



**Rochford District  
Council**

## **INDEX**

**1999**

**January - December**

## Minute Index for 1999

<b>Title</b>	<b>Minute Number</b>
146 – 200 Rochford Garden Way	156
172 – 174 Rochford Garden Way	364
1999 Housing Investment Programme	217
54 West Street	177
57 South Street, Rochford	221, 360
A130 Proposals	112, 309, 313
Advisors from Rayleigh Association of Voluntary Services	349
AEC Steering Committee on Economic Development District Membership	31
Animal Welfare Licences	88, 223
Anti Fraud Policy	119
Appointment of Chairman's Chaplain	168
Appointment of Council's Spokesperson	239
Appointment of Members to Outside Bodies and Organisations	242, 324
Arts Strategy	92
Audit Issues	118, 268
Aylesford Newsprint	308
Beacon Status Initiative	267
Benefit, Council Tax, National Non-Domestic Rates and Debtors – Write Offs	50, 240, 408
Best Value	82, 120, 380, 398, 399
Better Allocation of Resources for District Councils	321
Blatches Farm	243, 278, 403, 468,
Breach of Planning Control at 181 Greensward Lane, Hockley, Essex	344
Breach of Planning Control at Brick House, Stambridge Road, Great Stambridge	426
Breach of Planning Control at Firways Garden Centre, Hullbridge Road, Rayleigh	494
Breach of Planning Control at Highlands Farm, off Beaches Road, Watery Lane, Rawreth	345
Breach of Planning Control on Land at Corner of Verlander Drive/Tenders Avenue	342
Budget 1999/2000	6, 14, 39, 47
Building Authority Charges - Regulations 1998	107
Business Rates - Discretionary Rate Relief	473
Canewdon Traffic Study	38
Car Boot Sales	33
Car Parking Strategy	442
Care Home Provision Throughout Essex	9, 292, 350
Castle Point and Rochford Social Services Locality Panel Seminar	353
Chairman's Chain of Office	476
Committee Agenda and Minutes	323
Communications and Media Strategy	400
Community Facility – St Marks Field, Rochford	322
Contaminated Land	448

## Minute Index for 1999

<b>Title</b>	<b>Minute Number</b>
Contract Extension	139
Contract Standing Orders – Monitoring Report	409
Cost Awards: Planning Inquiries and Formal Hearings – Proposed Changes to Committee and Inquiry/Informal Hearing Procedures	72, 155
Countering Housing Benefit Fraud	270, 271
Crime and Disorder Reduction Strategy	132
Crucial Crew 1999	224
DETR Consultation Report – Limiting Landfill	446
Disabled – Appointment of Member with Special Responsibility	174
Disabled Access and Legislation	492
Disabled Access Matters	281
Discussion Document – Rural England	109
Dispersed Alarm System – Carelines	358
Door Entry System – Consultation	362
Door Entry System – Shoebury Road, St Johns Road Flats, Great Wakering	13
Door Staff Registration Scheme	89
Downhall Road, Rayleigh – Proposed Variation to Existing Waiting Restrictions – Introduction to Limited Waiting Bays	445
Draft Corporate Plan	397
Draft County/District Waste Management Statement	115
Draft Essex Social Organisation Plan 1999 – 2004	320
Draft Health Improvement Programme	11
East of England Local Government Conference	404
Election of the Chairman of the Council for 1999/2000	165
Enhancing Local Democracy Steering Group	406
Essex Active Sport Partnership	222
Essex and Southend Waste Local Plan	30, 273,498
Essex Approach – Next Steps. Designing a 21 <sup>st</sup> Century County Council	401
Essex Local Transport Plan	449
Final Accounts 1998/99	330
Financial Contribution Towards Tribunal Costs	48
First Stage Air Quality Review	199
Food Standards Agency	90
Glebe Close/Morrins Close	361
Great Wakering Landfill Site	311
Group Leaders Panel – Terms of Reference and Operation	261
Hawkehill Recycling Trial – Update	447
High Street Great Wakering – Proposed Variation, Waiting Restrictions	37
Highways Maintenance	203
Holocaust Remembrance Day	477
Home Energy Efficiency	295
Homelessness Decisions	83
House Condition Survey	363
Housing Benefit Fraud	122, 123
Housing Benefit Inspection	188

## Minute Index for 1999

<b>Title</b>	<b>Minute Number</b>
Housing Capital Programme	355
Housing Corporation Approved Development Programme	10
Housing Investment Programme (HIP)	294
Housing revenue Account 1999/2000	16
King George's Playing Field, Rayleigh	140, 298
Licensing of Houses in Multiple Occupation – Consultation	218
Liquor Licensing and Public Entertainment Licensing Hours	357
Local Authority Cultural Strategies – Consultation on Draft Guidance	91
Local Transport Plans	111
Locally Determined Programme 1999/2000	205
Low Energy Lamps – Update	87
Magnolia Road Public Open Space	106
Meat Hygiene Service	15
Members Allowances 1999/2000	51
Mental Health and Community NHS Trust	293
Mill Hall	359
Millennium Beacon Celebrations	325
Mobile Home Owners – Update	85
Modernising Agenda – Possible New Political Structure	457
Morrins Close/Glebe Close, Great Wakering	93
National Fraud Initiative 1998	62
National Housing and Town Planning Council Conference 1998	128
National Non Domestic Rating Discretionary Rate Relief	52, 142, 474
Out of Hours Call-out	234
Outside Bodies and Organisations	173
Partnership Arrangements – Transportation	312
Periodic Electoral Review	402
Petitions	59, 110, 151, 214, 225, 257, 290
Pets in Sheltered Accommodation	12
Playing Fields Safety Arrangements	436
Playspace Rolling Programme	17, 296, 435
Playspace Swimming Provision	220
Procedures for the Administration of Meetings and Support for Members	458, 478
Process Review – Housing Grants	84
Process Reviews – Progress Report	121
Public Conveniences	18, 80, 138, 297
Public Open Spaces	187
Rate Relief for Business in Rural Areas – Rural Settlement List	141
Rayleigh Town Centre Enhancements	105
Rayleigh Town Centre Notice Board	407
Rayleigh Town Centre Proposed Variation to Existing Waiting Restrictions	201
Rayleigh Town Centre: Traffic Survey Update/Junction Study	202

## Minute Index for 1999

<b>Title</b>	<b>Minute Number</b>
Rayleigh Town Council – Millennium Events	331
Rayleigh Traffic Regulation Order – District Consultation of 500 Residents	200
Recycling Banks at St John Fisher Playing Field, Rayleigh	432
Recycling Scheme to Provide Additional Water Resources for Essex and Suffolk Water	219
Rochford District Town Trials	437
Rochford River Survey 1997 – 1998	34, 70
Rochford Town Centre Working Group	108
Royal Garden Party	73
SEEVIC College	405, 487
Setting the Council Tax Base 2000/2001	471
Setting the Level of Council Tax 1999/2000	76
Sheds on Caravan Sites	86
Single Work Focused Gateway – Presentation	136, 236
Site Visit to EDL (Operations), Ware, Hertfordshire	427
South East Essex Package	204
Southend Airport	179, 444, 500
Southend Hospital Trust	299
Special Education Needs – An Action Plan for Essex – Consultation Document	354
St Andrews and Roche Ward Community Development Worker	434
Stambridge Sewage Treatment Works	423, 488, 499
Strategic Planning Liaison Panel	422
Street Trading Consent Fees	410
Sustainability Conference	40
Swimming Scheme	366
Taxi Licensing Restriction on Plates	375
Taxi Rank – The Approach	32
Telecommunication Masts	356
Tender Returns – Playspaces Rolling Programme	365
Third Stage Air Quality Review	472
Time Capsule Discussions	486
Town & Country Financial Issues Group	475
Town and Country Financial Issues Group	49
Traffic Calming Scheme – Helena Road and Louise Road, Rayleigh	35
Report on Results of Post-Calming Consultation Exercise	
Travellers in Essex	137, 215, 291, 433
Treasury Management	241
Unauthorised Works to Preserve Tree at 61 Cheapside West, Rayleigh	461
Waste Contract Strategy Options	501
Waste Local Plan Enquiry	489
Waste Management Licence Consultation	314
Waste Management Seminar	376
Waste Strategy – Ecologica Draft reports	274
Waste Water Recycling Scheme	284

**Minute Index for 1999**

<b>Title</b>	<b>Minute Number</b>
Whistle Blowing Policy	186
Working Groups - Protocol	421
Zebra Crossings	36



**Rochford District  
Council**

# **ROCHFORD DISTRICT COUNCIL MINUTES**

**1999**

**September (Part 1)**

## **ROCHFORD DISTRICT COUNCIL**

### **Minutes of the Housing Management Sub-Committee**

**At a Meeting held on 1<sup>st</sup> September 1999. Present:** Councillors Mrs M S Vince (Chairman), T G Cutmore, D M Ford, Mrs J Hall, N Harris, C C Langlands, Mrs S J Lemon, R A Pearson, Mrs W M Stevenson and Mrs M A Weir

Mr S Adger, Advisor representing Rayleigh and Rawreth Tenants' Association.

**Apologies** Mrs S McPherson, Advisor representing Rochford & Stambridge Tenants' Association.

#### **66. MINUTES**

The Minutes of the Meeting of 30 June 1999 were approved as a correct record and signed by the Chairman

#### **67. MEMBERS' INTERESTS**

Councillor C C Langlands declared an Interest by virtue of being a leaseholder of a former Council property.

#### **68. HOUSING REVENUE ACCOUNT – STATEMENT OF ACCOUNTS**

The Sub-Committee received and noted the report of the Head of Financial Services on the closure of accounts for the 1998/99 financial year and the timetable and process for the 2000/2001 estimates and rent setting.

#### **69. ADAPTIONS FOR THE DISABLED**

The Sub-Committee considered the report of the Head of Revenue & Housing Management on the need to increase the responsive repairs allocation relating to adaptations for the disabled

On a Motion moved by Councillor Mrs W M Stevenson and seconded by Councillor R A Pearson it was:-

#### **RECOMMENDED**

(1) That the responsive repairs allocation be increased from £36,000 to £56,000 to meet anticipated demand for adaptations for the disabled.

(2) That the whole of the responsive repairs allocation be met from balances. (HRHM)

#### **70. HOUSING CAPITAL PROGRAMME**

The Sub-Committee considered the report of the Head of Financial Services on this year's Housing Capital Programme and the report of the Head of Revenue & Housing Management on the 2000/2001 Capital Programme in tandem.

With regard to the 1999/2000 Housing Capital Programme, Members felt that the underspend of £108,200 should be applied to a combination of balances, the Milbourne Court door entry system and upgrade of the wardened emergency call system. In discussing door entry systems, the Sub-Committee concurred with the view of a Member that residents should be advised of the importance of keeping doors closed when not in use



With regard to the Housing Investment Programme, the Sub-Committee agreed that, notwithstanding the application of underspend, the total identified under the essential bid column should remain at £573,000. This could be achieved with the inclusion of central heating for properties in Canewdon and part of Rayleigh within the essential bid column. The Sub-Committee endorsed the comment of a Member that, should funds be available over the coming months, further priority should be given to central heating provision over and above all other items appearing on the schedule.

#### **RECOMMENDED**

(1) That the revised Capital Programme set out at Appendix One to these Minutes be approved, with the underspend of £108,200 being applied as follows:-

£22,200 to balances.

£6,000 for the Milbourne Court door entry system.

£80,000 for the Tunstall call system.

(2) That the element of the Housing Investment Programme Bid relating to repairs and improvements to Council housing stock be on the basis set out at Appendix Two to these Minutes. (HFS/HRHM)

#### **71. TENANT PARTICIPATION – A STRATEGY FOR ENGAGEMENT**

The Sub-Committee considered the report of the Head of Revenue & Housing Management on the need to formalise a participation strategy to advance towards full tenant engagement and the development of tenant participation compacts.

Responding to Member questions, the Head of Revenue & Housing Management confirmed that documentation should refer to both leaseholders and tenants and that it would be of value to determine tenant/leaseholder ratios on Panels. Following a Motion on ratios moved by Councillor Mrs W M Stevenson and seconded by Councillor Mrs S J Lemon it was:-

#### **Resolved**

- (1) That the strategy for tenant and leaseholder participation in the Rochford District, as set out in the report attached to the signed copy of these Minutes, be agreed.
- (2) That a Member Steering Group consisting of seven Members be established to oversee progress (appointments to the Group to be on a pro-rata basis).
- (3) That the leaseholder proportion on tenant/leaseholder Panels be 5%.
- (4) That the proposed strategy timescale and key dates be agreed.
- (5) That the Head of Revenue & Housing Management report to an early Meeting of the Corporate Resources Sub-Committee on the staffing requirements to accommodate tenant engagement. (HRHM)

#### **72. HOUSING REVENUE ACCOUNT REPAIRS AND MAINTENANCE BUDGET**

The Sub-Committee considered the report of the Head of Financial Services on the authorisation of repairs and maintenance in respect of the Housing Revenue Account.

Following a motion on budget control, moved by Councillor Mrs M A Weir and seconded by Councillor T G Cutmore, and a motion on volume statistics, moved by Councillor Mrs S J Lemon and seconded by Councillor N Harris, it was -

## RECOMMENDED

(1) That the current year budget for repairs and maintenance be made up as follows:-

Description	£	£
Planned Services – Service Contracts etc.	88,000	
Cyclical Decorations and Repairs	141,000	
Warden Schemes – Internal Decorations	39,500	
Asbestos Works	14,700	
Total Planned Repairs		283,200
Housing Repairs and Maintenance	491,800	
Internal Decorations – Void Properties	110,000	
Plant Replacement	15,000	
Adaptations for the Disabled	56,000	
Skip Hire	1,000	
Total Responsive Repairs		<u>683,800</u>
Total Repairs Maintenance		967,000

(2) That Volume Statistics detailing the type and nature of works and order levels within each category be submitted to the next Sub-Committee.

(3) That the Head of Revenue and Housing Management reports on spending within each budget item on a quarterly basis (HRHM)

### 73. BEST VALUE IN HOUSING MANAGEMENT – CONSULTATION RESPONSES

The Sub-Committee considered the report of the Head of Revenue & Housing Management on the value of awaiting receipt of a Government guidance paper relating to Best Value before agreeing a programme for Best Value Review of aspects of the Housing Service

#### Resolved

That no action be taken to establish a Best Value Review Programme for core services relating to Housing Management until receipt of the Department of Environment Transport & the Regions Guidance Paper. (HRHM)

### 74. RENT COLLECTION METHOD AND FREQUENCY

The Sub-Committee considered the report of the Head of Revenue & Housing Management on movement to an electronic swipe card method of rent collection.

#### Resolved

That the Council moves to an electronic swipe card method of rent collection, on the basis set out in the report attached to the signed copy of these Minutes, subject to:-

- (i) statutory consultation with tenants,
- (ii) payment frequencies being varied on an optional basis at the discretion of Housing Management Officers (HRHM)

75 **REVIEW OF CONDITIONS OF TENANCY (TENANCY AGREEMENT)**

The Sub Committee considered the report of the Head of Revenue & Housing Management on the value of undertaking a thorough and wide ranging review of the conditions of tenancy (the Tenancy Agreement). It was proposed that there should be a period of informal consultation which would involve a team of Officers, tenant representatives, the Sub-Committee Chairman and any other nominated Members with special interests in housing management.

**Resolved**

- (1) That the current tenancy agreement be reviewed.
- (2) That the approach and timetable set out below be adopted:-

Date	Action
September to October 1999	Informal consultation meetings
3 November 1999	Consideration of second draft Agreement.
November 1999 to January 2000	Formal consultation process.
31 January 2000	Consultation period ends.
16 February 2000	Consideration of submissions and final amendments to Agreement.
1 March 2000	Ratification by Parent Committee.
1 April 2000	Agreement comes into effect.

76 **DIFFICULT TO LET PROPERTIES**

The Sub-Committee considered the report of the Head of Revenue & Housing Management on the possibility of reviewing the Council's policy on designated elderly person's properties.

During debate the Sub-Committee endorsed the view of a Member that, notwithstanding the need for effective stock management, any change to existing arrangements would represent a major policy change in what is a sensitive area. On a motion moved by Councillor Mrs W M Stevenson and seconded by Councillor D M Ford it was:-

**Resolved**

That no change be made to the current list of designated elderly persons' properties. (HRHM)

77. **CRIME AND DISORDER REDUCTION STRATEGY**

The Sub-Committee considered the report of the Head of Revenue and Housing Management on the Sub-Committee's responsibilities in relation to the Council's Crime and Disorder Reduction Strategy.

In providing an update on the current position, the Head of Revenue & Housing Management confirmed that reports would be submitted to future meetings addressing the issues contained in the strategy document.

**Resolved**

That the Community Safety Sub-Committee be advised that this Sub-Committee is on target with its work relating to the Crime and Disorder Strategy document (HRHM)

The Meeting closed at 10.21pm

Chairman. ....

Date .....

*Hazel Vince*  
*3 November 1999*

Actual 1998/99	PROGRAMME	Original Provision 1999/2000	Revised Provision 1999/2000	
1,117	<b>Housing Revenue Account</b>	-	-	
1,731	Romney House	-	-	
2,985	The Lavers	-	-	
76,400	Security Works	-	-	
76,567	Cash Incentive	-	57,000	
327,912	Window Replacements	80,000	66,000	
-	Gas Heating	346,000	245,000	
43,055	Provision for Improvements	-	-	
529,767	Adaptations for the Disabled	426,000	368,000	
-	<b>Other Housing</b>	-	-	
-	L.A. Social Housing Grant - St Marks	100,000	67,000	
165,513	L.A. Social Housing Grant - Bardfield Way	-	36,300	
-	Private Sector Renewal Grants	171,600	141,600	
30,458	Slum Clearance	-	30,000	
500	Disabled Grants	118,300	118,300	
196,471	DIYSO	389,900	393,200	
<b>767,118</b>	<b>TOTAL HOUSING</b>	<b>818,900</b>	<b>761,200</b>	

Handwritten signature

Actual 1998/99	Financing	1999/2000	
57,000	Housing - Basic Credit Approval	141,400	
76,400	Supplementary Credit Approval	-	
317,000	- Cash Incentive	274,000	
18,275	- Capital Receipts Release	71,000	
	- Disabled		
99,308	Private Sector Renewal Grant	103,000	
158,255	RCCO - Housing Revenue Account	280,000	
-	Capital Receipts Required		
726,238		869,400	
	PROGRAMME STILL POSSIBLE	- 108,200	

SUGGESTED CAPITAL PROGRAMME - 2000/01

	No of Units	Essential £	Necessary £	Desirable £
<u>WINDOW REPLACEMENT</u>				
Church Road, Barling	4	8,800		
Mercer Avenue	10	21,000		
Bedloes Avenue	7	14,000		
Rawreth Lane	1	2,200		
Middlemead	23	58,000		
Rowan Way	3	6,000		
Orchard Bungalows	4	<u>8,000</u>		
		<u>118,000</u>		
<u>CENTRAL HEATING</u>				
The Drive, Rochford	24	55,000		
Rayleigh (No heating)	106	266,000		
Rayleigh (No heating)	26		64,000	
Rayleigh (Part heating)	68		108,800	
Hockley	9	22,000		
Ashingdon	23	52,000		
Hawkwell	16	36,000		
Canewdon (solid fuel)	10	<u>24,000</u>		
		455,000		
<u>BOILER REPLACEMENT</u>				
Chignal House	38		70,000	
<u>STRUCTURAL REPAIRS</u>				
Rochford Garden Way	20		100,000	
<u>EXTERNAL INSULATION</u>				
Rochford	20			200,000
<u>DOOR ENTRY SYSTEM</u>				
Essex Close/Worcester Drive	66		36,000	

Flats, Rochford Garden Way	26	315,000
Conversions		
Lavers	19	315,000
Britton Court	13	315,000
Spa Court	23	525,000
Hardwick House	26	735,000
Recarpet S/H Schemes	452	55,000

Station Road	11	35,000	
Pearsons Avenue	7	22,000	
Southend Road	2	6,000	
Rochford Garden Way	30	96,000	
		<u>573,000</u>	<u>592,800</u>
			<u>2,405,000</u>

861

all





Rochford District Council  
To the meeting of.

