



# Agenda

## **Clean & Green Committee**

Monday, 11 September 2023 at 7.00 pm  
Council Chamber, Brentwood Borough Council, Ingrave Road,  
Brentwood, Essex CM15 8AY

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### **Membership (Quorum – 3 )**

Cllrs Aspinell (Chair), Mrs Fulcher (Vice-Chair), Barber, Dr Barrett, Naylor, Reed, Russell, Wiles and Worsfold

### **Substitute Members**

Cllrs Barrett, Gorton, McCheyne, Munden and Mrs Pound

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### **Agenda**

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### **Live broadcast**

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

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|----|--|--|---------|
| 1. | <b>Apologies for absence</b>           |  |         |
| 2. | <b>Minutes of the previous meeting</b> |  | 5 - 8   |
| 3. | <b>Chairs Update</b>                   |  | 9 - 16  |
| 4. | <b>Brentwood in Bloom</b>              |  | 17 - 20 |
| 5. | <b>Allotments</b>                      |  | 21 - 28 |
| 6. | <b>Re-Wilding</b>                      |  | 29 - 48 |

7. **Hutton Country Park Management Plan** 49 - 52
8. **Fly Tipping** 53 - 68
9. **Public Conveniences** 69 - 76
10. **Climate Emergency Working Group**  
To follow.
11. **Urgent business**



Jonathan Stephenson  
Chief Executive

Town Hall  
Brentwood, Essex  
01.09.2023

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### Information for Members

#### Substitutes

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

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

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#### Rights to Attend and Speak

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

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

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

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#### Point of Order/ Personal explanation/ Point of Information

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##### Point of Order

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

##### Personal Explanation

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

##### Point of Information or clarification

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

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### Information for Members of the Public

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#### Access to Information and Meetings

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

Dates of the meetings are available at [www.brentwood.gov.uk](http://www.brentwood.gov.uk).

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#### 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

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

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 **Private Session**

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

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  **Access**

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 **Evacuation Procedures**

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



## Minutes

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### **Clean & Green Committee Monday, 26th June, 2023**

#### **Attendance**

Cllr Aspinell (Chair)  
Cllr Mrs Fulcher (Vice-Chair)  
Cllr Barber  
Cllr Dr Barrett  
Cllr Naylor

Cllr Reed  
Cllr Russell  
Cllr Wiles  
Cllr Worsfold

#### **Also Present**

Cllr Kendall  
Cllr McCheyne  
Cllr Munden  
Cllr Parker  
Cllr Poppy  
Cllr Mrs Pound

#### **Officers Present**

Zoey Foakes - Governance & Member Support Officer  
Marcus Hotten - Director - Environment  
Tracey Lilley - Director - Communities & Health  
Jonathan Woodhams - Corporate Manager, Community Safety

#### **49. Apologies for absence**

No apologies were received.

#### **50. Minutes of the Community, Environment & Enforcement Committee held on the 13th March 2023**

The minutes of the Community, Environment & Enforcement Committee held on the 13<sup>th</sup> March 2023 were approved as a true record.

#### **51. Chairs Update**

The report began on page 9 of the agenda and highlighted the work the Community, Environment & Enforcement teams have done.

Cllr Barber requested that a timetable of the delivery of EV chargers in the Borough be brought back to the next committee.

## **52. Public Conveniences, Brentwood High Street**

This report set out an initial proposal to consider alternative options for the longer term use of the public conveniences in Brentwood High Street. A further report will be brought back to the Committee setting out the business case for each option.

This item was for information only and no voting was required.

## **53. Reducing Fly Tipping**

The report set out the proposal to explore a range of behavioural interventions developed by Keep Britain Tidy to reduce fly tipping and return with a further report outlines feasibility and resources required.

Cllr Aspinell thanked the staff for reacting to fly tipping across the borough where resources are stretched.

This item was for information only and no voting was required.

## **54. Re-Wilding Parks & Edges**

The report set out the initial proposal to consider relaxing the mowing upon specific verges and open spaces, with a view to returning to the Committee with a more detailed report setting out management options.

This report was for information only and no voting was required.

## **55. Waste Strategy**

This report proposed to establish a working group to develop, with the assistance of a suitable consultant, a waste collection strategy for the Borough's residents.

Following a full discussion, Cllr Aspinell **MOVED** and Cllr Fulcher **SECONDED** the recommendations in the report. A vote was taken and it was **RESOLVED** that:

**Members were requested to:**

**R1. Agree a budget of £30,000 is made available for the appointment of a suitable consultant to support the development of a waste strategy.**

**R2. Establish a Waste Strategy Working Group to undertake the work as set out in the body of the report.**

Reasons for Recommendations:

To ensure that the Council's waste collection service can adapt to anticipated changes that may be required by the Government.

To ensure that procurement of Waste Collection Vehicles and the future of design and location of any operational depot consider longer term strategic needs.

To explore opportunities to minimise waste collection and maximise kerb-side recycling

**56. Urgent business**

There were no items of urgent business to discuss.

The meeting concluded at 8:00pm.

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**COMMITTEE TITLE: Clean & Green Committee**

**DATE: 11 September 2023**

<b>REPORT TITLE:</b>	Chairs Update
<b>REPORT OF:</b>	Marcus Hotten, Director of Environment Kim Anderson, Corporate Manager – Communities, Leisure & Health

This report provides an update to Members in relation to the areas covered under the Terms of Reference of the Clean & Green Committee.

The Chair of Clean & Green Committee initiated four task and finish groups consisting of:

- Community Parks Task & Finish Group
- Fly Tipping Task & Finish Group
- High Street clean up Task & Finish Group
- Footways, Cycle Routes and bridleways Task & Finish Group (meeting to take place on 8<sup>th</sup> September 2023)

Members indicated which group they would like to be part of and meetings have now taken place.

- **Community Parks Task & Finish Group**

Officers and members considered future plans and opportunities of the Country Parks. Officers will consider costings, resources and funding opportunities for the any of the opportunities. Initially, Officers will concentrate of Hutton Country Park, seeking to develop a management plan, and firm up a vision for the park.

- **Fly Tipping Task & Finish Group**

Members looked at Keep Britain Tidy advice for opportunities to reduce fly tipping and make improvements to behaviours.

Consider stickers to highlight fly tipping and fines in place as a deterrent on waste bins that are being used for domestic/commercial waste or left next to bins as a deterrent and to identify that the Council are acting on it.

Consider a review of bulky collections options – frequency and quantity.

Housing and Enforcement officers to attend the next meeting.

- **High Street clean up Task & Finish Group**

Cllr Aspinell met with County Councillor Scott regarding High Street parking. Cllr Scott took all information away and come back with actions we can put in place.

Red routes/TRO were discussed as an option and would look at how other Councils have managed this.

A number of alleyways need to be cleaned up.

Need to enquire use of BT phone boxes on the high street as they are not being used for the correct purpose.

Consider tree lining of the High Street.

- **Footways, Cycle Routes and bridleways Task & Finish Group (meeting to take place on 8<sup>th</sup> September 2023)**

### **High Street Parking**

On Friday 18<sup>th</sup> August the Leader Chief, Executive and officers met with representatives of the South Essex Parking Partnership (SEPP) who manage on street parking for the borough to discuss the options for the parking issue in Brentwood High Street.

The potential to consider a clamping service was discussed but SEPP explained that clamping would be a viable option. The resources implications would be to extensive as it would require removal lorries, secure compound storage, appropriate policy and approval from Essex County Council approval.

However, SEPP confirmed that a 'Red Route' could be viable in the High Street and that preliminary planning work has already begun.

SEPP advised that they are planning a 'red route' trial in Sawyers Hall Lane, outside the schools to assess its impact and success. Once this has been implemented and trialled they are hoping to implement something similar in the High Street.

SEPP are producing a map of the High Street with a proposed 'red route' to bring to a further meeting so that details such as disabled bays, bus stops and any other exceptions can be considered and factored in to any plans.

It was further acknowledged that although a 'red route' does not require cameras to operate, having them installed ensures a more effective method of enforcement for infringements and a deterrent. Cameras for 'red routes' have to be Automatic Number Plate Recognition (ANPR) and only specific cameras approved by the Secretary of State can be used for 'red routes'.

SEPP will be providing the spec of these approved cameras to officers so that additional research in terms of cost, viability of integration with our control room, software, and the option of Brentwood Control Room operating the cameras. This would mean camera operators would need to be a trained Civil Enforcement Officer which also requires research.

Further research work will be conducted on the viability of Brentwood CCTV Control Room operating these cameras and a further meeting with Nick Binder from SEPP to

look at a draft map of a 'red route' in Brentwood High Street with any other requirements will be organised.

### **EV Chargers**

Believe (the trading name of Liberty Charge) will be seeking planning permission for the EV chargers, planning is expected to be submitted by no later than 23rd June. The requirement for planning permissions is due to the size of the charging points at King Georges and Chatham Way and the fact that the points will be within 2m of the Highway at Chatham Way. Due to the need for planning the proposed earliest timeframe for installation is going to be September this year depending on when planning permission is granted.

Both Car parks will have two fast and two rapid chargers installed. There are also 4 charging points proposed for the visitor's car park at the Town Hall the Council needs to balance the need for visitor parking for those using the services from the Town Hall and installing electric vehicle charging. Legals are progressing on the proposed charging points for the town hall.

### **Community Safety & Partnership**

On July 5<sup>th</sup> the Community Safety Partnership (CSP) away day took place which was attended by all members and key partners. The day allowed partners to consider the Strategic Assessment, and review and agree our priorities for the coming year. We also took the opportunity to review the structure of our CSP including the format and frequency of meetings.

