

OUTSTANDING ISSUES – FROM CORPORATE RESOURCES SUB-COMMITTEE

ITEM	PROGRESS/OFFICER
<p>Lands Tribunal (Minute 428/01)</p> <p>Resolved</p> <p>(1) That the action of the Chief Executive as outlined be ratified</p> <p>(2) That a report be presented to a future meeting of the Corporate Resources Sub-Committee on the Staff Reward scheme. (CE)</p>	<p>Report being prepared</p>
<p>Electoral Registration (Minute 435/01)</p> <p>Resolved</p> <p>That the hours for post 23305 be amended from 804 per annum to 1170 per annum as outlined in the report of the Corporate Director.(CD(LP&A).</p>	<p>Implemented</p>
<p>Early Retirement (minute 438(b)/01)</p> <p>Resolved that</p> <p>(i) as a matter of expedition the officer concerned be relocated to a ground floor office</p> <p>(ii) working arrangements be amended to provide where possible for colleagues to undertake site visits on his behalf</p> <p>(iii) the Corporate Director (Finance and External Services) report back to the next meeting of this Sub-Committee on the general application of the “Rule of 85” with regard to pensions and how it might apply in this case. (CD(FES))</p>	<p>} } } Ongoing } }</p> <p>Report to Corporate Resources Sub Committee, 6 February.</p>

OUTSTANDING ISSUES – FROM FINANCE & GENERAL PURPOSES COMMITTEE

ITEM	PROGRESS/OFFICER
<p>Current and future monitoring of a leisure, refuse collection and recycling, street cleansing and ground maintenance contracts (Minute 118(4))/00)</p> <p>Resolved</p> <p>That prices be obtained for the contracting out of periphery activities with a further report being made to the Contracts Panel on the outcome. (CD(F&ES))</p>	<p>Monitoring arrangements agreed by Members. Posts agreed now filled and arrangement now in place.</p>
<p>Support Services for Members (Minute 232/00)</p> <p>Resolved</p> <p>That consideration of the support services to be provided for Members be deferred until after the Council's new political structure has been established. (HAMS)</p>	<p>In hand</p>
<p>Asset Management – Best Value Review (Minute 411/00)</p> <p>Resolved</p> <ul style="list-style-type: none"> • That the CAPS Solutions Uniform 2000 Estate Management module be acquired • That a basic Global Positioning System be acquired 	<p>To be installed in April 2002</p> <p>Under consideration</p>

<ul style="list-style-type: none"> • That a Local Land & Property Gazetteer to be linked to the National Land Information System be produced. • That opportunities for Facilities Management, Partnership working and Competition in Asset Management be reviewed within the next twelve months following review of the Leisure and Housing Services • That a further report on the viability of a Data Centre following a process review of data management within the authority be presented 	<p>Data matching complete. Awaiting guidance on NLIS</p> <p>To be considered following Leisure and Housing Reviews</p> <p>Process review not yet commenced</p>
<p>Asset Review – Parish Transfers – Malvern Road, Laburnum Grove And Wood Avenue, Hockley (Minute 418/00)</p> <p>Resolved</p> <p>(1) That the Laburnum Grove and Malvern Road play spaces be transferred to Hockley Parish Council and Ashingdon Parish Council respectively, on a long lease of 125 years at a peppercorn rent, and on such other terms and conditions as the Head of Legal Services deems fit.</p> <p>(2) That the Metropolitan Green Belt land off Beckney Avenue, Hockley be transferred to Hockley Parish Council, either at open market value, or on a long lease of 125 years at a peppercorn rent, and on such other terms and conditions as the Head of Legal Services deems fit. (HLS)</p>	<p>Malvern Road completed, Laburnum Road - awaiting confirmation from Hockley Parish Council as to whether transfer is to proceed..</p> <p>Draft lease with Parish Council for approval</p>

<p>50-54 West Street, Rochford – (Minute 423/00)</p> <p>Resolved</p> <p>(1) That Officers continue to discuss the options for a suitable renovation and redevelopment scheme with the owners within defined parameters based on the information contained in the report.</p> <p>(2) That any initial proposals relating to indicative use and planning application/conservation consent be considered by the Planning Policy Sub-Committee in the first instance. (HOPS)</p>	<p>Ongoing. Draft scheme being prepared by the owners for discussion.</p>
<p>Community Strategies (Minute 51/01)</p> <p>Resolved</p> <p>That a report on the way forward be submitted to the first Meeting of the Structural and Procedural Review Sub-Committee in the next municipal year, the report to address the observations made during this meeting. (CE)</p>	<p>Report delayed pending receipt of further work at County level and available staffing resources.</p>
<p>Rochford Economic Audit (Minute 69/01)</p> <p>Resolved</p> <p>That Officers complete their work on a draft economic strategy for the District, based on the consultants' report, for consideration at a future meeting. (CE)</p>	<p>Work on the strategy is underway</p>
<p>Document Production – Best Value Review (Minute 160/01)</p> <p>Resolved</p> <p>To note the actions already implemented by the review group and agree the proposals for the future provision and management of document production as set out at the Appendix to these minutes. (HAMS)</p>	<p>Delayed due to absence of Head of Service</p>

