

# Minutes

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## Policy, Projects and Resources Committee Wednesday, 23rd January, 2019

### Attendance

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

### Apologies

Cllr Ms Rowlands

### Substitute Present

Cllr Bridge

### Also Present

Cllr Poppy  
Cllr Russell

### Officers Present

Philip Ruck	-	Chief Executive
Zoe Borman	-	Governance and Member Support Officer
Kim Anderson	-	Partnership, Leisure and Funding Manager
Phoebe Barnes	-	Interim Financial Controller
Greg Campbell	-	Director of Operations
Philip Drane	-	Director of Strategic Planning
Chris Leslie	-	Executive Director of Commercial Services
Jacqueline Mellaerts	Van -	Chief Financial Officer
Lorne Spicer	-	Business Development and PR Manager

### 296. Apologies for Absence

Apologies were received from Cllr Rowlands and Cllr Bridge substituted.

## 297. Minutes of the Previous Meeting

The Minutes of the Policy, Projects and Resources Committee held on 20<sup>th</sup> November 2018 were approved as a true record.

## 298. Chair's Update

Questions from Members were answered by the Chair who advised as follows:

With regard to the LDP consultation, it was advised that in light of changes made at the Regulation 19 meeting in November, and the implementation of those changes into the LDP prior to submission, it was planned to proceed with the Regulation 19 consultation in late January. Communication with Central Government is ongoing and the consultation is due to start very soon. Residents will be well informed of the process and Members briefed in order to assist their residents if required.

The new tenant joining the Town Hall will be occupying allocated business space.

## 299. Asset Development Programme Update

The aim of the Council's Asset Development Programme ("ADP") is to realise the potential of the Council's property asset base so as to deliver improved revenue streams from the portfolio but at the same time securing the regeneration, economic development and housing objectives of the Council. This report provides an update on the work of the Asset Development Programme Project Board ("Project Board") to date.

The report outlined the progress made by the Project Board on a) the Joint Venture Partner Procurement, b) the wholly owned Company (Seven Arches Investments Ltd) and c) the Early Successes Programme.

Cllr McKinlay **MOVED** and Cllr Kerlake **SECONDED** the recommendations in the report.

Members asked for sight of the updated Asset List. This will be distributed but Members should be mindful that this information is commercially sensitive.

Following a full discussion a vote was taken by a show of hands and it was **RESOLVED:**

1. **To approve the direction of the Asset Development Programme.**

## Reasons for Recommendation

To update the Committee on the progress of the Asset Development Programme.

### 300. **Response to Highways England M25 Junction 28 Improvement Scheme Statutory Consultation, December 2018**

Highways England is consulting on an improvement scheme to Junction 28 of the M25 (Brook Street roundabout, Brentwood). Proposals relate to anti-clockwise traffic connecting with the A12 eastbound towards Chelmsford. This follows consultation that concluded in January 2017 when three route options were presented. Now that the preferred route has been selected, this consultation presents further detail for comment.

In response to the consultation, a proposed response was set out with this report (see Appendix A). As a major national infrastructure project with implications for the Borough, it is important that the Council respond and further consider issues through the Local Development Plan and Duty to Cooperate processes.

Cllr McKinlay **MOVED** and Cllr Kerslake **SECONDED** the recommendations in the report.

Members asked whether Havering's view was known. Mr Drane confirmed that during past meetings with Havering officers they had concerns regarding the link road and the impact of properties in existing residential developments and were supportive in the fact that action should be taken.

Following a full discussion a vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY:**

#### **1. To approve the response to the M25 Junction 28 improvement Scheme Statutory Consultation as set out in Appendix A.**

## Reasons for Recommendation

It was recommended that the issues set out in Appendix A be issued in response to the consultation from the Council. The current consultation provides more detail to the preferred route.

The changes detailed in this consultation are technical in nature, and so it is proposed that no specific comment be made on this detail. The proposed development is to the west of the M25, wholly within the London Borough of Havering. Whilst the Council should respond to broader strategic issues, it is not considered necessary to offer a view about the specific proposals.