Following the review and findings from our strategic assessment it was agreed to have 3 new priorities with the respective issues to address:

#### **Protecting the Community:**

- Engagement, Education & Enforcement
- Perception
- Drugs
- VAWG
- ASB
- High Streets
- Road Safety
- Hate Crime
- Violent Crime/Knife Crime
- Domestic Violence

#### **Protecting the Environment:**

- Environmental Crime
- Education, Engagement & Enforcement
- Fire Safety
- Protecting green spaces

#### **Protecting the Future:**

- Engagement, Education & Enforcement
- Vaping/Drugs
- Knife Crime
- Road Safety

To accommodate and address these new priorities we have altered the structure of our CSP to have two overarching strategic meetings a year, 4 sub operational group meetings and 3 different taskforce groups, each with one of the 3 new priorities as their objective, to meet regularly to report to the operational group on their respective priorities.

In addition, we have divided Brentwood into 6 areas with the intention to deliver two CSP engagement events in each area to educate, engage and temperature check the work of the CSP and our priorities with our community.

**Operation Dial** - On the 27<sup>th</sup> March 2023 Prime Minister, Rishi Sunak launched the ASB Action Plan, in which he stated that 16 areas across England and Wales will be funded to support a Hotspot or Immediate Justice Pilot to tackle ASB. It was indicated that ten areas would be selected for the Hotspot Pilots, one being Essex.

On 10<sup>th</sup> May 2023 the Home Office formally notified Essex Police Fire & Crime Commissioner (PFCC) that Essex will be a pilot area in the ASB Hotspot initiative. Further details and guidance were then provided around the parameters of the pilot and a commitment of £1,000,000 to deliver it, along with £50,000 to fund additional analytical support.

The Home Office stated the Hotspot response will require a multi-agency presence and funding would not be ringfenced solely for police activity but also include local authorities.

Following this instruction local authorities worked with police data analysts to identify 11 hotspots in Essex with the highest reports of anti-social behaviour outside of the existing police Operation Grip, where this trial would be conducted by both police and local authority patrols funded by the Home Office via PFCC.

An area in Brentwood was identified as an ASB hot spot which is Railway Square and the surrounding locale with an agreed action plan with PFCC for Community Safety to patrol the area twice a week out of hours and hold a monthly night of action.

This trial began in Brentwood on 18<sup>th</sup> July with Community Safety conducting out of hours patrols twice a week and funding from PFCC agreed.

### **Community Safety- Engagement/Campaigns/Projects**

The partnership has continued to deliver Community Safety engagement events across the borough and wider Essex where possible. Since January 2023, over 30

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 and Girls (VAWG)
- Operation Dial, ASB hot spot patrols as detailed above
- Assisting Essex police with their 'Walk with Us' initiative at transport hubs during rush hour
- Anti-spiking events with police in and around our night-time economies
- 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
- Project Minerva - PFCC Initiative to work with police data and identify hot spots where offences against women and girls are identified and implement partnership action plans to reduce reported offences.
- 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 been revamped with a new dedicated website and email, greater focus on delivering services and improved communications across Essex. This will still be 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.

### **The Baker Partnership Hub Update**

The HUB continues to thrive and be a productive and innovative environment for Essex Police Community Policing Team to work alongside Council's Community Safety team and wider community safety partners such as Essex County Fire & Rescue Service, Essex Probation, NHW, Crime Stoppers, SEPP, and Youth Services

as well as many more. We will soon be joined by Phoenix who will be providing outreach for drug and alcohol abuse.

This has greatly improved our already healthy partnership with daily communication between the agencies which has resulted in quicker results such as closure orders and dealing with community safety issues immediately; we recently planned our joint operations with police to patrol Brentwood's half marathon and assisted in both police and Council obtaining legal orders to curb anti-social behaviour and manage repeat offenders. It also enables us to continue to have the following regular meetings between partners:

- Weekly Community Safety Intelligence and Tasking
- Daily Police Briefings
- Biweekly ASB and CCTV project meetings
- Monthly ASB partnership meetings
- Ad Hoc case review meetings
- Partnership engagement and ops planning

These partnership meetings have resulted in better/productive use of available resources, an improved intelligence product identifying hot spots, repeat offenders, times of offences and emerging community safety trends and issues, improved use of CCTV and camera positioning, improved regular community engagement, improved communications on individual cases between agencies, prompter and more accurate responses to victims and more accurate risk assessments.

We plan to hold some interactive workshops with members in our HUB in the next twelve months to further illustrate the success of the HUIB and the benefit partnership working is having for our community.









**COMMITTEE TITLE: Clean and Green**

**DATE: 11 September 2023**

<b>REPORT TITLE:</b>	Brentwood in Bloom
<b>REPORT OF:</b>	Marcus Hotten, Director of Environment

## **REPORT SUMMARY**

Brentwood In Bloom was linked to the Anglia in Bloom competition which encourages all communities across the region to participate in the unique horticultural and environmental initiatives and demonstrate that their efforts are making a difference to their local surroundings. There is an opportunity that the new Business Improvement District (BID) may well want to support part of this initiative as part of their priorities. There may also be opportunity from the UK Shared Prosperity Fund (UKSPF) to provide a small grant programme to support entries.

## **RECOMMENDATION**

**R1: For Officers at the Council to work with the new BID Manager and Chamber of Commerce to look at options to support a new Brentwood in Bloom initiative.**

**R2: For Officers to report back to a future Committee on the options and any Brentwood Borough Council resource implications.**

## **SUPPORT ING INFORMATION**

### **1.0 REASON FOR RECOMMENDATION**

1.1 The Brentwood in Bloom initiative ceased around 2016 due to the lack of entries and volunteers to be part of the working group to help promote, judge and allocate prizes to the winning entries. Resource requirements on possible options will be identified and reported back to a future committee.

### **2.0 BACKGROUND INFORMATION**

2.1 Brentwood in Bloom was linked to the Anglia in Bloom competition which encourages all communities across the region to participate in the unique horticultural and environmental initiatives and demonstrate that their efforts are making a difference to

their local surroundings. Communities involved in local enhancement projects have seen many benefits to their local environment.

- 2.2 Previously Brentwood in Bloom was co-ordinated through volunteers and costs for the competition was met through sponsorship of the various categories. The competition has not been run since 2015. Brentwood Business Renaissance Group previously supported businesses entering the competition.
- 2.3 The Council supported the competition by printing the certificates of the winning categories, providing meeting rooms and the Council Chamber for the presentation to the winners. A representative from the Council was also part of the judging panel.
- 2.4 The competition took place over 6 to 8 weeks, with planning taking place months beforehand.
- 2.4 Previous categories have included the following:
- Best Allotment
  - Best front garden
  - Best pub garden
  - Best front of pub
  - Best sheltered accommodation
  - Best business premises
  - Best environmental initiative
  - Best school

### **3.0 OTHER OPTIONS CONSIDERED**

3.1 While the BID might want to support the initiative within the BID area (Brentwood, Shenfield and Ingatestone) there are other areas and organisations around the borough that might want to participate in Brentwood in Bloom such as the Parish Council's, Chamber of Commerce, Horticultural Societies and local schools.

### **4.0 RELEVANT RISKS**

4.1 Any initiative needs to be supported by a working group who will help make it successful through regular publicity, sponsorship for prizes and also agreeing the judging panel. The working group will also need to engage with other community organisations for it to be effective.

### **5.0 ENGAGEMENT/CONSULTATION**

Subject to Members agreement it is proposed that early engagement with the BID Manager, Chamber of Commerce, Parish Councils, Horticultural societies and local schools is undertaken to understand the appetite and identifying those people who would like to be part of the Brentwood in Bloom Working Group.

### **6.0 FINANCIAL IMPLICATIONS**

**Name & Title: Tim Willis, Director – Resources & Section 151 Officer**  
**Tel & Email: 01277 312500 / tim.willis@brentwood.rochford.gov.uk**

Previously the Council had minimal financial implications in regard to Brentwood in Bloom (estimated £200) and provided in kind support through the use of meeting rooms and the

Chamber as part of prize giving for the successful participants. Any financial implications will be identified as part of the review of the options and reported back to a future committee.

## **7.0 LEGAL/GOVERNANCE IMPLICATIONS**

**Name & Title: Claire Mayhew, Acting Joint Director – People & Governance & Monitoring Officer**

**Tel & Email 01277 312500 /claire.mayhew@brentwood.rochford.gov.uk**

Any legal requirements and permissions will be identified as part of the options to be considered.

## **8.0 EQUALITY & HEALTH IMPLICATIONS**

**Name & Title: Kim Anderson, Corporate Manager - Communities, Leisure and Health**

**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.

## **9.0 ECONOMIC IMPLICATIONS**

**Name & Title: Phil Drane, Director - Place**

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

Initiatives such as Brentwood in Bloom can create a sense of place and belonging which can help support decisions on visitors and businesses to relocate.

**REPORT AUTHOR: Name:  Kim Anderson**

**Title: Corporate Manager, Community, Leisure and Health**

**Phone: 01277 312500**

Email: kim.anderson@brentwood.gov.uk

**APPENDICES**

None

**BACKGROUND PAPERS**

None

**SUBJECT HISTORY (last 3 years)**

Council Meeting	Date



**COMMITTEE TITLE: Clean and Green**

**DATE: 11 September 2023**

<b>REPORT TITLE:</b>	Allotments
<b>REPORT OF:</b>	Marcus Hotten, Director of Environment

## **REPORT SUMMARY**

A report went to the Policy, Projects and Resources Committee on 20 November 2018 which recommended that the existing allotment sites (as listed in Appendix A) are given Statutory status and new agreements with the relevant Horticultural Societies are agreed. There are currently 10 allotment sites across the Borough as indicated on site plan Appendix A. Officers will work with the relevant Horticultural Societies to understand whether additional sites need to be developed or whether the existing sites are meeting the current demand.

