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APOLOGIES Committee Services
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HEAD OF PAID SERVICE'S OFFICE
HEAD OF PAID SERVICE
Richard Holmes

25 March 2019

Dear Councillor

You are summoned to attend the meeting of the;

COMMUNITY SERVICES COMMITTEE

on **TUESDAY 2 APRIL 2019 at 7.30 pm.**

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

A copy of the agenda is attached.

Yours faithfully



Head of Paid Service

COMMITTEE MEMBERSHIP

CHAIRMAN VICE-CHAIRMAN

Councillor R G Boyce MBE
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:

Councillor B S Beale MBE
A S Fluker
Mrs M E Thompson

Please note: Limited hard copies of this agenda and its related papers will be available at the meeting.
Electronic copies are available via the Council's website.

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AGENDA
COMMUNITY SERVICES COMMITTEE

TUESDAY 2 APRIL 2019

1. Chairman's notices

2. Apologies for Absence

3. Minutes of the last meeting (Pages 5 - 8)

To confirm the Minutes of the meeting of the Committee held on 15 January 2019, (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. Verbal Update on the Roundabout Sponsorship Scheme report

To receive a verbal update from the Director of Service Delivery.

8. Update Report on Disabled Facilities Grant Related Issues (Pages 9 - 16)

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

9. **West Maldon Community Centre - Request to Construct Extension** (Pages 17 - 22)
To consider the report of the Director of Service Delivery, (copy enclosed)
10. **Update on the Resources and Waste Strategy including recently published consultations** (Pages 23 - 28)
To consider the report of the Director of Service Delivery, (copy enclosed)
11. **Memorial Benches and Legacy Schemes within Parks and Open Spaces** (Pages 29 - 38)
To consider the report of the Director of Services Delivery, (copy enclosed).
12. **Any other items of business that the Chairman of the Committee decides are urgent**
13. **Exclusion of the Public and Press**
To resolve that under Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following item(s) of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act, and that this satisfies the public interest test.
14. **Market Update** (Pages 39 - 42)
To consider the report of the Director of Service Delivery, (copy enclosed).

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. 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
15 JANUARY 2019**

PRESENT

Chairman	Councillor R G Boyce MBE
Vice-Chairman	Councillor Mrs B D Harker
Councillors	Miss A M Beale, A T Cain, Miss M R Lewis and Mrs N G F Shaughnessy
Ex-Officio Non-Voting Member	Councillor B S Beale MBE
Substitute Members	Councillors A S Fluker and M W Helm

737. CHAIRMAN'S NOTICES

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

738. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors E L Bamford, H M Bass and Mrs M E Thompson.

In accordance with Procedure Rule 17 (9, 10) Councillor A S Fluker attended as a substitute for Councillor E L Bamford and Councillor M W Helm attended as a substitute for Councillor H M Bass.

739. MINUTES OF THE LAST MEETING

RESOLVED that the Minutes of the meeting of the Committee held on 20 November 2018 be approved and confirmed.

740. DISCLOSURE OF INTEREST

Councillor Mrs N G F Shaughnessy declared a non-pecuniary interest in Agenda Item 10 Lease Proposal Blackwater Leisure Centre, as she knew the applicant.

741. PUBLIC PARTICIPATION

The Chairman informed the Committee that, having taken advice from the Monitoring Officer, there would be a change to the normal procedure regarding public speaking. He advised that it would be best to have the member of the public speak at the beginning of the Private and Confidential Agenda Item 10 Lease proposal, Blackwater Leisure Centre. This was to ensure confidentiality on the part of the other businesses involved in this agenda item.

742. CHAIRMAN'S GOOD NEWS ANNOUNCEMENTS

The Chairman reported that on Sunday 13 January 2019 in Promenade Park a new event was trialled called the Essex Historic Military Vehicle Association which was attended by approximately 600 members of the public. He said that given the success of this event the Council will look to repeating it in 2019/20.

743. REFUSE AND RECYCLING MISSED COLLECTIONS

The Committee considered the report of the Director of Service Delivery that had been compiled in response to the recommendation made by this Committee at its meeting on 20 November 2018 (detailed below). This report is to explain to Members how missed collections are reported and the opportunities and limitations on reporting in different ways.

That a detailed report be compiled for this Committee providing sound analysis on the agreed number of justified missed waste collections, a clear definition of what constitutes a 'missed' waste collection and clarity on the terms of the SUEZ contract (Minute No. 626 refers).

The Group Manager, Community & Living, took Members through the key areas of the report covering the rationale for 'justified missed' waste collections and those outside of this category. She then covered the performance monitoring of this area and the terms and conditions of the SUEZ contract. It was noted that both the Director of Service Delivery and the Group Manager, Community & Living, had met with the Directors from SUEZ to iron out recent concerns and ensure maximum efficiency going forward.

The issue of vehicle breakdown was discussed further as it had been reported that the modern vehicle exhaust was not capable of getting hot enough, resulting in shut downs. The Director of Service Delivery informed the Committee that SUEZ had been working with the engineers to address the problem and that the situation had already improved.

Whilst acknowledging the very successful rates of collection evidenced in the report there were some further queries regarding the total daily collections and how the figure was arrived at. In light of these comments the Group Manager, Community & Living, subsequent to the meeting, circulated confirmation of the data used to ascertain the average number of refuse/recycling collections per day.

The Chairman put the recommendation to note the report to the Committee and this was agreed.

RESOLVED that the report be noted.

744. ANY OTHER ITEMS OF BUSINESS THAT THE CHAIRMAN OF THE COMMITTEE DECIDES ARE URGENT

Councillor Miss M R Lewis raised the issue of the two outstanding matters from previous meetings, namely Minute 372 – Disabled Facilities Grant Report (DFG) and Minute 376 – Roundabout Sponsorship Scheme.

