



**Rochford District  
Council**

**INDEX**

**1973**

**January - December**

ROCHFORD DISTRICT COUNCIL

MINUTE INDEX 1973

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**Rochford District  
Council**

# **ROCHFORD DISTRICT COUNCIL MINUTES**

**1973**

**December**

ROCHFORD DISTRICT COUNCIL

Minutes and Report of the Policy & Resources Committee

At a Special Meeting held on 4th December, 1973. Present: Councillors R.W.C. Offwood (Chairman), R. Blackburn, C.D. Bright, D.R. Fowler, L.H. Fudge, C.B. Gowlett, N.A. Grove, D.A. Ives, R. McCamley, D. McKinnell, C.R. Morgan and J.R. Warner.

Visiting: Councillors E.R. Biggs, L.K. Cope, Mrs. F.E. Clayton, S.B.H. Fletcher, Miss E.M. Leggatt, Mrs. M.T. Madden, R.D. Needham, I.W. Shields, and C. Stephenson.

255. NON-MEMBERS ATTENDING.

The Chairman reported that Councillors E.R. Biggs, L.K. Cope, Mrs. F.E. Clayton, S.B.H. Fletcher, Miss E.M. Leggatt, Mrs. M.T. Madden, R.D. Needham, I.W. Shields and C. Stephenson, were attending to view the proceedings of the Committee.

256. COUNCIL OFFICES - USE BY DISTRICT COUNCIL (See Minute 242/73).

Pursuant to Minute 242/73, Members met at the Council Offices, Rayleigh to inspect the whole accommodation and to decide whether to adopt alternative (b) of Minute 242 or the scheme set out in the preamble to that Minute.

The Director of Technical Services submitted further information giving members the choice of three schemes and recommending the adoption of Scheme 2 (Basic) and the use of the Rochford Council Chamber without alterations, for all Council and Committee meetings. The schemes are as follows:-

Scheme 1

This provides for using the existing offices which will accommodate only the Department of Technical Services and the Administrative staff servicing that Department (Filing Clerk, Typists and Telephone/ Receptionist) with two Cashiers. The existing Urban District staff using these offices total 57 and the District Councils staff will also total 57. It is proposed to use the ground floor of the original house "Barringtons" for the central filing system and for the Filing Clerks who will be dealing with the filing system for the Department plus staff who will be engaged on reorganising the filing system over the next 2 - 3 years. In view of the extensive use of files by the Town Planning and Building Control sections, these have been placed above on the first and second floors. The public visiting on Town Planning and Building Control matters will have to go to the first floor to be attended to at a counter placed off the top of the stairs. Two partition walls will have to be removed to provide this reception area and counter. A guard rail will also have to be provided as there is a step across the landing.

The existing Drawing Office will be divided into two rooms to provide accommodation for the Typing Pool and the Departments' Administrative section. Two offices opposite the existing Drawing Office will be divided by a new soundproof partition wall to provide offices for the Director and his Secretary. The existing Reception Counter on the ground floor and the Cashiers' Office will be retained. The existing Treasurer's Department on the first floor will be altered by the removal of a number of the partition walls to provide accommodation for the Engineers' and Architects' sections.

## Policy and Resources Committee

There is very little scope for staff increase within this accommodation.

In order to improve the staff Mess Room facilities, part of the Committee Room is shown partitioned off rear of the Staff Canteen.

The estimated cost of carrying out the alterations is £2,300.

### Scheme 2

This provides for using the existing office accommodation plus the Council Chamber, Chairman's Room, Members' Room and Committee Room as office accommodation. This would result in accommodation being available for that part of the Health and Housing Department which is to be located at Rayleigh - otherwise they would have to be accommodated in property not owned by the Council e.g. 2 Bull Lane where the Rayleigh Council Planning Section is at present located. An office would also be available for the Citizens Advice Bureau which otherwise could be accommodated at the existing health offices in London Hill.

In this scheme the existing furniture in the Council Chamber would be removed and new flooring provided to fill in the existing floor well. The major area of the Chamber would be used for filing with a partition to provide a room for part of the building control section. The Chairman's Room and part of the Committee Room would be altered to provide a Reception area with counter for the Planning/Building Control Section, one room for the administrative staff serving that section and a room for the remainder of the building control officers. The remaining part of the Committee Room would be used as a Staff Mess Room. Public access to this section would be via the main Reception entrance which would be the only public entrance in this scheme.

The Town Planning Section would be located on part of the present Treasurer's Department, first floor offices with the engineering section in the remainder. Certain alterations to partition walls would be required to make more suitable rooms.

The Director and his Department's administrative staff would be accommodated as in Scheme 1 and the Architects' Section on the first floor of the original "Barringtons". On the ground floor of the original house would be the Rayleigh staff of the Health and Housing Department and the office for the Citizens Advice Bureau.

The works required to be carried out in this scheme are estimated to cost £4,500.

By carrying out Scheme 2 the Council would not have to acquire further office accommodation in Rayleigh for certain staff employed in the Health and Housing Department. A lease of suitable offices is estimated to cost in the region of £2,000 per annum which must be considered against the estimate for Scheme 2 and also there is the benefit of having all the staff located at Rayleigh under one roof.

Should the Citizens' Advice Bureau be accommodated in the existing Rayleigh Health Offices in London Hill, there must be some financial loss as against housing them in the main offices. The London Hill premises could be let for a figure in the region of £800 per annum or alternatively converted into a flat (as is the first floor of this building) and used for housing Council employees at say Mill Hall.

Policy and Resources Committee

If it was agreed to use the existing Council Chamber etc., at Rayleigh for office purposes the Rochford Council Chamber could be used for Council Meetings. At the present time this Chamber will accommodate the Council. Bearing in mind that new Council Offices to accommodate staff and Members will have to be considered within the next 10 years, depending upon the rate of future development within the District, consideration should be given to using the existing Chamber as now.

The Council have already agreed to use the former Engineer and Surveyors' building at the rear of the Rochford Council Chamber as a refreshment room for members and for use by Members for interviews etc. Taking this into consideration the Council Chamber should be adjoining this new Member's accommodation.

In the limited time available it has not been possible to prepare detailed schemes for improving the layout of the Rochford Council Chamber should this be required by Members despite what has been said above. For any improvement new furniture would be required and the simplest new layout would be a raised dais at the end where the Chairman now sits with five rows of tables facing that way. The disadvantage of this layout is that the majority of Members will be facing the backs of the other Members. The most simple furniture for this layout would cost in the region of £6,000.

Improved layout could be obtained by having tiered seating. Rayleigh Council Chamber furniture cannot be suitably laid out in the Rochford Chamber due to that Chamber being smaller. Even if the Council went to the expense of tiered furniture the room would only allow for a small number of public seats. Another problem is that, with a district that could rapidly expand there could be more Councillors and with the very restricted room available for existing Councillors, accommodation would have to be found elsewhere and any large expenditure on the existing Chamber would be wasted.

A very approximate guide price for the simplest of tiered seating in Rochford Chamber is £10,000.

A summary of the alternative schemes show:-

<u>(a) Scheme 1</u>	<u>Estimated Annual Cost</u>
	£
Lease of Bull Lane	2,000
Lease of London Hill (Notional)	800
Alterations - cost £2,300 (spread over 7 years)	434
Council Chamber conversion £3,000 (spread over 20 years)	295
	<hr/>
	£ 3,529
	<hr/>
<u>(b) Scheme 2 (basic)</u>	£
Alterations - cost £4,500 (spread over 7 years)	850
	<hr/>
	£ 850
	<hr/>

Policy and Resources Committee

	<u>Estimated Annual Cost</u> £
(c) <u>Scheme 2</u> (new furniture)	
Alterations - cost £4,500 (spread over 7 years)	850
Furniture - cost £6,000 (spread over 20 years)	589
	<hr/> <u>£ 1,439</u>
(d) <u>Scheme 3</u> (tiered seating)	£
Alterations - cost £4,500 (spread over 7 years)	850
Furniture - cost £10,000 (spread over 20 years)	981
	<hr/> <u>£ 1,831</u>

Resolved that consideration of this matter be deferred to the next ordinary meeting of the Committee and that in the meantime the Director of Technical Services supply all members of the Council with plans showing schemes 1 and 2.

ROCHFORD DISTRICT COUNCIL

Minutes and Report of the Housing Services Committee

At a Meeting held on the 6th December, 1973. Present: Councillors J.R. Warner (Chairman), R. Blackburn, Mrs. F.E. Clayton, L.K. Cope, D.R. Fowler, L.H. Fudge, N.A. Grove. Miss. E.M. Leggatt, Mrs. M.T. Madden, D. McKinnell, A.R. Mutimer, R.D. Needham, R.W.C. Offwood, I.W. Shields and W.J. Tracey.

Visiting: Councillors C.D. Bright, B.A. Crick, D.A. Ives, M.L. Kennaugh and C. Stephenson.

MINUTES

257. Resolved that the Minutes of the Meeting of the Committee held on the 26th September 1973, be taken as read, confirmed and signed by the Chairman.

NON-MEMBERS ATTENDING

258. The Chairman reported that Councillors C.D. Bright, B.A. Crick, D.A. Ives, M.L. Kennaugh and C. Stephenson were attending by invitation.

APOLOGIES FOR ABSENCE

259. An apology for absence was submitted on behalf of Councillor Miss Browning.

HOUSING - FINANCIAL ADMINISTRATION

260. The Director of Finance reported as follows:-

"That the housing rents chargeable, the methods of rent collection, rent recovery and the payment of rent rebates have to be considered by the Council. The present Rayleigh and Rochford Councils have vested authority in their Treasurers to deal administratively with certain housing matters.

New decisions and authorisations are required to allow the Council's Officers to operate in a speedy and efficient manner and detailed below are various recommendations for discussion.

A. Rents Chargeable

The Housing Finance Act, 1972 required both Councils to make a provisional assessment of fair rents of all their Housing Revenue Account dwellings. These assessments are complete and are now with the Rent Scrutiny Board for perusal and acceptance. Appended below for information is a summary of the stock of Housing Revenue Account dwellings for the two existing Authorities with the net unrebated rents excluding amenity charges shown.

Sections 64 and 65 of the Housing Finance Act, 1972 require that from April 1974 a further increase towards fair rent must be made on all Housing Revenue Account dwellings, this being on the assumption that no dwellings have yet reached the fair rent level.

Both existing Authorities have, during the past two years, increased their rents in compliance with the above mentioned Act.

RECOMMENDED that the Director of Finance be authorised to make a general increase in rents on all Housing Revenue Account dwellings with effect from April 1974. the amount of the increase to produce additional weekly rental income equal to £0.50 times the number of the Council's dwellings, any increase not to exceed £0.75 per week.

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*J.R. Warner*  
17.11.74

Housing Services Committee

B. Methods of Rent Collection

The Director of Finance reported as follows:-

"The existing authorities have different arrangements for the collection of rent.

Rayleigh Council employ a Rent Collector for outside weekly collections, whereas Rochford do not employ rent collectors but use a fortnightly Giro and Payment Voucher System. Rochford R.D.C. bear the cost of P.O. Giro charges of in payments by tenants.

Cash collection offices are available at both the existing Council Offices and facilities are available for the payment of housing rents by means of credit transfer or standing order.

A recent survey reveals that approximately 40% of tenants at Rayleigh and 63% of tenants at Rochford pay their rents at the cash offices. At Rochford 25% of tenants use Giro or the local Post Office.

The modern trend is to dispense with the services of Rent Collectors and use the facilities offered by Giro and local Post Offices with the elimination of possible loss from theft, fraud and the physical risk to the collector when carrying large sums of money. This method of collection is more expensive to administer than the use of outside Rent Collectors however.

The introduction of a system of rent collection based upon periods of longer than one week can lead to considerable economies, but there are obviously certain risks involved also. The effect on arrears is an important aspect, but although there may be an increase in arrears, if the control exercised is sufficient the increase should not be too serious.

Despite initial problems encountered by Rochford Rural District Council when the scheme was introduced in April 1970, the system is now working well and accepted by the tenants. It is considered that the increased security afforded by this method of collection outweighs the disadvantage of the slightly increased costs.

The present charge made by the P.O. Giro in respect of Rochford tenants using this method of payment for 26 weeks of the year is estimated at £400. Assuming that 25% of all tenants in the new District avail themselves of this method and that the Council pay the charges, then the cost is estimated to be approximately £575".

The Director of Finance further reported that arrangements would be made to assist tenants who transfer to the new system of collection, particularly the elderly.

RECOMMENDED with effect from 8th April 1974 that

- 233
- (1) (a) Rents be payable fortnightly in advance.
  - (b) Payments be due on the first Monday of each fortnight.
  - (2) Tenants be offered the following methods of payment:-
    - (a) Payment by personal visit to the Cash Collection Offices at either Council Offices.
    - (b) Payment by post, addressed to the Director of Finance, Council Offices, Rochford.
- Handwritten:* 17.1.74

Housing Services Committee

- (c) Payment by vouchers at nominated Post Offices.
  - (d) Credit transfer by Post Office Giro.
  - (e) Standing Orders - Bank and Post Office Giro.
  - (f) Credit Transfer by Bank.
- (3) The Council pay the Post Office Giro charges of in payments by tenants.
- (4) That Rayleigh Urban District Council be requested to notify all their tenants as soon as possible of the proposed changes in both the methods of payment and rent periods.

C. Recovery of Rent Arrears

The Director of Finance reported as follows:-

"Both existing authorities leave the recovery of rent arrears generally in the hands of their officers.

At Rayleigh, the Treasurer deals initially with all arrears. Letters are sent to tenants who are two weeks or more in arrears. The rent collector also makes additional personal visits to tenants who are constantly in arrears.

A list of all tenants, two weeks or more in arrears with their rent is considered at each meeting of the Housing Management Sub-Committee and this Committee also interviews tenants concerning their arrears and authorises 'Notice to Quit' in appropriate cases.

