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

14 May 2018

Dear Councillor

You are summoned to attend the meeting of the;

COMMUNITY SERVICES COMMITTEE

on **TUESDAY 22 MAY 2018** at **7.30 pm**.

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

A copy of the agenda is attached.

Yours faithfully



Chief Executive

COMMITTEE MEMBERSHIP

CHAIRMAN

Councillor R G Boyce MBE

VICE-CHAIRMAN

Councillor Mrs B D Harker

COUNCILLORS

E L Bamford
H M Bass
Miss A M Beale
A T Cain
Mrs H E Elliott
J V Keyes
Miss M R Lewis
Mrs N G F Shaughnessy

Ex-officio non-voting Members:

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

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**AGENDA
COMMUNITY SERVICES COMMITTEE**

TUESDAY 22 MAY 2018

1. **Chairman's notices**

2. **Apologies for Absence**

3. **Minutes of the last meeting** (Pages 5 - 12)

To confirm the Minutes of the meeting of the Committee held on 27 March 2018, (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. **Review of Performance 2017 / 18** (Pages 13 - 36)

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

8. **Appointment of Representatives on Liaison Committees/Panels** (Pages 37 - 38)

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

9. **Public Space Protection Order - Consultation** (Pages 39 - 52)

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

10. **Markets Working Group Update** (Pages 53 - 56)
To consider the report of the Markets Task and Finish Working Group (copy enclosed)
11. **Review of Allocations Policy** (Pages 57 - 60)
To consider the report of the Director of Customers and Community (copy enclosed).
12. **Cemetery Chapel Repairs** (Pages 61 - 64)
To consider the report of the Director of Customers and Community (copy enclosed).
13. **Events Working Group Update**
To receive a verbal update from the Group Manager, Leisure, Countryside and Tourism.
14. **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

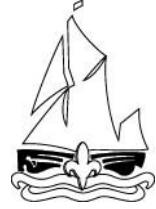
In event of a fire, a siren will sound. Please use the fire exits marked with the green running man. The fire assembly point is outside the main entrance to the Council Offices. Please gather there and await further instruction.

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
27 MARCH 2018**

PRESENT

Chairman	Councillor R G Boyce MBE
Vice-Chairman	Councillor A T Cain
Councillors	E L Bamford, H M Bass, Mrs B D Harker and Mrs N G F Shaughnessy
Substitute Members	Councillors M F L Durham, A S Fluker and S J Savage

936. CHAIRMAN'S NOTICES

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

937. APOLOGIES FOR ABSENCE AND SUBSTITUTION NOTICE

Councillors Miss A M Beale, Mrs H E Elliott, R Pratt and Miss S White.

In accordance with notice duly given it was noted that Councillor M F L Durham was attending as a substitute for Councillor Pratt, Councillor A S Fluker as a substitute for Councillor Miss Beale and Councillor S J Savage as a substitute for Councillor Mrs Elliott.

It was noted that Councillor H M Bass had sent apologies as he would be arriving late due to attending a parish council meeting.

938. MINUTES OF THE LAST MEETING

RESOLVED

- (i) that the Minutes of the meeting of the Committee held on 16 January 2018 be received.

It was noted that under the list of those present Councillor Miss M R Lewis should be detailed as a substitute and not an ex-officio non-voting Member.

RESOLVED

- (ii) that subject to the above amendment, the Minutes of the Community Services Committee held on 16 January 2018 be confirmed

939. DISCLOSURE OF INTEREST

Councillor M F L Durham declared an interest as an Essex County Councillor and any item pertaining to that Authority.

940. PUBLIC PARTICIPATION

In accordance with the Council's public participation scheme Mrs Judy Lea addressed the Committee in relation to Agenda Item 7 – Level One Business Plan 2018 / 19 – Customers and Community Directorate.

941. CHAIRMAN'S ANNOUNCEMENTS

The Committee received a presentation from the Group Manager (Leisure, Countryside and Tourism) which provided an update on a number of capital projects. Officers were congratulated on these projects.

The Chairman referred to the start of the Tourism season and sought Members agreement to form an events working group of this Committee. In response to a question the Chairman clarified that this Working Group would look at what events could be held at the Promenade or Riverside Parks. Following a discussion this was agreed. The Director of Customers and Community advised of the need to quickly organise a first meeting of this Working Group but that it would be formalised at the Statutory Annual meeting of the Council.

RESOLVED that an Events Working Group of this Committee be established with the following Members:

- Councillor E L Bamford
- Councillor R G Boyce
- Councillor A S Fluker
- Councillor Mrs B D Harker
- Councillor Mrs N G F Shaughnessy

Councillor H M Bass joined the meeting during this item of business.

942. LEVEL ONE BUSINESS PLAN 2018 / 19 - CUSTOMERS AND COMMUNITY DIRECTORATE

The Committee considered the report of the Director of Customers and Community seeking Members' approval of the Level One Business Plan 2018 / 19 for the Customers and Community Directorate, attached at Appendix 1 to the report.

The report reminded Members of the existing Corporate Plan for the period 2015 – 2019 which set the vision and corporate goals that the Council agreed to focus on over the four year period along with a suite of high level outcomes associated with each goal.

The Level One Business Plan provided the priorities and targets within the Customers and Community Directorate for the next 12 months.

The Director of Customers and Community drew Members' attention to the following amendments to the Business Plan:

- Under section 1.1 the first heading of the table should read 'Key Corporate Activity'.
- The Key Corporate Activity 'Work with local businesses and agencies to prepare for / implement projects for the following Central Area Masterplan site' should be located under the 'Creating opportunities for economic growth and prosperity' heading.

Members discussed the business plan and in response to a number of questions the following information was provided:

- Views from Members of the Council would be welcomed as part of the customer survey being undertaken regarding Butt Lane Car Park.
- Projects crossing Directorate i.e. whole Council projects would see particular elements of the project appearing on the relevant directorates business plan.
- A team of Officers from across the Council were working on projects relating to the Central Area Master Plan.
- Heybridge Creek – A community payback scheme had commenced a tidy up of the creek last week and as a long term solution the Creek was included in the Housing Infrastructure Fund bid.
- It was clarified that Housing came under the Director of Planning and Regulatory Services and would therefore be reported to the Planning and Licensing Committee.
- A Riverside Park, Burnham-on-Crouch management plan was being drafted and would be brought back to a future meeting of the Committee. A management plan for Southminster would also follow in the near future.
- In response to a query regarding the data used by the Council to identify occupancy rates, Members were advised that of work underway by the Council to provide additional data records.
- A replacement of street lights with LED lights was in progress and areas were replaced in batches. It was noted that details of the identified savings had been reported to the Finance and Corporate Services Committee as part of the approval process for the Capital Project.

During the discussion, Councillor A S Fluker declared an interest in this item of business as a Harbour Commissioner. Councillor S J Savage declared an interest as he sat on the Planning and Licensing Committee and the Blackwater Task Group. Councillor H M Bass clarified that he also sat on the Blackwater Task and Finish Working Group but did not feel that there was an interest to declare.

RESOLVED that the Level One Business Plan 2018 / 19 for the Customers and Community Directorate be agreed.

943. ESSEX POLICE FUNDING CONSULTATION

The Committee considered the report of the Director of Customers and Community making Members aware of the local consultation undertaken by Essex Police in relation to the use of additional funding arising from the increase in the policing precept for Essex and seeking consideration of the response from the Council.

It was noted that the Council had responded to the consultation in order to meet the deadline of 13 February 2018 and this response was detailed within the report.

The Chairman advised that this report had become redundant and reported that following the consultation it had been announced that 150 additional police officers would be coming to Essex. The Director of Customers and Community clarified that 12 had been allocated to the Chelmsford and Maldon Division but it had not been confirmed how these would be split.

RESOLVED that the formal response to the consultation (as detailed below) on behalf of Maldon District Council be endorsed.

“Maldon District Council fully supports the additional funding going towards community policing which would provide increased visibility and improved engagement within the district. An area which would benefit from more resource within the community policing team would be for an additional children and young person’s officer (Maldon and Chelmsford is a vast area to cover for one officer). It is noted that a hidden harm team is being set up which is commendable. Maldon would also be happy for additional resources to be deployed to the newly formed rural crime team. Maldon would also support expenditure on the use of Automatic Number Plate Recognition (ANPR) in order that all traffic vehicles from Safer Essex Roads Partnership are equipped with this mobile facility (highlighting the ANPR consultation report to the Community Services Committee on 16 January 2018).”

944. UPDATE ON THE MEMORIAL POLICY

The Committee considered the report of the Director of Customers and Community updating Members on the implementation of the Council’s Memorial Policy and reporting on potential legacy projects.

The report provided background information regarding the Memorial Policy (Appendix 1 to the report) agreed in 2017 by this Committee. The Policy gave clear guidance on tributes that were allowed within Council cemeteries and where memorial benches could be located.

Members were advised that Plans set out at Appendix 2 to the report detailed the locations and maximum number of benches within the Council’s three Cemeteries. Procedures to assist with the implementation of the Policy had been developed and were attached at Appendix 3 to the report.

A number of alternative memorials had been investigated by Officers and these were set out in Appendix 4 to the report.

It was agreed that the Group Manager (Leisure, Countryside and Tourism) would circulate details of the maximum number of benches which could be accommodated in each identified open space.

Councillor E L Bamford proposed that the recommendations as set out in the report be accepted, this was agreed.

RESOLVED

- (i) that the plans for the location of the memorial benches in the Council open spaces including the Council's Cemeteries be approved, as set out in Appendix 2 to the report;
- (ii) that the process for challenging memorial tributes that is clearly outside of the new memorial policy be approved, as set out in Appendix 3 to the report;
- (iii) that the legacy schemes as contained within section 3.4 of the report be implemented and Officers prepare capital bids for these schemes.

945. FORMATION OF A WASTE, TASK AND FINISH WORKING GROUP

The Committee received the report of the Director of Customers and Community seeking endorsement for the development of a Waste Task and Finish Working Group.

Members were reminded of the Member Task and Finish Working Group which had overseen the procurement and implementation of the new waste service. It was noted that there was value in reviewing the waste and recycling contract in a similar way on a bi-annual basis and therefore it was suggested that a Member Task and Finish Working Group be formed. This Working Group would meet when required in the preparation of a formal update report to this Committee. A draft Terms of Reference for this Working Group was set out in Appendix 1 to the report.

RESOLVED

- (i) that the proposal to form a Waste Task and Finish Working Group be endorsed;
- (ii) that the Task and Finish Working Group is formed and meets on a bi-annual basis unless otherwise required to review the contract for this Committee;
- (iii) that the following Members be agreed as representatives to sit on the Working Group:
 - Councillor R G Boyce
 - Councillor A T Cain
 - Councillor A S Fluker
 - Councillor Mrs B D Harker

946. PROVISION OF ADVICE SERVICES FROM 2019

The Committee considered the report of the Director of Customers and Community, seeking Members' approval to procure Advice Services from April 2019.

The report provided background regarding the decision to move to a commissioned service for the provision of an Advice Service for residents and businesses of the District from April 2016. The key elements of this service were set out in the report.

