

## PROGRESS ON DECISIONS

## FROM FORMER ENVIRONMENTAL SERVICES COMMITTEE

| Item   | Progress/Officer  |                                     |                                     |
|--|---|-------------------------------------|-------------------------------------|
| <b>Essex County Council – Tree Preservation Orders (Minute 388/06)</b><br><br><b>Resolved</b><br><br>That the District Council makes the strongest representation to the County Council that they maintain the management and administration responsibility for their TPOs, but that if they decide to cease this responsibility, urgent discussions take place to determine the resource implications and how the future situation can be effectively managed, with the County Council being requested to reimburse the District for any additional costs incurred. <b>(CD(ES))</b> | Red   | Amber                               | Green                               |
|  | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
|  | Members will be aware of the previous offer of temporary admin support to facilitate the transfer of TPOs that was rejected. The decision to cancel all TPOs has now been taken by the County and is to be phased over three years. Whilst the need for technical support for the district has been acknowledged, it is clear that this will only be for a temporary period. No specific proposal or timetable for Rochford has been identified. Negotiations are continuing and an officer meeting is planned shortly. |                                     |                                     |
| <b>How Clean are our Streets Survey July 2006 Analysis (Minute 73/07)</b><br><br><b>Resolved</b><br><br>(1) That the findings of the survey be noted and that a further survey be carried out in summer 2007.  | Red   | Amber                               | Green                               |
|  | <input type="checkbox"/>  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
|  | A survey is contained within the Summer edition of Rochford District Matters and an excellent response has been received to date. The results will be reported to the Contracts Sub-Committee and through the Members' Bulletin.  |                                     |                                     |

**KEY**

|       |   |  |
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|--|---|--------------------------|-------------------------------------|
| <p>(2) That action be taken to address the issues raised, in particular the public perception around dog fouling and that, where appropriate, these be included in the specification for the new street cleansing contract.</p> <p>(3) That officers explore the possibility of hiring external staff over 2-3 days to target known hot spots for dog fouling with a view to instigating prosecutions. <b>(HES)</b></p>  | <p>The option of increased frequency of street cleansing will be considered as part of the new contract to be agreed by Contracts Sub-Committee and referred to the Executive Board in November.</p> <p>External funding provided for the implementation of the Smoking Ban will be utilized to run a pilot project for between 12-18 months. This should enable us to employ an Enforcement Officer to deal with all environmental enforcement issues, including investigation of known 'hot spots' for dog fouling.</p> |                          |                                     |
| <p><b>Regulation of Cosmetic Piercing and Skin Colouring Businesses (Minute 74/07)</b></p> <p><b>Resolved</b></p> <p>(1) That the byelaws outlined in the officer's report be adopted.</p> <p>(2) That the necessary procedure be completed and that an application be made to the Secretary of State for confirmation of the byelaws.</p> <p>(3) That the fee for registration of premises at which acupuncture, tattooing, semi-permanent skin colouring, cosmetic piercing or electrolysis is undertaken be £148 for 2007/08. <b>(CD(ES))</b></p> | Red   | Amber                    | Green                               |
|  | <input type="checkbox"/>  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | <p>The application has been sent to the Secretary of State for the byelaw to be confirmed. We anticipate that subject to this consent, the byelaws can be brought into force by October 2007. All other actions have been completed.</p>  |                          |                                     |

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## FROM FORMER LEISURE, TOURISM AND HERITAGE COMMITTEE

| Item   | Progress/Officer   |                                     |                          |
|--|--|-------------------------------------|--------------------------|
|  | Red  | Amber                               | Green                    |
|  | <input type="checkbox"/>   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <b>Bird Watching – Tourism Potential (Minute 263/06)</b><br><br><b>Resolved</b><br><br>That officers work with the RSPB to identify specific sites within the Rochford District that could potentially be developed as nature reserves/areas of tourism and report back in due course. <b>(CE)</b> | Awaiting further response and confirmation from RSPB an areas of interest. |                                     |                          |

## FROM FORMER PLANNING POLICY AND TRANSPORTATION COMMITTEE

| Item   | Progress/Officer   |                                     |                          |
|--|--|-------------------------------------|--------------------------|
|  | Red  | Amber                               | Green                    |
|  | <input type="checkbox"/>   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <b>Review of the Operation of the Planning Enforcement Service (Minute 104(2)/07)</b><br><br><b>Resolved</b><br><br>(1) That the Head of Planning and Transportation conducts an annual review of outstanding enforcement cases, with the Development Control Committee to confirm those cases to be closed.<br><br>(2) That the Head of Planning and Transportation reviews the provision of duty cover in order that those members of the enforcement team that have study leave do not spend a material part of their week as part of the duty rota and for him to give further consideration to his staffing levels as a result. | In hand – report by end of 2007.<br><br>In hand – review to be completed by December 2007. |                                     |                          |

