



**Rochford District  
Council**

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**January - December**

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Sunday Trading

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12



**Rochford District  
Council**

# **ROCHFORD DISTRICT COUNCIL MINUTES**

**1990**

**September (Part 1)**

ROCHFORD DISTRICT COUNCIL

Minutes of the Planning Services Committee

At a Meeting held on 6th September 1990      Present      Councillors  
T Fawell (Chairman), R S Allen, R A. Amner, Mrs V J Arnold,  
P A Beckers, C K Bellman, C I Black, Mrs J A Christie, Mrs P Cooke,  
B A Crick, Mrs J Fawell, D F Flack, J A. Gibson, Mrs H L A Glynn,  
Mrs V Grigg, M J Handford, N Harris, Mrs E M Hart, D R Helson,  
Mrs J Helson, Mrs. A R Hutchings, S N Jarvis, Miss B G.J. Lovett,  
Mrs E Marlow, C R Morgan, R.A Pearson, J M Roden, S A Skinner,  
A Stephens, Mrs M W Stevenson, R E. Vingoe, Mrs L Walker, D A. Weir,  
D C Wood and C Wren.

Apologies      Councillors R H. Boyd, Mrs S J Lemon and P F A Webster

466 MINUTES

Resolved that the Minutes of the Meeting of 26th July 1990 be approved  
as a correct record and signed by the Chairman

467 MR. B PAYNE

A Member referred to the recent death of Mr. B Payne, the Council's  
former Assistant Director of Finance, and advised the Committee of the  
funeral arrangements

468 MONITORING OF PERFORMANCE - MEETINGS OF 22ND MARCH, 19TH APRIL AND  
5TH JULY 1990

The Committee were satisfied that all necessary action had been taken  
Minutes 426/89 Paras 1 and 2 (SEC), 667/89 Para 14 (SEC) and Para 27  
(DD), 174/90 Para S 16 (SEC), 234/90 Paras D2, D3 and 16 (SEC) and  
392/90 Para 13 (SEC) were carried forward

In connection with Minute 234/90 Paras D2 and D3 - Hockley Downs Stable,  
Lower Road, Hockley - a Member expressed concern that works were  
progressing on the site before completion of the Legal Agreement

469 LITTLE WHEATLEYS PANEL

The Committee noted the appended Minutes of the Little Wheatleys Panel  
held on 25th July 1990 and were advised by a Member that concern had been  
expressed at the Meeting at the lack of response from the County Council  
regarding a new primary school

470 DEFERRED ITEMS (Minute 462/90)

The Committee had before them three reports of the Director of Development  
consideration of which had been deferred from the last Meeting, namely -

- (1)      Consultation from Southend-on-Sea Borough Council - Outline  
Application to Erect Dwellinghouse with Garage; Land South of  
Newfriars, Wakering Road, Shoeburyness

The Chairman advised the Committee that negotiations were  
continuing with Southend-on-Sea Borough Council regarding the  
possibility that the site straddled the boundary of Rochford and  
Southend-on-Sea

001162

## Planning Services

The site lay within a narrow strip of land and the application was for a dwelling which would be the penultimate property within a ribbon of dwellings, that part of the site which lay within the Borough of Southend-on-Sea being zoned residential. The balance of the site if confirmed to be within the Rochford District was zoned Metropolitan Green Belt.

Resolved that the report be noted and the matter be deferred to a future Meeting (DD)

- (ii) 17 Brook Close, Rochford - Proposed Amendments to Car Parking Layout and Roof Design from Scheme Approved on 1st August 1989 (Planning Application ROC/279/89)

Members were aware of the history of the above site with regard to the two previous planning applications and on the two revised schemes that had been submitted, namely:-

(i) A roof addition to accommodate a lift facility, and

(ii) A revised car parking layout.

The Committee noted that as a result of negotiations with the applicant the roof addition had been lessened thus limiting the visual impact of this feature and the design was now considered acceptable and that the revised car parking layout would retain the existing boundary landscaping and improve turning facilities within the site.

In approving the amendments to planning application ROC/279/89, the Committee accepted the suggestion of a Member that the Development Services Committee be asked to investigate the possibility of restricting on-street parking in Brook Close, Rochford.

Resolved that the amended car parking layout and addition to the roof to provide for the proposed lift facility be approved as amendments to planning application ROC/279/89, approved on 1st August 1989, subject to the conditions originally imposed.

RECOMMENDED That arrangements be made for the Development Services Committee to investigate the possibility of restricting on-street parking in Brook Close, Rochford (DD) (HES)

- (iii) Deemed Permission Application from Essex County Council, Change of Use from Residential to Day-Care Centre and Office Accommodation with Associated Storage and Car Parking, 80-80C West Street, Rochford - Application Number CC/0447/90/ROC

A deemed consent was being sought by the Essex County Council for the change of use of a terrace of four houses on the north side of West Street, Rochford to a Day-Care Centre and office accommodation with associated storage and car parking. The site was located just within the residential area on the edge of the town centre, was surrounded by non-residential uses and only the east end of the terrace was occupied.

## Planning Services

The Committee noted the details of the use proposed and the number of parking spaces which would be provided but shared the concern of the Rochford Parish Council who had objected to the proposal due to the loss of residential use of the properties

Resolved that Essex County Council be advised that this Authority is concerned at the loss of residential use but would agree to the proposal reluctantly if these properties are the only possible site for the Day-Care Centre. (DD)

### 471 TOWN AND COUNTRY PLANNING LEGISLATION - CONSOLIDATION

The Director of Development reported that the existing Town and Country Planning legislation had been consolidated into three Acts, namely:-

- (i) The Town and Country Planning Act 1990
- (ii) The Planning (Listed Buildings and Conservation Areas) Act, 1990
- (iii) The Planning (Hazardous Substances) Act 1990

The Committee noted that the new Acts restated existing law and came into force on 24th August 1990 and that the principal Act (the Town and Country Planning Act 1990) covered the bulk of planning legislation.

One of the main effects of the new legislation was to change the section numbers for various subjects covered by the Acts. New forms and documentation would as a result be necessary but to avoid waste existing forms would be over-printed where appropriate with cross-references to the new legislation.

### 472 UNAUTHORISED DEVELOPMENT - RAYLEIGH PARK ESTATE, RAWRETH/RAYLEIGH AND HOCKLEY GARDEN ESTATE, HULLBRIDGE (Minute 460/90)

The Committee considered the appended report of the Secretary to the Council regarding detailed investigations which had been carried out to ascertain whether any unauthorised uses were occurring on plotland sites on the above Estates.

The Chairman advised the Committee that recommendation (2) had been amended so that a further report could also be submitted on High Acre, Central Avenue (Hockley Gardens Estate). It was also noted that all references to 'Third Avenue' should be amended to 'Fourth Avenue'.

In reply to a question from a Member, the Secretary to the Council advised the Committee of the difficulties that had been experienced in connection with enforcement action in those areas and that a number of additional matters had come to light during the detailed investigations that had taken place, but that in a number of cases Enforcement Action had already been taken and that many of the breaches of planning control previously reported had been remedied.

Resolved (1) that the contents of the report be noted

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## Planning Services

(2) that further reports be submitted when available concerning items 6 and 11 on the Rayleigh Park Estate and items 3, 4, 6, 8, 12 and 14 on the Hockley Gardens Estate

(3) that the Secretary to the Council be authorised to take all necessary action including the issue and service of Notices and action in the Courts to secure the remedying of the breach of planning control now reported with regard to item 1 on the Hockley Gardens Estate together with land at Woodville, Hullbridge Road (SEC)

### 473 PERMITTED DEVELOPMENT RIGHTS FOR SATELLITE TELEVISION ANTENNAE, DEPARTMENT OF THE ENVIRONMENT CONSULTATION PAPER

The Committee considered the appended report of the Director of Development regarding a consultation paper relating to permitted development rights for satellite antennae, comments on which were required by 7th September 1990

At the suggestion of a Member, the Committee agreed that the Department of the Environment should also be advised that this Authority preferred the use of communal dishes in flatted situations

Resolved that this Council's response to the questionnaire contained in the consultation draft be as set out in the report and supplemented above (2081) (DD)

NOTE The Chief Executive & Director of Finance exercised his authority under Standing Order 18 to enable an immediate response to be made

### 474 GYPSY SITE PROVISION SEMINAR


Details had been received from the County Council of a seminar on the above topic to be held on 25th September 1990 to which all Districts had been invited to send representatives, subject to an overall limit of 140 places. The matter fell within the purview of the Development Services Committee but with the concurrence of the Chairman, was brought to this Committee to enable the necessary arrangements to be made

RECOMMENDED That the Chairmen of the Planning Services and Development Services Committees or their nominee, a Member from each group and two Officers be appointed as the Council's representatives to attend the above Seminar (17729) (SEC)

NOTE The Chief Executive & Director of Finance exercised his authority under Standing Order 18 to enable the nominated representatives to attend

### 475 FAILURE TO COMPLY WITH CONDITION 3 OF ROC/254/89 WHICH REQUIRES THE INSTALLATION OF OBSCURE GLAZING TO THE REAR FIRST FLOOR WINDOW AT 2 NEWSTEAD ROAD, GREAT WAKERING, ESSEX

The Director of Development reported on the history of the two-storey side extension at the above property for which planning permission was granted in 1987 subject to conditions, one of which required certain windows to be obscure glazed.



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## Planning Services

A planning application was refused in 1989 for the continued use of the extension without compliance with the above condition, which was subsequently upheld on Appeal

Despite the Appeal decision, the obscure glazing had not been installed. The absence of the obscure glazing on the north side of the first floor rear window in this two-storey extension affords an excessive degree of overlooking of the adjoining neighbours' private rear garden area, detrimental to the amenity of that dwelling.

At the request of a Member, the Chairman gave an assurance that further investigations would take place, pending which it was

Resolved that the Secretary to the Council be authorised to take all necessary action including the issue and service of Notices and action in the Courts to secure the remedying of the breach of planning control now reported (12122) (SEC)

476 FAILURE TO COMPLY WITH CONDITIONS 4 AND 5 OF ROC/665/85 WHICH REQUIRES THE ERECTION OF A WALL AND CLOSE-BOARDED FENCE AT 61 KIMBERLEY ROAD, LITTLE WAKERING, ESSEX

The Director of Development reported that planning permission was granted in 1985 for the erection of a detached bungalow with separate garage, subject to certain conditions, two of which required the erection of a six foot high brick wall and close-boarded fence around certain boundaries of the site, commensurate with the occupation of the dwelling. Those conditions had not been satisfied and in order to avoid unreasonable overlooking and loss of amenity to adjacent residential properties it was felt that enforcement action should be taken.

At the request of a Member the Chairman gave an assurance that the owners of the above property would be given a reasonable time to comply with the Enforcement Notice

Resolved that the Secretary to the Council be authorised to take all necessary action including the issue and service of Notices and action in the Courts to secure the remedying of the breach of planning control now reported. (31818) (SEC)

477 SCHEDULE OF DEVELOPMENT APPLICATIONS AND RECOMMENDATIONS

The Director of Development submitted a schedule for consideration and a list of Planning Applications and Building Regulation Applications decided under delegation

Resolved that decisions be made in accordance with the recommendations in the appended Schedule subject to :-

Para D4 - OL/0445/90/ROC

Add Condition.

10. Std. Cond C 74 - Permitted Development Restrictions - Dwellings

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## Planning Services

In approving this application the Committee agreed that there should be a restriction concerning the second property so that it could not be occupied until the sewage embargo had been lifted and that this should be incorporated within a legal agreement

### 478 LITTLE WHEATLEYS FARMHOUSE, LITTLE WHEATLEYS CHASE, RAYLEIGH - LB/0420/90/ROC

With the consent of the Chairman pursuant to Standing Order 26.2 the Director of Development reported that the above application for the demolition of the above building, which had appeared on Weekly List Number 26 had been referred to this Committee at the request of a Member.

The Director of Development advised the Committee that endeavours had been made by the previous owner, the current owner and this Council to preserve this Listed Building, but due to a fire and extensive vandalism the building had become dangerous. Local children were still gaining access to the site and in the interests of safety he had given permission for the dwelling to be demolished.

Resolved that the application be approved as set out in Weekly List Number 26 (DD)

### 479 EXCLUSION OF THE PUBLIC

Resolved that under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the Meeting for the following item of business on the grounds that it involves the likely disclosure of Exempt Information as defined in paragraph 12 of Part I of Schedule 12A of the Act

### 480 BALTIC WHARF, WALLASEA ISLAND, ROCHFORD - APPLICATIONS ROC/667/89 AND ROC/316/89 - VARIATION OF WORKING HOURS CONDITION AND REALIGNMENT OF JETTY

The Secretary to the Council and the Director of Development reported jointly in confidence on recent developments regarding the forthcoming Public Inquiry on the above applications. The Committee noted advice from Counsel and the Officers on the matter and that the applicants had indicated their willingness to formally agree to a restriction on lorry movements on a Sunday. It was moved by Councillor D C Wood and seconded by Councillor C R Morgan.

"That this Council maintain its present position and appear at the Public Inquiry "

Under a Requisition pursuant to Standing Order 14 voting on the amendment was recorded as follows:-

#### For the Motion (14)

Councillors Mrs V J Arnold, C K. Bellman,  
Mrs J A Christie, B A Crick,  
Mrs J Fawell, T Fawell, D.F Flack,  
Mrs E M Hart, C R Morgan, J M Roden,  
Mrs M W. Stevenson, D A Weir, D.C Wood  
and C Wren

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### Against the Motion (19)

Councillors R.S. Allen, P.A. Beckers,  
C I Black, Mrs P Cooke, Mrs H L A Glynn,  
Mrs V. Grigg, M.J. Handford, N. Harris,  
D R Helson, Mrs J Helson,  
Mrs A R Hutchings, S.N Jarvis,  
Miss B J G Lovett, Mrs E Marlow,  
R A Pearson, S A. Skinner, A Stephens,  
R E Vingoe and Mrs L Walker

The Motion was declared LOST

The Committee accepted, on a show of hands, the recommendations of the Secretary to the Council and Director of Development to seek a deferment of the Public Inquiry and agreed in principle to planning approvals subject to a Section 106 Agreement for the proposed modifications to the jetty and variation of the hours of work condition based upon the current proposals and to the applicant being invited to re-submit applications accordingly

Resolved (1) that the Council formally seek a deferment of the Inquiry.

(2) that the Council agree in principle to planning approvals, for the proposed modifications to the jetty and variation of the hours of work condition based upon the current proposals subject to a Section 106 Agreement to include a restriction on lorry movements on Sundays.

(3) that the applicant be invited to re-submit applications accordingly (472) (SEC, DD)

Note During discussion of the above matter it was

Resolved that Standing Order 1 8 be suspended to enable transaction of the remaining business

### 481. DISPLAY OF BANNER (Minute 455/90)

Pursuant to Standing Order 26 2, the Chairman gave details of a 'Save Rochford Hospital' Banner that had been erected on Council land

Resolved that no action be taken to remove the banner until the matter had been considered by the appropriate Committee (26609)(SEC)

ROCHFORD DISTRICT COUNCIL

PLANNING SERVICES COMMITTEE - 6TH SEPTEMBER 1990

MINUTES OF THE LITTLE WHEATLEYS PANEL

At a Meeting held on 25th July 1990 Present Councillors C I Black,  
C R Morgan, S A Skinner (Vice-Chairman in the Chair) A Stephens,  
P F A Webster and D C Wood

4 APPOINTMENT OF CHAIRMAN

Resolved that Councillor T Fawell be appointed Chairman of the Panel for the remainder of the Municipal Year and that Councillor S A Skinner be appointed Vice-Chairman.

5 RM/0438/90/ROC - LAND AT LITTLE WHEATLEYS CHASE, RAYLEIGH

The Panel had been asked by the Planning Services Committee to give preliminary consideration to the above application in respect of the first phase of this development for which outline approval had already been granted. They welcomed Mr A.J D Phillips, the Land and Technical Director for Beazer Homes (East) Limited and Mr T E Castle the agent and architect for the project who had been invited to attend.

The Director of Development reminded Members with the aid of viewfoils of the notation and location of the site, its access provision and that there was existing adjoining public open space and an additional area which was intended for that purpose on exercise by the Council of an option agreement with the developer. The current application, details of which were displayed to Members, showed reserved matters in respect of the first phase of 51 dwellings to be developed in the north west sector of the site which whilst consistent with the earlier submission incorporated certain later refinements. The plan indicated a wide range of properties from one bed starter units through to four bed detached houses and the Council's car parking standards were met in all cases. The density of the development was slightly lower at 11 units per acre than was proposed overall, garden areas were adequate and the relationship of properties appeared acceptable.

Turning to the highway infrastructure the Panel were reminded that the need to provide improvements to the junction of Hatfield Road and London Road was the subject of a Section 52 Agreement. The application indicated the laying out of access roads within the estate to the extent necessary to serve the first phase, such roads being compatible with the eventual network as indicated on the outline application.

It was proposed to retain the existing hedgeline to the boundary of the estate and to soften the impact of development by tree planting on the adjoining border of the proposed public open space. Surface water drainage would be provided by means of a dry pond in the same vicinity, that was, within the open space site immediately to the east of the development. Since both of those proposals fell outside the application site they might also need to be the subject of a Section 52 Agreement.

*[Handwritten signature]*

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Reference was made to an existing footpath to the north of the site which it was proposed to divert southwards through the new estate. Consideration had been given to the site compound and the proposed location isolated from the existing houses and the new development was identified to the Panel. Finally they were advised that there was no proposal at this stage for a health centre.

Mr. Castle advised Members that there had been liaison with County Highways regarding the road structure and they had indicated their satisfaction on an informal basis pending consultation on the detailed application which included provision for landscaping on the access road. So far as car parking was concerned the majority would be provided by garages or individual parking spaces. There were only two communal parking areas both of which would be located discreetly and landscaped. As regards the overall appearance of the estate great care had been taken to provide a diversity of house types and materials so as to provide variety and colour. Members were shown plan elevations in that respect and noted that the buildings would incorporate traditional style windows. Finally Mr. Castle said that following consultation with the Water Authority it was now proposed to locate the dry pond slightly further to the north than shown on the plan.

In response to questions Members were advised that double-glazing was being installed as standard, that both gas and electricity supplies would be provided but that in the applicant's experience a development of this size would not justify a local shopping facility and there was no intention therefore to provide such premises.

The following points were also discussed.

- (i) It was appreciated that it would be the intention to drain and reline the former slurry pit within the development with a view to its retention as a pond feature. Nevertheless Members felt that the need for surface water drainage would create an opportunity for a further water feature within the open space. Mr. Phillips suggested that as the Council would be the eventual owners of that land he was not averse to that concept provided that it was acceptable in engineering terms and the matter was left to be pursued by the Officers.
- (ii) A Member suggested that there was no need to divert the existing footpath since it skirted the boundary of the site. Mr. Castle said it was apparent that the route on the ground was not used and it would be preferable in any case for security reasons to avoid the provision of a public footpath past the back gardens of houses. The Panel were shown the proposed route of the diversion which included 2m wide footpaths and crossing points and accepted that this was a better alternative.
- (iii) Reference was made to the lower density of the first phase than that foreseen overall. It was explained that the project envisaged a higher density at the core of the estate, with a lower density adjacent to the open space so as to soften the impact. Mr. Phillips said a Section 52 Agreement had been mooted earlier in respect of off site works but he suggested that was unnecessary since until the Council chose to exercise its option agreement the land would remain in the applicant's control.

If the application was extended to include the drainage and tree planting area to the west the desired result could be secured by means of conditions in the normal way. The Panel asked for that alternative course to be investigated.

- (iv) A Member expressed the view that it would be desirable for the roads and street lighting to be provided to adoptable standard as soon as possible. Mr Phillips said the applicants intended to ensure that there was a satisfactory infrastructure to service the completed dwellings as they were offered for sale. It was however the practice to complete construction before final surfacing but he affirmed that the applicants would wish to achieve adoptable standards as soon as possible.
- (v) So far as completion of the overall development was concerned it was envisaged that in the current market conditions that could take up to six years. The development had been carefully planned so as to ensure that disturbance to occupants of preceding phases would be minimised including the cleaning of roads and contractors' vehicles.
- (vi) The Panel expressed disappointment that there was as yet no provision for a Health Centre and were advised that the developers were prepared to identify a site for that purpose on a commercial basis if an approach was received from the Health Authority or the Family Practitioner Committee. In that connection the status of the site of the former farmhouse was discussed but it was considered that even if it became available it was not in the right location for the purpose.

The representatives said that having submitted the application in June they were keen to secure planning approval to enable work to commence and were advised that it would be the intention to put the matter to the Planning Services Committee in September. They were thanked for their attendance and presentation in enabling the Panel to give preliminary consideration to the application which it was hoped would facilitate the decision of the Planning Services Committee.

All the points of substance relating to the application having been dealt with to Members' satisfaction it was

RECOMMENDED That the Planning Services Committee be advised that the Panel support this application. (DD)

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ROCHFORD DISTRICT COUNCIL

PLANNING SERVICES COMMITTEE - 6TH SEPTEMBER 1990

REPORT OF THE SECRETARY TO THE COUNCIL

RAYLEIGH PARK ESTATE AND HOCKLEY GARDEN ESTATE

Plotland sites in the Green Belt are notoriously difficult to 'police' as, not only are they sited well away from normal traffic routes and, in some cases, barely accessible, but their use for leisure/holiday pursuits by absent owners can make any investigations extremely difficult to pursue. Living in these 'country' conditions may also tend to form a bond between the residents so that the Council could not expect to obtain information or complaints on activities as readily as in most other areas. For these reasons detailed investigations have been necessary by the Officers involving, as mentioned at the last Committee Meeting, persual of recorded information and photographs. The situation presently on the cases referred to in the two comprehensive lists can be summarised as follows -

Rayleigh Park Estate

1 The Ives, Trenders Avenue

At the time of compiling this report planning application was being processed concerning the unauthorised use, following the service of Enforcement Notices in 1989. This will be the subject of separate Minute monitoring.

