

Minutes

Policy, Projects and Resources Committee Tuesday, 20th June, 2017

Attendance

Cllr Mrs McKinlay (Chair)	Cllr Keeble
Cllr Kerlake (Vice-Chair)	Cllr Kendall
Cllr Barrett	Cllr Mynott
Cllr Faragher	Cllr Parker
Cllr Hossack	

Also Present

Cllr Aspinell
Cllr Barrell
Cllr Hirst
Cllr Mrs Hubbard
Cllr Mrs Pound
Cllr Ms Rowlands

Officers Present

Kim Anderson	-	Partnership, Leisure and Funding Manager
Stuart Anderson	-	Deputy Operations Manager
David Carter	-	Environmental Health Manager
John Chance	-	Finance Director (Section 151 Officer)
Philip Ruck	-	Chief Executive
Mark Stanbury	-	Environmental Health Manager
Jean Sharp	-	Governance and Member Support Officer
Daniel Toohey	-	Monitoring Officer
David Wellings	-	Corporate Health & Safety Advisor

32. Apologies for Absence

No apologies for absence were received.

33. Minutes of the Previous Meeting

The minutes of the Policy, Finance and Resources Committee meeting held on 14 March 2017 were approved as a true record.

34. Declarations of interest

No declarations of interest were received at this stage of the meeting.

35. Environmental Health and Private Sector Housing Service Plan

The report before Members sought approval to the proposed 2017/18 Service Plan for the Environmental Health Pollution and Private Sector Housing team.

Members noted that, as part of the Council's performance measures a service plan had been produced to focus on activity within the current financial year.

The specific targets and projects planned were detailed within the draft service plan appended to the report.

Key priorities within the service area were enforcement, particularly relating to fly tipping and environmental crime, together with effective investigation and enforcement of private sector housing issues.

The service plan also proposed better measure of performance within the team which could be used to demonstrate officers' activity in these areas.

Cllr Mrs McKinlay **MOVED** and Cllr Kerslake **SECONDED** the recommendations within the report and following a discussion a vote taken on a show of hands it was

RESOLVED UNANIMOUSLY that

- 1. Members approve the Service Plan for the Pollution and Private Sector Housing team within Environmental Health.**

Reason for Recommendation

To plan activity and operational priorities for the team for the current year and to provide objective measures of performance and workload.

36. Food Safety and Health and Safety Enforcement Service Plans 2017/18

Brentwood Borough Council must provide Service Plans for approval by Members with respect to its statutory obligations to enforce all relevant provisions of food safety and health and safety legislation within its area. These Service Plans identified how the service intended to carry out the proactive and reactive elements of inspections and investigations to ensure the continuing safety of both business employees and the public. It also included measures taken to aid businesses in compliance such as the provision of training and the food hygiene rating scheme.

Members noted that Both Service Plans were required by legal Code of Practice produced by the Health and Safety Executive and Food Standards Agency. These documents dictated the measures necessary to ensure that all

relevant businesses were inspected relative to risk. Such Service Plans were approved by Committee on an annual basis.

Cllr Mrs McKinlay **MOVED** and Cllr Kerlake **SECONDED** the recommendation within the report and following a discussion a vote was taken on a show of hands and it was

RESOLVED UNANIMOUSLY

1. That the Food Safety and Health and Safety Enforcement Service Plans 2017/18 be approved by Members.

Reasons for Recommendation

Members are required to approve these Plans as they directly affect the welfare of businesses, the public and visitors to the Borough. The Food Safety Plan ensures that high standards are maintained in commercial food production, and the Health and Safety Plan ensures the safety of local employees, the public and visitors to businesses.

37. Corporate Health and Safety Performance Report 2016-17

Brentwood Borough Council having responsibilities under the Health and Safety at Work etc. Act 1974 and all subordinate legislation had a duty to ensure that it not only protected employee health and safety but anyone else who might be affected by its undertaking. In that respect, it must have demonstrable systems and processes in place which reflected that compliance. The report before Members identified the standards now in place and the work progressing to improve matters still further.

Cllr Mrs McKinlay **MOVED** and Cllr Kerlake **SECONDED** the recommendations within the report. Cllr Barrett **MOVED** and Cllr Mrs McKinlay **SECONDED** an **AMENDMENT** which Cllr Mrs McKinlay **ACCEPTED** and following a discussion a vote was taken on a show of hands and it was

RESOLVED UNANIMOUSLY

- 1. That the Corporate Health and Safety Annual Report 2016/17 (Appendix A) be approved by Members.**
- 2. That delegated authority be given to the Chief Executive to amend the policy as appropriate following the outcome of the inquiry or inquest into the Grenfell House tragedy. The Chief Executive will report back to the Policy, Projects and Resources on safety aspects.**

Reasons for Recommendation

Members are required to approve this report as it directly affects the Council, its employees and all others who may be affected by its undertaking.

