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## REVIEW OF THE COUNCIL'S ACTIONS PRIOR TO THE FIRE AT MICHELINS FARM

### 1 INFORMATION

- 1.1 This report is for information only.
- 1.2 At its meeting on 9 June 2015 the Review Committee agreed that it wanted to undertake a review of the Council's and other agencies' actions prior to the fire at Michelins Farm on 10 March 2015. At the Committee meeting on 7 July 2015 it was agreed that the review would be undertaken by the Committee as a whole.
- 1.3 Tonight's meeting is the first session in relation to this review.
- 1.4 A draft scoping document, which requires Members' approval, is attached as an appendix. This scoping document has been prepared on the basis that Members wish the review to be public. Accordingly, the terms of reference have been prepared on the basis that the information to be obtained should already be in the public domain, which will mean that the Committee would not have to go into private session when discussing information relating to the review.
- 1.5 The attendees at tonight's meeting have been selected on the basis that their roles are of a proactive nature and the departments that they represent have had greater involvement with the site since it came to the attention of the authorities.
- 1.6 An invitation was extended to the Environmental Agency but they have declined to attend.
- 1.7 The meeting will be split into two parts; the first part will be to hear from representatives from Rochford District Council Planning Enforcement and Environmental Health and Essex County Council Planning Enforcement for Waste. The second part will be to hear from the Rochford District Council Portfolio Holder for Planning, the Director and the Assistant Director - Legal Services.
- 1.8 The purpose of tonight's meeting is to gather information to be used to prepare a report, with the Committee's recommendations, which will be submitted to the Executive following completion of the review.

If you would like this report in large print, Braille or another language please contact 01702 318111.

**REVIEW COMMITTEE – SCOPING FORM FOR REVIEW OF THE  
COUNCIL’S ACTIONS PRIOR TO THE FIRE AT MICHELINS FARM ON  
10/3/15**

	<b>Date:</b>
<b>Review Title: Review of the Council’s actions prior to the fire at Michelins Farm on 10/3/15.</b>	
<b>Terms of Reference:</b>	
The review will examine the actions of the Council and the various agencies involved since the site came to the notice of the authorities up to the fire on 10/3/15.	
<b>Out of Scope:</b>	
The review will not consider the future of the site.	
<b>Brief outline of how the review will be conducted:</b>	
Details of the relevant actions and the dates will be provided to the team, after which the project team will meet representatives from the various agencies involved.	
<b>Documents/information:</b>	
None identified at present.	
<b>Witnesses:</b>	
<p>The Committee will wish to meet with representatives from:-</p> <ul style="list-style-type: none"> <li>• Planning Enforcement</li> <li>• Environmental Health</li> <li>• Legal Services</li> <li>• Emergency Planning</li> <li>• Essex County Council Planning Enforcement for Waste</li> <li>• The Environment Agency</li> </ul>	
<b>Site visits:</b>	
None identified at present.	
<b>Consultation/research:</b>	
None identified at present.	
<b>Venues to be used for meetings/evidence gathering:</b>	
To be agreed by the project team during the review.	

**Officer support and other resources:**

Overview & Scrutiny Officer.

**Timescale/milestones:**

Commence Initial evidence gathering –  
Completion of investigation phase –  
Acceptance of report by Review Committee -

**Reporting line for the Review:**

The Review Committee may make recommendations to the Executive/Council arising from the outcome of any scrutiny process.