## **RECOMMENDATION**

**R1: Delegate authority for the Director of Environment together with the Leader of Council and the Horticultural Societies to:**

- A) identify possible new allotment sites**
- B) undertake a review of existing allotment sites to determine the capacity and unmet demand.**

## **SUPPORTING INFORMATION**

### **1.0 REASON FOR RECOMMENDATION**

**1.1** Allotments promote our green environment encouraging wider biodiversity, a reduction in 'food miles' compared with similar produce in local supermarkets, the opportunity for local people to get out in the fresh air, as well as the mental health benefits of being in an area of green spaces and the encouragement these sites provide for social interaction.

### **2.0 BACKGROUND INFORMATION**

**2.1** At the Policy, Projects and Resources Committee on 20 November 2018, Members agreed that the existing allotment sites would be protected with statutory status and that there would be standardisation with the agreements with the Council.

The existing sites are as follows:

- Birbeck Road, Hutton
- Bishops Hall, Pilgrims Hatch
- Crescent Road, Warley
- Honeypot Lane, Brentwood
- Hartswood, Brentwood
- Middle Road, Brentwood (formerly referred to as Common Road)
- Ongar Road, Brentwood
- Park Road, Brentwood (main entrance now on Cleves Way)
- River Rod, Brentwood
- Whittington Road, Hutton

**2.2** Birbeck Road and Whittington Road are run by Hutton Horticultural Society and the remainder are run by Brentwood Horticultural Society.

There are two categories of Allotments defined in the Allotment Acts:

- **Statutory sites** are those that the local authority has acquired for the purpose of allotment gardening and is protected under the Allotment Act 1925.
- **Temporary Sites** have been acquired for other purposes and are being used as allotments in the interim. An example is a site for a school or a cemetery which is used as allotments until the original intention for the site is realised. Sometimes such sites can be used as temporary allotments for several decades before the original plan for the land is implemented.

**2.3** Statutory sites have legal protection whilst temporary sites do not. By designating the Allotment sites as Statutory it means that the Council could not dispose of the land without the Secretary of State given their consent.

**2.4** The Council receives 10% of the charges of the rental income from the Horticultural Societies.

### **3.0 OTHER OPTIONS CONSIDERED**

**3.1** To prove that an Allotment site is surplus to requirements, the Council would need to show:

- The site is either not being used or suffers from low occupation
- That in the case of a large Allotment site, it only has a few occupants left on it.

**3.2** Thereafter the council would need to meet the adequate alternative provision criteria as detailed above unless this is unnecessary or not reasonably practicable.

**3.3** The Secretary of State would consider the following in determining whether this criterion has been met:

- The number of plots (if cultivated) and their size
- The number of existing plot holders

- The number of people on a waiting list for the site in question (and consideration of the waiting lists for Allotment sites across the Borough.
- If the waiting list has been closed and at what number

#### **4.0 RELEVANT RISKS**

- 4.1 The Council can only look at its own land or will need to work with external landowners to develop any new allotment sites. The status of these sites would also need to be determined as set out in 2.2.
- 4.2 Any costs for water supply to new sites would need to meet by the Horticultural Society and maintain the supply within the site. Any connections would need to meet the Water Supply (Water Fittings) Regulations 1999.

#### **5.0 ENGAGEMENT/CONSULTATION**

- 5.1 Consultation will be undertaken with Brentwood and Hutton Horticultural Societies as part of the review to understand the need and unmet demand.

#### **6.0 FINANCIAL IMPLICATIONS**

**Name & Title: Tim Willis, Director – Resources & Section 151 Officer**  
**Tel & Email: 01277 312500 / tim.willis@brentwood.rochford.gov.uk**

Current rental income is at less than best consideration I.e., below market rent, and with any new sites the rental income would need to be determined as part of any agreement.

#### **7.0 LEGAL/GOVERNANCE IMPLICATIONS**

**Name & Title: Claire Mayhew, Acting Joint Director – People & Governance & Monitoring Officer**  
**Tel & Email 01277 312500 / Claire.mayhew@brentwood.rochford.gov.uk**

Relevant in the event of a proposed disposal of a lease interest at less than best consideration or market value, the General Disposal Consent (England) 2003 provides there is no need to seek the specific consent of the Secretary of State provided that the purpose for which the interest in the land is being disposed of by way of the lease is likely to contribute to the “promotion or improvement” of the economic, social, or environmental well-being of the area and the difference in unrestricted value of the lease of the land and the actual price paid for the lease (if any) is not more than £2 million. Government guidance (Circular 06/2003) states that ‘In determining whether or not to dispose of land for less than the best consideration reasonably obtainable, and whether or not any specific proposal to take such action falls within the terms of the Consent, the authority should ensure that it complies with normal and prudent commercial practices, including obtaining the view of a professionally qualified valuer as to the likely amount of the undervalue’.

#### **8.0 EQUALITY & HEALTH IMPLICATIONS**

**Name & Title: Kim Anderson, Corporate Manager - Communities, Leisure and Health**  
**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.

Allotments provide community benefits such as home-grown produce, healthy lifestyle and social interaction with like-minded people.

## **9.0 ECONOMIC IMPLICATIONS**

**Name & Title: Phil Drane, Director - Place**

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

The economic implications are included within the report

### **REPORT AUTHOR:**

**Name:**  Kim Anderson

**Title:** Corporate Manager, Community, Leisure and Health

**Phone:** 01277 312500

**Email:** [kim.anderson@brentwood.gov.uk](mailto:kim.anderson@brentwood.gov.uk)

## **APPENDICES**

**Appendix A:** Site Plan of current allotment sites

## **BACKGROUND PAPERS**

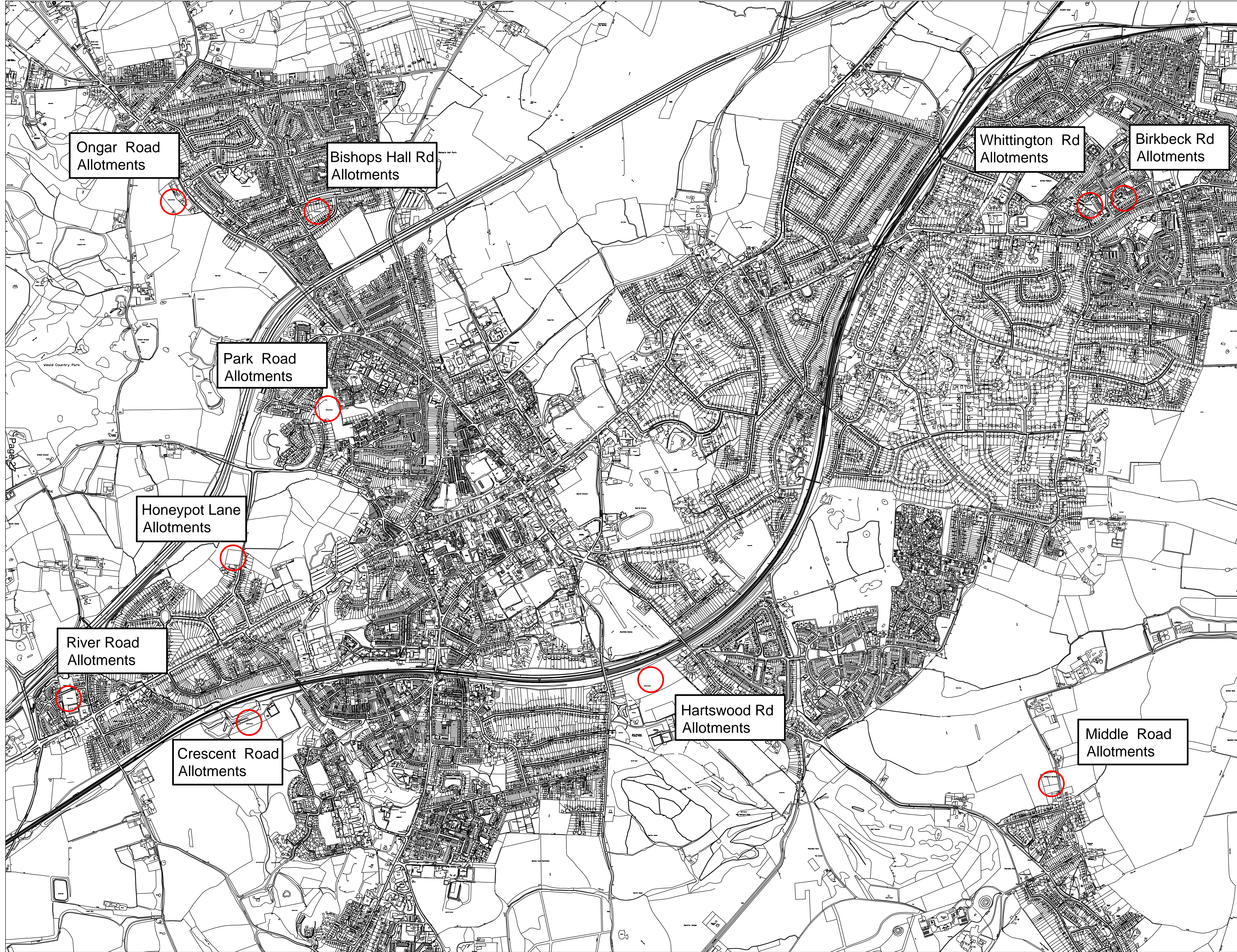
**None**



**SUBJECT HISTORY (last 3 years)**

<b>Council Meeting</b>	<b>Date</b>

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Ongar Road Allotments

Bishops Hall Rd Allotments

Whittington Rd Allotments

Birkbeck Rd Allotments

Park Road Allotments

Honeypot Lane Allotments

River Road Allotments

Crescent Road Allotments

Hartswood Rd Allotments

Middle Road Allotments

Asset Management

Adrian J Tidbury

Estates and Valuation Surveyor

Contract

Brentwood Borough Council

Title

Allotments

Drawn By AJT

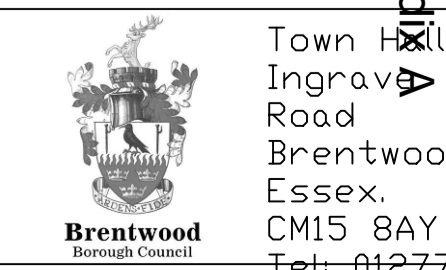
Scale NTS

Date July 2018

Checked

Revisions

Drawing No. T/AJT/4430



Town Hall  
Ingravel Road  
Brentwood  
Essex.  
CM15 8AY

Appendix A

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**COMMITTEE TITLE – Clean and Green Committee**

**DATE: 11 September 2023**

<b>REPORT TITLE:</b>	Clean and Green Rewilding Options and Trial Sites
<b>REPORT OF:</b>	Marcus Hotten, Director of Environment

## **REPORT SUMMARY**

This report provides options for sites bought forward by Clean and Green Committee for the trial of “rewilding” areas of parks and verges.

