

Chairs' reports have been provided where the relevant Committee has met since the 14 November 2018 Ordinary Council meeting or an update is appropriate.

## **Report to Ordinary Council – 5 December 2018**

**Committee: Planning and Licensing**

**Committee Chair: Cllr Olivia Sanders**

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### **Strategic Planning Update**

#### **Local Development Plan**

The Pre-Submission (Regulation 19) version of the Local Plan was approved, subject to amendments, at Extraordinary Council on 8 November. Consultation will begin once the necessary technical documents have reflected amendments made, such as the Sustainability Appraisal.

The Plan sets out a vision, strategic objectives, and spatial strategy to achieve sustainable growth in the Borough over the next 15-years, balancing the requirement to meet development needs and maintain our “Borough of Villages” character.

Following consultation, the Council will collate representations made, along with all documentation, and submit to the Secretary of State, for an Examination in Public to be held by an independent Planning Inspector.

The project remains on course.

#### **Brentwood Town Centre Design Guide**

The Brentwood Town Centre Design Guide is before Members this evening, seeking approval to consult alongside the Local Plan. The Design Guide provides further detail to the Local Plan, to inform development proposals in the Town Centre. This will provide a vital tool in the decision-making process to ensure quality development is achieved with regards to a wide range of design principles.

Consultation is to take place so that the Design Guide can be adopted as a Supplementary Planning Document, which is a decision that would be made by Council Members following consideration of representations received.

The project remains on course.

## **Brentwood Business Showcase**

The third annual Brentwood Business Showcase took place on Thursday 1 November. The event was another huge success, with a wide range of businesses attending and enjoying networking opportunities. We also had a range of speakers presenting their expertise on a number of topics; such as digital up-skilling, marketing, LinkedIn tips, and promoting Brentwood as a better place to be.

Plans are already underway for the 2019 Showcase, with early commitment already expressed for sponsorship.

## Report to Ordinary Council 5 December 2018

### Committee: Policy, Performance and Resources

Chair: Cllr Louise McKinlay

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It's that time of year with our Lighting Up events – much loved by residents – starting on November 24 with Lighting Up Brentwood. Sponsorship for this event and exhibitor stalls sold out quickly and around 15,000 people are thought to have seen acts including a Fairy Godmother on stilts, the Black Eagles from Tanzania – an acrobatic troupe together with The Bee Gees and Fred the Christmas Tree!

It is these events that Brentwood Borough Council can rightly be proud of. Lighting Up brings the community together and is complemented with the Shenfield event. There is something for everyone that greatly benefits Brentwood as a Great Place to Be and supports businesses and our retail trade with a much appreciated boost. Community is central to Brentwood. Mindful of this, we have ensured that – despite the pressing times economically for all local authorities – we have committed to Our Community Fund. This sees £16,300 put aside for distribution to all sorts of community groups. Officers have been considering various applications with a wide selection now being assessed for funding.

As we support our community, so we support our businesses. In the month since the Brentwood Business Showcase feedback has been extremely positive. All the exhibitors said that the event met their objectives with 92% making new and welcome connections. More than half felt they were now likely to do business with another organization that they met directly through the Business Showcase event. Our headline sponsor Wortley Byers Law has asked to lead the sponsorship again in 2019 which is a great accolade and it is worth noting that 75% of those who attended were also interested in pursuing sponsorship opportunities. Once again this event has successfully combined developing economic and business growth with potential income for the council over the long term. To quote a first time exhibitor at the Brentwood Business Showcase:

*“I was very impressed with the event indeed. It provided my company with the perfect platform to meet potential new clients and network with like-minded local companies. Thank you to all those involved - I've already decided to exhibit at the 2019 Showcase due to the quality of this event.”*

In a wider context, ensuring Brentwood is ahead of the game and a key player for business has seen us lead with the Association of South Essex Local Authorities (ASELA). Planners from the representative councils, Essex, Brentwood, Basildon, Castle Point, Rochford, Southend and Thurrock are now working on very tight deadlines

in order to launch a consultation for the overall Joint Strategic Plan. This will provide the broadest of overviews looking in particular at transport and infrastructure. The first showing of the work to date which gives a feel for the ambitions of the group were on display at the Brentwood Business Showcase first, before moving on to Basildon. Response from business was positive with a general feeling that the ASELA approach “made sense” in order for Essex to grow economically as a whole.