38. Brentwood Economic Strategy Workplan 2017/18

The report before Members presented the Brentwood Economic Strategy Work Plan for 2017/18 following the Policy, Finance and Resources Committee's approval of the refreshed 2017-2020 Brentwood Economic Strategy.

The Work Plan outlined a range of Economic Development initiatives and projects to drive forward the refreshed Brentwood Economic Strategy to enable economic growth for the Borough and to bring economic benefits to businesses and residents, ultimately supporting an improved quality of life for those who lived, worked and did business in Brentwood.

Cllr Mrs McKinlay **MOVED** and Cllr Kerlake **SECONDED** the recommendations within the report and following a discussion a vote was taken on a show of hands and it was

RESOLVED UNANIMOUSLY

That Members approve the Brentwood Economic Strategy Work Plan 2017/8 to support the delivery of the Economic Strategy.

(During the discussion Cllr Kendall declared a non pecuniary interest under the Council's Code of Conduct by virtue of his son having attended Chelmsford College, also being the owner of a small business).

Reasons for Recommendation

To approve the Brentwood Economic Strategy Work Plan 2017/8 to support the delivery of the Brentwood Economic Strategy 2017-2010.

39. 14 Ongar Road - Letting of Shop and Premises

The report before Members considered the letting of 14 Ongar Road, Brentwood following an offer received by the Council.

The premises had been vacant since the previous tenant Brentwood Mind (a mental health charity) moved into Brentwood Town Hall in July 2016.

There were substantial maintenance and repairs required at the property and the Council were seeking a tenant who was able to put and keep the property in repair.

Various interest had been received in the property including from the adjacent dental practice which would provide a good quality covenant and had the funds to meet the proposed leasehold commitment, the long term vision to put

and keep the property in good repair and to provide a much needed service for the community.

Cllr Mrs McKinlay **MOVED** and Cllr Kerlake **SECONDED** the recommendation in the report and following a discussion a vote was taken on a show of hands and it was

RESOLVED UNANIMOUSLY

- 1. That a new lease be granted in accordance with the terms set out in Heads of Terms attached at Appendix A (exempt).**

Reason for Recommendation

The Council wish to ensure the property is put and kept in good repair and for it to generate income.

40. The development of two semi-detached properties - King Edward Road

The report before Members considered the construction of two semi-detached properties on vacant land in the Council's ownership situated in King Edward Road Brentwood.

The Council had ownership in title of significant amounts of land within the Borough the majority of which was subject to restrictions such as green belt issues or the land functioned as amenity land in some form.

The land at 1 King Edward Road came into the Council's ownership on 3rd November 1989 together with an existing lease between Laurenstall Ltd and RCO Contract Services. The latter were no longer using the site and agreed to surrender the lease to the Council.

The Council had investigated the feasibility of developing a residential property and initial discussions with Planning and the architect had indicated that a satisfactory development of a pair of two bedroom semi-detached properties with parking provision could be accommodated on the site.

Cllr Mrs McKinlay **MOVED** and Cllr Kerlake **SECONDED** the recommendations within the report and following a discussion a vote was taken on a show of hands and it was

RESOLVED

- 1. That subject to planning approval being granted, that delegated authority is given to the Chief Executive and, Section 151 officer acting in consultation with the Chair of Policy, Projects & Resources Committee to seek tenders for construction of two semi-detached properties on land at 1 King Edward Road Brentwood.**

2. That delegated authority is given to the Chief Executive and Section 151 officer acting in consultation with the Chair of Policy, Projects & Resources Committee to select and award the contract to the successful bidder, and to agree the inclusion in the 2017/18 Capital Programme, to be funded from unallocated capital receipts.
3. That delegated authority is given to the Chief Executive and Section 151 officer acting in consultation with the Chair of Policy, Projects & Resources Committee to enter into a 3 year lease of the two properties to an intermediary company who will then let the properties on assured short hold tenancies.

Reasons for Recommendation

To develop unused land in the ownership of the Council providing needed additional residential accommodation within the Borough and generating additional income to the Council through rental or Capital receipt

41. Whittington Road and Birkbeck Road Allotments

The report on this item was deferred to a future Committee meeting.