The success of the contracted service was noted and details of the increased outcomes delivered were attached as Appendix 1 to the report.

In response to a question regarding the evidence and amounts behind the outcomes detailed in Appendix 1 to the report, the Director of Customers and Community advised that he could provide Members with this information.

Councillor A S Fluker referred to the current agreement with the Citizens Advice Bureau and proposed that the Council should invest a maximum of £50,000 which had been agreed before. He advised he could not support the report. This proposal was not seconded.

In response to comments regarding the current funding of this service, the Director of Customers and Community drew Members' attention to Appendix 1 and in particular that joint funding had reduced from 80 to 54% in 2016 / 17 and further projected to fall to 51% in 2017 / 18.

Councillor S J Savage declared a non-pecuniary interest in this item of business as he had carried out some voluntary service.

It was suggested that the Council should consider whether services could be provided by other organisations and mention was made to Chelmsford City Council. The Director of Customers and Community advised that he would explore this with the Citizens Advice Bureau.

Councillor Fluker raised further concern and proposed that the Director of Customers and Community bring a report back to this Committee highlighting all the information requested and having had discussions with Chelmsford City Council. This proposal was not seconded.

In response to discussions the Director of Customers and Community suggested the recommendations as set out in the report be updated as follows:

- (i) That Members **note approve** the re-commissioning of an Advice Service from April 2019.
- (ii) That operational details of the both the contract specification and timetable be **brought back to a future meeting of this Committee delegated to the Director of Customers and Community**

The changes to the recommendation as set out above were agreed.

RESOLVED

- (i) That the re-commissioning of an Advice Service from April 2019, be noted;
- (ii) That operational details of the both the contract specification and timetable be brought back to a future meeting of this Committee.

There being no further items of business the Chairman closed the meeting at 9.10 pm.

R G BOYCE MBE
CHAIRMAN

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**REPORT of
DIRECTOR OF CUSTOMERS AND COMMUNITY**

**to
COMMUNITY SERVICES COMMITTEE
22 MAY 2018**

REVIEW OF PERFORMANCE 2017/18

1. PURPOSE OF THE REPORT

- 1.1 The purpose of this report is to supply Members with details of performance against targets set for 2017 / 18 and to ensure that progress is being achieved towards the corporate goals and the objectives detailed in the Corporate Plan 2015-19 adopted by Council in February 2015 (Minute No. 828 refers) with the 2017 / 18 annual update approved by the Council in April 2017.
- 1.2 Where performance or progress is behind schedule or at risk, the reasons why need to be fully understood and decisions taken on what, if any, action is required to bring performance back on track.
- 1.3 Quarterly reviews of performance are undertaken by the Overview and Scrutiny Committee and the position as at the year-end will be reviewed at its meeting on 6 June. An annual performance report will also be submitted to the Council on 28 June 2018.
- 1.4 All of the performance information contained within this report is recorded on the Council's Performance and Risk Management system (TEN) to which all Members have access.

2. RECOMMENDATION

Members review and comment on the information as set out in this report and **APPENDIX 1.**

3. SUMMARY OF KEY ISSUES

- 3.1 The format of the half yearly performance reports to this Committee is on an "exception" basis i.e. only those activities and indicators that are behind schedule, at risk or where targets have not been achieved are included. This will ensure the focus is on those areas requiring attention and assisting Members to challenge performance or allocation of resources where the Council's corporate goals may not be achieved.

3.2 **APPENDIX 1** to this report details for each of the corporate goals:

- The key corporate activities which are assessed as being “behind schedule” or “at risk of not being achieved”
- Indicators which have not achieved the end of year target.

The activities/indicators aligned with this Committee have been marked  to provide easy identification by Members.

3.3 Successes and achievements during the year should be noted and include:

3.3.1 A number of educational events were arranged by the Community Safety Team including:

- Stay Safe this summer” to 300 Year 7 students in July 2017 focussing on drug awareness (including psychoactive substances).
- “Get Ready for summer” was held at Promenade Park in July 2017.
- Crucial Crew was delivered to over 600 Year 6 students in September 2017 and included workshops on fire safety, road safety, anti-bullying, internet safety, park safety, first aid and alcohol awareness.
- Working with the Council for Voluntary Services the "Warm Maldon Project" was delivered to support vulnerable people over the winter months through distributing warm packs and promoting flu vaccination campaigns.
- Maldon Skate Park Project was completed in August 2017. A professional graffiti art company, Brave Arts, was commissioned to work with local people to design and paint the skate park. Over 20 young people helped deliver this project over two days.

3.3.2 A number of Coastal Hubs were installed with official openings in Tollesbury and Heybridge Basin.

- Coastal trail literature was developed to promote the Saltmarsh Coast with devoted webpages.
- Additional town signage was installed in Maldon and Burnham-on-Crouch connecting the leisure quarter and the High Street in Maldon and the railway station and the High Street in Burnham-on-Crouch.
- A successful series of summer 2017 events were facilitated by the Council including the Maldon Motor Show and the first Maldon Smoke and Fire Food Festival took place in Promenade Park over a weekend in August. The events proved popular with the public and contributed to income over the summer.
- Saltmarsh 75 was held once again in October 2017 attracting entrants from far and wide.
- The Council’s Waste team was shortlisted for awards in categories for partnership and best communications champions.
- The Community Protection Team became the first local authority Team in the UK to be accredited and authorised to undertake speed enforcement on behalf of the Police.

- Officers have been involved in a targeted “strengthening communities” pilot project in the areas of the Tolleshunts and Tollesbury - areas at high risk of loneliness and isolation.
- We are supporting a weight management service, with a number of our staff being trained to assist with weigh-ins at the Council Offices. Maldon District Council (MDC) hosted a Health and Wellbeing event to promote the launch of a new Essex health and wellbeing website “Livewell”.
- Since July 2017 the Council has coordinated efforts from the voluntary sector to help maintain open spaces. From July 2017 to March 2018 over 2,100 hours of time have been donated by members of the community or via the Community Payback scheme. If a ‘per hour’ value was applied to this volunteering at the Living Wage of £8.75 per hour, the contribution of the volunteer hours recorded just between July 2017 and March 2018 equates to approximately £18,420.
- Good progress has been made on taking forward project planning for the Central Area Masterplan which has projects that impact on assets under the control of this committee. Future reports will consult Members during 2018.
- Some additional information is included within **APPENDIX 2** to this report.

3.4 Complaints and Compliments Received

3.4.1 106 complaints and 27 compliments about services that report to this Committee were received by the Council between 1 April 2017 and 31 March 2018:

Service Area	Total complaints 2015 / 16	Total complaints 2016 / 17	Total complaints 2017 / 18	Total compliments 2015 / 16	Total compliments 2016 / 17	Total compliments 2017 / 18
Leisure, Countryside and Tourism	21	24	17	5	4	3
Customers	15	12 (10 Revenues and Benefits)	15 (14 Revenues and Benefits)	11	8	11
Community and Living	35	78 (64 waste and street scene)	74 (54 waste and street scene)	8	8	13
Total	71	114	106	24	20	27

3.4.2 All complaints received are investigated and action taken to improve service delivery where learnings are identified.

4. CONCLUSIONS

4.1 Good progress has been made on a number of activities and successes achieved which will contribute to the Council’s corporate goals and objectives. However, there are

Key Corporate Activities that are behind schedule or at risk and performance indicators which failed to achieve the end of year target.

5. IMPACT ON CORPORATE GOALS

- 5.1 The Council stated its corporate goals and objectives in the Corporate Plan for 2015-19.
- 5.2 In turn, the services agreed actions (Key Corporate Activities) that they would take forward in 2017 / 18 to contribute to the achievement of these objectives. Performance indicators and measures were established to monitor the impact of these actions and to provide evidence of achievements.
- 5.3 To ensure that MDC progresses towards or achieves the goals stated in the Corporate Plan, it is important that performance is monitored and managed against targets and milestones.
- 5.4 It is also important as the Council is accountable to the community that it is able to demonstrate it is monitoring and managing performance effectively.

6. IMPLICATIONS

- (i) **Impact on Customers** – Performance Management is about agreeing and achieving objectives and priorities, monitoring our performance against agreed targets and timescales, identifying opportunities for improvement, making necessary changes and ultimately delivering quality public services.
- (ii) **Impact on Equalities** – For the Council “Equalities” means understanding our staff and customers and making sure that our policies and services are designed to meet their needs and implemented appropriately.

MDC is committed to providing equal opportunity of access to services, and level of service provided, and developing communities that are free from discrimination.

- (iii) **Impact on Risk** – If performance is not managed effectively by the Council at both Committee and management level, there is a risk that the Council will not achieve its stated priorities and outcomes.
- (iv) **Impact on Resources (financial and human)** – If action is needed to bring key activities or indicators back on track to meet the targets set, a reallocation of resources may be required to ensure that objectives and priorities are achieved.
- (v) **Impact on the Environment** – None.

Background Papers: None.

Enquiries to: Richard Holmes, Director of Customers and Community, (Tel: 01621 852575).

Review of Performance 2017 / 18



COMMUNITY SERVICES COMMITTEE

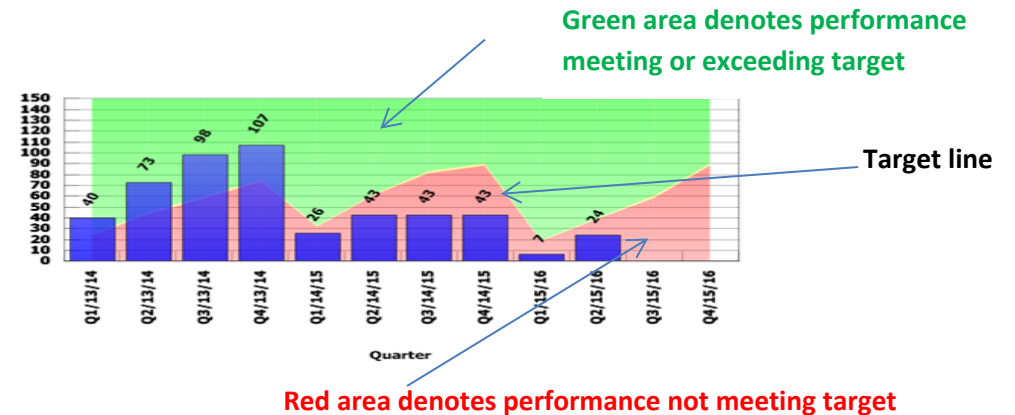
REVIEW OF PERFORMANCE 2017 / 18

The performance reports are produced on an “exception” basis; full details will only be included for those activities and indicators which are behind schedule, at risk or not on target

Example Performance Indicator Graph

Status Definitions for Key Corporate Activities

At Risk	There are issues which could impact the completion/ achievement of the Key Corporate Activity in the future
Behind Schedule	Target date for completion of the Key Corporate Activity , or milestones upon which activity depends, have not been met
On Track	Work progressing satisfactorily, milestones upon which the activity depends are being met and overall target for completion should be achieved
Completed	Key Corporate Activity completed – no further work required



Review of Performance 2017 / 18

Corporate Goal - Strengthening communities to be safe, active and healthy

Key Corporate Activities contributing to this goal - 4			
At Risk	Behind Schedule	On Track	Completed
		3	1

Key Corporate Activities designated as "At Risk" or "Behind Schedule"	Target Date	Status	Comments
None			

Review of Performance 2017 / 18

Indicators

For comparison purposes, where available, the figures for the previous two years are provided.

