



**Rochford District
Council**

INDEX

1986

January - December

MINUTE INDEX 1986

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**Rochford District
Council**

ROCHFORD DISTRICT COUNCIL MINUTES

1986

December

ROCHFORD DISTRICT COUNCIL

Minutes of the Policy and Resources Committee

At a Meeting held on 9th December 1986. Present: Councillors A.J. Harvey (Chairman), M.N. Anderson, W.H. Budge, T.H. Burt, B.A. Crick, T.L. Dean, T. Fawell, J.A. Gibson, Mrs. E.M. Hart, D.R. Helson, Mrs. L.A. Holdich, Mrs Jo Jones, Miss B.G.J. Lovett, C.R. Morgan, R.A. Pearson, J.A. Sheaf, C. Stephenson, J.P. Taylor, D.A. Weir and D.C. Wood.

Apologies: Councillors C.I. Black, R.H. Boyd and B.T. Grigg.

Visiting by Invitation: Councillors Mrs. R. Brown, Mrs. P. Cooke, D.F. Flack, Mrs. M. Hunnable and S.H. Silva.

Visiting: Councillor Mrs. M.A. Weir.

594. MINUTES

Resolved that the Minutes of the Meeting of 4th November 1986 be approved as a correct record and signed by the Chairman.

595. MONITORING OF PERFORMANCE

(a) Policy and Resources Committee - Meetings of 3rd June and 23rd September 1986

(b) Council Meetings of 5th and 17th June and 7th October 1986

The Committee were satisfied that all necessary action had been taken. Minutes 873/84(SEC), 893/84(SEC), 899/84 (CE), 140(a)/85 (DD), 122(A)/86 (SEC), 122(C)/86 (SEC), 136/86 (SEC), 142/86 (CE), 147/86 (DHH), 305/86 (DF,DL) and 429/86 (ACE) were carried forward.

596. MINUTES OF COMMITTEES

The Committee received the following Minutes:-

<u>Committee</u>	<u>Date</u>	<u>Minute Nos</u>
Health and Housing Services	18th November 1986	539 - 552
Planning Services	20th November 1986	553 - 560
Leisure Services	25th November 1986	561 - 577
Development Services	27th November 1986	578 - 593

597. PANEL MINUTES

The Committee received the appended Minutes containing the following recommendations:-

<u>Panel</u>	<u>Date</u>
(A) Staffing Sub-Committee (No recommendations)	20th October 1986

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(B) Emergency Panel
(No recommendations)

23rd October 1986

(C) Staffing Sub- Committee

26th November 1986

Minute 102 - The Six O'Clock Show - Fees

RECOMMENDED That the request of the Chief Executive to be permitted to donate his appearance fee of £75 to MENCAP be approved. (CE)

Minute 104 - Medical Examinations

RECOMMENDED That the Chief Executive, in consultation with the Chairman of the Sub-Committee, be authorised to obtain independent medical advice on the health of particular employees. (CE)

Minute 106 - Car Leasing Scheme

RECOMMENDED (1) That the car leasing scheme for "lump sum" essential users be agreed in principle.

(2) That the Director of Finance undertake a survey of the staff concerned to assess potential demand and report back further on the details of the scheme and the response of the staff.

(3) That authority to implement the scheme in detail be delegated to the Staffing Sub-Committee. (DF)

Minute 107 - Staff Appraisal

RECOMMENDED (1) That the Staff Reward Scheme be now adopted in the form set out in the appended statement and that its implementation continue to be delegated to the Sub-Committee.

(2) That the Sub-Committee report to the Audit Panel in due course on the means of co-ordinating the corporate process of performance review.

(3) That approval be given to expenditure of up to £500 for training in appraisal interviewing techniques, the cost to be met from savings in salary votes in the current financial year. (SEC)

598. DEEMED PLANNING CONSENT. DEMOLISH EXISTING PRINT ROOM AND ERECT A COMPUTER CENTRE, R/O 5 SOUTH STREET, ROCHFORD. (Minute 530/86)

The Secretary to the Council reported that the above application had been considered by the Planning Services Committee.

RECOMMENDED That for the purpose of Regulation 4(5) of the Town and Country Planning (General) Regulations 1976, the development be carried out subject to the condition in Minute 555(b)/86 (ROC/786/86). (DD)

599. COMMITTEE AGENDA, REPORTS AND MINUTES - BINDERS

The Chairman said that with the earlier production of Agenda for Meetings it was very necessary for Members to be able to organise their papers as they received them and the Committee accepted his proposal that a stock of ring binders be purchased for issue at a cost of the order of £60.00.

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RECOMMENDED That arrangements be made accordingly. (231) (SEC)

600. CYCLE OF MEETINGS 1986/87 AND 1987/88 (Minute 766/85)

The Committee considered the appended joint report of the Chief Executive and the Secretary to the Council and the draft Cycle of Meetings for 1987/88. They concurred with a suggestion from the Chairman that it would be sufficient to have one Planning Services Committee Meeting in January 1987, to take place on 22nd January, instead of the two Meetings which had been arranged for 8th and 29th January 1987, and that a similar alteration should be made in January 1988 by substituting one Meeting on 21st January 1988 for the two Meetings scheduled for 7th and 28th January 1988.

RECOMMENDED (1) That the Meetings of the Planning Services Committee programmed for 8th and 29th January 1987 be replaced by one Meeting to be held on 22nd January 1987 and that the Meetings of the Planning Services Committee programmed for 9th April 1987 be now held on 23rd April.

(2) That Annual Council be held on 19th May 1987 and Planning Services on 21st May.

(3) That the programme of Meetings in February/March 1987 be amended as set out in paragraph 2 of the report.

(4) That the Cycle of Meetings for 1987/88 as amended be adopted. (856) (SEC)

601. MAKING THE RATE 1987/88 (Minute 143/86)

The Chairman of the Committee made the following statement:-

"In accordance with Financial Regulation 5.2., the Council needs to set the target figure within which the Management Team can endeavour to present a suggested District rate for Committee approval before submission of the budget to full Council in March for the year 1987/88.

During the last few years, this exercise has become more difficult with the Government seeking to restrain the growth in local authority spending whilst reducing its own share of the tax burden by progressive cuts in the Rate Support Grant. Many Members will recall the situation in 1984 when a cut of some 23% in the amount of Government grant paid to the District Council was announced for the year 1985/86, which caused an unprecedented District rate increase of 12%, despite many savings in operating costs being achieved. Last year we saw another reduction in grant support and, despite restricting the Council's net General Rate Fund spending to an increase of 4%, a District rate increase of 15% resulted which, coupled with a County precept rise of nearly 19%, saw the largest rate rise since Local Government reorganisation in 1974.

I think it is important to remember these points when looking forward to next year because Members must know that these large increases have come about during a period when the District Council has been recognised by independent sources, such as the Audit Commission, as a well-managed authority whose spending policies have been consistent with Government guidelines. Let there be no misunderstanding about this. Rate increases could have been restricted to around the rate of inflation if the Government had not decided to reduce the amount of Rate Support Grant

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on the one hand, and direct money to the inner cities and other urban and maritime areas at the expense of Districts like Rochford. The double effect of a smaller cake with an even smaller portion being allocated to Rochford has had an unwelcome effect on our ratepayers. Between 1983 and 1986 the Council's allocation of grant support has reduced from £1,300,000 to around £800,000, although the national grant figure has increased by several hundred million pounds.

Provisional grant figures for 1987/88 were announced in October and proposed a national increase in support of Local Government spending at about £1 billion. These figures were the subject of consultation with local authorities. Under these original proposals, Rochford would have received roughly the same cash amount in 1987/88 as was originally agreed in December last year for 1986/87. Bearing in mind that last year's grant entitlement gave a further reduction for Rochford, I instigated strong representations to Dr. Michael Clark, our local MP, the Department of the Environment and the Association of District Councils, over the unfairness of the proposals which continue to penalise authorities like Rochford who have shown considerable commitment to support for Government policies in connection with reducing waste in the public sector. As a result of those representations, and I must place on record my appreciation of the work carried out by Dr. Michael Clark, the latest proposals which were published on 3rd December, are likely to result in an increased grant of around £120,000 in cash terms over the original figures for the current financial year. I must, however, emphasise that these figures are still provisional and subject to Parliamentary approval in January next year.

The reason for this improvement in Rochford's relative position is due mainly to changes in the way the Secretary of State for the Environment is protecting authorities from grant losses which are caused by alterations in the calculations of the Grant Related Expenditure Assessments or as we all know it GREA. For next year, Rochford's GREA is reduced by nearly 5%, which could have led to a reduction in grant. However, a system of "safety nets" has reduced the impact of this loss and, because the Government is increasing the total amount of Rate Support Grant, Rochford is likely to receive an increase in grant for the first time since 1983, which will help our hard-pressed ratepayers.

There is also some further good news which I am able to announce in connection with the current financial year. Just before the Council fixed its rate for the current year in March, the Secretary of State for the Environment announced a system of rewards for low-spending authorities who would receive additional Rate Support Grant at the expense of the high-spenders who would forfeit grant. This system was known as "grant recycling". Because of the uncertainty surrounding the sums of money involved, no account was taken of any income arising from this source when the rate was agreed. However, Rochford has always been regarded as a prudent Council and I am pleased to report that, based on the best information available at the moment, an additional payment of Rate Support Grant of £140,000 is likely to be received in the current financial year.

Without this bonus, which has been diverted almost entirely from Councils of a different political persuasion who have failed to respond to the Government's encouragement to restrain their spending, we would be looking at a rate increase in next year in double figures.




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I now wish to turn to the main policy areas which the Committee needs to consider before setting the rate target. Firstly, the various discretionary charges which the Council makes for its services. This income represents a considerable resource and I believe it is important that our charges reflect as far as possible the supply and demand for our services, thereby reducing the burden on the general body of ratepayers. In order to maintain the real value of this income in many areas and increase it in others where a higher volume of useage is expected, I am proposing that, on average, charges for Council services be increased by 4%, which is broadly the level of pay and price inflation which the Government has made allowance for in next year's plans for local authorities. Of course, there are some services where even an increase of this order could affect demand and other areas where more income could be generated from somewhat higher charges. I think it is right to allow our Officers to make the judgement on individual charges, within the policy guidelines set by the Council. If the Officers feel there are charges which ought to be increased as much as double the average of 4% or even more, I would ask that a detailed report be submitted to the January Policy and Resources Committee for discussion. In any event, all charges for services will be incorporated within the Budget Book which will be circulated to all Members at the end of February, prior to the rate-making Council Meeting.

The general policy on charges should also incorporate rent levels for Council houses. Although the finances of the Housing Revenue Account are governed by somewhat different Government subsidy arrangements to the General Rate Fund, I believe it is appropriate to apply the same general policy. For a three-bedroomed house the rent rise would be of the order of £1 per week, with garage rents increasing by just 10p. As usual, the less well-off tenants will be protected through the Housing Benefit system. A rent increase of around 4% will enable the Council house maintenance and improvement programme to continue at a level consistent with the excellent housing management record which has been built up over the years. The detailed Housing Revenue Account estimates which will appear in the Budget Book will show a reduced working balance, reflecting reductions in Government subsidy which will be matched by a reduced housing contribution to the General Rate Fund.

The only exception to the general policy on charges will relate to the daily car parking charge. When the new scale was introduced in April, giving a 50% reduction from 20 pence to 10 pence to the one hour parker, I said that it may be necessary to seek adjustment to the charges after one year of operation. Whilst I have to report that, because so many motorists are restricting their stay in our car parks to one hour, the overall surplus on the Car Park Revenue Account is likely to reduce this year, I am pleased to say that there are many occasions when our car parks are fully occupied. The high turnover in our shoppers' car parks must be good news from a traffic management point of view and, what is more, it is also very good news for the shopkeepers in our area. In the circumstances, I do not intend to propose any adjustment to the daily charges in our car parks, but would ask the Director of Finance to prepare a report early in the new financial year detailing the effects of the scale of charges after its first year of operation from 1st April 1986 until 31st March 1987.



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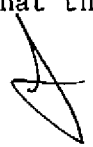
The second major policy affecting the rate target concerns the Council's spending on services. In the proposals for next year, the Council will lose grant at the rate of 33 pence for every extra £ spent. It is, therefore, essential to restrict spending as far as possible. As usual, the Management Team will be undertaking its "good housekeeping" exercise to eliminate inessential spending from the budget. In addition, the policy of testing the Council's Direct Labour Organisation against the private sector can only help to contain costs on a number of major services such as refuse collection and street cleansing, parks and grounds maintenance. Savings generated from these exercises will not only help to relieve the ratepayer but will also give us the opportunity to improve the level of service provision at the sharp end of local authority activity where the public has the greatest perception of what the Council does.

The Management Team will report to the February Meeting of this Committee, detailing key areas where savings can be achieved, together with costs of increasing provision in essential services such as street cleansing, verge maintenance and other environmental activities. However, in order to restrict the rate increase, overall spending must be curtailed to no more than GREA plus 10%. Spending above this level will lead to unacceptable cuts in the Rate Support Grant which would have to be passed on to the ratepayer with disastrous consequences. I believe our team of Chief Officers will be able to produce a package of measures which will strike a balance between improved services and restriction in costs.

Finally, turning to the rate target itself. As I said earlier, but for the additional grant earned in the current year as a result of our policies of restricting the net spending on the General Rate Fund, next year's District rate increase might have been well into double figures. However, with the level of grant staying approximately the same in cash terms in 1987/88 as the revised estimate for 1986/87, I propose to ask the Management Team to restrict the District rate increase to a maximum of 1p in the £ or 4.8% above its current level. This target is subject to the Rate Support Grant settlement giving the Council an entitlement of around £900,000 as indicated in the latest consultation paper.

But for the cut in real terms in the Rate Support Grant in the last three years, I would not be proposing any increase in rates, but I support the reductions in income tax which have been achieved through reduced Exchequer contributions to Local Government. The proportion of the Council's spending met by national taxation has fallen from a high of 44% to about 25% in three years and, whilst this has led to an increased burden for the local ratepayer, it has made the District Council more accountable for its own actions."

Some Members expressed the view that the anticipated amelioration of the Rate Support Grant settlement whilst welcome was long overdue and did not compensate for the unfavourable treatment received previously. The Chairman's statement had implied that the level of grant was related to the political persuasion of the Council and if that were the case they felt it was to be deplored, notwithstanding that on this occasion Rochford stood to benefit. In the improved circumstances they questioned whether support should continue to be given to the Rate Account from the Housing Revenue Account balances because they argued that this had an adverse effect upon the Council's housing stock.



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They were reminded that they had previously urged that spending limits be ignored on the grounds that the Rate Support Grant mechanism did not reward conformity. The anticipated settlement would however vindicate the approach that had been adopted, namely to increase efficiency so as to maintain services whilst containing costs and limiting the impact on the rates. As regards the condition of the Council's housing stock, the Chairman and Vice-Chairman of the Health and Housing Services Committee congratulated the Officers on the quality of the improvement works which had been carried out and which had resulted in letters from satisfied residents.

On the Motion of the Chairman the Committee then endorsed the following recommendations:-

RECOMMENDED (1) That the scales of charges for various Council services, except the daily car parking charge, be increased from April 1987 by an average of 4%.

(2) That the Management Team report to the January 1987 Policy and Resources Committee if there are any individual charges which they feel ought to be increased by 8% or more.

(3) That the Council revenue spending be restricted to a maximum figure related to the Government's Grant Related Expenditure Assessment plus 10%.

(4) That the Management Team reports to the February 1987 Policy and Resources Committee on their proposals to restrict expenditure where possible and increase provision in essential services.

(5) That the 1987/88 District rate target be set so as to increase the rate by a maximum of 1p in the £, subject to the grant figures quoted in the Government's consultation paper dated 3rd December being incorporated in the final Rate Support Grant settlement.

(6) That if the final Rate Support Grant settlement varies significantly from the latest proposals, the Director of Finance will report to the January 1987 Policy and Resources Committee, detailing the effects of the changes.

602. LITTER (Minute 547/85)

The Committee considered a report of the Assistant Chief Executive regarding the problem of litter within the District and various ways by which the nuisance might be mitigated, which had previously been circulated with the Health and Housing Services Committee Agenda for their Meeting held on 18th November 1986. It had been brought to this Committee because there were budget implications and Members of the Health and Housing Services Committee had been invited to attend the Meeting.

Members wholeheartedly supported phased introduction of community-based initiatives to combat the growing nuisance of litter, preferably backed up by the prosecution of the appropriate legislation as a deterrent and

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with the possibility of a Bye-Law enforced by a warden and the penalties publicised. In discussing the matter Members agreed that the most important factor was to educate the public, both through adult publicity and a concerted effort in the schools. Much of the problem arose from the increase in fast-food outlets and the degree of packaging provided by manufacturers. Consultation was necessary on means of control. A Member spoke of the deposit on bottles and cans in the United States and the re-introduction of this concept in the United Kingdom. There would be merit in the Officers discussing the programme with the local community to develop appropriate solutions.

The Committee noted that subject to their approval of the principles involved, provision would be made within the Draft Estimates for a programme of action to be pursued and that a further report would be made to the Health and Housing Services Committee in due course.

RECOMMENDED (1) That approval be given in principle to the phased introduction of a campaign to combat litter within the District.

(2) That the necessary financial provision be made within the Draft Estimates for 1987/88.

(3) That a further report be made in due course to the Health and Housing Services Committee setting out a basis for the initiation of the programme. (721) (ACE)

603. CONSERVATION GRANT SCHEMES - FINANCIAL ASSISTANCE FOR REPAIRS TO HISTORIC BUILDINGS (Minute 4/84)

The Director of Development reported on the various schemes within the District and the need to make provision within the 1987/88 Draft Estimates.


RECOMMENDED (1) That the following items be included in the budget proposals for 1987/88:-

(i) that the Rochford Town Scheme be negotiated for renewal for a further three years from 1st April 1987, to add appropriate buildings to the scheme within the extended designated Rochford Conservation Area and that an annual contribution of £5,000 be made by Rochford District Council to an annual total financial input of £20,000.

(ii) that a conditional scheme for grant aiding repairs to Listed Buildings outside the Rochford Conservation Area be re-introduced from 1st April 1987 for grants not exceeding 40% of the cost of eligible work to a maximum of £2,500, expenditure for 1987/88 not to exceed £30,000.

(2) That provision be made for the ongoing commitments in respect of Horner's Corner and Rochford Hall Barns of £15,000 in both 1987/88 and 1988/89.

(3) That projects for environmental improvement be considered annually for forward programming. (2399) (DD & DF)



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604. ROCHFORD OLD PEOPLE'S DAY CENTRE AND CITIZENS ADVICE BUREAU (Minute 432/86)

The Committee considered the appended report of the Chief Executive, Secretary and Director of Finance regarding the terms of the lease for the above building and additional works required thereto, and the report of the Secretary and Director of Development regarding the need for sound-proofing works to be carried out to the Citizens Advice Bureau accommodation.

RECOMMENDED (1) That subject to the agreement referred to in paragraph 4 of the report, Council do agree to make separate provision for an annual grant to the Rochford Old People's Welfare Committee to meet the rent due under their lease of the Day Centre.

(2) That the works required to the Day Centre with regard to fire precautions, separation, means of escape and kitchen improvements be put in hand as soon as possible at a cost of £6,000 and that savings be identified in the Capital Programme to this value.

(3) That the scheme of sound-proofing of the internal walls of the Rochford Citizens Advice Bureau at a cost of £1,420 be approved, the cost to be met from the Capital Programme. (4322) (MT)

605. BACK LANE CAR PARK, ROCHFORD

The Director of Development reported with the aid of view-foils on a scheme of environmental works to the Back Lane Car Park to provide for planting, paving and improved fencing at a cost of between £12,000 and £14,000 and the means by which such a scheme might be funded to enable works to be completed before the end of the current financial year.

