



**MINUTES of  
COMMUNITY SERVICES COMMITTEE  
21 NOVEMBER 2017**

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**PRESENT**

Chairman	Councillor R G Boyce MBE
Vice-Chairman	Councillor A T Cain
Councillors	E L Bamford, Mrs B D Harker, N G F Shaughnessy and Miss S White
Substitute Members	Councillors M F L Durham, CC, A S Fluker, B E Harker and A K M St. Joseph

**598. CHAIRMAN'S NOTICES**

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

**599. APOLOGIES FOR ABSENCE AND SUBSTITUTION NOTICES**

Apologies for absence were received from Councillors H M Bass, Miss A M Beale, Mrs H E Elliott and R Pratt.

In accordance with notice duly given Councillor M F L Durham was attending as a substitute for Councillor Pratt, Councillor A S Fluker as a substitute for Councillor Bass, Councillor B E Harker as a substitute for Councillor Miss Beale and Councillor A K M St. Joseph as a substitute for Councillor Mrs Elliott.

**600. MINUTES OF THE LAST MEETING**

**RESOLVED** that the Minutes of the meeting of the Committee held on 29 August 2017 be approved and confirmed.

**601. DISCLOSURE OF INTEREST**

There were none.

**602. PUBLIC PARTICIPATION**

In accordance with the Council's public participation scheme the following members of the public addressed the Committee:

- Mr Terry Frost in relation to Agenda Item 15 – Maldon Markets.
- Ms Judy Lea in relation to Agenda Item 8 – 2018 / 19 Revenue Budget, Capital Budget, Repairs and Renewals, Reserve and Fees and Charges Policy.

### **603. CHAIRMAN'S GOOD NEWS ANNOUNCEMENTS**

The Chairman referred to the following items:

- The annual Crucial Crew event had been held at Stow Maries Great War Aerodrome and benefitted 600 local Year 6 school children.
- The Council's Waste team had been shortlisted for awards in categories for partnership and best communications champions.

### **604. MALDON HEALTH HUB - UPDATE**

The Director of Customers and Community provided Members with a verbal update from the Chief Executive in respect of the Maldon Health Hub project.

It was noted that the Health Hub board continued to meet and progress the project. Mr Daniel Doherty was the new Clinical Commissioning Group (CCG) lead for the Health Hub Project and the Chief Executive had recently met with him and the Chief Executive of the Mid Essex CCG.

In the Autumn, the CCG would be undertaking a public consultation on the Home First Strategy, a new way of supporting patients to be discharged from hospital earlier so they could receive the care they need closer to home. It was reported that should Home First be implemented and prove successful this may change the need for community beds in their current form. For this reason the final funding application and consultation on the Maldon Health Hub had been delayed.

It was noted that the clear project milestones had been requested from the Project Manager in order for the project plan to be updated. Two plans for services within the Health Hub were being developed in parallel; one included the traditional community bed ward.

Members requested that future updates be provided in the form of a written report.

### **605. 2018 / 19 REVENUE BUDGET, CAPITAL BUDGET, REPAIRS AND RENEWALS RESERVE AND FEES AND CHARGES POLICY**

The Committee considered the report of the Director of Resources, presenting the revenue growth, capital projects, repairs & renewals reserve projects and fees & charges proposals for consideration, prior to approval of the 2018 / 19 budget and updated medium term financial strategy.

It was noted that the zero based budget project process for the 2018 / 19 budget was envisaged to generate sufficient savings / additional income to bridge the current budget gap of £98,000 for 2018 / 19.

Appendix A to the report set out the budget growth proposals relevant to this Committee. Members were advised that the first item related to the upgrade of software for the car parking machines and this revenue bid was only required if the capital bid requested was not approved. An addendum to this appendix was circulated at the meeting and the Director of Resources outlined the changes that the addendum detailed.

Appendix B to the report showed the fees and charges policy for the approval of the Committee.

