



**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

November

ROCHFORD DISTRICT COUNCIL

Minutes and Report of the Environmental Health & Control Committee

At a Meeting held on the 1st November, 1973. Present: Councillors C.B. Gowlett (Chairman), R. McCamley (Vice-Chairman), Mrs. F.E. Clayton, L.K. Cope, B.A. Crick, S.B.H. Fletcher, Mrs. E.M. Frank, L.H. Fudge, Miss E.M. Leggatt, C.R. Morgan, R.D. Needham, R.W.C. Offwood, I.W. Shields and G. Young.

Visiting: Councillors C.D. Bright, D.R. Fowler and N.A. Grove.

MINUTES

189. Resolved that the minutes of the meeting of the Committee held on the 2nd October, 1973 be taken as read, confirmed and signed by the Chairman.

NON-MEMBERS ATTENDING

190. The Chairman reported that Councillors Bright, Fowler and Grove were attending to view the proceedings of the Committee.

DESIGNATED OFFICERS

191. The Chief Executive reported that it was necessary for the Council to designate Officers to be responsible for the Council's functions under certain Acts, particularly with relation to public health.

It was felt that the designation of the Director of Health and Housing as the responsible officer to deal with the Council's functions under certain of these Acts should be deferred until the question of filling this post had been resolved.

RECOMMENDED (1) that the appointment of an Officer to be responsible for the undermentioned functions be deferred:-

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 question of the appointment of Inspecting Officers for the enforcement of the Public Health (Ships) Regulations 1966 at the Baltic Wharf, Wallasea, Essex be deferred.

(3) that the Community Medical Adviser be designated by the Council as being responsible for the Council's functions under the Factories Act, 1961.

INFECTIOUS DISEASES

192. The Chief Executive reported that it was essential for the Council to appoint an Officer to act on its behalf to take urgent action in connection with infectious diseases.

RECOMMENDED that the Community Medical Adviser, in accordance with the Public Health (Infectious Diseases) Regulations 1968, be authorised to issue any notice on behalf of the Council, provided it is immediately and urgently necessary.

PERSONS IN NEED OF CARE AND ATTENTION

193. The Chief Executive reported as follows:-

" Under the provisions of the National Assistance Act, 1948 it is necessary for the Council to appoint an Officer to act on its behalf to deal with urgent cases involving persons in need of care and attention".

RECOMMENDED that subject to his reporting with regard to action taken the Community Medical Adviser be authorised to deal with all cases of persons needing care and attention in accordance with the provisions of Section 47 of the National Assistance Act 1948, as amended.

CONSULTANT VETERINARY SURGEON

194. The Chief Executive reported that the Council is required to carry out certain duties under the Animal Boarding Establishment Act 1963 and it was necessary to appoint an Officer to act on the Council's behalf in respect of these functions.

RECOMMENDED that the appointment of an Officer to deal with the Council's functions under the Animal Boarding Establishments Act 1963 be deferred until the question of the filling of the vacant post of Director of Health and Housing has been resolved.

FOOD AND DRUGS ACT 1955 - SECTION 16
REGISTRATIONS (ICE CREAM, SAUSAGES ETC.)

195. The Chief Executive reported as follows:-

"The Council is responsible under Section 16 of the Food and Drugs Act 1955 for the registration of food premises. The management team feel that where an application meets with the Council's requirements, that authority to grant consent could be delegated to the Director of Administration on the advice of the Director of Health and Housing".

RECOMMENDED that consideration of this matter be deferred until the question of filling of the vacant post of Director of Health and Housing has been resolved.

AMUSEMENTS WITH PRIZES AND SMALL LOTTERIES

196. The Chief Executive reported as follows:-

" The Director of Administration will be the Officer responsible for the issue of permits for the provision of amusements with prizes and for issuing notices under the Betting, Gaming and Lotteries Act 1963 for the holding of small lotteries.

With regard to amusements with prizes, the management team feel that such permit should be limited to one machine at any premises licensed except for amusement arcades and premises used wholly or mainly for the provision of amusements with prizes, where no limitation should be imposed upon the number of machines".

RECOMMENDED that, in order to avoid delay in dealing with applications, the Director of Administration be authorised to:

(1) issue permits for the provision of amusements with prizes provided they comply with the Council's policy that such permit shall be limited to one machine at any premises licensed, except for amusement arcades and premises used wholly or mainly for the provision of amusements with prizes.

(2) grant consent to applications under the Betting, Gaming and Lotteries Act 1963, as amended, which are in conformity with the Act.

NATIONAL HEALTH SERVICE REORGANISATION -
APPOINTMENT OF COMMUNITY MEDICAL ADVISER

197. The Chief Executive reported as follows:-

"Included in the approved management structure is provision for the appointment of a Medical Adviser (possibly Consultant or part-time) (See Minute 21a). Members will have seen in the previous items on this Agenda that the new District Council is responsible for a number of matters requiring medical advice, in particular the control of infectious diseases.

The two existing authorities, together with Benfleet and Canvey Island Urban District Council's through the present composite Public Health Committee, share the services of the Medical Officer of Health and his own secretarial staff which comprises an administrative assistant (AP5) and 2 clerical assistants (Clerical Grades 1 and 2), the cost being shared proportionately among the four authorities. This amounts to £8,548 for the existing Rochford R.D.C. and Rayleigh U.D.C. in the financial year 1973/74.

The composite Public Health Committee, which is made up of representatives of the four authorities and is responsible on their behalf for the management of the Medical Officer of Health services has now given consideration to the future of the service in the light of reorganisation, and has recommended that the two new District Councils (i.e. Rochford District Council and Castle Point District Council) should give consideration to the question of the appointment of a community Medical Adviser and that he provided with the same secretarial staff and office accommodation. Payment for this would be on the same shared basis as previously.

The management team have given this matter very careful consideration and agree that a Community Medical Adviser be appointed to the new authority, on a shared basis with Castle Point District Council, upon the nomination of the new area Health Authority. It is pointed out however, that suitable provision has been made within the establishment of the Director of Health and Housing to provide this officer with such secretarial and clerical facilities as he will need in respect of this authority and there is no point therefore in his being provided with separate secretarial staff or accommodation".

RECOMMENDED (1) that, subject to the advice of the area Health Authority and the concurrence of the Castle Point District Council, a Community Medical Adviser be appointed on a shared basis to be agreed by the Rochford District Council and that authority.

(2) that the Council do not accept shared responsibility for the maintenance of the Medical Officer of Health's existing administrative staff.

REFUSE COLLECTION - PAPER SACK COLLECTION SERVICES (See Minute 125(4)/73)

198. In reply to a question by Councillor Fletcher the Chief Executive reported that the Rayleigh Urban District Council had given consideration to this Council's request that a plastic bag refuse collection pilot scheme be carried out within the Urban District during the current municipal year, but had decided to take no action on this request, because in their view it was uneconomic having regard to the high quoted cost of plastic sacks.

The Chief Executive reported upon estimates which had been submitted to the Rayleigh Urban District Council and stated that further quotations were being obtained, details of which would be submitted to the next meeting of the Committee. It was suggested that consideration be given to this authority undertaking a survey in one of the urban areas of the rural district which was reasonably comparable with that of Rayleigh, and the Officers undertook to look into this suggestion also.

Resolved that consideration of this matter be deferred until the next meeting of the Committee.



ROCHFORD DISTRICT COUNCIL

Minutes and Report of the Development Services Committee

At a Meeting held on the 6th November, 1973. Present: Councillors C.D. Bright (Chairman), A.L. Tate (Vice-Chairman), E.R. Biggs, M.P. Cowen, B.A. Crick, D.R. Fowler, L.H. Fudge, C.B. Gowlett, A.J. Humby, D.A. Ives, Mrs. M.T. Madden, G.C. Oldbury, C. Stephenson, R.M. Warren, D.C. Wood and G. Young.

Visiting: Councillors Mrs. F.E. Clayton, S.B.H. Fletcher, I.W. Shields, and J.R. Warner.

MINUTES

199. Resolved that the minutes of the meeting of the committee held on the 4th October 1973, be taken as read, confirmed and signed by the Chairman.

NON-MEMBERS ATTENDING

200. The Chairman reported that Councillors Mrs. F.E. Clayton, S.B.H. Fletcher, I.W. Shields and J.R. Warner were attending to view the proceedings of the Committee.