## HOUSING MANAGEMENT SUB-COMMITTEE

On: 1ST SEPTEMBER 1999

Report of: HEAD OF REVENUE AND HOUSING MANAGEMENT

Title: TENANT PARTICIPATION - A STRATEGY FOR ENGAGEMENT

Author: S.J. Clarkson

Report Approved By

A handwritten signature in dark ink, appearing to be 'S.J. Clarkson', with the date '18/8' written below it.

### Corporate Objectives

This report is linked with four of the Council's Corporate Objectives; they are.-

- to increase Rochford's focus on the Community at all stages of the service planning and delivery process
- to establish appropriate quality standards and to ensure that they are continuously delivered
- to improve customer orientation and access to Rochford's services
- to ensure that Rochford acts fairly especially when carrying out unpopular or statutory functions.

### Tenant Engagement

At a meeting of this Sub-Committee on 2nd June 1999 Members agreed a Policy Statement on Tenant and Leaseholder Participation. This is shown on Appendix 1.

In order to advance the process towards full tenant engagement and the development of Tenant Participation Compacts it is now necessary to flesh out the Policy Statement with a Participation Strategy. The Strategy should set out Rochford's objectives and means to achieve them. These will be the stepping stones towards developing compacts, achieving best value and maximising our opportunity to attract resources from Central Government.

The adoption of a strategy will send a very clear message to all those concerned of our intentions to involve tenants at all stages of the Housing Management Review Process. This is seen as a prerequisite to the success of Compacts and the involvement of tenants in the management of the homes they rent.

Members are reminded of the timetable (Appendix 2) they set themselves to achieve these aims.

Handwritten initials, possibly 'AW', in dark ink.

## Best Practice Model

Appendix 3 is a first stage draft of a strategy lifted from a best practice model and adapted and enhanced to suit the Rochford District. It can be adapted further to reflect Member views before finalisation and adoption. However, the Head of Service draws Members' attention to the fact that work has not yet started on the Compacts and the timetable is tight. Compacts will be statutorily recognised documents, similar in nature to the Crime and Disorder Reduction Strategy or the Millennium Plan, and must be on deposit by 31st March 2000. The work ahead should, therefore, not be underestimated nor should the high commitment required by those Members nominated as representatives to the Tenant Involvement Steering Group (TISG).

## Steering Group (TISG)

TISG will meet on a regular basis to progress the following:-

- devise and agree a timetable which will ensure the delivery of Compacts by the statutory date
- devise and agree a training plan which will involve Members, Officers and Tenant representatives
- advise on consultation processes to be adopted
- oversee the creation of a Tenant Panel (target minimum membership 20 tenants/leaseholders)
- help develop terms of reference for the Tenant Panel
- receive advice from other agencies interested in housing management matters e.g. the Police, Youth Workers, Social Services etc.
- agree the level of tenant participation by reference to recognised survey methods
- ensure that membership of the Tenant Panel is a representative cross-section of tenants and leaseholders including traditionally under-represented groups (including children)
- ensure the growth and continuation of existing Tenant Associations and encourage the formation of new groups where appropriate.

## Tenant Panel

The creation of a Tenant (and leaseholder) Panel (TP) was supported in February 1999 with a view to the Panel looking at a whole range of issues affecting tenants. The TP's views would then be fed into the Council's decision making process. The proposed strategy document (Appendix 3) gives a number of areas where the Panel might offer advice and assistance. The Panel would not have any decision making powers but Members would obviously place high regard on any suggestions or observations made. Once established, it may be appropriate to have "Tenants Panel Observations" as a standing item heading on all Housing Management Sub-Committee Agenda reports.

Efforts have been made to expand membership of the existing Tenant Liaison Meetings and subject to appropriate consultation and approval Members of this Group might now form the core of the Tenants Panel.

## Crime & Disorder Implications

Nothing of any significance at this stage

## Environmental Implications

None.

#### **Financial and Resource Implications**

Resources need to be made available both in terms of staff time and direct budget allocation via the Housing Revenue Account. The higher emphasis placed on tenant participation and support is likely to increase year on year. In 1998/99 £8,000 was earmarked in the H.R.A. with marginally over £1,000 being spent. This year £13,000 has been reserved and will most likely be fully spent. In 2000/01 the likelihood is that this will increase significantly and for there to be an additional requirement for staffing. The current position is that the Revenue and Housing Management Division Supervisor has assumed responsibility for tenant liaison and is making good headway. She assesses that only 15-17% of her time is devoted to this function. This may prove to be insufficient when full tenant engagement ensues. Resources will therefore need to be reviewed as the strategy develops.

#### **Legal Implications**

Compacts will be embodied in primary legislation in the Autumn Session of Parliament. The Minister has indicated that the timetable is "not flexible" which means that our Compacts will need to be in place and published by 31st March 2000. The development of the engagement strategy and its ensuing groups and panels will be essential elements to success.

#### **Parish Implications**

None

Proposed that this Sub-Committee **RECOMMENDS**

- (1) That a strategy for Tenant Participation in the Rochford District be agreed.
- (2) That a Member Steering Group be established as set out in the Report.
- (3) That the timescale and key dates contained in the Strategy be agreed.
- (4) That the Head of Service reports to an early meeting of Corporate Resources Sub-Committee on the staffing requirements to accommodate tenant engagement. (HRHM)

#### **Background Papers**

None.

sep1g rpt

## ROCHFORD DISTRICT COUNCIL

## Tenant Participation - A Policy Statement

Rochford District Council is committed to involving its tenants in the decision making process on housing matters. The Authority welcomes its tenants to participate in matters which affect their tenancies and/or their homes.

It believes that tenant involvement is vital to the provision of the best possible housing service

**The Council's Aims**

We aim to:

- . keep tenants informed
- . keep in place and develop effective consultation procedures
- . provide a range of opportunities for tenants to become involved
- . develop a partnership with tenants

**The Rights of Tenants to Participate**

Tenants have the right to:

- . be informed and consulted about matters of housing management
- . receive all relevant information concerning housing services, including benefit
- . organise and join Tenant Groups
- . equal opportunity of participation

Rochford District Council will encourage Tenant Participation and Consultation in the following areas:

**1. Communication**

We will:

- . keep tenants informed about housing matters which may affect their homes or neighbourhoods
- . provide some information individually but mainly to recognised groups
- . make information readily available at Council Offices and other recognised information points
- . work towards providing information written in plain language, without jargon, and in large print and alternative languages where appropriate
- . encourage the production of a tenants newsletter on a regular basis
- . provide each tenant with a copy of an Annual Performance Plan
- . distribute other notices and letters to all tenants when appropriate

- . always welcome, consider and respond to tenants' views on housing issues

## 2. Consultation

We will:

- . consult with tenants on:
  - repairs and maintenance
  - improvement works
  - housing management issues
  - housing development
  - housing strategies
  - legal rights
  - tenancy regulations
  - priorities and targets
  - performance standards and how these are monitored
  - the awarding of contracts for services
  - tenants complaints
  - disputes and arrangements for solving them
  - local tenant groups
  - rent setting
  - future housing provision in the District

## 3. Tenant Groups

We will:

- . help with the development of existing tenant groups
- . help in setting up new tenant groups
- . give tenant groups the opportunity to participate where appropriate
- . encourage special tenants panel to look at specific issues
- . assist with training opportunities for tenant groups
- . provide tenant groups with adequate funding and support services.

jun2b.app 1

## ACTION PLAN FOR TENANT PARTICIPATION

- |                |   |  |
|----------------|---|--|
| June 1999      | - | Report to Housing Management Sub-Committee on Strategy for Tenant Participation                        |
| September 1999 | - | Publication of Local Performance Plan (to include 1998/99 Annual Report)                               |
| November 1999  | - | Target date by which to achieve at least 1% participation across the District                          |
| December 1999  | - | Housing Management Sub-Committee to consider outcome of efforts and to consider future detailed policy |



## ROCHFORD DISTRICT COUNCIL

### A Strategy for Tenant Participation in the Rochford District

#### Introduction

Rochford District Council believes that tenant involvement is vital to the provision of the best possible housing service and is committed to involving its tenants in the decision making process on housing matters

Only by promoting and encouraging Tenant Participation will the Authority achieve Best Value principles and maximise its opportunities to attract resources from central Government

Customers of the housing service have a right to have a say in the provision of the services for which they are paying. This strategy is intended to help them exercise this right.

It must be recognised that although a mix of Members, Officers and Tenants will be involved in this process, there may, from time to time, be a need to involve other people and agencies. For example this might include owner-occupiers living on Council estates, the Health Authority, Social Services, Age Concern and others who represent minority groups.

#### Who needs to be involved?

Tenant involvement cannot be achieved through the efforts of one person or one group of people. There needs to be a commitment from all the major players.

To this end Member support to the principles of participation is needed. Officers need to be committed to the concept of participation and tenants need to have confidence that their involvement has a purpose and will produce results.

The first stage in this process is to educate service providers to recognise and seize tenant involvement opportunities. This is a process which has already begun, however more will be achieved through raising awareness of the importance of involving tenants and by constantly asking the question "how have tenants been involved?". During this exercise a training need may be identified. This will clearly need to be met if the level of commitment required is to be achieved

#### Who will be involved from Rochford District Council?

Clearly Members are linked into the tenant involvement process through their day to day dealings with them. This engagement is welcomed and encouraged, and provides the Housing Team with a useful source of feedback on the service we provide

As the main contact between the Authority and its tenants, the Revenue and Housing Management Team are the vital link. They must appreciate that there is more to tenant involvement than a regular programme of tenant meetings and an annual report to tenants. Their involvement and enthusiasm in participation matters is vital if the Authority is serious about involving its customers in the provision of its Housing Service.

The Revenue and Housing Management Team has an Officer responsible for involving tenants. This Officer is able to supply publicity material, co-ordinate tenant participation activities and generally offer help, advice and support to the Officers and tenants taking part in the process.

This Officer with Tenant Liaison responsibilities will need to set up a working group of key Officers to review tenant involvement and agree the way forward. The group will be led by the Head of Service and will include Members, representatives from the Leisure and Client Services Division and from Housing, Health and Community Care Division. This group will be known as the Tenant Involvement Steering Group.

Other agencies will be involved in the tenant participation process. These may well include the Police, ethnic minority groups, Youth and Community Workers, Health and Social Services and any other organisation that can help in improving the environment in which tenants exist.

## **The level of tenant involvement**

The level and type of tenant involvement differs depending on the issues under the spotlight.

For major issues such as achieving Best Value, Large Scale Voluntary Transfer, changes to the terms and conditions of tenancy etc. there is a legal requirement as well as a desire on the part of the Council to involve all tenants.

Giving all tenants the opportunity to be involved is something the Council encourages already over all major issues e.g. the Council's spending priorities on Housing, changes in the provision of housing services and the monitoring of complaints.

There are some issues where it is useful for the Council to seek the views of a representative group of tenants. Such issues include the development of play areas where none exist, the selection of a particular style of kitchen unit, a particular pattern or shade of floor covering or a particular shade of paint for home improvements and decoration etc.

## **The tenant involvement mix**

Whenever we deal with tenants we are involving them in some way. The purpose of this section of the strategy is to examine what we are doing at present and what we hope to do in the near future. In time this list of activities will be reviewed and amended accordingly.

## **Newsletter**

The Council wants to encourage all Tenants Associations to provide all tenants with a regular newsletter which advises them on housing and other tenancy related matters. It should also inform them of changes to services including the opening times of offices, changes in front line staff, and details of consultation programmes.

## **Annual Performance Plan**

The Council is required by law to provide its tenants with an annual report. It contains key performance indicators, targets and achievements for the preceding year. This document is produced by Housing Team but it is recognised that its format, style and content must change. The Housing Team are working on this project for 1999.

## **Tenant Groups**

Tenant involvement should ideally be through a number of established tenant and resident associations. Although there are two groups of this nature in the District, they cannot be described as being very active. A priority must be to promote these groups to ensure their survival and to try to breathe new life into them. This can be achieved by contacting the groups and requesting that we attend their meetings to explain our strategy for tenant involvement for the future. It is the responsibility of the Tenant Liaison Officer and the Group Secretaries to work together to improve engagement.

*Over the years membership of tenants groups increased but then declined once they have achieved their aims. The Council has fully supported both the groups that are still active. This support has involved attending meetings, taking the views of the groups into consideration particularly when estate improvements are being planned, providing meeting facilities when requested and supplying photocopying and secretarial support facilities to help with the administration of the groups.*

## **Tenant Panel**

The idea of setting up a tenants' panel in the District was considered and supported in February 1999. It is envisaged that the panel would look at issues which affect tenants and its views would be seriously considered when decisions were being made about matters it had looked at. For example, the panel might be asked to suggest items to be included in any review of Conditions of Tenancy, come to a view about colour preferences when areas are being repainted, to suggest ideas to improve any newsletter, be involved in joint estate inspections with Officers and Members, and to look at other items of significance picked up by the Housing Needs Survey



carried out in 1999 and to provide additional input into the Housing Strategy Statement. The views of the tenants' panel would be an important element in the Authority's strategy to achieve Best Value. Members have already considered the view of 'advisors' to Committees at an earlier date.

Although the views of the panel would be taken into account in the decision making process it would not have any decision making powers. It is envisaged that the panel will meet quarterly at a convenient location with Officers from Revenue and Housing Management and Leisure and Client Services. Other Council Officers might attend for specific issues. Reasonable travel expenses will be paid to those attending.

The panel's activities would complement those of existing tenant groups. The Authority would take steps to ensure that the panel and existing tenant groups did not end up in competition.

The Tenants Panel will be co-ordinated by the Officer with responsibility for Tenant Liaison.

### **Tenant Meetings**

A programme of Tenant Meetings might be arranged so that issues thought to be of general interest are discussed with tenants. The meetings also aim to generate discussion with tenants concerning any aspect of their tenancies.

This annual programme of meetings might be arranged by the Tenant Liaison Officer. Housing staff and Officers from the repairs and maintenance section would also play a vital role.

Meetings might also be arranged for tenants where a particular issue arises which will affect them. This is because this method of involving them is considered to be the most effective way of explaining the issue and giving them the opportunity to talk with the individuals dealing with it. For example where there is a sensitive matter like refurbishment or redevelopment of part of an estate, a local meeting will be arranged prior to work commencing in the area so that tenants can find out what will be happening, who will be doing it, and when it will happen. They will also have the opportunity to raise any concerns that they may have.

### **Elderly Persons Dwellings**

A significant and increasing proportion of Rochford District Council's tenants live in its Sheltered Housing Schemes. Whilst they have the opportunity to be involved in all elements of the Council's general programme they also have their own self generated programme. They will be consulted about all decisions taken about the Schemes and any proposed changes affecting their tenancy. This is an area of tenant involvement which has not been fully utilised by the Council to date and that should be developed in the future.

*A specific programme of tenant involvement in Sheltered Housing Schemes is organised by the tenants themselves. Regular meetings are held and sometimes attended by other Officers from the Council. These usually focus on local issues but there is the opportunity to introduce wider issues to the agenda.*

### **Repairs Service Monitoring**

Repairs and maintenance is always high on the list of tenants' priorities and their involvement is encouraged in monitoring the service. This is covered by a Standing Item on the agenda at all Tenant Liaison Meetings

*When tenants report a repair they are asked to complete a customer satisfaction slip which they return once the repair has been carried out. This gives them the opportunity to comment on the quality of the work that has been carried out and to work with the Council towards improving the repairs service. Approximately 200 slips each month are returned to the Council.*

### **Customer Surveys**

All Council Departments are required to undertake regular surveys to seek the views of their customers concerning the services they receive. This may be a relatively simple exit poll type survey or by short questionnaire.

The aim of the surveys is to gauge customer satisfaction levels with the service and to find out how it can be improved

These surveys are organised by the individual Service Departments and form a framework for service improvement. On occasions the results of surveys will be reported to the appropriate Committee of the Council.

*Surveys of this nature have been carried out on a regular basis within the Revenue and Housing Management Division to monitor the performance. Feedback has been particularly useful on front line services provided from the 'direct contact team'.*

#### **Tenant Attitude Surveys**

In Rochford this method of consultation has yet to be employed, it may prove to be one of the best ways of involving tenants in terms of numbers and quality of information coming out of the project

Projects of this nature would be led by the Division's Office Supervisor/ Tenant Liaison Officer and managed by a steering group of Officers

Consultancy advice might be sought from the Tenants Participation Advisory Service (TPAS) of which the Council and Tenants Associations are members.

*We aim to conduct the first tenants attitude survey in Rochford in 2000 and may consider engaging consultants for this purpose. It may include a housing staff survey, a survey of those on the Council's Housing Register and those who are existing tenants. The aim of the tenants survey will be to gather information and feedback about the range of housing services as well as to identify a service improvement agenda.*

*Although it is not intended to repeat this exercise on an annual basis it is seen as extremely useful and will need to be undertaken about every five years.*

#### **Resources**

Resources for involving tenants are made available both in terms of staff time and via the Housing budget. However it must be recognised that involving tenants entails a commitment of substantial staff time and resources to assist the development of tenant organisations and training. If the Authority is serious about its desire to involve tenants it must accept that additional resources are going to be required in the future. This might involve a fundamental review of the work undertaken within the Housing Office and 'stripping out' duties disassociated with housing provision.

#### **Time scales**

Clearly it is difficult to stipulate precise time scales for reaching the level of tenant involvement that it is hoped will be achieved. However it is possible to set a series of milestones and deadlines. The first will be the setting up of a tenants panel which should aim to hold its first meeting before the end of 1999/2000.

Other key milestones and deadlines are set out in the table below:

Element	Number/Frequency	Key Dates
Newsletter	Between 1-3 issues per year	Spring, Autumn & Winter
Performance Plan	Annually	By 1st September
Tenants Groups	Groups determine frequency	
Tenants Panel	Quarterly	Set up by 1.4.00

Element	Number/Frequency	Key Dates
HIP Strategy	Annually	Autumn
Customer Surveys	Bi-Annually	Start 2000
Tenant Attitude Surveys	Once every 4-5 years	Start 2000
Steering Group	Half yearly	April and October

#### Monitoring and Evaluation

If tenant involvement is to be successfully promoted in the Rochford District it will need to be monitored and its usefulness evaluated.

Monitoring can take place in a number of ways. For instance, regular reports to Members will outline the type of tenant involvement, the numbers involved, the issues discussed and an evaluation of the exercise. These reports can either go to the relevant Committees or Members may feel that the Chief Executives Newsletter would be a more appropriate way of receiving this information. The frequency of these reports will also need to be determined by Members.

The monitoring and evaluation process is something that will be reviewed and updated by the Tenant Involvement Steering Group.

#### The resources required to help tenants get involved

It is generally accepted that in well run housing authorities where there are few, if any, major problems, it is difficult to generate a high degree of tenant activity. Nevertheless this is no excuse for complacency and every effort should be taken to engage tenants by a variety of means available.

HOUSINGMANSUB/sjcappend2keep

## ROCHFORD DISTRICT COUNCIL

### Minutes of the Planning Services Committee

At a meeting held on 2<sup>nd</sup> September 1999. Present: Councillors R E Vingoe (Chairman), R Adams, G C Angus, T G Cutmore, J M Dixon, D F Flack, D M Ford, Mrs J E Ford, K A Gibbs, Mrs J M Giles, J E Grey, Mrs H L A Glynn, N Harris, D R Helson, Mrs J Helson, Mrs A R Hutchings, V D Hutchings, V H Leach, Mrs S J Lemon, T Livings, G A Mockford, R A Pearson, Mrs W M Stevenson, Mrs M S Vince, Mrs M J Webster, F A. Webster, D A Weir and Mrs M A Weir

#### 341 MINUTES

The Minutes of the Meeting of 29th July 1999 were approved as a correct record and signed by the Chairman

#### 342. MEMBERS' INTERESTS

Councillor G C Angus declared an interest in the item "Breach of Planning Control at Highlands Farm, off Beeches Road/Watery Lane, Rawreth (Minute 345)" by virtue of knowledge of the applicant.

