



Community Committee

Agenda

Part One

Council Chamber - Town Hall

Wednesday, 25 March 2015 at 7.00 pm

Membership (Quorum – 3)

Councillors

Cllrs Chilvers (Chair), Mrs Squirrell (Vice-Chair), Barrett, Carter, Mrs Coe, Mrs Hones, Mrs Hubbard, McCheyne, Parker and Ms Sanders

Committee Co-ordinator: Jean Sharp (01277 312655)

Additional Information:

Substitutes

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

Substitutes for quasi judicial Committees must be drawn from members who have received training in quasi-judicial decision making. If a casual vacancy occurs on a quasi judicial Committee it will not be filled until the nominated member has been trained.

Rights to attend and speak

Any Member may attend any body to which Council 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.

Point of Order/Personal explanation/Point of Information

8.3.14 Point of order

A member may raise a point of order at any time. The Chair 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 Chair on the point of order will be final.

8.3.15 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 Chair on the admissibility of a personal explanation will be final.

8.3.16 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 Chair. The Member must specify the nature of the information he/she wishes to provide and its importance to the current debate. If the Chair 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 Chair on the admissibility of a point of information or clarification will be final.

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

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

The Chair of the meeting may terminate or suspend filming, photography, recording and use of social media if any of these activities, in their opinion, are disrupting proceedings at the meeting.

Access

There is wheelchair access to the Town Hall from the Main Entrance. There is an induction loop in the Council Chamber.

Evacuation Procedures

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

Part I

(During consideration of these items the meeting is likely to be open to the press and public)

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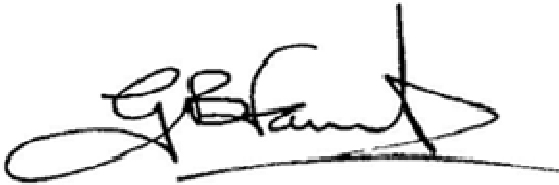
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Committee 2014-15

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Urgent Business

An item of business may only be considered where the Chair is of the opinion that, by reason of special circumstances, which shall be specified in the Minutes, the item should be considered as a matter of urgency.

A handwritten signature in black ink, appearing to read 'G. B. Smith', with a long horizontal flourish underneath.

Chief Executive

Town Hall
Brentwood, Essex
17.03.2015

Minutes

Community Committee Wednesday, 17th December, 2014

Attendance

Cllr Chilvers (Chair)	Cllr Mrs Hones
Cllr Mrs Squirrell (Vice-Chair)	Cllr Mrs Hubbard
Cllr Barrett	Cllr McCheyne
Cllr Carter	Cllr Parker
Cllr Mrs Coe	Cllr Ms Sanders

Also Present

Cllr Aspinell
Cllr Baker

Officers Present

Kim Anderson	Partnership, Leisure and Funding Manager
Ashley Culverwell	Head of Borough Health Safety and Localism
Jo-Anne Ireland	Acting Chief Executive
Jean Sharp	Governance and Member Support Officer
Rick Steels	Revenues and Benefits Manager

345. Apologies for Absence

No apologies for absence had been received.

346. Minutes of the previous meeting

Members **RESOLVED** to approve the minutes of the meeting held on 20 November 2014 as a true record.

347. Chair's Verbal Update

At the request of the Chair, an Officer updated Members regarding the Lighting Up Brentwood and Shenfield events and thanks were given to all the volunteers who assisted with both events.

348. Variation in the Order of the Agenda

The Committee RESOLVED UNANIMOUSLY that the order of the agenda be varied so that the report on Local Support Services Framework was considered next.

349. Local Support Services Framework

The report before Members provided an update on the introduction of the Local Support Services Framework - a partnership of organizations that would provide specialist advice and support to residents who had suffered major life changing events or who had been affected by welfare reforms which had resulted in a cessation or reduction of payments to the Council.

In addition, the Council had been asked by the Department for Work & Pensions (DWP) to provide advice and support to residents on making claims for Universal Credit and enhancing a resident's prospects of finding employment.

It was expected that there would be a soft launch of the framework in early 2015 with Universal Credit support provided from March 2015 onwards. Members were advised that Brentwood was to be included in the first tranche of Universal Credit.

The amount of Universal Credit support was dependant on the level of funding received.

Cllr Chilvers MOVED and Cllr Mrs Hubbard SECONDED the recommendations within the report and following a full discussion it was RESOLVED UNANIMOUSLY that:

- 1. Members note the expansion of the group and endorse the continuing development of the Local Support Services Framework.**
- 2. Members agree to the provision of advice and support with claims for Universal Credit, subject to appropriate funding being received.**

350. Community Resilience Fund Update

Members had requested that some further clarification be provided in relation to the Community Resilience Fund report that went before them at Community Committee on 21 October 2014. In particular Members wanted some clarification around the administration of the fund regarding the process for application; the criteria for bid applications; how the bids were processed and scored; and reassurance that Brentwood would still benefit from funding, as it was often perceived that other areas in Essex had a greater need.

The Community Resilience Fund (CRF) had been set up as an endowment fund to provide a sustainable income stream to the Voluntary and Community sector (VCS) in Essex. The Fund would support the VCS to develop the abilities of communities, families and individuals to help themselves and each other. The Essex Community Foundation who would be managing the Community Resilience Fund (CRF) were asking all City, District, Borough and Unitary Authorities to each commit to £20,000 annually for the next five years.

Cllr Chilvers MOVED and Cllr Barrett SECONDED and following a full discussion it was RESOLVED UNANIMOUSLY to recommend to Finance and Resources Committee the principle of the financial commitment of £20,000 per annum over the next five years (2015/16-2019/20) subject to final approval through the budget setting process.

351. Fees and Charges

Members were reminded that Fees and charges made by the Council for various services were reviewed on an annual basis by the relevant Committees relating to the services provided.

Cllr Chilvers MOVED and Cllr Mrs Hubbard SECONDED the recommendations in the report and after a full discussion and a vote on a show of hands it was RESOLVED that:

- 1. Members agree to freeze the proposed Fees and Charges at 2014/15 levels as outlined within the report, which would then be incorporated within the 2015/16 Budget.**
- 2. A further report be presented to this Committee providing details of the outcome of the planned review of the current charging policies, which would then inform the 2016/17 charging levels.**

352. Safeguarding Policy and Procedures

Members were reminded that Brentwood Borough Council had a duty to comply with Section 10 and 11 of the Children's Act 2004 (and by implications sections 157 and 175 of the Education Act), and as part of the Southend, Essex and Thurrock (SET) procedures to work together to protect children, young people and vulnerable adults. The Council also had guidance from the Department of Health 'No Secret: Guidance on developing multi-agency policies and procedures to protect vulnerable adults from abuse', 2000.

Members noted that the Council had undertaken a number of self audits for both Children and Young People and Adults which had informed the Council's Safeguarding Policies and Procedures. The outcome from the 2013 audit identified some areas of improvement, especially around some new emerging issues such as Domestic Violence; Honour Based Abuse and Female Genital Mutilation; Child Sexual Exploitation and Counter Terrorism.

Due to the number of new and emerging issues the Council's own Safeguarding Policy and Procedures and Safeguarding Action Plan had been reviewed and revised for Member approval.

Cllr Chilvers MOVED and Cllr Mrs Squirrelre SECONDED the recommendations in the report and it was agreed unanimously that:

- 1. Members agree to the revised Safeguarding Policy and Procedures appended to the report.**
- 2. Members agree that Officers will implement the Safeguarding Action Plan 2015/16.**
- 3. Members recommend that the Strategic Safeguarding Lead be assigned to the (Acting) Chief Executive and the Safeguarding Member Champion be allocated to the Leader of the Council, to be agreed at Ordinary Council.**

Minutes

Community Committee Tuesday, 27th January, 2015

Attendance

Cllr Chilvers (Chair)	Cllr Mrs Hones
Cllr Mrs Squirrell (Vice-Chair)	Cllr Mrs Hubbard
Cllr Barrett	Cllr Parker
Cllr Mrs Coe	Cllr Ms Sanders

Substitute Present

Cllr Sleep
Cllr Mynott

Also Present

Cllr Carter (having being substituted by Cllr Mynott, arrived late)

Officers Present

Kim Anderson	Partnership, Leisure and Funding Manager
Ashley Culverwell	Head of Borough Health Safety and Localism
Jo-Anne Ireland	Acting Chief Executive
Chris Potter	Monitoring Officer & Head of Support Service
Jean Sharp	Governance and Member Support Officer

410. Apologies for Absence

Apologies were received from Cllrs Carter and McCheyne.

411. Hopefield Animal Sanctuary- Asset of Community Value

Members were reminded that the Localism Act 2011 required local authorities to keep a list of assets (meaning buildings or other land) which were of community value. Once an asset was placed on the list it would usually remain there for five years. The effect of listing was that an owner intending to dispose of the asset must give notice to the local authority. A community

interest group then had six weeks in which to ask to be treated as a potential bidder. If it did so, the disposal could not take place for six months from when the bid was entered. The theory was that this period known as the “moratorium” would allow the community group to come up with an alternative proposal- although, at the end of the moratorium, it was entirely up to the owner whether a disposal went through, to whom and for how much. There were arrangements for the local authority to pay compensation to an owner who lost money in consequence of the asset being listed.

A nomination had been received from Hopefield Animal Sanctuary in relation to land as indicated on the site plan before Members which was owned by Tesco. Officers advised that the criteria for determining whether the asset should be listed as an ACV was set out in Section 88 of the Localism Act 2011 and was summarised in the report before Members. Members were requested to consider if the nomination met these criteria.

The report had been prepared to enable Members to consider whether to list or not to list the land as an Asset of Community Value.

Cllr Chilvers MOVED and Cllr Mynott SECONDED Option 1 as detailed in the recommendations within the report.

Following a full discussion a recorded vote was requested in accordance with Rule 9.5 of the Council’s procedure rules. Members voted as follows:

FOR: Cllrs Barrett, Chilvers, Mrs Coe, Mrs Hones, Mrs Hubbard, Mynott, Parker, Miss Sanders, Sleep and Mrs Squirrel (10)

AGAINST: 0

ABSTAIN: 0

It was therefore RESOLVED UNANIMOUSLY to list the land as indicated on Appendix B of the report as an Asset of Community Value.

The Leader of the Council acknowledged the large public attendance at the meeting in support of the application and advised that, as requested at the 14.1.15 Finance and Resources Committee meeting, officers had been in dialogue with Tesco representatives.

412. Urgent Business

There were no items of urgent business.

25 March 2015

Community Committee

Asset of Community Value - Hutton Community Centre

Report of: *Ashley Culverwell, Head of Borough Health, Safety and Localism*

Wards Affected: *All Brentwood Borough Wards*

This report is: *Public report*

1. Executive Summary

- 1.1. The Localism Act 2011 requires local authorities to keep a list of assets (meaning buildings or other land) which are of community value. Once an asset is placed on the list it will usually remain there for five years. The effect of listing is that generally speaking an owner intending to dispose of the asset must give notice to the local authority. A community interest group then has six weeks in which to ask to be treated as a potential bidder. If it does so, the disposal cannot take place for six months. The theory is that this period known as the “moratorium” will allow the community group to come up with an alternative proposal- although, at the end of the moratorium, it is entirely up to the owner whether a disposal goes through, to whom and for how much. There are arrangements for the local authority to pay compensation to an owner who loses money in consequence of the asset being listed.
- 1.2. A nomination has been received by Hutton Community Partnership in relation to Hutton Community Centre as indicated on the attached site plan (Appendix A)
- 1.3. The report is for Members to list or not to list the Asset as an Asset of Community Value as indicated in Appendix B.

2. Recommendations

That Members agree to:

- 2.1 **Option 1: List the land as indicated on Appendix B of the report as an Asset of Community Value; or**
- 2.2 **Option 2: Not to list the land as indicated on Appendix B of the report as an Asset of Community Value.**

3. Introduction and Background

- 3.1.** A report was presented to Policy, Performance and Resources Board on 7 December 2011 (min ref. 386) so that members were aware of the implications for the Council of the Localism Act 2011 which was given Royal Assent on 15 November 2011. Part of the Localism Act 2011 includes the ability for communities to be able to ask for community assets to be put on a register of 'Assets of Community Value'. These assets can include local pubs, shops, village halls, libraries and community centres.
- 3.2.** A subsequent report was presented to Strategy and Policy Board on 20 November 2013 (min ref. 264) recommending that delegated authority to determine whether nominations should be included within the list of assets of community value, be given to the Head of Borough Health, Safety and Localism in consultation with the Chair of Strategy and Policy Board and relevant ward Councilors; and that the officer grade for carrying out and determining reviews be at Head of Service level or above.
- 3.3.** The consultation part of the delegation was changed at Ordinary Council on 22 October 2014 (min. ref. 213) that the Communities Committee be granted delegated authority to determine applications/nominations for designation of Assets of Community Value. Should the timing of Committee meetings not permit that, the Head of Borough, Health Safety and Localism be granted delegated authority to determine applications/nominations for designation of assets of community value provided that such delegated authority is only exercisable after consultation with the Leader of the Council and any ward Members, which is why this determination is before Members tonight.
- 3.4.** The Localism Act provides an opportunity for communities to raise finance to competitively bid when a community asset comes on the open market. This is achieved through a legal framework governed by the Local Authority. The Act allows communities to nominate assets of community value (ACV's). The council is given eight weeks to determine whether it meets the criteria for listing from the date of submission, and then places its decision on the list. When the owner of a listed asset wishes to dispose of it, the Act introduces a delay or 'moratorium' before he or she can do so, to give any interested and eligible community groups the time to prepare a bid. However at the end of the moratorium period the owner can sell to whomever they choose at a price agreed by the buyer.

- 3.5.** The Council has received a valid nomination on 16 February 2015 from Hutton Community Partnership in relation the land, including Hutton Community Centre as indicated on the attached site plan in Appendix B. The Regulations made under the Localism Act 2011 requires the Council to determine within 8 weeks whether to list the nominated asset. Therefore the deadline for a decision is 13 April 2015 which is why this is before Members tonight.
- 3.6.** In broad outline the new provision under the Localism Act 2011 for listing an Asset of Community Value and subsequent disposal are set out in Appendix C. In particular Members are reminded of what is meant by a relevant disposal of a listed asset (see. 1.15 of Appendix C).

4. Issues, Options and Analysis of Options

- 4.1.** The essential statutory test for an ACV is set out in Section 88 of the Localism Act 2011. It is for the local authority to judge whether the criteria are met (subject to any challenge by way of judicial review). The criteria are set out as follows:
- 4.2. Is the nominating organisation an eligible body to nominate?** Officers have checked and confirmed that at least 21 of the names and addresses submitted as part of the unincorporated body nominees are listed on the Brentwood Borough Electoral role and as such an eligible body to nominate the land as a Asset of Community Value.
- 4.3. Does the nominating body have a local connection to the asset?** Yes, Hutton Community Partnership was set up in June 2012 and their vision is 'to provide a framework for gathering together organisations representing the residents and social groups of Hutton in the spirit of working together on community based projects and issues'.
- 4.4. Does the nomination include the required information about the asset?** (This includes the proposed boundaries, names of the current occupants of the land and names and current or last known address of those holding freehold or leasehold estate in the land). All of the necessary information was supplied to the Council (See Appendix A, nomination form and Appendix B for the site plan).
- 4.5. Is the nominated asset outside one of the categories that cannot be assets of community value (A residence together with land**

associated with that residence; land in respect of which site licence is required under Part 1 of the Caravan Sites and Control of development Act 1960; and operational land as defined in section 263 of the Town and Country Planning Act 1990). The land indicated is not one of the exempt categories that **cannot** be listed as an ACV, so this nomination cannot be ruled out on that principle.

- 4.6. Is the current (or recent – within past 3 years) usage which is subject of the nomination an actual and non-ancillary usage?** The current actual usage is that the land and building provides a community hub for the local residents to use and participate in a number of activities that are provided.
- 4.7.** The Council also needs to consider if in their opinion **(a) an actual current use furthers the social wellbeing or social interests of the local community, and (b) it is realistic to think that there can continue to be non-ancillary use of the building or other land which will further (whether or not in the same way) the social wellbeing or social interests of the local community.** They may take into account the following:
- 4.8. What is the ‘local community’ of the asset as defined by geographical area?** Officers consider that would include the Borough of Brentwood and the immediate surrounding areas.
- 4.9. What is the current /recent use of the asset?** The nominated asset is currently providing a hub for local community use and has 29 local clubs and organisations operating from the site. This provides a variety of activities for all age groups such as a pre school, fitness and exercise classes, community bingo sessions, sports and leisure provision, which supports the local community, including the adjacent primary school. The building also provides a venue for initiatives such as Community Safety events, Family Fun Days, neighbourhood engagement events, functions and one off events.
- 4.10. How well is the asset used?** The Asset is currently well used with users booking rooms at the Centre seven days a week.
- 4.11. What will be the impact if the usage ceases?** Currently the Asset provides a venue for 29 clubs and if the usage ceases then these clubs and organisations would either cease to be delivered locally or these

organisations will need to find a new venue. The impact will also be on the one off events and functions that Hutton Community Centre provides a venue for.

- 4.12. How does it meet the social interests of the community as a whole and not users/customers of a specific service?** For information in the Act 'social interests' includes each of the following – cultural interests, recreational interests and sporting interests. The Asset currently provides a venue for a number of leisure, cultural and sporting activities which provide a broad range of provision for a wide variety of age groups.
- 4.13. How is the asset regarded by Community (community consultation, evidence of support)?** Evidence supplied by the nominee shows that there is support to maintain the centre as a community hub for a broad range of community usage.
- 4.14.** Members also need to consider whether it is realistic to think that there can continue to be non-ancillary use of the asset which will further the social well being or social interests of the local community.
- 4.15.** The current usage of Hutton Community Centre would suggest that it would seem reasonable that there can continue to be non-ancillary use of the asset which will further the social well being or social interests of the local community.

5. Reasons for Recommendation

The report provides guidance and facts to allow Members to make an informed decision as to whether to list the nominated asset as an Asset of Community Value.

6. References to Council Priorities

Assets of Community Value sit under the Localism priority enabling communities to do more for themselves.

7. Implications

Financial Implications

Name & Title: Risk Management implications – The Council has a legal duty to comply with the legislation relating to Assets of Community Value. Christopher Leslie, Section 151 Officer

Tel & Email 01277 312542 christopher.leslie@brentwood.gov.uk

Under the Assets of Community Value Regulations the local authority is responsible for paying compensation in respect of listed assets within its

area. There is no statutory cap on the amount of compensation that may be payable in respect of any one claim, and a local authority may face multiple claims in any one year. The Department for Communities and Local Government has issued guidance in relation to the Community Right to Bid. With regard to compensation claims, any individual or total payments of over £20k in a financial year will be funded by the government. In addition a New Burdens grant has been allocated to all administering Councils to cover the costs associated with implementing the new scheme.

Whilst the funding from government will help to meet some of the costs of the new arrangements, local authorities will still be expected to fund the first £20k of any compensation payments.

The current balance in the Community Rights to bid reserve has a balance of £29,642, and per agreement by the Council in March a further £16,000 will transferred to the reserve during 2014/15.

Legal Implications

Name & Title: Christopher Potter, Monitoring Officer and Head of Support Services

Tel & Email: 01277 312860 christopher.potter@brentwood.gov.uk

The Council has a statutory responsibility to comply with the provisions as set out in the Localism Act and the Regulations made under the Act, currently Assets of Community Value (England) Regulations 2012 SI 2421.

Equality and Diversity implications - The process will be fair and consistent for all members of the community and therefore it is not anticipated that there will be any direct impact on individual community groups or members.

Risk Management implications – The Council has a legal duty to comply with the legislation relating to Assets of Community Value.

8. Appendices

Appendix A – Nomination of land and buildings of Hutton Community Centre as an Asset of Community Value.

Appendix B – Site Map

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

9. Background documents

9.1. Localism Act 2011

Report Author Contact Details:

Name: Kim Anderson

Telephone: 01277 312634

E-mail: kim.anderson@brentwood.gov.uk

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Appendix A

From: Jason Manning
Sent: 16 February 2015 01:01
To: John Parling
Cc: Adrian Tidbury; Jo-Anne Ireland; Bernadette Benn
Subject: Community asset nomination
Importance: High

Dear Mr Parling

I wish to nominate the Hutton Community Centre as a community asset under the following guidance of the Localism Act and request that it be added to the list of assets of community value:

Any form of written nomination submission should be acceptable, whether on-line, by email or a letter. Eligible voluntary and community bodies can make as many nominations as they wish.