RECOMMENDED (1) That the Director of Development be authorised to proceed with the Back Lane Car Park environmental works.

(2) That approval be given for the necessary virements to finance the scheme. (4321) (DD & DF)

606. DISTRICT OF ROCHFORD (OFF STREET CAR PARKING PLACES) (AMENDMENT) ORDER 1986 (Minute 366/85)

The Secretary to the Council reported that by including the car park to the rear of the Civic Suite, Rayleigh, for use by the public at weekends, the above Order had resulted in some interference with the right granted to the occupiers of Barringtons to 12 parking places for their own use between the hours of 7 a.m. and 7 p.m. Mondays to Saturdays inclusive.

The Committee noted that in return for releasing the 12 spaces on Saturdays, the occupiers had asked to be permitted the use of a further 6 spaces during the daytime on weekdays, as an alternative to the removal of the 12 spaces from the Order. They had also requested the display of notices by the Council to discourage the public from parking on the areas allocated to the occupiers during the week. The above arrangements would continue while the Car Parking Order remained in force or be terminable by one month's notice by either party.

RECOMMENDED That the Secretary to the Council grant a licence to Messrs. Simpson Robertson & Edgington on the foregoing terms. (28439) (SEC)

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607. NOTICE OF MOTION PURSUANT TO STANDING ORDER 5 - DISPOSAL OF NUCLEAR WASTE (Minute 538/86)

In considering the Motion which stood in the name of Councillor D.F. Flack as printed in the Agenda and the letter of support from the Rayleigh Civic Society, Members took the view that it would be preferable to declare opposition to the dumping of nuclear waste in Essex because of its densely populated nature and support for Maldon District Council as the elected body affected most by the proposals. The Committee accordingly accepted an amendment to that effect and it was

RECOMMENDED (1) That this Council declare its opposition to the dumping of nuclear waste in Essex.

(2) That this Council declare its support for the Maldon District Council's co-ordination of the opposition to nuclear waste dumping. (755) (DHH)

608. SOUTHEND AIRPORT CONSULTATIVE COMMITTEE

The Secretary to the Council reported that the Rochford Parish Council on the advice of the above body had asked whether the District Council would be willing to nominate a Parish Councillor in place of one of the two Council representatives on the Consultative Committee. In noting that request the Committee agreed that it would be appropriate for it to be considered at Annual Council in conjunction with the renewal of representation to outside bodies.

RECOMMENDED That consideration be given to the request from Rochford Parish Council when the existing nominations fall due for renewal. (7605) (SEC)

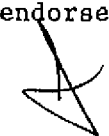
609. ESSEX BILL (Minute 370/86)

The Secretary to the Council reported that both Houses of Parliament had passed the necessary resolution to carry the Essex Bill over into the next session and the Department of the Environment had agreed to make an Order to preserve existing powers in Essex Local Legislation until the new Bill became law. (2191) (SEC)

610. ROCHFORD DISTRICT LOCAL PLAN INQUIRY

The Committee considered the report of the Director of Development regarding the revised arrangements which would be necessary for the day-to-day running of the Directorate because of his close involvement in the preparation of the Council's evidence to the Public Inquiry on the Rochford District Local Plan and his role as the Council's principal planning witness.

RECOMMENDED That pursuant to Standing Order 42 the revised arrangements for the day-to-day running of the Directorate of Development for the period prior to and during the Public Inquiry be endorsed. (2081) (DD)



Policy and Resources

611. ROCHFORD LIBRARY - HOURS OF OPENING

The Secretary to the Council reported receipt of a letter from the County Council advising details of a proposal to fund a small overall increase in the opening hours of the Rochford Library based on existing use patterns. In welcoming the proposal Members suggested that consideration might be given to extending the opening hours on a Tuesday when the Rochford Market was held.

RECOMMENDED That the County Council be advised that this Council welcomes the proposal for alteration in the opening hours of the Rochford Library and suggests that consideration be given to extending the opening hours on a Tuesday. (991) (SEC)

612. NAMING AND NUMBERING OF STREETS - DEVELOPMENT OFF LITTLE WHEATLEY CHASE, RAYLEIGH

The Secretary to the Council reported that because there were insufficient spare numbers in the street numbering scheme to accommodate the new dwellings in the above development, it would be necessary to name this private drive. The developers had suggested the name "Newsum Gardens" which had an association with the owners of the site.

RECOMMENDED That the name Newsum Gardens be adopted for the development now under construction by Messrs. C.S. Housden & Co. on the east side of Little Wheatley Chase, Rayleigh. (923) (SEC)

613. MEMBERS' TEACH-IN

The Committee noted the report of the Secretary to the Council regarding the Members' Teach-In on the planning function held on 6th November 1986. (30579) (SEC)

614. ROCHFORD YOUNG ENTREPRENEUR OF THE YEAR AWARD (Minute 515(A)/86)

The Committee had before them the appended report of the Directors of Finance and Development regarding the establishment of an award for a place at the Young Enterprise Centre and noted that an approach had been made to a prominent industrialist who was known to be sympathetic to the concept seeking his support.

RECOMMENDED That approval be given to the implementation of the arrangements as set out in the report. (TP109) (DD,DF)

615. COMMUNITY PROGRAMME (Minute 136/86)

The Secretary to the Council reported details of the six community programme projects which it was proposed to submit to the MSC prior to the renewal date of 1st April 1987 in order to maintain the 138 places which were currently allocated to the Council.

RECOMMENDED That the basis of the 1987/88 Bid for the renewal of the Community Programme Agency be approved. (7152) (SEC)

Note: The Chief Executive exercised his authority under Standing Order 18 to enable the Bid to be submitted in the required time.

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616. ADC POLICY ON LOCAL GOVERNMENT STRUCTURE, FUNCTIONS AND FINANCE

The Secretary to the Council advised that the Association of District Councils were requesting written comments by 5th January 1987 on their consultation paper which set out a draft policy statement on the above subject.

RECOMMENDED That the draft policy statement of the Association of District Councils on Local Government Structure, Functions and Finance as set out in their consultation paper be supported. (1531) (SEC)

617. EXCLUSION RESOLUTION

Resolved that under Section 100(A)4 of the Local Government Act 1972, the public be excluded from the Meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 8, 9 and 12 respectively of Part I of Schedule 12A of the Act.

618. REPLACEMENT OF SHREDDING MACHINES AND REVIEW OF PHOTOCOPYING AND REPROGRAPHIC SERVICES

The Assistant Chief Executive reported in confidence on the need to replace Council equipment due to an increase in the amount of documents requiring safe disposal, the heavy volume of demand on the existing photocopying equipment and the considerable technological advances in the reprographic field.

The Committee noted the basis on which it would be proposed to fund the acquisition of the new equipment and that the replacement of the existing printing installation by a more compact unit would enable the Printing Section to be relocated thus freeing the site of the present Print Room for the proposed new Computer Centre. Whilst accepting the rationale of the proposals the Committee concurred with the suggestion of the Chairman that further consideration should be given to the source from which such equipment was to be obtained and to the method of disposal of shredded material provided that any revised proposals remained within the financial limits of the existing proposals.

RECOMMENDED (1) That the replacement of the Council's shredding and photocopying machines and of its reprographic equipment be agreed.

(2) That within the financial limitations identified the Officers be asked to investigate whether there are preferential alternative methods for the supply of equipment and disposal of shredding material.

(3) That a further report be made to Council on 16th December 1986. (15930) (ACE,DF)

619. SHOPS ACT 1950, SECTION 47 - SUNDAY TRADING
TEXAS HOMECARE LTD., PURDEYS INDUSTRIAL ESTATE, ROCHFORD
ESSEX PLAN LTD., RAYLEIGH LANES MARKET, 89 HIGH STREET, RAYLEIGH
(Minute 315/86)

The Secretary to the Council reported in confidence on the outcome of the above prosecutions, namely that in the case against Essex Plan Ltd., the Company pleaded guilty, were fined £100 and ordered to pay costs, but that

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the case against Texas Homecare Ltd. had been dismissed and costs awarded against the Council. The basis of the defence was that all of the items which had been observed as being offered for sale could be used as motor accessories and Members were concerned that the Magistrates had accepted an argument which patently stretched the realms of possibility beyond reasonableness. They were mindful that the Council had a statutory duty to enforce the Shops Act and of the consequences if it failed to discharge that requirement, notwithstanding the recent adverse decision. The Committee considered that the obvious course was to appeal, and that no action should be taken in respect of any further cases in the meantime.

RECOMMENDED That an appeal be lodged by way of case stated in the Divisional Court against dismissal of the prosecution brought against Texas Homecare Ltd. in the Rochford Magistrates Court on 19th November 1986 on the grounds that the decision is wrong in law. (2362 & 12079) (SEC)

Note: The Chief Executive exercised his authority under Standing Order 18 to give immediate effect to this decision.

620. GATEWAY FOOD MARKETS LTD. (FORMERLY INTERNATIONAL STORES), 12-24 EASTWOOD ROAD, RAYLEIGH

The Director of Finance reported in confidence on a request from Gateway Food Markets for their car park to be administered by the Council under licence on a pay-and-display basis with them reimbursing the charge to genuine shoppers. The Committee considered that the suggestion had much to commend it both in terms of car park management and of potential additional revenue.

RECOMMENDED That the Director of Finance and Secretary to the Council discuss the matter with Gateway Food Markets and report further to a subsequent Meeting of this Committee. (902) (DF,SEC)

621. LAIRD "ROTOPRESS" REFUSE FREIGHTER

The Assistant Chief Executive reported in confidence on the major structural faults which had arisen in the body of the above refuse freighter and the basis upon which it was proposed to fund the preferred solution of replacing the body on the existing chassis. The Committee noted that in view of the time required to effect that work and the need for the vehicle to be back in commission before the Christmas Holiday period double collections, the Chief Executive had exercised his authority under Standing Order 18 to enable the immediate placing of an order with Laird (Anglesey) Ltd. at a total estimated cost of £17,500 plus VAT, the cost to be met from the Vehicle Plant and Equipment Replacement Fund. (226) (ACE,DF)

622. ROCHFORD LEISURE BUS (Minute 31/86)

The Director of Leisure reported in confidence on discussions which had been held with M & E Coaches for the provision of the Rochford Leisure Bus Service, using their own vehicle and on the same basis as the present service, for the sum of £16,500 per annum based on mileage. Members noted that this would represent a significant saving on existing operating costs and that whilst the cost of painting the new bus in the appropriate livery would be borne by the Council, this would be more than offset by the disposal of the existing 16 year old vehicle.

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RECOMMENDED (1) That the Council cease to operate the Leisure Bus Service.

(2) That the Director of Leisure be authorised to enter into an annual contract with M & E Coaches for the provision of a Leisure Bus Service on the terms outlined above.

(3) That the provisions of Financial Standing Order 4.4 be waived on this occasion. (790) (DL,DF)

623. SALE OF MAFF LAND, RAYLEIGH

The Chief Executive reported in confidence on the history of this site and the reasons which had led the Council to pursue detailed discussions with the various parties concerned, most notably MAFF and the NPFA, in an endeavour to apply the same principles to the land at Downhall as had been achieved at Turret House Farm. The Committee were delighted to note that the outcome of those negotiations had exceeded their expectations and expressed their congratulations to all concerned. (6471) (CE)



ROCHFORD DISTRICT COUNCIL

POLICY & RESOURCES COMMITTEE - 9TH DECEMBER, 1986

MINUTES OF THE STAFFING SUB-COMMITTEE

At a Meeting held on 20th October 1986. Present: Councillors A.J. Harvey (Chairman), R.H. Boyd, Miss B.G.J. Lovett, R.A. Pearson and D.C. Wood.

Representing the Works Side: Messrs. R. Cunningham and H. Savage and Mr. T. Wright of NUPE.

Apologies: Councillor J.A. Sheaf and Mr. B. Gray.

85. EXCLUSION OF THE PUBLIC

Resolved that under Section 100(A)(4) of the Local Government Act 1972, the Public be excluded from the Meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 11 of Part 1 of Schedule 12A of the Act.

(Note: The Works Side expressed the view that as Councillor Sheaf was a cleaning contractor they would not expect him to be present at any joint discussions on competitive tendering for the DLO and that he would declare a pecuniary interest in the usual way.)

86. MINUTES

The Minutes of the Meeting held on 19th May were approved as a correct record subject to amendment of Minute 46 by the substitution of the words "hold in suspension" for "delete" in line 2 of the 1st paragraph and to the words "held in suspension" being substituted for "deleted" in resolution (1).

87. MATTERS ARISING

(a) Appointment of Vice-Chairman (Minute 40)

Resolved that the appointment of a Vice-Chairman of the Joint Meetings be deferred for the time being.

(b) Craftsmen's Bonus (Minute 46)

It was noted that discussions were taking place on the organisation and staffing of the Building Maintenance Section and that a report on the review of the handyman's bonus and the two vacancies in the Section would be made in due course.

(c) Grievance and Disciplinary Procedures (Minute 49)

The draft grievance and disciplinary procedures had now been accepted by the Works Side.

Resolved that the grievance and disciplinary procedures be now adopted.

88. CHRISTMAS LEAVE

The Chairman reported that the Council would again be granting the workforce an additional day's leave over the festive period. As Christmas Day and Boxing Day would this year fall on Thursday and Friday, the following Friday 2nd January would be given as the extra day after the New Year Bank Holiday.

89. DEPOT STAFF - BOOT ALLOWANCE

The Works Side withdrew a request for a review of current Council practice and expressed their satisfaction with the existing arrangements.

90. COMPETITIVE TENDERING FOR COUNCIL SERVICES (Minute 45)


The Chief Executive explained that the Council had decided to test the competitiveness of its DLO services with the private sector by inviting tenders for the various services in advance of legislation which might involve less favourable circumstances. Meetings had taken place with the workforce on the tendering procedures to be adopted. Tenders for cleaning of the offices and Sports Centres had since been received based on current methods of working and were being considered by the relevant Committees in the current cycle of meetings.

Mr. Wright asked that NUPE be given the opportunity of examining the tender document to identify any possible areas of economy with a view to the service remaining in-house. It was appreciated that the period for the receipt of tenders had closed, that the arrangements had been advertised publicly and that any change in procedures at this stage could place the Council in difficulty but the Sub-Committee agreed to accede to the request accepting that any further consideration of the matter would depend on the submission from NUPE.

The Chief Executive continued that tender documents for refuse collection and street cleansing had also been prepared and advertisements placed seeking firms interested in tendering. The Council had closed its Central Stores operation and had reduced the size of the Rochford Depot which had produced economies of around £60,000 a year. Whilst the workforce might have viewed these steps with suspicion, it was a deliberate policy on the part of the Council to achieve these economies because the costs of the Depot would have affected the competitiveness of the of the DLO. Senior staff involved in refuse collection and street cleansing were looking at means of improving the current working practices but any such proposals would have to enjoy the support of the workforce if they featured in the tender.

Mr. Savage advised that meetings had been taking place along those lines and that there was reason to hope that the measures to reduce operating costs would be acceptable to the men. The Sub-Committee welcomed this advice. He added that the Refuse Section was very conscious of its public image and that they were naturally concerned about the extent to which vehicle breakdown was now damaging the service.

The Sub-Committee were also made aware of the fact that in addition to vehicle breakdowns staff shortages through absenteeism, which had increased recently, were causing problems in both the Refuse and Cleansing Sections because it was practice to draw labour from street cleansing



operations if Refuse was seriously undermanned. It had always been possible, however, to collect all domestic refuse on the day arranged but even this had not been possible on one occasion recently when an emergency crew had worked on Saturday.

The Chief Executive mentioned that the present arrangement for adding the statutory days to the Whitsun and Summer Bank Holidays was also a cause for complaint by the public and that this too might be looked at again. The Work Side agreed to do so once the competitive tendering exercise was complete.

Resolved (1) that NUPE be given the opportunity to comment on any possible economies in present arrangements for cleaning the Sports Centres.

(2) that the arrangements for taking statutory days be reviewed in due course.

91. SICKNESS LEVELS

The Sub-Committee were advised that the local agreement on the consolidation of bonus payments had provided for bonuses to continue to be paid during periods of sickness, it being the Council's view that its employees should not be penalised for ill health and that manual employees should not be treated differently to office staff. There had been some fears expressed at the time that sickness levels would increase but for a number of years this had not been the case. This past year however the incidence of absenteeism in the Refuse Section had become more and more of a problem and had reached unacceptable levels. It might be that there were factors which were affecting morale but if the situation did not improve the Council would have to review the payment of bonus for periods for sick leave.

The Sub-Committee noted that some of those absent were long term sick or had been injured and that it was perhaps also a question of recruitment policy. A procedure for dealing with persistent absenteeism was under consideration although this would not meet all of the circumstances. It was however, accepted that absenteeism would reflect in the costs of the operation and consequently in its competitiveness and that joint discussions should take place on the most appropriate means of eliminating the problem.

Resolved that the Officers discuss with the Works Side means of eliminating absenteeism.

Immediately prior to the works representatives leaving the Meeting, Mr. Wright expressed the hope that the Council would welcome the 1986 Manual Workers Pay Settlement as a step towards the removal of low pay.

92. 1986 MANUAL WORKERS PAY NEGOTIATIONS

The Sub-Committee noted a report from the Secretary to the Council that the Manual Workers pay settlement had added 7% to the Council's wages bill, whereas allowance had been made for a 6% increase for the purposes of the preparation of the Budget for 1986/87. The Chief Executive added that savings on other votes were more than sufficient to meet the balance. Part of the settlement had involved a commitment to a national job evaluation exercise on a sample basis to achieve a common grading

structure for forty one easily identifiable jobs. The scheme was under way and was programmed for completion and implementation next Spring. Any jobs outside the national exercise would then fall to be evaluated locally following the national criteria.

93. CLEMENTS HALL LEISURE CENTRE SWIMMING POOL - RECREATION ATTENDANTS QUALIFICATIONS AND GRADING

The Director of Leisure had reported that a higher standard of qualification was now recommended by the Local Authorities National Industry Group of the Health and Safety Executive for the supervision of swimming pools. The new qualification involved greater skills, further training and annual re-assessment. Presently the Council's lifeguards held the Bronze Medallion (General) qualification for which Manual Grade E was payable whereas the new guidelines provided for the Pool Bronze Medallion which required Grade F. The Sub-Committee agreed to the adoption of the Pool Bronze Medallion of the Royal Lifesaving Society as the recognised qualification for the Council's Swimming Pool attendants with effect from 1st April 1987.

94. PARKS SECTION - CRAFTSMEN'S GRADE

The Sub-Committee concurred with the suggestion of the Director of leisure that that it would be appropriate to recognise successful completion of the City and Guilds Amenity Horticulture Examination by Parks Staff with promotion to Grade F.


Note: The Sub-Committee then resumed consideration of the Agenda from their adjourned Meeting on 13th October 1986.

95. STAFFING POLICIES AND STATISTICS

The Sub-Committee noted a report from the Director of Finance on the progress of the 2% saving being sought on central administration costs which was identified as a target in the preparation of the Council's Budget for the current year. The Chief Executive reminded the Sub-Committee that staff reductions and economies had been a feature of budget strategy for many years and that it had at the same time been possible to improve Council services. The level of staffing was now about the very minimum and Management Team were no longer able to volunteer staff economies as an option for budget savings.

The Sub-Committee received quarterly reports on the joint Manpower Watch return, staff vacancies, variations in establishment and turnover and sickness levels. They noted that there had been three early retirements on medical grounds and that there had been two redundancies following the closure of central stores and a review of the Fitters' establishment.

