

Executive Board – 6 February 2008

Minutes of the meeting of the **Executive Board** held on **6 February 2008** when there were present:-

Chairman: Cllr T G Cutmore
Vice-Chairman: Cllr K H Hudson

Cllr K J Gordon
Cllr J M Pullen
Cllr C G Seagers
Cllr D G Stansby

Cllr M G B Starke
Cllr Mrs M J Webster
Cllr P F A Webster

OFFICERS PRESENT

P Warren - Chief Executive
R J Honey - Corporate Director (Internal Services)
G Woolhouse - Corporate Director (External Services)
S Fowler - Head of Information and Customer Services
R Evans - Head of Environmental Services
S Scrutton - Head of Planning and Transportation
F Laycock - Senior Environmental Health Officer
J Bostock - Committee Services Manager

Also present:-

MOD Representatives:
D Brack
A Davidson
M Gilmen

Environmental Consultant Representatives:
C McDonald
L Cottrell
J Dunnet

41 MINUTES

The Minutes of the meeting held on 9 January 2008 were approved as a correct record and signed by the Chairman.

42 DECLARATIONS OF INTEREST

Cllr J M Pullen declared a personal interest in the item on CCTV – Websters Way Car Park by virtue of being a member of Rayleigh Town Council.

Cllr Mrs M J Webster declared a personal interest in the item on the New Essex Community Strategy and the New Essex Local Area Agreement by virtue of being a Member of Essex County Council.

Exclusion of the Press and Public

Resolved

That the press and public be excluded from the meeting for the following two items of business on the grounds that exempt information as defined in

paragraphs 6 and 3 of Part 1 of Schedule 12A of the Local Government Act 1972 would be disclosed.

43 LAND QUALITY ASSESSMENT – MOD SHOEBURYNESS

The Board considered the exempt report of the Head of Environmental Services on the outcome of an initial land quality assessment. Representatives from the MOD and appointed environmental consultants delivered a presentation on this item.

Detail on the responses of the representatives to Member questions is set out in the exempt appendix to these Minutes.

Resolved

That the contents of the exempt report, together with the comments made by the officers reviewing the consultative documents and matters that will be raised, be noted. (HES)

44 REPORT OF THE CONTRACTS SUB-COMMITTEE – WASTE MANAGEMENT CONTRACT COMMUNICATIONS STRATEGY

The Board considered the exempt appendix to the report of the Contracts Sub-Committee containing recommendations relating to the Communications Strategy for the new waste management contract. The Board also discussed the timing of contract delivery. Detail on the discussion and the decisions made is set out in the exempt appendix to these minutes.

The public and press were re-admitted to the meeting for the remaining items of business.

45 MATTERS REFERRED TO THE EXECUTIVE BOARD

(1) Removal of non-offensive graffiti from children's play equipment

In considering the concerns of the West Area Committee on the removal of graffiti from children's play equipment, the Board noted that the new grounds maintenance and street cleansing contracts provided for significant improvements to the arrangements for graffiti removal and:-

Resolved

That, in view of the significant improvement to graffiti removal associated with the new grounds maintenance and street cleansing contracts (removal of any sexist, racist and offensive graffiti within 24 hours of being reported and all other graffiti within 3 days), the Council's Review Committee be asked to review the working of the graffiti removal policy after the new contracts have been in operation for a period of 6 months. (HES)

(2) Member Champion for Risk

The Board considered the report of the Audit Committee containing a recommendation on the appointment of a Member Champion for Risk.

Resolved

That a Member Champion for Risk be appointed at Annual Council.
(HFAPM/HICS)

(3) Bring Banks Service

The Board considered the report of the Contracts Sub-Committee containing recommendations relating to the provision of Bring Banks.