The regulations set out what is required in a nomination, as follows:

- a description of the nominated building or land including its proposed boundaries;
- a statement of all the information which the nominator has with regard to the names of the current occupants of the land and the names and current or last- known addresses of all those holding a freehold or leasehold stake in the land;
- the nominator's reasons for thinking that the asset is of community value; and
- evidence that the nominator is eligible to make a community nomination.

My nomination therefore is as follows:

- The building nominated is the Hutton Community Centre and its ground as defined by those grounds with in its boundary fencing
- Brentwood Borough Council is the current owner of the land and buildings
- As a building which serves the local community and is currently operating as a community centre, with usage by the many groups within Hutton the centre is an asset of community value.
- This nomination is made on behalf of the Hutton Community Partnership which is a group defined under the act as:
 - [an unincorporated group of 21 or more people who appear on the local electoral register;](#)

Regards

Jason Manning
Chai of the Hutton Community Partnership

Click [here](#) to report this email as spam.

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Appendix B



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Hutton Community Centre

Service ICT

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Date 31st July 2014



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1.1 Process for Listing Community Assets

- 1.2** The first step is for a community group to identify a building or other land that they believe to be of importance to their community's well-being and nominate it for listing by the local authority. The local authority must determine a nomination for listing in 8 weeks.
- 1.3** Only voluntary and community organisations with a local connection (as defined in the Regulations), and local Parish Councils, may make nominations for community assets to be listed.
- 1.4** A local authority must maintain a list of land in its area which is land of community value. If a nominated asset meets the definition of an ACV as set out in the Act, the local authority must add it to the list.
- 1.5** If the authority refuses the nomination they must provide written reasons why it has been refused.
- 1.6** There are some exemptions from listing. Notably residential premises may not be listed (but not living quarters which are integral part of an asset such as a pub or shop which is otherwise eligible for listing).
- 1.7** The provisions require a local authority to notify the owner(s), occupier(s), nominator(s) and local parish council of any decision to list an asset. The local authority is also required to maintain a list of unsuccessful community nominations, and provide reasons to the nominator for any decision not to list an asset.
- 1.8** The owner of an asset may require an internal review of a listing decision by the local authority. The owner has 8 weeks from notification of the listing decision to request a review.
- 1.9** The review must be completed within 8 weeks (unless otherwise agreed with the owner). It must be carried out by an officer who did not take any part in making the listing decision. The review process may include an oral hearing, and must do so if the owner requests that it does.
- 1.10** If the review upholds the listing the owner may appeal to the First Tier Tribunal.
- 1.11** There are no similar rights of review or appeal for community groups. A community group's only mechanism for challenging a decision by a local authority not to list an asset is a judicial review.

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

- 1.12** Assets must be removed from the list after 5 years. Prior to removal officers must write to interested community organizations. Community groups may nominate the asset for re-inclusion on the list.
- 1.13 Disposal of a listed asset**
- 1.14** If an asset is listed, the owner must notify the local authority of any proposed to make a relevant disposal.
- 1.15** A relevant disposal of a listed asset is the transfer of the freehold, or the grant or assignment of a qualifying lease which gives vacant possession of the buildings and other land in question. However they will not apply to all relevant disposals, as some types of relevant disposal are exempt. These exemptions are partly in the Act and partly in the Regulations. The moratorium provisions apply only to disposals, so for example if a building listed as an asset of community value is to be demolished without being sold, the moratorium rules in Section 95 of the Act does not apply. (A limited number of disposals, such as transfer by way of gift, within a family, due to inheritance or where the asset forms part of a larger estate are exempt and can place unimpeded by the community right to bid.) The relevant disposal is the transfer of the freehold, or the grant or assignment of a lease originally granted for at least 25 years, gives vacant possession to the new owner. (see section 96 of the Act).
- 1.16** On receipt of notification, the local authority must inform the community group which nominated the asset for listing and publicise the proposal to dispose generally in the area where the asset is situated.
- 1.17** The owner's notification triggers an initial moratorium on the disposal for an initial period of 6 weeks. If during these 6 weeks a community group states an intention to itself bid for the asset the full 6 month moratorium on the disposal is triggered.
- 1.18** The asset may be sold to a community group during this 6 month moratorium.
- 1.19** At the end of the 6 month period the asset can be sold on the open market. At this point community groups have the same rights as any other bidders. The community right to bid does not restrict who the owner of the asset can sell his property to, or at what price.

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

- 1.20** If the owner wishes to claim compensation for any loss or expense following from compliance with the process he must do so within 13 weeks.
- 1.21** The owner of the land may ask for a review of the compensation decision and the Council will undertake a review and give written notification of the decision of the review and the reasons for the decision. The owner of the land is entitled to appeal to the First-Tier Tribunal against the decision.
- 1.22** It is likely that not all potential assets of community value will be identified and listed from the outset and that a community group may only become concerned about a particular property when it becomes aware that its disposal is proposed. An application for listing does not trigger any moratorium on the disposal.

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25 March 2015

Community Committee

Report on Progress with the Health and Wellbeing Strategy and Work Plan 2014 -2017

Report of: *Ashley Culverwell, Head of Health Safety and Localism*

Wards Affected: *None*

This report is: *Public*

1. Executive Summary

- 1.1 This report updates the Committee on the progress made with the Health and Wellbeing Strategy and Work Plan which has been developed by the Brentwood Health and Wellbeing Board. It includes the three priorities identified in the Joint Strategic Needs Assessment carried out by Essex County Council. The actions for the priorities are addressed in the Work Plan.

2. Recommendation

- 2.1 That the Committee agrees to continue the work necessary to develop health and wellbeing as outlined in the work plan and strategy, noting the progress made in key areas as described in this report.**

3. Introduction and Background

- 3.1 Following introduction of the Health and Social Care Act in April 2013, Brentwood Council implemented its own Health and Wellbeing Board. The Board, which reports up to the Essex Health and Wellbeing Board is tasked with the responsibility of improving the health of local residents by concentrating on a number of key areas where health inequalities have been shown to exist. The Brentwood Board promotes public health in the Borough, working in partnership with the Basildon and Brentwood Clinical Commissioning Group and other local partners.
- 3.2 At the Community Committee on 21 July 2014 the Health and Wellbeing Strategy (appendix A) and Work Plan (appendix B showing

updated version) were approved with an agreement to report on progress including an evaluation of officer time spent on health and wellbeing.

- 3.3 To date, the work of the health and wellbeing plan has been focused on the three priority areas of:
- improving older people's health,
 - increasing the uptake of vaccinations and
 - reducing cardiovascular disease through reductions in obesity.

The Authority has made achievements in all of these areas by the signposting of available services, working with partners to modify existing services and ensuring that correct information on health and wellbeing is available to the residents of Brentwood.

- 3.4 The authority has also established a webpage and a branding logo termed 'Healthier Brentwood' which will be used as a means of promoting available services to residents. The webpage highlights physical resources that are available to improve older and younger persons' health, and where people can go to increase their levels of activity.

- 3.5 In addition, the Council has been liaising with the organisations - Active Brentwood and Active Essex along with local sporting clubs and other organisations to consider how their services may be tailored towards those in need of activity. As a result of the health and wellbeing work plan a 'Brentwood Borough Sports and Physical Activity Profile' has been produced by Active Essex identifying where inequalities exist highlighting which types of activity are needed in the Borough. This is produced at appendix C. Through this report and working with these organisations the Council will be able to improve what activities are on offer to its residents. For example, dialogue is occurring with clubs around how they build business acumen to encourage new members in and particularly attracting beginners to join with no prior experience. Consideration is being given to a 'novice-friendly' award where sporting clubs will need to reach certain organisational criteria before the award is granted.

- 3.6 Meetings have also been held with the home insulation provider - Aran Services, and discussions concerning the apparent barriers which exist which prevent residents taking up the offer of free services. It is hoped that in working with Aran Services, the council will be able to

produce tailored information for older persons to encourage service take-up and ultimately reduce fuel poverty in Brentwood.

- 3.7 The authority has also met with our local GP lead public health - Dr Emond and discussed sporadic uptake of the flu vaccination and MMR. Through this work tailored information has been made available on the councils' website and will continue to be developed through the sharing of best practice across surgeries having the highest take-up.
- 3.8 Brentwood is represented on the 'Essex Responsibility Deal project' along with other Environmental Health departments where Essex County Council are funding the local Councils in Essex to target takeaway premises to bring about reductions in fats, salt, sugar and portion size. The authority has have been working with a branding company, within the Essex County Council funding to develop the scheme.
- 3.9 Regarding mental health, the Council has signed up to the Mental Health Challenge and is raising awareness of this area amongst its staff and the local community, whilst making changes that will help people with mental ill-health find accessing Council services easier. Lead Member and Officer training in mental health first aid will be completed in March, and key points from this will be disseminated to all Council staff during Safeguarding training. The council recently met with Andy Bell, Deputy Chief Executive for the Centre for Mental Health who stated, 'Brentwood's leadership in appointing a member champion for mental health and seeking to ensure that it supports mental health in all areas of its work is an example I hope many more will follow'.
- 3.10 From February 2014, the Council will be launching a referral service for residents who are having difficulty paying their council tax. This means that where appropriate they will be supported by key organisations, including MIND, Synergy, Job Centre Plus, Citizens' Advice Bureau, Department for Work and Pensions and Family Mosaic.
- 3.11 The Council is also working with other authorities across Essex to ensure that residents are getting the right housing support, and has recently signed up to an Essex-wide housing brokerage scheme which means individuals who may have mental ill-health are given help to find independent or supported accommodation.

- 3.12 On Thursday 5 February 2014, Councillors and staff supported Time to Talk Day - a national campaign that aims to break the silence and stigma of mental health by asking people to spend 5 minutes that day having a related conversation. Staff were encouraged to text a friend or have a chat over their coffee break and members joined the Essex Mental health Community live on Phoenix FM.
- 3.13 Through raising the profile Health and Wellbeing is beginning to gain recognition and become embedded in relevant Council policies which has a wider impact than the role of the lead officer.
- 3.14 Essex County Council has recently written to County Chief Executives highlighting the need to work with local authorities at local level. They are proposing the sharing of a funded Public Health post with Basildon Borough Council. We will be working with Essex County Council and Basildon Borough Council to secure this post.

4. Issue, Options and Analysis of Options

- 4.1 A Joint Strategic Needs Assessment was carried out by Essex County Council to assist in the development of the Essex Health and Wellbeing Strategy. The Brentwood Health and Wellbeing Board agreed a strategy of focussing on areas where the biggest influence could be exerted whilst making a tangible difference with measurable outcomes.
- 4.2 The Board agreed the three local priorities as: -
1. Improving Older People's Health – focussing on alleviating fuel poverty, supporting independent living, encouraging physical activity and falls prevention. This area was chosen because Brentwood has an excess number of winter deaths than the rest of Essex. The Joint Strategic Needs Assessment explained that 15% of householders were in fuel poverty, which appears to be more prevalent in rural areas, where residents would have to spend more than 10% of their income on fuel to keep their home satisfactorily warm.
 2. Increasing the uptake of vaccination, primarily measles, mumps and rubella, because Brentwood has a lower uptake than the Essex Average.
 3. Reducing cardio-vascular disease through reducing obesity by increasing physical activity and improved diet. 67% of adults in

Brentwood are overweight or obese which is higher than the national average.

- 4.3 Officer time in co-ordinating and delivering the work of the health and wellbeing board equates to approximately 1 officer day/week. In terms of financial costs to the Council of officer resource this equates to £187.20/week plus management and central support costs.

5. Reasons for Recommendation

- 5.1 The recommendation above supports the health and wellbeing strategy to deliver the Brentwood Health and Wellbeing Board's key priorities, to reduce the health inequalities in Brentwood.

6. Consultation

- 6.1 Key partners including the Basildon and Brentwood Clinical Commissioning Group, Essex County Council, members of Brentwood Borough Council and other voluntary organisations are being consulted and engaged in development of the work plan.

7. References to Corporate Plan

- 7.1 This work supports the Council's priorities for Localism in working with the voluntary and community sectors to improve and raise awareness about local activities and leisure provision.

8. Implications

Financial Implications

Name & Title: Chris Leslie – Financial Services Manager and Section 151 Officer

Tel & Email 01277 312542 christopher.leslie@brentwood.gov.uk

- 8.1 The Section 151 Officer has been consulted and there are no financial implications arising from this report since the work undertaken is contained within existing officer resources and budgets.

Legal Implications

Name & Title: Chris Potter Monitoring Officer and Head of Support Services

Tel & Email 01277 312860 christopher.potter@brentwood.gov.uk

- 8.2 The monitoring officer has been consulted and is in agreement with the legal information and reference provided in this report.

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

8.3 The Brentwood Health and Wellbeing Strategy and Work Plan are inclusive for the whole community and aim to protect vulnerable residents.

9. Background Papers (include their location and identify whether any are exempt or protected by copyright)

9.1 Housing and Health Panel 26 June 2012

9.2 Housing and Health Panel 20 November 2012

9.3 Community Committee 11 April 2014

9.4 Community Committee 21 July 2014

9.5 Time log spent on health and wellbeing work

10. Appendices to this report

A. Health and Wellbeing Strategy 2014-2018

B. Health and Wellbeing Work plan 2014-2018

C. Brentwood Borough Sports and Physical Activity Profile

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Foreword

We believe that everyone has the right to enjoy good health and wellbeing. We will promote the health and wellbeing of Brentwood's communities to enable this to happen.

Despite the vast majority of our communities being healthy, there are health inequalities across the Borough. Therefore the focus of this strategy will be on addressing these inequalities and securing the best possible health outcomes for all residents.

We understand that to reduce these health inequalities there must be focus not only on health but on the wider determinations which affect health and well being in order to make a difference.

We believe that, especially in challenging economic times, partnership working to produce joined up solutions maximises resources and ensures the best outcomes. We are therefore committed to working in partnership with Essex County Council, the Basildon and Brentwood Clinical Commission Group, Healthwatch Essex, other public, private and voluntary sector organisations.

Councillor Barry Aspinell
Leader

Councillor Karen Chilvers
Chair of Community Services Committee
Chair of Health and Wellbeing Board

Jo-Anne Ireland
Acting Chief Executive

Introduction

This is the first Joint Health and Wellbeing Strategy for Brentwood Borough. It has been produced by the recently formed Brentwood Health and Wellbeing Board which brings together health, the voluntary and community sector and a wide range of both County and Borough council services.

This strategy sets out the key priorities which the Board will pursue over the next three years. It is based on a detailed analysis of the health needs in Brentwood (the Joint Strategic Needs Analysis – JSNA).

This strategy also incorporates the priorities for the Mental Health Challenge, whilst this is separate from the Health and Wellbeing priorities outlined in the JSNA, there are some overlaps in their functions and therefore have also been included in this strategy.

We expect to develop the strategy over the coming years as goals are achieved and circumstances change, this will help focus the Board to ensure that we make progressive changes in improving health and wellbeing in Brentwood.

Context

National Context

The Marmot Review in 2010 ‘Fair Society, Healthy Lives’ proposed evidence-based strategies for reducing health inequalities including addressing the social determinants of health. It concluded that a good start in life, a decent home, good nutrition, a quality education, sufficient income, healthy habits, a safe neighbourhood, a sense of community and citizenship are the fundamentals for improving quality of life and reducing health inequalities.

The Government’s response was the White Paper ‘Healthy Lives, Healthy People – A Strategy for Public Health in England’ (2010). As well as taking the Marmot proposals forward, this identified the need for local communities to be at the heart of public health by focusing on the needs of local populations.

This approach was established in the Health and Social Care Act 2012, it was a fundamental change in the way in which public health, health services and social care are delivered. Some of the major changes included:

- Shifting many of the responsibilities historically located in the Department of Health to a new, politically independent, NHS Commissioning Board

- Giving groups of GP practices and other professionals (Clinical Commissioning Groups – CCGs) responsibility for the majority of NHS commissioning
- Transferring responsibility for public health from the NHS to local authorities
- Giving upper-tier local authorities a new role in encouraging joined-up commissioning across NHS, social care, public health and other partners

Concurrently the Department of Health published in 2012 published 'The Public Health Outcomes Framework for England, 2013 – 2016', this set out what the Government would want to achieve in a new and reformed public health system. The Framework consists of two overarching outcomes that set a vision for the whole public health system of what the Government wants to achieve for the public's health:

- Increased healthy life expectancy which takes account of the health quality as well as the length of life
- Reduced differences in life expectancy and healthy life expectancy between communities (through greater improvements in more disadvantaged communities).

County-wide Context

As the Upper-tier local authority the statutory duty with regard to health and wellbeing rests with Essex County Council. The Essex Health and Wellbeing Board published a five year strategy in 2012 covering the period 2013 – 2018.

This strategy was based upon the World Health Organisation definition of health "a state of complete physical, mental and social wellbeing and not merely the absence of disease or infirmity", it has as its vision: -

'By 2018 residents and local communities in Essex will have greater choice, control and responsibility for health and wellbeing services. Life expectancy overall will have increased and the inequalities within and between our communities will have reduced. Every child and adult will be given more opportunities to enjoy better health and wellbeing'.

This vision is supported by a range of priorities developed by looking at a range of data and information on health and wellbeing in Essex as well as an extensive programme of consultation and stakeholder engagement.

The main source of evidence and related information on health and wellbeing is the Joint Strategic Needs Assessment (JSNA).

The Essex priorities are:

- Starting and developing well: ensuring every child in Essex has the best start in life.
- Living and working well: ensuring that residents make better lifestyle choices and residents have the opportunities needed to enjoy a healthy life.
- Aging well: ensuring that older people remain as independent for as long as possible

These priorities are underpinned by two key themes: -

- Tackling health inequalities and the wider determinants of health and wellbeing
- Transforming services: developing the health and social care system.

Links to Corporate Plan 2013 – 2016 and Service Delivery

As a Council, our normal service delivery contributes to developing the Health and wellbeing of our residents. The wider determinants of health are also known as the social determinants of health and have been described as 'the causes of the causes'. They are the social, economic and environmental conditions that influence the health of individuals and populations. Income, employment, education, housing quality, overcrowding and crime are powerfully associated with both physical and mental health. Poor lifestyle choices such as smoking, lack of exercise, excessive alcohol consumption and unhealthy eating habits and for many, the socio-economic characteristics of certain areas are major factors explaining poorer health in the Borough.

The Priorities identified in our Health and Wellbeing Agenda are linked to five of the objectives our Corporate Plan, which work towards alleviating the inequalities of health.

Examples of the work we do include:-

Street Scene and Environment Grounds maintenance of play areas, football pitches, skate park can contribute to an increase in physical activity, because attractive and well maintained leisure amenities encourage people to use these facilities. As well as safeguarding residents and visitors to the Borough.

Housing Health and Wellbeing - Regulation can contribute to a more prosperous economy through greater consumer confidence. For example licensing premises and taxis give customers greater confidence in their safety and more likely to use the local facilities/businesses. Also the Council provide good quality homes for those most in need and assist in accessing grants for vulnerable home owners. Enforcement action

against rogue landlords who provide substandard accommodation is also a role of the Council.

Localism – Increasing social inclusion and social capital to improve the strength of the community. We have provided resources for a Shared fund for community groups. The formation of the Renaissance Group which works with the community and local businesses to enhance the quality of the environment, particularly the quality of public space, shop fronts, addressing vacancy unit issues, signage, lighting, safety and the night time economy.

Safe Borough - reducing anti social behaviour and taking enforcement action against Noises as a Statutory Nuisance to increase the Community's confidence in a safe borough.

Prosperous Borough- local development plan aims to increase the number of new homes that are built to a high energy efficient standard and therefore over time reducing the number of people who experience fuel poverty due to poor insulation.

Health and Wellbeing for Brentwood

Brentwood Borough Council covers an area of 59 square miles (153 Square kilometres) with a population of approximately 73,000 which is expected to rise to over 90,000 by 2035. During the same period the number of residents 65 and over is expected to increase from 13,800 to 21,400.