## **RECOMMENDATION**

**R1 - To agree the trial sites detailed below for rewilding and the changes in management for these areas during the trial period.**

**R2 - To agree the additional planting of up to 80 standard avenue trees at Hutton Recreation Ground, fully funded through Thames Chase Trust partnership.**

## **SUPPORT ING INFORMATION**

### **1.0 REASON FOR RECOMMENDATION**

- 1.1 Officers have reviewed the sites bought to the committee by its members and have assessed the suitability of each site.
- 1.2 The below information sets out what is achievable at minimal cost with little impact on resource for the Green Spaces operational teams.

### **2.0 BACKGROUND INFORMATION**

- 2.1 A briefing paper was presented to the Clean and Green Committee on the 26<sup>th</sup> June 2023 to consider relaxed mowing in certain areas within the borough. The management options for these sites included relaxed mowing, natural regeneration, tree planting and establishment of wildflowers.
- 2.2 To define the management type of each area, the table below provides some detail on how each management option will be implemented:

<b>Management Option</b>	<b>Detail</b>	<b>Implementation Period</b>
Relaxed Mowing	<p>Area will be left to form a natural meadow.</p> <p>Area will receive a “mower width” perimeter cut as part of routine maintenance to ensure the area is presentable and intentional. This will include a regular cut of a “mower width” around and footpath, desire line, obstacles or hard surfaced area.</p> <p>Naturalised area will be cut once per annum with a “cut and collect” machine or a flail machine where collection is not possible.</p>	<p>Immediate Implementation</p> <p>Establishment 1 year</p>
Tree Planting (Whips)	<p>A whip is an unbranched young tree approximately 50cm to 1m in size. These are low maintenance and would not require additional watering. Whips would be sourced from a sustainable source and be of a native variety.</p>	<p>Whip Planting November – February</p> <p>10 Years Establishment</p>
Tree Planting (Standards)	<p>A standard tree is an established tree of a size greater than 2m in height. These would provide an “instant impact” but would require regular watering.</p>	<p>Standard Planting November – February</p> <p>Immediate Establishment</p> <p>3 Year Watering Program</p>
Wild Flower Meadow	<p>An area will be cultivated in the Autumn months with a perennial wildflower mix</p>	<p>September – October Implementation</p> <p>1-3 Year Establishment Period</p>
Bulb Planting		<p>October Implementation</p> <p>Bulbs will flower each spring.</p>

**2.1** Officers have considered the practicality of the areas put forward by ward members and have made recommendation for each area in the table below. Appendix 1 to this document is a list of maps detailing each area.

- 2.2** A further opportunity has arisen for the planting of up to 80 standard trees at Hutton Recreation Ground, fully funded through Thames Chase this season. Although not directly part of the “re-wilding” scheme, the recommendation is that the Council should take this opportunity to further green up and soften the parks edges by planting these trees.
- 2.3** There are currently no areas planned for Wild Flower Meadow or Whip planting as these areas would not be easily reverted during a trial period. Wild Flower meadow creation come at a high cost and labour, and we would want to be sure that these areas are to be managed long term before implementing.

<u>Site Location</u>	<u>Preferred Management Option</u>	<u>Map Reference</u>
Hutton Recreation Ground	Relaxed Mowing  Tree Planting (Standards) – to commence in 2024 planting season if trial considered a success.  Tree Planting (Standards) - If agreed, avenue of 80 trees to be planted this season (locations and species TBC)	Map 1
Greensward Elizabeth Road	Relaxed Mowing	Map 2
Greensward Harewood Road	Relaxed Mowing	Map 3
Elizabeth Road/Doddinghurst Road Junction	Tree Planting (Standards) Bulb Planting Relaxed Mowing	Map 4
Green Area between Days Lane, Crow Green and Ashwells Lane	Relaxed Mowing	Map 5
Greensward in Ongar Road	Relaxed Mowing	Map 6
Iris Close Community Green	Area not suitable due to public use of green. There would be difficulty maintaining this area as anything other than amenity grass.	N/A
Chelmsford Road	Verges would not be suitable due to small size. Area would be perceived as unkept as opposed to rewilded.	N/A

- 2.5** It should be noted that whilst relaxed mowing areas will be relatively simple to revert to maintained grass in the first year, areas that are planted with trees are not easily

reverted without potential reputational damage to the Council as this would involve the destruction of newly planted trees.

- 2.6 Areas left for rewilding for longer than one year, may require additional resource for cultivation, overseeding and watering if they were to revert to amenity grass after this period.

### 3.0 OTHER OPTIONS CONSIDERED

- 3.1 To continue to maintain the identified areas as amenity grassland.

### 4.0 RELEVANT RISKS

- 4.1 Public perception of these areas may be seen as a “cost cutting” exercise and not that of improving biodiversity. It is recommended that Communications undertake targeted social media releases to the areas affected to educate residents.

- 4.2 It is recommended that signage is created for these areas to educate residents. Appendix 2 of this document are example signs used in Rochford to promote areas of biodiversity.

### 5.0 ENGAGEMENT/CONSULTATION

- 5.1 Members of this committee have provided a low-key consultation with residents of affected areas. The general feedback is positive and in favour of re wilding these areas.

- 5.2 If these sites were perceived to be a success, it is the recommendation that a wider consultation process is created to understand the commitment of our residents for a wider rollout, borough wide.

### 6.0 FINANCIAL IMPLICATIONS

**Name & Title: Tim Willis, Director – Resources & Section 151 Officer**

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

Any financial commitment will be met within existing budgets.

### 7.0 LEGAL/GOVERNANCE IMPLICATIONS

**Name & Title: Claire Mayhew, Acting Joint Director – People & Governance & Monitoring Officer**

**Tel & Email 01277 312500 / [claire.mayhew@brentwood.rochford.gov.uk](mailto:claire.mayhew@brentwood.rochford.gov.uk)**

- 7.1 There are not any direct legal implications within this report.

### 8.0 EQUALITY & HEALTH IMPLICATIONS

**Name & Title: Kim Anderson, Corporate Manager - Communities, Leisure and Health**

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

- 8.1 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.

8.2 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).

8.3 The proposals in this report will not have a disproportionate adverse impact on anybody with a protected characteristic.

## **10.0 ECONOMIC IMPLICATIONS**

**Name & Title: Phil Drane, Director - Place**

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

10.1 None Identified.

### **REPORT AUTHOR:**

**Name:** [OBJ] Adam Aldridge

**Title:** [OBJ] Corporate Manager – Green Spaces

**Phone:** 01702 318053

**Email:** adam.aldridge@brentwood.gov.uk

## **APPENDICES**

**Appendix A – Hutton Recreation Map**

**Appendix B – Greensward Elizabeth Road Map**

**Appendix C – Greensward Harewood Road Map**

**Appendix D – Doddinghurst Road Junction Map**

**Appendix E – Crow Green Map**

**Appendix F – Greensward Ongar Road Map**

**Appendix G – Example Biodiversity signage**

## **BACKGROUND PAPERS**

**None**

**SUBJECT HISTORY (last 3 years)**

<b>Council Meeting</b>	<b>Date</b>



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Service :  
Date : 15th August 2023

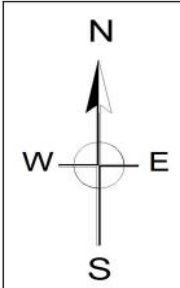
Relaxed Mowing **GREEN**  
Tree Planting **PURPLE**

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Jonathan Stephenson  
Chief Executive  
Brentwood Borough Council  
Town Hall, Ingrave Road  
Brentwood, CM15 8AY  
Tel.: (01277) 312500

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 Service :  
 Date : 7th August 2023