Members' interests relating to the Schedule of Development Applications and Recommendations (Minute 346) were received as follows:

**Para 7** - Councillors Mrs H L A Glynn and V H Leach each declared non-pecuniary interests by virtue of being Hawkwell Parish Councillors. Councillor J M Dixon declared a non-pecuniary interest by virtue of family connections with the club at the site.

**Para 9** - Councillor Mrs A R Hutchings declared a non-pecuniary interest by virtue of being the Chairman of Hockley Chamber of Trade.

**Para 10** - Councillor J E Grey declared a non-pecuniary interest by virtue of living in close proximity to the site

#### 343 BREACH OF PLANNING CONTROL ON LAND AT CORNER OF VERLANDER DRIVE/TRENDERS AVENUE (OPPOSITE THE SEARLES YARD, RAYLEIGH, ESSEX)

The Head of Planning Services reported that a change of use of designated Metropolitan Green Belt for the storage of building stock and other items for retail at the above site had occurred without the benefit of planning permission. Noting the history of the site and that an Enforcement Notice had been served previously on the same site, Members agreed that it was appropriate to reaffirm the previous action taken. The use was considered to be visually obtrusive and a detrimental feature in the surrounding landscape, impairing the character and appearance of the local countryside, contrary to both Policy GB1 of the Rochford District Local Plan First Review and Policy S9 of the Essex Structure Plan.

In addition to the breach of the existing Notice, for the deposit of storage of building materials, it was noted that further items, including private motor vehicles, had been parked or stored on the land. Members were of the opinion that if permitted, the use would represent an undesirable precedent making it difficult to resist similar developments elsewhere within the District to the long term detriment of the Green Belt. Enforcement action had already been taken against the owners of this land for a similar breach to that referred to in the report and in order to ensure that the Local Planning Authority appeared consistent, it was considered prudent for action to be taken.

**Resolved**

That the Corporate Director (Law, Planning & Administration) be authorised to take all necessary action including the issue and service of Notices and action in the Courts to secure the remedying of the breach of planning control now reported (HLS)

**344. BREACH OF PLANNING CONTROL AT 181 GREENSWARD LANE, HOCKLEY, ESSEX**

The Head of Planning Services reported that an additional use of a residential site, located within the Metropolitan Green Belt, for the storage, repair and sale of motor vehicles at the above site had occurred without the benefit of planning permission. In noting the site location and the nature of the use of the site Members considered there to be a loss of visual amenity to adjoining properties and the public generally, in addition to noise and disturbance (including fumes and odours) to local residents such uses generate, contrary to policy GB1 of the Rochford District Local Plan First Review and policy S9 of the Essex Structure Plan.

**Resolved**

That the Corporate Director (Law, Planning & Administration) be authorised to take all necessary action including the issue and service of Notices and action in the Courts to secure the remedying of the breach of planning control now reported. (HLS)

**345. BREACH OF PLANNING CONTROL AT HIGHLANDS FARM, OFF BEECHES ROAD/WATERY LANE, RAWRETH**

The Head of Planning Services reported the partial construction of a residential dwelling house, located within the Metropolitan Green Belt, Coastal Protection Belt and in a landscape improvement area at the above location, commenced without the benefit of planning permission. Mindful of the site location, planning history and nature of the development at the site, Members considered the use contrary to Policies GB1 of the Rochford District Local Plan First Review and S9 of the Essex Structure Plan considering the use would result in a new building reducing the openness of the Green Belt in this rural area.

**Resolved**

That the Head of Legal Services be authorised to take all necessary action including the issue and service of Notices and action in the Courts to secure the remedying of the breach of planning control now reported. (HLS)

**346. SCHEDULE OF DEVELOPMENT APPLICATIONS AND RECOMMENDATIONS**

The Head of Planning Services submitted a Schedule of Applications for consideration and a list of Planning Applications and Building Regulation Applications decided under delegation since 29<sup>th</sup> July 1999.

**Para. D1 - 99/00163/FUL - 8 Warners Bridge Chase, Rochford.**

**Proposal - new roof to bungalow (including raising ridge height) to provide rooms in roof space with front and rear dormers, ground floor and side rear extension.**

**Add informatives (1) limiting working hours at weekends**

**(2) limiting construction traffic parking along the unmade roads.**

**Resolved**

That the application be approved subject to the conditions in the schedule to include the two informatives outlined above.

**Para. D2 - 99/000259/FUL - 11a The Chase, Rayleigh**

**Proposal – demolish existing dwelling and erect 5 bed, 2 storey dwelling with integral garage.**

**Resolved**

That the application be approved subject to the conditions set out in the schedule

**Para. R3 - 99/00096/COU – 29 Eastwood Road, Rayleigh**

**Proposal – change of use of shop floor space to coffee shop (Class A3) and new shop front (comprising sub-division of existing shop 27-29)**

Mindful of the officer's recommendation for approval, Members considered nevertheless that the application would result in the unacceptable loss of retail outlet within the primary shopping area of Rayleigh and mindful of the comments of the Head of Corporate Policy and Initiatives, considered that the application should be refused.

**Resolved**

That the application be refused on the grounds that the proposal would result in the loss of a retail outlet within the primary shopping area of Rayleigh contrary to policy SAT2 of the Rochford District Local Plan First Review.

**Para. R4 – 99/00219/OUT – land rear of 83 Grove Road, Rayleigh**

**Proposal – outline application to erect detached bungalow and garage.**

Consideration of this application was deferred from Member site visit.

**Resolved**

That a Member site visit be arranged.

**Para. R5 – 99/00248/FUL – land adjacent to Spring Gardens, Rayleigh**

**Proposal – erect detached 2 bed bungalow with detached garage**

Members considered that the application should be deferred for further negotiation with the applicant concerning the siting of the garage

**Resolved**

- (1) That the application be deferred for further negotiation with the applicant concerning the siting of the garage.
- (2) That the application be delegated to the Corporate Director (Law, Planning & Administration) to approve should the outcome of the discussion with both the applicant and Ward Members be acceptable

**Para. 6 – 99/00040/FUL – Briarley (Montem, Lark Hill Road, Canewdon)**

**Proposal – erect detached chalet and detached garage (demolish existing bungalow).**

**Add condition**

**Condition 12** – details of the foundations of the proposed garage are to be submitted to and approved in writing by the local Planning Authority prior to development commencing

**Reason:** to ensure protection of nearby trees.

**Resolved**

That the application be approved subject to the conditions set out in the schedule to include Condition 12 outlined above.

**Para 7. – 99/00201/FUL – Rochford Hundred Rugby Club, Magnolia Road, Rochford**

**Proposal – ground floor rear extension**

Consideration of this application was deferred for a Member site visit

**Resolved**

That a site visit be arranged (HAMS)

**Para 8. – 99/00218/FUL – land adjacent 58 Victoria Avenue, Rayleigh**

**Proposal – erect 4 bedroom detached house with semi-integral garage.**

**Resolved**

That the application be approved subject to the conditions and informative set out in the schedule

**Para. 9 – 99/00325/FUL – 40 Spa Road, Hockley**

**Proposal – siting of storage container (12.2 metres in length) for furniture storage purposes.**

Consideration of this item was deferred for a Member site visit.

**Resolved**

That a Member site visit be arranged

**Para. 10 – 99/00361/FUL – Rayleigh Indoor Go-karting, Brook Road, Rayleigh**

**Proposal – revocation of Condition 1 of F/0207/98/ROC to allow permanent retention of go-kart track extension.**

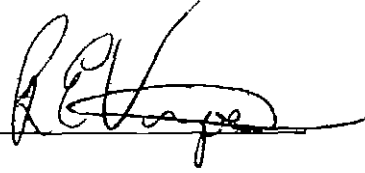
**Add condition** “the use of the existing external track shall not continue before full details of the existing tyre wall noise attenuation barrier requisite for the purposes of the external track have been submitted to and agreed in writing by the local Planning Authority. Thereafter the existing tyre wall noise attenuation barrier shall be retained in the approved form.

**Reason** – “to enable the local Planning Authority to retain adequate control over such details, in the interest of residential amenity”.

**Resolved**

That the application be approved subject to the conditions set out in the schedule including the condition outlined above.

The meeting closed at 9 30 p m.



Chairman

Date 30/9/99

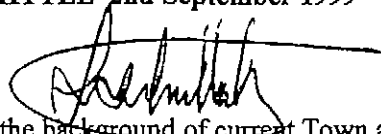
Mma/sep2/planning services



**SCHEDULE OF PLANNING APPLICATIONS TO BE CONSIDERED BY**

**PLANNING SERVICES COMMITTEE 2nd September 1999**

The enclosed reports have been approved by :



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

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

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

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



DEFERRED ITEMS

- |    |   |               |        |
|----|---|---------------|--------|
| D1 | 99/00163/FUL<br>New Roof to Bungalow (Including Raising Ridge Height) to<br>Provide Rooms in Roofspace with Front and Rear Dormers.<br>Ground Floor Side and Rear Extensions<br>8 Warners Bridge Chase Rochford Essex | Anita Wood    | PAGE 3 |
| D2 | 99/00259/FUL<br>Erect 5 Bed, 2 Storey Dwelling with Integral Garage<br>11A The Chase Rayleigh Essex   | Kevin Steptoe | PAGE 6 |

REFERRED ITEMS

- |    |  |            |         |
|----|--|------------|---------|
| R3 | 99/00096/COU<br>Change of Use of Shop Floorspace to Coffee Shop (Class A3)<br>and New Shopfront (Comprising Sub-division of Existing Shop<br>27-29)<br>29 Eastwood Road Rayleigh Essex | Anita Wood | PAGE 11 |
| R4 | 99/00219/OUT<br>Outline Application to Erect Detached Bungalow and Garage<br>Land Rear Of 83 Grove Road Rayleigh   | Anita Wood | PAGE 15 |
| R5 | 99/00248/FUL<br>Erect Detached 2-Bed Bungalow With Detached Garage<br>Land Adj 2 Spring Gardens Rayleigh   | Anita Wood | PAGE 18 |

SCHEDULE ITEMS

- |    |   |              |         |
|----|---|--------------|---------|
| 6  | 99/00040/FUL<br>Erect Detached Chalet and Detached Garage (Demolish Existing<br>Bungalow)<br>Montem Lark Hill Road Canewdon   | Anita Wood   | PAGE 21 |
| 7  | 99/00201/FUL<br>Ground Floor Rear Extension<br>Rochford Rugby Club Magnolia Road Rochford   | Julie Morgan | PAGE 26 |
| 8  | 99/00218/FUL<br>Erect Detached 4-Bed House With Semi-Integral Garage<br>Land Adjacent 58 Victoria Avenue Rayleigh   | Julie Morgan | PAGE 31 |
| 9  | 99/00325/FUL<br>Siting of Storage Container (12 2m) in Length for Furniture<br>Storage Purposes<br>40 Spa Road Hockley Essex  | Anita Wood   | PAGE 35 |
| 10 | 99/00361/FUL<br>Revocation of Condition of F/0207/98/ROC to Allow Permanent<br>Retention of Go Kart Track Extension<br>Rayleigh Indoor Go-Karting Brook Road Rayleigh | Anita Wood   | PAGE 39 |

GPV

# Committee Report

## Deferred Item

D1.



Rochford District Council

To the meeting of **PLANNING SERVICES COMMITTEE**

On : **2<sup>ND</sup> SEPTEMBER 1999**

Report of : **CORPORATE DIRECTOR (LAW, PLANNING & ADMINISTRATION)**

Title : **NEW ROOF TO BUNGALOW (INCLUDING RAISING RIDGE HEIGHT) TO PROVIDE ROOMS IN ROOFSpace WITH FRONT AND REAR DORMERS. GROUND FLOOR SIDE AND REAR EXTENSIONS.  
99/00163/FUL - 8 WARNERS BRIDGE CHASE, ROCHFORD**

Author : **Anita Wood**

---

### Deferred Report

- 1.1 This application was deferred at the last meeting for a Member site visit
- 1.2 The original report and recommendation considered at the last Committee is reprinted below to assist members.
- 1.3 **Rochford Parish Council** objects to the proposal on the grounds of over-intensification, loss of light to the adjoining property and that there is only 1m shown between this and the adjoining property which also share a drain and manhole cover.

### NOTES

- 1.4 This application proposes to convert an existing bungalow to a chalet style dwelling. The existing bungalow is set in a residential street, which is a mix of houses, bungalows and similar chalet style dwellings.
- 1.5 Additional rooms in the roof are proposed by extending the roof and raising the ridge height marginally. Two pitched roof dormers are to be located on the front elevation and a larger flat roof dormer is shown to the rear. In conjunction with this there is a ground floor side and part rear extension and conservatory. Two bay windows to the ground floor front elevation are another feature to be added
- 1.6 The ridge is to be increased by 0.5m, although the increase in height does not affect the 1m separation to the boundary at first floor level. Whilst a window at first floor level is shown in each of the side elevations, these are to be obscure glazed.

880

*BLU*

- 1.7 **Essex County Council (County Surveyor)** recommends that space shall be provided within the site for the parking of vehicles regularly visiting the site, clear of the highway and properly laid out, paved and maintained for use and that each hard-standing shall be constructed in a suitable permanent material.
- 1.8 **The Civil Aviation Authority** raises no objection to the proposal.
- 1.9 Two neighbour letters have been received both of which maintain points of objection with referral to issues such as loss of light, loss of privacy, drainage matters and question the design proposed

APPROVE

- 1 SC4 Time Limits Full – Standard
- 2 Materials to Match (Externally)
- 3 PD Restricted – Windows (Above First Floor Finished Floor Level)
- 4 Garage and Hardstand
- 5 PD Restricted – OBS Glazing



## Committee Report Deferred Item

D2.



Rochford District Council

To the meeting of **PLANNING SERVICES COMMITTEE**  
On **2<sup>ND</sup> SEPTEMBER 1999**  
Report of **CORPORATE DIRECTOR (LAW, PLANNING & ADMINISTRATION)**  
Title **DEMOLISH EXISTING DWELLING AND ERECT 5 BED, TWO  
STOREY DWELLING WITH INTEGRAL GARAGE.  
11A THE CHASE, RAYLEIGH**  
Author **Kevin Steptoe**

---

Application No **99/00259/FUL**  
Applicant : **Mr. T. WITHRINGTON**  
Zoning : **RESIDENTIAL**  
Parish **RAYLEIGH TOWN COUNCIL**  
Site Frontage. **11.4m** Site Area **375sq.m**

### Deferred Report

- 2 1 This application was presented to the Committee at its meeting of 29 July 1999. The matter was deferred to allow a site visit to take place. Members will recall the characteristics of the site and the neighbouring existing development from that visit.
- 2 2 The original report and recommendation is reprinted below to assist members.

### Planning Application Details

- 2.3 These proposals represent the demolition of the current dwelling on the site of no11a, The Chase, and the replacement with a new dwelling. The current dwelling has, in fact, already been demolished. It was a modest dwelling apparently constructed in the 1920s or 30s. It was two storey.
- 2 4 The new dwelling is proposed to have five bedrooms and an integral garage to the frontage. It is of a mock Tudor/Elizabethan design with a projecting gable feature to the frontage and a mixture of brick and timbering/render design. The new dwelling will have a larger footprint than the dwelling that it replaces but is to be accommodated within the existing boundaries of the plot.

A handwritten signature in the bottom right corner of the page.

### Relevant Planning History

- 2.5 None

### Consultations and Representations

- 2.6 **Essex County Council (County Surveyor)** raises no objections subject to the implementation of conditions regarding the technical aspects of access, visibility splays and parking areas.
- 2.7 **Environment Agency** - No objections
- 2.8 **Anglian Water Services Ltd** – No objections
- 2.9 **Rayleigh Town Council** – Object as this is an over-development and considered unacceptable. Concerned at the narrowness of the road and that the development would be out of keeping with adjoining properties and lead to over-looking. Noted that trees referred to already removed
- 2.10 **Head of Housing, Health and Community Care** – No adverse comments subject to the standard informative SI16 being attached to any consent.
- 2.11 **Head of Corporate Policy and Initiatives** – suggest a condition be attached requiring protection to the silver birch to the rear of the plot during construction.
- 2.12 **Rayleigh Civic Society** – Consider that this is a very large house for the plot. Comments are made in relation to the use of materials and the building line for this site in relation to an application that was submitted for the plot to the north (No. 15 The Chase, ref 99/00263/FUL). It is requested that both the materials and the building line should be varied and the use of dark red bricks should be avoided. [The application for the site to the north has now been withdrawn so this application needs to be considered in isolation.]
- 2.13 Six local residents have responded to consultations on the proposals and have raised, in the main, the following points:
- the proposals represent an over-development of the plot and in fact the dwelling proposed will not fit within the existing plot boundaries
  - the development will result in over-looking and loss of privacy to the east and south.
  - the development will block light received by the dwelling to the south
  - drainage services are inadequate or would be overloaded
  - the development will alter the character of the road
  - the hedge/ tree boundary to the west (rear) may be threatened
  - existing trees have already been removed

### Material Planning Considerations

- 2.14 In this case the key issues to be considered are:
- the impact of the development on the character and appearance of the area, given the local plan and design guide policies, and,
  - any impact in relation to over-looking and the loss of amenity, privacy or light.

## Character and Appearance

- 2.15 The Chase is an area of mixed forms of development. There currently exist bungalows, chalet bungalows and houses. The frontage widths of the properties do vary but few could be considered to be exceptionally generous given the styles of properties contained on them. They vary between 7 to 14m with a number of the existing houses being on plots which are 9 or 10m in width. The plot width anticipated here is 11.4m. This accords with measurements taken on the ground and is more generous than the minimum width established in the local plan. Side separation distances will be achieved in the normal way.
- 2.16 In terms of frontage treatment, many of the existing properties have these set to hardstanding for vehicle parking given the limited nature of the plots. There is a mixture of types and styles of garaging but there are a number of integral garages. The treatment of the proposed plot would be consistent with this, with an integral garage proposed and a double width driveway.
- 2.17 There is considerable uniformity in the street when the distance of the properties from the footway edge is considered. Invariably they are set back between 6 to 8m. The new property is to be set back by a distance of 6m.
- 2.18 As indicated, the existing dwellings in the road have a mix of heights, depending on their type. There are existing houses in the street with a ridge height greater than that of the proposals, and in close proximity to them. These are located immediately adjacent to bungalows or chalet bungalows. The proposed dwelling has a height of 8.5m to the ridge. To the north the existing bungalow will remain, to the south is a chalet bungalow.
- 2.19 The style of the dwelling is contemporary with many that are coming forward now. The street does not have an existing dominant style. There are examples of development from almost all decades from the late 19thC onwards. Modern development is already readily apparent in the street.
- 2.20 The applicant has submitted a supporting statement. In it he argues that the form of development proposed now is similar to re-developments that have already taken place close by to the site in the street. The impact on character and appearance then, must revolve around the consistency or otherwise that the proposals have with the existing forms of development in the area. It is considered that the proposed development would fit acceptably in a street which has a mix of styles of development, given its comparable characteristics. It would not have an unacceptable impact on the character or appearance of the area.

## Amenity

- 2.21 It would be difficult to sustain any argument that the proposals will lead to the loss of amenity for residents across the road (to the east). The road is public domain and any housing across the road would probably be a minimum of 20m distant. The situation here will be no different from that elsewhere on the street.
- 2.22 To the north is the existing bungalow. Existing boundary treatment, with fencing and substantial planting to the north side, will reduce over-looking from ground floor windows. This can be reinforced by any boundary treatment required by virtue of a condition attached to any permission. Only one first floor window, which is to a bathroom and can be obscure glazed would face this way. The bungalow is over 5m distant from the house and, as such, it will not have an unacceptable impact on light reaching that property.



