



**Rochford District  
Council**

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**January - December**

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Sunday Trading

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**Rochford District  
Council**

# **ROCHFORD DISTRICT COUNCIL MINUTES**

**1990**

**February (Part 2)**

ROCHFORD DISTRICT COUNCIL

Minutes of the Policy and Resources Committee

At a Special Meeting held on 13th February 1990. Present: Councillors A.J. Harvey (Chairman), R.S. Allen, P.A. Beckers, C.I. Black, W.H. Budge, Mrs. P. Cooke, B.A. Crick, C.J.B. Faherty, T. Fawell, J.A. Gibson, M.J. Handford, Mrs. E.M. Hart, D.R. Nelson, Mrs. M. Hunnable, Miss B.G.J. Lovett, R.A. Pearson, J.A. Sheaf, S.A. Skinner, C. Stephenson, Mrs. L. Walker, P.F.A. Webster and D.C. Wood.

Visiting: Councillors R.A. Amner, Mrs. R. Brown, I.R. Godfrey, Mrs. S.J. Lemon and C.R. Morgan.

85. NATIONAL NON-DOMESTIC RATEPAYERS' CONSULTATION PANEL

The Committee noted the appended Minutes of the Consultation Panel Meeting held on 16th January 1990.

86. BUDGET 1990/91 (Minute 636/89)

The Committee had before them the appended report of the Chief Officers Group setting out proposals in connection with the revenue budget for 1990/91, the recommendation being formally moved from the Chair and seconded by Councillor J.A. Gibson.

The Committee accepted a suggestion from a Member that the Officers be asked to look again at the possibility of maintaining Rochford News and to report thereon to a future Meeting. In response to other points raised by Members, the Chairman advised that the level of spending proposed would not incur any penalty, that a fact sheet was to be produced to explain to Chargepayers the various factors involved in setting the Charge and that if as a result of the consultation exercise currently being undertaken on car parking charges the Council decided not to implement the increase, other means would have to be identified of raising the projected additional income. At the Chairman's request the Treasurer advised Members of the reasons why the budget had increased over the previous year.

The Chairman told the Committee that at the spending level proposed the basic Community Charge would be £383 to which must be added the appropriate Parish precept details of which were given. Members referred to the high precept being levied by certain Parishes but the Committee were advised that they had no jurisdiction in the matter. Community Charge levels were also given in respect of other Essex Authorities where known, together with the varying levels of safety net contributions involved. In response to a request the Chairman said that those details would be set out in an information report to Members.

Whilst accepting that the Council should continue to maintain a high degree of service to the District, Members again expressed concern that the level of assessment by the DoE was inadequate which coupled with the arbitrary safety net contribution rendered unattainable the Government's earlier forecast on the level of Community Charge. The Chairman said that as in previous years representations had been made to the DoE about the inadequacy of the standard spending assessment for Rochford but without success.

RECOMMENDED (1) That the Rochford District Council levy on the Community Charge collection fund for 1990/91 be set at £5.3m.

(2) That a further report be made on the potential for maintaining publication of the Rochford News. (31758)(T,ACE)

000203

AGENDA ITEM 3

ROCHFORD DISTRICT COUNCIL

SPECIAL POLICY & RESOURCES COMMITTEE - 13TH FEBRUARY 1990

MINUTES OF THE NATIONAL NON-DOMESTIC RATEPAYERS' CONSULTATION PANEL

At a Meeting held on 16th January 1990

Present: Councillors W.H. Budge, J.A. Gibson, A.J. Harvey and Miss B.G.J. Lovett.

Representing Industrial and Commercial Ratepayers:

R.N. Blower	)	Rayleigh Chamber of Trade and Commerce
Mrs. M.W. Stephenson	)	
B. Efde		Ratepaying Stables Association
C. Potter		Inifer Potter & Son, Hockley
J.M. Woodgate		National Federation of Self-Employed and Small Businesses

Apologies: Councillor C.I. Black and Messrs. R.S. Murray, D. Porter and T. Tabor.

26. APPOINTMENT OF CHAIRMAN

Resolved that Councillor A.J. Harvey be appointed Chairman of the Panel for the remainder of the Municipal Year.

27. MINUTES

The Minutes of the Meeting of 13th February 1989 were agreed as a correct record.

28. TERMS OF REFERENCE

The Panel noted advice from the Treasurer that arising out of the abolition of the existing Rating system a new statutory duty had been placed on the Council to consult with persons or bodies representative of persons in the District subject to Non-Domestic Rates about proposals for expenditure and that this forum replaced the former Rate Consultation Panel which had been reconstituted accordingly.

29. PUBLIC CONSULTATION EXERCISE

The Treasurer reported that the new arrangements had been advertised, that there had been a low level of response and that invitations to attend this meeting had been issued. It was agreed that the representatives present should constitute the new Panel and that if any other bodies expressed interest they should be co-opted as the occasion arose.

### 30. CONSULTATION ON EXPENDITURE 1990/91

Members had before them a report of the Treasurer setting out the various considerations involved in the construction of the budget for 1990/91 and implication for the level of Community Charge. They noted that since its preparation the Standard Spending Assessments involved had been reduced. The amount for Rochford which had been regarded initially as inadequate was down from £3.911 million to £3.82 million which meant that the Government's assessment of the Council's need to spend was at the level of £67 per Chargepayer instead of £69 as earlier reported. Similarly the County, which had been assessed earlier as needing to spend £657 per Chargepayer, now had a reduced allowance of £652. As explained in the report the Council were aiming to reduce their expenditure to a total of £5.3 million but it would not be possible to achieve any further reduction in the total spend. It was not known whether the County could contain their expenditure within the revised level but if so then the estimate of the level of Community Charge was increased to £376 per Chargepayer. Finally it was clarified that the contribution of £60 towards the safety net now would apply only to the first year of Community Charge.

The Chairman said although not within the terms of reference of the Panel, it seemed sensible to advise them of the effect of the recent re-valuation on the industrial and commercial premises of the District. They were pleased to note from the Treasurer that the High Street shops in Rayleigh appeared to have fared well although there had been significant increases in other areas including entertainment and leisure complexes and office blocks which would affect the Council's own situation. Revised Rating Lists were now on deposit and available for inspection or enquiry and there was a period of time during which appeals could be submitted after which the Rateable Value would stand for a period of 5 years.

A representative expressed concern that Rates did not appear to be consistently applied across businesses and that some of his competitors were operating at an unfair advantage, in some cases without benefit of planning permission. He was advised that the Planning Authority would investigate any cases of contravention that were brought to their attention but that the assessment of Rateable Values was a matter for the District Valuer who had to operate within the Regulations. If the outcome was not regarded as satisfactory then the only way in which that could be pursued would be to lobby for the legislation to be altered.

The Panel noted advice from the Chief Executive & Director of Finance that some employers had previously paid their employee's Rate as, for example, in the case of agricultural tenancies or in the Council's case where wardens of sheltered schemes occupied accommodation as part of their emoluments on a rent and Rate free basis. With the introduction of Community Charge that situation could no longer prevail and it seemed more appropriate that employers should increase the rate of pay to enable the cost of Community Charge to be borne direct by such staff.

The Chairman said that the new forum provided a useful basis for consultation with the business community and suggested that arrangements could be made for a further meeting later in the year should the need arise.

ROCHFORD DISTRICT COUNCIL

SPECIAL POLICY AND RESOURCES COMMITTEE - 13 FEBRUARY 1990

REPORT OF THE CHIEF OFFICERS GROUP

BUDGET 1990/91

Introduction

Minute 636/89 set a General Fund net expenditure target of £5.3m for the financial year 1990/91. This report sets out how this may be achieved and outlines the principle for the next year's revenue spending.

Revised Estimates 1989/90

Inflation generally and the July 1989 pay award have all been higher than was originally anticipated. Nevertheless, it has been possible to contain net expenditure and the revised budget is marginally within the original £4.4m.

Estimate 1990/91

This will be the first budget constructed under the new financial regime. Nevertheless, the budget book will follow the same format as in previous years. The process of analysing the administrative services into cost centres continues, with new centres being set up for accountancy services and revenue administration. The budget book will be circulated to Members on Wednesday, 21 February, in preparation for the Special Policy and Resources and Council meetings on 27 February.

General Fund expenditure for 1990/91 is estimated at £5.3m. in accordance with the target. This target has been achieved, incorporating financial resources for all existing and additional policy requests made throughout the year, except those items set out below.

Health and Housing Services Committee

The Corporate Plan identified the need to provide additional resources from 1 April 1990 to enhance the provision of environmental health services. This has been delayed six months, thereby reducing expenditure in the 1990/91 budget by £30,000.

Leisure Services Committee

Deletion from the budget of additional special events saving £7300 and a market research survey saving £10,000.

### Policy and Resources Committee

Rochford News - it is proposed that, on the expiry of the current contract, the quarterly Rochford News will be discontinued, to be replaced by an annual fact sheet. The estimated saving in the 1990/91 budget amounts to £7300.

Exhibitions - it is proposed that the Council no longer maintains a presence at trade exhibitions, saving £6000.

Building Maintenance - Members will recall that consideration was given to all of the maintenance proposals concerning Council property throughout the previous Committee cycle. The Chief Officers Group has subsequently reviewed all of the items relating to improvement or alteration of administrative buildings. Whilst the items listed below are still considered essential, it is regarded as inappropriate to include them in the budget to the detriment of providing direct services to the public.

	£
Decorations	1,400
Internal walls	4,000
Removal of flower beds	2,500
Pipe work	500
Racking	700
New doorway	1,200
TOTAL	<u>£10,300</u>

In addition, provision was also made for environmental improvements to car parks amounting to £10,000. This sum has been transferred to the capital programme.

Further to the above proposals, in order to achieve the target, it is necessary to generate income from the following sources:-

Car parking - charges were reviewed at the Policy and Resources Committee on 23 January 1990 (Minute 16/90 refers). The result of this review should produce additional income of £22,600 in 1990/91.

Letting of 57 South Street for a commercial rent - estimated income £10,000.

Active marketing of the Council's tender documents, particularly in respect of leisure management - income target £12,000.

Use of Council balances - £200,000.

### Government Standard Spending Assessment

The preliminary Standard Spending Assessments issued by the Secretary of State for the Environment in November indicated that Rochford required to spend £3.91m. in order to deliver a standard level of service.

The announcement made on 11 January revised that sum down to £3.820m., equivalent to £67.45 per chargepayer. The proposed expenditure for 1990/91 of £5.3m. equates to £93.57 per chargepayer. The difference of £26.12



between the budget figure and the Standard Spending Assessment falls wholly on each individual chargepayer.

### Conclusion

The Chief Officers Group now considers that there is no longer any scope to amend the budget without substantial changes in policy. All of the major direct services have been the subject of close scrutiny resulting in written specifications and are now supplied by private contractors.

All of the Council's staffing structures have been continually monitored by the Staffing Sub-committee and Rochford now employs fewer people than most other Councils.

Maintenance of buildings and costs associated with equipment tools and materials have also been submitted for Members' approval.

The remaining costs at the periphery of the budget have been critically examined, both by the Treasurer's staff and the Chief Officer Group. The continual monitoring and attention to detail, as outlined above, has enabled the Chief Officers to produce a budget within target.

Appendix 1 of this report shows the budget in Committee summary form. Appendix 2 shows the effect on future years of the new policy decisions incorporated in the 1990/91 budget.

### RECOMMENDED

That the Rochford District Council levy on the Community Charge collection fund for 1990/91 be set at £5.3m.

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APPENDIX 1

1989/90

1990/91

	Estimate Total	Per Charge- payer £ p	Revised Total	Per Charge- payer £ p	Estimate Total	Per Charge- payer £ p
<u>Net Committee Expenditure</u>	£		£		£	
Development Services	881,400	15.56	873,600	15.42	962,300	16.99
Health and Housing	1,360,400	24.02	1,402,900	24.77	1,426,500	25.18
Leisure Services	979,300	17.29	998,400	17.63	1,211,200	21.38
Policy and Resources	<u>1,178,900</u>	<u>20.81</u>	<u>1,125,000</u>	<u>19.86</u>	<u>1,900,000</u>	<u>33.55</u>
	4,400,000	77.68	4,399,900	77.68	5,500,000	97.10
LESS:						
Use of balances	<u>940,000</u>	<u>16.60</u>	<u>939,900</u>	<u>16.60</u>	<u>200,000</u>	<u>3.53</u>
	3,460,000	61.08	3,460,000	61.08	5,300,000	93.57
LESS:						
Rate Support Grant	<u>600,000</u>		<u>600,000</u>		-	
Amount to be met from:						
Rate	2,860,000		2,860,000		-	
Community Charge						
Collection Fund	<u>-</u>		<u>-</u>		<u>5,300,000</u>	

00002.00

APPENDIX 1 (continued)

STATEMENT OF GENERAL FUND BALANCES

	£000	
	General Fund	Reserve Fund
Brought forward 1.4.89	174	1298
Usage 1989/90	-	940
Transfers	(358)	358
Available 1.4.90	532	0
Anticipated usage 1990/91	200	-
Available 1.4.91.	332	0
	=====	=====

Members may recall that, in previous years, an item has been shown with regard to interest earned by individual funds. Under the new financial regime, all interest receipts are credited direct to the general fund and are included within the above budget.

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APPENDIX 2

ROCHFORD DISTRICT COUNCIL

PROJECTED THREE-YEAR GENERAL REVENUE BUDGET

PRICE BASE - OUTTURN 1990/91

	<u>Estimate</u> <u>1990/91</u> £000	<u>Forecast</u> <u>1991/92</u> £000	<u>Forecast</u> <u>1992/93</u> £000
Existing commitments	5452.6	5452.6	5452.6
New commitments 1990/91:			
Street lighting	3.0	3.0	3.0
Dial-a-Ride	3.7	3.7	3.7
Environmental health	57.0	87.0	87.0
Capital programme	36.0	83.0	95.0
Additional tree planting	5.0	5.0	5.0
Deletions 1990/91:			
Rochford News	(7.3)	(7.3)	(7.3)
Exhibitions	(6.0)	(6.0)	(6.0)
Income generation 1990/91:			
Letting 57 South Street	(10.0)	(10.0)	(10.0)
Tender documents	(12.0)	-	-
Car parking	(22.0)	(33.0)	(33.0)
	<u>5,500.0</u>	<u>5578.0</u>	<u>5590.0</u>

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CHAIRMAN \_\_\_\_\_

DATE \_\_\_\_\_

ROCHFORD DISTRICT COUNCIL

Minutes of the Development Services Committee

At a Meeting held on 15th February 1990. Present: Councillors D.C. Wood (Chairman), R.S. Allen, C.I. Black, Mrs. R. Brown, Mrs. P. Cooke, B.A. Crick, C.J.B. Faherty, T. Fawell, J.A. Gibson, I.R. Godfrey, M.J. Handford, Mrs. E.M. Hart, Miss B.G.J. Lovett, Mrs. E. Marlow, R.A. Pearson, S.H. Silva, S.A. Skinner, Mrs. L. Walker and D.A. Weir.

Apologies: Councillors C.K. Bellman and Mrs. M. Hunnable.

87. MINUTES

Resolved that the Minutes of the Meeting of 23rd November 1989 be approved as a correct record and signed by the Chairman.

88. MONITORING OF PERFORMANCE - MEETINGS OF 30TH MAY AND 17TH OCTOBER 1989

The Committee were satisfied that all necessary action had been taken. Minutes 741/84 (SEC), 356/86 (SEC), 324/87 (SEC), 461/88 (SEC,DD) and 298/89 (HES) were carried forward.

On Minute 298/89 - Proposed One-Way Traffic Order - Clarence Road, Warwick Road, Rayleigh the Chairman said that a Meeting had taken place at County that day and advised the Committee that as a result of the representations which had been received the Traffic & Road Safety Sub-Committee were being recommended not to pursue one-way working in Warwick Road but to commence informal consultations on waiting restrictions in Clarence Road at its junction with Warwick Road.

89. COUNTY HIGHWAYS MATTERS (Minute 531/89)

The Chairman welcomed Mr. A. Cook the County Highways representative who referred to the fact that work had commenced on the Rayleigh Weir Improvement Scheme and that regular liaison meetings were being held with the contractor. The Chairman advised that if any Member wished a matter raised in that forum he would be happy to act as a point of contact.

Resuming Mr. Cook said the Highway Authority had not received advance notification of the intention to remove the pedestrian footbridge and Members expressed concern at the increased risk to pedestrians needing to cross the A127. They were advised that as the next phase of the scheme the centre of the roundabout was to be excavated and hardsurfaced. It would be the intention at the next liaison meeting to pursue with the contractor his planning for the scheme which was not altogether satisfactory. In that respect reference was made to the use of coning of which inadequate warning had been given and which had reduced the road width to one lane. Mr. Cook said this matter had already been taken up to ensure that coning only occurred when absolutely necessary and that accurate advance warning was given. A Member also referred to the need to ensure that excavations did not give rise to surface water problems from the Eastwood Brook.

Other points discussed were as follows:-

- (i) There was no longer a "no waiting" sign adjacent to the road works in Greensward Lane and a replacement sign was required.

## Development Services

- (ii) The street lights in Sutton Road were out of action which could increase traffic hazards especially on the narrow winding section at the junction with Shopland Road. Mr. Cook explained that this could be a supply failure resulting from the recent gales in which case the problem would fall to Eastern Electricity. They were currently dealing with a large backlog of repairs and had estimated that it could take between 6 and 8 weeks to overcome them all.
- (iii) Attention was drawn to damage to footpaths caused by heavy lorries over-running the kerb in Brays Lane and Ashington Road and by British Telecom service vans parking on the pavement in Gladstone Road. In response to a separate question from a Member, Mr. Cook said that economies achieved by surfacing footpaths with tarmac instead of paving slabs would enable more repair work to be carried out.
- (iv) A Member suggested that a sign should be installed in The Chase, Rayleigh warning of the bend in the road and referred also to the fact that not all pelican crossings were equipped with an audible signal although that could be beneficial to blind persons. Mr. Cook confirmed that there were problems with the equipment and another Member advised her understanding that as a matter of policy audible signals were not installed on multiple junctions since they could be misleading.
- (v) Members were pleased to note advice from a County Member that provision was being made in next year's programme for the installation of a pedestrian crossing in Greensward Lane adjacent to the school.
- (vi) In response to a question from a Member Mr. Cook said nothing could be done at present to improve the pre-set filter phasings at the Bedloes Corner junction but that in due course it was the intention to install new computer controls.