At Rochford, the system for recovery is as detailed below:-

Housing Rents

1. The Treasurer to send a combined reminder and warning in the first week of the second fortnight period requesting payment within seven days.
2. Failure to pay in full by the stipulated date, the Treasurer to send a stronger letter in the first week of the third fortnight period threatening action unless full payment is made within seven days, the letter to include an offer to discuss and to look at the rent rebate position.
3. If payment is not made, the Clerk to serve 'Notice to Quit' in the seventh week, which will only be withdrawn by authority of the Deputy Clerk on full payment of the arrears and the current rent or upon receipt of an acceptable offer agreed in writing by the Treasurer. On expiry of the 'Notice to Quit', instructions will immediately be given to the Council's Solicitors to take proceedings for debt recovery and an Order for Possession, the instructions to be accompanied by a Proof of Evidence.

Garage Rents

1. The Treasurer to send a reminder and warning in the first week of the second fortnight period.
2. If payment is not made by stipulated date, the Treasurer to send a final warning requiring payment within seven days.



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3. If payment then not made, the Clerk to serve a seven day termination of tenancy. Unless the arrears are paid in full the tenancy will then be terminated by removing the contents of the garage and changing the locks.

It is essential that provision be made for the Director of Finance to issue prompt reminder notices and if necessary a personal visit by an outside collector could be advantageous. There is no provision in the present establishment of the Director of Finance for such a position.

Following the repeal of the Small Tenements Recovery Act on 1st October 1972 the Council is now required to make application to a County Court to obtain possession of their dwellings. Section 7, Administration of Justice Act 1969 concerns the right of attendance at a County Court for the recovery of possession of a house belonging to the Council and also the recovery of any rent. Any officer of the Council who is duly authorised by the Council has the right to appear on the Council's behalf in the County Courts where the proceedings are heard by a Registrar.

It is now possible where repossession is urgently required, to obtain an expedited hearing.

In cases of persistent rent arrears, a simple and speedy means of court action is now available and is defined in the County Court (New Procedures) Rules 1971 which came into operation on 1st March 1972.

Very simply a summons is issued by the Council when payment is required in full or the tenant must attend the Court hearing, when a judgement will be given by the Registrar.

The Attachment of Earnings Act 1971 which makes provision for the attachment of earnings as means of enforcing the judgement debts and other monetary obligations is also a further method for obtaining rent arrears. This method is rather ineffective in practice however as it depends a great deal on stability of employment.

These procedures are only available for the recovery of rent from tenants in occupation".

RECOMMENDED (1) that the Director of Finance issue the necessary reminder notices to tenants during the 1st and 2nd rent periods of arrears.

(2) where arrears persist, authority be given to the under-mentioned officers to conduct proceedings on the Council's behalf in the manner defined by the County Court (New Procedure) Rules 1971 and the Attachment of Earnings Act 1971.

	- Principal Assistant (Housing)
Mr. B.A. Payne	- Principal Assistant (Income)
Mr. M.D. Worship	- Senior Income Assistant

(3) that authority be given to the Director of Administration to issue a 'Notice to Quit' and institute proceedings to obtain possession against tenants who are four or more weeks in arrears with their rent.

(4) that where garage rents are four or more weeks in arrear, the Director of Administration be authorised to serve a seven days notice terminating tenancy. Upon the expiry of the notice, if the arrears are not paid, the contents of the garage be removed and the lock be changed.

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*M. D. Worship*  
17.1.74

Housing Services Committee

D. Rent Rebates

The Director of Finance reported as follows:-

"The Housing Finance Act 1972, requires the Council to operate a scheme for granting to their tenants who occupy Housing Revenue Account dwellings rent rebates based on the model scheme prescribed by the Act.

Detailed below for information are the number of tenants who are at present in receipt of rebates in the two existing Councils.

Rayleigh U.D.C.	213
Rochford R.D.C.	601
	<hr/>
Total	814

The Act permits the Council to depart from the model rebate scheme by granting to tenants an additional 10% above the normal rebate. The cost of this additional rebate, if paid, will not qualify for subsidy and must be met by a rate fund contribution.

Both existing authorities operate a scheme based on the Governments' standard model scheme and have not needed to grant any additional rebate.

Certain publicity arrangements are required to ensure that tenants are informed of the rent rebate scheme. Both existing authorities have a copy of their scheme on display in the Council Offices and all tenants have been informed of the scheme together with any variations that have come into operation.

RECOMMENDED that with effect from April 1974 the Director of Finance be authorised :-

(1) to implement the rent rebate scheme for all tenants of of the Housing Revenue Account dwellings based on the Governments' standard model scheme.

(2) to notify all tenants annually of the rent rebate scheme and inform them of any variations that come into operation and display in both Council Offices, copies of the rent rebate scheme.

261. HOUSING FINANCE ACT 1972 - RENT ALLOWANCES

The Director of Finance reported as follows:-

"The Director of Finance to report that the Housing Finance Act 1972 and the furnished Lettings (Rent Allowances) Act 1973 requires the Council to operate a scheme for granting rent allowances to private tenants.

Detailed below are the number of tenants who receive rent allowances from the two existing Councils:-

<u>Rayleigh U.D.C.</u>		<u>Rochford R.D.C.</u>	
Unfurnished Accommodation	94	Unfurnished Accommodation	94
Furnished Accommodation	1	Furnished Accommodation	2
	<hr/>		<hr/>
Total	95	Total	96

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*G. J. W. W. W. W.*  
17.11.71

Housing Services Committee

(a) Unfurnished Accommodation

The Government have prescribed a model scheme for granting rent allowances to private tenants and have required that the Councils scheme must conform with the provisions of the model scheme as detailed in the Housing Finance Act 1972.

The Act permits the Council to depart from the model scheme by granting to tenants an additional 10% above the normal rent allowance. The cost of this additional rent allowance, if paid, will not qualify for subsidy and must be met by a rate fund contribution.

Payment of these rent allowances may be made at any time and in any manner the Council may decide.

Both existing authorities operate the Rent Allowance Scheme to tenants of unfurnished accommodation based on the Government's standard model scheme and have not found it necessary to depart from that scheme. Payments are made to tenants two-weekly at Rochford whereas Rayleigh make payments two-weekly and four-weekly depending whether tenants pay their rent weekly or monthly.

(b) Furnished Accommodation

Rent Allowance to tenants of furnished accommodation are to be granted in a similar manner as for unfurnished accommodation.

The government have prescribed a model scheme for granting these allowances and permits the Council to depart from the scheme by granting to tenants an additional 10% above the normal rent allowance.

Payments can be made at any time and in any manner the Council may decide.

Both existing authorities operate the Rent Allowance Scheme to tenants of furnished accommodation although the response to date, has been very poor. Both authorities have not found it necessary to depart from the model scheme.

(c) Publicity

The Council is required by the Housing Finance Act 1972 to take such steps as may appear necessary to ensure that the rent allowance schemes come to the notice of any persons who may be entitled to an allowance.

In addition the Council is required to place on deposit for public inspection at their offices, copies of the allowance schemes and is required to advertise once a year in at least two local newspapers, details of it's rent allowance schemes.

Both authorities have advertised the rent allowance schemes and have on display at their offices, copies of the schemes.

*J. Brown*  
17.1.74  
RECOMMENDED that with effect from April 1974 the Director of Finance be authorised to:-

(1) Operate the Rent Allowance Schemes for tenants of furnished and unfurnished accommodation, based on the Government's standard model scheme.



Housing Services Committee

RECOMMENDED that the District Council do not sell Council houses and that the constituent authorities be advised of the position forthwith.

CONFERENCE ON SOCIAL WORK

263. The Chief Executive reported as follows:-

"A meeting of representatives of District Councils and the Essex County Council Social Services Committee was held on the 19th November 1973 at which the Council was represented by Councillors Fowler, Mrs. Madden and Warner and the Chief Executive. (Minute 65/73).

(a) Organisation of Social Services after Re-organisation

The first half of the programme was concerned with the organisation of Social Services in the County after the 31st March 1974. The main services were indentified into three categories:-

- (1) social work services for clients in their own homes i.e. mentally and physically handicapped, elderly, children and families in need of assistance and homeless;
- (2) residential services including homes for children, elderly, mentally and physically handicapped and temporary accommodation for homeless families;
- (3) day and domiciliary services which cover a wide range of services, the main ones so far as this authority was concerned being:-
  - (a) provision of aids and equipment for physically handicapped and elderly in their own homes.
  - (b) the carrying out of structural alterations in homes of the handicapped.
  - (c) assistance with the provision of special housing for the elderly.
  - (d) liaison and finance assistance to voluntary organisations.
  - (e) meals services for the elderly and handicapped.

The Social Services Department will consist of a Headquarters and 17 area teams, the Headquarters being responsible for overall control and policy and the area teams for the full range of services.

The area of each team will coincide with the new district authority area, each team responsible for a population of between 50,000 and 100,000. The exceptions to this will be Southend and Colchester which will have three teams and two teams respectively.

So far as this authority is concerned, the area team will be based at Rayleigh with sub-offices in Rochford and Wakering.

(b) Co-operation between District Authorities and the County Council

The second part of the programme dealt with co-operation between District Councils and the Social Services as the County Council and the District Councils have in many respects over-lapping powers particularly with regard to (i) welfare of the elderly, (ii) housing and (iii) grants to voluntary bodies, requiring close co-operation between the Area teams and the respective authorities.

## Housing Services Committee

### (i) Welfare of the Elderly

This falls into three main categories of meals services, day centres and contact services.

Meals are provided either by the Meals on Wheels service or day luncheon clubs. Meals on Wheels services are organised almost exclusively through voluntary organisations the cost being shared equally between the District Council and the Social Services Committee.

To avoid differentiation in the treatment of old people using luncheon clubs no subsidy is made by the County on the cost of meals provided at clubs, but financial assistance is given in the cost of the initial equipment of the club and its kitchen.

Over 50 day centres have been provided in the County so far by District Councils or voluntary bodies and, because of the other urgent pressures on the County for capital development that authority will not embark on the direct provision of day centres, but financial assistance will be considered by way of grants towards the cost of equipping such centres.

Contact Services with the elderly are being developed with the assistance of voluntary visitors and it is estimated that some 6,890 elderly people are being visited by 1,829 volunteers who record their visits and report any matter requiring further attention.

### (ii) Housing

Housing also falls into three main categories, namely sheltered housing for the elderly, special housing for other groups and temporary housing for the homeless families.

The importance of sheltered housing for the elderly has always been recognised and provisions by housing authorities and voluntary housing associations have increased considerably in recent years. The County Council no longer make any financial contributions towards the cost of warden and other welfare facilities as a result of the Housing Finance Act, but has now undertaken to review the position when the full effect of the operation of the Act on the Housing Revenue Accounts can be seen.

Discussions have been held regarding the housing needs of other groups such as the physically and mentally handicapped. For the physically handicapped it was agreed that the provision of new ground floor accommodation without steps and with wide doorways was the particular responsibility of the housing authorities, adaptations to existing Council accommodation being the joint responsibility of the authority and the Social Services Committee, while adaptations to private property were the responsibility solely of the Social Services Committee.

The provision of temporary accommodation for homeless families has become increasingly difficult in the last 12 months, largely as a result of the national housing problem and for the first time the Social Services have had to resort to the use of bed and breakfast accommodation.

*J. H. Watson*  
17-1-71

Housing Services Committee

Temporary accommodation is provided in two main units at Abridge and Stanway, but the majority of families are accommodated in 48 houses mainly rented from local authorities. Housing authorities undertake the re-housing of one or two families per year from temporary accommodation where the families have some previous connection with the area and a few offer re-housing where families have no claim on any housing authority. The County Council provides a rent guarantee, usually for two years, for any family rehoused from temporary accommodation.

The most important aspect of the discussion on homeless families accommodation related to the issue of a draft Circular from the Department of the Environment and Department of Health and Social Security which would make fundamental changes in the way in which problems relating to homelessness are undertaken by local government in the future. The draft Circular stated that the result of two studies recently undertaken show that the joint efforts of the housing and social services authorities would be essential in dealing with the problem, responsibility for providing accommodation resting with the Housing Authority, the Social Services providing the necessary social work to avoid families actually becoming homeless. The Circular suggests that the County Joint Reorganisation Committees could look into this matter and make an early start in considering ways in which this responsibility might be transferred to the District Councils on the 1st April 1974.

*J.R. Warren*  
17.1.74

Housing Services Committee

(iii) Grants for Voluntary Organisations

Dealing with the grants for voluntary organisations it was reported that the Social Services Committee had made grants, in addition to those for meals services and day centre facilities, totalling £45,503 to major organisations concerned with old people and the handicapped.

(c) Arrangements for local liaison between District Councils, Social Services Committees and Voluntary Organisations.

In view of the inter-relation of policies of District Councils, Social Services and Voluntary bodies, existing authorities were asked some time ago to consider setting up liaison committees comprising representatives of all agencies concerned. The main functions of such a committee were seen as being

- (a) to act as a focal point for the provision and development of voluntary services related to the statutory social services functions.
- (b) to provide a forum at which the voluntary organisation and the statutory services provided both by the County District Councils and the County Council could liaise on matters of policy.

Rayleigh Urban District Council have established a very successful Community Services Co-ordinating Committee which carries out these functions and which meets two or three times each year. The Committee had set up a number of sub-committees to investigate particular projects, such as Christmas parcel distribution, voluntary drivers for the aged, voluntary visiting, etc. The co-ordinating committee has a part-time secretary who is paid an honorarium of £100 by the Urban District Council.

The Chairman of the Council also reported upon a conference arranged by the Essex Old Peoples' Welfare Association which was held at Rayleigh on the 30th November 1973 where proposals had been put forward to extend the existing Rayleigh Community Services co-ordinating committee to cover the whole of the Rochford District, and to convene a Special Meeting early in January of appropriate voluntary bodies to discuss the question of provision of transport for the elderly.

RECOMMENDED (1) that in view of the time factor, the County Council and the District Authorities be recommended to continue the existing arrangements during 1974/75 and that the estimates for that year be prepared on that basis.