Pressures to create income streams continue and we are now starting to benefit from our robust approach to explore alternative revenue. Seven Arches Investments Limited will conclude the year having made its first successful purchase and work continues apace to invest in areas that will bring good, healthy but low risk returns. These decisions are not made lightly and within very strict parameters aligned with the expert advice from our specialists. As much as I am delighted with our first purchase, it is a careful balancing act and I am mindful that the sort of low risk returns we seek are, frankly, the same that many other councils, companies and indeed investors are looking for. Nevertheless I am confident from the information that is coming forward that further purchases will be possible in 2019.

The Public Spaces Protection Order is now being publicized with banners in the high street outlining the area it incorporates and detailing the restrictions it contains. We now have 12 officers who are trained to patrol and take part in this initiative which has the full support of Essex Police. Chief Inspector Basford and myself recently got together with officers to publicise this and it was obvious that the public sees this as a positive and reassuring step. Community Safety and Enforcement are to take delivery of a new vehicle in the coming weeks that will bear enforcement decal and Brentwood Borough Council’s logo to enable this work to expand out across the borough.

It has been an extremely busy year for us all. Members and Chairs have worked incredibly hard to represent their residents and their residents’ interests while taking on board the funding challenges we face. I must add that we would not have achieved the success we have, made the adjustments we needed and be ready for 2019 if it were not for the dedication of our Brentwood Borough Council officers. From the Town Hall transformation to the development of our assets, the rigorous challenge presented by the Local Development Plan to the balancing of budgets, maintaining our green spaces for all to enjoy to the reliable removal of household rubbish – our officers have ensured that Brentwood remains, as the Daily Telegraph noted, one of the top 10 places in the country to bring up a family.

My thanks and congratulations to all who have played their part with such professionalism in 2018 and long may we build on this strength in the years ahead.

## **Report to Ordinary Council 5 December 2018**

**Committee: Regulatory and Governance**

**Chair: Cllr Louise Rowlands**

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### **GDPR Update**

A GDPR update was made to the November Regulatory & Governance meeting setting out in detail the works undertaken to date and the future work planned to embed compliance throughout the council. The Committee agreed to the actions identified in the report.

Mr Lee Henley, the Council's Data protection Officer, attended the meeting and answered members questions.

### **General Data Bodies – Website Accessibility Regulations 2018**

Members received a report which update them on the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 which came into effect on the 23 September 2018. The report provided detail on the key dates of the new regulations and the list proposed actions at this stage to assist with ensuring compliance.

### **Business Continuity Policy/Strategy**

Members were advised that as the Council was a Category 1 Responder under the Civil Contingencies Act 2004 it had responsibility to put business continuity management arrangements into place.

Work had been undertaken to review and develop a new Business Continuity Policy and Strategy which was intended to ensure that the Council's services can continue to operate and deliver essential services to the community as required.

The Business Continuity Strategy outlines a 3-year programme of key actions for the continual development of business continuity plans, through the ongoing review and exercising of all plans.

### **Strategic and Operational Risk**

The governance arrangements set out in the 'Insurance & Risk Management Strategy' and terms of reference of committees from the Council's constitution require the Regulatory & Governance Committee to review the strategic risks every quarter and confirm they are confident that the risks associated within the register are those which are strategic and relevant to the organisation at this point in time and the considered future.

As previously agreed by the committee as part of the revised Insurance & Risk Management Strategy 2018 a new risk ranking table had been developed. Due to this change only the Strategic Risks would be presented to this committee, as further work was required on the Operational risks.

The report updated the committee on the status of the Council's 2018/19 Strategic Risk Register. As previously requested by the committee risks were added to the Strategic register for Brexit and Treasury Management.