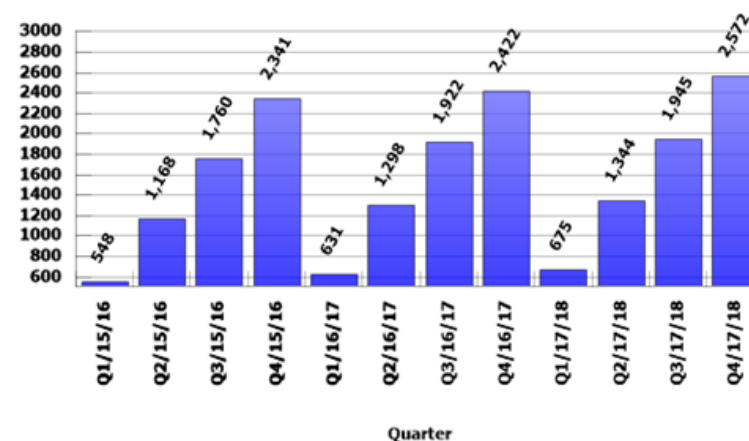
Indicator	15/16 Actual	16/17 Actual	17/18 Target	17/18 Actual	Annual target achieved
<p>➔ Level of reported crime</p> <p>Low performance is good</p>	2,341 Incidents of all crime	2,422 Incidents of all crime	Fewer reported incidents than in previous year	2,572 Incidents of all crime	No
	1,087 ASB incidents	1,000 ASB incidents		987 ASB incidents	Yes
	Sanctioned detection rate 12.5%	Sanctioned detection rate 12.5%	No target	Sanctioned detection rate 9.5%	N/A

Comment on current performance

Whilst Maldon District has seen an increase in crime it has been much lower than the County average increase of 13% and those figures highlighted in the National Crime Survey for England and Wales.

Some of the increases can be seen in a positive light, particularly those around domestic abuse and hate crime whereby people feel more confident to report crimes and better mechanisms are in place for doing so. However, violence with injury and violence without injury continue to be a concern although the latter offence does include crime types which were previously unrecorded such as offensive social media posts and malicious texts.

There is a national concern about the criminal and sexual exploitation of young people and the violence associated with organised crime and gangs. There are early signs of this



Review of Performance 2017 / 18

Indicator	15/16 Actual	16/17 Actual	17/18 Target	17/18 Actual	Annual target achieved
<p>type of activity in Maldon, but not as prevalent in the more urbanised districts of Essex.</p> <p>Offences which have a real impact on the victim such as burglary and theft continue to be addressed by the Partnership.</p> <p>Overview and Scrutiny Committee (sitting as the Crime and Disorder Committee) provides an opportunity for Members to scrutinise the work of the Community Safety Partnership and Essex Police. Officers have arranged additional presentations at these Committee meetings (Nov/March) to address concerns in relation to the above offences by having Detective Inspector Rob Kirby speak on improved performance on burglary detection and Chief Inspector Ian Gennery present on the new Essex Police Rural Crime Strategy.</p>					

Review of Performance 2017 / 18

Corporate Goal - Protecting and shaping the District

Key Corporate Activities contributing to this goal – 12				
Activity not being taken forward	At Risk	Behind Schedule	On Track	Completed
1	1	3	5	2

Key Corporate Activities designated as “At Risk” or “Behind Schedule”	Target Date	Status	Comments
Work in partnership to deliver/ensure management/maintenance of strategic infrastructure as per LDP	Ongoing	South Maldon Garden Suburb On track	North Heybridge Garden Suburb - work is on-going to facilitate the delivery of a flood alleviation scheme. (See also update for Key Corporate Activities (KCA) re flood relief projects below).
		North Heybridge Garden Suburb Behind schedule	Maldon District Council (MDC) is working with the developer on a revised scheme. Any revised scheme must continue to provide the same level of infrastructure as per the Local Development Plan and the Infrastructure Delivery Plan and adequate flood and drainage mitigation measures.
		Rest of the District On track	Developers’ contributions have been received for infrastructure from the Persimmon scheme to the west of Broad Street Green Road. Work has started on the Bellway site, in Holloway Road, which is also subject to a S106 agreement.

Review of Performance 2017 / 18

Key Corporate Activities designated as “At Risk” or “Behind Schedule”	Target Date	Status	Comments
<p>➔ Establish management plans with existing and new community groups regarding the management and maintenance of open spaces For 2017/18:</p> <ul style="list-style-type: none"> - Riverside Park, Burnham-on-Crouch - Cemeteries 	Ongoing	Behind schedule	Operational priorities have meant that it has not been possible to conclude the first drafts of the management plans for Riverside Park and Cemeteries. A revised timescale for this work has been agreed with the Director of Customers and Community and it intended that drafts will be considered by Community Services by the July meeting.
<p>➔ Work with partners to seek funding/bring forward flood relief projects for identified surface and coastal flooding risk areas in the District</p>	March 2018	<p>At risk North Heybridge Flood Alleviation Scheme (FAS)</p> <p>Behind schedule CDA 2 Scheme Brickhouse Farm</p> <p>On track CDA1 West Maldon Limebrook Way</p> <p>On track CDA3 Causeway and Masterplan Area</p>	<p>North Heybridge Flood Alleviation Scheme (FAS) A review undertaken by RPA was a draft report produced in February 2018 identifying a benefit cost ratio above 1. The document was subject to technical scrutiny and the final report has now been received and is currently being reviewed.</p> <p>However, the developer has since confirmed they are withdrawing the FAS as part of their scheme. Discussions are now underway with the relevant partners to seek to continue to work together to review alternative options to improve the existing drainage provision in the area.</p> <p>In the event that the current funding opportunity is not forthcoming through Government grant, the Council is continuing to work with partners on an alternative mechanism for receiving funding towards flood alleviation in Heybridge.</p> <p>CDA2 – Brickhouse Farm This scheme has been deferred to 18/19 Capital works.</p> <p>Essex County Council (ECC) has completed the further assessment and provided another drainage option which will</p>

Review of Performance 2017 / 18

Key Corporate Activities designated as "At Risk" or "Behind Schedule"	Target Date	Status	Comments
			<p>enable the allotments to remain at the location. However, this will rely on either ECC Highways adopting a new drainage system or MDC completing a Section 50 License and taking long term maintenance responsibility for the new highway asset.</p> <p>A report will be submitted to Members. As a result this is considered to be "behind schedule" albeit this is outside of our control.</p>
<p>Work with partners to deliver the new Maldon Health Hub</p>	<p>Ongoing</p>	<p>Activity not being taken forward</p>	<p>Following debate at the Council meeting on 8 February 2018, it was agreed that MDC can no longer commit resources and officer time to the project. The Council will monitor future progress and at such time as the NHS confirms their commitment to a clear outcome, Members will be able to decide on the scale of its involvement.</p>

Review of Performance 2017 / 18

Indicators

For comparison purposes, where available, the figures for the previous two years are provided.

Indicator	15/16 Actual	16/17 Actual	17/18 Target	17/18 Actual	Annual target achieved										
<p>➔ Total household waste arising per household</p> <p>Low performance is good</p>	838 kgs. per household	818 kgs. per household	790 kgs. per household	825 kgs. per household (provisional)	No										
<p><u>Comment on current performance</u></p> <p>For 2018/19 there has been an increase in the tonnage for recycling, food and garden waste while there has been a decrease in the total refuse collected.</p> <p>The increase in the total waste is not something that the Council can control or affect. The 2018/19 target agreed for this indicator is 750 kgs. which may need to be reviewed during the year in the light of data available.</p>			<table border="1"> <caption>Household Waste per Household (kgs.)</caption> <thead> <tr> <th>Year</th> <th>Waste (kgs.)</th> </tr> </thead> <tbody> <tr> <td>2014/2015</td> <td>842.0</td> </tr> <tr> <td>2015/2016</td> <td>838.0</td> </tr> <tr> <td>2016/2017</td> <td>818.0</td> </tr> <tr> <td>2017/2018</td> <td>825.0</td> </tr> </tbody> </table>			Year	Waste (kgs.)	2014/2015	842.0	2015/2016	838.0	2016/2017	818.0	2017/2018	825.0
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Review of Performance 2017 / 18

Indicator	15/16 Actual	16/17 Actual	17/18 Target	17/18 Actual	Annual target achieved
<p>➔ Average number of justified missed collections per collection day</p> <p>Low performance is good</p>	New indicator 17/18	New indicator 17/18	<10 per collection day	10.22	No
<p><u>Comment on current performance</u></p> <p>Performance is slightly over target due to the disruption as a result of the snow and catch up period during Q4. If the post snow disruption figure is excluded, the average figure for the year would be 9.7 and within target.</p>					
<p>➔ Total number of open market homes delivered</p> <p>High performance is good</p>	248	243	180	Figures available in September 2018	N/A
<p>➔ Total number of affordable homes delivered (through legal agreements and other means)</p> <p>High performance is good</p>	45	21	130	Figures available in September 2018	N/A
<p>➔ Total number of long term (i.e. longer than 6 months) empty homes in the District</p>	195 as at 31/03/16 (of which 41 empty in excess of 5 years)	219 as at 31/03/17 (of which 39 have been empty in excess of 5 years)	194 as at 31/3/18 (of which 29 have been empty in excess of 5 years)	N/A	N/A

Review of Performance 2017 / 18

<p>➔ Number of long empty homes returned to use High performance is good</p>	<p>98</p>	<p>78</p>	<p>80</p>	<p>63</p>	<p>No</p>																										
<p>Comment on current performance The Council has made good progress in tackling empty homes over the last decade.</p> <p>Officers have looked at recent performance and reviewed recent studies and good practice to see if there is more that could be done. Experience of the Council reflected by regional trends is that the number of empty properties has reduced throughout the East of England with the exception of some local ‘hot spots’. In comparison with other areas, the Maldon District has below average numbers and percentages of empty and long-term empty homes according to the Empty Homes Agencies report from 2016/17. Although the number of homes being brought back into use has declined from year to year recently, looking at this current year, so too has the number of empty properties. It is therefore misleading to see a reduction in the number of homes being brought back into use as the complete picture of activity and level of empty homes in the District.</p> <p>Officers will continue to work with owners of homes that remain empty beyond six months; targeting advice and support to those where they remain unoccupied beyond a year as in practice we have found that this is the sector where early intervention can be most effective. Preparing to take enforcement action against those buildings that have been empty for the longest periods would also send a clear signal to all owners that the Council is prepared to take action should owners fail to take responsibility for their property in the longer term. This may help encourage some other owners to take more seriously the Council’s requests to cooperate in making best use of existing properties and accept offers of help and advice.</p> <p>For 2018/19, the method of reporting will change to the number of long term empty properties as a percentage of total stock alongside the national/regional averages, giving a better indication of performance.</p>			<table border="1"> <caption>Data for Empty Homes Returned to Use</caption> <thead> <tr> <th>Quarter</th> <th>Number of Homes</th> </tr> </thead> <tbody> <tr><td>Q1/15/16</td><td>7</td></tr> <tr><td>Q2/15/16</td><td>24</td></tr> <tr><td>Q3/15/16</td><td>43</td></tr> <tr><td>Q4/15/16</td><td>98</td></tr> <tr><td>Q1/16/17</td><td>21</td></tr> <tr><td>Q2/16/17</td><td>41</td></tr> <tr><td>Q3/16/17</td><td>59</td></tr> <tr><td>Q4/16/17</td><td>78</td></tr> <tr><td>Q1/17/18</td><td>17</td></tr> <tr><td>Q2/17/18</td><td>26</td></tr> <tr><td>Q3/17/18</td><td>46</td></tr> <tr><td>Q4/17/18</td><td>63</td></tr> </tbody> </table>			Quarter	Number of Homes	Q1/15/16	7	Q2/15/16	24	Q3/15/16	43	Q4/15/16	98	Q1/16/17	21	Q2/16/17	41	Q3/16/17	59	Q4/16/17	78	Q1/17/18	17	Q2/17/18	26	Q3/17/18	46	Q4/17/18	63
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Review of Performance 2017 / 18