Relaxed  
 Mowing

**GREEN**

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## Relaxed Mowing GREEN



**BRENTWOOD  
BOROUGH COUNCIL**

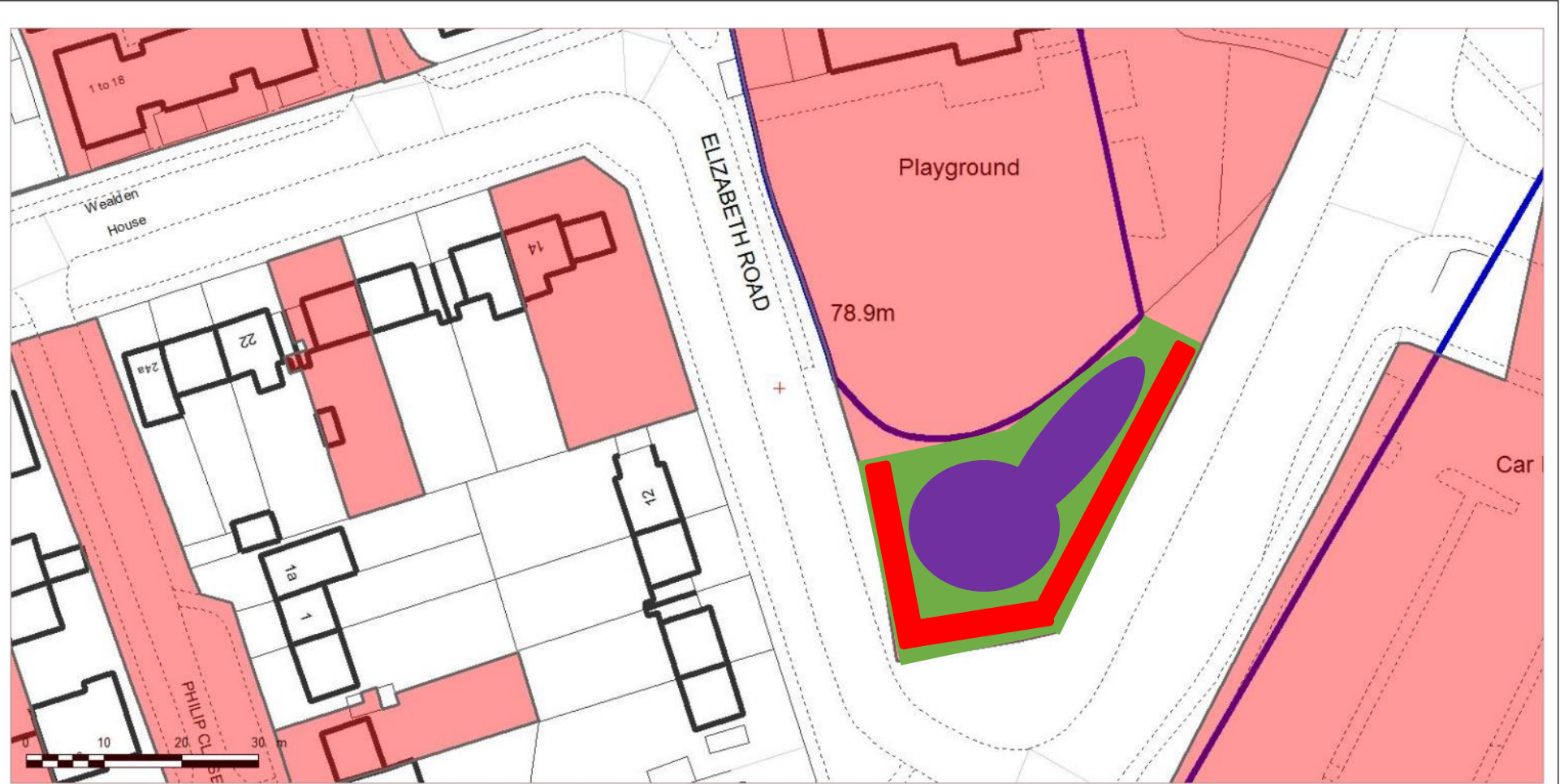
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 Service :  
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 Service :  
 Date : 7th August 2023

**Relaxed Mowing**

**GREEN**

**Tree Planting**

**PURPLE**

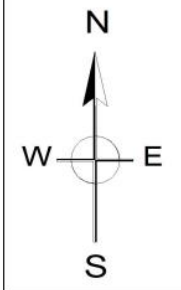
**Bulb Planting**

**RED**



Jonathan Stephenson  
 Chief Executive  
 Brentwood Borough Council  
 Town Hall, Ingrave Road  
 Brentwood, CM15 8AY  
 Tel.: (01277) 312500

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**Relaxed Mowing GREEN**

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 Chief Executive  
 Brentwood Borough Council  
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 Brentwood, CM15 8AY  
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 Service :  
 Date : 7th August 2023

**Relaxed Mowing GREEN**

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 Chief Executive  
 Brentwood Borough Council  
 Town Hall, Ingrave Road  
 Brentwood, CM15 8AY  
 Tel.: (01277) 312500

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# Woodland Area

This area has been planted as woodland to increase biodiversity within our Parks and Open Spaces



Customer Services: 01702 318191, 01702 318111 e: [customerservices@rochford.gov.uk](mailto:customerservices@rochford.gov.uk)

[www.rochford.gov.uk](http://www.rochford.gov.uk)



# Conservation and Meadow Area

This area is being maintained as a wild meadow to promote biodiversity within our Parks and Open Spaces





**COMMITTEE TITLE: Clean & Green Committee**

**DATE: 11 September 2023**

<b>REPORT TITLE:</b>	Hutton Country Park Management Plan
<b>REPORT OF:</b>	Marcus Hotten, Director of Environment

## **REPORT SUMMARY**

The report seeks approval to undertake consultation to develop a vision statement for Hutton Country Park. This will be the keystone of developing a 10-year management plan for the site that aligns with the strategic objectives of the Council's Corporate Strategy.

## **RECOMMENDATIONS**

**Members are asked to:**

- R1. (OBJ)To delegate authority to the Director of Environment to undertake consultation on the development of the Hutton Country Park Management Plan.**

## **SUPPORTING INFORMATION**

### **1.0 REASONS FOR RECOMMENDATIONS**

To ensure a long-term strategic plan is developed for Hutton Country Park that aligns with the Council's broader corporate aims.

### **2.0 BACKGROUND INFORMATION**

Hutton Country Park has been owned by Brentwood Borough Council since 1997. It is a Local Nature Reserve, supporting a vast array of native flora and fauna and is thus managed as an area of conservation value in what is otherwise an area of vast intensive arable land and urban expansion. The park covers 37.4 hectares, containing a large area of semi-natural grassland, an area of ancient oak and hornbeam woodland, ponds, wetland and the River Wid, which forms the northern boundary.

Responsible enjoyment of the site by the public is valued and encouraged as it is ideal for pleasant strolls, nature watching and dog walking. Pedestrian access to the park may be gained from Sunray Avenue and Goodwood Avenue. Access can also be gained from Wash Road where there is a small car park.

Hutton Country Park is a highly regarded assets by residents, operated by the Council to ensure that the country park remains not only safe to use but also well maintained. It is important that there is a focused forward-thinking plan in place to direct resources and highlight areas for improvements within the country park.

The provision of a 10 year management plan with structured programmes for improvements for the country park will assist this Council in the focusing and directing resources where they are needed, manage resident expectation with regard to future provision and improvements, and also ensure that value for money is obtained with the works undertaken. It will further, provide a plan for seeking appropriate funding, grants, and planning development contributions.

An important keystone of the any management plan is to develop a vision for the site that is ambitious but also reflective of stakeholders and local residents. This initial stage will require consultation with park users, members, and key stakeholders such as the Forestry Commission, Active Essex and Natural England.

A further report will be brought back to the committee setting out progress on the development of the management plan and seeking approval of the vision statement.

#### **4.0 FINANCIAL IMPLICATIONS**

**Name & Title: Tim Willis, Director – Resources & Section 151 Officer**  
**Tel & Email : 01277 312500 / [tim.willis@brentwood.rochford.gov.uk](mailto:tim.willis@brentwood.rochford.gov.uk)**

The cost of the consultation and development of the vision for the country park would be met within existing budgets.

#### **5.0 LEGAL IMPLICATIONS**

**Name & Title: Claire Mayhew, Joint Acting Up Director People & Governance & Monitoring Officer**  
**Tel & Email 01277 312500 / [claire.mayhew@brentwood.rochford.gov.uk](mailto:claire.mayhew@brentwood.rochford.gov.uk)**

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

#### **6.0 RESOURCE IMPLICATIONS: STAFFING, ICT AND ASSETS**

6.1 Consultation will be undertaken within exiting staff resources.

#### **7.0 RELEVANT RISKS**

None.

#### **8.0 ENGAGEMENT/CONSULTATION**

Consultation will play an important part of the developing an appropriate vision, and will be appropriate to the specific stakeholder, consisting of meetings, workshops and on-site engagement.

#### **9.0 EQUALITY & HEALTH IMPLICATIONS**

**Name & Title: Kim Anderson, Corporate Manager - Communities, Leisure and Health**

**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.
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- c. Foster good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.

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The proposals in this report will not have a disproportionate adverse impact on anybody with a protected characteristic.

## **10.0 ENVIRONMENT AND CLIMATE IMPLICATIONS**

**Name & Title: Phil Drane, Director - Place**

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

None identified

### **REPORT AUTHOR:**

**Name: Marcus Hotten**

**Title: Director - Environment**

**Phone: 01277 312500**

**Email: Marcus.hotten@brentwood.rochford.gov.uk**

### **APPENDICES**

None

### **BACKGROUND PAPERS**

None

### **SUBJECT HISTORY (last 3 years)**

None

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**COMMITTEE TITLE: Clean & Green Committee**

**DATE: 11 September 2023**

<b>REPORT TITLE:</b>	Fly Tipping
<b>REPORT OF:</b>	Marcus Hotten, Director of Environment

## **REPORT SUMMARY**

The Keep Britain Tidy offer of support to deliver Better Street Programme would cost approximately £25,000. There is concern that the programme is better suited to urban/city environments and would not be as effective in rural locations. However, it may prove useful for addressing fly-tipping in flatted schemes, which is currently an under recorded problem.

Given the significant cost of the scheme, it is proposed that an initial inception meeting is held with Keep Britain Tidy to scope out the capacity of the Council to deliver the majority of the programme without assistance. This project plan would be brought back to the Committee for consideration.

## **RECOMMENDATIONS**

**Members are asked to:**

- R1. <sup>OBJ:</sup>To arrange an inception meeting with Keep Britain Tidy offer of support, to scope the specific needs of the Council.**
- R2. To present a costed project plan based on the deliverables of the Better Street programme to the Clean & Green Committee for consideration.**

## **SUPPORTING INFORMATION**

### **1.0 REASONS FOR RECOMMENDATIONS**

- 1.1 To ensure value for money is fully considered before committing to the Better Streets Programme.
- 1.2 To provide costed project plan against which certainty of delivery can be assessed.
- 1.3 To help address fly-tipping within the Borough, particularly in the urban areas and flatted schemes.

### **2.0 BACKGROUND INFORMATION**

- 2.1 Keep Britain Tidy is an independent charity with years of experience in gathering insights into tackling litter and waste issues. Over the past years,

they have conducted extensive research into why people fly-tip and brought this insight into a publication: Beyond the Tipping Point: Insights to Tackle Householder Fly-Tipping.

