



# Agenda

## **Clean & Green Committee**

Monday, 11 December 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**

<b>Item</b>	<b>Item</b>	<b>Wards(s) Affected</b>	<b>Page No</b>
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### **Live broadcast**

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

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|-----------|---|--|----------------|
| <b>1.</b> | <b>Apologies for absence</b>  |  |                |
| <b>2.</b> | <b>Minutes of the previous meeting</b>  |  | <b>5 - 12</b>  |
| <b>3.</b> | <b>Chairs update</b>  |  | <b>13 - 20</b> |
| <b>4.</b> | <b>Hole Farm Community Woodland Update</b><br>A presentation will be given by Lower Thames Crossing officers. |  | <b>21 - 30</b> |
| <b>5.</b> | <b>Fees &amp; Charges</b>   |  | <b>31 - 52</b> |

- |           |  |                |
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| <b>6.</b> | <b>Tree Strategy</b>   | <b>53 - 70</b> |
| <b>7.</b> | <b>Financial Appraisal for BBC Net Zero Carbon 2030 Target</b> | <b>71 - 78</b> |
| <b>8.</b> | <b>Fly Tipping</b>   | <b>79 - 84</b> |
| <b>9.</b> | <b>Urgent business</b>   |                |



Jonathan Stephenson  
Chief Executive

Town Hall  
Brentwood, Essex  
01.12.2023

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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**

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

 **Evacuation Procedures**

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



## Minutes

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### Clean & Green Committee Monday, 11th September, 2023

#### Attendance

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

#### Apologies

Cllr Wiles

#### Substitute Present

Cllr Pound

#### Also Present

Cllr White

#### Officers Present

Adam Aldridge	- Corporate Manager - Green Spaces
Kim Anderson	- Corporate Manager Communities, Leisure & Health
Zoey Foakes	- Governance & Member Support Officer
Marcus Hotten	- Director - Environment
Tracey Lilley	- Director - Communities & Health
Jonathan Woodhams	- Corporate Manager, Community Safety

#### LIVE BROADCAST

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

#### 130. Apologies for absence

Apologies were received from Cllr Wiles with Cllr Pound substituting.

### **131. Minutes of the previous meeting**

The minutes of the Clean & Green Committee held on the 26<sup>th</sup> June 2023 were **APPROVED** as a true record.

### **132. Chairs Update**

The report began on page 9 of the agenda and highlighted the work the teams have done.

Kim Anderson gave a verbal update regarding an update on the Footways, Cycleways & Bridleways Task & Finish Group who met on 8<sup>th</sup> September 2023. The group discussed terms of reference; how to improve and open up country parks for better use for residents, cyclists and walkers. Key actions from the meeting were:

- Provide an update from the public consultation of the Local Walking and Cycling Infrastructure Plan (LCWIP)
- Review of the current cycle parking in Brentwood, Shenfield and Ingatestone & KGPF
- Footway development - ward members to identify well known cut throughs on COUNCIL land that could be developed as future footpaths
- Key contact list at ECC

Jonathan Woodhams updated the Committee on the successful applications for Brentwood for Project Minerva and Safer Streets funding. Brentwood Borough Council were successful in obtaining all that was applied for which in total is in excess of £200,000. The brief details are:

#### **Project Minerva:**

- Extra CCTV in Shenfield and near Coptfold car park for Brentwood
- Best Bar None in our licensed premises – Scheme to train, assess and accredit annually our licensed venues to adhere to appropriate behaviours and trading standards, to train venue staff on anti-spiking, conflict management, drugs, crowd management etc and for venues to be responsible for public area outside premises.

#### **Safer Streets:**

- 4 x Extra solar powered CCTV masts and cameras for fly tipping enforcement for Brentwood
- 20 Battery operated re-deployable temporary cameras for fast time response for Brentwood
- £20k towards a new community trailer for Brentwood
- 4 more public space cameras for Brentwood
- Border posts for Hawksmoor Green to prevent motor vehicle ASB
- Anti bleed kits in every licensed premises in Brentwood and 20 kits for police response cars.
- Taxi Marshalls for Brentwood High St at peak times of the year

- Women's Safety Charter for Brentwood, engaging with businesses, educational institutions and licensed premises to raise awareness, produce women's safety pledge, accompanying marketing and promotion and bespoke videos for both boroughs.
- Safer Together, Women's Safety Legacy for Brentwood working with all secondary schools with theatre company conducting interactive outreach sessions with pupils about women's safety. Also engaging and working with night time economy on women's safety and attitudes including interactive quiz. Working with communities in both boroughs producing a gala evening and public show in both boroughs.

The Chair and Committee thanked Jonathan Woodhams for his hard work to obtain the successful funding and appreciates the work that went into this.

### **133. Brentwood in Bloom**

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.

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

**Members were requested to:**

**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.**

#### Reason for Recommendation

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.

### **134. Allotments**

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 of the report) 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.

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: 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.**

Reason for Recommendation

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.

*(Cllr Russell declared a non-pecuniary interest that he is an allotment holder.)*

### **135. Re-Wilding**

The report provided options for sites bought forward by Clean and Green Committee for the trial of "rewilding" areas of parks and verges.

Cllr Aspinell removed R1 from the recommendations (**R1 - To agree the trial sites detailed below for rewilding and the changes in management for these areas during the trial period**) and it was agreed that this would come back to a later committee.

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

**Members were requested to:**



~~**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.**

Reasons for Recommendation

Officers have reviewed the sites brought to the committee by its members and have assessed the suitability of each site.

The below information sets out what is achievable at minimal cost with little impact on resource for the Green Spaces operational teams.

**136. Hutton Country Park Management Plan**

The report sought 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.

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

Members were requested to:

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

Reason for Recommendation

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

**137. Fly Tipping**

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.

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 agreed:**

**R1. 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.**

Reasons for Recommendation

To ensure value for money is fully considered before committing to the Better Streets Programme.

To provide costed project plan against which certainty of delivery can be assessed.

To help address fly-tipping within the Borough, particularly in the urban areas and flatted schemes.

**138. Public Conveniences**

The public toilets in Brentwood Highstreet had 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.

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

**Members agreed:**

**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.**

### Reason for Recommendation

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.

#### **139. Climate Emergency Working Group**

The report set out a summary of the Climate Emergency Working Group meeting, agreeing to its scope and frequency of meetings. The main aim of the group will be to keep on track the progress of Environment Strategy action plan, with one exception, that the Council is now to achieve carbon net-zero by 2030, rather than 2040 as set out in the Strategy, reflecting the subsequent declaration of a Climate Emergency and the alteration of the net-zero target to 2030.

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

#### **140. Urgent business**

There were no items of urgent business to discuss.

The meeting concluded at 8:40pm.

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**COMMITTEE TITLE: Clean & Green Committee**

**DATE: 11 December 2023**

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

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

### **Task & Finish Groups Updates**

The Chair of Clean & Green Committee initiated 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

### **Footways, Cycle Routes and bridleways Task & Finish Group**

Mapping has also started on pedestrian cut throughs which are not currently on the Essex Highways Public Footpaths of Way (PROW).

Essex County Council invited to the next meeting to provide an update on the Local Cycling and Walking Infrastructure Plan. A request has been made that there is a link up this group and with the Highways Panel.

A request has been made the Health Impact Assessment that are undertaken for large developments that they will also include access for pedestrians.

### **EV Chargers**

As members will be aware two sites have been agreed to commence with the installation of electric vehicle charging points [EV], these are Chatham Way Car Park and King George's Playing Fields.

Officers have, over recent weeks been progressing the schemes which will see the following installed at each location:

- Chatham Way Car Park – 4 fast charging bays and 4 rapid charging bays. Works are due to commence on 11<sup>th</sup> December and be completed by the 15<sup>th</sup> December, the car park will remain open to public use for the duration of the works.
- King George’s Playing Fields – 4 standard charge bays in car park adjacent to entrance from Ingrave Road and 6 rapid charging bays and 4 fast charging bays in the central car park. Works are due to commence on 13<sup>th</sup> December and be completed w.c. 18<sup>th</sup> December, the car parks will remain open for the duration of construction.

Both sites will then have a go live date in early January [exact date TBC], this is the earliest connection date on offer from the electricity provider for both locations.

Once installation is complete Officers will then begin to gather data around usage of these locations over a 6 month period to enable an informed decision to be made on the role out of EV charging bays in other locations around the Borough. Any decisions regarding this will be made with members involvement.

### **Allotments**

Members agreed at the 11 September Clean and Green Committee to delegate authority to the Director of environment together with the leader of the 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.

The membership secretary from Brentwood Horticultural Society provided the following information. The current management (all volunteers) took over 8 sites across the Borough in 2016/17. The total number of applications from 2017 until today is 760. 330 new plot holders have been installed between the 8 sites. 300 applicants who for a variety of reasons did not finally take on a plot.

There has been a fairly constant waiting list of 100 people which tend to reduce at the end of the year (October to beginning of November) as people give up their plots and then there is a continuous drip feed of new enquiries throughout the year.

There are cost implications in regard new sites such as topsoil importation to get the site ready for planting and then there is also the management of a new site with the volunteer management.

There may also be opportunities for commercial arrangements in relation to allotments on the Council’s Country parks.

### **High Street toilets**

Work has commenced on the refurbishment of the high street toilets, replacing items damaged by the fire and vandalism. It is anticipated that the work will be completed December 4<sup>th</sup>.

A new staff member has been recruited specifically for the cleaning of the toilets, and will be based on-site. A cleaning and inspection regime has been drawn in readiness for the re-opening.

### **Recycling (waste strategy)**

On the 26<sup>th</sup> June 2023 the Clean & Green Committee agreed to establish a working group to develop, with the assistance of a suitable consultant, a waste collection strategy for the Borough's residents.

The group met on the 6<sup>th</sup> December at which from consultants, Ricardo, presented different options for the waste collection service, seeking a steer on which options to take forward and model. These options, with estimated costs and recycling rates will be brought back to the Waste Strategy Working Group in the New Year.

### **Climate Emergency Working Group**

Members attended a meeting of the group on Thursday, November 9<sup>th</sup> to specifically discuss the Carbon Reduction Plan presented by Officers, and provide commentary on its content, presentation, and to formulate recommendations to be brought to the Clean and Green Committee. Officers consequently made necessary changes to the document to provide the clarification being sought by Members.

The report is to be presented as an agenda item at this Committee.

### **High Street Parking**

On Wednesday 27<sup>th</sup> September the Leader and officers met with representatives of the South Essex Parking Partnership (SEPP) who manage on street parking for the borough to further discuss the options for the parking issue in Brentwood High Street.

SEPP have since sent over camera specifications and requirements for the proposed red route in Brentwood high Street as well as the criteria detailed in the Traffic Management Act 2004.

Any camera enforcement solution must have a certificate issued by the Vehicles Certification Agency and the certification relates to the whole package of Camera.

SEPP are currently meeting with representatives from Transport for London, who issue large volumes of PCNs on red routes via camera enforcement and will be seeking further advice on companies who provide this service.

Brentwood CCTV service is also researching the cameras and viability of operating parking enforcement cameras.

The proposed red route would replace the existing yellow line restrictions with a red route which prevents anyone from stopping or loading and unloading on the red lines. There would need to be a period of consultation with the shops and businesses in the area to gauge their views before any final design of the scheme could be agreed by Brentwood.

Once a final scheme is agreed, the scheme can be presented to the Department of Transport for validation.

The red route could be installed in advance of any camera system and can be enforced by the Enforcements Officers in the first instance before a suitable camera system can be installed.

### **Community Safety Partnership**

On November 23rd we held a Community Safety Partnership (CSP) steering group with updates on legislation, partnership respective actions and our budget for the year. We have approx. £6,000 left in our CSP budget and partners will be forwarding initiatives that can be commissioned to address Community Safety issues using this budget.

Our 3 priorities with the respective issues to address are:

#### **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 priorities we have altered the structure of our CSP to have two overarching strategic meetings a year, 4 sub operational group meetings to meet regularly to report to the joint steering group on updates on our action plan to address these priorities.

We have a CSP operational group meeting booked for 14<sup>th</sup> December to oversee implementation of action plan.



## **Operation Dial -**

In Brentwood our ASB hot spot has been identified as 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 begun in Brentwood on 18<sup>th</sup> July with Community Safety conducting out of hours patrols twice a week and funding from PFCC agreed.

These out of hours patrols have continued with twice weekly patrols by Community Safety and regular late night police patrols. We have also been conducting community engagement via days of action at Railway Square. This has proven very effective and has shown a reduction in anti-social behaviour in the locale.

We have consulted with the Home Office and Police, Fire and Crime Commissioners Office detailing our feedback and results which has been well received as we continue to lead on this pilot.

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

The partnership has continued to deliver as many Community Safety engagement events across the borough and wider Essex where possible. Since January 2023, over 40 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

## **New Funding for Projects**

We are really pleased to let you know that we have been successful in our bid applications for Brentwood for Project Minerva and Safer Streets funding.

We were successful in obtaining funding for everything that we bid for which will total in excess of £200,000.

### **Project Minerva:**

- Extra CCTV in Shenfield and near Coptfold car park for Brentwood
- Best Bar None in our licensed venues.

### **Safer Streets:**

- Extra solar powered CCTV masts and cameras for fly tipping enforcement in Navestock and Warley.
- 20 Temporary deployable cameras for quick time deployment to hot spot areas for ASB, crime and environmental offences.
- £20,000 towards a new community trailer for Brentwood
- 4 more public space cameras for Brentwood including in Kings Rd and Ingatestone.
- Border posts for Hawksmoor Green to prevent motor vehicle ASB
- Anti bleed kits in every licensed premises in Brentwood and 20 kits for Brentwood police response cars.
- Taxi Marshalls for Brentwood at peak times of the year
- Women's Safety Charter for Brentwood, engaging with businesses, educational institutions and licensed premises to raise awareness, produce women's safety pledge, accompanying marketing and promotion and a bespoke videos for Brentwood.
- Safer Together, Women's Safety Legacy for both Brentwood working with all secondary schools with theatre company conducting interactive outreach sessions with pupils about women's safety. Also engaging and working with nighttime economy on women's safety and attitudes including interactive quiz. Working with communities in Brentwood producing a gala evening and public show in Brentwood.

Further detailed reports to follow on the above projects once research has been conducted and monies received from Police, Fire and Crime Commissioner's Office.