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| (3) That the Head of Planning and Transportation records the date of the last action on the 'live case' list report.   | A 'last action' date is now included in management reports.                      |
| (4) That the Head of Planning and Transportation regularly submits the number of outstanding cases, together with details of enforcement notices issued and appeals lodged, to the Development Control Committee.  | Implemented.   |
| <p>(5) That the Head of Planning and Transportation implements the following changes to the public documentation relating to planning enforcement:-</p> <p><u>Enforcement Policy</u></p> <p>'Pursuing any breach of planning control to its resolution so far as it is reasonable and expedient to do so' should be amended to 'pursuing any breach of planning control to a satisfactory conclusion'.</p> <p><u>Complete Guide to the Enforcement Service</u></p> <ul style="list-style-type: none"> <li>- Reference should be made, on page 2, to how people should register complaints and in what form.</li> <li>- Page 10 should include details of how to access the website and other ways of contacting Rochford District Council.</li> <li>- Page 17 should include details of the location of the Council offices and of provision for writing in to the Council.</li> </ul> | Implemented.   |
| (6) That the Head of Planning and Transportation investigates the possibility of submitting the public documentation relating to planning enforcement for the 'crystal mark'.  | Arrangements in hand to submit the document for accreditation by September 2007. |

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| Item   | Progress/Officer                                       |
|--|--|
| (7) That the Head of Planning and Transportation continues the dialogue with other Authorities regarding best practice relating to enforcement and regularly reports back to Members.  | Implemented.   |
| (8) That, in those cases where an impasse has been reached and court action has failed to resolve the breach of planning rules, the Head of Planning and Transportation reports the case to the Development Control Committee for direct action to be considered to remedy the breach. | Actioned when appropriate.                             |
| (9) That the Head of Planning and Transportation publishes a quarterly planning enforcement report in <i>Rochford District Matters</i> , stating the number of new cases and cases closed in the quarter.  | Implemented.   |
| (10) That the Head of Planning and Transportation commissions an aerial survey of the district bi-annually, with a link on the Council's website, to enable residents to acquire aerial photographs of their homes and neighbourhood. (HPT)  | Implemented – an update has been commissioned in 2007. |

## FROM EXECUTIVE BOARD

| Item   | Progress/Officer   |                          |                                     |
|--|--|--------------------------|-------------------------------------|
| <b>Peer Review (Minute 187/07)</b>   | Red  | Amber                    | Green                               |
|  | <input type="checkbox"/>   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | Peer Review now undertaken. Final report to be presented to Council in October by the Review Team. |                          |                                     |
| <b>Resolved</b>  |  |                          |                                     |
| That the draft submission and timetable be sent to the Peer Review Team subject to:- |  |                          |                                     |

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| <ul style="list-style-type: none"> <li>Adjustment to paragraph 1.2 to indicate that the Council is on course to complete the transfer of its housing stock by early July.</li> <li>Adjustments to paragraphs 2.2 and 2.4 to ensure consistency in terms of geographical references to Hockley and Rochford.</li> <li>Inclusion of the young persons population in paragraph 2.7.</li> <li>Inclusion of the fact that the Chairman of the Review Committee is a Member of the opposition party in paragraph 2.12. <b>(CE)</b></li> </ul> |  |                                     |                                     |
| <b>Annual Audit and Inspection Letter (Minute 188/07)</b><br><br><b>Resolved</b><br><br>That, in the first instance, arrangements be made for the Executive Board to work collectively on the development of a more detailed vision for the District, to be followed by further work around visioning to which all Members would be invited. <b>(CE)</b>  | Red  | Amber                               | Green                               |
|   | <input type="checkbox"/>                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
|   | “Visioning” session for Executive Board held on 24 August. |                                     |                                     |
| <b>Large Scale Voluntary Housing Transfer – Treatment of Potential Sites and Playspaces (Minute 190/07)</b><br><br><b>Resolved</b><br><br>(1) That the potential development sites detailed in the report be retained by the Council and transferred to the General Fund.   | Red  | Amber                               | Green                               |
|   | <input type="checkbox"/>                                   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
|   | Implemented.   |                                     |                                     |