- 2.2 In 2019, Keep Britain Tidy embarked on the award-winning Better Streets programme, in partnership with Newham Council to tackle the fly-tipping that was blighting their borough and cost significant cost to address.
- 2.3 Keep Britain Tidy offer a package of support to Local Authorities based around the two most successful of the behavioural interventions identified from their previous research: the CSI Tape intervention; and the Social Impact Stencil intervention.
- 2.4 The CSI Tape intervention involved leaving fly-tips in situ for a defined period, wrapped in CSI tape with a sticker highlighting investigation/enforcement activity. This was accompanied by communication with residents and businesses about the correct disposal of waste. Research into fly-tipping behaviour revealed that there is an expectation that fly-tips will be collected quickly and without repercussion. In response, the CSI Tape intervention implement a feedback loop to break this expectation, by highlighting investigation and enforcement activity on street.
- 2.5 The Social Impact Stencil response, highlights social and financial impacts of fly-tipping to residents through chalk paint stencil messages left behind where fly-tips had been cleared. This is again accompanied by communication with residents and businesses about the correct disposal of waste. Research into fly-tipping behaviour revealed that people perceive fly-tipping as low-impact, the use of stencils and messaging aims to alter this perception.
- 2.6 The cost of the package can be tailored and reduced if required, the package currently set out, covers the following areas of managing the project. As part of the package of support to implement the CSI Tape and Social Impact Stencil Interventions to tackle fly-tipping, Keep Britain Tidy will provide:
  - Inception meeting
  - Managerial staff workshop - Deliver a workshop for key managerial staff in person
  - Communications support - workshop with communications staff to design two A5 double sided leaflets for residents and businesses in the hotspot areas Up to 5,000 households with leaflets delivered spread across the 10-12 hotspots Up to 1,000 businesses with leaflets delivered
  - Site selection support - Support decision-making around the selection of 10-12 suitable fly-tipping hotspots
  - Elected member's support
  - Operational staff workshop x 2 before baseline period- motivate and empower and create buy-in work through the practical considerations of delivering the CSI Tape and Social Impact Stencil interventions.

- Operational staff practice session x 2 before intervention period
  - Monitoring and evaluation - door-to-door surveys with 300 residents across the 10-12 fly-tipping hotspots
  - Reporting and close out meeting
  - General support/quality assurance
- 2.7 Officers have raised concerns that the KBT intervention examples are all from inner city/ urban areas. The use of the chalk stencils on pavements would not be applicable in rural areas, paradoxically, where the majority of the fly tip offences are perceived to occur in the Brentwood Borough.
- 2.8 The use of targeting residents from surrounding hotspots may not be appropriate, again for the rural areas, where it is suspected that a significant proportion of the fly tip offences are from businesses/ groups outside of Brentwood Borough.
- 2.9 However, in all probability, fly-tipping in urban areas, particularly in flatted schemes and commercial/industrial areas is currently under recorded. This is due to landlords/landowners having to make provision to remove these fly tips, rather than report to the Council to remove. An example that is particularly relevant, is the use of the Council's bulky waste collection service to remove unwanted items from the Council's own flatted schemes. These would not be reported or recorded as fly-tipping, but still does have a significant impact on the housing and operational services.
- 2.10 Therefore, the service that KBT offers may still be relevant, albeit not addressing the original concerns of reducing fly tips in the rural areas such as Navestock.
- 2.11 The cost of the recommended package by KBT based on the deliverables as set out in the attached proposal is £25,096 excluding VAT, dropping to £24,330 excluding VAT for Keep Britain Tidy Network members.
- 2.12 The reduced costs assumes that the local authority is already or becomes a member of the Keep Britain Tidy Network at Essential level or higher (which normally costs £995 excluding VAT). Offers on a higher level of membership may also be offered alongside this package.
- 2.13 The total cost of the package is not insignificant, and given the concerns raised by Officers above, it is recommended that the Council only commits to an inception meeting, at a cost of £363, to specifically identify where KBT does offers value for money, and where the Council is better placed to deliver, and is already is able to commit resource and capacity to take forward the project.

### **3.0 RESOURCE IMPLICATIONS: STAFFING, ICT AND ASSETS**

- 3.1 None identified.

#### **4.0 RELEVANT RISKS**

4.1 None, the report is currently, effectively setting out the scope of the proposed project.

#### **5.0 ENGAGEMENT/CONSULTATION**

5.1 No engagement is to be considered at this time.

#### **6.0 EQUALITY & HEALTH IMPLICATIONS**

6.1 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.
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6.3 The proposals in this report will not have a disproportionate adverse impact on anybody with a protected characteristic.

#### **7.0 FINANCIAL IMPLICATIONS**

**Name & Title: Tim Willis, Director – Resources & Section 151 Officer**

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

7.1 The cost of the inception meeting would be met within existing budgets. A further budget may well have cost implications and will be addressed at that stage.

#### **8.0 LEGAL IMPLICATIONS**

**Name & Title: Claire Mayhew, Joint Acting Up Director People & Governance & Monitoring Officer**

**Tel & Email 01277 312500 / [claire.mayhew@brentwood.rochford.gov.uk](mailto:claire.mayhew@brentwood.rochford.gov.uk)**

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

#### **9.0 EQUALITY AND HEALTH IMPLICATIONS**



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

The Public Sector Equality 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).

There are no identified adverse impacts in relation to this report for those with protected characteristics

## **10. ECONOMIC IMPLICATIONS**

**Name & Title: Phil Drane, Director - Place**  
**Tel & Email 01277 312500 / phil.drane@brentwood.rochford.gov.uk**

10.1 None identified

**REPORT AUTHOR:**                   **Name:** [OBJ] Marcus Hotten  
   **Title:** [OBJ] Director - Environment  
   **Phone:** 01277 312500  
   **Email:** Marcus.hotten@brentwood.rochford.gov.uk

## **APPENDICES**

Appendix A - Brentwood & Rochford Fly-tipping Interventions Support 2023-24 Proposal

## **BACKGROUND PAPERS**

None

**SUBJECT HISTORY (last 3 years)**

None

# PROPOSAL

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**Brentwood & Rochford Fly-Tipping Interventions  
Support Package 2023-24**

August 2023

Keep Britain Tidy is an independent environmental charity with three goals – to eliminate litter, improve local places and prevent waste.

We understand that we cannot reach our goals by working alone, so we work with businesses, schools, communities, individuals, government - local and national – and other charities and voluntary organisations.

We know that if people care for the environment on their own doorstep – the local park, the street in which they live, the river that runs through their area – then the environment, the community and the individual will all benefit. How can we expect people to understand and care about global environmental issues if they don't understand the importance of, or care about, their own local environment?

Keep Britain Tidy is a charity with a wealth of experience and expertise. We have been working and campaigning to eliminate litter, improve local places and prevent waste for many years. We want to share that experience and expertise with others, supporting businesses, communities, schools and government.

We fund our work by offering services and expertise to those who can benefit from them, by delivering accreditation schemes for parks, beaches, schools and public spaces and by developing relationships with partners in the corporate sector to support our research and campaign activities.

# ABOUT KEEP BRITAIN TIDY.

# PROPOSAL RELEASE SHEET

Date: 3 August 2023

Written by: Dr. Anna Scott (MCIWM), Director of Services

Quality checked by: Farhana Aktar, Project Manager

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London E2 9DA

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# 1 BACKGROUND

Keep Britain Tidy is an environmental charity which aims to eradicate litter and reduce waste, improve the quality of public space and help people live more sustainably.

We develop and deliver high quality research, innovation and evidence-based services – to local authorities, government, and businesses – which contribute significantly to Keep Britain Tidy’s charitable aims.

In 2015, Keep Britain Tidy launched the Centre for Social Innovation, becoming the only UK charity to take a systematic approach to applying behavioural insights to tackle litter and waste issues. The Centre focuses on understanding the root causes of these issues through high-quality behavioural insights research and uses this together with behavioural science to design and pilot behavioural interventions. We work together with private, public and third sector organisations, local authorities’ managerial and operational staff as well as communities, to design interventions which are cost-effective, measurable and practical to deliver. In this way, we ensure that the interventions we develop are scalable. To date, over 290 local authorities and other organisations have implemented one or more of our tested interventions.

Our services for local authorities also include the Keep Britain Tidy Network which brings organisations together with a common purpose to make places better. We do this by sharing expertise through learning events, legal updates, online resources and training, along with celebrating and promoting success through the Network annual conference and awards.

In 2019-20, Keep Britain Tidy’s Centre for Social Innovation developed and robustly tested a series of interventions to tackle fly-tipping in partnership with the London Borough of Newham under the Better Streets programme. These were based on the latest behavioural insights from our research into domestic fly-tipping and previous pilots. The Better Streets programme was shortlisted for the Best Community and Neighbourhood Initiative at the APSE Annual Service Awards 2021, and in the Environmental Behaviour Change at the Global Good Awards 2022. The programme also won the Local Government Chronicle Award 2021 for Environmental Services. The judges said:

*“Impactful and innovative solution to tackling a significant environmental problem. Showing much creativity in the approach, developed with strong and ongoing relationships with the community.”*



Two interventions produced a substantial reduction in the number of fly-tipping incidents:

## Crime Scene Investigation (CSI) Tape intervention

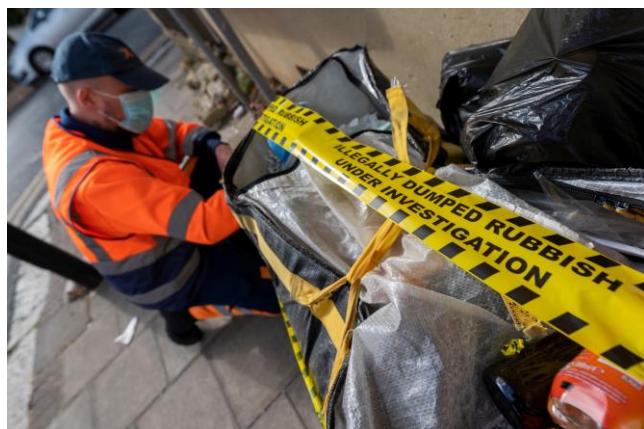


Photo credit: Newham Council

Keep Britain Tidy research into fly-tipping behaviour revealed that there is an expectation that fly-tips will be collected quickly and without repercussion. In response, we implemented a feedback loop to break this expectation, highlighting investigation and enforcement activity on street. The CSI Tape intervention involved leaving fly-tips in situ for a defined period of time, wrapped in CSI tape with a sticker highlighting investigation/enforcement activity. This was accompanied by communication with local residents and businesses about the correct disposal of waste.