### **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 already 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.

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## CLEAN AND GREEN COMMITTEE

11 DECEMBER 2023

<b>REPORT TITLE:</b>	Hole Farm Community Woodland Update
<b>REPORT OF:</b>	Phil Drane, Director of Place
<b>REPORT IS FOR:</b>	Information

## REPORT SUMMARY

A new community woodland is being created in Brentwood borough (Hole Farm Lane, Great Warley). To compensate for the environmental impacts of the Lower Thames Crossing project, National Highways has partnered with Forestry England to plan, plant and manage Hole Farm Community Woodland. This will be a multi-purpose woodland by creating:

- An inspiring place for people to visit and explore; and
- A thriving wildlife habitat and source of sustainable timber.

The new community woodland will include wildlife-rich habitats and species rich grassland, linking to the wider Thames Chase Community Forest. 1,000 trees were planted on site by the local community last year, which are establishing well. A further 70,000 trees are to be planted this winter. To support the community woodland, some development is required including visitor facilities and a car park.

This report provides an overview and update on the project.

## SUPPORTING INFORMATION

### 1. BACKGROUND INFORMATION

#### Lower Thames Crossing

- 1.1 The Lower Thames Crossing is a proposed new motorway connecting Kent and Essex through a tunnel beneath the river Thames. On the south side of

the Thames, the new road will link the tunnel to the A2 and M2 in Kent. On the north side, it will link to the A13 (Thurrock) and junction 29 of the M25 (London Borough of Havering), and areas for associated works in the south-west of Brentwood borough. The project will provide much needed new road capacity across the river east of London with quicker and more reliable journeys locally, regionally and nationally. It is the largest single road investment project in the UK since the M25 was completed almost 40 years ago. The crossing under the Thames will be the longest road tunnel in the country. At 16 metres in diameter, it will be one of the largest bored tunnels in the world.

- 1.2 The Lower Thames Crossing project is being led by National Highways. National Highways are a government company that plans, designs, builds, operates and maintains England's motorways and major A roads, known as the strategic road network.
- 1.3 The Lower Thames Crossing is a Nationally Significant Infrastructure Project (NSIP). To receive permission to build and operate the new crossing National Highways must seek consent through the award of a Development Consent Order (DCO) from the Planning Inspectorate. The DCO application was submitted in October 2022 and the examination is currently ongoing. A decision on the DCO is expected very soon.
- 1.4 As part of work to prepare the project for DCO submission, environmental implications were considered. It was identified that compensation should be provided for ancient woodland loss, habitat creation compensation for the potential impacts of nitrogen deposition generated by vehicles using the Lower Thames Crossing, and replacement 'Special Category Land' to compensate for the permanent acquisition of land used as public open space. As a result, four proposed compensation sites for habitat creation were identified along the route amounting to approximately 250ha. One of those sites is Hole Farm in Great Warley (99.14ha), within Brentwood borough.

### **Hole Farm Community Woodland**

- 1.5 The compensatory environmental works for the Lower Thames Crossing DCO meant that in April 2021 National Highways purchased Hole Farm in Great Warley to deliver benefits for communities and the environment. Hole Farm was deemed suitable as a compensatory habitat because of being close to Codham Hall Woods and other designated sites. The farm's established agricultural use ceased in September 2022.
- 1.6 National Highways partnered with Forestry England on the planning, planting, and managing of a new community woodland proposal. The land is owned by

National Highways and the community woodland has been leased to Forestry England to manage in perpetuity.

1.7 For over 100 years, Forestry England have been growing, shaping and caring for over 1,500 of the nation's forests for the benefit and enjoyment of all, for this generation and the next. They have built walking, running and cycling trails, supplied England's largest amount of sustainably-sourced timber, and conserved the habitats of thousands of plants and animals.

1.8 The joint vision of National Highways and Forestry England is for Hole Farm to create a multi-purpose woodland, which will become an inspiring place for people to visit and explore, a thriving wildlife habitat and a source of sustainable timber. The new community woodland is to include a mosaic of wildlife-rich habitats and rides & glades species rich grassland, linking into the wider Thames Chase Community Forest. This ties in with Forestry England and National Highways shared vision to:

“deliver a legacy of inspirational multi-purpose forest creation projects that will enhance and integrate the Lower Thames Crossing landscape for the environment and wellbeing.”

1.9 A community planting day was held on 4 December 2022, which saw around 1,000 trees planted and marked the first step of transforming the site into a new community woodland. These first trees are establishing well. The second year of tree planting begins this winter, where another 70,000 trees will be planted on site. Two community tree planting days were recently held to help with this on 26 November and 2 December 2023.

1.10 To support the community woodland, the proposal includes development of a car park, visitor shelter, modular cafe with toilets, multi-user paths, ponds, signs, play features, a community room, and an operational office and yard area. A planning application(s) is needed for the buildings, hard landscaping infrastructure and engineering operations.

### **Planning Applications**

1.11 Proposals for Hole Farm are separate from the Lower Thames Crossing DCO examination with regard to decision-making. Whilst the compensation is essential for the wider scheme, individual sites for compensatory measures are determined by the relevant local planning authority (in this case Brentwood Borough Council). As set out in paragraph 1.3, the DCO examination is expected to conclude very soon. Confirmation of the council's determination of the development proposals on site is an important part of the

Planning Inspectorate's decision on whether the Lower Thames Crossing compensatory measures have relevant approvals to proceed.

- 1.12 Three planning applications have been received for development needed to create Hole Farm Community Woodland, as follows:
- a) Hybrid planning application (part Detailed, part Outline) (reference 23/00862/FUL):
    - i. Demolition of grain and agricultural machinery stores for creation of a community woodland facility comprising: new community building, including staff welfare and office facilities and outdoor terrace, construction of a Forestry England Barn, new vehicular access into a 94-space car, with EV charging points and overflow area; coach parking space, staff and disabled car parking, service yard and vehicle turning circle, surfaced and unsurfaced woodland paths, creation of six new ponds and informal natural play areas, bin store, cycle parking and landscaping (detailed application).
    - ii. Construction of an open sided visitor shelter, modular cafe with covered outdoor seating area, and WC facilities, and substation (outline application, all matters reserved except access).
  - b) Listed Building Consent application (reference 23/00863/LBC): Demolition of grain and agricultural machinery store.
  - c) Advertisement Consent application (reference 23/01058/ADV): 2x non-illuminated entrance signs, 3x non-illuminated banner structures, 22x non-illuminated pedestrian waymarker posts, 3x non-illuminated pedestrian signs/combined information structure, 7x non-illuminated thin information structures, 3x non-illuminated pedestrian signs/lectern structure, and 3x non-illuminated lectern structures.
- 1.13 At the time of writing this report, these applications are pending decision but expected to be determined imminently having been recommended for approval and cleared the council's weekly list process without referral to Planning Committee.
- 1.14 There are elements of the project that do not require planning permission, such as the creation of new woodland, other planting, and rides & glades species rich grassland. However, the application site red line boundary includes all elements of the proposed community woodland to demonstrate how the project as a whole would appear and operate once complete. The proposed planting areas that do not require planning permission are subject to



a separate Environmental Impact Assessment process for afforestation, which is considered by the Forestry Commission.

## **2. OTHER OPTIONS CONSIDERED**

None

## **3. RELEVANT RISKS**

- 3.1 Although National Highways own the site, the new community woodland is leased to, and managed by, Forestry England on a long-term basis. The initial capital costs for developing the Hole Farm Community Woodland scheme are to be funded by National Highways, through discretionary funding, regardless of whether the Lower Thames Crossing project proceeds.
- 3.2 Ongoing running costs for the Community Woodland will be funded by Forestry England using income generated from the activities on site, such as the car parking and café.

## **4. ENGAGEMENT/CONSULTATION**

- 4.1 The Lower Thames Crossing project has been subject to several public consultations that inform the current proposal being examined. Details of the council's approved consultation responses are set out below in Subject History.
- 4.2 The Hole Farm Community Forest proposal was first proposed as part of the Lower Thames Crossing Local Refinement Consultation in May 2022. As part of the consultation response approved in July 2022, the council welcomed the commitment of National Highways to continued engagement on the community forest project. The council requested clarification on accessibility of the site to the public and confirmed the expectation that non-motorised users had improved access through the community forest, including to links outside. These questions have since been clarified through details provided in the planning applications. Details of the council's approved consultation response is set out below in Subject History.
- 4.3 The planning applications received by the council for the community woodland have been subject to consultation with the public, statutory bodies and other stakeholders. Representations received in response have informed the decision on these applications, as set out in the accompanying officer reports.
- 4.4 Forestry England has undertaken consultation through stakeholder engagement workshops (February – March 2022), drop-in sessions, meetings

with the Great Warley Conservation Society (February and June 2022), stakeholder roundtable meeting (July 2022), and a final public consultation (September 2022), which all informed proposals for the planning applications. Design changes were also accommodated after this following feedback from officers at Brentwood Borough Council and Essex County Council regarding ecology, historic buildings, environment, and flood risk, among other things. Further information can be found in supporting documentation, such as the applicant's Planning Statement.

4.5 That final consultation included questionnaires sent to 7,000 households in the surrounding area to gauge people's opinions on the project and to hear what they would like to see, do and experience at the community woodland. Four follow-up virtual workshops were held with the local community to discuss the four main themes of the project:

- a) community and recreation;
- b) design and delivery;
- c) nature and biodiversity; and
- d) access, traffic and public rights of way.

4.6 People shared a wide range of views and Forestry England were able to explore these further during drop-in days, which included guided tours of the proposed community woodland. The information gathered was used to develop Hole Farm's woodland design and final consultation drop-in days were held in Great Warley on 2 and 3 September 2022.

## **5. FINANCIAL IMPLICATIONS**

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

5.1 There are no financial implications arising from this report. Proposals for the creation of Hole Farm Community Woodland do not involve any financial liability for the council.

## **6. LEGAL/GOVERNANCE IMPLICATIONS**

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

6.1 There are no legal implications arising from this report. Proposals for the creation of Hole Farm Community Woodland do not involve any formal legal involvement from the council.

## **7. ECONOMIC IMPLICATIONS**

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

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

- 7.1 Hole Farm Community Woodland will create a new visitor attraction for the borough. Experience of other similar community woodlands operated by Forestry England, and analysis by their commercial modelling team, suggests that Hole Farm could attract between 50,000 and 150,000 visitors per year. This is likely to have an economic benefit for Brentwood and the wider area.
- 7.2 In terms of job provision, Forestry England plan to hire an additional staff member to help manage the site, with infrequent visits from other staff members. It is anticipated that a tenant will take over the café on site, and it will be their responsibility to hire staff to run it. Thames Chase Trust staff and volunteers will be on site to manage the tree nursery.
- 7.3 Forestry England run a permissions system should local businesses wish to use the community woodland for activities. The community room on site will be available for hire, providing opportunities to host events for businesses and community groups, for example.

## **8. EQUALITY & HEALTH IMPLICATIONS**

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

**Tel & Email: 01277 312500 / 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).

## **9. ENVIRONMENTAL IMPLICATIONS**

**Name & Title: Henry Muss, Sustainability & Climate Officer**

**Tel & Email: 01277 312500 / henry.muss@brentwood.gov.uk**

- 9.1 Creation of Hole Farm Community Woodland is required to compensate for the environmental impacts of the Lower Thames Crossing project. While the whole site will be a community woodland, it will also serve other purposes for the Lower Thames Crossing. Planting on some of the site will provide compensation for the loss of ancient woodland and replacement public open space for Folkes Lane Woodland.
- 9.2 Forests improve the health and wellbeing of everyone, with careful management required. They help to offset carbon emissions, restore ecosystems and provide people of all ages and abilities with fresh air and spaces to enjoy. This community woodland is an investment for a sustainable future.
- 9.3 Purely for Brentwood borough, this will have a positive environmental impact. Tree planting and species rich grassland will provide for wildlife-rich habitats. It will also create a visitor attraction for all ages wanting to enjoy the woodland environment and learn at the visitor centre.

### **REPORT AUTHOR:**

**Name:** Phil Drane

**Title:** Director of Place

**Phone:** 01277 312500

**Email:** phil.drane@brentwood.rochford.gov.uk

### **APPENDICES**

None

### **BACKGROUND PAPERS**

- Details of planning applications can be viewed on the council's website at: <https://publicaccess.brentwood.gov.uk/online-applications/search.do?action=simple&searchType=Application>

## SUBJECT HISTORY (last 3 years)

<b>Council Meeting</b>	<b>Date</b>
Policy, Resources & Economic Development Committee, Item 84, Lower Thames Crossing Local Refinement Consultation	13/07/2022
Policy, Resources & Economic Development Committee, Item 140, Lower Thames Crossing Community Impacts Consultation and Development Consent Order	30/09/2021
Policy, Resources & Economic Development Committee, Item 497, Lower Thames Crossing Design Refinement Consultation	09/09/2020
Policy, Resources & Economic Development Committee, Item 432, Lower Thames Crossing Supplementary Consultation	18/03/2020

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**COMMITTEE TITLE: Clean & Green Committee**

**DATE: 11 December 2023**

<b>REPORT TITLE:</b>	Fees & Charges
<b>REPORT OF:</b>	Marcus Hotten, Director of Environment

## **REPORT SUMMARY**

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

## **RECOMMENDATIONS**

- R1. Agree to the proposed charges for the 2023/24 as attached in Appendix A-D subject to the annual budget setting process.**

## **SUPPORTING INFORMATION**

### **1.0 REASONS FOR RECOMMENDATIONS**

- 1.1 To ensure that adequate resource are provided to undertake a comprehensive tree stock survey, as highlighted by the internal audit report undertaken by BDO.
- 1.2 To ensure that the Council's Tree and Woodland Management Strategy reflects current best practice and provide a robust and defensible policy framework.

### **2.0 BACKGROUND INFORMATION**

- 2.1 The Council has several fees and charges relating to the services it provides. As part of the budget setting process, these charges are reviewed on an annual basis. Whilst some of the fees and charges are statutory, and therefore determined through legislation. The Council must also review its charges for discretionary services to ensure that they reflect the current costs of service provision.