- 2 23 On the south side at ground floor three windows face the side of the existing chalet bungalow. Existing boundary treatment here is a low hedge (only approx 1m high) This falls within the adjoining plot and will not be removed by the development. Further boundary treatment could be implemented to reduce overlooking more. At the rear, of the proposed dwelling, patio doors are proposed that will face the direction of No 11 to the south. However these are located 6m from the boundary and boundary treatment can reduce any impact to an acceptable level. At first floor level there are two windows, both to bathroom facilities. These can be obscure glazed.
- 2 24 As the existing property is to the south it would be difficult to substantiate any argument that the proposed dwelling would lead to the loss of any light. The main room windows in the existing chalet bungalow face towards the road or the rear garden. Given that and the location of the existing and proposed dwellings in relation to each other, it is unlikely that there will be a detrimental impact on amenity or privacy here.

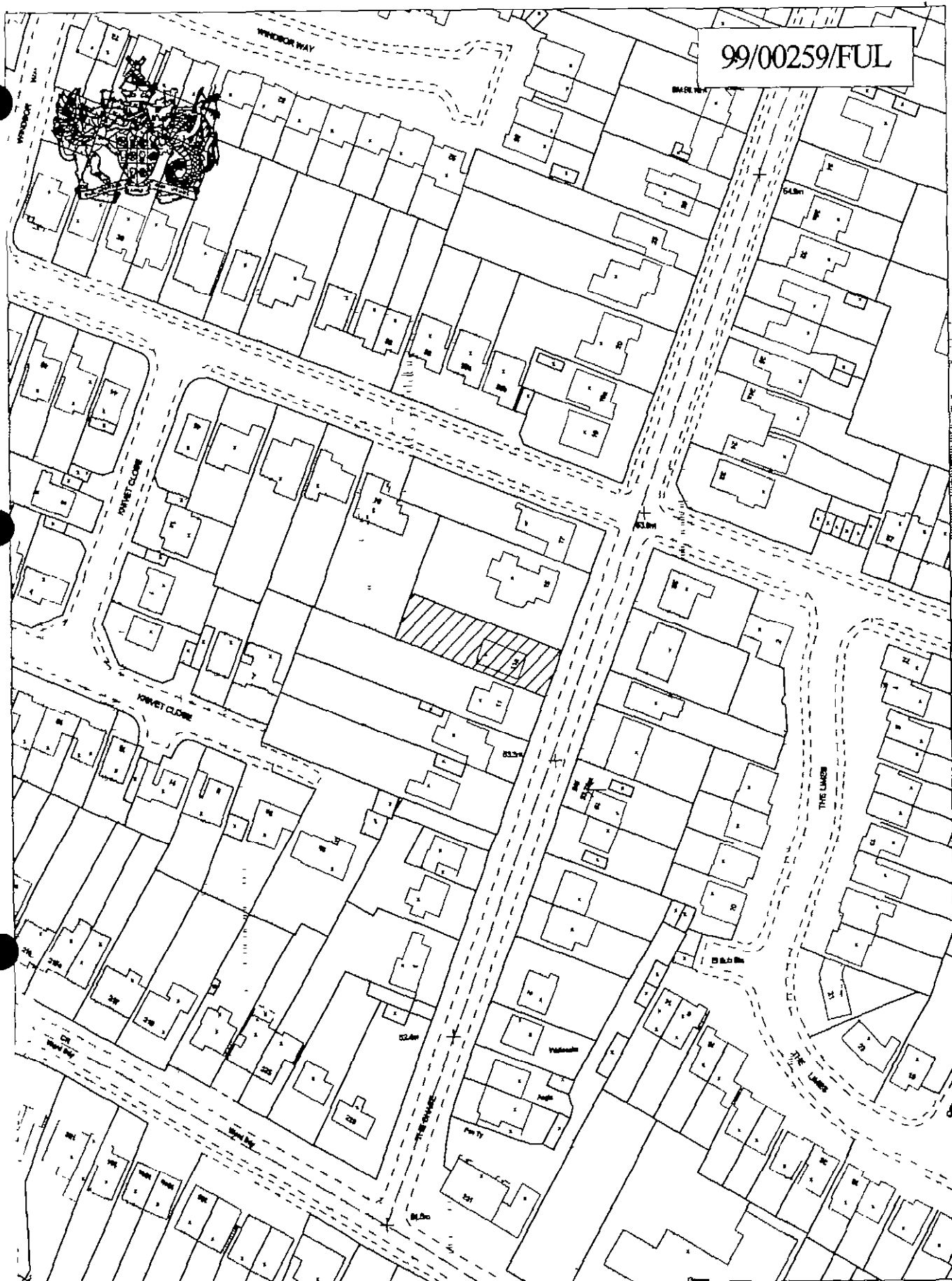
#### Conclusion

- 2 25 These proposals represent a form of intensification development that is supported in principle by the policies set out in the Local Plan. Despite that, such forms of development can have an unacceptable impact on the character and amenity of an area by virtue of the type and scale of the new development proposed.
- 2 26 In this case consideration has to be tempered by the existing character and types of development that have already taken place in the area. Bearing that in mind, it is not considered that the proposals will have an unacceptable impact such that they should be resisted.

#### Recommendation that this Committee resolves:

That the Corporate Director (Law, Planning and Administration) recommends that this application be **APPROVED** subject to the following Conditions:

- 1 SC4 Time Limits Full – Standard
- 2 SC14 Materials To Be Used (Externally)
- 3 SC16 PD Restricted – Model FFFL
- 4 SC23 PD Restricted – Obscure Glazing
- 5 SC50A Means of Enclosure – Full (Without PD Restriction)
- 6 SC60A Tree & Shrub Protection
- 7 SC64A Visibility Splays - Details
- 8 SC70 Vehicular Access – Details
- 9 SC81 Garage & Hardstand
- 10 SC75 Parking & Turning Space
- 11 SC84 Slab Levels Specified
- 12 The width of the dwelling hereby permitted and its location within the plot shall be as shown by the specific dimensions identified on revised drawing no 2A received by the authority on 9 August 1999



99/00259/FUL

This copy has been produced specifically for Planning and Building Control purposes only

No further copies may be made

Reproduced from the Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings.

Rochford District Council Licence No. LA079138

*Map*

1:1250

## Committee Report Referred Item

R3.



Rochford District Council

To the meeting of **PLANNING SERVICES COMMITTEE**  
On . **2<sup>ND</sup> SEPTEMBER 1999**  
Report of **CORPORATE DIRECTOR (LAW, PLANNING & ADMINISTRATION)**  
Title **CHANGE OF USE OF SHOP FLOORSPEACE TO COFFEE SHOP  
(CLASS A3) AND NEW SHOPFRONT (COMPRISING SUB-DIVISION  
OF EXISTING SHOP 27-29)  
29 EASTWOOD ROAD, RAYLEIGH**  
Author **Anita Wood**

---

This application was included in Weekly List 482 requiring notification of referrals to the Corporate Director (Law, Planning and Administration) by 1 00pm on Wednesday 4<sup>th</sup> August 1999, with any applications being referred to this Meeting of the Committee. The item was referred by Councillor Mrs J. Helson and Councillor Mrs M. J. Webster.

The item which was referred is appended as it appeared in the Weekly List together with a plan.

A handwritten signature in the bottom right corner of the page.

Application No : 99/00096/COU      Zoning    Primary Shopping Frontage

**Rayleigh Town Council**

Location :            29 Eastwood Road Rayleigh Essex

Proposal :            Change of Use of Shop Floorspace to Coffee Shop (Class A3) and New Shopfront (Comprising Sub-division of Existing Shop 27-29)

**Rayleigh Town Council** objects to the application, as it is a loss of retail space

#### NOTES

The proposal is to subdivide an existing retail unit (A1 Retail) and convert part of it to a coffee shop (A3 Food and Drink) the remaining part to stay as retail. The premises lies within the Primary Shopping Frontage Area where Policy SAT2 of the Rochford District Local Plan First Review 1995 seeks to prevent an undue dominance or over concentration of uses other than A1 retail uses. The policy states that any non-retail use permitted must be appropriate to a shopping area, these normally being A2 (Financial and Professional Services) or A3 (Food and Drink) uses. As a general guide but not part of the policy the preamble to the policy seeks to retain at least 75% of the Primary Shopping Frontage in Class A1 uses and to ensure that not more the 15 metres of non-retail frontage will occur

Whilst the proposed unit would be located adjacent to an A2 use, the shop fronts are fairly narrow and as such this would not result in a continuous non-retail frontage of more than 15 metres. However, with regard to the 75% threshold there is one existing permission and a further resolution to approve subject to a Legal Agreement for non-retail uses elsewhere in the Primary Shopping Frontage although only one could be implemented as they are linked via a Section 106 Agreement requiring revocation of the earlier one if the latter is implemented. That said, the current application alone will bring the threshold to a borderline mark of 75% and this level would drop to only 74.4% if one of the two cases referred to above is implemented. However, there has been no confirmation that either of these extant permissions is to be implemented.

Consequently it is considered that there would be an over concentration of A2 and A3 uses in the Primary Shopping Frontage nor in this part of Eastwood Road which is quite close to the High Street junction and where there is an existing level of four A2 uses existing as well as one A3 use.

**Essex County Council (County Surveyor)** has no objection to the proposal.

The **Head of Housing, Health and Community Care** has no objections to the proposal, subject to a mechanical extraction system and other details of externally sited refrigeration or plant or similar equipment to be submitted to and agreed in writing with the Local Planning Authority.

The **Head of Corporate Policy and Initiatives** advises that whilst the proposal would no exceed the 15m limit of continuous non-retail frontage, in terms of the 75% threshold, the current figure is slightly above the threshold although with other extant planning permissions this figure could fall marginally below this threshold. He also advises caution and some flexibility concerning the 15m and 75% guidance as the Local Plan Inspector did not support the inclusion of such prescriptive measures in the policy.

The Rayleigh Civic Society comments that if allowed this application would result in the loss of an A1 unit in this parade of shops. Another point also raised is the fact that once an A3 use has been established there would be the opportunity to change the style of this outlet to another type of A3 use without the need for planning permission and that this point ought to be considered

APPROVE

- 1 SC4 Time Limits Full - Standard
- 2 SC92 Extract Ventilation
- 3 Details of any externally sited refrigeration or plant or similar equipment shall be submitted to and agreed in writing with the Local Planning Authority prior to installation. Thereafter, any such plant/equipment shall be retained and shall only be operated as approved in writing by the Local Planning Authority.
- 4 The use of the site hereby permitted, shall not take place (whether or not open to customers) and no deliveries shall be taken at the site, outside the hours of 8.00am to 11.00pm Monday to Saturday and 9.00am to 10.30pm Sundays and Bank Holidays.

[illegible]

AW.

## Committee Report Referred Item

R4.



Rochford District Council

To the meeting of **PLANNING SERVICES COMMITTEE**

On : **2<sup>ND</sup> SEPTEMBER 1999**

Report of . **CORPORATE DIRECTOR (LAW, PLANNING & ADMINISTRATION)**

Title ; **OUTLINE APPLICATION TO ERECT DETACHED BUNGALOW  
AND GARAGE  
LAND REAR OF 83 GROVE ROAD, RAYLEIGH**

Author : **Anita Wood**

---

This application was included in Weekly List 484 requiring notification of referrals to the Corporate Director (Law, Planning and Administration) by 1.00pm on Wednesday 18<sup>th</sup> August 1999, with any applications being referred to this Meeting of the Committee. The item was referred by Councillor D. E. Barnes and Councillor D. R. Helson.

The item which was referred is appended as it appeared in the Weekly List together with a plan.

The Head of Planning Services would like to apologise for the omission of Rayleigh Town Council comments from the Weekly List report, which are as follows:-

**Rayleigh Town Council** expresses major concerns over access and egress.

*AA.*

Application No 99/00219/OUT Zoning . Local Neighbourhood Shopping Parade

**Rayleigh Town Council**

Location : Land Rear Of 83 Grove Road Rayleigh

Proposal : Outline Application to Erect Detached Bungalow and Garage

NOTES

This is an outline application to erect a detached bungalow and garage on a parcel of land to the rear of number 83 Grove Road.

The access to the site is the only matter that can be taken into consideration on this application in conjunction with the principle of what would be backland development on the site.

Although the land is zoned as a Local Neighbourhood Shopping Parade and subject to policies SAT1 and 4, this site is at the northern extremity of the existing group of shops, and is open land, which has been vacant for many years. The site abuts the zone of existing residential development. Planning permission for residential development has already been granted on land to the west within the Local Shopping zone and it seems unlikely that retail proposals for this land will come forward.

The site is to be accessed via an existing driveway from The Chase, which is already used by the residents of the existing flats above the retail units and serves a number of garages. Although the site is to the rear of the retail units and existing residential development, there is the opportunity to achieve a workable relationship between the proposed bungalow and these existing dwellings, so as to reduce any impact on the residential amenity of those adjacent to the site.

The County Surveyor advises De-minimis

Essex County Council (County Planner), the Head of Housing, Health and Community Care, the Environment Agency and Anglian Water (Developer Services) all raise no objection to the proposal.

Two letters have been received from residents. The residents of no 38 Sheridan Close are concerned with the impact on amenity i.e. loss of privacy, light, the use of the site and the removal of the existing trees. The residents of number 85A have no objection to the proposal as long as it is not to be used as a play school either informally or formally.

APPROVE

- 1 SC2 Reserved Matters - Specific
- 2 SC3 Time Limits Outline - Standard
- 3 SC77 Car Parking Provision Details (Single)
- 4 SC66 Pedestrian Visibility Splays (Single)
- 5 SC49 Means of Enclosure - Outline (PD Restricted)



99/00219/OUT



This copy has been produced specifically for Planning and Building Control purposes only  
No further copies may be made.  
Reproduced from the Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery  
Office Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings.  
Rochford District Council Licence No. LA079138

1:1250

894

**Committee Report  
Referred Item**

**R5.**



Rochford District Council

To the meeting of: **PLANNING SERVICES COMMITTEE**

On : **2<sup>ND</sup> SEPTEMBER 1999**

Report of **CORPORATE DIRECTOR (LAW, PLANNING & ADMINISTRATION)**

Title : **ERECT DETACHED 2-BED BUNGALOW WITH DETACHED  
GARAGE  
LAND ADJACENT 2 SPRING GARDENS, RAYLEIGH**

Author : **Anita Wood**

---

This application was included in Weekly List 482 requiring notification of referrals to the Corporate Director (Law, Planning and Administration) by 1 00pm on Wednesday 4<sup>th</sup> August 1999, with any applications being referred to this Meeting of the Committee. The item was referred by Councillor Mrs M. J. Webster

The item which was referred is appended as it appeared in the Weekly List together with a plan

Application No 99/00248/FUL Zoning Existing Residential Development

**Rayleigh Town Council**

Location Land Adj 2 Spring Gardens Rayleigh

Proposal : Erect Detached 2-Bed Bungalow With Detached Garage

**Rayleigh Town Council** queries whether this would be classified as backland development and therefore could set a precedent.

NOTES

This application proposes the erection of a detached bungalow with a detached garage to the front of the site. The site comprises part of the rear gardens of three dwellings fronting Love Lane and the proposed bungalow itself would be built alongside no 2 Spring Gardens. The principle of a bungalow here has already been agreed via an outline planning permission granted last year on a site which also included the part of a fourth garden. The garage to the front is a new aspect.

The detached garage is sited in front of the proposed dwelling and its side elevation will run along Spring Gardens. The garage is of a single size and has been designed with a pitched roof.

The design and siting of the proposed bungalow is acceptable with regard to the adjacent properties and the minimum requirements for site frontage and private garden areas is also met.

Essex County Council (**County Surveyor**) raises no objection to the proposal although it is recommended that conditions relating to the access, pedestrian visibility splays, the hardstanding material and the parking of vehicles are added to any grant of consent.

The **Head of Housing, Health and Community Care** has no adverse comments subject to Standard Informative S16 (Control of Nuisances) being added to any grant of consent.

The **Rayleigh Civic Society** object that the proposal is out of keeping with the other dwellings in Spring Gardens and that the proposed garage is visually intrusive in the street scene and does not fulfil the parking requirements for a two bedroom dwelling.

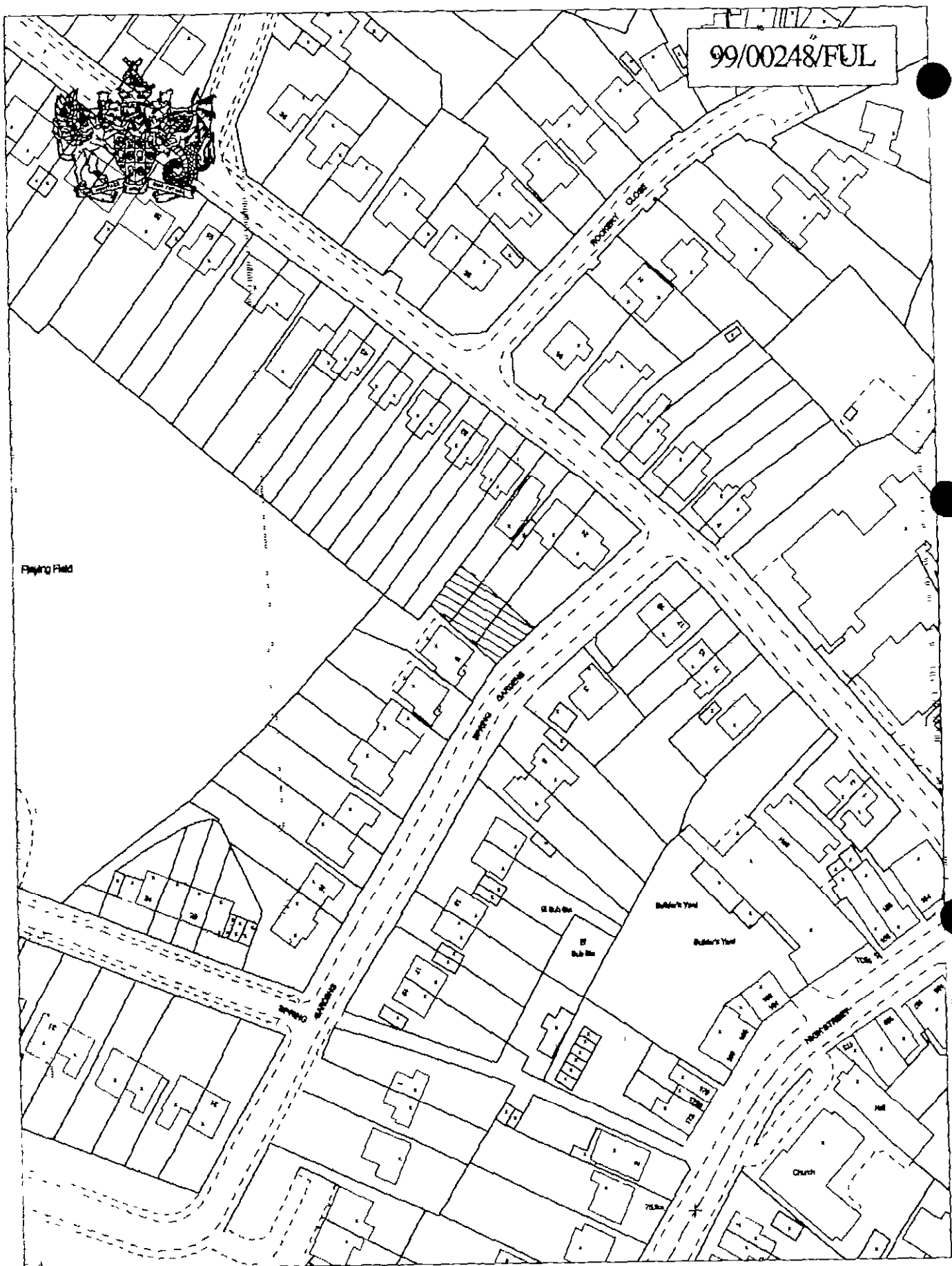
The **Environment Agency** and **Anglian Water** (Developer Services) have no objection to the proposal.

A local resident has no objection to the bungalows but does object to the garage.