The Director of Service Delivery apologised for the delay in delivering on these items. He informed the Committee that, given the wide range of issues to be covered in the DFG report, requiring input from both staff and partner organisations, it had not been possible to complete in time due to lack of staff availability as a result of the Christmas break.

With reference to the Roundabout Sponsorship Scheme he reported that Officers were working with Essex County Council on the figures and he assured the Committee this would be available for the next meeting.

RESOLVED that the Disabled Facilities Grant report be circulated prior to the next Committee meeting on the 26 February 2019

745. EXCLUSION OF THE PUBLIC AND PRESS

The Chairman put the proposal that under Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following item(s) of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act, and that this satisfies the public interest test, to the Committee.

The proposal was supported by Councillor A T Cain and duly seconded. Upon a vote being taken the proposal was carried.

In accordance with Council Rule 13 (4) Councillor Miss M R Lewis requested that her objection to the vote be minuted.

RESOLVED that under Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following item(s) of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act, and that this satisfies the public interest test.

746. LEASE PROPOSAL, BLACKWATER LEISURE CENTRE

As agreed under Item 5 Public Participation and on advice from the Monitoring Officer, the Applicant for this agenda item addressed the Committee.

747. ADJOURNMENT OF THE MEETING

The Chairman adjourned the meeting at 8pm to enable the member of the public to leave the Council Chamber. The meeting reconvened at 8:03pm and continued in closed session.

748. LEASE PROPOSAL, BLACKWATER LEISURE CENTRE

The Committee considered the report of the Director of Service Delivery, together with the comments from the applicant, regarding a request to site a nursery building at the Blackwater Leisure Centre and enable a proposal to lease a part of the Blackwater Leisure Centre site.

The Director of Service Delivery gave the Committee an overview of the report content and the Leisure & Community Development Manager presented the detail of the report.

Councillor A S Fluker declared in the interest of openness and transparency on this item as he knew the applicant.

A lengthy debate ensued during which further clarification was provided by Officers in respect of the detail surrounding the use of the land. There was discussion on both the merits and demerits of the proposal. However, it was agreed that this was not sustainable given the long-term implications for the Council of any development in this area.

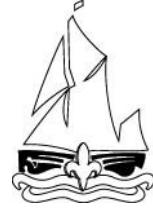
Councillor A S Fluker proposed that the request be refused as the site was not a sustainable solution. This was duly seconded by Councillor Miss M R Lewis.

The Chairman put the proposal to the Committee and this was carried.

RESOLVED that the Community Services Committee does not agree the use of the land at Blackwater Leisure Centre as a site for a nursery as it was not a sustainable solution.

The meeting closed at 8.30 pm.

R G BOYCE MBE
CHAIRMAN



**REPORT of
DIRECTOR OF SERVICE DELIVERY**

to

**COMMUNITY SERVICES COMMITTEE
2 APRIL 2019**

UPDATE REPORT ON DISABLED FACILITIES GRANT RELATED ISSUES

1. PURPOSE OF THE REPORT

- 1.1 To provide a summary of the allocation and outcomes of the Council's Disabled Facilities Grant programme (DFG) for the previous year and provide feedback on proposals raised at the Community Services Meeting on the 28 August 2018 (Minute 372 RESOLVED refers).

2. RECOMMENDATIONS

- (i) That Members note the key achievements from previous years;
- (ii) That Members receive and note the current status of proposals outlined at the meeting in August 2018 and detailed in section 3.5 below.

3. SUMMARY OF KEY ISSUES

- 3.1 The Council is required under the Housing Grants, Construction and Regeneration Act 1996 to provide financial assistance to those who need adaptations made to their home, as recommended by an Occupational Therapist (OT). In 2016 the government ceased awarding funding directly to the Council and funding to meet these costs is now paid via Essex County Council (ECC) under the Better Care Fund. The intention of this change is to help build closer links between those agencies who should be working in collaboration under the Care Act, i.e. Health, Housing and Social Care.
- 3.2 Since this change, almost all local housing authorities in Essex have received an increase in annual funding from government via ECC in recognition of increasing demand. Some of the additional funding is also intended to encourage innovation and more flexibility in some ways of working, providing the primary duty of ensuring there is adequate funds to meet the mandatory grant requirements.
- 3.3 In 2018/19 the allocation for funding was £499,961.00, this has been increased to £559,136.00 after a successful bid to The Ministry of Housing, Communities and Local Government who released an additional £55 million Better Care Fund budget to be utilised this year. For some time now, the Council has helped meet the operating costs by charging a fee for administration, this has now become widely adopted throughout Essex and most local authorities are now basing the level of fee income at 15% in line with Maldon District Council (MDC). This helps ensure the service is

adequately resourced and has helped overcome the problems some Members may recall from some years ago when the Council had significant backlogs of cases and an underspend from one year to the next against the allocation of funding and the profile of spend against identified need. This is no longer the case and since last year, officers have worked to reach an agreement with each other and ECC that any underspend in one district, identified within the current financial year, could be used in part or full to meet the needs in other districts where demand may be much higher. To date the Council has not needed to offer any transfer of funds to other areas and is managing to meet demand within each year's allocated budget.

- 3.4 Income from fees for this year to date is £58,900.00 and contributions from housing associations currently stand at £10,700.00, creating a supplementary receipt of almost £70,000 making the service almost financially self-supporting.

3.5 **Update on the 28 August 2018 Committee Proposals (Minute 372 refers)**

- 3.5.1 Through agreement with Essex County Council as the managing authority of the Better Care Fund, Maldon District Council has gained approval, as part of its administration of Maldon's allocation of the Better Care Fund, to top-slice some of the additional funding to further improve capacity and resilience as well as meet some wider strategic aims.

This meets the government's aim of encouraging local authorities to take a greater role in responding to the growing impact of an ageing population and working more effectively across agencies. Below is an update on the proposals made at the Community Services Committee meeting of the 28th August 2018.