- 2.3 The individual charges that are being proposed are set out in Appendix A-D of this report.
- 2.4 The proposed fees are based on a calculation of the costs involved in administering the various areas of work, apart from where there is a statutory charge or where the fees are set by Government.
- 2.5 The Council, where possible, will adopt a full cost recovery of fees and charges.
- 2.6 It is proposed that all current non-statutory fees and charges are increased by inflation, which is approximately xx. This is to reflect increases in costs to maintain services. However, managers can amend their fees and charges above or below this recommended percentage increase as long as the change can be justified within the supporting covering sheets to the appendix.
- 2.7 Within each appendix a covering sheet explains the following:
- a) Objectives and rationale behind the fees and charges
  - b) The proposed change in fee
  - c) Justification for this revision
  - d) Any benchmarking undertaken to aid in informing the level of change
  - e) Whether any consultation needs to be considered.
  - f) Expected income from the proposed fees and charges.
- 2.8 The fees and charges with proposed changes are:

Open Spaces

Charges have been increased by 6.8% and rounded to the nearest whole number.

Cemeteries

Charges have been increased by 6.8% and rounded to the nearest whole number

Golf Course

Charges have been increased by 6.8and rounded to the nearest whole number

Building Control

Charges have been increased by 6.8% and rounded to the nearest whole number

Waste Management (non-commercial)

Charges have been increased by 5% and rounded to the nearest whole number



### Waste Management (Commercial)

The exempt appendix details a baseline for charging, however as other commercial operators supply the same service in the Borough, the Council will enter into negotiations with customers who wish to enter into a trade waste collection contract to ensure the Council is competing with other commercial providers.

Baseline charges have increased based on the increase in disposal and operating costs – approximately 3%.

### **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)**

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

### **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)**

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

### **5.0 RELEVANT RISKS**

6.1 There is a risk that the pricing structure reduces demand and income for the coming financial year, price rises are considered against inflation, and benchmarking of similar service where appropriate.

### **7.0 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)**

The Public Sector Equality Duty applies to the Council when it make 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 make 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.

## **8.0 ENVIRONMENT AND CLIMATE IMPLICATIONS**

**Name & Title: Henry Muss, Sustainability Manager**

**Email [henry.muss@brentwood.rochford.gov.uk](mailto:henry.muss@brentwood.rochford.gov.uk)**

None identified

### **REPORT AUTHOR:**

**Name: Marcus Hotten**

**Title: Director - Environment**

**Phone: 01277 312500**

**Email: [Marcus.hotten@brentwood.rochford.gov.uk](mailto:Marcus.hotten@brentwood.rochford.gov.uk)**

## **APPENDICES**

Appendix A – Building Control

Appendix B - Cemeteries

Appendix C - Golf

Appendix D – Open spaces

Appendix E – Waste Management (PART EXEMPT)

## **BACKGROUND PAPERS**

None

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



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**FEES & CHARGES SCHEDULE AND CHARGING DIRECTORIES FROM 2024/25 ONWARDS**

**Committee:** Clean and Green  
**Service Area:** Building Control

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

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

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

The increase proposed is 7% and gross charges have also been rounded up to the nearest pound.

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

The increase in charge is needed in order to work towards cost recovery.

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

Benchmarking with other Essex Building Control departments undertaken yearly.

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

No consultation undertaken.

**Expected budgeted income**

Estimated to be approximately £240,000

**CLEAN AND GREEN  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2024**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2023-March 2024 Excl VAT	Inc VAT	April 2024-March 2025 Excl VAT	Inc VAT

**SERVICE AREA: BUILDING CONTROL**

**CHARGING AREA: NEW DWELLINGS NOT EXCEEDING 300m2**

**HO1**

Houses Bungalows less than 4 storeys 1 plot Plan and Inspection	S	D	701.67	842.00	750.83	901.00
Houses Bungalows less than 4 storeys 1 plot Building Notice	S	D	809.17	971.00	865.83	1,039.00
Houses Bungalows less than 4 storeys 1 plot Regularisation	O	D	1,169.00	1,169.00	1,251.00	1,251.00

**HO2 CON 29R including LLC1**

Houses Bungalows less than 4 storeys 2 plot Plan and Inspection	S	D	1,036.67	1,244.00	1,110.00	1,332.00
Houses Bungalows less than 4 storeys 2 plot Building Notice	S	D	1,142.50	1,371.00	1,222.50	1,467.00
Houses Bungalows less than 4 storeys 2 plot Regularisation	O	D	1,652.00	1,652.00	1,768.00	1,768.00

**HO3**

Houses Bungalows less than 4 storeys 3 plot Plan and Inspection	S	D	1,384.17	1,661.00	1,481.67	1,778.00
Houses Bungalows less than 4 storeys 3 plot Building Notice	S	D	1,598.33	1,918.00	1,710.83	2,053.00
Houses Bungalows less than 4 storeys 3 plot Regularisation	O	D	2,311.00	2,311.00	2,473.00	2,473.00

**HO4**

Houses Bungalows less than 4 storeys 4 plot Plan and Inspection	S	D	1,749.17	2,099.00	1,871.67	2,246.00
Houses Bungalows less than 4 storeys 4 plot Building Notice	S	D	1,866.67	2,240.00	1,997.50	2,397.00
Houses Bungalows less than 4 storeys 4 plot Regularisation	O	D	2,698.00	2,698.00	2,887.00	2,887.00

**HO5**

Houses Bungalows less than 4 storeys 5 plot Plan and Inspection	S	D	2,110.00	2,532.00	2,258.33	2,710.00
Houses Bungalows less than 4 storeys 5 plot Building Notice	S	D	2,215.83	2,659.00	2,371.67	2,846.00
Houses Bungalows less than 4 storeys 5 plot Regularisation	O	D	3,203.00	3,203.00	3,428.00	3,428.00

**FO1**

Houses Bungalows less than 4 storeys 1 flat Plan and Inspection	S	D	701.67	842.00	750.83	901.00
Houses Bungalows less than 4 storeys 1 flat Building Notice	S	D	809.17	971.00	865.83	1,039.00
Houses Bungalows less than 4 storeys 1 flat Regularisation	O	D	1,169.00	1,169.00	1,251.00	1,251.00

**FO2**

Houses Bungalows less than 4 storeys 2 flat Plan and Inspection	S	D	1,036.67	1,244.00	1,110.00	1,332.00
Houses Bungalows less than 4 storeys 2 flat Building Notice	S	D	1,142.50	1,371.00	1,222.50	1,467.00
Houses Bungalows less than 4 storeys 2 flat Regularisation	O	D	1,652.00	1,652.00	1,768.00	1,768.00

**FO3**

Houses Bungalows less than 4 storeys 3 flat Plan and Inspection	S	D	1,384.17	1,661.00	1,481.67	1,778.00
Houses Bungalows less than 4 storeys 3 flat Building Notice	S	D	1,598.33	1,918.00	1,710.83	2,053.00
Houses Bungalows less than 4 storeys 3 flat Regularisation	O	D	2,311.00	2,311.00	2,473.00	2,473.00

**FO4**

Houses Bungalows less than 4 storeys 4 flat Plan and Inspection	S	D	1,749.17	2,099.00	1,871.67	2,246.00
Houses Bungalows less than 4 storeys 4 flat Building Notice	S	D	1,866.67	2,240.00	1,997.50	2,397.00
Houses Bungalows less than 4 storeys 4 flat Regularisation	O	D	2,698.00	2,698.00	2,887.00	2,887.00

**FO5**

Houses Bungalows less than 4 storeys 5 flat Plan and Inspection	S	D	2,110.00	2,532.00	2,258.33	2,710.00
Houses Bungalows less than 4 storeys 5 flat Building Notice	S	D	2,215.83	2,659.00	2,371.67	2,846.00
Houses Bungalows less than 4 storeys 5 flat Regularisation	O	D	3,203.00	3,203.00	3,428.00	3,428.00

**CV01**

Conversion to a Single Dwelling House Plan and Inspection	S	D	775.00	930.00	830.00	996.00
Conversion to a Single Dwelling House Building Notice	S	D	852.50	1,023.00	912.50	1,095.00
Conversion to a Single Dwelling House Regularisation	O	D	1,177.00	1,177.00	1,260.00	1,260.00

**CV02**

Conversion to a Single Flat Plan and Inspection	S	D	699.17	839.00	748.33	898.00
Conversion to a Single Flat Building Notice	S	D	770.00	924.00	824.17	989.00
Conversion to a Single Flat Regularisation	O	D	1,120.00	1,120.00	1,199.00	1,199.00

**ED**

Notifiable Electrical Work where a satisfactory certificate will not be issued by a Part P registered electrician.	S	D	375.83	451.00	402.50	483.00
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**CLEAN AND GREEN  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2024**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

**SERVICE AREA: BUILDING CONTROL**

**CHARGING AREA: WORK TO A SINGLE DWELLING (NOT MORE THAN 3 STOREYS HIGH ABOVE GROUND LEVEL)**

<b>DW00</b>							
Single Storey extension not exceeding 10 sq m Plan and Inspection Charge	S	D	320.00	384.00	342.50	411.00	
Single Storey extension not exceeding 10 sq m Building Notice	S	D	351.67	422.00	376.67	452.00	
Single Storey extension not exceeding 10 sq m Regularisation Charge	O	D	485.00	485.00	519.00	519.00	
<b>DW01</b>							
CON 29R including LLC1							
Single Storey extension not exceeding 40 sq m Plan and Inspection Charge	S	D	602.50	723.00	645.00	774.00	
Single Storey extension not exceeding 40 sq m Building Notice	S	D	663.33	796.00	710.00	852.00	
Single Storey extension not exceeding 40 sq m Regularisation Charge	O	D	915.00	915.00	980.00	980.00	
<b>DW02</b>							
Single Storey extension not exceeding 100 sq m Plan and Inspection Charge	S	D	753.33	904.00	806.67	968.00	
Single Storey extension not exceeding 100 sq m Building Notice	S	D	828.33	994.00	886.67	1,064.00	
Single Storey extension not exceeding 100 sq m Regularisation Charge	O	D	1,143.00	1,143.00	1,224.00	1,224.00	
<b>DW03</b>							
Extension with some part 2 or 3 storeys in height and total floor not exceeding 40 sq m Plan and Inspection Charge	S	D	702.50	843.00	752.50	903.00	
Extension with some part 2 or 3 storeys in height and total floor not exceeding 40 sq m Building Notice	S	D	772.50	927.00	826.67	992.00	
Extension with some part 2 or 3 storeys in height and total floor not exceeding 40 sq m Regularisation Charge	O	D	1,065.00	1,065.00	1,140.00	1,140.00	
<b>DW04</b>							
Extension with some part 2 or 3 storeys in height and total floor not exceeding 100 sq m Plan and Inspection Charge	S	D	781.67	938.00	1,004.00	1,004.00	
Extension with some part 2 or 3 storeys in height and total floor not exceeding 100 sq m Building Notice	S	D	859.17	1,031.00	920.00	1,104.00	
Extension with some part 2 or 3 storeys in height and total floor not exceeding 100 sq m Regularisation Charge	O	D	1,185.00	1,185.00	1,268.00	1,268.00	
<b>DW05</b>							
Erection of non-exempt domestic extension comprising of garage, carport or store not exceeding 100 sq m Plan and Inspection Charge	S	D	385.00	462.00	412.50	495.00	
Erection of non-exempt domestic extension comprising of garage, carport or store not exceeding 100 sq m Building Notice	S	D	423.33	508.00	453.33	544.00	
Erection of non-exempt domestic extension comprising of garage, carport or store not exceeding 100 sq m Regularisation Charge	O	D	584.00	584.00	625.00	625.00	
<b>DW06</b>							
Erection of non-exempt detached non-habital domestic building not exceeding 100 sq m Plan and Inspection Charge	S	D	494.17	593.00	529.17	635.00	
Erection of non-exempt detached non-habital domestic building not exceeding 100 sq m Building Notice	S	D	544.17	653.00	582.50	699.00	
Erection of non-exempt detached non-habital domestic building not exceeding 100 sq m Regularisation Charge	O	D	750.00	750.00	803.00	803.00	
<b>DW07</b>							
First Floor & Second Floor loft conversion Plan and Inspection Charge	S	D	580.00	696.00	620.83	745.00	
First Floor & Second Floor loft conversion Building Notice	S	D	638.33	766.00	683.33	820.00	
First Floor & Second Floor loft conversion Regularisation Charge	O	D	880.00	880.00	942.00	942.00	
<b>DW08</b>							
Other Works Plan and Inspection Charge	S	D	345.00	414.00	369.17	443.00	
Other Works Building Notice	S	D	379.17	455.00	405.83	487.00	
Other Works Regularisation Charge	O	D	524.00	524.00	561.00	561.00	
<b>DW09</b>							
Re-roofing, installation of solar panels or photovoltaic cells Plan and Inspection Charge	S	D	211.67	254.00	226.67	272.00	
Re-roofing, installation of solar panels or photovoltaic cells Building Notice	S	D	232.50	279.00	249.17	299.00	
Re-roofing, installation of solar panels or photovoltaic cells Regularisation Charge	O	D	321.00	321.00	344.00	344.00	
<b>DW10</b>							
Replacement of windows, roof lights, roof windows or external glazed doors Plan and Inspection Charge	S	D	190.00	228.00	203.33	244.00	
Replacement of windows, roof lights, roof windows or external glazed doors Building Notice	S	D	209.17	251.00	224.17	269.00	
Replacement of windows, roof lights, roof windows or external glazed doors Regularisation Charge	O	D	288.00	288.00	309.00	309.00	
<b>DW11</b>							
Cost of work not exceeding £5,000 Plan and Inspection Charge	S	D	253.33	304.00	271.67	326.00	
Cost of work not exceeding £5,000 Building Notice	S	D	278.33	334.00	298.33	358.00	
Cost of work not exceeding £5,000 Regularisation Charge	O	D	384.00	384.00	411.00	411.00	
<b>DW12</b>							
Cost of work exceeding £5,000 but not exceeding £25,000 Plan and Inspection Charge	S	D	489.17	587.00	524.17	629.00	
Cost of work exceeding £5,000 but not exceeding £25,000 Building Notice	S	D	538.33	646.00	576.67	692.00	
Cost of work exceeding £5,000 but not exceeding £25,000 Regularisation Charge	O	D	743.00	743.00	796.00	796.00	
<b>DW13</b>							
Cost of work exceeding £25,000 but not exceeding £100,000 Plan and Inspection Charge	S	D	808.33	970.00	865.00	1,038.00	
Cost of work exceeding £25,000 but not exceeding £100,000 Building Notice	S	D	888.33	1,066.00	950.83	1,141.00	
Cost of work exceeding £25,000 but not exceeding £100,000 Regularisation Charge	O	D	1,227.00	1,227.00	1,313.00	1,313.00	
<b>ED</b>							
Notifiable electrical work where a satisfactory certificate will not be issued by a Part P registered electrician	S	D	375.83	451.00	402.50	483.00	

