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

13 November 2017

Dear Councillor

You are summoned to attend the meeting of the;

COMMUNITY SERVICES COMMITTEE

on **TUESDAY 21 NOVEMBER 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 black ink, appearing to read 'Fiona Marshall', enclosed within a 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 21 NOVEMBER 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 29 August 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. **Maldon Health Hub - Update** (Verbal Report)

To receive a verbal update from the Chief Executive.

8. **2018 / 19 Revenue Budget, Capital Budget, Repairs and Renewals Reserve and Fees and Charges Policy** (Pages 11 - 34)

To consider the report of the Director of Resources, (copy enclosed).

9. **Community Engagement / Friends Groups and Management Plan** (Pages 35 - 38)

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

10. **Consultation on Draft Homelessness Code of Guidance for Local Authorities**
(Pages 39 - 48)
To consider the report of the Director of Customers and Community, (copy enclosed).
11. **Developing a Faith Covenant for Essex** (Pages 49 - 54)
To consider the report of the Director of Customers and Community, (copy enclosed).
12. **District County Health and Wellbeing Forum and Maldon Livewell Partnership Group** (Pages 55 - 62)
To consider the report of the Director of Customers and Community, (copy enclosed).
13. **Historic Revival Waterfront Project Outcomes** (Pages 63 - 68)
To consider the report of the Director of Customers and Community, (copy enclosed).
14. **Tour De Coast - Maldon District** (Pages 69 - 86)
To consider the report of the Director of Customers and Community, (copy enclosed).
15. **Markets Update** (Pages 87 - 90)
To consider the report of the Director of Customers and Community (copy enclosed).
16. **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
29 AUGUST 2017**

PRESENT

Chairman	Councillor R G Boyce MBE
Vice-Chairman	Councillor A T Cain
Councillors	E L Bamford, Miss A M Beale, Mrs B D Harker, Mrs N G F Shaughnessy and Miss S White
Ex-Officio Non-Voting Member	Councillor B S Beale MBE
Substitute Members	Councillors M F L Durham CC and A S Fluker

335. CHAIRMAN'S NOTICES

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

336. APOLOGIES FOR ABSENCE AND SUBSTITUTION NOTICE

Apologies for absence were received from Councillors H M Bass, 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 Bass and Councillor A S Fluker as a substitute for Councillor Pratt.

337. MINUTES OF THE LAST MEETING

RESOLVED that the Minutes of the meeting of the Committee held on 4 July 2017 be approved and confirmed.

338. DISCLOSURE OF INTEREST

Councillor M F L Durham declared a non-pecuniary interest as a Member of Essex County Council in any items of business relating to the County Council.

Councillor A S Fluker declared an interest in Agenda Item 8 – Promenade Park, Maldon – Income Share for the Maldon Mud Race as he was a Maldon Harbour Commissioner.

339. PUBLIC PARTICIPATION

No requests had been received.

340. CHAIRMAN'S GOOD NEWS ANNOUNCEMENTS

The Chairman referred to the following items:

- Smoke and Fire Food Festival – This had been held on Promenade Park over the weekend of 19 and 20 August attracting over 10,000 visitors. Feedback had been positive and the Council was hoping to build on this success with the event organiser.
- New Essex Police Base – The new base at the Council Offices had been officially opened by Chief Constable Stephen Kavanagh, Police & Crime Commissioner Roger Hirst, Maldon District Council Leader Councillor Mark Durham and Chairman of the Council Councillor Henry Bass.
- Bank Holiday Market – The Chairman comments on the success of the recent Bank Holiday Market which had taken place on Promenade Park.
- Maldon Bowling Club - The Chairman referred to a compliment which had been received from the Maldon Bowling Club thanking the Council's Parks Department for their work on the bowling green in the last 12 months.

341. COMMUNITY HOSPITAL UPDATE

An update from the Chief Executive following the latest Maldon Health Hub Stakeholder Project Board meeting was circulated at the meeting.

In response to a comment in the tabled report there was a brief discussion regarding maternity services with Members advising that full maternity services had not been part of the original considerations.

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

The Committee considered the report of the Director of Customers and Community seeking Members view on a request from Maldon Mud Race Limited on the income share allowance from the parking charges for Promenade Park, Maldon during the 2017 Maldon Mud Race. Members were also asked to consider the change of approach by Maldon Mud Race Limited to enhance the Maldon Mud Race.

The report provided background information regarding previous arrangements for car parking income during the Mud Race. A request had been received from Maldon Mud Race Ltd that the income share from car parking from the 2017 event be extended from the previously agreed two hours before and after the start of the event. A copy of this request was attached at Appendix 1 to the report and the Maldon Mud Race Ltd current accounts were attached at Appendix 2.

Members were advised that as the policy allocation for the car parking income had been agreed any variation would have to be considered by the Finance and Corporate Services Committee. Appendix 3 set out a draft report to that Committee prepared by Officers.

The Chairman moved the recommendations as set out in the report and this was duly seconded.

In response to a number of questions, the Director of Customers and Community advised that the Council recharged for services provided specifically to the mud race. Members were also informed of the charities which the Council had been advised would benefit as part of the distribution of funds from the Mud Race 2017.

Councillor A S Fluker proposed that when the Finance and Corporate Services Committee considered this matter that a clearer understanding of the relationship of Maldon Mud Race Trading to the Mud Race be provided. This was not supported.

Councillor M F L Durham referred to two hours either side of the race not be unreasonable and he proposed that the current policy remain unchanged. This proposal was duly seconded. Following further discussion the Chairman put the proposal in the name of Councillor Durham to the Committee and upon a vote being taken this was duly agreed. The Committee also agreed that Officers would report back to Members on the future arrangements for the Mud Race.

RESOLVED

- (i) that the Finance and Corporate Services Committee be **recommended** to not change the current policy in respect of the Maldon Mud Race, that being car parking income received two hours before and after the start of the Maldon Mud Race 2017 is shared on a 50:50 basis with the Maldon Mud Race Ltd and reviewed on an annual basis;
- (ii) that Officers report back to this Committee on the future arrangements for the Maldon Mud Race.

343. MARKETS UPDATE

The Committee considered the report of the Director of Customers and Community which provided an update on the viability of the Maldon Thursday and Saturday Town Markets. Officers sought Members' agreement to go out to tender for a further two year period of market operations in Maldon.

The report provided background information on both markets and it was noted that Officers felt a service was being provided for customers and until an alternative location was identified the current arrangements should continue. An amendment to reduce the number of car parking spaces allocated to the markets was proposed.

The Chairman presented the report and proposed that the recommendation set out within it be agreed. This was duly seconded.

A lengthy debate ensued and a number of concerns were raised regarding the current market arrangements and use of car parking spaces. Some suggestions were made for alternative locations for the markets and Members' were reminded of the Working Group which was set up to look at markets along with its findings.

In response to a question the Director of Customers and Community confirmed that at the present time the Council had been unable to find a contractor for the Maldon markets. A number of comments were made regarding the current Burnham-on-Crouch Market at this point.

In response to concerns raised, the Director of Customers and Community suggested that the recommendation as set out in the report be amended to specify that the income received from the markets should be no less than the potential income from the parking spaces. Following a brief discussion Councillor A T Cain proposed that the minimum

amount of £15,000 per annum be added to the recommendation. This was duly agreed. Upon a vote being taken the recommendation as amended was agreed.

RESOLVED 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, Maldon on a Thursday with an allocation of 27 parking spaces and a Saturday Market for up to three staff with no loss of car parking, subject to the income being no less than the potential revenue generated from the parking spaces used (a minimum of £15,000 per annum).

344. MILLFIELDS CARAVAN SITE UPDATE

The Committee considered the report of the Director of Customers and Community, providing Members with an update on the reinstatement of a caravan site at Millfields, Burnham-on-Crouch.

It was noted that the reinstatement of a caravan site within Burnham-on-Crouch would benefit the local community and visitors would have access to local businesses. The site would enhance recreation ground and may offer additional facilities which could be enjoyed by non-residents. Upon completion of the legal process, the caravan site would become an operational asset and Officers would monitor the contract and provide routine performance updates to this Committee.

RESOLVED

- (i) that the decision of the Finance and Corporate Services Committee (detailed below) be noted;

“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.”

- (ii) that Officers prepare a further report to this Committee following the completion of the legal agreement with Birch Leisure Parks Limited updating Members on progress towards implementation.

345. ECOFLEX HOME ENERGY SCHEME

The Committee considered the report of the Director of Customers and Community providing an overview of the new Ecoflex “Help to Heat” scheme. The report also sought Members’ approval of a statement of intent for the Maldon District and the ability to work with a third party delivery partner.

The report provided background information following the Governments’ introduction of the “Energy Companies Obligation (ECO)” which allowed Local Authorities to tailor funding opportunities for energy efficiency measures to meet the needs of its most vulnerable households. A Statement of Intent (attached at Appendix 1 to the report) provides a mechanism for identifying the most vulnerable residents and making an important contribution to their health and wellbeing. It was noted that working with a Green Deal Provider would provide access to a broad funding pool and enable delivery of much needed energy efficiency measures.

RESOLVED

- (i) that the details of the Ecoflex “Help to Heat” Scheme and the potential benefits to those in fuel poverty in the District be noted;
- (ii) that the proposed Statement of Intent (Appendix 1 to the report) is agreed;
- (iii) that subject to satisfactory procurement, a third party is engaged as a business partner to deliver the scheme.

346. APPOINTMENT OF REPRESENTATIVES TO CITIZENS ADVICE BUREAU LIAISON COMMITTEE

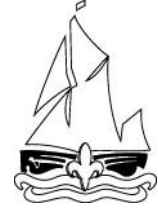
Following a brief discussion it was agreed that Councillors A S Fluker and Mrs N G F Shaughnessy be appointed as representatives to the Citizens Advice Bureau Liaison Committee.

RESOVLED that Councillors A S Fluker and Mrs N G F Shaughnessy be appointed as representatives to the Citizens Advice Bureau Liaison Committee.

There being no further items of business the Chairman closed the meeting at 8.25 pm

R G BOYCE MBE
CHAIRMAN

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REPORT of DIRECTOR OF RESOURCES

to
**COMMUNITY SERVICES COMMITTEE
21 NOVEMBER 2017**

2018 / 19 REVENUE BUDGET, CAPITAL BUDGET, REPAIRS AND RENEWALS RESERVE AND FEES AND CHARGES POLICY

1. PURPOSE OF THE REPORT

- 1.1 The purpose of this report is to consider the revenue growth, Capital projects, the repairs and renewals reserve projects and fees and charges policy proposals that have been put forward by officers, prior to the approval of the 2018 / 19 budget and updated medium term financial strategy in January 2018. The proposals only show items that are relevant to this Committee.

2. RECOMMENDATIONS

- (i) that the contents of the report be noted;

To the Finance and Corporate Services Committee

- (ii) that Members consider the proposals set out in **APPENDIX A** for growth items;
- (iii) that the updated fees and charges policy areas within the purview of this Committee outlined in **APPENDIX B** for 2018 / 19 be adopted;
- (iv) that the project bids set out in **APPENDIX C** to this report are considered and identify which items should be included for consideration in the 2018 / 19 capital programme;
- (v) that the Repairs and renewals projects set out in **APPENDIX D** are considered and identify which items should be funded from the Repairs and renewals reserve.

3. SUMMARY OF KEY ISSUES

- 3.1 For 2018 / 19, the Council are building a zero based budget, this in its nature identifies savings and builds them into the core budget building.
- 3.2 In line with previous Council approval that there should be no additional budget growth, this has been reinforced through the zero budget process to ensure that budgets are only built for the existing service provision. Officers have been advised

that growth bids should only be put forward if statutory; however there are a number of growth bids that are unavoidable and may result in service failure if not supported.

3.3 It was reported to the Finance and Corporate Services Committee in September 2017, that the current budget gap is £98,000. It is envisaged that the zero based budget process will generate sufficient savings / additional income to bridge this gap for 2018 / 19.

3.4 **Revenue Budget Growth**

3.4.1 Budget growth proposals relevant to this committee are set out in **APPENDIX A** for consideration.

3.4.2 The first item on **APPENDIX A** relates to the upgrade of software for the car park machines to enable them to continue taking card payments. There is also a capital bid requesting funds to replace the car parking machines all together, this is requested to improve reliability of the machines and also to enable additional forms of payments such as contactless. If the capital bid is approved, then this revenue bid will not be required.

3.5 **Fees and Charges**

3.5.1 Fees and charges set by the Council are one area where the Council may have the ability to generate increased resources, however each area is subject to different constraints. In looking at these policies, the following factors need to be considered:

- Corporate and service objectives / priorities;
- Seeking to make services self-financing, where there is scope to do so;
- The level of charges levied by commercial competitors and other local authorities;
- The introduction of new charges, where appropriate;
- Whether concessionary charges for specific users of the service would apply.

3.5.2 **APPENDIX B** shows the fees and charges policy for the approval of this committee with detail where a policy is proposed to be amended.

3.6 **Capital**

The 2018 / 19 project bids set out in **APPENDIX C** have been categorised by Officers into three main groups:

- Essential (E): Failure to carry out the project is likely to have health and safety implications and/or will have fundamental impact on service provision;
- Service failure (SF): Relating to an operational asset that requires capital funding to ensure continued reliability or service provision;
- Service improvement (SI): An asset that can be updated / upgraded to improve performance or function.

3.7 As part of the budget strategy the broad principles adopted in relation to capital are that expenditure should be financed from existing capital resources and not directly from revenue.

3.8 At the start of 2017 / 18 the Council had capital reserves totalling £3.51 million. £1.69m was scheduled to be used to support the 2017 / 18 capital programme, which will leave about £1.82m to support future programmes for 2018 / 19 and beyond.

3.9 **Repairs and Renewals**

3.9.1 The Council has a Repairs and Renewal Reserve; this reserve is there to provide funds to support additional costs arising from the need to maintain the Council's asset base. At the start of 2017 / 18, the reserve totalled £225,300. Projects already committed in 2017 / 18 are scheduled to draw £14,000 from the fund leaving a balance of £211,300.

3.9.2 Repairs and Renewals projects are set out in **APPENDIX D** for consideration.

4. **CONCLUSION**

4.1 It is essential for Members to consider the proposals set out in this paper in order to allow sufficient time for this to be built into the 2018 / 19 budget setting process.

4.2 It is considered that the indicated budget gap in 2018 / 19 is manageable at this time and can be dealt with once the detailed budgets for 2018 / 19 are built up. However, more work will be needed to close down the predicted budget gaps for future years.

4.3 Members are invited to comment on the capital scheme prior to their inclusion in the 2018 / 19 budget.

4.4 Members are invited to comment on the Repairs and Renewals projects to be funded from the reserve.

5. **IMPACT ON CORPORATE GOALS**

5.1 The Strategic and Financial Planning process contributes towards our Corporate Goal "Delivering good quality, cost effective and valuable services".

5.2 Each of the revenue proposals is also linked to the corporate goals.

6. **IMPLICATIONS**

(i) **Impact on Customers** – The fees and charges are for discretionary services and therefore impact on service users.

(ii) **Impact on Equalities** – None.

- (iii) **Impact on Risk** – The implementation of the budget setting process is designed to minimise the risk of not having a robust Medium Term Financial Strategy.
- (iv) **Impact on resources (financial)** – As outlined in this report.
- (v) **Impact on Resources (human)** – As well as financial factors, availability of staff has been considered for each of the projects and this has been included.
- (vi) **Impact on the Environment** – None.

Background Papers: None.

Enquiries to: Carrie Cox, Finance Manager, (Tel: 01621 875799).