APPROVE

- 1 SC4 Time Limits Full - Standard
- 2 SC14 Materials to be Used (Externally)
- 3 SC20 PD Restricted - Dormers
- 4 SC59 Landscape Design - Details (Full)
- 5 SC51 Enclosure/Screening - Details
- 6 SC81 Garage and Hardstand
- 7 SC67 Pedestrian Visibility Splays (Plural)
- 8 SC70 Vehicular Access - Details

*ACV*



This copy has been produced specifically for Planning and Building Control purposes only.  
 No further copies may be made.  
 Reproduced from the Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery  
 Office Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings.  
 Rochford District Council Licence No. LA079138



11250

# Committee Report

6.



Rochford District Council

To the meeting of. **PLANNING SERVICES COMMITTEE**

On . **2<sup>ND</sup> SEPTEMBER 1999**

Report of **CORPORATE DIRECTOR (LAW, PLANNING & ADMINISTRATION)**

Title . **ERECT DETACHED CHALET AND DETACHED GARAGE  
(DEMOLISH EXISTING BUNGALOW)  
'BRIARLEY' (MONTEM) LARK HILL ROAD, CANEWDON**

Author . **Anita Wood**

---

Application No: **99/00040/FUL**

Applicant : **MR & MRS ALDOUS**

Zoning : **METROPOLITAN GREEN BELT, LANDSCAPE IMPROVEMENT  
AREA, SPECIAL LANDSCAPE AREA, ROACH VALLEY  
CONSERVATION ZONE, COASTAL PROTECTION BELT**

Parish: **CANEWDON PARISH COUNCIL**

## Planning Application Details

- 6 1 This application proposes to demolish an existing bungalow and erect a detached chalet and detached garage. The chalet will be built upon the same site as the existing bungalow and the garage is to be situated to the front of the site
- 6.2 The chalet has been designed with a half hip roof with three small, pitched roof dormers to the front and four to the rear. A balcony also features to the rear of the chalet. The proposed dwelling is to accommodate one large bedroom and three smaller ones. In accordance with the relevant car parking standard 3 off street spaces are proposed in the form of a double garage to the front of the site and a hardstand since there is plenty of off street parking space.
- 6 3 The existing dwelling is located within a cluster of residential properties in a 30metre long section of Larkhill Road. Many of these properties are of a chalet style design

## Relevant Planning History

- 6 4 **F/604/86/ROC Add carport** – this was approved and has since been built. A condition was added to the grant of approval that the carport shall be left open and shall not be enclosed by any wall or other material without the prior consent of the LPA
- 6 5 **F/945/86/ROC New pitched roof to existing bungalow** – approved on 20/5/87

*Handwritten signature/initials*

- 6.6 **F/872/88/ROC New pitched roof to existing bungalow** – this was a revision of the previous application which increased the height and pitch of the new roof. This application was refused since the proposal was considered to be excessive rather than reasonable and the roofspace could be readily converted to habitable floorspace.
- 6.7 **F/1176/88/ROC New pitched roof to existing bungalow** – this was revision of planning application F/872/88/ROC with a lower pitch and was approved subject to a Section 106 Agreement which stopped the roof from being converted to habitable accommodation.

#### Consultations and Representations

- 6.8 **Canewdon Parish Council** raises concern in respect of the increase in the size of the proposed building in comparison to the existing bungalow
- 6.9 **Essex County Council (County Surveyor)** advises de-minimis
- 6.10 **The Environment Agency** has no objection to the proposals
- 6.11 **The Head of Housing, Health and Community Care** has no adverse comments subject to the Standard Informative SI16 (Control of Nuisances) being attached to any consent granted
- 6.12 **The Head of Leisure and Client Service (Engineers)** make no observation on the proposals.
- 6.13 **Anglian Water (Developer Services)** raises no objection to the proposals
- 6.14 The adjacent neighbour at 'Hillside' objects to the proposals on the basis that the development will have a negative impact upon the tree lined boundary between the two properties.

#### Material Planning Considerations

- 6.15 The main planning consideration would appear to be the appropriateness of the development given the Green Belt location of the site and the impact of the development on the landscape character designations.
- 6.16 The site is designated not only as Metropolitan Green Belt but part of the Landscape Improvement Area, Special Landscape Area, Roach Valley Conservation Zone and the Coastal Protection Belt.
- **Metropolitan Green Belt**
- 6.17 Policy GB8 of the Rochford District Local Plan 1995 refers specifically to the demolition and rebuild of properties within the Green Belt.
- 6.18 There are three options set out in the policy, one of which is to ensure that the total size of the new dwelling is no greater than the size of the habitable floorspace of the dwelling lawfully existing at the time of the application. The application has been made on the basis of the requirements of that part of the policy.
- 6.19 The current habitable floor area that is lawfully existing is 168sqm. This takes into consideration the existing conservatory and a north-east wing to the rear of the property. Although not indicated on any of the Council's available planning records there is aerial photographic evidence provided by Essex County Council to show that this annex is lawful development. The photographic evidence in addition to the style, construction and appearance of the annex provides a substantial record that the annex has been in place for over 10 years. In the absence of convincing evidence to the contrary the annex has been taken to constitute lawful development. It currently comprises a study, bedroom, sitting area and WC.

*APV*

6 20 The proposed habitable floorspace of 168sqm does not involve any element to reflect the existing carport.

6.21 The existing dwelling including the north-east wing to the property is in good condition and clearly inhabitable. The design of the new dwelling is representative of those that already exist. Whilst the bungalow is to be replaced with a chalet style dwelling it is not considered unacceptable in this situation. The chalet design not only keeps to a minimum the amount of habitable floorspace available on the first floor but also enables the dwelling to have a smaller footprint comparable to the adjacent properties. The replacement has been sited in the same location within the plot as the original dwelling and does not alter the existing inter-relationship with the other dwellings. The new dwelling is clearly an improvement in the general appearance of the plot.

6.22 The new dwelling complies with all of the minimum standards contained within the design guidelines set out in 1.2 to 1.4 of Appendix 1 of the Local Plan. As mentioned previously the design of the chalet incorporates a balcony to the rear. Due to the width of the balcony overlooking to the adjacent properties is minimal and the view to the rear is that of open land to the River Crouch.

▪ **Special Landscape Area/Landscape Improvement Area**

6 23 The boundary between the Landscape Improvement Area and the Special Landscape area bisects the site. These policies cover areas of high quality landscape to areas in need of remedial treatment.

6.24 The front of the site is within the Landscape Improvement area whilst the rear of the dwelling will look out onto the land designated as a Special Landscape Area. The two policies both have an emphasis on a high standard of design as well as the location siting and materials used. The proposal for a bungalow with rooms in the roof would be an improvement compared with the style of the original dwelling (which has little architectural detail), and would not look out of place situated adjacent to a two-storey dwelling and other chalet type dwellings. It is considered acceptable in terms of the requirements of these policies.

▪ **Other Landscape and Conservation Interests**

6.25 The policies that refer to the Roach Valley Conservation Zone and the Coastal Protection Belt are designed to control development that would be harmful to wildlife and its habitats. Since the proposed chalet is replacing an existing dwelling within a developed part of Lark Hill Road it is not considered that there will be any detrimental impact upon these zones.

Conclusion

6.26 The proposed new dwelling has been designed without going beyond the maximum size allowed for in the policy, taking into account the habitable floorspace lawfully existing at the time that the application was made. Due to the proposed style of new dwelling there is no further scope for the roof space to be converted to habitable accommodation.

6 27 The new dwelling has also provided the opportunity to achieve an improvement in terms of design when considered within the existing streetscene. The materials to be used will also have to be agreed with the Local Planning Authority as well as a planting scheme which will both contribute to an ongoing enhancement of the plot.

6 28 It is considered that the proposal has been designed in accordance with the provision contained within Policy GB8 of the Rochford District Local Plan 1995 and as such the application should be approved. Conditions are suggested to be applied removing permitted development rights.

900

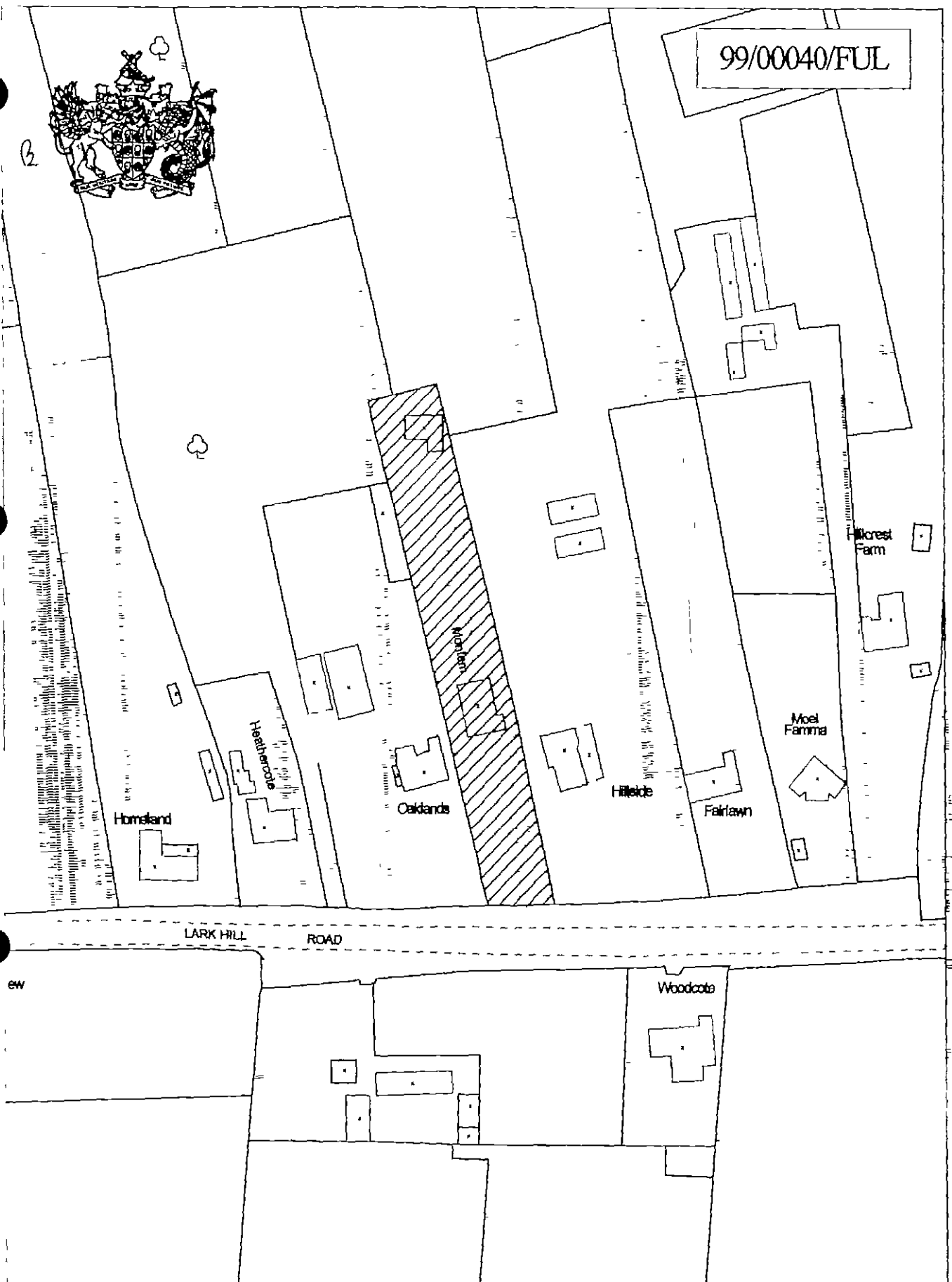
REU

Recommendation that this Committee resolves:

6.29 That the Corporate Director (Law, Planning and Administration) recommends that this application should be **APPROVED** subject to the following Conditions.

- 1 SC4 Time Limits Full – Std
- 2 SC14 Materials to be Used
- 3 SC22 PD Restricted – Windows (Above first floor level only)
- 4 SC23 PD restricted – Obscure Glazing
- 5 SC50 Means of Enclosure – Full (Including PD Restriction)
- 6 SC59 Landscape Design Details –Full
- 7 SC60A Tree & Shrub Protection
- 8 SC81 Garage & Hardstand
- 9 SC17 PD Restricted – Extensions
- 10 SC18 PD Restricted – Outbuildings
- 11 SC20 PD Restricted - Dormers





This copy has been produced specifically for Planning and Building Control purposes only

No further copies may be made.

Reproduced from the Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Rochford District Council Licence No. LA079138



1:1250

*Handwritten signature or initials.*

# Committee Report

7.



Rochford District Council

To the meeting of. **PLANNING SERVICES COMMITTEE**

On : **2<sup>ND</sup> SEPTEMBER 1999**

Report of **CORPORATE DIRECTOR (LAW, PLANNING & ADMINISTRATION)**

Title **GROUND FLOOR REAR EXTENSION  
ROCHFORD HUNDRED RUGBY CLUB, MAGNOLIA ROAD,  
ROCHFORD**

Author : Julie Morgan

---

Application No. **99/00201/FUL**

Applicant : **ROCHFORD HUNDRED RUGBY CLUB**

Zoning : **METROPOLITAN GREEN BELT**

Parish: **HAWKWELL PARISH COUNCIL**

## Planning Application Details

- 7.1 This is an application to erect a ground floor rear extension to the existing Clubhouse for Rochford Hundred Rugby Club. The application site is on Magnolia Road, Rochford, located in a rural setting mid-way between the urban envelopes of Hockley and Ashingdon.
- 7.2 The proposal would increase the floorspace area by approximately 100 square metres. There is a considerable planning history in terms of previous small-scale piecemeal applications, significantly increasing the original size and scale of the clubhouse.
- 7.3 The Rugby Club has a total membership of 532 persons. This figure comprises of 191 senior members (over 18 years) who play rugby, 127 social members (over 18 years) who do not play rugby; and 214 rugby-playing youth members.
- 7.4 Rochford Hundred Rugby Club is not expanding its membership capacity, nor are the hours of current usage of these facilities proposed to be extended at all. The club also goes on to point out that there will be no further increase in the amount of traffic generation to the site. The proposal simply being an upgrading of the existing facilities at the clubhouse.

903

*REV.*

- 7 5 Existing facilities in the clubhouse are to be displaced and internal alterations are proposed in order to provide a higher standard of these existing facilities. Supporting evidence submitted for this application provides the following information, The proposed new changing room will meet minimum standards as set out by the Rugby Football Union and the former changing room will be converted into an office The showers are also proposed to be expanded to accommodate existing members and attempt to avoid queues

Relevant Planning History

- 7 6 **Application ROC/0085/68/FUL** The original clubhouse approved in 1968 was built with a floor area of approximately 30 square metres. This outline application for changing accommodation and clubhouse was followed by details of reserved matters in the same year
- 7 7 **Application F/1152/73/ROC** Full planning application for a store to be added to the clubhouse. Approved with conditions requiring the development to be begun before 5 years of the permission with matching materials.
- 7 8 **Application F/0166/80/ROC** Application to install a gas pressure regulation station
- 7.9 **Application F/0505/81/ROC** Full planning application for a single storey rear extension to be added to the clubhouse. Approved with conditions requiring the development to be begun before 5 years of the permission with matching materials
- 7.10 **Application F/0051/89/ROC** Full planning application for a single storey side extension to be added to the clubhouse
- 7.11 **Application F/0725/90/ROC** Full planning application for a single storey side extension to be added to the clubhouse.
- 7.12 **Application F/0578/91/ROC** Full planning application for the erection of 4 floodlighting columns and floodlights.
- 7.13 **Application F/0214/92/ROC** Full planning application for a single storey side extension to be added to the clubhouse. Approved subject to 7 conditions.
- 7 14 **Application AD/0485/96/ROC** Application to display 14 non-illuminated adverts on the clubhouse and 4 non-illuminated free-standing hoardings (adjacent to pitches).
- 7 15 **Application F/0299/97/ROC** Full planning application to erect a single storey flat roof extension (to form entrance lobby). Approved.
- 7.16 **Application CU/0026/97/ROC** agricultural land to rugby training field (including 4 mobile floodlighting units). Refused planning permission but granted on Appeal.
- 7.17 The original clubhouse was approved in 1968 with approximately 301 square metres The existing floor area of the clubhouse totals approximately 635 square metres. Already the area of floorspace is double that of the original floorspace proposed in 1968. The current proposal would further increase the amount of floorspace to an overall total of approximately 735 square metres.

### Consultations and Representations

- 7.18 **Hawkwell Parish Council** has no objection
- 7.19 **The County Surveyor** has no objection subject to coaches parking within the site
- 7.20 **The Environment Agency**, whilst they have no objections, have advised that written consent is required from them prior to any proposed works or structures within 9 metres of the top of Hockley Brook. This will be the subject of an informative if permission is granted.
- 7.21 **The Head of Housing, Health & Community Care** recommends that a condition requiring extract ventilation systems details, and Standard Informative No. 16 are attached to any approval given.
- 7.22 **Railtrack** have no adverse comments

### Material Planning Considerations

- 7.23 The main planning issues material to Member's consideration of this application are
- Planning Policy
  - Siting and appearance
  - Car parking issues

#### **Planning Policy**

- 7.24 Planning Policy Guidance Note 2: Green Belts, clearly supports the use of land designated as Green Belt for purposes such as, the provision of opportunities for outdoor sport and outdoor recreation near urban areas PPG2 1995, (16).
- 7.25 Policy S9 contained within the adopted Essex Structure Plan states that within the Green Belt, permission will not be given, except in very special circumstances, for the extension of existing buildings for purposes other than: agriculture, mineral extraction; forestry; small-scale facilities for outdoor participatory sport and recreation; institutions in large grounds, cemeteries or similar uses which are open in character
- 7.26 The proposal is therefore acceptable for purposes ancillary to the undertaking of small-scale outdoor participatory sport and recreation in conjunction with the existing clubhouse of the Rochford Hundred Rugby Club. The proposed purposes specified are considered as complying with this policy
- 7.27 The site lies within the Metropolitan Green Belt according to the proposals map of the adopted Local Plan. The site is used for out-door participatory sport, with the clubhouse functions ancillary to this use. Policy GB1 of the adopted Local Plan restricts the amount of development in the Metropolitan Green Belt, although this proposal is for an extension to a clubhouse for purposes ancillary to outdoor participatory sport and therefore complies with the policy exemptions.
- 7.28 However, if this proposal were to be approved, there would be a considerable amount of existing floorspace that would be freed-up. The proposed floor layout from the existing clubhouse proposes to create a small retail outlet within the building. It is desirable to limit the use of this "shop" to the sale of merchandise directly associated with the Club, such as souvenirs, paraphernalia, sportswear etc. and restrict the retail facility to members of the Club only. This would ensure that no additional retail function would ensue as a separate unit from the Rugby Club facility and retain a degree of control over acceptable uses within the Green Belt

- 7 29 The other proposed rooms and uses are reasonable proposals for enhancing the outdoor sporting facilities provided by the Club.
- 7 30 Policy LT3 states that the Local Planning Authority will encourage proposals for sports clubs having regard to noise, limits on usage, traffic, visual amenity and the need for facility provision. There are no significant material considerations in respect to this proposal for an extension

#### **Siting and Appearance**

- 7.31 The siting of the rear extension does not detract from the nucleated mass of the clubhouse. The proposed elevations conform to the existing and the style proposed is similar. The proposal is logically sited and provides a "rounding off" of the built form.

