

# COMMUNITY DEVELOPMENT GROUP AGENDA

**Wednesday, 17<sup>th</sup> February 2021 at 7.15pm**

In accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, this meeting will be held via Zoom and by the Council's YouTube channel – Braintree District Council Committees.

Members of the public will be able to view and listen to this meeting via YouTube.  
To access the meeting please use the link below:

<http://www.braintree.gov.uk/youtube>

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**Members of the Community Development Group are requested to attend this meeting to transact the business set out in the Agenda.**

Councillor Mrs C Dervish  
Councillor Mrs D Garrod (Chairman)  
Councillor A Hensman (Vice Chairman)  
Councillor Mrs I Parker  
Councillor Mrs J Pell

Councillor Mrs L Walters  
Councillor Miss M Weeks  
Councillor Mrs S Wilson  
Councillor B Wright

Members unable to attend the meeting are requested to forward their apologies for absence to the Governance and Members Team on 01376 552525 or email [governance@braintree.gov.uk](mailto:governance@braintree.gov.uk) by 3pm on the day of the meeting.

A WRIGHT  
Chief Executive

## INFORMATION FOR MEMBER – DECLARATIONS OF MEMBERS' INTERESTS

### Declaration of Disclosable Pecuniary Interests (DPI), Other Pecuniary Interests (OPI) or Non-Pecuniary Interests (NPI).

Any Member with a DPI, OPI or NPI must declare the nature of their interest in accordance with the Code of Conduct. Members must not participate in any discussion of the matter in which they have declared a DPI or OPI or participate in any vote, or further vote, taken on the matter at the meeting. In addition, the Member must withdraw from the Chamber where the meeting considering the business is being held unless the Member has received a dispensation from the Monitoring Officer.

### Public Question Time – Registration and Speaking:

In response to the Coronavirus the Council has implemented procedures for Public Question Time for its virtual meetings which are hosted via Zoom.

The Agenda allows for a period of up to 30 minutes for Public Question Time.

Participation will be via the submission of a written question or statement which will be read out by an Officer or the Registered Speaker during the meeting. All written questions or statements should be concise and should be able to be read **within 3 minutes** allotted for each question/statement.

Members of the public wishing to participate are requested to register by contacting the Governance and Members Team on 01376 552525 or email [governance@braintree.gov.uk](mailto:governance@braintree.gov.uk) by midday on the working day before the day of the Committee meeting. For example, if the Committee meeting is due to be held on a Tuesday, the registration deadline is midday on Monday, (where there is a bank holiday Monday you will need to register by midday on the previous Friday).

The Council reserves the right to decline any requests to register for Public Question Time if they are received after the registration deadline.

Upon registration members of the public may indicate whether they wish to read their question/statement or to request an Officer to read their question/statement on their behalf during the virtual meeting. Members of the public who wish to read their question/statement will be provided with a link to attend the meeting to participate at the appropriate part of the Agenda.

All registered speakers are required to submit their written questions/statements to the Council by no later than 9am on the day of the meeting by emailing them to [governance@braintree.gov.uk](mailto:governance@braintree.gov.uk). In the event that a registered speaker is unable to connect to the virtual meeting their question/statement will be read by an Officer.

Questions/statements received by the Council will be published on the Council's website. The Council reserves the right to remove any defamatory comment in the submitted questions/statements.

The Chairman of the Committee has discretion to extend the time allocated for public question time and to amend the order in which questions/statements are presented to the Committee.

**Documents:** Agendas, Reports, Minutes and Public Question Time questions and statements can be accessed via [www.braintree.gov.uk](http://www.braintree.gov.uk)

**Data Processing:** During the meeting the Council will be collecting performance data of participants' connectivity to the meeting. This will be used for reviewing the functionality of Ms Teams/Zoom and YouTube as the Council's platform for virtual meetings and for monitoring compliance with the legal framework for Council meetings. Anonymised performance data may be shared with third parties.