**CLEAN AND GREEN  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2024**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2023-March 2024 Excl VAT	Inc VAT	April 2024-March 2025 Excl VAT	Inc VAT

**SERVICE AREA: BUILDING CONTROL**

**CHARGING AREA: ALL OTHER NON-DOMESTIC WORK (NOT MORE THAN 3 STOREYS ABOVE GROUND LEVEL)**

**Extensions and New Builds**

**ND01**

Single Storey extension not exceeding 40 sq m Plan and Inspection Charge	S	D	595.83	715.00	638.33	766.00
Single Storey extension not exceeding 40 sq m Regularisation Charge CON 29R including LLC1	O	D	915.00	915.00	980.00	980.00

**ND02**

Single Storey extension not exceeding 100 sq m Plan and Inspection Charge	S	D	680.83	817.00	729.17	875.00
Single Storey extension not exceeding 100 sq m Regularisation Charge	O	D	1,032.00	1,032.00	1,105.00	1,105.00

**ND03**

Extension with some part 2 or 3 storeys in height and total floor not exceeding 40 sq m Plan and Inspection Charge	S	D	744.17	893.00	796.67	956.00
Extension with some part 2 or 3 storeys in height and total floor not exceeding 40 sq m Regularisation Charge	O	D	1,127.00	1,127.00	1,206.00	1,206.00

**ND04**

Extension with some part 2 or 3 storeys in height and total floor not exceeding 100 sq m Plan and Inspection Charge	S	D	808.33	970.00	865.00	1,038.00
Extension with some part 2 or 3 storeys in height and total floor not exceeding 100 sq m Regularisation Charge	O	D	1,222.00	1,222.00	1,308.00	1,308.00

**Alterations**

**ND05**

Cost of work not exceeding £5,000 Plan and Inspection Charge	S	D	320.00	384.00	342.50	411.00
Cost of work exceeding £5,000 but not exceeding £25,000 Regularisation Charge	O	D	479.00	479.00	513.00	513.00
Replacement of windows, roof lights, roof windows or external glazed doors Plan and Inspection Charge	S	D	277.50	333.00	297.50	357.00
Replacement of windows, roof lights, roof windows or external glazed doors Regularisation Charge	O	D	405.00	405.00	434.00	434.00
Renewable energy systems not exceeding £20,000 Planning and Inspection Charge	S	D	298.33	358.00	320.00	384.00
Renewable energy systems not exceeding £20,000 Regularisation Charge	O	D	426.00	426.00	456.00	456.00
Installation of new shop front and work not exceeding £5,000 Plan and Inspection Charge	S	D	298.33	358.00	320.00	384.00
Installation of new shop front and work not exceeding £5,000 Regularisation Charge	O	D	426.00	426.00	456.00	456.00

**ND06**

Cost of work exceeding £5,000 but not exceeding £25,000 Plan and Inspection Charge	S	D	489.17	587.00	524.17	629.00
Cost of work exceeding £5,000 but not exceeding £25,000 Regularisation Charge	O	D	745.00	745.00	798.00	798.00
Replacment of windows, rooflights, roof windows or external glazed doors (exceeding 20 units) Plan and Inspection Charge	S	D	384.17	461.00	411.67	494.00
Replacment of windows, rooflights, roof windows or external glazed doors (exceeding 20 units) Regularisation Charge	O	D	595.00	595.00	637.00	637.00
Installation of raised storage platform not exceeding 250 sqm within an existing building Plan and Inspection Charge	S	D	468.33	562.00	501.67	602.00
Installation of raised storage platform not exceeding 250 sqm within an existing building Regularisation Charge	O	D	660.00	660.00	707.00	707.00

**ND07**

Cost of work exceeding £25,000 and not exceeding £100,000 Plan and Inspection Charge	S	D	850.83	1,021.00	910.83	1,093.00
Cost of work exceeding £25,000 and not exceeding £100,000 Regularisation Charge	O	D	1,296.00	1,296.00	1,387.00	1,387.00
Fit out of building up to 100 sq m Plan and Inspection Charge	S	D	575.00	690.00	615.83	739.00
Fit out of building up to 100 sq m Regularisation Charge	O	D	798.00	798.00	854.00	854.00



**FEES & CHARGES SCHEDULE AND CHARGING DIRECTORIES FROM 2024/25 ONWARDS**

**Committee: Clean and Green**  
**Service Area: Cemeteries**

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

Cost recovery and income related to cemeteries services.

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

6.8% increase in all fees in line with inflation and rounded to the nearest pound. To add a line under monuments for 'Full Landing in approved areas' at £ 350.00. This is a service we can now offer but currently have no charge.

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

Have benchmarked against surrounding authorities and our price is within the average range. Therefore only inflationary increase appropriate.

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

Review of surrounding authorities pricing

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

None.

**Expected budgeted income**

Hard to benchmark burial services income. Steady service should achieve an income averaging the inflationary value above current year.

**CLEAN AND GREEN**  
**FEES & CHARGES SCHEDULE FROM 1 APRIL 2024**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2023-March 2024 Excl VAT	Inc VAT	April 2024-March 2025 Excl VAT	Inc VAT

**SERVICE AREA: CEMETERIES**

**CHARGING AREA: CEMETERIES**

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

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

			£	£	£	£
All full burial graves	E	D	1,440.00	1,440.00	1,538.00	1,538.00
Cremated remains grass plot	E	D	520.00	520.00	556.00	556.00
Non-Brentwood resident - all full burial graves	E	D	2,890.00	2,890.00	3,087.00	3,087.00
Non-Brentwood resident - cremated remains grass plot	E	D	1,040.00	1,040.00	1,111.00	1,111.00

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

Granite vaults	E	D	1,060.00	1,060.00	1,133.00	1,133.00
Niches In granite columbarium	E	D	710.00	710.00	759.00	759.00
Non- Brentwood resident - granite vaults	E	D	2,120.00	2,120.00	2,265.00	2,265.00
Non-Brentwood resident - niches in granite Columbarium	E	D	1,430.00	1,430.00	1,528.00	1,528.00

**Interment Fees**

Graves dug down for one or two	O	D	1,040.00	1,040.00	1,111.00	1,111.00
Additional charge for dig down to 9ft	O	D	260.00	260.00	278.00	278.00
Cremated remains grass plot	O	D	220.00	220.00	235.00	235.00
Granite vault	O	D	400.00	400.00	428.00	428.00
Niche In granite Columbarium	O	D	400.00	400.00	428.00	428.00
Child under 12 years	O	D	0.00	0.00	0.00	0.00
Non-Brentwood resident - Graves dug down for one or two	O	D	2,090.00	2,090.00	2,233.00	2,233.00
Non-Brentwood resident - Additional charge for dig down to 9ft	O	D	520.00	520.00	556.00	556.00
Non-Brentwood resident - Cremated remains grass plot	O	D	450.00	450.00	481.00	481.00
Non-Brentwood resident - Granite vault	O	D	790.00	790.00	844.00	844.00
Non-Brentwood resident - Niche In granite Columbarium	O	D	790.00	790.00	844.00	844.00
Non-Brentwood resident - Child under 12 years	O	D	0.00	0.00	0.00	0.00

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

All full burial graves	E	D	240.00	240.00	257.00	257.00
Cremated remains plot	E	D	120.00	120.00	129.00	129.00
Non-Brentwood resident -all full burial graves	E	D	480.00	480.00	513.00	513.00
Non-Brentwood resident -cremated remains plot	E	D	240.00	240.00	257.00	257.00

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

Granite vaults	E	D	420.00	420.00	449.00	449.00
Niches In granite Columbarium	E	D	290.00	290.00	310.00	310.00
Non-Brentwood resident - granite vaults	E	D	850.00	850.00	908.00	908.00
Non-Brentwood resident - niches In granite Columbarium	E	D	570.00	570.00	609.00	609.00

**Monuments**

Monument/Inscription approval fee	O	D	160.00	160.00	171.00	171.00
Additional approval fee charge for kerbed monuments	O	D	160.00	160.00	171.00	171.00
Inscription on a vault or niche	O	D	290.00	290.00	310.00	310.00
Full Landing in approved areas	O	D	-	-	350.00	350.00

**Other Charges**

Deed Transfer	O	D	70.00	70.00	75.00	75.00
Search of Burial Records	O	D	30.00	30.00	33.00	33.00
Chapel hire - Woodman Road Cemetery	E	D	70.00	70.00	75.00	75.00

**FEES & CHARGES SCHEDULE AND CHARGING DIRECTORIES FROM 201**

**Committee:** Clean and Green  
**Service Area:** Golf Course

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

The primary objective of the charge is cost recovery. The level of charge also helps maintain the hig

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

Approximately 8.3%

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

Increase reflects the increase to costs for supplying the service.

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

Fees have been benchmarked against Basildon Council municipal golfcourse. The proposed fees an exercise.

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

**Expected budgeted income**

Current budget is circa, £395,000 and will be increased to £425,000 to reflect increase in fees.

## 24/25 ONWARDS



gh level of service provision for the Borough.



d charges are deemed average within the benchmarking



**CLEAN AND GREEN**  
**FEES & CHARGES SCHEDULE FROM 1 APRIL 2024**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2023-March 2024 Excl VAT	Inc VAT	April 2024-March 2025 Excl VAT	Inc VAT

**SERVICE AREA: GOLF COURSE**

**CHARGING AREA: GOLF COURSE**

*Per Revenue and Customs Brief 3(2023) the Council are now treating supplies of leisure services as Non-Business with effect 03/03/2023. Prior to this the Sports VAT Exemption was used with effect 01/10/2018. Prior to this, fees would have included VAT at the standard rate.*

**Annual Season Ticket**

7 day Adult	O	D	860.00	860.00	919.00	919.00	
7 day Junior (under 17)	O	D	N/A	N/A	N/A	N/A	
7 day Junior (under 17) After 3pm	O	D	60.00	60.00	65.00	65.00	
7 day Intermediate (under 25)	O	D	640.00	640.00	684.00	684.00	
5 day Adult	Mon - Fri	O	D	720.00	720.00	769.00	769.00
5 day Concessionary	Mon - Fri	O	D	580.00	580.00	620.00	620.00

**Weekday**

Per Round - 18 holes - Adult	O	D	N/A	N/A	N/A	N/A	
Per Round - 18 holes - Adult	Mon-Thu	O	D	25.00	25.00	27.00	27.00
Per Round - 18 holes - Junior (under 17) & 65 and over	O	D	N/A	N/A	N/A	N/A	
Per Round - 18 holes - Junior (under 17) & 65 and over	Mon-Thu	O	D	22.00	22.00	24.00	24.00

**Weekends and Public Holidays**

Per Round - 18 holes - Adult	O	D	N/A	N/A	N/A	N/A	
Per Round - 18 holes - Adult	Fri - Sun	O	D	31.00	31.00	34.00	34.00
Juniors (under 17) & 65 and over	After 1pm	O	D	N/A	N/A	N/A	N/A
Juniors (under 17) & 65 and over	After 3pm	O	D	22.00	22.00	24.00	24.00

**Other Charges**

Twilight Play - Weekday	O	D	13.00	13.00	14.00	14.00
Twilight Play - Weekends and Public Holidays	O	D	14.00	14.00	15.00	15.00

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

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

**Brentwood Borough Council Staff:** 50% discount

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**FEES & CHARGES SCHEDULE AND CHARGING DIRECTORIES FROM 20:**

**Committee:** Clean and Green  
**Service Area:** Open Spaces

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

The primary objective of the charge is cost recovery. The level of charge also helps maintain the hig

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

Approximately 6.9%

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

Increase reflects the increase to costs for supplying the service

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

Fees have been benchmarked against the following local authorities Basildon and Chelmsford. The the benchmarking exercise.