#### **Car Parking Provision**

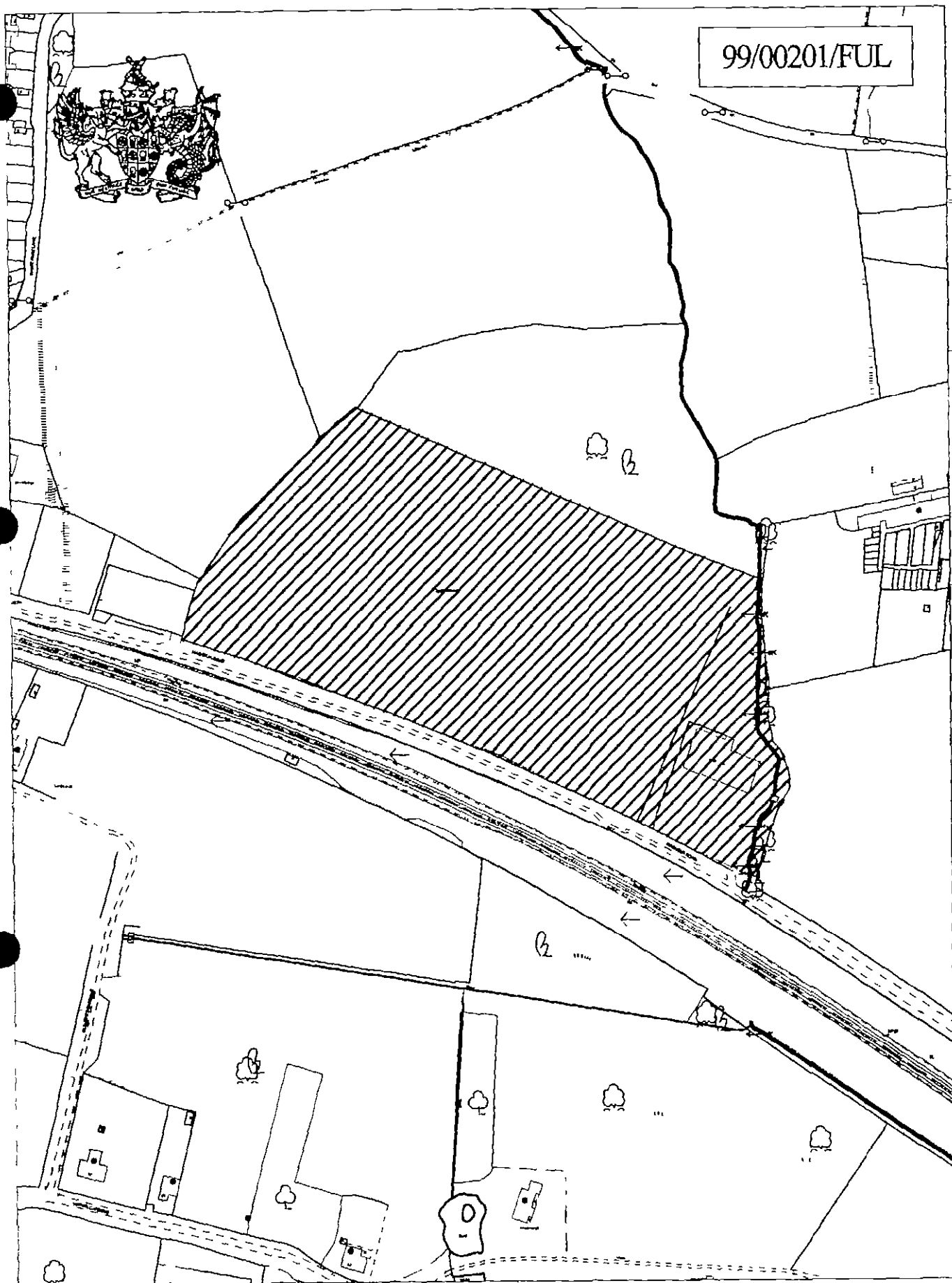
- 7 32 The proposed extension does not reduce the amount of car parking provision as specified in the site plan drawing number 197 02A illustrating car parking layout. This car parking layout scheme also shows the number and layout of rear "over-spill parking" provision, which would also be unaffected by the proposal. This "over-spill" parking area was previously agreed in order to provide adequate provision for cars visiting the site. It is considered that no additional parking spaces are required as membership will not be further increased.

#### **Conclusion**

- 7 33 The site has a history of numerous planning permissions granted for single storey extensions to be attached to the original clubhouse. However, the increase in size and scale of this facility from its original size is not restricted under any Local Plan policies. Each previous extension proposed was for purposes ancillary to outdoor participatory sport, in accordance with Policy GB1.
- 7 34 In this application, there is no reason for refusal provided by Local Plan Policies, as the purposes for the proposed use of the extension to the clubhouse are justified and are also supported within Planning Policy Guidance Note 2: Green Belts. This proposal as presented does not contradict the aims that lie behind the designation of Green Belt.

#### **Recommendation that this Committee resolves:**

- 7.35 That the Corporate Director (Law, Planning and Administration) be instructed to negotiate a **Section 106 Agreement** to ensure that the single storey rear extension shall be used solely for purposes ancillary to the sporting activities of the private members club known as Rochford Hundred Rugby Club.
- 7 36 That subject to that Agreement being completed to the satisfaction of the Solicitor, the application be **APPROVED** subject to the following Conditions:
- 1 SC4 Time Limits Full – Standard
  - 2 SC15 Materials to match (Externally)
  - 3 The proposed new shop arising out of the release of internal floorspace by virtue of the extension hereby permitted, is only permitted to serve a retail function directly ancillary to the pursuit of the outdoor sporting activities of the Club and shall be open to Members of the Club only.
  - 4 The release of internal floorspace of the existing clubhouse by virtue of the extension hereby permitted, is only to be used for purposes directly ancillary to the pursuit of outdoor participatory sports and shall at no time involve an increase in the amount of bar area or provision for eating or drinking.



99/00201/FUL

This copy has been produced specifically for Planning and Building Control purposes only  
 No further copies may be made.  
 Reproduced from the Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery  
 Office Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings.  
 Rochford District Council Licence No. LA079138

N  
 1:2500

## Committee Report

8.



Rochford District Council

To the meeting of **PLANNING SERVICES COMMITTEE**  
On : **2<sup>ND</sup> SEPTEMBER 1999**  
Report of . **CORPORATE DIRECTOR (LAW, PLANNING & ADMINISTRATION)**  
Title **ERECT 4-BEDROOM DETACHED HOUSE WITH SEMI - INTEGRAL GARAGE**  
**LAND ADJACENT 58 VICTORIA AVENUE, RAYLEIGH**  
Author : **Julie Morgan**

---

Application No **99/00218/FUL**  
Applicant : **MORDEN HOMES LTD**  
Zoning : **PROPOSED RESIDENTIAL**  
Parish **RAYLEIGH TOWN COUNCIL**  
Site Frontage. **11.0 m** Site Area. **Approx. 506 sq.m**

### Planning Application Details

- 8 1 The proposal is to erect a 4-bedroom detached house with semi-integral garage. The application site is bounded to the south by a brook, into which the land falls away approximately 1.5 metres from the actual southern boundary.
- 8 2 The proposal includes the removal of an existing Oak Tree designated TPO 10 of TPO 07/97, and would also materially affect another nearby Oak under TPO 09 of 07/97. There are five trees in, or adjacent, the site at least one of which potentially would be affected by a proposed dwelling situated anywhere within the site.

### Relevant Planning History

- 8 3 Planning Application OL/0374/98/ROC for two houses was refused outline planning permission on this site on 20 January 1999 on the grounds of over-crowded infilling, comprising unsuitable backland development and unsatisfactory siting. There was also a failure to have satisfactory regard to existing trees and TPO designations on and around the site.
- 8 4 This application now proposes a single dwelling to the front of the site rather than two dwellings proposed to the rear.

11/1/99

908

*Julie Morgan*

- 8.5 The adjacent site to the northern flank is being developed by David Wilson Homes to create a residential estate. Many of the trees that were covered by TPO designations on this adjacent site were removed in order to accommodate this development. As a result it is considered that the significance and weight applied to the remaining TPO designations on the application site is increased in terms of amenity value.

#### Consultations and Representations

- 8.6 **Rayleigh Town Council** - has no objection.
- 8.7 **The County Surveyor** - has recommended 2 conditions to be attached to any condition regarding the creation of a new access to the proposed dwelling.
- 8.8 **Head of Housing, Health & Community Care** – has no adverse comments subject to the Standard Informative SI16 (Control of Nuisances) being attached to any consent granted.
- 8.9 **Anglian Water** - has recommended that no building shall be erected within 3 metres of centreline of the public sewer crossing the site.
- 8.10 **Woodlands & Environment** – an inspection of the site was carried out and it was considered that the twin stem Oak tree proposed to be removed in this application is not in good condition, has poor shape, and displays obvious signs of neglect and damage. It is not worthy of TPO designation.
- 8.11 **Two objections** have been raised by **local residents** living adjacent the site on Victoria Avenue. One concern raised was in relation to the land ownership of part of the application site, the other concerns related to a loss of trees, wildlife and pocket of urban green space, increased highway congestion, and nuisance due to development.

#### Material Planning Considerations

- 8.12 There are three main material considerations that are relevant to the planning application. These include:
- The site location.
  - The scale and size of the proposed dwelling.
  - Site features and TPO designations.

#### The Site Location

- 8.13 The site is designated in the Local Plan for proposed residential development. This planning application is an acceptable use for residential development in this location. The site is situated well within the existing urban envelope of Rayleigh.
- 8.14 To the rear of the site is an area of designated public open space - Sweyne Park. To the south of the site is a detached bungalow. To the north a new housing development is being built by David Wilson Homes.

#### Scale and Size of Proposed Dwelling

- 8.15 The size and scale of the proposed dwelling is disproportionate in relation to the site frontage. A minimum distance of 1 metre from the site boundary has been maintained nevertheless, but with no regard to the presence of a naturally formed brook ditch running along the southern flank of the site.

ACV



- 8.16 The siting of the proposed dwelling would contravene recommended minimum distances to be maintained from a preserved tree

Site Features

- 8.17 The recommended distance to be maintained between development and a medium-sized tree is at least 5 metres. However, there also has to be some consideration as to the predicted growth of a tree in terms of the probable size of the crown and increase in the base of tree roots. A growing tree T9 of TPO designation 07/97 in the adjacent northern site is currently of a medium size. Consideration for this planning application needs to have due regard to the perceived growth of this nearby protected tree, situated outside of the control of the application site.
- 8.18 The site has several TPO protected trees on the site. The weight applied to the status of these designations has been greatly increased due to the removal of many TPO trees on the adjacent site for residential development.
- 8.19 The proposal would come in close proximity to an underground sewer line. Anglian Water have recommended that a minimum distance of 3 metres is maintained from the centre of this pipe.

Conclusion

- 8.20 In the light of the recent adjacent development by David Wilson Homes on land to the north of the application site, including significant removal of TPO trees, it is considered that the weight applied to regarding trees covered by TPO designation in this location is increased. However a report from the Woodland and Environmental Specialist did not attach any amenity value to the TPO tree proposed to be removed in this application.
- 8.21 This is a narrow site, providing amenity value as a whole in the street scene. It has been left to develop into a natural pocket of urban green space, although there is the possibility of the site slipping into neglect and being vandalised. The proposed 4-bedroom dwelling would aid the maintenance of the site, and may eliminate a potential crime hotspot.

Recommendation that this Committee resolves:

- 8.22 That the Corporate Director (Law, Planning & Administration) recommends that this application should be **APPROVED** subject to the following Conditions and Informative: -
- 1 SC4 Time Limits Full – Standard
  - 2 SC14 Materials to be Used (Externally)
  - 3 SC59 Landscape Design – Details (Full)
  - 4 SC60 Tree and Shrub Protection
  - 5 SC66 Pedestrian Visibility Splay (Single)
  - 6 SC74 Driveways – Surface Finish

REV.



99/00218/FUL

This copy has been produced specifically for Planning and Building Control purposes only  
 No further copies may be made  
 Reproduced from the Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery  
 Office Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings.  
 Rochford District Council Licence No. LA079138

1:1250

# Committee Report

9.



Rochford District Council

To the meeting of: **PLANNING SERVICES COMMITTEE**

On **2<sup>ND</sup> SEPTEMBER 1999**

Report of **CORPORATE DIRECTOR (LAW, PLANNING & ADMINISTRATION)**

Title : **SITING OF STORAGE CONTAINER (12.2M IN LENGTH) FOR  
FURNITURE STORAGE PURPOSES  
40 SPA ROAD, HOCKLEY**

Author : **Anita Wood**

---

Application No' **99/00325/FUL**

Applicant **HARPERS LOUNGE FURNITURE**

Zoning **PRIMARY SHOPPING FRONTAGE AREA**

Parish **HOCKLEY PARISH COUNCIL**

## Planning Application Details

- 9.1 This application proposes to erect a storage container to the rear of the units' car park for the purposes of furniture storage

## Relevant Planning History

- 9.2 The retail unit was originally approved under ROC/306/68 and the car park was shown as ancillary to the retail unit for purposes of parking and deliveries

## Consultations and Representations

- 9.3 **Hockley Parish Council** raise several objections to the proposal –

- 1 The proposal will lead to the loss of parking spaces,
- 2 The proposed container is of sub standard construction, not recognisable as a building suitable for the proposed location and as such would be detrimental to the street scene in the main town shopping area,
- 3 That there appears to be a 'dead' space behind the proposed container which would lead to anti social behaviour and an accumulation of rubbish,
- 4 The container would also have a potential for noise to the detriment of the amenity of neighbouring residents.
5. The proposal would create an unacceptable and undefendable precedent for the introduction of sub-standard building into the town centre.

912

- 9.4 Essex County Council (County Surveyor) recommends that the following conditions be applied to any permission. That the parking area be paved in a suitable permanent material as agreed with the Local Planning Authority and that space shall be provided within the site to accommodate the parking and turning of all vehicles regularly visiting the site.
- 9.5 The **Head of Housing, Health and Community Care** raises no adverse comments in respect of the application.
- 9.6 Seven letters of objection have been received from residents and other traders in the immediate area. The main issues of concern include loss of parking spaces, lighting, security, visual amenity and how the container is to be used.

Material Planning Considerations

- 9.7 The material consideration to this application are as follows.-

▪ **Loss of Parking Spaces**

- 9.8 The car park was originally given approval in conjunction with the retail unit in 1968 and at that time it was to serve only 4 vehicles.
- 9.9 The applicants state that only 1 parking space would be lost through the proposal, although from site inspection it would appear that two to three is a more realistic loss, unless the layout of the car park is to be revised.
- 9.10 The Rochford District Local Plan car parking standard for retail stores and shops is B6 (a minimum of one parking space plus one space per 25sqm floorspace). Using the standard, 11 spaces would be required. Since the current level is 9 parking spaces the unit is already below that standard. However, it should be noted that the retail unit was first approved at a time when this standard did not exist and that there has been an increase in the level of parking since it was approved i.e from a level of 4 to 9 spaces.
- 9.11 The current car parking standard does also allow for a relaxation of policy in town centre locations and that account should be taken of the new traffic generated compared to that existing at a centre. It is unlikely that the proposal will generate a major increase in traffic and it should be taken into consideration that there is a public car park as well as short term on street parking to serve Hockley town centre.

▪ **Impact on visual amenity**

- 9.12 The container unit is to be screened from Spa Road by a 1.8m high fence, although this is not considered to be of a suitable nature due to the proposed materials and height. Therefore a more permanent style of screen of a brick and fence construction and designed to match the height of the container would be more appropriate in this situation. The applicants have stated that they are not adverse to this proposal.
- 9.13 Similarly the top 60cm of the unit will be seen above the rear fences of the residential units to the rear of the site although there is an existing hedge which provides some additional screening. The applicants have also stated that the unit will be painted in a colour to be agreed with the local planning authority and as such a suitable colour such as dark green, brown or black could be used to blend with the existing backdrop.
- 9.14 It is considered that the container will not have a great visual impact upon Spa Road since it has a mixed street scene with a range of different types of retail unit with little architectural value (recognised by the fact that it does not warrant conservation area status)

▪ **Impact on residential amenity**

- 9.15 There is concern that the container may be lit in some way. Clearly any lighting is not shown in the proposal and any grant of permission could be given a condition to enable the Local Planning Authority adequate control over any lighting.
- 9.16 Turning to the security aspect no comment has been received from the Crime Prevention Officer. The container is to be accessed via gates to the car park, these will enable the container to be secured when the retail unit is closed. It is therefore considered that the container will create a no less secure arrangement than the existing close-boarded fence that separates the car park from the rear of the residential dwellings.
- 9.17 The use of the container has also raised the issue of noise disturbance. The container is to be used as storage ancillary to the retail unit and as such any grant of permission could be given a condition to isolate the hours of operation for the container to match that of the retail unit. Any noise disturbance to the residential properties would also have to be considered in conjunction with the existing background noise level of Spa Road, which is a main road through Hockley town centre.

Conclusion

- 9.18 Taking into account each of the above issues it is considered that the proposal will not have a detrimental effect upon visual or residential amenity. Whilst there will be a reduction in parking provision this is not considered to be so significant, in this case, that permission should be withheld on this basis.

Recommendation that this Committee resolves.

- 9.19 That the Corporate Director (Law, Planning and Administration) recommends that this application should be **APPROVED** subject to the following Conditions.
- 1 SC4 Time Limits Full – Standard
  - 2 SC14 Material to be Used (Externally)
  - 3 SC75 Parking and Turning Space
  - 4 The storage container hereby permitted shall only be used for purposes of storage ancillary to the A1 retail unit at 40 Spa Road, Hockley. As such the use hereby permitted shall not take place and no deliveries shall be taken at or dispatched from the container outside the hours of 8.00am to 6.00pm Monday to Saturday, 10.00am to 5pm on Sundays, Bank or Public Holidays.
  - 5 No security lights or other means of artificially illuminating the storage container hereby permitted shall be installed and/or operated, whether or not in association with the use of the site hereby permitted.
  - 6 Notwithstanding the submitted plan, date stamped 3rd June 1999, the proposed 1.8m high fence is not considered a suitable means of screening. Therefore, no development shall commence, before plans and particulars showing details of a means of screening comprising of brick and fencing, to be erected between points A and B on the approved plan, date stamped 3<sup>rd</sup> June 1999 have been submitted to and agreed in writing with the Local Planning Authority. Such details of screening as may be agreed in writing by the Local Planning Authority, shall be erected prior to the storage container to which they relate first being available for use and thereafter maintained in the approved form.

99/00325/FUL



This copy has been produced specifically for Planning and Building Control purposes only  
 No further copies may be made.  
 Reproduced from the Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery  
 Office Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings.  
 Rochford District Council Licence No. LA079138



# Committee Report

10.



Rochford District Council

To the meeting of. **PLANNING SERVICES COMMITTEE**

On : **2<sup>ND</sup> SEPTEMBER 1999**

Report of **CORPORATE DIRECTOR (LAW, PLANNING & ADMINISTRATION)**

Title: **REVOCATION OF CONDITION 1 OF F/0207/98/ROC TO ALLOW PERMANENT RETENTION OF GO CART TRACK EXTENSION RAYLEIGH INDOORGO-KARTING, BROOK ROAD, RAYLEIGH**

Author : **Anita Wood**

---

Application No. **99/00361/FUL**

Applicant : **RAYLEIGH KARTING LTD**

Zoning : **EXISTING AREA PRIMARILY FOR INDUSTRIAL USE**

Parish: **RAYLEIGH TOWN COUNCIL**

## Planning Application Details

- 10.1 This application proposes to retain the external track extension approved with a temporary permission under application F/0207/98/ROC.
- 10.2 The site is within Brook Road Industrial Estate, with direct access from Brook Road itself. There are industrial units to the north and east and a further leisure use to the west (The Warehouse Centre). The nearest residential properties are approximately 135m away on Weir Gardens and Clyde Crescent

## Relevant Planning History

- 10.3 Planning permission was originally granted in January 1992 for change of use from warehouse to indoor go-kart centre (CU/0711/91/ROC) One of the conditions included that there shall be no operation of go-karts outside the building.
- 10.4 On 3<sup>rd</sup> September 1998 a temporary planning permission was given to extend the go-kart track to the rear of the existing building. This permission was limited to a period of 12 months

## Consultations and Representations

- 10.5 **Rayleigh Town Council** has no objections to make subject to regular noise monitoring.
- 10.6 **Essex County Council (County Surveyor)** advises de-minimis

A handwritten signature in dark ink, appearing to be 'A.W.' or similar, located at the bottom right of the page.