Corporate Goal - CREATING OPPORTUNITIES FOR ECONOMIC GROWTH AND PROSPERITY

Key Corporate Activities contributing to this goal - 12				
Not started	At Risk	Behind Schedule	On Track	Completed
		2	6	4

Key Corporate Activities designated as "At Risk" or "Behind Schedule"	Target Date	Status	Comments
Develop and implement a strategy to meet the skills need within the District	March 2018	Behind schedule	The first draft of the Maldon District Skills Strategy has been prepared and input from external partners such as the Essex Skills Board (ESB) and Haven Gateway Partnership is being sought. Once this is received a final draft will be prepared and shared.
Promote and support improved Broadband connectivity	Ongoing	Behind schedule	<p>A Superfast Essex Steering Board meeting was held on in March 2018. The focus is now moving away from delivery towards realising the benefits of the superfast infrastructure being installed. MDC has committed to provide £45,000, paid over three years of the duration of Phase 2a, as part of the Essex wide programme to meeting the requirements of what it originally set out to achieve: reaching 95% of Essex addresses with superfast broadband (Phase 2). Phase 2a was initiated in May 2017 but to date the funds have not been disbursed as there is a lack of evidence that the objectives of the programme are being met in the Maldon District.</p> <p>Some additional work is being conducted to gather statistical evidence in order to test whether broadband speeds experienced by businesses are meeting the objectives of the programme and whether this is due to inadequate implementation or other factors.</p>

Review of Performance 2017 / 18

Corporate Goal - Delivering good quality, cost effective and valued services

Key Corporate Activities contributing to this goal - 10				
Activity not being taken forward	At Risk	Behind Schedule	On Track	Completed
2		4	4	

Page 28

Key Corporate Activities designated as "At Risk" or "Behind Schedule"	Target Date	Status	Comments
Implement Workforce Development Plan projects for 17/18: a) Monitor / review use of the Performance Review System and transfer it onto Human Resources Information System (HRIS) b) Develop a recruitment strategy c) Introduce a Total Reward Policy d) Conduct a Council-wide skills audit	March 2018 (skills audit 18/19)	Performance Review/HRIS Activity not being taken forward	Monitor / review use of the Performance Review System and transfer it onto Human Resources Information System (HRIS) - At this point the Council is still using the Word document based appraisal system until the costs and benefits of transferring the Performance Review system have been ascertained.
		Recruitment Strategy Behind schedule	Recruitment Strategy - The Recruitment Strategy has been drafted and will be presented to Corporate Leadership Team (CLT) in Q1 2018/19.
		Total Reward Policy Behind schedule	Total Reward Policy - The first draft has been presented to CLT and will be re-submitted in Q1 2018/19 incorporating CLT feedback.
		Skills Audit Activity not being taken forward	Conduct a Council-wide skills audit - the methodology and documentation for the Skills Audit was presented to CLT in January 2018. At the current time this is being held pending a decision to be taken on Organisational Change by Members in June 2018 which will assist in determining the skills that the Council needs in the medium term.

Review of Performance 2017 / 18

Key Corporate Activities designated as “At Risk” or “Behind Schedule”	Target Date	Status	Comments
Agree the vision for the Council’s Transformation Strategy and a programme of transformation projects for implementation	March 2018	Behind schedule	Ignite are currently working on a whole Council Transformation project to be presented to Members in May 2018 for consideration.
Develop and implement an income generation programme	Ongoing	Behind schedule	<p>Since March 2018 officers have presented a list of pipeline projects for income generation to the Corporate Projects Working Group.</p> <p>All projects have been worked up to Project Initiation Document level and financial viability assessment in the main has been completed.</p> <p>The projects include:</p> <ol style="list-style-type: none"> 1. Leisure projects(social infrastructure) 2. Council Offices 3. Employment Land 4. Housing Development.

Review of Performance 2017 / 18

Indicators

For comparison purposes, where available, the figures for the two previous years are provided.

Indicator	15/16 Actual	16/17 Actual	17/18 Target	17/18 Actual	Annual target achieved
% of major planning applications acknowledged within 10 working days High performance is good	New indicator 2016/17	89.47%	95%	91.23%	No
% of minor planning applications acknowledged within 5 working days High performance is good	New indicator 2016/17	54.57%	95%	75%	No
% of other planning applications acknowledged within 5 working days High performance is good	New indicator 2016/17	55.75%	95%	70.76 %	No

[Comment on current performance](#)

It was agreed due to a lack of funding that the Administration Team will not be undertaking validation of planning applications. Whilst a number of internal improvements have been undertaken it is considered that the target will not be met within the current service provision.

Review of Performance 2017 / 18

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Average number of days lost per (Full Time Equivalent) FTE due to sickness Low performance is good	12.42 days • 4.54 days short term absence • 7.88 days long term absence	12.4 days • 5.32 days short term absence • 7.08 days long term absence	8 days	10.86 days • 5.23 days short term absence • 5.63 days long term absence	No																																																						

Review of Performance 2017 / 18

Comment on current performance

The Q4 overall sickness figures decreased by 20% to 498.86 total FTE days lost or 2.47 days total days lost per FTE (1.49 days per FTE short term absence and 0.98 days per FTE long term absence) compared to Q3. Short term sickness decreased by 7% from Q3 despite the high number of staff being off sick due to cold, flu and infectious diseases. The figures with regard to long term absence showed a notable decrease of 34% from Q3. Further information on this topic will be provided to Overview and Scrutiny Committee in June 2018.

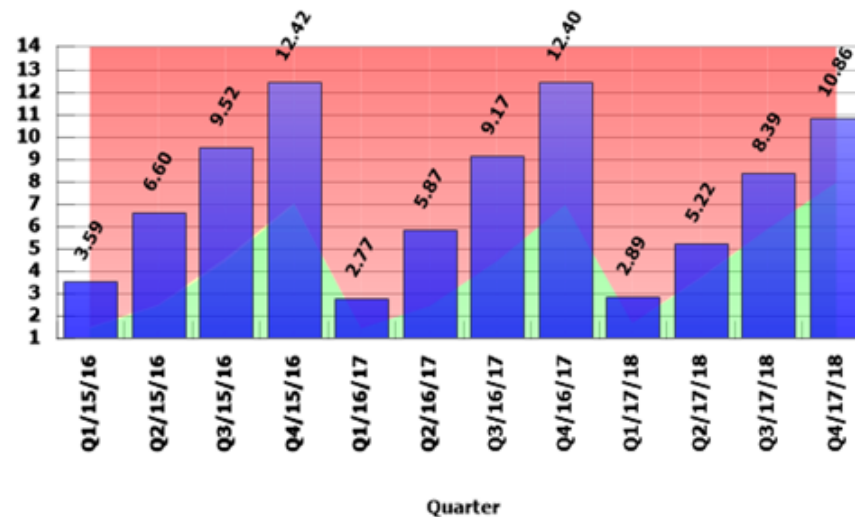
The annual total days lost per FTE for 17/18 is 10.86 compared to 12.4 for 16/17 - a reduction of 1.54 total days lost per FTE - and the lowest seen since 2013/14.

The reduction in long term absence is as a consequence of the revised Attendance Management Policy and HR and management implementing interventions, supported by Occupational Health that facilitate a return to work for staff.

Internal audit recently audited the Attendance Management policy and procedure and assessed the control design as providing ‘significant assurance’ and the operational effectiveness assessed as providing ‘moderate assurance’. Areas of non-compliance with the Managing Attendance policy and procedure across the Council were identified, with key requirements such as self-certification, return to work meetings and formal ‘stage’ meetings not being completed by managers or within an appropriate timeframe. Recommendations will be progressed and monitored to improve these areas.

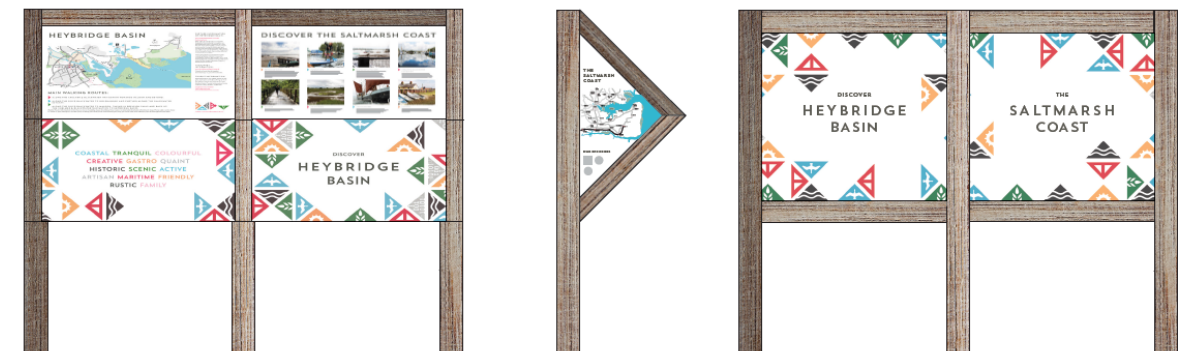
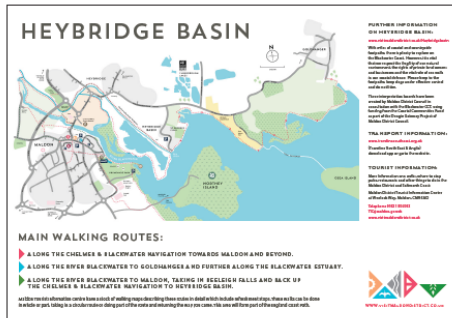
Management and HR continue to work together in order to make interventions to help staff manage health conditions through a more flexible working agreement, which avoids staff taking sick days which could lead to a longer period of absence and maintains productivity.

There has been positive progress in improving this year’s attendance figures. However, progress in achieving change following policy implementation does take time. Continuing to manage attendance as a priority coupled with greater manager compliance should further improve overall figures over the coming year.



