

# Overview & Scrutiny AGENDA



THE PUBLIC MAY ATTEND THIS MEETING

Please note this meeting will be audio recorded.

**Date: Wednesday, 27th January 2016**

**Time: 7.15pm**

**Venue: Causeway Room, Causeway House, Braintree, CM7 9HB**

## **Membership:**

Councillor C Bailey  
Councillor K Bowers  
Councillor J Goodman  
Councillor P Horner

Councillor D Hufton-Rees

Councillor D Mann (Vice Chairman)

Councillor Mrs S Paul

Councillor R Ramage

Councillor F Ricci

Councillor B Rose

Councillor P Schwier

Councillor C Siddall (Chairman)

**Invitees:** Councillor G Butland and Cabinet Members for Item 5, Scrutiny of the Priorities for 2016-17 and Initial Budget Position.

Councillor J Abbott for Item 6, Councillors' Capital Programme Bid

All Councillors are invited to attend this meeting for Item 5, Scrutiny of the Priorities for 2016-17 and Initial Budget Position.

**Members are requested to attend this meeting, to transact the following business:-**

## **PUBLIC SESSION**

**Page**

### **1 Apologies for Absence**

### **2 Member Declarations**

1. To declare the existence and nature of any interests relating to items on the agenda having regard to the Code of Conduct for Members and having taken appropriate advice (where necessary) before the meeting.
2. To declare the existence and nature of any instruction given by or on behalf of a political group to any Councillor who is a member of that group as to how that Councillor shall speak or vote on any matter before the Committee or the application or threat to apply any sanction by the group in respect of that Councillor should he/she speak or vote on any particular matter

**3 Minutes of the Previous Meeting**

To approve as a correct record the minutes of the meeting of the Overview and Scrutiny Committee held on 9th December 2015 (copy previously circulated).

**4 Public Question Time**

(See paragraph below)

**5 Scrutiny of the Council Budget for 2016-17 Update**

To receive a presentation from the Leader of the Council and Cabinet Members on the updated Council Budget for 2016-17. **Report and presentation slides are to follow.**

**Note:**

1. The report for this item is prepared for the publication of the Cabinet Agenda for the meeting of 4th February 2016.
2. All Members of the Council are invited to attend for this item as part of the Member Development Programme to enable them to understand the Council's Budget for 2016/17 update.
3. Only Members of the Overview and Scrutiny Committee can vote on this item.

**6 Councillors' Capital Programme Bids**

**5 - 13**

**7 Verbal Update on the Work of the Task and Finish Groups**

To receive a verbal update on the work of the Task and Finish Groups.

**8 Decision Planner**

To consider the Decision Planner for the period 1st February 2016 to 31st May 2016 (previously circulated).

**9 Urgent Business - Public Session**

To consider any matter which, in the opinion of the Chairman should be considered in public by reason of special circumstances (to be specified) as a matter of urgency.

## **10 Exclusion of the Public and Press**

To agree the exclusion of the public and press for the consideration of any items for the reasons set out in Part 1 of Schedule 12(A) of the Local Government Act 1972.

*At the time of compiling this agenda there were none.*

## **PRIVATE SESSION**

## **11 Urgent Business - Private Session**

To consider any matter which, in the opinion of the Chairman, should be considered in private by reason of special circumstances (to be specified) as a matter of urgency.

E WISBEY  
Governance and Member Manager

### **Contact Details**

If you require any further information please contact the Governance and Members team on 01376 552525 or e-mail [demse@braintree.gov.uk](mailto:demse@braintree.gov.uk)

### **Question Time**

Immediately after the Minutes of the previous meeting have been approved there will be a period of up to 30 minutes when members of the public can speak.

Members of the public wishing to speak should contact the Council's Governance and Members team on 01376 552525 or email [demse@braintree.gov.uk](mailto:demse@braintree.gov.uk) at least 2 working days prior to the meeting.

Members of the public can remain to observe the whole of the public part of the meeting.

### **Health and Safety**

Any persons attending meetings at Causeway House are requested to take a few moments to familiarise themselves with the nearest available fire exit, indicated by the fire evacuation signs. In the event of a continuous alarm sounding during the meeting, you must evacuate the building immediately and follow all instructions provided by a Council officer who will identify him/herself should the alarm sound. You will be assisted to the nearest designated assembly point until it is safe to return to the building.

### **Mobile Phones**

Please ensure that your mobile phone is either switched to silent or switched off during the meeting.

**Comments**

Braintree District Council welcomes comments from members of the public in order to make its services as efficient and effective as possible. We would appreciate any suggestions regarding the usefulness of the paperwork for this meeting, or the conduct of the meeting you have attended.

Please let us have your comments setting out the following information

Meeting Attended..... Date of Meeting .....

