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APOLOGIES Committee Services
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CHIEF EXECUTIVE'S OFFICE
CHIEF EXECUTIVE
Fiona Marshall

21 August 2017

Dear Councillor

You are summoned to attend the meeting of the;

COMMUNITY SERVICES COMMITTEE

on **TUESDAY 29 AUGUST 2017 at 7.30 pm.**

in the Council Chamber. Maldon District Council Offices, Princes Road, Maldon.

A copy of the agenda is attached.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'F. R. Marshall', enclosed within a large, hand-drawn oval.

Chief Executive

COMMITTEE MEMBERSHIP

CHAIRMAN

Councillor R G Boyce MBE

VICE-CHAIRMAN

Councillor A T Cain

COUNCILLORS

E L Bamford
H M Bass
Miss A M Beale
Mrs H E Elliott
Mrs B D Harker
R Pratt, CC
Mrs N G F Shaughnessy
Miss S White

Ex-officio non-voting Members:

Councillors B S Beale MBE,
M F L Durham, CC and
A S Fluker

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AGENDA COMMUNITY SERVICES COMMITTEE

TUESDAY 29 AUGUST 2017

1. **Chairman's notices**
2. **Apologies for Absence**
3. **Minutes of the last meeting** (Pages 5 - 10)

To confirm the Minutes of the meeting of the Committee held on 4 July 2017, (copy enclosed).

4. **Disclosure of Interest**

To disclose the existence and nature of any Disclosable Pecuniary Interests, other Pecuniary Interests or Non-Pecuniary Interests relating to items of business on the agenda having regard to paragraphs 6-8 inclusive of the Code of Conduct for Members.

(Members are reminded that they are also required to disclose any such interests as soon as they become aware should the need arise throughout the meeting).

5. **Public Participation**

To receive the views of members of the public on items of business to be considered by the Committee (please see below):

1. A period of ten minutes will be set aside.
2. An individual may speak for no more than two minutes and will not be allowed to distribute or display papers, plans, photographs or other materials.
3. Anyone wishing to speak must notify the Committee Clerk between 7.00pm and 7.20pm prior to the start of the meeting.

6. **Chairman's Good News Announcements**

7. **Community Hospital Update**

To receive an update from the Chief Executive following the latest Maldon Health Hub Partnership meeting.

8. **Promenade Park, Maldon - Income Share for the Maldon Mud Race** (Pages 11 - 20)

To consider the report of the Director of Customers and Community

9. **Markets Update** (Pages 21 - 24)

To consider the report of the Director of Customers and Community

10. **Millfields Caravan Site Update** (Pages 25 - 26)

To receive and note the report of the Director of Customers and Community

11. **Ecoflex Home Energy Scheme** (Pages 27 - 32)

To consider the report of the Director of Customers and Community, (copy enclosed).

12. **Appointment of Representatives to Citizens Advice Bureau Liaison Committee**

To appoint two Members to fill current vacancies on the above Liaison Committee.

13. **Any other items of business that the Chairman of the Committee decides are urgent**

NOTICES

Sound Recording of Meeting

Please note that the Council will be recording any part of this meeting held in open session for subsequent publication on the Council's website. At the start of the meeting an announcement will be made about the sound recording. Members of the public attending the meeting with a view to speaking are deemed to be giving permission to be included in the recording.

Fire

In event of a fire, a siren will sound. Please use the fire exits marked with the green running man. The fire assembly point is outside the main entrance to the Council Offices. Please gather there and await further instruction.

Health and Safety

Please be advised of the different levels of flooring within the Council Chamber. There are steps behind the main horseshoe as well as to the side of the room.

Closed-Circuit Television (CCTV)

This meeting is being monitored and recorded by CCTV.



**MINUTES of
COMMUNITY SERVICES COMMITTEE
4 JULY 2017**

PRESENT

Chairman	Councillor R G Boyce MBE
Vice-Chairman	Councillor A T Cain
Councillors	E L Bamford, Mrs B D Harker, Mrs N G F Shaughnessy and Miss S White

215. CHAIRMAN'S NOTICES

The Chairman drew attention to the list of notices published on the back of the agenda.

216. APOLOGIES FOR ABSENCE AND SUBSTITUTION NOTICE

Apologies for absence were received from Councillors H M Bass, M F L Durham CC, Mrs H E Elliott, A S Fluker and R Pratt CC. In accordance with notice duly given Councillor Mrs M E Thompson was attending as a substitute for Councillor Pratt and Councillor A K M St. Joseph as a substitute for Councillor Bass.

217. MINUTES OF THE LAST MEETING

RESOLVED

- (i) that the Minutes of the meeting of the Committee held on 23 May 2017 be received.

Minute 87 – Appointment of Representatives on Liaison Committees / Panels

It was noted that reference to Councillor R Pratt as Chairman of the Community Services Committee under the Strengthening Community Member Task and Finish Working Group was incorrect and should be deleted.

RESOLVED

- (ii) that subject to the above amendment the Minutes of the meeting of the Committee held on 23 May 2017 be confirmed.

218. DISCLOSURE OF INTEREST

There were none.

219. PUBLIC PARTICIPATION

Mrs Elaine Mason, Headteacher at Maldon Court School addressed the Committee in respect of Agenda Item 8 – Permit for School Parents Parking.

220. CHAIRMAN'S ANNOUNCEMENTS AND GOOD NEWS ITEMS

The Chairman outlined the process he wanted to follow at this meeting in respect of the consideration of reports.

The Chairman referred to the recent Maldon Car Show which had taken place at the Promenade Park and attracted an estimated 25,000 people. He also referred to the recent Armed Forces Day hosted on behalf of the Council by Stow Maries Aerodrome. The Chairman commended the Council's events team in presenting both items with limited resources.