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

**Expected budgeted income**

Income will be approximately £110,000

**24/25 ONWARDS**



gh level of provision for the Borough.



proposed Fees and Charges are deemed average within





**CLEAN AND GREEN  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2024**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2023-March 2024 Excl VAT	Inc VAT	April 2024-March 2025 Excl VAT	Inc VAT

**SERVICE AREA: OPEN SPACES**

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

*Per Revenue and Customs Brief 3(2023) the Council are now treating supplies of leisure services as Non-Business with effect 03/03/2023 (NB block bookings of 10 or more remain VAT Exempt per VAT Notice 742 section 5.4). Prior to this the Sports VAT Exemption was used with effect 01/10/2018. Prior to this, fees not meeting the block booking requirements would have included VAT at the standard rate.*

**Football & Rugby**

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

Pitch & Pavilion - Fortnightly - Adult - Season	Sunday/Bank Holidays	O	D	1,192.00	1,192.00	1,274.00	1,274.00
Pitch & Pavilion - Fortnightly - Adult - Season	Other Days	O	D	1,165.00	1,165.00	1,245.00	1,245.00

Pitch & Pavilion - Weekly - Adult - Season	Sunday/Bank Holidays	O	D	2,383.00	2,383.00	2,546.00	2,546.00
Pitch & Pavilion - Weekly - Adult - Season	Other Days	O	D	2,325.00	2,325.00	2,484.00	2,484.00

Occasional Matches - Adult	Any Day	O	D	118.00	118.00	127.00	127.00
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Other Playing Fields (No Changing Facilities)

Pitch - Fortnightly - Adult - Season	Any Day	O	D	757.00	757.00	809.00	809.00
Pitch - Weekly - Adult - Season	Any Day	O	D	1,507.00	1,507.00	1,610.00	1,610.00

Junior Matches All Sites (No Changing Facilities)

Pitch - Fortnightly - Junior - Season	Any Day	O	D	415.00	415.00	444.00	444.00
Pitch - Weekly - Junior - Season	Any Day	O	D	825.00	825.00	882.00	882.00

Occasional Matches (No Changing Facilities)

Adult	Any Day	O	D	75.00	75.00	81.00	81.00
Juniors (under17)	Any Day	O	D	46.00	46.00	50.00	50.00

Mini Soccer - All Sites (No Changing Facilities)

Seasonal Booking every week	Weekly	E	D	439.00	439.00	469.00	469.00
Occasional	Any Day	O	D	39.00	39.00	42.00	42.00

**Bowling Greens**

Bowls - Season	Adult	O	D	182.00	182.00	195.00	195.00
Bowls - Season	Juniors/OAP's	O	D	114.00	114.00	122.00	122.00
Match Reservations + per rink (inclusive of visitors fees non returnable)	Club Charges	O	D	9.00	9.00	10.00	10.00
Other Reservations (not inclusive of visitors fees non returnable)	Club Charges	O	D	6.50	6.50	7.00	7.00

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

Large Events - more than 1/2 Field with £5 or more admission fee		E	D	2,560.00	2,560.00		
Medium Events - less than 1/2 field and less than £5 admission fee		E	D	1,055.00	1,055.00		
Small Events - less than 1/4 field		E	D	453.00	453.00		
Set up and take down for events							
Keep Fit sessions - No cordoning off of field (max 20)	Single	O	D	19.17	23.00		
Non commercial or charitable events (following approval by ward members) 50% discount							

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

Area A (Prev Area B) Open space opposite old paddling pool area		E	D	453.00	453.00	453.00	453.00
Keep Fit sessions - No cordoning off of field (max 20)		O	D	19.58	23.50	19.58	23.50
Non commercial or charitable events (following approval by ward members) 50% discount							

**Other Open Spaces**

Open Space (following approval by Ward members)	Daily Charge	E	D	453.00	453.00		
Keep Fit sessions - No defined area (max 20 people)	Single session	O	D	19.58	23.50		

**All Open Spaces**

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

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**FEES & CHARGES SCHEDULE AND CHARGING DIRECTORIES FROM 2024/25 ONWARDS**

**Committee:** Clean and Green  
**Service Area:** Waste Management

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

Ful cost recovery on commercial service

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

Approximately 5% where there isn't a disposal charge to Essex. Approximately 3% where there is a disposal charge to Essex, this is due to Essex not putting up disposal charges last year, and represents approximately half the cost of commercial residual waste collection. No increase on garden waste bins.

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

To cover increased cost of running the service

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

Comercially sensitive so hard to obtain accurate competitor data. Regarding garden waste - Brentwood collection fee is comparative to Havering (£70), however Chelmsford (Free), Basildon (£50) would sugggest £60 is suitable fee,

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

no significant change

**Expected budgeted income**

1,100,000 in Total

**CLEAN AND GREEN  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2024**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2023-March 2024	April 2024-March 2025	April 2023-March 2024	April 2024-March 2025
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

**SERVICE AREA: WASTE MANAGEMENT**

**CHARGING AREA: REFUSE**

**Dog waste and litter bin emptying**  
Empty dog waste/litter bins

Per Empty	S	D	£ 4.58	£ 5.50	£ 4.90	£ 5.88
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**Domestic Refuse Collection**

Bulky Household Collections - Charge per item	Min 2 Items	O	D	13.00	13.00	13.50	13.50
Biodegradable sacks for garden waste per wrap of 10*		O	D	4.00	4.00	4.25	4.25
Biodegradable sacks for garden waste per wrap of 100 (Wholesale)		S	D	287.50	345.00	305.00	366.00
Garden Waste Bin hire per annum - including fortnightly emptying		O	D	60.00	60.00	60.00	60.00
Garden Waste Bin - Replacement if lost/stolen		O	D	24.00	24.00	25.00	25.00
Hire of 1280 litre container		S	D	123.33	148.00	130.00	156.00
Hire of 770, 940 and 1100 litre Container		S	D	115.00	138.00	122.00	146.40
Hire of 240 litre container		S	D	37.50	45.00	39.75	47.70
Hire of 360 litre container		S	D	50.00	60.00	53.00	63.60

**Residual Trade Waste Collection & Disposal**

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

**Residual Waste - Collection only**

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

**Trade Glass Collection**

1100 litre Container		O	D				
360 litre Container - * to be removed*		O	D				
240 litre Container		O	D				

**Trade Dry Recycling Collection**

1280 litre Container - *to be removed*	Per Lift	O	D				
1100 litre Container		O	D				
940 litre Container - *to be removed*		O	D				
770 litre Container - *to be removed*		O	D				
360 litre Container		O	D				
240 litre Container - *to be removed*		O	D				
Prepaid Recycling Sacks (25) - * to be removed*	Per roll	O	D				

**School Dry Recycling Collection**

One off charge for 2019/20		O	D				
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**Trade Dry Recycling Sacks for Use in Containers Only**

Purple sacks - 400 sacks per box.	Box	O	D				
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**Trade Food Waste**

140 litre bin	Per Lift	O	D				
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**Events - Residual Waste ( Maximum hire 5 days - one collection)**

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

**Events - Dry Recycling ( Maximum hire 5 days) - \*Not to be offered -not practicable\***

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

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

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



**COMMITTEE TITLE: Clean & Green Committee**

**DATE: 11 December 2023**

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

## **REPORT SUMMARY**

The Council has a substantial stock of trees within its ownership, and it is essential for strategy to be adopted by the authority that reflects current best practice. The recent internal audit commissioned by the Council, identifies significant concerns raised with the existing strategy and inadequate levels of resources to deliver.

The Appended draft strategy seeks to address update the existing policy.

The report seeks approval for additional resourcing to deliver the draft strategy.

## **RECOMMENDATIONS**

**R1. To approve the updated Council's draft Tree Strategy,**

**Members are asked to recommend to the Finance, Assets, Investment and Recovery Committee:**

**R2. To allocate an additional £115,000 over a two-year period to undertake a survey of Council Tree Stock.**

## **SUPPORTING INFORMATION**

### **1.0 REASONS FOR RECOMMENDATIONS**

1.1 To ensure that adequate resource are provided to undertake a comprehensive tree stock survey, as highlighted by the internal audit report undertaken by BDO.

1.2 To ensure that the Council's Tree and Woodland Management Strategy reflects current best practice and provide a robust and defensible policy framework.

## **2.0 BACKGROUND INFORMATION**

- 2.1 Under both civil and criminal law, the owner of land on which a tree stands has responsibilities for the health and safety of those on or near the land and has potential liabilities from the falling tree or branch
- 2.2 Most Council owned trees are in open spaces and include woodland. The Council is responsible for 280 hectares of woodland, country parks and urban greens. In addition, the Council is responsible for trees that fall within its Housing Revenue Account.
- 2.3 An Internal Audit of existing Tree Management practice and policies was undertaken on behalf of the Council by BDO, with the findings presented to the Audit and Scrutiny Committee in September 2023. The audit concluded 'limited' Design Opinion and Effectiveness, and listed a number of 'High Priority' recommendations.
- 2.4 A specific high priority recommendation related highlighted that the Council current Tree and Woodland Strategy is not supported by sufficient resources, preventing effective delivery. Furthermore that the strategy does not include enough detail to adequately outline and direct implementation of the aims of the Tree Management Process.
- 2.5 A review of the existing Tree Management Policy seeking to address the concerns raised by the audit has been undertaken. An updated draft of the policy is appended to this report for consideration.
- 2.6 It is proposed that a 2-year programme of survey work is undertaken of the Council Tree stock, an additional £115,000 will be required to ensure sufficient resource to deliver the short-term high priority works identified within the strategy. This will ensure that the Council has an up to date and complete inventory of tree stock.

## **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)**

- 3.1 An additional annual £115,000 budget over a two year period will be required to fund the recruitment of a suitably qualified tree officer. This budgetary pressure cannot be accommodated in the existing budget allocation, and consideration will be required within budget setting cycle of the medium term strategy against other competing financial priorities.

#### **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)**

- 4.1 The Council has a duty of care to ensure that the trees that do belong to the council are kept in an acceptable condition. Legal advice on any particular matter that may arise will be sought as required.

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

- 5.1 An additional member of staff or consultant will be required as a dedicated resource to undertake the tree-stock surveys.

#### **6.0 RELEVANT RISKS**

- 6.1 The audit concludes that presently the Council are accepting a high level of risk regarding the absence of a proactive inspection programme, coupled with ineffective management of reactive inspections.

#### **7.0 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)**

The Public Sector Equality Duty applies to the Council when it make 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 make 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.





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## Introduction

Tree and hedgerow assets within the natural and built environment are becoming increasingly important as more is understood about these large, dynamic living organisms and the environmental and socio-economic benefits they provide. Research has shown benefits to health and wellbeing, reduction in pollution levels, cooling of land and buildings, flood alleviation, important habitat for associated species and increased property prices as a result of trees within the built environment.

The Borough of Brentwood is fortunate to have many tree features within its parks and open spaces, public buildings and woodlands. The Council owned tree stock ranges from young to veteran and from native ancient woodlands to non-native single amenity trees. Brentwood Borough Council is committed to protect, enhance and restore this asset where appropriate to do so. Available resources to manage this asset are limited and it is important that resources are targeted to allow efficient and correct management to those trees where it is needed. The aim of the below policy is to provide clear and concise advice to residents who are affected by trees either owned by Brentwood Borough Council or by a third party and what the management expectations should be.

Brentwood Borough Council is committed to:

- Maintaining and increasing the tree cover within the Borough by taking advantage of different funding methods available;
- Encouraging the conservation, positive management and the appropriate planting of trees and woodlands within Brentwood;
- Promoting the importance of trees and woodlands in shaping a distinctive local character;
- Recognising the significant aesthetic, landmark, ecological, cultural, and historic value that trees provide;
- Effectively communicating, educating, and engaging with the local community over trees;
- Managing the tree stock in accordance with good Arboricultural practice and current British and European standards;

Below is a list of frequent occurrences; details are provided of what the Council will or will not do assuming no health and safety issue or actionable nuisance (damage occurring to property) has been identified.

## 1 What the Council will do

### 1.1 Planned Tree Safety Inspections and Ad-hoc Tree Safety Inspections

The Council aims to inspect all Council owned trees every five years for health and safe related hazards and risks. Each individual tree or tree group will be inspected using visual tree assessment criteria (VTA). VTA criteria requires a systematic approach to be adopted whereby the rooting area, stem and crown will be assessed for biological or mechanical defects. Where biological or mechanical defects are **not** evident no works to that particular tree/group will be recommended. Where biological or mechanical defects are identified, their risk and severity will be assessed by the Arboricultural Officer or a

competent appointed person and suitable works recommended. If deemed necessary, the tree inspection frequency for any individual tree or group of trees will be increased as dictated by the severity of the defect and potential to cause harm, inspection frequency is recorded on the council approved tree management software. Depending on the tree's condition and likelihood of risk resulting in injury or harm, further investigation may be necessary using other diagnostic equipment; this will be detailed in the initial tree inspection.

**Priority for Tree Works** – Completed by an approved contractor or BBC in-house maintenance teams;

- No action required – No defect or target exists.
- Low Priority – Within 12 months
- Moderate Priority – Within 6 months
- Urgent Priority – Within 30 days
- Immediate Priority – Within 24 hrs

All tree management and inspections of Council owned trees will be recorded using the Councils' management software. Works are signed off as complete by the Arboricultural team once complete, this is recorded on the council's tree management software.

- BBC Owned Trees - Dangerous Tree (Customer complaint) – To be inspected within 12hrs – 2 working days (dependant on description of severity and perceived risk). To be inspected by the Arboricultural team, or competent person with VTA or PTI (Lantra) qualification. Inspection details to be recorded on the council's tree management software.
- BBC Owned Trees - Nuisance (general) – to be inspected within 10 working days, Nuisance (actionable) – to be inspected within 10 working days. To be inspected by the Arboricultural team or competent person (VTA or PTI Qualified). Inspection details to be recorded on the council's tree management software

## 1.2 Woodlands and Country Parks

Brentwood Borough Council is fortunate to own or manage many woodlands throughout the borough, including Hartswood, Hutton Poplars, Hutton Country Park, Merry Meade Country Park, St. Faiths Country Park, Warley Country Park. A full list of Council managed woodland is available on our website; [www.brentwood.gov.uk](http://www.brentwood.gov.uk).

Many trees within woodlands and country parks are within areas of low footfall or areas of non-use, meaning that the risk to public and property is considered low. As it would be impractical nor necessary to inspect every tree within a woodland, the Council adopts a zoning approach to manage the risk within our Woodlands and Country parks.

## Usage Zones and Zoning within a Woodland or Country Park

1. High Use – **Annual Inspection** – Parks, play spaces, main footpaths and bridleways, event areas which attract many visitors and have high footfall or areas with large trees considered close to property or person.
2. Medium Use – **Inspected Every 5 Years** - Parks, main footpaths, bridleways and areas with trees with medium footfall.
3. Low Use – **Inspected every 10 years** – Informal woodland areas and desire paths with minimal footfall.
4. **No Inspection** – minor woodland trails or areas with little or no public access.

The Council uses the Quantified Tree Risk Assessment (QTRA) method for inspections within woodland and country parks. This is a nationally recognised approach to managing tree risk.

### QTRA Advisory Risk Thresholds

Thresholds	Description	Action
1/1 000	Unacceptable Risks will not ordinarily be tolerated	Control the risk
	Unacceptable (where imposed on others) Risks will not ordinarily be tolerated	Control the risk Review the risk
1/10 000	Tolerable (by agreement) Risks may be tolerated if those exposed to the risk accept it, or the tree has exceptional value	Control the risk unless there is broad stakeholder agreement to tolerate it, or the tree has exceptional value Review the risk
	Tolerable (where imposed on others) Risks are tolerable if ALARP	Assess costs and benefits of risk control Control the risk only where a significant benefit might be achieved at a reasonable cost Review the risk
1/1 000 000	Broadly Acceptable Risk is already ALARP	No action currently required Review the risk

### 1.3 Branches and Hedgerows Crossing a Boundary (Fence, Hedge, etc.)

- The Council will inspect trees and hedgerows that cross a boundary and assess each case on individual circumstances and prioritise the works accordingly, e.g. It is likely that where a significant portion of the useable garden space is affected by branches crossing a boundary (over 50% of the garden) or the branches are above a dwelling roof space, then the Council will prune the trees on a low priority basis (see above); if the garden is very large and / or the trees and / or hedgerow are affecting only a minor part of the useable garden, the Council

will not carry out any works. If a third party wishes to complete the works itself or request a cost-based quote from the Council to get the works completed sooner, this can be arranged. Please see further sections provided below regarding working on Council owned trees and the provided information.