The health of people in Brentwood is generally better than the England average. However, whilst life expectancy for both men and women is higher than the England average, patterns of deprivation show that life expectancy is 9.4 years lower for men and 6.4 years lower for women in the most deprived areas of Brentwood than in the least deprived areas.

At its meeting on 26th June 2012 The Health and Housing Panel (now the Community Services Committee) agreed that: -

- The Council take the lead role in facilitating engagement of the Borough's community and other stakeholders to enable representative views to be passed to the new (Essex) Health and Wellbeing Board.
- Officers scope out the best forum (i.e. creation of a local Health and Wellbeing Board) for sharing views and making decisions to represent the collective views.
- If created; assist the new local board in deciding the broad determinants of health for people in the Borough and how to influence the prioritisation of resources

within the County to address health inequalities and to achieve the greatest impact on health and wellbeing with the resource available.

These issues were taken forward at the Panel's meeting on 20th November 2012 and Terms of Reference for a Brentwood Health and Wellbeing Board were agreed, these are attached at Appendix A. These Terms of Reference widened the purpose of the Board to include 'actively promoting public health within the Borough and work in partnership with the Clinical Commissioning Group and other local organisations to encourage the joining up of resources and support integrated health and social care service delivery to the people of Brentwood'.

At its meeting of 21st May 2013 the Brentwood Health and Wellbeing Board agreed a strategy of focusing on areas where the biggest influence could be exerted whilst making a tangible difference with measurable outcomes.

The Board considered the JSNA with further detailed analysis ('Deep Dive') of the 'Prevention and Lifestyle' elements and with reference to the Essex HWB's priorities decided on the following local priorities:

1. **Improving older people's health** (Fuel Poverty/Independent Living/Falls Prevention/Physical Activity)
2. **Increasing uptake of vaccination** (Measles, Mumps and Rubella (MMR))
3. **Reducing cardiovascular disease through reduction in obesity** (Exercise/Improved Diet)

In order to facilitate achieving these priorities a number of objectives have been identified:

1. Improving older people's health

Areas for focus: -

- *Reducing fuel poverty*
- *Enabling independent living*
- *Encouraging physical activity*
- *Falls prevention*

Objectives: -

- *Understand the current service provision available*
- *Ensure that we are maximising the effects/efforts from all parties/agencies involved in the process at local level*

- *Understand financial assistance streams that may be available*

Outcome Measures: -

- *Number of households classified as fuel poor (i.e. spending more than 10% of its income on energy to maintain an adequate level of warmth).*
- *Age-sex standardised rate of emergency admissions for fractured neck of femur in persons aged 65 and over.*
- *Increase in referrals for physical measures such as grab rails to facilitate independent living.*

2. Increasing uptake of vaccinations

Areas for focus:

- *Measles, Mumps, Rubella*
- *Influenza virus*

Objectives:

- *Understand the current extent of the issue and service provision*
- *Identify barriers to parents in Brentwood choosing MMR triple vaccine*
- *Identify why uptake of influenza vaccine is below the 80% uptake target*

Outcome Measures:

- *Increased uptake of seasonal influenza vaccine*
- *Increased uptake up of MMR vaccine*

3. Reducing cardiovascular disease through reduction in obesity

Areas for focus: -

- *Exercise*
- *Improved diet*

Objectives:

- *Understand the current trends for Brentwood in relation to reasons for poor diet and lack of exercise*
- *Identify current provisions in place*
- *Identify barriers to physical activity*

Outcome Measures:

- *Decrease in the proportion of adults classified as overweight or obese*
- *Increase in the proportion of adults achieving at least One hundred and fifty minutes of physical activity per week (in accordance with the UK Chief Medical Officer recommended guidelines)*
- *Decrease in the proportion of adults classified as inactive*

In addition to the Health and Wellbeing Priorities already agreed, work around the Mental Health Challenge is now also incorporated in to those priorities. There are a number of overlapping priorities within these work priorities and it is logical to link them via this work plan.

4. Mental Health Challenge

In April 2014 Brentwood Borough Council Members unanimously voted to become Mental Health Champions and adopt Seven of the Ten challenges outlined in the 'No Health without Mental Health; Implementation Framework'. The Mental Health Challenge was set up by various Mental Health charities and is funded by the Department of Health through the Mental Health Strategic Partnership. The Mental Health Challenge considers that Local Authorities are uniquely positioned to assist with this work.

The Seven Adopted challenges include, to: -

1. Appoint an Elected Member as 'mental health champion' across the Council
2. Identify a 'lead officer' for mental health to link in with colleagues across the Council
3. Follow the implementation framework for the national mental health strategy where it is relevant to the Council's work and local needs
4. Work to reduce inequalities in mental health in our community
5. Work with local partners to contribute to better support for people with mental health needs
6. Promote wellbeing and initiate and support action to promote good mental health
7. Tackle discrimination on the grounds of mental health in our community.

Health and Wellbeing Work Plan

These priorities and objectives and the actions are addressed in the document 'Health and Wellbeing Workplan 2014-2017. See Appendix 2. The Work plan forms the basis of work in progress and will be addressed in full at each Brentwood Health and Wellbeing Meeting.

Appendix 1

BUILDING THE BRENTWOOD HEALTH AND WELLBEING BOARD

TERMS OF REFERENCE

Vision for the Board's Activities

It is proposed that the vision for the board comprises the following:-

The Brentwood Health and Wellbeing Board (Brentwood HWB) will work to promote the health and wellbeing of Brentwood's communities. Its focus will be addressing health inequalities and securing the best possible health outcomes for all residents and those visiting the Borough for work and leisure.

Purpose of the Board

The Board's purpose will be to ensure that the needs of the Brentwood Community are communicated to the Essex Health and Wellbeing Board so that local needs can be considered within the overarching Essex Joint Health & Wellbeing Strategy. The Board will actively promote public health within the Borough and work in partnership with the Clinical Commissioning Group and other local partnership organizations to encourage the joining up of resources and support integrated health and social care service delivery to the people of Brentwood. This in turn will help to promote social cohesion and localism.

Background

Essex County Council (ECC) has the statutory responsibility to establish a health and wellbeing board as a local authority committee, to serve Essex. From April 2013, Public Health England will allocate ring-fenced budgets, weighted for inequalities, to upper-tier and unitary authorities to fund reducing health inequalities. These Authorities will also receive an incentive payment, or 'health premium', aligned to the progress made in improving the health of the local population, based on elements of the Public Health Outcomes Framework. Although specific funding won't be allocated to lower District and Boroughs to accommodate the new changes, it is envisaged that close links will be formed with local Clinical Commissioning Groups and funding will be available to implement projects locally to meet local needs.

Members of Brentwood Borough Council have resolved to set up a local Health and Wellbeing Board to ensure that the needs of the Brentwood population are represented within the Essex Health and Wellbeing Board and that health inequalities that exist

within Brentwood are addressed. The Board which is facilitated by Brentwood Borough Council, came in to being on the 1st April 2013. It will be driven by local needs and the day to day admin costs will be met by existing funds.

ECC currently has established a Shadow Health and Wellbeing Board which recognises the benefits of co-production of a Health and Wellbeing Strategy with health commissioners and providers, District and Borough Council partners, service users, patients and communities, based on an effective and enhanced Joint Strategic Needs Assessment (JSNA). A whole system approach is preferred. The JSNA of health needs has provided the evidence base for the shadow board to produce a Joint Health and Wellbeing Strategy (JHWS) for Essex and from April 2013, the Board will implement the strategy.

It is important that the Brentwood Health and Wellbeing Board draws on the JSNA the JHWBS and other relevant datasets, including feedback from consultation exercises and historical information held on BBC databases to feed into the process for the development and implementation of the strategy at a local level. These sources of information would provide tools to address local health needs via the Clinical Commissioning Groups (CCGs) and other interested parties to address health needs via commissioning plans.

Organisation and operating principles

1. The principles for the organisation and operation of the Brentwood HWB are proposed as follows:
 - a. The initial key role of the Board will be to assist in supporting the ongoing development of the Joint Strategic Needs Assessment and Health and Wellbeing Strategy ;
 - b. The Board will give local knowledge and input to the JSNA to assist the Essex Board to ensure that the overall strategy reflects the countywide issues and local diversity of Essex.
 - c. The Board will be effective by establishing strong political and public leadership for health and wellbeing locally;
 - d. It will focus on delivering improved outcomes and reducing health inequalities;
 - e. The board will identify key priorities for health and local government commissioning and develop clear plans for using combined resources, by working with the CCG, whilst influencing commissioners.
 - f. The Board will undertake its work in public and will act to ensure transparency and fairness in its decision making;

- g. The Board will report directly to the Community Committee regarding key decisions such as nominations, projects and funding issues.
 - h. The Board will secure as wide a possible membership as is compatible with effective and efficient working and will facilitate the setting-up of a local Stakeholder Network for Brentwood to make delivery links on a wider basis ;
 - i. The Board believes that good health and public health is created through resilient communities, families and individuals who are able to control and influence their environment and have a strong voice in community matters. Social cohesion should be an outcome of commissioning;
 - j. The Board believes that integrated health and wellbeing services are important in providing seamless care, improved outcomes and cost effective services for the people of Essex;
 - k. The Board believes that the route to integrated services is best served by joint commissioning between health, and wellbeing and the use of lead commissioning, aligned and pooled budgets, where all parties agree these makes sense;
 - l. The Board will be supported by an appointed Public Health lead from the County Council ;
 - m. The Board will draw on and amplify the agreements on commissioning and joint commissioning created by any District or Borough based arrangements or joint commissioning arrangements;
 - n. The Board will look to promote a two-way flow of information with the Essex Health & Wellbeing Board;
2. The membership of the Brentwood Health and Wellbeing Board will be represented by the following organisations:-
- i. Brentwood Borough Council (two members and a Lead Officer);
 - ii. Essex County Council Adult Social Care
 - iii. Essex County Council Children's Services
 - iv. Health Watch
 - v. The Joint Clinical Commissioning Group (two Members)
 - vi. The appointed Essex County Council Public Health Directorate Link for Brentwood
 - vii. CVS- Community Voluntary Sector - (with specific groups being invited in when specific needs have been identified)

(Other groups would be invited to meetings when specific needs have been identified)

The maximum number has been suggested as eight to ten members with meetings to be held on a quarterly basis initially, with meeting frequency subsequently determined by need.

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Health and Wellbeing workplan progress to end January 2015						
Goal	Objective	Target	Enabling services	Outcomes Achieved	Planned Actions	Officer/Service
Health Improving Older Peoples' Health	To reduce fuel poverty	To bring a proportion of residents households out of fuel poverty by enabling them to seek out and obtain grants and other products that are already available.	Environmental Health offer and process grants for housing insulation provided through Aran Services. Primarily if person does not qualify for free assistance from Aran then Environmental Health will consider offering a grant. Environmental Health have a fund to use for loft clearance/scaffolding etc. to enable insulation/conversions/renewable energy installations.	Free home insulation information distributed at High Street and Seniors targeted events	1. To form contacts with Brentwood Locality meetings, monthly meeting of Brentwood's GPs. 2. To work with Nina of Aran Services to develop a specific leaflet aimed at older persons' and to target them specifically (by end May 2015)	Elaine Hanlon/ Heather Ziervogel
	To reduce/prevent falls and encourage independent living	Use of other services such as gardening, handyman etc. to assist elderly residents with jobs they are unlikely to be able to do themselves.	BBC offer Mandatory Disabled Facilities Grants for home adaptations. It also offers loans to vulnerable and elderly owner occupiers to make safe and maintain their properties to enable independent living. Such loans are repayable on sale of the property.	Communicated grants and loans available from Brentwood Council on Healthier Brentwood Website	1. To contact and liaise with Bill Pavey at the Papworth Trust concerning these services 2. To add narrative about the grants as news item on webpage. (by end May 2015). 3. To Promote the availability of grants at the next landlords forum (May 2015)	Elaine Hanlon/ Mark Conner
	To encourage independent living	To enable residents to live in their homes longer by providing bespoke adaptations and enabling them to undertake necessary repairs to their properties to prevent deterioration which might impact on their living standards (e.g. freedom from dampness). To enable residents to travel and thereby dissuade them from becoming house-bound.	Use of Housing regulation to take enforcement action against any landlords who offer sub standard accommodation. Can include lack of heating, dampness, falls through levels (e.g. stairs)	Healthier Brentwood web page has been set up as a vehicle for promotion. Over 700 hits to Healthier Brentwood webpages to date	1. To ensure that private sector tenants are provided with information concerning their rights to established legal standards in housing. 2. EH to signpost these services through the Council's Healthier Brentwood webpage's (note Colchester Council is a good example of this information) (by end May 2015). 3. To investigate provision of falls prevention services in the Brentwood Borough, working with the CCG and NHS Services at Brentwood Community Hospital	1. To ensure that private sector tenants are provided with information concerning their rights to established legal standards in housing. 2. EH to signpost these services through the Council's Healthier Brentwood webpage's (note Colchester Council is a good example of this information) (by end May 2015). 3. To investigate provision of falls prevention services in the Brentwood Borough, working with the CCG and NHS Services at Brentwood Community Hospital

Health and Wellbeing workplan progress to end January 2015						
Goal	Objective	Target	Enabling services	Outcomes Achieved	Planned Actions	Officer/Service
es' Health Improving Older Peoples' Health Improving Older Peoples' Health	To encourage independent living	To enable residents to live in their homes longer by providing bespoke adaptations and enabling them to undertake necessary repairs to their properties to prevent deterioration which might impact on their living standards (e.g. Freedom from dampness). To enable residents to travel and thereby dissuade them from becoming house-bound.	Brentwood Community Transport (BCT) plays a large part in the delivery of transport for people who have difficulty using public transport. Brentwood Community Transport also provide a minibus scheme for non profit groups who require affordable and accessible transport by means of mini bus http://www.brentwoodct.co.uk/ BCT provides community transport services via their social car scheme which involves volunteers driving their own cars, and also by using a small fleet of minibuses, driven by both staff members and volunteers. There are also a number of day trips arranged throughout the year.	1. Funding has been provided by Brentwood Borough Council to Brentwood Leisure Trust for Community Services in addition to the new community centre run by the Council in Hutton. 2. Link to Brentwood Community Transport on Healthier Brentwood page. Information about events supplied to BCT for their members 3. Brentwood Community Transport has been successful in their grant application to the Council. They were funded £26,536 and have been commissioned to co-ordinate a community transport provision for Brentwood residents	1. Leaflets to be provided for Council reception and local libraries. Further promotion through Safira Ali in Communications. 2. To ensure links with activities in the Borough, Tea dance etc so they can alert members, via Community Safety Team 3. Liaison with Doctor Ermond regarding getting information into surgeries via the Brentwood Locality meeting (by end May 2015).	Elaine Hanlon
	To encourage independent living	To enable residents to live in their homes longer by providing bespoke adaptations and enabling them to undertake necessary repairs to their properties to prevent deterioration which might impact on their living standards (e.g. Freedom from dampness). To enable residents to travel and thereby dissuade them from becoming house-bound.	Brentwood Housing Policy gives priority to those most in need. Refer to Brentwood Housing Strategy 2013-16	Link to Housing Policy on Healthier Brentwood webpage. Over 700 hits to healthier Brentwood web pages to date	1. To ensure that tenants within Brentwood Council housing stock are provided with all relevant facilities and services in line with the Housing Strategy 2. Need to determine how housing are currently promoting their strategy to those in need 3. Environmental health to signpost these services through the Healthier Brentwood WebPages 4. Meet with Angela Williams (by end March 2015 - completed).	Elaine Hanlon/ Angela Williams

Health and Wellbeing workplan progress to end January 2015

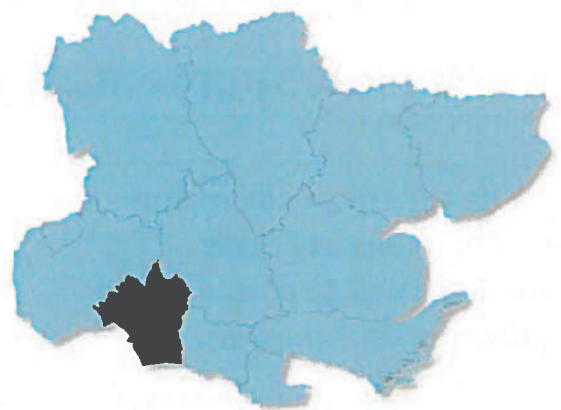
Goal	Objective	Target	Enabling services	Outcomes Achieved	Planned Actions	Officer/ Service
Improving Older People	Encouraging physical activity	To encourage residents to be more active by providing them with further information on where to access physical activity and how to be more active generally.	To promote how residents can become more active by developing a physical Activity Needs Assessment and by collaboration with 'Active Essex' and 'Active Brentwood'.	<ol style="list-style-type: none"> In partnership with Brentwood Leisure Centre, leaflet produced for Golden Years Fitness Activities. Leaflet distributed at events, leisure centre, reception. Annual tea dance programme set up following a successful trial (60 participants) 	Through this work to identify those groups needing to be more active and target them as needy recipients of information on how/where to become more active both inside/outside their homes. Also to encourage clubs and other bodies to attract those with little/no prior experience of activity/exercise. (by end March 2016)	Elaine Hanlon
Increasing Uptake of Vaccinations	Increase uptake of MMR Vaccine	To encourage those who are immunised against their child being immunised against MMR to have their child immunised by providing more reliable information upon the risks involved.	To work with Dr Emond and surgeries in the Brentwood area and assisting their effort to increase MMR uptake locally.	Relevant up to date information available on healthier brentwood web pages, over 700 hits on webpages to date	<ol style="list-style-type: none"> To identify and promote information which dispels the risk of MMR vaccination. EH to meet with Dr Emond, share best practice and agree a common approach to promoting the benefits of MMR vaccination EH to dedicate part of the Council's WebPages to providing clear information on the benefits of MMR and signposting to areas of up to date medical information (by end May 2015) 	Elaine Hanlon/ Dr Emond
Increasing Uptake of Vaccinations	Increase uptake of seasonal influenza Vaccine	To encourage those who would benefit from the flu vaccine to be inoculated.	To work with Dr Emond and surgeries in the Brentwood area assisting their effort to increase flu vaccination uptake. To consider whether staff at the Council should equally be immunised as occurs in some other authorities.	<ol style="list-style-type: none"> 100 vaccinations agreed by finance and resources committee to be used by staff and members Promotion of vaccinations through Town Tabloid and Members newsletter Web page set up linking with NHS information already available 	<ol style="list-style-type: none"> To identify and promote information on the benefits of vaccination. EH to discuss further with Dr Emond and agree a common approach to promoting the benefits of flu vaccination. Dr Emond to produce item for healthier Brentwood web page on the benefits of vaccination EH to use the healthier Brentwood webpage's to provide clear information on the benefits of flu vaccination and signposting to areas of up to date medical information Promote the availability of flu vaccinations for staff and members (by end May 2015) 	Elaine Hanlon/ Dr Emond

Health and Wellbeing workplan progress to end January 2015

Goal	Objective	Target	Enabling services	Outcomes Achieved	Planned Actions	Officer/Service
Reducing Cardiovascular Disease through reduction in Obesity	<p>Increase the participation in physical activity</p>	<p>To increase the uptake of physical activity generally and to target those who need to be more active in order to increase their life expectancy and to remain healthier as they age.</p>	<p>To promote how residents can become more active by developing a physical Activity Needs Assessment and by collaboration with 'Active Essex' and 'Active Brentwood'.</p>	<p>1. Influenced the NHS Clinical Commissioning Group Basildon and Brentwood Prevention Strategy 2015-2020 to include the work of the health and wellbeing board 2. Obtained information about activity in the Borough from LA Fitness, Trailnet, Brentwood Centre and Curves. Promotion of these activities and events in hard copy and electronically 3. Presentations to Active Brentwood as part of improving partnership working and information sharing 4. Signed up as a Change 4 Life partner 5. Physical Needs Assessment received giving fitness demographics for Brentwood. This to form a statistical basis for health improvement</p>	<p>1. Through this work to identify those groups needing to be more active and target them as needy recipients of information on how/where to become more active both inside/outside their homes 2. To encourage clubs and other bodies to attract those with little/no prior experience of activity/exercise 3. Attend Active Brentwood club forum and make a presentation concerning the possibility of a novice award for those with no prior experience</p>	<p>Elaine Hanlon</p>
Reducing Cardiovascular Disease through reduction in Obesity	<p>Improving diet</p>	<p>To influence the diet of residents away from those substances (salt, fat, sugar, calorie content) which are known to contribute towards obesity.</p>	<p>Essex County Council - Leaders Innovation Fund provides £150K to be spend within Essex Local authorities (except Thurrock and Southend) to implement healthier eating in connection with takeaway food premises.</p>	<p>1. Successful grant funding of £10,000 awarded by Essex CC to Borough and Districts in Essex for a healthy eating initiative. 2. Working with a marketing company to create a brand 'Tuck In' to promote to takeaway premises to reduce fats, salt, sugar and calories through portion size</p>	<p>1. To work with local takeaways in providing healthier food choices away from unhealthy food by altering menus/reducing portions, promoting healthier choices 2. Brentwood are part of the Leaders Innovation Working Group and will be implementing this project within Brentwood 3. The project will be promoted through the Councils' Healthier Brentwood Website and Safira Ali of Communications (launch date 2 June 2015)</p>	<p>Elaine Hanlon</p>



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Summary/Key Findings

Population & Health

The total direct health costs of physical inactivity in Brentwood was £1,400,234.