221. NEW WASTE SERVICE - ONE YEAR ON

The Committee received a presentation from the Group Manager – Community and Living providing an update on the new waste and recycling collection service. Including:

- Performance results;
- Waste percentages;
- Missed bins;
- The garden waste service;
- Food waste bins;
- Container replacements.

In response to a number of questions the Group Manager provided Members with the following information:

- The national average for food waste collection was 2kg per household per week and the Council was achieving this.
- A low proportion of dry recyclables were contaminated. Contamination visible through the transparent sacks would be left, if identified.
- Officers were involved in regular meetings with the contractors who had taken on board concerns raised in respect of broken containers and were working to increase the standard.

The Chairman put to the Committee that the presentation be accepted and this was agreed.

RESOLVED that the presentation be accepted.

222. PERMIT FOR SCHOOL PARENTS PARKING

The Committee received the report of the Director of Customers and Community, which formally consulted with Members of the Committee on a proposal to introduce a new car parking permit for Maldon Court School.

Members were reminded of a recent proposal to formalise an informal parking arrangement for parents of children attending local schools. This Committee had not supported the proposal and the matter had been discussed by the Finance and Corporate Services Committee at its meeting on 26 April 2017 and its resolution was set out in the report.

The current proposal for a schools parking permit was only applicable to Maldon Court Schools due to the unique parking issues identified and the ability for other schools to work with the South Essex Parking Partnership to introduce the 3PR (Parking Rules) project. Officers were suggesting that the permit be trialled for two academic years commencing September 2017 in order to assess its popularity. It was noted that a report had been prepared for the Council to consider at its meeting on 13 July and this was attached as Appendix 1.

A number of concerns were raised by Members relating to both the proposed charging for such a scheme and limiting it only to one School. In response to a question regarding the proposed permit fee, Officers advised that this reflected the use of the parking spaces and a small administrative charge.

In response to a query, it was agreed that an additional paragraph would be added to the report for consideration by the Council to clarify what the 3 Parking Rules Project was.

Councillor E L Bamford proposed that the new permit scheme should only be introduced for a one year trial period. This proposal was duly seconded. There being an equality of vote the Chairman used his casting vote against the proposition and in favour of the two year trial period proposed by Officers.

The Chairman then put the recommendations as set out the report subject to the additional paragraph requested to the Council report. This was duly agreed.

RESOLVED

- (i) That the report to the Council be amended to include details of the 3PR (Parking Rules) Project;
- (ii) That subject to the above amendment the report to the Council recommending the introduction of a new permit scheme (for a trial period of two years) specifically designed to address a parking issue associated with Maldon Court School, be noted.

223. 2016 / 17 REVIEW OF PERFORMANCE

The Committee considered the report of the Chief Executive giving details of performance against targets set for 2016 / 17 and to ensure that progress was being achieved towards the corporate goals and objectives detailed in the Corporate Plan 2015 / 19 adopted by the Council.

The Key Corporate Activities (KCA) assessed as being “behind schedule” or “at risk of not being achieved” along with indicators which had not achieved their end of year target were set out in Appendix 1 to the report.

The following information was provided by Officers in response to questions raised:

- Develop the Strengthening Communities Strategy – The Group Manager (Leisure, Countryside and Tourism) advised that the Member Working Group had requested an audit of all the groups across the District and once this had been completed the KCA would be progressed.
- Level of Reported Crime – Members were advised that these were Essex Police targets.
- Working in partnership to develop community consultation groups re. management / maintenance of existing open spaces – The Council had been working with a number of community groups including the Friends of Promenade Park and Elms Farm Park Group. Work to strengthen such links was ongoing and in the future would link more closely with the strengthening communities activities.
- Working with partnership to seek funding / bring forward flood relief projects for identified surface flooding risk areas in District – There was some confusion regarding the target date and the Group Manager (Leisure, Countryside and Tourism) agreed to provide clarification in respect of this to Members outside of the meeting.

A Member raised concern that the Council appeared to not be following the trend of other Councils but had increased its Tourist Information Centres. The Group Manager (Leisure, Countryside and Tourism) provided a brief update in respect of the District's Tourism industry and how it was increasing. In response the Chairman advised that this was a matter for the Planning and Licensing Committee which they might wish to review.

RESOLVED that performance against the targets set for 2016 / 17 be noted.

224. COMMUNITY HOSPITAL UPDATE

It was agreed that a report on the Community Hospital (Health Hub) would be brought to the next meeting of the Committee.

225. DISABLED FACILITIES GRANTS

The Committee considered the report of the Director of Customers and Community providing Members with an update on the delivery of the Council's Disabled Facilities Grants (DFG) programme. The report also sought Members' consideration of an increase to fees to a level which was consistent with other areas and enabled the further development of the service.

It was noted that the Council had made good progress in expanding the conventional DFG service and was now looking at how work could be linked with other complementary services to meet Government expectations. The proposed change to fees to align the Council with other Districts would help maintain capacity and subject to agreement by Essex County Council give the ability to top-slice some of the other grant to support the expansion of local services provided. A testimony at Appendix 1 to

the report illustrated the positive impact that the Council can have on the lives of some of the most vulnerable local residents.

The Chairman advised that recommendation (ii) needed to be a recommendation to the Finance and Corporate Services Committee because it related to the Council's Fees and Charges.

In response to a question, the Strategic Housing Manager highlighted current charges and explained that the current proposal was to set a consistent level of fees in line with other Districts in Essex.

