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## CONVERSION OF STUDIO APARTMENT TO WARDEN'S OFFICE - BRITTON COURT

### 1 SUMMARY

- 1.1 Members to consider the report of the Head of Revenue and Housing Management on the proposed relocation of the Warden's office at Britton Court, Rayleigh.

### 2 INTRODUCTION

- 2.1 Britton Court is one of the Council's oldest sheltered housing schemes and was programmed for refurbishment in 2005/6; however, that programme has been placed on hold pending the outcome of the frail elderly study.
- 2.2 The warden's office is poorly sited being on the first floor and rather cramped for modern day standards. It was always planned to relocate the office in any refurbishment scheme.

### 3 PROPOSAL

- 3.1 A studio apartment (10 Britton Court) immediately adjacent to the entrance lobby to Britton Court has recently been vacated and would make an ideal Warden's office. These apartments are notoriously difficult to let and often stand empty for several months before a tenant is found. In the past, this bed-sit has proved particularly difficult to let because of its proximity to the lobby area. Relocating the Wardens office to this site would provide residents with additional security, which is not currently enjoyed. Location on the ground floor would also be more convenient for residents visiting the Wardens office.

### 4 FINANCIAL IMPLICATIONS

- 4.1 Estimates for conversion into a suitable office are modest at £2,000 which can be met from existing budgets. No new furniture or other equipment would be required.
- 4.2 If Members approved this proposal it is intended to keep the existing office as a store cupboard.

### 5 RECOMMENDATION

- 5.1 It is proposed that the Committee **RESOLVES**

That flat 10 Britton Court be removed from the Housing Revenue Account and converted to office accommodation.

Steve Clarkson

Head of Revenue and Housing Management

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**Background Papers:**

None

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