APOLOGIES FOR ABSENCE

201. An apology for absence was submitted on behalf of Councillor R.W.C. Offwood.

TOWN AND COUNTRY PLANNING ASSOCIATION - CONFERENCE ON LAND AND HOUSING

202. The Chief Executive reported as follows:-

"The Town and Country Planning Association has arranged for a National Conference on "Land and Housing" to be held at the West Centre Hotel, London on December 4th and 5th.

The fee for this conference, including reception on the evening of the 4th December, is £17.50 per delegate and this authority is invited to appoint representatives to attend.

The appointment of representatives to conferences is within the terms of reference of the Policy and Resources Committee but in view of the urgency in this matter and after consultation with the Chairman of the Policy and Resources Committee this conference is referred to the Development Services Committee for consideration".

RECOMMENDED that no representatives be appointed to attend this conference.

PLAN SCHEDULES - PUBLICATION (See Minute 142/73)

203. The Chief Executive reported as follows:-

"It has been agreed to supply copies of all the plan schedules to the Parish Councils at the same time as they are sent to members of this Council".

Development Services Committee

RECOMMENDED (1) that copies of the plan schedules be supplied to the Hullbridge Amenities Group, together with any other such groups wishing to receive them.

(2) that the Director of Administration write to all amenity groups receiving copies of the Council Agenda of the existing authorities to ascertain if they wish to be supplied with the plan schedules in the future.

BUILDING REGULATIONS

204. (a) Approval

The Chief Executive reported as follows:-

"In deciding applications under the Building Regulations, if an application complies with the Regulations the authority has no alternative but to issue an approval.

The existing Rayleigh and Rochford Councils have delegated to their respective Engineers and Surveyors, authority to deal with all such applications."

RECOMMENDED that the Director of Technical Services be delegated the power to decide all applications under the Building Regulations, subject to his reporting his decisions to the Committee as soon as possible.

(b) Relaxation

The Chief Executive reported as follows:-

"In certain circumstances the Council has the power to relax certain regulations, subject to suitable publicity first being given to the application".

RECOMMENDED that the Director of Administration be authorized to advertise in a local newspaper all applications submitted for relaxation of the building regulations which fail to be decided by the Council, with the exception of applications which have only a limited effect upon the adjoining property or properties, which application shall be dealt with by giving personal notification of the proposal to the persons affected.

NUMBERING OF STREETS

205. The Chief Executive reported as follows:-

"Under the Town Improvement Clauses Act 1847 as applied by Section 160 of the Public Health Act 1875, the Council have power to number such streets as they consider necessary".

Consideration was also given to the Council's policy with regard to the inclusion of the number 13 in future numbering schemes, but a motion to include it was lost.

RECOMMENDED that authority be given for the Director of Administration to carry out such numbering schemes as he considers necessary in accordance with the Council's powers.

Development Services Committee

URGENT REPAIRS TO PRIVATE STREETS - ESSEX COUNTY
COUNCIL ACT 1952 - SECTION 41.

206. The Chief Executive reported as follows:-

"In order to assist residents of private streets to maintain such streets in a safe condition it is suggested that the Council make available upon application, suitable materials for the filling-in of potholes etc., in such streets".

RECOMMENDED that the Council provide materials in accordance with Section 41 of the Essex County Council Act, 1952, the selection of which shall be at the discretion of the Director of Technical Services, to be made available to the residents of private streets for the sole purpose of filling-in potholes etc., and maintaining the street in a safe condition.

ESSEX COUNTY COUNCIL ACT 1952 - SECTION 47
ACCESS TO NEW DWELLINGS

207. The Chief Executive reported as follows:-

"Section 47 of the Essex County Council Act 1952 provides that the notice may be served on a developer requiring sufficient means of access to be provided to a newly constructed property before the property is sold, occupied or let. Included in the Notice are details of the Council's requirements as to the means of communication".

RECOMMENDED that the Director of Administration, after consultation with the Director of Technical Services, be authorised to decide the requirements to be stipulated in such a Notice, and to report his decision to the Committee for confirmation as soon as possible.

SEWER CONNECTIONS - AGREEMENTS

208. The Chief Executive reported as follows:-

"In accordance with Sections 39, 275 and 291(2) of the Public Health Act 1936, the Council may undertake the connection of a private sewer to the public sewer on behalf of the owner and recover the cost thereof in instalments".

RECOMMENDED that, where the Council have agreed to undertake the work of connection of a private sewer to the public sewer on behalf of the owner, the Director of Administration be authorised to enter into any necessary agreement with such owners, subject to his reporting details of each agreement immediately following its execution.

COUNCIL FOR THE PROTECTION OF RURAL ENGLAND

209. The Chief Executive reported as follows:-

"It is the present practise of the County Planner to forward to the Essex Branch of the Council and the Essex Naturalist Trust photostat copies of planning applications which he considers would be of interest to one or both of them. The total number of applications involved amounts to between 20 and 30 in a year. In this way the County Planner is aware of the likely reaction by amenity and wildlife interests to planning applications and can inform members accordingly when considering such applications.

Development Services Committee

The Council draw attention to Department of the Environment Circular 71/73 "Publicity for Planning Applications, Appeals and other Proposals for Development" which commends the practice of informing amenity societies of applications which may be of interest to them.

The Council ask if this Authority would be prepared to continue the County Planner's practice of forwarding copies of appropriate planning applications to the two organisations, who will ensure that appropriate amenity organisations affiliated or in touch with them are consulted".

RECOMMENDED that the practice of the County Planner, of forwarding copies of appropriate planning applications to the Council for the Protection of Rural England and the Essex Naturalist Trust, be continued in the future.

MAPLIN PROJECT

210. The Chief Executive reported as follows:-

"At the last meeting of the Council the following question submitted by Councillor E.R. Biggs under Standing Order No. 8 was referred to the Development Services Committee for consideration:-

"In view of the Council's decision on Wednesday, 12th September when it was decided by vote to advise the 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 route must in its initial stages pass through the area controlled by the Council?"

The Council's decision to initially oppose the Maplin Development, as a case had not been successfully made out for it, was conveyed to the Department of the Environment, and in reply the following letter has been received:

"Dear Mr. Skevington,

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 reviews will not in any way be construed in 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 practice. I should therefore be grateful if you would 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.

Yours sincerely,

R.U. YOUNG.
New Towns Directorate".

Development Services Committee

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

RECOMMENDED that, in view of the letter received from the Department of the Environment, consideration be given at the next meeting of the Committee to the question of access routes in connection with the Maplin Project, and that members of the public and press be admitted to the meeting during the consideration of that item.

ROAD SAFETY

211. The Chief Executive reported as follows:-

"At the request of the Chairman, I report for the information of the Committee on a letter from the Rayleigh Road Safety Council setting out suggestions to the manner in which road safety in the New District might be conducted after 1st April 1974. These detailed proposals have not yet been submitted to the Committee because the reply of the County Chief Executive to enquiries concerning County Road Safety Policy after 1st April 1974 is still awaited. As soon as a reply is received, consideration of the Road Safety Council's suggestions and a recommendation based on them will be submitted".

Resolved that the Essex County Council be urgently requested to supply the required information regarding their future policy in relation to road safety in the County, and that a report thereon be submitted to the next meeting of the Committee.

WRJ

ROCHFORD DISTRICT COUNCIL

Minutes of the Meeting of the Ad Hoc Committee

At a Meeting held on the 7th November, 1973. Present: Councillors R.W.C. Offwood (Chairman), L.H. Fudge, C.B. Gowlett, D.A. Ives, and J.R. Warner.

212. APPOINTMENT OF DIRECTOR OF HEALTH AND HOUSING (See Minute 127/73).

A Meeting of the Ad Hoc Committee had previously been held on the 15th October, 1973, attended by Councillors Offwood, Blackburn, Fudge, Gowlett, Ives and Warner, when the following three applicants had been selected for interview for the post of Director of Health and Housing:-

<u>Name</u>	<u>Present Post</u>
Mr. G. Blakey	Chief Public Health Inspector, Petroleum and Improvement Officer - Waltham Holy Cross U.D.C.
Mr. E.D. Edwards	Chief Public Health Inspector and Housing Officer - Borough of Saffron Walden.
Mr. M.A. Large	Chief Public Health Inspector, Basildon Urban District Council.

The Ad Hoc Committee proceeded to interview the three applicants selected.