#### 1.4 Boundary Hedges above Safe Working Height

- Boundary hedgerows are a common feature within our parks and open spaces and often share a boundary with our residents who neighbour our parks and open spaces. Our grounds maintenance teams will undertake maintenance of these hedgerows twice annually. This includes a summer prune to face up the hedgerows and generally tidy them, and a winter prune which includes maintaining the height and reduction works. These heavier works will only be undertaken after the bird nesting season, which generally runs from March – September annually.
- Boundary hedgerows will be maintained at a safe working height of no higher than 1.5 meters. Any hedges that are requested to be left higher will be inspected on a case by case basis but will ultimately fall to the resident of the neighbouring property to maintain if agreed in writing by the Council.
- Brentwood Borough Council do not enter properties to undertake maintenance works on boundary hedgerows.

#### 1.5 Highways

- Trees situated adjacent to the public highway are usually maintained by Essex County Council – please call 08456037631 or report the problem online via <http://www.essexhighways.org/Report-a-problem.aspx>
- Essex County Council guidance recommends that trees that encroach a public highway, cycleway or footway provide a crown clearance of 5.1m over a highway, 2.5m over a cycleway and 2.1m over a footway. The Council, following inspection of its own tree stock, will prune trees to these recommendations for adopted highways. Council owned trees that are obscuring a highway sign, lamp column or street name will be pruned to provide sufficient clearance for visibility.

#### 1.6 3<sup>rd</sup> Party Dangerous Trees and Local Government (Miscellaneous Provisions) Act 1976

- If you suspect a tree is dangerous, please contact the Council on **01277 312500** who will be able to advise further.

**Please Note: Trees that are large, mature, tall, leaning, within proximity to a boundary, building or other property association, or sway in the wind are not necessarily dangerous.**

- The responsibility for a tree lies with the landowner of where the tree is rooted. The local authority is not responsible for trees on private land.
- The Council has discretionary powers using the Local Government (Miscellaneous Provisions) Act 1976 to make a tree safe if there is a danger of the tree causing harm to

persons or property. There are two circumstances where this will apply, the owner and non-owner of a dangerous tree.

- If a request is received by an owner of a dangerous tree the Council may take such action to make the tree safe, the danger must be imminent and assuming an imminent danger, likely to cause injury or harm. In such circumstances the Council may recover costs from the owner.
- An inspection will be raised for the Arboricultural team, who will determine whether the tree is dangerous and what further action should be taken. A site visit will be undertaken by the Arboricultural team within 12 hrs to 2 working days depending on the description of works.
- If a request is received from a non-owner and the tree is considered 'likely to cause damage or harm' the Council must take reasonable steps to contact the owner, unless the danger is imminent. If tree works are necessary to make the tree safe the Council may enter the land and carry out the work. Once the work is complete the Council may recover costs from the owner. If the owner is known to the Council, the Council may serve notice on the owner requesting the tree be made safe which must be completed within 21 days from the date on which the notice is served. If this is not completed within 21 days, the Council may enter the land and make the tree safe. Following completion of the work the Council may recover costs from the owner.

## 1.7 Property Damage

- If you suspect a Brentwood Borough Council owned tree is causing damage to your property or any property associations and you want to make a claim, please write to the Council at **enquiries@brentwood.gov.uk**, who will be able to further advise and forward your claim to the Council's insurers. You need to provide as much information as possible and you may be required to support your claim with an independent expert's report as detailed below:
- **Subsidence damage evidence requirements:** If you suspect that a Brentwood Borough Council owned tree or hedgerow is causing subsidence damage to your property, please write to **enquiries@brentwood.gov.uk**, who will be able to advise further. It should be noted that to support an insurance claim for subsidence, evidence may be required to be gathered by the property owner to enable the Council to undertake further investigations. In any case, it is recommended that a property owner seeks advice from their own insurers. Examples of the types of evidence that may be required are listed below. This is not an exhaustive list, and is provided for guidance only:
  - Root identification from a qualified botanist
  - Soil analysis, including borehole details
  - Structural engineer report
  - Independent expert Arboricultural report
  - Level monitoring over a sufficient period (6-12 months)
  - Crack monitoring over a sufficient period (6-12 months)

- Direct property damage (fences, low rise walls, driveways, etc) evidence requirements:

Arboricultural report provided by a competent person to include photographic evidence of stem, branch, root or other causal part. Tree species, dimensions, site plan, tree condition, opinion on cause and reasons for.

## **1.8 High Hedges Legislation (Part 8 Anti-social Behaviour Act 2003)**

- The above legislation gives the Council powers to deal with complaints about high hedges that adversely affect the reasonable enjoyment of residential property. See link for further details and criteria <https://www.gov.uk/how-to-resolve-neighbour-disputes/high-hedges-trees-and-boundaries>.

## **2 What the Council will not do**

### **2.1 Trees in Private Ownership**

- The Council cannot advise or act for an individual with regards to a tree under the ownership of a third party. The Council cannot resolve nuisance, boundary disputes or actionable nuisance with regards to trees owned by a third party. It is recommended that you contact the owner of the tree, Citizen's Advice Bureau, Land Registry, an independent legal advisor, or your buildings insurers, who will be able to advise further.

### **2.2 Light Restriction**

- With the exception of High Hedges Legislation 2003, the Council will not prune trees to improve light entering/reaching a property.

### **2.3 Solar Panels**

- With the exception of High Hedges Legislation 2003 the Council will not prune trees to improve light reaching solar panels.

### **2.4 Pests**

- The Council will not prune trees to prevent pest nuisance occurring such as aphids causing honeydew deposits or pests entering property (squirrels, birds, etc.).

### **2.5 Tree Debris**

- The Council will not prune trees to reduce problems with leaf, fruit or twig dispersal. Shedding of leaves, fruit and twigs is a natural process that occurs at varying times of the year in different frequencies, pruning is unlikely to remove or significantly reduce the nuisance.

### **2.6 TV or Satellite Reception**

- A TV licence or any other subscription does not guarantee TV or satellite reception. It is recommended that where a new installation of satellite or TV equipment occurs,



the owner takes account of mature height and spread of nearby trees or other potential obstructions.

- The Council will not prune trees to provide a TV or satellite reception. In instances where an obstruction is occurring it must be demonstrated that no alternative position will rectify the situation and that the trees are the cause of the obstruction. It is recommended that the owner provide evidence supported by a competent person for the installation of TV equipment to justify any TV or satellite reception issue.

## **2.9 Working on Trees Owned by Brentwood Borough Council**

- Council will approve a third party working on Council owned tree stock to remove or reduce a nuisance as described above; however, the works must not be carried out to the detriment of tree health or visual amenity, must be in accordance with British Standard 3998 (2010) and must not be carried out on trees contrary to any Tree Preservation Order (TPO), Conservation Area designation or trees subject of Hedgerow Regulations 1997, unless written consent has been issued by Brentwood Borough Council. The work is to be carried out by a contractor approved to work on Council land (details can be provided upon request) and they must work to a specification provided by the Council. Any contractor employed to work on Council owned tree stock, must demonstrate adequate insurances including Public Liability Insurance to a minimum value of £10 million, suitable risk assessments and method statements to undertake the work and to prove competency of the operatives employed to undertake such works. These documents must be submitted to the Council for inspection prior to the works taking place. All contractors and private tree surgeons must demonstrate compliance with the Health and Safety at Work Act 1974.
- Alternatively, the Council employ suitably qualified tree surgeons and can undertake works on a not-for-profit basis i.e. Brentwood Borough Council can manage Council owned tree stock on behalf of any third party on a cost basis to cover the activity. The tree/groups will be assessed for the reasonableness of the works requested and a fixed price will be provided to the individual requesting works. Should the individual wish to proceed, then a full specification for works will be provided, an order raised with our tree surgery team and a date scheduled for the works. Upon full completion of the specified works an invoice will be issued for payment.

## **3 Informative**

### **3.1 Tree surgery**

- Tree surgery is a dangerous occupation; Brentwood Borough Council recommends anyone contemplating tree works first seek the advice from a professional working within the arboriculture industry.
- Work must be carried out in compliance with BS3998: 2010 “Tree work – Recommendations”, plus all relevant health and safety legislation, regulations and codes of practice.

### 3.2 Wildlife Legislation

- Certain associated tree flora and fauna are protected by European and UK legislation.
- **Wildlife & Countryside Act 1981** (as amended) and **Countryside and Rights of Way Act 2000**. It is an offence to intentionally or recklessly damage or destroy the nest of any wild bird while it is in use or being built. Please therefore check for the presence of nesting birds before commencing work. Where nesting birds are found to be present, the contractor must stop work immediately and inform the Council's Tree Officer. Work will be postponed until further notice.
- **Conservation of Habitats and Species Regulations 2010** (as amended). This applies to European protected species which, regarding trees refers primarily to bats. A person is guilty of an offence if he/she:
  - deliberately captures, injures or kills a protected species;
  - deliberately disturbs a protected species;
  - damages or disturbs a breeding site or resting place.

### 3.3 Tree Legislation

- Trees may be subject to a relevant Tree Preservation Order, Conservation Area designation or the Hedgerow Regulations 1997 (contact the Council's Customer Services department who will be able to advise). If trees are subject to the abovementioned legislation, then an application or notice of intent (conservation area only) is to be submitted to Brentwood Borough Council, works cannot commence until written consent/ notification has been received from the Council.
- Forestry Act 1967 – If you are considering removing trees it is recommended you contact the Forestry Commission for further advice regarding whether a felling licence is required. [enquiries.eastfd@forestryengland.uk](mailto:enquiries.eastfd@forestryengland.uk) or 0300 067 4500.

### 3.4 Disposal

- All debris is to be disposed of in accordance with current legislation regarding waste.

### 3.5 Cross-contamination

- Where there is a risk of transferring pathogens to vegetation at other sites, felling and pruning equipment must be disinfected after use. Also consider brushing mud and debris from soles of boots and spraying boots and vehicle tyres before leaving the site with an approved disinfectant. All disinfectants should be used in accordance with the recommended safety precautions and COSHH regulations (refer to the material data safety sheet for each product).

### 3.6 Working on Council Property

- Consent is required to work on Council owned property. Risk assessments, method statements and suitable/current insurance documents are to be submitted to and approved by Brentwood Borough Council before work commences.
- Traffic management must comply with **New Road and Street Works Act (NRSWA) 1991**.

**3.7 Work at Height Regulations 2005.** Choose the right work equipment and measures to prevent falls i.e. mobile elevating work platforms, before other measures which may only provide protection from a fall e.g. rope and harness.

- (a) As per Schedule 5, Part 1, a personal fall protection system shall be used only, if:
  - (i) a risk assessment has demonstrated that;
  - (ii) the work can so far as is reasonably practicable be performed safely while using that system; and
  - (iii) the use of other, safer work equipment is reasonably practicable; and
- (b) the user and a sufficient number of available persons have received adequate training specific to the operations envisaged, including rescue procedures.

01277 312500

- (c) [Enquires@brentwood.gov.uk](mailto:Enquires@brentwood.gov.uk)

## Appendix 1 – Action Plan Time Scale

Action	Timescale	Implementation Date	Notes
Approval of Tree Policy and recommendations of Audit/Insurance report	<b>1 Month</b>	<b>December 2024</b>	As recommended in audit report, a request for additional resource to undertake initial survey of Council owned tree stock and budget to implement approved tree management software
Procure and implement new Tree Management Software/Hardware	<b>3 months</b>	<b>April 2024</b>	Local Government G – Cloud framework allows direct award to government approved systems
Recruit fixed term post for tree inspections/review Arboricultural JD	<b>3 months</b>	<b>April 2024</b>	If additional resource is not approved at FAIR, service priorities will need to change to a risk-based priority, meaning that tree planting/woodland and country park management will likely go on hold to resource the recommendations highlighted within audit/insurance report.
Roll out proactive inspection's regime for Council owned tree stock	<b>2 years</b>	<b>April 2024</b>	Depending on outcome of FAIR, this will be actioned by either new fixed term contract, or existing resource

			within the Green Spaces team.
Undertake procurement exercise to develop an approved contractor framework for arborists/tree works for a 7-year period.	<b>2 months</b>	<b>Tender exercise – Jan 2024</b> <b>Tender award - March 2024</b>	Approved contractors list will ensure Health and Safety/Procurement and Financial Regs are adhered to. To include emergency, call out register.

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## CLEAN & GREEN COMMITTEE

11 DECEMBER 2023

<b>REPORT TITLE:</b>	Financial Appraisal for BBC Net Zero Carbon 2030 Target
<b>REPORT OF:</b>	Marcus Hotten, Director of Environment
<b>REPORT IS FOR:</b>	Decision

### REPORT SUMMARY

To consider and approve the proposed Financial Appraisal for the BBC Net Zero Carbon 2030 Target by the Council and agree the next steps in developing the Council's response to Climate Change.

The report identifies a potential 93% reduction in carbon emissions for the Council corporate, housing, waste fleet and managed services, falling from 1,699tCO<sub>2</sub>e for the baseline 2018/19 year to 118tCO<sub>2</sub>e in 2030.

### RECOMMENDATIONS

**Members are asked to recommend to the Finance, Assets, Investment and Recovery Committee:**

- R1. To continue procuring green/zero carbon electricity tariff for Council properties.**
- R2. To allocate an additional £120,000 revenue budget for the purchase of the of green diesel (Hydrotreated Vegetable Oil) for the Council fleet vehicles, currently using mineral diesel.**
- R3. To allocate £63,178 of capital funding to deliver energy-saving improvement to Council assets as set out in the report.**

### SUPPORTING INFORMATION

#### 1.0 INTRODUCTION

- 1.1 In November 2022, the Community, Environment & Enforcement Committee approved the updated [Environment Strategy](#) 2023-2026 which set out the high-level approach as to how Brentwood Borough Council will achieve its declared aims of achieving carbon neutrality within its own activity by 2040 and Borough wide by 2050.