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| <p>(2) That the proposals in relation to The Chestnuts, High Road, Rayleigh be noted.</p> <p>(3) That the playspaces detailed in the report be transferred to Rochford Housing Association subject to legal requirements to ensure their retention for public use and proper maintenance. <b>(CD(ES))</b></p> | The transfer contract documentation will implement decisions (2) and (3). |                          |                                     |
| <p><b>Friends of Essex Churches – Request for Funding (Minute 192/07)</b></p> <p><b>Resolved</b></p> <p>That the Friends of Essex Churches be advised that Rochford District Council is not able to provide financial assistance to assist the operation of their organisation. <b>(HPT)</b></p>              | Red   | Amber                    | Green                               |
|   | <input type="checkbox"/>  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <p><b>The Transition from Comprehensive Performance Assessment to Comprehensive Area Assessment (Minute 194/07)</b></p> <p><b>Resolved</b></p> <p>That this Council's response to the Audit Commission consultation paper be on the basis set out in the report. <b>(CE)</b></p>                              | Red   | Amber                    | Green                               |
|   | <input type="checkbox"/>  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|   | Consultation response sent.   |                          |                                     |

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| <b>Hackney Carriage Fare Increase (Minute 218/07)</b><br><br><b>Resolved</b><br><br>That Hackney Carriage fares be increased from 3 September 2007, as detailed in the report, subject to retaining the night rate implementation time of 10.30 pm. <b>(HPT)</b>  | Red                      | Amber                    | Green                               |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|   | Implemented.             |                          |                                     |
| <b>Tinted Windows in Licensed Vehicles – Proposed Amendment to Conditions (Minute 219/07)</b><br><br><b>Resolved</b><br><br>That the conditions proposed in the report in respect of the use of dark tinted windows and privacy glass for hackney carriage and private hire vehicles, licensed by Rochford District Council, be approved and the Council's Hackney Carriage and Private Hire Vehicles Licence Conditions be amended accordingly. <b>(HPT)</b> | Red                      | Amber                    | Green                               |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|   | Implemented.             |                          |                                     |
| <b>Amendment to the Vehicle Licence Conditions – Use of Front Seats (Minute 220/07)</b><br><br><b>Resolved</b><br><br>That the Hackney Carriage and Private Hire Vehicle Licence Conditions be amended to permit the use of both front passenger seats in MPV or mini bus type vehicles that provide accommodation for 2 passengers in the front of the vehicle, subject to the conditions outlined in the report. <b>(HPT)</b>                               | Red                      | Amber                    | Green                               |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|   | Implemented.             |                          |                                     |

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| <b>Exempt Report of the Contracts Sub-Committee – 18 June 2007<br/>(Minute 222/07)</b><br><br><b>Resolved</b><br><br>(1) That, subject to provision for a combined weekly collection of kitchen waste and garden waste, waste management Option 3 be selected for the tender stage of the procurement process.<br><br>(2) That, at this stage, street cleansing Options 1 and 2 be selected for the tender stage of the procurement process, tendering to include the identification of specific prices for toilets.<br><br>(3) That ground maintenance Option 1 be selected for the tender stage of the procurement process.<br><br>(4) That contract specifications and tender documents be produced based on the selected options in recommendations (1), (2) and (3) above and that tenders be then sought for these options.<br><br>(5) That, subject to replacement of the term ‘company profit level within tenders’ with ‘contract profit level within tenders’ and further work on the actual points allocation, a tender evaluation model based on a 60:40 ratio on quality and price respectively be agreed.<br><br>(6) That a contract length for waste management, street cleansing and ground maintenance contracts of seven years be agreed, which can be reviewed for a further seven years if both the Council and the contractor agree. | Red  | Amber                    | Green                               |
|   | <input type="checkbox"/>   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|   | <p>The tenders have now been despatched in accordance with the agreed specification.</p> <p>Specific details of tender evaluation model will be developed in readiness for evaluation period following the receipt of contractors’ tenders.</p> <p>Details of the length of contract will be included in the contract specification documents.</p> |                          |                                     |