Following upon the interviews members were reminded that the designation of the post H2 Principal Assistant (Health) in the Department of Health and Housing had been deferred at the last meeting of the Finance and Personnel Sub-Committee (See Minute 178(2)/73) pending the outcome of these interviews. The Sub-Committee had felt that if the person appointed was health orientated then the Principal Assistant post should be filled by a person with an appropriate housing qualification.

RECOMMENDED (1) that Mr. M.A. Large, Chief Public Health Inspector, Basildon Urban District Council, be appointed to the post of Director of Health and Housing at a commencing salary of £5,529 per annum, subject to the submission of satisfactory references and to his passing a medical examination, if required.

(2) that the post H2 within the Department of Health and Housing be re-designated from Principal Assistant (Health) to Principal Assistant (Housing) and that applications be invited in the first instance, from the staff of the present Rayleigh Urban District Council and Rochford Rural District Council for this post.

ROCHFORD DISTRICT COUNCIL

Minutes and Report of the Meeting of the Finance & Personnel
Sub-Committee

At a meeting held on the 13th November 1973. Present: Councillors D.A. Ives (Chairman), J.H. Carter, A.J. Humby, M.L. Kennagh, R.W.G. Offwood, and P.J. Stanton.

Visiting: Councillors E.R. Biggs, R. Blackburn, C.D. Bright, L.K. Cope, D.R. Fowler and Miss E.M. Leggatt.

MINUTES

213. Resolved that the minutes of the meeting of the Committee held on the 23rd October 1973, be taken as read, confirmed and signed by the Chairman.

NON-MEMBERS ATTENDING

214. The Chairman reported that Councillors E.R. Biggs, R. Blackburn, C.D. Bright, L.K. Cope, D.R. Fowler and Miss E.M. Leggatt were attending to view the proceedings of the Sub-Committee.

APPOINTMENT OF PRINCIPAL ASSISTANT (ACCOUNTANCY)
FINANCE DEPARTMENT (See Minute 172(3)/73).

215. The Director of Finance submitted details of and the Committee interviewed three applicants for the post of Principal Assistant (Accountancy).

The Chief Executive reminded members that under Minute 172(3)/73 the Officers had already been given authority to advertise this post nationally, subject to the approval of the Local Government Staff Commission, if the Sub-Committee decided that the applications received so far were not suitable.

Resolved that none of the three applicants interviewed be offered the post of Principal Assistant (Accountancy) in the Finance Department.

JOINT STAFF COMMITTEE - 18TH OCTOBER 1973.

216. The Sub-Committee received and noted the report of the meeting of the Joint Staff Committee held on the 18th October 1973, circulated to all members of the Council with the Committee Agenda.

STAFF - CONDITIONS OF APPOINTMENT (See Minute 181/73)

217. The Chief Executive reported as follows:-

"Consideration of the following report upon the conditions of appointment to the new authority was deferred at the last meeting of the Committee when it was also decided to refer the proposed conditions to the Staff Side for their observations:-

"Consideration should be given to the conditions of appointment which will attach to all new posts in the future, other than Chief Officers, regarding housing accommodation, removal expenses etc.

The Rochford Rural District Council provides temporary accommodation for a period not exceeding six months (except for staff below AR4) with 100% mortgage facilities and payment of £100 disturbance allowance following occupation of a purchased property; or £150 allowance is paid immediately following occupation of a purchased property where no

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temporary Council accommodation is required. The Rayleigh Urban District Council grants service tenancies which may be limited depending upon individual circumstances. No disturbance allowance is made but a lodging allowance of £6 per week is paid for a limited period to allow the appointed Officer an opportunity of finding suitable accommodation. Rayleigh also provide 100% mortgage facilities in appropriate cases".

The Management Team have given consideration to this matter and recommend that in respect of newly appointed Officers previously living outside the area of the Rochford District Council the following conditions of employment should apply:-

1. Permanent Council housing accommodation should be provided on a service tenancy in respect of all posts the salaries of which are on or below the equivalent of the maximum of Grade AP5.
2. Officers appointed on a salary exceeding the equivalent of the maximum of Grade AP5 should be granted temporary Council housing accommodation, up to a maximum period of twelve months.
3. 100% mortgage facilities be made available in appropriate cases, subject to the Officer being in receipt of sufficient income to meet his commitments, and satisfactory valuation of the property.
4. Where an Officer does not require Council housing accommodation, and purchases a property within the District, a disturbance allowance of £200 be paid to such Officer immediately following occupation of the purchased property.
5. 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 Officer immediately following occupation of the purchased property.
6. That 100% removal expenses be paid, subject to the Officer accepting the lowest of at least three quotations which he shall have obtained and produced to the Director of Finance.
7. These benefits shall only apply to Officers having a maximum salary scale which is greater than the minimum point of AP3.
8. All of the benefits referred to above shall be repaid in full to the Council in the event of the Officer concerned leaving the Council's employment within two years of the date of commencement of the appointment.
9. That the length of notice required to be given to terminate an Officer's appointment shall be in accordance with those set out in the National Joint Council Scheme of Conditions of Service ("Purple Book") except in the case of all principal assistants, where the period of notice required to be given shall be 3 months from the date of notification having been given in writing".

The observations of the Staff Side will be reported at the meeting.

The Chief Executive further reported that the Staff Side had considered these and had expressed some mis-givings with regard to the original Condition 1, which it was felt, favoured new employees to the detriment of existing staff, and Condition 9, which in their view should be amended to 2 months notice for Principal Assistants.

Finance and Personnel Sub-Committee

RECOMMENDED that, in respect of newly appointed Officers previously living outside the area of the Rochford District Council the following conditions of employment be applied:-

1. 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.
2. 100% mortgage facilities be made available in appropriate cases, subject to the Officer being in receipt of sufficient income to meet his commitments, and satisfactory valuation of the property.
3. Where an Officer does not require Council housing accommodation, and purchases a property within the District, a disturbance allowance of £200 be paid to such Officer immediately following occupation of the purchased property.
4. 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 Officer immediately following occupation of the purchased property.
5. That 100% removal expenses be paid, subject to the Officer accepting the lowest of at least three quotations which he shall have obtained and produced to the Director of Finance.
6. These benefits shall only apply to Officers having a maximum salary scale which is greater than the minimum point of AP3.
7. All of the benefits referred to above shall be repaid in full to the Council in the event of the Officer concerned leaving the Council's employment within two years of the date of commencement of the appointment.
8. That the length of notice required to be given to terminate an Officer's appointment shall be in accordance with those set out in the National Joint Council Scheme of Conditions of Service ("Purple Book") except in the case of all principal assistants, where the period of notice required to be given shall be 3 months from the date of notification having been given in writing".

218. PAYMENT OF PROFESSIONAL FEES (See Minute 69/73)

The Chief Executive reported as follows:-

"The Management Team has now given further consideration to the question of the payment of professional fees of staff other than Chief Officers.

It is felt that by paying the professional fees of the Chief Officers entry has already been obtained to the expertise of the appropriate professional bodies, and to pay the fees of other Officers would be, in effect, to make a duplicate payment for the same facility".

RECOMMENDED that no professional fees be paid for Officers other than Chief Officers.

Finance and Personnel Sub-Committee

commence in February 1974. Due to the need for the Post Office to have as much time as possible the Chief Executive has placed an order for the necessary work.

The cost of the system will be approximately £3,400 in the first year which covers installation and an annual rental, and £2,400 per annum rental thereafter. The present fully utilised P.A.B.X.1 at the Council Offices (giving only half the proposed capacity) costs approximately £1,055 per annum in rentals. Similar equipment could be purchased privately at an estimated cost of £29,500 plus the annual Post Office maintenance costs".

RECOMMENDED (1) that no alteration be made to the telephone system at the Rayleigh Offices.

(2) that the action of the Chief Executive in ordering the installation of a P.A.B.X.7 telephone system for the Council Offices in Rochford be confirmed.

EXTENSION OF SICK-PAY.

221. The Chief Executive reported as follows:-

"Under the General Scheme of Conditions of Service, employees are entitled to specified periods of sick-leave, during which time they are also entitled to receive pay at the rate specified. Upon the expiration of these periods the Authority has discretion to extend them if it considers it reasonable to do so.

Such cases will normally be required to be dealt with immediately they arise".

RECOMMENDED (1) that the Chief Executive be authorised to extend the sick pay entitlement of employees whose entitlement expires before their case is due to be considered by the Finance and Personnel Sub-Committee; such extension to be made to the date of the meeting of the Sub-Committee at which the case in question is to be considered.