For further information on how the Council processes data, please see the Council's Privacy Policy. [https://www.braintree.gov.uk/info/200136/access\\_to\\_information/376/privacy\\_policy](https://www.braintree.gov.uk/info/200136/access_to_information/376/privacy_policy)

We welcome comments to make our services as efficient and effective as possible. If you have any suggestions regarding the meeting you have attended, you can send these to [governance@braintree.gov.uk](mailto:governance@braintree.gov.uk)

## **PUBLIC SESSION**

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- 1 Apologies for Absence**
- 2 Declarations of Interest**  
To declare the existence and nature of any Disclosable Pecuniary Interest, other Pecuniary Interest or Non-Pecuniary Interest 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.
- 3 Minutes of the Previous Meeting**  
To approve as a correct record the minutes of the meeting of the Community Development Group held on 28<sup>th</sup> October 2020 (copy previously circulated).
- 4 Public Question Time**  
(See paragraph above)
- 5 Cycling and Walking in the Braintree District – Introduction to Terms of Reference and Future Work Programme 2021/22** **5 - 14**
- 6 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.

<b>Cycling and Walking in the Braintree District – Introduction to Terms of Reference and Future Work Programme 2021/22</b>		<b>Agenda No: 5</b>
<b>Portfolio</b>	<b>Planning and Housing Health and Communities</b>	
<b>Corporate Outcome:</b>	<b>A sustainable environment and a great place to live, work and play A well connected and growing district with high quality homes and infrastructure Residents live well in healthy and resilient communities where residents feel supported</b>	
<b>Report presented by:</b>	<b>Jessica Mann, Governance and Members Officer Emma Wisbey, Governance and Members Manager</b>	
<b>Report prepared by:</b>	<b>Jessica Mann, Governance and Members Officer</b>	
<b>Background Papers:</b>	<b>Public Report</b>	
None.	<b>Key Decision: No</b>	
<b>Executive Summary:</b>		
<p>The report below outlines the Terms of Reference for the Scrutiny Review into ‘Cycling and Walking in the Braintree District’ which have been agreed by the Chairmen of the four ‘Scrutiny’ Committees, together with the support of officers and Management Board. The report also sets out the Future Work Programme 2021/22 for the Community Development Group.</p> <p>The Committee is invited to note the timetable of meetings included within the Future Work Programme and to agree the Terms of Reference for the Scrutiny Review. Members should also give consideration as to what elements of the Scrutiny Review they would like to examine at the next meeting of the Community Development Group on 7<sup>th</sup> April 2021.</p> <p>Members are reminded that the Scrutiny Review into ‘Cycling and Walking’ is due to conclude within the current Civic Year, with the intention that the resulting Scrutiny Report will be presented to Full Council at the meeting on 19<sup>th</sup> April 2021.</p>		

**Recommended Decision:**

Members are asked to:-

1. Agree the Terms of Reference for the Scrutiny Review into Cycling and Walking in the Braintree District;
2. Note the Future Work Programme for 2021/22 as set out in the report, and;
3. To consider the steps they wish to take to commence the Scrutiny Review, including agreeing any additional meeting dates.

**Purpose of Decision:**

To ensure that the Scrutiny Review into role of the 'Cycling and Walking in the Braintree District' is completed within the stipulated timeframe and that it complies with the Council's procedural rules for Scrutiny.

**Any Corporate implications in relation to the following should be explained in detail.**

<b>Financial:</b>	No matters arising out of this report.
<b>Legal:</b>	No matters arising out of this report.
<b>Safeguarding:</b>	No matters arising out of this report.
<b>Equalities/Diversity:</b>	No matters arising out of this report.
<b>Customer Impact:</b>	No matters arising out of this report.
<b>Environment and Climate Change:</b>	Members may give consideration to some of the environmental impacts of increased cycling and walking activities in the District, as well the effects of schemes such as the pedestrianisation of High Streets and Government projects like that of E-Scooters.
<b>Consultation/Community Engagement:</b>	No matters arising out of this report.
<b>Risks:</b>	There is the potential risk that the Scrutiny Review into 'Cycling and Walking' will not be completed within the timeframe stipulated. As such, the Future Work Programme set out for Members within the report is intended to provide a level of structure that will help to ensure that the Scrutiny Review is conducted as effectively and succinctly as possible.

	<p>There is also the potential risk of overlap between the Work Programmes of the Climate Change Working Group and the Community Development Group. The parameters of the Scrutiny Review as set out in the Terms of Reference will help to ensure that the work of the Committee is not in duplication with that of the Climate Change Working Group; instead, it is intended that the findings of the respective Groups will support one another's only.</p>
<b>Officer Contact:</b>	Jessica Mann
<b>Designation:</b>	Governance and Members
<b>Ext. No:</b>	2607
<b>E-mail:</b>	<a href="mailto:Jessica.mann@braintree.gov.uk">Jessica.mann@braintree.gov.uk</a>

## **1. INTRODUCTION TO TERMS OF REFERENCE AND WORK PROGRAMME 2021/22**

In July 2020, all Members were invited to participate in the Call for Topics submission process for potential inclusion as the subject of a Scrutiny Review in 2021. The topics that were ultimately selected for Scrutiny Review were agreed based upon their individual merit and potential value to the organisation as the subject of a Review in the current climate.