- i. *Approval to fund an apprentice surveyor – helping manage succession planning, improving capacity and resilience to meet longer term demands on the service;*

There is no current provision for an apprentice surveyor within the future model however this matter will be reviewed as part of the detailed design work which will be carried out over the summer of 2019 to ensure the Council is able to deliver its services effectively

- ii *Agreement to use some additional funding to contribute towards the cost of a 'home from hospital' scheme, linked with Community Led Housing, helping local housing associations provide dedicated facilities to enable local people to leave hospital sooner, move closer to family and undertake a programme of reablement;*

Negotiations are on-going in connection with the Community Led Housing Project regarding a re-ablement programme.

A Home from Hospital Task and Finish Group and a Handyperson Task and Finish Group has been set up. MDC Officers are part of both groups. These Groups have identified the need for a Countywide Handyperson Service with particular focus being given to minor works, (such as key safe and level thresholds etc.) These works are often required to prevent delayed discharge and enable safe efficient return home from hospital. This service should also

reduce/prevent hospital admission and promote an individual's independence. Continued work is ongoing to establish how this can be achieved, focussing on the feasibility of each Authority contributing towards a Handyperson Service to undertake these minor works.

Both Groups need to do further work to ensure an effective service is provided avoiding duplication of the current Essex Carers and Care Support Services (ECL) contract.

- iii *Explore the potential to create a local home improvement agency type service, providing practical help, support and advice to older people and those with disabilities so that they can continue to live independently in their homes;*

The Home Improvement Team is providing an Informal Home Improvement Agency type service which generates substantial income from fees. The Team is in an excellent position as part of the Housing Team to be informed of properties that are to be advertised on Choice Based Letting before the advertisement is placed. The Team is continuing to facilitate relocations to previously adapted properties therefore making better use of housing stock as required by the Private Sector Housing Assistance Policy. Local knowledge within the team coupled with the fact that two of the team are former Home Improvement Agency (HIA) staff, allow positive discussion with clients at the initial visit stage. The recommendations provided by the Occupational Therapist are reviewed and early identification made where these works are not practicable to undertake in the property. The possibility of moving is then discussed at the outset, thus avoiding unnecessary delays in meeting the client's needs.

The Team works very closely with all Housing Associations across the Maldon District securing contributions for works to be undertaken at these Housing Association's properties. Advice and assistance are given regarding Attendance Allowance, which is a much-underutilised allowance for older people, the additional income achieved as a result of this assistance allows vulnerable residents to employ people to assist them with various tasks (such as handyperson) which are beyond their capability thus reducing the risk of slips, trips and falls and subsequent hospitalisation. This matter will be kept under review.

- iv *Begin discussions with mid Essex Occupational Therapist Services (OTs) to consider the possibility of dedicated OTs to improve service and other opportunities for those who may need adaptations.*

Discussions have been completed, Countywide, regarding the provision of an in-house Occupational Therapist (OT). An agreement has been completed for Maldon District Council, Braintree District Council and Chelmsford City Council to share an in-house OT. The use of this service is based upon the number of recommendations received. Chelmsford and Braintree will utilise the OT for two days and Maldon for one day. MDC contribution towards this is pro-rata and funded from Maldon's Better Care Funding allocation.

In conjunction with the OT, Council Officers will be looking to develop a pathway from hospital/hospice to home and will also be on hand to discuss any general queries we may have regarding recommendations.

- 3.5.2 During the debate a number of other issues were raised and the Director of Service Delivery's response to those is attached at **APPENDIX 1** for Members information.
- 3.6 Officers have also continued to work closely with local housing associations, seeking contributions towards the cost of adaptations (helping to extend the number of cases that can be funded each year) and making best use of property and resources. Two house moves have been undertaken so far this year, one alleviating a Disabled Facilities Grant as the property was fully adapted. A discretionary grant was approved for the cost of a van to facilitate the move therefore saving approx. £10,000.00. The other was a tenant moving from a Tied property to a MOAT property where the cost was split 50-50 with Moat. Two grants were approved for major works incorporating step lift access and bathroom adaptations. One couple worked closely with the Team to enable them to implement their preferred option works to meet the needs of their child. The through floor lift was funded by a DFG along with a small contribution towards the graded floor shower facility. The remainder of this major project was funded by the client. Another of the larger projects was a garage conversion to form a Graded Floor Shower and toilet plus full access to the rear of the property.
- 3.7 The number of recommendations has slowed down, however, the complexity of case referrals has increased therefore greater surveying capacity is required to service that need. The 34% of grants approved this financial year exceeded the average grant in 2017/18. Recruitment for a Surveyor proved unsuccessful as neither applicant had the specialist knowledge or qualifications required, the post is to be re-advertised. All clients receive an evaluation form, the % is a sample size of 169 forms most recently recorded. OT recommendations are reviewed by Officers and Surveyors at the initial visit. Discussions are undertaken, and further input sought from the OT if necessary. Officers have considerable experience regarding recommendations and the Surveyor is able to determine if the OT scheme is reasonable and practicable to complete.
- 3.8 Clients' reluctance to disclose financial details means a number of DFG enquiries are not proceeding. However, two clients assessed as having to make a substantial contribution have chosen to progress their adaptation projects using the Council's informal agency service. To date the committed spend is approx. £527,000.00

4. CONCLUSION

- 4.1 Growing demand is being placed upon the service to deal with the continued increase in the complexity of cases. As part of the detailed design work being undertaken during the summer of 2019 this matter will be reviewed. Officers will be exploring resources available within the Council to meet service demands.
- 4.2 The Service has continued to be successful in recovering funds to help stretch the team's operational budget and using the additional funding to begin expanding the scope of the service into complementary and strategic services that help meet existing gaps in local services and support government proposals for developing locally based services.