(2) that prior to that meeting arrangements should be made for the employee to be medically examined.

LEAVE OF ABSENCE OTHER THAN ANNUAL LEAVE

222. The Chief Executive reported as follows:-

"The minimum level of annual leave for all Officers, with the exception of Chief Officers, is laid down in the General Scheme of Conditions of Service:.

In accordance with the Scheme, however, the Council has a discretion to grant additional leave on compassionate grounds, for final revision purposes for Officers about to sit for examinations, or for other special reasons. Where special leave is granted for the purpose of attending for interview with another authority, it is felt that such leave should be limited to three days in each year and any subsequent leave required should be made up or deducted from the annual leave entitlement of the Officer.

It naturally follows that applications for additional leave will usually be made at short notice".

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RECOMMENDED (1) that the appropriate Chief Officer be authorised to grant reasonable additional leave with pay, at his discretion.

(2) that where an Officer requires special leave to enable him to attend for interview, such leave shall be limited to not more than three days in each year, any subsequent leave required being made up by the Officer or deducted from his annual leave entitlement.

NATIONAL SALARY AWARD

223. The Chief Executive reported that National Salary Awards are automatically placed on the computer at County Hall immediately they are agreed.

RECOMMENDED (1) that in order to avoid unnecessary delay in dealing with Nationally agreed awards, the Director of Finance be authorised to implement salary awards for

- (i) Chief Officers.
- (ii) Administrative, Professional, Technical and Clerical Services.
- (iii) Manual Workers.

immediately they are formally notified.

(2) that details of such awards be reported to the Sub-Committee as soon as possible.

MANUAL WORKERS - DRIVERS LICENCES
- HEAVY GOODS VEHICLES

224. The Chief Executive reported as follows:-

"It is necessary for the Council to have on its staff a number of drivers who hold licences to drive heavy goods vehicles. In order to obtain such licences it is necessary to undertake a special training course which is held during working hours, and the occasion may arise from time to time when it will be necessary to send employees on such a course if they are unable to secure a heavy goods vehicle licence in any other way".

RECOMMENDED (1) that the Council bear the expense of Heavy Goods Vehicle licences for those of their employees whose duties necessitate them.

(2) that training facilities be granted at the discretion of the Director of Technical Services to drivers who are otherwise unable to secure a Heavy Goods Vehicle licence, and that should an employee whose training was paid for by the Council leave within two years of the granting of such licence, he shall repay the whole of the training cost.

COUNCIL VEHICLES AND PLANT - PAINTING

225. The Chief Executive reported as follows:-

"The vehicles and plant in use by the Rayleigh Urban District Council are painted maroon cherry and those of the Rochford Rural District Council are painted light grey. A standard colour will be required by this Council after 1st April 1974. Members decision on the colour to be used is required".

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Finance and Personnel Sub-Committee

The Director of Technical Services reported that if the Council decided to adopt a standard colour for its vehicles and plant, the colours of the present Rayleigh Urban District and Rochford Rural District vehicles, painted maroon and light grey respectively, would only be changed as and when re-painting was required.

RECOMMENDED that consideration of a standard colour be deferred until further information is available from the College of Heraldry regarding the likely design and colour of any proposed Armorial Bearings.

VALUE ADDED TAX

226. The Director of Finance reported as follows:-

"For the purpose of administering Value Added Tax (V.A.T.), the Rochford District Council is required to register with H.M. Customs and Excise as a "taxable person".

V.A.T. is payable on supplies of goods and services by way of business and includes transactions such as sales, hirings, hire purchase and the performance of services. Business is a wide term including trades, profession or vocation and also the activities of clubs and associations. Some examples of activities which are regarded as business activities when undertaken by local authorities are admission to a theatre, swimming baths, bowling green or golf course, fishing permits, car park receipts, licenced bars, copies of documents and the provision of catering in a restaurant.

Some items of supply are not liable for tax and have either a zero rating or are exempt. Zero rated supplies are technically taxable at a nil rate of tax and exempt supplies are outside V.A.T.

At the present time V.A.T. is charged at the rate of 10%, but the law allows for this to be altered according to the general economic situation. Detailed statistical analysis of all accounts have to be maintained and monthly returns submitted to H.M. Customs and Excise".

RECOMMENDED that the Director of Finance be designated the responsible Officer for the accountability and administration of Value Added Tax in respect of all transactions relating to the District Council.

NATIONAL GIRO ACCOUNTS

227. The Director of Finance reported as follows:-

"The Director of Finance to report that negotiations were now taking place with National Giro in order to facilitate easy transfer from the existing Giro accounts operated by the present Rayleigh and Rochford Councils to open and operate accounts in the name of the new Council.

The present Rayleigh and Rochford Councils operate the following Giro accounts:-

Rayleigh Urban District Council

Account No. 314-9110 - Rates
Account No. 318-0123 - Rent Allowances

Rochford Rural District Council

Account No. 307-2819 - Rents
Account No. 301-6110 - General

Finance and Personnel Sub-Committee

The Council will require to operate Giro accounts similar to those now used at Rochford for Rents and General.

RECOMMENDED that the Director of Finance be authorised:-

- (1) to open and operate such National Giro Accounts as may be required,
- (2) to accept the conditions of the Giro Service as set out in the National Giro Handbook (Business Edition) dated 3rd September 1973,
- (3) to authorise the Post Office to pay and honour all transfers, payment orders and standing instructions drawn or given on the Councils behalf and otherwise to act on any instruction given on the Council's behalf in respect of all accounts opened in the name of Rochford District Council by any one of the following persons:-

Mr. P. Kerman	-	Director of Finance
Mr. B.A.E. Payne	-	Principal Assistant (Income)
	-	Principal Assistant (Accountancy)

whose signatures will be furnished to the Post Office.

CONCESSIONARY BUS FARES FOR OLD AGE PENSIONERS AND DISABLED PERSONS

228. The Director of Finance reported as follows:-

"The Director of Finance to report both Rayleigh Urban District Council and Rochford Rural District Council operate schemes to assist Old Aged Pensioners and Disabled Persons to obtain reduced bus fares under the provisions of the Transport Act 1968. The schemes apply to journeys on Southend Corporation and Eastern National Omnibus Company bus routes within the boundaries of the New District Council Areas of Rochford, Castle Point and Southend. The cost to the Local Authority is £4.50 per pass issued and a charge of 50p is made by the Council for passes to cover administration costs. It is estimated that 11,000 residents of the District could apply for passes but to-date a total of 4,800 passes have been issued. The maximum cost to the Council is £44,000, but if the existing practice continues the net cost is likely to be £19,200 for 1974/75".

RECOMMENDED (1) that the Rochford District Council continue to operate a concessionary fares scheme under the provisions of the Transport Act 1968, with effect from 1st April 1974.

(2) the scheme to apply to all men over 65 years and women over 60 years or persons who suffer from any disability or injury (including partially sighted) which in the opinion of the Local Authority seriously impairs their ability to walk.

(3) a charge of 50p per pass be made to all applicants in respect of administration costs.

(4) that further consideration be given at a future meeting of the Sub-Committee to the possibility of extending this scheme.

Finance and Personnel Sub-Committee

STAFF CAR ALLOWANCES (See Minute 181/73)

229. The Chief Executive reminded members that the Sub-Committee at its last meeting was informed that the Management Team was still looking into the question of types of car allowances presently paid, and the possibility that detailed consideration of this matter would have to be deferred because of the lack of information as to the extent of mileages which will be necessary by reason of the creation of the new District.

He reported that the Management Team had now given consideration to the allowances to be paid in the interim period, in the light of the Council's expressed policy that where possible appropriate officers should be paid lump sum car allowances.

RECOMMENDED (1) that Officers of the existing authorities transferring to the new authority on the same grade be paid the same type of car allowance as that which they receive at present.

(2) that officers of existing authorities transferring to regraded posts be paid casual user car allowances, subject to re-assessment in October 1974.

(3) that new Officers coming to the authority from outside the District be paid casual user car allowances, subject to re-assessment in October 1974.

