

## Progress on Decisions made by Full Council/The Executive

### From Full Council

Item	Progress/Officer Comments		
<b>Whole Essex Community Budget (Minute 223/12)</b>  <b>Resolved</b>  (1) That the principles behind the Whole Essex Community Budget submission to Central Government and contained in the individual business cases be supported.  (2) That the Council's commitment to work with the County Council and other partners in progressing the delivery of the business cases, with any detailed resource implications specifically related to this Council being reported back for consideration and approval by the Council prior to implementation, be confirmed.  (3) That this Council work with Essex County Council and other Essex partners on the pursuit and negotiation with Government of a 'Deal' for economic growth, with any finalised draft agreement being reported back for consideration and approval by the Council prior to any formal commitment being given to entering into any such agreement. <b>(CE)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Much work is now focusing on the Local Economic Partnership for Essex, Kent and East Sussex and the resources it will have available.		

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<b>London Southend Airport and Environs Joint Area Action Plan – Pre-Submission Plan (Minute 274(2)/12)</b>  <b>Resolved</b>  (1) That the London Southend Airport and Environs Joint Area Action Plan (JAAP) be published for public consultation under Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012, and that, following consultation, the plan be submitted to the Secretary of State for Communities and Local Government, prior to Examination in Public, under Regulation 22 of the Town and Country Planning (Local Planning) (England) Regulations 2012.  (2) That the inclusion of any minor amendments, which may result from <i>inter alia</i> analysis of the representations from public consultation and any additional evidence considered, be delegated to the Head of Planning and Transportation in consultation with the Portfolio Holder for Planning and Transportation. <b>(HPT)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Pre-submission consultation completed and plan now being prepared for submission in December.		

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Item	Progress/Officer Comments		
<b>Diversion of Footpath 36 at London Southend Airport (Minute 279/12)</b>	Red	Amber	Green
<b>Resolved</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>That, subject to London Southend Airport Limited agreeing to undertake and bear the cost of all necessary accommodation works, together with the Council's costs in making the order:-</p> <p>(1) An Order be made under Section 119 of the Highways Act 1980, diverting footpath no. 36 in the Parish of Rochford, as shown on plan no. PROW-12-013, attached to the report, on the grounds that it is expedient to do so in the interests of the owner and occupiers of the land concerned.</p> <p>(2) That in the event of there being no objections outstanding upon the expiry of the notice period or such longer period that may be afforded to resolve any objections received, the Order be confirmed by the Council; or</p> <p>(3) In the event that there are objections to the Order outstanding at the expiry of the notice period or such longer period that may be afforded to resolve any objections received, the Head of Legal, Estates and Member Services be authorised to determine whether to submit the Order to the Secretary of State for confirmation. <b>(HLEMS)</b></p>	<p>At its meeting on 22 October 2013 Council agreed that the Diversion Order be confirmed and referred to the Secretary of State for determination.</p>		

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<b>Rochford Area Action Plan – Submission Document (Minute 126/13)</b>	Red	Amber	Green
<b>Decision</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>(1) That the draft Rochford area action plan submission document be accepted for pre-submission consultation, followed by formal submission to the Secretary of State.</p> <p>(2) That authority be delegated to the Head of Planning and Transportation, in consultation with the Portfolio Holder for Planning, Transport and Heritage, to make minor amendments to the document prior to submission to the Secretary of State, excluding those that would materially alter policy, having regard to the results of pre-submission consultation, in order to ensure soundness of the submission document. <b>(HPT)</b></p>	It is anticipated the plan will be submitted in November 2013.		

**From The Executive**

Item	Progress/Officer Comments		
<b>Shared Service Working (Minute 171/10)</b>	Red	Amber	Green
<b>Resolved</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>(1) That, subject to the facility to be able to withdraw from discussions if at some point that becomes an appropriate course of action to protect this Council's interests, the potential merger of the service area identified in the exempt report be investigated. <b>(HCS)</b></p>	The shared service project remains on hold due to further clarity still being required on the impact on local authorities of the many potential changes to the administration of the Benefits system, and in particular, Universal Credit.		

