

# Minutes

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## **Policy, Projects and Resources Committee Tuesday, 19th September, 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 Bridge  
Cllr Cloke  
Cllr Hirst  
Cllr Mrs Hubbard  
Cllr Mrs Pound

### **Officers Present**

Christopher Gill	-	Consultant
Philip Ruck	-	Chief Executive
Jean Sharp	-	Governance and Member Support Officer
Adrian Tidbury	-	Estates and Valuation Surveyor
Daniel Toohey	-	Head of Legal and Monitoring Officer
Jacqueline Van Mellaerts	-	Financial Services Manager and Deputy Section 151 Officer

### **108. Apologies for Absence**

No apologies for absence were received – all Committee members were present.

### **109. Minutes of the Previous Meeting**

The minutes for the Policy, Projects and Resources Committee meeting held on 18 July 2017 were approved as a true record.

## 110. Parking Strategy Update

The report before Members considered and reviewed the completion of the concrete repairs to the Coptfold Road Multi Storey Car Park (MSCP) in March 2016 as part 1 of the two-phased planned refurbishment of the structure.

The report considered the results of the structural survey and the commencement of phase two works completing the refurbishment project.

The report also considered elements of the Strategic Parking Review with respect to the night time economy and recommended a number of minor adjustments to the parking order generally.

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 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 works to Coptfold Road Multi Storey Car Park, to include the surface coatings, installation of sacrificial anodes as detailed in the recommendation of the Structural Engineer's report together with the fixed wire test remedial measures, lighting improvements and changes to signing and lining.**
- 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.**
- 3. That authority is given to the implementation of a Life Care Plan, for the future maintenance and inspection of the MSCP.**
- 4. That the 3 bay parking units on decks 12, 13 & 14 be converted to 2 bays to enhance the usability of the parking bays for larger vehicles on those decks.**
- 5. That the additional suggested changes to the Parking Order be agreed as identified in section 5 of this report.**

### Reasons for Recommendations

- 1.To complete the final phase of the refurbishment programme in the light of the condition report predicting significant additional life to the MSCP structure following the completion of the works.

2. With the completion of the works the current internal ambience will be much improved and likely to attract additional users thus increasing revenue.
3. Consistent with the life care plan set out by the Institute of Structural Engineers.
4. The various parking order updates are pertinent to the current business and encompass recent changes and adjustments. The changes will also facilitate appropriate enforcement across the parking order schedule and expand the income generation potential.

#### **111. Less Than Best Consideration Policy Amendment**

The report before Members considered an amendment to the Less Than Best Consideration Policy, agreed at Committee on 27 March 2015, to make the requirement to keep a lease outside the Landlord and Tenant Act 1954 discretionary.

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

#### **RESOLVED UNANIMOUSLY**

**That point 4.8 of Appendix C of the Less Than Best Consideration Policy is amended to give delegated Authority to the Chief Executive or Section 151 Officer in conjunction with the Head of Legal Services to determine whether a new lease granted under this mentioned policy is inside or outside the Landlord and Tenant Act 1954. Details were included in Appendix A.**

Reason for Recommendation

To allow flexibility in dealing with Less Than Best Consideration leases.

#### **112. Warley Scout Lease - Amendment to Heads of Terms Approved at Committee in February 2016**

Consideration of this item was deferred to the next Policy, Performance and Resources Committee meeting as further discussion needed to take place with Warley Scouts.

### 113. Seymour Pavilion and Playing Fields

The report considered the granting of a 25 year lease on Seymour Fields and Playing Fields with the terms set out in Heads of Terms in Appendix A to the report.

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

#### **RESOLVED UNANIMOUSLY**

**That a new lease be granted in accordance with the terms set out in Heads of Terms (Appendix A of the report), effective from April 2018. Delegated authority to be given to the Chief Executive to draft a letter of intent and to agree the final arrangements.**

#### Reason for Recommendation

A new lease for the Parish Council being put in place on the basis outlined in Appendix A of the report would ensure that the asset was managed by the local community for community use.

### 114. Corporate Projects

Members were aware of the Key Corporate Projects that had 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 the key projects to ensure transparency, delivery and lessons learnt.

Following the meeting of the Policy, Projects and Resources Committee on 20 June 2017, it was intended that the Town Centre Redevelopment and the Local Development Plan would be considered and in accordance with the scope and timelines as set out in Appendix A to the report.

Members were reminded of the Extraordinary Council meeting which was to take place on 15 November 2017 when the Town Centre Redevelopment and Local Development Plan would be discussed. Cllr Mrs McKinlay advised that a full Member briefing would take place before that meeting.

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

#### **RESOLVED**

1. That Members agreed that the list of Corporate Projects, as set out in 1.3 of the report, are put forward to the Corporate Projects Scrutiny Committee for consideration.
2. That Members agreed the scope and timelines for the Town Centre Redevelopment and the Local Plan as set out in Appendix A of the report.
3. That the Corporate Projects Scrutiny Committee are requested to consider the Corporate Projects as set out in Appendix A of the report and report back to the appropriate committee.

