

## **Executive Board – 19 July 2007**

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Minutes of the meeting of the **Executive Board** held on **19 July 2007** when there were present:-

Chairman: Cllr T G Cutmore

Cllr K J Gordon  
Cllr J M Pullen  
Cllr C G Seagers  
Cllr D G Stansby

Cllr M G B Starke  
Cllr Mrs M J Webster  
Cllr P F A Webster

### **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr K H Hudson

### **OFFICERS PRESENT**

P Warren – Chief Executive  
R J Honey – Corporate Director (Internal Services)  
S Scrutton – Head of Planning and Transportation  
S Blake – Environmental Protection Manager  
R Peacey – Commercial Regulation Manager  
J Bostock – Principal Committee Administrator

### **242 MINUTES**

The Minutes of the Meeting held on 27 June 2007 were approved as a correct record and signed by the Chairman.

### **243 MATTERS REFERRED TO THE EXECUTIVE BOARD/REPORTS FROM OTHER COMMITTEES**

Cllr J M Pullen, Chairman of the West Area Committee, reported that at the meeting of the West Area Committee held the previous evening it had been requested that, given its proximity to Love Lane School, consideration be given to inclusion of the Love Lane/High Street/Castle Road junction, Rayleigh within the Air Quality Review and Assessment (Third Round) being undertaken by the Authority. The Area Committee had also observed that it would be appropriate to be able to comment on proposals relating to the Sweyne Park development in advance of consideration by the Executive Board in October 2007.

The Executive Board endorsed both these items (the inclusion of the Love Lane/High Street/Castle Road junction, Rayleigh within the Air Quality Review was agreed later in the meeting - Minute 257 refers).

### **244 MEMORANDUM OF UNDERSTANDING – THAMES GATEWAY AREA WASTE MANAGEMENT**

The Board considered the report of the Head of Community Services on approval of a Memorandum of Understanding that evidences the Council's

support of the County Council's Outline Business Case Submission to the Government for PFI Credit purposes.

The Board agreed that a letter of support relating to this item (and reflecting the contents of the Memorandum) could be endorsed.

### **Resolved**

That the Memorandum of Understanding attached as Appendix A to the report, together with the associated letter of support, be signed in support of the Outline Business Case being submitted to DEFRA for PFI credits to assist the County with procurement of a new long term waste management solution for Essex. (HCS)

## **245 HEALTH AND SAFETY SERVICE PLAN 2007/08**

The Board considered the report of the Head of Environmental Services on approval of the Health and Safety Service Plan 2007/08.

It was recognised that in its approach to achieving the highest Health and Safety standards the Authority seeks co-operation rather than confrontation.

The Board agreed that it would be appropriate to issue press releases highlighting the Council's significant per household expenditure on environmental health and the complimentary nature of a recent environmental health audit.

### **Resolved**

That, subject to the issue of press releases highlighting the Council's significant per household expenditure on environmental health and the complimentary nature of a recent environmental health audit, the Health and Safety Service Plan, as attached to the report, be approved. (HES)

## **246 FOOD SAFETY SERVICE PLAN 2007/08**

The Board considered the report of the Head of Environmental Services on approval of the Food Safety Service Plan 2007/08.

It was noted that peer reviews are undertaken by officers as a check on contractors.

### **Resolved**

That the Food Safety Service Plan, as attached to the report, be approved. (HES)

### **247 ASSET MANAGEMENT PLAN 2007/08**

The Board considered the report of the Corporate Director (Internal Services) on the Council's Asset Management Plan 2007/08.

It was noted that the Rayleigh Antiquarian Society is now named the Rayleigh Historical Society. Responding to questions, officers advised that:-

- Nos. 35 and 37 West Street had been restored. The restoration of No. 39, which is subject to some funding availability, is moving on.
- Vandalism problems that had been associated with public toilets at Great Wakering had now been alleviated so their refurbishment will now be reviewed. The Contracts Sub-Committee is considering the inclusion of toilet cleansing within an external contract.
- A report on land adjacent to 21 London Hill, Rayleigh, could be submitted to a future meeting.

#### **Resolved**

- (1) That the Asset Management Plan 2007/08, as attached to the report, be endorsed.
- (2) That a report be submitted to a future meeting of the Executive Board on land adjacent to 21 London Hill, Rayleigh. (CD(IS))

### **248 ASSET MANAGEMENT – PROPERTY PERFORMANCE INDICATORS**

The Board received the report of the Property Maintenance and Highways Manager on property performance indicators.

It was agreed that it would be appropriate to issue a press release and make reference in the Council's own publications to the reduction in water usage associated with the use of performance indicators.