RESOLVED

- (i) That the continued expansion of funding and delivery of Disabled Facility Grants work, be noted;
- (ii) That the Finance and Corporate Services Committee be **recommended** to approve the increase of Disabled Facility Grants Fees to 15%, in order to make the service sustainable and meet current and future strategic demands.

226. HEALTH AND SAFETY ENFORCEMENT WORK PLAN 2017 / 18

The Committee considered the report of the Chief Executive presenting the Health and Safety Enforcement Work Plan 2017 / 18 (attached as Appendix 1 to the report) and outlined proposals for delivery of health and safety enforcement during 2017 / 18.

It was noted that the 2017 / 18 Work Plan provided a clear programme of health and safety enforcement to be undertaken in the Maldon District during 2017 / 18. It aligned with national guidance and the Essex-wide work plan. Members were reminded of the statutory functions required by Section 18 of the Health and Safety at Work etc. Act 1974 which, by undertaking enforcement activities, the Council fulfilled.

RESOLVED that the Health and Safety Enforcement Work Plan 2017 / 18, be approved.

227. DENGIE GATEWAY PROJECT - BURNHAM-ON-CROUCH 'HUB' UPDATE

The Committee considered the report of the Director of Customers and Community, seeking Members' views on which of the shortlisted projects within Burnham-on-Crouch, as part of the Dengie Gateway Project, should be implemented.

Members were reminded of the proposals to install a 'hub' project at Burnham-on-Crouch as part of the Dengie Gateway Project. This Committee had requested a suggested mast concept and resolved that the public be consulted to seek further ideas. This report sought to present the four shortlisted ideas received (attached at Appendix 1 to the report) for Members' consideration.

Of the four shortlisted projects, it was noted that Officers felt that Project 2 – the Woodland and Sculpture Trails would add a feature to Riverside Park, Burnham-on-Crouch which if delivered correctly attract visitor numbers.

A debate ensued and a number of comments raised. The Group Manager (Leisure, Countryside and Tourism) advised that the monies had been given by the Department for Communities and Local Government to spend on projects to enhance the Council's coast and the monies had to be spent by the end of this financial year.

In response to comments it was agreed that Officers would consult the Burnham Community and Town Council and provide feedback to this Committee.

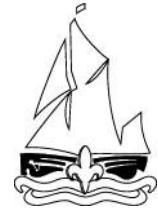
The Chairman put the recommendation as set out in the report to agree Project 2 subject to further consultation by Officers. This proposal was duly seconded and agreed.

RESOLVED

- (i) That Project 2 – Woodland and Sculpture Trails are progressed by Officers;
- (ii) That Officers carry out consultation with the local community and Town Council in respect of Project 2 and feedback to the Community Services Committee.

There being no further items of business the Chairman closed the meeting at 8.40 pm.

R G BOYCE MBE
CHAIRMAN



REPORT of DIRECTOR OF CUSTOMERS AND COMMUNITY

**to
COMMUNITY SERVICES COMMITTEE
29 AUGUST 2017**

PROMENADE PARK, MALDON - INCOME SHARE FOR THE MALDON MUD RACE

1. PURPOSE OF THE REPORT

- 1.1 To seek Members views on a request from the Maldon Mud Race Limited on the income share allocation from the parking charges for Promenade Park, Maldon during the Maldon Mud Race 2017 and pass comment to the Finance & Corporate Services Committee.
- 1.2 To consider the change of approach of the Maldon Mud Race Limited to enhance the Maldon Mud Race.

2. RECOMMENDATIONS

- (i) To seek Members' views on a request to extend the time allocation for the income scheme arrangements for the 2017 Maldon Mud Race, for the Finance and Corporate Services Committee to consider;
- (ii) That Officers report to Members on the future arrangements for the Maldon Mud race.

3. SUMMARY OF KEY ISSUES

- 3.1 The Maldon Mud Race Ltd held the Maldon Mud Race 2017 in Promenade Park on 7 May 2017.
- 3.2 In 2014, 2015 and 2016 Members agreed to limit the donation from car parking income to coincide with the times of the event and that income be shared on a 50:50 split of the car park fees taken (Minute Nos. 882, 851 and 873 refer).
- 3.3 The Maldon Mud Race Ltd undertook the stewarding of the parking areas from 9.00 am and Council staff were available for enforcement and to help to deal with any problems on the day. Car park machines operated as normal throughout the day.
- 3.4 The 2017 Mud Race started at 4:00 pm. This is a much later time for the race to commence than in other years. The organisers (Maldon Mud Race Ltd) have approached the Council requesting that the income share from car parking from this year's event be for a longer period. They have requested a 50:50 share of income

from 11.30 am until 5.30 pm on 7 May 2017, a copy of the request is attached at **APPENDIX 1**. A copy of the Maldon Mud Race Limited current accounts (**APPENDIX 2**) will follow. The previous agreement was for two hours before and after the start time of the mud race which would have meant a donation of £891.30 for this year.

- 3.5 The Mud Race Limited for 2017 increased the activities throughout the day for the public to enjoy with a view to encouraging them to arrive earlier and stay for longer. The 2017 event saw entertainers, singers, food stalls, a duck race and a juvenile fair as part of the event. With the additional entertainment the organisers were hoping that this would result in an increase to the income collected during the event. Officers would like to understand the organiser's future plans and it is therefore suggested that a report is brought back to Members accordingly.
- 3.6 The organisers believe that more people arrived earlier for the race, and parked their vehicles for a longer period of time. If so, the monies will not be included in the calculation of the income they would have received. For example, a customer arriving at 1.00 pm and purchasing a three hours or all day pay and display ticket will not be included in the Council's calculations.
- 3.7 The actual income taken by the machines between 11.30 am and 5.30 pm on Sunday 7 May 2017 was £2,956.30. This would be a donation of £1,478.15.