2 Searles Timber Yard

Enforcement Notices served in 1989 have been complied with and further Notices have recently been served for different breaches. Again this is the subject of separate Minute monitoring.

3 The Bricklayers Arms

Although hoggin appears to have been laid to form a car parking surface on the land opposite this club, no apparent use of that area can be identified and it is not felt that any material change of use has occurred so as to warrant Enforcement Action.

4 Land in Hookey Drive

A small stable and separate feed store were erected approximately four years ago and the land appears to be used for stabling horses used for private purposes only. Any application submitted is likely to be within the approved policy and accordingly Enforcement Action would not appear expedient in this case.

5. Land Adjoining Kalijah, Goldsmith Drive (Goldsmith Paddocks)

The small touring caravan noted is used for storage of tack concerning the privately used stables on the site, and also for tea-making etc in connection with that use. The caravan has been on site for some years and accordingly no actionable breach is apparent.

6 Land in Goldsmith Drive (The Nook)

This was recommended for removal from the list at the last Committee as the domestic garage noted had been in existence for more than four years, and the County Council were unable to supply information as to whether it encroached on the 'highway' or not. The change of use of the land to residential curtilage may have occurred, however, since 1963 and a separate report on this will be submitted in due course if Enforcement Action appears to be required.

7 1 & 2 Goldsmith Drive

1 - The major part of recent Enforcement Action relating to structures erected and a Change of Use to residential garden has been successful

2 - There is no apparent breach of the agricultural workers condition

8 Lokoja Nursery (Fairway Nursery)

This has been the subject of a separate report for Enforcement Action and will be dealt with under that reference

9. Lubbards Lodge

An Appeal against the recent Enforcement Notice has been lodged As with Lokoja Nursery, this is the subject of separate Committee consideration

10 Land in Hullbridge Road

No breach now exists.

11. Montefiore Avenue and Hullbridge Road

No planning application for the siting of the touring caravan has been received, and it now appears to be occupied residentially As the caravan itself has been on site for more than four years no action can be taken as to its removal. However the use of the caravan is still actionable and a further report will be submitted in due course.

12 Montefiore Avenue and Hullbridge Road

The mobile home has been removed and as the stables previously noted are immune from Enforcement Action in view of their age, no actionable breach now exists.

13. Montefiore Avenue and Hullbridge Road

The touring caravan has been removed and no actionable breach now exists with regard to the stables.

14. Vanderbilt Avenue, Hullbridge Road

Again, the mobile home has been removed and no actionable breach now exists with regard to the stables

15 Hooley Drive and Rawreth Lane

No breach exists on this site

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Hockley Gardens Estate

1 Geranium Cottage

A 15' wide strip of agricultural land has been enclosed with the residential curtilage and a barn-type structure erected. This Change of Use and the building are not within the Council's policy and represents a material change in the use and appearance of the land to the detriment of the Green Belt. Enforcement Action is therefore recommended.

2 Land North of Geranium Cottage

This land is in use as a paddock and no actionable breach is apparent.

3 Pondville, Central Avenue

It was noted that four touring caravans were stored on site although one may be used in connection with the residential occupation of the property known as Pondville. Further detailed investigation is necessary and the report will be submitted in due course.

4 Land to the North of Pondville

This appears now to be used in connection with Pondville and will be the subject of the same report.

5 Eleinor Cottage, Central Avenue

The extension works previously noted are exempt from Enforcement Action under the four year rule. No actionable breach exists with regard to the stable use, or the caravan on site which is used as an annex to the house.

6 The Hut, Central Avenue

A mobile home has existed on this site at least since 1986, and a permanent extension erected prior to 1986. Accordingly those actual structures could not be removed under the four year rule, although it may still be possible to challenge their residential use. A second larger extension was completed recently, which almost doubles the size of the unit, and may also be inappropriate on Green Belt grounds. Further investigations are required to ascertain the full history of this site.

7 Robinswood

Removed from the list at the last Committee.

8. High Acre, Central Avenue

Two mobile homes have been joined together to give the appearance of a bungalow. A permanent extension has also been added to the rear. The actual date when these works were completed is not known, but



it was re-rated as a bungalow in 1985 and there is evidence that the property has been occupied residentially at least since 1983. As the structure is permanent it would be caught by the four year rule in total, and so be immune from any Enforcement Action

9 Belvedere, Central Avenue

No breach exists

10 Flagstaff Rise

Removed from list at last Committee.

11 Windy Ridge, Central Avenue/Third Avenue

No breach exists

12 Pembroke Meadows, Third Avenue/Central Avenue

It appears that unauthorised business uses may be occurring in one of the buildings on this site and a further report will be made in due course

13 Pen-y-brin, Third Avenue

Removed from the list at the last Committee.

14. Beechcroft, Burlington Gardens

Four caravans were previously noted as being stored on site and appear to have been in place for many years although possibly not from 1963 to obtain as established use. None appear to be occupied. A fifth van was recently noted and further investigation is necessary to confirm the history.

15 The Hut, Burlington Gardens

This land is now incorporated into the site of 'Lillyville' (number 18 below) under a licence arrangement and no breach exists on this land

16. Jacks Villa, Burlington Gardens

No breach exists.

17. Sunny View, Burlington Gardens

The unauthorised mobile home which was placed on the land recently has been removed and no breach exists.

18 Lillyville, Burlington Gardens

An appeal against the Council's Enforcement Notice concerning the residential caravan was unsuccessful recently. This is subject to separate Minute monitoring.

Land Adjoining Woodville, Hullbridge Road

It was noted whilst inspections were being carried out in the area that this strip of land adjoining Woodville, at the corner of Goldsmith Drive, was being used residentially in connection with the property, and a garage

erected It also appears that cars and other objects were being offered for sale from the land and the change of use, and the building would require planning permission in view of the Green Belt notation It is not felt that planning permission would be granted concerning the use for display of cars for sale and other items and it is recommended that Enforcement Action be pursued with regard to this change of use and the unauthorised structure

#### Summary

Various unauthorised uses on these plotland areas have been resolved over the years, sometimes following Enforcement Action and current action is being pursued on other sites In cases where no actionable breach is now noted, the information obtained will no doubt prove invaluable in the future should other unauthorised uses occur in these two vulnerable areas.

RECOMMENDED (1) That the contents of the report be noted  
(2) That further reports be submitted when available concerning items 6 and 11 on the Rayleigh Park Estate and items 3, 4, 6, 12 and 14 on the Hockley Gardens Estate  
(3) That the Secretary to the Council be authorised to take all necessary action including the issue and service of Notices and action in the Courts to secure the remedying of the breach of planning control now reported with regard to item 1 on the Hockley Gardens Estate together with land at Woodville, Hullbridge Road. (SEC)

ROCHFORD DISTRICT COUNCIL

PERMITTED DEVELOPMENT RIGHTS FOR SATELLITE TELEVISION ANTENNAS  
DEPARTMENT OF THE ENVIRONMENT CONSULTATION PAPER

REPORT OF THE DIRECTOR OF DEVELOPMENT

PLANNING SERVICES COMMITTEE 6TH SEPTEMBER 1990

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**INTRODUCTION**

The Department of the Environment has published a consultation paper relating to permitted development rights for satellite antennae and the potential for amendments to be made to these regulations.

Comments on the consultation paper are required by the 7th of September 1990.

**THE CURRENT POSITION**

Existing permitted development rights pertaining to the erection of satellite dishes are contained in the Town and Country General Development Order 1988.

Part 1, Class H allows for:

one satellite antenna not over 90cm in any dimension to be installed on a dwellinghouse or within its curtilage without the need for specific planning permission provided that the highest part of the antenna is not higher than the highest part of the roof.

Part 25 allows for:

the provision of up to two antennas to be installed on buildings that are at least 15 metres high, provided the antennas are sited to minimise their effect on the building's external appearance.

The permitted development rights in Part 1 apply in all areas, but those in Part 25 do not apply in conservation areas. The provisions do not, however, override the need for listed building consent for any works affecting the character of a listed building and it is accepted that the erection of a satellite dish on a listed building would alter the character and would, therefore, require consent.

**THE COUNCIL'S EXISTING POLICY**

The Council's existing policy relating to the provision of satellite antennae is as follows:

PLANNING APPLICATIONS FOR THE SITING OF SATELLITE ANTENNAE AND TERRESTRIAL MICROWAVE ANTENNAE AND ANY OTHER RELATED APPARATUS WILL BE CONSIDERED ON THEIR

MERITS HAVING DUE REGARD TO:

- (a) THE PROPOSED LOCATION;
- (b) THE METHOD OF MOUNTING THE ANTENNAE;
- (c) THE COLOUR OF BOTH DISH AND MOUNTING; AND
- (d) THE PROVISION OF SCREENING WHERE APPROPRIATE.

FAVOURABLE CONSIDERATION WILL ONLY BE GIVEN TO APPLICATIONS FOR THE SITING OF ANTENNAE OR RELATED APPARATUS WITHIN CONSERVATION AREAS OR ON OR WITHIN THE CURTILAGE OF A LISTED BUILDING IF IT CAN BE DEMONSTRATED THAT THE EQUIPMENT WILL NOT HAVE A DETRIMENTAL EFFECT ON THE CHARACTER AND/OR VISUAL AMENITY OF THE CONSERVATION AREA OR ON THE SETTING OR CHARACTER OF THE LISTED BUILDING. AS A PREREQUISITE TO SATISFYING THE REQUIREMENTS SET OUT ABOVE FOR CONSERVATION AREAS OR LISTED BUILDINGS THE EQUIPMENT WILL NORMALLY CONFORM TO THE FOLLOWING CRITERIA:

- (i) BE SITED TO THE REAR OF THE PROPERTY;
- (ii) BE EFFECTIVELY SCREENED BY NEW OR EXISTING PLANTING, FENCES OR BRICK WALLS IF SITED ON THE GROUND OR BE LOCATED WITHIN AN INTERNAL VALLEY OF THE ROOF BELOW RIDGE HEIGHT, BEHIND A PARAPET OR ON A MODERN EXTENSION IF ATTACHED TO THE BUILDING;
- (iii) BE PAINTED SO AS TO MATCH THE IMMEDIATE SURROUNDINGS; AND
- (iv) BE LIMITED TO ONE DISH OR ANTENNA PER PROPERTY.

IN APPROPRIATE CASES PLANNING PERMISSIONS WILL BE FOR A TEMPORARY PERIOD ONLY TO ENABLE THE COUNCIL TO REVIEW THE SITUATION. OBSOLETE EQUIPMENT WILL REQUIRE TO BE REMOVED IMMEDIATELY.

It should be borne in mind that the policy can only be effective in cases where planning permission is required for the erection of a satellite antenna. In all cases covered by the contents of the General Development Order the Council would have no control over the type, size, colour or location of the satellite antenna.

#### ARTICLE 4 DIRECTIONS

Article 4 of the General Development Order allows a Local Planning Authority to serve a direction, in certain circumstances, to remove permitted development rights and bring within planning control some or all of those matters which could normally take place without the need for planning consent.

An Article 4 Direction would usually be applied to development within a conservation area and indeed the Council recently authorised (Minute No. 104/89 Development Services Committee) the preparation of an Article 4 Direction to remove permitted development rights for the erection of satellite antennae within the Rochford conservation area. The preparation of this direction is proceeding.

#### SUMMARY OF DOE'S PROPOSALS

Rather than put forward a preferred solution the consultation paper has been prepared in the form of a questionnaire suggesting various options for the amendment of permitted development rights related to the provision of satellite antennae.

At the outset the paper indicates that the Government does not accept the

diametrically opposing views of certain local authorities that rights should be completely withdrawn or of the satellite broadcasting industry which favours self-regulation, but that there is a need for modifications to the existing provisions to provide better safeguards against the risk of damage to visual amenity, to respond to the growth in satellite broadcasting and to take advantage of reductions in the size of satellite antennas.

The following comprises a summary list of the various options suggested in the consultation draft:

- A. A reduction in the maximum permitted size of antenna. Improvements in technology will allow smaller and smaller units. The alteration could be ongoing taking advantage of reductions as technology allows.
- B. Different size limits for different areas. In this part of the country the maximum size for Sky dishes could be reduced from 90 cm to 60 cm or less.
- C. Two antennas to be allowed on houses as permitted development. It is suggested that there could be a variation in the size limit for the two dishes, one, for example, would require to be less than 80 cm and the other less than 60 cm.
- D. In order to enjoy Permitted Development Rights dishes must be sited so as to minimise their effect on a building's external appearance and be removed when no longer needed. A local planning authority would have the power to ask for a dish to be repositioned if its location was thought to be unacceptable.
- E. The preparation of a planning guide for customers, installers and local planning authorities. This would provide general guidance about the location of a proposed antenna in order to minimise the effect on the external appearance of a building.
- F. The removal of the requirement that the highest part of the antenna on a dwellinghouse should be no higher than the highest part of the roof. It is suggested that in certain circumstances a dish attached to a chimney stack might be less intrusive than, for example, a dish attached to a front elevation.
- G. Permitted development rights should be given to buildings other than dwellinghouses which are less than 15 metres in height.
- H. The removal of permitted development rights for the installation of equipment on walls or roof slopes fronting a highway in conservation areas.
- I. Again, with regard to conservation areas, local planning authorities could be informed of the proposed siting and appearance of the antennae and would be able to request, within a certain time period ( 28 days is suggested) that these details be agreed prior to installation. The exercise of control would not, however, trigger a planning application.
- J. The removal of all permitted development rights for conservation areas. This would provide much more control than either option H. or I. above.



K. A redefinition of the size of an antenna to mean the maximum diameter on the face of the apparatus. At present, the supporting structure is included in the definition. A standard approach is to be preferred. The consultation paper then asks consultees to complete a simple questionnaire showing whether or not they are in favour of each of the options outlined above.

## DISCUSSION

The Government is clearly under pressure from the satellite broadcasting industry to develop a fairer system for the installation of satellite dishes, particularly on private dwellings. At present, within certain limits, a single satellite dish can be erected on a dwellinghouse as permitted development. Since there are two main protagonists in the industry consumers must essentially make a choice between one or the other and then if a further dish is required make the necessary planning application.

In planning terms it is important that a situation is arrived at that will not result in the loss of control over the installation of satellite equipment and the consequent deterioration in the appearance of our residential areas.

Improvements in technology are taking place at a great rate and it would appear that a considerable reduction in the size of satellite dishes is to be expected over the next few years. But many people who have already installed dishes cannot be expected to replace them until their useful life has been passed. Smaller dishes and more thought given to location and fixing will result in an improvement in the appearance of installations. Further, colour coded and glass antennae are now becoming available, but these need to be available at the equivalent cost or there is not likely to be an uptake. These could be reinforced with informal advice contained in a planning guide which could be circulated to local suppliers and installers.

Nevertheless, it is not considered that at this stage sufficient improvements have taken place for it to be prudent to endorse the suggestion that permitted development rights should be extended to allow the erection of two dishes per dwellinghouse.

Satellite dishes should as a matter of course be sited so as to minimise their effect on a building's external appearance. To date in Rochford this does not appear to be the case. The companies providing installation services would appear to fit dishes to the most convenient part of many buildings, especially dwellings, taking no account of the final appearance. This practice is to be deplored.

The removal of permitted development rights to allow the location of dishes above roof height as a way of reducing the impact of the installation must be considered to be debatable. The roofscapes in our towns and villages tend to be dominated by a plethora of different shapes and sizes of television aerials and to add satellite antennae to this jumble would cause further environmental damage.

At present it is possible to place up to two antennae on the roof of blocks of flats or offices which are more than 15 metres high. It is presumed that the reason for this is that the installations would not generally be visible from ground level. Option G. suggests that this height limit could be reduced but it is considered that this would result in many dishes being erected to the detriment of the visual environment notwithstanding a requirement that they be

sited so as to minimise impact.

The protection of sensitive areas from the uncontrolled erection of satellite antennae is of paramount importance. As outlined above it is open to councils to serve an Article 4 direction, which must be confirmed by the Secretary of State, to bring within planning control the erection of all satellite equipment within a conservation area. This is not a satisfactory state of affairs and the suggestion in option J. above that permitted development rights should be withdrawn for conservation areas should be supported. This would be far more effective than either or both of the measures suggested in options H. or I.

Option K. suggests the simplification of the way in which the size of satellite equipment is assessed. There is merit in this option since the most visible part of the installation is normally the dish itself and not the mounting bracket hidden behind.

In light of the above it is

RECOMMENDED That this Council's response to the questionnaire contained in the consultation draft be as follows:

Option A. In favour.

Option B. In favour

Option C. Not in favour.

Option D. In favour.

Option E. In favour.

Option F. Not in favour.

Option G. Not in favour.

Option H. Not in favour subject to option J. being implemented.

Option I. Not in favour subject to option J. being implemented.

Option J. In favour.

Option K. In favour.

(2081)(DD)



SCHEDULE OF PLANNING APPLICATIONS TO BE CONSIDERED BY

PLANNING SERVICES COMMITTEE 6th SEPTEMBER, 1990

All planning applications are considered against the background of current Town and Country Planning legislation, rules, orders and circulars, and any development, structure and local plans issued or made thereunder. In addition, account is taken of any guidance notes, advice and relevant policies issued by statutory authorities.

Each planning application included in this Schedule and any attached list of applications which have been determined under powers delegated to the Director of Development is filed with all papers including representations received and consultation replies as a single case file.

All building regulation applications are considered against the background of the relevant building regulations and approved documents, the Building Act, 1984, together with all relevant British Standards.

The above documents can be made available for inspection as Committee background papers at the office of the Director of Development, Acacia House, East Street, Rochford.

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001182



PLANNING SERVICES COMMITTEE 5th JULY, 1990

DEFERRED AND REFERRED ITEMS

<u>ITEM</u> <u>NO.</u>		<u>PROPOSAL</u>	<u>CASE</u> <u>OFFICER</u>
R.1	F/0464/90/ROC	ERECT A TWO STOREY BLOCK COMPRISING OF TWO SHOPS WITH OFFICES OVER AND LAYOUT SURFACE AND UNDERGROUND PARKING. 61-65, EASTWOOD ROAD, RAYLEIGH.	JW
R.2	F/0468/90/ROC	ERECT NEW WORKSHOP. HUNTER BOATS LTD., SUTTON ROAD, ROCHFORD.	MDS
R.3	F/0474/90/ROC	ERECT BUILDING TO HOUSE GOATS. TRINITY GOAT FARM, TRINITY WOOD ROAD, HOCKLEY.	LDG
D.4	OL/0445/90/ROC	OUTLINE APPLICATION TO ERECT TWO SEMI-DETACHED HOUSES WITH DETACHED DOUBLE GARAGES. 23A, HIGHAMS ROAD, HOCKLEY.	NACB

PLANNING SERVICES COMMITTEE 6TH SEPTEMBER, 1990

<u>ITEM NO.</u>		<u>PROPOSAL</u>	<u>CASE OFFICER</u>
5.	CU/0523/90/ROC	CHANGE OF USE AND SINGLE STOREY REAR EXTENSION TO RESTAURANT (AS AN EXTENSION TO EXISTING RESTAURANT AT 138B). 138, HIGH STREET, RAYLEIGH.	MDS
6.	CU/0555/90/ROC	CHANGE USE OF YOUTH LEISURE CENTRE TO HOT FOOD TAKE-AWAY. 131-133, FERRY ROAD, HULLBRIDGE.	LG
7.	DP/0326/90/ROC	USE LAND AS PUBLIC OPEN SPACE ADJ THE BAILEY, RAYLEIGH.	GJ
8.	RM/0475/90/ROC	TWELVE SHELTERED HOUSING UNITS AND LAY OUT PARKING (DETAILS). 282, EASTWOOD ROAD, RAYLEIGH.	NACB
9.	RM/0479/90/ROC	SEVEN DETACHED HOUSES AND FOUR BUNGAOWS (DETAILS). PLOTS 1-11, RECTORY AVENUE, ASHINGDON.	NACB
10.	F/0459/90/ROC	EXTEND EXISTING HOLIDAY CARAVAN PARK USE FROM 31ST OCTOBER TO 2ND JANUARY. RIVERSIDE VILLAGE HOLIDAY PARK, CREEKSEA ROAD, CANEWDON.	NACB

PLANNING SERVICES COMMITTEE

6TH SEPTEMBER 1990

REFERRED APPLICATIONS

R.1

F/0464/90/ROC RAYLEIGH

61-65 EASTWOOD ROAD RAYLEIGH

ERECT A TWO STOREY BLOCK COMPRISING OF 2 SHOPS WITH OFFICES OVER  
AND LAYOUT SURFACE AND UNDERGROUND PARKING

Applicant: T OAKLEY

Zoning: Secondary Shopping.

APPROVE:

01 COMMENCE IN 5 YEARS

02 NON STANDARD CONDITION

Notwithstanding the elevational details shown on the submitted drawing No. 1851.4D, there shall be proper cambered brick arches, all windows shall have central divisions and there shall be no "boots" to the bargeboards. Drawings showing these amendments, together with large scale (1:10 or 1:20) plans of the detailing to the shopfronts, balconies and gable features shall be submitted for the approval of the Local Planning Authority prior to the commencement of the development.

03 MATERIALS PROVISION OF SAMPLES

04 NON STANDARD CONDITION

All development shall be positioned clear of the public highway.

05 NON STANDARD CONDITION

There shall be no obstruction above one metre in height within the 4.5m. x 90m. sight splay as shown approximately on the submitted plan No. 1851.3A dated 28th June, 1990.

