

REFERRAL OF DECISIONS TO COUNCIL

1 Draft Open Spaces Strategy

- 1.1 Pursuant to Overview and Scrutiny Procedure Rule 15(b) a requisition has been received in the names of Cllrs C I Black, M Hoy, J R F Mason and R A Oatham requiring that the decision under Minute 74 (Draft Open Spaces Strategy) of the meeting of the Executive held on 2 April 2014 be referred to Full Council.

Note: The report in relation to this decision was exempt, so this referral will need to be considered following exclusion of the public and press and is picked up at Item 18 of the Council agenda.

2 Collections Support Officer

- 2.1 Pursuant to Overview and Scrutiny Procedure Rule 15(b) a requisition has been received in the names of Cllrs J Hayter, J C Burton and N J Hookway requiring that the Portfolio Holder decision on the post of Collections Support Officer be referred to Full Council.
- 2.2 A copy of the decision and associated report is set out at Appendix A.
- 2.3 The reasons given for referral are that the further work envisaged could be carried out more economically and reasonably by the existing workforce, in particular without putting at risk £11,650. Further, as there is £11,650 available in case of no additional income, surely this money could be made available to support our sorely neglected front line services. These include the proper care and management of our parks and open spaces, the locking of our park gates to reduce crime, and the Rayleigh car parking fees issue.

3 Essex County Council Call for Waste Sites Submission

- 3.1 Pursuant to Overview and scrutiny Procedure Rule 15(b) a requisition has been received in the names of Cllrs J Hayter, J C Burton and N J Hookway requiring that the Portfolio Holder Decision on a waste sites submission be referred to Full Council.
- 3.2 A copy of the Decision and associated report is set out at Appendix B
- 3.3 The reasons given for referral are that this will not be a fair and equitable service for the people who live in the East of Rochford District, and may encourage fly tipping. The Council should consider the following options:-
- (1) Two sites, one at Michelins Farm and one at the Eastern end of the Rochford District.
 - (2) Accept the Michelins Farm Site for the Rochford District but re-instate the concession at Stock Road, Southend for Rochford District Eastern Residents.

- (3) Provide one centrally located waste site in the Rochford District accessible to all Rochford District Residents.

**EXECUTIVE DECISION BY PORTFOLIO HOLDER FOR OVERALL
STRATEGY AND POLICY DIRECTION**

SUBJECT: COLLECTIONS SUPPORT OFFICER

1 DECISION MADE

- 1.1 That the part-time post of Collections Officer be added to the establishment on a temporary status of initially 12 months.

2 NAME OF PORTFOLIO HOLDER:

- 2.1 Councillor T Cutmore

3 DECLARATIONS OF INTEREST

- 3.1 None

The reasons for the decision and alternative options considered are as set out in the Lead Officer's report (see below). The decision does not depart from Council policy and appropriate consideration has been given to any budgetary and legal implications.

Portfolio Holder Signature: Cllr T G Cutmore

Date of Decision: 26 May 2014

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**REPORT TO PORTFOLIO HOLDER FOR OVERALL STRATEGY AND
POLICY DIRECTION**

REPORT FROM HEAD OF COMMUNITY SERVICES

SUBJECT: COLLECTIONS SUPPORT OFFICER

1 DECISION BEING RECOMMENDED

- 1.1 To agree to the recruitment of a new, part-time temporary post of Collections Support Officer to the Revenues and Benefits section in Community Services for an initial period of 12 months.