67% of adults in Brentwood borough are classified as overweight or obese. This reflects the Essex average but is higher than the national average.

28% of 10-11 year olds were classified as overweight or obese in the borough. This is lower than both the Essex and National average.

Sport & Physical Activity Participation

In 2012/13 42.5% of Brentwood borough adults (16+) participated in sport at least once a week - this is higher than Essex and England.

57.5% of adults in Brentwood do not regularly participate in any sport.

60% of females and 50% of males in Brentwood want to do more sport; however, adults 55 and over are less likely to want to do more sport.

Only 15.9% of adults in Brentwood achieve the government recommended 150 minutes of physical activity a week

The group which is most likely to want to do more sport in Brentwood is the 26-34 age group (73%).

36% of primary students in and 23% of secondary students have exercised five or more times in the last week.

Market Segmentation

Swimming and gym are the most popular sports in Brentwood.

The most dominant social group in Brentwood is sporty male professionals, buying a house and settling down with a partner.

Brentwood has a North/ South divide; in the North retired couples, enjoying active and comfortable lifestyles, are the most common social group.

Economic Activity

The total direct economic value of sport in Brentwood is £20.9 million.

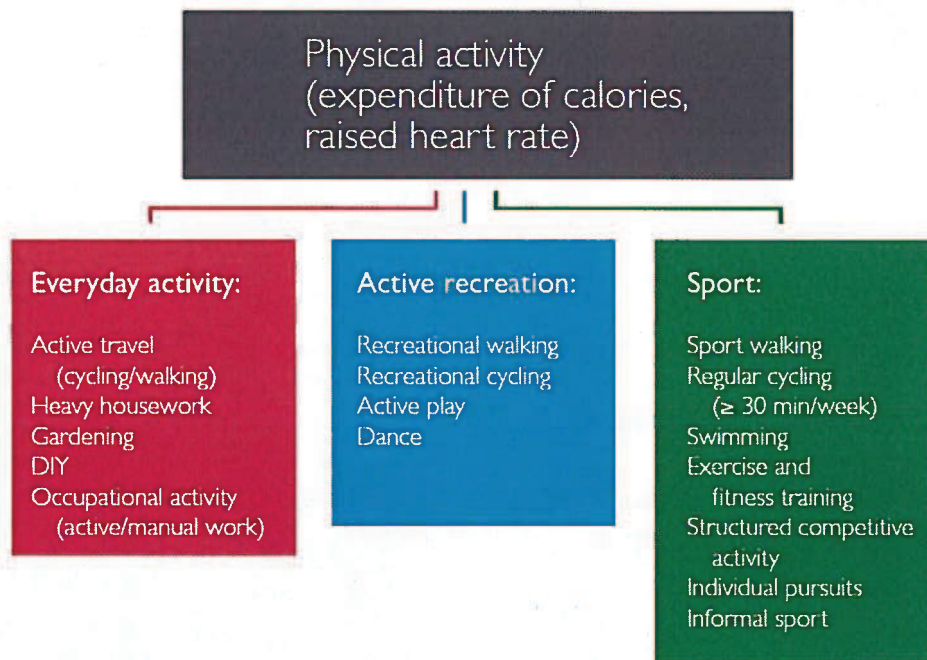
The total number of sporting jobs is 637

Introduction

Sport and physical activity can generate a variety of benefits to the population of Essex. There is now widespread recognition that sport and/or physical activity can have positive impacts on physical and mental health and quality of life as well as economic, social and cultural benefits.

The Chief Medical Office current description of physical activity is:

“Physical activity includes all forms of activity, such as everyday walking or cycling to get from A to B, active play, work-related activity, active recreation (such as working out in a gym), dancing, gardening or playing active games, as well as organised and competitive sport.”



Population

Estimated & Projected population by Essex local authority by selected age bands (1,000s)

Local Authority	2014			2035			2014	2035	%
	0-19	20-64	65+	0-19	20-64	65+	% 65+	% 65+	change
Brentwood	16.9	42.6	15.4	19.8	46.1	22.5	20.5%	25.5%	5.0%
Essex	331.0	808.3	286.7	371.9	845.5	443.0	20.1%	26.7%	6.6%

The Brentwood borough population is projected to increase from 74,900 people to 88,400 people by 2035. The proportion of people who are aged 65 and over is expected to increase from 21% of the districts population to over a quarter (26%) by 2035, which represents a 5% increase, the third lowest increase of all the Essex districts.

Geography

Deprivation 2010

Score in Brentwood	9.62
Rank in East of England (out of 56)	46
Rank in England (out of 353)	320

The map shows differences in deprivation levels in this area based on national quintiles (fifths) of the Index of Multiple Deprivation 2010 by Lower Super Output Area.



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Health

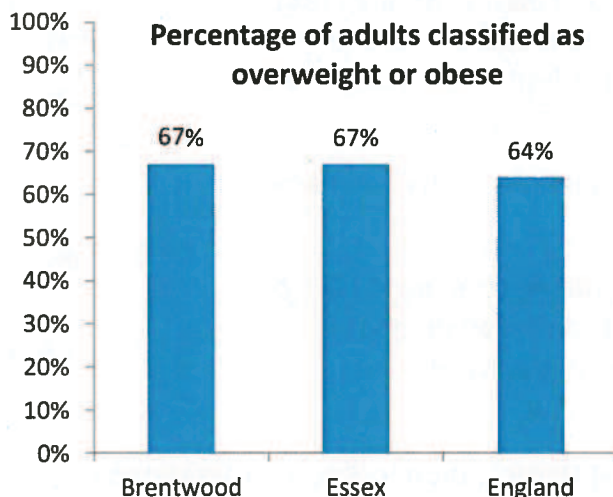
Physical inactivity is the fourth leading cause of global mortality, and many of the leading causes of ill health in today's society.

The overall health of people in Brentwood is generally positive when compared with the England average.

Life expectancy for men in Brentwood is 81.4 years, which is higher than the England average (79.2) and life expectancy for women is 84.4 years, which is also higher than the England average (83).

67% of adults in Brentwood district are classified as overweight or obese. This reflects the Essex average but is higher than the national average.

28% of 10-11 year olds were classified as overweight or obese in the district. This is lower than both the Essex and National average (31% and 33% respectively).



Cost of physical inactivity

Sports England commissioned the British heart Foundation Health Promotion Research Group at Oxford University to prepare estimates of the primary and secondary care costs attributable to physical inactivity for Primary Care Trusts (PCT) across England for 2009/10.

The study found that the total health cost of physical inactivity in Brentwood was £1,400,234. These figures only take into consideration the direct costs of the diseases therefore the potential healthcare costs associated with physical inactivity could be considerably higher.

	Brentwood	Essex	England
Cancer lower GI e.g. bowel cancer	£60,112	£1,416,541	£67,816,189
Breast Cancer	£67,834	£1,603,952	£60,357,887
Diabetes	£215,781	£4,616,482	£190,660,420
Coronary heart disease	£899,633	£17,614,460	£491,095,943
Cerebrovascular disease e.g. stroke	£156,874	£2,682,120	£134,359,285
Total Cost	£1,400,234	£27,933,555	£944,289,723

Sport & Physical Activity Participation

Physical activity can contribute significantly to people's general physical health and wellbeing, reducing the risk of premature death from heart attacks, stroke and diabetes and improves mental health, reduces the risk of falls and protecting people from becoming overweight and obese.

Adults

According to the Active People Survey 7 (APS7), in 2012/13 42.5% of Brentwood district adults (16+) participated in sport at least once a week, this is higher than Essex and England.

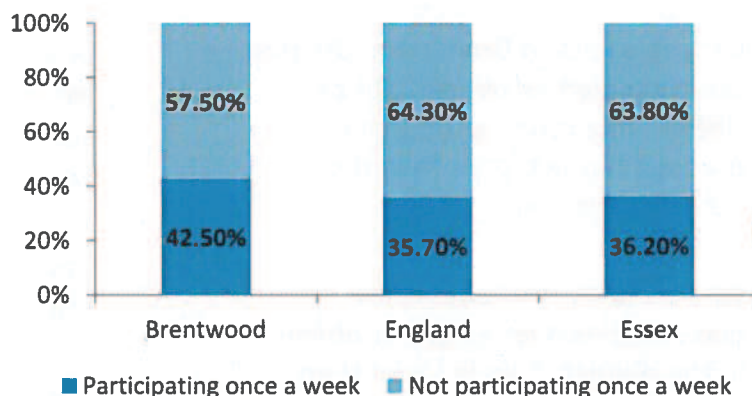
This has increased by 1.7% since 2005/6.

However, this means that 57.5% of adults in Brentwood do not participate in any sport.

Adult (16+) Participation in Sport (at least once a week), by demographic breakdown

	Brentwood	Essex	England
All	42.5%	36.2%	35.7%
Male	44.9%	40.7%	40.9%
Female	40.4%	32.0%	30.7%
White	41.8%	36.4%	35.6%
Non-White	*	36.2%	36.3%
Limiting Disability	*	21.0%	18.5%
No Limiting Disability	45.3%	39.3%	39.2%
16-25	*	56.3%	53.7%
26-34	*	44.8%	45.0%
35-54	44.2%	37.6%	37.7%
55+	24.9%	24.9%	21.3%
NS SEC 1-2	47.2%	42.2%	42.1%
NS SEC 3	*	35.0%	34.7%
NS SEC 4	*	33.5%	33.6%
NS SEC 5-8	*	29.6%	28.7%

Adult (16+) Participation in sport at least once a week



Females in Brentwood are less physically active than males. This is in line with the county and national trend, although the *active* proportions are higher than the Essex and national average.

Participation rates in Brentwood, Essex & England decrease with increasing age – this is especially noticeable with the 55+ age group.

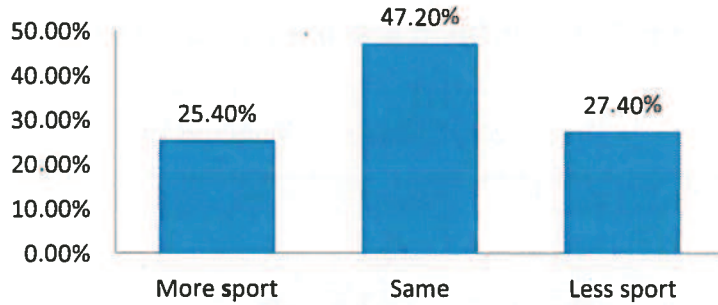
Adults in Brentwood with an upper social grade of NS-SEC 1-2 showed a greater propensity to participate in sport at least once a week than the county or national average.

Compared to Essex and England, the number of people who participate in sport in Brentwood at least once a week for each demographic breakdown is equal to or higher than both the county and national average.

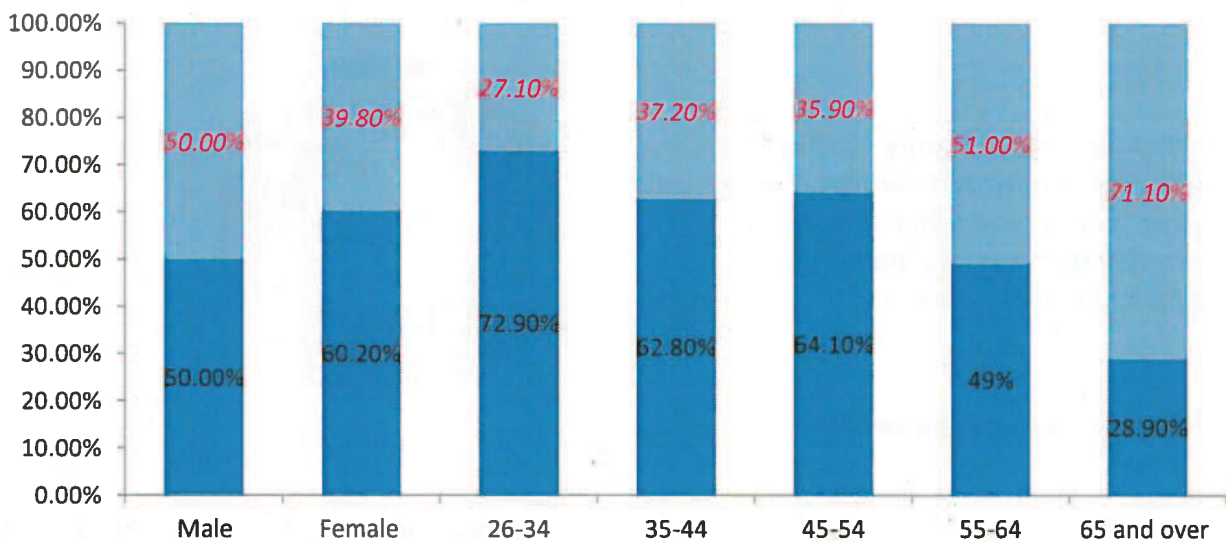
Nearly half of sport participants in Brentwood have participated in the same level of sport in the last 12 months and 25% have participated in more sport in the last 12 months.

However, 27% have participated in less sport and therefore this group needs to be targeted.

Changes in sport participation levels in the last 12 months



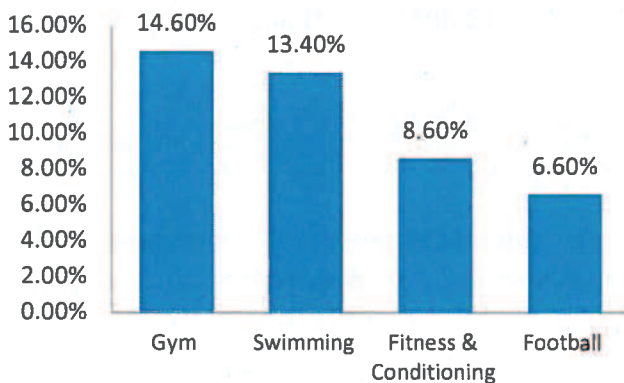
Number of adults wanting to do more sport



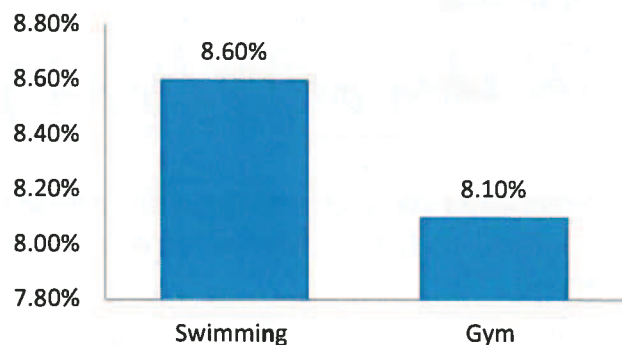
60% of females and 50% of males in Brentwood want to do more sport; however, adults 55 and over are less likely to want to do more sport.

The group which is most likely to want to do more sport in Brentwood is the 26-34 age group (73%).

Participation in top 4 sports in Brentwood



Specific sports that adults want to do most



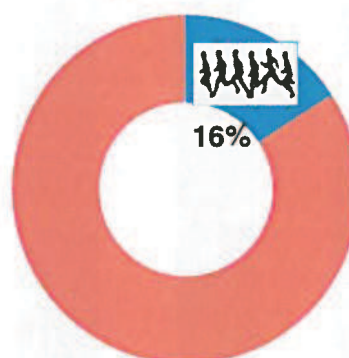
In addition to the weekly measure, you can also examine the levels people take part in sport and active recreation, which also includes recreational walking & cycling. The UK Chief Medical Office recommends that adults should achieve at least 150 minutes of at least moderate intensity physical activity a week.

Adult (16+) Participation in Sport & Active recreation 2011/13

	Brentwood	Essex	England
0x30mins	39.3%	46.7%	47%
1-2x30mins	31.2%	29.2%	28.3%
3x30mins	29.5%	24.1%	24.7%
5x30mins	15.9%	13.6%	13.8%

Brentwood has a slightly higher overall level of sport and recreation activity when compared to both the whole of Essex and England.

This suggests that only 15.9% of adults in Brentwood achieve the government recommended 150 minutes of moderate intensity physical activity a week



Key Performance Indicators (KPI)

	Brentwood	Essex	England
KPI2 - Proportion of the Adult Population volunteering at least one hour a week	7.50%	7.90%	6.00%
KPI3 - Club Membership in the last 4 weeks	28.60%	25.10%	21.00%
KPI4 - Received tuition / coaching in last 12 months	24.20%	18.20%	15.80%
KPI5 - Took part in organised competition in last 12 months	18.40%	15.40%	11.20%
KPI6 - Satisfaction with local provision	67.70%	62.90%	60.30%

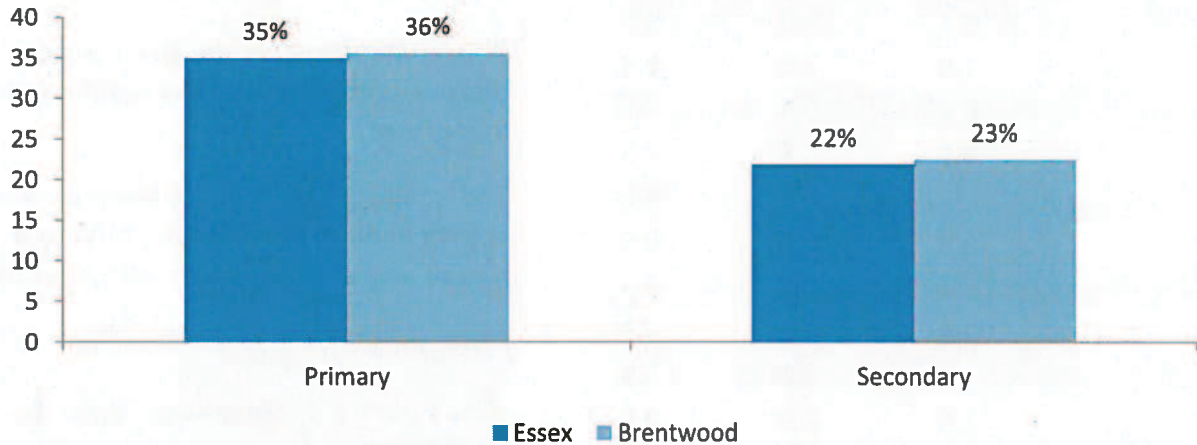
Brentwood scores higher than England across all KPIs and higher than Essex across all but one KPI, (KPI 2 - Proportion of the Adult Population volunteering at least one hour a week).

Children and Young People

Physical activity is extremely important for young people and children as it has an impact on education and academic attainment.