4. CONCLUSIONS

- 4.1 The agreement to share the Car Park income between the Council and the Maldon Mud Race Ltd has been in place for a number of years now. The Finance and Corporate Services Committee on 14 June 2016 considered arrangements for the sharing of car park income for the Maldon Mud Race in 2016 and 2017 and resolved (Minute No. 183 refers) that:
- (i) *car parking income received on the day of the Maldon Mud Race 2016 between the times of 10:00am and 2:00pm be shared on a 50:50 basis with the Maldon Mud Race Ltd;*
 - (ii) *the car parking income received two hours before and after the start of the Maldon Mud Race in 2017, is shared on a 50:50 basis with the Maldon Mud Race Ltd and reviewed on an annual basis.*
- 4.2 As the 2017 Mud Race commenced at 4.00 pm, Officers would agree that some people would arrive earlier in the day to see the Mud Race and use the other entertainments provided by the organisers, (e.g. duck race and funfair). To help facilitate, the stewarding was in place at an earlier time to help order and maximise the room in the car park. The Mud Race costs have therefore increased, and it would be logical to increase the income share for the 2017 race.
- 4.3 As the policy for the allocation of the car parking income has already been agreed any request for a variation to this agreement needs to be considered by the Finance and Corporate Services Committee. A report has been prepared by Officers and is shown in **APPENDIX 3**. The accounts for the Maldon Mud Race Ltd (**APPENDIX 2**) to

will follow. Members' views are sought on the report for Finance and Corporate Services Committee to consider.

5. IMPACT ON CORPORATE GOALS

- 5.1 This activity supports the corporate goals of enabling, supporting and empowering communities to be active, safe and healthy and to be an authority that delivers good quality, cost effective and valued services in a transparent way.

6. IMPLICATIONS

- (i) **Impact on Customers** – There is a significant beneficial impact on the town of Maldon during the mud race and, with proper control, any negative impact on Promenade Park, it's visitors and on local residents will be kept to a minimum.
- (ii) **Impact on Equalities** – The Maldon Mud Race seeks to attract all visitors and does not seek to disadvantage any visitor to the event. The charitable giving enabled by the event supports a wide range of local charities.
- (iii) **Impact on Risk** – None.
- (iv) **Impact on Resources (financial)** –The following donations have been made to the Maldon Mud Race Ltd:
 - 2016.....£1,725.23.
 - 2015£585.24
 - 2014£1,282.06

The total income for the proposed six hour income scheme period was £2,956.30. This would equate to a donation on £1,478.15. This figure compares to the £891.30 which was originally agreed, and represents an increased donation of £586.85.
- (v) **Impact on Resources (human)** - Officer time in dealing with such a major event on Council land both in pre-planning work and on the day of the event. This is recharged back to the Maldon Mud Race Limited.
- (vi) **Impact on the Environment** – None.

Background Papers: None.

Enquiries to:

Richard Heard, Leisure, Leisure and Community Services Manager, (Tel 01621 875838).

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121 Washington Road

Maldon
Essex
CM9 6AR

10th May 2017

Richard Heard
Maldon District Council
Princess Road
Maldon

Dear Richard,

Maldon Mud Race 7th May 2017, Promenade Park Maldon

I am writing on behalf of the Charity to thank you and your staff for the excellent support you and your staff in supporting the event over the two days of the initial setup day the event and take down.

As you are aware we are concerned with regard to the main promenade park, car parks and the hours laid down in your letter concerning the hours in which the charity would benefit from 50% of the net proceeds on the day of the race, this being two hours before the race and two hours after the race.

The race this year was scheduled for a 16.30pm start which effectively means that we would receive net monies between the hours of 14.30pm and 18.30pm. The charity as in the past provided car park stewards, at its own significant cost, to provide management of the park car parks from 09.30am until 18.00pm this year.

Clearly the car parks will start to fill well before 14.30pm of which the Council would receive full benefit of fees collected. The Charity has in the past, controlled the Car parks and charged each vehicle on entry, however we changed to using the automatic machines which give a print out of the receipts for the day.

We would therefore ask the council to reconsider the four hour limit and ask that the times when the Charity receives the benefit of the charges from 11.30am to 17.30pm this year

Yours sincerely

Brian K Farrington
Chairman

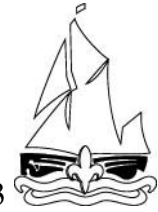
The Maldon Mud Race Limited is registered in England and Wales No. 07102189. Registered Charity No. 1135532



Winner Pride of Essex Award

2014

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**REPORT of
DIRECTOR OF CUSTOMERS AND COMMUNITY**

**to
FINANCE AND CORPORATE SERVICES COMMITTEE
26 SEPTEMBER 2017**

PROMENADE PARK, MALDON - INCOME SHARE FOR THE MALDON MUD RACE

1. PURPOSE OF THE REPORT

- 1.1 To consider a request from the Maldon Mud Race Ltd for increasing the income share time allocation for the parking charges for Promenade Park, Maldon during the Maldon Mud Race 2017.

2. RECOMMENDATIONS

- (i) That the comments from the Community Services Committee on the 29 August relating to this matter be noted;
- (ii) That car parking income received from 11.30 am until 5.30 pm on 07 May 2017, for the Maldon Mud Race 2017, in the sum of £2,956.30, be shared on a 50:50 basis with the Maldon Mud Race Ltd.