(2) that a further conference be convened early in 1974 to consider the future arrangements for co-operation after representatives have had the opportunity to report back and to discuss the position with their respective authorities.

HOUSE PURCHASE - SCHEME FOR MORTGAGE ADVANCES -  
HOUSING FINANCIAL PROVISIONS ACT 1958 and HOUSING  
ACT 1959.

264. The Director of Administration reported as follows:-

"Although both the present Rochford R.D.C. and Rayleigh U.D.C. operate a mortgage scheme to assist persons to purchase private properties it is necessary in the opinion of your Management Team for the District Council to operate their own scheme as from 1st April 1974. Such a



Housing Services Committee

scheme requires the approval of the Secretary of State for the Department of the Environment.

If the attached recommended scheme is approved the details of its administration will be presented for approval in due course.

RECOMMENDED that the scheme for mortgage advances be approved for submission to the Secretary of State for the Environment subject to:-

- (1) the deletion of paragraphs 5(h) and 13.
- (2) reports being submitted to the next meeting of the Policy and Resources Committee upon
  - (a) the possible deletion of paragraph 4 and the extension of the scheme to include flats and maisonettes.
  - (b) the inclusion of a clause authorising the personal representative of a deceased borrower to transfer the interest to a beneficiary.

STAFF - CONDITIONS OF APPOINTMENT (See Minute 217 and 232(b)/73)

265. The Chief Executive reported as follows:-

"In considering the report of the Finance and Personnel Sub-Committee on this matter, the Policy and Resources Committee at its last meeting felt that, in view of the present housing situation in the District, consideration of the provision of housing accommodation to prospective staff should be further considered by the Housing Services Committee before a decision is reached on the following suggested conditions of appointment to be offered to new staff:-

- (i) Officers appointed on or below the equivalent of the maximum of Grade AP5 should be granted temporary Council housing accommodation, if available, up to a maximum period of 12 months, or alternatively a lodging allowance of £6 per week be paid, for a maximum period of three months, subject to review at the expiry of that time.
- (ii) Where an Officer requires temporary housing accommodation, but is able to purchase a property within the District and vacate the Council accommodation within twelve months of the date of commencement of his appointment, a disturbance allowance of £100 be paid to such an Officer immediately following occupation of the purchased property.

In reply to a suggestion that properties should be purchased for exclusive use for staff accommodation the Director of Finance reported that, whilst authorities were generally required to include all housing properties they purchased within the Housing Revenue Account, which meant that a fair rent only could be charged, the possibility was being investigated whereby such properties could be used for the exclusive use of staff and an economic rent charged.

Resolved that the Policy and Resources Committee be informed of this Committee's concurrence with the following suggested conditions of appointment for staff:-

- (i) Officers appointed on or below the equivalent of the maximum of Grade AP5 should be granted temporary Council housing accommodation, if available, up to a maximum period of 12 months, or alternatively a lodging allowance of £6 per week be paid, for a maximum period of three months, subject to review at the expiry of that time.

- (ii) Where an Officer requires temporary housing accommodation, but is able to purchase a property within the District and vacate the Council accommodation within twelve months of the date of commencement of his appointment, a disturbance allowance of £100 be paid to such an Officer immediately following occupation of the purchased property.

FORMULATION AND CONTROL OF POLICIES (See Minute 245/73)

266. The Chief Executive reported as follows:-

"Members attention is drawn to the following report to the last meeting of the Policy and Resources Committee:-

With the coming consideration of Annual estimates for 1974/75 and the formulation of a Capital Works Programme, members will need to give consideration to projects which they consider necessary in the future, and the priority to be allotted to any chosen projects. It is essential that members should be closely involved in this process, which although it may be somewhat provisional in the first year of the Council's existence, will give an indication of what members would like to see planned for their areas.

In a situation of open-ended demands, but restricted resources, the main problems of developing policy are to identify the type and quality of environment that the Council as a whole aims to achieve in the long run and long term objectives to achieve it; to decide on long term priorities between objectives and to review progress during the course of a programme and update and modify an approved plan where appropriate. Whilst the Performance Review Sub-Committee has a role to play in monitoring the Council's work, only the programme committees can through the Policy and Resources Committee, in the first instance say what policy will be.

Despite the provisional nature of first year planning it is not too early for the programme committees to begin consideration of their wishes for the future. As envisaged in the Management Structure, the Committees might treat this as an item for general debate between members and officers".

The Committee is now requested to consider its wishes for projects to be placed in a work programme, including those standing over from the existing two Councils".

Resolved that the report be noted.

CAPITAL PROGRAMME - PROVISIONAL HOUSING PROGRAMME

267. The Director of Technical Services submitted the following information for the assistance of the Committee in considering the Capital Programme 1974-78. The Capital Programme will produce the following dwellings:-

<u>Year</u>	<u>Site</u>	<u>Unit Types</u>	<u>No. of Units</u>
A	Spa Road, Hockley.	38 O.P. Grouped Flatlets. 2 Wardens Flats	40
B	Malting Villas, Rochford (138 units)	83 3-bed houses 2 4-bed houses 24 1-bed flats 28 O.P. Grouped Flatlets 1 Wardens Flat	20
			244

Housing Services Committee

<u>Year</u>	<u>Site</u>	<u>Unit Types</u>	<u>No. of Units.</u>
C	Kings Road, Queens Road, Lodge Close, Creswick Avenue, Rayleigh.	6 3-bed houses	} 10
		2 2-bed bungs.	
		2 2-bed flats	
D	The Boulevard, Rochford.	1 bed flats	8
E	Station Road, Hockley.	1 bed flats	4
F	61-67 North Street, Rochford.	3 bed houses	2
G	High Street, Great Wakering.	2 bed flats	5
		TOTAL	89
1975-76			
B	Malting Villas, Rochford.	See above	90
G	High Street, Great Wakering.	2 bed flats	5
		TOTAL	95
1976-77			
B	Malting Villas.	See above	28
H	Seaview Drive, Great Wakering.	3 bed houses	5
I	Anchor Lane, Canewdon.	3 bed houses	9
J	"Ardleigh", Windermere Avenue, Hullbridge.	3 bed houses	2
K	Town Estate, Rochford.	27 3-bed houses	} 35
		8 1-bed flats	
L	Hambro Hill (rear of Rayleigh)	3 bed houses	19
		TOTAL	98
1977-78			
M	Stambridge Road, Stambridge.	3 bed houses	12
N	Cagefield Road (rear of) Stambridge.	3 bed houses	10
O	Finchfield (adjoining) Rayleigh.	O.P. Grouped Flatlets.	30
P	The Grange, Rayleigh.	To be decided.	50
		TOTAL	102

### Housing Services Committee

This gives a total of 384 new dwellings to be provided over the next four financial years.

Land would then be available for approximately a further 150 dwellings as follows:-

The Grange, Rayleigh.	70
New Road, (rear of) Great Wakering.	50
South Street, (rear of) Rochford.	30
	<hr/>
	150
	<hr/>

The above programme is based upon the establishment of the architectural section being as originally recommended - one Senior Architectural Assistant's post has not been confirmed by the Finance and Personnel Sub-Committee.

Brief details of the above sites are as follows:-

- A. Spa Road, Hookley. Formerly a caravan site owned by the Council and within easy reach of the local shops. This is an Old Persons Grouped Flatlet Scheme, Warden controlled, providing 38 flatlets with 2 Wardens' flats. Now in course of construction with completion expected in August 1974.
- B. Malting Villas, Rochford. This is an existing Council housing estate situated to the north-east of Rochford Hospital. Most of the existing dwellings have long rear gardens and it is intended to utilise these gardens for additional housing development. New roads will be laid through appropriate parts of the site and the resultant development will provide 138 new units of accommodation. Tenders are now being invited by the Rochford R.D.C. and work on site is expected to commence in the Spring of 1974 with completion in 1976.
- C. Queens Road, Kings Road, Lodge Close, Creswick Avenue, Rayleigh. These are a number of small sites in the built up area of Rayleigh being developed at the present time to provide 2 bungalows, 6 houses and 2 flats. Completion in 1974.
- D. The Boulevard, Rochford. By utilising parts of the long rear gardens of the existing Council houses on these two sites, it has been possible to infill with a block of 4 one-bedroomed flats on each side of The Boulevard. A tender has been accepted and completion is expected in the latter part of 1974. This scheme is being carried out by Consultant Architects.
- E. Station Road, Hookley. Station Road leads off Spa Road and this is a corner plot at the junction of Station Road and Cromwell Road. The site will accommodate 4 one-bedroomed flats. A tender has been accepted and completion is expected in the latter part of 1974. This scheme is being carried out by Consultant Architects.
- F. 61-67 North Street, Rochford. This terrace of old cottages is to be converted into 2 houses. Tenders not yet invited but completion estimated for early 1975. This scheme is being carried out by Consultant Architects.
- G. High Street, Great Wakering. This is a redevelopment site to provide 10 flats with shops below. Details at present being prepared by Consultant Architects and completion expected in 1975.

Housing Services Committee

- H. Seaview Drive, Great Wakering. This site is on the perimeter of the "Seaview Estate", Shoebury Road. The site will accommodate a terrace of 5 three bedroomed houses and was intended by the R.D.C. to be a pilot scheme for sale..
- I. Anchor Lane, Canewdon. It is proposed to use part of the long rear gardens of Nos. 1-8 Council houses in Anchor Lane to provide a further 8 dwellings plus one additional house on land fronting Anchor Lane. The approach to the 8 three-bedroomed houses would be from Rowan Way.
- J. "Ardleigh", Windermere Avenue, Hullbridge". This is a small site at present occupied by a bungalow in very poor condition. It is proposed to demolish the bungalow and erect a pair of 3 bedroomed houses.
- K. Town Estate, Rochford. This estate is situated to the east of Southend Road, and directly opposite Southend Airport. The Councils own various vacant plots on the estate and these would provide sites for 27 houses and 8 one-bedroomed flats.
- L. Hambro Hill, Rayleigh. The existing Council houses Nos. 20-54 have extensive rear gardens and it is proposed to use part of these gardens to construct 19 houses served by a new road which would necessitate the demolition of Nos. 16 and 18 Hambro Hill.
- M. Stambridge Road, Stambridge. The Council own a site with frontage to the main road through the village and have outline planning permission to develop the frontage. This should accommodate 12 three-bedroomed houses.
- N. Cagefield Road (rear of) Stambridge. This is a scheme to utilise the long rear gardens on the southern side of Cagefield Road by the provision of a cul-de-sac and the erection of 10 houses.
- O. Finchfield (adjoining) Rayleigh. This is a site between the properties fronting Eastwood Road and Castle Road which would be suitable for grouped flatlet units providing about 30 dwellings.
- P. The Grange, Rayleigh. This is large area of land at present subject to a Compulsory Purchase Order. Parts of the site are proposed for car-parking and County purposes and the remainder should provide sufficient land for about 120 dwellings".

This report was considered in conjunction with the following item relating to the Capital Programme for 1974-78. (See Minute 268/73).

RECOMMENDED (1) that the provisional Housing Programme be approved.

(2) that the new Southend District Council be requested to make available Architectural Services to assist in the preparation of the undermentioned schemes:-

<u>Scheme</u>	<u>Site</u>	<u>Unit Types</u>	<u>No. of Units</u>
K	Town Estate, Rochford.	27 3-Bed Houses 8 1-Bed Flats	35
L	Hambro Hill (rear of Rayleigh).	3-Bed Houses	19
M	Stambridge Road, Stambridge.	3-Bed Houses	12
N	Cagefield Road, (rear of) Stambridge.	3-Bed Houses	10

Housing Services Committee

(3) that the Officers report upon the terms of any agency agreement entered into with the Southend District Council.

CAPITAL PROGRAMME 1974-78.

268. The Committee considered its programme of Capital Expenditure for the years 1974-78 in conjunction with the report of the Director of Technical Services on the Provisional Housing Programme (See Minute 267).

RECOMMENDED that, subject to the deletion of the scheme for the provision of nine houses Guildway, Rayleigh which had been included elsewhere in the programme, the Committees Capital Expenditure Programme for the years 1974-78 be approved.

SCHEME TO BE SUBMITTED TO THE SECRETARY OF STATE  
FOR THE DEPARTMENT OF THE ENVIRONMENT FOR HIS  
APPROVAL UNDER SECTION 43 OF THE HOUSING (FINANCIAL  
PROVISIONS) ACT 1958 AS AMENDED BY THE HOUSING ACT  
1959

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The conditions to be imposed by the Rochford District Council for their scheme under Section 43 of the 1958 Act are as follows:-

1. Advances will be made under the Housing (Financial Provisions) Act 1958 as amended by the House Purchase and Housing Act 1959.
2. The property must be situated within the boundaries of the Rochford District.
3. Applications will be considered for -
  - (a) the acquisition of houses;
  - (b) the construction of houses;
  - (c) the acquisition of buildings and their conversion into houses;
  - (d) alterations, enlargement, repair or improvement of houses.
4. No advances will be made in respect of leasehold or freehold flats and maisonettes.
5. Applications will not be considered in respect of the following:-
  - (a) from persons under 18 years of age;
  - (b) from aliens except in special circumstances;
  - (c) properties being purchased for investment purposes;
  - (d) properties which have already been acquired but require finance in respect of conversion, alteration, improvement or enlargement where there is a mortgage outstanding on the property other than a mortgage created by the Rochford District Council or the former Rural District of Rochford or the former Urban District of Rayleigh;
  - (e) from a borrower in respect of an application for a new loan other than a further advance on the same property unless at least two years have elapsed since the original loan was made or unless the borrower is able to produce evidence that his application is justified by reasons of exceptional personal circumstances;
  - (f) from persons who wish to have an advance in respect of (a) on shop or business premises, or those partly used for business and partly for habitation purposes or (b) where the property is let in flats or any sub-tenancy has been created;
  - (g) to repay an existing mortgage;
  - (h) in conjunction with life insurance policies or collateral and security.
6. The amount of advance shall not exceed the valuation of the property subject to a maximum advance of £13,000 or such larger sum as may be determined from time to time by the Council. The actual sum to be advanced in each case will be fixed by the Council after a valuation has been made on their behalf for which the applicant must pay a valuation fee in accordance with a prescribed scale.