The 2018 / 19 project bids were detailed in Appendix C and categorised into three main groups; essential, service failure and service improvement. Appendix D to the report set out Repairs and Renewals projects to be funded from the Repairs and Renewals Reserve which supported additional costs arising from the need to maintain the Council's asset base.

The report further explained that it was essential for Members to consider the proposals set out in order to allow sufficient time for them to be built into the 2018 / 19 budget setting process.

The Chairman referred to a number of questions that Councillor E L Bamford had raised regarding this report and its appendices and it was noted that the Director of Customers and Community had provided detailed responses to these questions in advance of the meeting. Some further clarification on these were sought and provided by the Director of Customers and Community at the meeting.

In response to a number of questions the Committee were provided the following information:

- Budget Growth (Appendix A)
  - **Car Park Machines, equipment and maintenance** - The contingency detailed in respect of car park machines, related to replacement of existing machinery. The Director of Customers and Community advised that if the capital bid was not supported the current machines would require an upgrade to software which would require a large revenue amount to fund the work.
  - **Street Cleansing (576) contracted services** - It was clarified that the growth item relating to Street Cleansing related to public streets and would be encompassed as part of the Council's street cleansing contract.
  - **Tree Officer / Consultant** - The item relating to a Tree Officer / Consultant requested funding for three years for carrying out a management plan in respect of trees in the District on Council owned land. A number of concerns were raised by some Members in respect of this budget growth item. It was queried as to whether Natural England were able to provide an initial service to the Council prior to procurement of a Tree Officer / Consultant. It was agreed that Officers would investigate opportunities for joint working. <sup>1</sup>The Committee agreed that this item should be put on hold pending confirmation from Natural England.
  - **Parks Team Staff (external works)** - Members were advised of the detail regarding this budget growth item and the Director of Customers

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<sup>1</sup> Minute No. 753 (16/01/18)

and Community explained that further review would be undertaken with work focussing on this team being more commercial.

- **Business food / music event** – The Chairman advised that it was necessary to make budgetary provision for this event.
- Capital Programme (Appendix C):
  - **C2 Replacing CCTV cameras** – The Director of Customers and Community advised that this project sought to replace old CCTV cameras and related to public safety, public perception and fear of crime.
  - **C5 Commemoration of the Fallen from the Maldon District** – The Chairman advised that this had been a suggestion of his and would cover the whole District. He referred to 2018 commemorating the end of the First World War and how the memorial suggested would be a valued attraction for the District. It was clarified that the figure was provisional and the Director of Customers and Community outlined proposals regarding maintenance and using some of the Promenade Park existing infrastructure. An indicative design of the memorial was circulated at the meeting. Following some discussion Councillor M F L Durham proposed that this item be left in the Capital Programme subject to full costings, drawings and funding details (including investigation into crowd funding, potential grants and the lottery). This was duly agreed.
- Repairs and Renewals (Appendix D):
  - **D3 Replacement Street Lights to LEDs** – The Director of Customers and Community advised this was not a capital bid because they were existing lights and the proposal was to replace like for like but upgrade to new technology would be subject to a business case.

Members were advised that the Council's policy was for any items over £10,000 to be classified as a capital bid.

During the discussion on this item of business Councillor A S Fluker declared in the interest of openness and transparency he was a Harbour Commissioner and if the Committee were mindful to discuss the Hythe Quay Dredging budget growth item he would leave the chamber.

Following its lengthy discussion the Committee agreed the following:

## **RESOLVED**

- (i) that the contents of the report be noted;
- (ii) that the Finance and Corporate Services Committee be recommended to approve the following:
  - (a) that the proposals set out in Appendix A to the report for growth items be agreed subject to the following amendments:
    - Car Park Machines, equipment maintenance – subject to approval of capital project this can be removed from as a growth item.
    - Waste Services (133) – Increased Hours – The amount of £3,900 should only be shown in the years 2018 / 19 and 2019 / 20 as it is a two year fixed term contract.