06 NON STANDARD CONDITION

The existing access on the Eastwood Road frontage shall be permanently closed and the kerb reinstated prior to the commencement of the development.

07 PARKING AREA - PROVIDE & RETAIN

08 CAR PARKING DELINEATED

09 NON STANDARD CONDITION

The gradient of the access serving the basement car park shall not exceed 4% (1 in 25) for the first 6m. into the site and 8% (1 in 12.5) thereafter.

10 INDUSTRY AIR POLLUTION

11 BURNING OF WASTE MATERIALS

12 NOISE SUBMIT DETAILS OF PLANT

13 LANDSCAPING SCHEME - DETAILS

14 1.8M HIGH BRICK SCREEN WALL

15 RETENTION OF FENCE OR WALL

16 NON STANDARD CONDITION

The forecourt areas on Plan No. 1851.3A dated 28th June, 1990 shall be laid out and hardsurfaced with contrasting paving blocks to the satisfaction of the Local Planning Authority commensurate with the occupation of the building.

17 NON STANDARD CONDITION

The forecourt area referred to at Condition 16 shall be maintained and retained thereafter as an open area and shall not be used for the storage or display of materials or goods for sale or other impediment to its designated use.

18 NON STANDARD CONDITION

Brick walls 1m. in height shall be erected on the front boundary of the site, in the positions marked F to G and E to H on the plan No. 1851.3A dated 28th June, 1990 returned herewith commensurate with the occupation of the building. The proposed materials shall be agreed in writing by the Local Planning Authority.

19 HIGH BRICK SCREEN WALL

20 REMOVAL OF BUILDINGS

21 NON STANDARD CONDITION

Notwithstanding the provisions of Article 3, Schedule 2, Part 3, Class E of the Town and Country Planning General Development Order, 1988 (or any Order revoking and re-enacting that Order), the ground floor shop units indicated on Drawing No. 1851-2A dated 28th June, 1990 shall be used for Class A.1 shops and for no other purpose (including any other purpose in Classes A.2, A.3 and B.1 of the Schedule to the Town and Country Planning (Use Classes) Order, 1987, or in any provision equivalent to these Classes within any statutory instrument revoking and re-enacting that Order).

22 NON STANDARD CONDITION

Notwithstanding the provisions of Article 3, Schedule 2, Part 3, Class E of the Town and Country Planning General Development Order, 1988 (or any Order revoking or re-enacting that Order), the underground parking area indicated on drawing No. 1851.2A dated 28th June, 1990 shall be used for the parking of vehicles and for no other purpose in Classes A.1, A.2, A.3 and B.1 of the Schedule to the Town and Country Planning (Use Classes) Order, 1987, or in any provision equivalent to these Classes within any statutory instrument revoking and re-enacting that Order).

REPORT:

Planning permission was recently granted at the Planning Services Committee meeting of 26th July for a similar scheme (ROC/0388/90).

The main differences are cosmetic and internal The County Planner (Specialist Adviser) recommends the scheme.  
The Rayleigh Civic Society considers the present scheme acceptable.  
The County Surveyor raises no objection.

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R.2

F/0468/90/ROC PARISH OF ROCHFORD

HUNTER BOATS LTD SUTTON ROAD ROCHFORD

ERECT NEW WORKSHOP

Applicant: HUNTER BOATS LTD

Zoning: Industrial.

Floor Area: 223sq.m. (2,400sq.ft.)

APPROVE:

01 COMMENCE IN 5 YEARS

02 NON STANDARD CONDITION

Notwithstanding the submitted drawing, the external walls and roofing of the development hereby permitted shall be of a dark grey colour (BS 18 B 25) or other similar colour as may be agreed in writing with the Local Planning Authority.

03 PARKING AREA-PROVIDE & RETAIN

04 LOADING-UNLOADING - 2

REPORT:

Hunter Boats seek to provide extra manufacturing space for a new top of the range model. The building proposed will be given over to the finishing process for all models so releasing space within the existing building. The scheme submitted demonstrates acceptable parking, although much of the area is currently given over to open storage.

Rochford Parish - no objections.

County Surveyor - recommends Condition 4.

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R.3

F/0474/90/ROC PARISH OF ASHINGTON

TRINITY GOAT FARM TRINITY WOOD ROAD HOCKLEY

ERECT BUILDING TO HOUSE GOATS

Applicant: MR S G SCOTT

Zoning: M.G.B.

Site Area: 0.36a.

REFUSE:

01 NON STANDARD REFUSAL

The proposed building would, by reason of its size and siting, be an intrusive feature in the landscape, and would result in an intensification of the use of the land, with unsatisfactory vehicular access to the site, to the detriment of the amenities of the Green Belt location.

REPORT:

This site was recently the subject of enforcement action in respect of the unauthorised siting of a mobile home. The applicant sought to justify this at appeal on the grounds of agricultural need but the appeal was dismissed and planning permission refused.

This current proposal is for the erection of an agricultural building 27m. long by 7.5m. deep to house goats. The proposed building, by reason of its size is considered would be intrusive in the landscape and detrimental to the objectives of the M.G.B. Furthermore, the site is approached via a private unmade road, which is considered unsuitable for increased traffic which would be likely to be generated by the proposed intensified use of the site.

Ashington Parish Council - No objections.

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DEFERRED APPLICATION

D.4

OL/0445/90/ROC PARISH OF HOCKLEY

23A HIGHAMS ROAD HOCKLEY

OUTLINE APPLICATION TO ERECT TWO SEMI-DETACHED HOUSES WITH  
DETACHED DOUBLE GARAGES

Applicant: MR S R LEE

Zoning: Residential.

Frontage: 18.5m. (Approx. 60ft. 8ins.)  
53m. (Approx. 173ft. 10ins.)

APPROVE:

01 RESERVED MATTERS TO BE APPROVED

02 TIME LIMITS (OUTLINE)

03 GARAGES AND HARDSTANDINGS

04 NO OBSTRUCTION TO VISIBILITY

05 LANDSCAPING SCHEME - DETAILS

06 TREE PROTECTION - CONSTRUCTION

07 PROVISION OF 1.8M HIGH FENCING

08 NON STANDARD CONDITION

Prior to the commencement of the development hereby permitted details of the surfacing and construction of the driveway to Plot 1 shall be submitted to and approved in writing by the Local Planning Authority and the driveway constructed in accordance with those details.

09 NON STANDARD CONDITION

Prior to the commencement of the development hereby permitted, details of the surfacing and construction of the driveway to Plot 1 shall be submitted to and approved in writing by the Local Planning Authority and the driveway constructed in accordance with the details.

REPORT:

This item was deferred at the last meeting in view of the sewage embargo issue and Members are requested to refer to that report.

The applicant has in the meantime raised several important points:

- (i) negotiations about developing this site with two properties have been going on for some two years - well before the embargo and therefore it is unfair to raise the matter at this stage;
- (ii) the former property on this site had been extended to form two separate dwellings and thus the proposal would not breach the embargo;

(iii) there is some doubt about the legality of the embargo;

(iv) he is willing to accept a restriction - that the second property cannot be occupied until the embargo is lifted - if the Authority does not accept any of the above points (i) to (iii).

From the Authority's records it is apparent that no planning permission has been granted for two dwellings on this site and, whilst the applicant's other points (i) and (iii) are understood, it is felt that his suggestion in No. (iv) could be suitable in this case to avoid any further delay.

Hockley Parish Council - concerned regard two for one proposal and inevitable pressure on congested roads.



SCHEDULE OF DEVELOPMENT APPLICATIONS, WITH DIRECTOR'S  
RECOMMENDATIONS, FOR DETERMINATION AT THIS COMMITTEE

5.

CU/0523/90/ROC RAYLEIGH

138 HIGH STREET RAYLEIGH

CHANGE OF USE AND SINGLE STOREY REAR EXTENSION TO RESTAURANT (AS AN EXTENSION TO EXISTING RESTAURANT AT 138B).

Applicant: Y L & K F LEE

Zoning: Secondary Shopping Frontage.

Floor Area: 96.15sq.m.

:REFUSE:

01 NON STANDARD REFUSAL

The proposed change of use from retail to a restaurant, if allowed, will exacerbate an excessive concentration of non-retail uses in this location, leading to a virtual loss of retail frontage and creating further dead shopping frontage which will detract from the appearance and character of this part of the High Street to shoppers and would have a detrimental effect upon the character of the Rayleigh Town Centre.

02 NON STANDARD REFUSAL

The site is located within an area identified as secondary shopping frontage in the Rochford District Local Plan. The retention of mainly retail outlets at this point is considered essential if the retail function of this frontage is to continue and survive. Furthermore, Policy SAT 3 of the Rochford District Local Plan states: "Within the ground floor of secondary shopping areas as defined in the town centre insets (maps C, D and E), planning permission may be given for non-retail uses and service trades where they are likely to reinforce the retail function." In the opinion of the Local Planning Authority, the proposed use as a restaurant will not reinforce the retail function and the proposal is therefore contrary to this policy.

03 NON STANDARD REFUSAL

If the proposed use is allowed, it would set an undesirable precedent and pressure for similar changes of use within this frontage and, if repeated, would lead to a totally non-retail frontage to the detriment of the character and appearance of this part of the High Street and Rayleigh Town Centre.

REPORT:

This application is a resubmission of ROC/766/88 previously refused, against which an appeal was lodged but subsequently withdrawn by the applicant.

Policy SAT 3 is applicable but members will be aware of its identification for review in the revision of the Local Plan.

RAYLEIGH CIVIC SOCIETY have no objections to the appearance but are concerned at the loss of yet another retail outlet, though accepts that Policy makes for some provision of this type.

Both the COUNTY SURVEYOR and HEAD OF ENVIRONMENTAL SERVICES have no objections.

Comments have also been received from a LOCAL TRADER favouring the proposal due to difficulty for retailers to survive in this location and that the proposal is preferable in frontage terms to vacant units. A comparison is also drawn with an extension to "La Romantica" at the other end of the High Street.

A PETITION of 38 signatures (28 households) has also been received supporting the proposal.

Objections have been received from four LOCAL TRADERS regarding parking difficulties arising from the existing restaurant, smells and nuisance from cooking, loss of retail outlets, that this location is fast dying in its retail function, that a large unit would be closed all day and questions the need when the applicant has recently opened the "Oriental Chef" nearby. It is suggested that to make the existing restaurant larger without commensurate parking provision is unacceptable.

6.

CU/0555/90/ROC PARISH OF HULLBRIDGE

131-133 FERRY ROAD HULLBRIDGE

CHANGE USE OF YOUTH LEISURE CENTRE TO HOT FOOD TAKE-AWAY

Applicant: MR R HO

Zoning: Neighbourhood Shopping Parade.

RECOMMENDATION.: Delegate to the Director of Development to determine on the completion of consultations with the Police and a Legal Agreement requiring, (i) the previous use not to recommence on any part of the site, and (ii) re-enforcement of conditions 4 and 5.

1APPROVE:

01 COMMENCE IN 5 YEARS

02 INDUSTRY AIR POLLUTION

03 DEVELOPMENT AS PER PLAN

04 NON STANDARD CONDITION

The premises shall not open outside the hours of 8.00a.m. and 10.30p.m. Sunday to Thursday inclusive, and 8.00a.m. and 11.00p.m. on Fridays and Saturdays.

05 NON STANDARD CONDITION

The premises shall only be used for the sale of hot food to take away, and ancillary storage to this use and be laid out in accordance with the annotation on the approved plan drawing No. 7212 date stamped 1st August, 1990, and for no other purpose without the prior approval, in writing, of the Local Planning Authority. Such sales shall only take place from within the building and the existing counter facility direct onto the forecourt shall be permanently closed before commencement of the use hereby permitted.

REPORT:

These premises have a permitted use as a Youth Leisure Centre with allied facilities for the sale of hot food and drink within the premises, and from a counter opening directly onto Ferry Road. Conditions and a Legal Agreement, inter alia, restrict the opening hours to 10.30pm. on any day but 11.30pm. when discos/dancing occurs, which is not more than twice in any week and not at all on Sundays. Although hot food and drink sold for consumption off the premises via the counter facility had to cease half-an-hour before these times respectively.

A previous planning application (F/0341/90/ROC) to vary the opening hours was formally withdrawn by the applicant, although it did appear on earlier committee reports and Members may recall it became rather contentious locally with some ten residents and a petition against it but also a petition in support. This current application states the intention to operate only the take away facility and not the Youth Leisure Centre.

Although both the existing and proposed uses have potential for causing noise and disturbance, it would appear that the majority of complaints received have been associated with the youth element and, subject to the above conditions, the proposed use may result in a less intrusive use.

The Head of Environmental Services considers there is potential for nuisance by reason of noise and odours and recommends the opening hours be restricted to 8.00am. to 10.30pm. daily and not at all on Sundays. Six letters from local residents have been received, five of which object to the proposal on the grounds of increased noise and disturbance, parking problems, litter and late opening hours. One letter states no objections subject to conditions restricting the use of the building, litter, and the closing time being no later than 11.00pm. on any day.

The applicant wishes the premises to remain open until 11.30pm. daily, but the Head of Environmental Services recommends closure one hour earlier. The condition suggested at 4 above is, however, intended to reflect more closely the hours previously agreed for the site and the fact that later hours were allowed on two nights per week, but not on Sundays.

Members should be aware of an offer by the applicant to provide customer car parking spaces at the rear of the hall, however, this has not been pursued by Officers as it is considered that such a use itself could give rise to an unacceptable level of noise and disturbance close to the rear gardens of surrounding dwellings and bearing in mind the uses of the hall have taken place without such car parking.

In conclusion, in view of the previous use of the site as a village hall, and, more recently, as a Youth Leisure Centre, the proposed use, subject to certain safeguards as set out in the above conditions, is considered, on balance, acceptable.

7.

DP/0326/90/ROC RAYLEIGH

ADJ THE BAILEY RAYLEIGH

USE LAND AS PUBLIC OPEN SPACE

Applicant: ROCHFORD DISTRICT COUNCIL

Zoning: Public Open Space.

RECOMMENDATION: That the Leisure Services Committee be advised, pursuant to paragraphs 4 and 5 of the Town and Country Planning (General) Regulations, 1976, that there are no objections to the proposal subject to the following conditions :-

APPROVE:

01 COMMENCE IN 5 YEARS

02 LANDSCAPING SCHEME - DETAILS

03 NON STANDARD CONDITION

Before the development is commenced, a comprehensive scheme showing details of all walls, fences or other means of enclosure to be erected on the site shall be submitted to and approved in writing by the Local Planning Authority.

REPORT:

The site comprises some 0.28 ha (0.69 acres) of private land situated adjacent to Rayleigh Mount on the north side of residential properties fronting The Bailey. There are several trees on this sloping site, together with an active badger sett.

Part of the site is within the Rayleigh Castle Scheduled Ancient Monument site and within the Historic Core. The site and adjacent land to the north-east is also within Rayleigh Conservation Area.

The site itself is shown as proposed Public Open Space on the Council's District Local Plan, to which Policy LT1, referring to the provision for additional public open space, relates.

It is not anticipated that there will be any significant increase in access to this land. It is envisaged that the site would be acquired by the Council to be administered by the National Trust and used in connection with the Rayleigh Mount, which is an existing open space.

Some fencing is to be provided to protect wildlife and prevent vandalism. In addition, a landscaping scheme is envisaged for the site.

The Essex Naturalist Trust Ltd welcome the proposal as long as land will remain protected and relatively undisturbed.

The National Trust support the proposal. They will not be actively encouraging members of the public to use this specific area.

English Heritage welcomes the proposal which should assist in the presentation

of the Scheduled Monument to visitors and its setting should be enhanced. Impact of fencing on archaeological deposits and visual amenity need to be considered.

Rayleigh Civic Society support the proposal in principle. Details of fencing will need to be considered.

County Planner welcomes the proposal as having a beneficial impact on the Ancient Monument and its setting.

**Neighbour Response** - Three letters received. The owner/occupiers of 2 and 3, The Bailey, together with the site owner of 32, Crown Hill have raised objections mainly on the grounds of increased public use, visual impact of fencing, detriment to wildlife, loss of existing trees, loss of amenity, sufficient open space to the north, site too small, loss of privacy/security and increased parking congestion.

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8.

RM/0475/90/ROC RAYLEIGH

282 EASTWOOD ROAD RAYLEIGH

TWELVE SHELTERED HOUSING UNITS AND LAY OUT PARKING (DETAILS).

Applicant: MR & MRS H F JONES

Zoning: Residential.

Frontage; 28.27m.

Depth: 68.60m.

REFUSE:

01 NON STANDARD REFUSAL

The scale and bulk of the proposed building is considered by the Local Planning Authority to be excessive in relation to the modest bungalow properties which flank it and the existing properties in the street scene in general at this point to the detriment of the appearance of the locality.

02 NON STANDARD REFUSAL

The rear and side elevations of the proposed building are considered to be excessively bulky and imposing in relation to the modest bungalows which flank the site by reason of the way the building is set out of the ground, and the overall heights involved to the top of the walls and roof. This poor relationship is exacerbated by the imposing nature of the detailing of the building and its fenestration by incorporating the raised walled patio area beside the building, and patio doors at first floor level, together with associated balconies and balustrades. Such first floor fenestration and balcony arrangements to living rooms as well as bedrooms could give rise to unsatisfactory loss of privacy and enjoyment of adjoining properties.

REPORT:

Outline permission was granted for this development on appeal following strong objections from neighbouring properties. This current application seeks to obtain approval for the siting, design and external appearance of the development.

Negotiations have been pursued with the applicants and their agent with a view to :-

- (1) increase the isolation between the proposed building and boundary from 1m. to 2/2.5m;
- (2) reduce the apparent bulk of the building by altering the roof form;
- (3) altering the rear elevation to reduce the overlooking from the proposed balconies;
- (4) providing communal facilities as indicated in the Council's sheltered housing policy.

These negotiations have not been fruitful and the applicants have recently written to the Authority suggesting that the Council should attempt to produce its own detailed scheme that would meet all the necessary criteria.

Moreover, they stated that an appeal would be made for "non-determination" if no permission is forthcoming by the 29th August, 1990, i.e. the end of the normal eight weeks determination period. In view of Members' previous concern with this development, the strong objections from neighbours, etc., it was felt appropriate to bring this matter to Committee for determination, although with the August recess, this eight week period will have just expired by the time of the meeting. If such an appeal has been made, Members' comments on this proposal will, nonetheless, be important to clearly demonstrate to an Inspector the decision the Authority would have taken.

The Inspector on the previous appeal had an indicative plan before him which he expressed opinions on. The current plan shows similar approach to the proposal although the detailing and heights involved are significantly different. Members should note the Inspector's comments, e.g.

"...the proposal would stretch across the whole site leaving only a small distance between it and the boundary fences. But, in view of the fact that the site is falling away from the road, and that the proposed building would be two storeys similar to the existing house, I am of the opinion that it would not be particularly intrusive or overdominant when related to the existing size of this site and its screening from the public highway."

Officers also have serious concerns regarding the proposed balconies to the rear elevation and the potential for overlooking therefrom, although as the Inspector remarked, there are good natural screens on both boundaries. These will lessen any such overlooking due to the substantial height of many of the trees therein and the falling levels of these properties.

Members may also recall that at the time of the outline application, there was a boundary dispute between the applicants and the neighbour at 280, Eastwood Road. This dispute is still continuing although this should have no bearing on this application.

Essex County Council Specialist Advisors on Trees and Design - suggest single storey side wings with ground floor to be similar level to adjoining bungalows. Regard preserved oaks to front of site as very important and

thus no services or change in levels within 10ft. of trees should be permitted. Suggest porous surface to car park.

County Highways - recommend Conditions 1 to 3 should be imposed.

Rayleigh Civic Society - concerned about loss of privacy caused (caused by balconies) unless screening is sufficient. Suggests access to rear garden to be 2m. and front false "balcony" to be replaced by plaque, for example. Materials should be carefully considered.

N.R.A. and Head of Environmental Services - no comments.

Three letters from the two neighbouring properties have been submitted objecting to the proposal on the following grounds - bulky building; overlooking; excessive number of 2-bed units; lack of communal facilities; will be affected by smoke from existing chimneys on neighbouring bungalows; damage to preserved trees; poor siting of parking space close to proposed windows; boundary dispute; inadequate isolation from boundaries; parking close to boundary; and various other detailed points concerning ventilation, disposal of rainwater, piling, etc.

Following on from these objections, the neighbours have suggested; a Section 52 Legal Agreement to restrict the occupation to older residents; the use of only drilled foundations; a 2m. high brick wall on either side of the car park; removal of side windows, balconies and ground floor patios; reorganisation of roof; increase in boundary isolation distance; rear garden 6ft. high fence required.

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9.

RM/0479/90/ROC PARISH OF ASHINGDON

PLOTS 1-11 INCLUSIVE LAND ALBERT/CLIFTON RD & RECTORY AV ASHINGDON

SEVEN DETACHED HOUSES AND FOUR BUNGALOWS (DETAILS)

Applicant: MBC (ESTATES ASHINGDON) LTD

Zoning: Residential.

RECOMMENDATION: Delegate to the Director of Development to determine following negotiations to seek to achieve minor revisions to Plots 1 and 11.

REPORT:

Outline planning permission for this and the adjoining land was granted in June, 1987 (ROC/391/86) and this current proposal was submitted as the last of the various phases of "reserved matters". The number and siting of the dwellings was agreed at that time although as the type of dwelling has been altered the proposal is being treated as a full application.

This detailed submission indicates some modifications to this layout and proposes a reduction in the number of houses by substituting four of them with bungalows. Negotiations are still continuing following submissions from the County Surveyor and neighbours regarding sight splays, etc. and the

siting of a screen wall to Plot 11. It is anticipated that a verbal report on this will be made at the meeting.