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Item	Progress/Officer Comments		
<b>Proposal to Dispose of Rochford Police Station (Minute 26/12)</b>  <b>Resolved</b>  That the Essex Police proposal to dispose of Rochford Police Station be noted. The Police to be made aware of the Council's position regarding their proposal based on the information included in section 3 of the report, including an exploration of the possibility of the Police utilising facilities operated by the Council to maintain a presence. <b>(HCS)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.		
<b>Town Centre Plans – Hockley, Rochford and Rayleigh Area Action Plans (Minute 47/12)</b>  <b>Resolved</b>  That arrangements be made to progress the Town Centre Area Action Plans for Hockley, Rochford and Rayleigh, as set out in the report, with the aim being for the Hockley plan to be formally adopted by September 2013 and Rayleigh and Rochford by March 2014. <b>(HPT)</b>	Red	Amber	Green
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<p>The inspector's report on the Hockley AAP was received on 18 October and arrangements are in hand for a further 6 week consultation on minor amendments to the plan. Thereafter, the inspector will complete his report. Given the additional period of consultation, adoption of the plan is likely to be in early 2014.</p> <p>The adoption date for the Rochford AAP is estimated at March 2014. However, as for the Hockley AAP, if an additional period of consultation is required post receiving the inspector's report, the date of adoption is likely to be later in 2014.</p>		

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	The adoption date for the Rayleigh AAP is now estimated at June 2014 to allow for additional community consultation, though as for the other town centre plans, it is anticipated the adoption date may be slightly later.		
<b>Pet Memorial Area, Cherry Orchard Country Park (Minute 128/12)</b>  <b>Resolved</b>  That, subject to noting that the Portfolio Holder for Environment, in consultation with other Members, will be giving detailed consideration to the precise nature of memorial arrangements, a pet memorial area be constructed within Cherry Orchard Country Park as detailed in the report. <b>(HES)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	The Pet Memorial Area has been prepared and the Portfolio Holder has consulted the Friends Group over the final design. All works will be completed in November.		
<b>Asset Review 2012 (Minute 261/12)</b>  <b>Resolved</b>  (1) That, with the exceptions of sites 4 (area A), 7, 9, 10, 11 and 12, the sites detailed in the appendix to the officer's report be brought forward for consideration for development and disposal, subject to legal process, negotiations and planning approval on a phased basis with target phasing as follows:-  2013/14: Site 2 2014/15: Sites 1 and 5 2015/16: Sites 3 and 6 2016/17 and beyond: Sites 4 (area B only) and 8	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Proceeding according to the programme.		

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(2) That options for site 7 be considered as part of the Rochford Town Centre Study.	Included in Town Centre Study.		
(3) That site 12 be offered to Hockley Parish Council to be incorporated as part of Plumberow Mount Public Open Space on the same terms as the current lease with the Parish. <b>(HLEMS)</b>	Parish Council accepted the arrangement.		
<b>Report of the Review Committee on how Voluntary and Community Groups Function in the District (Minute 22/13)</b>  <b>Resolved</b>  <ul style="list-style-type: none"> <li>That the Council's website includes a page dedicated to information on voluntary organisations in Rochford District, with all future Rochford District Council grant aid forms, and to include a section providing the opportunity for groups to have their details in the maps section.</li> <li>That the Council reviews the use of the accommodation provided in Rochford and Rayleigh with the CAB to ensure the best use of space. <b>(CE/HLEMS)</b></li> </ul>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<p>There is a live page on the website.</p> <p>Review underway.</p>		