It is proposed that the strategic points raised in the Council's response to

- the previous consultation be repeated, where relevant. This includes:
- a) Support for a scheme given congestion issues at the junction and the implications of these;
  - b) Concern that the scheme does not address wider congestion issues across the junction and on surrounding roads, such as the A1023 Brook Street (junction issues at Nags Head Lane and Mascalls Lane that can cause queuing back onto the junction in peak periods).
  - c) Concern that the scheme does not address wider congestion issues all at once, meaning it is likely that future improvement projects cause longer term and multiple disruptions in the area.
  - d) Support for the proposals presented that require less realignment on the A12, reducing construction activity and disruption.
  - e) Comments about the need to consider existing byways and cycle routes as part of comprehensive consideration of the junction;
  - f) Importance of the Green Belt in this location, and that development should be sensitive to this; and
  - g) Comment about joint working on transport evidence.

(Appendix B was tabled on the night and is appended to the Minutes for reference.)

### **301. Safeguarding Report**

At Ordinary Council on 14 November 2018 (Min 202 refers) a motion was raised that all Members should have a Disclosure and Barring Service (DBS) check as part of their role as an elected member. It was recommended that Officers investigate the requirement including budget implications and that a report be brought back to Policy, Projects and Resources Committee for their consideration.

Cllr McKinlay **MOVED** and Cllr Bridge **SECONDED** the recommendations in the report.

Following a full discussion a vote was taken by a show of hands and it was **RESOLVED:**

- 1. That if Members feel it appropriate, they can request a Basic Disclosure and Barring Service Check.**
- 2. That all Members attend a Safeguarding training session in 2019.**

#### **Reasons for Recommendation**

Ultimately, this is the decision of the 'employer' to ensure they request the correct level of Disclosure for the work their employees are undertaking. Basic Disclosures can be requested by an individual or by the employer for any role, including those adhering to the Cabinet Office Baseline Personnel Security Standard (BPSS). Both Standard and Enhanced DBS checks could not be justified as a requirement from the Disclosure and Barring Service in respect of the role of an elected Member with the

guidance that has been provided by them. However, it may be a requirement for an elected member in their professional lives or in a role outside of that of being an elected member to have a DBS check.  
(Cllr Hirst declared a non-pecuniary interest as his role as Police, Fire and Crime Commissioner for Essex)

(Cllr McKinlay declared a non-pecuniary interest in her role as Cabinet Member for Finance and Commercial at Essex County Council)

### **302. King George's Playing Fields**

A Leisure Development Partner, Alliance Leisure Services has been appointed to develop a sustainable business plan for King George's Playing Fields, one of the key projects that sits under the Council's Leisure Strategy.

Their business plan has been submitted and officers have reviewed it around the assumptions of the capital investment required, the projected income generation and the proposed management arrangements, all which will be integral to the viability of the project.

A report was referred from Community Health and Housing Committee on 4 December 2018 (min. ref. 136) to agree the budget requirement as part of the Council's budget setting process for 2019/20 which will come to 5 February Policy, Projects and Resources Committee. Officers are in the process of the obtaining legal advice on the operating model which will inform the final business plan and financial model for the project. It is currently estimated that the project will build costs will cost up to £7m. Therefore, it is recommended that this is brought back to a future Policy, Projects and Resources Committee to agree the business plan before any monies are utilized of this budget requirement.

The proposed new pavilion will include improved changing facilities, indoor play facility including a dedicated space for children and young people with physical or sensory disabilities, including a 'Changing Places' toilet changing facility, TAG Active, improved food and drink offer, improved facilities for Hartswood Golf Club and multi-use space. The outdoor adventure play will include a splash pad, sky trail and net cubes.

Cllr Hossack **MOVED** and Cllr Parker **SECONDED** the recommendations in the report.

Following a full discussion a vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY:**

- 1. Members support the inclusion of £7m for the development of Kings George's Playing Fields within the Capital Programme for 2019/20. This will be considered as part of the budget setting process. Expenditure will only occur, subject to the full business plan and operating model details being approved by a future Projects, Policy & Resources Committee.**

## Reasons for Recommendation

As part of the Council's due diligence in delivery a successful Leisure Strategy, Members and offices need to have a complete picture of the current associated costs, risk profiles of the Borough's Leisure facilities and identify opportunities for income generation.

Comments 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.