It was noted that the Superannuation Rules provided the Council with a discretion to give pension enhancements to persons leaving employment after the age of 50 and that it was the Council's practice so to do under its retirement policy.



96. TERM CONTRACT - REVIEW

The Chief Executive reported that the term contracts awarded to certain key staff would expire on 31st July next and that the Sub-Committee had to decide on the procedure to be adopted for determining whether or not the contracts were to be renewed and, if so, on what basis.

The Sub-Committee agreed that dates should be set aside early in the New Year so that they could interview each individual and at the same time have the benefit of the views of the Chief Executive and their Director on the existing and future roles of these staff and on the importance to the organisation of their retention for a further period.

97. STAFF APPRAISAL

The Chief Executive and Secretary had reported on the progress of the revised staff appraisal system, on the monitoring arrangements required for target setting and performance review along with further refinements to the system and the need to re-assess the staff reward scheme. The Sub-Committee decided that these were matters which should be dealt with at a separate Meeting and fixed 26th November 1986 for that purpose.

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ROCHFORD DISTRICT COUNCIL

POLICY AND RESOURCES COMMITTEE - 9TH DECEMBER 1986

Minutes of Emergency Panel held on 23rd October, 1986.

Present: Councillors J.A. Gibson (Chairman), W.H. Budge, T. Fawell, Miss B.G.J. Lovett, D.A. Weir and D.C. Wood.

Also Attending: Mr. D. Wallis and Mr. T. Burrell of Rochford Civil Aid.

Apologies for Absence: Councillors A.J. Harvey and Mrs. Jo Jones.

5. MINUTES

The Minutes of the Meeting held on 2nd July, 1986 were approved as a correct record and signed by the Chairman.

6. LIAISON WITH POLICE AND FIRE AUTHORITIES

Representatives of the Police and Fire Authorities had been invited to attend the Meeting to describe briefly their own Emergency Planning arrangements and the role of, and liaison arrangements with District Authorities.

Inspector Bloomfield presented the Police Authority's emergency arrangements and saw the main role of the Police in any such situation as the "co-ordinators of all of the other emergency services and resources available including fire, ambulance, local authority volunteers etc." The local authority was a "resource source", both in terms of manpower, plant, accommodation and care, and expertise.

Divisional Officer Wickenden and Assistant Divisional Officer Hodder of Essex Fire Brigade explained the procedure for major emergency situations where they would generally be expected to be the first to respond, particularly in cases of fire or flooding. In a major fire incident, the Senior Fire Officer would take charge of the situation, although their role was specific to fire and rescue and once these functions had been completed they would withdraw from the scene. The Police, however, had a wider role as co-ordinators, and would generally remain on the scene of a major disaster after other services had completed their operations.

Arising from the general discussion ADO Hodder referred to the changing role of the Fire Service and to the recently formed "Fire & Rescue Service" with the emphasis moving towards rescue. He made particular reference to the specialised equipment which was now available and which he would be pleased to arrange for Members to see demonstrated on some future occasion.

The Chairman concluded the presentations by thanking the Officers present and agreed that a future visit to view the fire and rescue equipment would be informative.



7. COUNTY EMERGENCY CENTRE, CHELMSFORD


Mr. J. Williams and Mr. G. Cracknell of the County Emergency Planning Team gave a detailed presentation upon the County Emergency Planning arrangements, with particular reference to the Control Centre, in which this Meeting was being held, and the co-ordination with the District Authorities. A number of points were raised on practical implementation of the County emergency procedures and, in particular, the need for public awareness of the real purpose of Emergency Control Centres, which were to co-ordinate all services, both during an emergency and immediately following the emergency in order to achieve a return to normality as soon as possible.

Following the presentation and discussion, Mr. Williams and Mr. Cracknell explained the layout and operational arrangements within the Control Centre Conference Room and the adjoining Communications Room and Mr. Cracknell explained the function of the various items of communications equipment available within the centre.

Members expressed their appreciation of the excellent presentation and for the opportunity of not only seeing the Centre but also being able to talk with representatives of the County Emergency Planning Team and with the Emergency Services.

8. ROCHFORD DISTRICT EMERGENCY PLAN

The Assistant Chief Executive presented the Final Draft Rochford District Emergency Plan, prepared in accordance with the recommended County Model Plan which, subject to no further amendment or alteration, would be published in its final form.



ROCHFORD DISTRICT COUNCIL

POLICY & RESOURCES COMMITTEE - 9TH DECEMBER, 1986

MINUTES OF THE STAFFING SUB-COMMITTEE

At a Meeting held on 26th November 1986. Present: Councillors A.J. Harvey (Chairman), R.H. Boyd, Miss B.G.J. Lovett, J.A. Sheaf and D.C. Wood.

Apologies: Councillor R.A. Pearson.

98. EXCLUSION OF THE PUBLIC

Resolved that under Section 100(A)(4) of the Local Government Act 1972, the Public be excluded from the Meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 11 of Part I of Schedule 12A of the Act.

99. MINUTES

The Minutes of the Meetings held on 13th and 20th October 1986 were approved as a correct record.

100. MATTERS ARISING

(a) Minute 82 - Departmental Establishment Matters

The Sub-Committee confirmed the action taken by the Director of Leisure with regard to the remuneration of the Manager's post at Clements Hall.

(b) Minute 90 - Competitive Tendering for Council Services

The Secretary to the Council reported that NUPE had advised prior to the adoption of recommendations by the Council, that it was satisfied with the specification, working practices and basis of tender for cleaning services.

(c) Minute 91 - Sickness Levels

The Sub-Committee noted that proposals were awaited from NUPE.

101. STAFFING POLICIES AND STATISTICS

The Sub-Committee received quarterly reports on the Joint Manpower Watch return, staff vacancies, variations in establishment and turnover and sickness levels. The Chief Executive mentioned that illness within the Computer Services Department had necessitated the engagement of contract labour.

The Sub-Committee noted that redundancy was being offered to a member of staff of the Leisure Services Directorate, who on medical advice was not able to discharge the duties of the post. (DL & DF)

The changes in legislation over employment protection were discussed. The Sub-Committee were of the view that the Council as employers must have regard to the national legislation and the national agreements for both staff and manual workers.

102. THE 6 'O' CLOCK SHOW - FEES

The Chief Executive reported that subsequent to his recent participation in the above television programme he had received a fee of £75 and that, as he was precluded under his contract from accepting any payments other than those approved by the Council, he was seeking approval to the donation of the fee to MENCAP.

RECOMMENDED That the request of the Chief Executive to be permitted to donate his appearance fee of £75 to MENCAP be approved. (CX)

103. MANUAL WORKER PAY CLAIM 1987

The Sub-Committee noted the climate in which the 1987 pay settlement was likely to be conducted by the National Employers.

104. MEDICAL EXAMINATIONS

The Sub-Committee accepted that there were occasions when there would be advantage to the Council if independent medical advice could be obtained on the health of particular employees. They did not see that this would arise in anything but exceptional circumstances and appreciated that any arrangements would need to be made in absolute confidence, with provision in the salaries estimates to meet the cost.

RECOMMENDED That the Chief Executive, in consultation with the Chairman of the Sub-Committee be authorised in exceptional circumstances to obtain independent medical advice on the health of particular employees. (CE)

105. DEPARTMENTAL ESTABLISHMENT MATTERS

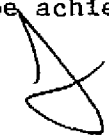
On the recommendation of the Assistant Chief Executive the Sub-Committee approved the regrading of two members of the Depot Operations staff to recognise acceptance of additional duties. They also approved enhancements to the salaries of two staff within the administrative and messenger services section of his Department to reflect the increased responsibility of the postholders. The cost of the improvements would be charged against the savings made in the salary votes of the Department which had been achieved during the current financial year.

106. CAR LEASING SCHEME

The Director of Finance reported that several Essex Local Authorities operated car leasing schemes which were seen as a valuable aid to the recruitment and retention of staff and yet produced savings in costs over the car allowance scheme provided under the National Scheme of Conditions of Service. The Sub-Committee considered suggested arrangements which would not involve any cost to the Council and agreed that they should recommend approval in principle to the introduction of a car leasing scheme for those staff who were essential car users and accepted the "lump sum" method of payment.

The next step would be to consult the staff concerned on their reaction to the proposals after which the Sub-Committee could settle the details of the scheme.

A Member suggested that the Director might make enquiries of the County Council to ascertain whether further economies might be achieved if the District Council were to participate in that scheme.



RECOMMENDED (1) That a car leasing scheme for "lump sum" essential users be agreed in principle.

(2) That the Director of Finance undertake a survey of the staff concerned to assess potential demand and report back further on the details of the scheme and the response of the staff.

(3) That authority to implement the scheme in detail be delegated to the Staffing Sub-Committee. (DF)

107. STAFF APPRAISAL

The Sub-Committee reviewed the operation of the revised staff appraisal scheme which had been implemented for the 1986 appraisal exercise. The new scheme had involved a quite fundamental move from subjective to objective appraisal, substantial changes to the appraisal forms, the introduction of target setting as a means of measuring performance on specified areas of work and the issue of guidance notes for appraisers and appraisees. With such major changes in the scheme the Sub-Committee had accepted that fine tuning would be necessary after the first year's experience of its operation. They had to satisfy themselves that each Directorate was setting targets of the same quality and quantity and to see that the scheme was being applied uniformly throughout the Council's service.

The Sub-Committee had before them the performance targets set by the various Departments and agreed that there was uniformity of approach. They noted that copies of all the schedules of departmental targets had been sent to each Director which would further assist in this objective. The progress of Departments towards the achievement of the targets would form part of next year's appraisal exercise as well as the setting of further targets to be met in 1987.

A further concept of the new scheme was that it would draw together measurement of individual performance and the service performance requirements to be established under the three E's exercise whereby there would be aims, policies and objectives for each major service area. This latter process had yet to be completed and was within the reference to the Audit Panel. The Sub-Committee agreed that there should be only one system of performance measurement to serve both ends but that it was right to divorce responsibility for individual staff assessment from the review of the overall performance of the Council in major service areas. In the longer term service objectives would be included in staff job descriptions but in the interim, the appraisal of Directors would include any three E's report which had been approved by the Council. The Sub-Committee agreed to report to the Audit Panel in due course to ensure a fully co-ordinated system of performance review.

The Sub-Committee also considered whether the Staff Reward Scheme should now be formally adopted. It had been introduced for a trial period of one year as part of the changes to the appraisal scheme and was intended to recognise outstanding effort by a one-off lump sum payment. The Council's Staff Side in giving their support for the Scheme had suggested that it might be applied more widely without necessarily increasing the cost and that it would be helpful if there was a better understanding of the criteria which the Council applied. It was also suggested that greater publicity might be given to the scheme by identifying the home Departments of persons receiving an award. The Sub-Committee agreed that the reward scheme experiment had proved worthwhile and that its adoption by the Council could be recommended. They accepted that a lower

threshold for a reward was desirable and agreed that this should be £50. The highest reward of £200 would no longer appear in the scheme but would remain at the Sub-Committee's discretion. As to the criteria for reward the Sub-Committee agreed to amplify the explanation contained in the description of the scheme and that this document (as appended) should now be included in the Council's Staff Handbook. The Sub-Committee were not persuaded that in announcing the rewards they should record the Departments involved as for the smaller Directorates this would all but identify the individual.

Turning to the appraisal scheme itself, the Sub-Committee approved the appended statement for the Staff Handbook setting out the aims and objectives of the scheme as it was felt essential that there was a clear understanding of its purpose. They agreed with a recommendation of the Management Team and Working Party of Principal Assistants that in order to achieve the best results from staff appraisal which was a time consuming process, formal training for appraisers in the interviewing technique was now vital. The Sub-Committee authorised expenditure of up to £500 for this purpose to be met from savings in salary votes in the current estimates and noted that it was intended to seek the assistance of the Local Government Staffing Bodies.

In previous years the appraisal exercise had to be completed by the end of March and this timescale had proved to be unrealistic as its implementation occurred at the very period when some Departments were heavily committed to work of a higher priority. The Sub-Committee agreed that a more flexible approach was necessary with the appraisal programme. Those Departments who could complete the exercise by the end of March would continue to do so and submit their schedules of targets to the Sub-Committee for initial review during April. The other Departments would finish their appraisal process as soon as possible and then report their schedules of targets to the Sub-Committee. A second monitor of the progress towards achieving the targets would take place in September with a final review by the Sub-Committee in December to set the stage for the next appraisal exercise.


The Sub-Committee also approved some minor amendments to the appraisal forms which would be advised to the Staff Side along with the statements to be included in the Staff Handbook.

Finally, the Sub-Committee noted that the Chief Executive had set up a Working Party to analyse the training needs which in accordance with existing policy would be directed towards improving performance.

RECOMMENDED (1) That the Staff Reward Scheme be now adopted in the form set out in the appended statement and that its implementation continue to be delegated to the Sub-Committee.

(2) That the Sub-Committee report to the Audit Panel in due course on the means of co-ordinating the corporate process of performance review.

(3) That approval be given to expenditure of up to £500 for training in appraisal interviewing techniques, the cost to be met from savings in salary votes in the current financial year. (SEC)



ROCHFORD DISTRICT COUNCIL

APPENDIX TO THE REPORT OF THE STAFFING SUB-COMMITTEE

STAFF APPRAISAL SCHEME - REWARD

The Council's appraisal system makes allowance for special effort to be rewarded by a lump sum net payment of £50, £100 or £150 which will not be pensionable.

It is intended that this scale of payment should be entirely separate from established salary scales and should be identified with the appraisal system alone.

The National Scheme of Conditions of Service already provides for the Council to recognise additional responsibility or advancement of an employee either by awarding accelerated increments or regrading. The reward payments are intended for a different purpose. They are not for doing a job well because this is no more than any employer should expect. It would be difficult to describe every circumstance where they might apply. As a guide however they might be paid at any level to a person who had made an exceptional contribution over and above the normal call of duty whether in connection with his own responsibilities or those of another person whether in his own or another Directorate.

The selection process to identify the persons to receive reward payments will take place towards the end of the appraisal exercise and will be as follows:-

Each Chief Officer will submit a list to the Chief Executive of those staff in their departments who they are recommending along with the amounts each should receive. No mention will be made of this on the appraisal forms.

Chief Officers will be required to give justification for their recommendations.

Chief Officers can also recommend staff in departments other than their own with a similar requirement for justification.

The Chief Executive will confirm to each Chief Officer whether he supports the recommendations and draw attention to any recommended amounts which he considers inconsistent.

No Member of the Council will be permitted to submit any recommendations.

The recommendations will be submitted to the Staffing Sub-Committee who will be advised by the Chief Executive and Secretary to the Council but with the other Chief Officers present to speak in support of their individual nominations. However only the Chief Executive and Secretary will be present when the Staffing Sub-Committee determine the recommendations but they too would have to withdraw individually if their own recommendations were under discussion.

The Staffing Sub-Committee will record in their Minutes the total number of awards made under the Scheme.

APPENDIX II

STAFF APPRAISAL SCHEME

The Council recognises that its staff are its most important resource, and reviews their performance by an annual appraisal exercise.

The process begins in January, when the Staffing Sub-Committee assess the performance of Directors, both individually and Departmentally, over the past year, and identify the objectives to be met in the year ahead. Appraisal forms are then issued to Directorates for all staff and a timetable agreed for the completion of the forms which, generally speaking, would be by March or April. Rochford's scheme is essentially performance-related and provides, where appropriate, for objective assessment through the setting of mutually agreed targets. These then form part of the appraisal in the following year. The setting of targets gives an incentive to the individual and provides management with a better appreciation of the commitments on the organisation.

The appraisal scheme sets out to establish current levels of performance and to seek ways of improving it. The documentation is designed to encourage an exchange of views between the employee and the different levels of management within a Directorate. People perform best when they know what is expected of them, and the exercise enables a clearer understanding of what is required from each individual and the particular problems they encounter in their work. The opportunity exists through the interviewing process to identify strengths and weaknesses in individuals, in the organisation, in the systems it adopts, and the way in which it works, so that where possible changes can be made to increase efficiency and job satisfaction.


The system seeks to discover any potential skills which could benefit the authority and to identify areas where an individual's performance would be improved or potential developed by further training or career planning.

The appraisal system includes a reward scheme (a copy of which is included in the Handbook) which provides for special effort to be rewarded by a lump sum payment. All such payments are authorised by the Staffing Sub-Committee on the recommendation of a Director.


Although it is fair to say that many of the aims of the staff appraisal scheme are met on a day to day basis within Departments, the formal staff appraisal scheme provides an invaluable opportunity for both officers and management to put their views and ideas in writing and to allow a structured occasion for open discussion of performance and future expectations.

It is not the aim of the staff appraisal scheme to overtake or replace the established grading or disciplinary procedures of the authority.

Each Officer will be required to complete a staff appraisal form provided they have been employed for four months in a particular post. The Officer's comments and any assessments made by senior officers would be submitted to the Chief Officer, who conducts the final Departmental appraisal interview with each individual member of staff. Once the appraisal form is completed with the Chief Officer's comments and assessment, it is returned to the Officer to allow them to make any comments they feel appropriate.



A part of the Chief Executive's responsibility in the process is to see that the system has operated uniformly and fairly throughout the Council's service. The Chief Executive, therefore, receives all appraisal forms before they are placed on the individual's personal file and there is a right of appeal to him by any person dissatisfied with their appraisal. A further avenue of appeal is available to the Staffing Sub-Committee. The Staffing Sub-Committee may wish to interview other members of staff about their individual achievements.



ROCHFORD DISTRICT COUNCIL

POLICY AND RESOURCES COMMITTEE - 9TH DECEMBER 1986

JOINT REPORT OF CHIEF EXECUTIVE AND SECRETARY TO THE COUNCIL

CYCLE OF MEETINGS 1986/87 AND 1987/88

1. The Cycle of Meetings for the current Municipal Year provides for the Annual Council Meeting to take place on 12th May 1987 i.e., in the week after the Elections to be held on 7th May. This follows the arrangements made this year which were different from previous years because the date of Elections was delayed by one week as the appointed day fell on a religious holiday.

Clearly the short period between the Election and Annual Council does not allow sufficient time for the nominations process for Committee appointments etc., to take place, nor is it in accord with the Council's Standing Orders. The Council should therefore, now revert to its established practice of holding the Annual Meeting on the Tuesday in the week following i.e., 19th May 1987 with the first Planning Services Committee on 21st May 1987. A consequence of this requirement is that it will be necessary to hold the 9th April Meeting of the Planning Services Committee later in that Cycle, preferably on 23rd April.

2. The Cycle includes provision in February/March 1987 for the Special Meetings of the Policy and Resources Committee and Council on the rate making exercise. It is now known that the County will not make its Precept until 24th February and a re-arrangement of this Council's Meetings Programme is therefore required and is set out below.

CANCEL Special Policy & Resources Committee	5/2/87
CANCEL Special Council	17/2/87
RETAIN Special Policy & Resources	17/2/87
INSERT "Ordinary" Policy & Resources	24/2/87 Instead of 3/3/87
INSERT Special Policy & Resources & Council	3/3/87

1987/88

A Cycle of Meetings for the next Municipal Year is attached which takes account of the above changes, follows current practice and provides for the induction of new Members.

RECOMMENDED (1) That the Meeting of the Planning Services Committee programmed for 9th April 1987 be now held on 23rd April.

(2) That Annual Council be held on 19th May 1987 and Planning Services on 21st May.

(3) That the programme of Meetings in February/March 1987 be amended as set out in Paragraph 2 above.