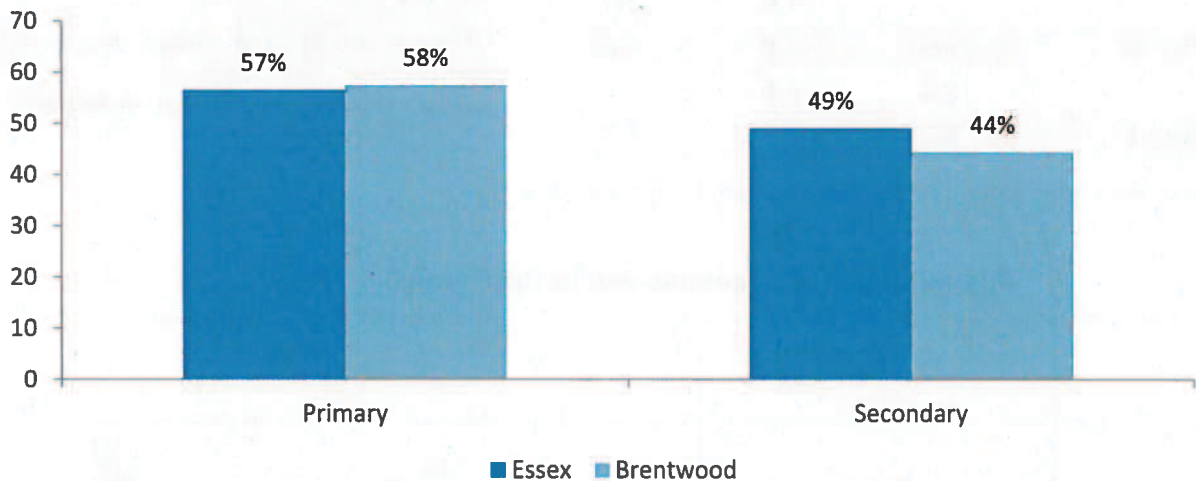
The government recommends that Children and young people from the ages 5 – 18 engage in moderate to vigorous intensity physical activity for between at least 60 minutes and up to several hours a day.

Percentage of students saying they exercised 5+ times in the last week



In Brentwood, 36% of primary students in and 23% of secondary students have exercised five or more times in the last week.

Percentage of students who usually walk to school



58% of primary pupils and 44.4% of secondary pupils in Brentwood say they usually walk to school.

Market Segmentation

Sport England's market segmentation has been designed to help understand the life stages and attitudes of different population groups –and the sporting interventions most likely to engage them.

The market segmentation data builds on the results of Sport England's Active People survey; the Department of Culture, Media and Sport's Taking Part survey; and the Mosaic tool from Experian. It presents a picture of the dominant social groups in each area, and puts people's sporting behaviour in the context of complex lives.

Segment	Brentwood (%)	Essex (%)	England (%)
Ben	8.1	5.3	4.9
Jamie	1.9	3.5	5.4
Chloe	8.6	5.4	4.7
Leanne	1.5	2.9	4.3
Helena	7	5.1	4.5
Tim	13.5	10.7	8.8
Alison	6.4	5.5	4.4
Jackie	2.8	4.8	4.9
Kev	2	3.9	5.9
Paula	1.5	2.9	3.7
Philip	9.2	9.6	8.6
Elaine	8.5	6.9	6.1
Roger & Joy	7	8.6	6.8
Brenda	1.5	3.1	4.9
Terry	1.3	2.8	3.7
Norma	1	1.6	2.1
Ralph & Phyllis	9.9	4.8	4.2
Frank	2.5	4.5	4
Elsie & Arnold	5.9	8.3	8

In England and Essex the most dominant social group is 'Tim'

This is also true for the Brentwood district, with 13.5% of the residents in this group.

The social group 'Tim' is described as sporty male professionals, buying a house and settling down with a partner.

About Tim

Top Sports – Cycling, Keep fit/gym & Swimming

Motivations – Enjoyment & Keeping fit

Barriers – Work commitments

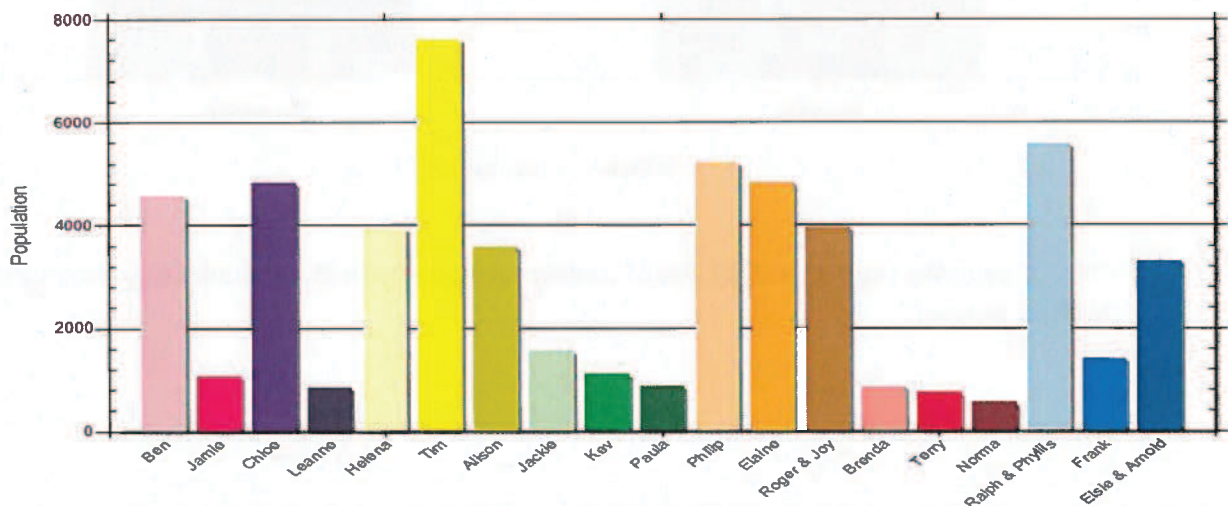
Encourage to do more – Less busy & cheaper admissions

Most responsive to – Internet & Email

Best Information channel - Internet

For further descriptions of the sporting behaviours of the segments please see appendix A

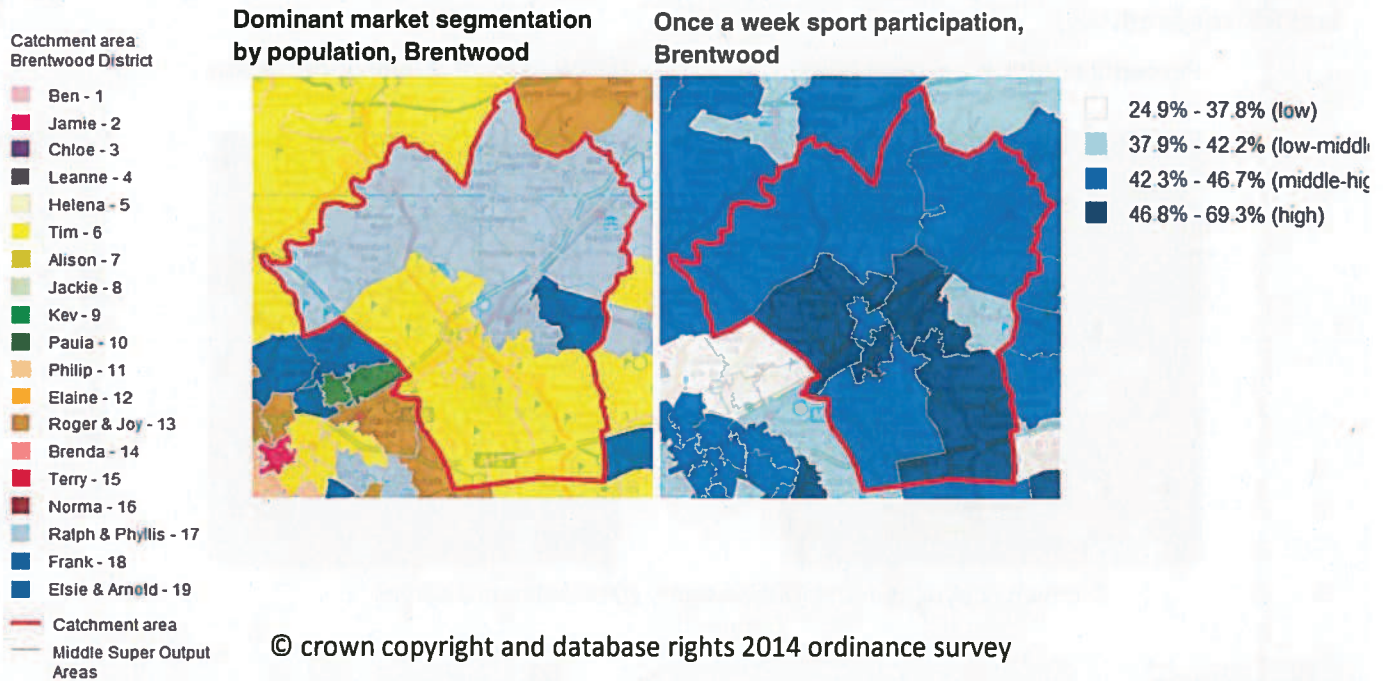
Population of all segments within Brentwood



The map below demonstrates a north/south divide in Brentwood, with the northern half dominated by 'Ralph & Phyllis' (grey areas) and the southern half dominated by 'Tim' (yellow areas). It is important to target both dominant groups, whilst being mindful that the southern half is dominated by an already active demographic.

The second map demonstrates that the areas where 'Ralph & Phyllis' and 'Elsie & Arnold' are the most dominant groups, there is a lower percentage of people participating in 30 minutes of sport once a week – especially when compared to the younger age group demographic cohorts (i.e. 'Tim').

This suggests these different areas may need different targeted approaches.



The Participation section of this profile shows that as age increases physical activity decreases. Brentwood's proportion of over 65's is indicative of the Essex average and this is reflected in the market segmentation. There are a lower than national average percentage of residents placed in social groups such as 'Elsie & Arnold', 'Frank' and 'Norma, but a high proportion of residents in the 'Ralph & Phyllis' group.

However, the over 65 population in Brentwood is predicted to increase by 5% by 2035. This may change the dominant social types in this area and may lead to an even greater need to focus on this population.

About Ralph and Phyllis

Description - Retired couples, enjoying active and comfortable lifestyles

Level of activity – Far less active than the average population but relatively active for the age group; 27% would like to do more sport

Top Sports – Golf and bowls

Motivations – Enjoyment & Keeping fit, socialising

Barriers – Health, injury or disability

Encourage to do more – Less busy, people to go with & cheaper admissions

Most responsive to – Newspaper ads

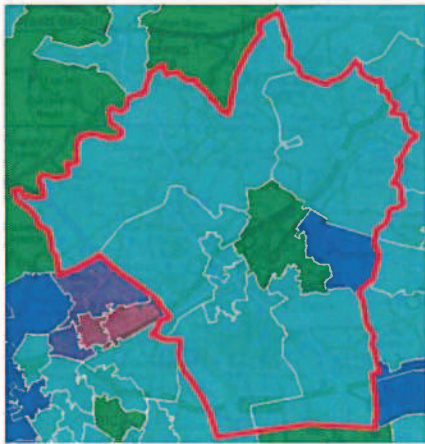
Best Information channel – Magazines

The participation data also suggests that females in Brentwood are less active than males. The most dominant female social groups in Brentwood are 'Chloe' and 'Elaine'. However the two groups differ significantly.

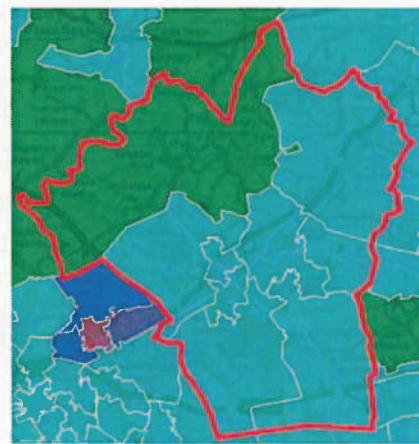
In Brentwood 8.6% of the population are in the social group 'Chloe'; however, the map below shows some areas in Brentwood have a higher population of this group than others. Middle super output area (MSOA) 68 has 12.1% however MSOA 66 only has 4.8%. For MSOA map please see appendix 2.

In Brentwood 8.5% of the population are in the social group 'Elaine'; again, this population is not spread equally over the district, in the northern MSOA areas (64), there is a higher percentage of this group (11.2%), whereas the remainder of the MSOA areas range between 6.5 and 10 (MOSA areas 71 and 69, respectively).

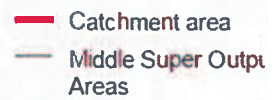
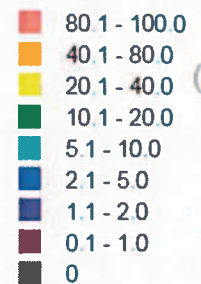
Percentage of 'Chloe' population



Percentage of 'Elaine' population



Percentage colour key:



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About Chloe

Description - Young image-conscious females keeping fit and trim.

Level of activity – 23% regularly participate and 70% want to do more sport.

Top Sports – Keep-fit/gym, swimming, athletics and cycling

Motivations – Enjoyment, keeping fit, socialising and weight-loss

Barriers – 'Other factors' - includes 'left school', 'no opportunity', and 'economic/work reasons'.

Encourage to do more – Less Busy & Cheaper admissions

Most responsive to – Magazines

Best Information channel – SMS text

About Elaine

Description - Mid-life professionals who have more time for themselves since their children left home.

Level of activity – Average levels of participation, 55% say they want to do more sport.

Top Sports – Keep fit, swimming, cycling & badminton

Motivations – Enjoyment and keeping fit

Barriers – Health injury or disability

Encourage to do more – Less Busy & Cheaper admissions

Most responsive to – Magazine ads

Best Information channel – Telephone

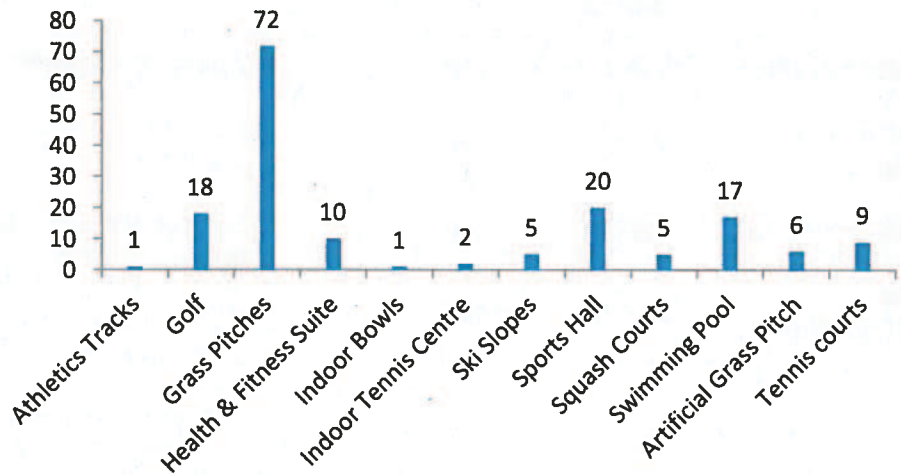
Local Facilities

The previous sections demonstrate that gym, swimming, cycling and fitness are the most popular and top sports in Brentwood. It is therefore important that the residents of the Brentwood district have the opportunities and access to take part in these activities. This involves ensuring that the appropriate facilities are available and affordable.

There are 20 sports halls and 17 swimming pools in Brentwood.

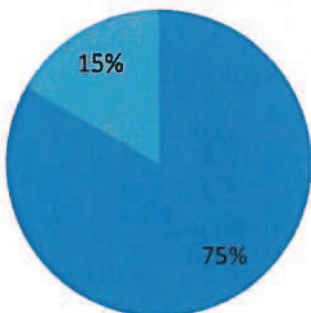
Also of note - five of Essex's 20 ski slopes (25%) are in Brentwood.

Number of sports facilities in Brentwood

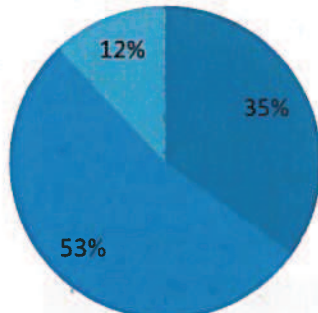


Local facility ownership

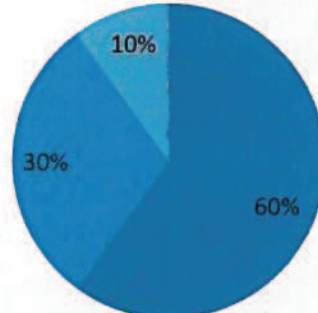
Sports Hall



Swimming Pool



Health & Fitness Suite



- Commercial
- Education
- Local Authority
- Others

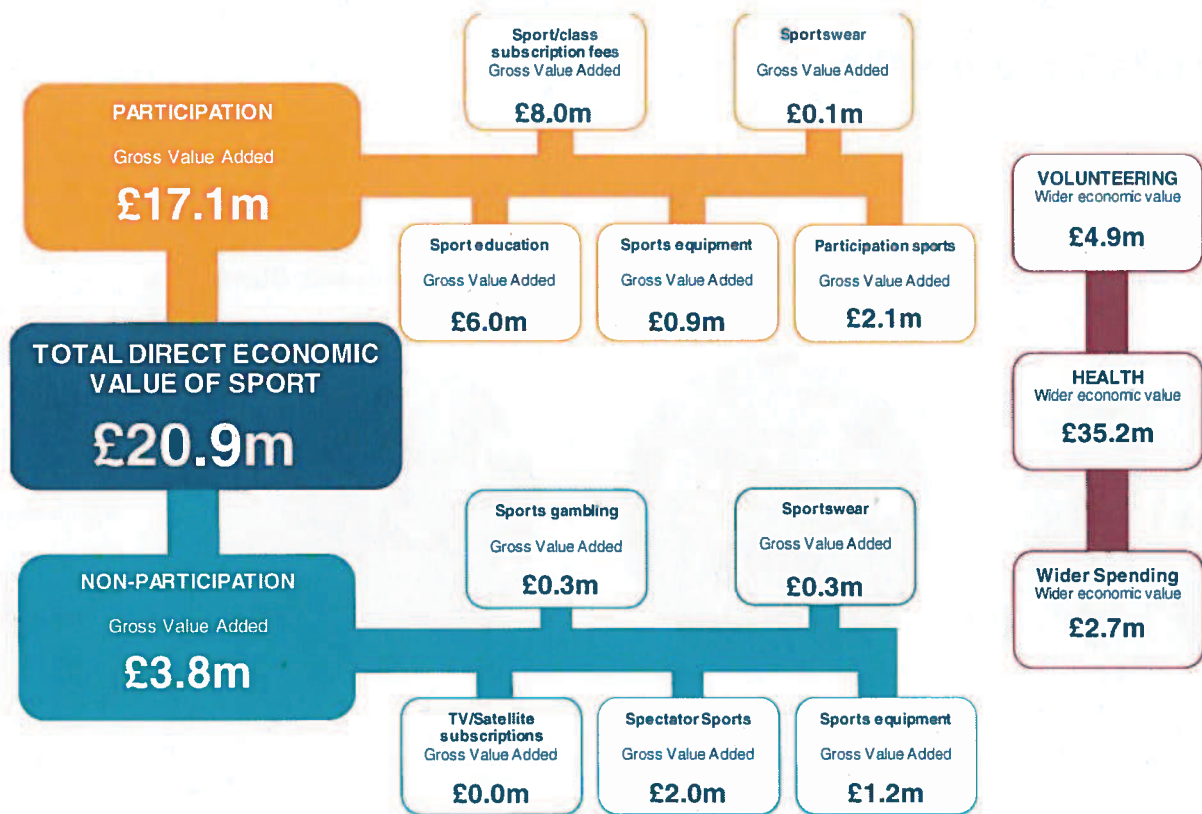
Economic Activity

Below is an estimate of the overall contribution that sport makes to the economy in the Brentwood district. The model was developed by Sports England uses a consistent methodology suitable for any local area and supported by the available local area data and assumptions that are included in the model.

Participation	Gross Value added	Jobs
Sports services	£10.1m	403
Sportswear and equipment	£1.0m	19
Sport education	£6.0m	73
Total participation	£17.1m	495

Non- Participation	Gross Value added	Jobs
Spectator sports	£2.0m	100*
Sportswear and equipment	£1.5m	28
Sports broadcasting and gambling	£0.3m	14
Total non-participation	£3.8m	142

* Employment estimate directly from BRES and must be suppressed by rounding to the nearest 100 (any value below 50 is set to 25).