Finally Mr. Cook advised the Meeting that mini-roundabouts had recently been installed at the junctions of Lower Road and Ferry Road, Hullbridge and Victoria Road and Hockley Road, Rayleigh and two more were in the process of installation at the junctions of Ashington Road and Rectory Road; and Main Road and Buckingham Road, Hockley.

### 90. TRAFFIC PROBLEMS, ASHINGTON ROAD JUNCTION WITH RECTORY ROAD AND HILL LANE JUNCTION WITH MAIN ROAD, HAWKELL (Minute 595/89 Paras.D7 & 26)

Following a reference from the Planning Services Committee, the Head of Environmental Services reported that the poor condition of the footway adjacent to Hedingham Place had been reported direct to the Essex County Council Area Maintenance Office and that indiscriminate parking in Hill Lane at its junction with Main Road, Hawkell and outside the Post Office in Ashington Road near to its junction with Rectory Road could be overcome by the installation of yellow line junction protection.

RECOMMENDED That a request be made to Essex County Council accordingly.  
(933)(HES)

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## Development Services

### 91. BROAD PARADE/GREENSWARD LANE, HOCKLEY - PROPOSED WAITING RESTRICTIONS

The Head of Environmental Services reported details of the County Council's intention to introduce waiting restrictions at the Broad Parade/Greensward Lane junction in the interests of road safety.

RECOMMENDED That the proposed Essex County Council waiting restrictions be supported. (933)(HES)

### 92. CAR PARKING IN THE ROCHFORD DISTRICT (Minutes 463/88 and 178/89)

All Members had received a copy of a study prepared by the Land & Projects Working Party on Car Parking provision in the town centres of Rochford, Hockley and Rayleigh. The Committee were mindful that the Policy & Resources Committee controlled the Council's car parks and that the study had considerable resource implications, the priorities for which would need to be taken into account in the Corporate Plan in due course. Subject thereto they considered that the Study could appropriately be referred to the District Plan Working Party to deal with on an area basis with Ward Members being invited to attend appropriate Meetings.

Some Members expressed concern that the Study failed to address particular areas which they had been invited to identify but the Committee saw it as a comprehensive response to the problem which merited detailed consideration on the basis proposed.

- P. RECOMMENDED That subject to the concurrence of the Policy & Resources Committee the Rochford District Car Parking Study, January 1990, be referred to the District Plan Working Party for detailed consideration on the foregoing basis. (2081)(SEC)

### 93. STREET LIGHTING (Minute 615/89)

The Committee had before them the appended report of the Head of Environmental Services regarding the outcome of further investigation into street lights of uncertain ownership and noted that the introduction should refer to the Rochford Rural District Council. The Chairman referred to the situation in Hullbridge, as reflected in the Schedule which he asked Members to amend in respect of the street lights in uncertain ownership so as to show 6 in High Elms Road and 7 in Pevensey Gardens, thus producing a reduced total of 68 street lights for which the Parish Council would accept responsibility as shown in paragraph 3(c) of the report. Since the 3 street lights in West Avenue were included in that total they should be deleted from the third column thereby reducing to 78 the number shown as having been accepted by the Council in May 1976.

It was clarified that the estimate provision amounted to £3,000 and that the identification of street lights on unmade roads in Rayleigh was continuing. Attention was drawn to the need to survey the unmade streets in Rawreth where a similar problem existed. The Chairman noted a request from a Member that consideration be given to the provision of additional street lights in Stile Lane. The Committee accepted that the proposals would rationalise a complex problem and it was

- P. RECOMMENDED (1) That the Council enters into an agreement for the maintenance of its street lighting in Hullbridge by the Parish Council on terms and conditions approved by the Head of Environmental Services.

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## Development Services

(2) That the Head of Environmental Services be authorised to accept responsibility for street lights in the former Rayleigh Urban District Council area where appropriate subject to expenditure not exceeding the estimate provision. (966)(HES)

### 94. FERRY ROAD PUMPING STATION, HULLBRIDGE

The Secretary to the Council gave details of the works which Anglian Water Services Limited would shortly undertake to refurbish the Pumping Station at the rear of the Old Ferry House, near the Hullbridge Foreshore which would necessitate the company purchasing a small strip of land, measuring approximately 2 ft. 6 ins. by 18 ft. from the Council to enlarge the existing site.

The Committee also noted the terms of Notices which the company had served under its Statutory Powers to lay sewers through the Council's adjoining land to connect the Pumping Station to the main in Ferry Road.

RECOMMENDED That the Secretary to the Council be authorised to negotiate a figure for any compensation payable concerning the sewer works and to sell the land required for the enlargement of the Pumping Station to Anglian Water Services Limited at a valuation to be agreed by the District Valuer and on such other terms and conditions as the Secretary to the Council thinks fit. (292)(SEC)

### 95. LAND AT 5 GREENSWARD LANE, HOCKLEY NOW KNOWN AS LIME COURT - SPRINGBOARD HOUSING ASSOCIATION LIMITED

The Secretary to the Council reported on the reasons why in order to effect a grant of easement over the above land to the Springboard Chelmer Housing Association it would be necessary for the Council, as mortgagee, to join in the Deed of Easement with the owners. The Committee noted that the Council's rights under the mortgage would not be affected and all costs would be borne by Springboard.

RECOMMENDED That the Secretary to the Council be authorised to join the Council in a Deed of Easement between Springboard Housing Association Limited and Springboard Chelmer Housing Association Limited by way of endorsement of the grant at no cost to the Council and on such terms and conditions as the Secretary thinks fit. (8010)(SEC)

### 96. MINERALS SUBJECT PLAN (Minute 108/89)

The Director of Development reported details of revised arrangements for the Minerals Subject Plan Inquiry and that none of the new modifications to the Subject Plan related to Rochford District or the objections made to the Plan by this Council.

RECOMMENDED (1) That the County Council be informed that this Council has no comment on the revised list of modifications to the Minerals Subject Plan dated November 1989, but that the previously lodged objections to the Plan are maintained in their entirety.

(2) That the Director of Development and the Secretary to the Council be authorised to make representations in pursuance of the Council's objections to the Minerals Subject Plan as set out in Minute 108/89, including attendance at the Public Inquiry. (TP19)(DD,SEC)



Development Services

97. TOWN AND COUNTRY PLANNING ACT 1971 - SECTION 210  
PROPOSED DIVERSION OF PART OF FOOTPATH 23, RAYLEIGH (Minute 471/89)

The Secretary to the Council reported that the preliminary consultation procedure had now been completed and that no adverse comments had been received.

RECOMMENDED That in accordance with the provisions of Section 210 of the Town and Country Planning Act 1971 an Order be made diverting part of Footpath 23, Rayleigh along the line now indicated. (70316)(SEC)

98. HIGHWAYS ACT 1980 - SECTION 119  
PROPOSED DIVERSION OF FOOTPATHS AT BOLT HALL, UPPER RAYPITS AND PUDSEY HALL FARM, CANEWDON

The Secretary to the Council reported on the history of earlier endeavours to divert these footpaths and gave details of a current application for diversion of all or part of Public Footpaths 1, 4, 5, 22 and 25 Canewdon and an associated application for diversion of parts of Footpaths 4 and 5 at Pudsey Hall Farm which also took into consideration a number of minor changes to these rights of way occasioned by alterations to the sea walls and drainage ditches, which had been suggested by the County Planner.

RECOMMENDED That the proposals be approved in principle, and that the Secretary to the Council be authorised to commence the statutory Public Path Diversion procedure. (73689)(SEC)

99. NAMING OF STREETS - DEVELOPMENT REAR OF 46 DEEPDENE AVENUE, RAYLEIGH  
(Minute 670/89)

Further to an earlier report on this matter, the Secretary to the Council reported the basis on which the name "Hazeldene" had been adopted as the preferred alternative and it was

RECOMMENDED That the action of the Secretary in consultation with the Chairman of the Committee in authorising the adoption of the name "Hazeldene" for the private drive serving the development at the rear of 46 Deepdene Avenue, Rayleigh be confirmed. (923)(SEC)

100. ROACH VALLEY CONSERVATION ZONE

The Committee noted the appended Minutes of the Meeting held on 28th November 1989 which had been chaired by Councillor D.C. Wood. In considering the request from the Group of Representatives for advice on planning applications within the Roach Valley Conservation Zone the Committee concurred with the suggestion of the Chairman that they be sent a copy of the Parish List for this purpose.

RECOMMENDED (1) That the South-East Essex Woodland Education Pack be made available to the public for the sum of £5.00 per copy. (DD)(Minute 65 - South-East Essex Woodland Education Pack)

(2) That concern be expressed to County over the further delay to the Cherry Orchard Lane link and that the improvements to Sutton Road are urgently needed. (DD)(Minute 66 - The South-East Essex Traffic Study)

Development Services

(3) That arrangements be made for a copy of the Parish List to be sent to the Group of Representatives. (DD)(Minute 69 - Any Other Business)

101. DISTRICT PLAN WORKING PARTY

Note: Councillor J.A. Gibson declared a non-pecuniary interest in recommendations (1) and (2) by virtue of membership of the Regional Executive of the National Playing Fields Association but remained in the Meeting and participated in the discussion and voting thereon.

The Committee had before them the appended Minutes of the Meeting held on 6th December 1989 and asked that the second recommendation relating to the disposal of surplus open space by the County Council be amended to strengthen the intention. As regards the review of the District Plan, in response to a question from a Member the Director of Development gave an assurance that all of the proposed revisions would be reported back via the Working Party to this Committee. He also noted the comments of a Member relating to Policy H.9 that in assessing design aspects of housing schemes particular attention should be given to frontages and distance between properties, size of gardens and ensuring that such developments would be in keeping with their surroundings. The Chairman suggested a minor revision to recommendation 6(ii) regarding Policy H.6. The Committee concurred with the suggestion of a Member that because of the need for clarification, an amendment to Policy TP15, as set out in recommendation (9)(vi) should be referred back to the District Plan Working Party.

RECOMMENDED (1) That this Council affirms its support for the campaign of the NPFA contained in its new document "The State of Play" and for the revised minimum requirements for outdoor recreational playing space as set out in the companion document "The NPFA Six Acre Standard."

(2) That the attention of the County Council be drawn to those two documents and they be urged to follow their policies in those documents when considering the disposal of surplus open space in their ownership. (7059) (DD) (Minute 101 - National Playing Fields Association)

(3) That the Secretary of State be informed that this Council generally welcomes the provisions of the draft revision of Planning Policy Guidance Note No. 3 and in particular the new section expounding on the importance of good design in housing areas but that this section could be further extended to provide valuable additional guidance.

(4) That consideration be given as part of the Local Plan review process to amplifying and extending relevant policies as required to take account of the intentions of the updated guidance contained in revised Planning Policy Guidance Note No. 3. (2081)(DD) (Minute 102 - Housing)

(5) That arrangements be made accordingly. (2081) (DD) (Minute 103 - South Farnbridge Village Plan Brief)

(6) That the Policies contained within Chapter Two be dealt with as follows:-

## Development Services

- (1) That Policy H2 be amended to take account of the housing sites still to be completed and to include the new housing sites for the 1991/2001 period to be phased in two five-year periods.
- (ii) That Policy H.6 be amended to reflect more accurately the position with regard to the future provision of foul and surface water drainage at South Fambridge.
- (iii) That the residential settlement areas be accorded the same notation as existing residential areas and identified as such on Local Plan Proposals Maps A,B,C,D and F and that Policy H5 be deleted.
- (iv) That Policy H8 be deleted.
- (v) That the remaining Policies be renumbered where appropriate but otherwise continue unaltered.

(7) That the Policies contained within Chapter Three be dealt with as follows:-

- (i) That the word "or" on the fifth line of Policy GB1 be deleted and that the word "in" on the eighth line of the Policy be substituted by the word "requiring".
- (ii) That Policy GB2 be retained and extended to provide for two further rural settlement areas drawn around those residential properties in Hall Road, Rochford and High Road, Hockley, which fall within the Green Belt and that those properties be individually specified in Appendix 3 of the Local Plan.
- (iii) That Policy GB4 be widened to include consideration of the conversion of unlisted redundant farm buildings and for conversion to uses other than as dwellings.
- (iv) That Policy GB5 be amended to make it clear that in appropriate cases permitted development rights will be removed from any development, including conversion, which results in a new dwelling being created in the Green Belt and that a further report be made on the potential for extending to other appropriate cases the ability to remove permitted development rights.
- (v) That a further report be made on Policy GB6 regarding extensions in the Green Belt.
- (vi) That Policies GB3 and GB7 remain unaltered.

(8) That the Policies contained within Chapter Four be dealt with as follows:-

- (i) That Policy EB1 be amended to read:-

"THE COUNCIL WILL SEEK TO MAINTAIN AND INCREASE APPROPRIATE LEVELS OF EMPLOYMENT AND ECONOMIC ACTIVITY IN THE DISTRICT COMMENSURATE WITH ENVIRONMENTAL CONSIDERATIONS AND THE CAPACITY OF THE INFRASTRUCTURE. THIS WILL BE ACHIEVED BY THE OTHER PROVISIONS OF THIS LOCAL PLAN AND THE ACTIVITIES OF OTHER RELEVANT AGENCIES, AND WHEN CONSIDERED NECESSARY AD HOC INITIATIVES BY THE COUNCIL RELATED TO THE RESOURCES THAT MAY BE AVAILABLE FROM TIME TO TIME."

Development Services

- (ii) That Policy EB2 be amended to read:-

"GENERAL INDUSTRIAL DEVELOPMENT (CLASS B2) WILL IN PRINCIPLE BE PERMITTED WITHIN THOSE AREAS ALLOCATED PRIMARILY FOR INDUSTRIAL PURPOSES AS DEPICTED ON THE PROPOSALS MAPS (MAPS A,B,C,D AND E). WITHIN THOSE AREAS ALLOCATED PRIMARILY FOR BUSINESS PURPOSES, USES WILL IN PRINCIPLE BE PERMITTED WITHIN CLASS B1 OF THE USE CLASSES ORDER 1987."

- (iii) That Policy EB3 be amended to read:-

"THE COUNCIL WILL ALLOCATE ADDITIONAL LAND FOR BUSINESS PURPOSES (CLASS B1) AT RAWRETH LANE, RAYLEIGH EAST OF PARK SCHOOL."

and that in the light of the response from the County Council a further report be made on the future of the Area of Special Restraint west of Aviation Way.

- (iv) That the remaining Policies continue unaltered.

(9) That the Policies contained within Chapter Five be dealt with as follows:-

- (i) That Policy TP1 be amended to read:-

"THE COUNCIL WILL SUPPORT THE ADOPTED SCHEME FOR THE B1013 ACCESS TO SOUTHEND, AND WILL ENDEAVOUR TO ENSURE THAT THE PROJECT IS CONSTRUCTED WITH NO UNDUE DELAY IN ACCORDANCE WITH THE PROGRAMMED DATE."

- (ii) That Policy TP2 be deleted and replaced by a more general Policy relating to a continuing programme of traffic management measures throughout the District.

- (iii) That Policy TP3 be amended to read:-

"THE COUNCIL WILL SUPPORT THE ADOPTED IMPROVEMENT SCHEME FOR SUTTON ROAD AND WILL ENDEAVOUR TO ENSURE THAT THE PROJECT IS CONSTRUCTED WITH NO UNDUE DELAY IN ACCORDANCE WITH THE PROGRAMMED DATES."

- (iv) That Policy TP7 be amended to read:-

"THE COUNCIL WILL SUPPORT IN PRINCIPLE THE PROVISION OF AN IMPROVED ROAD CONNECTION BETWEEN THE 127 RAYLEIGH WEIR JUNCTION AND THE M25 AND THE CONSTRUCTION OF SUCH A SCHEME AS SOON AS POSSIBLE."

- (v) That Policy TP8 be amended by the addition of the words:-

"...OR WOULD GIVE RISE TO UNACCEPTABLE ENVIRONMENTAL DAMAGE".

- (vi) That the District Plan Working Party be asked to give further consideration to the amendment proposed in respect of Policy TP15.

- (vii) That the remaining Policies continue unaltered.

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## Development Services

(viii) That Southend-on-Sea Borough Council be advised that in connection with the review of the Local Plan this Council would welcome a Member level meeting to discuss the preparation of the Master Plan for Southend Airport and that a Panel of Members be nominated for that purpose.

(2081) (DD) (Minute 104 - Strategy for Review of the Local Plan)

### 102. HORSE RIDING WORKING PARTY

The Committee noted the appended Minutes of the Meeting held on 17th January 1990, their attention being drawn to the offer by the horse riding organisations to assist with the provision of a bridleway in Sweyne Park.

### 103. PROVISION OF HORSE RIDING FACILITIES - APTON HALL ROAD TO LARKHILL ROAD, CANEWDON

The Secretary to the Council reported the basis on which certain local landowners were offering to provide land for a permissive horse riding trail connecting Apton Hall Road with Larkhill Road, Canewdon which would provide an urgently needed facility in that part of the District, but for which they were seeking some financial return possibly by the Council leasing the land and providing the ride as a recreational facility with the horse riding organisations offering some assistance. The Committee found the proposal acceptable in principle but recognised the need to identify the cost involved before any firm commitment could be given.