(4) That the Cycle of Meetings for 1987/88 be adopted.
(856)(SEC)

ROCHFORD DISTRICT COUNCIL - CYCLE OF MEETINGS 1987/88

	MAY	JUNE		JULY	SEPTEMBER	OCTOBER	NOV. BE
MON		1. Staffing Sub.(S)					2.
TUE		2. Development			1.		3. Policy & Resources
WED		3. RVCZ		1. Chairmans Panel	2.		4.
THUR		4. New Members Induction		2. Health & Housing	3. Planning	1.	5.
FRI	1.	5.		3.	4.	2.	6.
SAT	2.	6.		4.	5.	3.	7.
MON	4. Bank Holiday	8.		6.	7.	5.	9.
TUE	5.	9. Policy & Resources		7. Leisure	8. RVCZ	6. Council	10. Council
WED	6.	10.		8. Audit	9.	7. Chairmans Panel	11. Sports Council
THUR	7. Elections	11. Planning		9. Development	10.	8. Health & Housing	12. Chairmans Panel
FRI	8.	12.		10.	11.	9.	13.
SAT	9.	13.		11.	12.	10.	14.
MON	11.	15.		13.	14.	12. Staffing Sub.(S)	16.
TUE	12.	16.	CIPFA CONFERENCE	14. Policy & Resources	15.	13. Leisure	17. Health & Housing
WED	13.	17.		15.	16.	14.	18. Audit
THUR	14.	18.		16.	17.	15. Planning	19. Planning
FRI	15.	19.		17.	18.	16.	20.
SAT	16.	20.		18.	19.	17.	21.
MON	18.	22.		20.	21.	19. Staffing Sub.(W)	23.
TUE	19. Annual Council	23.	ADC CONFERENCE	21. Council	22. Staffing Sub.	20. Development	24. Leisure
WED	20. Chairmans Panel	24.		22.	23.	21.	25.
THUR	21. Planning	25.		23. Planning	24. Planning	22. Audit	26. Development
FRI	22.	26.		24.	25.	23.	27.
SAT	23.	27.		25.	26.	24.	28.
MON	25. Bank Holiday	29. Staffing Sub.(W)		27.	28.	26.	30.
TUE	26. Health & Housing	30. Council		28.	29. Policy & Resources	27.	
WED	27. Audit			29.	30.	28.	
THUR	28. Leisure			30.		29.	
FRI	29.			31.		30.	
SAT	30.					31.	
MON		001513					

NATIONAL HOUSING
& TOWN PLANNING
CONFERENCES

ROCHFORD DISTRICT COUNCIL - CYCLE OF MEETINGS 1987/88

	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY
CON			1.			2. Bank Holiday
UE	1. RVCZ		2. Council	1.		3.
ED	2.		3.	2.		4.
THUR	3.		4. Chairmans Panel	3. Spec. Policy & Resources & Council		5. Elections
FRI	4.	1. Bank Holiday	5.	4.	1. Bank Holiday	6.
SAT	5.	2.	6.	5.	2.	7.
SUN	7.	4.	8.	7.	4. Bank Holiday	9.
TUE	8. Policy & Resources	5.	9. Health & Housing	8. Council	5.	10.
ED	9.	6.	10. Audit	9. RVCZ	6.	11.
THUR	10.	7. Planning	11. Leisure	10. Chairmans Panel	7.	12.
FRI	11.	8.	12.	11.	8.	13.
SAT	12.	9.	13.	12.	9.	14.
SUN	14.	11.	15.	14.	11.	16.
TUE	15. Council	12.	16. Spec. Policy & Resources	15. Audit	12. Policy & Resources	17. Annual Council
ED	16.	13.	17.	16.	13.	18.
THUR	17. Planning	14.	18. Development	17. Health & Housing	14.	19. Planning
FRI	18.	15.	19.	18.	15.	20.
SAT	19.	16.	20.	19.	16.	21.
SUN	21.	18.	22.	21.	18.	23.
TUE	22.	19.	23. Policy & Resources	22. Leisure	19. Council	24.
ED	23.	20.	24.	23.	20.	25.
THUR	24.	21.	25. Planning	24. Planning	21. Planning	26.
FRI	25. Bank Holiday	22.	26.	25.	22.	27.
SAT	26. Bank Holiday	23.	27.	26.	23.	28.
SUN	28. Bank Holiday	25.	29.	28.	25.	30.
TUE	29.	26. Policy & Resources		29. Development	26.	31.
ED	30.	27.		30. Sports Council	27.	
THUR	31.	28. Planning		31.	28.	
FRI		29.			29.	
SAT		30.			30.	
MON						

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ROCHFORD DISTRICT COUNCIL

POLICY AND RESOURCES COMMITTEE - 9TH DECEMBER 1986

JOINT REPORT OF CHIEF EXECUTIVE, SECRETARY AND DIRECTOR OF FINANCE

ROCHFORD OLD PEOPLE'S DAY CENTRE, BACK LANE, ROCHFORD (Minute 432/86)

1. Introduction

In October the Council agreed that the Rochford Old People's Welfare Committee and the Citizens Advice Bureau should be charged a reasonable rent under the terms of the 21 year lease for their occupation of this new building. The reasonable rent had been assessed by the District Valuer on a restricted use basis as 50% of the true market value of the premises and satisfies the legal duty on the Council under the Local Government Act 1972 to secure the best terms which can reasonably be obtained from the disposal of its assets. In the legal sense the grant of a leasehold interest is regarded as a disposal. Members are reminded that the Council would be responsible for maintenance of the building.

2. The Position of the Old People's Welfare Committee

Whilst the goodwill that has existed between the Council and Rochford Old People's Welfare Committee over the years still endures, the Trustees of the Committee who would enter into the lease are concerned as to the commitment they would be accepting whereby the Council is both landlord and benefactor. Under the lease they would be required to meet the rent demanded or give notice to determine their occupation when as they see it they would have to rely on a grant from the Council to meet the rent. It is the possibility that a future Council might not give sufficient grant to meet the rent that leaves them with a feeling of uncertainty about taking a lease and quite understandably they are seeking some form of guarantee from the Council in this respect. As for their present financial position the Trustees have indicated that if the Council did not make full allowance for the rent in the grant, then the Day Centre would not be a viable proposition and they could not enter into the lease.

3. The Council's position

Misunderstandings have arisen on the intentions of the Council in seeking to grant a leasehold tenure of the new building to the Old People's Welfare Committee.

The former Day Centre was a demountable building in a poor state of repair and their occupation rested on an exchange of letters. The new building on the other hand represents a considerable asset in a prime Town Centre location. It must be well maintained and its occupation has therefore to be dealt with on a formal basis. There is now no disagreement on this issue. It is too the Council's practice now that the true cost of services should be shown and that there should not be hidden subsidies arising from the free use of premises whether this be in Council halls or other buildings. Where such uses are agreed they are usually matched by Council grant. As reported to the Committee in July last this is the arrangement that was envisaged with regard to the Day Centre and is the same as the local organisations accommodated at the Rayleigh Civic Suite. Actually the rent element of such grants is not paid to the local organisation but is retained by the Director of Finance who arranges the necessary transfers between accounts.

4. Suggested Course of Action

On this basis it is suggested that, subject to the agreement of the Old People's Welfare Committee, the effective date of the lease be 1st April 1987, and that separate provision be made in the draft Estimates for an additional grant to the Old People's Welfare Committee to meet the rent under the lease. The Old People's Welfare Committee would continue to make application for a grant towards the cost of their established activities. As to the form of the guarantee being sought by the Old People's Welfare Committee for the maintenance over the period of the lease of a separate grant from the Council to meet the rent of the Day Centre, it was explained to their representatives that the Officers would have reservations about recommending such an arrangement unequivocally. In much the same way as the Trustees are concerned that a future Council might not feel disposed to always make a grant to cover the rent, the Officers feel that the Old People's Welfare Committee might in the future have resources at their disposal to meet the rent themselves and that a future Council would not wish to be bound by a guarantee that did not take account of this possibility.

It is suggested therefore that the Council enters into an agreement concurrent with the lease which will bind it to meet the rent under the lease, provided that the Old People's Welfare Committee have insufficient resources to meet their commitments under the lease as evidenced by the production of certified accounts.

5. Works required to the building

At the July Meeting when the rental terms were under consideration the Committee deferred consideration of a report from the Secretary and Director of Development on additional works required to the building. An extract from that Joint Report is set out below:-

"The new Day Centre was completed by the Council early in 1985 to replace that housed in the temporary building which was located alongside the Council's Computer Centre, but which has since been demolished.


The design of the new building was based on the uses of the old Centre and the numbers attending the social and luncheon club activities held there, and where it was thought that 50 persons would be the likely maximum to be in attendance at any one time. Since the new Centre was opened it has gained tremendously in popularity and attendances have risen considerably - an undoubted success story and ample justification for the replacement of the old building. The increased attendances mean, however, that the fire precautions, separation and means of escape provision will now need to be upgraded and the Fire Brigade has submitted recommendations in this respect. Similarly the additional use made of the kitchen has led the Director of Health and Housing to reappraise the suitability of the present arrangements and he has recommended improvements to the kitchen ventilation. All in all these works are estimated to cost £6,000 and may be summarised as follows:-

	£
1. Ventilation extract system to kitchen	2,750
2. Alterations to means of escape	1,900
3. Emergency lighting system	750
4. Separation works	600

Whilst there is no specific provision for this expenditure in the Capital Programme, Management Team consider in view of the safety and hygiene aspects that the work should be put in hand as soon as possible on the basis that savings are emerging in the cost of other schemes in the Programme."

RECOMMENDED (1) That subject to the agreement referred to in paragraph 4 above the Council do agree to make separate provision for an annual grant to the Rochford Old People's Welfare Committee to meet the rent due under their lease of the Day Centre.

(2) That the works required to the Day Centre with regard to fire precautions, separation, means of escape and kitchen improvements be put in hand as soon as possible at a cost of £6,000 and that savings be identified in the Capital Programme to this value. (4322)(SEC,DD & DHH)



ROCHFORD DISTRICT COUNCIL

POLICY AND RESOURCES COMMITTEE - 9TH DECEMBER 1986

JOINT REPORT OF THE DIRECTORS OF DEVELOPMENT AND FINANCE

ROCHFORD YOUNG BUSINESSMAN OF THE YEAR AWARD

The Directors of Development and Finance report that following the Council's decision to instigate the above mentioned competition (Minute 515/86 refers), meetings have taken place with the Manager of the Young Enterprise Centre. It has been agreed that, if Rochford would contribute £1,000 towards the first year's rental, irrespective of the size of unit allocated, Essex would agree to bear the remaining cost.

Attached to this report is a suggested set of rules, application form, covering letter and timetable for the competition. The following items also need to be considered:-

1. Name of Competition

Various alternative titles have been considered; the favoured title being Rochford Young Entrepreneur of the Year Award

2. Attracting Further Sponsors

If further sponsors could be attracted extra prizes could possibly be offered or the costs of the competition be reduced, e.g., free printing, etc. Extra prizes could be in the form of cash or, if available, extra spaces at the Young Enterprise Centre. There is no doubt that sponsorship would make the competition far more attractive and that endeavour should be made accordingly within the tight time constraints of the programme.

3. Preliminary Judging Panel

The rules provide for all entries to be considered at a preliminary review and only those that appear viable would be progressed to the second stage of the competition. It is suggested that the preliminary panel be constituted of the Chief Executive, Director of Development, Director of Finance, Director of the Essex Business Centre and Manager of the Young Enterprise Centre, or their nominees.

4. Professional Advice to Applicants

Those entrants that progress to the second stage will be offered professional advice in order to produce a business plan. The Manager of the Young Enterprise Centre has volunteers who would be prepared to carry out this service and Officers of Rochford District Council could also be involved in this part of the competition if and when appropriate.

5. Interview of Second Round Contestants

It is considered that all the contestants who submit a business plan should be interviewed by the preliminary panel of judges or their nominees. The best selection of ideas will be passed to the final panel of judges.

6. Final Panel of Judges


At this stage of the procedure, it is considered appropriate to involve elected Members who are known to possess good business acumen. The suggested constitution is:-

Two Members from Rochford District Council
One member from Essex County Council
Chief Executive
Director of Essex Business Centre.

7. Presentation of Prizes

It is suggested that if a person of national business stature could be persuaded to present the prizes, publicity will flow as a matter of course. The ideal type of person would be Richard Branson or Alan Sugar and it would be necessary to make an early approach to secure such a personality. A second alternative would be a well known sports or entertainment personality.

RECOMMENDED That approval be given to the implementation of the foregoing arrangements.



Dear Competitor,

Rochford Young Businessman of the Year Award

Thank you for taking the time to enquire about this exciting competition which has been sponsored by Rochford District Council in collaboration with Essex County Council.

The prize is a place at the Essex Young Enterprise Centre with one year's free rental. An application form together with the rules of the competition are enclosed.

For the winner, the prize presents an exceptional opportunity to develop a firmly based profitable business. It is hoped, however, that everyone entering the competition will derive some benefit from the professional, expert advice which will be freely available to all competitors.

The intention of the Young Enterprise Centre is to provide positive assistance to young persons getting businesses off the ground. There are 30 small workshop units for people under 25 years of age who have a good idea for starting up their own business. The Centre will provide a sheltered environment with units on beneficial terms, advice and counselling readily available, common services and organised training sessions. More details of the Centre are shown on the attached information sheets.

Contestants in the first instance should complete the enclosed application form. Where the panel of judges decide that an applicant has a sound idea, they will be invited to submit a detailed business plan.

Applicants that have been asked to submit a business plan will have at their disposal a panel of professional advisers to assist with the preparation of the plan. The prize will be decided upon the information contained in the business plan.

As you can see, even if you are not fortunate enough to win the first prize, you will have a basis upon which to build your idea and have the necessary information with which to approach a financial institution for assistance in starting a business.

The competition is free. The only investment you have to make is some of your time. The closing date for applications is 31st January 1987. Fill in your form and post it NOW!



The Essex Business Centre
Chelmer Court, Church Street
Chelmsford CM1 1NH

Telephone: Chelmsford (0245) 350388



Information

2. THE CENTRE

WORKSHOPS

The Essex Young Enterprise Centre will provide 30 individual workshops between 15 and 40 square metres, where young people can start up a wide range of small enterprises. Rent will be on a reduced basis in the early stages and will include an element for heating, lighting, rates and water so that tenants are aware of the need to budget for such items.

The workshops are intended to provide temporary accommodation for young people starting up a business until the business is strong enough to enter the "real world".

COMMON SERVICES

In addition to on the spot advice and training, the tenants will have access to the following common facilities -

telephone answering	"housekeeping" services
reception area	secretarial services
exhibition area	interview room


THE CLIENTS

The main objective of the Essex Young Enterprise Centre is to provide positive assistance to young entrepreneurs in getting small businesses off the ground. Clients will be young people between the ages 18 and 25 years old with a viable business idea.

The young people will probably be from one or more of the following groups -

Unemployed	Redundant
Youth Training Scheme	Enterprise Allowance Scheme
Educational establishments	Essex Business Centre clients
Employed	

Roy McLarty MBA DMS MBIM MIMMM
Director

An Essex County Council employment initiative 

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The Essex Business Centre
Chelmer Court, Church Street
Chelmsford CM1 1NH

Telephone: Chelmsford (0245) 350388



Information

3. BACK-UP SERVICES

COUNSELLING AND ADVICE

Business advice and counselling will be available to the young people largely through the existing resources of the Essex Business Centre (the County Council's business advisory service). Tenants will be able to seek the help of experienced counsellors in the areas of marketing, finance, exports and general business planning. As now, this help will also be available to other young Essex entrepreneurs who are not tenants of the Young Enterprise Centre.

TRAINING

The Centre will run a number of courses through the Essex Business Centre, and will call upon a wide range of tutors and speakers. Designed to help develop business skills, courses will include such areas as market research, selling, office practice and financial planning. These training courses will also be made available to young Essex entrepreneurs.

The aim is to get the business ideas of young people onto a commercial footing as soon as reasonably possible and at the same time provide the sort of help which might otherwise not be available to young people and which only comes from experience.

EXIT COUNSELLING

Before leaving the sheltered environment of the Centre some preparation for the outside world will be essential. This will be provided by advice and counselling in the following areas:-

- premises - identification, evaluation and lease/purchase decisions
- longer term business planning
- employment of other people
- access to continuing support services

Roy McLarty MBA DMS MBIM MInstM
Director


An Essex County Council employment initiative

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ROCHFORD ENTERPRISE.

Young Rochford Businessperson of the Year Competition.

Rules of Entry.

1. Entrants must be residents of the District of Rochford.
 2. Entrants must be aged between 16 and 25 years inclusive on 1st January, 1987.
 3. The entry must relate to a proposal of the competitor himself and may not be made on behalf of any other person. Joint entries will be acceptable but each applicant must comply with all the rules of the competition.
 4. The competition is not open to employees or Members of the Rochford District Council (or other sponsors) or their families.
 5. Entries may relate to any commercial office, industrial, studio, or other business enterprise, but may not relate to retailing or motor vehicle repairs.
 6. Entries may relate to an existing or proposed business and competitors may be self employed, working for another, students or unemployed. Entries may not relate to an existing enterprise however if it is an established business operating from authorised premises.
 7. The successful competitor(s) must agree to comply with all the terms and conditions of the Essex Young Enterprise Centre.
 8. The successful competitor(s) must be able to take up the prize(s) by 1st June, 1987.
 9. The prize(s) will be sponsorship at the Essex Young Enterprise Centre and there will be no cash alternative.
 10. The prize(s) may be forfeited at the discretion of the Council if not taken up by the date specified in Rule 8 above.
 11. The decision of the Judges on the competition will be final and no correspondence will be entered into on any matter.
- 

ROCHFORD ENTERPRISE

ROCHFORD YOUNG BUSINESSMAN OF THE YEAR AWARD

APPLICATION FORM

SECTION A - PERSONAL DETAILS

Name: _____	Age: _____
Address: _____	Date of Birth _____
_____	Telephone: _____
_____	Home: _____
Post Code _____	Business: _____
	Employment Status: _____
	Employed/Self Employed/Student/ unemployed/other
	(delete inappropriate description)

SECTION B - BUSINESS DETAILS

Area: What area of floor space at the Essex Business Centre would you require?
_____ sq ft/m²

Set up time: If you are the winner of the competition, how much time would you require
to set up the operation? _____ weeks.

Equipment: Please list the items of equipment that you would need to locate at the
Centre.

Continue on separate sheet of paper if necessary.

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SECTION B - BUSINESS DETAILS - CONTINUED

Type of Business: Please give a brief outline of the business you intend to develop.

Continue on a separate sheet of paper if necessary.

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SECTION B - BUSINESS DETAILS

Business Status: Is the business currently in existence? YES/NO

If YES, please give details.

Experience: Please give a brief outline of the experience you have acquired in running this type of business.

This application is entered on my own behalf and I accept the rules of the competition as stated.

Signature _____

Date _____

This form to be returned to:

The Chief Executive
Rochford District Council
17 South Street
Rochford
Essex SS4 1BW

Closing date for applications 31st January 1987

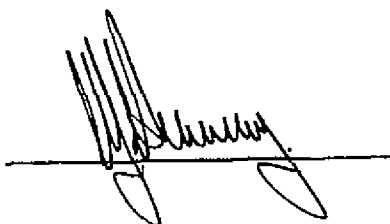


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TIMETABLE

24 November 1986	Management Team
9 December 1986	Policy and Resources Committee
16 December 1986	Council
25 November - 31 December 1986	Approach possible sponsors
5 January 1987	Launch competition
31 January 1987	Preliminary forms returned
2 February - 6 February 1987	Preliminary judging
9 February 1987	Notify successful candidates of second round stage
21 March 1987	Final date for submission of business plan
23 March - 3 April 1987	Preliminary panel to interview all contestants
10 April 1987	Final contestants' entries passed to Judges
17 April 1987	Final judgement
20 April 1987	Notify winner (allows six weeks for set up by Monday, 1 June)
Mid-May (date to be arranged)	Presentation.