3. SUMMARY OF KEY ISSUES

- 3.1 The Maldon Mud Race Ltd held the Maldon Mud Race 2017 in Promenade Park on 7 May 2017.
- 3.2 In 2014, 2015 and 2016 Members agreed to limit the donation from car parking income to coincide with the times of the event and that income be shared on a 50:50 split of the car park fees taken (Minute Nos. 882, 851 and 873 refer).
- 3.3 The Maldon Mud Race Ltd undertook the stewarding of the parking areas from 9.00 am and Council staff were available for enforcement and to help to deal with any problems on the day. Car park machines operated as normal throughout the day.
- 3.4 The 2017 Mud Race started at 4:00 pm. This is a much later time for the race to commence than in other years. The organisers (Maldon Mud Race Ltd) have approached the Council requesting that the income share from car parking from this year's event be for a longer period. They have requested a 50:50 share of income from 11.30 am until 5.30 pm on 7 May 2017, a copy of the request is attached at **APPENDIX 1**. A copy of the Maldon Mud Race Limited current accounts are attached at **APPENDIX 2**. The previous agreement was for two hours before and

after the start time of the mud race which would have meant a donation of £891.30 for this year.

- 3.5 The Mud Race Limited for 2017 increased the activities throughout the day for the public to enjoy with a view to encouraging them to arrive earlier and stay for longer. The 2017 event saw entertainers, singers, food stalls, a duck race and a juvenile fair as part of the event. With the additional entertainment the organisers were hoping that this would result in an increase to the income collected during the event. Officers would like to understand the organiser's future plans and it is therefore suggested that a report is brought back to Members accordingly.
- 3.6 The organisers believe that more people arrived earlier for the race, and parked their vehicles for a longer period of time. If so, the monies will not be included in the calculation of the income they would have received. For example, a customer arriving at 1.00 pm and purchasing a three hours or all day pay and display ticket will not be included in the Council's calculations.
- 3.7 The actual income taken by the machines between 11.30 am and 5.30 pm on Sunday 7 May 2017 was £2,956.30. This would be a donation of £1,478.15.

4. CONCLUSIONS

- 4.1 The agreement to share the Car Park income between the Council and the Maldon Mud Race Ltd has been in place for a number of years now. The Finance and Corporate Services Committee on 14 June 2016 considered arrangements for the sharing of car park income for the Maldon Mud Race in 2016 and 2017 and resolved (Minute No. 183 refers) that:
 - (i) *car parking income received on the day of the Maldon Mud Race 2016 between the times of 10:00am and 2:00pm be shared on a 50:50 basis with the Maldon Mud Race Ltd;*
 - (ii) *the car parking income received two hours before and after the start of the Maldon Mud Race in 2017, is shared on a 50:50 basis with the Maldon Mud Race Ltd and reviewed on an annual basis.*
- 4.2 As the 2017 Mud Race commenced at 4.00 pm, Officers would agree that some people would arrive earlier in the day to see the Mud Race and use the other entertainments provided by the organisers, (e.g. duck race and funfair). To help facilitate, the stewarding was in place at an earlier time to help order and maximise the room in the car park. The Mud Race costs have therefore increased, and it would be logical to increase the income share for the 2017 race.

5. IMPACT ON CORPORATE GOALS

- 5.1 This activity supports the corporate goals of enabling, supporting and empowering communities to be active, safe and healthy and to be an authority that delivers good quality, cost effective and valued services in a transparent way.

6. IMPLICATIONS

- (i) **Impact on Customers** – There is a significant beneficial impact on the town of Maldon during the mud race and, with proper control, any negative impact on Promenade Park, it's visitors and on local residents will be kept to a minimum.
- (ii) **Impact on Equalities** – The Maldon Mud Race seeks to attract all visitors and does not seek to disadvantage any visitor to the event. The charitable giving enabled by the event supports a wide range of local charities.
- (iii) **Impact on Risk** – None.
- (iv) **Impact on Resources (financial)** –The following donations have been made to the Maldon Mud Race Ltd:
 - 2016.....£1,725.23.
 - 2015£585.24
 - 2014£1,282.06

The total income for the proposed six hour income scheme period was £2,956.30. This would equate to a donation on £1,478.15. This figure compares to the £891.30 which was originally agreed, and represents an increased donation of £586.85.
- (v) **Impact on Resources (human)** - Officer time in dealing with such a major event on Council land both in pre-planning work and on the day of the event. This is recharged back to the Maldon Mud Race Limited.
- (vi) **Impact on the Environment** – None.

Background Papers: None.

Enquiries to:

Richard Heard, Leisure, Leisure and Community Services Manager, (Tel 01621 875838).

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REPORT of DIRECTOR OF CUSTOMERS AND COMMUNITY

**to
COMMUNITY SERVICES COMMITTEE
29 AUGUST 2017**

MARKETS UPDATE

1. PURPOSE OF THE REPORT

- 1.1 To update Members on the viability of the Maldon Thursday and Saturday Town Markets and seek authority to seek tenders for a further two year period of market operations in Maldon.

2. RECOMMENDATION

That the Director of Customers and Community be authorised to seek tenders for a two year contract for a Maldon Market at Butt Lane Car Park on a Thursday with an allocation of 27 parking spaces and a Saturday Market for up to three stalls with no loss of car parking.

3. AREA FOR DECISION / ACTION

3.1 Background

The Community Services Committee on the 23 May 2017 resolved (Minute No. 89 refers):

- (i) that the Committee notes the update on Market provision;
- (ii) that the Committee requests Officers extend the existing arrangements for three months for a Maldon Market on a Thursday and a Saturday Market of three stalls and report back on the future viability of the provision;
- (iii) that the Committee requests Officers tender for a two year contract for a Burnham-on-Crouch Market on a Tuesday;
- (iv) That subject to (ii) above, Planning Permission is sought for the Maldon Market for the next two years in Butt Lane Car Park on a Thursday and Saturday, as detailed in the report;
- (iv) that subject to (iii) above, Planning Permission is sought for the Burnham-on-Crouch Market for the next two years in the High Street on a Tuesday as detailed in this report.