[Handwritten signature]
20/12/73
[Handwritten signature]
5/1/74

23rd November, 1973,

I hereby summon you to attend a meeting of the Rochford District Council to be held in the Council Chamber, Rochford, Essex on Wednesday, 28th November, 1973 at 7.30.p.m., when it is proposed to transact the following business:-

1. To approve as a correct record the minutes of the meeting of the Council held on the 17th October 1973.
2. To receive apologies.
3. Chairmans' announcements (if any).
4. To receive and consider the Minutes and Reports of the following Committees and Sub-Committees, which have already been circulated to members, and pass such resolutions upon them as may be necessary:-

<u>Committee or Sub-Committee</u>	<u>Date</u>	<u>Minute Nos.</u>
Finance and Personnel	23rd October, 1973	170 - 181
Recreation and Amenities	30th October, 1973	182 - 188
Environmental Health & Control	1st November, 1973	189 - 198
Development Services	6th November, 1973	199 - 211
Ad Hoc Committee	7th November, 1973	212
Finance and Personnel	13th November, 1973	213 - 229
Policy and Resources	20th November, 1973	230 - 246

5. To consider questions under Standing Order No. 8 (if any) of which appropriate notice has been given to the Chairman of the Council.

6. NON-MEMBERS ATTENDING MEETINGS OF COMMITTEES

Owing to the size of Committees and the need to ensure that members visiting do not vote on issues before the Committee, consideration should be given to Committee Members being seated in such a way as to ensure their separation from non-members.

7. ELECTIONS IN NON-METROPOLITAN DISTRICTS IN ENGLAND
(See Minute 241/73).

Arising from the acceptance of the recommendation as to the election of the Council by thirds if thought fit will the Council pass the following resolution - a simple majority only being necessary at this stage:-

"In accordance with Section 7(4)(b) of the Local Government Act, 1972 the Rochford District Council requests the Secretary of State to provide for a system of elections by thirds of district councillors or as nearly as may be to that proportion, in accordance with the Scheme of Indication now approved".

8. COMMITTEE REPRESENTATION

Council is requested to confirm an exchange of Committee Memberships between Councillors P.J. Stanton and J.R. Warner, by which Councillor Stanton transfers to Recreation and Amenities Committee and Councillor Warner to Finance and Personnel Sub-Committee.

9. AGENCY ARRANGEMENTS -
HIGHWAY FUNCTIONS

Pursuant to Minute 74/73, the Chief Executive to report that the Secretary of State for the Environment has not yet given a decision on our application for a direction under Section 110 of the Local Government Act 1972, requiring the Essex County Council to delegate certain highway functions, despite the fact that it was hoped that the decision would have been given by November 1st. It is now necessary that a decision be made in principle in order that the Director of Technical Services can plan his staff and resources.

Despite the absence of a decision the County Surveyor has, in a letter dated 23rd October 1973, asked if the Council wish to undertake street cleansing operations in the urban areas of Rayleigh, Rochford and possibly Hullbridge in order to rationalise the respective functions of the County Council as highway authority and the District Council as public health authority on the basis of reimbursement as to 50% towards the first £500 per mile for each class of roads and 20% towards the next £500 per mile.

In addition the Council are asked if they wish to undertake grass cutting of verges with a contribution from the County Council based on 8 cuts per annum.

Your Management Team have considered this matter and they feel it is now vital for the decision in principle to be given by the Council. They therefore recommend that if the Council are not to be given the delegated highway functions referred to in Minute 74/73 then the Council should not accept any delegated highway functions, such as suggested in the letter of 23rd October 1973. If on the other hand we are to be given agency functions then the further highway functions referred to herein should then be claimed.



Chief Executive.

ROCHFORD DISTRICT COUNCIL

Minutes and Report of the Policy and Resources Committee.

At a Meeting held on the 20th November, 1973. Present: Councillors R.W.C. Offwood (Chairman), A.J. Harvey, R. Blackburn, C.D. Bright, D.R. Fowler, L.H. Fudge, C.B. Gowlett, N.A. Grove, D.A. Ives, E.V. Maton, R. McCamley, D. McKinnell, C.R. Morgan, J.R. Warner and R.M. Warren.

Visiting: Councillors E.R. Biggs, L.K. Cope, B.A. Crick, S.B.H. Fletcher, P.J. Stanton, D.C. Wood and G. Young.

MINUTES.

230. Resolved that the minutes of the meeting of the Committee held on the 9th October, 1973 be taken as read, confirmed and signed by the Chairman.

NON-MEMBERS ATTENDING.

231. The Chairman reported that Councillors E.R. Biggs, L.K. Cope, B.A. Crick, S.B.H. Fletcher, P.J. Stanton, D.C. Wood and G. Young were attending to view the proceedings of the Committee.

REPORTS OF COMMITTEES AND SUB-COMMITTEES.

232. Consideration was given to the minutes and reports of the various Committees and Sub-Committees, copies of which had already been circulated to members.

RECOMMENDED (1) that the minutes of the meeting of the Finance and Personnel Sub-Committee held on the 23rd October 1973, (Minutes 170-181) be received and adopted.

(2) that the minutes of the meeting of the Recreation and Amenities Committee held on the 30th October 1973, (Minutes 182-188) be received and adopted.

(3) that the minutes of the Environmental Health and Control Committee held on the 1st November 1973, (Minutes 189-198) be received and adopted.

(4) that the minutes of the Development Services Committee held on the 6th November 1973, (Minutes 199-211) be received and adopted.

(5) that the minutes of the Ad Hoc Committee held on the 7th November 1973, (Minute 212) be received and adopted.

(6) that the minutes of the Finance and Personnel Sub-Committee held on the 13th November 1973, (Minutes 213-229) be received and adopted, subject to the following amendment :-

Staff - Conditions of Appointment (See Minute 217/73)

It was 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 was reached on this particular aspect of conditions of appointment to be offered to new staff.

Policy and Resources Committee

- (i) that conditions of employment numbered 2, 3, 5, 6, 7, and 8, as set out in the recommendation to Minute 217, be received and adopted.
- (ii) that conditions 1 and 4 be referred to the next meeting of the Housing Services Committee for further consideration.

DISTRIBUTION OF MINUTES TO MEMBERS.

233. The Chief Executive reported as follows:-

"The present practice of distributing Committee Minutes to Members after the meeting of each Committee appears to be operating satisfactorily. Under the adopted Committee structure it is essential that all members should receive copies of all minutes throughout the Committee cycle in order that they may be aware of the matters to be considered by the Policy and Resources Committee.

As well as keeping members informed of the Committee deliberations this method also obviates the issue of minutes for the whole cycle of meetings only a few days before the Council Meeting, which does not allow members sufficient time to read and study them properly.

In case members require further copies of any particular sets of minutes, spares are available at the Council Meeting".

RECOMMENDED that the Director of Administration supply those members requiring them with suitable files for the retention of minutes and reports and have available at Council meetings further spare sets of minutes for use by members.

SUPPLY OF COUNCIL AGENDA AND COMMITTEE MINUTES

234. The Chief Executive reported as follows:-

"At the present time both of the existing Rayleigh and Rochford Councils provide copies of their Council Agenda and Committee Minutes to members of the public or outside organisations. In Rayleigh these are posted to the organisations and a charge of £5 per annum is made. In Rochford no charge is made but members of the public are expected to make their own arrangements for collection; copies are posted to Parish Councils and local organisations.

If the two lists are combined these will result in a total of 64 persons or organisations receiving copies of the District Council Agenda.

With the recent increase in postal charges and administrative costs involved in recovering the £5 each year, it is considered that this is not an economic figure. It is felt however, that the actual cost would be prohibitive.

RECOMMENDED (1) that no charge be made for the supply of Council Agenda and Minutes.

(2) that they be made available at the Council Offices at both Rayleigh and Rochford for collection by members of the public who have indicated that they require a copy, on the understanding that if these are not collected within 10 days of the date of the Council meeting they will be deleted from the circulation list in the future.

(3) that copies of the Council Agenda and Minutes be posted to the Parish Councils and Local Organisations.

INSTITUTE OF MUNICIPAL TREASURERS AND ACCOUNTANTS
- ANNUAL CONFERENCE 1974.

235. The Director of Finance reported as follows:-

"The Director of Finance to report that notification has been received that the 1974 Annual Conference of the Institute of Municipal Treasurers and Accountants will be held at Scarborough from 4th - 7th June 1974.

This conference is of benefit to member and officer alike".

RECOMMENDED that the Chairman of the Finance and Personnel Sub-Committee and the Director of Finance be appointed as the Council's representatives to attend this conference, and that their reasonable expenses be paid.