7. The applicant must be on the list, as amended from time to time, of special categories prescribed by the Secretary of State for the Department of the Environment
8. The loan repayment period shall be up to 40 years maximum providing that the loan is repaid before the applicant is 65 years old.
9. Advances will only be made in respect of freehold properties or in respect of leasehold properties where leases have at least 10 years to run in excess of the loan repayment period.
10. The loan repayment shall be in accordance with the annuity basis and will be repayable by equal monthly instalments of principal and interest.
11. (a) Every mortgage pursuant to this scheme will contain a variable interest clause.  
(b) The rate of interest to be charged on any advance and shall be not less than  $\frac{1}{4}\%$  above the annual rate of interest currently chargeable by the Council to the appropriate account. The Council may accordingly from time to time reconsider the rates of interest charged in respect of mortgages containing a variable interest rate clause and may increase or decrease such rates of interest after giving at least three months notice in writing to the mortgagors.  
(c) In the event of an increase in the rate of interest the Council may, at the request of the borrower, instead of increasing the amount of payment increase the loan repayment period subject to compliance with Paragraph 8 and 9 of the Conditions.
12. The borrower will be required to keep the property in a good state of repair and condition (externally and internally).
13. A borrower may with the previous written consent of the Council at any time transfer his interest in the property but any such transfer will be subject to the same terms and conditions contained in the original mortgage deed.
14. A borrower may not without the previous written consent of the Council create any further charge on the property
15. A borrower may not part with possession of the property or any part or sub-let the whole or any part thereof without the prior written consent of the Council.
16. The premises must be used as a private dwellinghouse only and must not be used for the carrying out of any trade or business or used in such a manner as to be a nuisance or annoyance to adjacent premises.
17. Premises must be insured to the satisfaction of the Council with the Municipal Mutual Insurance Limited to a sum equal to the value of the property element of the mortgage which is certified by the Council's Valuers.
18. In the case of the construction of a new property, the Council may, if requested, make the advance by three instalments from time to time as the building progresses, but until the completion of the property the total of the advance will not exceed 80% of the value of the site up to that time including the value of the interest of the borrower in the site.



19. In the case of alteration, enlargement, improvement for conversion of a property, the Council may, if required, make the advance by three instalments from time to time as the work progresses but until the completion of the work the total of the advance will not exceed 80% of the value of the work up to that time.
20. Properties being occupied for the first time or in the course of construction must have the Certificate of Guarantee of the National Housebuilders Registration Council.
21. The applicant will pay in addition to his own solicitors legal charges the Council's legal charges and any stamp duty.
22. The Council shall have the power to enter the property by any person authorised by them in writing at all reasonable times for the purpose of ascertaining whether the conditions are being complied with.
23. The borrower must pay every sum for the time being due in respect of principal and interest punctually on the first day of each month. Failure to pay this sum punctually will empower the Council to demand the balance for the time being unpaid to be paid forthwith.
24. Where repayments are not made within 14 days of the due date, further interest will accrue on the arrears until payment is made.
25. In the event of non-compliance with any of the conditions to which the advance is subject, the whole of the amount outstanding shall become payable on demand.

ROCHFORD DISTRICT COUNCIL

Minutes of a Special Meeting of the Finance & Personnel Sub-Committee

At a Meeting held on the 10th December 1973. Present: Councillors  
D.A. Ives (Chairman), J.H. Carter, A.J. Humby, M.L. Kenmaugh,  
E.V. Maton, R.W.C. Offwood and J.R. Warner.

Visiting: Councillor E.R. Biggs

NON-MEMBERS ATTENDING BY INVITATION

269. The Chairman reported that Councillor Biggs was attending by invitation.

APPOINTMENT OF PRINCIPAL ASSISTANT

(a) Principal Assistant (Administration)

270. Consideration was given to the report of the Director of Administration upon the filling of the vacant post of Principal Assistant within his Department. The Sub-Committee then interviewed Mr. J.C. Bambrook, Senior Administrative Assistant to the Clerk of the Rochford Rural District Council.

Resolved that Mr. J.C. Bambrook be not appointed at this time and the post be advertised within the restricted recruitment area of the County of Essex and the application be considered with any others received.

(b) Principal Assistant (Engineering)

Consideration was given to the report of the Director of Technical Services upon the filling of the vacant post of Principal Assistant (Engineering) within his Department. The Sub-Committee then interviewed Mr. R.F. Webb, Deputy Engineer and Surveyor to the Rochford Rural District Council.

Resolved that Mr. R.F. Webb be appointed to the post of Principal Assistant (Engineering) with effect from 1st April 1974, on salary grade Principal Officer 1, subject to the appointment being terminated by three months notice in writing given by either side.

REVISED DRAFT ESTABLISHMENT - FINANCE DEPARTMENT  
(See Minute 215/73)

271. The Director of Finance reported as follows:-

"As a result of the interviews held by the Sub-Committee on the 13th November 1973, the post of Principal Assistant (Accountancy) was advertised nationally. As no suitable applications were received in response to the advertisement it was felt in the circumstances, that this post should be deleted, and that the establishment of the Finance Department should be amended as follows:-

<u>Post No.</u>	<u>Name</u>	<u>Post</u>	<u>Salary</u>	<u>Salary 1.4.74.</u>
F.1	P. Kerman	Director of Finance	CO	5,889
2	B.A.E. Payne	Asst. Director (Finance)	PO2(2.6)	4,356*
3	K.H.G. Prichard	Asst. Director (Finance)	PO2(2.6)	4,356*
4	R.J. Stanford	Chief Accountant	PO1(1.5)	3,390*
5	W.J. Silvester	Accountancy Asst.	AP3/4	2,373
6	J. Belfield	Accountancy Asst.	AP2/3	2,235
7	A. Connaw	Accountancy Asst.	AP2	1,926

*[Handwritten signature and initials]*

8	Mrs.M.Marskell	Accountancy Asst.	AP2	1,926
9		Accountancy Asst.	AP2	1,644
10	(New post)	Trainee	Trainee	1,131
11	P.S.Colbear	Chief Rating Asst.	SO1	2,934*
12	A.D. Duboux	Rating Asst.	AP4/5	2,625*
13	H.E.Simper	Rating Asst.	AP3	2,100
14	P. Webb	Rating Asst.	AP2	1,644
15	Mrs.H.S.Reeve	Rating Asst.	AP2	1,926
16	W.S.Champney	Rating Inspector	AP2	1,926
17	D.F.Smith-Hills	Rating Inspector	AP2	1,749
18	M.D.Worship	Chief Income Asst.	AP4/5	2,535*
19	B.R.Lees	Income Asst.	AP3	2,235
20	Miss A.M.Proffitt	Income Asst.	AP2	1,926
21	Mrs. S.Spence	Income Asst.	C2	1,524
22	A.E. Leggett	Income Asst.	C2	1,644
23	Mrs.I.B.Fowles (part-time)	Senior Rebates Asst.	AP2	1,398
24		Rebates Asst.	C2	1,416
25	I.M.Knott	Chief Technical Asst.	PO1(1.5)	3,390*
26	R. Lawson	Technical Asst.	AP3/4	2,454
27	M. Quirm	Technical Asst.	AP2/3	1,869*
28	(New post)	Trainee	Trainee	1,131
29	Miss S.Jones	Sen.Machine Operator	ScB	1,644
30	Miss M.K. Hall	Machine Operator	ScA	1,464
31	Mrs. P. Carter	Machine Operator	ScA	1,353
32	G.C. Curtis	Cashier	AP2	1,926
33	A.J.Franklyn	Cashier	AP2	1,926
34	M.J. Hall	Asst. Cashier	C3	1,692*
35	F.R. Killworth	Asst. Cashier	C3	1,692*
36		Chief Internal Auditor	PO1(1.5)	3,273*
37	G.A. Whyte	Audit Asst.	AP4/5	2,535
38	C.W. Hill	Audit Asst.	AP2/3	1,869
39		Accountancy Asst.	AP3	1,926
40		Accountancy Asst.	AP2	1,644*
41		Accountancy Asst.	C2	1,416
42		Accountancy Asst.	C1	1,131
43	Mrs.I.W.Frampton	Secretary	C2	1,584

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£92,727

\*regraded

The Director of Finance will report further at the meeting and the Chief Executive will report upon the observations of the Joint Staff Committee".

The Chief Executive reported that the staff representatives had no objections to the proposed amendments.

The Director of Finance stated that the holder of Post No.30, Machine Operator, had been awarded a further increment by the Rayleigh Urban District Council and the salary shown against this post on both the original and the revised establishment should have been £1,464. It was pointed out that the cost of the revised proposals had been kept within the estimate of the salary bill for the original establishment, and had in fact resulted in a saving.

RECOMMENDED: (1) The revised establishment of the Finance Department, as set out above, be approved.

(2) The salaries attaching to the two assistant Directors (Finance) and the Chief Accountant, Chief Technical Assistant and Chief Internal Auditor be as follows:-

<u>Post No.</u>	<u>Post</u>	<u>Salary Scale</u>
F.2	Assistant Director (Finance)	PO2 (2.6) £4,356-£4,860
F.3	Assistant Director (Finance)	PO2 (2.6) £4,356-£4,860
F.4	Chief Accountant	PO1 (1.5) £3,273-£3,729
F.25	Chief Technical Assistant	PO1 (1.5) £3,273-£3,729
F.36	Chief Internal Auditor	PO1 (1.5) £3,273-£3,729

(3) The posts listed in Recommendation (2) of this Minute, be offered to the persons shown on the revised establishment without interview by the Committee, and that Post F36, Chief Internal Auditor, be advertised within the restricted recruitment area of the Essex County Council.

(4) The two Assistant Directors (Finance), Post F2 and F3, be equal in status and in the absence of the Director of Finance, to act jointly.

(5) The previous decision of the Council be amended, as a result of the revised establishment of the Finance Department, to reflect the new structure.

(a) Signing of Cheques (See Minute 99(d)/73)

~~DELETE~~ "or the Principal Assistant designated to act in his absence"

~~INSERT~~ "or the Assistant Director (Finance), Post No. F22."

(b) Distress for Rates (See Minute 174(g)/73)

~~DELETE~~ "Mr. B.A.E. Payne, Principal Assistant (Income)"

~~INSERT~~ "Mr. B.A.E. Payne, Assistant Director (Finance)"

(c) Staff Telephones (see Minute 219/73)

~~DELETE~~ "Post No. F4 - Principal Assistant (Audit)"

~~INSERT~~ "Post No. F3 - Assistant Director (Finance)"

(d) National Giro Accounts (see Minute 227/73)

~~DELETE~~ "Mr. B.A.E. Payne - Principal Assistant (Income)  
- Principal Assistant (Accountancy)"

~~INSERT~~ "Post No. F2 - Assistant Director (Finance)"

(e) Rent Arrears (see Minute 260 (0)(2)/73)

~~DELETE~~ "Mr. B.A.E. Payne, Principal Assistant (Income)"

~~INSERT~~ "Mr. B.A.E. Payne, Assistant Director (Finance)".

APPOINTMENT OF STAFF TO THE AUTHORITY

272. The Chief Executive reported as follows:-

"The work of the District Council is now increasing considerably and in order to deal with it, it will be necessary to appoint a number of staff to the authority before 1st April 1974".

RECOMMENDED: That the Officers be authorised, where necessary, to appoint:-

(1) staff from outside the two constituent authorities to commence their duties from the 1st February 1974 onwards.

(2) staff from the two constituent authorities to commence their duties before 1st April 1974 subject, where an Officer is taking up a higher graded post, to such Officer retaining his existing salary until 1st April 1974.

273. RED HOUSE, SOUTH STREET, ROCHFORD - CONVERSION TO OFFICES  
(See Minute 147/73)

The Chief Executive reported that the Director of Technical Services had negotiated a price in the sum of £11,479.25 with W.J. Cottrell of 1 Newton Gardens, Ashington, for the conversion of "Red House" into office accommodation and that work was now proceeding on the conversion. The Chief Executive reminded members that the estimated cost of the scheme was £11,500.

*Shue*  
20/12/73  
*St/1/74*

ROCHFORD DISTRICT COUNCIL

Minutes and Report of the Recreation and Amenities Committee

At a Meeting held on the 11th December, 1973. Present: Councillors N.A. Grove, (Chairman), E.H. Adcock, S.W. Barnard, J H Carter, M.P. Cowen, Mrs. E.M. Frank, L.H. Fudge, M.L. Kenmaugh, E.V. Maton, R. McCamley, C.R. Morgan, R.W.C. Offwood, G.O. Oldbury, P.J. Stanton, C. Stephenson and R.M. Warren.

Visiting: Councillors Mrs. F.E. Clayton, S.B.H. Fletcher, D.R. Fowler, Mrs. M.T. Madden and I.W. Shields.

MINUTES

274. Resolved that, the Minutes of the Meeting of the Committee held on, the 30th October 1973 be taken as read, confirmed and signed by the Chairman.

NON-MEMBERS ATTENDING

275. The Chairman reported that Councillors Mrs. F.E. Clayton, S.B.H. Fletcher, D.R. Fowler, Mrs. M.T. Madden and I.W. Shields were attending by invitation to view the proceedings of the Committee.

WELCOME TO COUNCILLOR STANTON (See Minute 253/73)

276. On behalf of Members the Chairman welcomed Councillor P.J. Stanton as a new member of the Committee.

MILL HALL AND RECREATION CENTRE, RAYLEIGH (See Minute 188/73)

- 277 The Chief Executive reported as follows:-

"At the last meeting of the Committee a report was requested upon the management of the Mill Hall and the conditions of the licence of the Recreation Centre to the Rayleigh Sports and Recreational Club.