5. IMPACT ON CORPORATE GOALS

- 5.1 This initiative supports the corporate goal of strengthening communities to be safe, active and healthy.
- 5.2 The provision of this service meets the corporate goal of delivering good quality, cost effective and valued services

6. IMPLICATIONS

- (i) **Impact on Customers** – the provision of a Disabled Facility Grant service benefits those less able within the community.
- (ii) **Impact on Equalities** – None identified.
- (iii) **Impact on Risk** – None identified
- (iv) **Impact on Resources (financial)** – Met from the existing budget allocation.
- (v) **Impact on Resources (human)** – None identified.
- (vi) **Impact on the Environment** – None Identified

Background Papers: None

Enquiries to: Chris Dispirito, Home Improvements Team Leader, Tel: 01621 875881

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1. Clarification that the Council was not directly responsible for providing home from hospital schemes and the contribution required

Our contribution is made to Essex County Council to increase capacity of The OT service to reduce waiting times. This service commenced on 4th March 2019. The funding was allocated from The Better Care Fund. Officers will monitor the impact of this pilot scheme via Essex County Council reporting.

2. Officers agreed that there was some duplication in terms of the assessments required for a person returning from hospital and would seek further clarification on this

The OT service carry out assessments as this Council is not directly involved. The Council assists in adaptations to homes where appropriate.

3. Providing information about other services, what information was being expected by the public

The Council will offer to signpost other services when requested by the client.

4. The size of the sample used for the customer satisfaction survey

The Council sends evaluation to all clients and the response is added to the database that calculates a rolling average score.

5. Adaptations made to homes and how the Council reviewed specifications to ensure the right adaptations were being provided, including value for money

Any adaptations are based on OT recommendations. The Council procures the adaptations and engages contractors to complete the work. The work is inspected by the Council. A DFG can only be provided against OT recommendations.

6. Clarification of the definition of Community Led Housing

In summary the concept of Community Led Housing was introduced by the government in late December 2016, providing funding to Districts to support local groups developing affordable homes and homes for older people.

The criteria for a Community Led Housing scheme are:

- It must be led by a local community group – this can either be a group associated with a particular location, such as a parish council or residents association, or may be a group of people with similar needs such as a Local Action Group for disabilities, ex-armed services charities, or alms house associations;
- The proposed development must be supported by the evidence of housing need – the group must be able to show that some or all of its members or beneficiaries are in need of affordable housing;

- The proposed development should be for homes that are not already planned to be delivered – although they could be provided on a site as additional homes;
- There must be arrangements to make sure that the homes will remain affordable into the future, so they can continue to meet the needs planned for.

There are a number of different ways that a scheme could be brought forward, including as a Community Land Trust, a rural exception scheme or self-build. Local groups can also decide what level of influence and control they may want over the development process – whether working directly with builders, landowners and other technical trades or working through a housing association that has experience and knowledge of the development process.



**REPORT of
DIRECTOR OF SERVICE DELIVERY**

**to
COMMUNITY SERVICES COMMITTEE
2 APRIL 2019**

**WEST MALDON COMMUNITY CENTRE - REQUEST TO CONSTRUCT
EXTENSION**

1. PURPOSE OF THE REPORT

- 1.1 This report informs Members of a communication received from West Maldon Community Association (WMCA) requesting the Council, as landlord, to support a planning application which will be submitted by WMCA to construct an extension to the Community Centre.

2. RECOMMENDATIONS

- 2.1 That Maldon District Council supports this request to extend the Community Centre, subject to WMCA obtaining all necessary consents.

3. SUMMARY OF KEY ISSUES

- 3.1 Members will be aware that the Council owns the Community Centre, but the facility is managed by WMCA.
- 3.2 The current lease with WMCA expires in April 2037, and no request has been made to extend the lease to enable work to be funded.
- 3.3 The facility is well run, and the requirement for this extension is to meet the increasing demand on the community centre, such as additional storage of equipment for various user groups including table tennis tables, chairs and other items of furniture.
- 3.4 Although a third party can submit a planning application on property not in their ownership, the correct course of action has been followed in this instance, by seeking to obtain the building owner's permission first.
- 3.5 It will be a requirement that the WMCA obtain and adhere to all necessary consents, including funding for the work: no obligation will be placed on the Council.
- 3.6 A location plan is shown at **APPENDIX 1**. Details of the proposed extension are shown within the sketch received from WMCA at **APPENDIX 2**.

- 3.7 It must also be noted that planning permission was granted in 2000 for an extension to provide a bar and function room (planning reference (FUL/MAL/00/00225 refers), known as the Jubilee Lounge. This work was funded and carried out by WMCA.

4. CONCLUSION

- 4.1 The WMCA has a long standing lease, and giving landlords consent to support a planning application will assist them in meeting the increasing demands on the centre.

5. IMPACT ON CORPORATE GOALS

- 5.1 ‘Effective engagement to support strong and resilient communities’ accords with the Council’s Strategic Theme under the Community strand of the Corporate Plan 2019-23. The continuing provision of this well-run community facility contributes directly to this strategy.

