

## REPORT OF THE ENVIRONMENT OVERVIEW & SCRUTINY COMMITTEE – 17 APRIL 2003

### 1 CITIZENS ADVICE BUREAU ACCOMMODATION – ROCHFORD OFFICE

- 1.1 This item of business was referred by the Environment Overview & Scrutiny Committee on 17 April to Council with the recommendation that no objections in principle would be raised to the proposal which had been put forward by the Citizens Advice Bureau (CAB) . A copy of the Officer's report is attached as an Appendix.
- 1.2 The Committee noted that the CAB was looking to extend their premises in Back Lane, Rochford and that prior to doing so would welcome a formal Council view on their proposal, as the landlords of the site.
- 1.3 The Committee further noted that at this stage the CAB were not intending to embark on more detailed discussion regarding the feasibility of their proposals and that they appreciated that the Council were not in a position at this time to offer any views on its planning merits.
- 1.4 It is proposed that Council **RESOLVES**
- That from a landlord's viewpoint, and subject to further information as to the details, no objections in principle are raised to this proposal.  
(CE)

Sarah Fowler

Head of Administrative and Member Services

---

### Background Papers:

None

For further information please contact Margaret Martin on:-

Tel:- 01702 318179

E-Mail:- [margaret.martin@rochford.gov.uk](mailto:margaret.martin@rochford.gov.uk)

APPENDIX

**CITIZENS ADVICE BUREAU ACCOMMODATION –  
ROCHFORD OFFICE**

**1 SUMMARY**

- 1.1 The Citizens Advice Bureau (CAB) is looking to extend their premises in Back Lane, Rochford. Prior to doing so, they would welcome a formal Council view on their proposal, as the landlords of the site.

**2 INTRODUCTION**

- 2.1 The Rayleigh and Rochford CAB have written to the Authority advising that they are considering proposals for increasing space at their Rochford office. They have looked at possible alternatives and the solution that they propose is to extend their existing building across the two car parking spaces immediately adjoining the premises. This would also incorporate the present walkway. However, this is not a designated highway as such. A copy of the indicative plan of their proposal is attached.
- 2.2 The CAB would not look to the Council to fund the project but would seek external funding to cover the cost. However, prior to progressing the project further, the CAB would like a view from the Council as to whether the Council would be prepared to amend its existing lease with the CAB to reflect this extension. This lease expires in 2015.
- 2.3 The CAB appreciates that the Council is not in a position to offer any view on the planning merits of the proposal at this time. They are simply seeking the view of the Council as the landlord of the premises.
- 2.4 The proposed extension would allow the CAB to provide:-
- An enlarged waiting area away from the interview rooms.
  - An enlarged general office for the advisers and administrative staff.
  - The provision of a training/meeting room.
  - A fourth interview room.

**3 OFFICER COMMENT**

- 3.1 On the basis of the information supplied by the CAB, there appears to be no reason why the Council, as landlord, should withhold consent to the principle of the extension as outlined. There would be a loss of two car parking spaces but, given the proximity of the adjoining public car park, this would not appear to be such a significant matter to prevent the proposal being progressed.

**4 ENVIRONMENTAL IMPLICATIONS**

- 4.1 These would need to be addressed as part of the planning process.

**5 PARISH IMPLICATIONS**

- 5.1 The site lies within Rochford Parish.

**6 RESOURCE IMPLICATIONS**

- 6.1 The CAB advise that they would seek to finance the extension without requiring any additional funding from the Authority.

**7 RECOMMENDATION**

- 7.1 It is proposed that the Committee **RECOMMENDS** to full Council that, from a landlord's viewpoint, no objections are raised to this proposal.

Paul Warren

Chief Executive

---

**Background Papers:** None

For further information please contact Chief Executive on:-

Tel:- 01702 318199  
E-Mail:- paul.warren@rochford.gov.uk

CAB Premises, Back Lane, Rochford



GIS by ESRI (UK)



Scale : 1:1250

Reproduced from the Ordnance Survey map with the permission of the Controller of Her Majesty's Stationery Office © Crown Copyright 2000.

Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings

Produced using ESRI (UK)'s MapExplorer 2.0 - <http://www.esriuk.com>

Organisation	Rochford District Council
Department	Legal Services
Comments	
Date	01 April 2003
SLA Number	Not Set