Budget Growth 2018 / 19 - 2021 / 22

Directorate	Service Team	Title of the proposal	Full Description of the proposal	2018 / 19 £	2019 / 20 £	2020 / 21 £	2021 / 22 £	Staffing implications Full Time Equivalent (FTE) (-)	Corporate Goal	Linked to Capital project / revenue savings?	Categorisation NB - if it is invest to save, have you considered using the transformation reserve to fund the project? Also there must be some savings figures that will need to be included in the savings template	Justification for Proposal Why is the growth required? Can it be funded externally by external grant or other partner organisations?
Customer & Community Services	Community and Living	Car park machines, equipment maintenance	contingency - Car park machines, card payments new software (dependant on possible new capital project) - 23 machines	23,000	0	0	0	0	Delivering good quality, cost effective and valued services	yes	Essential	The current machines will not take card payments from July. If capital project not agreed this will be essential.
Customer & Community Services	Community and Living	Waste Services (133) - Increased hours	Waste Admin officer hours increased by 7.5 hrs per week. 2 Years fixed term contract funded from Garden Waste income.	3,900	3,900	3,900	3,900	0.36	Delivering good quality, cost effective and valued services	no	Invest to Save	Waste Admin officer by 7.5 hrs per week. 2 Years fixed term contract funded from Garden Waste income but subject to agreement of price increase for 2018/19
Customer & Community Services	Community and Living	Street Cleansing (576) Contracted services	New developments in the district require street cleansing. Additional budget required to perform this.	5,000	5,000	5,000	5,000		Delivering good quality, cost effective and valued services	no	Essential	New housing developments added around the district
Customer & Community Services	Leisure, Countryside and Tourism	Parks and other open spaces	Statutory Duty "Conserving Biodiversity". Budget to commission wildlife surveys, species monitoring, Licencing/Professional fees, and emergency works for species/habitat protection.	4,000					Protecting and shaping the District	no	Essential	Statutory Duty "Conserving Biodiversity". Budget to commission wildlife surveys, species monitoring, Licencing/Professional fees, and emergency works for species/habitat protection.
Customer & Community Services	Leisure, Countryside and Tourism	Parks and other open spaces	Statutory Duty "Conserving Biodiversity". Budget to commission wildlife surveys, species monitoring, Licencing/Professional fees, and emergency works for species/habitat protection. As a Local Authority we have a Statutory duty to conserve Wildlife which includes such wildlife within Parks & Open Spaces (specifically stated in the Duty Wording). In order to competently discharge this duty we need to be aware of what wildlife we may have within key sites and whether we may need to specific Licences from Natural England, Specialist advice or consider mitigation for any work that we may be considering. Our failure to ensure such could result in significant penalty fines if protected species are affected and ignorance of their presence is not a defence.	4,000					Protecting and shaping the District	no	Essential	Statutory Duty "Conserving Biodiversity". Budget to commission wildlife surveys, species monitoring, Licencing/Professional fees, and emergency works for species/habitat protection. As a Local Authority we have a Statutory duty to conserve Wildlife which includes such wildlife within Parks & Open Spaces (specifically stated in the Duty Wording). In order to competently discharge this duty we need to be aware of what wildlife we may have within key sites and whether we may need to specific Licences from Natural England, Specialist advice or consider mitigation for any work that we may be considering. Our failure to ensure such could result in significant penalty fines if protected species are affected and ignorance of their presence is not a defence.
Customer & Community Services	Leisure, Countryside and Tourism	Tree Officer / consultant	The council has responsibility for maintaining a varied tree stock in parks and open spaces. There is a lack of professional guidance within the council. This budget will fund either a full time arboriculturist or consultancy allowing essential management of trees.	22,000	22,000	22,000		1	Helping Communities to be safe, active and healthy		Essential	The council has responsibility for maintaining a varied tree stock in parks and open spaces. There is a lack of professional guidance within the council. This budget will fund either a full time arboriculturist or consultancy allowing essential management of trees. This will be phased over three years due to the need of a survey and action plan.
Customer & Community Services	Leisure, Countryside and Tourism	Parks Team Staff (external works)	Loss of external contracts leading to loss of income. Core team unable to reduce staffing levels resulting in service failure. 12 Months funding requested to maintain existing structure to allow time for analysis of current workload.	25,000				1	Delivering good quality, cost effective and valued services	no	Essential	Loss of external contracts leading to loss of income. The core team is unable to reduce staffing levels resulting in service failure. 12 months funding requested to maintain the existing structure to allow time for analysis of current workload.
Customer & Community Services	Leisure, Countryside and Tourism	Hythe Quay Dredging	To remove siltation deposits along Hythe Quay, Maldon that have reduced the effectiveness of the visitor pontoon considerably since it was last undertaken in 2006.	20,000				0	Protecting and shaping the District	no	Essential	To remove siltation deposits along Hythe Quay, Maldon that have reduced the effectiveness of the visitor pontoon considerably since it was last undertaken in 2006.
Customer & Community Services	Community and Living	Burnham Riverside Park	Millfields Access Road Traffic Regulation order and extension of current yellow lines	2,400				0	Protecting and shaping the District	no	Essential	Millfield access road is owned by Maldon District Council. There are existing double yellow lines in part of the road but no associated Traffic Regulation Order for enforcement purposes. In addition officers have requested that the double yellow lines be extended both sides to the road from its junction with Station Road to the barrier to the car park at the end of the road. This is to deter vehicles from parking which have caused congestion and sight line issues. The request was placed before the South Essex Parking Partnership Joint Committee in 2016 to agree SEPP Technician time. Maldon District Council are funding the proposal. It was agreed at the meeting to proceed with the necessary traffic regulation order
TOTAL				109,300	30,900	30,900	8,900					

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Committee	Directorate	Policy Area	Current Policy	Existing Concessions	Proposed Policy for 2018/19
Planning and Licensing (P&L)	Customers & Community	River Moorings	Charges are aligned with those of sailing clubs operating on the River Blackwater.	None	Retain existing policy
P&L	Customers & Community	River Wharfage	Set fees to compete with alternative berthing facilities on the east coast	Quarterly charges discount daily fee by 50%. Discounts available to	Retain existing policy
Community Services (Comm)	Customers & Community	Off Street Car Parking (Maldon Town)	Maximise Income	Disabled Badge holders - Free parking. Season Ticket discounts for Public Sector Partners and Bulk Purchases, Free school drop offs by permit	Retain existing policies. But remove free school drop off permits
Comm	Customers & Community	Off Street Car Parking (Outside Maldon Town)	Free entry	Not Applicable	Retain existing policy
Comm	Customers & Community	Maldon Promenade - Car Parking	Aim for overall 60% cost recovery for Promenade Park - with Car Parking being the key contributor	Maldon District Residents Season Tickets at reduced price. Disabled Badge Holders	Retain existing policy
Comm	Customers & Community	Maldon Promenade - Splash Park	Charge for the use of the splash park to offset costs of operating the facility	None	Retain existing policy
Comm	Customers & Community	Maldon Promenade - Use of Council Land for events	Use of an events day rate charge on council owned land determined by the scale of event size	.	Retain existing policy
Comm	Customers & Community	Maldon Promenade - Sports Facilities	Set charges at market levels comparable with neighbouring facilities	Lower prices for Juniors	Retain existing policy
Comm	Customers & Community	Maldon Promenade - Beach Huts	Charge for hire of Beach Huts	None	Retain existing policy Charges based on market rates
Comm	Customers & Community	Cemeteries	Charges at levels comparable to facilities provided by other local authorities	Local Residents receive discounted rates. Under 16's Free	Retain existing policy
Comm	Customers & Community	Green Waste Bin Service	Charge for Service	Direct Debit and Web Payments receive a £5 per annum discount. Charges in line with other authorities. Charge for Bin for new subscribers	Retain existing policy

Committee	Directorate	Policy Area	Current Policy	Existing Concessions	Proposed Policy for 2018/19
Comm	Customers & Community	Chargeable Household Waste Collection	Charges made for residential homes.	Free to Village Halls. Free Clinical Waste Collection	Retain existing policy with limited collections from villages halls equivalent to domestic property. Charges based on cost recovery for additional collections
Comm	Customers & Community	Chargeable Bulky Household Waste Collection	Charge subject to annual adjustment to reflect contract costs. Fee is collected by Maldon District Council (MDC) and an agreed sum paid to the contractor for each collection	None	Retain existing policy
Comm	Customers & Community	Chargeable Street Cleaning	Charges set by negotiation with Officers	Charitable events and some specific commercial events are free	Retain existing policy
Comm	Customers & Community	Maldon Promenade - Pop Up Trading	Charge for the hire of trading stalls to commercial partners on a daily basis	None	Retain existing policy
Comm	Customers & Community	Parks & Open Spaces - Advertising	Charge for advertising on Council owned assets	None	Retain existing policy Charges based on market rates
Finance and Corporate Services (F&CS)	Customers & Community	Court Costs - Council Tax and Business Rates	Charges set to maximum level agreed by Essex Magistrates Courts	None	Retain existing policy
Comm	Customers & Community	CCTV footage requested by individuals, insurance companies or any organisations other than the Police (subject to data protection)	Chargeable services	None	Retain existing policy
Comm	Customers & Community	Refuse & recycling containers for new build properties	None	None	New Developers to fund the cost of provision of containers for new properties if the development is more than 5 properties.
Comm	Customers & Community	Parking Permits for Schools	Chargeable Services	Charges made to Schools for parking in MDC owned car parks	Retain existing policy

CAPITAL PROJECT SUMMARY SHEET

Appendix	Service Team	Title of the proposal	Full Description of the proposal	2018 / 19 £	2019 / 20 £	2020 / 21 £
C1	Community & living	Replacement of Car Park Ticket Machines	New Car Park Machine, Prom MTC	115,000		
C2	Community & living	Replacing CCTV cameras	CCTV for Burnham-on-Crouch Riverside, Brickhouse Farm Community Centre and West Maldon Community Centre)	30,000		
C3	Community & living	New Community Protection Van	New Community Protection Van	12,000		
C4	Leisure, Countryside and Tourism	Replacement Active Water Features, Splash Park, Prom Park	New heads for Splash Park to keep facility fresh	10,000	10,000	10,000
C5	Leisure, Countryside and Tourism	Commemoration of the Fallen from the Maldon District	Commemoration of the Fallen from the Maldon District	50,000		
TOTAL				217,000	10,000	10,000

CAPITAL PROJECT SHEET

Please note that this capital project sheet will be appended to the relevant Committee Report in the November cycle, therefore everything you put in the form will be shown in the public domain.

Project Name & Location <i>(Enter a meaningful title for the project and provide details of the location of the project)</i>	Replacement of Car Park Ticket Machines
Project Category <ul style="list-style-type: none"> • Essential (E) • Service failure (SF) • Service improvement (SI) 	Service Failure
Project Lead Officer	Karen Bomford
Project Description <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	<p>The existing car park ticketing machines are very old and frequently have coin jams resulting in a high level of customer dissatisfaction and complaints. Additionally because the current machines are so old the card reading facility on them will be obsolete on 1st July 2018 as it will no longer conform to PCI DSS 3.1, this will result in the machines being unable to take credit or debit card payment. This proposal is to replace existing ticket machines in all the councils off street car parks with new machines that can take more modern forms of payment, which customers now expect, such as contactless. this will improve reliability, and consequently revenue to MDC, reduce officer time in emptying the machines, increase customer satisfaction and reduce the amount of time spent on dealing with complaints! The new machines would still have the ability to take credit or debit cards and coins. There are 23 machines which need replacing. The revenue from the machines is over £1m per annum. If the Capital project is not approved a revenue growth bid of £23k will be required to update the software on the currents machines.</p>
Project Start Date <i>(Month and year)</i>	Apr-18
Project Completion Date <i>(Month and year)</i>	Sep-18
Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources))</i>	Staff time for procurement process. Contractor to undertake works. Staff time to check works.

<p>Picture (Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement))</p>	
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	Capital Expense	Revenue Implications		External Funding	
		One-off	On-going	Amount	Source
	£	£	£	£	
2017/18					
2018/19	115,000	*-23,000			
2019/20					
2020/21					
TOTAL	115,000	-23,000	0	0	0

No additional revenue budget required for this project


***Revenue growth budget bid of £23,000 not required if this is approved.**

<p>Describe links to Corporate Goals <i>Corporate goals:</i> 1) Helping communities to be safe, active and healthy 2) Protecting and shaping the District Creating opportunities for economic growth and prosperity 4) Delivering good quality, cost effective and valued services 5) Focusing on key projects</p>	<p>This project links to the corporate goal of delivering good quality cost effective and valued services.</p>
<p>Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc.)</p>	<p>No</p>
<p>Are there Health & Safety implications? If so, please state</p>	<p>no</p>
<p>Is this part of a statutory obligation? If so, state how</p>	<p>no</p>
<p>Is the project contractually committed in any way? If so, please describe</p>	<p>no</p>

Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details	no
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CAPITAL PROJECT SHEET

Please note that this capital project sheet will be appended to the relevant Committee Report in the November cycle, therefore everything you put in the form will be shown in the public domain.

Project Name & Location <i>(Enter a meaningful title for the project and provide details of the location of the project)</i>	Replacing CCTV cameras (at Burnham on Crouch Riverside, Brick House Farm Community Centre and West Maldon Community Centre)
Project Category <ul style="list-style-type: none"> • Essential (E) • Service failure (SF) • Service improvement (SI) 	Service Failure
Project Lead Officer	Spencer Clarke & Adrian Rayner
Project Description <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	Replace existing outdated camera recorders with new network recorders which will be wirelessly connected and so can be remotely viewed and monitored. This will have the additional benefit of a saving of officer time having to visit the site to view the footage. These will be high definition in low light facility resulting in better images. As the cameras are new there would be a reduction in revenue costs for maintenance. The priority of replacement is BOC Riverside first (£15k) then Brickhouse and West Maldon Community Centres (£7,500 each).
Project Start Date <i>(Month and year)</i>	Apr-18
Project Completion Date <i>(Month and year)</i>	Sep-18
Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources))</i>	Staff time for procurement process. Contractor to supply and install.
Picture <i>(Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement))</i>	

	Capital Expense	Revenue Implications		External Funding	
		One-off	On-going	Amount	Source
	£	£	£	£	
2018/19	30,000		-5,000		
2019/20					
2020/21					
TOTAL	30,000	0	-5,000	0	0


Savings to be identified in Revenue budgets for Equipment Maintenance

CAPITAL PROJECT SHEET

<p>Describe links to Corporate Goals</p> <p><i>Corporate goals:</i></p> <p>1) <i>Helping communities to be safe, active and healthy</i></p> <p>2) <i>Protecting and shaping the District</i></p> <p><i>Creating opportunities for economic growth and prosperity</i></p> <p>4) <i>Delivering good quality, cost effective and valued services</i></p> <p>5) <i>Focusing on key projects</i></p>	<p>This project links directly to the corporate goal of Helping communities to be safe active and healthy.</p>
<p>Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc.)</p>	<p>Whilst cctv is not a statutory requirement MDC does have a statutory function under Section 17 of the Crime and Disorder Act 1998 to prevent such activities. The cameras will contribute to this.</p>
<p>Are there Health & Safety implications? If so, please state</p>	<p>Yes the cameras will contribute to the safety of the residents of the district.</p>
<p>Is this part of a statutory obligation? If so, state how</p>	<p>no</p>
<p>Is the project contractually committed in any way? If so, please describe</p>	<p>no</p>
<p>Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details</p>	<p>no</p>

CAPITAL PROJECT SHEET

Please note that this capital project sheet will be appended to the relevant Committee Report in the November cycle, therefore everything you put in the form will be shown in the public domain.

Project Name & Location <small>(Enter a meaningful title for the project and provide details of the location of the project)</small>	New Community Protection Van				
Project Category • Essential (E) • Service failure (SF) • Service improvement (SI)	Service improvement				
Project Lead Officer	Adrian Rayner				
Project Description <small>(Clearly set out what the overall purpose and main aims of the project are)</small>	To replace the existing vehicle with a more suitable vehicle to carry out our duties. The old vehicle is eight years old and is used 7 days per week and has now started to develop reliability issues. With the nature of our role we desperately need a vehicle that we can depend on.				
Project Start Date <small>(Month and year)</small>	Apr-18				
Project Completion Date <small>(Month and year)</small>	Jun-18				
Resource Implications <small>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</small>	Staff time for procurement process.				
Picture <small>(Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement))</small>					
	Capital Expense	Revenue Implications		External Funding	
		One-off	On-going	Amount	Source of costs
	£	£	£	£	
2018/19	12,000				
2019/20					
2020/21					
2021/22					
TOTAL	12,000	0	0	0	0
No new revenue budgets required, budgets for current vehicle will be transferred					

CAPITAL PROJECT SHEET


<p>Describe links to Corporate Goals</p> <p><i>Corporate goals:</i></p> <p>1) <i>Strengthening communities to be safe, active and healthy</i></p> <p>2) <i>Protecting and shaping the District</i></p> <p>3) <i>Creating opportunities for economic growth and prosperity</i></p> <p>4) <i>Delivering good quality, cost effective and valued services</i></p>	<p>Links to the corporate goals of Strengthening communities to be safe, active and healthy and Delivering good quality, cost effective and valued services.</p>
<p>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</p>	<p style="text-align: center;">No</p>
<p>Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)</p>	<p style="text-align: center;">No</p>
<p>Are there Health & Safety implications? If so, please state</p>	<p style="text-align: center;">None</p>
<p>Is this part of a statutory obligation? If so, state how</p>	
<p>Is the project contractually committed to in any way? If so, please describe</p>	<p style="text-align: center;">No</p>
<p>Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details</p>	

CAPITAL PROJECT SHEET

Please note that this capital project sheet will be appended to the relevant Committee Report in the November cycle, therefore everything you put in the form will be shown in the public domain.