Ashington Parish Council objects on the grounds that bungalows are too crowded and wall around one bungalow is undesirable. No objections were raised to the houses.

N.R.A. - no objections.

County Highways - suggests several conditions and the increased widths to driveways/hardstandings as well as providing visibility splays.

One letter has been received from the resident of 60, York Road who has objected solely on the question of the line of the garden wall to Plot 11. It is hoped that this issue can be overcome by negotiation.

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10.

F/0459/90/ROC PARISH OF CANEWDON

RIVERSIDE VILLAGE HOLIDAY PARK CREEKSEA ROAD CANEWDON

EXTEND EXISTING HOLIDAY CARAVAN PARK USE FROM 31ST OCTOBER TO 2ND JANUARY

Applicant: RIVERSIDE TRAILER PARK LTD

Zoning: Holiday Park

REFUSE:

01 NON STANDARD REFUSAL

The proposal would significantly increase the levels of noise and disturbance from persons using the site to the detriment of wading birds and wildfowl feeding on the adjoining Lion Creek Saltings especially during periods of severe weather when intensive feeding is vital for the birds survival. As the Saltings form part of the River Crouch Marshes proposed Site of Special Scientific Interest, a wetland of international importance (under the Ramsar Convention) and a Special Protection Area (under the European Commission Directive on the Conservation of wild birds) within the Roach Valley Conservation Zone and the Coastal Protection Belt (as defined on the Rochford District Local Plan) the proposal is considered to be contrary to the following policies from:

1) The Approved Essex Structure Plan: Policy NR5 which states, "Development in the countryside will be required to provide for the retention and management of wildlife habitats as far as possible. - Policy NR6 which states, "There will be a presumption against any development which would adversely and materially affect designated national nature reserves and Sites of Special Scientific Interest" - Policy NR8 which states, inter alia, "In an area identified as a Nature Conservancy Zone, development prejudicial to the retention and management of important wildlife habitat and their interrelationship with each other will normally be refused". - Policy NR18 which states, "There shall be the most stringent restrictions on development on the rural and undeveloped coastline outside built-up areas and any development which is exceptionally permitted shall not adversely affect the open and rural character of wildlife", and



ii) the Rochford District Local Plan:- Policy LT11 which states, inter alia, "The District Planning Authority will give priority to the protection of the rural and undeveloped areas of coastline and inlets by applying Structure Plan Policy NR18 and all forms of development or expansion will be strongly resisted". - Policy RC2 which states, "The District Planning Authority will apply the Structure Plan Policy NR6 to areas which are designated as Sites of Special Scientific Interest". - Policy RC3 which designates this site and other areas to which Policy NR8 above applies.

### 03 NON STANDARD REFUSAL

The proposal would exacerbate the danger to life from flooding. Persons and property on the site would be subject to an increased risk of flooding due to the fact that the site is within an area for which a need for improvement in the standard of flood defence has been identified and the risk of tidal inundation is greatest during the winter period for which this application has been made.

### REPORT:

Members will recall that, following strong objections from the Nature Conservancy Council (NCC), and the N.R.A., an identical application was refused in December last year (ROC/511/89) for the above reasons.

Following discussions with the NCC, the applicant is prepared to erect explanatory noticeboards with a request to avoid disturbance to the wildlife. Furthermore, he is willing to impose strict controls on the launching of jet-skis and similar vehicles from the site to avoid the more severe disturbance. These two issues could be controlled by the completion of a Legal Agreement.

However, it has not been possible to overcome the second reason for refusal by the N.R.A. concerning the dangers of flooding and therefore the above recommendation has been made. Nonetheless, if Members are in agreement, an informative will be inserted on the decision notice explaining that the first reason could be overcome by the completion of such an Agreement.

Permission was granted here in 1984 (ROC/465/84) to change the use from a touring caravan site to a static holiday caravan park following an appeal to the Department of the Environment which allowed the former use. The current permission allows occupation from 1st March to 31st October each year and the proposal is to extend this to 2nd January leaving essentially two months of non-occupation.

**Nature Conservancy Council** - has had useful discussion with the applicant and, if above mentioned noticeboards are provided, its previous objection is much reduced. If permission is granted, recommends steps are taken to minimise disturbance from jet-skis by, for example, controlling launching.

**National Rivers Authority** - objects on the grounds referred to in Reason 2 above.

**Royal Society for the Protection of Birds** - objects on the grounds referred to in Reason 1 above and refers to the document "Rochford Estuaries and Coastlands" which was presented to the Council in July this year and outlined the nature conservation/bird interest of the River Crouch Marshes SSSI.

Maldon District Council - no objections.

Head of Environmental Services - no adverse comments subject to permission applying only to static holiday caravans, and not to touring caravans which should only be stationed on the land from 1st March to 31st October in any year.

Crouch Harbour Authority - no objections.

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DELEGATED PLANNING DECISIONS - 6th SEPTEMBER, 1990

I have decided the following applications in accordance with the policy of delegation and subject to conditions:-

APPROVALS


- ROC/468/89                      Add pitched roof to side and rear at 253, Plumberow Avenue, Hockley - M. Chittendon.
- ROC/055/90/GD                  Outline application to erect a single storey building as an eight place home for mentally handicapped people at Eastwood Lodge, 61, Rayleigh Avenue, Rayleigh - Southend Health Authority.
- F/0194/90/ROC                  Alterations to form parts store and additional use as offices shop motor factors car hire office and new shopfronts at S.M.A.C., Aviation Way, Rochford - Lookers PLC.
- CU/0278/90/ROC                  Additional use of territorial army hall for nursery school Adjacent Tachbrook, Hullbridge Road, Rayleigh - Happy Days Nursery School.
- OL/0280/90/ROC                  Outline application to erect dwelling adjacent 50, Crown Hill, Rayleigh - Mr Osler.
- F/0333/90/ROC                  Relocate boundary wall to front maximum height 3' at 14, Downhall Road, Rayleigh - M. G. Attwood.
- AD/0343/90/ROC                  Erect a free standing non-illuminated village sign opposite Star Lane, Southend Road, Great Wakering - Great Wakering Parish Council.
- F/0345/90/ROC                  Two storey front extension at 1, Balmoral Gardens, Hockley - Mr & Mrs D. Gregory.
- F/0349/90/ROC                  Single storey side and rear extensions and extend roof at The Nook, Hall Road, Rochford - Mr & Mrs K. Stranks.
- F/0367/90/ROC                  Single storey side and front extensions with pitched roof at 10, Gosfield Close, Rayleigh - Mr V. House.
- F/0370/90/ROC                  Pergola at 29, Newton Hall Gardens, Ashingdon - T.A.J. Weeks.
- LB/0371/90/ROC                  Insert two new windows at rear, internal alterations to provide bathroom at 41, South Street, Rochford - Judith M.M. Adams.

APPROVALS (Cont.)

F/0377/90/ROC	Part single and part two storey side extension with pitched roof incorporating integral garage at 60, Avondale Road, Rayleigh - M. Nixon.
F/0380/90/ROC	Single storey side extension, detached garage and new crossover at 10, Anchor Lane, Canewdon - C. Knighton.
F/0385/90/ROC	Single storey rear extension, rear dormer and detached rear garage at 10, Vernon Avenue, Rayleigh - Mr A. Carter.
LB/0392/90/ROC	Single storey rear extension to shop at 4, South Street, Rochford - Waymade PLC.
F/0394/90/ROC	Single storey rear extension to shop at 4, South Street, Rochford - Waymade PLC.
CU/0400/90/ROC	Change of use of highway land to garden area at 7 Betjeman Close, Rayleigh - Mr B. Lee & Miss L. Griffiths.
F/0406/90/ROC	Extend garage out at front and side at 37, Burrows Way, Rayleigh - David Robert Playle.
F/0408/90/ROC	Two storey side extension with pitched roof at 35, Hollytree Gardens, Rayleigh - Mr T. Jeffrey.
F/0411/90/ROC	Single storey rear extension at 175, Hockley Road, Rayleigh - Mr T. Fry.
F/0413/90/ROC	Ground floor side extension at 45, Kimberley Road, Little Wakering - Colin Richard Gray.
F/0416/90/ROC	First floor side extension at 22, Woodpond Avenue, Hockley - Mr & Mrs J. Flemining.
F/0418/90/ROC	Detached garage at 1, Oak Road, Rochford - N.A. McCormick.
F/0422/90/ROC	Dormers to side at 1, Creswick Avenue, Rayleigh - Mr & Mrs Wardle.
F/0425/90/ROC	Two storey side extension at 25, Eastbury Avenue, Rochford - Mr Bielowiecki.
F/0426/90/ROC	Porch at 12, Wyburns Avenue, Rayleigh - C. H. Elsey.

APPROVALS (Cont.)

F/0430/90/ROC	Single storey side and rear extensions to form granny annexe incorporating garage at 4, Anne Boleyn Drive, Rochford - Mr G. Hunt.
F/0433/90/ROC	Rooms in roof at 29, Nursery Close, Rayleigh - Mr C. Shore.
F/0434/90/ROC	Single storey rear extension at 123, Bull Lane, Rayleigh - Mr Rix.
F/0442/90/ROC	Detached garage to side at 10, Folly Lane, Hockley - Mr I. Reading.
F/0443/90/ROC	Single storey rear extension at 3, Ruffles Close, Rayleigh - D.R. Frake.
F/0448/90/ROC	Porch to front at 6, Hartford Close, Rayleigh - T.G. Warner.
F/0449/90/ROC	Single storey side and rear extension and garage to side at 40, Vernon Avenue, Rayleigh - Mr & Mrs M. Bowling.
F/0450/90/ROC	Extend and re-build front dormers and alterations to porch at 19, Aldermans Hill, Hockley - R.L. Acketts.
F/0451/90/ROC	Attached garage to side at 75, Alexandra Road, Great Wakering - Mr Scrivener.
F/0452/90/ROC	Re-build garage at 30, Oak Road, Rochford - Mr & Mrs I. Dedman.
F/0456/90/ROC	Single storey front and rear extensions at 14, Helena Road, Rayleigh - Mr & Mrs Smith.
F/0457/90/ROC	First floor side extension and front bay window at 216, Ferry Road, Hullbridge - Mr S. Gawne.
F/0460/90/ROC	Convert bungalow into chalet incorporating dormers and alterations at 21, Chelmer Avenue, Rayleigh - R.G. Littlely.
F/0469/90/ROC	Extend existing front dormer at 6, Gregory Close, Hawkwell - Mr & Mrs Cairns.
F/0476/90/ROC	Single storey front extension at 4, Caversham Park Avenue, Rayleigh - Mr A. Mason.
F/0478/90/ROC	Pitched roof over existing extension at 10, Johnson Close, Rochford - E.J. Toleman.

  
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APPROVALS (Cont.)

F/0480/90/ROC	Rear conservatory at Meldon Lodge, Western Road, Rayleigh - Mr & Mrs Michael.
F/0481/90/ROC	Second vehicular crossover onto main road at 132, Main Road, Hawkwell - Mr G. Hewitt.
F/0482/90/ROC	Attached garage to side at 38, Highmead, Rayleigh - A.G.F. Miller.
F/0486/90/ROC	Rear dormer extension at 64, Barling Road, Barling Magna - Mr & Mrs J. Caten.
F/0492/90/ROC	Single storey rear extension at 85, North Street, Great Wakering - Mr M. Sambrook.
F/0493/90/ROC	Single storey rear extension at 240, Rectory Road, Hawkwell - Mr Knight.
F/0496/90/ROC	Erection of chimney stack to dwelling at 134, Lower Road, Hullbridge - Mr A. F. Whiter.
F/0497/90/ROC	Single storey rear extension at 14, Cedar Walk, Canewdon - Mr R.J. Grimes.
CU/0506/90/ROC	Change use of land from access way to residential adjacent 216, Ferry Road, Hullbridge - S.P. Gawne.
F/0511/90/ROC	Two storey and part single storey side extension at 10, Copelands, Rochford - Mr & Mrs Gilbert.
F/0515/90/ROC	Vehicular crossover at 21, Hullbridge Road, Rayleigh - Mr & Mrs A. McCarthy.
F/0516/90/ROC	Pitched roof garage at 121, Lower Road, Hullbridge - Mr G. Russell.
F/0517/90/ROC	Two storey rear extension at 267, High Street, Great Wakering - Mr T. Delaney.
F/0529/90/ROC	Room in roof at 5, Newton Hall Gardens, Ashingdon - F. Hardy.
F/0530/90/ROC	Re-build porch, raise roof of garage and new canopy at 14, Fountain Lane, Hockley - Mr Martin.
F/0535/90/ROC	Detached garage at 11, Johnson Close, Rochford - Mr C.J. Rackham.



APPROVALS (Cont.)

F/0536/90/ROC      Demolish existing porch and erect single storey front extension incorporating new porch and canopy at 43, Shakespeare Avenue, Rayleigh - Mr & Mrs D. Fulcher.

F/0554/90/ROC      Extend existing front and rear dormers at 20, Eastcheap, Rayleigh - Mr & Mrs Dawe.



REFUSALS

F/0340/90/ROC

Provide swimming pool and enclosure pursuant to condition no.6 of ROC/952/88 at 227, Rectory Road, Hawkwell - T. Sales & V. Sargent.

Reasons:

1. Excessive development in the Metropolitan Green Belt.
2. Would establish a precedent.

F/0351/90/ROC

Hipped roof to gable and front and rear dormers at 112, Grove Road, Rayleigh - Mr Gray.

Reason:

Visually obtrusive and incongruous in the street scene.

F/0441/90/ROC

Two storey side extension at 10, Tillingham Way, Rayleigh - D. Pearson.

Reasons:

1. Incongruous and out of character.
2. Would increase living accommodation without complimentary parking provision.

F/0461/90/ROC

Add new roof with raised ridge height to incorporate front and rear dormers with balconies and new staircase at rear at The Crouch, Kingsmans Farm Road, Hullbridge - Mr Greenburge.

Reason:

Incongruous feature to the detriment of the visual amenities of the area.

F/0467/90/ROC

Extend garage at Longridings, Greensward Lane, Hockley - S. Keegan.

Reasons:

1. Excessive development in the Metropolitan Green Belt.
2. Insufficient justification for proposed garage extension. Detrimental and contrary to Green Belt Policies.



Weekly List No. 18

APPROVALS

- CU/0354/90/ROC      Change of use of shop to family centre together with part gift shop and part cafe/restaurant use and part counselling on first floor at 67-69, Eastwood Road, Rayleigh - Rayleigh Christian Coffee Shop Trust.
- F/0386/90/ROC      Single storey side extension at Terceira, Pudsey Hall Lane, Canewdon - Mr Macey.
- F/0389/90/ROC      Erect block of two stables with tackroom at land adjacent 308, Greensward Lane, Hockley - Mr M.R. Hadley.

REFUSALS

- OL/0421/90/ROC      Outline application to erect detached bungalow at 84, Love Lane, Rayleigh - Mr D.F. Piper.

Reason:

Would give rise to on-street parking.

- OL/0427/90/ROC      Outline application to erect detached bungalow with detached garage at Rear of 47-53, Alexandra Road, Great Wakering - Mr A. Lagden.

Reasons:

1. Undesirable peacemeal form of backland development.
2. Visually intrusive to the outlook of the occupiers of surrounding dwellings.
3. Contrary to Policies H9 and H12.
4. Would create an undesirable precedent.

DELEGATED PLANNING DECISIONS 6TH SEPTEMBER 1990

Weekly List No.19

APPROVALS

F/0410/90/ROC	Control kiosk for sewage pumping station opposite 69-73, Nelson Road, Rayleigh - Anglian Water Services Ltd.
F/0424/90/ROC	Detached 3-bed bungalow between 10 & 12, Albert Close, Rayleigh - Pannell Developments.
F/0395/90/ROC	Erect free standing flag pole at 19, Millcourt, London Hill, Rayleigh - Wiseman. Lee, Marshall.

DELEGATED PLANNING DECISIONS 6TH SEPTEMBER 1990

Weekly List No.20

APPROVALS

- RM/0355/90/ROC      Four 2-bed dwelling units with garages and parking spaces at plots 20-21 & 28-29, Millview Meadows, Rochford - MBC Estates Ltd.
- F/0419/90/ROC      Alterations to shopfront and re-build rear covered area at 75, High Street, Rayleigh - The Home Entertainment Corp. PLC.

REFUSALS

- OL/0423/90/ROC      Outline application to erect detached house with integral garage adjacent 47, Sutton Road, Rochford - D. Holmes.

Reasons:

1. Would appear isolated and unrelated to the existing terrace of properties.
2. Would dominate the outlook and limited private gardens of adjoining terraced dwellings and be unduly obtrusive.
3. Submitted plans do not clearly demonstrate how access and parking would be laid out.
4. Sewerage system is at capacity.

- F/0455/90/ROC      New shop adjacent 42a, b & c, Spa Road, Hockley - Mr L.J. Kaye.

Reason

Would result in reduction of effective existing parking facilities.

DELEGATED PLANNING DECISIONS 6TH SEPTEMBER, 1990

Weekly List No.21

APPROVALS

- |                |   |
|----------------|---|
| RM/0439/90/ROC | Erection of two semi-detached dwellings with garages at plots 34 & 35, Millview Meadows, Rochford - MBC Estates Ltd.  |
| OL/0453/90/ROC | Outline application to demolish existing building and erect 2-bed house with integral garage at Barling Gospel Mission, Little Wakering Road, Little Wakering - Barling Gospel Mission. |
| CU/0470/90/ROC | Change of use from industrial to warehouse at 16, Totman Crescent, Rayleigh - Universal Cycles PLC.   |

  
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DELEGATED PLANNING DECISIONS 6TH SEPTEMBER 1990

Weekly List No.22

APPROVAL

ROC/991/89                      Renewal of temporary permission to site residential caravan at Longfield Goat Centre, Lower Road, Hockley - Mr & Mrs D. Hopkins.

REFUSAL

RM/0437/90/ROC                  Farm house and double garage to side (details) at Rochelles Farm, Lower Road, Hockley - Mr & Mrs D.J. Dear.

Reasons

1 & 2. Excessive development in the M.G.B.

DELEGATED PLANNING DECISIONS 6TH SEPTEMBER 1990

Weekly List No.23

APPROVALS

LB/0393/90/ROC	Increase height and carry out alterations to convert existing outbuilding into stable block at Abbotts Hall Farm, Barrow Hall Road, Barling Magna - Mr M. Hardy.
F/0399/90/ROC	Increase height and carry out alterations to convert existing out building into stable block at Abbotts Hall Farm, Barrow Hall Road, Barling Magna - Mr M. Hardy.
F/0509/90/ROC	Single storey rear extension at 61a, Spa Road, Hockley - Mr Denny.
F/0510/90/ROC	Two detached bungalows and attached garages at rear of 71-75 High Road, Rayleigh - Pannell Developments.
F/0512/90/ROC	Layout car park with six parking spaces at 6 & 8 Websters Way, Rayleigh - H. Dowling & Sons Ltd.

DELEGATED BUILDING REGULATION DECISIONS

APPROVALS/~~EXTENSION~~

DATE: \_\_\_\_\_

PLAN NO.	ADDRESS	DESCRIPTION
90/439	57 Crouch Meadow. Hullbridge.	Convert integral garage into two habitable rooms.
90/378	18. The Chase. Rayleigh	Alterations and addition to ex: garage.
90/502	21. Langdon Road. Rayleigh.	Single storey rear extension amendment approval BR. 90/228.
90/395	8. Beeches Close. Hockley.	Enlarge Kitchen /Bedroom.
90/473	2A. New Road. Gt. Wakering.	First floor extension and alterations (Revised Scheme)
90/386	2. Kembles. Rayleigh.	Single storey rear extension.
90/493	61. Folly Lane. Hockley.	Single storey rear extension.
90/470	5. Copelands. Ashington.	Extensions.
90/495	5. Newton Hall Gardens. Ashington.	Dormer Extension.
90/492	14. Fountain Lane. Hockley.	New Porch & Canopy.
90/471	47. Manstead Gardens. Rochford.	Rooms in Roof.
90/392	68. Branksome Avenue. Hockley.	Front Extension.
90/32.	3. Highmead. Rayleigh.	2 Storey Extension & single storey extension.
90/452	Land between 18/30. Hillcrest Rd. Hockley.	3. Detached Houses.
90/380	53. High Road. Hockley.	Single storey extension.
90/444	6. Trinity Close. Rayleigh.	Single storey rear extension.
90/469	10A. Hamilton Gardens. Hockley.	First floor side addition.
90/431	24. Central Avenue. Ashington.	Room within existing roof.
90/456	20. Cordelia Crescent. Rayleigh.	Rooms in Roof.
90/513	Morley Nurseries. Southend Road. Gt. Wakering.	Proposed Glasshouses.
90/482	36. Crown Hill. Rayleigh.	Rooms in Roof .
90/291A	10, Picton Close, Rayleigh	Double side and rear extension.
90/385A	22, Woodpond Avenue. Hockley.	First floor bath & dressing room extension adj to bathroom.
90/389	7. Hawkwell Chase, Hawkwell.	Rear Extension.
90/390	54, Hawkwell Chase. Hawkwell.	Rear Extension.
90/420	61. Gt. Wheatley Road. Rayleigh.	Foundation & Remedial Works.
90/425	185, Greensward Lane. Hockley.	Underpinning.
90/430	14. Hillside Avenue. Hawkwell.	Extension to Lounge & Kitchen,
90/437	No 32 & Land R/O 27/35 Rawreth Lane	Detached chaler type 'A' Plots 1 & 2.
90/487	17. Elm Drive, Rayleigh.	Extension to front dormer & attaced garage.
90/494	73. Marylands Avenue, Hockley.	2. Storey Side Extension.