ASSOCIATION OF DISTRICT COUNCILS IN ENGLAND & WALES - STEERING COMMITTEE (See Minute 23/73).

236. The Chief Executive reported as follows:-

"Notification has been received that a further meeting of the Association is to be held at Central Hall, Westminster, on Friday 30th November 1973, to which this Council is invited to appoint not more than three representatives to attend.

At the last meeting of the Association this Council was represented by the Vice-Chairman of the Council, Councillor R.M. Warren, and the Chairman of the Committee, Councillor R.W.C. Offwood.

The purpose of this meeting is to consider the reports and recommendations of the Steering Committee on the constitution for an Association of District Councils and other related matters".

RECOMMENDED that the Vice-Chairman of the Council, Councillor R.M. Warren, and the Chairman of the Committee, Councillor R.W.C. Offwood, be appointed as the Council's representatives to attend this conference, and that their reasonable expenses be paid.

EASTERN SPORTS COUNCIL REPRESENTATION

237. The Chief Executive reported as follows:-

"Notice has been received that the Eastern Sports Council has given consideration to its constitution to allow representation of all the new County Councils and District Councils with effect from 1st April 1974. The revised constitution will be placed before the Council in May 1974, but in the meantime this Authority is invited to nominate one representative to serve on the Council with effect from the 1st April 1974 for a maximum period of three years from that date. Those appointed should be able to attend regularly and have a specific interest in sports and its development. The main Council meet twice yearly and the Executive Committee three times.

The Eastern Sports Council is a consortium of local authorities whose main objective is to co-operate with the local authorities and other statutory voluntary organisations in the review of facilities available for sport and recreation in the region and is concerned with the general development of sport and aims to assist, advise and liaise with other bodies in this area of its work. It also advises the Sports Council on the priorities of both major and minor schemes for which grant may be sought by local authorities and other providers of recreational facilities".

Policy and Resources Committee

The Chief Executive further reported that Councillor E.H. Adcock had intimated his willingness to serve as Council's representative on this body, in view of his particular interest in this matter.

RECOMMENDED that Councillor E.H. Adcock be appointed as the Council's representative on the Eastern Sports Council for a period of three years, with effect from 1st April 1974.

ESSEX AND HERTFORDSHIRE PROVINCIAL COUNCILS FOR LOCAL AUTHORITY SERVICES - CONSTITUTION OF NEW EMPLOYERS' SIDES (See Minute 40/73).

238. The Chief Executive reported as follows:-

"The Council, at its meeting held on the 25th July 1973, approved the proposed new constitution of the employers sides of the Provincial Councils and nominated Councillor D.A. Ives as its representative to attend the conference to consider this matter.

The conference, which was held on the 4th October 1973, adopted the draft constitution subject to the following amendments:-

Paragraph (1) Title

The constitution provides for one Employer Organisation which would act as the Employers Side to both the APT and C Services and the Manual Workers Provincial Councils. Each local authority would nominate the same representative to serve on both of the Joint Councils and it was proposed that both meetings would be held on the same day.

Arguments for and against the proposed single organisation were advanced but the proposal was finally agreed. It was pointed out however that to hold a meeting of both Provincial Councils on the same day could cause serious practical difficulties for members and it was agreed to hold these on separate days.

Paragraph (3) Object

It was agreed that the object of the organisation was to "co-ordinate" rather than "regulate" relations between authorities and members of the staff within the scope of the two Provincial Councils and the draft was amended accordingly.

Paragraph (4)(f) Membership

This paragraph was amended so as not to preclude from membership local authority employees who are also elected members, and who would not be directly or indirectly affected by decisions of the National Joint Councils.

Paragraph (5) Retirement of Members

the 30th June each year was agreed as date of retirement for members.

Paragraph (10)(b) Committees

217

This paragraph was amended to provide for two representatives of the District Councils to serve on any Committee whose functions affected only County Councils.

Paragraph (11)(b) Meetings of the Organisation

The annual meeting of the organisation will be held in July in each year.

District Councils are entitled to one seat each on the new organisation which, as already stated, will act as the employers side on both Provincial Councils for APT and C Staff and Manual Workers, and this Authority is now invited to nominate such a representative. The inaugural meeting of the Employers organisation will be held on the 21st November 1973 at County Hall, Hertford.

RECOMMENDED that the Chairman of the Finance and Personnel Sub-Committee be appointed as the Council's representative on the Employers Side of the Provincial Council for both Administrative, Professional, Technical and Clerical Staff and for Manual Workers.

LEGAL WORK

239. The Chief Executive reported that there were occasions when it was necessary for the Council to engage a Solicitor, particularly in connection with land transactions, etc.

RECOMMENDED that the Director of Administration be authorised to place such legal work as in his opinion requires the employment of a Solicitor with private solicitors.

(Note: Councillor G.D. Bright declared his interest in this item and, at the invitation of the Committee, remained at the meeting but took no part in the discussion or voting thereon).

ARMORIAL BEARINGS

240. The Chief Executive reported as follows:-

"The Committee at its last meeting agreed that enquiries should be made of the College of Arms as to the likely cost of grant to the District Council of Armorial Bearings.

I have now received from the Garter Principal King of Arms, details of the likely cost as set out below:-

Arms and Crest	£400
Supporters	£120
Badge (each if desired)	£ 90
	<hr/>
	£610

If members wish to proceed with the matter further, enquiries will be made of the College of Arms with regard to the preparation of an appropriate Coat of Arms for the new District Council".

RECOMMENDED (1) that enquiries be made of the College of Arms with regard to the preparation of an appropriate Coat of Arms for the new District Council.

(2) that at the appropriate time, local residents be invited to participate in a competition to find a suitable motto for attachment to the proposed Coat of Arms.

ELECTIONS IN NON-METROPOLITAN DISTRICTS
IN ENGLAND (See Minute 154/73).

241. The Chief Executive reported as follows:-

"Members will recall from the above Minute that it was decided to defer the question of whether Council should have whole Council or annual thirds elections in order that the political organisations might consider the alternatives. The Committee instructed that a Scheme of Indication should be proposed as to three-member wards and that provided a scheme had approval by the Committee the appropriate statutory resolution could be placed before the next meeting of the Council. Members will need to bring Minute 154 with them as the position is there very fully set out.

After careful consideration it is felt that to alter the Ward Structure still more will only lead to further confusion in the electorate, and the Scheme of Indication attached shows no new three-member wards. Additionally to alter existing wards would cause confusion between District Wards and Rural Parishes. Such an exercise could only be contemplated if the District Council proposed to review parish electoral arrangements under Section 50(4) of the Act of 1972 and this review cannot include alterations to parish boundaries. In any event, the Ward Structure used for the elections of 7th June 1973 was very closely allied to the electorate, and the average of 1230 electors per member is very nearly consistent throughout the District.

The submitted scheme therefore shows 3 3-member wards, 11 2-member wards and 9 1-member wards. In the cycle 1976-1980 County Council Elections are held in 1977 and Parish Council Elections in 1979. County Council elections cannot be combined with any other type of elections but Parish Council elections must be combined with District Council elections. For that reason, in one member wards the District Councillor will be elected in the same year as the Parish Councillors. In two member wards having Parish Councils, District Councillors will be elected in the second and fourth years, that is, in years when there is no parish council election. In three-member wards, District Councillors will be elected in the second, third and fourth years. Using this system, in the second year of the cycle, 13 District Councillors are up for election in the third year 14; and in fourth year 13. This achieves as near equal thirds as is possible with a total of 40 members.

On a geographical basis it suggests that the part of the district comprising the former U.D., should have elections each year in some part of that area, whilst the Western half of the present R.D. would have elections in the second and fourth years of the cycle, and the eastern half would have elections in the third year.

If it is the Committees intention to agree with the Scheme of Indication, I recommend that the appropriate statutory resolution be placed before the next following meeting of the Council."

Resolved that the appropriate statutory resolution for the adoption of a scheme of election by thirds, on the lines set out in the attached Scheme of Indication, be submitted to the next meeting of the Council for adoption.

COUNCIL OFFICES - RAYLEIGH - USE BY DISTRICT
COUNCIL (See Minute 79/73).

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

"This matter is before the Committee because in part, it concerns the future of the Rayleigh Council Chamber. Under other circumstances it would have been placed before Finance and Personnel Sub-Committee.