1. Mill Hall.

The accommodation here includes the main hall with bar, a small hall/meeting room and dressing/meeting rooms and first floor lounge with bar. There is also a fully equipped kitchen with facilities to provide, prepare and cook meals for up to 200 and a public address system. The hall is controlled by the Halls Manager, who has a Deputy Manager and Head Barman, all of whom are under the control of the Clerk of the Rayleigh Urban District Council, but the Deputy Manager and the Head Barman are under the direct supervision of the Halls Manager. They are accommodated at the Mill Hall although the Manager is also responsible for the control of the Castle Hall and the general operation of the Recreation Centre.

The Bar Staff comprises of the Head Barman and eight part-timers, the numbers employed at any one time dependant upon the number required at a particular function.

The Mill Hall is fully licensed for music and dancing and also has a Sunday licence as well as the licence to sell intoxicating liquor. The Halls manager is the licensee on behalf of the Council.

The Management Team has now given consideration to the conditions of letting of the Hall".

Referring to the conditions of hire, the Committee were advised that the Halls Manager was allowed discretion in the application of these, where appropriate.



Recreation and Amenities Committee

"This centre is run during the evenings and at weekends, by the Rayleigh Sports Council under the management of the Rayleigh Sports and Recreational Club who pay an annual rental to the Council. The accommodation is not therefore available for letting to the general public although during the daytime the Council do make facilities available for use by the pre-school play-groups.

The total accommodation comprises a bar, billiards room, sports hall, changing room, showers, games room and kitchen.

The main conditions attach to the licence to the sports club are as follows:-

1. The premises are licenced to the Sports Club for a period of 21 years commencing from 1st October 1972, at an annual rental of £1,750 per annum (payable quarterly) plus any rates exceeding £683.50 per annum.
2. The terms are subject to review every five years and any dispute will be settled by an independent arbitrator or if, mutually acceptable person cannot be agreed, by a person nominated by the Law Society.
3. The Club also has to pay to the Council a total sum of £8,142 in ten annual instalments of £814 as a contribution towards the cost of alterations and improvements carried out by the Council.
4. Any extension of hours or use other than that permitted is to be approved by the Council.
5. The Council is responsible for all lighting and heating, and for the cleaning of the premises except for the Bar and Billiards Room.
6. The premises are used by the Club from 6.00.p.m. to 11.00.p.m. on weekdays, from 6.00.p.m. till 11.30.p.m. on Fridays, from 10.00.a.m. to 11.30.p.m. on Saturdays and from 10.00.a.m. to 11.00.p.m. on Sundays.
7. The licence is to be surrendered if the Rayleigh Sports and Recreational Club disbands.
8. The Club are required to give three months notice expiring on 30th September in any year if they wish to terminate the agreement.

There are also standard conditions regarding indemnities, conduct, maintenance and repairs, and management etc.,.

The Club have also entered into an agreement with the Council permitting them to carry out extensions and alterations to the premises at their own expense, for which the Council have guaranteed payment up to a sum not exceeding £15,000. On completion the whole of the extension and alteration\* works will be vested in the Council.

The Council are responsible for arranging all insurances of the property re-charging the Sports and Recreational Club where appropriate".

RECOMMENDED (1) that a report be submitted to the next meeting of the Committee upon the Terms of Reference and membership of the Recreation Centre Management Committee, for appointment from the 1st April 1974.



Recreation and Amenities Committee

(2) that the Council continue the present practice of the Rayleigh Urban District Council to appoint a representative to serve on the Executive Committee of the Rayleigh Sports and Recreation Club.

MISCELLANEOUS CHARGES - SPORTS AND RECREATION FACILITIES.

278. Consideration was given to the schedule of existing charges for sports and recreation facilities, submitted by the Director of Finance.

It was generally agreed that over a period of time, charges for comparable facilities in the two existing authorities should be standardised. It was pointed out however that charges made by both authorities were considerably lower than those made by surrounding authorities, and that they would need to be increased to meet rising costs.

The Committee agreed upon a general increase of 10% on existing Rayleigh charges to meet increased costs of 15% for Rochford, all charges amounting to £1.00. and over to bear Value Added Tax.

Resolved that the Director of Finance prepare a revised schedule of charges, incorporating all the amendments indicated by members, for final approval at the next meeting of the Committee.

CANEWDON PLAYING FIELD AND RECREATION PROVISION.

279. The Chief Executive reported as follows:-

"The Canewdon Community Association has obtained planning permission for the erection of a Community Centre on land adjoining the playing field at Canewdon, and have asked the Rochford Rural District Council if it would like to consider a suggestion that changing rooms for use in connection with the playing field be incorporated within the proposed building.

The site of the Community Centre is on the eastern boundary of the field which would provide two football pitches and a cricket square. This is the only playing field in the area which could accommodate organised sports and the Management Team feel therefore that the erection of the Community Centre presents a good opportunity to provide changing rooms as part of the development".

RECOMMENDED that negotiations on the lines indicated in the report be undertaken with the Canewdon Community Association for the provision of changing rooms within the proposed Canewdon Community Centre.

PROPOSED COMMUNITY CENTRE AND SENIOR CITIZENS DAY CENTRE - HULLBRIDGE.

280. The Chief Executive reported as follows:-

"The Rochford Rural District Council have acquired an area of land measuring 240 ft x 175 ft at Pooles Lane, Hullbridge for general needs and, subject to the Council making no objections, are proposing to offer the Hullbridge Community Association a 99 year lease of the land at a rent of £5 per annum for the purpose of siting a Community Centre, being intended that the lease shall incorporate safeguards to ensure that the land reverts to the Council if the building is not erected within a reasonable period and the low rental to be recognised as representing the whole of the District Councils contribution towards the cost of the project.

The Rural District Council have also received a request from the Hullbridge Senior Citizens Welfare Council that the site of "Ardleigh", Windermere Avenue, Hullbridge, which is owned by the Rural District Council, should be made available to them at a nominal rental as a site for a Senior Citizens Day Centre.

Recreation and Amenities Committee

The Rural District Council felt that this was a matter which should properly be dealt with by this authority, and although no detailed information regarding the Welfare Council's exact requirements are available at this stage the Management Teams' initial reaction is that, as the prime object of the Community Centre is to accommodate all village activities, accommodation should be available in that building for this Day Centre.

It is therefore recommended that no objection be raised to the proposal of the Rochford Rural District Council to offer a 99 year lease of the land at Pooles Lane, Hullbridge to the Hullbridge Community Association on the terms referred to subject to discussions being held with the Association and the Hullbridge Senior Citizens Welfare Council with a view to an agreement being reached between the two organisations for the provision of Day Centre facilities for senior citizens within the proposed Community Centre".

In view of its central situation in Hullbridge and its close proximity to medical and other facilities, it was felt that "Ardleigh" was a far more suitable location for an old peoples' Day Centre than within the proposed Community Centre in the more remote Pooles Lane area.

RECOMMENDED (1) that no objection be raised to the proposal of Rochford Rural District Council to offer a 99 year lease of the land at Pooles Lane, Hullbridge to the Hullbridge Community Association, on the terms referred to.

(2) that the Housing Services Committee be recommended to make available to the Hullbridge Senior Citizens Welfare ~~Committee~~ <sup>Council</sup> the site of "Ardleigh", Windermere Avenue, Hullbridge for the provision of a Senior Citizens Day Centre, on terms to be agreed.

KING EDMUND SCHOOL - PROVISION OF SPORTS HALL.

281. The Chief Executive reported as follows:-

"The County Education Committee is to consider enlargement of the King Edmund School and it is hoped to include in the Building Programme provision for a Sports Hall.

The District Council is asked to consider participating in the provision of the Sports Hall in return for the use of all the physical education facilities at the School on a joint user basis. The Rayleigh Urban District Council has entered into a similar agreement in respect of the Rayleigh Park School which is now under construction.

The proposal is still in its early stages and it is not anticipated that any work would commence for two or three years at the earliest.

RECOMMENDED that the officers be authorised to negotiate with Essex County Council for the joint use of sports facilities at King Edmund School, with particular reference to the extent of facilities offered and the joint user arrangements.

GROVE PUBLIC OPEN SPACE, RAYLEIGH - RAYLEIGH WYVERNS RUGBY FOOTBALL CLUB.

282. The Chief Executive reported as follows:-

"Rayleigh Wyverns Rugby Football Club has asked the Rayleigh Urban District Council if they would assist them in providing two rugby pitches, together with changing facilities and a Club House being either part of a pavilion and furnished by the Club and separately leased, or possibly a small piece of land leased from the Council

Recreation and Amenities Committee

on which the Club could erect and run a Club House.

The suggestion was put forward that provision might eventually be made for facilities at the proposed Grove Public Open Space but it was pointed out that this would be a matter for this authority rather than the Urban District Council.

The Grove Public Open Space is a large area of land comprising 30.71 acres which the Council is acquiring by means of Compulsory Purchase for the purpose of the provision of public walks and pleasure grounds. Completion of the acquisition of the land is expected to take place by about May 1974.

The Rayleigh Urban District Council has now given consideration to the Club's request and have asked the District Council to consider giving priority to the first phase of the development of the Grove Public Open Space and to consider the requirements of the Club in conjunction therewith.

A local authority is not permitted to lease land acquired by Compulsory Purchase without the express consent of the Secretary of State, and it is only in very exceptional circumstances that this is given".

The Chief Executive stated that it might be possible for the Council to provide Club room facilities within the Grove Public Open Space area for use under licence by the Rayleigh Wyverns Rugby Football Club, and this would be looked into at the appropriate time.

RECOMMENDED that further consideration of this matter be deferred for the time being.

ST. JOHN FISHER PLAYING FIELD, RAYLEIGH - FERNDALE FOOTBALL CLUB.

283. The Chief Executive reported as follows:-

"The Rayleigh Urban District Council has agreed to make available to the Ferndale Football Club an area of approximately 2½ acres of land adjoining St. John Fisher Playing Field for the purpose of providing a full size football pitch, small car park, and space for a pavilion and changing room. Extensive drainage works will be required to be carried out to this land and the Club will have to bear the cost of this together with their other financial commitments.

The Urban District Council have agreed to lease this land to the Club for a term of 28 years subject to planning consent being obtained, to the Club satisfying the Council that their proposal was viable financially and to their providing guarantors. Provision will also be made in the lease reserving the Council's right of access from London Road.

The period of 28 years for the lease was agreed in recognition of the considerable financial commitment the Club would be involved in in providing these facilities.

The Rayleigh Urban District Council have referred this matter to the District Council for information".

RECOMMENDED that from the 1st April 1974, the Ferndale Football Club be given a period of 18 months in which to satisfy the Council that their proposal is financially viable, and to commence work on the project.

Recreation and Amenities Committee

RAWRETH PLAYING FIELD - CAR PARK.

284. The Chief Executive reported as follows:-

"The Rawreth Playing Field is situated off Rawreth Lane, near the junction with the Chelmsford Road, and cars unable to use the limited car-parking facilities at the field are left in Rawreth Lane close to this busy road junction.

The Rayleigh Urban District Council being of the opinion that the present car-parking facilities at the field are totally inadequate have asked the Essex County Council to consider its possible extension in conjunction with highway improvements which it is understood are likely to be carried out in this area at some future date. The Essex County Council has been asked to liaise with this authority at the appropriate time on this matter and a further report will be submitted at that time".

RECOMMENDED that the report be received.

FORMULATION AND CONTROL OF POLICIES (See Minute 245/73).

285. The Chief Executive reported as follows:-

"Members attention is drawn to the following report to the last meeting of the Policy and Resources Committee:-

With the coming consideration of Annual Estimates for 1974/75 and the formulation of a Capital Works Programme, members will need to give consideration to projects which they consider necessary in the future, and the priority to be allotted to any chosen projects. It is essential that members should be closely involved in this process, which although it may be somewhat provisional in the first year of the Council's existence, will give an indication of what members would like to see planned for their areas.

In a situation of open-ended demands, but restricted resources, the main problems of developing policy are to indentify the type and quality of environment that the Council as a whole aims to achieve in the long run and long term objectives to achieve it; to decide on long term priorities between objectives and to review progress during the course of a programme and update and modify an approved plan where appropriate. Whilst the Performance Review Sub-Committee has a role to play in monitoring the Council's work, only the programme committees can through the Policy and Resources Committee, in the first instance say what policy will be.

Despite the provisional nature of first year planning it is not too early for the programme committees to begin consideration of their wishes for the future. As envisaged in the Management Structure, the Committees might treat this as an item for general debate between members and Officers".

The Committee is now requested to consider its wishes for projects to be placed in a works programme, including those standing over from the existing two Councils.

RECOMMENDED that the report be noted.

CAPITAL PROGRAMME 1974-78.

286. The Committee considered its draft programme of Capital Expenditure for the years 1974-78.

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RECOMMENDED (1) that the Committee's programme of Capital Expenditure for the years 1974-78 be approved and adopted, subject to the scheme for the provision of a cafe, hall and house at Hockley Woods being brought forward to 1975-76 and to the provision for cemeteries being deleted and referred to the Environmental Health and Control Committee.

(2) that provision be made in the Committee's revenue estimates for the acquisition of playground equipment for St. John Fisher Playing Field during 1974-75.

RAYLEIGH MILL HALL - TRAINEE HALLS MANAGER.

287. The Chief Executive reported that the Rayleigh Urban District Council were proposing to appoint a trainee Halls Manager at the Mill Hall, Rayleigh and ask for this Council's concurrence in the proposal.

RECOMMENDED that the Rayleigh Urban District Council be informed of this Council's concurrence, subject to this authority making the necessary appointment.

VISIT TO COUNCIL SITES.

288. RECOMMENDED that arrangements be made in the near future for all members to visit all recreation and housing sites within the Council's ownership,

*M.A. Grouz 22-1-76*

ROCHFORD DISTRICT COUNCIL

Minutes and Report of the Environmental Health and Control Committee

At a Meeting held on the 13th December, 1973. Present: Councillors C.B. Gowlett (Chairman), Mrs. F.E. Clayton, L.K. Cope, B.A. Crick, S.B.H. Fletcher, R. McCamley, C.R. Morgan, R.D. Needham, and I.W. Shields.