- 1.2 Further to that report, at a meeting on 21 June 2023, Council approved the declaration of a Climate Emergency, where a commitment was made to achieve net-zero carbon by 2030 for its own estate, rather than the previous 2040 ambition.

### Pathway to Carbon Neutral by 2030

- 1.3 With respect to the scope of the Financial Appraisal for the Council to achieve its Net Zero Carbon target by 2030, the baseline carbon footprint for Brentwood Borough Council (BBC) is from 2018/19. Carbon emissions have been calculated from corporate, social housing and managed services which include waste fleet fuel and managed services such as at the King Georges Pavilion site. This baseline year of 2018/19 for determining progress against, was chosen, as a pre-covid business as usual year.

Figure 1 below demonstrates the total carbon emissions aligned to Council activity. There has been a 34.7% reduction since the baseline year, from 1,699tCO<sub>2</sub>e to 1,108tCO<sub>2</sub>e .

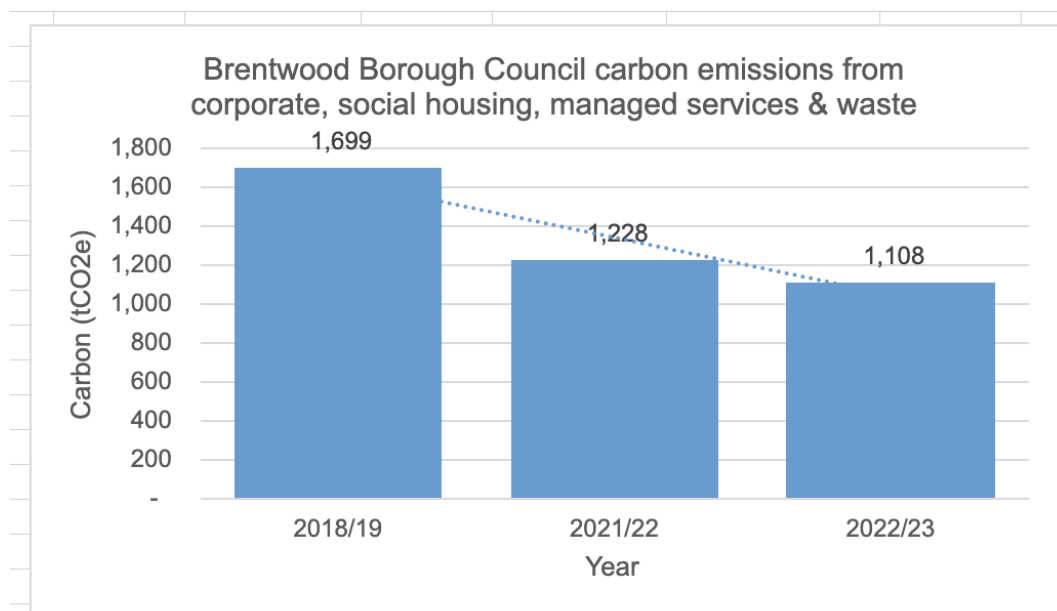


Figure 1: Trend in carbon emissions aligned to BBC 2018/19 to 2022/23 (data not available for 2019-21)

- 1.4 The Financial Appraisal of Council Net Zero Carbon Emissions Action has identified a potential **93% reduction in carbon emissions for the Council corporate, housing, waste fleet and managed services, falling from 1,699tCO<sub>2</sub>e for the baseline 2018/19 year to 118tCO<sub>2</sub>e in 2030**. Further carbon saving opportunities will be explored, to address the remaining 7%, however at this stage the priority is to focus on the initial largest potentials gains to reduce the carbon footprint. The net zero carbon reduction pathway is illustrated below.



## Net Zero Carbon 2030 Pathway: Brentwood Borough Council

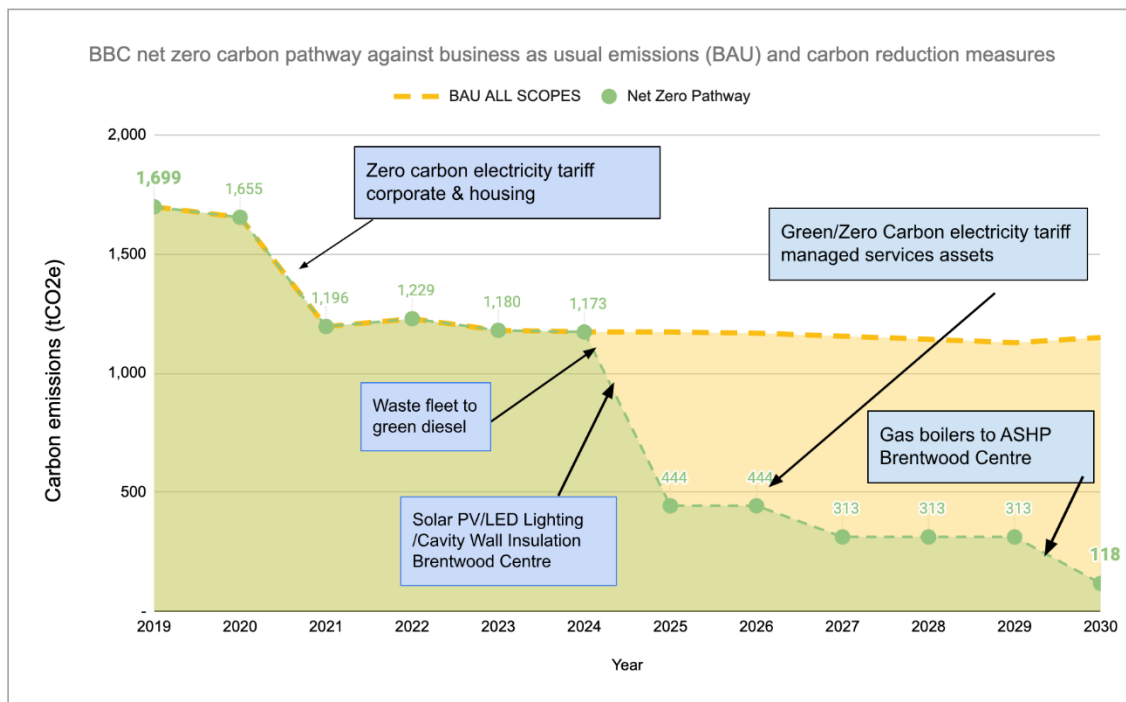


Figure 2: BBC Net Zero 2030 Pathway

- 1.5 To support investment decisions and provide prioritisation of energy savings measures, consideration should be given to those schemes that achieve the greatest carbon emissions reduction per pound (£) spent. The latter process is used by Salix Finance - the UK Government's public sector investment vehicle for awarding funding for decarbonisation schemes. For applicants to access the fund, individual carbon reduction measures are assigned a persistence factor (PF), this is based on roughly how many years the measure will continue to provide the carbon savings calculated. This is then used to calculate "lifetime abatement cost /tonne carbon (£/LTCO<sub>2e</sub>)".

## 2.0 BACKGROUND

- 2.1 High level energy efficiency surveys were carried out on the major buildings in the Council corporate, housing and managed services portfolio: These included The Brentwood Centre, Kings Pavillion, Merrymeade House, Town Hall, Gibraltar House, Drake House and Masefield Court. These sites are seen as the low hanging fruit with respect to being large energy users.

- 2.2 The Council corporate estate is made up of around 29 locations ranging from recreation pavilions to car park street lighting. With respect to social housing stock there are around 110 sites where the Council pays for communal lighting or heating, for example, in stairwells and landings in tower blocks.
- 2.3 With respect to buildings; quotes have been obtained for cavity wall insulation and LED lighting upgrades at The Brentwood Centre. There is currently a procurement exercise already underway to install solar PhotoVoltaics and upgrade the building management system at The Brentwood Centre.
- 2.4 The Council currently procures its electricity supply with EDF Zero Carbon for Business. This supply has been zero carbon rated from approximately 2020. Thus, all corporate, and housing sites supplied on this tariff are default zero with respect to carbon footprint impact. The EDF Zero Carbon Tariff is generated from 100% nuclear sources, although not a renewable source, nuclear does not generate carbon emissions in the production of electricity. It is recommended that the Climate Emergency Committee embeds procurement to secure a green/zero carbon electricity tariff for perpetuity.
- 2.5 Further carbon savings are also available if buildings under the managed services assets such as King Georges Pavilion and the Town Hall switch to a green/zero carbon tariff.

### Proposed Carbon Reduction Measures

- 2.6 The table below illustrates that for those measures requiring extra capital (Brentwood Centre Photovoltaics and Building Management System overhaul capital has been allocated) expenditure of £63,178 and revenue expenditure of £122,452. Savings on energy costs from capital expenditure would realise financial savings of around £64,597 per annum. **The measures implemented to date<sup>1</sup>, identified and underway would achieve an 81% reduction in the BBC carbon footprint.** The full 93% carbon reduction would be achieved once The Brentwood Centre gas boilers move over to air source heat pumps at the end of the decade.

Measure	Cap-Ex for solution (£)	Revenue impact (£)	net energy savings costs (£)	annual carbon reduction (tCO2e)	Persistence factor	Life time abatement cost (£ /tCO2e)	payback for measure (yrs)	year of install
Waste Fleet to Green Diesel		122,452		712.0	1.0	-	n/a	2024/25
<b>PhotoVoltaics /Building Management System Upgrade Brentwood Centre</b>				<b>39.3</b>	22.5	-		2024/25
Lighting Upgrades Brentwood Centre	47,546		46,734	<b>32.4</b>	25	59	1.0	2024/25
Cavity Wall Insulation Brentwood Centre	9,632		5,495	16.6	30	19	1.8	2024/25
Social Housing Communal Areas Lighting Controls/Upgrades	6,000		12,368	<b>2.2</b>	8.89	304	0.5	2025/26
Green Tariff Managed Services Assets				<b>131.6</b>				2026/27
<b>Subtotal</b>	<b>63,178</b>		<b>64,597</b>	<b>728.6</b>	<b>22</b>			
Brentwood Centre gas boilers to ASHP	450,000		-	<b>0.8</b>				2029/30
<b>Totals</b>	<b>513,178</b>		<b>34,667</b>	<b>727.8</b>		<b>48</b>		

Table 1: BBC Carbon Reduction Measures, in italics subject to further investigation, in blue zero carbon tariff

<sup>1</sup> The zero-carbon tariff introduced in 2021 reduced the corporate and housing baseline carbon emissions from electricity by 503tCO2 or around 30%

- 2.7 The main boilers were replaced (like for like gas boilers) at The Brentwood Centre in 2014 thus replacement with lower carbon heating (air source heat pumps) would not be looked at for at least 3-5 years. As a result, a definitive quote has not been sought, as the market is still relatively immature.
- 2.8 The table below shows the lifetime carbon abatement costs based on the capex, as can be seen building fabric (cavity wall insulation), then LED lighting upgrades and solar PV offer the most efficient investment route. Social Housing costs are high due to it being a retrofit measure with low carbon savings. As can be seen all measures would be suitable for Salix external funding criteria being below the £305 / LTCO<sub>2e</sub> threshold.

Measure	LT£/tCO <sub>2e</sub>	Annual Carbon Reduction (tCO <sub>2e</sub> )
Cavity Wall Insulation Brentwood Centre	19	16.6
Lighting Upgrades Brentwood Centre	59	32.4
Green Diesel (HVO) Waste Fleet	172	712
Social Housing Communal Areas Lighting	304	2.2

Table 2: Shows the lifetime carbon abatement costs in ascending order

- 2.9 As can be seen from the table above the capital expenditure to switch the waste fleet vehicles from mineral to green diesel (Hydrotreated Vegetable Oil) is included based on a one-year cycle of use.
- 2.10 A business case was prepared for Brentwood Council waste vehicle fleet for the move to hydrotreated vegetable oil (HVO) this is attached in the Appendix. HVO would provide a 99% reduction in carbon emissions based on the UK Government GreenHouse Gas Conversion Factors 2023. In summary at today's prices (Nov 7th 2023) for HVO vs regular diesel (diesel, £1.29 vs HVO, £1.73) results in a 34% annual increase in revenue cost of £122,452 to enable the full diesel fleet to run on HVO. Over seven years this equates to £857,164 and **would deliver a 42% (712tCO<sub>2e</sub>) reduction in the BBC carbon footprint.**
- 2.11 There is currently a challenge to the quality of HVO coming into Europe, raised by Germany, as to the renewable credentials of green diesel from China. It will be essential, to avoid reputational risk to the council, that the outcome of this is monitored before any move to HVO. This may be impacting the current high costs for HVO.
- 2.12 Work is also underway to explore bulk buying of HVO between the five South Essex Councils. A brief high-level view is explored below with respect to procuring electric vs diesel new waste fleet vehicles.