RECOMMENDED That the Secretary to the Council be authorised to discuss the scheme with the landowners concerned and report to a future Meeting. (23652)(SEC)

### 104. 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 7 of Part I of Schedule 12A of the Act.

### 105. 2 JUBILEE ROAD, RAYLEIGH

The Secretary to the Council reported in confidence on the reasons why the occupant of the above property had requested relaxation of a restrictive covenant to permit its conversion to a pair of flats for which planning permission had already been granted. The Committee were advised that the two applications had to be pursued as separate issues and having regard to the circumstances considered that the request should be approved subject to a fair settlement of the betterment value on the Council's behalf.

RECOMMENDED That the Secretary to the Council be authorised to negotiate the relaxation of the covenant as to use subject to a betterment clause to allow conversion of 2 Jubilee Road, Rayleigh to be used as two flats for private residential occupation only on the foregoing basis. (9300)(SEC)

ROCHFORD DISTRICT COUNCIL

DEVELOPMENT SERVICES COMMITTEE - 15TH FEBRUARY 1990

REPORT OF THE HEAD OF ENVIRONMENTAL SERVICES

STREET LIGHTING (Minute 615/89)

1. Introduction

In a report to the last Development Services Committee Members were advised of the current situation with street lighting in the District. Particular attention was drawn to the lights of uncertain ownership in the former Rayleigh R.D.C. area, that is, in the parished parts of the present District. The Head of Environmental Services was authorised to continue discussions with the Parish Councils, Essex County Council and Eastern Electricity.

2. The Updated Situation

Two very useful meetings of Officers have taken place and efforts have been directed at establishing an accurate list of street lights of uncertain ownership using all of the records available. In addition, site surveys have been carried out, at length, to cross reference the information. The results of this work are appended.

3. The Way Forward

- (a) Hockley - The Parish Council have agreed to take responsibility for the 13 street lights within their Parish.
- (b) Canewdon - The Parish Council have agreed to take responsibility for the one street light of uncertain ownership in Gays Lane and are investigating the future of the street lights in Canute Close.
- (c) Hullbridge - The Parish Council have agreed to take responsibility for the 63 street lights of uncertain ownership within their Parish. There remains doubt over the 3 street lights in Harrison Gardens and the Parish Council are in discussion with the County Council.

As mentioned in the earlier report, in May 1976 the Council accepted responsibility for a number of street lights in Hullbridge Parish and Members have confirmed this decision. Site surveys and discussions with Eastern Electricity have shown that the total number of street lights involved is 81, as shown on the appendix.

Clearly, it would create confusion to have three Councils - the County, District and Parish - responsible for the street lighting in Hullbridge. In order to reduce problems, the Parish Council have offered to administer the District Council's street lighting within the Parish, recharging on an actual cost basis. This would be a very satisfactory arrangement and the Head of Environmental Services suggests that Members accept the offer.

- (d) Rayleigh (former U.D.C. area) - A total of 34 street lights of uncertain ownership have now been identified and Members previously established the policy of accepting responsibility. Surveys are continuing and it is thought that a few more lights will, in due course, be added to the list.

It will be recalled that the Chairman of the Committee gave an undertaking at the last Meeting that a Meeting would be arranged at an appropriate juncture with the County Council and the Hullbridge Parish Council to discuss the problems in that area and agreed to a request for Ward Members to be included also. Noting that it has since proved possible to resolve almost all of the difficulties, the Committee may feel that this need not now be pursued.

RECOMMENDED (1) That the Council enters into an agreement for the maintenance of its street lighting in Hullbridge by the Parish Council on terms and conditions approved by the Head of Environmental Services.

(2) That the Head of Environmental Services be authorised to accept responsibility for street lights in the former Rayleigh U.D.C. area where appropriate, subject to expenditure not exceeding the estimate provision. (966)(HES)

Background Papers: Letter from Hullbridge Parish Council dated 30th January 1990. (966)(HES)

000222

# SCHEDULE OF STREET LIGHTS

Location:	Adopted by ECC	Uncertain Ownership	Adopted by RDC	Notes
Canewdon Parish				
Canute Close		5		being investigated by P.C.
TOTAL		5		
Hullbridge Parish				
Abbey Road	12	-	-	
Abbey Close	2	-	-	
Alfreda Avenue	-	-	5	
Ashdene	1	-	-	
Beech Road	2	-	-	
Broom Road	-	4	-	
Burlington Gardens	-	3	-	
Burnham Road	-	-	16	
Cedar Drive	6	-	-	
Central Avenue	-	19	-	
Cherrydene Close	2	-	-	
Cranleigh Gardens	-	1	-	
Creek View Avenue	2	4	-	
Crouch Avenue	-	-	14	
Crouch View Grove	-	-	4	
First Avenue	-	2	-	
Fourth Avenue	-	1	-	
Grasmere Avenue	-	-	14	
High Elms Road	-	7	-	
Keswick Avenue	13	-	-	
Kendal Avenue	4	-	-	
Kingsway	-	1	-	
Long Lane	-	2	-	
Malyons Lane	-	2	-	
Mapledene Avenue	7	-	-	
Mayfield Avenue	2	-	-	
Meadow Road	-	1	-	
Monksford Avenue	4	-	-	
Padgetts Way	-	-	8	
Pevensey Gardens	-	5	-	
Pinewood Close	2	-	-	
Queen Anne's Grove	-	2	-	
Riverview Gardens	-	3	-	
Rosillian Drive	-	1	-	
The Avenue	-	-	5	
The Drive	-	-	11	
The Priors	1	-	-	



The Walk	-	-	1
Third Avenue	-	2	-
Thorpedean Avenue	1	-	-
Thorpedean Avenue	6	-	-
Wellington Avenue	-	4	-
West Avenue	-	3	3
TOTAL	67	63	81

Harrison Gardens	-	3	-
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P.C.  
discussing  
with ECC

### Rayleigh

Disraeli Road	4
Eastwood Rise (unmade)	2
Gladstone Gardens	2
Hillview Road	1
Rayleigh Downs Road	6
Sandhill Road	6
The Drive	6
Western Road	4
Montefiore Avenue	3
TOTAL	34

000224

ROCHFORD DISTRICT COUNCIL

DEVELOPMENT SERVICES COMMITTEE - 15TH FEBRUARY 1990

MINUTES OF THE ROACH VALLEY CONSERVATION ZONE GROUP OF REPRESENTATIVES

At a Meeting Held on 28th November 1989

Present

Council Side: Councillors R.S. Allen, Mrs. L. Walker and D.C. Wood.

Representatives:

Mr. M. Astor	- ex RVCZ Working Group
Mr. N. Drayton-Thomas	- Ashingdon Parish Council
Mrs. R.H. Francis	- Rochford Parish Council
Mr. L.W. Jessen	- Council for the Protection of Rural Essex
Miss J. MacConnell	- South East Essex Natural History Society
Mr. J.M.N. Rankin	- Country Landowners' Association
Mr. J. A. Squier	- National Farmers' Union
Mr. D. Twells	- Ramblers' Association
Mr. M. Wright	- Canewdon Parish Council

Apologies for Absence: Mr. R. Gibson, Miss D. Sparrow and Dr. J.S. Wortley.

NOTE: The Chairman advised the Group that apologies had also been received from Mr. C. Ramsden, the District Engineer for the National Rivers Authority who was unable to attend the Meeting to talk on flood precautions.

63. MINUTES

Resolved that the Minutes of the Meeting held on 14th June 1989 be approved as a correct record, subject to the correct spelling of Mr. J.A. Squier's surname throughout.

On Minute 61 a Member was advised that a check would be made on the number of events in Potash Wood and if that exceeded the level at which planning permission was required appropriate action would be taken.

64. EMERGENCY CENTRE IN HOCKLEY WOODS

The Assistant Chief Executive circulated two plans of the proposed centre and its location and advised that in 1987 the Home Office had placed a requirement on all local authorities to provide an underground emergency centre within 10 years. Various locations had been evaluated and Hockley Woods had been selected as the most suitable site due to its central position on rising ground and the fact that there were no residential properties immediately nearby where the occupiers would be disturbed during the construction stage.

The Assistant Chief Executive answered questions from Members of the Group regarding the capacity and use of the proposed centre, that the radio link would be provided by a telescopic aerial and there would be no damage to nearby trees.

The Director of Development advised that there had been consultation with the Nature Conservancy Council who had asked that disturbance by contractors vehicles adjacent to this area of Special Scientific Interest should be kept to an absolute minimum.

The Group expressed concern at the proposed location of the Emergency Centre due to the sensitivity of the site, supported the request of the Nature Conservancy Council and asked that when construction commenced every care should be taken regarding the nearby trees.

65. SOUTH EAST ESSEX WOODLAND EDUCATION PACK

The Director of Development circulated copies of the Education Pack to the Group who were extremely pleased with the high quality of the book and noted that it would be the intention for it to be made available to local schools at a price of £5.00 per copy once approval had been granted.

RECOMMENDED That the South East Essex Woodland Education Pack be sold for £5.00. (DD)

66. THE SOUTH EAST ESSEX TRAFFIC STUDY

The Director of Development reported on the content of TPPI6, issued by the Department of Transport which was in draft and had not been approved at the time of the Meeting.

The Group were concerned at the slippage of the Cherry Orchard Lane link by one year to 1992/93 and noted that the new roundabout at the A127 had been agreed and funds were being diverted to enable its construction. Also the improvements to the section of Sutton Road which lay within the Rochford District were programmed to commence in 1993/94.

The Group discussed the possibility of the Cherry Orchard Lane link extending to the north through Ashington and the Chairman advised Members that although this had been examined there were no firm plans.

Two conflicting views were expressed. On the one hand that insufficient funds had been made available in the past to provide an adequate road network in the area and that there was now a need to compensate. On the other hand that to construct new road links could be self-defeating by encouraging further development and generating additional traffic.

The Chairman advised the Group that the South East Essex Traffic Study was about to be concluded and members asked that concern should be expressed to County over the further delay to the Cherry Orchard Lane link and that the improvements to Sutton Road were urgently needed.

RECOMMENDED That arrangements be made accordingly. (DD)

67. BALTIC WHARF

The Director of Development advised the Group that the Baltic Wharf application had been refused on highway grounds by the Council's Planning Services Committee and that no appeal had been received as at the date of the Meeting.

000226

68. RIGHTS OF WAY

At the request of the Chairman, Mr. David Collins, Chief Assistant (Legal) at Rochford District Council advised the Group on various aspects of the rights of way system and answered Members' questions.

69. ANY OTHER BUSINESS

In response to a question the Group noted advice from a Member that he would be submitting a planning application, in the near future, to the Rochford District Council for permission to lay an 18 hole golf course at Gusted Hall.

A Member advised the Group that two barns at Rochford Hall had been demolished and re-erected at a different location.

The Chairman advised the representatives that there had been an enquiry regarding a quasi-industrial development at Broomhills, Stambridge and that details would be reported to them if an application was received.

A Member referred to the fact that the previous Meeting had been cancelled owing to lack of business and the Chairman reminded him that this had been done on the basis that if anything of major importance had needed to be discussed, an urgent Meeting of the representatives would have been called in the interim period.

Finally, a Member suggested that it would be beneficial to the Group if a list of planning applications approved within the Roach Valley Conservation Zone could be prepared for submission to each Meeting.

RECOMMENDED That the above request be referred to the Development Services Committee for consideration.

000227

ROCHFORD DISTRICT COUNCIL

DEVELOPMENT SERVICES COMMITTEE - 15TH FEBRUARY 1990

MINUTES OF THE DISTRICT PLAN WORKING PARTY

At a Meeting held on 6th December 1989

Present: Councillors D.C. Wood (Chairman), J.A. Gibson, Miss B.G.J. Lovett, R.A. Pearson, J.A. Sheaf, S.A. Skinner, Mrs. Mrs. L. Walker, P.F.A. Webster and D.A. Weir.

Apoligues: Councillor Mrs. E.M. Hart.

100. MINUTES

The Minutes of the Meeting held on 26th September 1989 were approved as a correct record.

101. NATIONAL PLAYING FIELDS ASSOCIATION

NOTE: Councillor J.A. Gibson declared a non-pecuniary interest in this matter by virtue of membership of the Regional Executive of the National Playing Fields Association but remained in the Meeting and participated in the discussion and voting thereon.

Members had before them a copy of the NPFA document "The State of Play" which was intended to enlist support for that organisation's campaign to secure sufficient provision of outdoor facilities for sport and recreation on a statutory basis. The Director of Development advised the Working Party that another document entitled "The NPFA Six Acre Standard" had been published at the same time which updated the Association's recommendations on minimum requirements for outdoor recreational playing space as being a total of 6 acres per 1,000 population dependent upon the age profile involved. Members recalled that an exercise had already been undertaken to ensure through the Local Plan process that there was sufficient provision and were pleased to learn that Rochford already met the NPFA standards. Indeed the Rochford initiative in dedicating open space to the NPFA had been instrumental in alerting that body to the need to safeguard and strengthen existing provision on a formula basis which could be defended against the threat of market forces. They were now prepared to be called upon to assist Local Authorities in defending appeals where their evidence was thought to be appropriate.

A Member suggested that the attention of the County Council as custodians of large areas of open space should be drawn to the two documents to ensure that they paid due regard to the policies contained therein noting their current intention to dispose of school playing fields surplus to their requirements. The Working Party accepted that to endorse the NPFA policy statement and standards would reinforce the approach already adopted by the Council and it was

RECOMMENDED (1) That this Council affirms its support for the campaign of the NPFA contained in its new document "The State of Play" and for the revised minimum requirements for outdoor recreational playing space as set out in the companion document "The NPFA Six Acre Standard."

(2) That the attention of the County Council be drawn to those two documents and they be urged to have regard to their provisions in considering the disposal of surplus open space in their ownership. (7059) (DD)

#### 102. HOUSING

The Director of Development reported that Planning Policy Guidance Note No. 3 dealing with Housing had been redrafted by the DoE who were requesting comments thereon and identified a number of changes of emphasis which could improve the position of Local Authorities in defending appeals. That was welcomed by Members who recognised the need to take account of the revised Guidance Notes in the current review of the Local Plan. They accepted the possibility of providing a design brief for developers in appropriate cases - as had been done in the case of South Fambridge - but concurred with the suggestion that more guidance on this aspect ought to be provided by the DoE and cautioned against too much resource being committed to this activity.

RECOMMENDED (1) That the Secretary of State be informed that this Council generally welcomes the provisions of the draft revision of Planning Policy Guidance Note No. 3 and in particular the new section expounding on the importance of good design in housing areas but that this section could be further extended to provide valuable additional guidance.

(2) That consideration be given as part of the Local Plan review process to amplifying and extending relevant policies as required to take account of the intentions of the updated guidance contained in revised Planning Policy Guidance Note No. 3. (2081) (DD)

#### 103. SOUTH FAMBRIDGE VILLAGE PLAN BRIEF

The Director of Development reminded Members that at the earlier request of the Working Party a Village Plan had been produced for South Fambridge which was on an informal basis at this stage. Members accepted that it would be desirable to use the process of review to incorporate the Village Plan within the Local Plan on a formal basis for which purpose a report would be made to a future Meeting.

RECOMMENDED That arrangements be made accordingly. (2081) (DD)

#### 104. STRATEGY FOR REVIEW OF THE LOCAL PLAN

The Director of Development reminded Members that at an earlier Meeting an endeavour had been made to list those policies which required review, but it was considered preferable that the Working Party should review all the policies contained in the Local Plan on a chapter-by-chapter basis. As a result of that exercise a positive decision could be taken as to which policies did not require any alteration and on other policies needing to be deleted, amended or updated. Some of the alterations required would be straight-forward and could be identified immediately whilst others would be more detailed and a re-draft would come back to the Working Party for further consideration in those cases. It was agreed that any matters which Members wished to raise could accordingly be dealt with at the appropriate juncture.

Having agreed to proceed on that basis Members then considered in turn each of the policies contained within Chapters 2 to 5 as follows.

## Chapter 2 - Population and Housing

### Policy H1 - The General Location of Residential Development

It was agreed that no alteration was required to this general Policy which indicated the areas where residential development would be permitted.

### Policy H2 - Location and Amount of New Residential Land

Members noted that this Policy needed to be updated to reflect the fact that certain of the sites listed had been developed and to take account of the decision of the Council that certain of the Areas of Special Restraint formerly referred to within Policy H8 should be released for residential development which for guidance purposes fell into two phases, namely either post 1990 or post 1995.

### Policy H3 - Preparation of Design Briefs

It was considered that this Policy was still relevant particularly in the light of revised Planning Policy Guidance Note No. 3 considered earlier and did not require any alteration.

### Policy H4 - Ensure Availability of Allocated Land for Development

A Member questioned whether it was appropriate for the Council to use compulsory powers to assist private developers. The Working Party accepted however that there were certain circumstances in which the difficulties of assembling land would otherwise render the site undevelopable in which case the Council had an enabling role to play. It was accordingly considered that the Policy should be maintained unaltered so as to ensure that sites were available for development throughout the Plan period which had to be capable of demonstration in order to defend appeals.

### Policy H5 - Settlement Areas

Members were reminded that in the preparation of the Local Plan seven Settlement Areas had been removed from the Green Belt and allocated for residential purposes. They were no longer required to be separately identified and it was accepted therefore that they could be accorded the same residential notation as the existing residential areas.

### Policy H6 - Drainage at South Fambridge

Members noted that although the problems relating to foul and surface water drainage in this area had not been resolved there were proposals for development and that the situation would change in April 1990 when developers would be required to make a contribution towards such facilities. It was accordingly considered that the Policy should be updated to reflect the current position.

### Policy H7 - Riverside Settlement at Hullbridge

It was accepted that this Policy which controlled development in this unique area within the District had been successful and did not require alteration.

#### Policy H8 - Areas of Special Restraint

Arising out of the decision of the Council to allocate uses and phasings to these areas the Policy was no longer required and could be deleted.

#### Policy H9 - Adopted Design Policies

It was accepted that this Policy related to a comprehensive list of Housing Design Policies contained in Appendix 1 and did not therefore require alteration.