001213

DELEGATED BUILDING REGULATION DECISIONS

APPROVALS/REVISIONS

DATE: 23/7/9

PLAN NO.	ADDRESS	DESCRIPTION
90/489 BN.	3. Ruffles Close. Rayleigh.	Kitchen Extension.
90/296A	6. Totman Close, Rayleigh Weir Industrial Estate. Rayleigh.	Rear Extension to factory.
90/298A	28. Elm Drive. Rayleigh.	First floor extension.
90/300	38, Broad Walk. Hockley.	Conversion of roof area and extend roof.
90/379	21. Woodlands Avenue. Rayleigh.	Side & Rear Extension.
90/383	19. Aldermans Hill. Hockley.	Infill porch with brick in lieu of existing glass, Replace dormers.
90/397	204. High Street. Great Wakering.	Alterations to internal layout, to revise lavatory arrangements and bar.
90/496 BN.	85, North Street. Gt. Wakering.	Extension to Lounge.
90/339A.	Hockley Woods Main Road. Hockley.	Construction of new reinforced underground bunker.
90/472	134. Lower Road. Hockley.	Erection of chimney stack.
89/680A	Glebelands. Monwell Lane. H/Well	Rooms in Roof.
90/497 BN.	135. Little Wakering Road. L/W	Change from slates to tiles.
90/233A	52, Great Wheatley Road, Rayleigh.	Two four bedroom dwellings with garages.
90/356	34. Conway Avenue. Gt. Wakering.	Ground floor rear extension.
90/359	14-16, West Street. Rochford.	Removal of part loadbearing wall and insertion of steel.
90/364	Websters Way. Rayleigh.	Phase 1. demolish existing building erect 3 storey building.
90/405	Plot 21. Rectory Avenue. Ashington	Proposed house plan in lieu of approved bungalow plan.
90/424	216. Ferry Road. Hullbridge.	Front bay window added. First floor extension.
90/445	39, Warwick Road. Rayleigh.	Single storey rear extension.
90/454	10. Johnson Close. Rochford.	Remove existing flat roof form new pitched roof.
90/458	193, High Street. Gt. Wakering.	Foundation Underpinning.
90/475	14. Cedar Walk. Canewdon.	Additions.
90/506 BN	28. Knivet Close. Rayleigh.	Lobby & Cloakroom.
90/507 BN	74. Eastwood Road. Rayleigh.	Handbasin and Sink.
90/516 BN	10. Folly Lane. Hockley.	Garage.
90/517BN	Nursery Lodge. Hulbridge Rd.	Garage.
90/518BN	37. Central Avenue. Ashington.	Create 2 dormers at Rear.
90/258A	224. Eastwood Road. Rayleigh.	Side Extension.
90/428	30. Oak Road. Rochford.	New Detached Garage.
90/443	Oaklea. Helena Road. Rayleigh	Rear single storey extension.

001214



## DELEGATED BUILDING REGULATION DECISIONS

APPROVALS/~~REJECTION~~

DATE: 6th September 90

PLAN NO.	ADDRESS	DESCRIPTION
90/270A	Fantasia, Riverview Gardens, Hullbridge.	Loft conversion.
90/361A	52, Sandhill Road, Rayleigh.	Rear extension and rooms in roof.
90/388	447, Ashingdon Road, Rochford.	Convert shop and Maisonette into 2 maisonettes.
90/391	5, Weir Pond Road, Rochford.	New shopfront and offices on first floor to enlarge existing retail area.
90/457	4, Bardfield Way, Rayleigh.	Room in roof.
90/480	43, Clarence Road, Rayleigh.	Rooms in roof.
90/490	7, Mapleleaf Close, Hockley.	Room in roof and ground floor rear extension.
90/531	La-Mare, Wadham Park Avenue, H/B.	Alterations internal and external.
90/539	5. Ambleside Gardens. Hullbridge.	Internal Lift.
90/546	43, Mornington Avenue. Rochford.	Change slates to tiles & strengthen roof.
90/541A	4. Long Lane. Hullbridge.	Single storey extension.
90/540A	17. Kimberley Road. Little Wakering	Divide ground floor into 2 rooms.
90/547	23. Brays Lane. Rochford.	Convert garage to kitchen.
90/548	16. Love Lane. Rayleigh.	Garage.
90/549	1. Somerset Avenue Rochford.	Rear Extension.
90/375A	8, Highmead, Hockley.	Roof conversion for rooms in roof.
90/451	Britavia Hangar, Southend Airport	New workshop in existing hangar, ( inc. fire corridor).
90/472	64, Barling Road, Barling Magna.	Extend dormer at rear to form bathroom
90/474	39, Crown Hill, Rayleigh.	Rooms in roof, rear extension and internal alterations.
90/522	213, Warwick Road, Rayleigh.	Porch extension.
90/319A	123, Bull Lane, Rayleigh.	Single storey rear extension.
90/468	22, Beech Avenue, Rayleigh.	Front, side and rear extensions.
90/509	61, Spa Road, Hockley.	Erect garage/store.
90/524	2, London Hill, Rayleigh.	Removal of loadbearing walls in bar area
BN90/557	61a, Spa Road, Hockley.	W.C. Enclosure.
90/417A	75, Alexandra Road, Gt. Wakering.	Side attached garage.
90/459	11, Mortimer Road, Rayleigh.	Single storey rear extension.
90/499	309, Eastwood Road, Rayleigh.	Garage extension.
90/523	85a, Leslie Road, Rayleigh.	Single storey extension and attached garage.
90/352A	10, Purleigh Road, Rayleigh.	Rooms in roof.
90/432	45, Banyard Way, Rochford.	Extension to form kitchen/diner

001215

DELEGATED BUILDING REGULATION DECISIONS

APPROVALS / ~~REJECTIONS~~

DATE: 6.9.90

PLAN NO.	ADDRESS	DESCRIPTION
90/438	20, Canute Close, Canewdon.	New R.C. piled raft foundation & isolate existing foundation.
90/505	17, Selbourne Road, Hockley.	Detached chalet with integral garage.
BN90/566	276, Lt. Wakering Road, Gt. Wakering.	Room in roof.
BN90/569	23, Kingswood Crescent, Rayleigh.	Single storey rear extension.
BN90/570	37, Hedingham Place, Rochford.	Formation of fire exit door.
BN90/571	81, Clifton Road, Ashingdon.	Dampproof existing garage floor and block up entrance with double glazed window and blockwork.
90/354A	57, Louis Drive, Rayleigh.	Rooms in roof, rear extension and internal alterations.
90/355A	29, Nursery Close, Rayleigh.	Loft conversion.
90/410	6, Gregory Close, Hawkwell.	Extend roof dormer.
90/500	45, Elm Drive, Rayleigh.	First floor side extension.
90/504	10, Anchor Lane, Canewdon.	Side extension.
90/537	7, Meadway, Rayleigh.	Single storey rear extension and internal alterations.



001216

DELEGATED BUILDING REGULATION DECISIONS

APPROVALS/REJECTIONS

DATE: 6.9.90

PLAN NO.	ADDRESS	DESCRIPTION
90/357	Land adj:- 17 Philbrick Crescent Rayleigh.	Single storey dwelling.
90/361.	52. Sandhill Road. Eastwood.	Rear extension & loft conversion.
90/362.	103. Conway Avenue. Gt. Wakering.	Single storey front extension.
90/367	The Exhibition Inn, Gt. Wakering.	Extension to existing bar.
90/385	22. Woodpond Avenue. Hockley.	First floor bath & dressing room ext adj to bedroom.
90/376	66, Folly Lane. Hockley.	Single storey rear extension, & first floor front extension.
90/377	10. Vernon Avenue. Rayleigh.	Rooms in Loft/Rear Addition.
90/375	8. Highmead. Hockley.	Roof conversion for additional bedroom.
90/387	Adj 51, Highams Road. Hockley.	New Chalet.
90/410	6. Gregory Close..Hawkwell.	Extend roof dormer to increase ceiling height in existing bedroom.
90/394	100. Eastwood Road. Rayleigh.	Two storey rear extension.
90/412	49, Brook Road, Rayleigh.	Extension.
90/417	75, Alexandra Road, Gt. Wakering	Attached garage to side.
90/419	40, Vernon Avenue, Rayleigh.	Extension, alterations and garage to side
90/435	36-38,,The Westerings, Hockley.	Erect two bungalows.
90/441	Farmside Cottage, Montefiore Ave., Rayleigh.	Alterations to rooms in roof space and single storey rear extension.
90/433	Ranking Flour Mills, Mill Lane, Stambridge.	First floor workshop extension.
90/450	25, Eastbury Avenue, Rochford.	Side extension.
90/453	27, Victoria Road, Rayleigh.	Loft rooms (Amended Plans).
90/455	7, Totman Close, Rayleigh.	First floor extension.
90/460	48, London Hill, Rayleigh.	Single storey rear extension.
90/461	Plots 30-33, Millview Meadows, Rochford.	Erect 4 terraced dwellings.
90/463	38, Highmead, Rayleigh.	Demolish existing garage and build new garage.

CHAIRMAN

DATE

001217

27/9/90.

ROCHFORD DISTRICT COUNCIL

Minutes of the Development Services Committee

At a Special Meeting held on 11th September 1990. Present Councillors C.I Black (Chairman), R.S. Allen, Mrs V.J. Arnold, P A Beckers, B.A Crick, Mrs H L.A. Glynn, M.J Handford, Mrs J Helson, S.A Skinner, A Stephens, Mrs M W. Stevenson, R E. Vingoe, Mrs. L Walker, D A Weir and D.C. Wood.

Apologies Councillor Mrs. E.M. Hart

Visiting Councillor P F.A. Webster.

482 HIGHWAYS SERVICE REVIEW - A CONSULTATION PAPER

All Members of the Council had received from the Chief Executive & Director of Finance a copy of a Consultation Paper from the Essex County Council proposing a value for money review of the means by which highways services were discharged on which this Council had been requested to comment by 30th September 1990

The Essex County Council had subsequently arranged a schedule of meetings during October to enable each Authority's response to the Consultation Paper to be discussed and clarified. The Chairman and Vice-Chairman of the County Highways Committee had asked to meet representatives of this Council at 2p m on 25th October 1990 for which purpose it would be necessary to nominate a delegation of not more than six Members and Officers

Members had before them a copy of the appended report of the Management Team on the Consultation Paper analysing the various Options which had been set out for consideration and the general concepts involved and noted advice from a Member on the attitude of an agent Authority towards the proposals as expressed at a recent Meeting of the Essex Branch of the Association of District Councils

It was moved from the Chair and duly seconded

- (i) That the first recommendation be amended so as to read.

"The District Council welcomes the Review in principle but does not support Option 4".

- (ii) That the introduction to the second recommendation be amended so as to read.

"The District Council would only support Option 3 subject to the following provisos.-"

- (iii) That the seventh recommendation be amended so as to read:-

"The District Council consider that Maldon District has little in common with the Urban Districts in the area south of the Crouch and should be omitted."

It was generally accepted that the District Council should declare its support solely for Option 3 under which all agency functions would be withdrawn from District Councils and all highway matters be administered

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### Development Services Committee

directly by County Council because this course of action offered the greatest potential for savings. It was also argued that in ruling out the remainder Option 4 namely, the creation of 'lead' Boroughs should be identified specifically as totally unacceptable because of the implications for Rochford. Following discussion by the Committee the second amendment was withdrawn.

As regards the seventh recommendation the amendment was supported on the basis that whilst it was sensible to draw attention to the riparian separation between the Rochford and Maldon Districts it would be inappropriate to suggest any other regrouping of the administrative boundaries proposed. A Member suggested that the recommendation be further amended by the deletion of the word 'Urban' and that was supported.

Turning to the Meeting with the Highway Authority the Committee nominated Councillors P A Beckers, C I. Black, P.F A Webster, D A. Weir and D.C Wood as this Council's representatives, together with one Officer

RECOMMENDED (1) That the County Council be advised of this Council's comments as follows. -

- (i) The District Council welcomes the Review in principle, but does not support Option 4
- (ii) The District Council does in principle support Option 3 subject to the following provisos -
  - (a) The Area Highways Manager should be accorded a high degree of delegation to allocate and spend his budget in accordance with priorities established through discussions involving the Districts.
  - (b) The proposal for Joint Advisory Panels should be replaced with Area Committees with a high degree of specified delegation
  - (c) County Council and District Council Members should carry equal voting rights on matters delegated to the Area Committees as well as those recommendations referred to the County Highways Committee.
  - (d) Those ten areas of service listed on page 3 of the appended report should be the subject of close examination and discussion with Rochford District Council.
- (iii) The District Council welcomes the organisational concept of splitting the enabling and providing roles but feels that viable specialist provider skills should be available to and based within the Area Management Offices.
- (iv) The District Council is concerned that during the likely protracted time-scale no partial implementation should take place without careful consideration involving the Districts lest the existing service deteriorates
- (v) The District Council recognise its enabling role and the County Council be also requested to accept this and to establish working practices which will jointly improve quality and bring the service closer to the customer

Development Services Committee

- (vi) Discussions should take place with the Districts concerning the other areas of the highway service to which targetted funds will be transferred.
- (vii) The District Council consider that Maldon District has little in common with the Districts in the area south of the Crouch and should be omitted

(2) That the Council's representation to attend the Meeting on 25th October 1990 be as set out above. (45) (DD,SEC)

NOTE The Chief Executive & Director of Finance exercised his authority under Standing Order 18 to give immediate effect to the foregoing recommendations.

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ROCHFORD DISTRICT COUNCIL

SPECIAL MEETING OF DEVELOPMENT SERVICES COMMITTEE - 11th SEPTEMBER, 1990.

REPORT OF THE MANAGEMENT TEAM.

HIGHWAYS SERVICE REVIEW - A CONSULTATION PAPER.

Introduction

All Members will recall receiving a copy of the above Consultation Paper via the Chief Executive on 4th July, 1990. Consultations are not only taking place between the County Council and those Districts with Agency arrangements but also those without. Rochford & Braintree fall into the latter category and a letter dated 19th June, 1990 from Braintree District Council is appended for information.

The Chairman of the County Highways Committee has agreed that Rochford's views may be forwarded not later than 30th September and it is his intention to hold meetings with all Districts thereafter.

Whilst all Members have a copy of the document a brief outline of its contents should help to facilitate discussion.

The Need for Change and its Possible Forms.

The County Council feels that during the 16 years since Local Government Re-organisation there have been many changes which now justify the need for a review. Not least of these are the influence of pressures for competition on the works and design sides and also the apparent low level of satisfaction with the service by the public.

The County Council are now looking ahead at issues influencing the efficiency and effectiveness of the service by examining the role of the agencies and considering measures to devolve responsibilities with a view to increasing public awareness and getting closer to the public.

The Organizing Concept.

A number of options are presented for consideration but common to each is the principle that as far as possible the enabler and provider roles should be separately identified and split.

The enabler arm would consist of 3 Area Highway Management Units plus 3 specialist units dealing with central policy, central services and waste disposal.

The provider would deliver professional, technical and other services via three units dealing with.-

1. Capital Consultancy (Capital Works);
2. Network Consultancy - Design of schemes under £75,000. and Street Lighting, etc.
3. A Direct Labour Organisation.

The County Surveyor would be supported by the Central Policy Unit and would continue to liaise and advise centrally through the Committee system.

The Network Consultancy Services Unit would advise the Area Highway Managements Units on such matters as design, street lighting, traffic management, etc.

#### Partnerships with the Districts.

The Audit Commission in 1987 commented that Agency arrangements in England and Wales are a mess and not put to best use because of open hostility between County and Districts. Management Team does not feel this accurately describes the situation in Rochford although this could be improved.

The current Liaison arrangements previously consisted of County Liaison Committees - 3 times/year, and ad hoc groups, e.g. South-East Essex Traffic Study - for which a formal Panel has been established. More recently special meetings with Districts have been arranged by the new County Highways Chairman such as those in Autumn, 1989 and April, 1990.

Each District also has its own Committee for considering Highways matters but there is little direct dialogue between County and District Members.

For the future the Area Highways Management Unit would, in 3 of the 4 options, be the point of contact for the public. There would be a Joint Advisory Panel meeting probably 5 times/year reporting to the Highways Committee or a Sub-Committee and there would be an equal number of County and District Members. At least one Member would represent each District and Officer support would also be envisaged. The venue may be rotated.

The Area Highways Manager would prepare a 3 year rolling programme for schemes under £75,000. and for maintenance, etc.

The relevant area envisaged in the Consultation Document coincides with that currently looked after by Area Engineer, Allan Cook, comprising Rochford, Southend, Castle Point, Basildon, Thurrock and Maldon - See Appendix.



## The Agency Role.

Whilst the new area arrangements would be common to most Options, Agency powers are also examined separately since expenditure by Agent Authorities is substantial. The document concludes that under Agency Arrangements competition is limited, division of responsibilities complex, the customer is confused and there is an absence of dialogue between the District Agent and the County Council.

Four Options are posed. The first 3 of these would involve creation of Area Highway Management Units.

Option 1. Improve existing agencies by introducing contractual arrangements subject to technical and financial audit and specifying a minimum proportion of D.L.O. work for competition.

Option 2. All agencies would be reduced to powers for urban unclassified roads only. Legal contracts would be drawn up for maintenance, street cleansing, PUSWA inspections and traffic management.

In 1983 Rochford relinquished its claimed agency for maintenance of urban non-classified roads after having been refused full agency powers. Since neither of these first two Options represents the full agency requested at that time, it is not felt that either of these two Options should be supported.

Option 3: No agency arrangements.

In contrast to Options 1 and 2 this Option closely resembles the arrangements which exist with Rochford at present. It is felt the most appropriate to support, since the District Council's position could be improved.

Improvements could occur in some areas where with the creation of Area Highway Management Units arrangements could be revised, clarified or extended either by competition or by arrangement. These are listed below:-

1. Maintenance of unadopted footways/passageways.
2. Street lighting in connection (1).
3. Street cleaning/litter removal.
4. Verge maintenance, gulley emptying, etc.
5. Street furniture and direction signing.
6. Closer involvement in maintenance programme.
7. Closer involvement in traffic management issues, e.g.
  - (i) Parking restrictions.
  - (ii) Weight restrictions.
  - (iii) Diversions/Extinguishments.
  - (iv) One way systems.
  - (v) Junction improvements, etc.
8. Priorities for making up of private streets.
9. Priorities for social pedestrian crossings.
10. Tree planting/verge and roundabout planting and maintenance

Formal representation on the Area Committees by Rochford District Council representatives should ensure that the Area Manager's budget is more accurately targetted than in the past to those areas of local need and should enable the issues listed above to be dealt with more effectively.

Of all the 4 Options, the target for funds to be transferred to other Highways Service Budget Heads at fl.3M apparently represents the greatest area for potential gain. However, it is understood that in the past the funds allocated to Agency Districts have been based upon a rigid proportion governed by the population of the districts and this method has not been varied since Local Government Re-Organisation. It is important that a more sophisticated method of fund allocation including local weighting appropriate to the area in question is introduced. This is so because during the last decade the south-east of Essex has suffered from an inadequate recognition of its real infrastructural needs by the County and only in the next few years as a result of combined south-east district pressures will some redressing of this imbalance be seen in the Capital Programme. With this history in mind it is important that the budget allocated to the Area Manager should reflect the real needs of the area. Not only does it have the greatest population, but also the greatest concentration of development and traffic congestion in the County.

Hopefully, Joint Area Meetings would also provide a more sophisticated vehicle for allocation of funds between districts. Meetings should also facilitate a more creative dialogue between County and District Members and also perhaps between the Constituent Districts. However, there are reservations about the status of the Joint Area Advisory Panels. Also there does arise the question of Maldon's identity with the Management Area proposed.

The Management Area itself coincides with the present Highways Area. This in fact works well. However, Members may care to consider whether the south-east Essex A127/A13 Districts have anything in common with the very rural Maldon District North of The Crouch. Perhaps this should be excluded in favour of the addition of Brentwood District or simply omitted altogether? Comments on the status of the Joint Advisory Panels are dealt with separately below together with a number of other matters which are also relevant to the general principles of the proposal rather than specifically affecting the south-east area.

#### Option 4:

This Option suggests a "lead" authority arrangement for four groups in the County. Rochford's group would be lead by Southend and would include Castle Point and Maldon.

The Lead Borough would retain agency powers but the Districts would not and there would be no facility to deal directly with the County. The Lead Borough would also assume the role of Area Highway Management.

Apart from the question mark over the appropriateness of Maldon within this Group, Option 4 is a worse situation for Rochford than exists

at present. There would be greater remoteness from the County Council and a real danger that the District priorities would become subordinated to the urban problems of the Lead Borough and ~~more~~ remoteness from the County.

It is felt that this Option should not be supported.

#### General Considerations.

##### (i) Devolution

One of the broad aims of the Review mentioned earlier is the devolution of the service as far as possible to a unified area organization.

Central policy control is, of course, understandably retained by the County Surveyor and the County Highways Committee. However, the current proposals envisage that the Joint Area Advisory Panels would report to either the Highways Committee or to a sub-Committee.

Whilst matters of policy should be the concern of the Highways Committee there will be little devolution unless the Joint Panels have some degree of delegation. Also, District Members will be represented on these Panels and there is no explanation of voting rights.

There is a danger that in their present form the Advisory Panels will simply become the extra tier of bureaucracy they are intended to eliminate. It is felt that if devolution to the areas is to be meaningful the organization should operate Area Committees with a specifically delegated range of powers and clear voting rights for District Members. Matters of identified policy could still be referred to the main Committee.

##### (ii) Closer to the Public

Amongst others two additional aims were mentioned, firstly to ensure that the public are aware of where the responsibility for the service lies and secondly to move closer to the customer and achieve greater customer satisfaction.

With proper devolution and local accountability the creation of Area Units is a move towards this, but with the best will in the world it is unlikely that the average member of the public will ever completely understand the various levels of Local Government responsibilities.