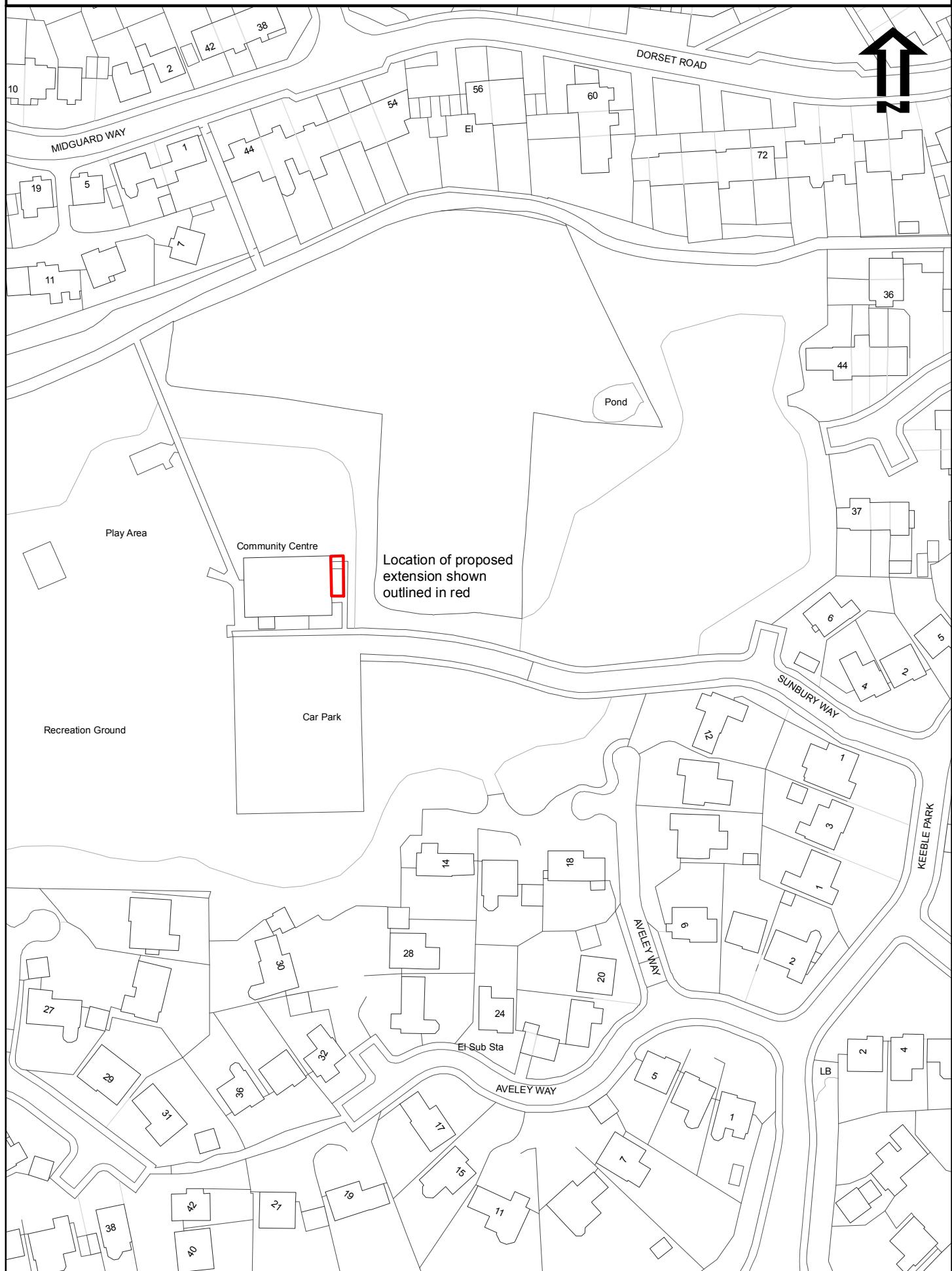
6. IMPLICATIONS

- (i) **Impact on Customers** – The community centre is popular and well used by the local community.
- (ii) **Impact on Equalities** – None directly associated with this report.
- (iii) **Impact on Risk** – No corporate risks have been identified with this report.
- (iv) **Impact on Resources (financial)** – None to the Council.
- (v) **Impact on Resources (human)** – None to the Council.
- (vi) **Impact on the Environment** – Minor impact on part of the site used as rear access and exit to and from the building.

Background Papers: Request from WMCA.

Enquiries to: David Rust, Facilities & Asset Manager, (01621) 875749

Site location plan. Proposed extension to West Maldon Community Centre, Sunbury Way, Maldon, Essex



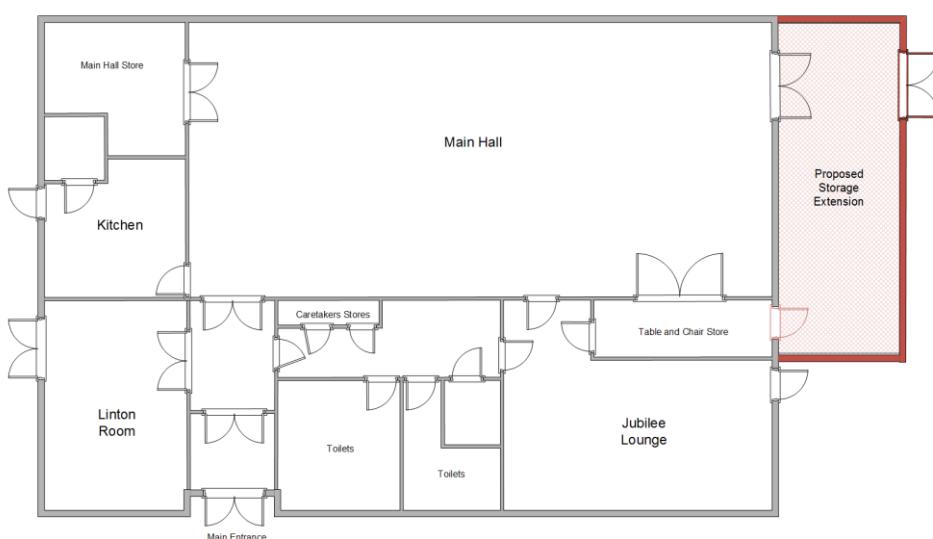
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Proposal for storage extension at West Maldon Community Centre

Storage space for our hirers is becoming a significant problem at WMCC, in particular the more modern Table Tennis tables take up more room and are proving to be a hazard for both the users of the tables and other hirers who have to access the store cupboard off the main hall.

We would like to investigate the possibility of installing a single or 1.5 story extension to the East of the hall, in the position shown with the red rectangle in the aerial photograph.