Project Name & Location <i>(Enter a meaningful title for the project and provide details of the location of the project)</i>	Replacement Active water Features, Splash Park, Prom Park
Project Category <ul style="list-style-type: none"> • Essential (E) • Service failure (SF) • Service improvement (SI) 	Service Improvement
Project Lead Officer	Steve Krolzig
Project Description <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	This three year project will see the replacement of Active Water Features first installed in 2006. It is essential the splash park remains and attraction for visitors to maintain summer repeat customers. At the end of the three years all of the equipment will be replaced and will coincide with a new surface (separate bid (19/20)
Project Start Date <i>(Month and year)</i>	Apr-18
Project Completion Date <i>(Month and year)</i>	Apr-18

Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i>	None, price includes delivery and fitting
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Picture <i>(Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement))</i>	<p>The Design Lil Treasure Chest & Pirate Pete's Hat Aqua Spouts</p>  <p><small>Lil Treasure Chest Aqua Spout- £ 3,213.68 each K&L Aqua Spouts - £ 132.19 each</small></p> <p><small>Pirate Pete's Hat Aqua Spout- £ 1,964.66 each K&L Aqua Spouts - £ 132.19 each</small></p>
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	Capital Expense	Revenue Implications		External Funding	
		One-off	On-going	Amount	Source of costs
	£	£	£	£	
2018/19	10,000				
2019/20	10,000				
2020/21	10,000				
2021/22					
TOTAL	30,000	0	0	0	0

**Revenue Budget of £27k used for Commissioning and De-commissioning and
general maintenance of Splash Park**

CAPITAL PROJECT SHEET

<p>Describe links to Corporate Goals</p> <p><i>Corporate goals:</i></p> <p>1) <i>Strengthening communities to be safe, active and healthy</i></p> <p>2) <i>Protecting and shaping the District</i></p> <p>3) <i>Creating opportunities for economic growth and prosperity</i></p> <p>4) <i>Delivering good quality, cost effective and valued services</i></p>	<p align="center">Delivering good quality cost effective services</p>
<p>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</p>	<p align="center">None identified</p>
<p>Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)</p>	<p align="center">None</p>
<p>Are there Health & Safety implications? If so, please state</p>	<p align="center">None</p>
<p>Is this part of a statutory obligation? If so, state how</p>	<p align="center">No</p>
<p>Is the project contractually committed to in any way? If so, please describe</p>	<p align="center">No</p>
<p>Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details</p>	<p align="center">Links to 19/20 surfacing bid</p>

CAPITAL PROJECT SHEET

Please note that this capital project sheet will be appended to the relevant Committee Report in the November cycle, therefore everything you put in the form will be shown in the public domain.

Project Name & Location <i>(Enter a meaningful title for the project and provide details of the location of the project)</i>	Commemoration of the Fallen from the Maldon District
Project Category <ul style="list-style-type: none"> • Essential (E) • Service failure (SF) • Service improvement (SI) 	Service Improvement
Project Lead Officer	Richard Holmes
Project Description <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	To coincide with the commemoration of the end of the First World War a project is planned to mark the occasion by installing a sculpture and map dedicated to all the fallen from the district in past conflicts. The location of all official war graves will also be marked. The project will also see the reinstatement of all name plates associated with trees planted in both the first and second war avenues of remembrance at Promenade Park. The project aims to honour those lost in conflict from within the Maldon District and reflects upon the mood of the nation at the end of the First World War when many trees were planted.
Project Start Date <i>(Month and year)</i>	Feb-18
Project Completion Date <i>(Month and year)</i>	Nov-18
Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i>	Designs for the various elements will need to be procured and a sculpture commissioned. All name plates will need to be manufactured and installed ready for 11 November 18.
Picture <i>(Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement))</i>	

	Capital Expense	Revenue Implications		External Funding	
		One-off	On-going	Amount	Source of costs
	£	£	£	£	
2018/19	50,000		100		
2019/20					
2020/21					
2021/22					
TOTAL	50,000	0	100	0	0

CAPITAL PROJECT SHEET

<p>Describe links to Corporate Goals</p> <p><i>Corporate goals:</i></p> <p>1) <i>Strengthening communities to be safe, active and healthy</i></p> <p>2) <i>Protecting and shaping the District</i></p> <p>3) <i>Creating opportunities for economic growth and prosperity</i></p> <p>4) <i>Delivering good quality, cost effective and valued services</i></p>	<p>Protecting and shaping the district</p>
<p>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</p>	<p>The timeframe for delivery is short from the confirmation of funding is available necessitating some pre work which may be abortive if the project does not get approval</p>
<p>Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc.)</p>	<p>This will be investigated but the works are expected to fall within permitted development</p>
<p>Are there Health & Safety implications? If so, please state</p>	<p>no</p>
<p>Is this part of a statutory obligation? If so, state how</p>	<p>no</p>
<p>Is the project contractually committed to in any way? If so, please describe</p>	<p>no</p>
<p>Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details</p>	<p>None</p>

REPAIRS AND RENEWALS SUMMARY SHEET

Appendix	Directorate	Service Team	Full Description of the proposal	2018 / 19 £
D1	Customer & Communities	Leisure & Community	Brickhouse Farm security doors phase 2 and 3. The access-fire doors to the main building are becoming a danger with failing joints and shrinkage, and on occasion rendering the building insecure, with constant visits required by the maintenance team and contractors to adjust locks and hinges and re-bed glazing panels.	9,000
D2	Customer & Communities	Leisure & Community	New Buck for the Parks Tipper truck. The current Buck does not work so cannot be used on site.	8,000
D3	Customer & Communities	Leisure & Community	Replacement street lights to LED'S for the following sites and car parks - Burnham Riverside park (12 units), Longfields(5 units), White Horse(11 units), Butt Lane (10 units), Friary Fields (7 units), West Maldon(14 units) and High Street East (3 units).	30,000
			TOTAL	47,000

REQUEST FOR RESERVES

Please note that this reserve request sheet will be appended to the relevant Committee Report in the November cycle, therefore everything you put in the form will be shown in the public domain.

Reserve Required (Please add detail of the reserve you are requesting funds from)	Repairs and Renewals reserve
Category • Essential (E) • Service failure (SF) • Service improvement (SI)	Service Failure
Lead Officer	Steve Krolzig
Works Description <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	Brickhouse Farm security doors phase 2 and 3. The access-fire doors to the main building are becoming a danger with failing joints and shrinkage, and on occasion rendering the building insecure, with constant visits required by the maintenance team and contractors to adjust locks and hinges and re-bed glazing panels.
Works Start Date <i>(Month and year)</i>	Apr-18
Works Completion Date <i>(Month and year)</i>	Dec-18
Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i>	Contractors will be used for the works

	Revenue Implications One-off £
2018/19	9,000

Describe links to Corporate Goals <i>Corporate goals:</i> 1) Strengthening communities to be safe, active and healthy 2) Protecting and shaping the District 3) Creating opportunities for economic growth and prosperity 4) Delivering good quality, cost effective and valued services	Delivering good quality , cost effective and valued services
Are there any risks to the delivery of this works in the timeframe and/or costs detailed above. (Please provide details).	No
Are there Health & Safety implications? If so, please state	No
Is this part of a statutory obligation? If so, state how	No

REQUEST FOR RESERVES

Please note that this reserve request sheet will be appended to the relevant Committee Report in the November cycle, therefore everything you put in the form will be shown in the public domain.

Reserve Required (Please add detail of the reserve you are requesting funds from)	Repairs and Renewals reserve
Category • Essential (E) • Service failure (SF) • Service improvement (SI)	Service Failure
Lead Officer	Steve Krolzig
Works Description <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	New Buck for the Parks Tipper truck. The current Buck does not work so cannot be used on site.
Works Start Date <i>(Month and year)</i>	Apr-18
Works Completion Date <i>(Month and year)</i>	Jun-18
Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i>	Staff time for procurement

	Revenue Implications
	One-off
	£
2018/19	8,000

Describe links to Corporate Goals <i>Corporate goals:</i> 1) Strengthening communities to be safe, active and healthy 2) Protecting and shaping the District 3) Creating opportunities for economic growth and prosperity 4) Delivering good quality, cost effective and valued services	Delivering good quality , cost effective and valued services
Are there any risks to the delivery of this works in the timeframe and/or costs detailed above. (Please provide details).	No
Are there Health & Safety implications? If so, please state	No
Is this part of a statutory obligation? If so, state how	No

REQUEST FOR RESERVES

Please note that this reserve request sheet will be appended to the relevant Committee Report in the November cycle, therefore everything you put in the form will be shown in the public domain.

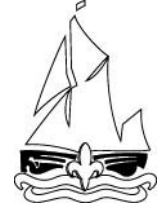
Reserve Required (Please add detail of the reserve you are requesting funds from)	Repairs and Renewals reserve
Category • Essential (E) • Service failure (SF) • Service improvement (SI)	Service Failure
Lead Officer	Steve Krolzig
Works Description <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	Replacement street lights to LED'S for the following sites and car parks - Burnham Riverside park (12 units), Longfields(5 units), White Horse(11 units), Butt Lane (10 units), Friary Fields (7 units),West Maldon(14 units) and High Street East (3 units).
Works Start Date <i>(Month and year)</i>	Apr-18
Works Completion Date <i>(Month and year)</i>	Jul-18
Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i>	Staff time for procurement and installation

	Revenue Implications
	One-off
	£
2018/19	30,000

Describe links to Corporate Goals <i>Corporate goals:</i> 1) Strengthening communities to be safe, active and healthy 2) Protecting and shaping the District 3) Creating opportunities for economic growth and prosperity 4) Delivering good quality, cost effective and valued services	Delivering good quality , cost effective and valued services
Are there any risks to the delivery of this works in the timeframe and/or costs detailed above. (Please provide details).	No
Are there Health & Safety implications? If so, please state	No
Is this part of a statutory obligation? If so, state how	No

Directorate	Service Team	Title of the proposal	Full Description of the proposal	2018 / 19 £	2019 / 20 £	2020 / 21 £	2021 / 22 £	Staffing implications Full Time Equivalent (FTE) (-)	Corporate Goal	Linked to Capital project / revenue savings?	Categorisation NB - if it is invest to save, have you considered using the transformation reserve to fund the project? Also there must be some savings figures that will need to be included in the savings template	Justification for Proposal Why is the growth required? Can it be funded externally by external grant or other partner organisations?
Customer & Community Services	Community and Living	Car park machines, equipment maintenance	contingency - Car park machines, card payments new software (dependant on possible new capital project) - 23 machines	23,000	0	0	0	0	Delivering good quality, cost effective and valued services	yes	Essential	The current machines will not take card payments from July. If capital project not agreed this will be essential.
Customer & Community Services	Community and Living	Waste Services (133) - Increased hours	Waste Admin officer hours increased by 7.5 hrs per week. 2 Years fixed term contract funded from Garden Waste income.	3,900	3,900	3,900	3,900	0.36	Delivering good quality, cost effective and valued services	no	Invest to Save	Waste Admin officer by 7.5 hrs per week. 2 Years fixed term contract funded from Garden Waste income but subject to agreement of price increase for 2018/19
Customer & Community Services	Community and Living	Street Cleansing (576) Contracted services	New developments in the district require street cleansing. Additional budget required to perform this.	5,000	5,000	5,000	5,000		Delivering good quality, cost effective and valued services	no	Essential	New housing developments added around the district
Customer & Community Services	Leisure, Countryside and Tourism	Parks and other open spaces	Statutory Duty "Conserving Biodiversity". Budget to commission wildlife surveys, species monitoring, Licencing/Professional fees, and emergency works for species/habitat protection.	4,000					Protecting and shaping the District	no	Essential	Statutory Duty "Conserving Biodiversity". Budget to commission wildlife surveys, species monitoring, Licencing/Professional fees, and emergency works for species/habitat protection.
Customer & Community Services	Leisure, Countryside and Tourism	Parks and other open spaces	Statutory Duty "Conserving Biodiversity". Budget to commission wildlife surveys, species monitoring, Licencing/Professional fees, and emergency works for species/habitat protection. As a Local Authority we have a Statutory duty to conserve Wildlife which includes such wildlife within Parks & Open Spaces (specifically stated in the Duty Wording). In order to competently discharge this duty we need to be aware of what wildlife we may have within key sites and whether we may need to specific Licences from Natural England, Specialist advice or consider mitigation for any work that we may be considering. Our failure to ensure such could result in significant penalty fines if protected species are affected and ignorance of their presence is not a defence.	4,000					Protecting and shaping the District	no	Essential	Statutory Duty "Conserving Biodiversity". Budget to commission wildlife surveys, species monitoring, Licencing/Professional fees, and emergency works for species/habitat protection. As a Local Authority we have a Statutory duty to conserve Wildlife which includes such wildlife within Parks & Open Spaces (specifically stated in the Duty Wording). In order to competently discharge this duty we need to be aware of what wildlife we may have within key sites and whether we may need to specific Licences from Natural England, Specialist advice or consider mitigation for any work that we may be considering. Our failure to ensure such could result in significant penalty fines if protected species are affected and ignorance of their presence is not a defence.
Customer & Community Services	Leisure, Countryside and Tourism	Tree Officer / consultant	The council has responsibility for maintaining a varied tree stock in parks and open spaces. There is a lack of professional guidance within the council. This budget will fund either a full time arboriculturist or consultancy allowing essential management of trees.	22,000	22,000	22,000			Helping Communities to be safe, active and healthy		Essential	The council has responsibility for maintaining a varied tree stock in parks and open spaces. There is a lack of professional guidance within the council. This budget will fund either a full time arboriculturist or consultancy allowing essential management of trees. This will be phased over three years due to the need of a survey and action plan.
Customer & Community Services	Leisure, Countryside and Tourism	Parks Team Staff (external works)	Loss of external contracts leading to loss of income. Core team unable to reduce staffing levels resulting in service failure. 12 Months funding requested to maintain existing structure to allow time for analysis of current workload.	25,000					Delivering good quality, cost effective and valued services	no	Essential	Loss of external contracts leading to loss of income. The core team is unable to reduce staffing levels resulting in service failure. 12 months funding requested to maintain the existing structure to allow time for analysis of current workload.
Customer & Community Services	Leisure, Countryside and Tourism	Hythe Quay Dredging	To remove siltation deposits along Hythe Quay, Maldon that have reduced the effectiveness of the visitor pontoon considerably since it was last undertaken in 2006.	20,000					Protecting and shaping the District	no	Essential	To remove siltation deposits along Hythe Quay, Maldon that have reduced the effectiveness of the visitor pontoon considerably since it was last undertaken in 2006.
Customer & Community Services	Community and Living	Burnham Riverside Park	Millfields Access Road Traffic Regulation order and extension of current yellow lines	2,400					Protecting and shaping the District	no	Essential	Millfield access road is owned by Maldon District Council. There are existing double yellow lines in part of the road but no associated Traffic Regulation Order for enforcement purposes. In addition officers have requested that the double yellow lines be extended both sides of the road from its junction with Station Road to the barrier to the car park at the end of the road. This is to deter vehicles from parking which have caused congestion and sight line issues. The request was placed before the South Essex Parking Partnership Joint Committee in 2016 to agree SEPP Technician time. Maldon District Council are funding the proposal. It was agreed at the meeting to proceed with the necessary traffic regulation order
Customer & Community Services	Leisure, Countryside and Tourism	Business food / music event	Members have asked for Officers to investigate the provision of a business /food/music event in Promenade Park in 2018. After the successful Smoke and Fire Food Event in 2017 a proposal has been looked into which would add another weekend event and an interlinking week of activity in August next year. The reason for this is the infrastructure required for Smoke and Fire could be utilised for more activities. The proposal is for a one or two day music event (small scale) on the weekend proceeding or the weekend after Smoke and Fire. Marquee accommodation will also be provided throughout the linking week. The marquee could be utilised for the Council in a number ways such as working with local business and local charities	35,000					Creating opportunities for economic growth and prosperity	no	Desirable	"Members have asked for Officers to investigate the provision of a business /food/music event in Promenade Park in 2018. After the successful Smoke and Fire Food Event in 2017 a proposal has been looked into which would add another weekend event and an interlinking week of activity in August next year. The reason for this is the infrastructure required for Smoke and Fire could be utilised for more activities. The proposal is for a one or two day music event (small scale) on the weekend proceeding or the weekend after Smoke and Fire. Marquee accommodation will also be provided throughout the linking week. The marquee could be utilised for the Council in a number ways such as working with local business and local charities. At this time it is not possible to exactly quantify the budget and the amount of sponsorship which may be generated over and above the Smoke and Fire event. A provisional figure of £35k is requested as a working budget. Sponsorship will offset cost or meet any shortfall in provision. If Members accept the principle of an event further time will be devoted to developing an accurate events brief and costings for consideration at the January Finance meeting".
TOTAL				140,300	30,900	30,900	8,900					

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**REPORT of
DIRECTOR OF CUSTOMERS AND COMMUNITY**

**to
COMMUNITY SERVICES COMMITTEE
21 NOVEMBER 2017**

COMMUNITY ENGAGEMENT / FRIENDS GROUPS AND MANAGEMENT PLANS

1. PURPOSE OF THE REPORT

- 1.1 To advise Members that Officers will be seeking details from organised Community and Friends groups, and will report back 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.
- 1.2 To advise Members that Officers will be 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.