#### Policy H10 - Satellite Antennae

Members noted that this Policy related to the provisions contained in Appendix 5 and did not as such require alteration but concern was expressed that with the advent of satellite television receiver dishes were beginning to proliferate often without regard to their environmental impact. Whilst accepting that they fell outside the current scope of planning control Members concurred with a suggestion that because Rochford Town Centre was designated as an outstanding Conservation Area it was possible to apply to the Secretary of State for an Article 4 Direction which if granted would enable control to be exercised within that area. The Chairman asked that the approach be broadened to include the other Conservation Areas within the District.

#### Policy H11 - Development of Small Sites

This Policy supported the controlled use of intensification which was an important factor in meeting housing supply targets and Members accepted that it should remain unaltered.

#### Policy H12 - Backland Development

Members were pleased to note that the draft revision of the Planning Policy Guidance Note No.3 the subject of a concurrent report considered earlier could result in this Policy receiving greater support by the DoE in future and accepted that the Policy as recently amended should be maintained in its revised form.

#### Policy H13 - Conversion of Large Houses to Flats

In the light of a recent DoE projection showing an increase throughout the 1990's in the number of small and single person households Members considered that appropriate conversions should continue to be encouraged and Policy H13 should remain unaltered.

#### Policy H14 - Loss of Residential Development

Members supported the retention in its existing form of Policy H14 which was designed to ensure that development proposals involving the loss of existing residential accommodation were resisted.

#### Policy H15 - Sub-Division of Single Dwelling Houses

Members considered that this Policy, which was intended to ensure that proposals for sub-division of larger houses did not adversely affect the local amenities, had been successful in enabling appeals to be defended and should be maintained.



## Policy H16 - Safeguard Amenities of Residential Areas

This Policy was similarly designed to ensure that in general proposals for development were carefully considered to safeguard existing residential amenities and did not require any amendment.

## Policy H17 - Restrictions to Residential Caravan Parks

Members accepted that this Policy which related to the four residential caravan parks within the District should remain unaltered.

## Chapter Three - The Green belt

### Policy GB1 - Green Belt Restrictions Policy

Since this Policy amplified and extended the contents of Policy S9 of the Essex Structure Plan it was agreed that two minor amendments should be made to its wording to reflect alterations in the Structure Plan Policy.

### Policy GB2 - Rural Settlement Areas

The Director of Development reported on two residential areas, namely Hall Road, Rochford and High Road, Hockley, parts of which were currently in Green Belt notation. Whilst it was considered appropriate that they should remain so, that imposed a more stringent restriction on extensions than would otherwise be the case, which had led to a number of appeals, most of which had been granted. It was accordingly accepted that it would be reasonable to provide a relaxation by including both groups of dwellings within a rural settlement area and identifying the specific properties concerned within Appendix 3 of the Plan.

Some Members suggested that there could be a case for reconsidering the policy on extensions as applied to large residential properties where it was necessary also to have regard to the scale involved and it was agreed that this should be borne in mind when considering other policies.

### Policy GB3 - Agricultural Dwellings

It was considered that this Policy provided a realistic framework against which to judge applications for agricultural workers dwellings and should remain unaltered.

### Policy GB4 - Redundant Farm Buildings to Dwellings

It was considered that this Policy, which related specifically to the conversion of redundant listed farm buildings to dwellings, should be widened to include non-listed farm buildings and to provide for conversion for purposes other than dwellings.

### Policy GB5 - Planning Conditions on New Dwellings

In accepting that it was important to retain the ability to remove permitted development rights from new dwellings allowed in the Green Belt Members considered that the wording should be amended to make it clear that they might also be removed in cases where dwellings were created by the conversion of redundant farm buildings. A Member asked that further consideration be given to the potential for extending that ability to other applications where circumstances were regarded as warranting such a course of action.

#### Policy GB6 - Extensions in the Green Belt

It was accepted that consideration of this Policy should be deferred for further report in the light of the views expressed earlier in connection with Policy GB2.

#### Policy GB7 - Extensions to Private Gardens

Members accepted that there should be no change to this Policy which was a safeguard against damage to visual amenity and loss of good quality agricultural land.

### Chapter Four - Employment and Business

#### Policy EB1 - Strategy

Whilst noting that the current economic uncertainties made it difficult to assess how the Council could best assist industry in the future Members accepted that the policy should be to ensure that no reasonable job opportunity was lost by making available serviced sites and buildings having taken all environmental and infrastructural considerations into account. They agreed that the wording of the Policy should be updated accordingly.

#### Policy EB2 - Industrial Development

Members accepted that the text of the Policy should be revised to reflect changes in the Use Classes Order.

#### Policy EB3 - Allocation of Additional Land

Members noted that the allocations originally contained in this Policy had been achieved and that those references could be deleted but that more recently it had been decided that the Area of Special Restraint at Rawreth Lane east of Park School should be used for light industrial purposes and agreed that the Policy should be amended accordingly. They noted that a further report would be made regarding the future of the 40 acre Area of Special Restraint west of Aviation Way once the views of the County Council as owners had been obtained.

The remaining Policies in this Chapter regarding Warehousing (EB4), Landscaping (EB5) and Non-conforming Uses (EB6) were considered to be relevant and justifying retention in their existing form.

### Chapter Five - Transportation and Parking

In considering this Chapter Members were mindful of the significant increase in traffic movements, that the results of the County's traffic study were awaited and that in the meantime a number of short term traffic improvement measures had been implemented and some of the major road schemes now appeared nearer to fruition.

#### Policy TP1 - Access to Southend

It was agreed that this Policy should be updated to reflect the adoption of a preferred scheme for the B1013 Relief Route which was now scheduled for commencement in 1992/93.

Policy TP2 - Traffic Management Measures, B1013

Since a number of short term measures had been implemented successfully on this route and others were proposed it was considered that the Policy should be updated to reflect that progress.

Policy TP3 - Sutton Road

Members accepted that this Policy should be updated to reflect that a scheme had been agreed in respect of Sutton Road to commence in 1993/94 in Rochford.

Policy TP4 - Ashingdon Road

Policy TP5 - Rayleigh Town Centre

Policy TP6 - Eastwood Road

Whilst recognising that a number of traffic management measures had been implemented at most of these locations Members expressed their preference for the retention of the existing separate Policies in each case rather than their incorporation within one composite Policy as had been suggested.

Policy TP7 - Major Road Network

Members accepted that with the commencement of the Rayleigh Weir Underpass Scheme this Policy should be updated to support in principle the provision of an improved road connection between that junction and the M25 intersection.

Policy TP8 - Heavy Lorry Movements

Members were mindful that heavy lorry movements continued to give rise to problems and were generated largely by waste disposal and mineral extraction, both being matters outside this Council's direct control. It was accordingly considered essential to retain the existing Policy and to strengthen it to guard against applications that would give rise to unacceptable environmental damage.

Policy TP9 - Rail Service

Policy TP10 - Bus Routes

Policies TP11 and 12 - Southend Airport

All of these Policies remained relevant and Members accepted that they should be retained subject to the proviso that since a Master Plan was being prepared for the Airport it would be appropriate to request that a Member level meeting be arranged with Southend-on-Sea Borough Council to discuss matters of mutual interest pertaining thereto.

Policy TP13 - Wallasea Ferry

Although the reintroduction of a ferry service appeared remote Members considered that the Council would support such a development and asked that the Policy be retained.

#### Policy TP14 - Public Car Parks

The intentions expressed in this Policy were still relevant and should be maintained.

#### Policy TP15 - Car Parking Standards

Members accepted that it would be desirable to simplify this Policy and agreed the re-wording proposed.

RECOMMENDED (1) That the Policies contained within Chapter Two be dealt with as follows:-

- (1) That Policy H2 be amended to take account of the housing sites still to be completed and to include the new housing sites for the 1991/2001 period to be phased in two five-year periods.
- (ii) That Policy H6 be amended to more accurately reflect the position with regard to the future provision of foul and surface water drainage at South Farnbridge.
- (iii) That the residential settlement areas be accorded the same notation as existing residential areas and identified as such on Local Plan Proposals Maps A,B,C,D and F and that Policy H5 be deleted.
- (iv) That Policy H8 be deleted.
- (v) That the remaining Policies be renumbered where appropriate but otherwise continue unaltered.

(2) That the Policies contained within Chapter Three be dealt with as follows:-

- (i) That the word "or" on the fifth line of Policy GB1 be deleted and that the word "in" on the eighth line of the Policy be substituted by the word "requiring".
- (ii) That Policy GB2 be retained and extended to provide for two further rural settlement areas drawn around those residential properties in Hall Road, Rochford and High Road, Hockley, which fall within the Green Belt and that those properties be individually specified in Appendix 3 of the Local Plan.
- (iii) That Policy GB4 be widened to include consideration of the conversion of unlisted redundant farm buildings and for conversion to uses other than as dwellings.
- (iv) That Policy GB5 be amended to make it clear that in appropriate cases permitted development rights will be removed from any development, including conversion, which results in a new dwelling being created in the Green Belt and that a further report be made on the potential for extending to other appropriate cases the ability to remove permitted development rights.
- (v) That a further report be made on Policy GB6 regarding extensions in the Green Belt.
- (vi) That Policies GB3 and GB7 remain unaltered.

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(3) That the Policies contained within Chapter Four be dealt with as follows:-

(i) That Policy EB1 be amended to read:-

"THE COUNCIL WILL SEEK TO MAINTAIN AND INCREASE APPROPRIATE LEVELS OF EMPLOYMENT AND ECONOMIC ACTIVITY IN THE DISTRICT COMMENSURATE WITH ENVIRONMENTAL CONSIDERATIONS AND THE CAPACITY OF THE INFRASTRUCTURE. THIS WILL BE ACHIEVED BY THE OTHER PROVISIONS OF THIS LOCAL PLAN AND THE ACTIVITIES OF OTHER RELEVANT AGENCIES, AND WHEN CONSIDERED NECESSARY AD HOC INITIATIVES BY THE COUNCIL RELATED TO THE RESOURCES THAT MAY BE AVAILABLE FROM TIME TO TIME."

(ii) That Policy EB2 be amended to read:-

"GENERAL INDUSTRIAL DEVELOPMENT (CLASS B2) WILL IN PRINCIPLE BE PERMITTED WITHIN THOSE AREAS ALLOCATED PRIMARILY FOR INDUSTRIAL PURPOSES AS DEPICTED ON THE PROPOSALS MAPS (MAPS A,B,C,D AND E). WITHIN THOSE AREAS ALLOCATED PRIMARILY FOR BUSINESS PURPOSES, USES WILL IN PRINCIPLE BE PERMITTED WITHIN CLASS B1 OF THE USE CLASSES ORDER 1987."

(iii) That Policy EB3 be amended to read:-

"THE COUNCIL WILL ALLOCATE ADDITIONAL LAND FOR BUSINESS PURPOSES (CLASS B1) AT RAWRETH LANE, RAYLEIGH EAST OF PARK SCHOOL."

and that in the light of the response from the County Council a further report be made on the future of the Area of Special Restraint west of Aviation Way.

(iv) That the remaining Policies continue unaltered.

(4) That the Policies contained within Chapter Five be dealt with as follows:-

(i) That Policy TP1 be amended to read:-

"THE COUNCIL WILL SUPPORT THE ADOPTED SCHEME FOR THE B1013 ACCESS TO SOUTHEND, AND WILL ENDEAVOUR TO ENSURE THAT THE PROJECT IS CONSTRUCTED WITH NO UNDUE DELAY IN ACCORDANCE WITH THE PROGRAMMED DATE."

(ii) That Policy TP2 be deleted and replaced by a more general Policy relating to a continuing programme of traffic management measures throughout the District.

(iii) That Policy TP3 be amended to read:-

"THE COUNCIL WILL SUPPORT THE ADOPTED IMPROVEMENT SCHEME FOR SUTTON ROAD AND WILL ENDEAVOUR TO ENSURE THAT THE PROJECT IS CONSTRUCTED WITH NO UNDUE DELAY IN ACCORDANCE WITH THE PROGRAMMED DATES."

(iv) That Policy TP7 be amended to read:-

"THE COUNCIL WILL SUPPORT IN PRINCIPLE THE PROVISION OF AN IMPROVED ROAD CONNECTION BETWEEN THE 127 RAYLEIGH WEIR JUNCTION AND THE M25 AND THE CONSTRUCTION OF SUCH A SCHEME AS SOON AS POSSIBLE."

(v) That Policy TP8 be amended by the addition of the words:-

"...OR WOULD GIVE RISE TO UNACCEPTABLE ENVIRONMENTAL DAMAGE".

(vi) That Policy TP15 be amended to read:-

"IN CONSIDERING APPLICATIONS FOR NEW DEVELOPMENT THE COUNCIL WILL REQUIRE PROVISION OF CAR PARKING SPACES IN ACCORDANCE WITH THE STANDARDS SET OUT IN APPENDICES 1 AND 2 AND CONTAINED IN INDIVIDUAL POLICIES, AS MAY BE AMENDED FROM TIME TO TIME."

(vii) That the remaining Policies continue unaltered.

(viii) That Southend-on-Sea Borough Council be advised that in connection with the review of the Local Plan this Council would welcome a Member level meeting to discuss the preparation of the Master Plan for Southend Airport and that a Panel of Members be nominated for that purpose.

#### 105. CONTINUATION OF THE REVIEW PROCESS

The Chairman advised Members that arrangements had been made for further Meetings to be held on 18th January, 21st February and 19th March 1990 to enable the review of the Local Plan to continue.

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ROCHFORD DISTRICT COUNCIL

DEVELOPMENT SERVICES COMMITTEE - 15TH FEBRUARY 1990

MINUTES OF THE HORSE RIDING WORKING PARTY

At a Meeting held on 17th January 1990. Present:

Rochford District Council representatives - Councillor D.C. Wood  
(Chairman)  
- Mr. D.S.W. Collins  
- Mr. B. Watmough

Essex County Council - Mr. A. Swain  
Mr. P. Wilkinson

H.O.R.S.E. - Mr. H. Smith

H.O.R.S.E./N.F.U. - Mr. H. Squier

Essex Bridleways Association - Mrs. A. Pollock

Open Spaces Society - Mrs. J. Howe

Ramblers' Association - Mr. L. Jessen

Apology for Absence: Mrs. B. Graham.

94. MR. E.D. LEE

A letter was read from Mr. Lee tendering his resignation from the Working Party. Mr. Lee had recently re-joined the Council's Staff and felt that he should no longer retain his position in the Group.

95. MINUTES

The Minutes of the Meeting held on 10th May 1989 were approved as a correct record.

96. PERMISSIVE ROUTES

Mr. Watmough reported that following many years of discussion and consultation, proposals for both statutory bridleways and permissive routes in Grove Woods had now been agreed, and that planning permission for use of the site as a Public Open Space had been granted. The works required to bring the various routes up to an acceptable standard should be completed, weather permitting, by the end of March 1990, following which application would be made for a Highway Extinguishment Order under Section 209 of the Town and Country Planning Act 1971. The work in Hockley Woods had progressed satisfactorily and was nearing completion.

Discussion took place regarding the possibility of providing a link from the Plumberow Mount area to Church Road, Hockley to facilitate access to the show ground at Wadham Park. All roads leading to this show ground were unsuitable for horses due to heavy traffic and restricted widths, and if a route avoiding public highways could be achieved it would have

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considerable benefits to riders. It was agreed that this prospect should be investigated and a report made to a future Meeting.

97. PROPOSED PERMISSIVE ROUTE - APTON HALL ROAD TO LARK HILL ROAD, CANEWDON

The Working Party received details of a proposal by A.W. Squier Limited to provide a permissive route over their land from Apton Hall Road to Lark Hill Road, Canewdon. The route would be approximately 2 miles in length, and would provide a much needed facility in the Canewdon area. Messrs. Squiers had however stated that due to the area of land involved, they would be looking for some financial return from this use of the land.

It was pointed out that the Council could not contribute to a scheme to which the public did not enjoy free access, but it was nevertheless felt that there might be some scope for Council participation subject to the agreement of suitable terms. It was therefore suggested that the matter be referred to the Development Services Committee with a view to the Secretary to the Council seeking authority to discuss the scheme with the landowners.

98. FOOTPATH 7 ASHINGDON

Mr. Wilkinson reported problems of encroachments along almost the whole route of this footpath. Difficulties were being encountered in achieving an acceptable width for bridleway use. The County Council were of the opinion that as the route was classified as a footpath there were no legal grounds to enforce a width of more than 6 feet, and a greater width could therefore only be achieved with the goodwill of adjoining owners.

Clearance work on some sections of the path, notably at the west end, was being undertaken and could be completed by March 1990. It might then be possible to make use of this section by linking it with Durham Road or Lincoln Road, both of which were unadopted streets over which there were public rights of way on foot.

99. CLEMENTS HALL LANE LINK

Mr. Wilkinson was not able to report any progress with this route. It was also noted that the associated route through the former Spencers Nursery would not be commenced until the pleasure ground was developed. Mrs. Pollock drew attention to considerable damage to the surface of the east-west part of the route over Mr. Keddie's land near to Windsor Gardens.

100. SWEYNE PARK

Mr. Collins reported it had been agreed that the Council would construct the proposed bridleway with the aid of a Grant from Essex County Council, which was currently under consideration, and would thereafter be responsible for maintenance. The Council's application to the Countryside Commission for a grant towards the cost of the work had been refused, on the grounds that the Commission had insufficient funds available. Several small parcels of land remained to be acquired before application could be made for the necessary Highway Order, and it was anticipated that the construction of the bridleway would not commence for approximately 12 months. It was indicated that assistance would be forthcoming from the Horse Riding organisations, particularly with fencing and it was suggested that application might be made to the Sports Council for grant aid.