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| (7) That the policy be continued that no side waste to be collected and no crocodile bins be collected, except at Bank Holidays, as is the current practice. <b>(HCS)</b>  | This information will be included in the contract specification documents. |                          |                                     |
| <b>Memorandum of Understanding – Thames Gateway Area Waste Management (Minute 244/07)</b><br><br><b>Resolved</b><br><br>That the Memorandum of Understanding attached as Appendix A to the report, together with the associated letter of support, be signed in support of the Outline Business Case being submitted to DEFRA for PFI credits to assist the County with procurement of a new long term waste management solution for Essex. <b>(HCS)</b> | Red  | Amber                    | Green                               |
|  | <input type="checkbox"/>   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | Implemented.   |                          |                                     |
| <b>Health And Safety Service Plan 2007/08 (Minute 245/07)</b><br><br><b>Resolved</b><br><br>That, subject to the issue of press releases highlighting the Council's significant per household expenditure on environmental health and the complimentary nature of a recent environmental health audit, the Health and Safety Service Plan, as attached to the report, be approved. <b>(HES)</b>  | Red  | Amber                    | Green                               |
|  | <input type="checkbox"/>   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | Press Release was published in late July.                                  |                          |                                     |

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| <b>Asset Management Plan 2007/08 (Minute 247/07)</b><br><br><b>Resolved</b><br><br>That a report be submitted to a future meeting of the Executive Board on land adjacent to 21 London Hill, Rayleigh. <b>(CD(IS))</b>  | Red   | Amber                               | Green                               |
|   | <input type="checkbox"/>                      | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
|   | A report will be presented in September 2007. |                                     |                                     |
| <b>Asset Management – Property Performance Indicators (Minute 248/07)</b><br><br><b>Resolved</b><br><br>That, subject to the issue of a press release/reference in the Council's own publications to the reduction in water usage associated with the use of performance indicators, the changes in performance indicators from 2005/06 to 2006/07 and the improvement to energy and water usage as measured by the indicators be noted. <b>(HLS)</b> | Red   | Amber                               | Green                               |
|   | <input type="checkbox"/>                      | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
|   | Press release issued August 2007.             |                                     |                                     |

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| <b>Performance Report to Members for the First Quarter of 2007/08 (Minute 250/07)</b><br><br><b>Resolved</b><br><br>(1) That, subject to the inclusion of Thurrock Council as one of the Authorities involved in exploratory talks on the Choice Based Lettings Scheme and to the provision of information on the detailed criteria associated with disabled facilities grants and the likely future expenditure on such grants, the progress made to date with the key objectives for 2007/08 be noted.<br><br>(2) That performance data for the first quarter of 2007/08 be reviewed at the next meeting in September. <b>(HFAPM)</b> | Red  | Amber                               | Green                    |
|   | <input type="checkbox"/>   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|   | Thurrock Council is included in the CBL.<br><br>The criteria for approving disabled facilities grants will be provided in a report to the next meeting of the Executive Board together a breakdown of the budget and current and forecast expenditure.<br><br>Report is being prepared for submission to Executive Board meeting of 5 September. |                                     |                          |
| <b>Rochford Play Strategy (Minute 252/07)</b><br><br><b>Resolved</b><br><br>That, subject to the removal of playspaces that are closed or that are the responsibility of a Parish Council, the draft Rochford Play Strategy 2007-2012, as attached to the report, be adopted for submission. <b>(HCS)</b>   | Red  | Amber                               | Green                    |
|   | <input type="checkbox"/>   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|   | The Play Strategy will now form part of the Council's bid for the "Big Play" funding allocation to be submitted the Big Lottery in September.  |                                     |                          |

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## KEY

6.26

| Item   | Progress/Officer  |                          |                                     |
|--|---|--------------------------|-------------------------------------|
| <b>Planning for Gypsy and Traveller Accommodation for the East of England: Issues and Options (Minute 255/07)</b><br><br><b>Resolved</b><br><br>That the report form the basis of the Council's response to the East of England Regional Assembly's Issues and Options consultation on the provision of gypsy and traveller accommodation incorporating the latest information received from the further work commissioned by the Essex Authorities. <b>(HPT)</b>                              | Red   | Amber                    | Green                               |
|  | <input type="checkbox"/>  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | Representations were submitted to EERA prior to the deadline of the 31 July 2007.                                     |                          |                                     |
| <b>Planning for a Sustainable Future – White Paper (Minute 256/07)</b><br><br><b>Resolved</b><br><br>That the contents of the report form the basis of the Council's response to the consultation on the Planning White Paper. <b>(HPT)</b>  | Red   | Amber                    | Green                               |
|  | <input type="checkbox"/>  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | The Council's views on the White Paper have been submitted DCLG.  |                          |                                     |
| <b>Air Quality Review and Assessment (Third Round) Update (Minute 257/07)</b><br><br><b>Resolved</b><br><br>(1) That, subject to the inclusion of the Love Lane/High Street/Castle Road junction, Rayleigh in the NO <sub>2</sub> modelling project and to an invite being extended to the County Council's Portfolio Holder for Transport to visit Rayleigh (particularly in relation to the traffic speed/issues at the higher end of the High Street), the contents of the report be noted. | Red   | Amber                    | Green                               |
|  | <input type="checkbox"/>  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | NO <sub>2</sub> at Love Lane/Castle Road junctions now included in area to be modelled. Report is due in late Autumn. |                          |                                     |