2 REASONS FOR RECOMMENDATION

- 2.1 The importance of maximising the collection of Business Rates is now significantly increased in light of the new Business Rates Retention Scheme whereby the Council retains a portion of the Non-Domestic Rates (NDR) income collected.
- 2.2 In previous years, the measurement of business rates collection has always been by way of percentage collected and whilst this still remains a useful guide, the measurement that now has overriding importance is the actual cash amount collected in relation to the targets set in the annual budget. The percentage that this cash amount equates to will vary as the total collectable debit will change during the course of the year, e.g. the percentage that the targeted cash amount in the budget equated to at the start of the year will decrease if the total collectable debit increased during the year.
- 2.3 At the time of writing this report, the end of year collection figures had just been confirmed with the collection rate being 97.8%.
- Based on figures at the end of March, the total collectable debit was £16,215,899.
 - The target for budget purposes at the start of the year was £15,665,313. This equated to a collection rate of 96.6%.
 - At the end of March, we had collected £15,851,630 which was 97.8% of the total collectable debit (101.2% of the budget target). This was up by 0.9% on the same time last year where our year end collection figure was 96.9%.
 - Based on the current collectable debit, for each 1% of NDR collected, the Council would retain £32,599.
- 2.4 An evaluation has been carried out as to what extra work could be undertaken if there was an additional resource that could then increase the amount of NDR collected. This work would build on the initiatives that have been successfully used for the collection of Council Tax from people affected by the Local Council Tax Support Scheme (LCTSS).
- 2.5 This would involve increased direct communication at an early stage with those businesses that are defaulting on their payment arrangements, going into arrears or heading towards enforcement action – the aim being to offer advice, negotiate and set up payment arrangements that are sustainable and mutually acceptable.

- 2.6 Based on a part-time position of 16 hours per week, it is estimated that the additional proactive work could potentially increase our collection rate by a further 1%.

3 RESOURCE IMPLICATIONS

- 3.1 The part-time post would be graded at Scale 5 with the full costs at the top of scale being £11,560.
- 3.2 The expectation is that the salary costs would be covered by the additional income generated by an increase in collection rate arising from the work that this post would be doing. If the additional income does not materialise, the cost would be met from the budget set up for the Local Council Tax Support Scheme.

I confirm that the above recommendation does not depart from Council policy and that appropriate consideration has been given to any budgetary and legal implications.

SMT Lead Officer Signature: _____



Date: 9 May 2014

Background Papers:

None

For further information please contact Jeremy Bourne, Head of Community Services, on:-

Phone: 01702 318163
Email: jeremy.bourne@rochford.gov.uk

Note: Please ensure that Member Services are provided with the original of the decision on the day it is taken (or by 10am the following morning at the latest) to enable publication.

EXECUTIVE DECISION BY PORTFOLIO HOLDER FOR PLANNING

SUBJECT: ESSEX COUNTY COUNCIL CALL FOR WASTE SITES SUBMISSION

1 DECISION MADE

- 1.1 That the Call for Sites pro-forma and map appended to this report, identifying the new employment land allocation 'NEL1' within the 2014 Allocations Plan, be submitted as part of Essex County Council and Southend-on-Sea Borough Council's Replacement Waste Local Plan Call for Sites process as a potential site for a recycling centre..

2 NAME OF PORTFOLIO HOLDER

- 2.1 Cllr K J Gordon.

3 DECLARATIONS OF INTEREST

- 3.1 None.

The reasons for the decision and alternative options considered are as set out in the Lead Officer's report (see below). The decision does not depart from Council policy and appropriate consideration has been given to any budgetary and legal implications.

Portfolio Holder Signature:



Date of Decision:

24th June 2014.

REPORT TO PORTFOLIO HOLDER FOR PLANNING

REPORT FROM SHAUN SCRUTTON

SUBJECT: ESSEX COUNTY COUNCIL CALL FOR WASTE SITES SUBMISSION

1 DECISION BEING RECOMMENDED

- 1.1 That the Call for Sites pro-forma and map appended to this report, identifying the new employment land allocation 'NEL1' within the 2014 Allocations Plan, be submitted as part of Essex County Council and Southend-on-Sea Borough Council's Replacement Waste Local Plan Call for Sites process as a potential site for a recycling centre.

2 REASON/S FOR RECOMMENDATION

- 2.1 The Council's 2014 Allocations Plan identifies site 'NEL1' otherwise known as Michelins Farm in Rayleigh for employment use, with the capacity to accommodate a recycling facility (1.2 hectares). Promoting this site through the Essex County Council and Southend-on-Sea Borough Council's Replacement Waste Local Plan Call for Sites process will ensure that it is considered as a potentially suitable site for the relocation of the Castle Road household waste recycling centre in Rayleigh. This submission will form part of the evidence base for the emerging Essex and Southend Joint Waste Local Plan which will replace the existing Joint Waste Local Plan (2001).

