicly available.

This page is intentionally left blank

## FEES &amp; CHARGES SCHEDULE AND CHARGING DIRECTORIES FROM 2023/24 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**. **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**

Budget income is 4k and there will be no significant change

**COMMUNITY AND HEALTH  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2023**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT
<b>SERVICE AREA: OTHER ENVIRONMENTAL HEALTH SERVICES</b>						
<b>SERVICE AREA: FOOD &amp; HEALTH SAFETY</b>						

**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	183.00	183.00	186.00	186.00
--	---	---	--------	--------	--------	--------

## FEES &amp; CHARGES SCHEDULE AND CHARGING DIRECTORIES FROM 2023/24 ONWARDS

**Committee:** Community, Environment & Enforcement  
**Service Area:** Street naming and numbering

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

Charging for the Street Naming and Numbering services may be applied under Section 93 of the Local Government Act 2003. These charges should not exceed the cost of providing the service. Therefore the charges are applied to recover the costs of providing the service and no more.

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

The increase proposed is 10.1% in line with the UK's current CPI inflation increase

**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 the following local authorities Chelmsford, Basildon, Thurrock, Southend and Harlow. 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?****Expected budgeted income**

£11,650

**ENVIRONMENT, ENFORCEMENT AND HOUSING  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2023**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

**SERVICE AREA: STREET SERVICES**

**CHARGING AREA: STREET NAMING & NUMBERING**

**Address Change Charges**

Renaming/renumbering per property	OS	D	65.00	65.00	72.00	72.00
-----------------------------------	----	---	-------	-------	-------	-------

**Developer Charges**

Naming of street – per street	OS	D	109.00	109.00	120.00	120.00
Numbering of development plots	OS	D	82.00	82.00	90.00	90.00
Numbering of development plots 2-10 units	OS	D	159.00	159.00	175.00	175.00
Numbering of development plots over 10 units	OS	D	159.00 + £34 per extra unit	175.00 + £38 per extra unit		



## **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.

This page is intentionally left blank

## **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.