2. RECOMMENDATIONS

- (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;
- (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 Members agree that Officers will have draft Management plans available for 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.

3. SUMMARY OF KEY ISSUES

3.1 Community Engagement/Friends Groups

- 3.1.1 A number of community assets and open space managed by MDC have associated 'Friends' or Community management groups. These groups have developed over

time and have been useful source of ‘local’ information and feedback with regard to the use, management, and ‘issues’ with regard to their areas of interest.

- 3.1.2 These groups have historically been a source of consultation, partnership working, project development and delivery, including attracting external funding and engaging the local community and general public
- 3.1.3 Officers fully appreciate the valuable resource that these groups and volunteers can represent, however at the same time are concerned that some sites have no such representation, other groups are facing dwindling support / membership, and that some are in no way fully representative of the wider interest and user groups for the sites which they are associated with.
- 3.1.4 In the last five years, Officers have also observed some groups close entirely and others struggle to maintain membership / interest in their original purpose. Some of those groups that Officers continue to engage with have – by necessity – had to reduce their focus and activities due to lack of support / membership, demand, or awareness of that group. Others have become in effect lobby groups with little or no productive engagement with either MDC, the community outside of that group, or the general public.
- 3.1.5 MDC is facing increasing demands and limitations of stretched resources not least financial but also in terms of Officer time / workload. To best direct these and partner resources there is a need for a clear understanding of the most effective pathways to achieve clear, productive, and accomplished outcomes.
- 3.1.6 In order to assist with directing MDC resources to better engage with community and friends groups, it is essential that we have up to date and detailed information from such groups. Summaries to be requested of groups would include information such as the number of members, how regularly they meet and their stated aims.
- 3.1.7 It is expected that some areas / sites may have ‘new’ interest groups or organised activities taking place within them who may also wish to register their interest and/or submit information to Officers for consideration and inclusion in future development of Community and Public engagement. Such groups will be requested to submit such information as they are able to or is relevant in line with 3.1.6 above.
- 3.1.8 All such submitted information will be reviewed and collated by Officers with a view to seeking opportunities for more effective working; development of capacity and potential for community / Friends groups; and opportunities for creating new networks for common interests, achieving objectives and sharing information and resources.
- 3.1.9 As an example, within Promenade Park an established network of wider interested groups would have ensured a better representation and return of ideas / concerns with regard to stakeholder conversations such as the recent Central Area Masterplan and Waterfront revival activities.

3.2 Management Plans

- 3.2.1 Currently none of the Council's Parks and Open Spaces have up to date Management plans which reflect the objectives and vision of this Authority for its management of these sites. Key sites such as the Cemeteries (whilst having plans and regulations for burial plots, memorials, and scattering of ashes) do not appear to have ever had a holistic Plan for their management as landscapes or as public open spaces. The majority of Parks sites which had written plans ran from 2007 - 2012, with a few having had minor updates to 2014.
- 3.2.2 The production of Management plans for Riverside Park, Maldon Cemetery and Burnham-on-Crouch Cemetery are Key Corporate Activities.
- 3.2.3 Due to its more complex nature and the varied demands placed up on it, Officers are currently developing a Masterplanning strategy for Promenade Park, which will be separate to and carried out in more detail than a standard Management Plan.
- 3.2.4 The framework / template that Officers are developing for these plans is proposed as follows:
- Executive summary of site, vision, and broad objectives;
 - Full five year plan (*format to be in-line with Countryside Council for Wales (CCW) / Green Flag Award standards*) with 10 - 20 year horizon targets / projects included;
 - Detailed Annual Action / Works programme and budget.
- 3.2.5 The development of draft plans will involve a full review of available historical files and information, cross-department liaison as to compliance and complimentary strategic direction and documents, Member engagement as to vision and objective setting, and (where appropriate) public consultation and input. Once finalised, these plans will be returned to Community Services Committee for approval prior to publication.
- 3.2.6 Park and Open Space management plans should be public documents, open to scrutiny and comment, giving clear messages and direction, and yet also be flexible enough to accommodate changes in circumstance before the end of their 'life' (e.g. funding, environmental, etc.). They should also be useful and useable documents on an Operational level, giving clear guidance and direction to staff for the short, medium and long term aspirations and resultant actions to be taken with any given site.

4. CONCLUSION

- 4.1 There is a requirement for MDC to hold current and accurate information on all of its Friends and Community groups in order to ensure that we can prioritise engagement and resources within our Parks and Open Spaces, as well as opportunities for wider community engagement.
- 4.2 Requests for summaries from formalised groups to include details of their membership numbers, regularity of and attendance at their own meetings, Constitution (if applicable), activities, organisation of events and attendance at other

events, sources of fundraising and amounts, and any other significant information regarding the group's purpose / activities.

- 4.3 Information to be requested of Groups following approval by the Community Services Committee with target date for returns of Friday 26 January. Information to be reviewed by officers and update report and recommendations to be submitted to Community Services Committee for March 2018 meeting.
- 4.4 Officers to develop draft plans for three Key Corporate Activity (KCA) sites for early summer circulation to Members for comment. Public consultation to follow during peak visitor season to ensure maximum coverage and input from sites users. Final draft review suggested prior to publication in autumn 2018 for each site.

5. IMPACT ON CORPORATE GOALS

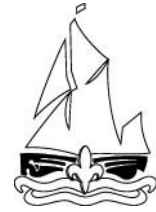
- 5.1 This links with the following corporate goals:
- Helping communities to be safe, active and healthy;
 - Protecting and shaping the District;
 - Delivering good quality, cost effective and valued services;

6. IMPLICATIONS

- (i) **Impact on Customers** – Potential for increased engagement and representation from local community and visiting public in future consultation, activities/events, and management of MDC owned Parks, Opens spaces and Community resources.
- (ii) **Impact on Equalities** – The Council provides services to the whole District and strives to ensure that none of those with protective characteristics stated within the legislation are adversely affected. By gaining accurate information with regard to current interest / Friends / Community Groups, we will gain a better understanding of how representative such groups are of the resident communities and visiting public.
- (iii) **Impact on Risk** – No corporate risks are identified through this report.
- (iv) **Impact on Resources (financial)** – None.
- (v) **Impact on Resources (human)** – Officer time for processing of received information and communication / engagement with established and new groups to ensure quality and consistent data is being received.
- (vi) **Impact on the Environment** – None.

Background Papers: None.

Enquiries to: Matt Wilson, Countryside and Coast Manager, (Tel: 01621 876210).



**REPORT of
DIRECTOR OF CUSTOMERS AND COMMUNITY**

**To
COMMUNITY SERVICES COMMITTEE
21 NOVEMBER 2017**

**CONSULTATION ON DRAFT HOMELESSNESS CODE OF GUIDANCE FOR
LOCAL AUTHORITIES**

1. PURPOSE OF THE REPORT

- 1.1 To present to Members a proposed response to the government's consultation for the proposed Code of Guidance that will accompany the new legislation and an introduction to the impact of these changes.

2. RECOMMENDATION

That the proposed response to the consultation for the proposed Code of Guidance attached as **APPENDIX 1** to this report, be approved.

3. SUMMARY OF KEY ISSUES

- 3.1 The Homelessness Reduction Act (the Act) was introduced as a Private Members' Bill in 2016 and has quickly progressed through stages to be enacted as an act of Parliament to create additional duties to prevent and relieve homelessness, in conjunction with existing duties under the Housing Act 1996 and the Homelessness Act 2002. The new Act makes it a statutory requirement for Local Housing Authorities to actively prevent homelessness wherever possible before considering their existing duties, which is not a new concept to many districts' current practice. It will however create some additional duties including:
- A formal personal plan for anyone at risk of homelessness which has to include helping with support as well as housing needs;
 - A duty on other public bodies to help identify those at risk of becoming homeless and refer them to the relevant local housing authority;
 - A duty for districts to relieve (secure accommodation) for a wider range of applicants who may not be in priority need or have a local connection; and
 - Retain a duty to secure accommodation for households with children who have been found to have made themselves intentionally homeless.
- 3.2 The Act will also introduce several more stages at which a review can be requested, following the same structure that is already in place, i.e. with the first stage being determined by a senior officer with subsequent appeals being heard in court.

- 3.3 Since the 1996 Act, there has been an accompanying Code of Guidance (the Code) which helps outline the intention behind the legislation and also provides examples of good practice that is expected from local housing authorities discharging their duties. The Code is not in itself legislation but may often be referred to in court and is therefore influential on future case law. As an indicator as to how local housing authorities should undertake their duties, it can also open up judicial review where councils fail to comply or deviate without good reason.
- 3.4 The consultation is not an opportunity to consult on the legislation itself and Members will see that in many cases the questions are about clarity and the need to make changes to improve this. Most of the proposed responses relate to the need to improve the clarity or consider aspects that may help improve the context.

4. CONCLUSION

- 4.1 The Code of Guidance is an important element of the Housing and Homelessness Acts. The process of consultation is helpful in giving organisations an opportunity to provide feedback and also to consider in some detail the implications of the new Act.

5. IMPACT ON CORPORATE GOALS

- 5.1 Meeting the housing need of the District – the Code of Guidance provides a helpful structure for the content and development of housing strategies.

6. IMPLICATIONS

- (i) **Impact on Customers** – A wider range and number of people will be provided with a formal assessment of their housing need and a personal plan to help prevent the risk of homelessness.
- (ii) **Impact on Equalities** – The Code specifically details the requirements of the Equalities Act and Human Rights.
- (iii) **Impact on Risk** – The content of the Code is a helpful way of checking the range of new duties and requirements that the Council will be expected to have in place. In many cases these are similar to what already has to be considered but as of April 2018 there is a greater likelihood that some of these considerations will have to be actually provided on a more frequent basis.
- (iv) **Impact on Resources (financial)** – The Government has recognised that the new Act will create additional burdens and additional funding will be made available for a limited period. The greater challenge is likely to be the ability of districts to influence other public bodies who commission associated services such as housing related support, supported housing, etc.
- (v) **Impact on Resources (human)** – It is proposed that there will be a need for additional staff to implement changes at an operational level, there will also be a need to review the way that the Council works at a strategic level.

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

Background Papers: Draft Homelessness Code of Guidance for Local Authorities – Department for Communities and Local Government (DCLG) October 2017

Enquiries to: Paul Gayler, Strategic Housing Manager, (Tel: 01621 875872).

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PROPOSED RESPONSE

The revised Code provides guidance on homelessness legislation, including the new duties introduced through the Homelessness Reduction Act. Whilst we welcome consultation on any element of the revised Code that is of interest to you, the consultation questions below provide an outline of each section and some prompts for your response.

The draft Code incorporates guidance on new legislation to reflect the purpose and intention of the Homelessness Reduction Act. Within the consultation questions we have highlighted some aspects of the guidance where we recognise the issues are more challenging, and particularly encourage responses to these. It would be helpful if responses to the consultation focus on the content of the guidance, and the interpretation of the amended Act, rather than any concerns about the legislation itself.

<p>Personal Information To help us analyse the consultation responses, we would ask you to answer the following questions: Q1: Are you responding as (please tick one): A private individual? On behalf of an organisation? X</p>
<p>Q2: If you are responding as a private individual, is your main interest as: <input type="checkbox"/> A individual with experience of homelessness? <input type="checkbox"/> An individual who delivers a homeless service? <input type="checkbox"/> Other? (Please specify) N/A</p>
<p>Q3: If you are responding on behalf of an organisation, is the interest of your organisation as (tick all that apply): x A local authority? <input type="checkbox"/> A private registered provider? <input type="checkbox"/> A homelessness charity? <input type="checkbox"/> A private landlord or organisation representing private landlords? <input type="checkbox"/> An organisation providing legal services? <input type="checkbox"/> A supplier of management and/or other services to local authorities? <input type="checkbox"/> A health agency? <input type="checkbox"/> A social care agency? <input type="checkbox"/> A children's service? <input type="checkbox"/> A criminal justice agency? <input type="checkbox"/> Other (please specify)?</p>
<p>Q4: Please enter the first part of the postcode in England in which your activities (or your members' activities) are principally located (or specify areas in the box provided): CM9</p>
<p>Format of the Homelessness Code of Guidance The following questions are specific questions on the format of the Homelessness Code of Guidance. Q5: Do you agree that annexes should be removed from the guidance? If not, is there any specific information that you would suggest keeping in an annex and why? X Yes <input type="checkbox"/> No Comment: No additional comment</p>

Q6: Do you agree with the recommendations for withdrawal of existing supplementary guidance documents? Are there specific, essential elements of current guidance material that should in your view be retained and considered for inclusion in the revised guidance?

Comment:

Agree with withdrawal of existing supplementary guidance.

Q7: Do you agree that the revised Homelessness Code of Guidance should incorporate the additional supplementary guidance documents? If not, what other method or format would you suggest and why?

Yes

No

Comment:

Q8: Are there any other relevant caselaw updates that you think should be considered for inclusion in the revised guidance? If so, detail the case and which chapter of the Homelessness Code of Guidance the update should be included within.

Comment:

No, case law is extremely useful in interpreting and implementing statute but should not be confused with Guidance. The revised guidance is helpful in setting out the intention of the legislation but should not bind future decision making in the courts or endorse case law which may subsequently be amended.

Q9: Do you have any comments on the drafting style and tone in the revised guidance, and are there some chapters that you find easier to understand than others?

Comment:

The style and tone is generally very good and consistent throughout. Although intended for use by Local Housing Authorities the new duties placed on other public bodies to refer and parts relating to strategic links means that this Guidance may have a wider audience who may benefit from a glossary. Phrases such as Private Registered Providers may not always be read as 'housing associations' by others.

Consistent use of Local Housing Authority would help in two tier authority areas where the term Local Authority can be misleading. It would also help if links to the Care Act, Children Act and other relevant statute was also made clearer, paras 8.20 – 8.22 are examples where this is very helpful but no equivalent for those leaving hospital under Care Programme Approach for example.

Content of the Homelessness Code of Guidance

The following questions are specific questions on the content of the Homelessness Code of Guidance.

Q10: To inform our public sector equality analysis further we are interested in your views on the likely impacts of the Homelessness Code of Guidance on groups with protected characteristics? Please let us have any examples, case studies, research or other types of evidence to support your views.

Comment:

We believe that future monitoring will be the best way to identify any actions that may be needed to address impacts from the proposed Code of Guidance

Q11: Taking chapters 1-5 of the Homelessness Code of Guidance which describe strategic functions consider the following questions:

a) Having read these chapters are you clear what local authorities responsibilities are?

Yes

No

b) If no please provide further information:

Chapter 2:

The guidance for local housing authorities is clear but less so for those in two-tier authority areas, e.g. decisions to commission support for an upper tier authority may be seen as discretionary but affect statutory services at lower tier level. Is it envisaged that a lower tier authority would cite lack of agreement for commissioning, or considered acceptable to refer to this, in explaining why some possible needs can not be met locally?