REVIEW OF PERFORMANCE 2017-18

Coastal Hubs



Sense of Place

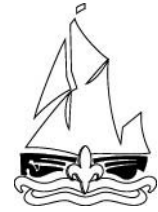


Way marking sign uses the Sense of Place typography and colouring, and a graphic representation of the Saltmarsh 75 logo. Also features 'visit maldon district.co.uk' on each disc.

Events



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**REPORT of
DIRECTOR OF CUSTOMERS AND COMMUNITY**

to
**COMMUNITY SERVICES COMMITTEE
22 MAY 2018**

APPOINTMENT OF REPRESENTATIVES ON LIAISON COMMITTEES / PANELS

1. PURPOSE OF THE REPORT

- 1.1 The purpose of this report is to remind Members of the existing representatives on Liaison Committees / Panels and for new appointments to be made for 2017 /18.

2. RECOMMENDATION

That the Committee appoints representatives to the bodies detailed below, for the ensuing municipal year.

3. SUMMARY OF KEY ISSUES

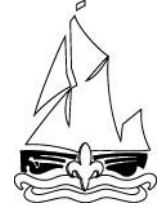
- 3.1 Members are asked to consider and nominate representatives to serve on the following Liaison Committees / Panels for the ensuing municipal year.

Body	2017 / 18 Representative(s)
Brickhouse Farm Management Committee	Councillors A T Cain and Mrs B D Harker
Car Parking Task and Finish Working Group (Minute 588 – 17/11/15)	Councillors M F L Durham CC, Mrs B D Harker and R Pratt CC
Cemeteries and Crematorium Working Group	Councillor M F L Durham, Mrs H E Elliott and R Pratt CC
Events Member Task and Finish Working Group (Minute 941 – 27/03/18)	Councillors E L Bamford, R G Boyce MBE, A S Fluker, Mrs B D Harker and Mrs N G F Shaughnessy
Health Overview and Scrutiny Committee (HOSC)	Appointment of Member from Community Services Committee
Maldon and Blackwater Estuary Coastal Community Team (Management Team)	Chairman and Vice-Chairman of the Community Services and Planning & Licensing Committees <i>Substitutes: Not appointed</i>
Maldon Citizens Advice Bureau	Councillor A S Fluker, R Pratt CC and

Body	2017 / 18 Representative(s)
Liaison Committee	Mrs N G F Shaughnessy
Maldon District Museum Liaison Committee	Councillors E L Bamford and Mrs H E Elliott
Maldon Livewell Partnership Group (formally Maldon Health and Wellbeing Partnership Group) (01/09/15)	Chairman and Vice-Chairman of the Community Services Committee <i>Substitute: Leader of the Council</i>
Maldon Market Member Task and Finish Working Group (Minute 612 – 21/11/07)	Councillors E L Bamford, A T Cain, Mrs B D Harker and Mrs N G F Shaughnessy
Parish Clerk's Forum	Chairman of the Community Services Committee <i>Substitute: Vice-Chairman of the Community Services Committee</i>
Places for People Liaison Committee	Councillors M F L Durham CC and R Pratt CC <i>Substitute: Councillor Mrs B D Harker</i>
River Crouch Coastal Community Team (Management Team)	Chairman and Vice-Chairman of the Community Services and Planning & Licensing Committees <i>Substitutes: Not appointed</i>
Waste Member Task and Finish Working Group (Minute 945 – 27/03/18)	Councillor R G Boyce MBE, A T Cain, A S Fluker and Mrs B D Harker

Background Papers: None.

Enquiries to: Tara Bird, Committee Services Officer, (Tel. 01621 875791).



**REPORT of
DIRECTOR OF CUSTOMERS AND COMMUNITY**

**to
COMMUNITY SERVICES COMMITTEE
22 MAY 2018**

PUBLIC SPACE PROTECTION ORDER - CONSULTATION

1. PURPOSE OF THE REPORT

- 1.1 To request Members approval to proceed with public consultation on the implementation of the Public Space Protection Order (PSPO) for dog control in publicly owned areas district wide.

2. RECOMENDATIONS

- 2.1 That the Council begins a 12 week public consultation on the proposal in the Public Space Protection Order from 1 June 2018.

3. BACKGROUND

- 3.1 On 20 October 2014, the Government implemented the Anti-Social Behaviour and Policing Act 2014 (“the Act). The purpose of the Act is to give local authorities and the Police more effective powers to tackle Anti-Social Behaviour (ASB), providing better protection for victims, communities and the environment.
- 3.2 Amongst these new tools and powers are Public Spaces Protection Orders (PSPOs). PSPOs will provide Councils with a flexible power to implement local restrictions to address a range of anti-social behaviour issues in public places in order to prevent future problems.
- 3.3 When considering implementing a PSPO local authorities must have particular regard to the rights of freedom of expression and the rights of assembly before making an order. In terms of any consultation, local authorities must consult with the Chief Officer of Police, the Police and Crime Commissioner, whichever community representatives the local authority deems appropriate and, as far as is practicable, with the owner or occupier of the land in question.
- 3.4 The local authority must also inform the County Council and any Parish or Community Council before making any Order. The Order must identify the public space as a ‘restricted area’ and must prohibit specified activities being carried out in the restricted area (prohibitions), or require specified things to be done by persons carrying out specific activities in that area (requirements), or both. Any prohibition or requirement must be reasonable in order to prevent the detrimental effect from

occurring or reoccurring, or must reduce the detrimental effect or reduce the risk of its occurrence, reoccurrence or continuance.

- 3.5 PSPOs can be made for a maximum of three years. The legislation provides they can be extended at the end of the period, but only for a further period of up to three years. However, orders can be extended more than once. Local authorities can increase or reduce the restricted area of an existing order, amend or remove a prohibition or requirement, or add a new prohibition or requirement. They can also discharge an order but further consultation must take place for varying or discharging orders.
- 3.6 The orders can be enforced by Police Officers, authorised PCSOs, Council Officers and other designated groups, including officers under the Community Safety Accreditation Scheme.
- 3.7 Before making the order the local authority must notify potentially affected people of the proposed order, inform those persons of how they can see a copy of the proposed order, notify them of how long they have to make representation, and consider any representations made.
- 3.8 Any interested person can challenge the validity of a Public Space Protection Order in the High Court but the challenge must be made within six weeks. An ‘interested person’ means an individual who lives in the restricted area or who regularly works or visits that area.

4. THE PROPOSAL

- 4.1 This current Public Space Protection Order allows for authorised Officers to continue enforcing against dog fouling by way of issuing Fixed Penalty Notices to those failing to ‘pick up’ after their dogs.
- 4.2 As a Local Authority we want to continue to promote responsible dog ownership and to provide authorised Officers with the tools and powers to educate and enforce where necessary. Having reviewed our current tools and powers as a response to complaints from the public we are proposing that there is an amendment of our existing order to include dogs on leads at the request of an officer, dogs leads at all times and dog exclusion areas.
 - 4.2.1 **Dogs On Leads By Direction;** It is proposed that authorised Officers be given the power to request that owners place their dogs on a lead if their behaviour is having or is likely to have a detrimental effect on the local community. This will equip authorised Officers witnessing behaviour of this nature with the powers to address the nuisance at the time. The order shall apply to all land within the administrative area of the Council which is open to the air to which the public are entitled or permitted to have access with or without payment.
 - 4.2.2 **Dogs On Leads (at all times);** There are specific public places within the district that are of a more sensitive nature, it is proposed that in these places dogs will be required to be on a lead at all times. These are:
 - Cemeteries - Heybridge, Burnham-on-Crouch and Maldon (**APPENDIX 1**);

- Three areas in Promenade Park, Maldon; the sports pitches, the lake and café area and the path to Byrhtnoth (**APPENDIX 2**);
- Riverside Park, Burnham-on-Crouch sports pitches and adjacent quay front (**APPENDIX 3**).

4.2.3 **Dog Exclusion Areas**; It is recognised by Maldon District Council that children's play sites are required to be safe and clean areas for children to use freely. As a result all its Council managed play sites have been identified as dog free zones. It is proposed to reinforce this request and extend this District wide by including all children's play sites as dog exclusion areas with the Public Space Protection Order. It is further proposed that any enclosed sports pitches, such as tennis courts, bowls lawns etc. also be designated as dog exclusion areas. This does not apply to Assistance Dogs.

5. CONSULTATION DOCUMENT

5.1 The consultation document will be published on the Councils web site and emailed or posted to the requisite people or parties. The document consists of an explanation, maps of the proposed areas and a questionnaire to gain people's views.

6. CONCLUSIONS

6.1 The consultation on the proposed dog control amendment to the existing PSPO is a necessary part of the process to assess the appropriateness of introducing new legislation in the District. Should the consultation prove positive the Order will be brought back to this Committee for final approval.

7. IMPACT ON CORPORATE GOALS

7.1 The introduction of the dog control aspect of the PSPO will contribute towards the Councils goals of

- Strengthening communities to be safe active and healthy through reducing antisocial behaviour.

8. IMPLICATIONS

- Impact on Customers** – The proposals have been introduced as a consequence of complaints and customer demand. This is the opportunity for customers to demonstrate their support or opposition to dog control in the district.
- Impact on Equalities** – The consultation document will be made available to as many user groups as possible.
- Impact on Risk** – The consultation results in an emphatic demonstration against the introduction of greater dog control.

- (iv) **Impact on Resources (financial)** – The costs will be minimal, consideration will be given to the cost for new signage. There is also the cost of advertising the Order.
- (v) **Impact on Resources (human)** – There will be some resource requirement in promoting the consultation document
- (vi) **Impact on the Environment** –