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<b>Contract for the sale of Recyclable Materials (Minute 115/13)</b>  <b>Resolved</b>  (1) That the Council enters into a contract with UPM for the sale of recyclable materials for a term of seven years at the fixed price identified in the exempt report commencing on 15 May 2015.  (2) That the decision in (1) above be taken as a matter of urgency and not subject to call in/referral because there is only a limited time period within which to accept the offer. The offer would be of significant benefit to the Council's Medium Term Financial Strategy. <b>(HES)</b>	Red	Amber	Green
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	UPM has been notified of the decision to accept its offer. Since this time, however, UPM has had an internal re-organisation and is now trying to re-negotiate on the basis of the current depressed economic climate. Officers are in discussion with UPM in order to resolve this issue.		
<b>Medium Term Financial Strategy 2012/13 – Update (Minute 134/13)</b>  <b>Resolved</b>  (1) That the current position of the Medium Term Financial Strategy be noted.  (2) That the outline timetable for the 2014/15 budget process, as set out in the report, be agreed.  (3) That the latest position on the forecasts for local government financing be noted.  (4) That public consultation in preparation for the budget process be conducted.	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Consultation is currently underway.		

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(5) That work on developing a county wide pool be supervised through the Essex Strategic Leaders Finance Group.	The October's Executive agreed the key principles for an Essex-wide pool and the application to Government has to be made by 31 October 2013.		
(6) That the Grants to Voluntary Organisations be set by Full Council on 17 December 2013.	Not due until 17 December.		
(7) That the Council Tax discounts and exemptions, as set out in the report, be recommended to Council.	Report presented to Council on 22 October 2013..		
(8) That Option 1 on page 6.16 of the report be the preferred option for the funding of the Local Council Tax Support Scheme. (HF)	Consultation on the LCTS scheme for 2014/15 finished on 29 September 2013 with a report to agree the final scheme due to go to Council in December.		
ICT Security Policy and Practice (Minute 135/13)	Red	Amber	Green
Resolved	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(1) That the updated Corporate Information Security Policy and Personal Commitment Statement, as attached to the report, be approved.	The standard approach to the use of IT by Members is in the process of being implemented. A programme of training to meet individual Member needs has been drawn up with a view to all IT equipment being issued by mid-November 2013.		
(2) That a standard approach to the use of IT by Members, as set out in paragraph 3.14 of the report, be implemented.			
(3) That the Portfolio Holder for Service Development, Improvement and Performance Management be authorised to approve a specific procedure note around Members' use of IT, as set out in paragraph 3.15 of the report.	The Code of Connection IT security inspection has been submitted to the Cabinet Office and the Council has received notification that our submission has been approved.		

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(4) That the Head of Information and Customer Services, in consultation with the Portfolio Holder for Service Development, Improvement and Performance Management, be authorised to implement a system of remote access to IT systems by officers should this be necessary once the Council's IT security submission has been assessed by the Cabinet Office. (HICS)			
<b>Waste Management and Street Cleansing Contracts (Minute 173/13)</b>  <b>Resolved</b>  (1) That the option to extend the waste management and street cleansing contracts is taken up with SITA UK Ltd on the terms detailed in paragraphs 4.1 and 5.1 of the exempt report.  (2) That the renewal of the contracts be agreed as soon as possible to maximise possible savings.  (3) That Rochford District Council purchase the vehicle fleet by way of borrowing.  (4) That responsibility for bin replacements be transferred from SITA UK Ltd to the Council.  (5) That whether to introduce a rewards scheme to encourage an increase in dry recycling, based upon the Bracknell Forest Council model, be reviewed in consultation with the Portfolio Holder for the Environment, Leisure, Arts and Culture.	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	SITA UK Ltd has been notified of the Executive's decision and officers are in consultation with the company regarding drafting an addendum to the existing contract.  Options are being explored with the Portfolio Holder for alternative uses of the DCLG grant, in addition to a rewards scheme.		