Access to the new store would be via the existing fire-doors in the NE corner of the hall. A fire escape route would be maintained through to a matching set of fire-doors to the outside of the new store. A possible additional door between the Table Store and new Store could be considered.

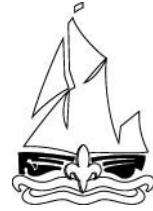


(plan not drawn accurately to scale)

Viewed from the outside, the store would be approximately the size of the coloured area. Height to be discussed.



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REPORT of DIRECTOR OF SERVICE DELIVERY

**to
COMMUNITY SERVICES COMMITTEE
2 APRIL 2019**

UPDATE ON THE RESOURCES AND WASTE STRATEGY INCLUDING RECENTLY PUBLISHED CONSULTATIONS

1. PURPOSE OF THE REPORT

- 1.1 To update Members on the Resources & Waste Strategy and the recent consultations published. To seek approval for the Director of Service Delivery to draft and submit responses to the consultations on behalf of the Council

2. RECOMMENDATIONS

- (i) That the Director of Service Delivery drafts and submits responses to the consultations either individually or jointly with members of the Essex Waste Partnership Board as required on behalf of the Council.

3. SUMMARY OF KEY ISSUES

- 3.1 On the 18th December 2018 the governmental launched their Resource and Waste Strategy - <https://www.gov.uk/government/publications/resources-and-waste-strategy-for-england>
- 3.2 A timetable of milestones is attached at **APPENDIX 1** with the main elements of the strategy being introduced in 2023.
- 3.3 In January the first four consultations were published. These consultations run for 12 weeks with a closing date of 12 May 2019 for the plastic packaging tax and 13 May 2019 for the other three.
- 3.4 The consultations cover:
 - Consistency in Household and Business Recycling in England
 - Reforming the Packaging Producer Responsibility System
 - Introducing a Deposit Return Scheme (DRS) for England, Wales and Northern Ireland
 - Plastic Packaging Tax
- 3.5 All four consultations can be found at <https://consult.defra.gov.uk/environmental-quality/resource-and-waste-and-plastic-packaging-tax-consu-1>

3.6 **Consistency in Household Collections** Consultation looks at local authorities collecting the same core set of dry recyclable materials from households plus a weekly collection of food waste.

Other measures that are also contained within the consultation are:

- Whether waste collection authorities should provide a free garden waste collection service for households with gardens;
- How to achieve greater separation of dry materials in collections, especially paper and glass to improve the quality of dry recyclables collected from households;
- Whether statutory guidance on minimum service standards for waste and recycling services should be introduced;
- How to develop non-binding performance indicators to support local authorities to deliver high quality and quantity in recycling and waste management;
- How to support joint working between local authorities on waste; alternatives to weight-based targets; and having standardised bin colours for waste and recycling.

3.7 Subject to the outcome of this consultation there will be a further consultation in late 2019 or early 2020 on regulatory changes to implement these measures together with supporting guidance.

3.8 Maldon District Council (MDC) currently collect all the materials set out in the suggested core list including a weekly food waste collection. However following consultation there may be a mandate to introduce separate collection of some materials at the point of next contract renewal.

3.9 MDC also have a very successful chargeable garden waste service with over 12,000 customers which will grow further over the next few years due to demand and the increase in property numbers. Currently 58% of local authorities have a chargeable garden waste collection service. The strategy is proposing that local authorities should provide a free fortnightly collection of garden waste.

3.10 **Reforming the Packaging Producer Responsibility System** highlights the principles that Businesses will bear the full net cost of managing the packaging they handle or place on the market at end of life. Subject to this consultation, this could include the cost of collection, recycling, disposal, the clear-up of littered and fly tipped packaging, and communications relating to recycling and tackling littering

3.11 This element of the strategy allows for fees raised from obligated businesses to be used to support the management of packaging waste however Local Authorities will be expected to meet any minimum service standards for the household collection service they provide.

3.12 To make it easier for people to recycle and dispose of packaging waste this consultation also covers packaging design. With all packaging labelled as recyclable or not recyclable.

- 3.13 Four models for payment to local authorities are included in this consultation and although there is no stated preference, the preferred approach would be subject to a second stage consultation on specific regulatory measures in early 2020.
- 3.14 **Deposit Return Scheme Consultation (DRS)** seeks the view on proposals to introduce a DRS for drinks containers.
- 3.15 There are two options within this consultation ‘all-in’ which would not place any restrictions on the size of drinks containers in-scope of a DRS. This would target a large amount of drinks beverages placed on the market.
- 3.16 The second option, known as the ‘on-the-go’ model, would restrict the drinks containers in-scope to those less than 750ml in size and sold in single format containers. This model would target drinks beverages most often sold for consumption outside of the home (while ‘on-the-go’).
- 3.17 In the consultation there are specific questions relating to local authorities and these provide an opportunity for MDC to outline the impacts and implications of DRS on our current collection service.
- 3.18 **Plastic Packaging Tax Consultation** is proposed to stimulate end markets for plastic and promote better design of packaging. This tax will apply to all plastic packaging including imported packaging to stop production going abroad.
- 3.19 HM Revenue & Customs (HMRC) intend to adopt the regulatory function in relation to this tax and companies liable for the tax will have to register by April 2022.

4. CONCLUSION

- 4.1 The Resource and Waste Strategy proposal will impact on all the waste services we provide, the waste types we manage, and the way services are funded. The extension of the ‘producer pay’ principle is a significant change and will have impacts which we need to understand and plan for.
- 4.2 The Officer Waste Delivery Group are working collaboratively to understand individual issues and concerns and consider these when developing joint or individual consultation responses. It is important that we fully participate in the national debate to influence the future direction of resource management.
- 4.3 At this time, it is unclear if the proposals will impact financially upon this Authority. However, a move to free collection of garden waste would have a negative impact, particularly at a time of residential growth in our area, which may generate more demand.