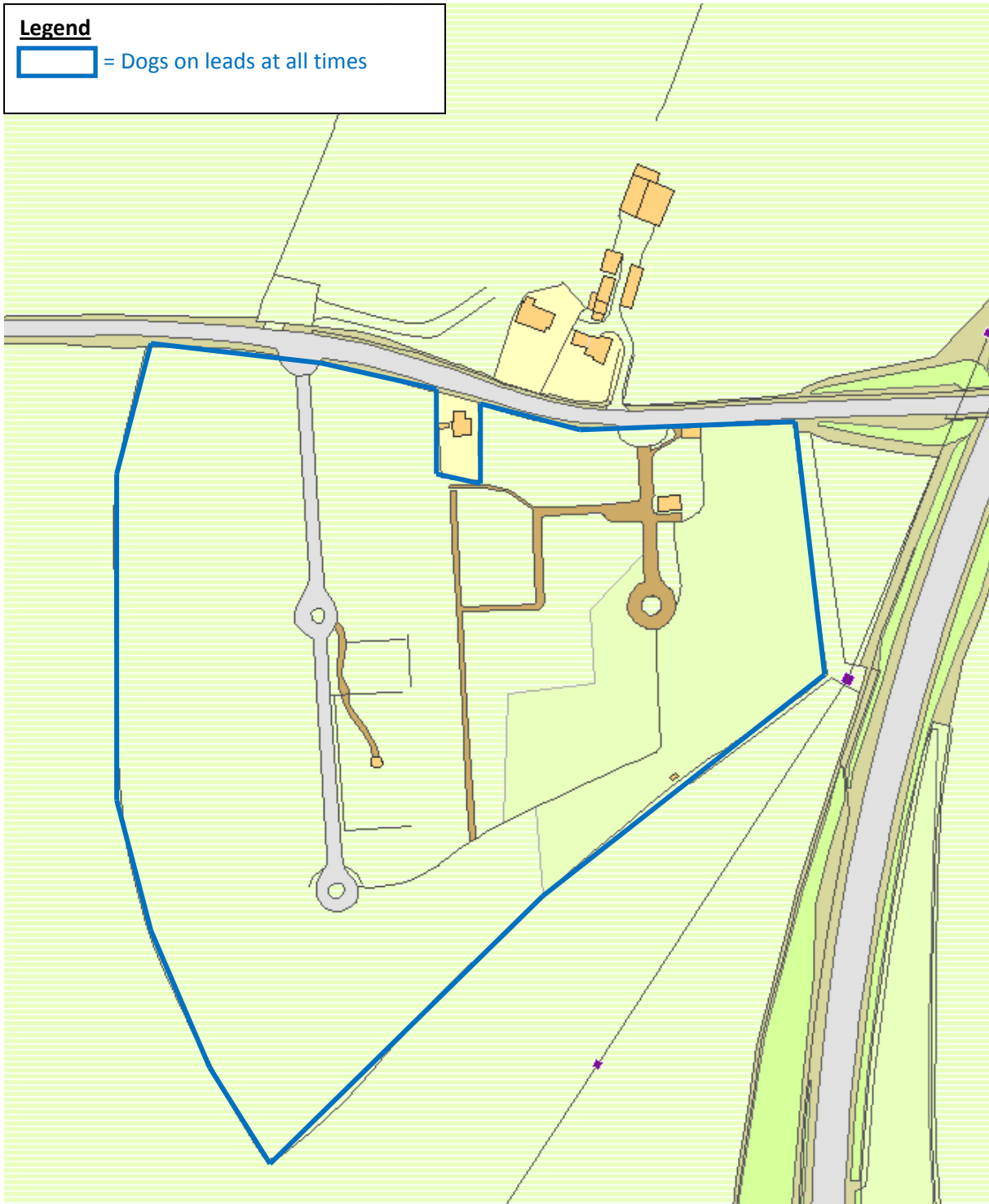
Background Papers:

Anti-social Behaviour and Policing Act 2014

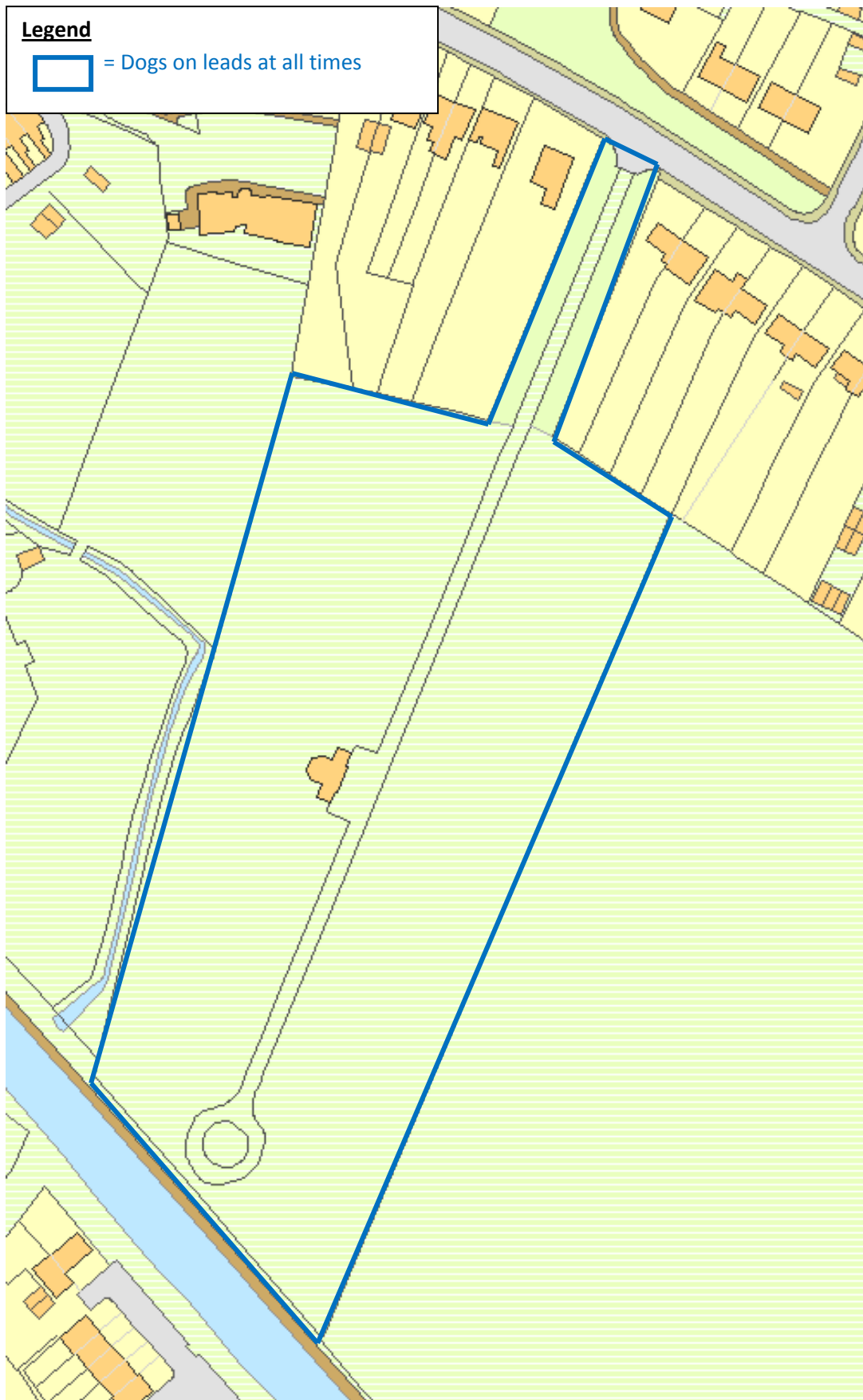
Home Office Statutory Guidance 2017

Enquiries to: Karen Bomford, Group Manager; Community and Living, (Tel: 01621 875827).