MINUTES.

289. Resolved that the minutes of the meeting of the Committee held on the 1st November 1973 be taken as read, confirmed and signed by the Chairman.

APOLOGIES FOR ABSENCE.

290. Apologies for absence were submitted on behalf of Councillors Mrs. E.M. Frank, W.J. Tracey and G. Young.

DESIGNATED OFFICERS (See Minutes 191(1) & (2), 194 & 195).

291. The Chief Executive reported as follows:-

"The Committee at its last meeting deferred consideration of the designation of officers to be responsible for the Council's functions under various Acts, pending the appointment of the Director of Health and Housing. This post has now been filled."

RECOMMENDED (1) that the Director of Health and Housing be designated by the Council as being the officer responsible for the undermentioned functions:-

Animal Boarding Establishments Act 1962  
Agricultural (Safety Health & Welfare Provisions) Act 1956  
Clean Air Act 1956  
Diseases of Animals (Waste Foods) Order 1957  
Consumer Protection Act 1961 as "authorised officer"  
Factories Act 1961  
Home Safety Act 1961 as "authorised officer"  
Licensing Act 1961  
Noise Abatement Act 1960  
Offices Act 1960  
Oil Burners (Standards) Act 1960  
Protection of Birds Act 1954

(2) that the Community Medical Adviser and his Deputy, the Director of Health and Housing and Mr. J.R.H. Bullock and Mr. E.D. Long be designated as being Inspecting Officers for the enforcement of the Public Health (Ships) Regulations 1966 at the Baltic Wharf, Wallasea Island, Essex.

(3) that the Director of Health and Housing be authorised to appoint a consultant veterinary surgeon, within the scale of fees laid down by the Veterinary Association, to carry out the Council's duties under the Animal Boarding Establishments Act 1963.

(4) that the decision of applications for registration of premises under Section 16 of Food and Drugs Act 1955 be delegated to the Director of Administration, subject to the following limitations:-

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- (a) no application shall be approved contrary to the recommendation of the Director of Health and Housing.
- (b) no application shall be refused by him, but that where refusal is considered to be appropriate the application shall be submitted for decision by the Environmental Health and Control Committee, the Director of Administration being authorised to give notice to the applicant of an intention to consider refusal.

THAMESIDE OIL REFINERY SUB-COMMITTEE (See Minute 125(5)/73).

292. The Chief Executive reported as follows:-

"At the last meeting of the Committee it was agreed that enquiries should be made as to whether this Sub-Committee is likely to continue after the 31st March 1974.

Accordingly enquiries were made of the Secretary, Mr. J. Rumble who has replied to the effect that whilst he cannot pre-empt a decision after April next year he is confident that the expansion and development of all oil interests in the Thames will require continued liaison with the oil companies and it follows that either the sub-committee or some other agency is bound to be established. No doubt consideration will be given to this by the Essex Borough and District Councils Association in due course".

RECOMMENDED that appropriate representations be made to secure the continuation of the Thameside Oil Refinery Sub-Committee after the 1st April 1974.

CESSPOOL EMPTYING (See Minute 125/73).

293. The Director of Technical Services and Director of Finance reported as follows:-

"That they have investigated the implications of one free emptying service per property each year as instructed. There are no records of which properties are served by septic tank and cesspool drainage and a figure of 1,000 properties has been assumed for calculation purposes.

A local firm of contractors carrying out cesspool emptying have quoted a price of £5.50 per property for one emptying service per year on the basis of an annual contract for this number of properties. It would also be necessary to allow for some administration costs to deal with the ordering, maintenance of records, certification of accounts, queries etc.,. The estimated cost therefore would be in the order of:-

	£
Emptying by outside Contractor.	5,500
Administration Costs (estimate)	500
	<hr/> 16,000

In the event of less than 1,000 properties requiring this service, then the Council would have to re-negotiate the contract price or pay the normal charge of £7.50. per individual application.

Properties not connected to the main drainage receive an allowance in the rateable value, thus reducing the general rates payable each year.

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The reduction factor is not expressed as a fixed amount but as a percentage reduction from the gross value. The average rateable value of a dwelling house in the District is £249. The difference between the general rates payable on a house with main drainage as against one without amounts to £3.82 per annum.

Any expenditure on the provision of cesspool emptying services would be borne solely by the District Council. It will not be reimbursed by the Anglian Water Authority.

In view of the fact that some allowance is made in the rateable value of properties not connected to main drainage, the unproductive administrative costs of servicing such an operation, the uncertainty as to the number of properties involved it is

RECOMMENDED (1) all householders concerned make their own arrangements direct with outside contractors.

(2) suitable steps be taken to inform those householders affected in Rayleigh of the new arrangements.

(3) that the Finance and Personnel Sub-Committee be requested to investigate the payment of a special subsidy toward the cost of carrying out cesspool emptying, for elderly persons in need.

ANGLIAN WATER AUTHORITY - SEWERAGE AND SEWAGE DISPOSAL.

294. The Director of Technical Services reported as follows:-

"The Water Act 1973 provides for the setting up of Regional Water Authorities to exercise functions relating to water including sewerage and sewage disposal. This District falls within the area of the Anglian Water Authority and two letters have now been received from this Authority, one relating to sewerage and the other to sewage disposal.

(a) Sewerage.

With their letter dated 7th November 1973, is a draft agreement for the discharge of sewerage functions by the Council. Sewerage functions cover the provision and maintenance of public sewers and pumping stations (other than those pumping direct to a sewage disposal works) and also the 1936 Public Health Act provisions relating to sewerage. Under Section 15 of the Water Act 1973 it shall be the duty of the water authority and the local authority to endeavour to make arrangements for the local authority to discharge as respects their own area the functions of the water authority in relation to sewerage.

The Anglian Water Authority have submitted the draft agreement as provided for under Section 15 with a request to be informed as soon as possible if the Council regard the draft arrangements as satisfactory. The principles of the agreement are that the Council will continue to carry out sewerage functions on behalf of the Authority who will reimburse the Council all expenses incurred. Programmes for new works and estimates of capital and revenue expenditure will be subject to the approval of the Authority.

The draft agreement follows the Model prepared by the Department of the Environment and appears to safeguard the interests of the Council.



Environmental Health and Control Committee

(b) Sewage Disposal.

The second letter dated 9th November 1973 received from the Anglian Water Authority includes a copy of a report which has been approved by that Authority regarding problems out of the proposed transfer of all sewage works, pumping stations pumping directly to them, and the staff employed on same at 1st April 1974. The Act provides that the local authorities have no involvement in these functions from that date but due to the short time available the Water Authority are asking if the Council would be willing, if necessary, to operate, maintain and supervise on a temporary agency basis all sewage disposal services at present carried out in the District.

The establishment of the Technical Services Department has been so constructed that there are no difficulties in transferring the sewage disposal works and the staff employed in that function. The Sewage Works Manager at present employed by Rochford R.D.C. is the most senior officer of the existing staff to be transferred and in the event of it being necessary for a temporary agency agreement to maintain the transferred works it would entail this Officer taking his instructions from this Council instead of the Water Authority.

Capital Works on sewage disposal will still be in progress in the Rayleigh area (Western and Eastern Works) and in the Rochford area (South Fambridge new works - not yet commenced) and the handing over of these works in progress will be dependent on the availability of Water Authority Staff. This is a matter for discussion with the Officers of the Water Authority and any recommendations thereon will be placed before the Council.

The Water Authority is requesting that housing facilities provided by the Council are continued for employees who will be transferred to the Anglian Water Authority. Only one employee, the Sewage Works Foreman at Stambridge, is on a service tenancy".

RECOMMENDED (1) the Council accept the draft arrangements for the discharge by them of sewerage functions on behalf of the Anglian Water Authority.

(2) the Anglian Water Authority be informed that this Council will give any assistance in maintaining the sewage disposal services of the district for a temporary period after 1st April 1974 subject to 100% reimbursement of any expenditure incurred.

(3) the existing service tenancy granted to the Sewage Works Foreman, Stambridge, be continued whilst the present holder of the post is employed within the District of Rochford.

FORMULATION AND CONTROL OF POLICIES (See Minute 245/73).

295. The Chief Executive reported as follows:-

"Members attention is drawn to the following report to the last meeting of the Policy and Resources Committee:

267  
268  
With the coming consideration of Annual Estimates for 1974/75 and the formulation of a Capital Works Programme, members will need to give consideration to projects which they consider necessary in the future, and the priority to be allotted to any chosen projects. It is essential that members should be closely involved in this process, which although it may be somewhat provisional in the first year of the Council's existence, will given an indication of what members would like to see planned for their areas.

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In a situation of open-ended demands, but restricted resources, the main problems of developing policy are to indentify the type and quality of environment that the Council as a whole aims to achieve in the long run and long term objectives to achieve it; to decide on long term priorities between objectives and to review progress during the course of a programme and update and modify an approved plan where appropriate.

Whilst the Performance Review Sub-Committee has a role to play in monitoring the Council's work, only the programme committees can through the Policy and Resources Committee, in the first instance say what policy will be.

Despite the provisional nature of first year planning it is not too early for the programme committees to begin consideration of their wishes for the future. As envisaged in the Management Structure, the Committees might treat this as an item for general debate between members and officers".

The Committee is now requested to consider its wishes for projects to be placed in a work programme, including those standing over from the existing two Councils".

RECOMMENDED that the report be noted.

REFUSE COLLECTION - PLASTIC SACKS (See Minute 198/73).

296. The Director of Technical Services reported as follows:-

"That there has been a considerable increase in the cost of plastic sacks which may have serious implications on the policy of the Council to have a plastic sack scheme throughout the whole of the District from 1st April 1974.

The existing annual contract for the supply of sacks in the Rochford area costs £9.89 per thousand sacks and it is estimated that in any future contract the cost would be in the region of £25 per thousand and it is expected that the cost will continue to rise. Paper sacks are no cheaper than plastic sacks.

The increase in cost to £25 per thousand would add £35,000 per annum to the cost of refuse collection.

The Rayleigh area use the skep system of collection i.e. refuse is emptied from the bin into a skep and the refuse is tipped from this into the refuse vehicle. This scheme has been studied by the Work Study Section and a revised skep collection scheme can be brought into operation from 1st April 1974 should it be decided not to change over to a plastic sack collection.

If it was decided to change over the Rochford area to a skep collection system on 1st April 1974 it would be necessary for immediate instructions to be given to the Work Study Section to carry out a survey of the area and re-schedule the rounds in order to have a similar scheme to Rayleigh commencing on 1st April 1974.

The increase in workload between a plastic sack and a skep collection could be in the region of 12% and this would entail the uplifting of the bonus level from 33.4% to absorb the additional work without increase in the number of men or vehicles. Until such time as a new skep collection scheme is prepared for the whole of the District, it is not possible to lay down the increase in bonus but it is considered

Environmental Health and Control Committee

that any new bonus level would not exceed 40% of the basic wage, ie. a bonus increase of about £1.50 per week for a refuse loader. This would give a likely increase in wages above those paid for a plastic sack collection estimated at £3,600 per annum and for skeps say £100 per annum - total £3,700 per annum.

Therefore, if a plastic sack system is brought into operation throughout the whole of the District on 1st April 1974 with the plastic sacks costing £25 per thousand the additional cost will be £35,000 per annum. If a skip system of collection is brought into operation from that date the increase in cost will be £3,700, ie. a difference of £31,300 per annum.

Quotations have been invited from 24 firms for the supply and delivery of approximately 2,250,000 polythene bin liners (plastic sacks) for one year commencing 1st April 1974. Eight firms replied that they were unable to quote and only four quotations have been received. None of those four are prepared to give a fixed price for a year. The quotations are in the following sums:-

1. £23.00. per thousand.
2. £24.00. per thousand.
3. £31.42. per thousand.
4. £42.40. per thousand.

RECOMMENDED (1) that a skip collection system of refuse collection be brought into operation throughout the whole of the district from 1st April 1974.

(2) that no quotations for the supply and delivery of plastic sacks be accepted.

CAPITAL PROGRAMME 1974-78.

297. The Committee's draft programme of capital expenditure for the years 1974-78, was considered, and the Director of Finance reported upon certain amendments and additions to the programme.

RECOMMENDED that the Committee's Programme of Capital expenditure for the years 1974-78, as amended, be approved and adopted.

ESSEX AREA HEALTH AUTHORITY - APPOINTMENT OF DISTRICT COMMUNITY PHYSICIAN.

298. The Director of Administration reported that the Essex Area Health Authority would shortly be interviewing applicants for the post of District Community Physician for the new Health District comprising the areas of the Southend, Castle Point and Rochford District Councils. An Appointments Committee would carry out the interviews and provision had been made for two representatives of the three District Councils to serve on it.

On a population basis it was felt that Southend should appoint one representative, the other appointment being decided by this authority and Castle Point.

RECOMMENDED that the District Councils of Southend and Castle Point be informed of this authority's views in connection with this appointment, and that they be advised that this Council would be agreeable to those two authorities appointing one representative each to serve on the Appointments Committee.

SOUTH EAST ESSEX HOME SAFETY COMMITTEE.

299. The Director of Administration reported that, in order to attain co-ordination and co-operation between the Home Safety Committee and this authority, that Committee had invited the Council to nominate two representatives to attend its

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RECOMMENDED that Councillors Mrs. F.E. Clayton and Miss E.M. Leggatt be appointed as the Council's representatives to attend this meeting.

A handwritten signature in black ink, appearing to be 'A. Smith', written in a cursive style.

ROCHFORD DISTRICT COUNCIL

Minutes and Report of a Meeting of the Development Services Committee

At a Meeting of the Committee held on the 19th December, 1973. Present:  
Councillors C.D. Bright (Chairman), E.R. Biggs, B.A. Crick, D.A. Ives, Mrs. M.T. Madden, R.W.C. Offwood, G.C. Oldbury, C. Stephenson, A.L. Tate, D.C. Wood and G. Young.