Appendix

Appendix 1

Sports England Market Segmentation Descriptions

Ben - Competitive Male Urbanites

Male, recent graduates, with a 'work-hard, play-hard' attitude Graduate professional, single. Ben is a very active type and takes part in sport on a regular basis. He is the sportiest of the 19 segments.

Main age band - 18-25

Eng pop – 4.9%

Jamie – Sports Team Lads

Young blokes enjoying football, pints and pool. Vocational student, single. Jamie is a very active type that takes part in sport on a regular basis.

Main age band – 18-25

England population – 5.4%

Chloe - Fitness Class Friends

Young image-conscious females keeping fit and trim. Graduate professional, single. Chloe is an active type that takes part in sport on a regular basis.

Main age band – 18-25

England population – 4.7%

Leanne – Supportive singles

Young busy mums and their supportive college mates. Student or PT vocational, Likely to have children. Leanne is the least active segment of her age group.

Main age band 18-25

England population 4.3%

Helena - Career Focused Female

Single professional women, enjoying life in the fast lane Full time professional, single. Helena is a fairly active type that takes part in sport on a regular basis.

Main age band – 26-45

England population – 4.6%

Tim – Settling Down males

Sporty male professionals, buying a house and settling down with partner Professional, may have children, married or single. Tim is an active type that takes part in sport on a regular basis.

Main age band: 36-45

England population – 8.8%

Alison - Stay at Home Mums

Mums with a comfortable, but busy, lifestyle Stay-at-home mum, children married. Alison is a fairly active segment with above average levels of participation in sport.

Main age band – 36-45

England population – 4.4%

Jackie - Middle England Mums

Mums juggling work, family and finance Vocational job, may have children, married or single. Jackie has above average participation levels in sport, but is less active than other segments in her age group.

Main age band – 36-45

England population – 4.9%

Kev – Pub league team mates

Blokes who enjoy pub league games and watching live sport. Vocational job, may have children, married or single. Kev has above average levels of participation in sport.

Main age band – 36-45

England Population – 5.9%

Paula – Stretched single mums

Single mums with financial pressures, childcare issues and little time for pleasure Job seeker or part time low skilled worker, children, single. Paula is not a very active type and her participation is lower than that of the general adult population

Main age band – 26-45

England population – 3.7%

Philip – comfortable Mid- Life Males

Mid-life professional, sporty males with older children and more time for themselves. Full-time job and owner-occupier, children, married. Philip's sporting activity levels are above the national average.

Main Age Band – 46-55

England population 8.7%

Elaine - Empty Nest Career Ladies

Mid-life professionals who have more time for themselves since their children left home Full-time job and owner-occupier, married. Elaine's sporting activity levels are similar to the national average.

Main Age band – 46-55

England population – 6.1%

Roger & Joy - Early Retirement Couples

Free-time couples nearing the end of their careers Full-time job or retired, married. Roger and Joy are slightly less active than the general population.

Main age band – 56-65

England population – 6.8%

Brenda - Older Working Women

Middle aged ladies, working to make ends meet Part-time job, married. Brenda is generally less active than the average adult.

Main age band – 46-65

England population – 4.9%

Terry - Local 'Old Boys'

Generally inactive older men, low income, little provision for retirement Job Seeker, married or single. Terry is generally less active than the average adult.

Main age band – 56-65

England population – 3.7%

Norma - Late Life Ladies

Older ladies recently retired with a basic income to enjoy their lifestyles Job seeker or retired, single. Norma is generally less active than the average adult.

Main age band – 56-65

England population – 2.1%

Ralph & Phyllis - Comfortable Retired Couple

Retired couples, enjoying active and comfortable lifestyles Retired, married or single. Ralph and Phyllis are less active than the average adult, but sportier than other segments of the same age group.

Main age group – 66+

England population – 4.2%

Frank - Twilight Years Gent

Retired men with some pension provision and limited exercise opportunities Retired, married or single. Frank is generally much less active than the average adult.

Age band – 66+

England population – 4%

Elsie & Arnold - Retirement Home Singles

Retired singles or widowers, predominantly female, living in sheltered accommodation Retired, widowed. Elsie and Arnold are much less active than the average adult.

Main age band – 66+

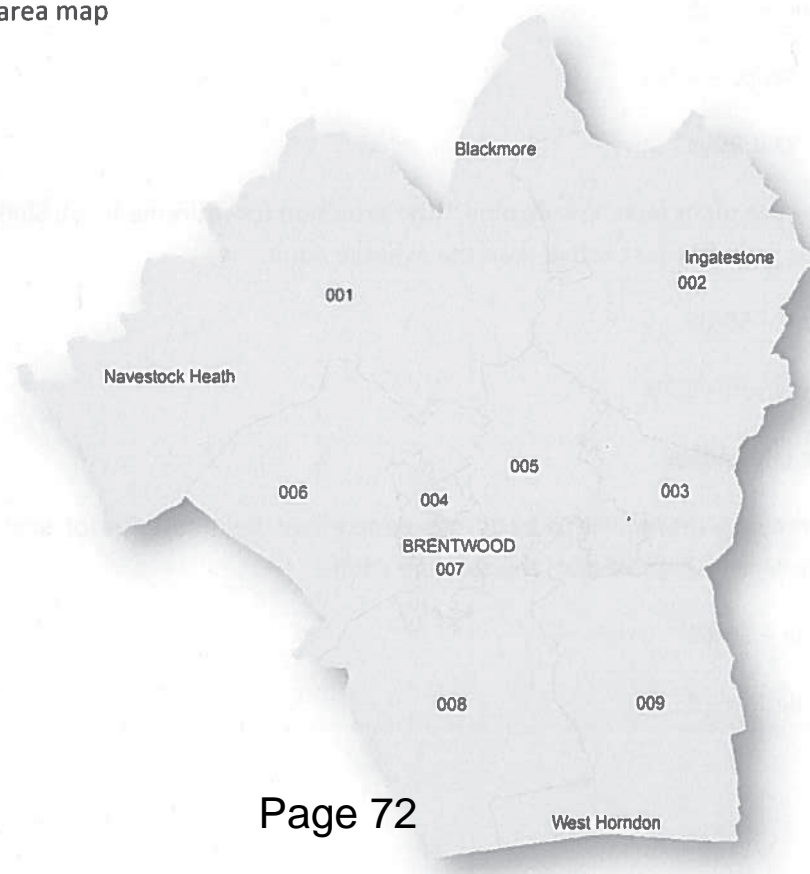
England population – 8%

For more information or more detailed profiles please see:

<http://segments.sportengland.org/index.aspx>

Appendix 2

Middle super output area map



Partnering Local Government in Brentwood



How involved is your community?



7.5% of adult residents are regular sports volunteers compared to the national average of 6.0%.

Your most popular sports for adults are:



take part in organised sport by belonging to a club, receiving tuition or taking part competitively, compared to 33.6% nationally.

43.3% are satisfied with sporting provision in the area compared to 60.3% nationally.

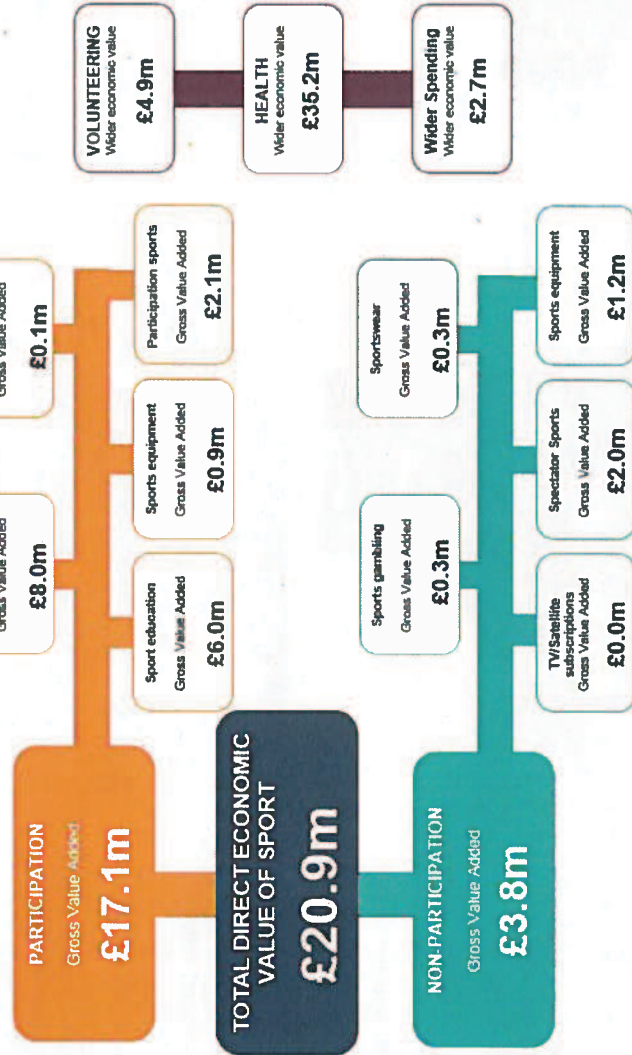
What is the value of sport to your economy?



- £20.9m in Gross Value Added (wages and operating profits),
- £17.1m from people participating in sport.
- £3.8m from wider non-participation interests.
- 637 in jobs.
- £4.9m represents the value that volunteering brings to the local economy.
- £35.2m is the economic value of improved quality and length of life plus health care costs avoided.

Economic Value of Sport for Brentwood

Flowchart representation of key results from snapshot



Sport England's offer

Our team of local experts, tools, and investment are available to help you:

- Gain greater insight about people and sport in your area.
- Demonstrate what sport can do for your council's priorities.
- Maximise opportunities for sport to work with commissioners of health, social care, young peoples services, and community safety.
- Develop a strategic approach for sports facilities and opportunities based on need and evidence.
- Achieve efficiencies and improve the effectiveness of your service.
- Capitalise on opportunities to work with national governing bodies.
- Provide opportunities for your young people through Sportivate, School Games; and working with HE and FE sectors.

We also invest in county sport partnerships (CSP) to work across the local sporting landscape, supporting partners, including local authorities, to increase participation.

Get in touch

Strategic Lead Local Relationships:

Adam Rigarisford Email: adam.rigarisford@sportengland.org Tel: 07747 763072

Local Government Relationship Manager:

Ed Sandham Email: ed.sandham@sportengland.org Tel: 07768 838469

Your CSP website:

www.activeessex.org

Sport England website:

<http://www.sportengland.org/partnering-local-government>



Partnering Local Government in Brentwood



We all want to improve the quality of life for our communities.

Evidence shows that by increasing participation in sport and physical activity we can reduce health inequalities, spur economic growth, and energise community engagement.

17%

of deaths are caused by inactivity. International comparison shows physical inactivity is a greater cause of death nationally than almost every other economically comparable country.

£7.4bn

is the estimated figure that physical inactivity costs the national economy in healthcare, premature deaths and sickness absence.

£1,760 - £6,900

can be saved in healthcare costs per person by taking part in sport.

£20.3bn

was contributed to the English economy in 2010 through sport and sport-related activity.

29%

increase in numeracy levels can be achieved by underachieving young people who take part in sport.

£7.35

is the estimated return on investment for every £1 spent on sports for at-risk youth through, for example, reducing crime and anti social behaviour.

Source data can be found at <http://www.sportengland.org/our-work/local-work/partnering-local-government/local-sports-data>



How healthy is your community?

Excess weight in adults



Dataset: Active People Survey model based MSOA estimates January 2012-2013 for adults classed as overweight or obese. Contains Ordnance Survey data © Crown copyright and database right 2014. Sport England 100033111.

81.4 is the life expectancy of males, compared to the national average of 79.2.

84.4 is the life expectancy for females, compared to the national average of 83.

15.5% of the population have a long term health problem or disability.

31 deaths are estimated to be prevented per year if 75% of the population aged 40 - 79 were engaged in the recommended levels of physical activity.

22.3% of adults (16+) are inactive in your community.

£1.4m is the estimated health costs of inactivity in your community.



How active is your community?

Adult participation in sport



Dataset: Active People Survey model based MCOA estimates 2011-12 for once a week sport participation. Contains Ordnance Survey data. © Crown copyright and database right 2014. Sport England 100033111.

63.4% of adults (16+) report undertaking 150 minutes of moderate intensity physical activity compared to the national average of 55.6%.

44.3% adults (14+) take part in sport at least once a week compared to the national average of 36.7% that's **43.4%** of men and **45.1%** of women in your community.

28.3% adults (16+) take part in sport and active recreation three times a week compared to the national average of 26.0% that's **31.2%** of men and **30.3%** of women in your community.

40.0% of adults who are inactive, want to take part in sport, demonstrating there is an opportunity to increase participation.

BRENTWOOD INVESTMENT 2013-14

THE TOTAL AMOUNT OF FUNDING IS

£551,337

Local Investment funding



Facilities funding

11 Inspired Facilities
£47,420

1 Protecting Playing fields
£50,000

1 Flood Relief Fund
£4,520

14 Community/Initiative Fund
£120,000

Active Network Funding 2013
£9,300

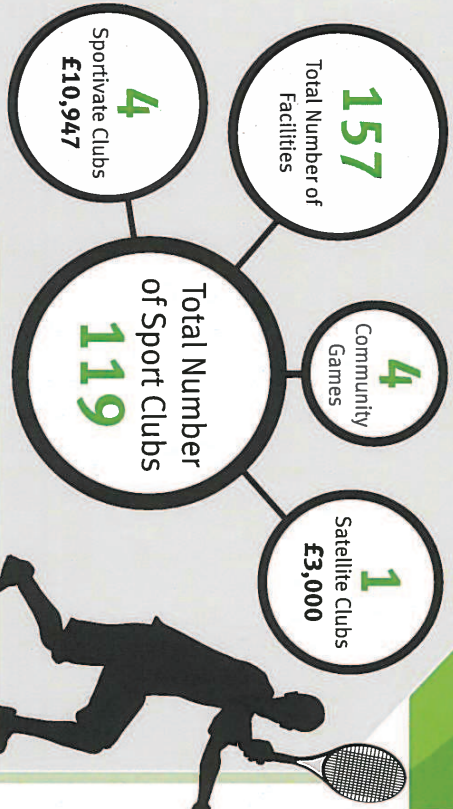
Schools/Education funding

1 Awards for All
£10,000

25

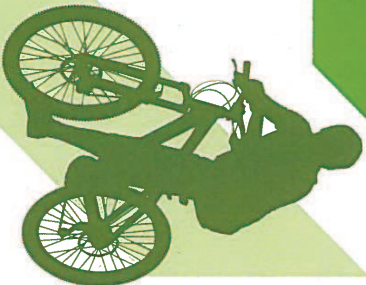
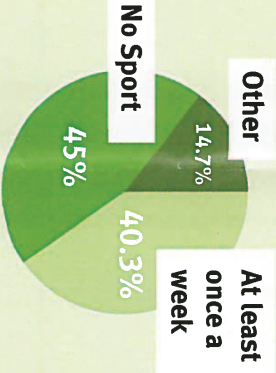
2 Primary Places
£58,650

Primary School Sport Premium
£237,500

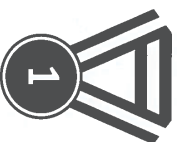


Active People Survey 8

Percentage of Sports Participation in Essex



1 Inspired Athletes Award



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25 March 2015

Community Committee

Ward Budgets

Report of: *Ashley Culverwell, Head of Borough Health, Safety and Localism*

Wards Affected: *All Brentwood Borough Wards*

This report is: *Public report*

1. Executive Summary

- 1.1.** The Ward Budget scheme was launched in April 2012 to enhance the role of Councillors in their communities and engage with organizations in their area to develop projects and schemes. Ward budgets are one way in which the Locality Strategy can be implemented, encouraging the ethos of the Big Society and Localism i.e. encouraging volunteering, local involvement and building skills within the community. In 2014/15 budget £1,000 was allocated to each individual Councillor. It was agreed that the underspend of the Brentwood Community Fund would be added to the Members allocation which meant that each received an additional £385. Members are asked to determine what to do with the underspend of the ward budget allocation.

2. Recommendations

That Members agree to one of the following options in respect of the ward budget allocation:

- 2.1 Option1: Give up the underspend as indicated in Appendix A as a saving**
- 2.2. Option2: To carry forward the underspend as indicated in Appendix A and add to the ward budget allocation for 2015/16**
- 2.3 Option 3: To allocate the underspend as indicated in Appendix A to the Mayor's Charities (Brentwood Talking Newspaper, St Francis Hospice and Brentwood Community Print)**
- 2.4 Option4: To allocate the underspend as indicated in Appendix A to the Community Events budget for the provision of additional free activities for families at the Council's Community Events**

2.4 Option 4: To allocated the underspend as indicated in Appendix A to the development of the Volunteer Centre managed by Brentwood Council for Voluntary Services

3. Introduction and Background

3.1. A report was presented to Policy and Resources Board on 7 March 2012 (min ref. 545) which set out the proposals for 2012/13 budget of £50,000 that was made available to Ward Members, and to agree the allocation for individual members.

3.2. It was agreed at Policy and Strategy Board 5 March 2014 to allocate £37,000 to ward budgets as part of the budget setting process, which meant that individual Councillors had an initial allocation of £1,000. At the 21 October 2014 Community Committee (min. ref. 199) Members agreed to allocate the under spend from the Community Fund to the ward budgets, which meant that from November 2014 Members had an additional £385 each.

3.3. The deadline for submissions for the proposals was 14 March 2015. The summary of submitted proposals and the spend to date in attached in Appendix A (an updated supplementary Appendix A will be presented on the night) .

3.4. Members can utilize the money jointly within their ward if they wish, or the budget can be utilized to support a number of small projects within their ward. The aim of the scheme was to make it as simple as possible whilst ensuring that the key principles are met, and the Council's legal and financial positions are safeguarded. It enables all Councillors to have the ability to make a vital contribution to projects carries out in their local communities by local organizations.

3.5. The scheme is limited to the functions of the Council – either statutory or discretionary (and the power of general competence makes this quite wide with scope for innovation), rather than a function of another body. Schemes should relate to the Council's priorities as they are now, or as they may change during the course of the scheme. Our current priorities are:

3.5.1. Street Scene and environment

- Projects which enable communities to take a more active role in delivering a cleaner and safer environment

- Projects which encourage more people to be involved in the environmental aspects of their community such as community clean ups or recycling initiatives
- Projects which can deliver street scene services which are efficient and improve the Council's effectiveness

Project example: funds to buy equipment for community litter-picking sessions

3.5.2. Localism

- Support people to do more for themselves and rely less on public services such as delivering community events or local initiatives
- Support local communities to run some local services previously undertaken by the Council which meet local needs
- Support the delivery of young people's event to showcase local opportunities including volunteering
- Support the delivery of local community initiatives and projects, especially those that use volunteers or increase volunteering

Project example: Funds to buy a community noticeboard

3.5.3. A Prosperous Borough

- Support initiatives that promote a mixed economic base and maximize opportunities in the centres for retail and a balanced night time economy
- Support initiatives that support job creation in the Borough

Project example: funds to pay for an employment skills workshop

3.5.4. Housing Health and Wellbeing

- Support the creation of a range of housing that meets the needs of our population now and in the future
- Support projects that encourage council tenants (and non council tenants) to be socially responsible and good neighbours
- Support schemes which support the Welfare Reform agenda, whilst protecting the most vulnerable
- Support effective representation of local people's views and needs for improved accessible health services
- Support the development of a skills matching service that will help claimants apply for jobs
- Support the adaption of homes to enable independent living

Project example: funds towards benches for older people

3.5.5 A Safe Borough

- Support projects/schemes which reduce anti-social behavior

- Support projects that work innovatively with young people and families at risk of offending or being involved in anti-social behavior
- Support projects which reduce offending by young people
- Projects which support crime awareness and vigilance across Brentwood residents

Project example: funds towards a diversionary project for young people, such as start up costs for a local youth group

3.6. All proposals are submitted via the Councillor's Proposal Form. Once submitted, proposals are sent to the Leader of the Council for approval in consultation with the Head of Borough Health, Safety and Localism. This process should be completed in approximately 7 days.