#### **Resolved**

That, subject to the issue of a press release/reference in the Council's own publications to the reduction in water usage associated with the use of performance indicators, the changes in performance indicators from 2005/06 to 2006/07 and the improvement to energy and water usage as measured by the indicators be noted. (PMHM)

### **249 HANDY PERSON AND GARDENING SERVICES – THE WAY FORWARD**

The Board considered the report of the Head of Community Services providing an update on proposals for expanding the Handy Person and

Gardening Services following discussions with Springboard Housing Association.

The Head of Community Services advised that information could be provided on the analysis tool that is applied to determine that residents should be in receipt of the service.

The Board agreed a Motion, moved by Cllr P F A Webster and seconded by Cllr M G B Starke, that it would be appropriate to receive a further report in January 2008 detailing the further expansion of the Handy Person and Gardening Services.

### **Resolved**

That the content of the report be noted, a further report to be issued in January 2008 detailing the further expansion of the Handy Person and Gardening Services. (HCS)

## **250 PERFORMANCE REPORT TO MEMBERS FOR THE FIRST QUARTER OF 2007/08**

The Board considered the report of the Head of Finance, Audit and Performance Management on performance for the first quarter of 2007/08.

It was observed that Thurrock Council should be included as one of the Authorities involved in exploratory talks on the Choice Based Lettings Scheme.

Members agreed that it would be useful to receive information on the detailed criteria associated with disabled facilities grants and the likely future expenditure on such grants.

The Corporate Director (Internal Services) confirmed that a report on the IT Strategy will be submitted to the Board's September meeting.

### **Resolved**

- (1) That, subject to the inclusion of Thurrock Council as one of the Authorities involved in exploratory talks on the Choice Based Lettings Scheme and to the provision of information on the detailed criteria associated with disabled facilities grants and the likely future expenditure on such grants, the progress made to date with the key objectives for 2007/08 be noted.
- (2) That performance data for the first quarter of 2007/08 be reviewed at the next meeting in September. (HFAPM)

### **251 BUDGET MONITORING STATEMENT**

The Board received the monitoring report of the Head of Finance, Audit and Performance Management on material items of Income and Expenditure in the 2007/08 Budget for the first quarter of the year and an update on the new items included in the Budget for 2007/08.

It was noted that the post of Choice Based Lettings Co-ordinator was currently vacant and that the next meeting of the East Area Committee would see an update on Great Wakering youth facilities.

#### **Resolved**

That the report be noted. (HFAPM)

### **252 ROCHFORD PLAY STRATEGY**

The Board considered the report of the Head of Community Services seeking approval to the draft Play Strategy 2007-2012.

It was recognised that any play spaces that are closed or that are the responsibility of a Parish Council should be removed from the draft Strategy. The Head of Community Services advised that he would provide information on progress in addressing damage at the Seaview Drive playspace, Great Wakering.

#### **Resolved**

That, subject to the removal of playspaces that are closed or that are the responsibility of a Parish Council, the draft Rochford Play Strategy 2007-2012, as attached to the report, be adopted for submission. (HCS)

### **253 SOUTHEND AIR SPACE**

The Board considered the report of the Chief Executive on a request from London Southend Airport for the Council to support a stance.

It was observed that individual Member queries associated with air traffic noise could be raised via the Council's representatives on the London Southend Airport Consultative Committee. The Chief Executive advised that copies of flight paths would be requested from the airport.

#### **Resolved**

That London Southend Airport's stance be supported and comment made to the National Air Traffic Services accordingly.

### **254 LICENSING OF THE RAYLEIGH WINDMILL FOR CIVIL CEREMONIES**

The Board considered the report of the Head of Community Services on the potential of staging civil ceremonies at the Rayleigh Windmill and applying for a wedding licence for the venue.

Responding to questions, officers advised that there could be a report back on the possible charges that could be made for wedding and other ceremonies (including a comparison with charges at other local venues) and that a full progress report could be made in January 2008.

#### **Resolved**

- (1) That an application be made to Essex County Council for the wedding licence for Rayleigh Windmill at a cost of £1,400 for 3 years. Officers to report back on the possible charges that could be made for wedding and other ceremonies (the report to include a comparison with charges at other local venues). A full progress report to be made in January 2008.
- (2) That the cost of furniture, décor and publicity material associated with introducing ceremonies (up to £8,000) be funded from this year's Capital Expenditure, with booking fees used to off-set the set up and ongoing costs. (HCS)

### **255 PLANNING FOR GYPSY AND TRAVELLER ACCOMMODATION FOR THE EAST OF ENGLAND: ISSUES AND OPTIONS**

The Board considered the report of the Head of Planning and Transportation seeking views on the contents of an Issues and Options consultation document published by the East of England Regional Assembly.

With regard to report paragraph 4.6, the Head of Planning and Transportation advised that Fordhams, the independent consultant, had just released the results of its review. This was indicating that, using their methodology, 105 additional pitches (210 caravans) could be an appropriate requirement for the County of Essex as a whole. At a meeting the previous evening representatives from Essex Local Authorities had felt that this was a robust, defensible conclusion. The figure relates to the period up to 2011 – it would be difficult to predict the position between 2011-2021.