Following the conclusion of the Call For Topics, the topics that were identified for Scrutiny Review as part of the 2021 Work Programme were confirmed as below:-

- “Enforcement Procedures at Braintree District Council”
- “Cycling and Walking in the Braintree District”
- “Commercialisation of Braintree District Council Services”

Extensive discussions then took place between the Chairmen of the four respective ‘Scrutiny Committees’ and officers in the Governance and Members Team in order to establish the key areas of topic focus that a Scrutiny Review might explore. The Chairmen were also given the opportunity to assign the topics to each Scrutiny Committee according to which Committee they deemed the most appropriate for a Scrutiny Review. Together with the support of officers and Management Board, the Chairmen have also produced and agreed a set of Terms of Reference for each Scrutiny Topic.

It was agreed that the topics would be allocated as follows:-

- Enforcement – *Partnership Development Group*
- **Cycling and Walking – *Community Development Group***
- Commercialisation – *Performance Management Board*

The Chairman of the *Corporate Governance Group*, Councillor van Dulken, agreed that as the Committee already had its own definitive programme of work, it would not be appropriate for Members of the Group to undertake a separate Scrutiny Review at this point in time. Councillor van Dulken would continue to participate in topic discussions as one of the four ‘Scrutiny’ Chairmen and for the future reference of his Committee.

## **2. “CYCLING AND WALKING IN THE BRAINTREE DISTRICT”**

The topic of ‘Cycling and Walking in the Braintree District’ was originally submitted by Councillor Mrs Garrod as a subject for potential Scrutiny Review in the form of a question: “How is Braintree District Council supporting the Government's plans to boost cycling and walking?” The question was raised in response to a Government announcement on 28<sup>th</sup> July 2020, which sought to encourage people across the country to undertake cycling and walking activities ([Link to 'Gear Change'](#)) in order to help combat the causes of both physical and mental ill-health and subsequently reduce the pressures on the NHS, whilst encouraging residents to live healthier lifestyles.

It was proposed that a Scrutiny Review into this subject area could help to identify what information and advice was being relayed to local residents by the Council in respect of cycling and walking initiatives, what provision the Council has in place in order to support new ventures to meet Government objectives, and a view to understand what the perceived barriers are to undertaking cycling and walking, and how these might be minimised or resolved. It was added that a Scrutiny Review into the topic would also help the Council to meet with its own objectives around 'Connecting people and places' with regard to transportation links, and 'Supporting our communities' in respect of health, wellbeing and the environment.

Further to the topic submission, Management Board agreed that a Scrutiny Review into 'Cycling and Walking' would help to support the findings of the Council's Climate Change Working Group, which had come to fruition in response to the Council's declaration of a 'Climate Emergency' in 2019. Management Board also identified Councillor F Ricci, Cabinet Member for Communities, Culture and Tourism as a potential witness who could help to inform a Scrutiny Review and advise Members accordingly.

During an informal meeting of the four Chairmen of the 'Scrutiny Committees,' Members discussed the feedback received from Management Board on the topic of 'Cycling and Walking' and agreed that although a Scrutiny Review could help to support the work of the Climate Change Working Group, it was important that any work undertaken by Members in a scrutiny capacity would not be perceived as a duplicating the Working Group's own programme. As such, a clear, definitive set of Terms of Reference would be required in order to ensure that any direct overlaps of work between the two Groups was avoided. In identifying the scope of the Terms of Reference for a Scrutiny Review into Cycling and Walking, the Chairmen agreed that a Review should explore the perceived barriers amongst local residents and communities in the District to cycling and walking activities, as well as the benefits, and also the intended purpose of the activities under consideration; for example, walking for the purposes of leisure or commuting, and how the Council's 'pedestrianisation' schemes across the District might link in with this. The scope of the Scrutiny Review could also be expanded to encompass villages and development sites in addition to town centres, and any initiatives or strategies under the Local Plan on cycling, walking and pedestrianisation.