3.2 **Update and Areas for Decision**

3.2.1 Further to recommendation (ii) as detailed in 3.1 above, Officers have extended market operations for a three month period and as requested have looked at the viability of the existing Market arrangements. The Maldon Market operates on two days of the week. Set out below are some basic facts relating to each day of operation.

3.2.2 **Thursday Market** - The Thursday Market occupies a leased area of the Butt Lane Car Park covering 38 car parking spaces. The Thursday market offers a variety of goods and services including:

- jewellery and watch repairs;
- fruit and vegetables;
- stationery;
- domestic items;
- food and sweets;
- cleaning products.

3.2.2.1 The Market has capacity for approximately 16 stalls within the allocated area but regularly only 10 - 12 stalls attend. This number is further diminished when the weather is inclement.

3.2.3 **Saturday Market** - The Saturday market occupies a smaller leased area in the car park (including three parking spaces). Usually there is only one stall in attendance and rarely are any of the spaces used.

3.2.4 Generally stall holders have been attending the two day Maldon Market for many years and have many regular customers. Previous attempts to increase the scale of the operation have not resulted in a larger operation on either day. Location is thought to be a limiting factor with many operators wishing for High Street presence. The Council has experimented with alternative locations in the past but a satisfactory solution as yet has not been found.

3.3 **Market Operation and Impact on Town Centre Car Parks**

3.3.1 To help understand the viability of the market and the possible effects on income, the car park's capacity has been monitored. Table 1.1 overleaf shows that on only three occasions out of the last eight weeks has the car park been at capacity and there were no spaces for the public to park in despite the market being active.

	9.00am	11.00am	1:00pm	3:00pm
25/05/2017	38	4	2	13
01/06/2017	25	8	10	16
08/06/2017	28	0	2	14
15/06/2017	22	3	2	2
22/06/2017	36	0	0	2
29/06/2017	22	0	0	11
06/07/2017	70	3	4	8
13/07/2017	55	5	3	3

Table 1.1 – Free Car Parking Spaces in Butt Lane Car Park

- 3.3.2 Results from the brief survey perhaps indicate that although busy, generally there are parking spaces available within Butt Lane Car Park on market days. Customers do have a choice of alternative parking nearby. There is no evidence to suggest the markets are having a detrimental effect upon parking provision at this time.
- 3.3.3 Officers have considered what might happen if there was no Market on a Thursday and the spaces were then used by customers for parking. Theoretically if the 38 parking spaces currently allocated to the Market were all occupied with cars purchasing an all-day ticket this would equate to additional income of approximately £15,000 per annum. This compares with the current income of £4,500 derived from market rent.
- 3.3.4 However, it is not able to be precise on the level of take up within the car park. Our small survey suggests utilising all spaces which is unlikely, as on five previous occasions, there were parking spaces available on a Thursday.

4. IMPACT ON CORPORATE GOALS

- 4.1 This report links to the corporate goal of “Delivering good quality, cost effective and valued services”.

5. IMPLICATIONS

- (i) **Impact on Customers** – The Burnham-on-Crouch Market offers a wide range of goods and has been received well by the local population. The Maldon Bank Holiday Market continues to attract a high volume of customers, especially when there is good weather. The Maldon Thursday Market has improved, and the Saturday Market regularly only has one stall.
- (ii) **Impact on Equalities** – None.
- (iii) **Impact on Risk** – No corporate risks have been identified.
- (iv) **Impact on Resources (financial)** – The Maldon Town current contract is managed by the Maldon Market Cooperative and pays an annual fee to the Council of £4,500.

The Butt Lane Car Park 2016 / 17 income was £226,750.

If the Butt Lane Car Park parking spaces were occupied all-day this would equate to a loss of income to the Council of approximately £15,000 per annum.

(v) **Impact on Resources (human)** – None.

(vi) **Impact on the Environment** – None.

6. CONCLUSIONS

- 6.1 The Butt Lane Car Park is a busy car park and provides a significant income stream to the Council. However, it is not possible to estimate the actual additional income the Council would receive, but if each of the 38 parking spaces were full, then this would equate to an additional maximum of £15,000 per annum.
- 6.2 The Maldon Town Market is established on a Thursday and regularly sees 10 - 12 stalls operating. Now that the Saturday Market has been reduced to three parking spaces and one or two stalls, more area of the Butt Lane Car Park is available for car parking.
- 6.3 Officers conclude that the Market does provide a service for customers even in its limited form and until an alternative location is identified this arrangement, with some modification, should continue. By looking at past activities and attendance it is felt appropriate to reduce the current allocated number of spaces from 38 spaces to 27 and this could bring an additional £4,400 to the Council in parking income. If, in the future, the market operator demonstrates consistent and full occupation of the allocated area together with demonstrable demand for additional market stalls, a business case could be considered for expansion.

Background Papers: None.

Enquiries to:

Richard Heard, Leisure and Community Services Manager, (Tel: 01621 875838).



REPORT of DIRECTOR OF CUSTOMERS AND COMMUNITY

**to
COMMUNITY SERVICES COMMITTEE
29 AUGUST 2017**

MILLFIELDS CARAVAN SITE UPDATE

1. PURPOSE OF THE REPORT

- 1.1 To provide Members with an update on the reinstatement of a caravan site at Millfields, Burnham-on-Crouch.