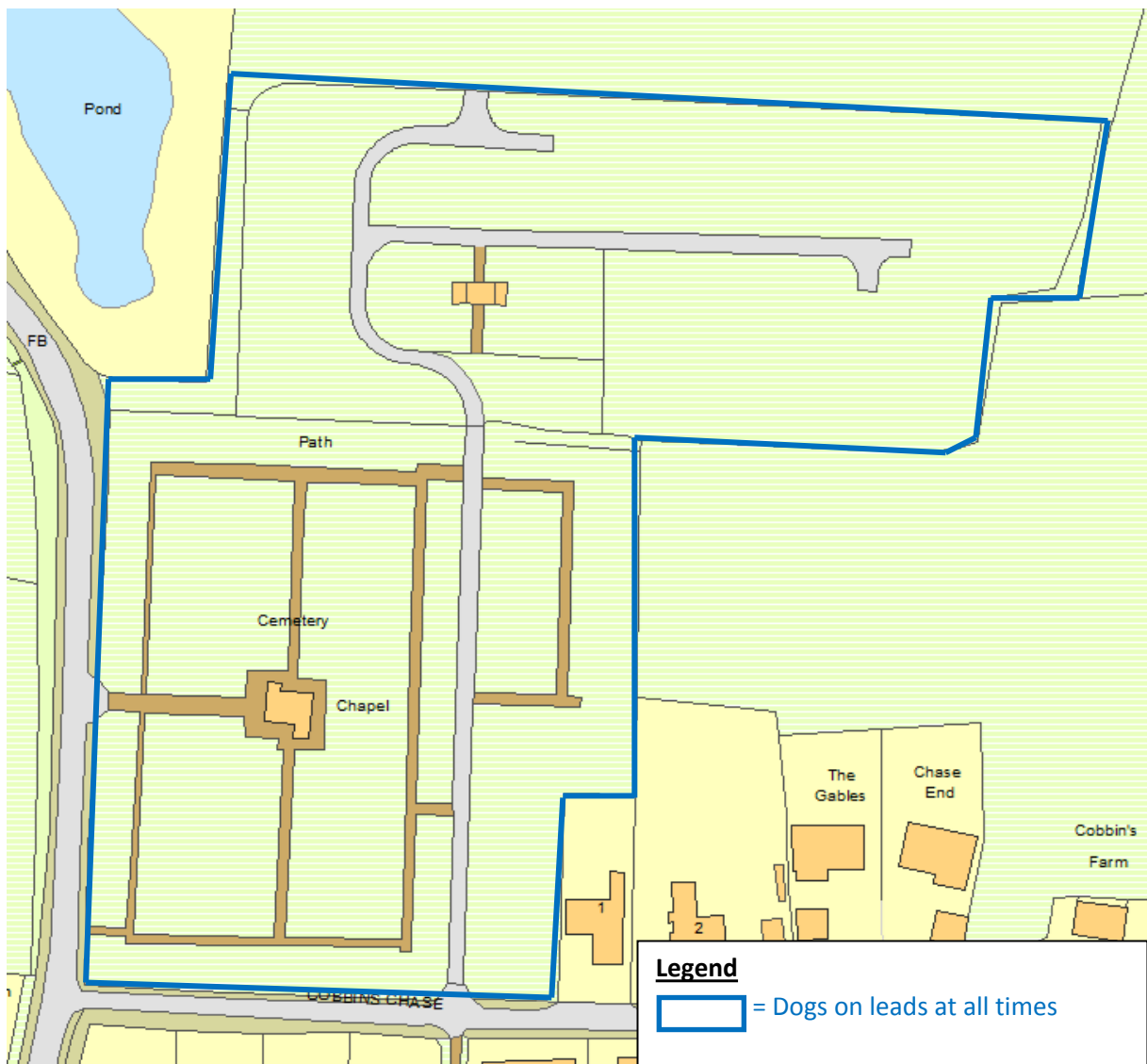
Maldon Cemetery PSPO Map 1



Heybridge Cemetery PSPO – Map 2

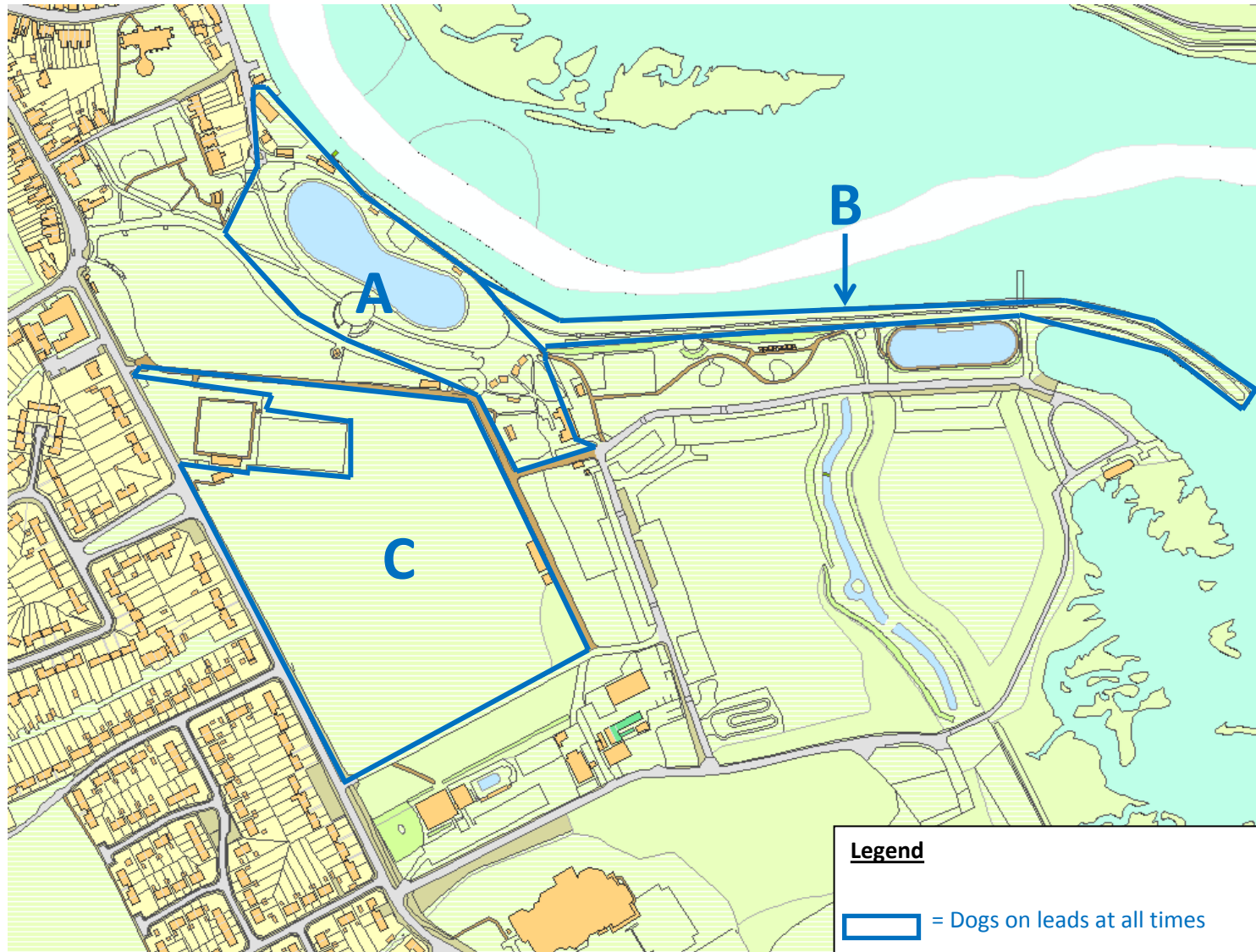


Map 3 - Burnham Cemetery PSPO



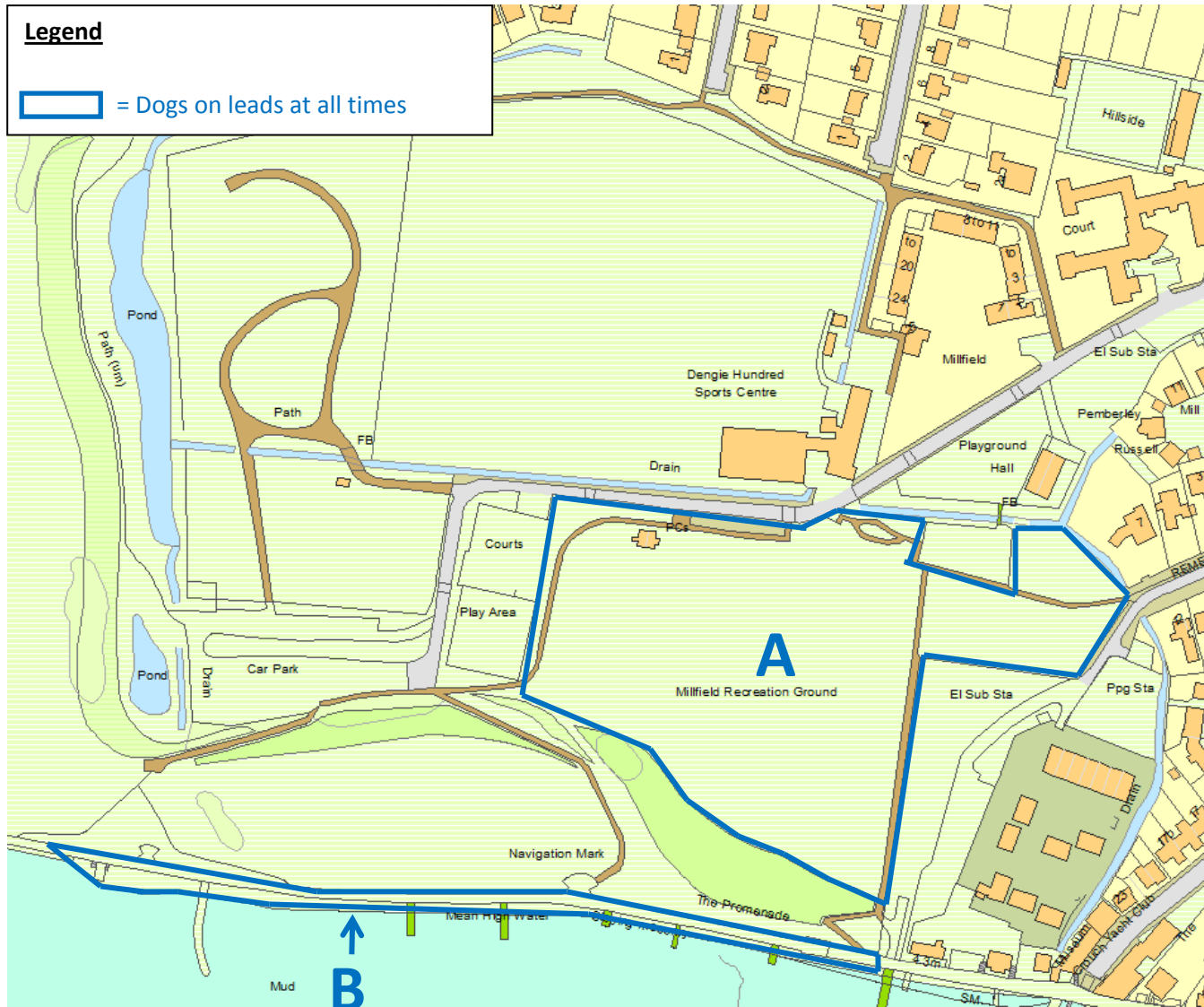
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Promenade Park Dogs PSPO Map 2

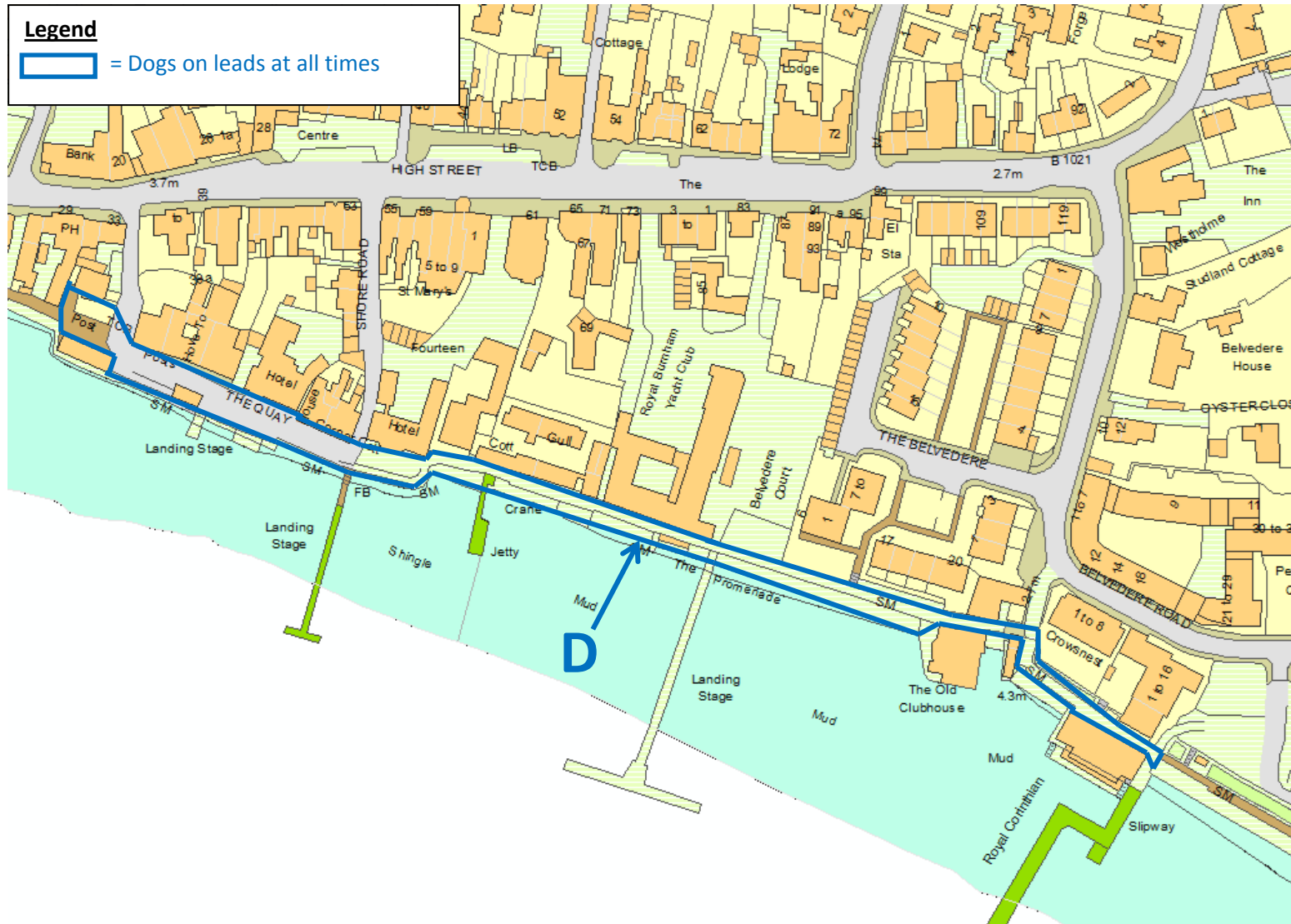


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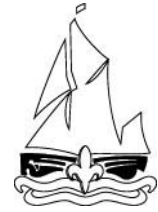
Riverside Park Dogs PSPO – Map 3



Burnham on Crouch Quay section 'D' Dogs PSPO – Map 5



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REPORT of MARKETS TASK AND FINISH WORKING GROUP

to
**COMMUNITY SERVICES COMMITTEE
22 MAY 2018**

MARKETS WORKING GROUP UPDATE

1. PURPOSE OF THE REPORT

- 1.1 To provide Members with an overview of the work carried out to date by the Markets Working Group in relation to Market provision within Maldon town.
- 1.2 To seek Committee approval to extend the existing contract with the Maldon Market Co-operative for a further 6 months to allow further research to be completed and reported back to Members.