CHAIRMAN



DATE 21-1-87

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ROCHFORD DISTRICT COUNCIL

Minutes of the Council

At a Meeting held on 16th December 1986. Present: Councillors J.A. Gibson (Chairman), M.N. Anderson, C.I. Black, R.H. Boyd, Mrs. R. Brown, W.H. Budge, Mrs. P. Cooke, B.A. Crick, T.L. Dean, D.F. Flack, C.J. Gardner, B.T. Grigg, M.J. Handford, Mrs. E.M. Hart, A.J. Harvey, D.R. Helson, Mrs. L.A. Holdich, Mrs. M. Hunnabell, Mrs. Jo Jones, Mrs. S.J. Lemon, Miss B.G.J. Lovett, C.R. Morgan, R.A. Pearson, J.A. Sheaf, S.H. Silva, S.A. Skinner, C. Stephenson, Miss D.M. Stow, J.P. Taylor, Mrs. L. Walker, D.A. Weir, Mrs. M.A. Weir and D.C. Wood.

Apologies: Councillors P.A. Beckers, C.J.B. Faherty, Mrs. J. Fawell, T. Fawell, Mrs. P.E. Hawke and Mrs. E.M. Heath.

624. MINUTES

Resolved that the Minutes of the Meeting of 11th November 1986 be approved as a correct record and signed by the Chairman.

625. CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed to the Meeting the Water Polo Team and presented them with the Ernie Adcock Trophy which had been awarded for their most outstanding contribution to the 1986 Essex Games at which they had taken first place in their event.

He advised Council that the Children in Need Appeal which had been held at Clements Hall Leisure Centre on 21st November 1986 had raised over £100,000 and he thanked all those staff who had given their time to make such a success of the evening.

Finally, he reminded Members that the last normal despatch to Councillors before the Christmas holiday period would take place on Friday, 19th December 1986.

626. MINUTES OF COMMITTEES

Resolved (1) that the Minutes of Committees be received and the recommendations contained therein be adopted subject to the amendments shown.

(2) that the Common Seal of the Council be affixed to any documents necessary to give effect to decisions taken or approved by the Council in these Minutes:-

<u>Committee</u>	<u>Date</u>	<u>Minute Nos.</u>
Health and Housing Services	18th November 1986	539 - 552

Petition on Noise Nuisance - Southend Airport (Minute 541)

It was moved by Councillor B.A. Crick and seconded by Councillor R.H. Boyd that the recommendations be amended to refer specifically to the problems of night flights and the proposal was supported by the Council.

Resolved (1) that notwithstanding its desire to see the continuing economic growth of Southend Airport, this Council express concern at the problems experienced by residents of the Rochford District particularly in respect of aircraft movement at night.

Council

(2) that Southend-on-Sea Borough Council be advised accordingly and requested to adjust their policies to bring about a reduction in aircraft movement at night. (2) (DHH)

Essex Ambulance Service - Operational Plan 1987/90 (Minute 543)

The Chairman agreed a request from a Member that the Council should seek to obtain the information which the Ambulance Service would be collating on journey times and manpower implications as statutory consultees on the proposed closure of the Southend Cancer Treatment Unit, (26609) (DHH)
including the cost implications.

Planning Services 20th November 1986 553 - 560

Leisure Services 25th November 1986 561 - 577

Environmental Maintenance - Parks Section (Minute 571)

The Chairman noted for attention by the Officers certain areas in Rayleigh where environmental maintenance could be improved including Weir Farm and the public gardens in Crown Hill. (131) (DL)

Development Services 27th November 1986 578 - 593

Private Street Works Consultation Exercise - The Drive area, Hullbridge (Minute 586)

At the request of a Member the Chairman of the Committee agreed to ask his Committee to look again at the possibility of improving the condition of the footpaths in this area. (1789) (DD)

Policy and Resources Committee 9th December 1986 594 - 623

Replacement of Shredding Machines and Review of Photocopying and Reprographic Services (Minute 618)

The Chairman of the Committee indicated that further consideration had been given to the replacement of this equipment and revised arrangements were now recommended in respect of the requirement for shredding machines which would produce a saving. In all other respects the proposals in the Assistant Chief Executive's confidential reports to the Committee could be pursued.

Resolved (1) that provision be made within the Vehicle Plant and Equipment Replacement Fund for the purchase from Essex County Supplies Department of one Scimitar 4103 shredding machine for the finance and computer waste, one Scimitar 3104 shredding machine for general office use and one Scimitar 2201A shredding machine for Members' use at a total cost of £3,997 plus VAT.

(2) that in respect of the main Council Offices, Rochford, approval be given to the acquisition of two Ricoh FT5010 zoom copiers at a total cost of £5,990 plus VAT and one Ricoh FT5010 zoom copier with automatic duplexing unit at a cost of £4,045 plus VAT from Electronic Office Equipment PLC, Basildon, the financing to be met from the Vehicle Plant and Equipment Replacement Fund.

(3) that a further Ricoh FT5010 zoom copier with auto duplexing unit be purchased for use within the Leisure Directorate Offices at

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Council

Clements Hall, at a cost of £4,045 plus VAT from Electronic Office Equipment PLC, Basildon, financing to be met from the Vehicle Plant and Equipment Replacement Fund.

(4) that the Council's existing Webb Offset Litho printing and associated equipment be replaced by the acquisition of a Canon laser copier NP9030 with recirculating document feed, retention memory unit and additional scanner, three laser printers each with automatic duplexing units, 2000 sheet paper decks and twenty five bin sorters at a total estimated cost of £27,744 plus VAT from Electronic Office Equipment PLC, Basildon, financing to be met from the Vehicle Plant and Equipment Replacement Fund.

(5) that Financial Standing Order 4.4 be suspended for the purposes of the contract with Electronic Office Equipment PLC., Basildon, as the variety of the items required and the maintenance service attached thereto comprises a negotiated package for which there is no reasonable alternative or genuine competition.

Gateway Food Markets Ltd. (formerly International Stores), 12-24 Eastwood Road, Rayleigh (Minute 620)

Note: Councillor Mrs. S.J. Lemon declared an interest in this item and being invited to remain in the Meeting took no part in the discussion or the voting thereon.

627. SUSPENSION OF STANDING ORDERS

During discussion of the foregoing Committee Minutes it was

Resolved that Standing Order 1.8 be suspended to enable the remaining business to be transacted.

628. NOTICE OF MOTION RECEIVED PURSUANT TO STANDING ORDER 5

It was moved by Councillor T.L. Dean and seconded by Councillor D.R. Helson:-

"That in accepting this Authority's duty to discourage irresponsible dog owners from allowing their animals to foul in public places to the inconvenience and discomfort of others and given that Southend Borough Council has been successful in its recent prosecutions, it is proposed that the practicality of this Authority instigating the necessary procedure for forming a Bye-Law for the prevention of such nuisances be brought before the next appropriate Committee".

Resolved that the Motion be referred to the Health and Housing Services Committee. (641) (SEC)

CHAIRMAN



DATE 18-2-27

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ROCHFORD DISTRICT COUNCIL

Minutes of the Planning Services Committee

At a Meeting held on 18th December 1986. Present: Councillors R. A. Pearson (Chairman), C.I. Black, R.H. Boyd, Mrs. R. Brown, W.H. Budge, T.H. Burt, Mrs. P. Cooke, B.A. Crick, T.L. Dean, Mrs. J. Fawell, T. Fawell, D.F. Flack, C.J. Gardner, J.A. Gibson, B.T. Grigg, M.J. Handford, Mrs. E.M. Hart, A.J. Harvey, Mrs. P.E. Hawke, Mrs. E.M. Heath, D.R. Helson, Mrs. L.A. Holdich, Mrs. M. Hunnable, Mrs. S.J. Lemon, Miss B.G.J. Lovett, C.R. Morgan, J.A. Sheaf, S.H. Silva, S.A. Skinner, C. Stephenson, Miss D.M. Stow, J.P. Taylor, Mrs. L. Walker, D.A. Weir, Mrs. M.A. Weir and D.C. Wood.

Apologies: Councillors P.A. Beckers, C.J.B. Faherty and Mrs. Jo Jones.

629. COUNCILLOR MISS B.G.J. LOVETT

Members of the Committee joined with the Chairman in expressing their warmest wishes to Councillor Miss B.G.J. Lovett upon her recent retirement.

630. MINUTES

Resolved that the Minutes of the Meeting of 20th November 1986 be approved as a correct record and signed by the Chairman.

631. MONITORING OF PERFORMANCE - MEETINGS OF 3RD JULY, 10TH JULY, 24TH JULY AND 16TH OCTOBER 1986

The Committee were satisfied that all necessary action had been taken. Minutes 326 (SEC), 327 (DD), 328 (SEC), 333 Para. S.31 (SEC), 392 (DD) and 488/86 (DD) were carried forward.

632. SCHEDULE OF DEVELOPMENT APPLICATIONS AND RECOMMENDATIONS

The Director of Development submitted a Schedule and a Supplementary Schedule and lists of development applications and Building Regulation applications decided under delegation.

Resolved that decisions be made in accordance with the recommendations in the appended schedule, subject to:-

Para. 4 - ROC/810/86

Application approved subject to the completion of a Legal Agreement to the satisfaction of the Secretary to the Council to reinforce the planning conditions and to restrict the remainder of the land under the applicant's control to use for the domestic needs and personal enjoyment of himself and his family only.

Para. 5 - ROC/865/86

Application deferred for further consideration.

Para. 6 - ROC/774/86

The Secretary to the Council 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 breaches of planning control the subject of this application.

Planning Services Committee

Para. 7 - ROC/775/86/AD

The Secretary to the Council 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 breaches of advertisement control the subject of this application.

Para. 12 - ROC/479/86

Delegated to the Director of Development to determine in consultation with the Chairman and Vice-Chairman of the Planning Services Committee on the outcome of a meeting by Officers of the Directorates of Development and Health and Housing with the applicants and a representative of the filtration equipment supplier. In the event of refusal, the Secretary to the Council be authorised to take all necessary action, including the issue and service of Notices and action in the Courts to secure the cessation of the unauthorised use currently taking place.

Para. 14 - ROC/698/86

Amend condition 15 to read:-

The buildings hereby approved and the application site shall be used for purposes connected with the storage and repair of Contractors' vehicles, plant and materials only and for no other use except for light industrial purposes as specified in Class III of the Schedule to the Town and Country Planning (Use Classes) Order 1972.

Para. 15 - ROC/857/86

Add additional condition -

2. No structural or elevational alterations shall be made to the building without the prior approval of the local planning authority.

Para. 17 - ROC/865/85/2

Note: Councillor Mrs. L.A. Holdich declared an indirect pecuniary interest in this application, being an adjacent resident, but remained in the Meeting and took no part in the discussion or the voting thereon.

Para. 18 - ROC/714/86

Amend condition 15 to read:-

The buildings hereby approved and the application site shall be used for purposes connected with the repair and maintenance of vehicles only and for no other use except for light industrial purposes as specified in Class III of the Schedule to the Town and Country Planning (Use Classes) Order 1972.

633. 131-133 FERRY ROAD, HULLBRIDGE (Minute 4/85)

The Director of Development reported that the new owners of these premises which were used as a Youth Leisure Centre in accordance with approval given by the Planning Services Committee on 3rd January 1985, had requested permission to extend their opening hours on both Christmas Eve and New Year's Eve this year from 11.30 p.m. until 12.15 a.m., which would

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Planning Services Committee

be a variation to Condition 3 of the original consent. Condition 4 relating to the hours of operation of the hot food takeaway facility would remain unaltered.

The Committee noted that there had been few complaints about noise or over-running of permitted times since these premises had come into their current use, and none in recent weeks. The Secretary to the Council would deal with the required extension to the Public Entertainment Licence and in any event the Regulations prohibited public entertainment on Christmas Day so that the licence would not run beyond midnight on Christmas Eve.

RECOMMENDED That the Local Planning Authority raise no objection to the extension of the opening hours on Christmas Eve and New Year's Eve 1986, on the understanding that the takeaway facility will close at 11.00 p.m. on both dates and that in accordance with the Regulations governing public entertainment, music and dancing shall cease at midnight on Christmas Eve.
(4251) (DD)

SCHEDULE OF PLANNING APPLICATIONS TO BE CONSIDERED BY

PLANNING SERVICES COMMITTEE 18th DECEMBER, 1986

All planning applications are considered against the background of current town and country planning legislation, rules, orders and circulars, and any development, structure and local 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 applications which have been determined under powers delegated to the Director of Development 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 the Director of Development, Acacia House, East Street, Rochford.


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PLANNING SERVICES COMMITTEE - 18th DECEMBER, 1986.

SCHEDULE INDEX

<u>ITEM NO.</u>	<u>PROPOSAL</u>	<u>CASE OFFICER</u>
1. ROC/812/86	Revised vehicular access and layout car park. The Cherry Tree P.H., Stambridge Road, Rochford.	TMM
2. ROC/825/86	Add ground floor extension forming entrance lobby and canopy. Zero Six Discotheque, Aviation Way, Rochford.	JW
3. ROC/747/86/AD	Erect board sign. 195, High Street, Great Wakering.	SS
4. ROC/810/86	Change of use to scrap metal merchant dealing in non-ferrous metals. Helmsley, London Road, Rayleigh.	TMM
5. ROC/865/86	Erect three detached dwellings with garages. Rear of Glebe Farm, Barling Road, Barling.	TMM
6. ROC/774/86	Add new shop front and erect fascia sign. 107, High Street, Rayleigh.	SJK
7. ROC/775/86/AD	Illuminated fascia sign. 107, High Street, Rayleigh.	SJK
8. ROC/749/85/1	Erect 5 detached houses and garages with access road. (details).	TMM
9. ROC/750/86	Erect detached house with vehicular crossing. Land adj. 236, Main Road, Hawkwell.	NACB
10. ROC/159/86/1	Erect three detached houses with integral garages (details). Adj. 128, Daws Heath Road, Rayleigh.	SJK
11. ROC/679/86	Addition of external car wash. Ashington Service Station, Ashington Road, Ashington.	JF
12. ROC/479/86	Change of use of part of warehouse to paint spray booth with ancillary external ducting (chimney). 90, Main Road, Hawkwell.	JW
13. ROC/777/86	Change of use to offices. 31, Bellingham Lane, Rayleigh.	JW
14. ROC/698/86	Erect repair workshop with ancillary offices in connection with storage and repair of contractors vehicles, paint and materials. Unit 18, Rawreth Ind. Estate, Rawreth Lane, Rayleigh.	JF
15. ROC/857/86	Change of use from part shop and part dwelling house to complete house. 65, High Street, Great Wakering.	MS

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16. ROC/662/86 Outline application to erect nine detached houses with garages. NAC
Land to north of 63, sites of 65 & 67, Woodlands Road and land to rear there of, Hockley.
17. ROC/865/85/2 Erect detached bungalow with integral garage (details). NACB
Adj. 15, Hillside Avenue, Hawkwell.
18. ROC/714/86 Erect three single storey garage/workshops. JF
P.D. Autos, Rawreth Ind. Estate, Rawreth Lane, Rayleigh.
19. ROC/724/86 Ground and first floor rear and side additions and new garage. NACB
Rookwood, Hall Road, Rochford.
20. ROC/745/86 Alterations to front of store building to accommodate maintenance shop. NACB
Fisco, Brook Road, Rayleigh.
21. ROC/813/86 Change of use of ground floor to restaurant, new shop-front and ground floor rear extension. JW
138B, High Street, Rayleigh.
22. ROC/815/86 Installation of car wash. JF
Grange Service Station, London Road, Rayleigh.
23. ROC/760/86 Erect single storey side extension and chimney stack. JF
Brays House, Brays Lane, Ashigndon.
- 

PLANNING SERVICES COMMITTEE

18th DECEMBER, 1986

SCHEDULE OF DEVELOPMENT APPLICATIONS, WITH DIRECTOR'S
RECOMMENDATIONS, FOR DETERMINATION AT THIS COMMITTEE

1. ROC/812/86 ROCHFORD

THE CHERRY TREE PUBLIC HOUSE, STAMBRIDGE ROAD, ROCHFORD

Revised vehicular access and layout car park.

Watney Combe Reid & Truman, c/o Brian Davison Associates,
Kingsley House, 22/24, Elm Road, Leigh-on-Sea, Essex.

RECOMMENDATION: APPROVAL, SUBJECT TO:

All works shall be sited clear of the limits of the highway.

REPORT:

The proposals improve access arrangements to the frontage car park by removing an existing access and widening a second which has better visibility splays to Stambridge Road.

2. ROC/825/86 ROCHFORD

ZERO SIX DISCOTHEQUE, AVIATION WAY, ROCHFORD

Add ground floor extension forming entrance lobby and canopy.

Queens Moat Houses, PLC, c/o B.M. Trevillion Interiors Ltd.,
16, Leicester Road, New Barnet, Herts.

Floor Area: 30m².

RECOMMENDATION: APPROVAL, SUBJECT TO:

1. Std. Cond. 3 - Commence in five years.
2. Std. Cond. 9 - Materials to match existing.

3. Notwithstanding the submitted plans, this permission does not constitute consent under the Town and Country Planning (Control of Advertisements) Regulations, 1984 for the proposed illuminated signs.

REPORT:

The applicants are seeking to update and refurbish their existing building and facilities, including the demolition of a fixed canopy and replacement with a more extensive synthetic one.

Consultations:

Civil Aviation Authority - no safeguarding objections.

Fire Officer - drawings considered satisfactory providing recommendations made under Public Entertainment Licensing are implemented.

Director of Health and Housing - no adverse comments.

Rochford Parish Council - no objections.

3. ROC/747/86/AD GREAT WAKERING
 195, HIGH STREET, GREAT WAKERING

Erect board sign.

Mr. M. Sherman, c/o G.B. Spencer Ltd.,
2, Market Square Chambers, Rochford, Essex.

RECOMMENDATION: APPROVAL.

REPORT:

A previous application (ROC/537/86/AD) was recently refused on the advice of the County Planner. The current application in terms of scale and colour would not have a detrimental effect on the conservation area.

Consultations:

County Planner - no objection.



4.

ROC/810/86 RAYLEIGH

HELMSLEY, LONDON ROAD, RAYLEIGH

Change of use to scrap metal merchant dealing in non-ferrous metals.

Mr. R. Pullen,
Helmsley, London Road, Rawreth, Wickford, Essex.

RECOMMENDATION: APPROVAL, SUBJECT TO:

1. This permission shall enure for the sole benefit of the applicant, Mr. R. Pullen, and to no other person or business undertaking.

2. The use hereby permitted shall be limited to the collection, weighing, bagging and storage of non-ferrous metals only within the area of the application site defined by a red line on the submitted 1/500 scale plan accompanying the application. The permitted use shall not take place on any other part of the land under the applicants control.

3. No scrap motor vehicles, machinery, or plant shall be kept, broken up, or dismantled on the site.

4. Any non-ferrous metal stored outside the building included in the application site shall not be stored above a height of 1.5m (5ft.) measured from the existing ground level.

5. There shall be no burning of any materials associated with the use on the application site.

6. No retail sales shall take place on any part of the application site.

REPORT:

The use is already operating and has been the subject of reports to the Committee on 22nd May, 1986 and 16th October, 1986 (Minute Nos. 248/86 and 487/86).

At the October meeting, Members considered the details of this case and, having regard to the small scale nature of the use and the reduction in commercial activity compared with the previous use as a nursery/garden centre, considered that a controlled permission supported by a Legal Agreement would be favourably received. The application has been submitted in response to the Committees decision.