4. Issues, Options and Analysis of Options

4.1. The options before members is to agree to allocate the underspend (as set out in Appendix A) to one of the following:

- Offer the underspend up as a saving to the Council
- Roll over the underspend to be added to the ward budget allocation for 2015/16
- Allocate the underspend to the Mayor's Charities which are Brentwood Talking Newspaper, St Francis Hospice and Brentwood Community Print
- Allocate the underspend towards the Community Events budget which could provide some additional free activities for families at the Council's Community Events.
- Allocate the underspend to a borough wide project such as setting up of a Brentwood Volunteer Centre. The Volunteer Centre in Brentwood would be managed by Brentwood Council for Voluntary Services and the funding would support a part time coordinator who would promote volunteering and match up prospective volunteers with local opportunities and they have already received some external funding from Essex County Council towards set up costs. Currently Brentwood is the only district in Essex which does not have a Volunteer Centre.

5. Reasons for Recommendation

The report provides options to allow Members to make an informed decision on the options in respect of the ward budgets.

6. References to Council Priorities

Ward budgets sit under the Localism priority enabling communities to do more for themselves and increase volunteering opportunities.

7. Implications

Financial Implications

Name & Title: Christopher Leslie

Tel & Email 01277 312542 christopher.leslie@brentwood.gov.uk

The financial implications are set in Appendix A of the report. Projects should not have ongoing revenue costs, and expenses should be incurred in the financial year.

Legal Implications

Name & Title: Christopher Potter, Monitoring Officer and Head of Support Services

Tel & Email: 01277 312860 christopher.potter@brentwood.gov.uk

The Council needs to ensure that all proposals put forward are legal

Asset Management - Implications need to be considered if the project impacts on land or buildings, which will need to be considered during the project development.

Equality and Diversity implications - The process will be fair and consistent for all members of the community and therefore it is not anticipated that there will be any direct impact on individual community groups or members.

8. Appendices

Appendix A –Summary of ward budget proposals and spend to date (a final version will be circulated on the night to Members)

Report Author Contact Details:

Name: Kim Anderson

Telephone: 01277 312634

E-mail: kim.anderson@brentwood.gov.uk

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Appendix A

Ross Carter	Brentwood Memorial Holocaust Exhibition	1385	
James Sapwell	Contribution to Keep Safe mental health project	50	
	First aid training for volunteers at the hermit	686.44	
	St George's Church porch build contribution	648.56	
Mike Le Surf	Contribution to Keep Safe mental health project	500	
	Additional contribution to Keep Safe mental health project	885	
Julie Morrissey	Contribution to Keep Safe mental health project	500	
	Contribution to curtains, noticeboard and ladder for Maple Hall	300	
	1st Ingrave Scouts - towards venue and accomodation improvements	300	TBC
	Conservators of Shenfield Common	285	TBC
Gareth Barrett	Contribution to Keep Safe mental health project	50	
	1st Ingrave Scouts - towards disabled facilities and kitchen	500	
	3rd Brentwood Scouts - folding tables	300	
	Air Training Corps - equipment for examinations	300	
	Brentwood Sea Cadets - improvements works	235	
Karen Chilvers	Contribution to Keep Safe mental health project	50	
	Hollytrees school play	275	
	South Weald Parish Hall floor equipment	640	
	Brentwood Baptist Church for catering tent for youth group	325	
	Hanging baskets for Chichester House and planting for Victoria Court	95	
John Newberry	Contribution to Keep Safe mental health project	50	
	Hollytrees school play	275	
	South Weald Parish Hall floor equipment	640	
	Baptist Church for catering tent for youth group	325	
	Hanging baskets for Chichester House and planting for Victoria Court	95	
Willam Russell	Dementia Awareness Day	800	
Roger McCheyne	Doddinghurst Parish Council play equipment	1385	
Barry Aspinell	Fencing for railings and posts, Elizabeth Road	1224.67	
	Contribution to Pilgrim's Hatch Partnership	127	
Vicky Davies	Fencing for railings and posts, Elizabeth Road	1224.66	
	Contribution to Keep Safe mental health project	50	
	Contribution to Pilgrim's Hatch Partnership	127	
David Kendall	Fencing for railings and posts, Elizabeth Road	1224.67	
	Contribution to Keep Safe mental health project	50	
	Contribution to Pilgrim's Hatch Partnership	127	
Jo Squirrel	Contribution to Keep Safe mental health project	50	
	Herongate Athletic Football club - sports equipment	650	
Sheila Murphy	Contribution to Keep Safe mental health project	50	
	West Horndon Parish Council- contribution to village noticeboard	650	
	Herongate and Ingrave Parish Council - contribution to new village signs	685	
Noelle Hones	Contribution to Keep Safe mental health project	50	
	Tables, chairs and equipment for Community Club tea bar	950	
Jon Cloke	Support of free parking scheme - Ingatestone Parish Council	1000	
	Resurfacing work on forecourt of Fryerning Parish Rooms	385	
Tony Sleep	Mountnessing Parish Council items - new noticeboard, parking sign and bins	1032.76	
	Mountnessing Parish Council - renew safety items in playground	350	
William Lloyd	Contribution to Keep Safe mental health project	50	
	Brentwood Imperial Youth Band -Brentwood Tatoo event - seating hire	1235	
Jill Hubbard	Contribution to Keep Safe mental health project	50	
	Brentwood Imperial Youth Band -Brentwood Tatoo event - seating hire	500	
	Warley Conservation Society - printing	150	
	Warley University of the Third Age	370	
	Lorne Road Cemetery - upkeep and education project	300	
	Brentwood Skatepark Association	65	tbc
David Tee	Brentwood Imperial Youth Band - coach travel for Russia Trip	385	
	Brentwood Theatre Trust - historical book	1000	
Graeme Clark	Contribution to Keep Safe mental health project	50	
	Shenfield Environmental partnership - spring bulbs	250	
	Christmas tree contribution for Shenfield	285	
	Planting in Shenfield	800	
Liz Cohen	Contribution to Keep Safe mental health project	50	
	1st Shenfield Scouts kitchen renovation and ropes	800	
	Shenfield Cricket Club - new nets	535	
Ann Coe	1st South Weald Rainbows for planting in River Road play area	385	
	South Weald Parkrun - new camera for promotion and route signage	1000	
Roger Hirst	Contribution to Hutton Community Centre noticeboard	150	

	Contribution to Keep Safe mental health project	50	
	Contribution to Long Ridings Residents' Association for outreach events	100	
	Thriftwood Scout Camp - improve access to outdoor activities for disadvantaged young people	1085	
Mark Reed	Contribution to Long Ridings Residents Association for outreach events	100	
	Essex Amphibian and Reptile Group - Mosbach Community Pond management scheme	450	
	Neighbourhood Watch - 2 new Brentwood groups	400	
	Brentwood Scouting - to further scouting work at Thriftwood Scout Camp	435	
Paul Faragher	Contribution to Long Ridings Residents Association for outreach events	100	
	Contribution to Hutton Community Centre noticeboard	200	
John Kerslake	Contribution to Hutton Community Centre Noticeboard	150	
	Contribution to Long Ridings Residents Association for outreach events	100	
Russell Quirk	Contribution to Keep Safe mental health project	50	
	Brentwood Imperial Youth Band - Brentwood Tattoo event, seating hire	1000	
Louise McKinlay	Contribution to Long Ridings Residents Association for outreach events	160	
	Contribution to HCC Noticeboard	200	
	mental health project	200	
	Hutton Senior Social Club	100	
	Hutton Community Centre Fencing	725	
Chris Hossack	Contribution to noticeboard for Hutton Community Centre	150	
	Contribution to HCP	350	
	Contribution to Long Ridings Residents Association for outreach events	50	
	Hutton Cricket Club - youth training equipment	400	
	Tenants Association for new laptop	200	
	Build a Better Hutton to promote Community Centre	200	TBC
Olivia Sanders	Contribution to noticeboard for Hutton Community Centre	150	
	Contribution to Long Ridings Residents Association for outreach events	50	
	Hutton Football club - equipment for youth training	400	
	Planing for Hutton Cricket Club car park	110	
	Grit bin for Hutton	300	
	Hutton Community Centre Social Club	300	
	Hutton Preservation Society activities	85	
Madeline Henwood	Stondon Massey Parish Council defibrillator	500	
	Blackmore Parish Council defibrillator	500	
	Blackmore allotment project	385	
Roger Keeble	Blackmore Parish Council - defibrillator and allotment project	1185	
Keith Parker	Kelvedon Hatch Village Hall - new cooker	1385	tbc
Ann Naylor	Navestock Parish Council - football equipment	1385	tbc
	TOTAL SPENT	43987.76	
	TOTAL REMAINING	7257.24	

25 March 2015

Community Committee

Festive Lights 2015

Report of: *Ashley Culverwell, Head of Borough Health, Safety and Localism*

Wards Affected: *All Brentwood Borough Wards*

This report is: *Public report*

1. Executive Summary

- 1.1.** A report was presented to Community Committee on 21 October 2014 (min ref 197) which set out the current festive light provision across Brentwood Borough and to look at ways in which the festive lights and activities could be enhanced in and around the Town Centre and in Shenfield. It is proposed to put out to tender the lighting contract to test the current lights, purchase any new replacement lights required, install and dismantle them in accordance with the current specification as attached in Appendix A.

2. Recommendation

That Members agree to:

2.1 Officers putting out to tender the Lighting contract to purchase any new replacement lights, test, install and dismantle them as indicated in the specification set out in Appendix A.

2.2 Delegate authority to the Head of Borough Health, Safety and Localism in consultation with the Chair of Community Committee to appoint the successful bidder.

3. Introduction and Background

- 3.1.** A previous report to Community Committee on 21 October 2014 (min. ref. 197) set out the current lighting provision across the Brentwood Borough and to considered ways in which the festive lights and activities could be enhanced in and around the Town Centre and in Shenfield.

- 3.2.** The existing lights budget is for the provision of lights/trees in Brentwood Town Centre and Shenfield only as these are the main shopping towns in the Borough of Brentwood and will attract the majority of visitors and residents. Festive activities in the Parished areas of the Borough, can be additionally supported by Members if they wish through the Council's funded ward budget allocation.
- 3.3.** Additional lights were purchased in 2014 to enhance the area around Shenfield and also the Brentwood Station area.
- 3.4.** The rope lights that are currently in place in Kings Road and St Thomas' Road will be replaced with the same branch lights installed in Shenfield in 2014 as set out in Appendix A specification to provide more attractive lighting in these two areas.
- 3.5.** In addition the Council currently supplies and delivers small Christmas trees to Ingatestone Parish Council which are then erected by their own contractor along Ingatestone High Street. In 2014 the cost for the supply of 43 trees was £409.79

4. Issue, Options and Analysis of Options

- 4.1** The current budgets for festive lights and trees is £28,000. This includes the current contract to check the lights, erect the lights and dismantle them, and to replace any faulty lights. It also includes the supply and delivery of the large and small Christmas trees; the unmetered supply for the lights during the festive period; ancillary replacement of lights where necessary; stress testing of lamp columns and relevant permissions and licences.
- 4.2** It is proposed to put out to tender the lighting contract for a three year period which will include the checking of existing lights, the installation and dismantling of the lights to both lamp columns and the trees to enable efficiencies and savings through a competitive tendering process.

5 Reasons for Recommendation

The Council has an established working group which includes Members, local traders, voluntary and community organisations as part of the planning of the Lighting Up Brentwood and Shenfield events which together with residents comments at the events provides valuable feedback to officers for the planning and delivery of future events. It is also an opportunity to deliver

value for money for the Council and to support local traders and businesses in the run up to Christmas.

6 References to Council Priorities

The festive lights support the Council's Prosperous Borough and Localism priorities.

7 Implications

Financial Implications:

Name & Title: Phoebe Barnes, Finance Officer

Tel & Email : 01277 312839 phoebe.barnes@brentwood.gov.uk

The financial implications are set out in Appendix D and are allocated from existing budgets.

Legal Implications

Name & Title: Christopher Potter, Monitoring Officer and Head of Support Services

Tel & Email: 01277 312860 christopher.potter@brentwood.gov.uk

All relevant permissions and licenses are applied for in relation to the festive lights.

8 Appendices

Appendix A –Map of lighting

Appendix B – Specification for lighting contractor and schedule of works to be completed

Appendix C – Proposed festive lighting contract

Appendix D – Festive lights associated costs

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Appendix A

Area	Street name	No. of lamp column	Type of lighting	Orientation	Notes
Brentwood Existing lighting to be installed	Ingrave Road	1	SX	Face Footway	
	Ingrave Road	2	SX	Face Footway	
	Shenfield Road	1	SX	Face Footway	
	Shenfield Road	2	SX	Face Footway	
	Ongar Road	2A	SX	Face Footway	
	Ongar Road	3	SX	Face Footway	
	High Street	6	SX or HX	Face carriageway	
	High Street	7	SX or HX	Face carriageway	
	High Street	8	SX or HX	Face carriageway	
	High Street	9	SX or HX	Face carriageway	
	High Street	10	SX or HX	Face carriageway	
	High Street	11	SX or HX	Face carriageway	
	High Street	12	SX or HX	Face carriageway	
	High Street	12A	SX or HX	Face carriageway	
	High Street	14	SX or HX	Face carriageway	
	High Street	16	SX or HX	Face carriageway	
	High Street	17	SX or HX	Face carriageway	
	High Street	18	SX or HX	Face carriageway	
	High Street	20	SX or HX	Face carriageway	
	High Street	21	SX or HX	Face carriageway	
	High Street	22	SX or HX	Face carriageway	
	High Street	23	SX or HX	Face carriageway	
	High Street	24	SX or HX	Face carriageway	
	High Street	25	SX or HX	Face carriageway	
	High Street	26	SX or HX	Face carriageway	
	High Street	27	SX or HX	Face carriageway	
	High Street	28	SX or HX	Face carriageway	
	High Street	29	SX or HX	Face carriageway	
	High Street	30	SX or HX	Face carriageway	
	High Street	31	SX or HX	Face carriageway	
	High Street	32	SX or HX	Face carriageway	
	Kings Road	1	HX	Face Footway	
Kings Road	2	HX	Face Footway		
Town Hall	n/a	snowflakes and icicle lights for Town Hall balcony	n/a		
Shenfield	Hutton Road	16	branch lights	n/a	
	Hutton Road	17	branch lights	n/a	
Brentwood area					

The SX = PL011B SAPIN BOREAL white

(H: 2.55M L: 0.92M) 65w 8.2kg

The HX = PL015 LED SPRUCE (H: 1.78m L: 0.90m)

Pw 45w 7.4kg

Shown on the website below

<http://www.blachere-illumination.ca/pole.pdf>

All pea lights are white

Replacement of existing rope lights with illuminated branch lights to be purchased and installed	St Thomas Road	1	branch lights	n/a
	St Thomas Road	2	branch lights	n/a
	St Thomas Road	3	branch lights	n/a
	St Thomas Road	4	branch lights	n/a
	St Thomas Road	5	branch lights	n/a
	Kings Road	3	branch lights	n/a
	Kings Road	3A	branch lights	n/a
	Kings Road	4	branch lights	n/a
	Kings Road	4A	branch lights	n/a
	Kings Road	5	branch lights	n/a
	Kings Road	6	branch lights	n/a
	Kings Road	7	branch lights	n/a
	Kings Road	8	branch lights	n/a
Replacement of existing rope lights with illuminated branch lights	Kings Road	9	branch light	n/a
	Kings Road	10	branch light	n/a
	Kings Road	11	branch light	n/a
	Kings Road	12	branch light	n/a
	Kings Road	13	branch light	n/a
	Kings Road	14	branch light	n/a
	Kings Road	15	branch light	n/a
	Kings Road	16	branch light	n/a
	Kings Road	17	branch light	n/a
	Kings Road	18	branch light	n/a
	Kings Road	19	branch light	n/a
	Kings Road	20	branch light	n/a
	Kings Road	21	branch light	n/a
	Kings Road	22	branch light	n/a
	Kings Road	23	branch light	n/a
	Kings Road	24	branch light	n/a
	Kings Road	25	branch light	n/a
	Warley Hill	1	branch light	n/a
	Warley Hill	2	branch light	n/a
	Warley Hill	3	branch light	n/a
	Warley Hill	4	branch light	n/a
	Warley Hill	5	branch light	n/a
	Warley Hill	6	branch light	n/a
	Warley Hill	7	branch light	n/a
Warley Hill	8	branch light	n/a	

Brentwood Station	Brentwood station building front	72	icicle lights around 2 sides of the station building. Icicle lights and 6 white mistletoe balls leading from station along Kings Road using existing hanging baskets brackets	n/a	
To extend lights until junction with North Road - (columns to be tested for power etc and new lights					
	Ongar Road	4	branch light	n/a	
	Ongar Road	5	branch light	n/a	
	Ongar Road	6	branch light	n/a	
	Ongar Road	7	branch light	n/a	
	Shenfield Road	3	branch light	n/a	
	Shenfield Road	4	branch light	n/a	
	Shenfield Road	5	branch light	n/a	
Shenfield					
	Hutton Road	6	branch lights	n/a	
	Hutton Road	6A	branch lights	n/a	
	Hutton Road	7	branch lights	n/a	
	Hutton Road	8	branch lights	n/a	
	Hutton Road	9	branch lights	n/a	
	Hutton Road	10	branch lights	n/a	
	Hutton Road	13	branch lights	n/a	
	Hutton Road	14	branch lights	n/a	
	Hutton Road	15	branch lights	n/a	
	Hutton Road	18	branch lights	n/a	
	Hutton Road	19	branch lights	n/a	
	Hutton Road	20	branch lights	n/a	
	Hutton Road	21	branch lights	n/a	
	Hutton Road	22	branch lights	n/a	
	Hutton Road	23	branch lights	n/a	
	Shenfield Station		icicle lights on front of station	n/a	
Tree mounted decorations					
Brentwood High Street area				location plan	
1 High Street	large tree		pea lights and 5 x coloured mistletoe balldecorations	Plan 1 of 3	
2 High Street			Pea lights	Plan 1 of 3	
3 High Street			pea lights	Plan 1 of 3	
4 High Street			pea lights	Plan 1 of 3	
5 High Street	large tree		pea lights and 5 x coloured mistletoe balldecorations	Plan 1 of 3	
6 High Street			pea lights	Plan 1 of 3	
7 High Street	large tree		pea lights and 5 x coloured mistletoe balldecorations	Plan 2 of 3	
8 High Street			pea lights	Plan 2 of 3	

	9 High Street			pea lights	Plan 2 of 3	
Shenfield Area						
	1 Hutton Road			pea lights	Plan 1 of 2	
	2 Hutton Road			pea lights	Plan 1 of 2	
	3 Hutton Road			pea lights	Plan 1 of 2	
	4 Hutton Road			pea lights	Plan 1 of 2	
	5 Hutton Road			pea lights	Plan 1 of 2	
	6 Hutton Road			pea lights	Plan 1 of 2	
	7 Hutton Road			pea lights	Plan 1 of 2	
	8 Hutton Road			pea lights	Plan 1 of 2	
	9 Hutton Road			pea lights	Plan 1 of 2	
	10 Hutton Road			pea lights	Plan 2 of 2	
	11 Hutton Road			pea lights	Plan 2 of 2	
	12 Hutton Road			pea lights	Plan 2 of 2	
	Shenfield Library		feeder pillar	pea lights	Plan 2 of 2	
Installation of lights on the large tree Location						
25 ft tree	Town Hall, Rayleigh Road		feeder pillar	pea lights		
25 ft tree	St Thomas Church, St Thomas' Road		feeder pillar	pea lights		
15 ft tree	Chapel Ruins, High Street Brentwood		feeder pillar	pea lights		
25 ft tree	Opposite Brentwood Station		feeder pillar	pea lights		
17 ft tree	outside Winslows hairdresser, Hutton Road, Shenfield		powered from Winslows Hairdressers	pea lights		

