



Agenda

Community, Environment & Enforcement Committee

Monday, 13 March 2023 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
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Live broadcast

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

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|----|---|--|--------|
| 1. | Apologies for Absence | | |
| 2. | Minutes of the previous meeting | | 5 - 12 |
| 3. | Year in review
A Presentation will be given to the Committee. | | |
| 4. | Axis Presentation
Providing an overview of the community investment programme
Axis has delivered in partnership with us since start of contract. | | |

5. **Chairs Update**
To follow
6. **Safeguarding Policy and Procedures 2023-2026**
To follow
7. **Urgent Business**

A handwritten signature in black ink, appearing to read 'Jonathan Stephenson', is written over a horizontal line.

Jonathan Stephenson
Chief Executive

Town Hall
Brentwood, Essex
03.03.2023

Information for Members

Substitutes

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

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

Rights to Attend and Speak

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

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

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

Point of Order/ Personal explanation/ Point of Information

Point of Order

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

Personal Explanation

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

Point of Information or clarification

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

Information for Members of the Public

Access to Information and Meetings

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

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

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

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

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

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

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

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

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

 **Private Session**

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

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  **Access**

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

 **Evacuation Procedures**

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



Minutes

Community, Environment & Enforcement Committee Monday, 19th December, 2022

Attendance

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

Apologies

Cllr Reed
Cllr Slade

Substitute Present

Cllr Wagland (substituting for Cllr Reed)
Cllr White (substituting for Cllr Slade)

Also Present

Cllr Mrs Davies
Cllr Hossack

Officers Present

Kim Anderson	- Corporate Manager Communities, Leisure & Health
Phoebe Barnes	- Director - Assets & Investments
Steve Summers	- Strategic Director
Marcus Hotten	- Director - Environment
Tracey Lilley	- Director - Communities & Health

267. Apologies for Absence

Apologies were received from Cllrs Reed and Slade with Cllrs Wagland and White substituting.

268. Minutes of the previous meeting

The Minutes of the last meeting held on 4th October 2022 were **AGREED** as a true record.

269. Chairs update

Members thanked and gave appreciation to the Teams at the Depot and in Community Safety for all their hard work and public presence.

Following a full discussion, Members noted the report.

270. Planting Scheme Update

The report provided an update upon previous Council tree planting initiatives in Brentwood Borough over the past two years, and set 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.

Cllr Laplain requested that further reporting to identify the net gain of trees comes to a future committee.

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:**

Members were asked to:

1. Note the planting scheme as outlined in paragraph 14, Table-2 of the report.
2. 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 1st March 2023.

Reasons for Recommendation

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.

271. Environment Strategy

The report presented 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 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. The action plan, going forward, would form the basis any annual reporting on the progress of the strategy.

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**.

Members are asked to:

1. To Approve the Environment Strategy as appended to the report.
2. To approve that the current temporary post of the Climate & Sustainability Officer is made a permanent position.

Reasons for Recommendation

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.

272. Cost of Living Update

The report provided an 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.

Members thanked and commended the work of Officers on this.

This item is for information only.

273. Brentwood Leisure Trust, Audit and Scrutiny Report

At the 24th 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 26th 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 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.

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**.

Members are asked:

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

Reasons for Recommendation

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

274. Asset of Community Value - Iris Close

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.

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 UNANIMOUS**.

Members are asked to:

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.

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.

275. Football Hub - Business Case

The development of a Football Hub at the Brentwood Centre is one of the key priorities of the Council's Leisure Strategy which was agreed by members at the Policy, Projects and Resources Committee on 18 September 2018.

The proposal is to build 2 x Third Generation (3G) Artificial Grass Pitch (AGP) community pitches and 4 grass pitches, together with a hub building which will provide changing rooms, toilets and kitchen/servery.

At the 4 March 2020 Ordinary Council, Members agreed for the inclusion of £3.5m in the Capital Programme for the development of the Football Hub as

part of the budget setting process. It was agreed at the Community and Health Committee on 10 March 2020, that expenditure would only occur, subject to the full business plan and operating model being approved by a future Policy, Resource and Economic Development Committee. The Business Plan is attached as Appendix A. The plan has looked at a number of options for the development: hub location, floor plan, facility mix and operating model to ensure that the business plan is both financially viable and supports the needs of the community both now and in the future.

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**.

Members are asked to:

1. Agree the recommendations in the business plan (Appendix A) including: a) Option 3 preferred hub building size, 2 x 3G AGPs and 4 grass pitches as set out in Appendix 6 of the Business Plan. b) Option 4 preferred operating model as set out in Pages 8 and 9 of the Business Plan.

2. Subject to the agreement of the business plan and successful application for funding from the Football Foundation, agree the drawdown of the £2.8m allocation of funding to support the Football Hub Development.