In addition to the conditions set out in the recommendation, the Committee agreed that the accompanying Legal Agreement should restrict the remainder of the land under the applicants control to use for the domestic needs and personal enjoyment of himself and his family only.

5.

ROC/865/86 GREAT WAKERING

REAR OF GLEBE FARM, BARLING ROAD, BARLING

Erect three detached dwellings with garages.

Savana Properties Ltd., c/o B.E. Architects Ltd.,
151A, High Street, Brentwood, Essex, CM14 4SA.

REPORT:

This application is a fresh detailed submission for the development and was received on the day before the last Committee meeting on 20th November, 1986. At that meeting Members expressed their view on the detailed proposals for the site access following a site visit on 8th November and decided to stand by their decision made on 25th September, 1986 to refuse permission for the detailed proposals for the following reason :-

The altered position of the site access and the consequential need to remove natural vegetation confirmed to be retained by the Legal Agreement which accompanied the outline permission dated 9th April, 1985 would be detrimental to the amenities and setting of the adjacent dwelling, Barling House, which is a building listed as a Building of Architectural or Historic Interest.

Arising from the Committee's decision at the last meeting the applicants agents have examined their proposals and the plan which accompanied the Legal Agreement more closely and have responded by letter dated 1st December, 1986 as follows :-

"I write with reference to the above planning application currently being considered and the discussions which took place at the Planning meeting on Thursday, 20th November.

Prior to the consideration of our revised application, I would request that my client's views and attitude towards the Legal Agreement are clearly relayed to your Members.

There is no wish by my client to request any amendments to the Legal Agreement made by the Council in April, 1985, their intention is to preserve and re-inforce the planting areas in excess of the extent detailed in the Agreement.

My client is re-aligning the access road to comply with all the written outline agreements and, in doing so, rectify the infringement between the sketch submitted for outline approval and the approval conditions. In so aligning the road a much greater width of protective vegetation is afforded to the whole of the eastern boundary to Barling House, with the minimum width being in excess of 4 metres stipulated in the conditions. It should be further noted that the width of the vegetation barrier shown on the outline drawing scaled less than 3 metres. In general, the widths of the drive-way as indicated on the sketch drawing can be shown to be purely indicative, the 5.5 metres drive-way scaling 7 metres and parts of the three metre drive scaling 4 metres.

I would be grateful if you could draw the above matters to your Members attention and enclose for your assistance in this matter, transparent overlays of the relevant drawings, all being of the same scale."

In addition to the letter the applicants Agents have produced and submitted plans illustrating an alternative access arrangement and the possible option of erecting a 1.8m high screen walling on the common boundary with Barling House. The alternative access option involves reducing the width of the first 6m of the access road to a width of 4.25m instead of 5.5m. The latter stemmed from consultation with the County Surveyor at the time of the original outline consent in 1984, although under agreed working arrangements and a Code of Practice with the County Highways Department it has been clarified that the District Council is not required to consult. Nevertheless, the Code of Practice states that residential developments within existing settlements comprising up to five dwellings and gaining access from roads of lower status than secondary distributors can be dealt with by the District applying the County standards set out in the Code of Practice. The Code stipulates that private drives should have a minimum width of 4.25m for the first 6m and can taper to a minimum width of 2.4m. In view of this the dimension appears reasonable.

The adjoining occupiers have been notified of the receipt of the new applications and the alternative proposals subsequently submitted. Any representations received will be reported verbally at the meeting although the normal period allowed for replies will not have elapsed by the date of the meeting.

The Committees observations on the alternative options are therefore requested but, should the Committee feel that one or more of the alternatives is acceptable, determination of the application could be delegated to the Director of Development subject to the satisfactory completion of consultations with the adjoining residents.

To summarise the alternative options now presented for consideration are :-

1. Acceptance of the applicants further plan and interpretation that it will not infringe the outline approval or the requirements of the Legal Agreement.
2. A reduction in the width of the access road to 4.25m as stipulated in the Code of Practice.
3. The acceptance of either 1 or 2 above with or without a section of 1.8m high screen walling on the common boundary with Barling House.

Although no formal recommendation is made as neighbour consultations are not yet complete, it is felt that option 2 involving a reduction in the width of the site access to 4.25 is a compromise which merits favourable consideration, particularly as such specification accords with the County Surveyor's Code of Practice for private drives serving five dwellings, whereas only three properties are involved in this case and avoids any threat to the landscaped area of concern.

6. ROC/774/86 RAYLEIGH
107, HIGH STREET, RAYLEIGH

Add new shop front and erect fascia sign.

Sketchley PLC., c/o Harper & Hodges,
Units 2 & 3, Claremont Industrial Estate, Claremont Way,
London, NW2 1AN.

RECOMMENDATION: REFUSAL, FOR THE FOLLOWING REASONS:

The shop front, by nature of its design and materials, is out of character with both the building and the Rayleigh Conservation Area.

REPORT:

The shop front has already been installed. The existing aluminium shop front was approved prior to the designation of Rayleigh Conservation Area, and the opportunity would normally have been taken to negotiate a shop front more sympathetic to the building and the Conservation Area.



Consultations:

Rayleigh Civic Society - no comments.

County Planner - recommends refusal on the grounds that the proposal, by the nature of its design and materials, is out of character with the Rayleigh Conservation Area.

7.

ROC/775/86/AD RAYLEIGH

107, HIGH STREET, RAYLEIGH

Illuminated fascia sign.

Sketchley PLC., c/o Harper & Hodges,
Units 2 & 3, Claremont Industrial Estate, Claremont Way,
London, NW2 1AN.

RECOMMENDATION: REFUSAL, FOR THE FOLLOWING REASONS:

The proposed sign, by reason of its design, materials and method of illumination, will be an unduly dominant and obtrusive feature out of character with Rayleigh Conservation Area.

REPORT:

Sketchleys is situated within Rayleigh Conservation Area where District Local Plan Policy SAT8 states that internally illuminated fascias will not normally be permitted. An illuminated sign was permitted in 1968 prior to the designation of the Conservation Area. The existing fascia sign has already been removed.

Consultations:

Rayleigh Civic Society - (i) do not feel that the sign is appropriate in this part of the High Street; (ii) the proposal incorporates the use of plastic panels; and (iii) the sign by reason of its colour and method of illumination would produce an unduly dominant and obtrusive feature in this part of the Conservation Area.

County Planner - recommends refusal on the grounds that the proposal is out of character with the Conservation Area.

8.

ROC/749/85/1 HOCKLEY

REAR OF 73, MAIN ROAD, HOCKLEY

Erect 5 detached houses and garages with access road (details).

Broseley Estates Limited, c/o Nigel S. Chapman,
3A, Powers Hall End, Witham, Essex, CM8 2H.

Site Area: 1.76 acres. Density: 2.8 d.p.a.

RECOMMENDATION: APPROVAL, SUBJECT TO:

1. The proposed access shall be provided with a 10m wide dropped kerb crossing brought out onto the run-in taper of the existing lay-by.

2. The proposed development shall be constructed in accordance with the schedule of finishes submitted under covering letter dated 23rd October, 1986 unless otherwise agreed in writing by the local planning authority.

3. The landscaping scheme indicated on the submitted site layout and location plan, drawing No. 86/705/1 dated September, 1986 shall be implemented during the first available planting season following the commencement of the development. Any tree or shrub dying within five years of planting shall be replaced by the applicant or their successors in title to the satisfaction of the local planning authority.

4. The proposed screen walls and fencing specified on the submitted site layout and location plan, drawing No. 86/705/1 dated September, 1986 shall be erected prior to the occupation of the proposed dwellings.

5. The proposed private drive beyond the security gates shall be hardsurfaced to the satisfaction of the local planning authority prior to the occupation of the proposed dwellings. That part of the private drive between Main Road and the security gates, together with the specified turning head, shall be hardsurfaced to the satisfaction of the local planning authority prior to the commencement of the proposed dwellings.

REPORT:

The submitted application is the details of the development approved in principle under Regulation 5 of the Town and Country Planning General Regulations, 1976 by the Essex County Council in October, 1985.



The scheme involves the erection of five large detached houses ranging in size from 206sq.m. (2,214sq.ft.) to 225sq.m. (2,422sq.ft.) served by a private drive. The site entrance is to be gated and the frontage to each dwelling is to be enclosed by walls and planting with access gates.

Consultation with adjoining residents has brought forward just one point of concern, namely from the occupier of 85A, Main Road, who raises no objection provided the access at the site of their property is not involved in any way to gain access to the development. The access concerned is not proposed to be utilised to gain access to the houses but a new sub-station is located adjoining the private access.

Consultations:

County Surveyor - no objections but directs imposition of Condition 1.

Anglian Water - no objections.

9. ROC/750/86 HAWKWELL

LAND ADJ. 236, MAIN ROAD, HAWKWELL

Erect detached house with vehicular crossing.

Mr. D. Loveland, c/o G.B. Spencer Ltd.,
2, Market Square Chambers, Rochford, Essex.

Frontage: 15.2m (50ft.); Depth: 55.9m (183ft.).

RECOMMENDATION: APPROVAL, SUBJECT TO:

1. Std. Cond. 3 - Commence in five years.
2. Std. Cond. 9 - Submit materials schedule.
3. Provision shall be made within the curtilage of the site for one double garage or space for such in addition to the parking and turning space indicated on the submitted drawing No. 4783 and such operation shall be completed prior to the occupation of the dwelling hereby permitted. The floorspace of the garage shall be used for no other purpose incidental to the enjoyment of the dwelling.
4. The landing and bathroom windows indicated "X" on the submitted drawing No. 4783 shall be obscure glazed.

REPORT:

This is an amended proposal following negotiations to reduce the overbearing affect on the adjacent residential property. The proposed dwelling will now be sited some 6m. away from the party boundary. A double garage will be situated within this area and the effect on the existing dwelling will consequently be minimal.

Consultations:

County Surveyor - to be reported at meeting.

Anglian Water - no objections.

Director of Health and Housing - no adverse comments.

County Planner - no objections.

Neighbour Representations:

Number Notified - 6; Number of Replies - Nil.

If any comments are received in respect of the amended proposal, these will be reported at the meeting.

10. ROC/159/86/1 RAYLEIGH

ADJ. 128, DAWS HEATH ROAD, RAYLEIGH

Erect three detached houses with integral garages (details).

John Gale, c/o Ashley Robinson,
73, South Primrose Hill, Chelmsford, Essex.

Frontage: 35m (115ft.); Depth: 33m (108ft.);
Density: 26 d.p.h. (10.5 d.p.a.).

RECOMMENDATION: APPROVAL, SUBJECT TO:

1. Std. Cond. 3 - Commence in five years.
2. Samples of materials to be used on external finishes shall be submitted to and approved by the local planning authority prior to the commencement of the development.
3. Std. Cond. 5 - A scheme of tree and/or shrub planting to be approved.



4. Std. Cond. 14 - 1.8m. (6ft.) high fencing to be erected.
5. Std. Cond. 12 - Garage to be incidental to enjoyment of dwelling.
6. There shall be no obstruction to visibility above the height of 600mm (2ft.) within the areas of the pedestrian sight splays hatched green on the block plan No. DH 01A returned herewith.
7. Where the surface finish of private drives is intended to remain in unbound materials, the drives shall be treated with an approved surface dressing to avoid the displacement of loose material onto the highway.
8. Std. Cond. 20 - No obstruction to visibility within areas of sight splays.

REPORT:

Outline planning permission for 21 detached houses was granted in June, 1986. This application is for the first phase of three dwellings (plots 1, 2 and 3) on the Daws Heath Road frontage adjacent to No. 104.

Consultations:

County Surveyor - no objections subject to position of garages, provision of visibility splays and surfacing of private drives (Conditions 6, 7 and 20).

Anglian Water - no objections.

Neighbour Representations:

Number Notified - 8; Number of Replies - Nil.

11. ROC/679/86 HAWKWELL

ASHINGDON SERVICE STATION, ASHINGDON ROAD, ASHINGDON

Addition of external car wash.

Ashingdon Service Station, c/o Leslie Wilkinson, RIBA.,
Central House, High Street, Ongar, Essex.

RECOMMENDATION: APPROVAL, SUBJECT TO:

1. Std. Cond. 3 - Commence in five years.

2. The hours of operation of the proposed car wash shall be restricted to 8.00 a.m. to 8.00 p.m. each day.

3. The driveway from the existing service station forecourt on the north side of the existing workshop to the entrance to the car wash shall be hard surfaced to the satisfaction of the local planning authority in accordance with details which shall have been submitted to and approved by the local planning authority before the car wash is constructed, and such hard surfacing shall be laid before the car wash is first used.

4. There shall be no floodlighting of the car wash or adjoining area.

REPORT:

The previous occupier of this service station obtained planning consent in 1980 for a rear extension to the existing shop and workshop, but that permission was not implemented and has now time-expired.

The new occupier proposes to form a driveway alongside the northern wall of the existing workshop and to continue the hardsurfacing at the rear of the building where one or two cars could queue whilst waiting to enter the rear of the proposed car wash which would be situated adjacent to the south wall of the building, washed vehicles being then driven straight out to Ashington Road.

The County Surveyor has no objections and the Director of Health and Housing reports that, having regard to the location of the proposed development, there is potential for nuisance from noise greater than exists at present; suggests that, whilst there are no objections against the proposal, the hours of operation of the car wash shall be 8.00 a.m. to 8.00 p.m.

Anglian Water have no objections.

No objections from adjoining occupiers have been received and the use of the land as now proposed should be potentially of less nuisance than the dense array of caravans, etc. that previously existed on the site, and the new occupier appears to be on amicable terms with the adjoining occupiers.

A number of cars are currently displayed for sale adjoining the southern fence behind the workshop, and a small portable office exists in the corner. The area of land behind the workshop does not have the benefit of any planning consent since the 1980 permission expired, and the new occupier has promised to submit a planning application for limited car sales or vehicle storage without delay. No complaints, however, have to date been received concerning any use of the land at the rear.



12.

ROC/479/86 HAWKWELL

90, MAIN ROAD, HAWKWELL

Change of use of part of warehouse to paint spray booth with ancillary external ducting (chimney).

Screenoprints (V.F.) Limited,
90, Main Road, Hawkwell, Essex.

REPORT:

This application was deferred at the last meeting for further negotiations to continue regarding the installation of more effective filtering equipment.

The current position will be reported verbally at the meeting.

13.

ROC/777/86 RAYLEIGH

31, BELLINGHAM LANE, RAYLEIGH

Change of use to offices.

Gibraltar House Properties Limited, c/o Laurence E. Brown & Co.,
154, Eastwood Road, Leigh-on-Sea, Essex.

Floor Area: 64m².

RECOMMENDATION: APPROVAL, SUBJECT TO:

1. Std. Cond. 3 - Commence in five years.
2. The premises shall be first used for the purposes hereby permitted by Messrs. Wiseman, Lee, Marshall, Solicitors.
3. The building shall be used as an office for professional, legal and commercial services only and for no other office use or purpose within Class II of the Town and Country Planning (Use Classes) Order, 1972 (i.e. as a bank, estate agency, building society, employment agency or office in connection with the business of car hire or driving instruction).
4. The use hereby permitted shall not exceed the following hours: 8.00 a.m. to 6.00 p.m. Monday to Friday and 9.00 a.m. to 12.00 noon on Saturdays. There shall be no use of the premises on Sundays.

5. Std. Cond. 33 - Car parking spaces to be marked on parking area.
6. Notwithstanding Part III of the Town and Country Planning (Control of Advertisements) Regulations, 1984, no advertising material or other lettering shall be displayed on or from any part of the building (including windows) without the prior written consent of the local planning authority.
7. The rear garden area shall not be used for car parking without the prior written approval of the local planning authority.
8. There shall be no obstruction above one metre in height along the site frontage.
9. Std. Cond. 10 - Details of screening.

REPORT:

A previous application for carte blanche office use was refused planning permission on 26th September, 1986 (ROC/609/86 refers).

The present application is for a specific office use and will be occupied initially by Wiseman, Lee, Marshall (Solicitors) as ancillary accommodation to their existing premises at 7, High Street, Rayleigh. The use will operate during normal office hours only and will accommodate a maximum of five staff comprising two executives and three support reception/secretarial workers.

The parking area is reduced to meet a neighbour objection concerning possible noise from cars to the rear. There is extensive car parking facilities within the High Street site.

Notwithstanding suggested Condition No. 6, the applicant would wish to have signwritten names on the first floor windows.

The application site is within an area zoned for office use within the Approved Review Development Plan, 1976 and this is repeated in the Draft Rochford District Local Plan.

Nos. 23, 25 and 27, Bellingham Lane have been granted planning permission for use as offices as follows :-

1. 23 and 25, Bellingham Lane for the benefit of Rochford Conservative Association at 7th December, 1983 (ROC/748/83 refers).
2. 27, Bellingham Lane for use as an accountants office at 26th July, 1985 (ROC/421/85 refers).

Consultations:

County Planner - comments that "this is part of an insidious and creeping office development in this area which contains most of the remaining residential properties in the Rayleigh Conservation Area.

I would suggest that the proposal be resisted strongly both on the grounds of loss of residential houses within the conservation area and also because there are outstanding and unimplemented office permissions within Rayleigh. Allowing these small scale proposals can only, in the long run, hold back new office development in the town. "

County Surveyor - no objection in principle, parking to local authority standard and subject to suggested Condition No. 7.

Rayleigh Civic Society - the proposed change of use will result in the isolation of 29, Bellingham Lane, which was enlarged and refurbished recently as a residential property. They are also concerned at the setting of a precedent for the conversion of "Mount Pleasant" adjacent to No. 31 if the development is allowed.

Fire Officer - the drawings are considered satisfactory provided detailed recommendations relating to "means of escape" and "fire fighting equipment" are incorporated into the scheme.

Director of Health and Housing - no adverse comments.

Neighbour Representations:

Number Notified - 4; Number of Replies - 1 (adjoining occupiers).

Material Planning Objections:

- will detract from appearance of area;
- use of rear garden for car parking will give rise to increased noise and disturbance;
- increased traffic to and from site;
- isolation of the dwelling, No. 29, Bellingham Lane, sandwiched between office uses.

14. ROC/698/86 RAYLEIGH

UNIT 18, RAWRETH INDUSTRIAL ESTATE, RAWRETH LANE, RAYLEIGH

Erect repair workshop with ancillary offices in connection with storage and repair of contractors vehicles, plant and materials.

Kesley Construction Ltd., c/o I.R. Turvey,
19, Downhall Ley, Buntingford, Herts, SG9 9JT.

RECOMMENDATION: APPROVAL, SUBJECT TO:

1. Std. Cond. 3 - Commence in five years.
2. Before the development is commenced, the proposed new access road approved under ROC/251/85 shall be constructed.
3. Access to the site shall be via a dropped kerb crossing 6m. wide in the location shown on the submitted drawing No. 3286/P1 returned herewith.
4. The six car parking spaces indicated on the submitted plan shall be laid out, hard surfaced and suitably and clearly marked to the satisfaction of the local planning authority, before any part of the building is occupied. Such parking spaces shall be permanently retained and used for such purposes only.
5. No open storage of plant, equipment, vehicles awaiting repair or collection, materials, or any other items shall take place within the area shown diamond-hatched on the submitted plan No. 3286/P1 returned herewith and such area shall be permanently retained and used for the turning and manoeuvring of vehicles.
6. There shall be no burning of waste materials on the site.
7. All paint spraying shall be carried out within a specially designed spraybooth or area, the details of which shall have been agreed in writing by the local planning authority and the spray booth constructed before any spraying takes place.
8. The site shall not be sub-divided without the prior approval in writing of the local planning authority.
9. Details of any fences or gates proposed to be erected around the site shall be submitted to and approved by the local planning authority before the use first commences.
10. The 1.5m wide landscaping area extending across the front of the site shall be provided and shrub or tree planting carried out during the next available planting season following commencement of the development. Any such shrub or tree found dying, or removed within five years shall be replaced with a shrub or tree of the same species or as may be approved by the local planning authority.
11. Notwithstanding the provisions of Condition No. 10, there shall be no obstruction above 600mm in height within the area shown vertical-hatched on the submitted plan 3286/P1 returned herewith.