5. IMPACT ON CORPORATE GOALS

- 5.1 Until the consultations are completed it is difficult to ascertain what the impact will be on corporate goals. However, as further consultations are published this will become more evident.

6. IMPLICATIONS

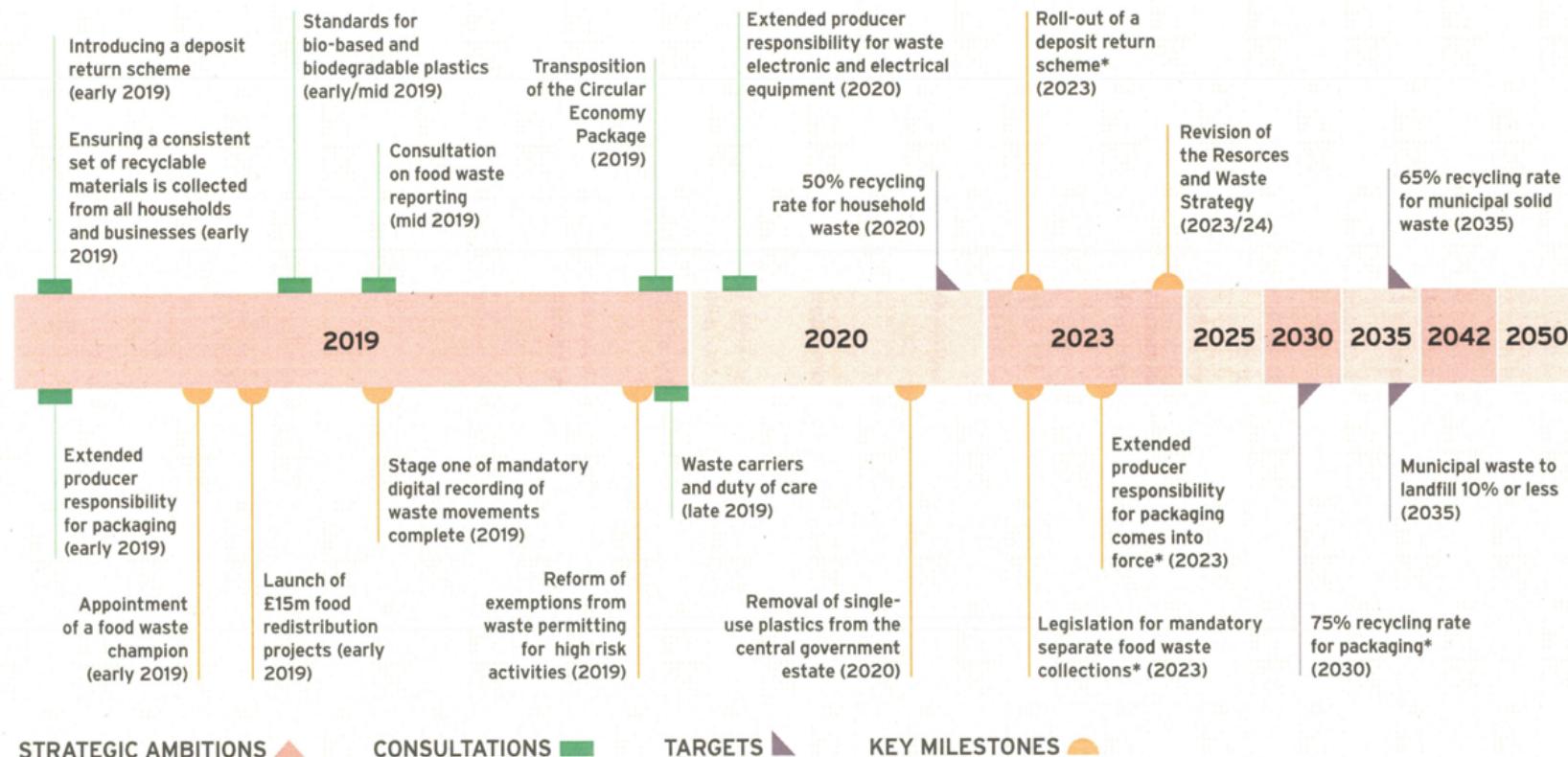
- (i) **Impact on Customers** – Unknown until consultations are complete.
- (ii) **Impact on Equalities** – Unknown until consultations are complete.
- (iii) **Impact on Risk** – Unknown until consultations are complete.
- (iv) **Impact on Resources (financial)** – Officer time to review consultation documents and draft and submit responses.
- (v) **Impact on Resources (human)** – Officer time to review consultation documents and draft and submit responses.
- (vi) **Impact on the Environment** – Unknown until consultations are complete

Background Papers: All four consultations can be found at

<https://consult.defra.gov.uk/environmental-quality/resource-and-waste-and-plastic-packaging-tax-consu-1>

Enquiries to: Richard Holmes, Director of Service Delivery,

Milestones



STRATEGIC AMBITIONS ▲

CONSULTATIONS ■

TARGETS ▲

KEY MILESTONES ●

*subject to consultation

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REPORT of DIRECTOR OF SERVICE DELIVERY

**to
COMMUNITY SERVICES COMMITTEE
2 APRIL 2019**

MEMORIAL BENCHES AND LEGACY SCHEMES WITHIN PARKS AND OPEN SPACES

1. PURPOSE OF THE REPORT

- 1.1 To update the Committee on considerations in respect of the Memorial Bench scheme and alternative ‘Legacy Scheme’ proposals within Parks & Open Spaces.