<p>Civic & Public Relations Best Value Review – Interim Report (Minute 161/01)</p> <p>Resolved</p> <p>To add noticeboards; the use of the mobile exhibition unit; and the provision of information in the Council’s receptions to the areas to be looked at as part of the civic and public relations review. (HPS)</p>	<p>Actioned or in progress</p>
<p>Audio Visual Equipment – Tenders (Minute 165/01)</p> <p>Resolved</p> <ul style="list-style-type: none"> To ask the Head of Administrative and Member Services to report back to a future meeting of this Committee on a possible charge that might be levied by the Council on other users of the new audiovisual equipment. (HAMS) 	<p>Not yet implemented due to absence of Head of Service</p>
<p>Implementation Of The Dogs (Fouling Of Land) Act 1996 (Minute 253/01)</p> <p>Resolved</p> <p>That an amount of £5,000 be set aside from contingencies for the provision of additional dog waste bins throughout the District. (CD(F&ES))</p>	<p>Schedule for installation of new bins sent to Members for comment. When final comments received implement installation. A further report on The Dogs (fouling of land) Act will follow in the new year.</p>
<p>MOBILE EXHIBITION UNIT (Minute 253(1)/01)</p> <p>Resolved</p> <p>(1) That the hire of the Mobile Exhibition Unit be limited to partner organisations that meet our corporate objectives at an initial rate of £150 per day, plus any other staffing costs that accrue such as overtime.</p> <p>(2) That the Hirer be required to provide evidence of satisfactory insurance</p>	<p>)))) Policy now in operation)</p>

<p>cover.</p> <p>(3) That a report be brought to a meeting of the Corporate Resources Sub-Committee in 6 months' time to review the situation. (CE)</p>	<p>)</p> <p>)</p> <p>Report will be brought back to the next meeting</p>
<p>The Market Car Park, Rayleigh (Minute 253(1)/01)</p> <p>Resolved</p> <p>(1) That authority be given to officers to negotiate the relocation of the occupants of the scenery store and the demolition of that building. (HLS)</p> <p>(2) That the request for the exclusive use of an area in the Back Lane, Rochford be refused. (HRHM)</p>	<p>)</p> <p>)Negotiations proceeding with RADS to identify suitable alternative storage facilities. Meeting being held with RODS to inspect building to ascertain condition early February 2002.</p> <p>)</p> <p>)Letters sent to applicants.</p> <p>)</p>
<p>Adoption Of Enforcement Concordat And The Housing, Health & Community Care Enforcement Policy (Minute 255/01)</p> <p>Resolved</p> <ul style="list-style-type: none"> • That enforcement policies in support of the concordat be produced for all relevant divisions of the Council. • That an implementation plan and estimated resource implications be reported to a future meeting. (HHHCC) 	<p>Planning Services and Housing, Health and Community Care Policies adopted. Housing Management currently under consideration by Community Services Committee 5 February 2002. Housing Benefit Overpayments, Local Taxation and Car Park Administration to go to F&PS&O on 27 March 2002</p> <p>This is a substantial task. Estimate report to Committee early Summer 2002.</p>

<p>Outside Body Review (Minute 258/01)</p> <p>Resolved</p> <p>That the report be deferred and referred to the new Council when it should include appropriate detail of the activity of the Outside Bodies. (HAMS)</p>	<p>In abeyance until new Municipal Year</p>
<p>Easement – 2 Anchor Lane Cottages, Canewdon (Minute 363(1)/01)</p> <p>Resolved</p> <p>That the Head of Legal Services completes a Deed of Grant of Easement with the owner of 2 Anchor Lane Cottages, Canewdon, for the purposes of vehicular access and parking for up to three cars within that property, on such terms as are agreed by the District Valuer and on such other terms and conditions as the Head of Legal Services thinks fit. (HLS)</p>	<p>Awaiting owner's agreement to terms</p>
<p>Local Public Service Agreements (Minute 363(1)/01)</p> <p>Resolved</p> <p>That Officers determine the appropriateness of working with the County Council on Local Public Service Agreements and report back to this Sub-Committee should additional resources be required. (CD(F&ES))</p>	<p>Implemented</p>
<p>Joint Member meeting with Essex County Council to discuss areas of mutual interest (Minute 363(2)/01)</p> <p>Resolved</p> <p>That arrangements be made for a further joint member meeting with the County Council to discuss sites/properties of mutual interest, the District Council's representatives to be the respective Group Leaders or their nominees. (CE)</p>	<p>Implemented</p>

<p>Queen’s Golden Jubilee (Minute 365/01)</p> <p>Resolved</p> <p>(1) That subject to future reports on specific costings as appropriate:-</p> <ul style="list-style-type: none"> (i) Schools, Parish/Town Councils and voluntary bodies be consulted to identify any plans they have for Jubilee celebrations with a report back to Council so that Members can consider whether the District may be able to assist. (CE) (ii) Officers investigate the possibility of installing a plaque at the Beacon site setting out previous key lighting occasions and that any unnecessary signage at this location be removed. (CD(F&ES)) (iii) The proposal of the Leisure Sub-Committee that Officers investigate and report back on the possibility of a Special Golden Jubilee film show at the Mill Hall, Rayleigh be endorsed. CD(F&ES) 	<p>Consultation underway. Several request now emerging to use Council owned land for celebrations</p> <p>Plaque being ordered. Pay and Display car park sign required to be in a prominent position.</p> <p>Being actioned</p>
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<ul style="list-style-type: none"> • That the grant application from Hullbridge Parish Council for £2,907.50 towards the provision of new closed circuit television equipment at Pooles Lane car park, Hullbridge, be approved, subject to Officers investigating in the first instance the possibility of providing this level of grant support via the “Communities against Drugs” initiative rather than via the Parish Partnership Fund. • That the grant application from Ashingdon Parish Council for £7,117 towards the provision of a new skateboard facility at Ashingdon Playing Field be approved, subject to any necessary permissions being obtained and further detailed discussions as to its siting, maintenance, access etc., given its proposed location within the playing field. (CE) 	<p>Implemented</p> <p>Implemented</p>
<p>Proposed Environmental Centre – Feedback From Rayleigh Town Council (Minute 371/01)</p> <p>Resolved</p> <p>That officers seek formal clarification from Rayleigh Town Council in connection with its intentions on the future of the proposed Environmental Centre adjoining the Windmill at Rayleigh, the Town Council to be asked to reach a decision on this matter no later than six months from the date of this meeting. (CE)</p>	<p>On Corporate Resources Sub-Cttee Agenda</p>