- Parks and other open spaces – This item is to be put on hold pending enquiries as to whether Natural England can provide an initial service.
  - Business food / music event – Subject to a business case.
  - <sup>2</sup>Tree Officer – Officers investigate joint working opportunities.
- (b) that the updated fees and charges policy areas within the purview of this Committee outlined in Appendix B to the report for 2018 / 19 be adopted;
- (c) that the project bids set out in Appendix C to the report are considered and subject to the following information be included for consideration in the 2018 / 19 capital programme:
- Commemoration of the Fallen from the Maldon District – full costings, drawings and how it could be funded should be provided.
- (d) that the Repairs and renewals projects set out in APPENDIX D to the report are considered and funded from the Repairs and renewals reserve.

#### **606. COMMUNITY ENGAGEMENT / FRIENDS GROUPS AND MANAGEMENT PLAN**

The Committee considered the report of the Director of Customers and Community advising that Officers would be:

- seeking details from organised Community and Friends groups, and reporting to this Committee in Spring 2018 with suggestions as to how Maldon District Council (MDC) may better engage with these groups, stakeholders, and the wider public, both resident and visiting.
- creating and populating new template documents to be used as a basis for writing new Management Plans for MDC owned Parks and Open Spaces. Initial priority sites for creation / completion of these Management Plans will be Riverside Park (Burnham-on-Crouch), Burnham-on-Crouch Cemetery and Maldon Cemetery.

It was noted that there was a requirement for the Council to hold current and accurate information on all Friends and Community groups to ensure engagement and resources within the Council's Parks and Open Spaces could be prioritised.

#### **RESOLVED**

- (i) that all formalised Community and Friends Groups who are regularly involved in the use or management of Council assets – including community buildings, Parks, and leased / licenced areas, be required to submit written annual summaries of their activities for the period of April 2013 to March 2017;

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<sup>2</sup> Minute No. 733 (16/01/18)

- (ii) that Officers review and collate information received, prepare an update report and recommendations for the Community Services Committee meeting in March 2018;
- (iii) that that Officers have draft Management plans available for the Committee cycle in March 2018 for Member discussion and comment. Draft plans then to be available for Public Consultation through engagement activities and stakeholder consultations, with view to final five year Plans for period April 2019 – March 2024 being published in autumn 2018.

#### **607. CONSULTATION ON DRAFT HOMELESSNESS CODE OF GUIDANCE FOR LOCAL AUTHORITIES**

The Committee considered the report of the Director of Customers and Community seeking Members' approval of a response to the Government's consultation for the proposed Code of Guidance that would accompany the new legislation relating to the Housing and Homelessness Acts, attached as Appendix 1 to the report.

The report advised that the new Homelessness Reduction Act introduced a statutory requirement for Local Housing Authorities to actively prevent homelessness wherever possible. The Act also created some additional duties which were set out in the report.

In response to a comment regarding the wording of response to question 14 c) the Director of Customers and Community advised he would ask the Strategic Housing Manager to amend this.

**RESOLVED** that subject to amendment, the proposed response to the consultation for the proposed Code of Guidance, be approved.

#### **608. DEVELOPING A FAITH COVENANT FOR ESSEX**

The Committee considered the report of the Director of Customers and Community providing details of work undertaken by the Countrywide Multi-Faith Steering Group to develop a Faith Covenant for Essex (attached as Appendix A to the report) and seeking endorsement of this.

It was noted that the Faith Covenant enabled partners to formally recognise the contribution that faith based organisations / groups could have in the community and was supported by Essex County Council and over 100 organisations across Essex. The main aims of the Covenant were set out in the report. Members were advised that the Covenant was formally launched on Saturday 14 October and did not place any additional obligations or costs on the Council. Being a formal signatory to the Covenant recognised the positive relationship that the Council has with local Faith groups.

**RESOLVED**

- (i) that the principles that underpin the Essex Faith Covenant be endorsed;

- (ii) that Maldon District Council confirms it <sup>3</sup>wishes to be a signatory to the Covenant.

