

## **ISSUES ARISING FROM FINANCE & PROCEDURES OVERVIEW & SCRUTINY COMMITTEE**

### **1 TELECOMMUNICATIONS INSTALLATION IN CASTLE ROAD CAR PARK, RAYLEIGH**

1.1 This item of business was referred by the Finance & Procedures Overview & Scrutiny Committee on 9 December 2003 to the Policy & Finance Committee, with the recommendation that a small parcel of land in Castle Road Car Park be leased for the installation of telecommunications equipment on terms outlined in the report. A copy of the officer's report is attached at Appendix A.

1.2 Members of the Overview & Scrutiny Committee had noted that:-

- Access for maintenance would only be required every three years and there would not be any associated parking issues.
- The installation would be vandal proof and the existing railings would be continued around the site.
- The land would be reinstated, should it no longer be needed for this purpose.

1.3 It is proposed that the Committee **RESOLVES**

That a small parcel of land in Castle Road Car Park be leased for the installation of telecommunications equipment on the terms outlined in the report.

### **2 TELECOMMUNICATIONS INSTALLATION IN FREIGHT HOUSE CAR PARK, ROCHFORD**

2.1 This item of business was referred by the Finance & Procedures Overview & Scrutiny Committee on 20 January 2004 to the Policy & Finance Committee, with the recommendation that consideration be given to leasing a small parcel of land in Freight House car park for the installation of telecommunications equipment. A copy of the officer's report is attached at Appendix B.

2.2 Members of the Overview & Scrutiny Committee had noted that:-

- No responses had been received from any of the residents consulted on the proposals.
- Orange intended to place 5 of the smaller type of mast within the Rochford Town area rather than one large one.

- It was likely that the company would need to submit a “deemed consent” application rather than a full planning application.
- Refusal could only be made on the grounds of the siting or appearance of the mast.

2.3 Members were of the opinion that, as the intention was to conceal this within a lamp standard, it would make sense to ensure that it was kept lit.

2.4 It is proposed that the Committee **RESOLVES**

- (1) That consideration be given to leasing a small parcel of land in Freight House car park for the installation of telecommunications equipment.
- (2) That the mast be concealed within a fully operational lamp standard.

### **3 ACCESS TO INFORMATION IN LOCAL GOVERNMENT**

3.1 This item of business was referred by the Finance & Procedures Overview & Scrutiny Committee on 20 January 2004 to the Policy & Finance Committee, with the recommendation that a series of policies and guidelines be adopted and that the Council acquires Comino Universal Government corporate document management and workflow system. A copy of the officer’s report, together with the relevant appendices, is attached at appendix C.

3.2 Members of the Overview & Scrutiny Committee had noted that initially it was necessary to establish the high level policies and put in place the technology needed to drive them.

3.3 It is proposed that the Committee **RESOLVES**

- (1) That the following policies and guidelines be adopted:
  - Data Protection Policy
  - Records Management Policy Statement
  - Electronic Record Management Policy
  - Information Technology Code of Practice
  - Essex Trust Charter
- (2) That the Government Office of Commerce GCat procedure be used to acquire the Comino Universal Government corporate document.

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**Background Papers:**

None

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