Paras 2.35 – 2.40: It would be helpful if NPPF and NPPG, or local authorities in developing local plans, could highlight the distinction between types of housing that contribute towards statutory requirements (such as supported, affordable) and those that may be aspirational or in response to market demand (self-build, Starter Homes). It would also be helpful if this section could elucidate on the possibility of variations to national policies with regard planning as well as housing policies, e.g. thresholds for affordable housing, possibility of securing contributions from mixed-use and non-residential development, Vacant Building Credits.

Chapter 3

3.2 Unclear if advice should also include the rights to access other services and sources of support, e.g. under Children Act, Care Act, etc. This may be more complex and challenging for local housing authorities but likely to be necessary when identifying need for support in some cases.

Chapter 4

4.9 and 4.10 Assumed that any significant change would be the same test as used for repeat applications under Pt VII at present? Clarifying this would help reviews under the new Act.

c) When considering 'Chapter 6: Homelessness and Threatened with Homelessness' is the guidance on whether it is 'reasonable to occupy' helpful? We are particularly interested in your views on how the guidance should help housing authorities assess when it is no longer reasonable for a tenant to occupy following expiry of a valid section 21 notice

Yes

No

Paras 6.33 and 6.34 are very helpful, making it clear that there should not be a blanket policy, each case should be assessed according to the facts and circumstances; as a result of this there can not be any certainty as to the timescale between tenants receiving notice and having to leave as this may depend upon the views and intentions of each party and the ability of the local authority to access alternate accommodation. It is confusing for the Guidance to refer to the Secretary of State's statement without also having regard to the law for eviction. As a result of the Secretary of State's statement, some landlords and others are now interpreting this as law and without more clarity, the Guidance

may be used to perpetuate this misunderstanding between good practice and legal rights.

It would be helpful if the Guidance in this section could explain more clearly the legal precedence of ministerial statements, codes of guidance and statute.

d) When considering 'Chapter 10: Local Connection' does the guidance provide sufficient clarity about when and how a referral can be made? Please note if there is anything more you think could be provided to help housing authorities interpret the legislation

Yes

No

Q13: Taking chapters 11-14 of the Homelessness Code of Guidance which focus on the prevention and relief duties consider the following questions:

a) Having read these chapters are you clear what local authorities responsibilities are?

Yes

No

If no please provide further information:

b) Would you suggest any additions, deletions or changes to these chapters?

Yes

No

c) When considering 'Chapter 11: Assessments and Personalised Plans' do you consider the guidance on 'reasonable steps' is sufficient, and is helpful?

Yes

No

Comments:

Para 14.49 It would be helpful if the duty to refer also included a duty to assist as well, requiring referring organisations to take reasonable steps to assist and cooperate with applicants' plans

d) When considering 'Chapter 14: Ending the Prevention and Relief duty' would any additional information on applicants who deliberately and unreasonable refuse to cooperate be helpful?

Yes

No

Comments:

Para 14.49 It would be helpful if the duty to refer also included a duty to assist as well, requiring referring organisations to take reasonable steps to assist and cooperate with applicants' plans

Q14: Taking chapters 15-17 of the Homelessness Code of Guidance which focus on accommodation duties and powers consider the following questions:

a) Having read these chapters are you clear what local authorities responsibilities are?

Yes

No

If no please provide further information:

b) Would you suggest any additions, deletions or changes to these chapters?

Yes

No

<p>c) When considering Chapter 16: Helping to secure and securing accommodation are you clear what local authorities responsibilities are in helping to secure or securing accommodation?</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Comments:</p>
<p>c) When considering Chapter 17: Suitability of Accommodation are you clear what local authorities responsibilities are? Is there any further guidance required to help housing authorities assess affordability of accommodation, or the suitability of accommodation out of district?</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Comments:</p> <p>It would be helpful if the Guidance also referred to the need to notify other authorities when placing out of the area, beyond s208 notices, along with the need to be clear if existing support will continue to be provided by the same organisations or may require involvement / referral to others. In some cases applicants who manage without support in the own area find that they need additional help when moving to somewhere different and this should be understood and taken into account as part of assessing what is suitable.</p>
<p>Q15: Taking chapters 18-20 of the Homelessness Code of Guidance which focus on casework administration consider the following questions:</p> <p>a) Having read these chapters are you clear what local authorities responsibilities are?</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If no please provide further information:</p>
<p>b) Would you suggest any additions, deletions or changes to these chapters?</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>c) When considering Chapter 18: Applications, inquiries, decisions and notifications would any additional information on issuing notifications and decisions be helpful?</p> <p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>Comments:</p>
<p>Q16: Taking chapters 21-25 of the Homelessness Code of Guidance which focus on particular client groups consider the following questions:</p> <p>a) Having read these chapters are you clear what local authorities responsibilities are?</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If no please provide further information:</p>
<p>b) Would you suggest any additions, deletions or changes to these chapters?</p> <p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>If yes please use the form below to detail the chapter and paragraph number of the Homelessness Code of Guidance where relevant. Please expand this table as required.</p>
<p>Q17: Are there any other comments that you would like to make on the Homelessness Code of Guidance?</p> <p>Comments:</p> <p>No</p>

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**REPORT of
DIRECTOR OF CUSTOMERS AND COMMUNITY**

to
**COMMUNITY SERVICES COMMITTEE
21 NOVEMBER 2017**

DEVELOPING A FAITH COVENANT FOR ESSEX

1. PURPOSE OF THE REPORT

- 1.1 To provide details of work that the Countywide Multi-faith Steering Group has undertaken to develop a Faith Covenant for Essex, and to seek Member endorsement of the proposed Faith Covenant.

2. RECOMMENDATIONS

- (i) that the principles that underpin the Essex Faith Covenant be endorsed;
- (ii) that Members give consideration as to whether Maldon District Council wishes to be a signatory to the Covenant.

3. SUMMARY OF KEY ISSUES

- 3.1 The Essex Multi-Faith Steering Group (EMFSG) is a partnership between faith communities and public services established by Faith Action and the All Parliamentary Group (APPG) on Faith and Society.
- 3.2 The EMFSG has developed a Faith Covenant, which public bodies are being asked to endorse. The Covenant, which took 12 months to develop is based upon similar Covenants which have been adopted across the UK, however this is the country's first *Countywide* Faith Covenant.
- 3.3 The Faith Covenant enables partners to formally recognise the contribution that faith based organisations / groups can have in the community, and is supported by Essex County Council and over 100 organisations across Essex. Its main aims are to:
- Pro-actively build relationships and trust between faith groups and public services.
 - Create opportunities to raise awareness and share learning and knowledge between different faith communities, and within the public services.
 - Seek opportunities to bring people together to serve the community, particularly the most disadvantaged.

- 3.4 Talking in support of the Faith Covenant Councillor David Finch, Leader of Essex County Council, said:

“by promoting tolerance and understanding of different faiths and working collaboratively, we can make a real difference and build much more resilient and inclusive communities. In signing up to the agreement, faith communities and partners pledge to follow a joint vision, a set of principles that unify us, and focus our attention on helping others. The overriding sentiment of that vision is that together we are stronger. Together, we can proactively build trust between faith groups and public services, we can create opportunities to learn from each other and share best practice, and we can come together to serve the community, particularly the most disadvantaged.”

- 3.5 A copy of the Faith Covenant is at **APPENDIX A** to this report.
- 3.6 The Covenant was formally launched on Saturday 14 October 2017, and Members are asked to endorse the principles of the Covenant, and to determine if they wish to be a formal signatory to it.
- 3.7 The Covenant does not place any addition obligations or costs on Maldon District, and being a formal signatory to the Covenant recognises the positive relationship that the Council has with local Faith Groups.

4. CONCLUSIONS

- 4.1 Members are asked if they wish to endorse the recommendations as outlined at section 2 above.

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** – The endorsement of the covenant would help to formally recognise the relationship that we have with faith groups, and ensure that that relationship is developed in an appropriate manner in order for us to make best use of our resources and to meet our corporate goals.
- (ii) **Impact on Equalities** – The framework provided by the Covenant is likely to assist the Council in meeting its legal obligations under the ‘general duty’ of the Public Sector Equality Duty.
- (iii) **Impact on Risk** – None.
- (iv) **Impact on Resources (financial)** – None.

- (v) **Impact on Resources (human)** – Potential for Officer time to engage with projects arising from the covenant.
- (vi) **Impact on the Environment** – None.

Background Papers: Briefing Document for Partners.

Enquiries to: Chris Rust, Community Development Officer, (Tel 01621 875811).

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Essex Faith Covenant

The Faith Covenant is a joint commitment to a shared set of principles that guide engagement between faith communities and public services. .

It aims to promote open, practical working and strengthen community cohesion.

The principles are:

- *Faith communities are free to practice their beliefs and religious observances, and to raise their voice in public debate and to be respected, within the framework of UK law.*
- *Public services and faith-based social action should respect service users from all backgrounds, without discrimination.*
- *The voice, participation and solutions that faith communities bring are important and good engagement with the public services should enable them to be brought to bear for the benefit of the wider community.*

Both faith groups and public services will commit to working together to:

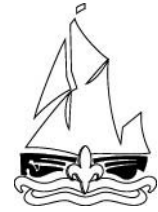
- *Pro-actively **build relationships and trust** between faith groups and public services*
- *Create opportunities to **raise awareness and share learning and knowledge** between different faith communities, and within the public services*
- *Seek opportunities to **bring people together to serve the community**, particularly the most disadvantaged*

Both faith groups and public services will use the Faith Partnership as a tool to develop activity around uniting communities to better serve Essex residents. Therefore to aid pro-active engagement with the principles the first priority the Partnership will work on together will be:

Tackling Loneliness, Isolation & disadvantage

Signatories of the covenant are invited to gather annually to share their achievements with the broader faith community and Public Services.

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**REPORT of
DIRECTOR OF CUSTOMERS AND COMMUNITY**

to
**COMMUNITY SERVICES COMMITTEE
21 NOVEMBER 2017**

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

1. PURPOSE OF THE REPORT

- 1.1 To inform Members of the aim of this newly formed forum and to seek a nomination from this Committee to deputise for Councillor R G Boyce MBE, when unable to attend.
- 1.2 To update Members on progress with the Maldon Livewell Partnership Group (formerly known as the Maldon Health and Wellbeing Partnership Group).

2. RECOMMENDATIONS

- (i) To nominate a Member of the Community Services Committee who is able to act as a Deputy for Councillor R G Boyce MBE on the District County Health and Wellbeing Forum (DCHWF). *Next meeting scheduled for 4 December*
- (ii) To note the part of the report which relates to the update on the Maldon Livewell Partnership Group

3. SUMMARY OF KEY ISSUES

3.1 District County Health and Wellbeing Forum

- 3.1.1 The inaugural meeting of the District County Health and Wellbeing Forum (DCHWF) was held at the Essex Records Office on 19 September. Councillor R G Boyce MBE was in attendance as the newly appointed Chairman of the Maldon Livewell Partnership Group (formerly known as the Maldon Health and Wellbeing Partnership Group).
- 3.1.2 The DCHWF has been developed by Essex County Council as a conduit for information from Local Authorities which is discussed at the Essex Local Authority Public Health Network Meeting (ELAPHNM) to the Essex County Council Health and Wellbeing Board and for members of the ECHWB to in turn be able to feed information back to Local Authorities. The Local Authority representative is generally the Chairperson of the Local Authority Health and Wellbeing Group, in Maldon's case the Maldon Livewell Partnership Group Chairman, currently

Councillor R G Boyce MBE. The full context, aims and terms of reference of this group are attached as an **APPENDIX 1** to this report.

3.2 Maldon Livewell Partnership Group

- 3.2.1 The Maldon Livewell Partnership Group (formerly the Maldon Health and Wellbeing Partnership Group) has undergone a refresh of the Terms of Reference, aims and objectives, and membership, in order to bring it in line with current working practices. Councillor Boyce acted as Chairman for the first meeting of the current municipal year held on Wednesday 13 September and was duly elected to continue as Chairman of the Group. This Group will concentrate on projects that fit with the Corporate aims of the Council namely Obesity Child and Adult, Old Age, Frailty, Isolation and Educational Attainment, with an acknowledgement that mental health is a thread that runs through all of these.
- 3.2.2 Part of the public health monies (external funding) for the current financial year (up to £15,000) will be offered as a grant pot to the community for projects which contribute to the above corporate activities. A press release and forms are currently being prepared by Officers to start this process.
- 3.2.3 Further money has been ringfenced by Essex County Council Public Health for the maintenance of the Essex Livewell Website which will be the subject of a further report to Committee.
- 3.2.4 Brought forward public health (externally funded) monies are also available to fill the vacant Public Health Officer post. This post will also help support the aims and objectives of the Maldon Livewell Partnership Group. The job description for this post has been agreed and is currently with Human Resources awaiting an advertisement.
- 3.2.5 There is also a requirement from Essex County Council Public Health for each Local Authority Partnership Group to develop a Wellbeing Strategy which would feed into the Essex County Council Health and Wellbeing Strategy, currently in the process of development.

4. CONCLUSIONS

- 4.1 Members are asked to consider the nomination of a Member representative to deputise for Councillor R G Boyce MBE on the new District County Health and Wellbeing Forum.
- 4.2 Members are asked to note the progress with the Maldon Livewell Partnership Group.

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 benefit for the residents of the Maldon District by continuing to work in partnership to provide health and wellbeing initiatives.
- (ii) **Impact on Equalities** – This report does not seek to disadvantage any resident of, or visitor to the Maldon District.
- (iii) **Impact on Risk** – None.
- (iv) **Impact on Resources (financial)** – Officer time to service Committees and undertake project work.
- (v) **Impact on Resources (human)** - Officer time for attendance of meetings and frontline officer resource time for defined partnership projects together with projects owned by Maldon District Council.
- (vi) **Impact on the Environment** – None.

Background Papers:

Terms of Reference for the following groups:-

- District County Health and Wellbeing Forum
- Maldon Livewell Partnership Group

Enquiries to: Chris Rust, Community Development Officer, (Tel 01621 875811).

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County and District Health and Wellbeing Forum

Context and Background

In October 2016, the Essex Health and Wellbeing Board (HWBB) agreed to appoint a working group to review its activity and effectiveness and to make recommendations. A Task and Finish Group was set up to consider options for enhancing the role of District health and wellbeing boards and panels.

This recognised:

- The critical role of local boards and partnership in delivering the priorities in the Joint Health and Wellbeing Strategy;
- The need for Districts and localities to be fully engaged in the JSNA and JHWS processes, and contribute to and benefit from research and analysis work;
- The Essex HWBB's responsibility for addressing health inequalities in Essex;
- The excellent work taking place at local level and the scope to enhance its impact if the Essex HWBB can be more effective in 'joining up' and providing support.

Key messages from the Task and Finish Group on local boards included:

- The Essex HWBB's value to localities is currently limited;
- Engagement and communication with Districts and localities needs to be improved and consideration should be given to improving District representation;
- Essex HWBB's priorities and agenda should be better aligned with local boards.

It was agreed at the January 2017 meeting of the Essex HWBB to:

- Establish a new group for representation of District HWBBs views, which will consist of chairs and key officers from local HWBB and the Essex Board;
- To make provision on the Essex HWBB agenda for locality boards to update the Board on local issues, activity and progress;
- The Board's secretariat to take steps to improve the flow of information between the Essex HWBB and localities.

The expectation is that the new County-Locality Forum will be established following the County Council elections in May.

The Essex HWBB also agreed to the establishment of an Essex Strategic Co-ordination Group to join up and support the work of the HWBB with other Essex Partnership Boards (e.g., Essex Partners, Safeguarding Boards, Safer Essex and Strengthening Communities) around a shared set of priorities, research programme and approach to communications.

County-District Health and Wellbeing Forum - Draft ToR

Purpose

- To support a place-based approach to health and wellbeing in Essex.
- To enhance the role of District HWBBs at County level, ensuring that the views and experiences of all Essex Districts are effectively represented at the Essex HWBB.
- To enable District HWBBs to be full partners in the Joint Strategic Needs Assessment and Joint Health and Wellbeing Strategy for Essex.
- To enable the Essex Health and Wellbeing Board to support the translation of strategic priorities into local activity, and where relevant seek support from the Essex HWB Board to tackle high level barriers in delivery (plan for exceptional reporting?).
- To provide a forum for communication and engagement between County and District partnerships and for the sharing of information.
- To support the Essex Local Authorities Public Health (LAPH) Network in implementing the Public Health Strategic Approach to improve health and wellbeing and the lives of Essex residents.
- To provide a vehicle for mutual challenge and accountability.