Having confirmed the scope of the topic and the Terms of Reference, the Chairmen agreed to assign the topic to the Community Development Group for the purposes of Scrutiny Review.

The Terms of Reference for the **Community Development Group** are set out in **Appendix 1** to the report.

An "Online Resources" list is also available for Members to utilise in Appendix 2.

### **3. COMMUNITY DEVELOPMENT GROUP – TIMETABLE OF MEETINGS 2021/22**

In addition to the Terms of Reference of the Scrutiny Review, Members are also asked to note the timetable of meetings below and future work programme for 2021/22 as set out in Appendix 3.

## TERMS OF REFERENCE

### 'Cycling and Walking in the Braintree District'

#### Key questions for Scrutiny Review:

- *What are the perceived barriers to increasing cycling and walking provision for local residents and communities in the District? Limitations? (E.g. costs, look at 'E-Scooter' project results, etc)*
- *What action is currently being undertaken by the Council in order to link in with the Government's new cycling and walking initiative, 'Gear Change,' as well as other Local Authority initiatives? (Look at Dutch Roundabout)*
- *What policies/criteria does the Council currently have in place in relation to cycling and walking and is there a need for the Council to improve its policies to further support the provision for cycling and walking in the District? (E.g. Planning policies, Local Plan policies regarding pedestrianisation/cycling, etc)*

Key contacts: Planning Policy Team, Councillor Ricci (Cabinet Member for Communities, Culture and Tourism), Health and Wellbeing Team, Sustainability Team, Parish and Town Councils.

Notes: Members are asked to explore the topic of cycling and walking in the District from the perspectives of both leisure provision and pedestrianisation (e.g. leisure vs. commuting, transport and connectivity between towns and villages). Members are also reminded to avoid any overlap with the work of the Climate Change Working Group.

Lead Officer: TBC (see above)

Timescale: **February 2021 to April 2021.** Anticipated that final report will be presented to Full Council at the meeting on 19<sup>th</sup> April 2021, before being referred to Cabinet for response on 17<sup>th</sup> May 2021. Members of the Community Development Group will then consider their future programme of work for 2021/22.

Members are asked to note the contents of the Terms of Reference and the time scale for the Scrutiny Review as indicated.

### **Online Resources Library – Cycling and Walking in the Braintree District'**

To assist Members with their knowledge and evidence gathering, a list of suggested online resources is provided below. Members are reminded that although officers and witnesses will provide them with guidance and advice, they should be conducting their own research and information gathering around the topic as well in order to support and inform the outcomes of their Scrutiny Review. The list below is intended to act as an aid only and will be updated as necessary.

- **Declaration of a Climate Emergency – Full Council 22<sup>nd</sup> July 2019**

<https://braintree.cmis.uk.com/braintree/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/807/Committee/2/Default.aspx>

- **Government Cycling and Walking Initiative**

<https://www.gov.uk/government/news/pm-kickstarts-2bn-cycling-and-walking-revolution>

- **Cycling and Walking Plan for England 2020 – ‘Gear Change’**

<https://www.gov.uk/government/publications/cycling-and-walking-plan-for-england>

- **Essex County Council’s Sustainable Modes of Travel Strategy (Covering Workplaces, Residential Developments and Schools including Further Education Establishments) Updated August 2020**

[https://assets.ctfassets.net/knkzaf64jx5x/5T3h7kDugTwZg7tzYY21E0/0a2a62aedd34e14b0df188d8a6085045/ECC\\_Sustainable\\_Modes\\_of\\_Travel\\_Strategy\\_2020\\_Draft.pdf](https://assets.ctfassets.net/knkzaf64jx5x/5T3h7kDugTwZg7tzYY21E0/0a2a62aedd34e14b0df188d8a6085045/ECC_Sustainable_Modes_of_Travel_Strategy_2020_Draft.pdf)

- **National Institute for Health and Care Excellence (NICE) Guidelines – Physical Activity: walking and Cycling (published 28th November 2012)**

<https://www.nice.org.uk/guidance/ph41/resources/physical-activity-walking-and-cycling-pdf-1996352901061>

- **Essex County Council – Cycling Strategy**

<https://www.essexhighways.org/uploads/docs/ecc-cycling-strategy-novemeber-2016.pdf>

- **Essex County Council – Walking Strategy**

[https://www.essexhighways.org/uploads/docs/essex\\_walking\\_strategy.pdf](https://www.essexhighways.org/uploads/docs/essex_walking_strategy.pdf)