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| (2) That a further report be submitted by no later than January 2008 to the Executive Board and the West Area Committee once the Detailed Assessments have been completed with regard to the NO <sub>2</sub> modelling project in Rayleigh and PM <sub>10</sub> monitoring in Rawreth. <b>(HES)</b>  | PM <sub>10</sub> report due late in the Summer and reports will be made to the January meetings of both the Executive Board and the West Area Committee. |                                     |                          |
| <b>Update on Gypsy and Traveller Sites (Minute 259/07)</b><br><br><b>Resolved</b><br><br>(1) That the overall progress on dealing with the sites listed in the Appendix to the exempt report be noted.<br><br>(2) That the hardstanding associated with Site 3 be removed.<br><br>(3) That the caravan located at Site 7 be removed.<br><br>(4) That, if there are any problems in respect of the funding for (2) and (3) above, Officers report back at the earliest opportunity so that a decision can be made. <b>(HPT)</b> | Red  | Amber                               | Green                    |
|  | <input type="checkbox"/>   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|  | Arrangements in hand.<br><br>Arrangements in hand.   |                                     |                          |
| <b>Caravan Site Licence – Breach of Site Licence Conditions (Minutes 260/07)</b><br><br><b>Resolved</b><br><br>That authority be delegated to the Head of Community Services to instigate legal proceedings against the site owners identified in the exempt report for breach of Site Licence Condition 4.2 if the necessary remedial works are not completed by the end of January 2008. <b>(HCS)</b>  | Red  | Amber                               | Green                    |
|  | <input type="checkbox"/>   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|  | Site being monitored for the carrying out of the required remedial works.  |                                     |                          |

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## FROM FULL COUNCIL

| Item   | Progress/Officer                     |                          |                                     |
|--|--------------------------------------|--------------------------|-------------------------------------|
| <b>Draft Corporate Plan 2007/08 (Minute 208/07)</b><br><br><b>Resolved</b><br><br>That, subject to the amendments suggested, the Corporate Plan for 2007/08 be approved, with authority delegated to the Chief Executive to address any further minor changes that are required. <b>(CE)</b> | Red                                  | Amber                    | Green                               |
|  | <input type="checkbox"/>             | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | Corporate Plan now published.        |                          |                                     |
| <b>Performance Plan 2007 (Minute 209/07)</b><br><br><b>Resolved</b><br><br>That the Performance Plan 2007 be approved, with authority delegated to the Chief Executive to address any further minor changes that are required. <b>(CE)</b>   | Red                                  | Amber                    | Green                               |
|  | <input type="checkbox"/>             | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | Performance Plan 2007 now published. |                          |                                     |
| <b>Financial Statements 2006/07 (Minute 210/07)</b><br><br><b>Resolved</b><br><br>(1) That the Financial Statements be approved and signed by the Chairman of the Council.   | Red                                  | Amber                    | Green                               |
|  | <input type="checkbox"/>             | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | Implemented.                         |                          |                                     |

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|---|---|--------------------------|-------------------------------------|
| (2) That the Accounts be agreed for submission to the external auditors.<br>(HFAPM)   | Implemented. External Audit is currently underway and will be reported to Audit Committee in September. |                          |                                     |
| <b>Annual Efficiency Statement – Backward Look 2006/07 (Minute 285/07)</b><br><br><b>Resolved</b><br><br>That the annual Efficiency Statement – Backward Look 2006/07, as summarised in the report, be agreed with authority delegated to the Head of Finance, Audit and Performance Management, in consultation with the Leader of the Council, to make any final adjustments that are considered appropriate prior to final submission.<br><b>(HFAPM)</b> | Red   | Amber                    | Green                               |
|   | <input type="checkbox"/>  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|   | Implemented.  |                          |                                     |

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**KEY**

Red = At Risk – Probability of projects failing to meet scheduled end date.  
 Amber = Implementation Stage – Rolling out of approved projects, on target to meet scheduled end date.  
 Green = Fully implemented – Projects completed and implemented.