Members agreed a motion, moved by Cllr M G B Starke and seconded by Cllr C G Seagers, relating to replacement of the words 'in place' with 'embedded' in recommendation (2) and it was:-

Resolved

- (1) That the current bring bank contracts for all materials other than plastics be extended for one year from April 2008.
- (2) That the facilities for plastics recycling be limited to a maximum of one bring bank for each site, collected once a week, as soon as the new kerbside collection arrangements are embedded.
- (3) That the need for the bring banks for all materials be regularly reviewed. (HES)

(4) Additional Bin Criteria

The Board considered the report of the Contracts Sub-Committee containing recommendations relating to use of specific criteria as the basis for a fair, transparent and consistent assessment of a household's request for additional bins.

Responding to questions, officers advised that detail on service charge calculations relating to the new criteria would be provided and that the need to be very sympathetic to households with specific medical needs was recognised.

The Board concurred with the observation of a Member that it would be appropriate to clarify that the criteria relating to specific medical needs applied to persons of all ages. The Board also extended thanks to Cllr K J Gordon for his involvement in working with the Primary Care Trust on the Trust's responsibilities for the removal of low grade clinical waste.

Resolved

- (1) That the criteria detailed below be used as the basis for assessing requests for a second wheeled bin for residual waste to be provided free of charge and that householders would have the right of appeal to the Appeals Committee in the event of their request being refused:-
 - Households must have 6 or more residents (discretion for children in nappies and for people of all ages with specific medical needs).
- (2) That additional residual waste bins should be provided to residents upon request, providing that the residents pay the total purchase and service costs of the additional bins.
- (3) That any requests for an additional bin for the purposes of disposing of kitchen or garden waste will be refused, unless the householders are prepared to cover the total purchase and service costs of the additional bin.
- (4) That there shall be no maximum on the number of bins provided for dry recycling materials, provided that the need for such facilities can be established. (HES)

46 PERFORMANCE REPORT TO MEMBERS FOR THE PERIOD OCTOBER TO DECEMBER 2007

The Board considered the report of the Head of Finance, Audit and Performance Management on statistical performance data for key indicators up to 31 December 2007.

Resolved

That the performance achieved for the key indicators for the third quarter of 2007/08 be noted. (HFAPM)

47 CAPITAL PROGRAMME – MONITORING REPORT

The Board considered the report of the Head of Finance, Audit and Performance Management on the financial progress in completing the General Fund Capital Programme for 2007/08.

Members noted the distinction between land acquisition arrangements to the east and west of the Cherry Orchard Jubilee Country Park.

Resolved

That the contents of the report on the General Fund Capital Programme for 2007/08 be noted. (HFAPM)

48 BUDGET MONITORING STATEMENT

The Board considered the report of the Head of Finance, Audit and Performance Management on material items of income and expenditure for the third quarter of the year.

It was noted that the Council benefited from a preferential rate for short term agency staff through a County wide procurement arrangement.

Resolved

That the contents of the report on the Budget Monitoring Statement 2007/08 be noted. (HFAPM)

49 NEW ESSEX COMMUNITY STRATEGY AND THE NEW ESSEX LOCAL AREA AGREEMENT

The Board considered the report of the Chief Executive which introduced initial drafts of the emerging new Community Strategy for Essex and the new Local Area Agreement for comment.

Resolved

That the emerging Community Strategy for the County and the emerging new Local Area Agreement for Essex be endorsed on the basis that Strategy key goals around vulnerable people, housing and leisure, strengthening the voluntary sector and cleaner communities are of particular value and that particular support could be given to the Local Area Agreement priorities around:-

- More older people supported to live at home with sufficient support for carers.
- Less substance misuse.
- Better mental health for all.
- More participation in sport and culture.
- A range of affordable homes are available with less homelessness and a greater supply of suitable accommodation for care leavers, youth offenders and runaways.
- Local residents' enjoy better access to employment, education, health, leisure and community facilities, with better public and community transport.
- Greater participation in voluntary clubs and groups.
- People feel safer.