2. RECOMMENDATIONS

- (i) that Members note the decision of the Finance and Corporate Services Committee relating to the provision of a caravan site ;
- (ii) that Officers prepare a further update report to the Community Services Committee following the completion of the legal agreement with Birch Leisure Parks Limited updating Members on progress towards implementation.

3. SUMMARY OF KEY ISSUES

- 3.1 On 25 July members of the Finance and Corporate Service considered the future provision of a caravan site at Millfields Recreation Ground and resolved the following (Minute No. 293 refers):

That a new lease for the Millfields Caravan Park, Burnham-on-Crouch be offered to Birch Leisure Parks Limited subject to option one as detailed in the report.

- 3.2 At the time of drafting this report specific details of the caravan site are outline but will become more detailed as the planning application is prepared by Birch Leisure Parks Limited (Birch) and an update will be presented to Members in due course. Overall the intention is to provide a high quality holiday caravan park which will contain a mixture of privately owned and rented pitches. The caravans will be uniform in design typically as found in 'park home' sites. A clubhouse and shop will be provided which will be a welcome addition to the park as Birch wishes to integrate the site into the main park. The site will operate for ten months of the year with a defined two month closure period (this will prevent permanent residency).

4. CONCLUSION

- 4.1 The re-introduction of a caravan site within Burnham-on-Crouch will directly benefit the local community through the provision of a high quality site offering accommodation for visitors to the Dengie. Visitors will have access to local business including food and retail providers whom will also benefit. The site will enhance the recreation ground and may offer additional facilities which could be enjoyed by non-residents. Finally the Council will benefit through regular income from Birch during the length of the contract.
- 4.2 Upon completion of the legal process, the caravan site will once again become an operational asset, Officers will monitor the contract and provide routine performance update reports to this Committee.

5. IMPACT ON CORPORATE GOALS

- 5.1 Delivering good quality, cost effective and valued services.

6. IMPLICATIONS

- (i) **Impact on Customers** – The provision of the caravan site offers greater choice to visitors to the district
- (ii) **Impact on Equalities** – No issues identified.
- (iii) **Impact on Risk** – Members of the Finance and Corporate Services Committee specifically considered the financial risks to the Council and was satisfied the proposals were sound and the Council is adequately protected.
- (iv) **Impact on Resources (financial)** – Birch will be funding the provision of the new caravan site and will pay the Council a regular income throughout the life of the Contract.
- (v) **Impact on Resources (human)** – None.
- (vi) **Impact on the Environment** – Birch is required to obtain all necessary consents for the new site and this element is a specific requirement within the contract.

Background Papers: None

Enquiries to: Richard Holmes, Director of Customers and Community, (Tel: 01621 875752) or Richard Heard, Leisure and Community Development Manager, (Tel: 01621 875838).



REPORT of DIRECTOR OF CUSTOMERS AND COMMUNITY

**to
COMMUNITY SERVICES COMMITTEE
29 AUGUST 2017**

ECOFLEX HOME ENERGY SCHEME

1. PURPOSE OF THE REPORT

- 1.1 To provide an overview of the new Ecoflex “Help to Heat” scheme; to seek Member approval of a statement of intent for the Maldon District and the ability to work with a third party delivery partner.

2. RECOMMENDATIONS

- (i) that details of the scheme and the potential benefits to those in fuel poverty in the District are noted;
- (ii) that the proposed statement of intent is agreed;
- (iii) that subject to satisfactory procurement, a third party is engaged as a business partner to deliver the scheme.

3. SUMMARY OF KEY ISSUES

- 3.1 In January 2013, in a raft of measures supporting the Green Deal, the Government introduced the “Energy Companies Obligation” (ECO), with an aim to reduce the UK’s energy consumption, lower energy bills and support people living in fuel poverty. The scheme places an obligation on energy suppliers to fund a quota of home energy efficiency improvements each year.
- 3.2 Following a period of consultation the ECO scheme has been updated with the new ‘Help to Heat’ scheme providing energy efficiency funding for the most vulnerable households. The scheme will be available from April 2017 to 30 September 2018.
- 3.3 In April 2017 new Government guidance was issued, recognising the important role local authorities have in relation to fuel poverty and setting out opportunities for engagement with energy suppliers to help meet their obligations. The Guidance introduces a new flexible approach through which local authorities can refer households to suppliers.
- 3.4 The Help to Heat scheme includes a Flexible Eligibility component which allows local authorities to set their own criteria in targeting fuel poverty in their areas. This

new component would sit alongside the main ECO scheme and is able to support those who have previously fallen outside of the previous stringent criteria.

3.5 Local authorities who wish to participate in flexible eligibility are required to publish a Statement of Intent (SoI), defining the criteria they intend to use to identify households that might benefit from the scheme. A draft SoI for the Maldon District is set out in **APPENDIX 1** for Members consideration and approval.

3.6 As required by the guidance the proposed Statement of Intent includes:

- The criteria for identifying those properties in private tenure and households in fuel poverty including low income, receipt of benefits, prepayment meters, poor energy performance, inefficient heating types and resultant high energy bills.
- The criteria for identifying low income households with vulnerability to cold, including those over 75 or with children under 5, those with cardiovascular disease and / or one of the numerous health issues potentially caused or aggravated by cold homes.
- Details of scheme requirement for Solid Wall Insulation “in-fill” projects and whether it is intended to facilitate solid wall insulation, including households that are not in fuel poverty or vulnerable.

3.7 The Council does not have a dedicated resource for promoting and delivering energy efficiency opportunities and has previously worked with accredited Green Deal Provider.