Comment .....

.....

.....

.....

.....

.....

.....

.....

Contact Details: .....

<b>Councillors' Capital Programme Bids</b>		<b>Agenda No: 6</b>
<b>Portfolio</b>	<b>Finance and Performance Corporate Services and Asset Management</b>	
<b>Corporate Priority:</b>	<b>Providing value for money, Delivering excellent customer service, Improving our services through innovation</b>	
<b>Report presented by:</b>		
<b>Report prepared by:</b>	Trevor Wilson, Head of Finance	
<b>Background Papers:</b> Invitation to all councillors to submit a capital bid – sent by email from the Head of Finance on 8 <sup>th</sup> October 2015 Overview and Scrutiny Committee 25 <sup>th</sup> November 2015 – minute 18 – Councillors' Capital Programme Bids		<b>Public Report</b>
		<b>Key Decision: No</b>
<b>Executive Summary:</b>		
<p>The Overview and Scrutiny Committee are asked to consider the Capital Programme Bids made by Councillors and to determine whether Bids should be recommended to Cabinet for inclusion in the Council's Budget for 2015/16.</p> <p>The Overview and Scrutiny Committee on 25<sup>th</sup> November 2015 received one bid for capital funds which was for a project to extend the Silver Street Pavilion in Silver End to enable the facility to be used for multiple purposes rather than the current restricted use, predominantly at weekends, for football changing/occasional football events.</p> <p>The Committee decided that:</p> <p>'Members considered the Capital Programme Bid received from Councillor Abbott and determined that it should not be recommended to Cabinet for inclusion in the Council's Capital Programme for 2016/17 at this time.</p> <p>That a more comprehensive report be brought back to the Overview and Scrutiny Committee at a later date should Councillor Abbott wish to pursue this scheme.'</p> <p>A revised bid has been received from Councillor Abbott and is attached, as an Appendix, for Members consideration.</p>		

<b>Decision</b>
Members are requested to consider the Capital Programme Bid received from Councillor Abbott and to determine whether the Capital Programme Bid should be recommended to Cabinet for inclusion in the Council's Capital Programme for 2016/17.
<b>Purpose of Decision:</b>
To have independent scrutiny of Councillors' Capital Programme Bids for inclusion in the Council's Budget.

<b>Any Corporate implications in relation to the following should be explained in detail</b>	
<b>Financial:</b>	<p>All bids for new capital projects to be included in the Capital Programme for 2016/17 are to be considered by the Cabinet on 4<sup>th</sup> February 2016.</p> <p>An assessment of the likely level of capital resources available to fund the capital programme over the next four years shows that this is £9.1million. Past experience shows that approximately £1.3million is required each year for: ensuring the Council's assets are fit for purpose; allocation for the provision of affordable homes; computer technology upgrades and Community Transport mini-bus replacement.</p> <p>The estimated cost of this project is £200,000.</p>
<b>Legal:</b>	None. The Silver Street playing field is owned by the Council.
<b>Safeguarding</b>	None arising out of this report.
<b>Equalities/Diversity</b>	None arising out of this report.
<b>Customer Impact:</b>	None arising out of this report.
<b>Environment and Climate Change:</b>	None arising out of this report.
<b>Consultation/Community Engagement:</b>	Whilst some initial informal discussions have been held more consultation would be required should the bid be included in the Capital Programme.
<b>Risks:</b>	The proposed extension would be subject to the granting of planning permission.
<b>Officer Contact:</b>	Trevor Wilson
<b>Designation:</b>	Head of Finance
<b>Ext. No.</b>	2801
<b>E-mail:</b>	Trevor.wilson@braintree.gov.uk

### Extension to BDC owned Pavilion building Land off Silver Street, Silver End 14<sup>th</sup> January 2016

**Completed by: Cllr. James Abbott  
District Councillor, Silver End and  
Cressing ward**

**Document version: Version 2**

#### **Background**

- *A brief description of the project.*

To extend the pavilion building so that it can be used more widely by the local community.

- *What are the drivers for the project ?*

Ever since the replacement pavilion was built (planning permission issued February 2008) there have been concerns that the multi-use function of the former wooden pavilion building has been lost. That former pavilion building was used by a pre-school.

Due to its internal layout, the new building is restricted to football changing//occasional football events – and usually only used at weekends - and has no suitable meeting space and cannot be used by a pre-school. The existing football changing rooms are not fully used such that one is utilised for general storage.

- *What will the project achieve ? (benefits, expected outcomes)*

The proposal is to extend the pavilion and to reconfigure internally. This would deliver adequate provision for the continuation of the football use and a new community use alongside it (with a separate access door) all within one building. This can be achieved by building to the north side and to the front as the other sides are constrained by the wooden scout storage building (which they confirm will remain alongside their recently opened new scout hut) and the car park.