3 SALIENT INFORMATION

- 3.1 Essex County Council and Southend-on-Sea Borough Council are the local Waste Planning Authorities for their respective areas and are responsible for the production of local waste planning policy documents - known as Waste Local Plans - and for determining waste related planning applications in accordance with these policies.
- 3.2 The Councils are working together to produce a new Joint Waste Local Plan to replace the existing adopted Joint Waste Local Plan (2001). Preparation of the emerging Joint Waste Local Plan has been through a number of stages already; evidence gathering, Issues and Options Paper (October 2010) and Preferred Approach Document (November 2011).
- 3.3 Given the delay since the publication of the 2011 Preferred Approach Paper, Essex County Council and Southend-on-Sea Borough Council's Minerals and Waste team are currently refreshing the evidence base which will support the preparation of a revised Preferred Approach Paper. As part of this, a Call for Sites exercise was opened on 27 May 2014 inviting those with an interest in land across Essex to submit sites to be considered for a range of waste-related uses, including recycling, by 24 June 2014.

- 3.4 The Council has responded to both the Issues and Options and Preferred Options waste consultations; in December 2010 and January 2012 respectively.
- 3.5 The response to the Issues and Options consultation suggested that the Castle Road household waste recycling centre in Rayleigh is small and rather constrained and so it should be relocated to a more appropriate site, which is well located on the highway network. An alternative location for the recycling facility was not suggested at this stage.
- 3.6 The Preferred Approach Paper was the first time that the safeguarding of waste sites had been undertaken. However, the Castle Road household waste recycling centre was identified within Appendix C of the Preferred Approach Paper as a proposed safeguarded recycling centre for household waste. This facility was considered within the consultation document to be strategic to support the delivery of the Municipal Waste Management Strategies (MWMS). The consultation document also stated (page 48) that "Safeguarding is required to ensure that existing and allocated sites for waste management facilities are protected from development that could prejudice the waste management operation". It was noted in the Council's response to the consultation that this approach to the Castle Road household waste recycling centre was contrary to the previous response by the Council through the Issues and Options consultation in 2010.
- 3.7 Although the 2011 consultation was not conducive to submitting an alternative site for consideration *per se*, the Council's response challenged the proposed safeguarding of the Castle Road household waste recycling centre and suggested that an appropriate alternative location to the west of Rayleigh (as identified in the Core Strategy for new employment land) could be allocated in the emerging Allocations Plan to accommodate this relocated facility.
- 3.8 The Council's Allocations Plan was adopted on 25 February 2014 after being found sound and legally compliant by an independent Planning Inspector. The Plan identifies site 'NEL1', otherwise known as Michelins Farm in Rayleigh, for employment use over the plan period. Michelins Farm is a degraded greenfield site located at the junction of the A127 and A1245 (the Fairglens Interchange). Whilst the majority of the site has been allocated for employment use, 1.2 hectares has been set aside to accommodate the relocation of the Castle Road household waste recycling centre. The Council's submission, however, does not identify a particular section of the site for this use as it is considered appropriate to afford a degree of flexibility to determine the most appropriate location within the site given the surrounding land uses.
- 3.9 If submission of the site for consideration through the Call for Sites process is agreed, the landowner will be notified prior to submission.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 If the Castle Road household waste recycling centre were not moved to a more suitable location then this could have a negative impact on the recycling potential of the District in the future given the small and constrained nature of

the site. Relocating this facility would also enable more efficient use of the site given its proximity to Rayleigh town centre.

5 RISK IMPLICATIONS

- 5.1 It will be for the joint Councils to determine whether the Council's suggestion to relocate the Castle Road household waste recycling centre in Rayleigh to the proposed location is appropriate, but the risks of retaining the current limited and constrained site are as set out above.

6 CRIME AND DISORDER IMPLICATIONS

- 6.1 The identification of a new recycling facility away from Rayleigh town centre and residential properties would have a significant positive environmental benefit.