Visiting: Councillors J.E. Carter and Miss E.M. Leggatt.

MINUTES.

300. Resolved that the Minutes of the meeting of the Committee held on the 6th November, 1973 be taken as read, confirmed and signed by the Chairman.

APOLOGIES FOR ABSENCE.

301. Apologies for absence were submitted by Councillors Fowler and Gowlett.

NON-MEMBERS ATTENDING.

302. The Chairman reported that Councillors Carter and Miss Leggatt were attending by invitation to view the proceedings of the Committee.

MAPLIN PROJECT (See Minute 210/73).

303. The Chief Executive reported as follows:-

"The Council at its last meeting adopted this Committee's recommendation that in view of the letter received from the Department of the Environment consideration should be given at this meeting to the question of access routes in connection with the Maplin Project and that members of the public and Press should be admitted to the meeting during the consideration of this item. Members are asked to bring the Consultation Documents issued by the Department to the meeting.

I set out again, for Members' information, the question submitted by Councillor Biggs relating to this matter and the letter received from the Department of the Environment:-

"In view of the Council's decision on Wednesday, 12th September when it was decided by vote to advise H.M. Government that it was against Maplin Project, when will the Council agree an access route to Maplin, when and if such project is finalised, as any such route must in its initial stages pass through the area controlled by this Council?"

"I have been asked to thank you for your letter of 28th September, which was formally acknowledged on 15th October, and to say that, although new district councils have not formally been invited to consider the two Consultation Documents on the Maplin Project, the Secretary of State is certainly anxious to have the views of all Councils concerned, both new and old; and indeed, we have heard from most of them by now. May I apologise for any unintentional discourtesy.

Although your Council's general opposition to the Maplin Project as a whole has been noted, we would find it helpful to know whether your Council has any views which it would like taken into account on the more specific issues raised by either or both of the two Consultation Documents. I can assure you that any such views will not in any way be construed as watering-down the strength of your opposition to the project as a whole. The point is simply that if the new town and the Maplin-London road/rail link do go ahead, we would not like any material considerations to be left out of account in translating concept into

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practice. I should therefore be grateful if you could let us know whether we may expect anything further from your Council along these lines, and, if so, when we might hope to receive it.

If you would like some extra copies of either Consultation Document, I should be happy to send some to you".

The Committee's instructions on the request of the New Towns Directorate would be appreciated.

Members are reminded that at the Special Meeting of the Council held on the 12th September 1973, to consider this matter, and at which members of the public were present, the following resolution was passed and forwarded to the Department of the Environment:-

"Resolved that this new Rochford District Council initially opposes the Maplin Development as a case has not yet been successfully made out for it".

The Chief Executive further reported that the Department of the Environment had subsequently requested the Council's observations to be submitted as soon as possible.

RECOMMENDED (1) this Council submit observations in due course upon each of the access routes without indicating any preference.

(2) that the Director of Technical Services prepare a detailed report upon each of the alternative routes for consideration at the next meeting of the Committee.

EXCLUSION OF THE PUBLIC.

304. Resolved that in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act, 1960 the public be excluded from the remainder of the meeting for the reason that the matters about to be discussed are the subject of confidential reports.

BOUNDARY SIGNS - DISTRICT OF ROCHFORD.

305. The Director of Technical Services reported as follows:-

"The Director of Technical Services reports that the District boundary signs with adjoining districts will require replacing with new signs on 1st April 1974. Signs will be required worded "DISTRICT OF ROCHFORD" and it is proposed that "DISTRICT" and "ROCHFORD" are in 6" letters and "OF" in 3" letters, all in black and a white reflective background. The estimated cost of the signs and their erection is £440.

RECOMMENDED (1) that new boundary signs be erected at a total estimated cost of £440.

(2) that where they are not already in existence, local town or parish signs be provided in the District.

ROAD SAFETY (See Minute 211/73).

306. The Chief Executive reported as follows:-

"I reported at the last meeting of the Committee that the Rayleigh Road Safety Council has submitted suggestions as to the manner in which road safety in the new District might be conducted after 1st April 1974. They suggested a formation of a Road Safety Council comprising five members of the District Council together with the Chairman and Vice Chairman of two

## Development Services Committee

Executive Committees which would replace the existing Rayleigh and Rochford Road Safety Committees. It was felt that the members of the Executive Committees would better express their Committees views than the Road Safety Officer at the meetings of the Road Safety Council.

The Road Safety Council would be responsible for the approval of programmes, estimates, finance and co-ordination of the subsidiary Committees whilst the Committees themselves would be responsible for carrying out the agreed programmes and proposing new programmes for consideration in conjunction with the estimates each year.

It is understood that the Rochford Road Safety Committee are in agreement with the proposals.

Despite repeated approaches no written information is yet available from the Essex County Council regarding their future policy in relation to road safety in the County.

Members will recall that in the approved establishment of the Director of Administration there is an Officer on Grade AP3, whose duties are split on a whole-time basis between Road Safety and Play Leadership. I now understand that the County Council are meeting on 20th December to consider this agency in great detail, involving staff appointments at District level on a wider scale than was previously envisaged.

It is assumed that Road Safety Agency will be offered to the Council.

The Chief Executive further reported that the County Road Safety Committee would be giving consideration to this matter at a meeting on 20th December 1973 and some indication of their future policy would be available after this meeting.

RECOMMENDED that consideration of this matter be deferred, pending information from the Essex County Council with regard to its future policy on road safety in the County.

### LOCAL GOVERNMENT ACT, 1972 - PEDESTRIAN CROSSINGS.

307. The Director of Technical Services reported as follows:-

Under the above Act the administration of pedestrian crossing schemes under Section 21 of the Road Traffic Regulation Act 1967 has been amended to take account of Local Government re-organisation and boundary changes. From the 1st April 1974 the pedestrian crossing authority under the Act will be the new County. They will be responsible for Schemes and will therefore have to make arrangements to adapt existing schemes for crossings in their area. As a scheme may cover the whole or part of the pedestrian crossing Authority's area the County will have the choice of arranging one Scheme for the whole of the County or breaking it down into smaller units, the minimum size of which is recommended by the Department of the Environment as being the new District level. In any event, to arrive at a single Scheme it will be necessary to start from the component District Authority areas. The advantage of a single approach is that the County will have a greater flexibility and control in the disposition of crossings throughout its area since they will be allocated on a quota basis for urban and rural areas, the quota being calculated on a population basis which, at the present time, is 2,000 per crossing in urban areas and 10,000 per crossing in rural areas, (this will need to be re-assessed for new County Schemes). Furthermore, it will give the County more opportunity to re-arrange crossings within its boundaries without submitting variation schemes and will also afford a greater opportunity to recognise

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special requirements for some parts of their areas.

The Department of the Environment point out that District Authorities could be asked by the County to produce their own Schemes. Counties can also make agency arrangements for the administration in part of its area if it so wishes. Normal Highway Agency arrangements will cover all traffic management and will include speed limits and pedestrian crossings. The Department of the Environment also point out that pedestrian crossings, although involving specialised professional consideration, are of real concern to District Council members and that Counties should ensure that there is close co-operation between themselves and District Councils.

An Order will be made under Section 254 of the Local Government Act 1972 by which all existing schemes, and schemes in course of preparation, will be regarded as having been made by the new County authorities, and there will be no obligation for those authorities to present fresh schemes to operate from 1st April 1974. After that date a new scheme should be submitted when an existing Scheme is to be varied in any way.

A letter from the Essex County Council includes the following:-

"With the greater advantage of flexibility offered by a single scheme, I write therefore, to enquire whether your Authority would be agreeable to a single scheme being instituted for the complete County".

The letter goes on to ask for a list of existing crossings together with any recommendations for further crossings which the District Council consider should be provided.

Existing uncontrolled crossings are:-

Rayleigh

High Street - opposite Love Lane  
High Street - opposite Gas Showroom  
High Street - outside "Dossetts", 57 High Street  
Hockley Road - junction of High Street and Websters Way  
Websters Way - outside Car Park entrance  
Websters Way - junction with Eastwood Road  
Eastwood Road - outside "Stathams", junction with High Street  
London Road - junctions south of Downhall Road

Rochford

Crossing West Street south-east of its junction with Railway Approach.

Hockley

Crossing Main Road west of junction with Spa Road

Sites of crossings previously considered at:-

Rayleigh

Hullbridge Road - South of junction with Rawreth Lane  
Station Road - outside Railway Station



Rochford

Rochford - B.1013 Southend Road near "Anne Boleyn" Public House  
Rochford - Ashington Road near Golden Cross Post Office.

RECOMMENDED (1) that no objection be raised to a single scheme being provided throughout the County.

(2) that those crossings previously considered by the constituent authorities, as shown in the report, be brought forward for inclusion in such a single scheme.

(3) that the Essex County Council be asked to review, as a matter of urgency, the criteria for the provision of pedestrian crossings to take account of the specific or special local conditions, and consult with the District authorities on that review.

TOWN AND COUNTRY PLANNING - DEVELOPMENT CONTROL.

308. The Committee considered the attached report of the Director of Technical Services upon development control.

RECOMMENDED (1) that the Council accept the offer of the Essex County Council to make available to this authority the services of their specialised staff.

(2) that copies of "A Design Guide For Residential Areas" be purchased for distribution to all members of the Council.

(3) that the local requirements relating to residential development, as set out in the attached report, be adopted by the Council as development control policy, subject to the following amendments:-

(a) properties linked by garages only shall be defined as detached rather than semi-detached dwellings.

(b) ordinarily, one garage space and one parking space, conveniently sited shall be provided within the curtilage of each property.

HYPERMARKET AT JUNCTION OF A127 and A130 RAYLEIGH -  
APPLICATION NO. RAY 455/71 and BAS/977/71 - APPEAL BY KEDDIES LTD.

309. The Chief Executive reported as follows:-

"The Essex County Council have refused Planning permission for the erection of a Hypermarket at the junction of the A127 and A130 Rayleigh for the following reasons:-

1. The site is outside areas allocated for commercial development and is intended to form part of the Metropolitan Green Belt.
2. The development on this prominent site would be detrimental to the appearance of the countryside.
3. To minimise interference with the future safety and free flow of traffic on the trunk road and at its junction with the A130.
4. Existing and proposed facilities in the surrounding areas are sufficient to meet demand and this major proposal would prejudice such facilities.

The applicants, Keddies Limited, have appealed against the decision and a Local Inquiry was to have been held at Rayleigh on the 14th November 1973. However, at the request of the appellants, this has been postponed and as it is now expected to be held in April 1974, this Council is asked if it wishes to consider presenting evidence at the Inquiry.

Rayleigh Urban District Council, whilst prepared to support this type of out-of-town shopping development, were to have submitted a statement objecting to the proposal on the grounds that the development would have very far reaching effects on a wide area of South East Essex and needed to be considered in the context of the South East Essex Structure Plan and would, therefore, be premature at the present time.

The Committee's decision as to whether the Council should support the grounds for refusal at the proposed Local Inquiry is requested.

RECOMMENDED that this Council supports the decision of Essex County Council to refuse planning permission for this development for the reasons shown above.

FORMULATION AND CONTROL OF POLICIES (See Minute 245/73).

310. The Committee noted the following report of the Chief Executive:-

"Members attention is drawn to the following report to the last meeting of the Policy and Resources Committee:-

"With the coming consideration of Annual Estimates for 1974/75 and the formulation of a Capital Works Programme, Members will need to give consideration to projects which they consider necessary in the future, and the priority to be allotted to any chosen projects. It is essential that Members should be closely involved in the process, which although it may be somewhat provisional in the first year of the Council's existence, will give an indication of what Members would like to see planned for their areas.

In a situation of open-ended demands, but restricted resources, the main problems of developing policy are to identify the type and quality of environment that the Council as a whole aims to achieve in the long run and long term objectives to achieve it; to decide on long term priorities between objectives and to review progress during the course of a programme and update and modify an approved plan where appropriate. Whilst the Performance Review Sub-Committee has a role to play in monitoring the Council's work, only the programme committees can, through the Policy and Resources Committee, in the first instance say what policy will be.

Despite the provisional nature of first year planning it is not too early for the programme committees to begin consideration of their wishes for the future. As envisaged in the Management Structure, the Committees might treat this as an item for general debate between Members and Officers".

The Committee is now requested to consider its wishes for projects to be placed in a work programme, including those standing over from the existing two Councils".

CAPITAL PROGRAMME 1974-78.

311. The Committee considered its draft programme of capital expenditure for the years 1974-78.

It was reported that tenders had been received for the scheme for the surfacing of the Market Car-Park at Rayleigh and it was expected that the cost of these works would be in excess of the £13,000 included in the programme.

RECOMMENDED that the Committee's programme of Capital Expenditure for the years 1974-78 be approved and adopted.

TOWN AND COUNTRY PLANNING - LOCAL GOVERNMENT ACT, 1972 -  
DEVELOPMENT CONTROL

The Director of Technical Services reports that as from the 1st April 1974 the powers of the District Council will be substantially different in relation to town planning from those that exist with the two existing Councils at the present time. The Council will have new and important powers and this report covers certain aspects of the development control functions.

EXISTING DELEGATED POWERS

The County Council are now the Planning Authority and the Rayleigh and Rochford Councils operate under delegated powers which cover the keeping of the planning register, dealing with all planning applications for residential development up to a 100 ft. site frontage to a district road, consideration of detailed applications on approved outline proposals, extensions and alterations to property, established use certificates and determination of applications under Section 53 of the 1971 Act (applications to determine whether development is involved and planning permission is required). Other classes of applications for large scale residential development, industrial, warehousing, shopping, offices, alternative development proposals and advertisements are referred for consideration to the County Council prior to recommendations to the Councils.

All matters relating to policy and to other relative considerations of development control, including matters relating to listed buildings, conservation areas, tree preservation orders and enforcement of planning control are the responsibility of the County Council.