Annex 1 – schedule of works
Description of Task
Certify that the festive lighting held by Brentwood Borough Council is safe to use and identify any repairs or replacements
Erect festive lights decorations onto lamp columns and trees as per our specifications set out in Annex 2 type and location of lights. Test power and timers in lamp columns and identify any issues to Brentwood Borough Council
Note: all new additional lighting as agreed in Annex 2 - Type and location of lights
Lighting Up Brentwood event - Saturday 28 November 2015
Test all timers in lamp columns in relation to the Brentwood Town Centre High Street Lights
Provide a festive plunger for the switching on of the Christmas lights events
Brentwood Station tree - manually switch on and set timer to come on at 5pm
St Thomas' Church tree, test switch for lights – to be turned on as part of the High Street celebrations on 28.11.15, with electrician on site.
Place festive plunger on the main stage ready for switch on
Lighting Up Brentwood ceremony (High Street Brentwood). G39 Electrician on site for Xmas light turn on (9am testing Brentwood timers). All timers to be set to come on at 5pm and to turn off at 12.00am
Lighting Up Shenfield event Sunday 29 November 2015 (tbc)
Test all timers in the lamp columns for the Shenfield lights from 9am
Provide a festive plunger for the switching on of the Christmas lights events
Electrician on site for Xmas lights turn on in Shenfield at 4.15pm for tree outside Winslows and at the main stage ready for switch on at 4.30pm - the switch for this in new feeder pillar that will be in place adjacent to the large tree outside Shenfield Library on the corner of Friars Avenue.
Following switching on ceremony in Brentwood all timers to be set to turn from 6.00am to 8.30am every morning and 3.30pm to 12.00am during the evening from December 1st 2014 to January 5 th 2015
Following switching on ceremony in Shenfield all timers to be set to turn from 6.00am to 8.30am every morning and 3.30pm to 12.00am during the evening from December 1st 2014 to January 5 th 2015
Switch off lights at Shenfield, Brentwood to include all designated columns and trees including St Thomas', Brentwood station and Peperell House
Take down festive lighting from lamp columns and trees in good order and return to the BBC Depot

Start date	Completion date
1.10.15	17.11.15
21.10.15	27.11.15
28.11.15	28.11.15
28.11.15	28.11.15
28.11.15	28.11.15
28.11.15	28.11.15
28.11.15	28.11.15
28.11.15	28.11.15
29.11.15	29.11.15
29.11.15	29.11.15
29.11.15	29.11.15
29.11.15	29.11.15
30.11.15	30.11.15
5.1.16	5.1.16
6.1.16	20.1.16

Provision for Festive Lighting contract

between

Brentwood Borough Council and

XXXXXX

XXXXXXXX 2015

THIS AGREEMENT is made on the (xxxxx) between (1) BRENTWOOD BOROUGH COUNCIL, Town Hall, Ingrave Road, Brentwood, Essex CM15 8AY (herein called “the Council”) and (2) (XXXXX) (herein called “the Contractor”) Contractors name with effect from dates until xxxxx

1. DEFINITIONS

1.1. In this agreement the following words shall have the meaning set against them:

Annex 1: Schedule of work

Contractor: XXXXX

Council: Brentwood Borough Council

2. SCOPE OF SERVICE

2.1. To certify that lighting decorations are safe to use and advise if any repairs or replacements are needed

2.2. To erect the specified lights as per the schedule of works in Annex 1 onto the specified lamp columns and trees indicated in Annex 1

2.3. To test the timers in the light columns using a qualified G39 electrician prior to the Lighting Up Brentwood event as specified in Annex 1

2.4. To set the timers for all columns and lights on the day of the Lighting Up Brentwood event as specified in Annex 1

2.5. To provide a plunger on the day of the Lighting Up Brentwood event

2.6 To reset timers to the specified times indicated by the Council in Annex 1

2.7 To switch off the festive lights on the date agreed by the Council specified in Annex 1

2.8 To dismantle the specified lights from specified lamp columns and return safely to storage at the Council’s Depot.

3. ENGAGEMENT

3.1 The Contractor purports to have the know-how, qualifications and necessary ability to undertake the terms of the agreement

3.2 The Contractor and any parent or subsidiary company, partner or joint venture partner, warrants that it has no commercial, or other, interests which might conflict with or influence its advice to the Council and warrants that it is not disbarred in any way from working on the terms of the agreement

4. COST

4.1 The contractor will inform the Council the total cost to provide the service as per 2.1 to 2.7 of this agreement

5. DELIVERY AND SUPPLY

5.1 The Council shall provide the Contractor with the following:

- a) Access to the festive lights to enable testing
- b) Plans of the locations of the lamp columns and trees that will have lights as identified on the plans in Annex 2.
- c) Copy of the stress test that was undertaken by Essex County Council on the lamp columns

5.2 The Contractor will supply written reports to the Council for the light testing and confirmation that the timer testing has been completed as per schedule of works set out in Annex 1

5.3 The Contractor to inform the Council of any amendments that have been made in schedule of works as set out in Annex 1

6. PAYMENT TERMS

6.1 The Council shall pay the undisputed sums to the Contractor in cleared funds within 30 days of receipt and agreement of invoices. Each invoice shall contain the official order number and a detailed breakdown of the goods/services

7. TERMINATION

7.1 The Council may terminate the Agreement by giving thirty days notice in writing to the contractor. The Contractor may terminate the Agreement by giving thirty days notice in writing to the Council. Neither party shall unreasonably terminate the Agreement.

7.2 CONSEQUENCES OF TERMINATION

7.2.1 Upon termination, in addition to such consequences as are set out in the other provisions of the Agreement

7.2.2 The Contractor shall forthwith cease to perform any of the services

7.2.3 The Contractor shall fully and promptly indemnify the Council in respect of the cost of causing to be performed such Services as would have been performed by the Contractor during the remainder of the Contract period to the extent that such cost exceeds such sums as would have been lawfully payable

to the Contractor for performing such Services. The Council shall be at liberty to have such services performed by any persons (whether or not employees of the Council), as the Council shall in its entire discretion think fit and shall be under no obligation to employ the least expensive method of having such Services performed.

7.2.4 The Council shall under no obligation to make any further payment to the Contractor and shall be entitled to retain in its hands any payment which may have fallen due to the Contractor before termination until the Contractor has paid in full to the Council all sums due under the Contract or to deduct from any sum due from the Contractor to the Council under the Contract

7.2.5 Termination of the Contract shall be without prejudice to the rights and remedies of the Contractor and the Council accrued before such termination and nothing in the Contract shall prejudice the right of either such party to recover any such amount outstanding at the termination however arising

8. DISPUTES

8.1 Any disputes which may arise between the parties relating to the Agreement that cannot be solved by the parties shall be submitted for decision by a person, who shall be deemed to be an expert and not an arbitrator, nominated jointly by the parties. His decisions shall (in the absence of clerical or manifest error) be final and binding on the parties and his fees and costs shall be borne equally by the parties unless he determines that the conduct of the party is such that the party should bear all such fees and costs.

9. DEFAULT

9.1 If the contractor shall be guilty of any serious misconduct or any serious breach or non –observance of any of the conditions of this Agreement or shall neglect or fail or refuse to carry out the duties assigned to it hereunder the Council shall be entitled to terminate its engagement hereunder with immediate effect by given written notices to the Contractor, without prejudice to any rights or claims the Council may have against the Contractor arising out of such default.

9.2 If the Contractor:

9.2.1 commits a breach of any of its obligations under the Contract;

9.2.2 makes a composition or arrangement with its creditors, or has a proposal in respect of the company for the voluntary arrangements for a composition of debts, or scheme or arrangement approved in accordance with the Insolvency Act 1986;

9.2.3 has the application made under the Insolvency Act 1986 in respect of the company to the Court for the appointment of an administrative receiver;

9.2.4 has the winding-up order made, or (except for the purposes of amalgamation or reconstruction) a resolution for voluntary winding-up passed;

9.2.5 has a provisional liquidator, receiver, or manager of its business or undertaking duly appointed;

9.2.6 has an administrative receiver, as defined in the Insolvency Act 1986 appointed

9.2.7 has possession taken, by or on behalf of the holders of any debentures secured by a floating charge, of the property comprised in, or subject to, the floating charge;

9.2.8 is in circumstances which entitle the Court or a creditor to appoint, or have appointed, a receiver, a manager, or administrative receiver, or which entitle the Court to make a winding-up order;

9.2.9 offers or gives to any person any gift or consideration as an inducement for doing, or forbearing to do, any action in relation to obtaining any Contract with the Council, or commits any offence under the Prevention of Corruption Acts 1889 to 1916, or if such acts are done by any person employed by, or acting on behalf of the Contractor, with or without the Contractor's knowledge;

Then the Council may without prejudice to any accrued rights or remedies under the Contract, terminate the Contractor's employment under the Contract by notice in writing either with immediate effect or on such date as specified in the notice.

10. FORCE MAJEURE

10.1 The Council shall not be responsible for any failure or delay or consequence. There of in the performance of any of its obligations under the Agreement which are owing to, or result from any cause beyond reasonable control.

11. ASSIGNMENT

11.1 The Contractor may not assign or transfer this Agreement or any of the rights under it without consent of the Council.

12. NOTICES

12.1 All notices or requests for advice/information shall be duly served if delivered to or sent by letter post, facsimile, e-mail or phone call to the Parties

12.2 Email correspondence to be used for this purpose to be restricted to the following addresses

Contractor: **XXXXXXXX**

Council: kim.anderson@brentwood.gov.uk

13. DATA PROTECTION & CONFIDENTIALITY

13.1 Each party shall at all times use its best endeavours to keep confidential (and to ensure that its employees, subcontractors and agents shall keep confidential) any information of a confidential nature which it or they may have acquired or may at any time after that date of the agreement acquire in relation to the councils, business or affairs of the other party and shall not use or disclose **such information except with the consent of the party**

Signed on behalf of Brentwood Borough Council

Name:

Position: Partnership Leisure and Funding Manager

Date:

Signed on behalf of XXXXXXXX

Name:

Position:

Date:

Appendix D

Area	Type of light	Cost	Budget
Proposed replacement lights			
Kings Road, Brentwood	Illuminated branch lights x 33 at £80 per 3.6m	£2640	
St Thomas Road, Brentwood	Illuminated branch lights x 5 at £80 per 3.6m	£400	
Ongar Road, Brentwood	illuminated branch lights x 4 at £80 per 3.6m	£320	
Existing costs			
Existing lighting contract to check, install and dismantle the festive lights in Brentwood and Shenfield		£13,500	
Trees- To supply and deliver 4 x 25ft trees at £400 each plus £700 for the delivery of trees		£2300	
Trees - To supply 24x 4ft trees for Crown street and Ropers Yard (Depot staff collect and deliver)		£230	
Trees - To supply 43 x 4ft trees for Ingatestone Parish Council at £9.53 each (Depot staff collect and deliver)		£410	
Tree - Supply and installation of 17ft tree in Shenfield		£900	
Unmetered supply costs		£800	
Permissions and licenses		£250	
Contingency allocation for any replacement lights that fail testing		£6250	
Existing Budget			-£28,000
TOTAL		£28,000	
Balance			0.00

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25 March 2015

Community Committee

Achievements and progress of Community Committee 2014-15

Report of: *Ashley Culverwell, Head of Borough Health, Safety and Localism*

Wards Affected: *All Brentwood Borough Wards*

This report is: *Public report*

1. Executive Summary

- 1.1.** The report is to provide Members with an update and progress report on the decisions made by Community Committee this financial year.

2. Recommendations

- 2.1** That Members agree to note the report and the progress that has been made to date.

3. Introduction and Background

- 3.1.** The remit of Community Committee is as follows:

- 3.1.1. Community and Localism Initiatives
- 3.1.2. The voluntary Sector and Community partnerships
- 3.1.3. Parish Council liaison
- 3.1.4. Health and Wellbeing
- 3.1.5. Grants to organizations/voluntary organizations
- 3.1.6. Parks, open spaces, countryside , allotments

- 3.2.** It also takes the lead on community leadership and consultation with stakeholders.

- 3.3.** The report will provide a summary of the reports that have come before this committee and to update members on the progress made to date on the recommendations.

3.4. Community and Localism Initiatives

- 3.4.1. Local Support Services Framework - At the 21 July 2014 Community Committee (min ref 96) Members agreed to endorse the continuing development of the Local Support Services Framework. It was subsequently agreed at the 17 December Community Committee (min ref. 349) that the provision of advice and support with claims for Universal Credit will be enhanced subject to appropriate funding being received. Work has temporarily been put on hold whilst The Council has been negotiating a partnership agreement with DWP to deliver Universal Credit locally. Although there are many similarities DWP wouldn't agree to having one joint agreement so we now have two. 1. LSSF agreement for debt management, budget advice and specific support dependant upon customer needs and 2. Universal Credit agreement for supporting residents to make claims for Universal Credit and provision of budget advice. Should still be on track to start implementation from 1 April 2015.
- 3.4.2. Lights out for the First World War Commemoration- (min ref 99). At the 21 July 2014 Community Committee Members agreed to support this initiative.
- 3.4.3. Borough Bulletin - It was agreed by Members at the 21 October Community Committee, that two further editions of the Borough Bulletin (min ref 196.) would be distributed. Two editions have been distributed to residents.
- 3.4.4. Additional lights and activities – It was agreed by Members to support the additional festive lights and the Lighting Up Shenfield Event 2014 (min. ref 197),. The additional lights and the Shenfield event have had positive feedback and a further report is before Members tonight to agree the festive lighting specification for 2015/16.
- 3.4.5. Community Events Programme –The Community Event Programme was presented to the 21 October Community Committee (min ref. 198). In summary the Council will deliver seven Family Fun Days, Strawberry Fair, a Heritage and Cultural Festival, Lighting Up Brentwood and Shenfield Christmas Fayre. All the dates have been added to Members Events Calendar for information.
- 3.4.6. Assets Of Community Value – The Council has received four new nominations for Assets of Community Value, one of which (Hutton Community Centre) will be considered tonight. The blue badge holder car park within William Hunter Way was nominated by Brentwood Access Group and Members agreed to list this at the 20 November Community

Committee (min. Re. 299). The Amenity Green at Iris Close, in Pilgrims Hatch was nominated by the Flowers Estate Residents Association and Members also agreed to list this at the 20 November Community Committee (min. Ref. 300). Hopefield Animal Sanctuary was nominated by Hopefield Animal Sanctuary and Members agreed to list this at the 27 January Community Committee (min. Ref. 411).

3.4.7. Safeguarding Policy and Procedures – The revised Safeguarding Policy and Procedures was presented to Members at the 17 December Community Committee (min ref 352.) and Members agreed to the revised Policy and Procedures and the implementation of the Safeguarding Action Plan. Members also recommended that the Strategic Safeguarding Lead be assigned to the (Acting Chief Executive) and the Safeguarding Member Champion be allocated to the Leader of the Council. Basic Safeguarding Awareness Training is being delivered to staff in March and April. Member training will commence after the elections in May.

3.5. The Voluntary Sector and Community partnerships

3.5.1. The Council has a long history of working with voluntary and community organisations. Brentwood Council for Voluntary Services supports over 90 local voluntary organisations and they have regular networking opportunities to discuss issues and opportunities to work collaboratively. The Council has commissioned Brentwood Council for Voluntary Services, Citizens Advice Bureau and Brentwood Community Transport to deliver some of the Council's key priorities which will support Brentwood residents.

3.6. Parish Council liaison

3.6.1. Various one to one meetings have been undertaken with each of the Parish Councils to review the level of funding and looking at ways in which Brentwood Borough Council and the Parish Council can work more effectively together. The Council continues with the two Parish Council liaison meetings a year with invited senior officers and relevant Borough Council Members together with an annual meeting with the Leader of the Council and the Chief Executive.

3.7. Health and Wellbeing

3.7.1. At the 21 July Community Committee (min ref. 97) Members approved the Health and Wellbeing Strategy and workplan for 2014-2017. Progress on the workplan will be presented at tonight's Community Committee.

3.8. Grants to organisations/voluntary organisations

3.8.1. Commissioning Prospectus. At the 21 July Community Committee (min ref 98) Members agreed to proceed with the Commissioning Prospectus. Invitations to tender went out in January 2014 for the following service provision: The provision of a free, confidential, debt management, housing needs and welfare benefits advice service for Brentwood Borough residents; The coordination of a Community Transport provision for Brentwood Borough; and the provision of a coordinated framework which supports Brentwood's Voluntary and Community Sector organisations. The deadline for submissions was the 22 February 2015, with notification of winnings tenders by 27 February 2015. The Tenders have been awarded to Brentwood Citizen's Advice Bureau, Brentwood Community Transport and Brentwood Council for Voluntary Services. Contract will commence from 1 April 2015 for 2 years (subject to conditions of contract being met) with an option of a 3rd year.

3.8.2. Community Fund allocation. Members agreed at the 21 October Community Committee (min ref 199.) to agree funding to 12 organisations with a total amount of funding of £42,244.65. It was also agreed by Members that the underspend of the Community Fund would be allocated to the ward budget allocation and split equally amongst Councillors. The 2015 Brentwood Community Fund will be launched on 6 April 2015 and close on 6 September 2015.

3.8.3. Ward budgets – All Members were allocated £1,000 to support projects and initiatives in their own wards. As there was an underspend in the Community Fund allocation and an additional £385.00 was allocated to Members. Apart from local ward initiatives Members also collaboratively supported projects like Keep Safe which supports all Brentwood residents. A separate report is before Members tonight to determine the options for the underspend on the allocation of the ward budget allocation.

3.8.4. Community Resilience Fund - An initial report was brought to Members on 21 October 2014 Community Committee (min ref 200) and a further report was presented to the 17 December 2014 Community Committee (min ref 350.) which Members agreed in principle to support subject to final approval through the budget setting process. Unfortunately because of budgetary constraints this cannot be supported at the present time.

3.9. Parks, Open Spaces, countryside, allotments

3.9.1. King George's Playing Fields – (At the 21 July 2014 Community Committee (min ref. 95) it was agreed that officers in liaison with the ward members of Warley and Brentwood South, work on the development of a long-term strategy for the development of facilities in King George's Playing Fields. The Council are in the process of appointing consultants to develop a Borough wide leisure strategy, which will incorporate King George's Playing Fields. This will be reported to Committee on completion at the end of 2015 with some key recommendations.

3.10. It was agreed by Members at the 17 December Community Committee (min ref 351) that **Fees and Charges** at 2014/15 levels that come under the remit of Community Committee were frozen and that a further report is presented to the Community Committee on the outcome of the planned review of the current charging policies across all council services, which will inform the 2016/17 charging levels.

4. Reasons for Recommendation

The report provides an update and the progress on the reports that have been submitted to Community Committee from July 2014 – March 2015.

5. References to Council Priorities

The majority of the remit of Community Committee sits under the Council's Localism priority enabling communities to do more for themselves and increase volunteering opportunities.

6. Implications

Financial Implications

Name & Title: Christopher Leslie, Section 151 Officer

Tel & Email: 01277 312542 christopher.leslie@brentwood.gov.uk

This is a progress report and as such there are no additional financial implications

Legal Implications

Name & Title: Christopher Potter, Monitoring Officer and Head of Support Services

Tel & Email: 01277 312860 christopher.potter@brentwood.gov.uk

This is a progress report and as such there are no additional legal implications

Report Author Contact Details:

Name: Kim Anderson

Telephone: 01277 312634

E-mail: kim.anderson@brentwood.gov.uk

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, or 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.

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Community Committee Terms of Reference

General Powers of Committees

This scheme of delegation sets out the functions of the Council to be discharged by its Committees and Sub- Committees and includes the terms of reference of statutory and non statutory bodies set up by the Council.

Each committee or sub committee will have the following general powers and duties:

- (a) To carry out the duties and powers of the Council within current legislation;
- (b) To comply with the Council's standing orders and financial regulations;
- (c) To operate within the budget allocated to the committee by the Council.
- (d) To guide the Council in setting its policy objectives and priorities including new initiatives, and where appropriate make recommendations to Council
- (e) To develop, approve and monitor the relevant policies and strategies relating to the Terms of Reference of the Committee;
- (f) To secure satisfactory standards of service provision and improvement, including monitoring of contracts, Service Level Agreements and partnership arrangements;
- (g) To consider and approve relevant service plans;
- (h) To determine fees and charges relevant to the Committee;

Community Committee

The functions within the remit of the Community Committee are set out below

- 1) Community and Localism Initiatives
- 2) The Voluntary Sector and community partnerships
- 3) Parish Council liaison
- 4) Health and Wellbeing
- 5) Grants to organisations/voluntary organisations

6) Parks, open spaces, countryside, allotments

1. To take the lead on community leadership and consultation with stakeholders.