I confirm that the above recommendation does not depart from Council policy and that appropriate consideration has been given to any budgetary and legal implications.



SMT Lead Officer Signature: _____

Date: 12.06.14

Background Papers:

None..

For further information please contact Samuel Hollingworth (Planning Policy Team Leader) or Natalie Hayward (Senior Planner) on:-

Phone: 01702 318165

01702 318101

Email: samuel.hollingworth@rochford.gov.uk natalie.hayward@rochford.gov.uk

ESSEX & SOUTHEND-ON-SEA REPLACEMENT WASTE LOCAL PLAN

CALL FOR SITES PRO-FORMA - MAY 2014

Please complete one form per proposal and all relevant sections.

For Office Use

Reference:

Response No:

General Information

Landowner Details		Company/Operator Details (if appropriate)	
Name	Michelins Properties Limited	Name	
Address	Michelins Farm Arterial Road Rayleigh Essex	Address	
Postcode	SS6 7NG	Postcode	
Contact name		Contact name	
Telephone		Telephone	
Email		Email	
If the site is under multiple-ownership please submit the name, address and contact details of all the landowners.			
I confirm that the landowner/s have been informed of this site submission:		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No The landowner has been contacted via agent.	

Site Details

(OS based map to be provided at a minimum scale of 1:10,000)

Site Name:	Michelins Farm
Address	Arterial Road Rayleigh Essex
Postcode	SS6 7NG
District and Parish	Rochford District, Rayleigh Parish
OS Map Reference (6 figures)	577800, 191000
Site Plan – should identify	<ul style="list-style-type: none"> The extent of the land area (equivalent to the application area – Red Line), including Vehicular Access and connection to Highway network The extent of the land under the landowners / operators control (Blue Line) The proposed void space boundary (including phasing (if

	applicable) and restoration) (Landfill Only)
Site Context Plan Please provide information (on a separate plan if necessary) of any known:	<ul style="list-style-type: none"> • International, National or local Conservation Designations, on or near the site (e.g. Heritage, Biodiversity and / or landscape) • Protected Species/habitats on or near the site • Flooding Zones • Location of nearest residential properties; • If a connection to the National Grid/District Heating Scheme is required please identify the approximate location (Energy from Waste Only)
Total area (hectares)	8.8 ha (1.2 ha available for recycling facility)
Estimated life of site (years) Please indicate if permanent	Permanent

Availability and market interest*

Are there any known ownership, legal or time related constraints that might prohibit or delay development? (Please provide details)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Please state None if applicable) Site is currently subject to enforcement action.
Any known commercial or deliverability issues (Please provide details)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Please state None if applicable)
When would the site likely be brought forward as a planning application?	<input type="checkbox"/> Immediately <input checked="" type="checkbox"/> Up to 5 years <input type="checkbox"/> 5-10 years <input type="checkbox"/> 10-15 years
When would the site be likely to commence operations?	<input type="checkbox"/> Immediately <input checked="" type="checkbox"/> Up to 5 years <input type="checkbox"/> 5-10 years <input type="checkbox"/> 10-15 years
If the site is not available immediately please state why:	Site is currently subject to enforcement action, with materials having been deposited on site. Site will require clearing before it can be used.
Is there known waste operator interest in the site?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No However, the proposed site could be a replacement for the Castle Road household waste recycling centre in Rayleigh.

* Please note that the plan period is up to 2032 and any potential site for the WLP must be able to be brought forward during this period.

Nature of Development

Please tick the type of waste facility that applies (as many as applicable and complete the following sections per facility ticked). If different facility options are proposed for the same site please advise your preference.