Rating Valuation (Minute 374/01)

Resolved

That, as national negotiations progress, the local effect on Clements Hall Leisure Centre be fed into the 2002/3 budget process. (HRHM)

HRHM met with Chief Executive of Valuation Office Agency in London on 4 December. CHLC volunteered as valuation model to get early (but not fully indicative) reassessment figures which will be used in national formula. Some progress made at this and further meetings held on 18 January, 24 January and 30 January. Consortium and VOA now acknowledge that the formula is "about 99% agreed". Head of Service hopes for final settlement agreement on CHLC before 1 April 2002

Beacon Council Scheme: Consultation on Round 4 Themes (Minute 445(1)/01)

Resolved

- (1) That appropriate themes for Round 4 and beyond be as follows:-
- Leisure and Health promotion
 - Recycling and Refuse Collection
 - The Management of Parks, Open Spaces and Woodlands
 - Planning and Building Control decisions in respect of householders
 - Anti-Social Behaviour Orders
 - Sport and Leisure for Children and Teens
- (2) That the Advisory Board be made aware of this Authority's concerns regarding the bidding process and its achievability by small District Councils such as Rochford. (CEX)

Implemented.

Implemented

<p>Grants to Outside Bodies (Minute 445(1)/01)</p> <p>Resolved</p> <p>(1) That a one-off grant of £400 be made to the Rochford District Guide Association.</p> <p>(2) That a one-off grant of £1,000 be made to the Salvation Army, Rayleigh Branch.</p> <p>(3) That the 'application for grants' forms be amended, to remove the option for non disclosure of finances. (HFS)</p>	<p>Implemented</p> <p>Implemented</p> <p>Implemented</p>
<p>The Business Enterprise Agency for South-East Essex (Minute 445(1)/01)</p> <p>Resolved</p> <p>That a grant of £1,500, for the financial year 2001/2002 be made to the Business Enterprise Agency, and that the question of alternative basis of support be considered for 2002/2003 (HFS).</p>	<p>Grant paid. Report on alternative basis of support to be submitted during 2002/3.</p>

<p>E-Government Strategy – Update (Minute 445(1)/01)</p> <p>Resolved</p> <p>(1) That Officers review the Council’s Implementing Electronic Government Statement and IS/ICT Strategy in the light of the comments received from the Department of Transport, Local Government and the Regions.</p> <p>(2) That a report be made back to Council once funding levels are known. (CD(LPA))</p>	<p>In hand</p>
<p>Job Evaluation (Minute 445(1)/01)</p> <p>Resolved</p> <p>(1) That the progress made to date on Job Evaluation be noted.</p> <p>(2) That a Teach-in on Job Evaluation be arranged for all Members prior to Member Budget Monitoring Sub-Committee considering the matter. (CD(LPA))</p>	<p>Revised date to be agreed</p>
<p>Land at Francis Walk, Rayleigh (Minute 445(1)/01)</p> <p>Resolved</p> <p>That a decision on land at Francis Walk, Rayleigh be held in abeyance pending investigation of the matters raised by the local Ward Member, a report to be submitted to the next meeting of the Corporate Resources Sub-Committee (HRHM).</p>	<p>Report on agenda of CRSC of 6 February 2002</p>

<p>Staffing Matters – Benefit Verification Framework (Minute 445(1)/01)</p> <p>Resolved</p> <p>That the implementation plan timetable and resource implications of the Benefit Verification Framework be adopted. (CD(F&ES))</p>	<p>Action Plan now in place. DWP has accepted Rochford as a VF site and funding agreed. Adverts for staff in January and interviews to be conducted early in February 2002. Building works to accommodate new staff expected early March. Publicity campaign now started. Council Tax leaflet carries information. New claim form designed and submitted for Crystal Mark</p>
<p>Committee Timetable (Minute 445(2)/01)</p> <p>Resolved</p> <p>That the timetable as attached at Appendix 2 to these Minutes be approved. (CD(LP&A))</p>	<p>Implemented</p>
<p>Budget Strategy – Charges (Minute 445(3)/01)</p> <p>Resolved</p> <p>(1) That the need for a charging policy framework be accepted, proposals to be considered at an early meeting of the Finance & Procedures Overview & Scrutiny Committee within the new political structure.</p> <p>(2) That, for the current budget round, Officers come forward with recommendations for charges as appropriate. (HFS)</p>	<p>Implemented</p> <p>In hand</p>
<p>Setting the Council Tax Base 2002/2003 (Minute 446/01)</p> <p>The Committee considered the report of the Corporate Director of Finance and External Services on the determination of the Tax Base for each individual Parish and Town Council area within the district.</p> <p>Resolved</p>	

(1) That the report of the Corporate Director (Finance & External Services) for the calculation of the Council's Tax Base for the year 2002/2003 be approved.