101. BRIDLEWAYS IN THE ROCHFORD DISTRICT

Mr. Wilkinson reported on the County Council's proposals for achieving an approved bridleway network in Essex and circulated details of projects in the Rochford District. Members were pleased to note that Rochford had been placed in the highest category for project activity. Projects for 1990 included negotiations for a route between Blountswood Road and Ferndale Road, Rayleigh, upgrading of Footpath 7 Ashingdon and assistance with the proposed bridleway at Sweyne Park. Beyond 1990 it was hoped to establish routes between Hullbridge Road and Sweyne Park, and Murrells Lane and Plumberow Mount, and to complete the route around Clements Hall. Generally, progress in the Rochford District had not been satisfactory as each scheme had raised problems which had been difficult to resolve.

102. BRIDLEWAY 10 - AVIATION WAY, ROCHFORD

It was noted that during recent building operations near this route, a considerable quantity of liquid concrete had been washed out of lorries visiting the site and left on the bridleway. It was understood that the land over which the bridleway passed was owned by Essex County Council and the matter was noted by the County Officers present.

103. ANY OTHER BUSINESS

Brief reports were made on progress with the diversion of the bridleway at Stambridge Mills and regarding the enclosure of part of the greensward at Lark Hill Road, Canewdon. Mrs. Howe referred to the proposal to establish a Golf Course near Gusted Hall and expressed concern at the effect which this proposal could have on horse riders using Gusted Hall Lane and the by-way through The Scrubs. Gusted Hall Lane was extremely narrow and winding and it was feared that the considerable increase in traffic which would result from the proposed Golf Course would create unacceptable conditions for horse riders. It was also noted that the Highway Authority would require reconstruction of the Gusted Hall Lane/Main Road junction by a new road junction in the vicinity of Rawalpindi Nursery, which would adversely affect the permissive route from Gusted Hall Lane to Mount Bovers Lane. It was agreed that all of these matters be noted and brought to the attention of the Director of Development.

104. DATE OF NEXT MEETING

It was agreed that the next Meeting be arranged for 25th April 1990.

H. MAN

DATE

29/3/90

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## ROCHFORD DISTRICT COUNCIL

### Minutes of the Policy and Resources Committee

At a Meeting held on 20th February 1990. Present: Councillors A.J. Harvey (Chairman), R.S. Allen, P.A. Beckers, C.I. Black, Mrs. R. Brown, W.H. Budge, Mrs. P. Cooke, B.A. Crick, C.J.B. Faherty, D.F. Flack, M.J. Handford, Mrs. E.M. Hart, D.R. Helson, Mrs. M. Hunnable, Miss B.G.J. Lovett, R.A. Pearson, J.A. Sheaf, S.A. Skinner, C. Stephenson, Mrs. L. Walker, P.F.A. Webster and D.C. Wood.

Visiting: Councillors R.A. Amner and C.R. Morgan.

#### 106. MINUTES

Resolved that the Minutes of the Meeting of 23rd January and Special Meeting of 13th February 1990 be approved as a correct record and signed by the Chairman.

#### 107. ABSENCE OF MEMBERS (Minute 39/90)

Referring to the rights of substitution agreed at the previous Council Meeting in respect of Councillor J.A. Gibson's foreseen absence the Chairman nominated Councillor Mrs. R. Brown to be appointed temporarily to his seat on the Policy and Resources Committee and Councillor Mrs. L. Walker to be appointed temporary Vice-Chairman of the Committee both matters being given immediate effect by the Chief Executive & Director of Finance under Standing Order 18.

#### 108. MONITORING OF PERFORMANCE

(a) Policy and Resources Committee - Meetings of 19th September and 5th December 1989

(b) Council Meetings of 3rd October and 12th December 1989

The Committee were satisfied that all necessary action had been taken. Minutes 103/87 (SEC), 107(2)/89 (HES), 475/89 (SEC), 476/89 (SEC), 477/89 (HCSA), 630(D)(5)/89 (SEC), 659/89 (SEC) and 660/89 (SEC) were carried forward.

In connection with Minute 630(D)/89 the Chairman advised the Committee that a further Meeting of the Housing Strategy Panel was required and that 5th April 1990 had been identified for that purpose.

RECOMMENDED That arrangements be made accordingly. (881)(SEC)

#### 109. MINUTES OF COMMITTEES

The Committee received the following Minutes:-

<u>Committee</u>	<u>Date</u>	<u>Minute Nos.</u>
Planning Services	1st February 1990	42 - 48
Health & Housing Services	6th February 1990	49 - 71
Leisure Services	8th February 1990	72 - 84

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Referring to Minute 84 a Member expressed concern that the tendering process had not been pursued in respect of replacement of the artificial pitch at Clements Hall Leisure Centre. The Head of Environmental Services advised that each of the various surfaces available had different characteristics and that the Astro-Turf pitch most closely matched CIRCA Leisure's requirements. The Chairman asked that the range of products available be checked so as to ensure that the price was competitive.

RECOMMENDED That arrangements be made accordingly. (6771)(HES)

Development Services

15th February 1990

87 - 105

## 110. PANEL MINUTES

The Committee considered the appended Minutes containing the following recommendations:-

(NOTE: A recommendation on which action has been taken has been omitted.)

### PANEL

### DATE

(A) Chairman's Panel

31st January 1990

The Chairman asked Members to note that Councillor W.H. Budge had tendered his apologies for this Meeting.

(B) Staffing Sub-Committee

5th February 1990

RECOMMENDED That similar arrangements be made for the preparation and presentation of Certificates to Staff receiving an award. (SEC) (Minute 366 - Staff Award Scheme)

(C) Audit Panel

7th February 1990

RECOMMENDED (1) That the Panel endorse the Computing Services & Audit Service Level Agreement as the basis for service provision by this cost centre.


(2) That Price Waterhouse be asked to estimate the staffing resource which in their opinion is necessary to service that Agreement and satisfy the statutory provision for Internal Audit together with the implications of implementing the Audit Commission's proposal for Performance Review.

(3) That this Council place on record its appreciation of the manner in which Price Waterhouse have discharged their duties as the Authority's external auditors over the period of their appointment. (Minute 202: External Auditors' Reports)

(4) That arrangements be made for a representative of Perthcrest to attend the next Meeting of the Audit Panel. (HCSA) (Minute 203: Computer Management Progress)

(5) That the Management Paper be noted and endorsed as the basis for performance review by this Council. (HCSA) (Minute 205: Managing Services Efficiently - Performance Review)

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(6) That approval be given to the action taken. (HCSA,ACE)  
(Minute 206: Monitoring Service Contract Performance - Refuse Collection and Street Cleansing)

(7) That a report be submitted to a future Audit Panel on the outcome of that review. (HCSA,SEC) (Minute 207: Complaints Procedure)

(8) That the Automatic Teller Machine at the Civic Suite, Rayleigh be purchased at a discounted price of £4,917.84. (708)(T)  
(Minute 208: Automatic Teller Machine - Usage)

### 111. LOCAL GOVERNMENT & HOUSING ACT 1989: BORROWING POLICY 1990/91

The Committee considered the appended report of the Treasurer regarding the need under the Local Government & Housing Act 1989 to determine the Council's borrowing policy for the financial year 1990/91.

RECOMMENDED (1) That the Treasurer be appointed Registrar for the purpose of recording the Council's loan transactions pursuant to Section 46 of the Local Government & Housing Act 1989.

(2) That the policies outlined in the report be approved.  
(708) (T)

### 112. RATE RELIEF FOR CHARITABLE AND OTHER ORGANISATIONS (Minute 299/79)

The Treasurer reported receipt of an application for Rate Relief under the provisions of Section 40 of the General Rate Act 1967 from the Hockley & Hawkwell Old People's Welfare Council which was a Registered Charity established to assist old people in the surrounding district for which purpose they owned and managed the Day Centre at the Public Car Park, Southend Road, Hockley. Members noted that Council Policy would provide for the granting of 50% Mandatory Relief and an additional 50% Discretionary Relief, the amount involved in that respect and that the relief would cease at 31st March 1990 after which new regulations would apply.

RECOMMENDED That that the application of the Hockley & Hawkwell Old People's Welfare Council for Charitable Rate Relief be granted in respect of 50% Mandatory and 50% Discretionary Relief for the period 30th May 1989 to 31st March 1990. (32195)(T)

### 113. NATIONAL NON-DOMESTIC RATING - CHARITABLE RATE RELIEF (Minute 642/89)

The Committee had before them the appended report of the Treasurer setting out the financial effects of granting Discretionary Rate Relief to non-profit making organisations within the Rochford District under the provisions of the Local Government Act 1988 and noted advice from the Chairman that the reference in Appendix I to SEETEC should be deleted for the time being because of the need to differentiate between the charitable and commercial aspects of that organisation.

RECOMMENDED (1) That the levels of Discretionary Rate Relief granted in respect of property shown in Appendix I as amended be noted.

(2) That the levels of relief shown in column 12 of Part I of Appendix 2 be approved.

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(3) That Discretionary Rate Relief be refused in respect of properties shown in Part II of Appendix 2.

(4) That Discretionary Rate Relief be refused in respect of properties shown in Part III of Appendix 2 for the reasons stated.  
(31758)(T)

### 114. SALE OF TENDER DOCUMENTS (Minute 417/89)

The Committee were pleased to note the report of the Chief Executive & Director of Finance that receipts from the sale of tender documents currently stood at £58,000 which equated with a £1 saving to each Community Charge payer.

RECOMMENDED That this Council place on record its congratulations to the Officers for their initiative in generating this additional income. (64)

### 115. VIREMENTS 1989/90 (Minute 23/89)

The Committee considered the appended report of the Treasurer regarding the virements over £3,200 required for the 1989/90 budget.

RECOMMENDED That the Treasurer be authorised to agree the appropriate virements to cover the items set out in the report. (708)(T)

### 116. MEMBERS' ALLOWANCES (Minute 30/90)

The Committee considered the appended report of the Group Leaders setting out their considered response to the need for the Council to make a new scheme for Members' Allowances in conformity with the Government's proposals in that respect under the Local Government & Housing Act 1989.

The Committee noted advice from the Chief Executive & Director of Finance that the new scheme must contain provision for responsibility allowances which had been set at the minimum level required and that in addition the same basic allowance must be paid to all Members. They were mindful that the level of basic allowance, if set at the statutory minimum of £360 per Member, would enable the continuation of payment of attendance allowances albeit at a reduced rate. The Committee considered however that it was preferable for the existing scheme to be discontinued on the basis that the new scheme would be subject to review after a period of 12 months.

RECOMMENDED (1) That a new Members' Allowance Scheme incorporating revised travelling and subsistence arrangements be introduced from 1st July 1990 or such later date as may be prescribed by the Secretary of State.

(2) That the present scheme remain in force unaltered until the day before the introduction of the new scheme.

(3) That the total allowances under the new scheme be fixed at half-way between the minimum and maximum allowance prescribed by the Government.

(4) That the minimum rate of responsibility allowances be paid to the Leader of the Council and the Leaders of the three main Political groups and the five Committee Chairmen.

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(5) That the remaining part of the total allowances be divided equally between all Members.

(6) That the administrative arrangements be as set out in the report.

(7) That the Chairman and Vice-Chairman of the Council's allowances be fixed at £1,800 and £400 (net of tax) respectively.

(8) That the scheme be reviewed after a period of 12 months.  
(708)(T,SEC)

### 117. NATIONAL CODE OF LOCAL GOVERNMENT CONDUCT AND REGISTER OF MEMBERS' INTERESTS

Members had before them consultation papers from the ADC on this matter and noted that there was nothing in those documents which did not accord with the views expressed by Council on other occasions when it had considered those matters.

RECOMMENDED That the ADC be advised that this Council supports the draft Code and the proposals on pecuniary interests. (1531)(SEC)

NOTE: The Chief Executive & Director of Finance exercised his authority under Standing Order 18 to enable a response to be made by the required date.

### 118. CLOSER TO THE PEOPLE - EDUCATION: THE DISTRICT COUNCIL CONTRIBUTION

In introducing this report to the Committee the Chairman referred as a matter of urgency pursuant to Standing Order 26.2 to a request from the Chairman of the Board of Governors of Grove Road School. This Council was being asked to support the Action Committee that had been formed to oppose the proposal of the Education Authority to suspend a re-building programme for the junior school. The Committee were mindful that the County had to tailor its programme to the funds available but expressed concern that economies should be effected by delaying the start date on future schemes rather than arbitrarily suspending a project that had already commenced. They accordingly asked that representation be made to County for the programme of re-building of Grove Road Schools to be maintained and asked the Chief Executive & Director of Finance to exercise his authority under Standing Order 18 to enable that to be done forthwith.

The Chief Executive & Director of Finance reported that he had recently been appointed to an ADC Education Officer Group, membership being drawn from District Officers with experience of schools management. The work of that Group had been considered by an ADC Member Working Party whose report was noted.

RECOMMENDED (1) That this Council strongly urges the Education Authority to maintain the re-building programme for the Grove Road County Junior and Infant Schools.

(2) That the Council support the initiative taken by the ADC and encourage a closer involvement with the schools within the District.  
(915)(CE)

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## Policy and Resources

### 119. CYCLE OF MEETINGS 1990/91 (Minute 23/90)

The Secretary to the Council reported that following the request for additional Meetings of the Planning Services Committee to be diaried so as to provide two Meetings each cycle it was the intention to reserve three dates for use by the Planning Services Committee in the event that the agreed Meeting in the cycle stood adjourned, namely 12th July, 25th October and 29th November 1990. The opportunity had also been taken to identify an additional Meeting of the Leisure Liaison Committee on 26th September 1990. (Minute 652/89 refers)

RECOMMENDED That arrangements be made accordingly. (158)(SEC,DD)

### 120. CORPORATE PLAN (Minute 633/89)

The Chief Executive & Director of Finance and Secretary to the Council reported jointly that it was the intention to publish the Corporate Plan soon after the Extraordinary Meeting of the Council on 27th February 1990 when the Policy Objectives and Priorities could be determined in the light of the budget strategy and revised capital programme.

Members were mindful that the Plan would be reviewed after the May elections and accepted the basis on which priorities for the improvement of services provided by other agencies should be determined and how competing priorities should be drawn to the Committee's attention in the future.

RECOMMENDED (1) That the Council determines its Corporate Plan priorities for services provided by agencies as and when it considers consultation documents.

(2) That all Officer reports to Committee should indicate what effect, if any, their recommendations have on the Corporate Plan and how the priorities might be amended. (2159)(COG)

### 121. REALLOCATION OF RESPONSIBILITIES

The Committee had before them the appended report of the Secretary to the Council concerning some minor changes in departmental responsibilities and delegations to Officers proposed in connection with the development of cost centres.

RECOMMENDED (1) That the reallocation of departmental responsibilities and changes in delegations to Officers as set out in the report be approved with effect from 1st June 1990.

(2) That the Director of Development under Standing Order 42 appoints the Secretary to the Council and the Solicitor to act in his absence with regard to his delegations for Tree Preservation Orders and Building Preservation Notices. (4500)(SEC)

### 122. CROUCH VALLEY SCOUTS ASSOCIATION - APPOINTMENT OF TRUSTEE

The Secretary to the Council reported the basis on which, arising out of the new scheme being made by the Charity Commission for the above Association, the Council were being invited to appoint a future Trustee. The Committee noted that Councillor Miss B.G.J. Lovett was the Council's representative on the Association and not an existing Trustee under the previous scheme.

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RECOMMENDED That this Council nominate Councillor Miss B.G.J. Lovett as their Trustee to the Crouch Valley Scouts Association. (216)(SEC)

123. USE OF LAND AS INFORMAL PUBLIC OPEN SPACE, LAYOUT OF CHILDREN'S PLAY AREA AND CONSTRUCTION OF HORSE RIDING TRAIL: LAND NORTH OF MAGNOLIA ROAD, HAWKWELL (Minute 191/89)

The Secretary to the Council reported that the above application had been considered by the Planning Services Committee.

RECOMMENDED That pursuant to Paragraph 4(5) of the Town and Country Planning General Regulations 1976 the use of land north of Magnolia Road, Hawkwell, as informal public open space with children's play area and horse riding trail be carried out subject to the conditions in Minute 3/90. (260)(SEC)

124. LOCAL GOVERNMENT & HOUSING ACT 1989 - CHANGES TO THE LOCAL ELECTIONS (PRINCIPAL AREAS) RULES 1986

The Assistant Chief Executive reported on notification from the Home Office that the new disqualification provisions under the Local Government & Housing Act 1989 would come into force on 1st March 1990, would apply to elections held on or after 1st May 1990 other than for Parish Councillors and would require amendment to the form of candidates' consent to nomination. (951)

125. AUTHORISATION OF PROSECUTING OFFICERS (Minute 645/89)

The Treasurer reported on the need to add to the list of Officers authorised to institute or defend proceedings on behalf of the Council in accordance with Section 223 of the Local Government Act 1972 which provided for nominated Officers to appear before any Court of Summary Jurisdiction to represent the Council where action was being taken to recover outstanding Non-Domestic Rate, Community Charge, Community Charge Fines and Parking Fines and to institute or defend appeals against Community Charge Registration in the Valuation and Community Charge Tribunal.

RECOMMENDED That Miss Pamela Shepherd be authorised in accordance with the provisions of Section 223, Local Government Act 1972, to conduct such proceedings on behalf of the Council. (757)(T)

126. CAPITAL PROGRAMME 1990/91 (Minute 13/90)

Pursuant to Standing Order 26.2 the Chairman reported as a matter of urgency that following the earlier decision of the Committee to participate with the Southend Health Authority to jointly commission a consultant's report into the future use of the Rochford Hospital site, advice had been received that the fee involved would be £40,000 to which this Council was being asked to contribute 20%. Members noted that an approach had been made to County to ask them to participate also thereby offsetting the cost to this Council and noted that the Chief Executive & Director of Finance would exercise his authority under Standing Order 18 to give immediate effect to the recommendation.

RECOMMENDED That the foregoing arrangements be approved. (757)(CE,T)

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127. SIR BERNARD BRAINE M.P.