- Smaller domestic, business and public sector carbon footprint.
- A well managed natural environment.
- Less waste and more recycling. (CE)

50 LEARNING FROM COMPLAINTS

The Board considered the report of the Head of Information and Customer Services on a revised process to ensure corporate learning from complaints.

It was noted that, if a complainant was unhappy with the nature of an officer's response, this could be escalated to a different officer. It was also noted that a contact management system was being developed that would expand on current mechanisms used to identify contactees.

Resolved

- (1) That the complaints statistics for April-December 2007 be noted.
- (2) That the improved procedures for handling all customer feedback, as detailed in the report, be agreed. (HICS)

51 RAYLEIGH WINDMILL: CIVIL CELEBRATIONS/WEDDING TERMS AND CONDITIONS OF HIRE

The Board considered the report of the Head of Community Services on the terms and conditions of hire for weddings and civil celebrations at Rayleigh Windmill.

Resolved

- (1) That any floral decorations for Civil Celebrations at the Windmill be arranged by the hirer and not be included as part of the terms and conditions of hire, or hire fee.
- (2) That each Civil Ceremony be set a time limit of between 3 – 4 hours, as part of the terms and conditions of hire, therefore negating the need for access from 9.30 on the day prior to the event.
- (3) That the hire charges for the Rayleigh Windmill for Weddings/Civil Ceremonies be set at £250 where they take place Monday to Friday and £350 where they take place on a Saturday, Sunday or Bank Holidays. (HCS)

52 VALIDATION OF PLANNING APPLICATIONS

The Board considered the report of the Head of Planning and Transportation on proposals for a series of checklists that would provide details of documents that may be required to be submitted with different types of planning applications.

Responding to questions, the Head of Planning and Transportation advised that:-

- Officers would be sympathetic to any resident seeking to submit an application as a householder and would encourage applicants to have pre-application discussions so that it would be rare for there to be a need for further discussion once an application is submitted.
- In some instances where the Council receives an application with a large number of supporting documents it would be of value for there to be provision for submission on a CD-Rom.
- In the absence of local requirements there would be a need to be reliant on the national list. Only time will tell whether the new arrangements prove to be better than the current system.
- It was intended that the list of local landmarks (a supplementary planning document) would be available by the end of March 2008.

Resolved

That, subject to inclusion of the submission of applications on CD-Rom in appropriate cases, the draft local list for the validation of planning applications, as detailed in the report, be approved for consultation purposes. (HPT)

53 CCTV – WEBSTERS WAY CAR PARK

The Board considered the report of the Head of Planning and Transportation on a request from Rayleigh Town Council for the management of CCTV cameras located in Websters Way car park to be transferred to the Town Council.

Resolved

That a legal agreement be prepared to enable the transfer of responsibility for managing the CCTV cameras in Websters Way car park to Rayleigh Town Council, to include maintenance and repair as required. (HPT)

54 CIVIL PARKING ENFORCEMENT – IMPLEMENTATION OF THE TRAFFIC MANAGEMENT ACT 2004 (PART 6)

The Board considered the report of the Head of Planning and Transportation on progress towards implementation of the requirements of the Traffic Management Act 2004 (Part 6).

Responding to questions, the Head of Planning and Transportation advised that information on the lower and higher parking penalty bands could be provided.

Resolved

That the arrangements for implementation of the requirements of the Traffic Management Act 2004 (Part 6), as detailed in the report, be agreed. (HPT)

55 HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING ENFORCEMENT POLICY

The Board considered the report of the Head of Planning and Transportation on a new Hackney Carriage and Private Hire Licensing Enforcement Policy.

The Board concurred with the observation of a Member that it would be appropriate to delete Paragraph 15.2 of the proposed policy.

Resolved

That, subject to the deletion of paragraph 15.2, the Hackney Carriage and Private Hire Licensing Enforcement Policy, as attached to the report, be approved. (HPT)

The meeting closed at 10.07pm.

Chairman

Date

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