All required action taken

(2) That pursuant to this report and in accordance with the Local Authorities (Calculation of Tax Base) Regulations 1992 the amount calculated by the Rochford District Council as its Council Tax Base for the year 2002/2003 shall be in the following parts:- (CD(F&ES))

Parish Councils advised of Tax base Calculation

ASHINGDON	1,182.24
BARLING MAGNA	621.18
CANEWDON	550.60
FOULNESS ISLAND	67.46
GREAT WAKERING	1,969.57
HAWKWELL	4,435.48
HOCKLEY	3,712.67
HULLBRIDGE	2,327.73
PAGLESHAM	100.16
RAWRETH	428.06
RAYLEIGH	11,824.11
ROCHFORD	2,734.03
STAMBRIDGE	231.90
SUTTON	54.31
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	30,239.50
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<p>Rochford Town Sports and Social Club – application for new lease on the pavilion at Rochford recreation ground, Rochford (minute 447/01)</p> <p>Resolved</p> <p>That the lease renewal request from the Rochford Town Sports and Social Club be referred to the Leisure Sub-Committee to address the wider issues surrounding the application and the concerns raised. The local Ward Member and Club representatives to be invited to attend the Sub-Committee Meeting (CD(F&ES)/HLS).</p>	<p>Implemented</p>
<p>appointments to outside bodies (Minute 448/01)</p> <p>Resolved</p> <p>(1) That Councillor Mrs H L A Glynn be re-appointed to the Crouch Harbour Authority for the remainder of the Civic Year.</p> <p>(2) That appointment to the Southend Night Shelter for the Homeless be held in abeyance to be considered in line with all outside body appointments at Annual Council on 14 May 2002.</p> <p>(3) That the Chairman of the Council’s Leisure Sub-Committee, Councillor J R F Mason, be appointed to the Rochford Sports Council for the remainder of the civic year.</p> <p>(4) That an article be included in the Members’ Bulletin inviting a Member to come forward as the Council’s nominee to the Youth Sports Advisory Group. Should no nominee come forward, the appointment to be included in the report on Outside Bodies for the next civic year. (HAMS)</p>	<p>Implemented</p> <p>Implemented</p> <p>Implemented</p> <p>Implemented – no nominees received – on Outside Bodies List for 2002/03</p>

<p>Essex Rural Transport Partnership(Minute 449/01)</p> <p>Resolved</p> <p>That officers make all reasonable enquiries to ascertain additional information on the request for financial assistance from the Rural Community Council of Essex and submit the application as part of the budget setting process. (HPS/HFS)</p>	<p>Implemented</p>
<p>Best Value Performance Indicators for 2002/2003 (Minute 450/01)</p> <p>Resolved</p> <p>That, subject to the inclusion of comment within BVPI 91 that this indicator needs to be more sensitive to reflect different types of kerbside collection and what is being collected, the responses detailed in Appendix A of the Chief Executive's Report be endorsed. (CE)</p>	<p>Implemented</p>
<p>Quality Parish and Town Councils – consultation paper (Minute 451/01).</p> <p>Resolved</p> <p>That a Working Group of four members (one from each group) be appointed to review the consultation paper in detail and formulate recommendations for submission to the January meeting of the Partnership Sub-Committee. (CE/HAMS).</p>	<p>Implemented</p>
<p>Contract for the Provision of Bailiff Services (Minute 453/01)</p> <p>Resolved</p> <p>That the contract for the provision of Bailiff services currently held by Hammond Hillman Limited be extended on the same terms as at present (as approved under Council Minute 444/98), until such time as the Lord Chancellor's Bailiff Review be enacted or to January 2003, whichever is the earlier (HRHM).</p>	<p>Contract extended on same terms</p>

OUTSTANDING ISSUES FROM FULL COUNCIL

ITEM	PROGRESS/OFFICER
<p>Albert Jones Court, Rochford (Minute 288/00)</p> <p>Resolved</p> <p>(1) That the County Council reconsiders its decision and look at Albert Jones Court as part of the overall comprehensive consultation exercise as requested by the District Council.</p> <p>(2) If the County Council do not agree, that they be requested to enter into discussions with Rochford District Council and other organisations such as the primary care group and the health trusts and with social landlords to secure a suitable future use for the site.</p> <p>(3) In addition, the County Council should assure this Council that the closure will be carried out in an organised fashion and that the building will not be left in a state of abandonment for any length of time.</p> <p>(4) Finally the District Council requests that the County Council confirms that all capital receipts received in connection with Albert Jones Court and also the Bungalow site be spent in Rochford District on initiatives for the benefit of Rochford residents, particularly with regard to the provision of elderly persons' accommodation. (HHHCC)</p>	<p>Essex County Council resolved to close the home</p> <p>The Primary Care Group are unlikely to require the building . Member level meeting took place in late 2001 with Essex CC. Discussions continuing with South Essex Mental Health and Community Care Trust about possible use of the site.</p> <p>The building has been secured and the County Council are a party to the discussions about its future.</p> <p>County Council advise that no receipt has been forthcoming, but as and when that occurs, a case will be made to County Members about its use.</p>

<p>Consultation with Chambers of Trade (Minute 438/00)</p> <p>Resolved</p> <p>That the provision of additional CCTV cameras in Rayleigh Town Centre be implemented in consultation with the Rayleigh Chamber of Trade and Rayleigh Town Council to supplement the existing network.</p>	<p>Being Implemented</p>
<p>Rayleigh Town Centre Review (Minute 85/01)</p> <p>Resolved</p> <p>That a revised Traffic Regulation Order, as proposed by the Rayleigh Town Centre Monitoring Panel, be advertised in accordance with the Traffic Regulation Order procedure (Area Highways).</p>	<p>Formal advertising due to commence mid-February with standard 21 day objection period</p>
<p>Minute 25 – Proposed Traffic Calming Measures, Alexandra Road, Great Wakering (Minute 85/01)</p> <p>Resolved</p> <p>That, having considered the objections to the formal consultation, the proposed traffic calming measures in Alexandra Road, Great Wakering be introduced (Area Highways).</p>	<p>County Council pressing developer for implementation</p>
<p>Results Of The Survey On Car Park Lighting (Minute 89/01)</p> <p>Resolved</p> <p>(1) That improved lighting to the following car parks be progressed as indicated within the allocated budget:-</p>	