So the extended pavilion building would take an “L” shape form.  
The current floor space (from the approved plans) is approx 200 sq m. The proposed extension would be approx 80 sq m.

Improved pedestrian access has recently been delivered by the completion (October 2015) of a new path linking to Wood Grove funded from the 2014/15 Member Capital Scheme.

With the football use part of the building remaining largely as it is now, this would include extant changing rooms, toilets and kitchen. The new section could be used by community groups. In particular there is demand for additional space for pre-school accommodation in the village. If multi-use could be re-established there is

also potential for a community management model, such as has been very successful for Rivenhall Village Hall (via Rivenhall Playing Fields Association). Currently BDC directly manages the pavilion building.

The capital cost would be approx £200,000. This is based on standard costs provided by BDC Asset Management of £2000/sq m + 15% of total cost = £184,000 plus a sum for internal remodelling of the northern end of the building.

The capital investment would result in a building that could be used far more regularly than is currently the case, with the potential for a significantly increased revenue stream to BDC compared to the current low use by only the football club.

The pavilion site also has the advantage that services are already on site and there is an existing car park with 30 spaces, of which 2 are for disabled use.

Silver End is a growing village. The Wood Grove and Green Mews developments are now complete. An outline application for 60 homes was recently granted consent by BDC on land to the north of Wood Grove (which is within walking distance of the pavilion). A new application for 15 homes has been submitted for the former factory car park site off Sheepcotes Lane (previously allocated and granted full consent for housing). This site is also within walking distance of the pavilion.

Further sites have been submitted in the Call for Sites to the Local Plan and there is a large brownfield site near the centre of the village which was allocated in the LDF for mixed redevelopment, which could accommodate approx 80 homes.

The under-provision of pre-school places has recently been identified in responses to 2 planning applications, but of the applications currently before BDC, and the one just granted consent (60 at land off Wood Grove), there is no proposed or agreed financial provision to enhance pre-school capacity or community use space.

Formal identification of pre-school/community use deficit in Silver End by BDC and ECC could allow developer contributions to be sought towards this project.

Even if no new housing sites were allocated to Silver End in the new Local Plan there will be a population increase from committed sites and therefore further demand for pre-school and community use space. Current allocations/consents yet to be built total approx 150 homes.

There may be opportunities for new community space if and when the large former factory site off Western Road/Temple Lane is redeveloped, but this is some years away yet due to a lease. The existing community buildings in the village include the village hall, bowls club pavilion, wooden football club pavilion (behind village hall) and churches. These are all used to varying extents and have limitations for the use by pre-schools. There used to be 2 pre-schools in the village but one (Seedlings) folded at the end of 2010 as it struggled after having to leave the pavilion site when it was redeveloped and then use a small room at the village hall.

The single existing pre-school is at capacity. This is Jack and Jill, which has operated for many decades and uses the mid-sized hall at the village hall which



whilst not an ideal location appears to be the only current option for them in the village. The potential for improving their provision at the village hall has been under discussion for some time but even if it can be improved, overall constraints in the village point to the need for new space for pre-school and community use.

Extending the Silver Street pavilion, in what is still essentially a new building, will offer modern facilities and more choice for the village.

- *Options appraisal – has an options appraisal been carried out, and if so what are the recommendations ?*

No formal options appraisal has been carried out but currently the extension of the Silver Street pavilion is the only known realistic option for expanding community space in the short to medium term. There may be an option at the large former factory site off Western Road/Temple Lane but this is some years away and is uncertain. That land is in private ownership whereas the pavilion off Silver Street and surrounding land is in BDC ownership.

*How will this project relate to our corporate objectives ?*

The proposal would:

- extend an existing Council asset;
- relates to the councils important service of providing community space;
- is for the benefit of the local community of Silver End and nearby areas;
- aligns with the Council's priorities as outlined in the Annual Plan as follows:

**Place** – the building is adjacent to a quality open space and so users, such as pre-schools, would have access subject to BDC permission. There is also ample car parking (30 spaces) and safe pedestrian access, including a new footway from Wood Grove.

**People** – the extension would promote safe and healthy living and would encourage a flourishing community by providing more space in the village for meeting space/pre-schools who would have immediate access to open space.

**Prosperity** – The extension would have the potential to encourage business in Silver End. There is a shortage of pre-school places. Pre-schools are businesses, regulated by Ofsted and which provide employment.

**Performance** – The extension would provide value for money. Currently the building is badly underused and the proposal is to bring it back into multi-use, as it was previously before the re-build. With both the football club and other users providing a revenue income stream to BDC, the council's income will increase from the building, providing a better return on the capital asset. Currently the heating system, which is supplemented by solar hot water, offers little benefit as the building is rarely used in the week.