Transfer	Recycling	Composting	C&D Recycling
<input type="checkbox"/> Transfer Stations	<input type="checkbox"/> Materials Recovery facility	<input type="checkbox"/> In-vessel Composting	<input type="checkbox"/> C&D Inert & Non Inert
<input checked="" type="checkbox"/> RCHW	<input type="checkbox"/> Metal recycling Site	<input type="checkbox"/> Open Windrow Composting	<input type="checkbox"/> Soil Screening
<input type="checkbox"/> Waste Storage	<input type="checkbox"/> End of Life Vehicle Facility		
<input type="checkbox"/> Health Care Transfer			

Treatment and Energy From Waste			Landfill
<input type="checkbox"/> Undefined Treatment Process	<input type="checkbox"/> Hazardous Treatment (e.g. Asbestos)	<input type="checkbox"/> Anaerobic Digestion	<input type="checkbox"/> Inert
<input type="checkbox"/> Mechanical Biological Treatment	<input type="checkbox"/> Health Care Treatment	<input type="checkbox"/> Autoclaving	<input type="checkbox"/> Non Hazardous
<input type="checkbox"/> Waste Electrical and Electronic Equipment	<input type="checkbox"/> Sewerage Treatment Works	<input type="checkbox"/> Pyrolysis or Gasification	<input type="checkbox"/> Hazardous
		<input type="checkbox"/> Combined Heat and Power	

Waste Type

Please complete the types of waste to be accommodated for each type of facility marked above. If multiple facilities are pursued on this site, please fill in the following for each individual facility and specify which facilities are preferred if not all options are intended to operate simultaneously.

It is important you give an estimate of the throughput/capacity to help assess the scale of the facilities put forward. Please complete to the best of your knowledge.

Categories of waste to be handled (Tick all that apply)	Waste Stream to be accommodated (Tick all that apply)
<input checked="" type="checkbox"/> Inert <input checked="" type="checkbox"/> Non Inert <input type="checkbox"/> Hazardous <input type="checkbox"/> Health Care <input type="checkbox"/> (Very) Low Level Radioactive <input type="checkbox"/> Other (Please Specify)	<input checked="" type="checkbox"/> MSW <input type="checkbox"/> C&I <input type="checkbox"/> CD&E <input type="checkbox"/> Agricultural <input type="checkbox"/> Waste Water <input type="checkbox"/> Other (Please Specify)
Estimated Throughput / Capacity (tonnes per annum)	Unknown
Source of Material / Market Area, if known	<input type="checkbox"/> Within Essex and or Southend <input type="checkbox"/> Within Eastern Region <input type="checkbox"/> From London <input type="checkbox"/> From the rest of the UK <input checked="" type="checkbox"/> Other (Please Specify) Within Rochford District
Please indicate the outlet for onward processing or disposal of residuals	Unknown

Access and Transportation

Means of Importation / Exportation (e.g., road, rail, water, or a combination)	Road
Point of access to public highway	Direct access onto the north-bound carriageway of the A1245 (marked on accompanying map).

Please ensure that these are clearly marked on the OS map which will be provided as part of the submission.

Location Description

Please can you specify the location and nature of your facility? (For disposal sites, please see next section)

	Enclosed	Open Air
Industrial estates		
<ul style="list-style-type: none"> close to waste arisings and used for general industry, storage and distribution used for general industry, storage and distribution close to waste arisings and used for light industry and offices 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Brownfield sites		
<ul style="list-style-type: none"> in urban areas in rural areas 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Redundant farm buildings	<input type="checkbox"/>	<input type="checkbox"/>
On development sites on a temporary basis (CD&E Waste Recycling Only)	<input type="checkbox"/>	<input type="checkbox"/>
Co-location with existing waste facilities	<input type="checkbox"/>	<input type="checkbox"/>
Working relationship with mineral working and landfill sites	<input type="checkbox"/>	<input type="checkbox"/>
Open countryside	<input type="checkbox"/>	<input type="checkbox"/>
<p>Other (Please Specify) Site is degraded greenfield land located to the south west of the District. It has recently been allocated for employment use with the potential to provide an alternative site to the existing Castle Road household waste recycling centre in the Council's 2014 Allocations Plan. It has good access to the strategic road network. It is enclosed by a railway line to the north, the A1245 to the east and the Annwood Lodge Business Park in Basildon Borough (which includes a residential property identified on the accompanying map) to the south. An area immediately to the south west of the employment allocation has been allocated for a Gypsy and Traveller site. The location and layout of a recycling centre within the adjacent employment allocation would be required to consider the residential amenity of the future occupiers of this site.</p>		

For CD&E Waste Processing

Please complete to the best of your knowledge

Range of CD&E Wastes to be recycled e.g. Concrete, Timber, Soils etc	
Method of Processing Plant to be employed e.g. screening plant, crushing plant etc	
Estimated % converted to be recycled product for beneficial use	
Destination of residual waste	

For Landfill

Please **supply evidence of underlying geology and land stability**, to indicate this is a suitable location for either inert, non hazardous or hazardous landfill, or indicate if you have provided the most up to date evidence you have, including the title, and date of the study.