#### Reason for Recommendation

Brentwood is a modern Council transforming its services to improve efficiencies and economies through new ways of working.

#### **115. 2017/18 General Fund Revenue and Housing Revenue Account Budget Monitoring Update**

The report provided the Policy, Projects & Resources Committee with an update to the 2017/18 General Fund Revenue Budget and Housing Revenue Account that was agreed at committee on 1 March 2017, now providing the current projected outturn for both accounts.

The report reviewed the Treasury Management and Investment Strategy for 2017/18.

Capital monitoring would be reported at the next Policy, Projects and Resources Committee for a more detailed update.

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 to:**

1. Agree the projected outturn position for 2017/18 of the Council's General Fund Revenue budget as at 31 August 2017, as detailed in Table A of the Report.
2. Agree the projected outturn position for 2017/18 of the Council's Housing Revenue Account at 31 August 2017, as detailed in Table B of the report.

- 3. To Note the Treasury Management Activity for the period 1 April 2017 to 31 August 2017 as detailed in section 5 of the report, and to investigate the addition of Property Funds to the list of approved investment instruments and report back to a future committee.**

*(Cllr Mrs McKinlay declared a non-pecuniary interest by virtue of being ECC Cabinet member for Finance and Resources).*

Reason for recommendations

Effective financial management underpins all of the priorities for the Council and will enable the Council to operate within a sustainable budget environment.

#### **116. Brentwood Asset Development Programme**

The purpose of the report was to update Members on progress made to date in taking forward the Council's asset development programme and to outline next steps and issues that might arise.

The aim of the asset development programme would be to steer and manage development opportunities from the Council's property asset base so as to deliver improved revenue income streams from the portfolio but at the same time securing the regeneration, economic development and housing objectives of the Council.

The project board had considered a range of options for securing returns from the portfolio and at this stage favoured a hybrid approach which allowed the Council to take forward smaller projects alone but share risk on the more complicated projects.

Under a hybrid approach straightforward smaller sites were self-developed by the Council with more complex sites developed by a single joint venture development partner in accordance with the Council's vision for each of those sites. The activity would be programmed over a number of years in accordance with business plans and cash flow requirements that would be agreed by Committee.

For a hybrid approach to deliver successfully there would be a requirement for the Council to undertake development activity itself. It would need to resource the role and manage the related risks. In addition, it was crucial that the Council adequately resourced its role as a partner to the activities of a partnership, either as a shareholder to a new Company, or through an alternative governance arrangement. A common mistake by Councils was not to undertake the role with appropriate resource and skillsets such that the

partnership either did not operate effectively, or the rewards between the partners were not appropriately shared.

The next stage in taking forward the project was to consult the market. This identified market appetite for the options and assisted in defining the scope of the approach the Council may wish to take forward and how it could be realised/procured. This would inform how the Council might engage with partners or indeed procure a Joint Venture development partner or investment partner. It would also inform how the Council might take forward self-development projects. As such the next stage of the work was critical in shaping the delivery of the entire programme over the future years.

The output of the next stage would be considered by the Project Board, comprising of Cllr McKinlay, Cllr Kerslake, Phil Ruck, Steve Summers and John Chance in a check and challenge session, with the objective of developing a detailed recommendation to the Council's Policy, Projects and Resources Committee for how the project should be taken forward.

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

**RESOLVED that:**

- 1. The Committee approved a hybrid approach for securing the Councils Vision and Objectives.**
- 2. Delegated authority be given to the Chief Executive in Consultation with Group Leaders or their appointed deputies to consult with the market to inform the next stage of project development.**
- 3. A further report should be brought back to this committee's November meeting with the Project Board's detailed recommendations and action plan for taking forward this project.**
- 4. The committee approves that officers investigate the establishment of an appropriate investment vehicle or vehicles for the delivery of the Council's objectives. Such an investment vehicle will be subject to appropriate legal requirements.**
- 5. That progression of the development and delivery of the asset programme will be brought to an appropriate future committee.**

In response to a request, Cllr Mrs McKinlay advised that she would include updates on the asset development programme in the agenda of future Leaders' meetings.

## Reason for recommendations

The next stage in taking forward the project was to consult with the market. This would assist in testing the appetite of the market for projects of this nature and also in defining the scope of the approach the Council may wish to take forward, and how it can be released/procured. This would inform how the Council might engage with partners or indeed procure a Joint Venture development partner or investment partner. It would also inform how the Council may take forward self-development projects. As such this next stage of the work was critical in shaping the delivery of the entire programme over future years.

### **117. Urgent Business**

There were no items of urgent business.

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The meeting ended at 8.50pm