<p>Back Lane, Rochford Southend Road, Hockley Market, Rayleigh Civic Suite, Rayleigh Bellingham Lane, Rayleigh The Approach, Rayleigh Clements Hall/Great Wakering/Park School</p> <p>(2) That the provision of lighting at the Freight House, Rochford be agreed in principle, but considered for funding as part of the leisure contract renewal process. (CD(F&ES))</p>	<p>Contracts let and works in hand to be completed by march 2002 for The Approach, Southend Road and Bellingham Lane car parks. The Approach Car Park will be completed week beginning 4 February, except for a small area affected by Railtrack.</p> <p>Implemented</p>
<p>Petition (Minute 170/01)</p> <p>Resolved</p> <p>(1) That whilst the Council's officers have tried to discuss this issue with Southend Borough Council and to provide a Members' meeting which on three occasions they have failed to attend, this Council formally requests Southend Borough Council to meet within the next three weeks.</p> <p>(2) That this Council requests Essex County Council to install a ticket machine at Castle Road, Rayleigh and issue Essex windscreen discs to residents of Rochford and Castle Point. Any non residents who use Castle Road to be charged an entrance fee of £6 to cover return fees incurred at Southend Civic sites and to cover administration and staffing costs or a fee to be agreed by Essex County Council which Southend Borough Council may refund to its residents if it wishes.</p> <p>(3) That as Essex County Council has not stated for how long it will return the £3 charge to Rochford residents, it should therefore discuss with Rochford District Council whether it will open and if so, where, a Civic Amenity site for the south/eastern part of Rochford district.</p> <p>(4) That should the District Council fail to get a satisfactory response to the above, the County</p>	<p>Awaiting response from Southend Borough Council following exchange of letters between Chief Executives</p> <p>Essex CC have responded that these proposals would be very onerous and cannot be considered until the results of the trial period are known</p> <p>Essex CC have advised that the refund arrangements will continue throughout the trial, but they are not able to consider providing another site</p>

<p>Council should provide an alternative Civic Amenity site within the District. (HHHCC)</p>	
<p>Essex & Southend Waste Local Plan - Proposed Modifications (Minute 177/01)</p> <p>Resolved</p> <p>That if Southend Borough Council refuse to name any waste management sites, within its District this Council should seek legal advice as to whether Southend Borough Council should be removed from the Essex Waste Advisory Committee for failing to meet the "working together" agreement. (HPS)</p>	<p>To be actioned when modifications to the Waste Plan are finalised.</p>
<p>Chambers Of Trade – Bids For Town Centre Initiatives (Minute 268(9)/01)</p> <p>Resolved</p> <p>That one-off grants be allocated towards the projects identified by each of the Chambers of Trade as indicated in the report of the Corporate Director (Finance & External Services) to the Finance & General Purposes Committee (a copy of which is appended to the signed copy of these Minutes) in the sums of:-</p> <ul style="list-style-type: none"> a) Rochford £5,080 b) Hockley £3,330 c) Rayleigh £2,580 	<p>Communicated to Chambers – awaiting response</p>
<p>Record Of Councillor Attendances 2000/01 (Minute 271/01)</p> <p>Resolved</p> <p>That the document in its current form be submitted to the next meeting of Annual Council, following which a review be undertaken of its content/presentation in the light of the Modernising Agenda.</p>	<p>To next Annual Council</p>

<p>(HAMS)</p>	
<p>Rayleigh Windmill (Minute 273/01)</p> <p>Resolved</p> <p>(1) That a Conservation Architect be engaged to assist as necessary in the preparation and submission of a bid for grant funding in order to determine the amount of money required over the next five years to create an endowment fund.</p> <p>(2) That detailed plans be prepared for works to extend public access to the upper floors of the Windmill and internal refurbishment works necessary to facilitate greater public use of the building.</p> <p>(3) That grant funding be sought to assist with the cost of works and necessary repairs to the external fabric of the building.</p> <p>(4) That at a future point consideration be given to the use of the accommodation and additional uses to extend public use of the building following completion of the works. (HLS/CD(F&ES))</p>	<p>Conservation architects appointed. Report of Architect to be reported to Windmill Working Group 31/01/02</p> <p>Being undertaken as part of above</p> <p>Is part of above</p> <p>Is part of above.</p>
<p>Playspaces Rolling Programme 2001/02 (Minute 274/01)</p> <p>Resolved</p> <p>That consideration be given to how vandalism problems experienced at the Pooles Lane Recreation Ground, Hullbridge could be addressed. (CD(F&ES))</p>	<p>Meeting held</p>