### 3.0 OTHER OPTIONS CONSIDERED

- 3.1 The main sources of carbon under the influence of the Council the breakdown is shown in the chart below:

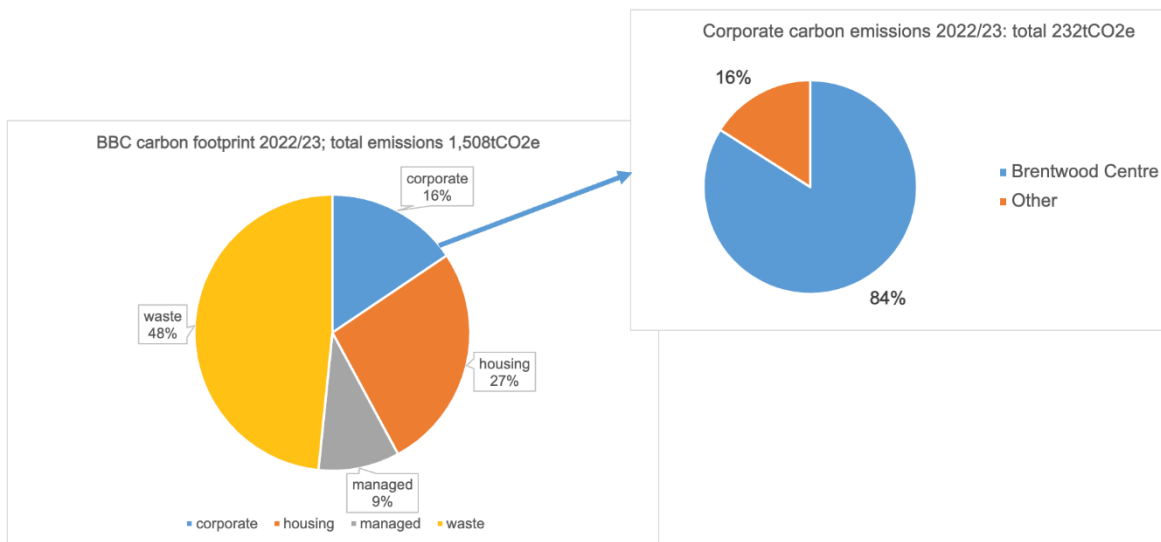


Figure 3 BBC carbon emission sources and impact of The Brentwood Centre

- 3.2 As can be seen the main sources of carbon emissions are the waste fleet, housing and corporate estate, of which The Brentwood Centre represents 84% of emissions. Given that significant capital circa £1m (photovoltaics and building management system) has been allocated the option to dispose/redevelop the site is not one to be considered at this time.
- 3.3 The Council vehicle fleet replacement costs, in their entirety at 2023 prices, equate to an estimated £5.69m for regular diesel vehicles, in comparison to £9.94m where electric vehicle alternatives exist. Therefore the financial burden for an electric fleet is approximately £4.25m.
- 3.4 Looking at running costs for a single Eagle Dust Cart [Westminster Council](#) found savings (which are dependent on diesel & electricity costs) of around £2,000 per month per vehicle. Based on the difference in cost for an electric vs diesel dust cart of circa £196,000 and running costs for a diesel dust cart of around £24,000 per annum, over the lifetime of the vehicle (seven years typically) savings to the council on fuel would equate to £24,000 per year (presuming electricity was at no cost!), with lifetime savings of £168,000. This would still not payback on the uplift cost for electric dust carts.
- 3.5 Furthermore, the procurement of an electric fleet does not take into consideration the cost of charging infrastructure required. With the future of the existing Council waste depot yet to be determined, then potentially the depot may relocate in an estimated three years time. Therefore, any significant investment in electric charging infrastructure should be delayed until there is certainty over the long-term siting of the waste depot.
- 3.6 With respect to carbon emissions from an electric fleet; although there would be zero tailpipe emissions, carbon emissions would only be zero while the council maintains its green tariff for electricity. Currently the UK national grid is approximately 70% green if including solar, wind and nuclear.

#### 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)**

- 4.1 An additional annual £120,000 revenue budget will be required to fund the purchase off HVO fuel as an alternative to Diesel. This budgetary pressure cannot be accommodated in the existing budget allocation, and consideration will be required within budget setting cycle of the medium term strategy against other competing financial priorities.
- 4.2 The request for an additional £65,000 capital is not part of the Council's existing capital programme and would have to be considered within the upcoming budget setting cycle for next municipal year.

#### 5.0 LEGAL IMPLICATIONS

**Name & Title: Claire Mayhew – Joint Acting Director of People and Governance & Monitoring Officer**  
**Tel & Email: 01277 [312741/claire.mayhew@brentwood.gov.uk](mailto:312741@brentwood.rochford.gov.uk)**

None.

#### 6.0 EQUALITY & HEALTH IMPLICATIONS

**Name & Title: Kelly Redston,**  
**Tel & Email : [kelly.redston@rochford.gov.uk](mailto:kelly.redston@rochford.gov.uk)**

The Public Sector Equality Duty applies to the Council when it make 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 make 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.

## 6.0 ENVIRONMENT AND CLIMATE IMPLICATIONS

**Name & Title:** Henry Muss, Sustainability Manager

**Email :** [Henry.muss@brentwood.gov.uk](mailto:Henry.muss@brentwood.gov.uk)

The implications are included within this report with respect to achieving the Councils net zero carbon 2030 aspiration.

**REPORT AUTHOR:**

**Name:** Marcus Hotten

**Title:** Director of Environment

**Phone:** 01277 312500

**Email:** [Marcus.hotten@rochford.gov.uk](mailto:Marcus.hotten@rochford.gov.uk)

## BACKGROUND PAPERS

None



**COMMITTEE TITLE: Clean & Green Committee**

**DATE: 11 December 2023**

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

## **REPORT SUMMARY**

### **RECOMMENDATIONS**

**Members are asked to recommend to the Finance, Assets, Investment and Recovery Committee:**

- R1. To allocate an additional £70,000 annual revenue budget to recruit two members of staff for a dedicated fly-tip clearance team.**

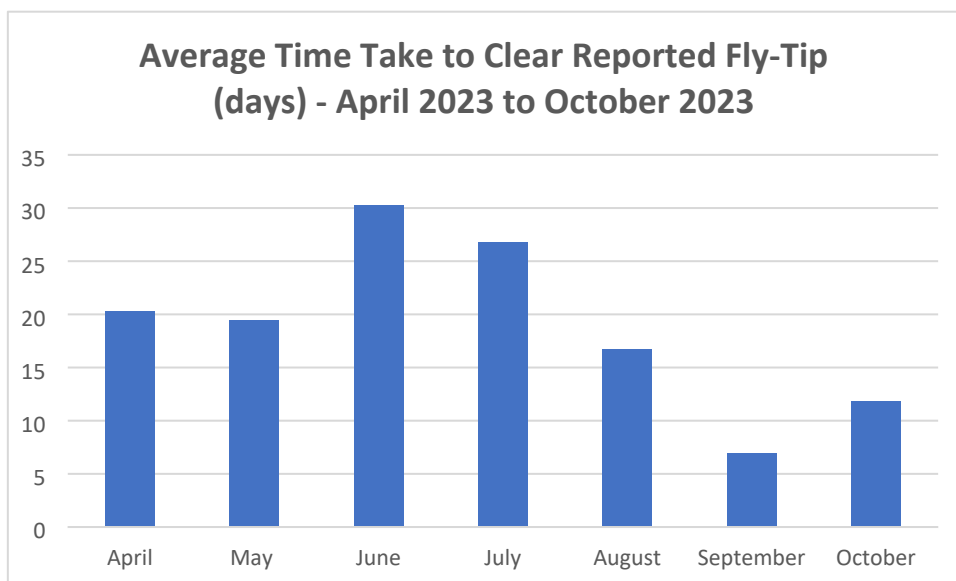
## **SUPPORTING INFORMATION**

### **1.0 REASONS FOR RECOMMENDATIONS**

- 1.1 To ensure that adequate resource are provided to ensure that the Council can respond to clearing fly-tips in a prompt and timely manner.

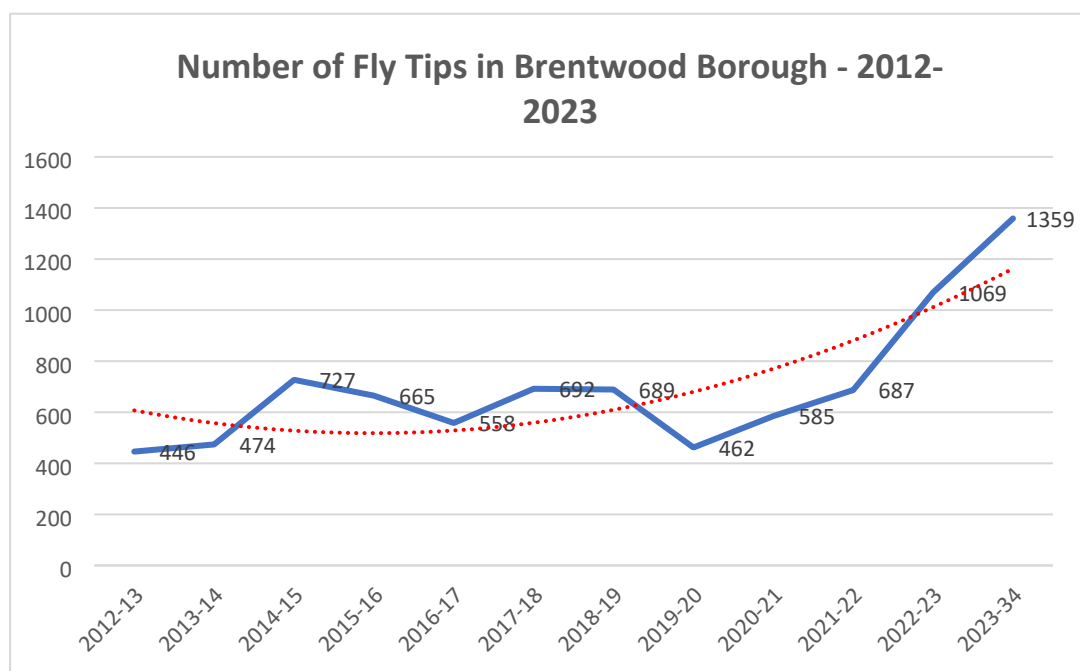
### **2.0 BACKGROUND INFORMATION**

- 2.1 Currently the Council operational services does not allocate a specific resource to the clearing of fly-tips reported across the Borough. At present it relies upon resource made available through the allocation of 'spare' refuse truck drivers. This only occurs when the refuse truck collection rounds are fully staffed, and the additional drivers are not required to provide cover for annual leave, training or sickness. Therefore, the clearance of fly-tips at present, is undertaken on a sporadic basis governed by the dependency of the availability of staffing resource within the refuse collection service.
- 2.2 A lack of dedicated staffing resource that undertake fly-tip collection as a priority results in delayed response time in the clearance of fly-tips. The typical response time can be seen in the graph below.



2.3 Local Authority best practice would suggest that a typical fly-tip should be cleared within 2-working days. The average time taken to clear fly tips from April 2023 to October 2023 is circa 20 days.

2.4 Monitoring of the time taken to clear fly-tips, was introduced since the start of the 2023/34 municipal year, therefore the Council does not have comparable data to hand from previous years. However, it would be unsurprising if response times have increased in recent years. The reasoning for this statement is set out in the below graphs.



\*(2023-24 – Estimate based on 7months fly-tip data extrapolated for 12 months period)



- 2.5 From 2012 to 2021 the number of fly-tips that the Borough experienced had remained fairly constant, with approximately 600 fly-tips per year. In the last two-years, the Borough has experienced a two-fold increase in the number of fly-tips. The resource allocated to fly tip clearance has remained the same through that period of time.
- 2.6 It is proposed that additional resource is allocated specifically to establish a fly-tip response team. It should be noted, that the majority of the proposed resource would in all probability be focused within the Wards of Warley, and Brizes & Doddinghurst, with these two ward representing 45% of recorded fly-tips between April and October this year (Appendix A).

### **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)**

- 3.1 An additional annual £70,000 revenue budget will be required to fund the recruitment of the two staff. This budgetary pressure cannot be accommodated in the existing budget allocation, and consideration will be required within budget setting cycle of the medium term strategy against other competing financial priorities.

### **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)**

- 4.1 None identified.

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

- 5.1 Two additional staff members will be required as a dedicated resource to undertake fly-tipping clearance.

### **6.0 RELEVANT RISKS**

- 6.1 That additional resource is not utilised for the intended purpose. It is proposed that the response time for clearance for fly-tips is set to 2 working days, with reporting and monitoring against this target established as part of the suite performance indicators presented to Audit & Scrutiny Committee on a quarterly basis.

- 6.2 Further a report is presented back to the Clean and Green Committee in approximately a year's time reporting on the progress made.

### **7.0 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)**

The Public Sector Equality Duty applies to the Council when it make 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 make 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.

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

## **8.0 ENVIRONMENT AND CLIMATE IMPLICATIONS**

**Name & Title: Henry Muss, Sustainability Manager**  
**Email [henry.muss@brentwood.rochford.gov.uk](mailto:henry.muss@brentwood.rochford.gov.uk)**

All specified within the report.

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

## **APPENDICES**

**Appendix A – Fly Tips by Ward**

## **BACKGROUND PAPERS**

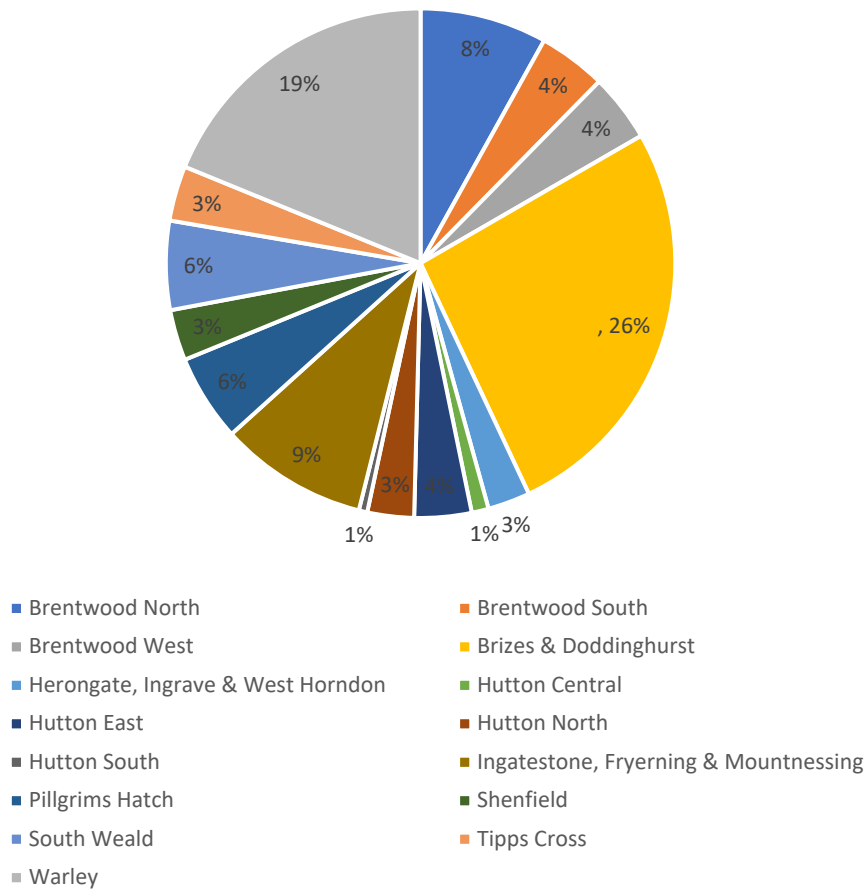
None

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

None

## Fly Tips by Ward

Proportion of fly-tips recorded by Ward, April 2023 to October 2023



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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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