12. The footways and footpaths commensurate with the frontage of the site shall be constructed and completed within twelve months from the date of occupation of any building.

13. A 2.1m x 2.1m pedestrian visibility splay, relative to the back of the highway/footway, shall be provided on both sides of the vehicular access and there shall be no obstruction above 600mm in height within the area of such sight splays.

14. The surface finish of the vehicular access and entrance to the site shall be treated with an approved surface dressing for the first 6m. as measured from the back of the highway.

15. The buildings hereby approved and the application site shall be used for purposes connected with the processing and separation of non-ferrous metal only and for no other use except for light industrial purposes as specified in Class III of the Schedule to the Town and Country Planning (Use Classes) Order, 1972.

16. Surface water drainage from the site and buildings shall be connected to a surface water drain which shall have been submitted to and approved by the local planning authority before the development is commenced.

17. Provision shall be made to prevent oil pollution of either surface water or foul drainage from the site to the satisfaction of the local planning authority.

REPORT:

Detailed planning permission for the development was granted on 6th June, 1986 subject to 17 conditions, one of which restricted the overall height to the ridge of the building to 7.3m. maximum.

Generally, the building as approved consisted of a structure with an eaves height of 4.5m. and a ridge height of 7.3m., with a smaller front section having the same eaves height but with a slightly lower ridge height, this front section being used as two storeyed ancillary offices.

The applicant has submitted a new application for a building of similar area but of a slightly different shape. The rear section forming the workshop is of the usual construction, i.e. red facing brickwork up to 1.5m. (5ft.) in height, with grey asbestos cement cladding above, the overall ridge height being 3.5m. (11ft.6ins.).

The front portion is much smaller, for use as ancillary offices in connection with the business and is of two storey construction in facing brickwork, with a shallow concrete-tiled roof. The proposed eaves height of 4.7m. (15ft.5ins.) is compatible with the usual 4.5m. eaves height of other buildings on the estate, and the proposed twenty-two-and-a-half degree roof would result

in a ridge height of about 6.5m. (21ft.3ins.) which is less than the 7.3m. maximum ridge height usually preferred for buildings on this estate.

The County Surveyor has no objections subject to conditions being imposed regarding sight visibility splays, position of the access, hard-surfacing, etc.

The Director of Health and Housing reports that, having regard to the location of this proposed development, there is potential for nuisance from odours from paint spraying and burning on the site. However, he has no objections subject to suitable conditions being included regarding paint spraying booths, waste burning prohibition, etc.

15. ROC/857/86 GREAT WAKERING
65, HIGH STREET, GREAT WAKERING

Change of use from part shop and part dwelling house to complete dwelling house.

D.J. Davies, c/o Drake's,
High Street, Great Wakering, Essex.

RECOMMENDATION: That the Director of Development be delegated to approve the application on completion of consultations and subject to any appropriate conditions in addition to that set out below.

Std. Cond. 3 - Commence in five years.

REPORT:

This application seeks to change the use of an existing shop with residential accommodation over to complete residential use. The application relates to a Grade II Listed Building and forms part of a small terrace painted in white weatherboarding and clay plain tiles. Precedents for residential use exists adjacent to the building and also opposite, resulting in a mix of shops and dwelling houses.

Comments from the adjoining neighbours, the County Planner, Rochford Amenity Society and Roach Group are awaited.

16. ROC/662/86 HOCKLEY
LAND TO NORTH OF 63, SITES OF 65 & 67, WOODLANDS ROAD AND
LAND TO REAR THEREOF, HOCKLEY

Outline application to erect nine detached houses with garages.

Bysouth Developments Limited, c/o John Cotton,
185, London Road, Southend-on-Sea, Essex.

RECOMMENDATION: REFUSAL, FOR THE FOLLOWING REASONS:

The local planning authority considers that the proposal would, by the inclusion of four substantial dwellings to the rear of No. 63, Woodlands Road, amount to an overdevelopment of the site. This element of the proposal would result in rear garden areas of inadequate size for the type of dwelling proposed, serious overlooking of adjacent residential properties, loss of substantial tree cover and a density of buildings out of character with the surrounding development.

REPORT:

This proposal arises out of discussions with the applicants where it was suggested that a maximum of three instead of four dwellings to the rear of 63, Woodlands Road would be more appropriate. An amended proposal has now been submitted in an attempt to overcome some of the reservations concerning isolation distances from boundaries, loss of tree cover, etc. However, four dwellings are still proposed in the area concerned.

Consultations:

Anglian Water - no objections.

Director of Health & Housing - no objections.

Hockley Parish Council - concerned about over-development of site, extra traffic at Spa Hotel roundabout, drainage, water supply and access for emergency vehicles.

Neighbour Representations:

Number Notified - 19; Number of Replies - six.

Material Planning Objections:

- excessive density;
- flank walls too close to boundary;
- loss of privacy;
- loss of trees;
- increased traffic;
- out of character with surrounding development.

Addresses:

3 & 4, Wood End.
22, 24, 26 and 30, Claybrick Avenue.

Number not objecting - Nil.

17. ROC/865/85/2 HAWKWELL
 ADJ. 15, HILLSIDE AVENUE, HAWKWELL

Erect detached bungalow with integral garage (details).

K. Hatfield, c/o P.A. Scott Associates,
Lawn House, 16, Mill Road, Stock Ingatestone, Essex.

RECOMMENDATION: APPROVAL, SUBJECT TO:

Std. Cond. 8 - Submit materials schedule.

REPORT:

Previous submission of details showing dwelling sited 3m. to rear of adjacent property refused at last Planning Services Meeting.

Amended proposal now indicates bungalow within 1m. of adjacent property and close to original siting shown in outline permission.

Consultations and Neighbour Representations:

To be reported at meeting.

18. ROC/714/86 RAYLEIGH
 P.D. AUTOS, RAWRETH INDUSTRIAL ESTATE, RAWRETH LANE, RAYLEIGH

Erect three single storey garage/workshops.

P.D. Autos, c/o I.R. Turvey,
19, Downhall Ley, Buntingford, Herts.

RECOMMENDATION: APPROVAL, SUBJECT TO:

1. Std. Cond. 3 - Commence in five years.

2. Before the development is commenced, the proposed new access road approved under ROC/251/85 shall be constructed.
3. Access to the site shall be via a dropped kerb crossing 6m. wide in the location shown on the submitted drawing No. 3286/P1 returned herewith.
4. Notwithstanding the details shown on the submitted plan, the site shall be provided with 12 car parking spaces as indicated on the enclosed copy of the submitted plan No. 3286/P1 returned herewith. Such parking spaces shall be laid out, hard-surfaced and suitably and clearly marked to the satisfaction of the local planning authority before any building is first used.
5. No open storage of plant, equipment, vehicles awaiting repair or collection, materials, or any other items shall take place within the area shown diamond-hatched on the submitted plan No. 3286/P1 returned herewith and such area shall be permanently retained and used for the turning and manoeuvring of vehicles.
6. There shall be no burning of waste materials on the site.
7. All paint spraying shall be carried out within a specially designed spraybooth or area the details of which shall have been agreed in writing by the local planning authority and the spray booth constructed before any spraying takes place.
8. The site shall not be sub-divided, and all three buildings hereby approved shall be used in connection with and ancillary to a single industrial, unit on the site, unless the prior consent of the local planning authority is obtained.
9. Details of any fences or gates proposed to be erected around the site shall be submitted to and approved by the local planning authority before the use first commences.
10. The 1.5m wide landscaping area extending across the front of the site shall be provided and shrub or tree planting carried out during the next available planting season following commencement of the development. Any such shrub or tree found dying, or removed within five years shall be replaced with a shrub or tree of the same species or as may be approved by the local planning authority.
11. Notwithstanding the provisions of Condition No. 10, there shall be no obstruction above 600mm in height within the area shown vertical-hatched on the submitted plan No. 3286/P1 returned herewith.
12. The footways and footpaths commensurate with the frontage of the site shall be constructed and completed within twelve months from the date of occupation of any building.

13. A 2.1m x 2.1m pedestrian visibility splay, relative to the back of the highway/footway, shall be provided on both sides of the vehicular access and there shall be no obstruction above 600mm in height within the area of such sight splays.

14. The surface finish of the vehicular access and entrance to the site shall be treated with an approved surface dressing for the first 6m. as measured from the back of the highway.

15. The buildings hereby approved and the application site, shall be used for purposes connected with the processing and separation of non-ferrous metal only and for no other use except for light industrial purposes as specified in Class III of the Schedule to the Town and Country Planning (Use Classes) Order, 1972.

16. Surface water drainage from the site and buildings shall be connected to a surface water drain which shall have been submitted to and approved by the local planning authority before the development is commenced.

17. Provision shall be made to prevent oil pollution of either surface water or foul drainage from the site to the satisfaction of the local planning authority.

18. The overall ridge height of any building shall not exceed 5m. (6ft.4ins.) without the prior consent in writing of the local planning authority.

REPORT:

P.D. Autos already occupies an area of land in the vicinity of this site, as one of the established businesses contained in the schedule originally agreed when redevelopment of the Rawreth Lane Industrial Estate was approved. Some relocation of the several businesses which exist on this part of the site is required to form properly-planned units.

The three buildings proposed on this site are intended, according to the Agents' letter dated 19th September, 1986, to be used for his own and related businesses. From an estate development point of view, it is preferable that the site operates as one planning unit, although there would seem to be no objections to each building being used for different phases of car repair, i.e. panel beating and spraying, mechanical repairs, general tuning/interior refurbishments, etc., but the sub-division of the unit to form separate businesses would need to be carefully considered if parking, turning, and storage problems are to be avoided. A condition is therefore included.

The County Surveyor has no objections subject to various conditions being imposed regarding sight visibility splays, parking, etc. The Director of Health and Housing reports that, having regard to the location of the proposed development, there



is potential for nuisance from odour from paint spraying operations, but no objections are raised subject to a suitable condition being included. Condition 7 covers this point.

The buildings are proposed to be constructed in red facing brickwork up to 1.524m. (about 5ft.) in height, with grey asbestos-cement sheeting above. The eaves height is shown to be 3.048m. (about 10ft.) and although no ridge height is dimensioned, this would appear to be no more than 4.3m (about 14ft.). This is considerably less than the usual maximum preferred for buildings on this estate of 7.3m. (24ft.), but a condition is nevertheless included.

19.

ROC/724/86 ROCHFORD

ROOKWOOD, HALL ROAD, ROCHFORD

Ground and first floor rear and side additions and new garage.

Mr. & Mrs. Jakes, c/o Brian Davison Design Associates,
Kingsley House, 22-24, Elm Road, Leigh-on-Sea, Essex.

RECOMMENDATION: APPROVAL, SUBJECT TO:

1. Std. Cond. 3 - Commence in five years.
2. Std. Cond. 9 - Materials to match existing.

REPORT:

This item, which would normally be dealt with by the Director of Development under delegated powers, is brought before Members for their determination in light of the policy implications.

On the Approved Review Development Plan, this site is within an area allocated "residential", although the Rochford District Plan proposes an extension of the Green Belt designation in this vicinity. As the proposal exceeds 35m² in floor space it is contrary to Policy GB6 of the latter plan.

It will be recalled that at the District Plan Working Party meeting of the 2nd October, 1986 it was felt that there was no justification for classifying this area as a Rural Settlement Area thereby allowing Policy GB2 on extensions to be applied.

However, bearing in mind the character of this locality and the previous grants of permission for substantial extensions to properties in this group, it is felt doubtful that support for a refusal of permission would be forthcoming on appeal.

Consultations:

County Surveyor - no objections.

Neighbour Representations:

Number Notified - 2; Number of Replies - Nil.

20.

ROC/745/86 RAYLEIGH

FISCO, BROOK ROAD, RAYLEIGH

Alterations to front of store building to accommodate maintenance shop.

Fisco Products Limited, c/o R. Michael Welton and Partners,
Baryta House, 29, Victoria Avenue, Southend-on-Sea, Essex.

RECOMMENDATION: APPROVAL, SUBJECT TO:

1. Std. Cond. 3 - Commence in five years.
2. Std. Cond. 9 - Materials to match existing.

Consultations:

Director of Health and Housing - no adverse comments.

No neighbours affected.

21.

ROC/813/86 RAYLEIGH

138B, HIGH STREET, RAYLEIGH

Change of use of ground floor to restaurant, new shop front and ground floor rear extension.

Miss K.F. Lee & Mrs. Y.L. Lee, c/o Laurence E. Brown & Co.,
154, Eastwood Road, Leigh-on-Sea, Essex.

Floor Area: 50m2.



RECOMMENDATION: APPROVAL, SUBJECT TO:

1. Std. Cond. 3 - Commence in five years.
2. Std. Cond. 8 - Submit materials schedule.
3. The premises shall be used as a restaurant only and laid out in accordance with plan No. 6590A hereby approved.
4. The use hereby permitted shall not include any hot food take-away service unless otherwise agreed in writing with the local planning authority.
5. The building shall be so adapted as to provide sound attenuation against internally generated noise, in accordance with a scheme agreed in writing with the local planning authority and implemented prior to the commencement of the use.
6. Details of the proposed extract ventilation system shall be agreed in writing with the local planning authority and implemented prior to the commencement of the use.
7. Notwithstanding Part III of the Town and Country Planning (Control of Advertisements) Regulations, 1984, no advertising material or other lettering shall be displayed on or from any part of the building (including windows) without the prior written consent of the local planning authority.

REPORT:

A previous application for a Turkish restaurant/takeaway (11.30a.m. to 11.00p.m. trading) was refused planning permission on 21st November, 1986 (ROC/611/86) principally because the takeaway facility was the predominant use proposed and there are no short stay car parking spaces near at hand.

The premises are empty at present and were last used as a confectioners and snack bar/takeaway (day time only) (granted 29th November, 1985 - ROC/287/85 refers). There is an Indian Restaurant diagonally opposite (No. 159, High Street).

Consultations:

County Surveyor - no objection.

Fire Officer - no objection provided specific recommendations are followed in respect of means of escape, fire fighting equipment, emergency lighting.

Director of Health and Housing - reports that having regard to the location of this proposed development, there is potential for nuisance from noise and odour, greater than exists at present. No objections are raised against the proposal subject to suggested Condition Nos. 4 and 5.

Neighbour Representations:

Number Notified - 11; Number of Replies - 2.

Material Planning Objections:

- inadequate parking facilities;
- obnoxious smells;
- litter, health hazard, potential for vermin close to Love Lane Infants School;
- unsocial hours and clientele;
- noise.

Addresses:

159, High Street, Rayleigh.
Roman Kitchens, 142, High Street, Rayleigh.

22. ROC/815/86 RAYLEIGH

GRANGE SERVICE STATION, LONDON ROAD, RAYLEIGH

Installation of car wash.

Mr. A.W. Rogers,
Grange Service Station, 247, London Road, Rayleigh, Essex.

RECOMMENDATION: APPROVAL, SUBJECT TO:

1. Std. Cond. 3 - Commence in five years.
2. The hours of operation of the car wash shall be restricted to between the hours of 8.00 a.m. and 8.00 p.m. each day.

REPORT:

Members will recall that recently planning permission was granted for various alterations to this well-established service station and it is now proposed to install a Wilcomatic electronic car wash on the east side of the building, i.e. adjoining Louis Drive West.

The car wash would be well away from any dwelling but, nevertheless, the occupiers of the nearest 8 properties in Louis Drive West, four in London Road, and six in Little Wheatley Chase, were invited to comment on 10th November. No comments have been received and one consultation letter returned by one occupier.



Besides the two main accesses onto London Road, another smaller access exists in Louis Drive West, so that vehicles could enter by this smaller access and make egress through the forecourt.

The Director of Health and Housing has no objections subject to the hours of operation being restricted to 8.00 a.m. to 8.00 p.m. each day.

The County Surveyor has no objections.

23.

ROC/760/86 ROCHFORD

BRAYS HOUSE, BRAYS LANE, ASHINGDON

Erect single storey side extension and chimney stack.

D.W. Sargent, Esq., c/o The Goodrow Consultancy,
Ivy House, 13, High Road, Rayleigh, Essex.

RECOMMENDATION: REFUSAL, FOR THE FOLLOWING REASONS:

1. Std. Rsn. 36 - M.G.B.

The local planning authority recognises the need for the occupiers of dwellings situated in the Metropolitan Green Belt for modest extensions to provide extra living accommodation and modern facilities, and substantial alterations and additions have already been permitted to the dwelling to provide a reasonable amount of extra accommodation. The further enlargement of the dwelling proposed is therefore considered to be excessive in the light of the previous extensions and would be contrary to the above policy and the provisions of the Rochford District Local Plan which seeks to limit the floor area of additions to a maximum of 35 sq.m. above the floor area of the original dwelling.

REPORT:

Although the application is one which would normally be decided by the Director of Development, the applicant has particularly requested that it be considered by the Committee, although the Director is happy to determine the matter under delegated powers if the Committee do not wish to intervene.

In 1960 planning permission was granted for the demolition and rebuilding of the dwelling known as Great Brays Cottage. The approved bungalow had a floor area of about 118.7m² (1180sq.ft.) and a ridge height of 6.4m. (21ft.). No restrictions regarding occupancy were imposed.

A four-car garage was approved in 1974.

In 1975, the present occupier sought permission for extensive alterations to the bungalow, comprising rooms in the roof, new windows, and a large rear extension. It was noted that the height of the dwelling existing at that time was some 4ft. higher than as approved in 1960 and therefore the not inconsiderable increase in cubic capacity of the dwelling had been carried out without planning permission since permission is required to increase the ridge height of any dwelling.

The applicant disputes that the building was increased in height and claims that it was built so. However, this claim is unsubstantiated, and there is no record of any permission given or variation being approved to erect the bungalow with a ridge height of 7.6m. (25ft.) instead of 6.4m. (21ft.) Consequently, because the roof height was so increased, it was possible to provide much larger accommodation in the roof space than that of the original bungalow.

Planning permission was refused for the first application for rooms in the roof in 1975, but a second application for rooms in the roof omitting the rear extension was approved in July, 1975, providing about 90 sq.m. (960sq.ft.) of extra floor space.

The original bungalow comprised three bedrooms, kitchen, bathroom and reception room and the dwelling altered and extended in 1975 provided a large 8.3m x 5.3m (27ft. x 17ft.6ins.) lounge, kitchen, dining room, study, large hall, with the addition of four bedrooms and a bathroom at first floor level.

In Decemmmber, 1984, the Director of Development refused an application for a single storeyed pitched roofed extension at the side to form a utility room, providing a further 20.8m² (223.sq.ft.) of floor area. Such an increase was considered excessive in the light of the Council's policies and having regard to previous extensions.

The current proposal seeks permission for a similar extension, i.e. a utility room of approximately 21sq.m (225.sq.ft.) in floor area but, in view of the substantial size of the extended dwelling, previous extensions permitted, and the lack of any justification for overriding the Council's policies regarding development in the Metropolitan Green Belt, the recommendation of the Director cannot be other than for refusal.



SUPPLEMENTARY ITEM

SCHEDULE OF PLANNING APPLICATIONS TO BE CONSIDERED BY

PLANNING SERVICES COMMITTEE 18th DECEMBER, 1986

All planning applications are considered against the background of current town and country planning legislation, rules, orders and circulars, and any development, structure and local 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 applications which have been determined under powers delegated to the Director of Development 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 the Director of Development, Acacia House, East Street, Rochford.