1916

- 10.7 The **Head of Housing, Health and Community Care** recommends that the following conditions be attached to any grant of consent: open areas of the site are not to be used outside hours of 10.00am to 10.30pm Monday to Saturday and 10.00am to 10.00pm on Sundays; only 'Kart Prostratos' go-karts powered by four stroke engines and fitted with catalytic converters shall be used within open areas of the site; the concrete surface finish of the site shall be maintained in its existing form and all repairs/renewal of this shall be given a tamped finish; no amplified speech or music shall be broadcast on open part of the site; a maximum of 8 go-karts shall be in use at any one time.
- 10.8 The **Health & Safety Executive** has no observations to make on the proposal
- 10.9 Rayleigh Civic Society is of the opinion that if permanent retention of the extension is granted it should be restricted solely to Rayleigh Karting Ltd
- 10.10 Following extensive notification of local residents, only two letters of objection have been received. These relate to noise disturbance especially during recreational hours i.e. evenings and weekends.

#### Material Planning Considerations

- 10.11 The main issue with regard to the permanent retention of the extended track is that of noise impact. The temporary permission was originally permitted for a period of 12 months so that the Local Planning Authority retained control, in the interests of amenity (noise levels) and highway safety (parking).
- 10.12 The original application for the extension was submitted alongside a Sound Level Report. The report concluded that the four stroke engines with catalytic converters that power the go-karts used at Rayleigh Indoor Karting are inherently quieter than the two stroke engines used elsewhere. The sound analysis also identified that with permanent acoustic barriers erected at the boundary of the racetrack that sound levels would be reduced to acceptable limits. It was held that the normal sound level on the estate was generated by traffic on the nearby A127, therefore vehicle noise from within the factory estate was suitably dampened and should not be cause for complaint or objections from local residents.
- 10.13 The external track has been operating with a tyre wall around the perimeter of the rear of the site. Since the temporary permission was given the Head of Health, Housing and Community Care has recorded one complaint but considers the noise levels operate well within acceptable levels. Therefore it is considered that the proposal to retain the extended track does not warrant any alteration to the conditions that relate to the type of go-karts, the hours of use, the surfacing of the track, the number of go-karts which can be used on the external track or the prohibition of any means of amplification. These conditions were originally imposed to control the noise impact of the proposal.
- 10.14 The temporary approval also included a condition that a further noise attenuation barrier to the rear western boundary (details of which were to be approved prior to the commencement of development). This noise attenuation barrier has not been built nor agreed by the Local Planning Authority and so the external track has been operating for the past 10-12 months with no additional noise reduction scheme. Since the experience over this period has been within acceptable noise levels, the extra noise attenuation barrier is not necessary for the proposal to continue operating.

#### Conclusion

- 10.15 It was stated that the track extension was originally required in order to compete with other go-kart centres that had opened within the area. It was also stated that the corporate functions had declined to 3 evenings a week. The track extension was to be a method of attracting back the business that had been lost to other centres. The applicant has stated that there has been an increase in attracting back custom, especially corporate functions, since the external track has been in place.

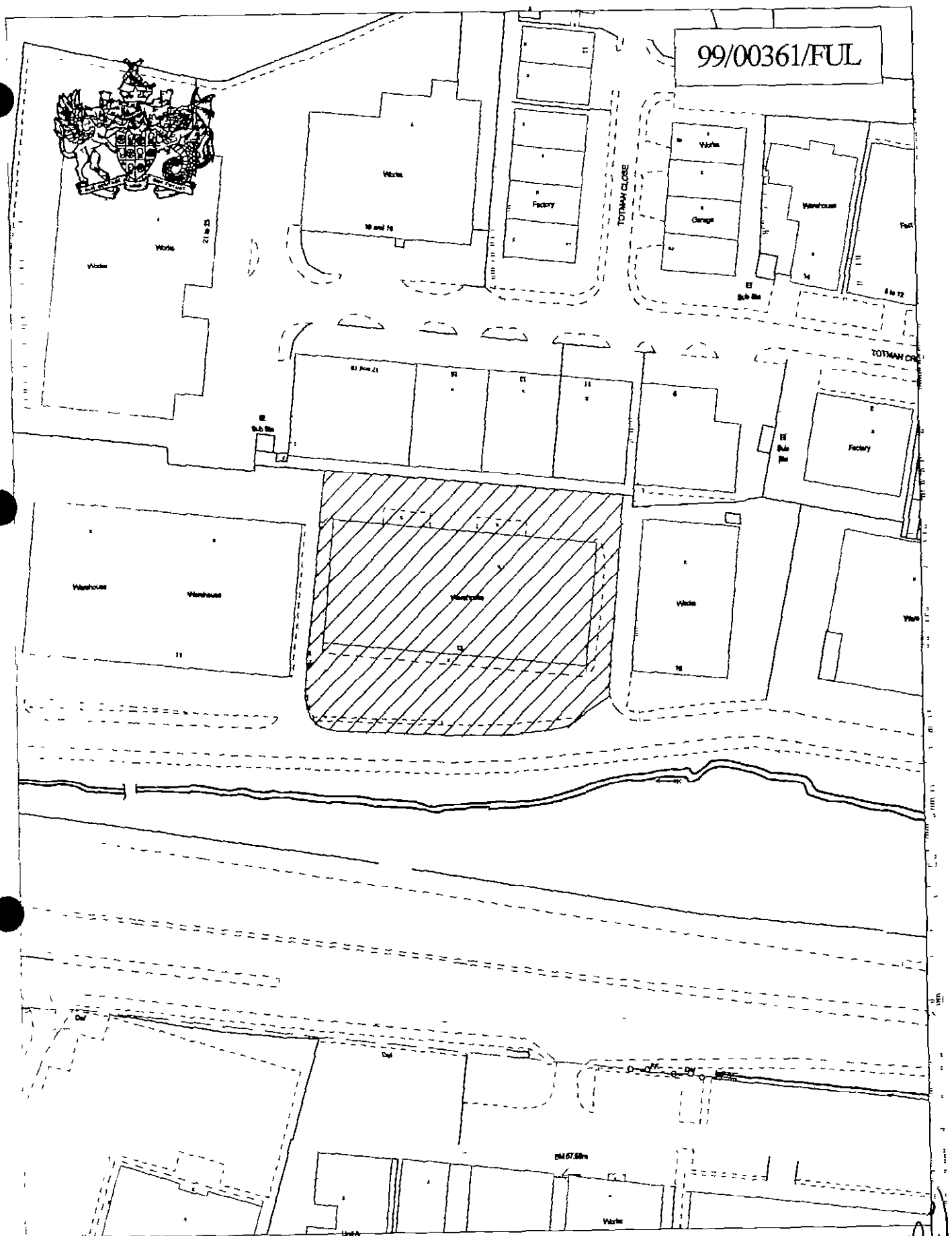
1917



Recommendation that this Committee resolves

10 16 That the Corporate Director (Law, Planning and Administration) recommends that this application should be **APPROVED** subject to the following Conditions:

- 1 The use hereby permitted shall not take place outside the hours of 10 00am to 10 30pm Monday to Saturday inclusive and outside the hour of 10.00am to 10 00pm on Sundays.
- 2 No Go-Kart other than 'Kart Prostratos' Go-Karts powered by four-stroke engines and fitted with catalytic converters shall be used within the open areas of the site. Go-Karts powered by two-stroke engines shall not be used within the site.
- 3 No more than 8 Go-Karts shall be in use on the racetrack (that is both internal and external sections).
- 4 The concrete finish to the open areas of the racetrack shall be maintained in its existing form. All repairs or renewal of the concrete racetrack shall be given a tamped finish to match existing.
- 5 No amplified speech/music or other form of public address system shall be broadcast or operated on any part of the site, other than that which was agreed in writing by the Local Planning Authority on 1<sup>st</sup> January 1992 in relation to the internal Go-Kart track under planning permission ref. CU/0711/91/ROC.
- 6 No floodlighting or other means of artificially illuminating the site, other than details of lighting previously agreed in the Local Planning Authority's letter dated 7<sup>th</sup> May 1992 in relation to planning permission CU/0711/91/ROC, shall be installed and/or operated on any part of the site. Should any further external illumination be required, full details shall be submitted to and agreed in writing by the Local Planning Authority.
- 7 SC79 Car Parking – Delmeated



This copy has been produced specifically for Planning and Building Control purposes only  
 No further copies may be made  
 Reproduced from the Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery  
 Office Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings.  
 Rochford District Council Licence No. LA079138



1:1250

919

# DELEGATED PLANNING DECISIONS – 2 SEPTEMBER 1999

I have decided the following applications in accordance with the policy of delegation

Application No .	98/00057/LBC	Decision	Grant	Listed	Building
			Consent		

Location :	134 Shoebury Road Great Wakering Southend-On-Sea
Proposal :	Remove Existing Damaged Window to Rear Elevation and Replace with New Window
Applicant .	Sandra Elizabeth Turner

Application No :	98/00648/FUL	Decision :	Application Permitted
Location :	Verge Adjacent 109 Greensward Lane Hockley		
Proposal :	Erect Free-Standing Post Pouch Box (Single)		
Applicant :	Royal Mail		

Application No .	98/00739/FUL	Decision :	Application Permitted
Location :	190 London Road Rayleigh Essex		
Proposal :	Install Two Portable Buildings for Use as Offices for a Temporary Period of Three Years		
Applicant .	Eastern Electricity PLC		

Application No .	98/00746/FUL	Decision .	Application Permitted
Location .	211 Eastwood Road Rayleigh Essex		
Proposal .	Erect Two Storey Rear Extension and Ground Floor Front Extension with Canopy Over		
Applicant :	Mr & Mrs J Jarvis		

Application No .	98/00770/COU	Decision .	Grant Planning Permission (COU)
Location .	Greenacre Hyde Wood Lane Canewdon		
Proposal .	Change of Use of Existing Agricultural Building to Light Industrial Workshop (Class B1)		
Applicant .	Mr J Morley		

Application No .	99/00007/FUL	Decision .	Application Permitted
Location .	Eleinor Central Avenue Hullbridge		
Proposal .	Erect Detached 2-Bed Bungalow (Demolish Existing)		
Applicant :	Miss J J Head		

*[Handwritten signature]*

Application No 99/00017/FUL Decision Application Permitted  
Location . Hullbridge Sports Club Lower Road Hullbridge  
Proposal . Variation of Condition 2 of Planning Permission Ref F/0413/97/ROC to Allow Use of Floodlights on No More Than 3 Occasions Per Week and Not Outside the Hours of 7pm-10pm (Monday to Friday) and 3 45pm-5pm (Saturday)  
Applicant . Hullbridge Sports & Social Club

Application No . 99/00033/FUL Decision . Application Permitted  
Location . 67 Abbey Road Hullbridge Hockley  
Proposal . Single Storey Rear Extension  
Applicant : Tim Hall

Application No : 99/00042/FUL Decision : Refuse Planning Permission  
Location : Former Boiler House Dalys Road Rochford  
Proposal : Mounting of 3(no) Co-Polar Antennae, 1(no) 300mm Diameter Dish, 3(no) Low Noise Amps on Existing Chimney Together With 3(no) Equipment Cabinets at Ground Level  
Applicant . Orange PCS

1 The installation of the telecommunications equipment as detailed in the submitted plans on this listed building, would form an alien and incongruous feature at a height visible to a wide area to the detriment of the buildings character and appearance and is therefore contrary to Policy UC7 of the Council's Local Plan.

Application No . 99/00043/LBC Decision . Refuse Planning Permission  
Location . Former Boiler House Dalys Road Rochford  
Proposal : Mounting of 3(no) Co-Polar Antennae, 1(no) 300mm Diameter Dish, 3(no) Low Noise Amps on Existing Chimney Together With 3(no) Equipment Cabins at Ground Level.  
Applicant . Orange PCS

1 The installation of telecommunications equipment as detailed in the submitted plans on this listed building, would form an alien and incongruous feature at a height visible to a wide area to the detriment of the buildings character and appearance and is therefore contrary to Policy UC7 of the Council's Local Plan.

Application No . 99/00070/FUL Decision : Application Permitted  
Location . 4 Doggetts Close Rochford Essex  
Proposal . First Floor Rear Extension  
Applicant : J Irons

Application No : 99/00085/FUL Decision : Application Permitted  
Location . 2 Wymans Cottages Mount Bovers Lane Hockley  
Proposal : Two Storey Side Extension  
Applicant : Mr & Mrs Popplewell

Application No : 99/00100/FUL                      Decision : **Refuse Planning Permission**  
 Location : Kia Ora Pudsey Hall Lane Canewdon  
 Proposal : Ground Floor Side Extension. Extension to Roof and Formation of Two  
 Bedrooms in Extended Roofspace.  
 Applicant : Mr & Mrs Cumberland

- 1 The Rochford District Local Plan First Review shows the site to be within the Metropolitan Green Belt and the proposal is considered to be contrary to Policy GB1 of the Local Plan and to Policy S9 of the Essex Structure Plan. Within the Green Belt, as defined in these policies, planning permission will not be given, except in very special circumstances, for the construction of new buildings or for the change of use or extension of existing buildings (other than reasonable extensions to existing buildings, as defined in Policies GB2 and GB7 of the Local Plan). Any development which is permitted shall be of a scale, design and siting, such that the appearance of the countryside is not impaired.

Policy GB7 of the Local Plan provides that the total size of a Green Belt dwelling as extended, including any extension which may have previously been added, will not normally exceed the original floor space by more than 35 square metres. The proposal is considered excessive, rather than reasonable, resulting in a substantial change in the appearance and character of the property contrary to the above policies including the unacceptable change from a low pitched bungalow to a chalet dwelling.

Application No : 99/00126/FUL                      Decision : **Application Permitted**  
 Location : 21 Langham Drive Rayleigh Essex  
 Proposal : Formation of Additional Rooms in Roof Space with Dormer to Side  
 Applicant : Mr & Mrs Morrow

Application No : 99/00127/FUL                      Decision : **Application Permitted**  
 Location : Plot 22 Glencrofts Hockley  
 Proposal : Substitution of House Type (5-Bed) (Revision to Application  
 F/0033/98/ROC)  
 Applicant : Regis Group Plc

Application No : 99/00156/FUL                      Decision : **Application Permitted**  
 Location : 7 Windsor Gardens Hockley Essex  
 Proposal : Pitched Roof to Rear, Front & Side Dormers and Rooms in Roof.  
 Applicant : D Jobson

Application No : 99/00181/FUL                      Decision : **Application Permitted**  
 Location : 17 Leslie Road Rayleigh Essex  
 Proposal : Rear Bathroom Extension  
 Applicant : Mrs P C Dibbens

Application No . 99/00187/FUL Decision . Application Permitted  
Location 11 Little Wheatley Chase Rayleigh Essex  
Proposal Erect Detached 4-Bed House  
Applicant P Livemore

Application No . 99/00198/FUL Decision Application Permitted  
Location 88 Bull Lane Rayleigh Essex  
Proposal Form Additional Hardstanding Parking Area  
Applicant Mrs D Parekh

Application No : 99/00202/FUL Decision : Application Permitted  
Location : 26 King Henry Drive Rochford Essex  
Proposal : Erection of 2 Bungalows  
Applicant : S Cottrell

Application No : 99/00207/ADV Decision : Grant Advertisement  
Consent  
Location 1-4 Woodlands Parade Main Road  
Proposal Install Internally Illuminated Fascia Sign  
Applicant Halifax Plc

Application No . 99/00216/FUL Decision Application Permitted  
Location 37 Wyburns Avenue Rayleigh Essex  
Proposal Relocate Existing Detached Garage  
Applicant A Marshall

Application No : 99/00217/FUL Decision : Application Permitted  
Location : 1-9 Ferry Road Hullbridge Hockley  
Proposal : Erect 3 no Lighting Columns and Lights  
Applicant : Budgens Stores Ltd

Application No : 99/00229/FUL Decision : Application Permitted  
Location : 16 Elm Grove Hullbridge Hockley  
Proposal : Create Single Storey (Ground Floor) Side Extension and Two Storey  
Rear Extension  
Applicant : L Ivison

Application No . 99/00236/FUL Decision . Application Permitted  
Location 72 Southview Road Hockley Essex  
Proposal Extension to Roof (Hip to Gable) Formation of Rooms in Extended  
Roofspace with Dormers to Front and Rear, Together with Single Storey  
Rear Extension  
Applicant Mr & Mrs Jeffries

Application No . 99/00244/FUL                      Decision .      **Application Permitted**  
Location :      Kataan High Street Canewdon  
Proposal .      Two Storey Side Extension to Incorporate Integral Garage With Room  
                         Over and Pitched Roof  
Applicant .      Mrs C Wakeman Reynolds

Application No . 99/00246/COU                      Decision .      **Application Permitted**  
Location :      Suite 3 Warren House 10-20 Main Road Hockley  
Proposal ,      Change of Use From Offices to Specialist Orthodontic Practice  
Applicant :      Dr G Grundt

Application No 99/00247/FUL                      Decision :      **Application Permitted**  
Location :      54 Victoria Road Rayleigh Essex  
Proposal .      Demolish Existing Garage and Erect Single Storey (Ground Floor)  
                         Extension to Side and Rear to Incorporate New Garage With Pitched  
                         Roof Over  
Applicant :      Mr & Mrs Bloomfield

Application No 99/00249/COU                      Decision      **Refuse Planning Permission**  
Location :      20 Salem Walk Rayleigh Essex  
Proposal :      Change of Use of Land to Incorporate Area of Public Space Within  
                         Private Domestic Curtilage and Erect Boundary Fence & Gates  
Applicant :      Mr A R Tucker

- 1      The proposal, if permitted, will be detrimental to the character and appearance of the area by virtue of the change of use and character of the land and its enclosure and as such is contrary to Policy H26 of the Council's Local Plan

Application No . 99/00252/FUL                      Decision :      **Application Permitted**  
Location .      50 Langham Drive Rayleigh Essex  
Proposal .      Erect Conservatory to Rear of Property  
Applicant .      Michaela Smith

---

Application No . 99/00253/FUL                      Decision :      **Application Permitted**  
Location :      14 Lascelles Gardens Rochford Essex  
Proposal ,      Demolish Existing Garage and Rebuild New Detached Garage  
Applicant :      Miss Atterbury

Application No . 99/00255/FUL                      Decision :      **Application Permitted**  
Location .      2 Connaught Road Rayleigh Essex  
Proposal .      Single Storey (Ground Floor) Rear Extension With Pitched Roof  
Applicant :      Mr Mark Pickering

*REV*

Application No : 99/00260/FUL                      Decision :    **Application Permitted**  
Location :        9 Retreat Road Hockley Essex  
Proposal :        First Floor (Single Storey) Rear Extension with Pitched Roof  
Applicant :       R Gibb

Application No : 99/00262/FUL                      Decision :    **Refuse Planning Permission**  
Location :        32 Rushley Close Great Wakering Southend-On-Sea  
Proposal :        Create Front Extension to Garage  
Applicant :       Mr & Mrs A J Knell

- 1        If permitted the proposed garage extension will reduce the hardstanding length to the front of the garage to unacceptable size. This will result in vehicles overhanging the highway which may result in pedestrians being forced onto the highway at a point where vehicles are turning, to the detriment of other road users and general highway safety

Application No : 99/00265/FUL                      Decision :    **Refuse Planning Permission**  
Location :        The Old Rectory Nursing Home Stambridge Road Stambridge  
Proposal :        Erect Conservatory with Pitched Roof off Existing Lounge  
Applicant :       Ablequest Investments Ltd

- 1        RFR4   Green Belt - Extensions

Application No : 99/00269/FUL                      Decision :    **Application Permitted**  
Location :        Hockley Primary School Chevening Gardens Hockley  
Proposal :        Erect Conservatory Extension (Single Storey) to Northern Elevation and Carry Out Internal Alterations  
Applicant :       Hockley Primary School

Application No : 99/00270/FUL                      Decision :    **Refuse Planning Permission**  
Location :        2 Picton Gardens Rayleigh Essex  
Proposal :        Erect Conservatory to Side  
Applicant :       M P Livemore

- 1        The proposal is considered to be contrary to policy H11 and the design guidelines contained within Appendix 1 of the Rochford District Local plan First Review 1995. The rear extension is not harmonious in character, scale or form to the existing dwelling and as such is considered to have a detrimental impact on the amenities of adjoining residents and on the appearance of the street scene



Application No . 99/00271/FUL                      Decision      **Application Permitted**  
Location . 35 North Street Great Wakering Southend-On-Sea  
Proposal : Partial Demolition of Existing Garage and Erection of Two Storey Side  
Extension With Pitched Roof, Incorporating Integral Garage and  
Extension to Porch Canopy  
Applicant : Mr & Mrs G Kellett

Application No . 99/00272/FUL                      Decision      **Application Permitted**  
Location . 93A New Road Great Wakering Southend-On-Sea  
Proposal : Provision of New Roof to Existing Single Storey Dwelling to Allow  
Provision of Rooms in Roofspace and Balcony to Rear Elevation  
Applicant . Mr & Mrs S Grant

Application No : 99/00279/FUL                      Decision      **Application Permitted**  
Location . Hullbridge Foodcentre 115-121 Ferry Road Hullbridge  
Proposal : Installation of new shop fronts, together with security shutters, extraction  
and condensing equipment.  
Applicant . Chelmsford Star Co-operative Society

Application No : 99/00280/ADV                      Decision .      **Application Permitted**  
Location Hullbridge Foodcentre 115-121 Ferry Road Hullbridge  
Proposal : Display Internally Illuminated Signs Consisting of 4 Co-op Logos, 3  
'Altogether Fresher' Signs and 1 Golden Crust Bakery Sign.  
Applicant : Chelmsford Star Co-operative Society

Application No . 99/00282/FUL                      Decision .      **Application Permitted**  
Location : 17 Twyford Avenue Great Wakering Southend-On-Sea  
Proposal : Erect Rear First Floor (Single Storey) Extension with Pitched Roof.  
Applicant : P Ashby

Application No : 99/00285/FUL                      Decision :      **Application Permitted**  
Location 38 The Walk Hullbridge Hockley  
Proposal : Two Storey Side Extension  
Applicant . Mr & Mrs N Addington

Application No 99/00286/FUL                      Decision :      **Application Permitted**  
Location . Treetops Bullwood Approach Hockley  
Proposal : Implement First Floor to Existing Bungalow to Create House Retaining  
Integral Garage  
Applicant Mr & Mrs N Richardson

Application No . 99/00289/ADV                      Decision : **Refuse Planning Permission**  
Location . Hockley Dental Surgery, 2,3,5 & 6 Woodlands Parade Main Road  
Proposal . Display Internally Illuminated Fascia Sign.  
Applicant : John Joyce & Associates

- 1      The proposed sign, by reason of its siting above the existing fascia and its level of illumination, would appear as an incongruous feature and result in an undue proliferation of advertising material, and so be detrimental to the visual amenities of the area and contrary to Policies SAT17 and SAT10 of the Rochford District Local Plan First Review.