Membership

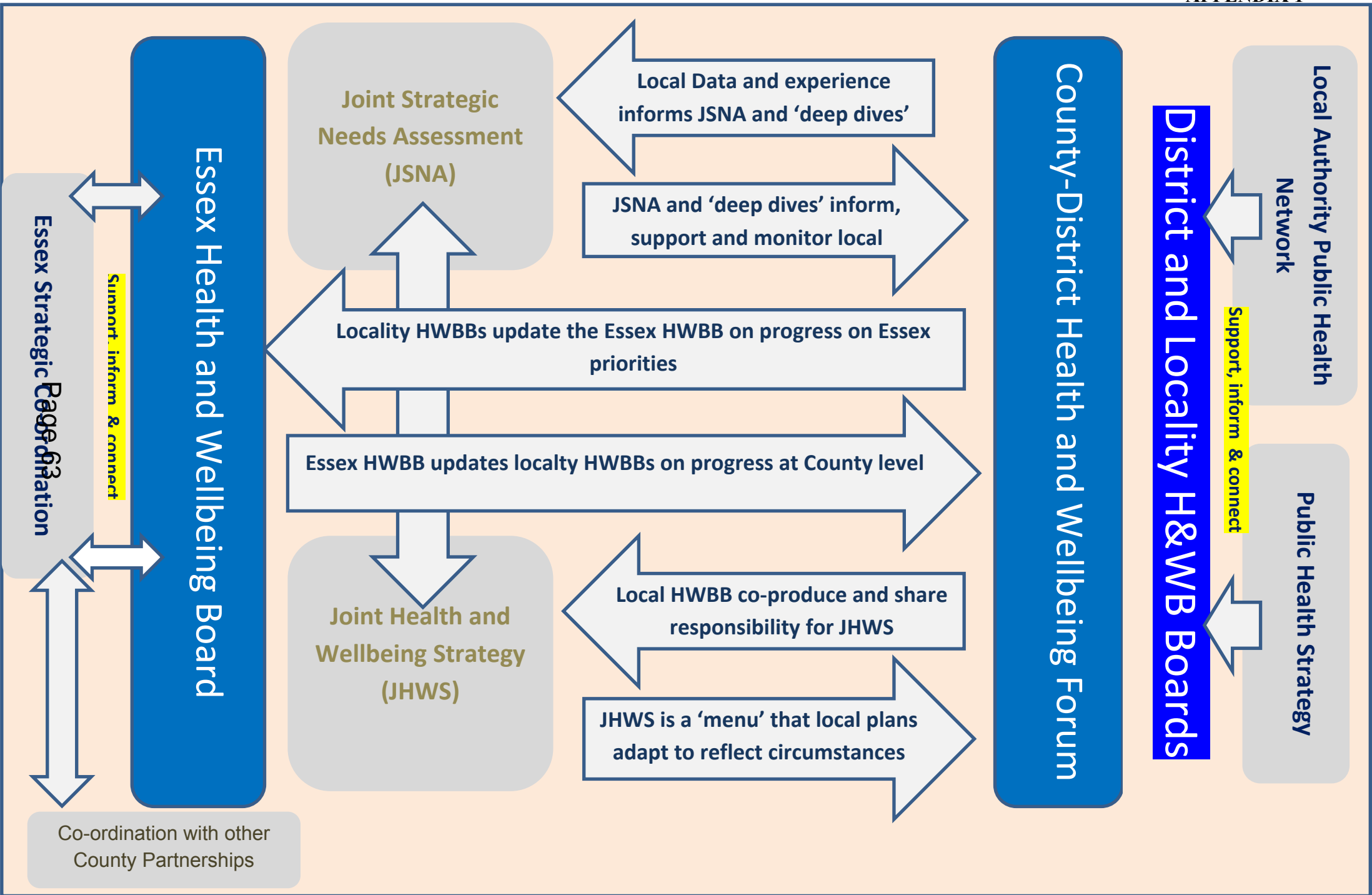
- Membership of the Forum will be comprised of:
 - Chairs of local HWBBs;
 - Chair of the Essex LAPH Network;
 - Other District representatives who sit on the Essex HWBB;
 - Chair or Vice Chair of the Essex HWBB and Essex DPH.
- The total membership of the forum should not exceed 20 members.
- The Forum will nominate a Chair from the local HWBBs.
- If a District (a) does not have a local HWBB or (b) is involved in a local Board that it does not chair, then it will be invited to nominate a Forum representative. The expectation is that this would be the Council member with responsibility for health and wellbeing.

Arrangements and procedure for meetings

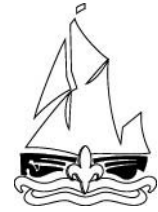
- The Forum will meet three times a year, subject to review.
- Forum meetings will not be public meetings, but a minute will be prepared and circulated to members and to the Essex HWBB.
- 'District issues and priorities' will be added to the agenda of the Essex HWBB as a standing item.
- The Forum should produce a brief annual report summarising its activity and impact for review by District HWBBs and the Essex HWBB.

County-Locality Health and Wellbeing Forum: Enhancing the strategic role of local Boards

APPENDIX 1



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REPORT of DIRECTOR CUSTOMERS AND COMMUNITY

**to
COMMUNITY SERVICES COMMITTEE
21 NOVEMBER 2017**

HISTORIC REVIVAL WATERFRONT PROJECT OUTCOMES

1. PURPOSE OF THE REPORT

- 1.1 To update this Committee on progress made towards the completion of the Coastal Revival Funded, Historic Waterfront Revival Project.

2. RECOMMENDATIONS

- (i) that the findings of the consultants employed to undertake the Historic Waterfront Revival Project be noted;
- (ii) that Members comments on the report be collated.

3. THE MALDON HISTORIC WATERFRONT

3.1 Introduction

- 3.1.1 Members may be aware that the Council was successful in obtaining £50,000 of grant funding to undertake the Historic Water front Revival Project. The project brief and details of the funding were considered by the Planning and Licensing Committee on the 12 September 2016 (Minute No. 528 refers). As that Committee's remit covers economic development and tourism it has received reports on the Waterfront Revival in the first instance. However this Committee manages the assets of the Promenade Park and it will have a valued input in taking the projects forward.
- 3.1.2 A grant of £50,000 was awarded to allow the Council to kick start the regeneration of Maldon Hythe and Historic Waterfront while sustaining traditional maritime knowledge, activities and skills and enhancing the historic quarter to provide a contemporary offer.
- 3.1.3 To deliver this aim, a feasibility study was commissioned and work undertaken with local businesses, community groups, charities and residents of the waterfront area, working together to find the best way forward and produce a coherent plan of action. The study was completed by Colliers International who pulled together a multi-skilled team to provide options that were both sensitive to the historic setting and considered to be financially sustainable (assuming suitable funding is obtained).

3.1.4 The feasibility study ran alongside the emerging Maldon and Heybridge Central Area Masterplan (the Masterplan) and provided the Council with an early opportunity to explore, in greater detail, several projects highlighted within the master plan.

3.1.5 The Council is a key stakeholder in the Historic Waterfront area; land holdings include the Hythe Quay itself, Cooks Boatyard (under lease), Promenade Park and various buildings which could be re purposed or replaced in a wider development.

3.2 Links to Maldon and Heybridge Central Area Masterplan

3.2.1 At the meeting of this Committee on 17 January 2016 Members resolved that the Masterplan be agreed (Minute No. 779 refers). The character, vitality and cultural importance of the Maldon and Heybridge Central Area are critical to the prosperity of the Maldon District and to the quality of life of the people who live there and the experience it offers to visitors. The Maldon and Heybridge Central Area incorporates Maldon Central, the Causeway Regeneration Area and the Leisure Quarter and forms the District's focus for employment, retail, community and tourism facilities.

3.2.2 A significant amount of development is expected to take place in Maldon District over the next 15 years and the Maldon and Heybridge Central Area will be required to meet the needs of a growing population. It will be a thriving and vibrant destination that has strong connections with surrounding areas and is supported by its heritage assets, waterways and green spaces. It will need to support an increase in the number of employed people and a more diversified thriving economy in order to deliver a successful future and its role as a tourism and leisure destination needs to be strengthened.

3.2.3 The Local Development Plan (LDP) provides the planning strategy for future growth over the next 15 years and sets out the key principles for development and regeneration in the Central Area within Policy S5. In order to promote the objectives set out in Policy S5, the Council will shortly be asked to consider the Strategic Master Plan Framework and Action Plan to guide future development and area improvements within the Maldon and Heybridge Central Area.

3.2.4 The Historic Waterfront Project is linked to the Masterplan however, many of the aims included within the Historic Water Front Study have been long term ambitions of the Council.

3.3 Aims of the Coastal Revival Fund Historic Waterfront Feasibility Study

3.3.1 The purpose of the Feasibility Study was to:

- define the opportunity that Maldon's Historic Waterfront offers;
- co-ordinate key partners and stakeholders within the Historic Waterfront Area to work collaboratively to realise the opportunity identified;
- analyse the strengths and weaknesses of taking key objectives, opportunity and funding bids forward to revive Maldon's Historic Waterfront;
- sustain the environmental quality whilst enhancing and encouraging investment to improve the visitor offer, increased leisure provision, access and

connectivity to and from the Historic Waterfront and its resilience to flood risk;

- align the Feasibility Study outcomes with the vision and objectives within the draft Maldon and Heybridge Central Area Masterplan and Action Plan.

3.3.2 As mentioned above, the feasibility study aligns with the Policy S5 requirements and the key projects which are required to reinforce the existing land uses to create jobs and ensure a skilled employment base, and take the opportunities presented by the waterfront for regeneration, diversification and cultural attractions for leisure and recreation whilst being resilient to flood risk.

3.4 **Project outputs**

3.4.1 The purpose of the study is to assess options for enhancement of the Hythe Quay and Promenade Park area of Maldon. The brief is specifically to assess the viability of five different projects for potential improvement:

- a) Use of Hythe Quay area for commercial activities such as specialist markets;
- b) A “destination hub” in Promenade Park that could include a visitor centre, heritage centre and restaurant(s);
- c) Improvement of facilities for visiting yachts / craft at Hythe Quay;
- d) Enhancement of St Mary’s Church to form a community hub;
- e) Improvements to Maldon District Museum.

3.4.2 The report also considers other options.

3.4.3 The Executive Summary of the Historic Waterfront Project report is provided in **APPENDIX 1**. Several copies of the full document have been placed in the Members room.

3.4.4 **APPENDIX 2** sets out the required project outputs and a summary of the consultants findings and how the Council may wish to take forward each output to delivery.

3.4.5 The Consultants recommendations are set out in the following list; The main project should be an application to the Heritage Lottery Fund Parks for the People fund for work that involves:

- restoring the qualities of the historic Edwardian park.
- creating a park café with new toilets for the public and changing rooms for the splash park to replace the current toilet block. We (the consultants) think that it would probably be optimal for it to incorporate a flexible space that can incorporate community events of different type and functions such as weddings. It would probably be a popular facility and offer a good return on investment.
- improving the appearance of the kiosks (if not replaced) and creating a more attractive outdoor seating area in their vicinity.
- extending and modernising Maldon District Museum, and employing a curator – manager. Maldon District Council (MDC) should help the museum to take a

wider role in conserving and telling the whole Maldon story, including the maritime heritage.

- replacing the public realm at Hythe Quay with surfacing that is more attractive and in keeping with the heritage, and reduces the impact of parking, while not compromising the operation of the businesses there.
- adapting the Bailiff's workshop and classroom occupied by the Gig Club to provide flexible ground floor space that can be used for activities of different sort.
- providing a better interpretation and wayfinding system, including panels that tell the story of the Battle of Maldon and Maldon Salt. This would ideally extend to the town centre and along the river.

3.5 Governance

3.5.1 The Historic Waterfront Revival Project has a number of distinct sub projects which cut across the remit of the Council's programme Committees. To help ensure a joined up approach, it has been agreed that the Council's Corporate Project Working Group is utilised to manage the development of these sub projects and potential funding bids.

3.5.2 Reports will be required to the relevant programme Committee as and when required in order to satisfy the Councils existing Governance arrangements. The terms of reference of the Corporate Projects Working Group have already been established.

3.5.3 The Council appointed the following Members to the Corporate Projects Working Group:

From the Community Services Committee:
Councillors Mrs B D Harker and R Pratt

From the Finance and Corporate Services Committee:
Councillors I E Dobson and A S Fluker

From the Planning and Licensing Committee:
Councillors S J Savage and A K M St. Joseph.

4. CONCLUSION

4.1 The Council wishes to promote a coordinated approach to development across the district and in particular in relation to the regeneration of the Historic Waterfront area which builds upon work undertaken in connection with the LDP and the Central Area Masterplan.

4.2 The study has identified key projects and development opportunities that if progressed would support the local economy and extend the tourism offer of the area. Crucially it has also identified where development might not be desirable or would have an adverse impact on the use of commercial activities, for example a permanent market on Hythe Quay.

- 4.3 The study outlines a number of activities that could be taken forward including a large bid to the Heritage Lottery Fund, Parks for People fund to sensitively improve the historic character of the Promenade Park. Due to the cross cutting nature of the projects outlined above, that the Council's Corporate Project Task and Finish Working Group has been requested to manage the process with reports to the appropriate programme Committees as and when decisions are required.

5. IMPACT ON CORPORATE GOALS

- 5.1 Planning supports corporate goals which underpin the Council's vision for the District and in particular protecting and shaping the District and balancing the future needs of the community and meeting the housing needs of the District.

6. IMPLICATIONS

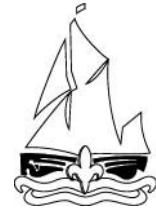
- (i) **Impact on Customers** – The character, vitality, and cultural importance of the Maldon Historic Waterfront Area are critical to the prosperity of Maldon District and to the quality of life of both residents and visitors.
- (ii) **Impact on Equalities** – Not applicable.
- (iii) **Impact on Risk** – Failure to appropriately plan for the future in the area could result in uncoordinated development which fails to provide for the best interests of the community and as landowner the Council itself. Funding for this project is time limited and it is necessary to commence the procurement phase of the project immediately after this report has been considered by Members. Any delay to the process could risk the deliverability of the feasibility study. It has not been possible to commence this work earlier than this date due to the need to ensure the emerging recommendations from the Masterplan could be linked into the study.
- (iv) **Impact on Resources (financial and human)** – The production of the Historic Waterfront Feasibility Study required financial resources to employ consultants to undertake the work required on the project brief. External funding was used to undertake the study. It is likely that significant staff resource and external funding will be required to develop the next stages of the overall project, the details of which will need to be reported to members at a later stage.
- (v) **Impact on the Environment** – Appropriately planning for the future within the Maldon Historic Waterfront Area will result in improvements to the local environment, and will support sustainable development appropriate for the area.

Background Papers: None.

Enquiries to:

Ben Brown, Group Manager – Leisure, Countryside and Tourism, (Tel: 01621 875752).

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REPORT of DIRECTOR OF CUSTOMERS AND COMMUNITY

to
**COMMUNITY SERVICE COMMITTEE
21 NOVEMBER 2017**

TOUR DE COAST - MALDON DISTRICT

1. PURPOSE OF THE REPORT

- 1.1 To propose the Council support in principle the installation of a 'daymark' in the Maldon District as part of the national Tour de Coast project.

2. RECOMMENDATION

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.

3. SUMMARY OF KEY ISSUES

- 3.1 'Tour de Coast' is a registered charity being led by Mr Marcial Boo, Chief Executive of the MPs' expenses watchdog Independent Parliamentary Standards Authority (IPSA). The charity is proposing a project of the same name, which will create a network of 100 (approximately 10ft high) numbered coastal way markers, to be known as 'Daymarks' based on 18th century maritime navigational aids. **APPENDIX 1** to this report sets out more detail and **APPENDIX 2** is a copy of a letter sent to the Chief Executive about the subject.
- 3.2 The project is in fairly early stages, a prototype daymark has been created, approximate locations identified and around 70 of the 100 areas already interested in principle.
- 3.3 The project aims to encourage visits to and journeys around Britain's coast and support economic development in the Maldon District by bringing increased tourist spend.
- 3.4 The Maldon District (Saltmarsh Coast) Daymarks would be No98, with 99 at Harty Ferry, Kent and 97 at Old Felixstowe, Suffolk. Meaning our mark would be the only one in Essex.
- 3.5 The project has had an enthusiastic response from Visit England, Visit Wales, Scottish National Heritage, Ramblers, Natural England, Sustrans and others.