3 Delegate Authority to the Section 151 Officer in consultation with the Chair of Community, Environment and Enforcement to agree for officers to commence a procurement exercise to appoint, main contractor, 3G pitch contractor and Project Manager and Quantity Surveyor support for the project delivery.

4 Progress the funding submission to the Football Foundation.

Reasons for Recommendation

The Play Pitch Strategy in 2018 identified a clear need for both grass pitches and 3G AGPs to be added within the Borough and the A12 Corridor in particular.

The Local Football Facility Plan in 2020 which was to highlight where investment in football facilities would need to be accurately targeted. The purpose of plan is to identify the priority projects for potential investment in Brentwood. There is also a need to take into account that 3G AGPs are meeting recreational demand from high levels of non-traditional football participation at the Brentwood Centre.

The Council's Leisure Strategy 2020-25 identifies the development of a football hub at the Brentwood Centre site as one of the key priorities of the Strategy.

276. Fees & Charges

Fees and charges made by the Council for various services are reviewed on an annual basis by the relevant Committees relating to the services provided. Recommended amendments to the fees and charges are incorporated into the budget setting process to take effect from the following financial year.

Cllr Russell **MOVED** and Cllr Gelderbloem **SECONDED** the recommendations in the report. A vote was taken by a show of hands and it was **RESOLVED**.

Members are asked to:

Agree to the proposed charges for 2023/24 as attached in Appendix A-D of the report subject to the annual budget setting process.

Reasons for Recommendation

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

277. Urgent Business

One item of Urgent Business was presented to the Committee on the UK Shared Prosperity Fund 2022/23.

On 13 July 2022, the Policy, Resources and Economic Development (PRED) Committee granted delegated authority to the Strategic Director, in consultation with the Chair of PRED Committee, to prepare and submit an Investment Plan for the UK Shared Prosperity Fund (UKSPF). On 1 August 2022, Brentwood Borough Council submitted its UKSPF Investment Plan. On 5 December 2022, the Department for Levelling Up, Housing and Communities (DLUHC) confirmed that they had concluded the validation of the Brentwood Investment Plan.

A memorandum of understanding signed by the council's Chief Executive needs to be returned by 23 December 2022 for the 2022/23 UKSPF grant of £51,262 to be released.

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**.

Members are asked to:

R1. Delegate authority to the Strategic Director to accept the 2022/23 UK Shared Prosperity Fund grant of £51,262.

R2. Delegate authority to the Strategic Director, in conjunction with the CEE and PRED chairs, to allocate funding for 2022/23 in line with the council's submitted UKSPF Investment Plan.

The meeting concluded at 7.55pm

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Terms of Reference

Community, Environment & Enforcement Committee

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

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Members Interests

Members of the Council must declare any pecuniary or non-pecuniary interests and the nature of the interest at the beginning of an agenda item and that, on declaring a pecuniary interest, they are required to leave the Chamber.

- **What are pecuniary interests?**

A person's pecuniary interests are their business interests (for example their employment trade, profession, contracts, or any company with which they are associated) and wider financial interests they might have (for example trust funds, investments, and asset including land and property).

- **Do I have any disclosable pecuniary interests?**

You have a disclosable pecuniary interest if you, your spouse or civil partner, or a person you are living with as a spouse or civil partner have a disclosable pecuniary interest set out in the Council's Members' Code of Conduct.

- **What does having a disclosable pecuniary interest stop me doing?**

If you are present at a meeting of your council or authority, of its executive or any committee of the executive, or any committee, sub-committee, joint committee, or joint sub-committee of your authority, and you have a disclosable pecuniary interest relating to any business that is or will be considered at the meeting, you must not :

- participate in any discussion of the business at the meeting, of if you become aware of your disclosable pecuniary interest during the meeting participate further in any discussion of the business or,
- participate in any vote or further vote taken on the matter at the meeting.

These prohibitions apply to any form of participation, including speaking as a member of the public.

- **Other Pecuniary Interests**

Other Pecuniary Interests are also set out in the Members' Code of Conduct and apply only to you as a Member.

If you have an Other Pecuniary Interest in an item of business on the agenda then you must disclose that interest and withdraw from the room while that business is being considered

- **Non-Pecuniary Interests**

Non –pecuniary interests are set out in the Council's Code of Conduct and apply to you as a Member and also to relevant persons where the decision might reasonably be regarded as affecting their wellbeing.

A 'relevant person' is your spouse or civil partner, or a person you are living with as a spouse or civil partner

If you have a non-pecuniary interest in any business of the Authority and you are present at a meeting of the Authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest whether or not such interest is registered on your Register of Interests or for which you have made a pending notification.