**609. DISTRICT COUNTY HEALTH AND WELLBEING FORUM AND MALDON LIVEWELL PARTNERSHIP GROUP**

The Committee considered the report of the Director of Customers and Community outlining the aim of the newly formed District County Health and Wellbeing Forum and seeking nomination of a deputy for Councillor R G Boyce on it. The report also provided an update on progress with the Maldon Livewell Partnership Group (formally known as the Maldon Health and Wellbeing Partnership Group).

**RESOLVED**

- (i) that Councillor Mrs B D Harker be nominated to act as a Deputy for Councillor R G Boyce MBE on the Maldon Livewell Partnership Group and District County Health and Wellbeing Forum;
- (ii) that the update on the Maldon Livewell Partnership Group be noted.

**610. HISTORIC REVIVAL WATERFRONT PROJECT OUTCOMES**

The Committee received the report of the Director of Customers and Community updating Members on progress made towards the completion of the Coastal Revival Funded, History Waterfront Revival Project.

The report provided background information relating to the Council's successful award of £50,000 grant funding to undertake the Historic Waterfront Revival Project which built upon work undertaken in connection to the Local Development Plan and the Central Area Masterplan. A feasibility study had been undertaken and had identified key projects and development opportunities which would support the local economy and extend the tourism in the area.

The Executive Summary of the Historic Waterfront Project report was set out in Appendix 1 to the report and Appendix 2 detailed the required project outcomes and consultants findings.

**RESOLVED** that the findings of the consultants employed to undertake the Historic Waterfront Revival Project be noted.

**611. TOUR DE COAST - MALDON DISTRICT**

The Committee considered the report of the Director of Customers and Community seeking Members' support in principle the installation of a 'daymark' in the Maldon District as part of the national Tour de Coast project.

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<sup>3</sup> Minute No. 733 (16/01/18)

It was noted that the Tour de Coast project would create a network of numbered coastal way markers (daymarks) and aimed to encourage visits to and journeys around Britain's coast. Appendix 1 to the report provided further information regarding the daymarks and a copy of a letter sent to the Chief Executive regarding this project was attached as Appendix 2.

**RESOLVED** that the Director of Customers and Community be authorised in consultation with the Chairman of the Community Services Committee to work with the Tour de Coast team to support the project and pursue the installation of a Daymark including all necessary consent. To include identifying the most advantageous location, funding options and partners.

## **612. MARKETS UPDATE**

The Committee considered the report of the Director of Customers and Community, updating Members on the viability of the Maldon Town Markets (Thursday and Saturday) and seeking views on future market operations in Maldon.

The report provided an update following the decision by this Committee on 29 August 2017 to seek tenders for a new market at Butt Lane Car Park, Maldon. Three options for the Market were set out in the report and it was noted that Officers were proposing that a Member Task and Finish Working Group be established to review these options and report back to this Committee.

Councillor E L Bamford proposed that the Committee accept the Officers recommendations and advised that she would like to be a member of the Task and Finish Working Group.

Members debated the report and the proposal and a number provided background information regarding the market and the need for it to be commercial, working for both the traders and the Council.

The Director of Customers and Community advised Members that recommendation (ii) should be amended and the Task and Finish Working Group report back to a *future* meeting of this Committee. This was noted.

During the discussion Councillors E L Bamford, A T Cain, Mrs B D Harker and Mrs N G F Shaughnessy either nominated themselves or were nominated to be a member of the proposed Member / Officer Task and Finish Working Group.

The Chairman then put the recommendations to the Committee, which were duly agreed with the amendment as suggested by the Director of Customers and Community to recommendation (ii) and the Working Group membership as detailed above.

### **RESOLVED**

- (i) that the existing market contract be extended for a period of six months to allow Members and Officers to fully investigate alternative options for retaining a market offer, potentially elsewhere in the town;

(ii) that a Member / Officer Task and Finish Working Group is set up with the following Members from this Committee, to explore options for a Maldon Market before reporting back to a future meeting:

- Councillor E L Bamford
- Councillor A T Cain
- Councillor Mrs B D Harker
- Councillor Mrs N G F Shaughnessy

There being no further items of business the Chairman closed the meeting at 9.15 pm.

R G BOYCE MBE  
CHAIRMAN