The CSI Tape intervention produced the following results:

- A 73% reduction in the number of fly-tipping incidents at one fly-tipping hotspot (busy main road) between the baseline period and intervention period (the average number of fly-tips per week dropped from 14.8 to 4.0). Furthermore, the number of fly-tipping incidents reduced by 30% between the baseline period and post-intervention period (the average number of fly-tips per week dropped from 14.8 to 10.3).
- A 55% reduction in the number of fly-tipping incidents at another fly-tipping hotspot (residential street) between the baseline period and intervention period (the average number of fly-tips per week dropped from 3.3 to 1.5). Furthermore, the number of fly-tipping incidents reduced by 70% between the baseline period and post-intervention period (the average number of fly-tips per week dropped from 3.3 to 1.0).
- There was no evidence that fly-tipping was displaced to adjacent streets.
- 50% of residents in the hotspot areas agreed that the CSI Tape intervention showed that Newham Council was working to tackle fly-tipping.

### Social Impact Stencils intervention



Photo credit: Newham Council

Keep Britain Tidy research into fly-tipping behaviour revealed that people perceive fly-tipping as low-impact. In response, we highlighted and social and financial impacts of fly-tipping to residents through chalk paint stencil messages left behind where fly-tips had been cleared. This was accompanied by communication with local residents and businesses about the correct disposal of waste.

The Social Impact Stencils intervention produced the following results:

- A 67% reduction in the average number of fly-tipping incidents across a set of four hotspot roads between the baseline period and intervention period (the average number of fly-tips per week dropped from 30.2 to 10.1). Furthermore, the average number of fly-tipping incidents reduced by 63% between the baseline period and post-intervention period (the average number of fly-tips per week dropped from 30.2 to 11.2).
- There was no evidence that fly-tipping was displaced to adjacent streets.
- 58% of residents in the hotspot roads agreed that the Social Impact Stencil intervention showed that Newham Council was working to tackle fly-tipping.
- Looking at longer term trends, the average number of fly-tipping incidents across a set of four hotspot roads was 32% lower than the baseline period in the first year post intervention (2020, a year when fly-tipping increased in general) and 30% lower than the baseline period in the second year post intervention.

Newham Council has scaled the CSI Tape and Social Impact Stencils interventions and targets fly-tipping hotspots on a rolling basis. Fly-tipping has dropped at 66% of sites, dropping by an average of 42% at those sites.

In 2022-23, Keep Britain Tidy began scaling the CSI Tape and Social Impact Stencil Interventions by offering support to five local authorities wanting to implement the interventions as part of their work to tackle fly-tipping, including Lancaster, Milton Keynes,

Birmingham, Derby and Liverpool. In 2023-24 we have capacity to support a further six local authorities who want to implement the interventions as part of their work to tackle fly-tipping. Priority will be given to local authorities who are Keep Britain Tidy Network members. The package of support is bespoke, and is designed to help the local authority plan and execute these interventions efficiently and to maximum effect, then using the expertise and skills gained to run the interventions without the need for ongoing support.

## 2 DELIVERABLES

As part of the package of support to implement the CSI Tape and Social Impact Stencil Interventions to tackle fly-tipping, Keep Britain Tidy will:

- Hold an inception meeting with the local authority remotely to map an outline timeline for the project, schedule the first workshop of the process and identify key attendees.
- Deliver a workshop (up to 3 hours) for key managerial staff in person with three objectives:
  - To better understand fly-tipping behaviour
  - To have a clear understanding of the CSI Tape and Social Impact Stencil interventions and what they can achieve
  - To work through the practical considerations of delivering the CSI Tape and Social Impact Stencil interventions effectively in the local authority.

The workshop should be attended by managerial staff responsible for fly-tipping clearance, enforcement activity, the provision and analysis of fly-tipping incident data, and communications. Elected members can also be accommodated if desired.

- Produce a project plan for implementation of the interventions which formalises the timing of key decisions and the decision-makers.
- Support decision-making around the selection of 10-12 suitable fly-tipping hotspots (streets or sections of streets) to be targeted by the interventions (typically half targeted with each intervention) including the identification of displacement streets (adjoining streets where incidents of fly-tipping could be a result of the intervention taking place nearby and fly-tippers avoiding the target area). The identification of control streets is also desirable to allow wider trend in fly-tipping to be seen – control streets are streets in the ward or wider area where no intervention takes place and are not considered to be displacement streets. The 10-12 fly-tipping hotspots and associated displacement streets should be cleared of fly-tipping by no more than two operational teams to limit the number of staff responsible for the successful delivery of the interventions.
- Hold a workshop with communications staff to design two A5 double sided leaflets for residents and businesses in the hotspot areas about how to dispose of waste responsibly, including original professional photography and using behavioural insights from Keep Britain Tidy’s research into fly-tipping behaviour. The leaflets can be cobranded as the local authority and Keep Britain Tidy using the wording *“This leaflet has been produced in partnership with Keep Britain Tidy”*. Note that these leaflets are instructional with the design based on an existing Keep Britain Tidy template, and are not designed to raise awareness of the interventions.
- Arrange the print and delivery of 170gsm leaflets in radii around the 10-12 fly-tipping hotspots at the start of the intervention period using a third party distribution company:
  - Up to 5,000 households with leaflets delivered without envelopes by Royal Mail second class post. The cost assume that the 5,000 properties spread across the 10-12 hotspots are close enough to be within the third party distribution company’s minimum order of 5,000 households within one area.
  - Up to 1,000 businesses with leaflets delivered in envelopes by Royal Mail second class post.

Alternatively, the local authority can take on responsibility for the distribution of the leaflets at the start of the intervention period or a reduced cost.

- Provide the materials needed for the interventions in addition to the communications leaflets above – tape, stickers and marker pens for the CSI Tape intervention, and stencils and chalk paint spray for the Social Impact Stencils intervention.
- Provide briefing documents for the communications team and elected members with answers to questions which may likely be asked by residents and the media. A briefing meeting for elected members can be held remotely if desired for an additional cost.
- Support the development and implementation of a monitoring framework to evaluate outcomes both in terms of fly-tipping incidents (including hotspots and displacement streets, and potentially also control streets/areas) and resident perceptions:
  - Establish what constitutes fly-tipping for the purposes of the intervention. We recommend that this includes bags of waste on streets as well as bulky items.
  - Establish the length and timing of the baseline period, intervention period, and post-intervention period. We



recommend that each is typically a four week period, but this can be adapted.

- Develop a practical approach to recording the number of fly-tips at both target streets and displacement streets on a weekly basis. This system should involve operational staff logging any fly-tips cleared in the hotspots and displacement areas in the baseline, intervention and post-intervention periods, whether they have already been reported to the local authority or not. Our preference is to work with local authorities who already have an established system in place. However, we can work with local authorities without such a system to put one in place for the purposes of the intervention. Through experience we know that this needs to be a simple system to avoid overburdening operational staff and we therefore suggest using the Keep Britain Tidy Litter App (which requires Keep Britain Tidy Network membership). The local authority will be responsible for the provision of mobile devices to operational staff.
- Conduct on street/door-to-door surveys with 300 residents across the 10-12 fly-tipping hotspots following the intervention period to establish perceptions in relation to the intervention – aspects including their perception of fly-tipping as a problem, their understanding of what constitutes fly-tipping, whether or not they have seen the intervention and what they think its purpose is.
- Prior to the baseline period, deliver a workshop (up to 2 hours) for operational staff in person to motivate and empower them to record fly-tips at hotspots and displacement areas during the baseline, intervention and post-intervention periods (according to the agreed definition of what a fly-tip is), and deliver the CSI Tape and Social Impact Stencil interventions effectively. The workshop will take a similar form to the workshop for managerial staff with the same three objectives. While the practical considerations of delivering the interventions will have been agreed during and following the workshop with management staff, there is scope for some final refinement during the workshop with operational staff using their local knowledge – important to create their buy in.
- Prior to the intervention period, deliver an on-the-ground session (up to 1 hour) with operational staff in person to demonstrate/practice how to deliver the CSI Tape and Social Impact Stencil interventions effectively. This is important for operational staff to feel supported throughout the process. This activity will involve original professional photography to provide a gallery of images for the local authority to use after the project has concluded.
- Support the local authority to collate and analyse the number of fly-tips at hotspots and displacement areas during the baseline, intervention and post-intervention periods. This will include requiring the local authority to do a dry run of fly-tipping incident data retrieval during the hotspot selection process, and providing data at the end of the baseline, intervention and post periods.
- Analyse resident responses to the perceptions survey by intervention.
- Conduct interviews with key managerial and operational staff (remotely) to gather their feedback on how the interventions and the implementation process have worked to inform future delivery.
- Produce a final written report for the local authority presenting the results of the interventions and recommendations for future implementation, including an executive summary. This will be accompanied by a simple one page version for operational staff to be shared by managerial staff.
- Hold a close out meeting with key managerial staff in person to discuss the final report and next steps. A debrief meeting for operational staff can be held remotely if desired for an additional cost.
- Supply the local authority with all presentations, documents and design files used in the project, along with all original professional photography and supplier details for the intervention materials. If the communication leaflets are cobranded using the wording “*This leaflet has been produced in partnership with Keep Britain Tidy*”, then the local authority can continue to use them as per the agreed design. Any future changes to the design will need to be approved by Keep Britain Tidy and we reserve the right to remove the cobranding.
- Provide general support to the local authority throughout the project through a dedicated Project Manager with quality assurance from the Projects Delivery Manager and Director of Services.