The Director of Technical Services reports that the Council have agreed in principle that they hold their Council meetings in Rayleigh Council Chamber and that the Technical Services Department is accommodated in the existing offices. A preliminary investigation has been carried out into the implications arising out of the above proposals and plans will be submitted to the Committee.

The existing office accommodation at the Council Offices will accommodate the proposed establishment of the Technical Services department subject to certain works being carried out in order to provide the most suitable office units for the respective sections of the department. This work mainly comprises the removal of certain light partitions and the erection of others elsewhere. The cost of making the offices suitable for occupation is estimated at £2,000.

One great disadvantage of the building is that there is only a small proportion of office accommodation of the ground floor and this (except for the cash office which will be retained) is in the original house, Barringtons. Due to the continuous movement of files for planning/building control services, the central filing, planning and building control sections should preferably be adjacent. The only suitable place for the central filing using the existing office accommodation is on the ground floor of Barringtons with the nearest location for the planning and building control sections being on the first and second floors above. This will entail a large amount of staff movement up and down stairs. The public will also have to go upstairs to receive attention on all planning and building matters. The problem of space for filing will be aggravated for a considerable time by the reorganisation of the existing filing system.

The use of offices on the lines shown above will mean that the two existing office entrances will have to be retained for public use, but would provide no accommodation for the Health and Housing Section, or the Citizens Advice Bureau.

Two alternatives to the above method of providing accommodation could be:-

- (a) An extension at the rear of the original house to provide a filing room. This would allow part of the ground floor of the building to be used for the reception of the public wishing to consult planning/building control. Access would be by the main entrance and the Barringtons entrance would be closed for public use. The administrative staff of the planning/building control section would be housed on the ground floor with direct contact with filing. The estimated cost of the extension for filing is £6,000. This extension could, if necessary, be carried out at a later date as a second stage to that outlined above. This extension also would not enable the Health and Housing Section of Citizens Advice Bureau to be accommodated within the building.
- (b) For the Council Chamber, Chairman's Room, Member's Room and Committee Room to be used for office accommodation. This, together with the existing offices, could provide sufficient space for the Technical Services department, for the western area section of the Health and Housing department (present siting 2, Bull Lane, if suitable can be arranged) and also for the Citizens' Advice Bureau (present siting existing Rayleigh Health Offices, London Hill).

Policy and Resources Committee

Consultations should be carried out with the staff at an early date regarding the mess room facilities to be provided. There is a small staff canteen adjoining the Committee Room but this is unlikely to be large enough if a tea break is allowed as at Rochford. Therefore consideration should be given to using part of the Committee Room for this purpose.

No estimate has been prepared at this stage for the use of Councillor accommodation as office.

The members decision is requested".

The Director of Technical Services reported that the Management Team had considered this matter and favoured alternative Scheme (b) as being the most economical, although this would preclude the holding of Council meetings in Rayleigh as had originally been intended.

Resolved that consideration of this matter be deferred and that a special meeting of the Committee be held at the Rayleigh Offices to enable members to inspect the accommodation available and consider proposals in the light of detailed costs to be supplied at that meeting.

RAYLEIGH COUNCIL CHAMBER (See Minute 78/73)

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

"Dependant upon the decision reached by the Committee in the preceding item, the Director of Technical Services to report that investigations have been carried out regarding the work required to alter the seating arrangements in the existing Council Chamber at Rayleigh to accommodate the new Council.

A plan showing the proposed layout is attached to this agenda. It is proposed to extend the dais by extending the bench area at each end and to provide three new chairs similar to the old one on the dais at the present time. There could then be accommodated on the dais the Chairman, Vice Chairman, six councillors and the Chief Executive.

The existing three sections of seating facing the dais will be moved to allow for a fourth section (in store) to be included and to allow for a central passageway. The existing seats are separated by arms and in order to accommodate all the councillors the rear seats which at present provide seating for four persons per bay will have the arms removed and made into bench seats to seat five persons. It is not proposed to alter the desk tops which will result in there being only four drawers and flap tops on the back row for every five councillors.

The administrative staff serving the Chief Executive will sit in front of the dais and the Directors will sit in the existing seating at the end of the dais - public and press accommodation will remain as at present.

The estimated cost of carrying out these works is £3,000."

Resolved that further consideration of the proposed alterations to the Rayleigh Council Chamber be deferred pending a decision on the previous minute 242/73 regarding the use of this accommodation for office purposes.

Policy and Resources Committee

DEFERMENT OF PROJECTS BY CONSTITUENT AUTHORITIES

244. The Chief Executive reported as follows:-

"A meeting of the Chief Officers of all three authorities was recently held to discuss the close co-operation which must prevail between them in order that an ordered programme of transition to the District Council on the 1st April 1974 can take place with the minimum of disruption to the public service.

The Chief Officers of the existing two local authorities still have a very large proportion of their time taken up by the schemes being promoted by their respective authorities, and it is likely that if any new schemes are commissioned by those authorities before 31st March 1974, they will have the effect of giving those Chief Officers very little time for necessary liaison with their counterparts serving this Council".

RECOMMENDED that the Constituent Councils be respectfully requested to consider deferring any new projects they have in mind to the new Council.

FORMULATION AND CONTROL OF POLICIES

245. The Director of Finance reported as follows:-

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 Councils' 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.

RECOMMENDED that the programme committees be requested to consider at their next meeting their wishes for projects to be placed in a works programme, including those standing over from the existing two Councils, and report back.

1974/75 BUDGETS

246. The Director of Finance reported as follows:-

"The Director of Finance to report that the Policy and Resources Committee under their terms of reference have to consider the general content of the budget for the next financial year and issue to the Committees general guide-lines to be borne in mind in consideration of the Committees' estimates.

Policy and Resources Committee

Whilst this may be the intention of the Council for the future it will not be possible in practice this year because of the host of unresolved matters outstanding at present e.g. agency arrangements, transferred services, Regional Water Authority charges, changes in grant arrangements, statutable deductions etc. It is not yet known when the Council will be notified of its "Locally Determined Sector" Allocation but it could be delayed well into the New Year.

It is proposed to circulate to each spending Committee in December their Capital Programme for consideration and to bring together a composite programme for the Finance and Personnel Sub-Committee on 20th December 1973, whose recommendations will be considered by the Policy and Resources Committee on 2nd January 1974 and a decision to be made at the Council meeting on 9th January 1974.

It is necessary for major policy decisions to be decided a reasonable period before the presentation of the revenue estimates to provide sufficient time for the figures to be prepared and it will be obvious that there is insufficient time to prepare detailed committee estimates for consideration by the first spending committee i.e. Housing Services, 17th January 1974, when major decisions such as the Capital Programme are only agreed the previous week.

The 1974/75 budget is one of the most difficult that any Director of Finance is likely to prepare against such a background of uncertainty.

It is proposed, therefore, that for 1974/75, detailed consideration of the Revenue Budget be considered initially by the Finance and Personnel Sub-Committee on 5th February 1974, thence the Policy and Resources Committee on 12th February 1974, the spending Committees being referred to only if necessary.

The Committee are also requested to review the form of presentation of the Revenue Estimates. Past experience in both Councils has been to submit page after page of detailed figures to each committee for consideration. Some figures have been amended slightly by each Committee, the net result overall, however, being insignificant to the total net requirements. If, at the final scrutiny, it was decided that the proposed rate levy must be reduced considerably, it was by necessity referred back to the Officers for their advice as to how to achieve that reduction.

The Revenue Estimates portray in monetary terms the decisions and policies of the Council. If the cost is too high at the time of making the rate then it is the policies which have to be examined, not the minor amendment of certain expenditure votes.

It is proposed that instead of present practice being continued, each spending Committee be provided with a one-page summary only of their expenditure and income, together with a statement of the major items influencing that total. There would be a substantial saving in administration costs if this method were adopted as well as focussing the attention of the members on the forward planning decisions taken or those which may have to be reconsidered".

RECOMMENDED (1) that for 1974/75, detailed consideration of the Revenue Budget be considered initially by the Finance and Personnel Sub-Committee on 5th February 1974, thence the Policy and Resources Committee on 12th February 1974, spending committees being referred to only as necessary.

(2) that each spending committee be provided with a one page summary only of their expenditure and income, together with a statement of the major items influencing that total.