- **Essex County Council – Getting around -**  
<https://www.essexhighways.org/Transport-and-Roads/Getting-Around.aspx>
- Cycling - <https://www.essexhighways.org/transport-and-roads/getting-around/cycling.aspx>
- Walking - <https://www.essexhighways.org/transport-and-roads/getting-around/walking.aspx>
- E-Scooter Trials in Essex - <https://www.essexhighways.org/transport-and-roads/getting-around/e-scooters.aspx>
- Transforming Active Travel in Essex -  
<https://www.essexhighways.org/uploads/docs/transforming-active-travel-in-essex-lores.pdf>
- Safer, Greener, Healthier Braintree -  
<https://www.essexhighways.org/transport-and-roads/getting-around/safer-greener-healthier/safer-greener-healthier-braintree.aspx>

### Community Development Group – Timetable of Meetings 2021/22

In addition to the Terms of Reference of the Scrutiny Review, Members are also asked to note the timetable of meetings below and future work programme for 2021/22.

<p>Community Development Group – 17<sup>th</sup> February 2021</p> <ul style="list-style-type: none"> <li>• Scrutiny Review into ‘Cycling and Walking in the Braintree District’ – first evidence gathering session. Witness to attend to provide evidence? (TBC).</li> </ul> <p>Reports to Governance: 2<sup>nd</sup> February 2021 Agenda Publication: 9<sup>th</sup> February 2021</p>
<p>Community Development Group – 7<sup>th</sup> April 2021</p> <ul style="list-style-type: none"> <li>• Scrutiny Review into ‘Cycling and Walking in the Braintree District’ – second evidence gathering session.</li> <li>• Finalise draft Scrutiny Review report for submission to Full Council on 19<sup>th</sup> April 2021.</li> </ul> <p>Reports to Governance: 19<sup>th</sup> March 2021 Agenda Publication: 26<sup>th</sup> March 2021</p>
<p><b>Council AGM – 19<sup>th</sup> April 2021</b></p>
<p>Community Development Group – 23<sup>rd</sup> June 2021</p> <ul style="list-style-type: none"> <li>• Scrutiny topic evidence gathering/research (content to be agreed/confirmed)</li> <li>• Future Work Programme (discussion)</li> </ul> <p>Reports to Governance: 8<sup>th</sup> June 2021 Agenda Publication: 15<sup>th</sup> June 2021</p>
<p>Community Development Group – 1<sup>st</sup> September 2021</p> <ul style="list-style-type: none"> <li>• Scrutiny topic evidence gathering/research (content to be agreed/confirmed)</li> <li>• Future Work Programme (discussion)</li> </ul> <p>Reports to Governance: 16<sup>th</sup> August 2021 Agenda Publication: 23<sup>rd</sup> August 2021</p>
<p>Community Development Group – 27<sup>th</sup> October 2021</p>

<ul style="list-style-type: none"> <li>• Scrutiny topic evidence gathering/research (content to be agreed/confirmed)</li> </ul> <p>Reports to Governance: 12<sup>th</sup> October 2021 Agenda Publication: 19<sup>th</sup> October 2021</p>
<p>Community Development Group – 8<sup>th</sup> December 2021</p> <ul style="list-style-type: none"> <li>• Scrutiny topic evidence gathering/research (content to be agreed/confirmed)</li> <li>• Future Work Programme (discussion)</li> </ul> <p>Reports to Governance: 23<sup>rd</sup> November 2021 Agenda Publication: 30<sup>th</sup> November 2021</p>
<p><b>New Year - 2022</b></p>
<p>Community Development Group – 16<sup>th</sup> February 2022</p> <ul style="list-style-type: none"> <li>• Scrutiny topic evidence gathering/research (content to be agreed/confirmed)</li> </ul> <p>Reports to Governance: 1<sup>st</sup> February 2022 Agenda Publication: 8<sup>th</sup> February 2022</p>
<p>Community Development Group – 20<sup>th</sup> April 2022</p> <ul style="list-style-type: none"> <li>• Scrutiny topic evidence gathering/research (content to be agreed/confirmed)</li> </ul> <p>Reports to Governance: 1<sup>st</sup> April 2022 Agenda Publication: 8<sup>th</sup> April 2022</p>

NOTE:- The above timetable will be treated as a LIVE document, and as such will be updated accordingly throughout the year.