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(6) That the revised rectification and default procedure, as set out in the exempt report, be adopted.  (7) That a new clause be added to the contract to ensure that future efficiency savings are shared. <b>(HES)</b>			
<b>Performance Report on Key Performance Indicators for the Period April to June 2013 (Minute 174/13)</b>  <b>Resolved</b>  That the progress against key performance indicators for the first quarter of 2013/14, as set out in the report, be received, subject to Rochford Housing Association being requested to provide a timeline regarding the introduction of the additional units of affordable housing currently in development. <b>(HCS)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Timeline being maintained and updated on an ongoing basis for the completion of all additional affordable housing units currently being developed.		
<b>Disabled Facilities Grants (Minute 177/13)</b>  <b>Resolved</b>  That the content of the report providing a further update on the Council's performance in relation to the processing of disabled facility grant applications and associated works be received, subject to:-  <ul style="list-style-type: none"> <li>Noting that the Portfolio Holder for Council Tax Collection, Benefits and Strategic Housing Functions is to ascertain from Essex County Council whether there are cases requiring occupational therapist assessment relating to the Rochford District that should be progressed and the extent of any broader pan Essex delays in cases. The Portfolio Holder to report back to the Executive on this subject, including the possibility of the District</li> </ul>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Meetings have taken place at Portfolio Holder and officer level to highlight the need for O.T. assessments to be carried out promptly to avoid backlogs of cases. Awaiting confirmation of the number of cases in the system requiring an O.T. assessment.		

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<p>Council engaging an occupational therapist to address case backlogs should this be appropriate.</p> <ul style="list-style-type: none"> <li>A review of the conditions provided to contractors appointed to install equipment to ensure such conditions are clear where a contractor is expected to acquire equipment in advance of their own remuneration. <b>(HCS)</b></li> </ul>	<p>Clarification is being provided by the Papworth Trust to contractors as part of the conditions of the contract to carry out works.</p>		
<p><b>Voluntary Sector Grants 2014/15 (Minute 178/13)</b></p> <p><b>Resolved</b></p> <p>(1) That the procedure set out in the report for allocating the 2014/15 voluntary sector grants fund be put in place on the basis that is fair, transparent and compliant with best value statutory guidance.</p> <p>(2) That applications be open to all voluntary groups operating in the District except for the Rochford and Rayleigh Citizens Advice Bureau and the Rayleigh, Rochford and District Association for Voluntary Service who will receive top-sliced funding from the same pot based upon the previous year's performance in relation to their service level agreement.</p> <p>(3) That the specified timeline outlined in the report, which is in line with best value guidance, be followed. <b>(CE)</b></p>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<p>Procedure put in place. Applications for the small grants scheme opened on 23 September. Closing date is 22 November.</p> <p>RRAVS and the CAB have been asked to provide supporting evidence in relation to their grant allocation for 2014/15. Closing date for receipt is 22 November.</p> <p>Timeline is being followed.</p>		

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<b>New Telephony System (Minute 180/13)</b>  <b>Resolved</b>  That a Mitel 3300 phone system be purchased from Daisy Communications via the Daisy Updata Communications Contract tendered by Essex County Council. <b>(HICS)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	The order for the phone system has been placed and a project plan for implementation is being drawn up.		
<b>Land Adjacent to Hockley Woods (Minute 181/13)</b>  <b>Resolved</b>  (1) That an agent be appointed to approach the current owner to ascertain whether they are prepared to sell the area of land adjacent to Hockley Woods identified in the exempt report.  (2) That a further report be submitted setting out the agent's conclusions on the best terms available to purchase the area of land.  (3) That agent fees of up to £5,000 be funded on the basis set out in paragraph 8.3 of the exempt report. <b>(HES)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Communication sent to Mark Francois, MP seeking support for the proposal being sent to the Ministry of Justice.		
<b>Policy for Car Allowances (Minute 182/13)</b>  <b>Resolved</b>  (1) That to promote the green travel agenda the following changes to the Council's car mileage scheme be introduced:-	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Staff have now received their 90 days notice of the changes and implementation will take place on 1 January 2014.		