### 303. Play Area Strategy

The Council's Leisure Strategy was agreed by Members at the Community Health and Housing Committee and Policy Projects and Resources Committee. One of the workstreams that sits under the Leisure Strategy is the play areas. The report before Members was the Council's five-year Play Area Strategy which sets out the clear strategic vision for the future of the Council's play areas.

Cllr Hossack **MOVED** and Cllr Hirst **SECONDED** the recommendations in the report.

Following a full discussion a vote was taken by a show of hands and it was **RESOLVED:**

- 1. That Members agreed to the Play Area Strategy and associated guidelines within as attached in Appendix A of this report and;**
- 2. That the phased budget requirements are considered as part of the budget setting process for Medium-Term Financial Plan; and**
- 3. That subject to budget approval officers look at a compliant procurement exercise and that this process is brought back to the Community Health and Housing Committee.**

## Reasons for Recommendation

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Strategy, Members and officers need to have a complete picture of the current associated costs, risk profiles of the Borough's Leisure facilities and identify opportunities for income generation.

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### **304. Merrymeade Site Parking Order**

This report considered the introduction of parking restrictions at the site of Merrymeade House, to be known as Merrymeade Chase Car Park. The site is in two parts, 9 flats leased to a Housing Trust and a community facility managed by Brentwood Leisure Trust (BLT) for Brentwood Borough Council. The site also contains a Coach House and two semi-detached houses which accommodate the day nursery.

The Site has become increasingly dangerous for pedestrians walking to, from and around the location due to increased levels of vehicle use and poor parking.

There is clearly a need to regulate the parking on the site and to stop the abuse from vehicles seeking free all-day parking facilities.

It is proposed to add Merrymeade Chase to the Brentwood Off Street Parking Order with the objective of formalising the parking arrangements, discourage inappropriate parking and to address the parking abuse that is increasing.

By carrying out these changes, site safety will improve and the residents, businesses, their customers and staff will all benefit. It will further reduce the likelihood of an accident occurring.

Cllr McKinlay **MOVED** and Cllr Kerlake **SECONDED** the recommendations in the report.

Members welcomed this report and following a discussion a vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY:**

- 1. To agree to delegate authority following consultation with Ward Members to the Director of Operations and Section 151 Officer in**

**consultation with the Chair of PP&R Committee to add the Merrymeade Chase site to the Brentwood Off Street Parking Places Order.**

### **Reasons for Recommendation**

To secure the safety of pedestrians visiting and using the site and ensure the parking is available for legitimate users of the site.

To formalise the parking arrangements, discourage inappropriate parking and to address the parking abuse that is increasing which, in turn, will improve the pedestrian safety at the site.

### **305. Parking Order London Road Cemetery**

The purpose of this report is to add the area within London Road Cemetery to the Parking Order.

The Cemetery has recently become more congested with parked cars who are not necessarily at the location for cemetery purposes.

The report aims to regularise the situation and ensure the cemetery is and remains a place for funerals and cemetery visitors.

Cllr McKinlay **MOVED** and Cllr Kerslake **SECONDED** the recommendations in the report.

Following a full discussion a vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY:**

**1. To delegate authority following consultation with Ward Members to the Director of Operations, Section 151 Officer in consultation with the Chair of PP&R Committee to add London Road Cemetery to the Parking Order.**

### **Reasons for Recommendation**

To regularise parking arrangements within the borough.

### **306. Fees and Charges 2019/20**

Fees and charges levied by the Council for various services are reviewed on an annual basis by the relevant Committees relating to the Services.

Recommended amendments to fees and charges are incorporated into the budget setting process to take effect from the following financial year.

Cllr McKinlay **MOVED** and Cllr Kerslake **SECONDED** the recommendations in the report.

Members queried some increased fees, in particular the parking season tickets and community alarms. With regard to the community alarms Members were advised that this is a discretionary service and the ceasing of funding from other external partners, meant costs need to be passed on to residents. However, this remained a competitive service.

Following a full discussion a vote was taken by a show of hands and it was **RESOLVED:**

- 1. That the proposed fees and charges attached in Appendices A – C are approved and are incorporated as part of the budget setting process to be reported at the next Policy, Projects & Resources Committee and Ordinary Council.**

#### **Reasons for Recommendation**

The recommended increases to fees and charges will enable the Council to recover the cost of services provided.

#### **307. Urgent Business**

There were no items of urgent business.

The meeting concluded at 20.15