The natural line of contact seems always to be most likely with the District Council whose local offices generally provide the point of most convenient contact.

The partnership between the County and the District is a prime factor in making arrangements work. The District becomes one of the prime enablers in the new organizational concept, it might also become a provider in other areas. This should be recognized and accepted at all levels and the appropriate administration and liaison machinery established to facilitate it.

(iii) Time-Scale and Implementation

The proposals represent major changes throughout the County. Whichever Option is pursued non-lead Districts will be under pressure to relinquish their agencies. This seems unlikely to be universally welcomed and it is understood that the minimum period of notice required to terminate an agency is three years. The time-scale is therefore unlikely to be short.

There could be a tendency for partial implementation of the proposals. The enabler and provider roles are not totally dependant upon the other changes. However, they must be intimately linked and there seems a danger that if only parts of the proposals are pursued quality may deteriorate in the interim period. Districts should be satisfied that this will not disrupt or affect the quality of the service currently received, suffering as the service already does from all the drawbacks identified in the report.

(iv) Centralization of Specialist Staff.

It is argued that fragmentation of specialist staff across the County endangers the ability to build high levels of specialist skills, endangers staff retention and reduces flexibility. There is much in this. However, it is also important not only that District Councils should retain sufficient technical skills to advise their Members on proposals but also that specialist skills at County should not become remote to the areas and deprive them of the ability to respond quickly to priorities arising from the District.

The Area groupings seem large enough to justify the creation of specialist teams within Area Offices and it is suggested this should be done.

## RECOMMENDATIONS

1. The District Council welcomes the Review in principle but does not support Options 1, 2 and 4.
2. The District Council does in principle support Option 3 subject to the following provisos:-
  - (1) the Area Highways Manager should be accorded a high degree of delegation to allocate and spend his budget in accordance with priorities established through discussions involving the Districts.
  - (ii) The proposal for Joint Advisory Panels should be replaced with Area Committees with a high degree of specified delegation.
  - (iii) County Council and District Council Members should carry equal voting rights on matters delegated to the Area Committees as well as those recommendations referred to the County Highways Committee.
  - (iv) Those area of service listed on Page 3 (1 - 10) should be the subject of close examination and discussion with Rochford District Council.
3. The District Council welcomes the organizational concept of splitting the enabling and providing roles but feels that viable specialist provider skills should be available to and based within the Area Management Offices.
4. The District Council is concerned that during the likely protracted time-scale no partial-implementation should take place without careful consideration involving the Districts lest the existing service deteriorate.
5. The District Council recognise its enabling role and the County Council be also requested to accept this and to establish working practises which will jointly improve quality and bring the service closer to the customer.
6. Discussions should take place with the Districts concerning the other areas of the Highway service to which targetted funds will be transferred.
7. The District Council consider that Maldon District has little in common with the Urban Districts in the area south of The Crouch and feel Brentwood should replace it or it simply be omitted.

Background Papers: Highways Service Review - A Consultation Paper - Essex County Council, June, 1990.

Letter from Chief Executive to all Members of District Council dated 4th July, 1990.

Letter from Braintree District Council to Director of Development, Rochford, dated 19th June, 1990. *up*

001227

# Braintree District Council

D. Powers DMS MIEH MBIM  
Director of Environmental Services

ROCHFORD D.C.	
ENVIRONMENTAL SERVICES	
DEPARTMENT	
21 JUN 1990	
ARCH	
ENG	
ADMIN	



Environmental Services Department  
Causeway House,  
Bocking End Braintree  
Essex CM7 6HB

Tel Braintree (0376) 552525  
Fax (0376) 552626

DX 56210 BRAintree

Our Ref A/DP/LG/125/90

Your Ref

Ask for Mr. D. Powers

Ext 2200

ROCHFORD D.C.  
20 JUN 1990

19th June, 1990.

Mr. I.M. Edwards,  
Director of Development,  
Rochford District Council,  
Council Offices,  
South Street,  
ROCHFORD, Essex SS4 1BW

Dear Sir,

## Review of Highways Service

My Council's Environmental Services Committee considered the above review at its last meeting and I have been asked to convey to you the results of its deliberations. The Committee resolved that -

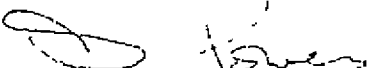
1. The initiative to reduce costs and improve the highways service be welcomed
2. This Council is not satisfied that the existing proposals demonstrate that either the objective of increasing competition and value for money, or bringing the service closer to the customer can be achieved
3. It is not considered that the proposal to organise work into three areas will bring the service closer to the customer, and should therefore not be pursued
4. This Council would be prepared to enter into discussions with a view to exploring the role that managing agents could play in any future arrangements
5. The Director of Environmental Services be requested to advise the other District Councils of the above views and seek their support.

I should be grateful if you will take into account my Council's view when you consider your response to the consultation.

It was apparent to my Committee that if the Districts could come to a consensus about the County's proposals, it would add much weight to the case prepared, and I would be happy to discuss this issue further either with yourself or through the Essex Chief Technical Officers Association where this matter is currently under discussion.

If you require any further information, please let me know

Yours faithfully,

  
Director of Environmental Services

001228

DATE 16/10/90

HAIRMAN

ROCHFORD DISTRICT COUNCIL

Minutes of the Policy and Resources Committee

At a Special Meeting held on 18th September 1990. Present: Councillors R H Boyd (Chairman), C K Bellman, C.I. Black, T. Fawell, D F Flack, J.A. Gibson, Mrs H.L.A. Glynn, M.J Handford, Mrs. E.M. Hart, A J. Harvey, D R. Helson, Mrs S.J. Lemon, Miss B G.J. Lovett, C.R Morgan, R.A. Pearson, S A. Skinner, R.E. Vingoe, Mrs. L. Walker, P F A Webster and D.A. Weir

Apologies: Councillors B A. Crick, Mrs. M. Hunnable and D.C. Wood

Visiting: Councillors R.A Amner, N Harris, Mrs. J Helson, S.N. Jarvis and Mrs M.W Stevenson

483 BUDGET REVIEW 1990/91 AND 1991/92 (Minute 220/90)

Members had before them the appended reports of the Chief Officer Group -

- (i) identifying savings within this year's budget to finance the extension of the concessionary fares scheme and the trial scheme for the clearance of dog faeces from open spaces
- (ii) projecting the effect which the likely level of expenditure for 1991/92 would have upon the Community Charge, leaving aside any new initiatives, and suggesting various means by which savings could be achieved, including a programme of value for money studies.

Members expressed concern at advice from the Chief Executive & Director of Finance that whilst the projection foresaw next year's level of Community Charge as being in the range of £370 to £420 the most realistic assessment lay at the higher end of that scale. The Committee concurred with the suggestion of the Chairman that as part of the priority budgeting exercise each of the spending Committees should be asked to consider in the next cycle of Meetings those discretionary activities which fell within their terms of reference against the background of the financial pressure on the Authority and the need to contain expenditure. In that connection it was accepted that a standstill budget could not be attained, first because pending legislation would compel Councils to incur additional expenditure and secondly because the Authority wished to effect changes in service areas. On completion of that review however the matter would come back to this Committee who would then have a further indication about the grant distribution and Standard Spending Assessment for next year

Turning to the review which had been undertaken of this year's budget the Committee accepted that savings which had been identified by the Chief Officers should be vired to fund a number of overspends including those new schemes which had been approved since the commencement of the financial year. Some Members expressed reservations about the continuation of the trial scheme for dog fouling clearance particularly in the absence of new model Bye-Laws to strengthen enforcement, but the Committee agreed that it should be maintained for the forthcoming cycle and then reviewed in the light of a comprehensive report to be submitted to the Leisure Services Committee. As regards the two car park improvement schemes which had been deferred pending the review of the 1990/91 budget, it was agreed as essential for public safety that the

## Policy & Resources

resurfacing of the Civic Suite Car Park should proceed without further delay leaving the question of the extension to the Back Lane Car Park for further consideration.

RECOMMENDED (1) That virements be approved in respect of the items listed in Appendix 1 of the report on the 1990/91 Budget.

(2) That the experimental arrangements on dog fouling clearance continue during the October cycle at a cost not exceeding £1,000 per week and be reviewed thereafter in the light of a comprehensive report to be submitted to the Leisure Services Committee on control of dog fouling

(3) That the moratorium placed upon the resurfacing of the Civic Suite Car Park be lifted

(4) That the Council confirm the proposed method by which the budget is to be fixed for 1991/92.

(5) That the service Committees be asked to consider against the background of the financial pressures on the Council and the need to contain expenditure which if any of those discretionary activities listed in Appendix 3 of the report on the 1991/92 Budget and for which they are responsible should be subject to review as part of the budget process and advise the October Meeting of this Committee to enable that review to be completed

(6) That the Council authorise the following value for money studies. -

1990/91 To review the effectiveness of the Management Team, Chief Officers Group and Working Parties

To review the Legal Services (including Land Charges)

1991/92 To review the arrangements for contract monitoring and supervision

To review Environmental Health Services (including Building Maintenance) (31758)(COG)

## 484 REVIEW OF THE CORPORATE PLAN

A list of proposed amendments to the Corporate Plan as detailed in the appended report had been submitted by the Liberal Democrat Group and circulated at their request prior to the commencement of the Meeting. Members noted that Corporate Priority F.2(d) should be amended by inserting the phrase "and athletic pursuits" after the word "skating", not "strategy".

A Member expressed concern that certain of the revisions, for example, those calling for more detailed statistical information and research into service provision, could if adopted require additional expenditure and absorb valuable Officer time. The Chief Executive & Director of Finance advised the Committee that it was possible some of the additional statistics requested could be available already but the amendments if



## Policy & Resources

adopted would be the subject of reports to the Committees concerned and any areas of difficulty would be identified at that time. In any case the Corporate Plan was a blue-print for action which relied for its achievement upon the adequacy of the budget.

Other Members were mindful that the Plan should reflect the policies agreed by the Council after due consideration under the normal Committee cycle arrangements and expressed reservations that adoption of the amendments could circumvent that process. It was accordingly suggested that Management Team be asked to report to the service Committees on the amendments proposed and that proposition was accepted on the basis that the amendments be accepted as draft policies for consideration by the service Committees and that they be asked to report thereon to the October Meeting of the Policy & Resources Committee.

RECOMMENDED (1) That arrangements be made accordingly

(2) That the amendments to the Plan in respect of concessionary fares be approved

(3) That Management Team report further on any amendments necessary to the Corporate Plan arising from the review of the Budget for 1990/91 and proposals for the 1991/92 Budget. (2159)(MT)

### 485 BUDGET PREPARATION 1991/92 (Minute 220/90)

Members were mindful that when the Special Meeting was sought it had been envisaged that reports could be made to the service Committees concerned in time for the final decisions on service priorities to be reflected in the 1991/92 Budget. In the light of the decisions that been taken earlier regarding priority budgeting and the Corporate Plan it was agreed to adhere to that process

RECOMMENDED That arrangements be made accordingly. (31758) (SEC,T)

ROCHFORD DISTRICT COUNCIL

SPECIAL POLICY & RESOURCES COMMITTEE - 18 SEPTEMBER 1990

REPORT OF THE CHIEF OFFICER GROUP

BUDGET REVIEW 1990/91 AND 1991/92 (PART I)

1. Introduction

In accordance with Minute 426/90, the Management Team was charged with finding savings in this year's budget of £53,000 to finance the costs which the Liberal Group had assumed would be incurred on the extension of the concessionary fares scheme. In accordance with Minute 444/90, the Council agreed to carry out a trial scheme for the clearance of dog faeces from open spaces at a cost not exceeding £1500 per week, and the officers were requested to find suitable economies within the budget to meet this cost. This report updates those matters and explains how the Management Team attempted to find the appropriate savings, dealing also with the 1991/92 implications of present and proposed policy. It also deals with the possible effects on the 1991/92 community charge.

Members are asked to consider this report together with that on priority budgeting and the review of the Corporate Plan.

2. Budget 1990/91 Review

(a) The Treasurer has requested all Chief Officers to review their budgets to determine what, if any, savings can be made in the current year, and also the extent of any likely over-expenditure. This is detailed at Appendix I attached.

(b) Officers have been requested to comment on the list of items suggested by Members (Minute 425/90 refers). Appendix II sets out details of two schemes which had been deferred pending the outcome of this review and with which it is now desired to proceed.

(c) The salary award with effect from 1 July 1990 was greater than originally anticipated by £59,100. This additional cost can be met by savings in 1990/91 resulting from a reduction in the Council's contribution to the Essex County Superannuation scheme, vacancies and restructurings.

3. Budget 1990/91 Savings

As shown in Appendix I of this report, sufficient savings have been identified in order to finance the concessionary fares scheme and for the experimental arrangements on dog fouling clearance to be continued. It should be noted that the single largest saving emanates from the receipt of interest. This has been brought about by the continuing high level of interest rates. Without this additional income it would not have been possible to finance the above two initiatives. Interest rates will eventually fall and therefore this additional income should be regarded as a "one off" and not be built into the base estimate for succeeding years.

4. Concessionary Fare Scheme

The initial take-up of passes under the new scheme has been slow. It was, however, introduced at the commencement of the holiday period and early reaction may not be representative. A further report will be made in the next cycle of meetings, but at the present time it is not thought that the additional provision of £53,000 will be exceeded.

## 5 Dog Fouling Clearance

The experimental arrangements at several different open space areas has already provided information on which sound policies for the future can be based. The cost is unlikely to exceed £1000 per week and the officers would like the experimental arrangements to continue. Some parts of the arrangement could be continued on a permanent basis, eg., collection points in some areas and the issuing of poop scoop containers.

However, to be effective, dog fouling clearance may have to take place daily rather than weekly, as with the present experimental arrangements. If a satisfactory position is to be achieved, the Council ought to be prepared for expenditure in the order of £100,000 per annum to deal with this problem and the enhanced level of street and open space clearance.

Reports will be submitted to the appropriate Committees before the policies are finalised, but unless the Council is prepared to make substantial budget provision, there is little advantage in discussing the matter further.

## 6. Enhanced Environmental Health Standards

(a) The full year effect of the additional establishment in Environmental Health will increase next year's budget by £32,500.

## 7. Budget Review 1991/92

This is dealt with more fully in the report on Priority Budgeting and Review of the Corporate Plan.

## 8. Estimated Balances as at 31 March 1990

The final accounts have not been completed, but the estimate of balances in the General Account at the year end is £732,000, an improvement of £200,000. This has mainly been achieved by the treatment of interest received on CPO Deposits (Wheatleys). There is no text book definition of the treatment of this income as capital or revenue, but it clearly benefits the Council for it to be regarded as revenue. It would be unwise to use these savings until the audit of accounts has been completed.

**RECOMMENDED** (1) That virements be approved in respect of the items listed in Appendix I of this report.

(2) That the experimental arrangements on dog fouling clearance continue at a cost not exceeding £1000 per week.

(3) That the moratorium placed upon the two schemes detailed in Appendix II of this report be now lifted.

## APPENDIX II

### 1 BACK LANE CAR PARK EXTENSION

The car park extension was included in the 1990/91 Capital Programme and would provide 33 spaces but its construction would lose 11, the overall gain being 22 spaces

The need for the extension was highlighted by a survey undertaken by the Treasurer's Department which indicated that on some days of the week, particularly market day on Tuesday, there was insufficient parking provision

Rochford's situation was also noted when the Land and Project Working Party looked into parking problems. Their report was placed before the District Plan Working Party which recommended to the Development Services Committee on 29th March 1990 that the extension should be completed as soon as possible. If deferred further the cost will, by next year, rise considerably. With the current car parking shortage this section of unused vacant land adjoining the car park draws criticism from the general public through its lack of utilisation. The design of this scheme is in fact now complete and if approval were to be given it could be put out to tender immediately

### 2 CIVIC SUITE CAR PARK, RAYLEIGH

There are approximately thirty areas in this car park that require immediate patching. In ten areas the sub-base is already affected and will require replacement. Six areas, including one near the entrance, are a tripping hazard and could lead to claims should an accident occur. Some patching has already been carried out, but as with all patching it creates a weakness at their edges, and this is applicable in at least one area that was patched some time ago. The present surface finish is generally very lean i.e. lacks bitumen binder due to age, and any sharp frosts during this winter could lead to severe potholing and possibly cause damage to the sub-base, substantially increasing the cost of any reinstatement. Some immediate patching is also required but this would not delay the need for general resurfacing. The resurfacing contract should be proceeded with immediately to minimise further any future costs and to remove any immediate dangers.

Tenders have been obtained for this work the lowest of which is £8,155. If a decision is taken to defer the comprehensive scheme until 1991/92, repairs costing approximately £4,000 will be required immediately to satisfy the Council's legal obligation to the public.

ROCHFORD DISTRICT COUNCIL

SPECIAL POLICY & RESOURCES COMMITTEE - 18 SEPTEMBER 1990

REPORT OF CHIEF OFFICER GROUP

BUDGET REVIEW 1990/91 AND 1991/92 (PART II)

1. Priority Budgeting - Review of Statutory and Discretionary Services

(a) In April, Council agreed the method to be followed by the Chief Officers' Group in establishing cost centres throughout the Council's administration. This concept required the preparation of a service level agreement for each cost centre which Management Team was authorised to approve on the basis of the Council's established policy. Having produced this catalogue of service provision, Management Team was charged with the responsibility of advising Council on the preparation of a prioritised budget in order to ensure that resources could be allocated to the areas of highest priority

(b) Initially, this was to be achieved by identifying all statutory and discretionary activities. The Council has no option but to undertake its statutory responsibilities, although difficulties arise in defining the minimum acceptable service level and the process of review has highlighted the fact that the Council is, in most areas of statutory function, performing above the minimum level, ie, most statutory services also involve discretionary spending, either because non-statutory support activities are essential, or because the Council would face very difficult decisions in reducing standards of service.

(c) On discretionary services, ostensibly the Council is under no statutory duty and it was in these areas where it was felt that choices could be made in order to release resources for spending in 1991/92 on services of higher priority. Here too, the review was to demonstrate that there was only limited room for the Council to manoeuvre. Whilst the decision to provide certain services or to take action may be discretionary, statutory, legal or contractual obligations can flow from those decisions which are inescapable, eg., the acquisition or sale of land or buildings, the defence of an appeal or authorisation of enforcement action, the occupation of a building, the provision of allotments and cemeteries, the employment of staff, contractual commitments, etc. In reviewing the discretionary activities, Management Team formed the view that these functions where the Council was, in fact, "committed", should be separately identified.

(d) A list of the functions undertaken by each cost centre is attached as Appendix II and defines each function as being either:-

S = Statutory

D = Discretionary Service

S/D = Statutory with discretionary element or discretionary supporting statutory

D/S = Statutory legal or contractual obligations arising from discretionary decisions.

In addition, Management Team has applied to the discretionary activities the criteria and value weightings agreed by the Council, with the exception that a "minor miscellaneous" category had to be introduced. The categories appear as the first Appendix to this report and illustrate the relative importance attached to the various activities listed in Appendix II. As explained in

April last, it is not a matter of the Council only pursuing those activities that have the highest rating, as local authorities are responsible for a wide range of services to the community as a whole and it is a matter of striking the right balance between competing demands for resources

(e) It was intended that Management Team would suggest, for consideration by Members, those activities which it felt were of a low priority where resources might be released for services of a higher priority in the Corporate Plan or for new statutory duties. However, the degree of committed expenditure clearly reduces substantially the options available for the 1991/92 budget, although opportunities will present themselves in the longer term. Nevertheless, the necessary preparatory work on the cost centre service level agreements has been completed and will enable the budget book to be presented in a way which will facilitate priority budgeting.

## 2 Budget Economies 1990/91 and 1991/92

Since the new Council was formed, a number of new areas of expenditure have been agreed and the Management Team has been requested to identify economies in the current year. This is dealt with in a separate report.

The Council has also been discussing a number of new initiatives, each of which has significant expenditure implications. The Liberal Group has also asked informally for a 10% reduction on revenue spend in 1991/92 in order to meet the cost of these initiatives and reduce the community charge

It is vital that Members appreciate the difficulties the Council faces in implementing such a policy. Rochford enjoys a good reputation as a well-managed authority and has, over the years, constantly produced value for money and best practice. It was, therefore, no surprise to Management Team that there were no areas of the budget which presented easy options for economies of the scale now being sought. Savings of the order of £550,000 would have involved the withdrawal of certain services, a reduction in the standard of others, the sale of assets, increases in the level of charges for services and/or the introduction of new charges. Council showed no willingness to consider such fundamental changes in policy when it set the community charge. Furthermore, higher levels of service expenditure are in prospect in any event, bearing in mind new legislation, inflation, etc. Indeed, the Council has a progressive culture and there can be no better example of this than the Corporate Plan, the whole ethos of which is to improve the standard of service to the community and the quality of life in the District.

## 3. Estimated Expenditure 1991/92 and Possible Effects on Community Charge

The following table shows the likely levels of expenditure in 1991/92, compared with the current year, starting from the base net Committee expenditure for 1990/91 of £5.5m.

	£
Current expenditure 1990/91	5,500,000
Inflation - salaries	344,000
other	190,000
Environmental Health	32,500
Capital programme	47,000
Housing Benefit - loss of grant	76,000
Car parking income	(11,000)
Environmental Protection and Food Acts (Dog fouling, street cleansing, etc.)	100,000
Concessionary fares	53,000
Capital programme 1991/92	24,000
Additional Building repairs delayed from 1990/91	10,000
ATM costs	10,000
	<u>6,375,500</u>

The above figures assume current levels of inflation and interest rates and make no provision for any additional items other than those referred to above. As Members are aware, the Officers have been asked to investigate a number of new initiatives which will inevitably have cost implications, namely public conveniences, area service points, area Committees for Rayleigh, pest control, recycling initiatives, car parking strategy, concessionary fares, supervision and enforcement, Little Wheatleys scheme, first time sewage system for Ashington Park Estate and office accommodation for Rochford CAB. Should Members consider that steps must now be taken to contain or reduce the projected budget expenditure, it would be prudent for work on new initiatives to be suspended until such time as Council determines the budget strategy.