Application No : 99/00292/FUL                      Decision . **Application Permitted**  
Location . 80 Trinity Road Rayleigh Essex  
Proposal : Erect Two Storey Side Extension With Pitched Roof  
Applicant : Mr & Mrs A Phillips

Application No . 99/00293/FUL                      Decision : **Application Permitted**  
Location . 42 Pearsons Avenue Rayleigh Essex  
Proposal : Demolition of Existing Bungalow and Erection of a Three Bed Detached Bungalow  
Applicant . Mrs Wallace

Application No : 99/00296/FUL                      Decision . **Application Permitted**  
Location : 18A Sutton Road Rochford Essex  
Proposal . Create New Vehicular Crossing  
Applicant . D J Anderson

Application No : 99/00303/FUL                      Decision . **Application Permitted**  
Location : 44 Alexandra Road Rochford Essex  
Proposal : Single Storey Rear Lounge Extension  
Applicant . Ian & Amanda Woolley

----- Application No : 99/00311/FUL ----- Decision ----- **Application Permitted** -----  
Location . Plots 51-55 Victoria Avenue Rayleigh  
Proposal . Substitution of Housetypes (From Type H303 to H383) for plots 51, 52, 53, 54, 55  
Applicant David Wilson Homes

Application No . 99/00314/LDC                      Decision . **Grant Lawful Development Certificate**  
Location : M S X Brook Road Rayleigh  
Proposal : Use of Premises for the Collection, Sorting and Distribution of Dirty and Clean Laundry  
Applicant : Albany Rental Supplies Ltd

Application No : 99/00315/FUL      Decision :      **Application Permitted**  
Location : 113 Ferry Road Hullbridge Hockley  
Proposal : Erection of a Detached Shed (Workshop) at the Side 3m x 2 1m  
Applicant : Arthur R Pooley

Application No : 99/00317/FUL      Decision :      **Application Permitted**  
Location : 12 Hill Lane Hockley Essex  
Proposal : Addition of Bay Window at Ground Floor Front of Existing House  
Applicant : Anthony Colin Cooper

Application No : 99/00319/FUL      Decision :      **Application Permitted**  
Location : 28 Bullwood Road Hockley Essex  
Proposal : Demolish Existing Detached Garage and Erect Replacement Attached Garage  
Applicant : Mr & Mrs T Haslett

Application No : 99/00328/FUL      Decision :      **Application Permitted**  
Location : 73 Downhall Road Rayleigh Essex  
Proposal : Single Storey Rear Extension  
Applicant : Ian Peter Cross

Application No : 99/00331/FUL      Decision :      **Application Permitted**  
Location : 21 Warwick Gardens Rayleigh Essex  
Proposal : Enlargement of Existing Garage and Provision of First Floor Extension at Rear of Side Elevation with Pitched Roof and Porch to Front.  
Applicant : Mr & Mrs Cooper

Application No : 99/00334/FUL      Decision :      **Application Permitted**  
Location : 263A Main Road Hawkwell Hockley  
Proposal : Addition to Roof to Create Rooms in Roofspace with Velux Windows to Front and Rear and New Window to Side  
Applicant : Ms R Windle

Application No : 99/00336/FUL      Decision :      **Application Permitted**  
Location : 41 Oak Road Rochford Essex  
Proposal : Single Storey Rear Extensions with Flat and Pitched Roofs and Conversion of Balcony to Terrace at First Floor.  
Applicant : Mr Richard Barber

Application No : 99/00338/FUL      Decision :      **Application Permitted**  
Location : Robin Hill Church Road Hockley  
Proposal : Rear Extensions Incorporating Basement Cellar with Porch Above  
Applicant : Mr & Mrs D Mann

Application No : 99/00341/FUL      Decision :      **Application Permitted**  
Location : 180 Grove Road Rayleigh Essex  
Proposal : Provision of Front Extension to Accommodate Cloakroom, Front Canopy  
and Alteration to Side Elevation Window.  
Applicant : Mr E Beaven

Application No : 99/00342/FUL      Decision :      **Application Permitted**  
Location : 23 Park Gardens Hockley Essex  
Proposal : Demolish Existing Garage and 2 Storey Side Extension Incorporating  
Integral Garage with Pitched Roof at Second Floor and Part Flat Roof at  
First Floor, Provision of Front Dormer.  
Renewal of F/0409/94/ROC  
Applicant : Mr P Driscoll

Application No : 99/00345/FUL      Decision :      **Application Permitted**  
Location : 42-42A High Street Rayleigh Essex  
Proposal : Relocation Forwards of Extension Doorway to Provide Extension to  
Shop (by Approx 3 Square Metres) and Replacement of Shopfront.  
Applicant : Sue Atkinson

Application No : 99/00346/LBC      Decision :      **Application Permitted**  
Location : 42-42A High Street Rayleigh Essex  
Proposal : Relocation Forwards of Existing Doorway to Provide Extension to Shop  
(by Approx 3 Square Metres) and Replacement of Shopfront.  
Applicant : Sue Atkinson

Application No : 99/00347/FUL      Decision :      **Application Permitted**  
Location : 12 Pevensey Gardens Hullbridge Hockley  
Proposal : Erect Detached Garage  
Applicant : Mr & Mrs Gorham

Application No : 99/00348/FUL      Decision :      **Application Permitted**  
Location : 39 York Road Rayleigh Essex  
Proposal : Erect Rear Conservatory  
Applicant : Mr W Milner

Application No : 99/00353/FUL      Decision :      **Application Permitted**  
Location : 30 Hambro Avenue Rayleigh Essex  
Proposal : Proposed Garage Extension in Front of Existing Garage, Conversion of  
Existing Garage into Living Accommodation and Provision of a Rear  
Bay Window  
Applicant : S M & R L Wisewell

Application No . 99/00357/FUL                      Decision .      **Application Permitted**  
Location : 78 Hawkwell Chase Hockley Essex  
Proposal : Ground Floor Rear Extension and Repositioning of Existing Garage  
Applicant . N Thomas

Application No 99/00359/ADV                      Decision      **Refuse Planning Permission**  
Location : 28 High Street Great Wakering Southend-On-Sea  
Proposal : Display of Internally Illuminated Fascia Sign and Internally Illuminated  
Projecting Box Sign (with Clock).  
Applicant : CO-Operative Funeral Service

- 1      The proposed fascia and projecting box signs, by reason of their design, appearance, materials of construction and method of illumination, appear as unsympathetic and incongruous features detrimental to the character and visual amenities of the building on which they would be displayed and to those of the Conservation Area in which the building is situated. The proposal is, thus, considered contrary to Policies SAT7 and SAT8 of the Rochford District Local Plan (First Review)

Application No . 99/00360/FUL                      Decision .      **Application Permitted**  
Location . 34 Buckingham Road Hockley Essex  
Proposal : Two Storey Extension at Side  
Applicant : Mr P Bennett

Application No : 99/00362/FUL                      Decision .      **Application Permitted**  
Location : 9 Martins Walk Hockley Essex  
Proposal : First Floor Extension Over Existing Double Garage and Conversion of  
Part Garage into Living Accommodation.  
Applicant : Linda Curtis

Application No . 99/00363/FUL                      Decision :      **Application Permitted**  
Location : 104 Daws Heath Road Rayleigh Essex  
Proposal : Detached 5 Bedroomed House with Attached Garage  
Applicant : Gales Development Ltd

---

Application No . 99/00367/FUL                      Decision .      **Application Permitted**  
Location : 23A Brook Road Rayleigh Essex  
Proposal : Erection of 2.1 M High Palisade Security Fencing to Gas Storage  
Compound  
Applicant . Air Products Plc

Application No : 99/00368/FUL                      Decision .      **Application Permitted**  
Location 56 Alexandra Road Great Wakering Southend-On-Sea  
Proposal : Erect Single Storey Side Extension  
Applicant : Miss J Oxlade

Application No . 99/00315/FUL                      Decision :    **Application Permitted**  
Location . 113 Ferry Road Hullbridge Hockley  
Proposal : Erection of a Detached Shed (Workshop) at the Side 3m x 2 1m  
Applicant . Arthur R Pooley

Application No . 99/00317/FUL                      Decision .    **Application Permitted**  
Location : 12 Hill Lane Hockley Essex  
Proposal . Addition of Bay Window at Ground Floor Front of Existing House  
Applicant . Anthony Colin Cooper

Application No : 99/00319/FUL                      Decision :    **Application Permitted**  
Location . 28 Bullwood Road Hockley Essex  
Proposal . Demolish Existing Detached Garage and Erect Replacement Attached  
Garage.  
Applicant ; Mr & Mrs T Haslett

Application No . 99/00328/FUL                      Decision    **Application Permitted**  
Location . 73 Downhall Road Rayleigh Essex  
Proposal : Single Storey Rear Extension  
Applicant . Ian Peter Cross

Application No : 99/00331/FUL                      Decision :    **Application Permitted**  
Location : 21 Warwick Gardens Rayleigh Essex  
Proposal : Enlargement of Existing Garage and Provision of First Floor Extension at  
Rear of Side Elevation with Pitched Roof and Porch to Front.  
Applicant . Mr & Mrs Cooper

Application No . 99/00334/FUL                      Decision .    **Application Permitted**  
Location . 263A Main Road Hawkwell Hockley  
Proposal . Addition to Roof to Create Rooms in Roofspace with Velux Windows to  
Front and Rear and New Window to Side  
Applicant : Ms R Windle

---

Application No . 99/00336/FUL                      Decision :    **Application Permitted**  
Location . 41 Oak Road Rochford Essex  
Proposal : Single Storey Rear Extensions with Flat and Pitched Roofs and  
Conversion of Balcony to Terrace at First Floor.  
Applicant ; Mr Richard Barber

Application No . 99/00338/FUL                      Decision :    **Application Permitted**  
Location . Robin Hill Church Road Hockley  
Proposal . Rear Extensions Incorporating Basement Cellar with Porch Above  
Applicant ; Mr & Mrs D Mann

# DELEGATED BUILDING REGULATIONS DECISIONS

## APPROVALS

2 September 1999

<u>Plan Number</u>	<u>Address</u>	<u>Description</u>
98/120A	7 Victor Gardens Hawkwell	Two Bedroom & Kitchen Extension
99/211	2 Wheatleys Close Rochford	Loft Conversion
99/212	52 Kingswood Crescent Rayleigh	Single Storey Rear Extension and Dormers in Front Elevation to Enlarge Existing Eaves Space
99/314	Woodside Disraeli Road Rayleigh	Detached Games Room
99/336	10 Cedar Walk Canewdon	Conservatory & Utility Room to Rear
99/340	73 Downhall Road Rayleigh	Single Storey Extension
99/348	65 Alexandra Road Great Wakering	Loft Room
99/363	70 Main Road Hawkwell	Extension
99/372	44 Alexandra Road Rochford	Single Storey Rear Extension
99/401	17 Cheapside East Rayleigh	First Floor Front Extension & Internal Alterations
BR 99/373	62 Twyford Avenue Great Wakering	Rear Extension
BR 99/254A	97 Sutton Court Drive Rochford	Convert Bungalow to House with Side & Rear Extension
BR 99/122A	22 Main Road Hockley	Ground Floor Sales Area Extension
BR 99/131	36 Hullbridge Road Rayleigh	Roof Extension & Alterations
BR 99/172A	15 Canute Close Canewdon Rochford	Room in Roof

# DELEGATED BUILDING REGULATIONS DECISIONS

## APPROVALS

2 September 1999

<u>Plan Number</u>	<u>Address</u>	<u>Description</u>
BR 99/191A	7 Windsor Gardens Hockley	Rooms in Roof
BR 99/218A	205 Eastwood Road Rayleigh	New House
BR 99/232A	1 Hamilton Gardens Hockley	Loft Conversion
BR 99/269A	33 Macintyres Walk Rochford	First Floor Extension
BR 99/274	Hockley Primary School Chevening Gardens Hockley	Internal Alterations & Conservatory
BR 99/275A	Hullbridge Food centre 115-121 Ferry Road Hullbridge	Re-development and Extension of New Sales Area for Existing Co-Op Convenience Store within Existing Premises of Relocated Golden Crust Bakery to Adjacent Vacant Premises
BR 99/292	56 Alexandra Road Great Wakering	Single Storey Rear & Side Extension
BR 99/293	Wakefield Barrow Hall Road Great Wakering	Conversion of Integral Garage to Dining Room
BR 99/294	Travellers Joy Downhall Road Rayleigh	Entrance Porch, Single Storey Front Extension & Internal Alterations
BR 99/295	Highlands Farm Beeches Road Rawreth	Erection of Four Bedroomed Farm Workers Dwelling
BR 99/311	309 Ashingdon Road Rochford	Single Storey Flat Rear Extension
BR 99/323	The Bungalow Fambridge Road Rochford	Internal Alterations
BR 99/335	12 Hill Lane Hockley	Bay Window to Front of House
BR 99/346	34 Buckingham Road Hockley	Two Storey Side Extension



# DELEGATED BUILDING REGULATIONS DECISIONS

## APPROVALS

2 September 1999

<u>Plan Number</u>	<u>Address</u>	<u>Description</u>
BR 99/360	Seetec Main Road Hockley	Minor Internal Alterations to Create Interview Room
BR 99/362	Unit 7 Airport Retail Park London Southend Airport Rochford	Internal Shopfitting Works
BR 99/374	White Lodge Barrow Hall Road Great Wakering	Garage & Canopy
BR 99/333	Plots 34/35 Downhall Park Way Rayleigh	Two No. Three Bedroom Semi- Detached Houses
BR 99/180	Land Adjacent 17 Star Lane Industrial Estate, Star Lane Great Wakering	Frame Industrial Building
BR 99/347	46 Manor Road Hockley	Rebuild Rear Extension, Garage and Carport on Piled Foundations
BR 99/345	57 High Road Hockley	Convert Garage with Single Storey Extensions to Form Enlarged Kitchen with Utility Room
BR 99/416	6 Parklands Rochford	Single Storey Rear Extension
BR 99/412	Malyons Farm Malyons Lane Hockley	Underpinning
BR 99/419	11A Lascelles Gardens Rochford	Convert Garage to Study and Rear Dormer Extension
BR 99/404	102 Alexandra Road Great Wakering	Rear Extension
BR 99/399	26 Minton Heights Rochford	Kitchen Extension
BR 99/384	Chichester Hall Farm Old London Road Rawreth	Internal Alterations to Form New Kitchen/Bar and Toilets
BR 99/389	Hanover Golf Club Hullbridge Road Rayleigh	Extension to Club House

# DELEGATED BUILDING REGULATIONS DECISIONS

## APPROVALS

2 September 1999

<u>Plan Number</u>	<u>Address</u>	<u>Description</u>
BR 99/376	18 Spa Road Hockley	Extension
BR 99/355	Unit 5 Star Lane Industrial Estate Star Lane Great Wakering	Flat Roof Parts Store on Rear Elevation
BR 99/378	23 Rawreth Lane Rayleigh	Single Storey Rear Extension
BR 99/349	8 Read Close Hockley	Extend Dormer to Form En-suite
BR 99/328	224A Eastwood Road Rayleigh	Roof Conversion
BR 99/368	17, Goose Cottages Chelmsford Road Rawreth	Single Storey Rear Extension
BR 99/394	Fitzwimarc Secondary School Hockley Road Rayleigh	New Store Room Extension
BR 99/381	3, Butts Paddock Canewdon	Extension
BR 99/285A	Land South of Rochehall Way Rochford	New Manufacturing Unit
BR 99/382	Benson Lund Aviation Way Southend Airport	Introduction of Fire Proof Wall, Ceiling and Floor to Archive Area
BR 98/526A	89, Downhall Road Rayleigh	Extension

# DELEGATED BUILDING REGULATIONS DECISIONS

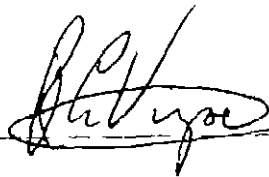
## REJECTIONS

2<sup>nd</sup> September 1999

<u>Plan Number</u>	<u>Address</u>	<u>Description</u>
99/260	Land Corner Anchor Lane/ Rowan Way, Canewdon	Three No Two Bedroom Terraced Houses
99/283	72 Southview Road Hockley	Loft Conversion
99/285	Land South Of Rochehall Way Rochford	New Manufacturing Unit
99/288	38 The Walk Hullbridge	Two Storey Side Extension & Single Storey
99/298	Former Boiler House Dalys Road Rochford	Conversion into 26 Units and Ancillary Works
99/302	Sunnybank Ellesmere Road Rochford	Extend Existing Room In Roof Space
99/307	54 Castle Road Rayleigh	Two Storey Extension
99/308	45 Lower Road Hullbridge	Alterations to Roof to Form Accommodation
99/310	4 The Drive Hullbridge	Garage and Dining Room Extension
99/319	Church Road Nurseries Church Road Hockley	Proposed Outbuilding to Replace Building Being Demolished
99/322	263A Main Road Hawkwell	Room in Roof
99/324	2 West Avenue Hullbridge	New House
99/325	Great Wakering Rovers FC Little Wakering Hall Lane Great Wakering	Erection Of Covered Terracing For Spectators
99/344	58 Clifton Road Rochford	Extension & Alterations

99/333	Plots 34/35 Downhall Park Way Rayleigh	Two No. Three Bedroom Semi- Detached Houses
99/343	108 Ferry Road Hullbridge	Single Storey Rear Extension
99/334	21 Warwick Gardens Rayleigh	Proposed Garage Enlargement & First Floor Over Kitchen

Chairman:



date: 30.9.99