<p>Capital Programme (Minute 286/01)</p> <p>Resolved</p> <p>That the upgrading of the remaining 58 bedsit accommodation commence in 2002/2003, financed from the Major Repairs Allowance. (HFS)</p> <p>Resolved</p> <p>That if Cherry Orchard Country Park (Blatches Farm) be secured from Essex County Council, then an additional £125,000 be spent to accelerate the development of this land as a public space/country park. (CE/CD(F& ES))</p> <p>Resolved</p> <p>That if funds are not available from the Major Repairs Allowance, £125,000 be used to start the programme of modernisation, i.e. to provide individual bathroom/lavatory facilities for each unit of sheltered housing. (CD(F&ES))</p> <p>Resolved</p> <p>That £375,000 (equivalent to four units) be allocated to provide accommodation for the homeless, any shortfalls in ongoing costs to be met from savings within the bed and breakfast budget. (CD(F& ES))</p>	<p style="text-align: center;">CAPITAL PROGRAMME AMENDED ACCORDINGLY</p>
<p>Blatches Farm/Former Park School (Minute 303/01)</p> <p>Resolved</p> <p>(1) That the Council accepts the package as negotiated with Essex County Council in relation to both Blatches Farm and the former Park School site as outlined.</p> <p>(2) In consideration of the District Council surrendering its legal interests in the former Park school site in terms of dual use, the squash courts and car park from April 2002, the County</p>	<p style="text-align: center;">ALL POINTS NOW</p>

<p>Council to transfer the freehold interest in Blatches Farm to the District Council with a covenant restricting its use to country park or agricultural use and on such other terms and conditions as the Head of Legal Services thinks fit.</p> <p>(3) That officers approach Southend Borough Council with a view to seeking that Authority’s formal position with regard to some form of joint funding arrangement in connection with the management, development and operation of the Country Park, such an approach to be time limited to one month to ensure that the momentum regarding Blatches is not unduly delayed.</p> <p>(4) That the necessary amendments be made to the Leisure Contract Tender Documentation in respect of the former Park School site and the outstanding works ordered in respect of the squash courts be cancelled.</p> <p>(5) That the Country Park designation in respect of Blatches Farm be approved and the mix of uses as outlined within the package negotiated for the former Park School site be included in the First Deposit Draft of the new District Local Plan which is currently being prepared.</p> <p>(6) That Essex County Council be invited to submit an outline planning application in respect of the former Park School site at the earliest opportunity to enable a speedy resolution of the future of the site and end the current uncertainty.”</p> <p>(7) That the handling of the initial publicity surrounding the Joint Agreement with the County Council be delegated to the Chief Executive in consultation with the Council’s Spokesperson. (CE)</p> <p>(8) That officers submit a report into the Committee budget development process on the potential for integrating the open space element now offered as part of the former Park School package with Sweyne Park, Rayleigh, including the possibilities for addressing the surface water drainage problems at Sweyne Park. (CE)</p>	<p style="text-align: center;">BEING</p> <p style="text-align: center;">ACTIONED</p> <p>On 5 February Community Services Agenda</p>
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<p>Play Space Rolling Programme 2001/2002 Consultation Responses (Minute 380(vi)/01)</p> <p>Resolved</p> <p>That officers proceed in working with Canewdon Parish Council to establish the skateboard facility and seek planning permission as appropriate. (CD(F&ES))</p>	<p>Planning Permission granted works will commence as ground conditions allow</p>
<p>Contract Review (Minute 380(ix)/01)</p> <p>Resolved</p> <p>(1) That as part of the work around the modernising agenda and compiling a new constitution for the Authority, the Council should develop a procurement strategy, contract standing orders and financial regulations which recognise the trend towards partnering and negotiation.</p> <p>(2) That the new standing orders and regulations need to look at the issues of aggregation and disaggregation.</p> <p>(3) That the new standing orders and regulations need to look at the balance between lowest price versus quality versus time in terms of selection. It needs to be recognised that there will be occasions where quality and /or time may be the overriding factors.</p> <p>(4) That large contracts (that is over £250,000) or contracts on sensitive sites, e.g. Mill Hall, Town Centres, Public Toilets, should be the subject of greater Member involvement in terms of the development of the specification and monitoring performance.</p> <p>(5) That Reports submitted to Committee (both in the Overview & Scrutiny and Policy context) in respect of contracts should, wherever possible, include more details in relation to the quality of the work/service to be provided and the estimated duration of the contract. The key stages of the contract and any critical timeframes should be identified and shown graphically where appropriate.</p> <p>(6) That where specific materials are required, initial investigations should take place at the preliminary stage to establish minimum/maximum delivery times. This information can then be included within the deliberations of the appropriate Overview and Scrutiny Committee.</p>	<p>Procurement strategy agreed by S&P Sub, 15 November.</p> <p>Being Implemented</p> <p>“ “</p> <p>“ “</p> <p>“ “</p> <p>Principles established in contract procedures.</p>

<p>(7) That in both contract documentation and pre-commencement meetings, the timetable, key milestones and lead times should clearly be addressed.</p>	<p>Being Implemented</p>
<p>(8) That the scheduling of all outdoor contracts should, where possible, be confined to the Spring to Autumn period and not spread into the Winter months, unless for exceptional reasons.</p>	<p>Being Implemented</p>
<p>(9) That the Council purchase 6 signage boards for display by contractors to provide on site information for the public to identify the scheme as a Council project and to provide such information as contract duration, estimated completion and Council contact point.</p>	<p>Being investigated and costed. Signs are being produced for Town Centre works in early 2002.</p>
<p>(10) That the Council's Approved List of Contractors should include a rider at the bottom of the list stating that "The above companies have been vetted for inclusion on the approved list in terms of their financial standing, capacity, past performance and areas of expertise. However, the vetting has only been within those areas of work applied for and the inclusion of firms on the approved list should not be seen as an endorsement by the Council of the company or its workmanship".</p>	<p>Being Implemented</p>
<p>(11) That within the overall contracting process, Ward Councillors and Group Leaders should be advised in advance of the commencement of development works contracts within their ward and included in a quality feedback loop as part of the assessment of the success of that contract.</p>	<p>Being Implemented</p>
<p>(12) That a Lead Officer be identified and named as a contact point for each contract.</p>	<p>“ “</p>
<p>(13) That the contracts procedure appended to the report be adopted across the Council for building and works contracts.</p>	<p>“ “</p>
<p>(14) That Essex County Council Highways be requested to arrange for its main highways contractor, Alfred McAlpine, to attend and give a presentation to the late November meeting of Transportation and Environmental Services Committee to explain its role under the Contract 2000 process in respect of the management and maintenance of the highway and footpath network within Rochford District. (CD(F&ES))".</p>	<p>Implemented</p>