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SUPPLEMENTARY-ITEM

PLANNING SERVICES COMMITTEE - 18th DECEMBER, 1986

ROC/837/86 ROCHFORD

GREAT STAMBRIDGE HALL BREEDER FARM, STAMBRIDGE ROAD, ROCHFORD

Replace existing 400 x 36' breeder shed with 390 x 45' shed.

Faccenda Chicken Ltd.,
Willow Road, Brackley, Northants.

RECOMMENDATION: APPROVAL, SUBJECT TO:

1. Std. Cond. 3 - Commence in five years.
2. The external finishes of the building hereby permitted shall be of a dark colour agreed in writing with the local planning authority before the development commences.
3. Std. Cond. 5 - Tree planting scheme.

REPORT:

This proposal involves the replacement of an existing building by a similarly sized one although some 2ft. lower.

The building is urgently required to house several thousand chickens which are presently being kept in temporary accommodation until January-February next year.

Consultations:

Director of Health and Housing - no adverse comments.

County Surveyor - (to be reported at meeting).

Anglian Water - ditto

Rochford Hundred Amenity Society - ditto

Neighbour Consultations:

(To be reported at meeting).



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DELEGATED PLANNING DECISIONS

I have decided the following planning applications in accordance with the policy of delegation and subject to conditions:-

APPROVALS

- ROC/313/86 Add single storey rear extension and detached garage at 17 Highfield Crescent, Rayleigh, Essex - Mr Kirby.
- ROC/388/86LB Internal alterations including the removal of partition walls and provision of additional toilet accommodation at Rochford Hundred G.C. Hall Road, Rochford, Essex - Rochford Hundred.
- ROC/478/86 Add first floor rear extension at 40 Albert Road, Rayleigh, Essex - Mr J. Nevin.
- ROC/498/86 Add single storey rear extension to form granny annex at 8 South Avenue, Hullbridge, Essex - Mr & Mrs Menning.
- ROC/502/85 Demolish conservatory and add porch and covered way to rear at 'Hedge-End', Ellsmere Road, Ashingdon, Essex - Mr Horncastle.
- ROC/572/86LB Demolition of single storey side extension and replacement of pebbledash by render at Glebe House, Barling Road, Great Wakering, Essex - A. Waite.
- ROC/600/86 Add first floor front extension at 31A, High Road, Rayleigh, Essex - Mr & Mrs Critcher.
- ROC/680/86AD Illuminated fascia sign and illuminated projecting box sign at 133, High Street, Rayleigh, Essex - Electronic Rentals Group.
- ROC/694/86 Add conservatory to rear at 12 Exhibition Lane, Great Wakering, Essex - Mrs P. Pollard.
- ROC699/86 Add two storey rear extension at The Poplars, Barling Road, Barling, Essex - Mr & Mrs P. Cohen.
- ROC/704/86LB Add two storey rear extension at 'Roach Farm' Mucking Hall Road, Barling, Essex - Mr D. Peers.
- ROC/705/86 Add single storey rear extension at 39 Twyford Avenue, Great Wakering, Essex - Mr L.H. Dedman.
- ROC/725/86 Add single storey rear extension and attached garage at 48 Church Road, Rayleigh, Essex - Mr Russell.

ROC/730/86 Add conservatory to rear at Kingsley Lodge,
Western Road, Rayleigh, Essex - Mr Glynn Snelling.

ROC/732/86 Add rear and side ground floor extensions and new
garage at 152 Conway Avenue, Great Wakering, Essex -
Mr & Mrs H.J.B. Edwards.

ROC/733/86 Add single storey rear extension at 12, Riverview
Gardens, Hullbridge, Essex - R. Foreman.

ROC/738/86 Add two storey rear extension at Rectory Farm,
Fambridge Road, Fambridge, Essex - Mr Humphries.

ROC/739/86 Add single storey rear extension at 259 Main Road,
Hawkwell, Essex - Mr & Mrs N.A. Goodwin.

ROC/755/86 Add two storey rear extension at Roach Farmhouse,
Mucking Hall Road, Barling, Essex - Mr R.D. Peers.

ROC/727/86 Add two storey side extension at York House,
West View Drive, Rayleigh, Essex - Mr & Mrs
J.W. Reed.

ROC/735/86 Add two storey side extension at Treetops, Hillview
Road, Rayleigh, Essex - Mr & Mrs Tonkin.

ROC/752/86 Additions to lounge, garage and add new conservatory
at 12 Mortimer Road, Rayleigh, Essex - Mr A. Smith

ROC/754/86 Add two storey side extension at Oaklands
Creek View Avenue, Hullbridge, Essex - Mr D Redgrave.

ROC/756/86 Add front, side and rear additions to ground and
first floors at 89 Rayleigh Avenue, Rayleigh,
Essex - Mr D. Cardosi.

ROC/759/86 Add bow window to front at 34 Waxwell Road,
Hullbridge, Essex - Mr Smith.

ROC/764/86 Add two storey side extension with integral garage single
storey rear extension and front porch with canopy,
at 2 Cecil Way, Rayleigh, Essex - Mr & Mrs R. Lord.

ROC/766/86 Add single storey rear extension at 6 Main Road,
Hawkwell, Essex - Mr & Mrs Moeser.

ROC/767/86 Add single storey side extension at 60 Victoria
Road, Rayleigh, Essex - Mr James.

ROC/768/86 Add garage to side at 275 Ferry Road, Hullbridge,
Essex - Mr K. Hughes.

ROC/769/86 Add porch to front of house at 38 Fairland Close,
Rayleigh, Essex - Charles Kingdon.

ROC/770/86 Add single storey front extension at 27 Bullwood
Road, Hockley, Essex - Mr Woodhouse.

ROC/772/86 Add two storey side extension at 31 Barling Road
Great Wakering, Essex - J. Herring.

APPROVALS

ROC/773/86

Add single storey rear extension at 9 Link Road,
Rayleigh, Essex - Mr R. Chantree.

ROC/816/86

Add carport to side at 18 Parklands, Rochford, Essex -
Mr & Mrs M. King.

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REFUSALS

ROC/452/86

Use land as residential garden at Little Spinney, London Road, Rayleigh, Essex - K.A.C. Ley.

Reason: 1) M.G.B and inappropriate use of land detrimental to the appearance of the Green Belt.

ROC/457/86

Add garage to side and changing room building to rear at 'Little Spinney', London Road, Rawreth, Essex - Mr & Mrs Ley.

Reason: 1) The site is within the Metropolitan Green Belt. The proposal would occupy land falling outside of the original curtilage of the dwelling.

ROC/589/86

Add attached garage with pitched roof at 42 Crouch View Crescent, Ashington, Essex - Mr & Mrs B. Smith.

Reason: 1) The proposed extension would by reason of its proximity and relationship with the neighbouring property No. 44 result in an overdominant and overshadowing in the outlook of that property.

ROC/639/86

Erect detached garage at 16 Downhall Road, Rayleigh, Essex - Mr H. Choules.

Reason: 1) Vehicular access unsatisfactory, restricted vision in the Eastern direction. The vehicular access is not at right angles to the carriageway.

ROC/648/86

Erect 6 foot high fence to front boundary at 50 Mount Crescent, Hockley, Essex - Mr C. Dorling.


Reason: 1) The re-aligned fence would be unduly obtrusive and detrimental to the setting of the property and the street scene in this prominent location at the junction of Marylands Avenue and Mount Crescent.

ROC/653/86

Outline application to erect three bungalows, with garages, on private drive, and septic tank drainage at Land fronting the A129 London Road, adjoining 'Sunnyview' Old London Road, Rawreth, Essex - Livemore & Sons Builders.

Reason: 1) M.G.B.
2) Undesirable reduction in traffic flow.
3) Inadequate sewage capacity.

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REFUSALS

ROC/666/86

Construct vehicular crossing at 166 Ashington Road,
Rochford, Essex - Mr V.J. Ings.

Reason: 1) Insufficient land within the
applicants control to provide
an adequate vision splay.

ROC/758/86

Add rear dormers at 5 Golden Cross Road, Ashington,
Essex - Mr R. Woollard.

Reason: 1) The proposed extension by reason
of its scale and proportions would
be unduly overbearing and incompatible
with the character and original
design form of the existing dwelling.



DELEGATED BUILDING REGULATION DECISIONS

APPROVALS/REJECTIONS

PLAN NO.	ADDRESS	DESCRIPTION
86/450A	Lentern Aircraft, Main Road, Hawkwell.	Erect 2 storey rear, single storey side and 1st floor extension.
86/507A	Moons Cottage, Canewdon Road, Canewdon.	Structural alterations to existing reception room 2.
86/531A	The Gables Service Station, London Road, Rayleigh.	Erection of petrol pump canopy and installation of new petrol storage tanks.
86/553A	The Bush, Wellington Avenue, Hullbridge.	Rear dining extension.
86/586A	32, Queen Elizabeth Chase, Rochford.	Dormer windows to first floor.
86/607	71, Cotswold Avenue, Rayleigh.	Rear dormer extension, roof alteration.
86/609A	Glebe House, Barling Road, Barling.	Proposed external alterations to existing house.
86/617A	47, Leslie Road, Rayleigh.	Extensions and alterations with two bedrooms in roof.
86/666A	Adj. 147, New Road, Great Wakering.	Erection of detached dwelling and double garage.
86/677A	Nine Acre Farm, Flemings Farm Road, Leigh-on-Sea.	Proposed new farmhouse.
86/681	94, Eastwood Road, Rayleigh.	Rear and side extension.
86/688A	8, Victoria Road, Rayleigh.	Alterations and additions.
86/691A	12, Eastern Road, Rayleigh.	First floor rooms over existing ground floor room.
86/694A	1, Upway, Rayleigh.	Rear extension and garage alterations.
86/716A	48, Little Wakering Road,	Rear single storey extension.
86/734	Brick House, Main Road, Great Stambridge.	Proposed rear annex including utility room and W.C.
86/741	Brotherhood Cottage, The Chase, Ashington.	Lounge extension.
86/746	Elm Cottage, Little Wakering Hall Lane, Rochford.	Convert garage to playgroup area.
86/761	Brookfields, Barling Road, Barling.	Ground floor extensions and new garage.
86/768	28, New Road, Great Wakering.	Kitchen extension and car port.
86/769	20, The Chase, Rayleigh.	Rooms in roof.

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DELEGATED BUILDING REGULATION DECISIONS

APPROVALS/~~REJECTIONS~~

PLAN NO.	ADDRESS	DESCRIPTION
86/772	35, Wedgewood Way, Ashingdon.	Extension.
86/773	No. 1, Beeches Farm Cottages, Beeches Road, Rawreth.	Convert integral garage to dining room.
86/777	186, Bull Lane, Rayleigh.	Extension to rear of property.
86/778	188, Bull Lane, Rayleigh.	Dining area extension to rear of property.
86/783	152, Conway Avenue, Great Wakering.	Alterations and additions.
86/786	12, Riverview Gardens, Hullbridge.	Extension to rear of existing garage and dining room.
86/814	22, Rectory Avenue, Hawkwell.	Proposed extension to rear.
86/836	Fisco Products, Brook Road, Rayleigh,	Erection of new external non-load bearing wall to existing building.
86/858 I.N.4.	Plots 1 & 2, Lubbards Close, Rayleigh.	Erect two dwellings.
B.N.86/861	53, Banyard Way, Rochford.	Cavity wall insulation.
B.N.86/862	33, Sir Walter Rayleigh Drive, Rayleigh.	Cavity wall insulation.
B.N.86/863	39, Clifton Road, Ashingdon.	Cavity wall insulation.
B.N.86/871	188, Eastwood Road, Rayleigh.	Cavity wall insulation.
B.N.86/872	1, Gloster Terrace, Stambridge Road, Stambridge.	Install toilet and handbasin.
B.N.86/878	3, Waxwell Road, Hullbridge.	Conversion of downstairs cupboard to toilet.
B.N.86/880	118, Clarence Road, Rayleigh.	Cavity wall insulation.
B.N.86/882	281, Rectory Road, Hawkwell.	Strip and re-tile roof.
86/6A	1, Pooles Lane, Hullbridge.	Two storey extension on rear elevation and garage to side.
86/94A	7, Hambro Hill, Rayleigh.	Extension/alterations and garage.
86/156A	Beke Hall Farmhouse, Beke Hall Chase, Rayleigh.	Renovation and extension.
86/252A	Linden Lea, Lower Road, Hockley.	New detached garage and screen wall.
86/472A	Aviation Way, Rochford.	Proposed offices and workshops. Relax and approved.

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DELEGATED BUILDING REGULATION DECISIONS

APPROVALS/~~REJECTIONS~~

PLAN NO.	ADDRESS	DESCRIPTION
86/802	18, Ronald Drive, Rayleigh.	Alterations and extension to existing bungalow.
86/808	12, Mortimer Road, Rayleigh.	Proposed additions.
86/812	23, Hullbridge Road, Rayleigh.	Demolish and re-build garage.
86/815	Geranium Cottage, Central Avenue, Hullbridge.	Connect new drains to private sewer.
86/817	122, Bull Lane, Rayleigh.	Ground floor toilet and lobby for disabled person.
86/818	6, Rochford Garden Way, Rochford.	Alterations and installation of W.C. basin and sink with associated drainage.
86/819	115, New Road, Great Wakering.	Add garage.
86/820	70, Louis Drive, Rayleigh.	Rear extension.
86/821	8, Hanover Mews, Hockley.	Add dining room and garage with 2 bedrooms and bathroom over.
86/824	157a, Ashington Road, Rochford.	Proposed additions.
86/825	60, Victoria Avenue, Rayleigh.	Lounge addition.
86/826	74, Leslie Road, Rayleigh.	Dining addition.
86/827	31, High Road, Rayleigh.	Extension to existing garage.
86/830	Sketchley PLC., 107, High Street, Rayleigh.	New shopfront and fascia.
86/832	160, High Street, Gt. Wakering.	Proposed kitchen extension and alterations.
86/833	8, Minster Close, Rayleigh.	Rear extension.
86/839	77, The Drive, Hullbridge.	Internal alterations and formation of utility room and W.C.
86/842	52, Clarence Road, Rayleigh.	Extend garage, provide utility room, form shower room.
86/848	19, Rectory Avenue, Rochford.	Rear extension to lounge.
86/849	22, Oak Road, Rochford.	Proposed additions.
86/852	32, Brooksford Avenue, Rayleigh.	Proposed additions.
86/853	99a, Stambridge Road, Rochford.	Internal alterations and paths/ramps to allow accessibility for chairbound owner.
86/864	42, Alexandra Road, Great Wakering.	Single storey rear extension.

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DELEGATED BUILDING REGULATION DECISIONS

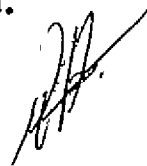
APPROVALS/REVISIONS

PLAN NO.	ADDRESS	DESCRIPTION
86/569A	Land on northern side of High Street, Canewdon.	44 detached houses and bungalows with garages.
86/575A	31, Deepdene Avenue, Rayleigh.	Rear extension.
86/579A	Woodstock, Rawreth Lane, Rayleigh.	Proposed sun lounge.
86/593A	Rawreth Industrial Estate, Rawreth Lane, Rayleigh.	Light industrial unit with office accommodation.
86/596A	115, Hockley Road, Rayleigh.	Erect 32 detached houses with garages.
86/616A	Highwood, Kingsman Farm Road, Hullbridge.	Rear extension and balcony.
86/626A	3, Warwick Green, Eastwood.	Conversion of detached garage to games room and extension of entrance hall.
86/636A	The Cherry Tree P.H., Stambridge Road, Rochford.	Erect new glazed conservatory and canopy, erect new toilet accommodation form new kitchen extension and staff cloakroom.
86/650A	19, Sandhill Road, Rayleigh.	Detached 4-bedroomed house.
86/692A	37, Southend Road, Hockley.	Add bed sitter and cloakroom.
86/730A	38, Cedar Drive, Hullbridge.	Extension to existing rooms in roof.
86/731A	16, Oakleigh Avenue, Hullbridge.	Loft conversion.
86/736A	45, Kimberley Road, Little Wakering.	Extension to rear.
86/762	2 and 6, Woodlands Parade, Hockley.	Construction of new internal accommodation staircase.
86/767A	Up River Yacht Club, Pooles Lane, Hullbridge.	Extension to west side of existing club house.
86/775	22, The Chase, Rayleigh.	Single storey rear ground floor addition.
86/787	81, Somerset Avenue, Rochford.	Proposed extension to lounge and kitchen.
86/792	19, Leslie Road, Rayleigh.	Rear extension.
86/793	25, Langdon Road, Rayleigh.	Internal alterations and single storey extension for a P.H. Person.
86/797	42, Seaview Drive, Gt, Wakering.	Proposed additions.
86/799	3, Hawthorne Gardens, Hockley.	Utility room/W.C.
86/800	5, Link Road, Rayleigh.	Rear and side extension.
86/801	57, London Road, Rayleigh.	Alterations and extension to bungalow.

DELEGATED BUILDING REGULATION DECISIONS

APPROVALS/~~ALTERATIONS~~

PLAN NO.	ADDRESS	DESCRIPTION
86/868	2, Victoria Avenue, Rayleigh.	Rear extension.
86/874	14, White Hart Lane, Hockley.	Demolish existing garage and erect extension to form kitchen.
86/779	4, Western Road, Rayleigh.	First floor rear extension.
86/788	39, Queen Elizabeth Chase, Rochford.	Re-roofing with concrete interlocking tiles.
*86/813	25, Hullbridge Road, Rayleigh.	Erect garage.
86/803	The Old Parsonage, Ironwell Lane, Hawkwell.	Internal Alterations.



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DELEGATED BUILDING REGULATION DECISIONS

~~XXXXXXXXXX~~/REJECTIONS

PLAN NO.	ADDRESS	DESCRIPTION
86/767	Up River Yacht Club, Pooles Lane, Hullbridge.	Extension to west side of existing club house.
86/770	Hockley Bowls Club, Highams Road, Hockley.	Demolition of existing pavilion and erection of new pavilion.
86/774	Units 14-15, Brook Road Ind. Estate, Brook Road, Rayleigh.	Internal works.
86/780	Rawreth Garage, Chelmsford Road, Rawreth.	Erect store extension.
86/781	10, Cagefield Cottages, Stambridge Road, Stambridge.	Proposed 2 storey side extension.
86/789	14, Windermere Avenue, Hullbridge.	Partial underpinning to side and rear of building.
86/791	Treetops, Hillview Road, Rayleigh.	Ground floor side and rear extension and additional first floor bedroom.
86/794	Rectory Farm, South Fambridge.	Rear two storey addition.
86/795	10, Stanley Road, Ashingdon.	Two new houses.
86/796	41, Keswick Close, Rayleigh.	Grannie annexe.
86/798	39, Connaught Road, Rayleigh.	Two storey extension to rear of existing house.
86/804	Adjoining 236, Main Road, Hawkwell.	Proposed house.
86/807	58, West Street, Rochford.	Alterations and improvements.
86/816	80, Oxford Road, Rochford.	Extension to lounge.
86/822	11a, Church Road, Rayleigh.	Extensions and alterations.
86/823	2, Cecil Way, Rayleigh.	Two storey and single storey extension.
86/829	391, Little Wakering Road, Barling.	Single storey extension to detached garage, (new roof construction to existing garage, all forming workshop/boatstore).
86/831	9, Link Road, Rayleigh.	Rear extension.
86/834	27, Albert Road, Rayleigh.	Addition of en-suite shower room.
86/835	275, Ferry Road, Hullbridge.	Add garage.

CHAIRMAN

DATE: 22nd / 12 / 1997

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