WARD		MEMBERS	1976 WHOLE COUNCIL ELECTED	1977 COUNTY COUNCIL ELECTIONS	1978	1979 PARISH COUNCIL ELECTIONS	1980
1.	Central Rayleigh	D.C.	2	2	1		1
2.	Downhall	D.C.	2	2	1		1
3.	Grange	D.C.	3	3	1	1	1
4.	Lodge	D.C.	2	2	1		1
5.	Trinity	D.C.	3	3	1	1	1
6.	Wheatley	D.C.	2	2	1	1	
7.	Whitehouse	D.C.	2	2	1	1	
8.	Ashington	D.C.	2	2		1	1
	Ashington	P.C.	11	11		11	
9.	Barling & Sutton	D.C.	1	1		1	
	Barling & Sutton	P.C.	14	14		14	
10.	Canewdon, Paglesham & Stam	D.C.	1	1		1	
		P.C.	21	21		21	
11.	Foulness & East Gt. Wak.	D.C.	1	1		1	
	Foulness & East Gt. Wak.	P.C.	9	9		9	
12.	Central Gt. Wakering	D.C.	1	1		1	
	Central Gt. Wakering	P.C.	5	5		5	
13.	West Gt. Wakering	D.C.	1	1		1	
	West Gt. Wakering	P.C.	4	4		4	
14.	East Hawkwell	D.C.	3	3	1	1	1
	East Hawkwell	P.C.	10	10		10	
15.	West Hawkwell	D.C.	2	2	1		1
	West Hawkwell	P.C.	7	7		7	
16.	Central Hockley	D.C.	1	1			1
	Central Hockley	P.C.	4	4		4	
17.	East Hockley	D.C.	2	2	1		1
	East Hockley	P.C.	8	8		8	
18.	West Hockley	D.C.	1	1		1	
	West Hockley	P.C.	3	3		3	
19.	Hullbridge Riverside	D.C.	2	2	1		1
	Hullbridge Riverside	P.C.	7	7		7	
20.	Hullbridge South	D.C.	2	2	1		1
	Hullbridge South	P.C.	6	6		6	
21.	Rochford Eastwood	D.C.	1	1		1	
	Rochford Eastwood	P.C.	4	4		4	
22.	Rochford Roche	D.C.	1	1		1	
	Rochford Roche	P.C.	4	4		4	
23.	Rochford St. Andrews	D.C.	2	2	1		1
	Rochford St. Andrews	P.C.	9	9		9	
					224		
					13	14	13

ROCHFORD DISTRICT COUNCIL

Minutes and Report of the Meeting of the District Council.

At a Meeting held on the 28th November, 1973. Present: Councillors L.H. Fudge (Chairman), E.H. Adcock, S.W. Barnard, E.R. Biggs, R. Blackburn, C.D. Bright, Miss J.R. Browning, Mrs. F.E. Clayton, L.K. Cope, M.P. Cowen, B.A. Crick, S.B.H. Fletcher, D.R. Fowler, C.B. Gowlett, N.A. Grove, A.J. Harvey, A.J. Humby, D.A. Ives, M.L. Kermaugh, Miss E.M. Leggatt, Mrs. M.T. Madden, E.V. Maton, R. McCamley, D. McKinnell, C.R. Morgan, A.R. Mutimer, R.D. Needham, R.W.C. Offwood, G.C. Oldbury, I.W. Shields, P.J. Stanton, C. Stephenson, A.L. Tate, J.R. Warner and R.M. Warren.

APOLOGIES FOR ABSENCE.

247. Apologies for absence were submitted on behalf of Councillors Mrs. E.M. Frank, A.L. Tate and D.C. Wood.

MINUTES.

248. Resolved that the minutes of the meeting of the Council held on the 17th October 1973, be taken as read, confirmed and signed by the Chairman.

MINUTES OF COMMITTEES.

249. Resolved (1) that the reports of the proceedings and recommendations contained in the minutes and reports of the following Committees and Sub Committees be received and adopted:-

<u>Committee</u>	<u>Date</u>	<u>Minutes Nos.</u>
Finance and Personnel Sub	23rd October, 1973	170-181
Environmental Health & Control	1st November, 1973	189-198
Development Services	6th November, 1973	199-211
Ad Hoc Committee	7th November, 1973	212
Policy and Resources	20th November, 1973	230-246

(2) that the report of the proceedings and recommendations contained in the minutes and report of the Recreation and Amenities Committee held on the 30th October, 1973 (Minutes 182-188) be received and adopted, subject to the following amendment:-

Minute No. 187 - Recreation and Sports Facilities - Letting

It was suggested that the present method of notifying existing users only to submit applications for football pitches was prejudicial to newly formed clubs.

Resolved (1) that the recommendations (1) and (2) of Minute 187 be adopted.

(2) that prior to the commencement of each football season, in addition to inviting existing football clubs, a public advertisement be included in the local press inviting applications from any organisations wishing to reserve football pitches.

(3) that the report of the proceedings and recommendations contained in the Minutes and Report of the Finance and Personnel Sub-Committee held on the 13th November 1973, (Minutes 213-229) be received and adopted with the exception Minute 217 which was the subject of a recommendation by the Policy and Resources Committee.

MINUTES OF SUB-COMMITTEES

250. Resolved that consideration be given at the next meeting of the Policy and Resources Committee as to the procedure to be adopted in the future for submitting reports of sub-committees to the Council.

NON-MEMBERS ATTENDING MEETINGS OF COMMITTEES

251. The Chief Executive reported as follows:-

"Owing to the size of Committees and the need to ensure that members visiting do not vote on issues before the Committee, consideration should be given to Committee Members being seated in such a way as to ensure their separation from non-members".

Resolved that non-members attending meetings of Committees be requested to occupy seats which are sufficiently separated from Committee members as to clearly indicate that they are visiting members only.

ELECTIONS IN NON-METROPOLITAN DISTRICTS IN ENGLAND (See Minute 241/73)

252. The Chief Executive reported as follows:-

"Arising from the acceptance of the recommendation as to the election of the Council by thirds, if thought fit will the Council pass the following resolution - a simple majority only being necessary at this stage".

Resolved that in accordance with Section 7 (4)(b) of the Local Government Act 1972, the Rochford District Council requests the Secretary of State to provide for a system of elections by thirds of District Councillors or as nearly as may be to that proportion, in accordance with the Scheme of Indication now approved.

COMMITTEE REPRESENTATION.

253. The Chief Executive reported as follows:-

"Council is requested to confirm an exchange of Committee Memberships between Councillors P.J. Stanton and J.R. Warner, by which Councillor Stanton transfers to Recreation and Amenities Committee and Councillor Warner to Finance and Personnel Sub-Committee".

Resolved that the exchange of committee memberships between Councillors P.J. Stanton and J.R. Warner by which Councillor Stanton transfers to the Recreation and Amenities Committee and Councillor Warner to the Finance and Personnel Sub-Committee, be confirmed.

AGENCY ARRANGEMENTS - HIGHWAY FUNCTIONS

254. The Chief Executive reported as follows:-

"Pursuant to Minute 74/73, the Chief Executive to report that the Secretary of State for the Environment has not yet given a decision on our application for a direction under Section 110 of the Local Government Act 1972, requiring the Essex County Council to delegate certain highway functions, despite the fact that it was hoped that the decision would have been given by November 1st. It is now necessary that a decision be made in principle in order that the Director of Technical Services can plan his staff and resources.

Despite the absence of a decision the County Surveyor has, in a letter dated 23rd October, 1973 asked if the Council wish to undertake street cleansing operations in the urban areas of Rayleigh, Rochford and possibly Hullbridge in order to rationalise the respective functions of the County Council as highway authority and the District Council as public health authority on the basis of reimbursement as to 50% towards the first £500 per mile for each class of roads and 20% towards the next £500 per mile.

In addition the Council are asked if they wish to undertake grass cutting of verges with a contribution from the County Council based on 8 cuts per annum.

Your Management Team have considered this matter and they feel it is now vital for the decision in principle to be given by the Council. They therefore recommend that if the Council are not to be given the delegated highway functions referred to in Minute 74/73 then the Council should not accept any delegated highway functions, such as suggested in the letter of 23rd October 1973. If on the other hand we are to be given agency functions then the further highway functions referred to herein should then be claimed".

Resolved that further consideration of this matter be deferred until a decision on the Councils application for a direction is received from the Secretary of State for the Environment, and that a report be submitted at that time to the appropriate Committee.



CHAIRMAN
9TH JAN. 1974