A Member referred to the recent assault on Sir Bernard Braine M.P. and the Committee concurred with his suggestion that this Council should send him its best wishes for his speedy recovery.

RECOMMENDED That arrangements be made accordingly. (899)(ACE)

128. 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 items of business on the grounds that they involve the likely disclosure of Exempt Information as defined in paragraphs 12 and 9 respectively of Part I of Schedule 12A of the Act.

129. SUNDAY TRADING (Minute 341/89)

The Chief Executive & Director of Finance reported in confidence on recent developments in respect of consideration of this matter by Southend-on-Sea Borough Council in the light of which it was

RECOMMENDED That the Officers be authorised to discuss the matter with the Southend and Castle Point Councils and report further thereon. (989) (SEC)

130. CONTRACT NO. 1463 - FENCING IMPROVEMENTS AT PLAYING FIELDS

The Secretary to the Council reported in confidence that five tenders had been received for the above contract all which included a contingency sum of £500.

RECOMMENDED That the lowest tender submitted by Danbury Fencing in the sum of £31,428 be accepted subject to contract. (CON.1463)(SEC)

NOTE: The Chief Executive & Director of Finance exercised his authority under Standing Order 18 to permit immediate acceptance of the lowest tender.

131. CONTRACT NO. 1501 - SERVICING AND REPAIR OF DOMESTIC GAS APPLIANCES (Minute 549/86)

The Head of Environmental Services reported in confidence on the success of the above contract with British Gas which was due to expire on 31st March 1990 and on the improved basis on which a continuation of the existing arrangements for this proprietary service had been secured.

RECOMMENDED (1) That the Head of Environmental Services be authorised to enter into a further three year contract with British Gas for the servicing and repair of domestic appliances, on the basis of the quotation provided, subject to the terms and conditions favourable to the Council.

(2) That the provisions of Financial Standing Order 4.4 be waived on this occasion. (CON.1501)(HES)

ROCHFORD DISTRICT COUNCIL

POLICY AND RESOURCES COMMITTEE - 20TH FEBRUARY 1990

MINUTES OF THE CHAIRMAN'S PANEL

At a Meeting held on 31st January 1990

Present: Councillors R.S. Allen, Mrs. P. Cooke, T. Fawell, Mrs. E.M. Hart, Miss B.G.J. Lovett, R.A. Pearson, J.A. Sheaf, P.F.A. Webster and D.C. Wood.

Apologies: Councillors J.A. Gibson and A.J. Harvey.

73. APPOINTMENT OF CHAIRMAN

Resolved that in the absence of Councillor A.J. Harvey, Councillor Mrs. P. Cooke take the Chair for the duration of the Meeting.

74. COUNCIL CYCLE ENDING 13TH MARCH 1990

<u>Committee/Panel</u>	<u>Date</u>
1. Planning Services	1st February 1990
2. Health & Housing	6th February 1990
(i) Recycling Progress Report (ACE)	
(ii) Monitoring Service Contract Performance - Street Cleansing (HCSA)	
3. Audit Panel	7th February 1990
(i) External Auditors' Report - Value for Money Study (HCSA)	
(ii) Appointment of Auditors (CE)	
4. Leisure Services	8th February 1990
(i) Leisure Bus (ACE)	
(ii) Monitoring Service Contract Performance - Parks Maintenance (HCSA)	
5. Special Policy & Resources Budget 1990/91	13th February 1990
6. Development Services	15th February 1990
(i) District Plan Working Party	
(ii) Horse Riding Working Party	
(iii) Street Lighting (HES)	
(iv) Car Parking in the Rochford District (SEC)	
7. Policy & Resources	20th February 1990
(i) Members' Allowances (CE)	
(ii) Sunday Trading (SEC)	
8. District Plan Working Party	21st February 1990
9. Planning Services	22nd February 1990
10. Special Policy & Resources) Extraordinary Council )	27th February 1990
11. Council	13th March 1990

75. LEISURE BUS

With regard to the Leisure Services Committee's consideration of the report on the leisure bus the Panel asked that information be available at the Meeting on the contract requirements both as regards the operator and CIRCA Leisure, any current information available about the number of passengers being carried and the present itinerary.

RECOMMENDED That arrangements be made accordingly. (ACE)

76. OTHER COUNCIL ACTIVITIES

The Chief Executive & Director of Finance referred to the Seminar to be held on 14th February 1990 which would take the form of a number of participative workshops and which prospective candidates and Parish Councils were also being invited to attend later in the day.

The date arranged for the Civic Banquet was noted as being 20th April 1990.



ROCHFORD DISTRICT COUNCIL

POLICY AND RESOURCES COMMITTEE - 20TH FEBRUARY 1990

MINUTES OF THE STAFFING SUB-COMMITTEE

At a Meeting held on 5th February 1990. Present: Councillors A.J. Harvey (Chairman), D.R. Helson, Mrs. S.J. Lemon, Miss B.G.J. Lovett, J.A. Sheaf and D.C. Wood.

Apologies: Councillor R.H. Boyd.

332. MINUTES

The Minutes of the Meeting held on 9th January 1990 were approved as a correct record.

333. 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 items of business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraph 11 of Part I of Schedule 12A of the Act.

334. STAFFING STATISTICS

The Sub-Committee noted the quarterly attendance at seminars report, manpower statement and statistical reports on sickness levels, variations to establishment and staff turnover.

335. DEPARTMENTAL STAFFING MATTERS

- (a) The Sub-Committee noted that in pursuance of the decision to end the weekly payroll the Chief Executive & Director of Finance had exercised his powers under Standing Order 18 to transfer 3 manual employees to the salaried staff at a small additional cost to the Council and to conclude the arrangements whereby the Council provided office cleaning services at SEETEC with effect from 31st March 1990. Two part-time posts would need to be declared redundant in this latter respect at no cost to the Council.
- (b) The Sub-Committee approved an application for early retirement under the Council's voluntary scheme from a Collection Assistant in the Finance Department.
- (c) The Head of Environmental Services reported on proposals to re-structure the administration section of his Department following the retirement of the Senior Administrative Assistant and on the need to review the Building Surveyor's section because of recruitment difficulties. The Chief Executive & Director of Finance concurred with the recommendations pursuant to his responsibilities as Head of Paid Service.



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The revised establishment provided for separate administrative support teams for the Environmental Health Officers which was considered necessary in view of the new legislation and for the other technical disciplines with increased emphasis on customer care. All the proposals, including the review of the Building Surveyor's Section, were self-financing and were approved by the Sub-Committee.

336. STAFF REWARD SCHEME

The Chief Executive & Director of Finance submitted a list of 29 recommendations of the Management Team for awards to be made to staff and employees in recognition of their exceptional contribution over the past year. The list included a number of recommendations which the Sub-Committee had agreed to consider from the Staff Side (Minute 325). The Sub-Committee noted that one member of staff who would otherwise have been included in the recommendations had already benefitted through the authority granted to the Chief Executive & Director of Finance to arrange medical treatment. The Sub-Committee had delegated authority to make awards and approved the recommendations. Last year certificates had been prepared recording the Council's appreciation of the efforts of each of the persons receiving an award and these were presented formally to them at a Council Meeting.

RECOMMENDED That similar arrangements be made for the preparation and presentation of certificates to staff receiving an award. (SEC)

337. REVIEW OF TERM CONTRACTS

The Sub-Committee were pleased to note a progress report from the Chief Executive & Director of Finance on the acceptance by staff of the offers made to renew term contracts.

338. 1991 CENSUS

The Sub-Committee agreed that Council staff should be allowed to accept appointments in connection with the next Census on the understanding that they took annual leave in respect of any Census duties which needed to be undertaken during normal working hours.

339. DATE OF NEXT MEETING

The Sub-Committee agreed to meet again on 6th March 1990.



ROCHFORD DISTRICT COUNCIL

POLICY AND RESOURCES COMMITTEE - 20TH FEBRUARY 1990

MINUTES OF THE AUDIT PANEL

At a Meeting held on 7th February, 1990.

Present Councillors A. J. Harvey (Chairman), C.I.Black,  
T. Fawell, D. F. Flack, J. A. Gibson, Mrs E. M. Hart,  
Miss B. G. J. Lovett, J. A. Sheaf and D. C. Wood

Apologies . Councillors Mrs. P. Cooke

199. MINUTES

Resolved that the Minutes of the Meeting held on 13th December 1989  
be approved as a correct record.

200. INFORMATION ITEMS

Members noted an Audit Commission publication entitled "Managing  
Services Effectively - Performance Review" and an article from the  
December publication of Information Technology for Local Government  
entitled "Viewing Data in a New Light"

201. 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  
items of business on the grounds that they involve the likely  
disclosure of Exempt Information as defined in paragraph 8 of Part  
I of Schedule 12A of the Act.

202. EXTERNAL AUDITORS' REPORTS

The Chairman welcomed Mr. F Halstones, a partner in Price  
Waterhouse, Mrs K. Sporle, Senior Consultant, and Mrs L. Duncan,  
Auditor, who had been invited to attend the meeting for the  
following items:-



(i) External Auditors' Management Report 1987/88

Mr. Halstones reported in confidence on the duties of the external auditors, that they considered the 1987/88 accounts to be entirely satisfactory, but that they were concerned to ensure that the level of internal audit was maintained at an adequate level. In that connection the Panel noted the Service Level Agreement for that function and accepted the suggestion of the Head of Computer Services and Audit, that he and Price Waterhouse should report jointly on the staffing resource to a future Meeting.

RECOMMENDED (1) That the Panel endorse the Computing Services & Audit Service Level Agreement as the basis for service provision by this cost centre.

(2) That Price Waterhouse be asked to estimate the staffing resource which in their opinion is necessary to service that Agreement and satisfy the statutory provision for Internal Audit together with the implications of implementing the Audit Commission's proposal for Performance Review.

(ii) VALUE FOR MONEY STUDY 1989/90


Mrs Sporle advised the Panel of the terms of reference of a study which she was undertaking into the planning and building control functions of the Authority and Members noted that the report would be made available to a future meeting.

The Chairman thanked the representatives of Price Waterhouse for their attendance and at his suggestion it was

RECOMMENDED That this Council place on record its appreciation of the manner in which Price Waterhouse have discharged their duties as the Authority's external auditors, over the period of their appointment.

203. COMPUTER MANAGEMENT PROGRESS

The Chairman welcomed Mr D. King, the representative of Perthcrest, who had been invited to attend the meeting and who reported in confidence on progress in the implementation of new systems and the transfer of operations to their site at Cambridge. Members were advised why problems had arisen over response times and noted the action taken to remedy the situation. In thanking Mr King for his attendance, the Chairman suggested that, in view of the current level of activity on the implementation of Community Charge, provision should be made for a representative of Perthcrest to attend the next Meeting.



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RECOMMENDED That arrangements be made accordingly (HSCA)

204. MANAGEMENT BUY-OUTS

The Panel had before them a copy of the Audit Commission Management Paper entitled "Management Buy-outs: Public Interest or Private Gain" and were pleased to note that the authors had drawn upon Rochford's experience in its preparation. That had also been the subject of an article written by the Chief Executive & Director of Finance for the CIPFA Journal entitled "Conflicting Interests" a copy of which was also circulated to Members.

205. MANAGING SERVICES EFFICIENTLY-  
PERFORMANCE REVIEW


The Head of Computer Services and Audit reported in confidence that arising out of the above Audit Commission document noted earlier, consideration had been given to the need to review procedures developed in the organisation for performance review, in the light of the findings of that report. Members noted that action was being taken in respect of all of the key factors identified and that the staffing implications would be taken account of in the report of the external auditors referred to in Minute 202 above.

RECOMMENDED That the Management Paper be noted and endorsed as the basis for performance review by this the Council (HSCA).

206. MONITORING SERVICE CONTRACT PERFORMANCE  
REFUSE COLLECTION AND STREET CLEANSING  
(MINUTE 197/89)

The Head of Computer Services and Audit reported in confidence on the outcome of a review of the arrangements for monitoring service performance on the above contracts which had identified a number of areas where action needed to be taken to ensure compliance.

RECOMMENDED That approval be given to the action taken.  
(HSCA, ACE)





207. COMPLAINTS PROCEDURE


The Head of Computer Services and Audit reported on a review of the system being undertaken jointly with the Secretary to the Council to enable Officers to gain a greater appreciation of customer requirements with a view to extending that concept to internal clients of the support services throughout the organisation.

RECOMMENDED That a report be submitted to a future Audit Panel on the outcome of that review (HSCA, SEC)

208 AUTOMATIC TELLER MACHINE - USAGE

The Treasurer reported in confidence on the successful introduction of the ATM at the Civic Suite, Rayleigh, the current and foreseen level of usage and the economics of purchase, the cost of which would be partially offset by the rental already paid and could be met from existing budget allocations

RECOMMENDED That the ATM at the Civic Suite, Rayleigh, be purchased at a discounted price of £4,917.84 (708) (T)



ROCHFORD DISTRICT COUNCIL

POLICY & RESOURCES COMMITTEE - 20TH FEBRUARY 1990

REPORT OF THE TREASURER

LOCAL GOVERNMENT & HOUSING ACT 1989:  
BORROWING POLICY 1990/91

Under the Local Government & Housing Act 1989 a local authority has to determine its policy towards borrowing. It is not a policy that remains fixed for the year and can be amended following subsequent reports.

The key control for an authority is the aggregate credit limit. This represents the maximum amount that an authority may have outstanding as borrowing and the cost of credit arrangements (Leases and Contracts for capital purposes). It should be noted that borrowing includes internal lending of revenue balances and financial reserves. For 1990/91 the aggregate credit limit is estimated at £42.15 million. This sum comprises the following items.

(i) Temporary Revenue Borrowing Limit

For Rochford this equates to the amount of revenue income receivable for the year. For 1990/91 this is estimated at £4.9 million.

(ii) Temporary Capital Borrowing Limit


This relates to capital expenditure which is to be met by grants or contributions from other persons. This is relevant for Rochford in 1990/91 as the Emergency Centre is to be 75% grant funded by the Home Office. The amount for 1990/91 is estimated at £250,000.

(iii) Credit Ceiling

This broadly relates to the amount of outstanding debt for the authority as at 31st March 1990 adjusted for the reserved part of capital receipts. This sum is adjusted for credit approvals received from the Government within 1990/91. In aggregate these amount to approximately £18 million.

(iv) Approved Investments

Surplus funds and balances are invested externally to maximise interest receipts. Because they identify the value of the internal use of funds they are added to the aggregate credit ceiling. These investments have in the past been between £5 and £10 million; however, they can rise considerably higher for short periods of time according to cash flow. This may be the situation in 1990/91 where income is received from the Community Charge Collection Fund and held for a number of days before salaries and major contracts are paid. In addition this figure could increase if substantial capital receipts were generated through land sales etc. It is therefore estimated that this figure should be £20 million.



(v) Usable Capital Receipts

These represent the value of capital receipts that are in hand and can be used to finance capital expenditure. They are deducted from the aggregate credit limit as they are invested pending use and are therefore already included within the approved investment figure. The deduction is estimated at £1 million.

(vi) Amounts Specified by the Secretary of State

These sums would be authorised following special application.

POLICIES ON MANAGEMENT

The Act requires that a Registrar be appointed to record all information regarding loans transactions. This information is already held by the Treasurer and it is therefore proposed that the Treasurer be appointed as Registrar.

Within the aggregate credit limit borrowing is categorised as long term borrowing (over 1 year) and temporary borrowing (under 1 year) and within these categories both fixed and variable rates of interest can apply. The Act requires that the limits on these classifications be agreed by the Council. On long term borrowing it is generally the policy to seek such funds from the Public Works Loans Board, which will only be taken at fixed rates.

On temporary borrowing there have been minimal requirements in the past to take temporary loans. Changes in cash flow have been managed by the timing of investments. However, the facility to borrow is necessary particularly with the new structure of Local Government finance which envisages that traditional cash flow patterns will alter. Therefore a temporary borrowing limit of £15 million is proposed. Again it should be noted that such borrowing includes the use of internal funds.

Within the temporary borrowing limit there has to be determined how much is to be raised at variable rates of interest. Monies taken for short periods will be at, say, Call, 2 or 7 day notice and therefore a variable rate of interest will apply. These are useful methods of raising funds for short periods and although they carry the risk of having to pay current market rates of interest, this same factor is an advantage on a falling market. A limit on monies borrowed at variable rate interest is therefore proposed of £6 million.

Members will be aware that the Authority used to run a local bond scheme. With the new competitiveness of banks and building societies, the introduction of composite rate tax and the high relative cost of administration, the loan scheme has been reduced to a level where within a year it will be extinguished.

RECOMMENDED (1) That the Treasurer be appointed Registrar for the purpose of recording the Council's loan transactions pursuant to Section 46 of the Local Government & Housing Act 1989.

(2) That the policies outlined above be approved. (T)

Background Papers: The Local Government & Housing Act 1989  
The draft Circular on Local Authority Capital Finance dated 11th January 1990

The draft Regulations on Local Authority Capital Finance dated 2nd February 1990

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ROCHFORD DISTRICT COUNCIL

POLICY & RESOURCES COMMITTEE - 20TH FEBRUARY 1990

REPORT OF THE TREASURER

NATIONAL NON-DOMESTIC RATING:

RELIEF FOR CHARITABLE AND OTHER ORGANISATIONS (Minute 642/89)

Members are reminded that at the Policy & Resources Committee on 5th December 1989 they considered a report of the Treasurer which outlined the new arrangements, under the provisions of the Local Government Act 1988, to provide Rate relief for charitable and other organisations. The report highlighted the more generous nature of the scheme which increased mandatory relief from 50% to 80% of the Rate charge.

Sections 47 and 48, Local Government Act 1988 provide for Charging Authorities to have discretionary powers to grant relief to organisations who satisfy certain criteria. Broadly, Authorities have discretion to grant Rate relief from all or part of the Non-Domestic Rate or to 'top up' relief granted under mandatory provisions. The most expedient way of expressing any relief granted is to allow it as a percentage of the Rate debit.