3.6 The total cost for a Daymark, including installation and transport would be approximately £8,000. Various funding options are available.

4. CONCLUSION

4.1 The 'Tour de Coast' is an interesting project and as a coastal community we would want to be a part of it. We can support its delivery locally through local groups and investigate external funding.

5. IMPACT ON CORPORATE GOALS

5.1 The project would support the Council's objective to promote the District as a destination of choice for visitors.

6. IMPLICATIONS

- (i) **Impact on Customers** – By creating and improved visitor offer, linked with other coastal destinations.
- (ii) **Impact on Equalities** – None.
- (iii) **Impact on Risk** – None.
- (iv) **Impact on Resources (financial)** – None by utilising non-council funding.
- (v) **Impact on Resources (human)** – The project can be progressed within existing resources.
- (vi) **Impact on the Environment** – None, an appropriate location can be identified.

Background Papers: None

Enquiries to:

Ben Brown, Group Manager - Leisure, Countryside and Tourism (Tel: 01621 854477).



www.tourdecoast.org.uk

DAYMARK



A hundred coastal points connected



Britain's coast is full of beauty, history, grandeur and calm



We want others to discover our coast too

- Just 15% of 35 million annual international visitors (and their £22 bn) go to Britain's coast
- Most Britons only visit familiar parts of the coast – such as the south-west or holiday resorts they've been to before

But:

- Each coastal tourist spends on average £53 per day
- 20% of people take active holidays, and 63% would consider one
- People like attractions to visit and 'collect':
 - 5,000 people have climbed all the Munros in Scotland
 - 4,000 cycle from Land's End to John O'Groats each year
 - Others collect visits to football grounds, Olympic post boxes and tube stations

The UK charity *Tour de Coast*¹ is installing 100 Daymarks in special places around Britain's coast



Daymarks were 18th century navigational aids so sailors knew where they were in daytime

(1) Registered charity no. 1169898



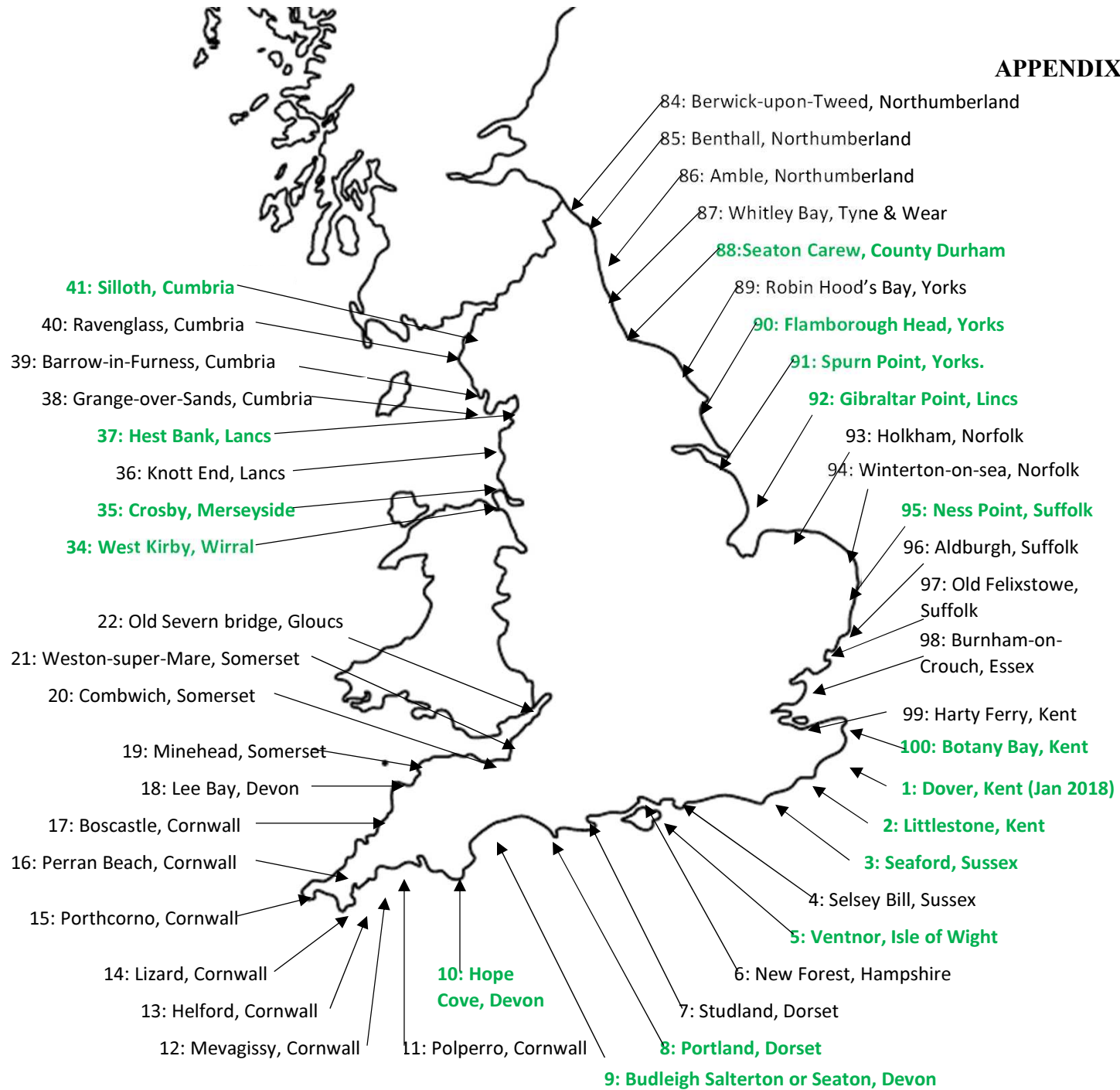
Our Daymarks will be for land visitors, marking places of calm, history and beauty around the coast of Britain

Each Daymark will have a number from 1 to 100

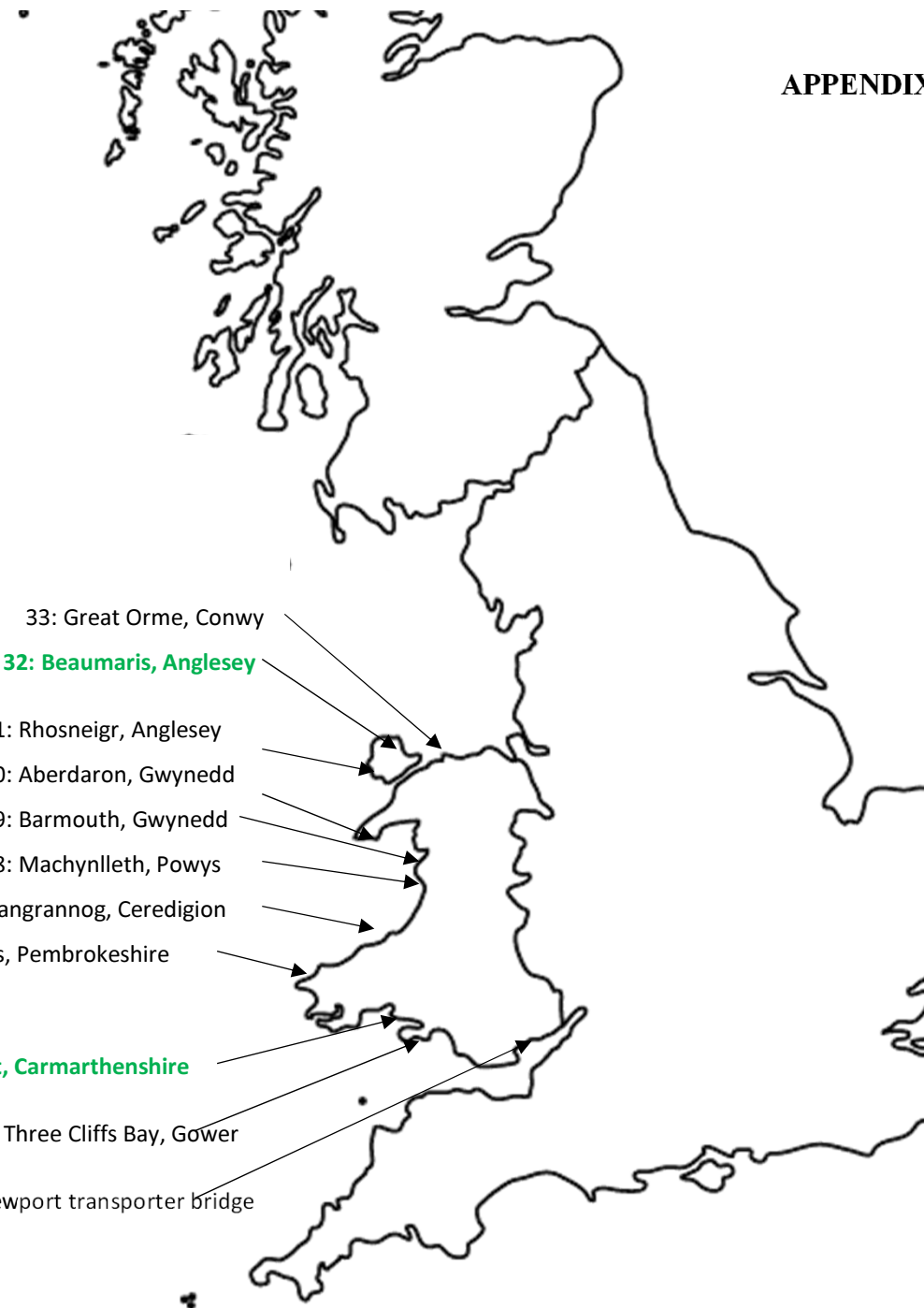
We hope to install 47 Daymarks around the coast of England

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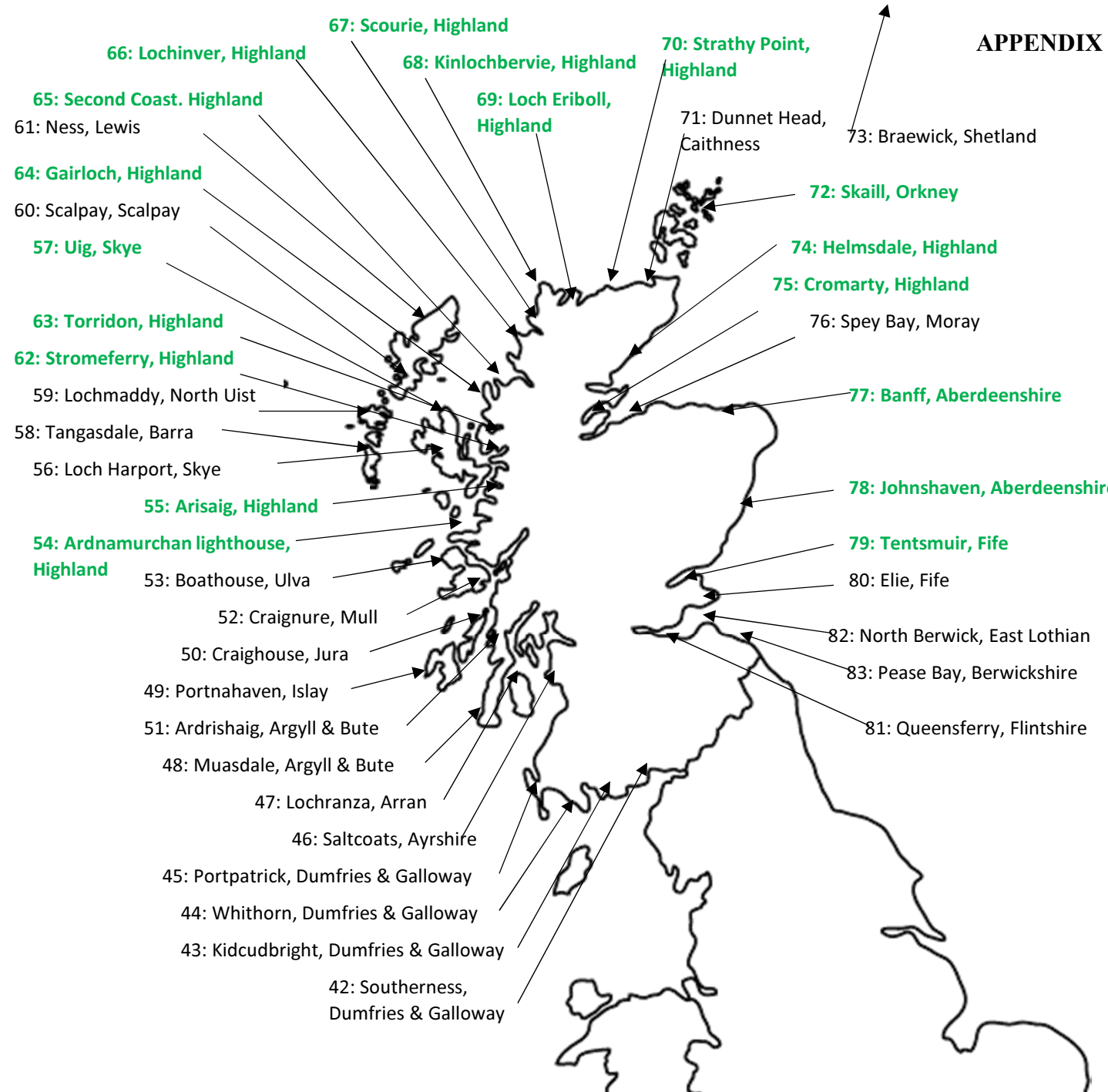
(Green locations agreed with local stakeholders, with installation dates where known)



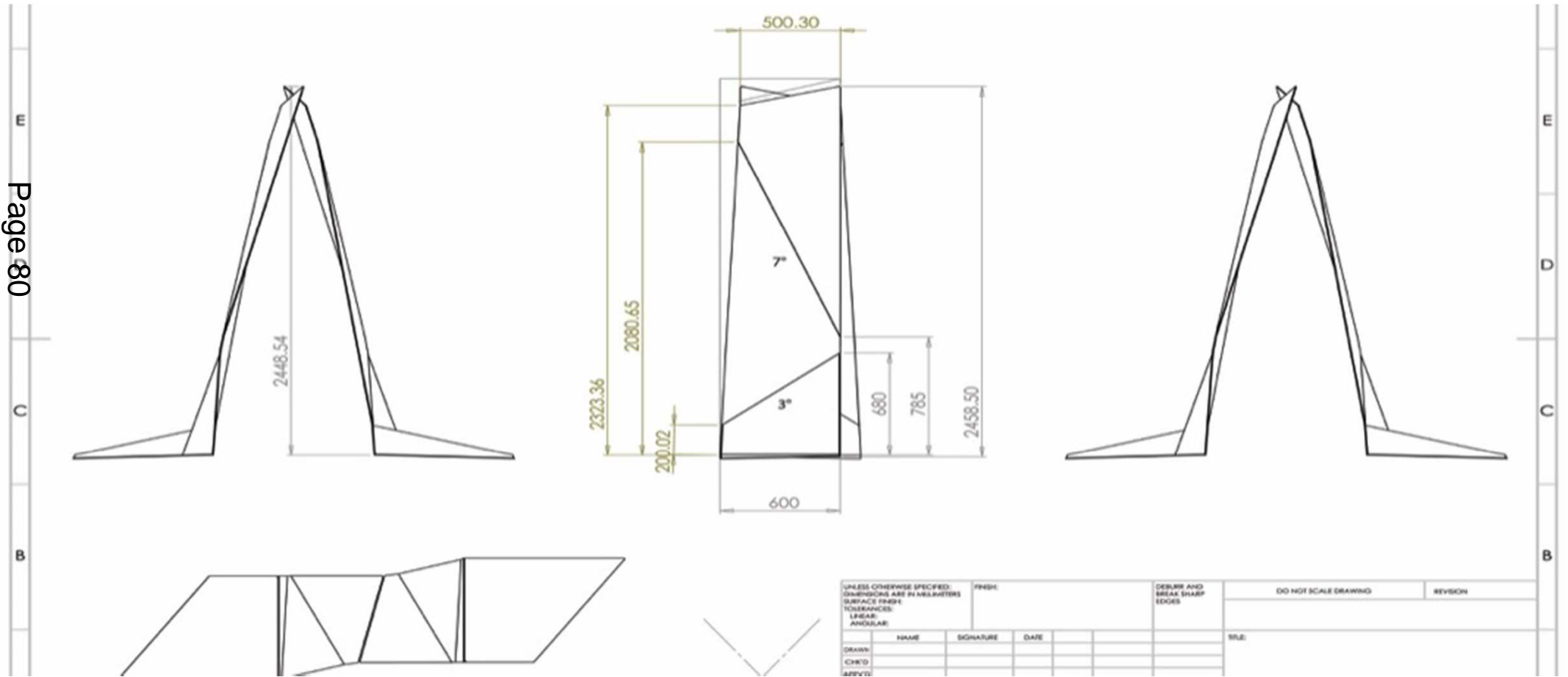
11 Daymarks in Wales

- 
- 33: Great Orme, Conwy
- 32: Beaumaris, Anglesey**
- 31: Rhosneigr, Anglesey
- 30: Aberdaron, Gwynedd
- 29: Barmouth, Gwynedd
- 28: Machynlleth, Powys
- 27: Llangrannog, Ceredigion
- 26: St David's, Pembrokeshire
- 25: Pembrey Forest, Carmarthenshire**
- 24: Three Cliffs Bay, Gower
- 23: Newport transporter bridge