<p>Is the proposal on or adjacent to an existing site? If so, which site and any planning permission references?</p>	<p>Site Name Planning Permission reference(s) ESS/ Is this:</p> <p><input type="checkbox"/> Void space within existing C&I landfill sites to accept MSW, subject to environmental considerations</p> <p><input type="checkbox"/> Void space within existing mineral working</p> <p><input type="checkbox"/> Void space within existing landfill sites (i.e. inert to non inert)</p> <p><input type="checkbox"/> Proposed extensions to existing landfill site</p> <p><input type="checkbox"/> Proposed new landfill site</p> <p><input type="checkbox"/> Other (please specify)</p>
<p>Potential void (m³) Post Settlement Conversions Inert 1.5 tonnes per m³ Non Haz 1.0 tonnes per m³ Haz 1.0 tonnes per m³</p>	
<p>Estimated annual rate of infill</p>	
<p>Estimated life of site (years), including restoration stages</p>	
<p>Form and type of restoration (e.g. Low level and agricultural or recreation)</p>	
<p>Are there any significant or overriding potential Issues to consider with this Site?</p> <p>If Yes, please explain, provide evidence and suitable mitigation</p>	<p><input type="checkbox"/> Underlying geology and land stability</p> <p><input type="checkbox"/> Nature conservation</p> <p><input type="checkbox"/> Archaeology and cultural heritage potential</p> <p><input type="checkbox"/> Pollution / Health impacts</p> <p><input type="checkbox"/> Flood risk</p> <p><input type="checkbox"/> Public concern (e.g. proximity to housing). (Assume a distance of at least 250m from residential properties or other sensitive land uses (for non-inert landfill)).</p> <p><input type="checkbox"/> Other – Please Specify</p>

	Mitigation Measures
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For Energy from Waste (including Landfill Gas Energy Generation Plants)

Estimated amount of Energy / Heat to be obtained from the waste management process	
Please identify a suitable Grid Connection that will be used for the energy produced, or other potential use (If a connection is required please identify the approximate location on the OS map which already forms part of the submission.)	<input type="checkbox"/> Connection to the National Grid <input type="checkbox"/> Connection to District Heating Scheme <input type="checkbox"/> Use on Site <input type="checkbox"/> Other (Please Specify)

Other Information

<i>Has the site been subject to any recent investigative surveys e.g. land contamination, ecology, geology etc? If so would you be prepared to make these available?</i> <i>Is there anything else you would like us to know?</i>	Site has not been subject to extensive investigate surveys to the Council's knowledge, however, the Environment Agency has been involved in the aforementioned enforcement action and is confident that the disposal of commercial and industrial wastes are likely to have resulted in localised contamination of land with ash and other burnt residue.
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Declaration

I understand that due to the Freedom of Information Act and or the Local Government (Access to Information) Act 1995 any information given above may appear in the public domain.

The landowner is aware of and supports this submission in response to the call for sites.

I further understand that the call for sites is entirely without prejudice and that future stages of the Waste Local Plan will include those which in the WPA's view are appropriate, if any.