The Council adopted a code of guidance by which they intended to judge all future applications for Discretionary Rate relief and the Treasurer was instructed to invite applications and report back to this Committee so that decisions might be made before the Rate bills were despatched in March.

Appendix 1 reports, for information purposes, the cases where the Treasurer has exercised his delegated authority to 'top up' the mandatory relief to a full 100% so totally relieving the applicant organisation from the rate burden.

Appendix 2 is in two parts.

Part I lists all non-profit making organisations which do not fall for consideration under delegated authority but which must be dealt with by this Committee.

Part II shows applications which are considered invalid or where the Treasurer recommends relief should be refused.

Members should be mindful of the financial effects of granting discretionary relief as there is a direct burden which falls on the Chargepayers of the District. Columns 9 and 10 of Appendix 1 show how the burden is distributed between the NNDR Pool and the Chargepayers of Rochford based on the following criteria:-

<u>Type of Relief</u>	<u>From NNDR Pool</u>	<u>From Chargepayers</u>
Wholly Mandatory	80%	-
Discretionary 'Top up' of Mandatory Relief	25%	75%
Wholly Discretionary	75%	25%

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The burden on the Chargepayers of the District for this category is £7,674.70 and is in accordance with Council set criteria. Part I of Appendix 2 shows a further burden of £1,654.63 should the recommendations of the Treasurer be accepted.


The total Discretionary Relief granted under these recommendations amounts to £9,329.33 and represents less than a 20p contribution per Chargepayer.

RECOMMENDED (1) That the levels of Discretionary Rate relief granted in respect of properties shown in Appendix 1 be noted.

(2) That the levels of relief shown in column 12 of Part I of Appendix 2 be approved.

(3) That Discretionary Rate Relief be refused in respect of properties shown on Part II of Appendix 2.

(4) That Discretionary Rate Relief be refused in respect of properties shown on Part III of Appendix 2 for the reasons stated.  
(31758)(T)



## Schedule of Cases where Delegated Authority has been Exercised

Property (1)	Relief Category			Mandatory			Discretionary Relief	
	Youth (2)	Welfare (3)	V. Hall (4)	Education (5)	RV (6)	Full Charge (7)	80% Relief (8)	RDC (75%) (10)
Ashington and East Hawkwell Memorial Hall, Ashington Road, Rochford			X		8050	2801.40	2241 12	140.07 420.21
Canewdon Community Association Hall, Lambourne Hall Road, Canewdon			X		4475	1557.30	1245 84	77.86 233 60
South East Essex Scouts Council, Belchamps Camp, Holyoak Lane, Hawkwell	X				9525	3314.70	2651 76	165.74 497 20
Hawkwell Village Hall, Main Road, Hawkwell			X		7850	2731.80	2185.44	136.59 409 77
Hockley Community Centre, 16 Westminster Drive, Hockley			X		30400	10579.20	8463.36	528.96 1586.88
1st Hawkwell Scout Group Hall, Adjacent 73 White Hart Lane, Hockley	X				2100	730.80	584.64	36.54 109.62
Hullbridge Community Association, Pooles Lane, Hullbridge			X		22800	7934 40	6347.52	396.72 1190.16
1st Hullbridge Scout Group Hall, Thorpedene Avenue, Hullbridge	X				725	252.30	201 84	12 62 37 84
Day Centre, Windermere Avenue, Hullbridge		X			8700	3027 60	2422.08	151.38 454.14
Rayleigh W.I. Hall, Bellingham Lane, Rayleigh		X			1300	452.40	361.92	22.62 67.86
W.R.V.S. Office 21 Bellingham Lane, Rayleigh		X			4650	1618.20	1394 56	80 91 242.73
Scout Hall, Kenilworth Gardens, Rayleigh	X				3150	1096.20	876.96	54 81 164.41
5th Scout Group Hall, Adjacent 11 Love Lane, Rayleigh	X				1500	522.00	417.60	26.10 78.30

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Property (1)	Youth (2)	Relief Category		RV (6)	Mandatory		Discretionary Relief	
		Welfare (3)	Y Hall (4)		Full Charge (7)	80% Relief (8)	NNDR (2%) (9)	RDC (75%) (10)
Rayleigh Age Concern, Castle Road, Rayleigh		X		6700	2331.60	1865.28	116.58	349.74
Rochford District C A B, Day Centre, Back Lane, Rochford		X		2900	1009.20	807.36	50.46	151.38
Scouts Hall, Church Walk, Rochford	X			2350	817.80	654.24	40.89	122.67
Old People's Welfare Committee, Back Lane, Rochford		X		3575	1244.10	995.28	62.20	186.61
SEETEC, Main Road, Hockley				16000	5568.00	4454.40	278.40	835.20
2nd Great Wakering Scout Group, Millhead Basin, Great Wakering	X							
Great Wakering Village Memorial Hall Trust, High Street, Great Wakering			X	2625	913.50	730.80	45.67	137.03
Hockley Public Hall Trust, Bullwood Road, Hockley			X	2175	756.90	605.52	37.84	113.54
Rochford W.I. Hall, 19 West Street, Rochford		X		3125	1087.50	870.00	54.37	163.13
Grouch Valley District Scout Council, Ark Lane, Rochford	X			725	252.30	201.84	12.62	37.84
Silver Jubilee Centre, Ark Lane, Rochford	X			1625	565.50	452.40	28.28	84.82
								£7674.70

NOTE. The Treasurer has a non-pecuniary interest as he is the Hon Treasurer of the Silver Jubilee Centre, Ark Lane, Rochford

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## PART I - Schedule of Cases Where Wholly Discretionary Relief Might Apply

Property (1)	RV (2) £	Full Charge (3) £	Membership (4)	Rochford Residents (5)	Participg Ratio (6)	Fees (7)	Training Provided (8)	Self Help (9)	Bar? (Surplus) (10)	RSC Affin (11)	Rec. Level of Relief (12)	Cost to Council (13) £
South East Essex Freshwater Angling Society, Fishing Rights, Canewdon Wick	800	278 40	Open	25%	100%	Fair	Yes	Yes	No	No	(Not RSC affiliated)	-
Rochford Hundred Rugby Union Football Club Magnolia Road, Rochford	7400	2575 20	Open	75%	77%	Fair	Yes	Yes	Yes (14997)	Yes	50%	321.90
Hockley Bowling Club, Highams Road, Hockley	3600	1252.80	Open	98%	100%	Med.	Yes	Yes	No	No	(Not RSC affiliated)	-
Hullbridge Sports & Social Club, Lower Road, Hullbridge	25500	8874.00	Open	90%	52%	Low	Yes	Yes + Grants	Yes (26288)	Yes	25%	554.63
Prittlewell & District Angling Society Fishing Rights, Eastwood Rise	1500	522.00	Closed to Ladies	35%	100%	Fair	No	Yes	No	No	(Not RSC affiliated)	-
Rayleigh Lawn Tennis Club High Road, Rayleigh	6400	2227 20	Open	90%	97%	Fair	Yes	Yes	Yes (181)	Yes	50%	278.40
Rayleigh Operatic & Dramatic Society, Hockley Road, Rayleigh	2000	696.00	Open	65%	88%	Med.	No	No	No	N/A	50%	87.00
Prittlewell & District Angling Society Fishing Rights, Hullbridge Rd.	1500	522.00	Closed to Ladies	35%	100%	Fair	No	Yes	No	No	(Not RSC affiliated)	-
Rayleigh Town Sports & Social Club, London Road, Rayleigh	10000	3480.00	Open	98%	50%	Low	No	Yes + Grant	Yes (No a/cs produced)	Yes	(No Accounts produced)	-
Rayleigh Horticultural Society, Whitehouse Chase, Rayleigh	1300	452.40	Open	98%	100%	V.Low	No	Yes	No	N/A	50%	56.55
Gt. Wakering R.B.L. Bowls Club, Little Wakering Road, Lt. Wakering	700	243 60	Open	75%	100%	Med.	Yes	Yes	No	Yes	50%	30.45
Rochford Sports Club, Church Walk, Rochford	5200	1809 60	Open (Encouragement to Youth)	86%	94%	Med	Yes	Yes	Yes (884)	Yes	50%	226 20
Stambridge United F.C., Recreation Ground, Stambridge	4575	1592.10	Open	50%	55%	Low	Yes	Yes	Yes (8456)	Yes	25%	99.50
												<u>£1654.63</u>

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PART II - Schedule of Registered Charitable Organisations Outside Council Criteria

<u>Property</u>	<u>RV</u>	<u>Mandatory Relief</u>	<u>Discretionary Relief</u>
Helping Hands Gift Shop, 38 Main Road, Hockley	£4775	80% granted	Nil
Barnardos, 7/9 Brook Road, Rayleigh	£61000	80% granted	Nil
Y.M.C.A., 25 High Street, Rayleigh	£17900	80% granted	Nil
Methodist Church Finance, 44B High Street, Rayleigh	£7250	80% granted	Nil
QEFD, 129 High Street, Rayleigh	£13900	80% granted	Nil
Sanctuary Housing Office, Hockley Road, Rayleigh	£3325	80% granted	Nil
Royal British Legion, East Street, Rochford	£4500	80% granted	Nil
Oxfam (U.K.) Limited, 131 High Street, Rayleigh	£16650	80% granted	Nil

PART III - Schedule of Cases Recommended for Refusal for Reasons Stated

<u>Property</u>	<u>RV</u>	<u>Reason for Refusal</u>
Westcliff Rugby Football Club Ltd., Aviation Way, Southend-on-Sea	£21800	Limited Company trading for profit
Seawing Flying Club Ltd., Eastern Perimeter, Southend Airport	£3775	Limited Company trading for profit
Roach Group Parish Council, Foulness Parish Hall	£1150	Precepting Authority
Rayleigh Conservative Club Ltd., 7 London Hall, Rayleigh	£7450	Principal objects are political
Grange Riding School, Murrells Lane, Hockley	£9800	Failed to submit accounts
Rochford Constituency Conservative Association, 25 Bellingham Lane, Rayleigh	£4750	(a) Failed to submit accounts (b) Principal objects are political
Hockley Parish Hall, 58 Southend Road, Hockley	£3075	Precepting Authority

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POLICY AND RESOURCES COMMITTEE

REPORT OF THE TREASURER

VIREMENTS 1989/90

As part of the budget preparation for 1990/91 revised estimates are calculated for 1989/90. Overall the revised estimate for 1989/90 is just below the original estimate for all net Committee expenditure. There are however a number of individual votes where either the additional expenditure or reduces income exceeds £3,000 and therefore requires approval.

The following schedule shows all areas even though some had already been dealt with by a special report during the year.

Description	Original Estimate	Revised Estimate	Description/Comments
	£	£	
Development Control - Salaries	143,600	154,200	) New posts and regrading ) approved by Staffing Sub Committee. )
Building Control - Salaries	121,200	126,400	
Essex County Grant - Verge Maintenance	(26,100)	(14,500)	ECC reduced the level of contribution subsequent to the estimates being formulated. The proposed level of £14,500 is less than the actual for 1988/89 which amounted to £19,071. Discussions continue with ECC.
Elections - Salaries	9,700	10,100	Additional post approved by Staffing Sub Committee.
Grants - Crime Prevention Manual	-	6,000	One off grant approved by Policy and Resources Committee.
Housing Benefit Admin - Salaries	112,700	118,300	Early implementation of grading review to reflect additional work being carried out by the section. Approved by Staffing Sub Committee.
Contract Monitoring - Salaries	105,900	120,000	Change in accountancy treatment - one officer moved from Assistant Chief Exec's Salaries.
Maint of Gnds Fencing - The Mount	-	5,000	Council contribution towards the provision of fencing for The Mount financed from the reduced grounds maintenance cost.
Administrative Buildings - Fuel, Light and Cleaning Materials	41,500	45,000	Additional costs anticipated due to provision of new Community Charge office.

000265

# Community Charge

The Community Charge budget was formulated at a time when very few of the rules governing the new charge had been determined. Consequently firm decisions had not been taken with regard to the methods to be employed in carrying out this major administrative task. It is therefore inappropriate to consider individual expenditure heads in isolation. The Rates Cost of Collection account and the Community Charge account are very much interrelated as many tasks overlap and the two should therefore be viewed as a whole as shown below.

Description	Original Estimate	Revised Estimate	
	£	£	
Community Charge	332,600	345,500	The overall increase of £3,900 derives mainly from an increase in postage and paper costs resulting from late changes in legislation. The items which are brought to Members attention are now shown below.
Rates Cost of Collection	292,400	286,400	
	625,000	631,900	

Salaries 155,500 175,300 This item arose in a variety of ways as shown below.

## Variation

- Early appointment of staff.	14,200	For Transitional relief - agreed by Staffing Sub Committee. This cost will probably be met from a Government Grant.
- Salary award.	1,100	In excess of estimated provision.
- Change in accountancy practice.	20,800	Staff costs allocated from rates cost of collection.
- Savings generated.	(16,300)	Deferred appointment of Community Charge manager and changes in method of canvassing.
	19,800	

Post Office - 31,200 )  
 Printing, Stationery and Advertising 18,000 26,000 )  
 Explained below.

This expenditure has been re-evaluated to take account fully of changes in legislation and working practice. It was considered more efficient to engage the post office to carry out the majority of deliveries. This was previously carried out by council staff but the discounts now available for bulk deliveries make the post office option more attractive.

More stationery than was previously envisaged will be required in order to accommodate the various late changes in legislation and the introduction of new transitional relief.

Pamphlets 7,000 15,000 New provision for leaflets to all chargepayers (Community Charge Level)

Description	Original Estimate	Revised Estimate	Description/Comments
	£	£	
Computer and Audit Services			
- Dual Running Community Charge	-	9,000	Additional requirements for new software.
- Consultancy Annual Review	-	5,000	Approval given via Audit Panel
- Personal Computer Maintenance	5,000	10,000	Maintenance of personal computers was previously arranged on a departmental basis. This was not the most cost effective method of providing cover and this function has been centralised under the control of the Head of Computer Services and Audit.
- Insurances	2,100	8,300	Increased cover following review and change in accountancy practice.
- C View	-	3,300	These costs were previously absorbed within the overall cost of the Rochford Computer Centre. With the introduction of facilities management it has now been possible to separately identify these costs.
- Licence Payments	-	10,000	Introduction of new software.
Homelessness - B & B Accommodation	18,000	30,000	Approved by Policy and Resources Committee.
Enforcement Staff - Salaries	25,200	34,600	Additional staff approved by Policy and Resources Committee.
Env Health - Car Allowances	15,700	22,600	Additional staff approved by Policy and Resources Committee, coupled with the financial effect of the change in Council policy in respect of the car provision scheme.
Env Health - Recharge Southend H A	(18,500)	(2,000)	Minute 430/BT discontinued cost.
S. 16 Sewerage - Contribution	20,000	62,000	Includes arrears dating back to 1982/83 following re-assessment by Anglian Water Services Ltd.
House Purchase Loans			
- Insurance Recoveries	(19,000)	(12,300)	Reduced volume due to repayments.
- Interest Charged to Borrowers	(65,000)	(78,000)	Reduced volume due to repayments.
Leisure - Courtesy Bus	20,000	25,000	Supplementary estimate approved.
Leisure - Rent & Rates	105,600	119,000	Freight House rent increased from £14,000 to £27,500 following rent review by British Rail.

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Description	Original Estimate	Revised Estimate	Description/Comments
Chief Exec & Treasurer - Salaries	£ 747,800	£ 359,800	

The increase in expenditure on this head arises through a variety of circumstances as set out below.

			Variation
			-----
Pay awards and regradings, approved by Staffing Sub Committee, in excess of inflation.			12,500
Bringing forward recruitment of two posts to assist in the community charge transitional relief			3,000
Change in Accountancy treatment staff costs re Car Parks.			11,300
Savings achieved - vacancies etc			(15,000)
			-----
			12,000
			-----
Supervision & Management General			
- Car Allowances	6,300	10,900	Provision increased to include additional leased cars.
Housing Revenue Account - Block Subsidy	(484,000)	(384,000)	Reduction in Housing Subsidy.
- Net Rents	(1,820,000)	(1,776,000)	Decreased housing stock.
Land Charges - Salaries	17,300	21,200	Additional appointment of temporary staff during a period of increased workload in the early part of the year and to cover maternity leave.
- Fees and Charges	(90,000)	(54,800)	During 1988/89 and the early part of 1989/90 demand for Land Charge services was extensive. This resulted in actual income in 1988/89 being higher than originally estimated. The demand continued until the current deflation in the housing market which has had a detrimental effect on income.

The above variances will all be met from savings on other budget heads within the overall committee expenditure.

RECOMMENDED That the Treasurer be authorised to agree the appropriate variances to cover the above items. (108/17)

000268

ROCHFORD DISTRICT COUNCIL

POLICY & RESOURCES COMMITTEE - 20TH FEBRUARY 1990

REPORT OF THE CHIEF EXECUTIVE & DIRECTOR OF FINANCE

MEMBERS' ALLOWANCES (Minute 30/90)

Councillor A.J. Harvey - Leader of the Council and Leader of the Majority Party.

Councillor D.R. Helson - Acting Leader of the Opposition Party.

Councillor D.F. Flack - Leader of the Minority Party.

1. Introduction

The Leaders had before them a summary of the Government's proposals which are appended to introduce a new system of Councillors' allowances under the Local Government and Housing Act, as previously submitted to all Members and referred to a meeting of group leaders who met at the Civic Suite on 29th January 1990. They received a further report that the new system of allowances was now likely to take effect from 1st July 1990 and that the Council must make a scheme for Members' Allowances before that date.

The maximum amount that the Council can pay in Members' allowances is £48,000 each year (40 Members x District Council maximum of £1,200).