2. RECOMMENDATION

- (i) That Committee agrees an extension of the Maldon Market Co-operative for a further 6 months.

3. AREA FOR DECISION / ACTION

3.1 Background

3.1.1 Members will be aware that at its meeting held on 21 November 2017 (Minute No. 612 refers) this Committee resolved to create a Markets Task and finish Working Group (working group) to consider the provision of markets within Maldon town. At the same meeting it was agreed that the existing market contract with the Maldon Market Cooperative should be extended for a period of six months to allow time for the working group to explore options and report back.

3.1.2 The working group has since met on a number of occasions reviewed and debated the following in relation to market provision within the town:

- The pros and cons of 14 different locations including impact on car parking within the town.
- The appropriate scale of a market
- The models of operations (in-house management and contract options)
- Researched other local authorities market operations
- Conducted discussions with the current market operator
- Investigated Planning Permission requirements
- Considered the current market offer available and whether it meets perceived demand.

- 3.1.3 The details of this discussion and conclusions will be made available to Members within a future report to this Committee which will then allow an informed decision to be made on the future of the market. However it is worth noting that the working group have approached their task with the assumption that the Council wishes to retain some form of regular market within the Maldon town.
- 3.1.4 The next scheduled meeting of the working group is on the 21 May 2018, and a verbal update of discussion will be provided if necessary.
- 3.1.5 The group's work has not yet been concluded and in view of this it is requested that the existing contract with Maldon Market Co-operative is extended for a period of six months. This will allow time for outstanding work to be completed, a full report to be considered by Members and, subject to agreement, a new procurement / tender process to be completed.

4. CONCLUSIONS

- 4.1 The working group has assumed that a Maldon Market should continue to be provided for the town. Further research and investigation is required before a final conclusions and proposal is offered to the Community Services Committee for wider discussion. It is necessary to extend the current contract with the current incumbent contractor in order to facilitate this work.

5. IMPACT ON CORPORATE GOALS

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

6. IMPLICATIONS

- (i) **Impact on Customers** – The Council must research the location of the market to ensure that there is easy access for customers and that the market is in the best possible location for the customer. The Committee must also consider the other neighbouring businesses.
- (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)** – The current market generates income of £4,750 per annum. However, the market is operated from a Council managed car park and the Committee should take into account any loss of income that may arise because of the loss of parking spaces.
- (v) **Impact on Resources (human)** – None.

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

Background Papers: None.

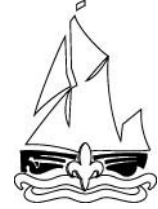
Previous reports to the Community Services Committee

Enquiries to:

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

Ben Brown, Group Manager, Leisure, Countryside and Tourism, (Tel: 01621 876210).

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**REPORT of
DIRECTOR OF CUSTOMERS AND COMMUNITY**

to
**COMMUNITY SERVICES COMMITTEE
22 MAY 2018**

REVIEW OF ALLOCATIONS POLICY

1. PURPOSE OF THE REPORT

- 1.1 To seek approval for a formal review of the effectiveness of the Council's policy for the allocation of affordable housing.

2. RECOMMENDATION

Members are asked to agree to a formal review and analysis of the current policy and procedure for the allocation of social housing with a report presenting the findings to be presented to this Committee for consideration and possible further action if required.

3. SUMMARY OF KEY ISSUES

- 3.1 All local housing authorities are required by the Housing Act 1996 (Part VI) to have in place policies and procedures for the allocation of social housing. In 1995 this was contracted out to Moat Homes Ltd (formally Plume Housing Association) who continued to operate the housing register, commonly referred to as 'the waiting list'. Following formal review of the Council's Strategic Housing Service and suggestions from the Audit Commission and others, this function was brought back into the Council in 2008/09.
- 3.2 At that time there was strong encouragement to move to what is known as a choice-based lettings system whereby all available homes are advertised and applicants apply, mainly now through the internet, to be considered. Those with the highest level of need and the longest waiting time are then prioritised for nomination by the Council for the homes which are provided by local housing associations.
- 3.3 The Council procured its current system with seven other local authorities, providing a considerable saving as costs are pooled between all of the councils working as a consortium. They also all share a common policy for the assessment of need of all applicants and the allocation of homes, including an ability to apply and be considered for homes outside of their own district. This helped to meet the government's aim of giving more choice and also greater mobility to those in need of affordable housing, whether as younger people wanting to move to be closer to work or education, or older people seeking moves closer to family or to areas more suited to their needs and wishes.

- 3.4 Overall the levels of inward and outward migration between the Maldon District and the other districts in the consortium has balanced out and the Council has also benefited from mutual arrangements for handling complaints and requests to review decisions by sharing these with other members of the group who can provide impartial decisions but with changing demands on housing across such a wide area Members may wish to see a more detailed analysis of the allocation of housing and the workload placed upon officers. This analysis can be benchmarked against alternate options which would also include costs, allowing Members to see and make a judgement as to whether any benefits of working differently may be outweighed by additional costs.
- 3.5 A report of this analysis would be presented to this committee as soon as it is completed with an outline of options, giving Members information on the analysis and choice as to what they would like to do.

4. CONCLUSION

- 4.1 Understanding the effectiveness of the policy for the allocation of social housing, in particular the extent to which it supports the Council in meeting its statutory duties, is a vital aspect of the Council's role as a strategic local housing authority. This is especially pertinent with a pipeline of new affordable housing that is expected to be delivered over the next few years alongside the government's proposals to give greater flexibility over allocation policies and diversifying the type of affordable housing.

5. IMPACT ON CORPORATE GOALS

- 5.1 Creating opportunities for economic growth and prosperity; by ensuring homes are allocated to those who live and work locally, supporting the local economy and helping local businesses especially smaller employers recruit and retain local employees.
- 5.2 Delivering good quality, cost effective and valued services; by ensuring current and future supply of affordable homes meets local need and the Council's statutory duties.

6. IMPLICATIONS

- (i) **Impact on Customers** – the policy and operation of the housing register is vital in matching local housing need with supply.
- (ii) **Impact on Equalities** – Many of those in housing need are also protected under the Equalities Act.
- (iii) **Impact on Risk** – Failure to meet local housing need can result in the Council being less able to meet its statutory duties.
- (iv) **Impact on Resources (financial)** – None for this stage.

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

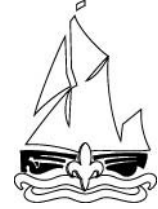
(vi) **Impact on the Environment** – None.

Background papers:

Allocating Social Housing – Briefing Paper, House of Commons Library No. 06397 June 2017

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

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**REPORT of
DIRECTOR OF CUSTOMERS AND COMMUNITY**

to
**COMMUNITY SERVICES COMMITTEE
22 MAY 2018**

CEMETERY CHAPEL REPAIRS

1. PURPOSE OF THE REPORT

- 1.1 To seek Members views on whether the project to repair the Heybridge cemetery chapel roof should continue and whether alternative uses for the building should be considered.

2. RECOMMENDATIONS

- (i) Members note that the project to repair the Heybridge cemetery roof, following a wildlife habitat survey, would be implemented as planned;
- (ii) that the Director of Customers and Community, in consultation with the Chairman of the Committee, be authorised to invite proposals for the alternative usage of the chapel buildings at Heybridge and Burnham-on-Crouch cemeteries;
- (iii) that Officers report on the proposals for the use of the Heybridge Chapel at a future meeting of this committee.

3. SUMMARY OF KEY ISSUES

3.1 Background

- 3.1.1 The Council owns and maintains three cemeteries at Maldon, Heybridge and Burnham on Crouch. Last financial year the Council approved a project and budget to carry out repairs to the chapel roof at Heybridge Cemetery.
- 3.1.2 The project was delayed whilst a survey was undertaken to establish whether the chapel had become a roosting place for bats. All species of bat found in the UK are protected by law and the survey would help identify any potential mitigation work that may be required. The survey has now been completed and no significant evidence has been found relating to bat activity. This project could now progress.
- 3.1.3 The chapel building at Burnham-on-Crouch has been closed for a number of years and is in quite poor internal condition. There are currently no plans to repair or restore the building.

3.2 Area for decision

3.2.1 The Heybridge chapel building is generally very lightly used. During 2016 and 2017 it was not used at all.

3.2.2 The Council's Conservation Officer has provided the following advice on the chapel.

'This is a handsome gothic-style chapel, built in 1887 and has been identified as a candidate for addition to Maldon District Council's Local List of Heritage Assets. Allowing the building to fall into disrepair would conflict with the Council's commitment to "ensure that heritage assets continue to contribute to our cultural, social and economic life as a beneficial and sustainable resource" (Policy D3 of the Maldon District Local Development Plan).'

3.2.3 Given the sensitive location and views expressed by the Conservation Officer, it is recommended that the repairs are undertaken as planned. However Members may wish to consider the principle of allowing these assets to be used for alternative functions. For example at Maldon cemetery the old mortuary building is currently host to the Men's shed project which successfully reuses this facility.

3.3 Alternative uses

3.3.1 Assuming that Members wish to repair the chapel as originally planned, it might be possible to find a suitable alternative use. Any potential alternative usage would need to be carefully considered to ensure that it complements the sensitive location within the cemetery grounds. It is feasible that the reuse could provide an income to contribute to the future maintenance costs of the building.

3.3.2 The same approach could also be applied to the chapel at Burnham-on-Crouch cemetery although there will be a significant cost to bring the building back to a reasonable condition.

3.3.3 Members are asked to consider the principle of establishing alternative uses for cemetery chapel buildings at both Heybridge and Burnham-on-Crouch cemeteries. If Members agree then these facilities could be advertised on the Council's website to establish whether there is interest within the local community.

4 CONCLUSIONS

4.1 Each of the District Council managed cemeteries has a chapel building. These buildings are very lightly used and all are in need of regular maintenance or improvement.

4.2 Members have previously approved a project to carry out repairs to the Heybridge cemetery chapel roof.

4.3 It is suggested that alternative uses might be worth considering for chapels that are infrequently used. Any alternative use would need to be carefully considered to ensure that it was appropriate for the location but could potentially make use of an

otherwise empty building. It is possible that a small income could be generated that could be used to help maintain the building.

5 IMPACT ON CORPORATE GOALS

- 5.1 This report links directly to the Council's goal of providing services that are efficient and effective.

6 IMPLICATIONS

- (i) **Impact on Customers** – The Council asset could be used for alternative purposes which will be of community benefit.
- (ii) **Impact on Equalities** – None identified.
- (iii) **Impact on Risk** – There are no corporate risks associated with this report.
- (iv) **Impact on Resources (financial)** – A budget sum is included within the 2018/19 estimates to fund the repairs to the roof.
- (v) **Impact on Resources (human)** – None.
- (vi) **Impact on the Environment** – None identified.

Background Papers: None.

Enquiries to:

Ben Brown, Group Manager - Leisure, Countryside and Tourism, (Tel: 01621 876210).

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