The proposal also improves BDC's service of providing halls for community use through an innovative proposal. The proposal uses an existing building with parking and all service connections already in place, compared to a new-build. It also provides immediate access to open space without the need to create new.

- *What asset of the Council (i.e. land, building, vehicle, plant or equipment) will be acquired, constructed, replaced or enhanced by this project?*

The Silver Street pavilion, owned by BDC and located on BDC land will be enhanced.

### **Timescales**

- *What is the suggested overall timescale for the project? E.g.: Consultation; Design; Planning Approval; Tender; Build; Completion*

The extension would need to be undertaken by BDC and would need planning permission. Some consultation has taken place over the last 2 years with several meetings at the pavilion which have included the Cabinet Member and existing/potential users of the pavilion. The parish council supports the building being brought back into multi-use. There are pre-schools interested in the extension. A site meeting was held with Nick Day on October 9<sup>th</sup> 2015 to look at options for reconfiguring and/or extending the building.

This bid is to establish the principle of the project and BDC capital support for it. There would need to be more detailed discussions with relevant stakeholders. There is the potential to seek both grants and developer contributions.

The anticipated timescale taking all these factors into account would be 2 years. If BDC capital support was forthcoming as requested for 2016/17, delivery would be anticipated by 2018.

- *When will the benefits of the project be realised?*

Expected immediately upon completion and opening.

## Resource implications

Capital funding required for this project:

		£
A	Capital cost	£200,000
	<u>Less external contributions:</u>	Pre-schools can access specific grants.
B	Government grants	
C	S106 Developer contributions	There is potential for contribution from S106 monies from developments in the village. A shortage of pre-school places in the village has been identified in recent planning applications. This would need to be formalised by BDC and ECC.
D	Other external contributions	
A-B-C-D	BDC capital resource required	£200,000 less any grants or S106 monies that can be achieved

- Give details of what capital costs will be incurred in delivering this project (if necessary attach a separate schedule breaking down the main elements of capital cost)

If BDC fully fund, the capital cost would be approx £200,000. This is based on standard costs provided by BDC Asset Management of £2000/sq m + 15% of total cost = £184,000 plus a sum for internal remodelling of the northern end of the building.

- State the source of other external capital contributions and whether any conditions apply to the funding which if not met would require all/ part of the funding to be repaid.

Pre-schools can access specific grant funding.  
S106 developer contributions possible.

- *Is there any one-off additional revenue costs associated with this project? (e.g. promotion, staff training etc)*

No.

- *Is there any additional on-going annual revenue costs associated with this project? (e.g. running costs, servicing and maintenance etc)*

Would be negotiated with users of extension and/or a possible new management group to run the building.

- *Does the project generate any cost savings or additional income ?*

Yes. New revenue stream to BDC from use of extended building. Current use is low.

The single existing pre-school in the village pays rent of about £18,000 per annum.

The extended and reconfigured pavilion could also be used for wider community hire at other times than when the pre-school is operating. Such an arrangement currently takes place at both of the local pre-school venues at Silver End village hall and Rivenhall village hall.

## Risks

- *Barriers to achieving proposed change*

Planning consent required. Multiple capital sources could be more difficult to deliver.

- *Consequences if proposed change is not achieved*

Groups in the village will continue to struggle to find enough and suitable quality space to meet. Pre-school space deficit will almost certainly worsen in short to medium term. More parents will take their children (mostly by car) out of the village to access pre-schools.

## Consultation

- *What form will the consultation take, including who will be consulted, how and when?*

To date there have been discussions with the Cabinet Member at BDC (Cllr. Beavis), BDC officers Nick Day and Andrew Epsom, the parish council, the scouts (re the adjacent land), one existing and one proposed pre-school, the football club and other interested parties. There would need to be further consultation with these stakeholders following the agreement of the principle of the project via this bid.

- *Summary of views received during consultation and outcomes impacting on proposed project.*

There is strong local community support to bring the pavilion back into multi-use. There is a particular need for more space for pre-school children in the village, a pressure that will grow as more housing is built. The 2 (one existing, one waiting to start) pre-schools have both asked for help and the football club wants the pavilion building to be better used. The parish council has consistently supported better use of the building, again confirmed at their October 2015 meeting.

The potential new pre-school seeking accommodation sent the following:

**From:** Denise Lane

October 2015 11:08:37 BST

**Subject:** continued interest in preschool works

Please accept this email from the childminders of Silver End as notification of our ongoing intention and interest in pursuing a childcare setting in our village.

As soon as we have received notification of any intention to proceed with plans and works to the pavilion we will then be in a position to apply for any possible funding that may be available.

Kind regards

Denise Lane, Chloe Pritchard  
Janet Crawford, Marie Besant, Stacey Blackery