<p>Chairmanship Of Committees (Minute 383(ii)/01)</p> <p>Resolved</p> <p>That the Council follow Government guidance in that, where there is a majority group/administration, one or more chairs of the Overview and Scrutiny Committees be chaired by Members outside of that group.</p> <p>That the detail of the application of this principle be referred to the Structural & Procedural Review Sub-Committee for further consideration. (CE)</p>	<p>This will be incorporated in the Council's new constitution</p> <p>Implemented</p>
<p>Committee Timetable (Minute 383(v)/01)</p> <p>Resolved</p> <p>That, subject to Standing Orders and other operational aspects being in place, the new Political arrangements commence on 1 March 2002 on the basis of the timetable appended to the Minutes. (CE)</p>	<p>Implemented</p>
<p>Parish/own Council Planning Workshops (Minute 384/01)</p> <p>Resolved</p> <p>That the comments identified in the Minute preamble be incorporated into the preparation of the Agenda for the first Parish/Town Council Planning Workshop. (HPS)</p>	<p>Implemented</p>
<p>Relighting Of Pay And Display Car Parks And Tender Returns (Minute 389/01)</p> <p>Resolved</p> <ul style="list-style-type: none"> That the tender submitted by Loughmans for the relighting the Approach Car Park in the sum 	<p>Works in progress</p>

<p>of £9,610 and P H Coote for the remaining car parks in the sum of £23,252 be accepted.</p> <ul style="list-style-type: none"> That relighting of Bellingham Lane, Rayleigh (upgraded scheme), the Approach, Rayleigh, and Southend Road, Hockley, be carried out in the sum of £32,862, additional funding being vired. 	<p>Works in progress</p>
<p>Housing Corporation Funding Bids (Minute 441/01)</p> <p>Resolved</p> <p>(1) That the bids identified in the Appendix to the report be supported, a copy of which is attached to the signed copy of these Minutes.</p> <p>(2) That £30,000 of the approved capital programme allocation be used to support private sector renewal grants and £120,000 be provided as Local Authority Social Housing Grant to Swan Housing Association to purchase and repair properties for rent. (HHHCC)</p>	<p>Housing Association bids supported. Outcome anticipated late February.</p> <p>Two properties to rent are to be purchased by Swan Housing Association with the LA Social Housing Grant</p>
<p>Hardwick House (Minute 442/01)</p> <p>Resolved</p> <p>That the Housing Corporation bid submitted by Swan Housing Association be supported, with a further report to Council should full funding for the scheme not be granted. (HHHCC)</p>	<p>Outcome of bids anticipated late February</p>
<p>Review of Locally Determined Programmes 2001/2002 – Traffic Regulation Orders for Rayleigh Town Centre (Minute 465(4)/01)</p> <p>Resolved</p> <p>That the County Area Manager report to the next Meeting of the Transportation and Environmental Services Committee on the traffic regulation options available for the Rayleigh Town Centre</p>	<p>Implemented</p>

<p>Scheme on the basis that the current lagoon arrangement in respect of disabled provision is retained. (County Highways)</p>	
<p>Modernising Agenda – Amendment to Current Standing Order 27 and Revised Scheme of Delegation/Rules of Procedure (Minute 465(6)/01)</p> <p>Resolved</p> <p>(1) That current Standing Order 27 be revised to read as follows:-</p> <p>SO27 (1) No disciplinary action in respect of the head of the authority’s paid service (unless he is also a council manager of the authority), its monitoring officer or its chief finance officer, except action described in paragraph 2, may be taken by the authority, or by a committee, a sub-committee, a Joint committee on which the authority is represented, or any other person acting on behalf of the authority, other than in accordance with the recommendation in a report made by a designated independent person under regulation 7 of the Local Authorities (Standing Orders) (England) Regulation 2001 (investigation of alleged misconduct).</p> <p>SO27 (2) The action mentioned in paragraph 1 is suspension of the officer for the purpose of investigating the alleged misconduct occasioning the action; and any such suspension must be on full pay and terminate no later than the expiry of two months beginning on the day on which the suspension takes effect.</p> <p>(2) That the Scheme of Delegation in its present form, including all current delegations, be adopted subject to provision for the Head of Planning Services as well as the Head of Legal Services to exercise authority delegated to the Corporate Director (Law, Planning and Administration) in his absence.</p> <p>(3) That the Rules of Procedure and Access to Information Procedure Rules, as amended and attached to the signed copy of these Minutes, be adopted. (CD(LPA))</p>	<p>Implemented</p> <p>Implemented</p> <p>Implemented</p>
<p>Procurement Strategy (Minute 465(6)/01)</p>	