It is impossible to forecast the level of the community charge with any accuracy because, at this stage, only an outline of the grant distribution has been announced by the Secretary of State for the Environment. What is known is that, if both Essex and Rochford spend at the Government Standard Spending Assessment (SSA) next year, the community charge (excluding Parishes and adjustments) would be £379. This year the base community charge figure for authorities spending at SSA is £278, plus in Rochford's case a safety net contribution of £60, bringing the level to £338. There will be no safety net addition next year but the base figure of £379 represents a 12% increase.

As Members are aware, this year, Essex exceeded the SSA by 2% and Rochford by 40%. Indications are that SSA's will be increased nationally by around 20%. If these increases are allocated pro rata to existing SSA's, the District will still be spending in excess of the Government figure. The County would probably be able to contain expenditure within the SSA, but there would certainly be an incentive to spend up to the Government figure.

The SSA for Rochford this year is £3.82m. A 20% increase brings that figure up to £4.58m. The projected budget of £6.37m. therefore represents a possible £1.79m. overspend equating to an additional £32 per chargepayer per annum. If the SSA's are increased pro-rata and Rochford adopts a budget of £6.375m., the community charge, excluding Parishes but including adjustments, will be in the range of £370 to £420. Rochford will be specifically identified on the proposed new style bill as being the main overspending authority.

#### 4. Provision of New Services

If the Council wants to introduce new or extended services, it is vital that it accepts and is prepared to approve levels of community charge as indicated in Paragraph 3. Each £60,000 per annum spent on additional items will be equivalent to £1 addition to the community charge. The Council should not, under any circumstances, approve the expenditure until the budget and the community charge for 1991/92 have been determined.

If the Council is not prepared to approve these levels of community charge, then it must now begin to determine the savings that will be made, either to finance new services or reduce the community charge. The following paragraphs contain suggestions as to how this could be achieved.

#### 5. Increased Income

1. Increase the charges made for the various services provided by the Council over which the Council has almost total control, eg., car parks and cemeteries.

2. Increase charges made where liaison with others is necessary, eg., leisure and parks.

3. Introduce charges, eg., informal advice to businesses and agents for planning advice.

## 6 Disposal of Assets

Significant savings in the budget may be made by disposing of assets, eg., housing stock and leisure buildings, freehold of offices made surplus by other policies, etc., etc. Such disposal may have significant effect upon the level of services provided by the Council

## 7. Reduction in or Deletion of Services

### (a) Statutory Services

As the earlier part of this report demonstrates, there are large parts of the budget which are in respect of statutory services. However, the level of discretionary "top up" may be considerable. For instance, the Council is obliged to provide a refuse collection service, but not necessarily a weekly one, or one involving the use of wheeled bins. Nor is there any obligation to consult neighbours, etc. on planning applications. The Council probably regards this "top up" as essential, but that is a service that could be reduced if the Council were prepared to make that its policy.

### (b) Non-statutory Services

In theory, all of these could be ended, but the Council may regard them as being even more important than the statutory services. The appendices to this report help to determine their relative importance. Furthermore, many have statutory implications.

In Appendix II Management Team has categorised all of the activities performed by the cost centres. For the purposes of the current budget and that for 1991/92, all of the categories other than discretionary services (marked D in the Appendix) allow only limited scope for savings. There is greater freedom of manoeuvre with discretionary activities and these are separately identified in Appendix III. The Committee are asked to indicate whether there are any of these services which should be reviewed as part of the budget process

### (c) Contractually Committed Services

There are services in both of the above categories where contractual commitment exists. This is in two parts, services provided by staff which are dealt with in the following paragraphs, and services provided by contractors, eg., Circa Leisure and Tyler.

## 8. Value for Money

Most of the main services have been subjected to the most rigorous value for money examinations, in some cases by competitive tendering, e.g., Refuse Collection, Parks Maintenance, Leisure and Computing. All other areas are being subjected to a process of regular performance review by the Management Team as a consequence of establishing Cost Centres throughout the organisation.

A recent review of Planning Services was undertaken by the Council's previous external auditors, Price Waterhouse, and the Chief Officer Group believes that a programmed review by external consultants of all of the activities of the organisation would reinforce the action currently being undertaken to ensure value for money.

The budgets for 1990/91 and 1991/92 are the subject of this report and the Chief Officer Group are of the view that comprehensive value for money studies should be undertaken in those financial years as follows:-



1990/91 To review the effectiveness of the Management Team, Chief Officer Group and Officer Working Parties.

To review the Legal Services (including Land Charges)

1991/92 To review the arrangements for contract monitoring and supervision

To review Environmental Health Services (including Building Maintenance)

It is anticipated that some of this work may be undertaken by the Council's new external auditors, Ernst Young, as part of their annual statutory audit.

The Audit Commission has been asked to include Rochford in their special study of local authority community charge departments

Price Waterhouse will be undertaking a follow up review of the Development Directorate in December (P&R 212(C3)) and financial provision has been made elsewhere in this report.

## 9. Staff

Value for money studies may indicate minor savings that can be made in the Council's establishment. The staffing level is now the second lowest of any district council in the country, but means of measuring officer performance have been introduced and reductions will still be made wherever this is possible. Since the cost of officers is a significant part of the budget, the

Council must examine this area to see if further economies can be made. All officers are directly or indirectly responsible for service provision and, if the Council is satisfied that each officer is 100% engaged on the provision of one or more services, then the only ways to reduce staffing costs are by:-

(a) reducing services, eg., delete a post and end the postholder's duties

(b) reduce the cost of the officer by lowering the salary and/or conditions of service.

Both of these options are examined in more detail and, in respect of (b), concerning Chief Officers particularly, since the Chairman of Policy & Resources has said that these may have to be reduced to make economies.

### (a) Reducing or Ending Services

There are some officers specifically engaged on services that could be deleted. There may be others where work could be transferred to others and their existing work deleted, but unless it can be demonstrated through value for money studies that there is an underemployment of officers, a reduction of staff will result in a reduction of services. If the Council wants to reduce staff, it must indicate the services which are to be reduced.

### (b) Reducing Salaries and Conditions of Services

None of the present conditions of service are "perks" as such, but, on the contrary, are all part of the package that both retains and secures officers. Almost every local authority in Essex has experienced considerable difficulty in securing staff of all disciplines and at all levels and the problem in local government seems to be getting worse. The recent experience of Rochford's neighbouring authorities would suggest that the recruitment of replacement chief and senior officers would be difficult. There are many examples of consultant staff being engaged at fees in excess of £1000 per week to assist with the resultant problems.

The Council may decide that the Rochford conditions are too high and that lower calibre staff

should be recruited. If the Council wants to pursue this, it should decide at which level staff should be engaged. The Chief Executive and Director of Finance believes that salaries should be attractive enough to engage the best possible people at all levels within the Council's establishment and that other policies are bound to lead to a deterioration in Council services.

(c) Chief Officers

It may be possible to reduce the number of Chief Officers and transfer responsibilities, and this might reduce costs, but not significantly, and would probably not reduce the number of staff. All Chief Officers are hard working and most work longer hours than they are obliged to, some having exceptional work output. All Chief Officers manage and increase the work output of others, some are extremely good managers of resources generally. All are articulate and have thorough knowledge of the area and the commitment of Chief and Senior Officers to Rochford must never be underestimated.

(d) Generally

All officers are on contract, some also on term contracts. Variations of conditions of service are normally only possible following the resignation of officers and there is a voluntary premature retirement scheme for officers over the age of 50.

There is no doubt that much of Rochford's success may be ascribed to the recruitment and retention of experienced and well-qualified professional staff who are committed to the Council's culture. All of the professional bodies and employers' organisations representing local government have expressed concern over the shortage of qualified professionals throughout the service. It is a fact that there are fewer trainees which situation is coupled with a trend towards professionals leaving local government for the private sector. Those that remain are very much in demand. The Council's establishment, departmental structure and conditions of service are kept under continuous review so that it remains responsive to the requirements of the authority. There will, doubtless, be more opportunities for staffing economies of a minor nature in the future, but there is a direct relationship between the expertise of the staff within the establishment and the quality of the services provided.

It is also pertinent to remind Members that, under Minute 654/89, the Chief Executive and Director of Finance was appointed as Head of Paid Service, pursuant to Section 4 of the Local Government and Housing Act 1989.

10. Conclusion

Opportunity now exists for the Council to review its Corporate Plan and budget priorities. The Plan should be regarded not as an immovable thing or something left over from the former administration, but as a comprehensive aid to policy development. However, the scope for major change immediately is limited and if the Council wants to introduce new and costly services, it should either accept the community charge implications or begin to identify the ways by which that cost will be met. The above report suggests ways by which that may be achieved. Under normal circumstances, Management Team would be reporting on the cost of implementing those Corporate Plan objectives which had been identified by the Council as carrying the highest priority. The background to consideration of the current budget and that for 1991/92 suggests that reductions in services are in prospect, whereas the ethos of the Corporate Plan is for service improvements. As mentioned in the concurrent report on the Corporate Plan, if substantial economies in service expenditure are to be pursued, then, once Council has identified those areas where savings are to be achieved, Management Team will conduct a comprehensive review of the Plan to identify any consequential amendments.

RECOMMENDED (1) That the Council determine the way in which the budget is to be fixed for 1991/92

(2) That the Committee indicate which, if any, of the discretionary activities listed in Appendix III should be subject to review as part of the budget process

(3) That the Council authorise the following value for money studies.-

1990/91 To review the effectiveness of the Management Team, Chief Officer Group and Working Parties

To review the Legal Services (including Land Charges)

1991/92 To review the arrangements for contract monitoring and supervision.

To review Environmental Health Services (including Building Maintenance).

CRITERIA FOR ESTABLISHING PRIORITIES

A Personal Health Issues

- Categories:
1. Life Threatening
  2. Long-Term Health Risk
  3. Social Acceptability

Weighting: Based on size of population affected

B Environmental Issues

Categories: Based on District Plan

Weighting: Based on size of population affected

C Social Issues

- Categories:
1. Activity Pursuits
  2. Social Pursuits
  3. Minor Miscellaneous Activities

Weightings: Socio-economic groupings

D Financial Issues

1. Value for Money
2. Capital and Revenue Implications

SUMMARY OF ACTIVITIES CURRENTLY UNDERTAKEN

Function - S = Statutory Duty

D = Discretionary Service

S/D = Statutory with discretionary element or  
discretionary supporting statutory

D/S = Statutory legal or contractual obligations  
arising from discretionary decisions

ENVIRONMENTAL HEALTH SERVICES COST CENTRE

<u>Activity</u>	<u>Category</u>
Atmospheric Pollution - Monitoring & Enforcement (M & E)	- S
- Monitoring of radiation levels	- D - A2
Noise Pollution - M & E	- S
- Promoting public awareness and monitoring aircraft movements	- D - A3
Refuse & Waste Disposal - M & E	- S
Water Supplies & Swimming Pools - M & E	- S
- Survey & Research of recreational water quality	- D - A2
Drainage - Monitoring & Control	- S
- Monitoring effluent from sewage treatment works	- D - A2
Development Consultations	- S
Animal Welfare	- S
Food Hygiene Inspection & Enforcement	- S

- Advice for Bullwood Hall	- D - A1
- Heartbeat Award Scheme	- D - A2
Public Entertainment Licensing	
- Control & Enforcement (C & E)	- S
- Liaison on School entertainments	- D - A1
- Liaison with Clerk to Licensing Justices	- D - A1
Occupational Health & Safety - C & E	- S
Caravan Sites - C & E	- S
Private Housing - C & E	- S
Pest & Vermin Control	- Part S
- Treatment of land in private ownership	- D - A1
- Expansion of contract pest control services	- D - A1
- Contingency provision for periods of peak demand	- D - A1
Communicable Diseases - Control & Prevention	- S
Burial and Cremations - Control	- S
Planning Enforcement	- D
- Statutory procedures apply once notice served	- B1
Office Administration	- S

**BUILDING MAINTENANCE & IMPROVEMENT COST CENTRE**  
(All Council Buildings)

<u>Activity</u>	<u>Category</u>
Repairs & Adaptations	- Part S
Improvements Service	- Part S
- Standards of provision maintenance and Improvement	- D - D1

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Note:

Whilst the Council is exercising discretion in providing any building, statutory, legal and contractual obligations flow from its provision. Priorities for expenditure might fall into any of the categories depending on circumstances but clearly the size of the cost centre budget will depend on the programme and standard of work pursued, i.e. value for money, accepting that its buildings form a substantial part of the Council's assets.

**ARCHITECTURAL SERVICES COST CENTRE**

<u>Activity</u>	<u>Category</u>
Provision of advice, design and contract supervision for Council building programme	- D - D1

Note:

The same considerations explained for Building Maintenance & Improvement apply to this cost centre. Priority will depend on the particular scheme and there are identical factors on standards of provision.

**ENGINEERING SERVICES COST CENTRE**

<u>Activity</u>	<u>Category</u>
Land Drainage	- Part S
- The following discretionary activities support the statutory functions:-	
Maintenance of records	- D - A2
Surveys & Inspections	- D - A2
Feasibility Studies	- D - A2
Advisory Service	- D - A2
Highways - consultations, liaison and advice	- D - B
Building & Development Control - Engineering Advice	- S

Street & Footpath Lighting	- D/S - A3
Public Car Parks	- D/S - B
Drainage & Sewerage	- Part S
- Identify problem areas	- D - A2
- Provide Advisory Service	- D - A2
- Contract blockage clearance	- D - A2
Public Open Spaces	- D - B

#### PROPERTY SERVICES ADMINISTRATION COST CENTRE

<u>Activity</u>	<u>Category</u>
Provide support services for Building Maintenance, Architectural & Engineering Cost Centres	- Part S

In those support services which are discretionary the same weightings would apply as do to the three cost centres it serves.

#### PERSONNEL AND CORPORATE PLANNING COST CENTRE

<u>Activity</u> (central support services)	<u>Category</u>
Personnel	- Part S
- Uniformity of employment conditions and practice	- D - D1
- Staff Handbook	- D - D1
- Post Vacancy procedures	- D - D1
- Recruitment Advertising	- D - D1
- Appointments	- S/D - D1
- Establishment Controls	- D - D1
- Car Allowances Scheme	- D - D1
- Political Restrictions & Delegations	- S
- Contracts of Employment	- S/D - D1
- Term Contracts	- D - D1
- Relocation Scheme	- D - D1
- Training	- D - D1
- Staff Appraisal	- D - D1
- Staff Reward Scheme	- D - D1
- Employment Law	- S/D - D1
- Grievance & Discipline	- S
- Redundancy	- S



- Disablement Resettlement	- D	- A3
- Equal Opportunities & Disabled Persons Employment	- S	
- Variations to Establishment	- D	- D1
- Sickness Levels	- D	- D1
- Blood Transfusion Service	- D	- A3
- Accident Records	- S	
- Offices, Shops & Railway Premises Act	- S	
- Safety Policy	- S	
- First Aid	- S	
- Work Experience, Job Enquiries, Careers		
Conventions, Surveys	- D	- C2
- Records, New Staff and Leavers	- D	- D1
- Personnel Services to Crossroads Care Attendant Scheme	- D	- C2

Corporate Planning	- D - D1 - B
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Maintenance of Contract Documentation	- D/S - D1
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Customer Care & Customer Responsive Services	- D - D1
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Review of Cost Centre Service Level Agreements	- D - D1
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#### COMMITTEE OFFICE COST CENTRE

<u>Activity</u>	<u>Category</u>
Committee Servicing	- S/D - D1

These discretionary activities arise from the statutory process and are unavoidable, e.g. Minute Index, Policy Book, Year Book, staff training in Committee procedures, etc.

Cemeteries	- D/S
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Planning & Enforcement Appeals	- D/S
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Notices & Proceedings & Applications & Decisions	- S/D - B
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Street & House to House Collections	- S
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Small Lotteries Registration	- S
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Liquor Licensing Applications	- S
Agricultural Cottages	- S
Allotments	- D/S
Allotments Competition	- D - C2
Crossroads Care Attendant Scheme Secretariat	- D - A3

#### SOLICITOR'S OFFICE COST CENTRE

<u>Activity</u>	<u>Category</u>
Conveyancing	- S & D/S
Land Management	- S & D - D1
Land Charges	- S
Planning Advice & Appeals	- D/S
Litigation Services	- D/S
Non-Contentious Matters	- D/S
Legal Advice	- S/D - D1

#### DEVELOPMENT CONTROL COST CENTRE

<u>Activity</u>	<u>Category</u>
Planning Applications	- Substantially S
- Pre-submission discussion and guidance	- D - B
- Non-Statutory consultations	- D - B
Committee & Delegated Decisions	- S

Planning Appeals

- D/S

Enforcement

- D/S

#### BUILDING CONTROL COST CENTRE

<u>Activity</u>	<u>Category</u>
Applications	- Substantially
- Pre-application advice & guidance	- D - B
Inspections	- Substantially
- Advice & guidance	- D - B
Income Collection	- D - D1

#### DEVELOPMENT ADMINISTRATION COST CENTRE

<u>Activity</u>	<u>Category</u>
Support services for Development Control and Building Control Cost Centres	- Substantially

#### FORWARD PLANNING COST CENTRE

<u>Activity</u>	<u>Category</u>
Monitoring & Advisory	- D - B
(Statutory Undertakers, Structure Plan, County Local Plans, County Highways, Public Transport Regional Planning, Development Control advice, Local District Plan, Rural Conservation & Tree Preservation)	
Statistical Analysis	- D - B
Drawing, Graphics & Plan Printing	- D - D1

## REVENUE SERVICES COST CENTRE

<u>Activity</u>	<u>Category</u>
Cashiers	- Substantially S
- Internal petty cash facilities	- S/D - D1
- Selling concessionary travel permits	- D - C2
- Statistical Analysis	- D - D1
Car Parking	- D
Community Charge	- S
- Property canvassing	- S/D - D1
- Statistical Analysis	- D - D1
Collection and Billing	- Substantially S
- Promotion of Direct Debit	- S/D - D1
- Arrangements for hardship	- S/D - D1
- Statistical Analysis	- D - D1
- Pre-run reconciliation	- D - D1
- Liaison with Banks and Building Societies	- D - D1
Recovery	- Substantially S
- Negotiated arrangements	- S/D - D1
- Recommendations for write-off	- S/D - D1
- Tracing absconding debtors	- S/D - D1
- Prosecutions - parking offences	- D/S - D1
- Statistical Analysis	- D - D1
- Liaison with the Bailiff	- D/S - D1
- Agreement of Bailiff Commission	- D/S - D1
Housing Benefit	- Substantially S
- Prepare information leaflets	- D/S - D1
- Promote availability of Housing Benefits	- D/S - D1
- Statistical Analysis	- D - D1
- Counselling Service	- D/S - A3

# ACCOUNTANCY SERVICES COST CENTRE

<u>Activity</u>	<u>Category</u>
Mortgages and Sale of Council Houses	- Substantially
- Monitor progress of recovery action	- D/S - D1
- Provide references when requested	- D - A3
Income Management	- Substantially
- Prepare and dispatch first reminders	- D - D1
- Prepare and dispatch final reminders	- D - D1
- Advice on income management matters	- D - D1
Concessionary Fares	- All D - C2
Cheque Control	- S
Insurance	- S/D
- To issue green cards	- D - D1
Controlled Stationery	- S
Cash Receipting	- S
Suspense Accounts	- S
Council's Costs	- S
Car Parking	- D
Exchequer Services	- Substantially
- Advice on salary matters	- D/S - D1
- Verify accuracy of staff costings	- D/S - D1
- Provide advice to members of staff	- D - D1
Car Loan Scheme	- D
Creditors	- Substantially
- Advise spending departments	- D/S - D1
- Maintain energy management records	- D/S - D1
- Advice on creditors to other departments	- D/S - D1

Accountancy	- All S
Grants and Subscriptions	- D - A3
Meals on Wheels	- D - A3
Service Charges	- S
Collection Fund	- S
Grant Claims	- S
Financial Advice	- D
- Provide statistical information	- D - D1
- Advise other departments	- D - D1
- Monitor the Car Lease Scheme	- D - D1
- Maintain accounts for Crossroads Scheme	- D - A3
- Advise working parties	- D - D1

#### COMPUTER SERVICES & AUDIT COST CENTRE

<u>Activity</u>	<u>Category</u>
Management	- S
- Agree the level of coverage	- D/S - D1
- Estimate costs for each audit	- D - D1
- Regularly review audit activity	- D/S - D1
- Discuss audit finding with appropriate officer	- D/S - D1
- Submit annual review to Performance Review Committee	- D/S - D1
Systems Audit	- S
Contract Audit	- S
Value for Money Audit	- S
Computer Audit	- S
Special Investigations	- S

Complaints Procedure	- All D - D1
Contract Monitoring	- All D - D1
Information Technology	- All D - D1
Special Project	- All D - D1

#### HOUSING SERVICES COST CENTRE

<u>Activity</u>	<u>Category</u>
Homelessness	- S
Allocations	- D/S
Housing Advice	- D/S
Estate Management	- D/S
Rent Arrears Control	- D - D1
Sale of Council Houses	- D/S
Estimating Housing Need	- D - A3
Provision of Rented Housing	- D - A3
Control of Empty Property	- D - D1
A.P. Scheme Management	- D/S