42. Leisure Strategy

Members were reminded that at the 5 December 2016 Community, Health and Leisure Committee Members resolved that the Council should commission a report to be undertaken by 4Global to review the Value for Money options and appraisal of the Council leisure facilities. The leisure facilities included the Brentwood Centre, six community halls, Hartswood Golf Course and the Council's play areas.

It was proposed to adopt a three-phased approach to deliver the Leisure Strategy and that the Community, Health and Housing Committee will be tasked with the delivery of the strategy. It was also proposed that the Corporate Projects Scrutiny Committee would look at each of the phases at the appropriate time and that this would be added to the Committee's work programme for 2017/18.

Cllr Mrs McKinlay advised that it was proposed to spend £10-15k replacing play equipment ahead of Phase 2 for health and safety reasons.

Cllr Mrs McKinlay **MOVED** and Cllr Kerslake **SECONDED** the recommendations within the report and following a full discussion a vote was taken on a show of hands and it was

RESOLVED

1. That Members agree to adopt the following phased approach to the delivery of the Leisure Strategy:

- **Phase 1 – King Georges Playing Fields and Warley Playing Fields**
- **Phase 2 - Play areas, open spaces and options for ongoing maintenance and halls management**
- **Phase 3 – Brentwood Centre and provision for sport across the borough**

2. That the Corporate Projects Scrutiny Committee review the Leisure Strategy in accordance with the scope as set out in Item No.12 on this agenda and make recommendations to the Community, Health and Housing Committee.

Reasons for Recommendation

As part of the Council's due diligence in delivering a successful Leisure Strategy, opportunities for income generation will be explored as part of the process.

Comments received from Sport England as part of the Local Development Plan consultation, stated that a Leisure Strategy is required that assesses Council owned sports and leisure facilities in order that the Council can continue to work with partners to ensure that appropriate provision is made for the residents of Brentwood. The strategy should not only consider how the Council can provide services, but also how other partners can. The strategy should also use current sports facility evidence to identify strategic priorities to then inform what will be included in the Council's Infrastructure Delivery Plan. Following this feasibility work, the Council will then be able to determine which projects will be funded by the Community Infrastructure Levy (CIL) and those funded by planning obligations.

The Council's Asset Management Strategy also sets out the need to maximise income where possible from its asset portfolio.

43. Corporate Projects

Members were reminded of the key Corporate Projects that have been reported regularly to the appropriate committee of the council.

At Annual Council it was agreed that the introduction of the Corporate Projects Scrutiny Committee would focus and scrutinise these key projects to ensure transparency, delivery and lessons learnt.

The report before Members included the approach for the review of the Leisure Strategy and other Corporate Projects (Town Hall Redevelopment, Town Centre redevelopment and Local Development Plan) by the Corporate Projects Scrutiny Committee.

Cllr Mrs McKinlay **MOVED** and Cllr Kerslake **SECONDED** the recommendations in the report and following a full discussion a vote was taken on a show of hands and it was

RESOLVED

- 1. That Members agree the list of Corporate Projects including scoping and timescales, as set out in Appendix A, are put forward for scrutiny.**
- 2. That the Corporate Projects Scrutiny Committee are requested to consider the Corporate Projects as set in Appendix A and report back to the appropriate committee.**

Reason for Recommendation

To ensure that the Corporate Plan 2016-2019 is supported by projects that deliver the necessary change.

44. Termination of Meeting

At 9.00pm in accordance with Rule 10.1 of the Council's procedural rules, Members resolved to continue the meeting for a further 30 minutes.

45. 2016/17 Outturn and Annual Treasury Management Report

The report before Members dealt with the 2016/17 provisional outturn for:

- The General Fund - paragraph 3.
- Housing Revenue Account - paragraph 4.
- The Capital Programme - paragraph 5.

The report also considered the reserves and working balance levels.

The Council was also required by regulations issued under the Local Government Act 2003 to produce an Annual Treasury Management review of activities and the actual prudential and treasury indicators for 2016/17. This report met the requirements of both the CIPFA Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code) - paragraph 6.

Cllr Mrs McKinlay **MOVED** and Cllr Kerslake **SECONDED** the recommendations in the report and following a full discussion a vote was taken on a show of hands and it was

RESOLVED UNANIMOUSLY

- 1. That the provisional outturn information for 2016/17 for the General Fund, shows a break-even position, and the HRA shows a surplus contained within this report, is approved.**

2. That the capital programme carry forwards requested in Table 7 are approved.
3. That the Treasury Management activity and information for 2016/17 be noted.

46. Urgent Business

There was no urgent business.

The meeting ended at 9:30pm