Responding to questions, the Head of Planning and Transportation advised that there are differences of opinion with regard to the baseline number of pitches from which future requirements should be extrapolated. However, there are approximately 200 unauthorised sites across the County. If an Authority makes provision for new pitches it does not have to accept sites that are unauthorised. Members could be provided with a copy of the consultant's report.

### **Resolved**

That the report form the basis of the Council's response to the East of England Regional Assembly's Issues and Options consultation on the provision of gypsy and traveller accommodation incorporating the latest information received from the further work commissioned by the Essex Authorities. (HPT)

### **256 PLANNING FOR A SUSTAINABLE FUTURE – WHITE PAPER**

The Board considered the report of the Head of Planning and Transportation summarising and commenting on the main proposals of the White Paper – Planning for a Sustainable Future.

### **Resolved**

That the contents of the report form the basis of the Council's response to the consultation on the Planning White Paper. (HPT)

### **257 AIR QUALITY REVIEW AND ASSESSMENT (THIRD ROUND) UPDATE**

The Board received the report of the Head of Environmental Services on progress on the third Review and Assessment of Air Quality Within Rochford District and a resolution for future air quality monitoring and assessment.

The Environmental Protection Manager advised on the levels of nitrogen dioxide that are typical for different types of circumstance. The Head of Planning and Transportation advised that he would raise the issue of buses remaining stationary for long periods with their engines running in the area of Spa Road, Hockley with the Head of Passenger Transport at the County Council.

It was recognised that traffic problems can often be addressed through effective partnership working. The Board agreed that it would be appropriate to extend an invite to the County Council's Portfolio Holder for Transport to visit Rayleigh (particularly in relation to the traffic speed/issues at the higher end of the High Street). The Board also agreed that, further to the suggestion of the West Area Committee, it would be appropriate to include Love Lane, Rayleigh in the NO<sub>2</sub> modelling project.

### **Resolved**

- (1) That, subject to the inclusion of the Love Lane/High Street/Castle Road junction, Rayleigh in the NO<sub>2</sub> modelling project and to an invite being extended to the County Council's Portfolio Holder for Transport to visit Rayleigh (particularly in relation to the traffic speed/issues at the higher end of the High Street), the contents of the report be noted.

- (2) That a further report be submitted by no later than January 2008 to the Executive Board and the West Area Committee once the Detailed Assessments have been completed with regard to the NO<sub>2</sub> modelling project in Rayleigh and PM<sub>10</sub> monitoring in Rawreth. (HES)

### **258 CONTAMINATED LAND – UPDATE**

The Board received the report of the Head of Environmental Services which provided an update on current progress in implementing the Council's Contaminated Land Strategy, the joint county-wide initiative of the Essex Contaminated Land Consortium and the Best Value performance indicators for contaminated land.

Members noted that the Environment Agency would be responsible for considering and licensing materials associated with landfill waste.

#### **Resolved**

That progress with implementation of the Contaminated Land Strategy be noted and that a further progress report be made in two years. (HES)

### **EXCLUSION OF THE PUBLIC AND PRESS**

#### **Resolved**

That the Public and Press be excluded from the Meeting for the remaining business on the grounds that exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 would be disclosed.

### **259 UPDATE ON GYPSY AND TRAVELLER SITES**

The Board considered the exempt report of the Head of Planning and Transportation on progress with dealing with a number of unauthorised caravans on various sites in the District.

Members agreed that, under the circumstances, it would be appropriate to pursue removal of the hardstanding associated with Site 3 and the caravan at Site 7. Officers advised that they could report back if there were any problems in respect of the funding associated with these removals at the earliest opportunity so that a decision can be made (the cost of caravan removal being high in view of the need to employ specialist contractors and undertake legal activity/storage).

Some reference was made to the nature of recent County wide Appeal Decisions relating to unauthorised caravans and to the political sensitivities associated with decisions on such sites.



### Resolved

- (1) That the overall progress on dealing with the sites listed in the Appendix to the exempt report be noted.
- (2) That the hardstanding associated with Site 3 be removed.
- (3) That the caravan located at Site 7 be removed.
- (4) That, if there are any problems in respect of the funding for (2) and (3) above, Officers report back at the earliest opportunity so that a decision can be made. (HPT)

### 260 CARAVAN SITE LICENCE – BREACH OF SITE LICENCE CONDITIONS

The Board considered the exempt report of the Head of Community Services on a breach of a Site Licence Condition.

### Resolved

That authority be delegated to the Head of Community Services to instigate legal proceedings against the site owners identified in the exempt report for breach of Site Licence Condition 4.2 if the necessary remedial works are not completed by the end of January 2008. (HCS)

The meeting closed at 9.58pm.

Chairman .....

Date .....

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