The minimum amount that can be paid is £19,200

£ 48,000  
-£ 4,800 minimum responsibility allowance

£ 43,200  
=====

£ 43,200 = £14,400  
3 +£ 4,800 minimum responsibility allowance  
  
£19,200  
=====

The Council currently pays approximately £17,800.

The Leaders agreed that a scheme based upon the minimum would unfairly disadvantage some Members, but that one based upon the maximum was unfair to Community Charge payers. The Council have never paid the maximum allowances, and the usual amount claimed by Members was £10.83 per Meeting, not the maximum of £19.50. The Leaders will therefore recommend that the Rochford scheme should be consistent with present policies and that the total amount payable will be £33,600 on the following basis:

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	£		£
Maximum	48,000		
-Minimum	19,200		
	<u>28,800</u>		
	28,800	÷ 2 =	14,400
		Minimum	<u>19,200</u>
		+ difference	<u>14,400</u>
			<u>33,600</u>

The total sum should be divided as follows:-

(i) Responsibility Allowances

	£	£
Leader of Council	600	
Leader of three main		
Political Groups 3 x £600	<u>1,800</u>	
	2,400	
Chairmen of Main Committees		
(Policy & Resources, Development		
Services, Planning Services,		
Leisure Services and Health &		
Housing Services) 5 x £480	<u>2,400</u>	
Minimum Total	4,800	
	=====	

(ii) Basic Allowances

£720 to each Member x 40	<u>28,800</u>
	33,600

(The minimum basic allowance is £360)

(ii) Attendance Allowances

No attendance allowances to be paid, the current scheme ending on the day before the introduction of the new scheme.

2. Administration

The allowances to be paid monthly e.g. £720 ÷ 12 = £60 on the 20th of each month together with travelling and subsistence expenses. Member's claims prior to payment to be received by the 5th of the month.

Where By-Elections occur, payment to be made pro-rata and no recovery to be made in the event of death or premature retirement.

There would be no redistribution of allowances not claimed by Members.

3. Travelling and Subsistence

The new system does not change the travelling and subsistence allowances. However, these can only be paid in respect of approved duties. There are some anomalies in the present arrangements and it is further recommended that attendance at:

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- (i) Council, Committee, Panel, and Working Party Meetings and site visits (but only when attending as a Member of such a Meeting).
- (ii) Conferences and Seminars (but only when attending as Council's delegates).
- (iii) Chairman's and Vice-Chairman's briefing.
- (iv) Meeting of all outside bodies (pages 39 - 42 of the Year Book) (but excluding Schools Governing bodies) but only when the Member attends as a representative of the Council.
- (v) Meeting with these and other organisations where previously approved by the Council (e.g. other Councils, public utilities, action groups etc.)

will qualify as an approved duty for the purpose of travelling and subsistence. Attendance at social functions would not however apply.

In view of recent difficulties it is also recommended that the Council amends and clarifies the present system of Members' travelling expenses. Normally for both travelling allowance and subsistence purposes the return journey will be based upon either the main residence or normal place of work to the place of the approved duties. Exceptionally where a Member is unavoidably at another place within the United Kingdom the journey be based upon that place to the place of the approved duty. (This exception should not apply where temporary absence is due to holiday arrangements).

All of the above would be subject to any revision of the National Scheme of travelling and subsistence (pages 35 and 36 of the Year Book continue to apply).

#### 4. Chairman and Vice-Chairman's Allowances

Mindful of the fact that these allowance are outside of the new scheme but that they may be subject to tax deduction in the future, the allowances for 1990/91 be as follows:-

Chairman's Allowance	£1,800 )
	)net of tax
Vice Chairman's Allowance	£ 400 )

RECOMMENDED (1) That a new Members' Allowance Scheme incorporating revised travelling and subsistence arrangements be introduced from 1st July 1990 or such later date as may be prescribed by the Secretary of State.

(2) That the present scheme remains in force unaltered until the day before the introduction of the new scheme.

(3) That the total allowances under the new scheme be fixed at half way between the minimum and maximum allowances prescribed by the Government.

(4) That minimum responsibility allowances be paid to the Leader of the Council, Leaders of the three main Political groups and the five Committee Chairmen as allocated above.



(5) That the remaining part of the total allowances be divided equally between all Members.

(6) That the administrative arrangements be as set out above.

(7) That the Chairman and Vice-Chairman of the Council's allowances be fixed at £1,800 and £400 (net of tax) respectively.  
(708)(T,SEC)



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## COUNCILLORS' ALLOWANCES - SUMMARY OF GOVERNMENT PROPOSALS

1. This paper sets out the Government's proposals for a new system of councillors' allowances which it is intended should form the basis of regulations to be made under the Local Government and Housing Act 1989, to come into effect on 1 April 1990. The paper reflects the discussions conducted by the official Working Group on councillors' allowances, although the local authority association representatives on the Group have made clear that the scheme does not necessarily represent what local government would itself have proposed. Nor was there full consensus within the Group on the proposed distribution of resources.

### Allocations

2. The total quantum of resources available for the new scheme will be £42 million at current prices. The allocations will vary by type of authority, and will be determined by setting an amount per councillor, which will be multiplied by the number of councillors on each authority to arrive at the total allocation. The allocations proposed for the principal councils are set out in annex A. The Government has agreed to consider banding by population in Scotland, if there is broad agreement amongst Scottish authorities on its basis, and provided the total cost does not exceed what is currently proposed. This is still being considered by CoSLA.

3. Local authorities will be able to overspend their total allocations by up to 5%, subject to a corresponding reduction in the allocation for the following year. Any surplus allocation left unspent at the end of the financial year cannot be carried over, but may be paid equally to all councillors as a supplement to the basic allowance.

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## Basic, attendance, and special responsibility allowances

4. Local authorities will be required to draw up a scheme for the payment of councillors' allowances at the beginning of each financial year, and may amend it at other times. Councils will be free to determine the level of allowances, and the basis on which they will be paid, subject to criteria contained in the Act, or prescribed in regulations made by the Secretary of State. The following criteria are proposed:

**Special Responsibility Allowance** - councils must set aside a minimum of 10%, and maximum of 25% of their allocation for SRA, payable to designated post holders in accordance with paragraphs 9-12 below;

**Basic allowance** - the total amount payable as basic allowance must not be less than one third of the remaining allocation after the amount set aside for SRA has been deducted, and it must be paid equally to all councillors;

**Attendance allowance** - any remaining allocation after provision has been made for SRA and basic allowances, may be paid as an attendance allowance for carrying out approved duties as defined by the Secretary of State (see paragraphs 5-8 below); the rate, to be determined by the authority, may vary according to the length of duty, and time of meeting, but must be the same for all councillors.

It should be noted that there is no requirement to pay attendance allowance, and all the remaining allocation (after provision has been made for SRA) may be paid as basic allowance.

## Approved duties

5. Approved duties for the purpose of attendance allowance, will be defined as attendance at meetings of the council, committees, and sub-committees, as well as certain representative duties. These will include duties carried out by councillors as their

authority's appointed representative on any public body, charity, voluntary body, or other organisation formed for a public purpose (and not for the personal benefit of its members) except where such remuneration would otherwise be prohibited by another enactment (eg coucillors appointed to school governing bodies).

6. The definition will cover appointments to the statutory authorities such as combined police authorities (but not the London and metropolitan joint authorities - see paragraph 14 below), and appointments to the committees of other local authorities (eg where disticts are represented on county council committees). Provision will be made to ensure that there is no possibility of duplication of allowances that a member may otherwise be entitled to.

7. Attendance on behalf of the authority at meetings of organisations representing local government, and duties carried out for such organisations will also be included within the definition of approved duties. This will not prevent individual local authority associations from paying allowances directly to councillors for carrying out such duties if they wish to do so, although the provisions relating to duplication of allowances will apply here too.

8. Section 175 of the Local Government Act 1972, and section 47 of the Local Government (Scotland) Act 1973 - as amended by the 1989 Act - will continue to make seperate provision for the payment of attendance allowance for attending conferences, although the cost will count against authorities' allocations. Attendance at conferences will not therefore be included in the definition of approved duties, but may nevertheless attract attendance allowance.

#### Arrangements for Special Responsibility Allowance

9. Local authorities will be required to draw up a list of posts, and the amount of SRA payable. Holders of these posts will be entitled to SRA for so long as they hold the post.

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10. The number of posts to be designated for SRA may not exceed five, or one third of the total number of councillors on the council, whichever is the higher. The maximum SRA payable to an individual councillor in any financial year, may not exceed £7,000.

11. Local authorities will be required to make provision for paying SRA to members of opposition groups. The local authority associations have expressed a strong view that this should take the form of a general requirement, and the extent of the provision required should not be defined more precisely. Initially therefore, the Government propose making provision along the lines of a requirement to "make reasonable provision for the designation of SRA posts held by members of minority political groups, having regard to the number of members of such groups, and the responsibilities of the posts".

12. The Government will however consider a more prescriptive approach if there is evidence that such a general requirement is being misused or mis-interpreted, and that opposition groups are not receiving a reasonable share of SRA resources. In these circumstances, the Government have in mind a formula which would set down a minimum entitlement for opposition groups. This might require half the amount set aside for SRA to be allocated to political groups in proportion to their strength on the council. The other half could be allocated by the council as it wished and would generally be expected to go to the majority party where there was one, although there would be nothing to prevent councils topping up opposition group allocations.

#### Financial Loss Allowance

13. Financial Loss Allowance will be payable to appointed members of local authorities (that is, members who are not councillors) for carrying out approved duties as defined in paragraphs 5-8 above. Payments will not count against the authorities' allocations, but there will be a prescribed maximum daily rate as at present.

## London and metropolitan joint authorities

14. The London Fire and Civil Defence Authority, and the joint metropolitan police, fire and civil defence, and passenger transport authorities will be able to pay basic, attendance and special responsibility allowances within an overall cash limit. It is envisaged that this should be set at £500 per councillor. FLA will be payable to any non-councillor appointed members (the local authority appointed members will be designated councillors of the joint authority for the purpose of paying allowances).

## Allowances for members of other bodies

15. The Act applies the allowances provisions to certain other authorities and boards, and the Secretary of State has power to designate other bodies as 'relevant authorities' for the purposes of the Act. A list of the main bodies that are either defined in the Act, or it is proposed to prescribe is at annex B.

16. Councillors who are appointed by their authority to such bodies (except the London and metropolitan joint authorities -see paragraph 14 above), will generally be entitled to attendance allowance from their own authority under the definition of approved duties proposed in paragraphs 5-8 above. The bodies themselves will not therefore be able to pay attendance allowance directly to councillor members.

17. It is proposed to make provision in the regulations to enable waste disposal and regulation authorities, combined police authorities, and joint police, and fire boards in Scotland, to pay SRA. The total amount payable would be determined by the constituent authorities, who would be required to set aside a corresponding amount from their own allocations.


18. These, and other bodies which come within the scope of the new arrangements, will be able to pay financial loss allowance to non-councillor members up to a prescribed maximum per day, as at present. It is not considered appropriate to set individual cash limits on the total allowances that such bodies may pay.

000277

19. The arrangements for parish and community councils will remain broadly the same as at present with provision for the payment of attendance allowance or FLA for duties carried out outside the parish or community, subject to prescribed maxima set by the Secretary of State. The definition of approved duties for this purpose will be the same as that prescribed for the payment of travel and subsistence allowances (see paragraph 20 below).

#### Travel and subsistence

20. The provisions relating to the payment of travel and subsistence remain unchanged except that the definition of "approved duties" is to be prescribed by the Secretary of State. It is intended that this definition should remain broadly the same as under the current legislation, with the exception that local authorities will not be able to pay travel and subsistence allowances for party political activities.



## COMBINED FLAT RATE AND ATTENDANCE ALLOWANCE SCHEME

PROPOSED ALLOCATIONS BASED ON A QUANTUM OF £42M

	Cncls	Cllrs	Total Allocation per cllr	Maximum Expenditure Total
	*	*	£	£000
	(1)	(2)	(3)	(4)
Met Districts	36	2481	2400	5954
London Boroughs	32	1914	2400	4594
Counties E & W	47	3565	2400	8556
Districts E & W	334	14951	1200	17941
			TOTAL E & W	37045
Regions & Islands	12	524	3400	1782
Districts Scotland	53	1158	2700	3127
			TOTAL SCOTLAND	4909
			TOTAL GB	41954

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## ALLOWANCES FOR COUNCILLOR MEMBERS OF OTHER BODIES

	Now	Proposed
London Fire & Civil Defence authority	)	
Metropolitan police authorities	) AA/FLA	Basic, AA, & SRA within cash limit of £500 per councillor
Metropolitan fire & civil defence authorities	) & SRA	
Passenger transport authorities	)	
	)	
Waste disposal & regulation authorities	AA/FLA	AA (from appointing councils) + SRA
Combined police authorities	)	
Joint police boards (Scotland)	) FLA	AA (from appointing councils) + SRA
Joint fire boards (Scotland)	)	
	)	
Broads authority	AA/FLA )	
National park planning boards	FLA )	AA (from appointing councils)
National park committees	AA/FLA )	
Humber, Forth, & Tay Bridge Boards	)	
Cemetary and crematoria boards	) FLA	AA (from appointing councils)
River purification boards (Scotland)	)	
Central Scotland Water Development Board	)	
Education appeal committees	FLA	Being considered
Housing benefit review boards	AA/FLA	AA (from appointing council)
Pensions authorities	AA/FLA	AA (from appointing councils)
Miscellaneous bodies (annex B)	Varies	Being considered



000280

ROCHFORD DISTRICT COUNCIL

POLICY AND RESOURCES COMMITTEE - 20TH FEBRUARY 1990

REPORT OF THE SECRETARY TO THE COUNCIL

RE-ALLOCATION OF RESPONSIBILITIES

(a) As a preliminary to the establishment of cost centres in his and other Directorates and in order to release staffing resources to concentrate on the new enforcement and land management initiatives, the Secretary has reviewed with the Solicitor and other Chief Officers the allocation of duties and responsibilities to his office. A number of the Council's statutory notices (planning enforcement) and order making functions (public paths) involve complex legal procedures and it is considered prudent that these responsibilities remain with the Solicitor and Secretary.

(b) There are other duties which are presently split between departments where the Secretary or Solicitor issue licences/notices at the request of, on the advice of or on the basis of information supplied by other departments. The reasons for these divisions of responsibility now owe more to history than any current logic and it would be far more convenient and sensible and would avoid unnecessary delay if the departments initiating the requests, advice or information were made responsible for the issue of the formal documentation. The particular functions involved are Entertainment Licensing, Ditch Piping, and Housing Acts (Time and Place) Notices all of which could more appropriately be dealt with entirely by the Head of Environmental Services. In addition it is suggested that the issue of Building Preservation Notices and Tree Preservation Orders should be dealt with entirely by the Director of Development although it is thought that the Secretary and Solicitor should retain reserve powers under Standing Order 42.

(c) There are three other matters where a change of responsibility is proposed. The Secretary issues amusement with prizes permits which for the most part relate to gaming machines located at premises where food is sold or consumed and also Late Night Refreshment House Licences. It would be logical if the Head of Environmental Services who is the Chief Officer with specific departmental responsibility for food premises, undertook these licensing functions. Lastly, street naming and numbering would best be dealt with as part of the development/building control activity as this would ensure early consideration of these requirements.

(d) The Chief Executive and Director of Finance as Head of the Paid Service concurs with these changes in the arrangements for the discharge of the Council's functions. There are a number of consequential changes in delegations to officers if the foregoing proposals are accepted and these are set out in the Appendix hereto.

RECOMMENDED (1) That the foregoing re-allocation of departmental responsibilities and changes in delegations to officers be approved with effect from 1st June 1990.

(2) That the Director of Development under Standing Order 42 appoints the Secretary to the Council and the Solicitor to act in his absence with regard to his delegations for Tree Preservation Orders and Building Preservation Notices. (4500)(SEC)

000281

DELEGATED MATTERS - REALLOCATION OF RESPONSIBILITIES

1. Secretary to the Council and Solicitor

<u>Min.No.</u>	<u>Terms of Amendment to Delegated Authority</u>
308/74	Delete reference to Licences for  Music and Dancing (full and occasional) Sunday Entertainments Boxing and Wrestling Late Night Refreshment Houses Dogs (Licensing system abolished) Amusements with prizes permits Cinematograph and Children's Entertainments  and delegate authority in this respect to Head of Environmental Services (except Dog Licensing).
393/75	Transfer authority to issue consents to cut down, top, lop etc., preserved trees to Director of Development.
838/75	Transfer authority to decide applications under Section 263 of the Public Health Act 1936 for consent to pipe ditches to the Head of Environmental Services.
354/77	Transfer authority to serve Notice under Section 262 of the Public Health Act 1936 (Culverting of Watercourses) to the Head of Environmental Services.
824/77	Transfer authority to issue licences under the Private Places of Entertainment (Licensing) Act 1967 to the Head of Environmental Services.
823/83	Transfer authority to make Tree Preservation Orders to the Director of Development.
825/77	Transfer authority to refer any proposal to remove a 2a.m. extension to the Music and Dancing Panel to the Head of Environmental Services.
650/82	Transfer authority to issue Building Preservation Notices to the Director of Development.
673/82	Transfer authority to determine applications for the grant, renewal and transfer of Public Entertainment Licences under the Local Government (Miscellaneous Provisions) Act 1982 and to remit the whole or part of the Licence Fee where the entertainment is considered to be educational or charitable, to the Head of Environmental Services.
518/85	Transfer delegations under Standing Order 42 from Posts CS3, CS10 and CS12 to sign Tree Preservation Orders to Posts TP10, TP15, TP20 and TP33.

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329/85

Transfer authority to serve Building Preservation Notices on red telephone kiosks in Conservation Areas to Director of Development.

224/88

Transfer authority to issue Licences under Fire Safety and Safety of Places of Sport Act 1987 to Head of Environmental Services.

CHAIRMAN

000283

DATE

3/4/90