### 3 PRICE

The support package is bespoke and customisable to a local authority’s needs. The cost of our recommended package based on the above deliverables is **£25,096 excluding VAT**, dropping to **£24,330 excluding VAT** for Keep Britain Tidy Network members (a saving of £766 generated through a 5% reduction on management costs). The reduced costs assumes that the local authority is already or becomes a member of the Keep Britain Tidy Network at Essential level or higher (which normally costs £995 excluding VAT). Offers on a higher level of membership may also be offered alongside this package. The benefits offered at each level of Network membership are outlined [here](#). All Network membership costs are for 12 months starting from the receipt of a purchase order.

The cost breaks down as follows (all costs excluding VAT):

ACTIVITY	MANAGEMENT COSTS		DIRECT COSTS	TOTAL COSTS	
	WITHOUT DISCOUNT	WITH 5% DISCOUNT		WITHOUT DISCOUNT	WITH DISCOUNT
Inception meeting	£363	£344		£363	£344
Managerial staff workshop	£1,050	£997	£225	£1,275	£1,223
Communications support	£3,300	£3,135	£3,883	£7,183	£7,018
Site selection support	£600	£570		£600	£570
Elected members support	£150	£143		£150	£143
Operational staff workshop x 2 before baseline period	£750	£713	£485	£1,235	£1,198
Operational staff practice session x 2 before intervention period	£900	£855	£750	£1,650	£1,605
Monitoring and evaluation	£4,025	£3,824	£4,440	£8,465	£8,264
Reporting and close out meeting	£2,738	£2,601		£2,738	£2,601
General support/quality assurance	£1,438	£1,366		£1,438	£1,366
<b>TOTAL COST</b>	<b>£15,313</b>	<b>£14,547</b>	<b>£9,783</b>	<b>£25,096</b>	<b>£24,330</b>

The additional cost of delivering a briefing session for elected members held remotely is **£300 excluding VAT**, dropping to **£285 excluding VAT** for Keep Britain Tidy Network members.

The additional cost of delivering a debrief session for operational staff per area team is **£150.00 excluding VAT**, dropping to **£143 excluding VAT** for Keep Britain Tidy Network members.

This quote is valid for 12 weeks from the date of issue.

# 4 TIMELINE

Our suggested timeline is shown below which allows for the project to run over a minimum period of five months. This allows for a minimum period of seven weeks for set up to allow for delivery of the inception meeting, managerial staff workshop, communications support, site selection support, elected members support, development of the monitoring and evaluation framework, and the operational staff workshops which take place just before the baseline monitoring period. We have allowed the baseline period, intervention period and post-intervention period all at the recommended duration of four weeks. The operational staff practice sessions take place just before the intervention period. We have also allowed for a three week period to produce the final report and hold the close out meeting.

WEEK	SET UP	BASELINE PERIOD	INTERVENTION PERIOD	POST-INTERVENTION PERIOD	REPORTING	
1	[Shaded]					
2						
3						
4						
5						
6						
7						
8		[Shaded]				
9						
10						
11						
12			[Shaded]			
13						
14						
15						
16				[Shaded]		
17						
18						
19						
20					[Shaded]	
21						
22						



# KEEP BRITAIN TIDY.

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**COMMITTEE TITLE: Clean & Green Committee**

**DATE: 11 September 2023**

<b>REPORT TITLE:</b>	Public Conveniences
<b>REPORT OF:</b>	Marcus Hotten, Director of Environment

## **REPORT SUMMARY**

The public toilets in Brentwood Highstreet have recently experienced high levels of vandalism and anti-social behaviour. Initial scoping for the modernising of the facilities to reduce risk of vandalism suggests that it would not be financially feasible to undertake, with the installation of new smaller facilities or conversion of the Changing Places facility being presented as the only feasible options. It has not been established what the footfall of the toilets currently is, therefore, it is proposed that they are re-opened, and monitoring is undertaken to determine the size of facility that the public require.

## **RECOMMENDATIONS**

**Members are asked to:**

- R1. To approve the necessary repairs to the existing toilet facility and reopen to the public.**
- R2. To approve installation of counters to monitor use, and report back to Committee, seeking final decision on the future of the toilets.**

## **SUPPORTING INFORMATION**

### **1.0 REASONS FOR RECOMMENDATIONS**

- 1.1 To establish existing use of the public toilets before arriving at an any final decision, so as to gauge impact of any potential closure or alteration.

### **2.0 BACKGROUND INFORMATION**

- 2.1 The current public conveniences located at Brentwood Highstreet, consist of male toilets (4 urinals & two toilets); and female toilets (4 toilets (one with baby changing facilities). There is also an additional Changing Places unit that benefits from level access to the pavement, whereas the remaining facilities are below pavement level and accessed via steps down to the toilet

lobby. The Changing Places, and the general public toilets can view broadly as two separate but interlinked buildings.

- 2.2 The toilets have as previously reported experienced persistent vandalism and anti-social behaviour, with the current below ground layout and large lobby space thought to significantly contribute to the issue, due the toilets remaining obscured from the adjacent public pavement.
- 2.3 In discussion with contractors regarding the feasibility of modernising the facilities, it was recommended that the Council does not proceed with attempting to invest significantly in the existing facility. Essentially any modern facility would usually be designed so as to be accessible at street level, with cubicles directly opening onto the street (an example can be seen in Appendix 1). To redesign the existing block it would require, its demolition, and essentially a rebuild brought up to street level.
- 2.3 The alternative suggested design options are as follows:
- To leave the changing rooms facilities as they are, closing the general toilets, and providing a new purpose-built modular toilet at street level upon the pavement near-by. This would be at an estimated cost of £110,000 (for a single cubicle), a typical example can be seen in Appendix 2.
  - To repurpose the changing places facility to provide a new general toilet facility, at an estimated cost of £65,000, with signposting for alternative changing places facility given at the Brentwood Town Hall. This option would also allow the existing toilet block to be repurposed or closed.
- 2.4 At present the demand and use of the existing toilet facility has not been established, therefore, although it is believed to be low, cannot be predicted with certainty. Any future design that potentially reduces the facilities, or results in the closure of facilities would require consideration to be given to current footfall and could potentially draw criticism from residents if this cannot be demonstrated.
- 2.5 It is proposed that the necessary repairs to the existing toilet facility, at an approximate cost of £15,000, are undertaken to facilitate the re-opening and use of the toilets. That counters are installed to establish regularity of use. That the level of use is reported back to committee, with a view to using the information to finalise a decision on the future of the toilets.
- 2.6 A dedicated cleaning contract will be arranged for the monitoring period to ensure that the toilets are maintained to an acceptable standard so as to capture typical footfall whilst monitoring.

### **3.0 FINANCIAL IMPLICATIONS**

**Name & Title: Tim Willis, Director – Resources & Section 151 Officer**  
**Tel & Email : 01277 312500 / [tim.willis@brentwood.rochford.gov.uk](mailto:tim.willis@brentwood.rochford.gov.uk)**

The expenditure of £15,000 reflected in the decision to reopen the existing toilets is within existing budgets. A further report may well have cost implications and will be addressed at that stage.

#### **4.0 LEGAL IMPLICATIONS**

**Name & Title: Claire Mayhew, Joint Acting Up Director People & Governance & Monitoring Officer**

**Tel & Email 01277 312500 / [claire.mayhew@brentwood.rochford.gov.uk](mailto:claire.mayhew@brentwood.rochford.gov.uk)**

The Public Health Act 1936 gives Local Authorities the discretion to provide public toilets, but it imposes no statutory duty to do so.

#### **5.0 RESOURCE IMPLICATIONS: STAFFING, ICT AND ASSETS**

5.1 None Identified.

#### **6.0 RELEVANT RISKS**

6.1 That the reopening of the toilets raises public expectations that they will remain open and in place for the foreseeable future.

#### **7.0 ENGAGEMENT/CONSULTATION**

7.1 Consultation with relevant stakeholders will be considered once the business case for the different options has been finalised.

#### **8.0 EQUALITY & HEALTH IMPLICATIONS**

**Name & Title: Kim Anderson, Corporate Manager - Communities, Leisure and Health**

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

8.1 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.

8.2 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).

8.3 The proposals in this report will not have a disproportionate adverse impact on anybody with a protected characteristic.

## 10. ECONOMIC IMPLICATIONS

**Name & Title: Phil Drane, Director - Place**

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

10.1 None identified

### REPORT AUTHOR:

**Name:** [OBJ] Marcus Hotten

**Title:** [OBJ] Director - Environment

**Phone:** 01277 312500

**Email:** Marcus.hotten@brentwood.rochford.gov.uk

### APPENDICES

Appendix A – Danfo Toilets, Plymouth

Appendix B – Single Cubicle Toilet, Oxford

### BACKGROUND PAPERS

None

### SUBJECT HISTORY (last 3 years)

None



## Appendix A – Danfo Toilets, Plymouth



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Appendix B -



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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.

## **Green and Clean Committee**

The functions within the remit of the Green and Clean Committee are set out below:

1. Waste management, refuse collection and recycling
2. Environmental improvement schemes
3. The quality of the public realm, including street services and grounds maintenance
4. Highway matters that are the responsibility of the Borough Council (including highway closures under the Town Police Clauses Act 1847) and drainage
5. Public conveniences
6. Cemeteries and closed churchyards
7. Environmental Health
8. Environmental nuisance and pollution controls
9. Other miscellaneous powers enforced by Environmental Health
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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