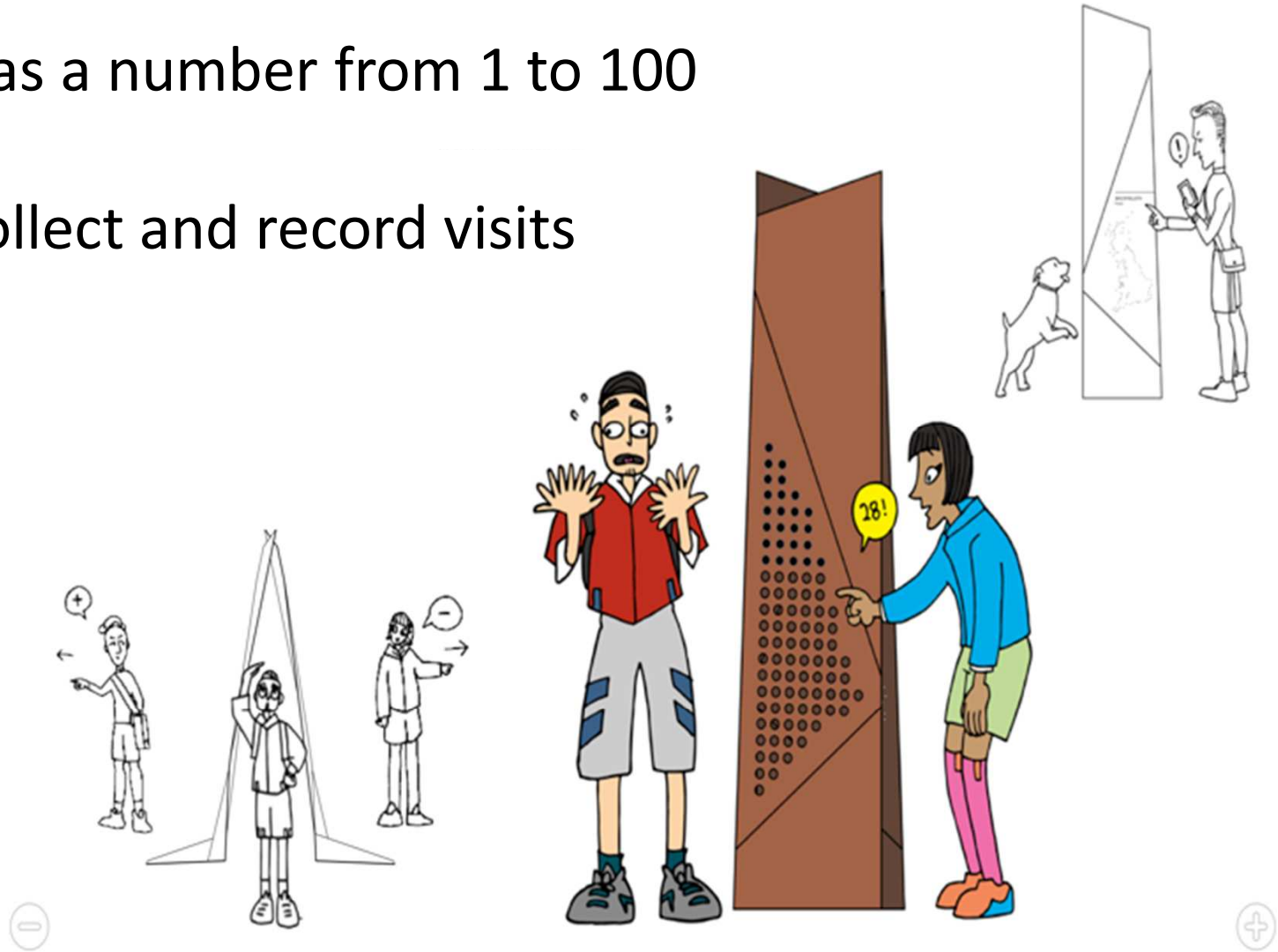
And 42 Daymarks around the Scottish coast



The Daymarks will be durable, weatherproof and contemporary ...
 . & cost £5,000 to make, and up to £3,000 to transport and install

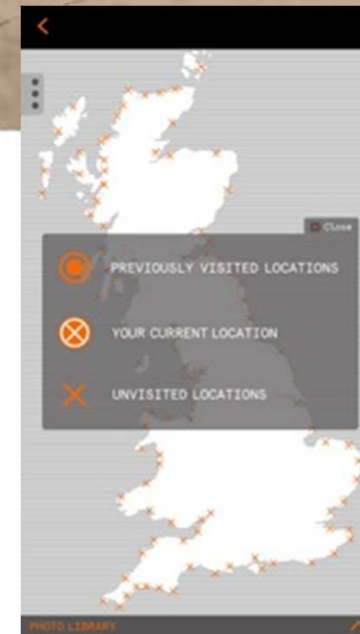


Each Daymark has a number from 1 to 100
so visitors can collect and record visits



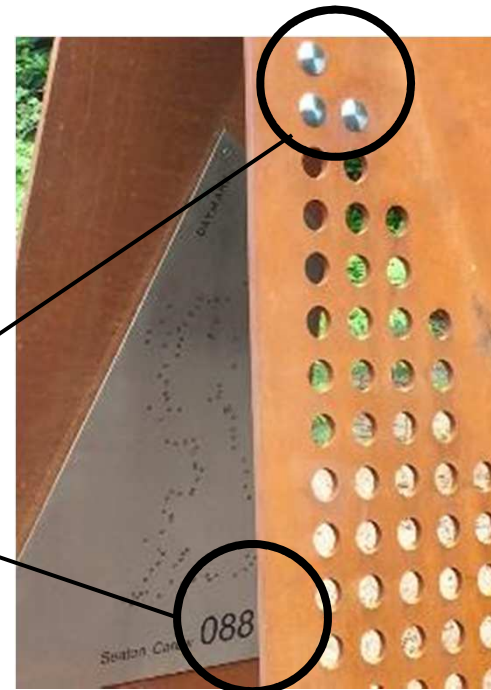
With more information
pushed to nearby phones
from a buried iBeacon
via Bluetooth

... and a mobile app where
visitors can upload images
and find out more



A successful prototype has been built
The form works well and is a strong design
The Cor-ten & stainless steel are sturdy and weatherproof

- The production, including cutting and welding, work well in practice
- Smooth steel 'plugs' will fill the same number of holes as the number of the Daymark



We have the support of important partners:



Page 84

- Arup
- Changebuilding construction
- National Coastal Tourism Academy
- North Coast 500
- Ramblers
- Royal College of Arts
- Scottish Natural Heritage
- Sustrans
- Visit England
- Visit Scotland
- Visit Wales
- Walk Unlimited



The benefits of having a Daymark are:

Improved marketing potential:

- Your area will be in an exclusive club, with one of only 100 markers around Britain's special coastline

Higher tourist revenues locally:

- Even a 0.01% increase in coastal tourism to visit a Daymark will generate £2,000 in new tourist revenue per area per year.
- When the network is complete, we expect each Daymark to generate at least 160 new visitors per year, bringing in an average of £8,500 p.a. to local pubs, restaurants, B&Bs, shops, petrol stations and tourist attractions in 100 locations – almost £1m in additional coastal tourist revenue per year across the country

Help us to install 100 Daymarks across Britain
for people to visit, to enjoy and to collect



To find out more, visit www.tourdecoast.org.uk

Or email Tour de Coast chair Marcial Boo: marcialb@hotmail.co.uk

Mr Marcial Boo



Fiona Marshall
Chief Executive
Maldon Council
Council Offices
Princes Road
Maldon
Essex CM9 5DL

16 May 2017

Dear Ms Marshall,

I am writing about a national charity that I chair that I hope might support economic development in the Maldon district by bringing increased tourist visitors for little financial outlay on your part.

'Tour de Coast' is a registered charity that aims to encourage visits to, and journeys around, Britain's coast by installing 100 numbered way-markers around our coastline. We would very much like to install a 'Daymark', as we are calling them, in and around Maldon in a location that might be acceptable to you.

As you will know, Britain's coastline is a special place of history, beauty and enjoyment. TV programmes such as *Coast*, and new coastal cycle and footpaths, have made our coastline more interesting and accessible. By installing 100 Daymarks around Britain's coastline, Tour de Coast wants to give UK residents and foreign tourists a further incentive to see more of our coast, and to drive, cycle or walk from one Daymark to the next, potentially 'collecting' visits to a number of the Daymarks. The charity has had an enthusiastic response from Visit England, Visit Wales, Scottish National Heritage, Ramblers, Natural England, Sustrans and others.

Each Daymark will have a number from 1 to 100. We would like to install them in accessible places where the public can admire the beauty of the coastal landscape around them, find out more about local history, and visit and spend money in local towns too. The charity hopes to install 47 Daymarks around England's coast, 11 in Wales and 42 in Scotland. The Daymarks will be about 40-50 miles apart on average. We already have agreement from councils in Kent, Aberdeenshire, East Sussex and County Durham to install Daymarks in their districts as part of wider regeneration work going on. There is interest in Suffolk and in the Highlands and Outer Hebrides too.

With your permission, we would love to install **Daymark 98** in Essex, ideally in the Maldon district, maybe in Burnham-on-Crouch or perhaps Bradwell. But we are keen to discuss

options with you and how best the installation of this sculptural marker can fit with your own economic development and tourism strategies for the area. For reference, we hope to install Daymark 97 in Felixstowe and Daymark 99 on the Isle of Sheppey in Kent.

This is not an expensive project. Each Daymark will cost less than £5,000 to make, with transportation and installation costs on top. We hope to raise these funds locally, perhaps from communities and businesses, and I am in contact with potential national donors too. I very much hope you and colleagues might be interested in the project in principle, in which case we would be keen to work with you on how best to raise the sums required. We have a professional fundraiser working on the project.

The Daymarks themselves have been designed by the Royal College of Art with the support of the engineers at Arup who worked on the Angel of the North in Gateshead. There are pictures and other information on our website: www.tourdecoast.org.uk. I also have a short presentation that I could send you if interested.

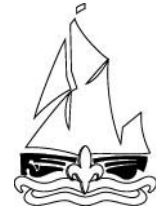
The charity hopes that this one-off project will create a long-lasting national coastal infrastructure that walkers, cyclists, locals and tourists can all benefit from for many years. I hope that this might be something that you feel able to support as a way to bring increased tourist revenue to North Devon. The councils in Kent, Aberdeenshire, Sussex and Durham are excited that this will be a small but valuable addition to the attractions of their districts. I hope we might do the same for the Maldon district to add to your existing attractions.

I am myself the chief executive of a public body – in my case, the MPs' expenses watchdog IPSA – so I am conscious of the need to be careful with public money, and of the need to engage local communities on projects such as this. But I do hope that there might be the potential for mutual benefit here, and that you might get in touch, or ask one of your officers to, so we can see if there is something to explore in more detail.

I am writing along similar lines to Cllr Mark Durham.

Meantime, with best wishes,

Mr Marcial Boo
Chair
Tour de Coast



REPORT of DIRECTOR OF CUSTOMERS AND COMMUNITY

to
**COMMUNITY SERVICES COMMITTEE
21 NOVEMBER 2017**

MARKETS UPDATE

1. PURPOSE OF THE REPORT

- 1.1 To update Members on the viability of the Maldon Town Markets (Thursday and Saturday) and seek the Committee's views on future market operations in Maldon.

2. RECOMMENDATION

- (i) That the Committee agrees Option 2 below that, the existing market contract could 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) In support of above, a Member / Officer Task and Finish Working Group is set up to explore options before reporting back at the next meeting.

3. AREA FOR DECISION / ACTION

- 3.1.1 At its meeting on 29 August 2017 (Minute No. 343 refers) this Committee resolved to seek tenders for a new market at the Butt Lane Car Park, Maldon based on the following :-

On a Thursday with a maximum allocation of 27 parking spaces and
On a Saturday Market for up to three stalls with no loss of car parking spaces.

- 3.1.2 Tenders / Quotations would need to provide greater income than the potential revenue generated from the parking spaces utilised by the market (i.e. a minimum of £15,000 per annum). The contract would be for a period of two years.
- 3.1.3 Officers extended the existing market for a three month period, while the procurement process was carried out. This process has now been completed and the Council did not receive any quotations that met income levels set by this Committee. One variant bid was received that provided a lower level of income on a smaller space but this still fell short of the *pro rata* income target. If the detail of this bid is discussed Members will be required to enter into private session as it will likely be necessary to disclose confidential information.

3.1.4 On the assumption that Members wish to continue to provide and support a regular market within the town, the Council has a number of options for consideration. It is suggested that a Member Task and Finish group is established to quickly investigate options and report back to this Committee with its findings. Further information on this is provided later in the report.

3.2 Option 1

3.2.1 Summary - The Butt Lane market is ended at the expiration of the current agreement and that the space previously reserved for the market on market days is given back to car parking.

3.2.2 This option would generate additional car parking income but will mean that the overall economic value of the market will be lost. The latter is difficult to quantify but could potentially mean less shoppers on Thursdays, the main market day.

3.2.3 Members and Officers could then work to develop an economically viable replacement market within the town.

3.3 Option 2

3.3.1 Summary - The existing market contract could 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.

3.3.2 Feedback from one operator suggests that there is interest in providing a market, however a longer lead time would be required to organise the stall holders. The same operator also fed back that in their view the current income figure was challenging.

3.4 Member Task and Finish Group

3.4.1 As suggested in 3.1.4 above, a Member working group could be established with the aim of quickly investigating options for the future delivery of a market within Maldon. It has been a challenge to overcome the practical difficulties of providing a market other than in a car park location. However, it is thought that there are still opportunities to explore that might be viable.

3.4.2 A task and finish group could include 4 representatives from this Committee and it is suggested that it meets to explore potential options before reporting back at the next meeting.

4. IMPACT ON CORPORATE GOALS

4.1 This report links to the corporate goals of “Delivering good quality, cost effective and valued services” and “Creating opportunities for Growth and Economic Prosperity”.

5. IMPLICATIONS

- (i) **Impact on Customers** – If the Council decides to end the existing market arrangements there would be no regular market in Maldon.
- (ii) **Impact on Equalities** – It is possible that halting a market could have a negative impact on individuals and families on lower incomes that might traditionally shop at markets. However for this to be the case the range of goods on offer would need to be quite diverse.
- (iii) **Impact on Risk** – No corporate risks have been identified.
- (iv) **Impact on Resources (financial)** – If the Butt Lane market did not continue in any form, the Council would be likely to see an increase in car parking income of around £10,000 however this figure would be based on the assumption that all spaces utilised by the market would be occupied which may not be the case.
- (v) **Impact on Resources (human)** – None.
- (vi) **Impact on the Environment** – None.

6. CONCLUSIONS

- 6.1 It would be disappointing if Maldon lost its town market and whilst the increase in car parking income would be welcomed it could have a wider economic impact that is difficult to measure. The Committee has a number of options to consider with the aim of creating a sustainable market within Maldon, but Officers recommend that the Committee agrees Option 2 that, the existing market contract could 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. Officers further recommend that a Member / Officer Task and Finish Working Group is set up to explore options before reporting back at the next meeting.

Background Papers: None.

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