#### ASSISTANT CHIEF EXECUTIVE'S OFFICE COST CENTRE

<u>Activity</u>	<u>Category</u>
Twinning	- D - C2
Civic Hospitality	- D - C2

001253

Rochford News*	- D - Nil weighti
Public Relations*	- D - Nil weighti
* Categorised under other functions if not centralised	
Emergency Planning	- S

# CENTRAL SERVICES, ELECTIONS & ELECTORAL REGISTRATION COST CENTRE

<u>Activity</u>	<u>Category</u>
Post & Messenger Services	- S/D
Central Typing	- S/D
Central Filing	- S/D
Printing & Photocopying	- S/D
Telephones & Reception	- S/D
Caretaking	- S/D
Vending Machines	- D - D1
Purchasing	- S/D
Register of Electors	- Substantially S
Administration of Elections	- S

# CONTRACT MONITORING & SUPERVISION COST CENTRE

<u>Activity</u>	<u>Category</u>
Refuse Collection	- Part S/D - D1
Grounds Maintenance	- D - D1

001254



Street Cleansing

- D - D1

Office Cleaning

- S/D - D1

A.P. Schemes - Cleaning

- D/S - D1

Leisure Management

- D/S - D1

**DEPOT SERVICES COST CENTRE**

<u>Activity</u>	<u>Category</u>
Residual Depot Services	- S/D - D1
Salting	- D - A3
Flooding	- S/D - A1
Emergency Store	- S/D - A1
Vehicles & Plant	- D/S
Street Name Plates	- D - C3
Dog Fouling Notices	- D - C3 - A
Litter Bins	- S/D
No Dumping Signs	- D - C3
Public Seats	- D - C3
Furniture Moving	- D - C3
Small Works	- D - C3
Christmas Lights	- D - C3

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Elections	- S
Armada Beacon	- D - C3
Goods Inwards	- D - D1
Messenger Service	- D - C3
Relief Chauffeur	- D - C3
Special Events (Civic)	- C3
Wheeled Bins	- S/D - D1
Monitoring Leases	- D - D1
Sports Council	- D - C2
Building Check	- D/S
Miscellaneous Meetings	- D - C3
Other Special Events on Council land	- D - C2
Park Security	- D - D1
Dumping & litter problems	- D - A3
Litter initiatives	- D - A3
Abandoned Vehicles	- D - A3
Recycling	- D - B
Environmental Protection	- D - B

SUMMARY OF DISCRETIONARY ACTIVITIES CURRENTLY UNDERTAKENCost CentreActivity/Function**Environmental Health  
Services**

Monitoring of radiation levels  
 Monitoring aircraft movements  
 Survey & Research of recreational  
 water quality  
 Monitoring effluent from sewage  
 treatment works  
 Food Hygiene - advice for Bullwood  
 Hall  
 Heartbeat Award Scheme  
 Liaison on School entertainments  
 Liaison with Clerk to Licensing  
 Justices  
 Treatment of land in private ownership  
 Expansion of contract pest control  
 services  
 Contingency provision for periods of  
 peak demand  
 Planning Enforcement

**Architectural Services**

Provision of advice, design and contract  
 supervision for Council building programme

**Engineering Services**

Maintenance of records Surveys &  
 Inspections  
 Feasibility Studies  
 Advisory Service  
 Highways - consultations, liaison and  
 advice  
 Identify problem areas  
 Provide Advisory Service  
 Contract blockage clearance  
 Public Open Spaces

**Personnel and Corporate  
Planning**

Uniformity of employment conditions  
 and practice  
 Staff Handbook  
 Post Vacancy procedures  
 Recruitment Advertising  
 Establishment Controls  
 Car Allowances Scheme  
 Term Contracts  
 Relocation Scheme  
 Training  
 Staff Appraisal  
 Staff Reward Scheme  
 Disablement Resettlement

Variations to Establishment  
Sickness Levels  
Blood Transfusion Service  
Work Experience, Job Enquiries,  
Careers Conventions, Surveys  
Records, New Staff and Leavers  
Personnel Services to Crossroads  
Care Attendant Scheme  
Corporate Planning  
Customer Care & Customer Responsive  
Services  
Review of Cost Centre Service Level  
Agreements

**Committee Office**

Allotments Competition  
Crossroads Care Attendant Scheme  
Secretariat

**Development Control**

Pre-submission discussion and guidance  
Non-Statutory consultations

**Building Control**

Applications - pre-application advice  
& guidance  
Inspections - advice & guidance

**Forward Planning**

Monitoring & Advisory  
(Statutory Undertakers, Structure Plan,  
County Local Plans, County Highways,  
Public Transport Regional Planning,  
Development Control advice, Local  
District Plan, Rural Conservation &  
Tree Preservation)  
Statistical Analysis  
Drawing, Graphics & Plan Printing  
Employment Promotion & Exhibitions

**Revenue Services**

Selling concessionary travel permits  
Statistical Analysis  
Car Parking  
Community Charge  
Statistical Analysis  
Statistical Analysis  
Pre-run reconciliation  
Liaison with Banks and Building  
Societies  
Recovery - Statistical Analysis  
Housing Benefit - Statistical  
Analysis

**Accountancy Services**

Provide references when requested  
Prepare and dispatch first reminders  
Prepare and dispatch final reminders  
Advice on income management matters

	Concessionary Fares Insurance To issue green cards Car Parking Exchequer Services - Provide advice to members of staff Car Loan Scheme Grants and Subscriptions Meals on Wheels Provide statistical information Advise other departments Monitor the Car Lease Scheme Maintain accounts for Crossroads Scheme Advise working parties
Computer Services & Audit	Estimate costs for each audit Complaints Procedure Contract Monitoring Information Technology Special Project
Housing Services	Rent Arrears Control Estimating Housing Need Provision of Rented Housing Control of Empty Property
Assistant Chief Executive's Office	Twinning Civic Hospitality Rochford News Public Relations
Central Services, Elections & Electoral Registration	Vending Machines
Contract Monitoring	Grounds Maintenance Street Cleansing
Depot Services	Salting Street Name Plates Dog Fouling Notices No Dumping Signs Public Seats Furniture Moving Small Works Christmas Lights Armada Beacon Goods Inwards Messenger Service Relief Chauffeur Monitoring Leases

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Sports Council  
Miscellaneous Meetings  
Other Special Events on Council land  
Park Security  
Dumping & litter problems  
Litter initiatives  
Abandoned Vehicles  
Recycling  
Environmental Protection

001360

ROCHFORD DISTRICT COUNCIL

SPECIAL POLICY AND RESOURCES COMMITTEE - 18TH SEPTEMBER 1990

REPORT OF THE CHIEF OFFICER GROUP

REVIEW OF THE CORPORATE PLAN

1. Introduction

- (a) The Corporate Plan is the primary responsibility of this Committee. In view of the number of new Members, Management Team takes this opportunity to remind the Council of the reasons, nature and purpose of corporate planning at Rochford. This is explained in Appendix I to this report.
- (b) At their Meeting in July the Committee agreed that they should defer the post-election review of the Corporate Plan to this Special Meeting, which was programmed as part of the priority budgeting exercise for 1991/92 and for the second annual review of the Plan. The Corporate Planning procedure requires a review of the Plan before the commencement of the annual budget preparation process in order that Council can establish the key policy areas it wishes Management Team to address in shaping the budget.
- (c) The Plan circulated to Members in July last has already been up-dated to reflect all changes in Council policy since September last year, except for decisions taken in the last cycle of meetings before the recess.
- (d) Only in one respect does the Plan require amendment and that is in relation to Concessionary Fares (Minute 425/90). The decision to extend the scope of the scheme changes the Council's Policy Objective H and Priority H1. (See Corporate Plan page 17.) Management Team suggest that Policy Objective H be amended by the substitution of the word "provide" for "target" and the insertion of the words "pensioners and" before "disadvantaged". The preamble also requires amendment as follows:-

A new first sentence -

"The Council wishes to widen the availability of subsidised travel and additional resources will be required for this purpose as well as to take account of the significant increase predicted in the number of elderly residents within the District"

Delete the first two sentences of the existing preamble.

Priority H1 should be amended by the substitution of the word "for" for "to maintain".

2. Pre-Budget Review of the Plan 1991/92

- (a) Substantial savings in expenditure have been sought. The concurrent report on the review of the current budget and on the assumptions for the 1991/92 budget identifies the limited scope to produce further economies on the basis of existing policy and practice. As explained

in Appendix I hereto, the Corporate Plan which is drawn from existing policy and practice, is a total approach by the Council to the future needs of the District. The various sections of the Plan are inter-dependent. The achievement of the service Committees' programmes is dependent on the availability of resources, most importantly finance but also the skills and expertise of the staff. The decisions on the way in which the Council frames its budget - if it is to seek substantial economies - will have a corresponding impact on its ability to achieve the Corporate Plan. Until the Council decides therefore on what action is to be taken on budget economies, Management Team cannot advise on the amendments which will be necessary to the Corporate Plan.

- (b) The Committee are reminded that the priorities within the Plan for the current year are allocated as targets within the performance-related staff appraisal system and that work is proceeding towards their achievement.

RECOMMENDED (1) That the foregoing amendments to the Plan in respect of concessionary fares be approved.

(2) That Management Team report further on any amendments necessary to the Corporate Plan arising from the review of the Budget for 1990/91 and proposals for the 1991/92 Budget. (2159) (COG)

Background Papers. Previous Committee Agenda/Minutes



The Reasons, Purpose and Nature of Corporate Planning at Rochford

It was in an atmosphere of uncertainty caused by a decade of major change in the way Local Authorities had traditionally operated that Council decided last year on the need for a complete re-appraisal of its aims and objectives for the future. The Corporate Plan is the result of this exercise. The Plan serves many purposes.

It is a comprehensive mission statement. It draws together in one document all of the key issues which the Authority will face over the next three years. The Plan states in broad terms the Council's policy objective for each area of activity, contains a factual commentary on the changes which will need to be addressed and identifies the priorities for action in order that the Council can respond to those changes. The priorities are individually programmed for implementation over the next three year period which is rolled forward annually.

It is the Council's agenda for community action and policy development. It is concerned with far more than the services which the Council itself provides. It is about the whole range of public and private services and the quality of life of our residents.

It is about the Council's ability and commitment and the information, skills and resources it needs to bring about improvements in standards of provision whenever they are needed through its statutory, enabling, representative or consultative roles. In some service areas there is a requirement for investigation and consultation before firm policies and programmes can be determined. In respect of services provided by other agencies, the Authority is looking to improve its knowledge and understanding of the issues by acquiring the necessary skills to become an effective force in the representative and consultative process.

It enables the Council to match its plan of action with its skills and resources. In the public sector there will always be a gulf between the optimum standards of service provision and what the public purse can afford. Resources are finite and choices have to be made as to how best these resources should be used. It is vital then that in determining its spending programmes, the Council should do so in the full knowledge of the choices and resources available, having first established its priorities. The Corporate Plan provides the basis for informed decisions to be made.

It requires the Council to maximise the use of its resources and skills. The systematic review of service provision and needs and the allocation of resources through cost centres according to priorities determined by the review are the fundamentals of good management. The process creates a climate for greater efficiency. It causes the Council to question closely the continued relevance of existing services and expenditure. Are the right services being provided? Are they effective? Is the Council giving or getting value for money? What do the public think? What opportunities exist to increase income and/or reduce costs? Are there further areas of in house services which can be tested competitively? How does the Council's performance compare with that of other Authorities? It provides a total approach to efficient resource management.

There is an unavoidably frustrating side to the Corporate Plan. It will produce many policies and identify many needs which the Authority is unable to implement or satisfy for the time being. Additionally, existing expenditure programmes may well be a casualty of the investigatory process.

in other service areas. The recommendations emerging from the car parking study are a case in point where capital programme priorities in other areas will need to be re-appraised in order to make provision for the new car parking proposals. The controls and, therefore, the pressures on the Council's resources have never been greater as the report on the Budget demonstrates all too clearly. The Plan underlines the fact that the Council must make the most of its enabling role by adopting a progressive approach to the opportunities which exist for utilising the resources of other agencies and organisations to achieve priorities on its behalf.

Finally the Plan is a means of measuring the Council's performance. Each of the priorities for 1990/91 has been allocated to a Departmental Chief Officer as a target to be achieved under the performance-based staff appraisal system.

ROCHFORD DISTRICT COUNCIL - POLICY & RESOURCES MEETING,  
18TH. SEPTEMBER, 1990.

AGENDA ITEM 5 - REVIEW OF THE CORPORATE PLAN

AMENDMENTS PROPOSED BY THE LIBERAL DEMOCRAT GROUP

(1) Statistical Information - POPULATION PROJECTIONS

This section should be expanded to include a wider base of statistical information, to aid informed decision making on matters of forward planning and resource allocation.

Specifically, the age profile information could be more usefully presented in the form of a bar chart, breaking down the population into 4 main groups: pre-school aged children (under-5s), school-aged children and teenagers (5 to under-18s), the working population (18 to under-60s), and the retired (over 60s). These segments of the population have different needs and require different services (e.g. toddlers' play equipment, playgroups, sheltered housing for the elderly, etc.). In some of these segments, the provision of services may be influenced by the proportion of the sexes (e.g. leisure facilities such as football pitches, etc.). The distribution of the segments with regard to the various population centres within the Rochford District may also be of significance.

Other areas of statistical information which could be provided might include: an employment-trends assessment (showing, for example, the proportion of residents who both live and work locally compared to those who live locally but commute to employment outside the area; as well as providing guidance on predicted future employment trends), a housing-needs assessment (indicating predicted changes in demographic patterns, migration, demand for differing types of occupancy, etc.), and a leisure facilities/tourism assessment (providing information on areas of shortfall in provision, changes in demand for various types of leisure pursuit, and predicted future trends).

(2) Section One - HOUSING

Amend A.2 to read: "To convert some existing single-bedroom flats by creating a second bedroom, but to retain sufficient one-bedroomed flats. Care will be taken to ensure that noise insulation is adequate to prevent undue nuisance to neighbours. The effect on the interaction of age groups within the blocks of flats where conversions have already taken place will be closely monitored, and account will be taken of this in deciding whether the conversion policy should continue. (1990 onwards)."

Amend A.5 to read: "To accelerate the process of reaching an agreement with Springboard Housing Association to secure 100% nomination rights for the temporary housing of the homeless on land at Doggetts Close, and to seek the provision of that housing at the earliest possible date. (1990/91)."

Amend A.9 by adding the words (after 'housing ladder'): "In particular, to investigate the possibility of encouraging shared equity schemes, possibly in co-operation with developers of housing sites".

Amend A.I2 to read: "To seek the provision for new residential development sites of adequate shopping facilities, health care services, transportation, schools, nurseries, playgroups, and minor infrastructure (e.g. public telephone kiosks, letter posting-boxes, etc.). (I990 onwards)."

Amend A.I4 to read: "To pursue the residential development of Rayleigh Grange Village, but to enter negotiations with the developers to seek the provision, if possible, of more rented accommodation for elderly persons than was previously envisaged. (I990/92)."

Amend A.I6 by the substitution of (I99I/93) for (I992/95).

Insert an additional Corporate Priority, A.I9 which will read: "Work with major employers in South Essex to encourage them to provide private rented accommodation in the Rochford District for their employees. (I99I onwards)."

Insert an additional Corporate Priority, A.20 which will read: "To create a reservoir of rented accommodation for key personnel (e.g. teachers). (I99I onwards)."

Insert an additional Corporate Priority, A.2I which will read: "To ensure that the provision of new rented accommodation and the adaption of existing rented accommodation takes account of the substantial changes in the sectors of the population requiring such housing. The style of new properties should reflect not only the needs of the occupants, but also the tradition of the surrounding area. (I990 onwards)."

Insert an additional Corporate Priority, A.22 which will read: "To investigate the possibility of finding alternative sites for the provision of rented accommodation for the elderly, to avoid the need to build on allotment sites in the Rochford District. (I990/9I). An updated terrier of Council-owned land will be prepared to aid future decision making. (I990/9I)."

## Section Two - THE PHYSICAL ENVIRONMENT

Amend C.3. by adding the words: "To seek the co-operation of the local chambers of trade in formulating a new litter initiative to encourage retailers to reduce the potential for litter creation, and to take a positive role in tidying up local shopping centres and other retail locations. This new initiative will include an environmental award scheme. (I99I)".

Amend C.4 by adding the words: "To investigate ways of further strengthening the enforcement of bye-laws pertaining to litter and to dog fouling. (I990/9I)."

Amend C.5 by adding the words: "To co-operate with Southend Borough Council and Essex Police in seeking ways to ensure the security/supervision of public property (1990/1991). To encourage local shops and other retail outlets to provide toilet facilities available to the public. (1990 onwards)."

Amend C.6 to read: "Expand the existing sponsorship scheme to include sponsorship by individuals. (1991 onwards)."

Amend D.7 to include the words "an updated" between the words 'That' and 'detailed survey'.

Amend D.8. to read: "To seek an assurance from the National Rivers Authority that the monitoring of final effluents from sewage treatment works is being carried out, and to obtain details of the results of that monitoring. To consider introducing a programme of monitoring of final effluents if a satisfactory assurance cannot be obtained from the N.R.A. (1990)."

Amend D.13 to read: "To obtain from Southend Borough Council the results of that authority's monitoring programme of aircraft movements at Southend Airport to enable an assessment of the noise climate to be made and, where appropriate, sound level measurements be considered. (1990/95)."

Amend D.22 by adding the words: "That British Rail be pressed to ensure that rodent control on railway banks in built-up areas is satisfactory. (1990/91)."

Amend D.28 by inserting the words (after 'development proposals'): "Any costs involved in establishing this information should be passed on to the site owners."

Amend D.29 to read: "That water sampling information supplied by water companies and the National Rivers Authority will be reported to the Health & Housing Committee. The existing water sampling programme will continue, and may be increased if this is considered necessary. (1990 onwards)."

Amend D.30 to read: "That co-operation be sought from neighbouring authorities in carrying out a joint survey of recreational waters. (1993/95)."

Delete D.32 (Research on service provision should be an integrated strategy, not carried out on an inefficient ad hoc basis).

Amend E.I (c) to read: "To do everything possible to ensure that identified development sites can be brought into use, and to seek rectification of any shortfall in the provision of highways, drainage, gas or electricity supplies, or any other factors which create difficulties in this respect"

Amend E.I. (d) to read: "to ensure that sufficient industrial/employment generating land remains available"

Insert an additional Corporate Priority, E.I (f) which will read: "to consider whether the existing infrastructure is adequate to cope with the provision of additional residential

development in the District and, where deficiencies are identified, to seek improvements."

Amend E.4 by adding the words: "To carry out an assessment of new employment trends for the next 10 years. (1991/92). To investigate additional methods of encouraging local employment generation. (1991)."

Insert an additional Corporate Priority, E.8 which will read: "To ensure the undergrounding of services in respect of all future planning permissions, and to seek the undergrounding of all existing overhead services within the next 10 years (1990 onwards)."

#### (4) Section Three - LEISURE

Amend F.1. by inserting, after the word 'strategy', the following: "taking into account the anticipated changes in the needs of the public."

Amend F.2 (d) by inserting, after the word 'strategy', the following: "and athletic pursuits".

Insert an additional Corporate Priority, F2 (g) which will read: "to actively seek the provision of a cinema (1991 onwards)"

Insert an additional Corporate Priority, F.2 (h) which will read: "to consider whether there are deficiencies in leisure provision for particular sectors of the local population (e.g. teenagers, young families, etc.) and, if any such deficiencies are identified, to consider the scope for creating additional leisure opportunities (1991 onwards)"

Insert an additional Corporate Priority, F.2 (i) which will read: "to investigate with parish councils and private enterprises the conversion of existing sports pavilions to provide community centre facilities (1992/93)"

#### (5) Section Four - TRANSPORTATION, HIGHWAYS & CAR PARKS

Delete G2 (a)

Amend G2 (b) by substituting 1991/92 for 1992/93

Amend G.3 by adding the following, after 'network': "and to seek to encourage an increase in the use of the railways for freight transport".

Amend G.5 to read: "To determine a policy on street lighting, in careful consultation with the parish councils. (1990/91)".

#### (6) Section Five - CORPORATE PRIORITIES

Amend I.4 to read: "To review the appropriateness of the Council's committee and departmental structure, with a view to improving value for money and reducing overheads. (1990/91)".

Amend I.6 (b) to read: "establishing effective channels of communication to explain Council policies" only.

Amend I.8 to read: "Through its Information Technology Strategy to improve the cost-effectiveness of providing information to the public, Members and the Council's administration by:

- (a) making the C-View system self-financing
- (b) investigating whether new technology systems would reduce costs. (I990/91)".

Insert an additional Corporate Priority, I.10 which will read: "To consider whether research into service provision needs, public requirements and preferences, customer satisfaction, etc. would be of any value in assisting future policy formulation; and to investigate the likely cost implications of such research. (I991/92)."

Amend J.I. by substituting (I992/94) for (I990/93).

#### (7) Section Six - REAL RESOURCES

Amend O.I. to read: "To review the programme of planned maintenance and improvements. (I990/91)".

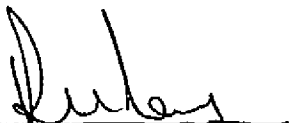
Insert an additional Corporate Priority, O.3 which will read: "To investigate methods of saving on energy costs in Council-owned buildings, particularly by the use of energy-efficient equipment. (I991 onwards)."

#### (8) Section Seven - OTHER AGENCIES

Amend P.3 to read: "To liaise with the Education Service in seeking to ensure that new school facilities needed to cope with additional residential development are provided, and in encouraging the best possible educational provision within the Rochford District. (I990 onwards)."

Amend Q.3 to read: "To seek to keep Rochford Hospital as a medical facility, by taking an active part in any consideration of the future of the site. (I990 onwards)".

CHAIRMAN



DATE 25.9.80