<p>Resolved</p> <p>That the draft Procurement Strategy, a copy of which is attached to the signed copy of these minutes, be adopted.</p>	<p>Work in hand</p>
<p>Advisers to Working Groups (Minute 465(6)/01)</p> <p>Resolved</p> <p>(1) That Working Group protocol be adjusted to provide that, as a condition of appointment, advisers must agree to declare any pecuniary or non-pecuniary interests they may have in connection with the business of the meeting and abide by rules of confidentiality.</p> <p>(2) That all Working Group paperwork is to be treated in confidence pending formal report to Council or a Committee unless already in the public domain.</p> <p>(3) That officers present a further report to this Subcommittee on public access to Working Groups. (CD(LP&A))</p>	<p>Implemented</p> <p>Implemented</p> <p>Implemented</p>
<p>50 to 54 West Street, Rochford (Minute 465(6)/01)</p> <p>Resolved</p> <p>That consideration of the compulsory purchase of 50-54 West Street, Rochford be deferred until the March Committee Cycle pending discussions with the owner of the site to produce an acceptable renovation/redevelopment scheme (HLS).</p>	<p>Implemented</p>
<p>Notices of Motion Received Pursuant to Standing Order 9 (Minute 466/01)</p> <p>(1) From Cllrs P F A Webster and T G Cutmore</p> <p>Resolved</p>	

<p>That the motion stand referred to the Transportation and Environmental Services Committee(HPS/CD(LPA))</p> <p>(2) From Cllrs Mrs M S Vince, R A Amner and D A Weir</p> <p>Resolved</p> <p>That Officers of this Council investigate for the public and community benefit the possible use of the vacant shops in Rochford Garden Way and that a report is presented as soon as feasible to the appropriate Committee.(HHHCC)</p>	<p>Implemented</p> <p>Outline design has been undertaken for conversion to housing units.To be considered by Council as part of capital programme.</p>
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<p>The Leisure Contract Tendering Process (Minute 467/01)</p> <p>Resolved</p> <p>(1) That, as part of the process, those organisations tendering for the Council’s leisure management contract be furnished with details of all existing firm and provisional accommodation bookings together with the detail of any usages the Council wishes to reserve for forthcoming events.</p> <p>(2) That Officers seek the professional advice of the Council’s Leisure Contractors, PMP, on the approach which should be taken to the bookings aspect.</p> <p>(3) That the outcome of (1) and (2) above be submitted to the meeting of the Contracts Sub-Committee scheduled for 3 January 2002.</p> <p>(4) That the proposed changes to the meetings timetable be agreed (CD(F&ES)).</p>	<p>Implemented</p> <p>Implemented</p> <p>Implemented</p> <p>Implemented</p>
<p>Modernising Agenda (Minute 468/01)</p> <p>Resolved</p> <p>(1) That, subject to the term “he” being replaced by reference to the term “Member” in Appendix 4, the following documents (copies attached to the signed copy of these Minutes) be adopted within the new Constitution for the Council:-</p> <ul style="list-style-type: none"> (a) Budget and Policy Framework Procedure Rules (Appendix 1) (b) Overview and Scrutiny Procedure Rules (Appendix 2) (c) Officer Employment Procedure Rules (Appendix 3) (d) Code of Conduct for Members (Appendix 4) (e) Code of Conduct for Planning Matters (Appendix 5) (f) Code of Conduct for Officers (Appendix 6) (g) Protocol for Member/Officer Relations (Appendix 7) (h) Protocol for Outside Bodies (Appendix 8) <p>(2) That the new constitution in its entirety be presented to Full Council on 26 February 2002 for adoption with effect from 1 March 2002.</p>	<p>In hand</p>

<p>Budget Strategy (Minute 469/01)</p> <p>Resolved</p> <p>(1) That, in addition to the model used for the report, Officers produce working models on the basis of Council Tax increases of 8.5% and 10%.</p> <p>(2) That any bids from the Political Groups must be submitted to the Chief Executive by Friday 11 January 2002, to enable consideration at the Member Budget Monitoring Sub-Committee on 16 January which will formulate recommendations to the budget setting meeting of Council. (HFS)</p>	<p>Implemented</p> <p>Implemented</p>
<p>Capital Programme (Minute 469/01)</p> <p>Resolved</p> <p>That the Capital Programme be submitted to the budget setting meeting of Council. (HFS)</p>	<p>Implemented</p>
<p>Cherry Orchard Jubilee Park Scheme (Minute 470/01)</p> <p>Resolved</p> <p>(1) That £26,000 be released from the Capital Programme in order to progress phases 1 and 2 of the Scheme.</p> <p>(2) That authority be delegated to the Corporate Director (Finance and External Services) to utilise the released funds in consultation with the Working Group. (CD(F&ES))</p>	<p>Under way.</p> <p>Under way.</p>
<p>Queen's Golden Jubilee (Minute 471/01)</p> <p>Resolved</p> <p>That the Council proceed with the plaque at the Beacon site Rayleigh.</p>	<p>Being Implemented</p>

<p>New Political Structure – Appointments to Committees (Minute 472/01)</p> <p>Resolved</p> <p>(1) That the pro-rata division of seats be agreed.</p> <p>(2) That authority be delegated to the Corporate Director (Law, Planning and Administration) to accept nominations from Group Leaders to each Committee on the basis of (1) above.</p> <p>(3) That the Chairman and Vice-Chairman of each Committee be appointed at the next ordinary meeting of the Council (CD(LPA))</p>	<p>Implemented</p> <p>Nominations requested</p>
<p>Rochford Health Partnership Board (Minute 473/01)</p> <p>Resolved</p> <p>(1) That the proposed Terms of Reference and Membership of the Rochford Health and Partnership Board be agreed.</p> <p>(2) That one Member from each Political Group be appointed to serve on the Board for the remainder of this Municipal Year and that Travel and Subsistence Allowance be paid if appropriate (HHHCC).</p>	<p>Implemented</p> <p>First Board meeting to be held 6 February</p>

Holding F&GP 6 Dec/Outstanding issues full council