Signed



(Planning Policy Team Leader)

On behalf of (if applicable) Rochford District Council

Date 24/6/14

Submitting your Proposal

Please submit your completed pro-forma either by email or post:

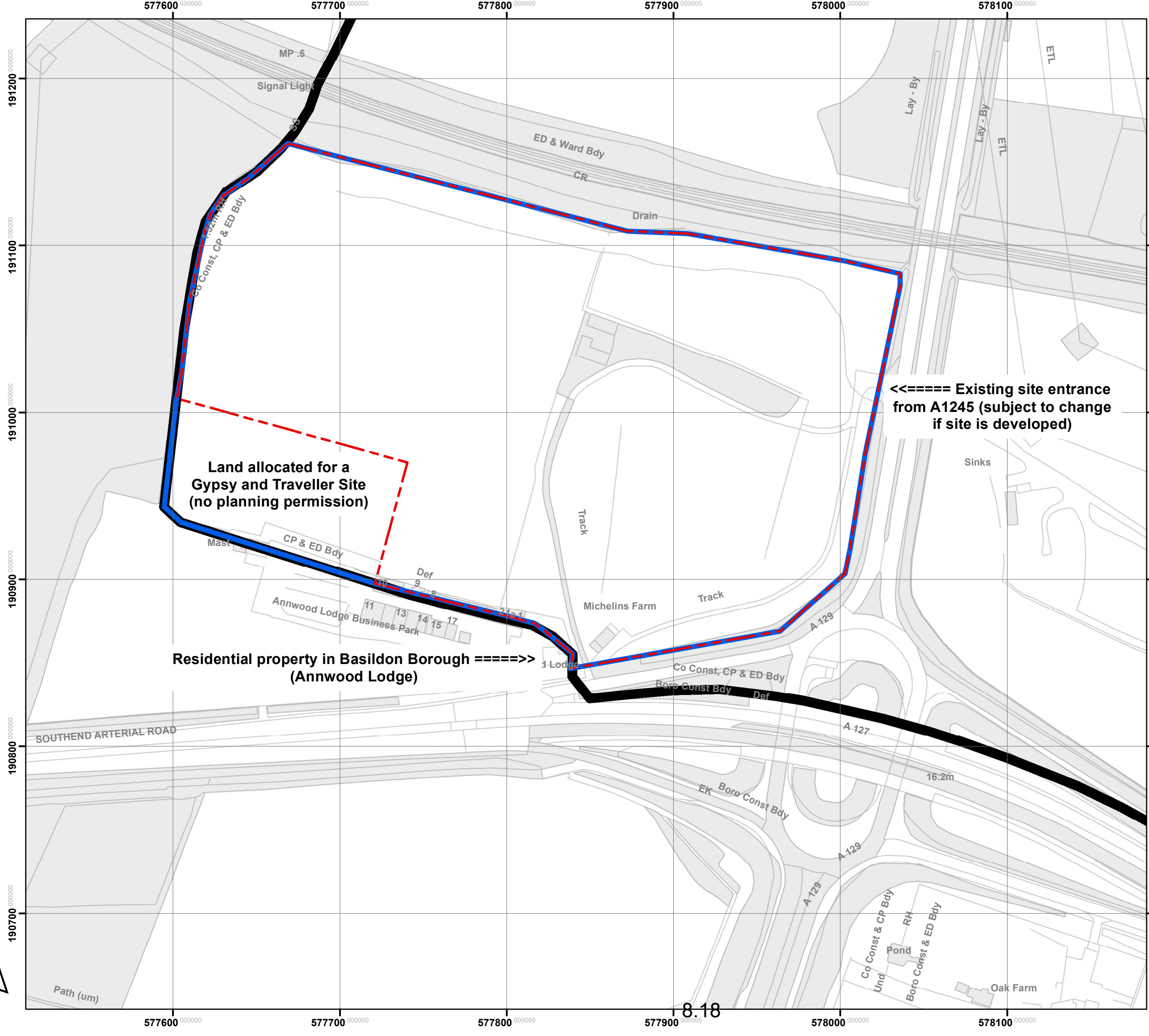
Email:

mineralsandwastepolicy@essex.gov.uk

Post:

Minerals and Waste Planning
Planning and Environment
Essex County Council Freepost CL 3636
E3 County Hall
CHELMSFORD CM1 1XZ

If you have any queries on how to complete this pro-forma please either email using the address above or telephone our helpline on 03330 139 808.



Appendix B



**Waste Site Submission
June 2014 - Michelins
Farm, Arterial Road,
Rayleigh, SS6 7NG**

Legend

-  New Employment Land Site Area
-  Michelins Farm
-  Rochford District Council Boundary

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