FUTURE POWERS

The functions of the Council as a District Planning Authority in regard to Development Control are laid out in Schedule 16 of the Local Government Act 1972. These functions include the acceptance of applications for planning permission under Part III of the Town and Country Planning Act 1971, applications for determination under Section 53, applications for established use certificates and applications for advertisements. The Council will determine applications in these classes unless the subject matter relates to a County matter.

County Matters

County matters set down in the Act are as follows:-

- (1) Applications for mineral workings, searches for minerals, erection of buildings in connection with these, or the disposal of minerals.
- (2) Applications which might prejudice the fundamental provisions of the structure plan or development plan.
- (3) Applications which might prejudice the local development plan prepared by the County Council.
- (4) Applications which would be inconsistent in any respect with any statement of planning policy adopted by the County Planning Authority (e.g. Design Guide for Residential Areas) as with any proposals of theirs for development which in either case have been notified by them to the District Council.
- (5) Development in National Parks.
- (6) Other matters prescribed from time to time by the Secretary of State.

### Discontinuance Etc. Orders

Orders under Section 51, Town and Country Planning Act 1971 for discontinuance of use or alteration or removal of buildings or works will be made by the Council except when these affect County Matters.

### Agreements Regulating Development For Use of Land

Agreements regulating development of land under Section 52 of the 1971 Act will be made by the Council except in cases where a County Matter is involved.

### Listed Buildings

Subject to the Secretary of State being satisfied with arrangements the Council is able to make with the County Council for obtaining specialist advice the Council will be responsible for determining applications under Section 55 of the 1971 Act for demolition, alteration or extension of Listed Buildings. In Essex the Secretary of State only has to be consulted where demolition is involved so long as the County Planning Authority's conservation team has the opportunity to make recommendations in other cases.

### Building Preservation Notices Tree Preservation Orders

In both these functions the responsibility can be exercised by the County or the District Council and after consultations with Officers of the County Council a report dealing with this will be submitted to the Committee for consideration.

### Alternative Development Certificates

The Council will be responsible for issuing Certificates of Alternative Development under Section 17 of the Land Compensation Act 1961 (Para. 55, Schedule 16, Local Government Act 1972) except in a case where a County Matter is involved. This function would have to be carried out with very close consultation between the local planning authorities.

### Compensation

Compensation will be paid by the Council on any determination or action they may take by which the claim arose (Para. 34, Schedule 16 of the 1972 Act).

### Purchase Notices

The Council will be responsible under Para. 38, Section 16 of the 1972 Act for meeting compensation under Section 187(2) Town and Country Planning Act 1971 in respect of purchase notices.

### Appeals

All appeals relating to decisions issued or action taken by the Council will be the responsibility of the Council and only in cases where County Council policy is involved will the appeal be dealt with by the County Council.

### Directions

The County Planning Authority and the County Highway Authority may direct the Council in respect of planning matters where it appears to these Authorities that any proposal would substantially or adversely affect their interest.

## Consultations and Publicity

It will be the responsibility of the Council to carry out all necessary consultations on planning applications and for publicity for applications apart from those required to be advertised by the applicant.

## Specialised Staff

The County Council propose to maintain a team of specialists on architecture, civic design, archaeology, conservation matters generally, listed buildings, tree planting and preservation and landscaping. The use of these specialists by the district planning authorities throughout the County would mean that a large enough body of officers could be made available to give advice when required. The district officers within the County support this service which would be free.

## DEVELOPMENT CONTROL SCHEME

The County Council as County Planning Authority and the Council or District Planning Authority are both involved in planning and as actions or decisions taken by one will affect the other a scheme is necessary which sets out the procedures and responsibilities of each authority in the planning control process. This document will be known as the Development Control Scheme and is required to be made available to the public and must be produced at public inquiries. Work is proceeding on a draft scheme which will be placed before the Committee as soon as possible.

The following matters are recommended for consideration for inclusion as part of the Development Control Scheme.

As from the 1st April 1974 the County Planning and the new District Planning Authorities will have as their control policy the review of the County Development Plan with the policies as set out in the Written Statement accompanying that plan. This Statement sets out the policies under ten general headings.

- Part I - Introduction
- Part II - Principles underlying the Development Plan
- Part III - Use of land
- Part IV - Policies to be followed in the control of development
- Part V - Comprehensive development areas (none specified within the Rochford District's area)
- Part VI - Land designated as subject to compulsory acquisition (None specified within the Rochford District's area)
- Part VII - Street authorisation maps (none specified within the Rochford District's area)
- Part VIII - Programme maps and staging of development
- Part IX - General tables relating to the County
- Part X - Statement relating to areas of the Town Maps

Under Part X the present Rayleigh area is covered under Paragraph 19 with Rochford's area covered under Paragraph 20. the present town maps cover the whole of the Rayleigh area, the relevant town map sheets are L.5, M.5, N.5. In respect of Rochford the greater part of the District is covered, the relevant town map sheets are L.5, M.5, M.6, N.5 and N.6.

## RESIDENTIAL DEVELOPMENT

The County Council's "Design Guide for Residential Development Areas" is now operative, it re-affirms planning policy for residential areas contained in Para.26 of the Written Statement and includes a series of design policies which are applicable to new housing estate development but not to single houses or small infill sites. A copy of the policy brochure introducing the Design Guide is attached to this report. Reference to Design Policy 2.322 in the brochure indicates a new approach to road design in new housing estates and the County Council's requirements as Highway Authority are set out in the Design Guide (Pages 40-44 inclusive).

Copies of the Design Guide are available for local authority use at £2.25 per copy and it is considered that some copies should be obtained for the use of Members of the Council.

Other policies which could affect residential development proposals in the area are of more local significance e.g. safeguarding Southend Airport and the coastal protection policy. Details of these additional controls are being collated by the County Council and will be reported on in detail in due course.

In addition the following local requirements are recommended for development control purposes in connection with residential development

- (a) On infill development within existing development areas site frontages shall ordinarily be a minimum of 9.1440m (30 ft.) for detached properties or 15.240 (50 ft.) for semi-detached pairs of properties, or be of such frontage and form applicable to the existing form and character within the area they are to be sited.

Present Standards - Rayleigh exercises a firm policy of requiring that infill plots for single houses shall have frontages not less than 30 feet and for pairs of semi-detached houses 50 feet. Rochford accepts lower frontages than these where the form and character of existing development is of smaller proportions and where new development on minimum frontages described would appear to be incompatible.

- (b) Each property shall achieve a minimum rear garden amenity area of 100m<sup>2</sup> (1.076 sq.ft.)

Present Standards - Both authorities aim to achieve 1000 sq.ft.

- (c) Ordinarily one garage and one parking space, conveniently sited shall be provided in the curtilage of each property.

Present Standards - The policy for garaging and parking varies. Rochford accepts the County promoted standard, except in circumstances where visual considerations over-ride, of one garage or garage space plus one parking space of adequate dimensions. Rayleigh asks for the provision of a garage together with a parking space for every new house.

- (d) Extension to existing dwellings shall ordinarily conform to the following standards:-

I) be harmonious in character form and materials used in external construction with the existing dwelling.

II) single storey rear extensions to semi-detached and terraced properties shall not exceed 3.048m (10 ft.) from the original rear wall of the dwelling.

- III) single storey rear extensions to detached dwellings shall be treated on their merits having regard to the siting of the existing dwelling in relation to adjoining properties.
- IV) first floor rear extensions in Classes (II) and (III) above shall be decided on their merits having regard to the protection of the amenities of the adjoining properties.
- (V) side extensions will be decided on their merits: regard will be had to preventing the coalescence of adjoining properties at first floor level and compatibility of roof design with the original dwelling.
- (VI) other forms of extensions shall accord with the policy of (I)

Present Standards - The policies for extensions to dwellings are almost parallel. Rayleigh might be slightly less restrictive about first floor rear extensions while Rochford appear not to object to so many side extensions. On side extensions Rayleigh requires a one metre isolation at first floor as a general rule whilst Rochford generally restrict first floor rear extensions on semi-detached property.

- (e) Internal floor space standards shall be to Parker Morris Standards as follows:-

A home to be built in the future for occupation by:						
6      5      4      3      2      1						
people people people people people people						
should be designed with a net floor area of at least						
	6 people	5 people	4 people	3 people	2 people	1 person
3-storey house*	97.548 1050	93.800 1010	-	-	-	-
2-storey centre terrace	-	84.541 910	74.322 800	-	-	-
2-storey semi or end	91.974 900	-	-	-	-	-
Maisonette	-	81.755 880	71.535 770	-	-	-
Flat	86.400 930	79.000 850	**69.700 750	56.670 610	44.590 480	29.730 320
Single storey house	83.610 900	75.250 810	66.890 720	-	-	-
square metres square feet						

\*These figures will require modification if a garage is built in.  
 \*\*66.890sq.m (720sq.ft.) if balcony access.

Present Standards - Three bedroom houses on speculative development are regarded by Rayleigh as 5 person houses and therefore must have minimum floor space of 880 square feet. Not so stringent at Rochford where some 3-bedroom houses have been approved at not less than 770 square feet.

It is recommended that:-

- (a) the Council adopt the offer of the County Council to make available to the Council the services of their specialised staff.
- (b) Six copies of "A Design Guide for Residential Areas" be purchased for the use of Members of the Council, at a cost of £13.50.
- (c) The local requirements relating to residential development be adopted by the Council as development control policy.

*atkins*



ROCHFORD DISTRICT COUNCIL

Minutes of a Meeting of the Performance Review Sub-Committee

At a Meeting held on the 19th December, 1973. Present: Councillors R.W.C. Offwood (in the Chair), C.D. Bright and D.C. Wood.

MINUTES

312. Resolved that the Minutes of the Meeting of the Sub-Committee held on the 3rd October 1973, having been circulated, be taken as read, confirmed and signed by the Chairman.

APOLOGIES FOR ABSENCE.

313. An apology for absence was submitted on behalf of Councillor S.B.H. Fletcher.

PERFORMANCE REVIEW AND STAFF APPRAISAL.

314. (a) Performance Review.

The Sub-Committee, having considered the report of the Chief Executive which had been circulated to all members of the Council, identified its role within the present structure of the Council.

It was agreed that the Council, on the advice of the Policy and Resources Committee, should decide its overall programme of priorities and that it would then be the function of this Sub-Committee to monitor that programme and to draw the attention of the appropriate programme committee to any area requiring review or investigation.

It was generally agreed that, because of the lack of more forward planning, local authorities were rarely in a position to take advantage of re-allocation of finance for capital schemes which were sometimes made available at short notice, from for example, the County Allocation Fund. It was felt that the Council should agree a priority list of suspended projects, i.e. those for which provision could not be made in the Capital Programme, and these schemes should be prepared to such an advanced stage that it would be possible to implement them immediately should additional allocation become available.

Similarly with smaller schemes, revenue expenditure which was not fully utilised could be re-allocated to meet such schemes which would be included in a secondary priority list. The Sub-Committee would be supplied with regular reports upon revenue expenditure throughout the year in order that they could (i) be aware of any delay in any particular scheme, (ii) identify the reasons for the delay, (iii) re-allocate the financial provision made available for that particular project if it was unlikely that sufficient progress would be made to make up for the delay, and that the financial provision would not be expended in that connection.

The Sub-Committee would then review the Council's priority lists and make recommendations on how the surplus money should be utilised.

Consideration was then given to the introduction of network analysis within the present structure, which it was felt could be used to achieve better management as well as in connection with Capital Schemes. The Chief Executive reported that the Civil Service had produced a publication on this subject and it was hoped that copies would be obtained for the Sub-Committee.

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## Performance Review Sub-Committee

One further aspect which the Sub-Committee considered it could usefully investigate was the procedure for the interview of candidates for senior posts, and the Officers would submit a report on this also to the next meeting of the Sub-Committee.

### (b) Staff Appraisal.

After general discussion it was agreed that the Council should introduce a staff appraisal system and, to a lesser degree, that this had already been partly done in the placement of existing staff of the two authorities within the new establishments of the Directors.

The Sub-Committee felt that the most effective method would be for the introduction of some type of written record system for each Officer who would be appraised at regular periods. The introduction of the system would not be aimed at identifying staff weaknesses, but rather at recognising and utilising staff abilities to the best advantage. Such a scheme would therefore be to the advantage rather than the detriment of the staff as a whole.

The Officers undertook to try and introduce an appraisal scheme which would be in operation for sufficient time to be utilised in conjunction with the salary grading review which it had already been agreed would be held in October 1974. Details of all staff records would, if available, be submitted to the Sub-Committee at that time.

A skeleton scheme would be prepared and submitted to the Staff Side representatives for their observations but it was not envisaged that there would be any staff objection to the principle of appraisal as provision already existed within the National Scheme of Conditions of Service for this.

### PERFORMANCE REVIEW IN THE NEW LOCAL AUTHORITIES - SEMINAR.

315. The Chief Executive reported as follows:-

"The Council is invited to appoint representatives to a one day seminar for Councillors or Officers on the above subject, which will be held at the Institute of Local Government Studies, University of Birmingham, on Thursday, 17th January 1974.

The purpose of the seminar is to explore:-

- (a) What is meant by "Performance Review", and its relation to "Policy Review" ;
- (b) The role of programme committees as well as the Performance Review Sub-Committee in the implementation of "Performance" and/or "Policy Review".

The seminar which begins at 10.a.m. and ends at 5.p.m. is £18.00. per representative.

RECOMMENDED (1) that all members of the Management Team, together with the Personal Assistant to the Chief Executive, and all members of the Sub-Committee who are able, be authorised to attend this or subsequent seminars arranged by the Institute of Local Government Studies on Performance Review.

(2) that, if possible, arrangements be made for member training seminars to be held in the District for all Members of the Council.

Performance Review Sub-Committee

(3) that a sum of £1,000 be included in the Revenue estimates of the Policy and Resources Committee for 1974/75 for "Member Training".

*J R Fowler 10/4/74*