4. CONCLUSION

4.1 The new flexible eligibility element of the Energy Company Obligation allows local authorities to tailor funding opportunities for energy efficiency measures to meet the needs of our most vulnerable households. Many of these will not have benefitted from earlier ECO offers due to the inflexibility of the funding rules. The proposed Statement of Intent appended to this report provides a clear mechanism for identifying the most vulnerable residents and making an important contribution to their health and wellbeing. Working with a Green Deal Provider will provide access to a broad funding pool and enable delivery of much needed energy efficiency measures with only minimal input from Council officers.

5. IMPACT ON CORPORATE GOALS

5.1 Helping to deliver affordable warmth schemes to those most in need contributes to the corporate goal of “helping communities to be safe, active and healthy” by supporting the high level outcomes of an active population with healthy lifestyles.

5.2 Improving housing standards helps protect and shape the District by contributing to “meeting housing needs”.

6. IMPLICATIONS

- (i) **Impact on Customers** – The proposed scheme will deliver more affordable warmth and greater disposable income with accompanying benefits to health and wellbeing.
- (ii) **Impact on Equalities** – Access to the scheme has broadened in this new round of ECO funding and is now available to the most vulnerable residents in the District with some of the coldest homes.
- (iii) **Impact on Risk** – Due to an unknown level of demand there is a risk that the ECO funded scheme may not have sufficient funds to complete the project. The provider will monitor demand and manage customer expectations. This is well documented in the promotional detail and the importance of managing expectations is understood.
- (iv) **Impact on Resources (financial)** – None, the scheme is fully funded with no contribution required from Maldon District Council.
- (v) **Impact on Resources (human)** – None, the installer has agreed to fund any mail out as part of the promotion of the scheme as well as handle all enquiries and contact with the customer. Any calls that do reach the Council can be dealt with using existing resources.
- (vi) **Impact on the Environment** – The scheme provides a positive environmental impact on the environment by reducing energy consumption and reducing CO2 emissions.

Background Papers: None.

Enquiries to: Shirley Hall, Environmental Health Manager, (Tel: 01621 875817).

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Energy Company Obligation: Help to Heat
Local Authority Flexible Eligibility Statement of Intent
Maldon District Council

Date of publication:

URL: [insert webpage Sol has been published on]

1) Introduction

Maldon District Council welcomes the introduction of Flexible Eligibility (FE) and intends to utilise it for the purposes of reducing fuel poverty in the borough.

It should be noted that the final decision on whether any individual household will benefit from energy saving improvements rests with obligated energy suppliers or their contractors. Inclusion in a Declaration of Eligibility issued by the Council to a supplier will not guarantee installation of measures. The final decision will depend on i) identification of measures eligible under Help to Heat ii) the supplier's assessment of the cost-effectiveness of installing measures in relation to achieving its obligation, and iii) whether the supplier has achieved their targets or require further measures to meet their Energy Company Obligation targets.

In identifying households as eligible under flexible eligibility Maldon District Council is seeking to enable residents to benefit from funding and will seek the consent of households to including them in a Declaration. Maldon District Council expects any obligated energy supplier, or contractor working on their behalf, comply with the Data Protection Act, to fully follow Ofgem requirements for the Energy Company Obligation Help to Heat, and to act in accordance with industry best practice in relation to consumer care and quality standards of any works that may take place. These are covered in a separate memorandum of understanding between the Council and the obligated party.

2) How Maldon District Council intends to identify eligible households

Maldon District Council will identify households that may benefit from flexible eligibility in a number of ways:

a. Identifying fuel poverty

Subject to availability of resources within the Council and the legal use of data the Council will target those most in need having regard to BEIS guidance on targeting, including:

- i. Those living in private sector and in receipt of the relevant means-tested benefits and/or on a low income
- ii. We will cross-reference data on income with data that we hold or can access on Energy Performance Certificates, prepayment meters, expenditure on fuel, housing type/age/condition, heating type
- iii. Low income households living in energy inefficient housing will be identified in the private rented sector through enforcement activity under the Housing Act 2004

b. Identifying low income and vulnerability to cold

Maldon District Council will target households containing people with the following characteristics, which reflects the National Institute for Health and Care Excellence (NICE) 2015 guidance on excess winter deaths and illness caused by cold homes.

- i. Aged over 60, and particularly those over 75
- ii. Children under 5 and pregnant mothers
- iii. Respiratory disease (COPD, asthma)
- iv. Cardiovascular disease (e.g. ischaemic heart disease, cerebrovascular disease)
- v. Moderate to severe mental illness (e.g. schizophrenia, bipolar disorder)
- vi. Substance misusers
- vii. Dementia
- viii. Neurobiological and related diseases (e.g. fibromyalgia, ME)
- ix. Cancer
- x. Limited mobility
- xi. Haemoglobinopathies (sickle cell disease, thalassaemia)
- xii. Severe learning disabilities
- xiii. Autoimmune and immunodeficiency diseases (e.g. lupus, MS, diabetes, HIV)

c. Solid wall insulation “in-fill” projects

Where potential works have been identified households will be supported to take advantage of “in-fill” projects where the minimum number of vulnerable households is met.

3) Governance

Responsible officer

The officer below will be responsible for signing Declarations on behalf of the local authority.

Fiona Marshall

Chief Executive

4) Evidence, monitoring and reporting

- a. Anonymised data on the characteristics of households reached through FE will be reviewed.
- b. The data above will include details of households assessed, how many were deemed eligible and ineligible, and how many received heating and insulation improvements
- c. All households for whom Declarations were made will be contacted within 28 days

5) Signature

Chief Executive Maldon District Council