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<ul style="list-style-type: none"> <li>Change the essential user lump sum payments to reflect CO<sup>2</sup> bandings rather than engine size, with a higher sum paid for cars with a lower emission rating;</li> <li>Pay mileage rates for both essential and casual users at one single rate rather than different amounts, again based on CO<sup>2</sup> bandings rather than the engine size of the vehicle;</li> <li>Introduce a 1500 mileage threshold for authorised business journeys, with car users above this threshold to be designated essential users;</li> <li>Those that are currently designated as essential users regardless of actual annual mileage to retain this designation until such time that they leave the Council or change roles.</li> </ul> <p>(2) That the new scheme be implemented with effect from 1 January 2014. <b>(CE)</b></p>			
<p><b>Matter Arising – Acacia House, Rochford (Minute 183/13)</b></p> <p><b>Resolved</b></p> <p>That Acacia House, Rochford be disposed of via auction. <b>(HLEMS)</b></p>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Acacia House will be auctioned on 4 December following a joint marketing by Ayres & Cruiks and Hair & Sons including national coverage in the Estates Gazette.		

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## Progress on Decisions by Portfolio Holder for Environment, Leisure, Arts and Culture

Item	Progress/Officer Comments		
<b>Proposal to enhance quality and speed of Broadband (17/04/12)</b>  <b>Decision</b>  To work with Southend Borough Council to submit a bid for a proportion of the funding allocated to Essex County Council by Broadband UK (BDUK) for provision of an improved broadband service throughout the District. <b>(HPT)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Continuing.		
<b>Play Spaces Refurbishment Programme 2013/14 (01/08/13)</b>  <b>Decision</b>  That £18,700 of this year's capital allocation is used to replace the play surface and refurbish the fire damaged play equipment at Sweyne Park. <b>(HES)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Order placed. Works should be completed by the date of this meeting.		
<b>Climate Change Commitment (03/10/13)</b>  <b>Decision</b>  That the Climate Change Commitment 'ClimateCO <sub>2</sub> de' is adopted in place of the former Climate Change and Sustainability Strategy 2008-13. <b>(HES)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The Commitment has now been published on our Website.		

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<b>Rochford Recreation Ground (03/10/13)</b>  <b>Decision</b>  That the siting of a storage container at Rochford Recreation Ground for use by the football club be permitted in principle on the basis of an annual licence. <b>(HES)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed.  Decision confirmed. The club are now applying for planning permission.		
<b>Play Space Refurbishment Programme 2013/14 (03/10/13)</b>  <b>Decision</b>  That capital expenditure of £28,000 is approved for the replacement of the existing woodchip surfacing in the play area at Rochford Recreation Ground with a new safety surface. <b>(HES)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Contract awarded and work will be completed by January 2014.		

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## Progress on Decisions by Portfolio Holder for Finance and Resources

Item	Progress/Officer Comments		
<b>Sale of Land Fronting 65 Brocksford Avenue, Rayleigh (12/06/13)</b>  <b>Decision</b>  To dispose of land fronting 65 Brocksford Avenue, Rayleigh for vehicular access. <b>(HLEMS)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	In progress.		
<b>Renewal of Lease of ATC Hut and Surrounding Land at Connaught Road, Rayleigh (22/08/13)</b>  <b>Decision</b>  To grant a new lease of the ATC Hut and surrounding land at Connaught Road, Rayleigh to the East Anglia Reserve Forces and Cadets Association, for a term of seven years on a full repairing basis, at a rental of £603 increasing annually by the greater of RPI or 2%. <b>(HLEMS)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	In progress.		

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### Progress on Decisions by Portfolio Holder for Planning, Transport and Heritage

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<b>Hackney Carriage Licence Conditions Relating to Wheelchair Accessible Vehicles (27/09/13)</b>  <b>Decision</b>  The hackney carriage vehicle licence conditions are amended to remove condition 1.12 that requires proprietors with multiple vehicle licences to provide a wheelchair accessible vehicle for every third licence held. <b>(HPT)</b>	Red	Amber	Green
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	This will be completed in November.		

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