2. RECOMMENDATIONS

For the Committee to agree:

- (i) That Officers can re-open applications for benches within Maldon District Council Parks & Open Spaces, but only where there are ‘voids’ on existing bench bases or replacement benches are required. No new locations are to be permitted prior to review of demand & supply proposed for April 2022.
- (ii) That a draft ‘best practice’ model for creation, processes, and functions of a Legacy Fund be prepared and returned to Committee for discussion by December 2019.
- (iii) A list of potential projects for application to a Legacy Fund scheme be developed, with details to include indications where they ‘fit’ with existing policy or need, financial costs/scale and deliverability, and indicative locations (including designs) be drafted for consideration.

3. SUMMARY OF KEY ISSUES

- 3.1 The Council has offered traditional memorial/remembrance opportunities for a number of years with current schemes which were in need of review and improvement to give clearer guidance to both officers and the public. An updated Memorial Policy and accompanying report were presented to and approved by the Community Services Committee on 27 March 2018, (Minute 994 refers).
- 3.2 The report and Policy included reference to both cemeteries and Parks & Open Spaces, with an officer comment that further works were required to establish the following: current bench locations; capacity within key sites for additional locations; register demand for Memorial Benches (specifically) within parks; and to investigate

alternative “Legacy Schemes” and projects that could be developed in sites outside of our cemeteries.

- 3.3 The term “Legacy Scheme” will be used throughout this report as it is recognised by officers that there is a much wider interest and scope for the public to engage, purchase and donate to projects that are not exclusively seen as memorials or commemorations for the dead.
- 3.4 There are numerous existing and emerging legacy schemes nationally – including philanthropic giving – which can be used to benchmark against best practice and allow families, groups and individuals to financially contribute to projects which can celebrate birthdays, anniversaries, to give as gifts, create personal interest for locations or occasions, or simply to be part of a wider ‘community’ that wishes to improve their parks, facilities, or the community use/benefit of such places.

3.5 **Review of Memorial Benches**

- 3.5.1 Since a suspension of permissions for new benches being placed within both cemeteries and parks (Community Services Committee, 24 May 2016, Minute 112 refers), officers have received less than 10 individual enquiries for the placement of a bench within any of the Maldon District Council (MDC) owned Parks & Open Spaces (excluding cemeteries).
- 3.5.2 Predominantly these requests have been within Promenade Park, Maldon, with the remainder within Riverside Park, Burnham-on-Crouch. A review in both sites of existing provision has identified that there are sufficient existing bench locations (i.e. pre-existing concrete base ‘voids’ or benches in need of replacement) to comfortably accommodate existing and estimated demand in both locations for the next five years, if demand continues at the same rate.
- 3.5.3 Officers are recommending that no new bench locations be created or approved in any park or open space (excluding previously approved cemeteries plans) for a period of five years, with a programmed review of demand and supply scheduled for April 2022.
- 3.5.4 Furthermore, officers are recommending that no permissions be granted for bench requests on seawalls where MDC is the landward landowner. Such requests require permissions from multiple agencies (*including ECC Highways, Environment Agency, Flood Defence Consent, Landowner consent and potentially planning permission*) and a disproportionate amount of officer time/input to co-ordinate.
- 3.5.5 In accordance with the approved Memorial Policy, all attempts will be made to contact families/individuals in relation to an existing pre-2016 purchased bench where it is in need of repair or replacement. Should such attempts not yield a response, any plaque will be carefully removed upon removal of the bench itself and stored until it can be relocated to a centralised memorial location within a given site, similar to the memorial walls within cemeteries (3.1 below suggests a possible option to this centralised location). Where pre-2016 benches are inscribed, or timber-routed, such inscriptions will be transferred to a plaque at MDC’s own cost and then relocated centrally, so that inscriptions/dedications are not lost.

- 3.5.6 An option for a centralised location that would be in keeping with both Promenade Park and Riverside Park involves the re-use, refurbishment and siting of the green-heart oak timber ‘Dolphins’ that were removed and replaced from the Hythe Quay in 2016 as additional seating within the park. These dolphins are approximately 10 feet in length and 18 inches square and would be shot blasted then sanded to a smooth finish - potentially retaining a section at either end untreated to indicate their heritage. Each would have a small information plaque affixed to explain their source and would provide both additional seating and a large surface area for placement of relocated or additional plaques. (See **APPENDIX 1** for illustrative photographs)

3.6 Legacy Projects and Fund development

- 3.6.1 As outlined above, legacy funds & projects are commonplace throughout public and charity sectors and have been for many years. MDC would need to establish both financial and management protocols for the administration of any such fund creation as well as a clear approval route for project identification, selection and prioritisation.
- 3.6.2 Any such project proposals would need to align with Strategic Corporate and Service priorities as well as being deemed suitable within the context or limitations of any given site/location (e.g. Central Area Master Plan, Conservation Areas, Green Infrastructure Strategy, recreational need, landscape character etc.)
- 3.6.3 Understanding and communication needs to be transparent and fully available for public scrutiny regarding the scale of any such approved projects, financial requirements, expected length of time of fundraising to completion – with thresholds/milestones/phases of projects established from initiation.
- 3.6.4 Many successful legacy fund projects have a tangible/physical ‘product’ associated with them that can be personalised to any donors or contributors to that specific fund. Examples of this can be found in almost any publicly accessible space from the engraved wall of the Great Court at the British Museum to many brass plaques that adorn the handrails of Southwold Pier.
- 3.6.5 Use of any individual project legacy fund will be restricted solely to that identified project and will categorically not be used for any ongoing revenue costs, un-associated works, or ‘backfilling’ of capacity/need outside of the stated project remit. Subject to the terms of reference/protocol of any legacy fund being created, it may be appropriate to capitalise from the fund for some elements professional/consultant/staff time to ensure competent and effective project delivery, however such need should be identified at the earliest stages of any project proposal, prior to any approval, and not retrospectively.
- 3.6.6 Four example project types are given in **APPENDIX 2** to illustrate potential direction and uses of a legacy fund. These are intended to be indicative only.

4. CONCLUSION

- 4.1 Existing locations for memorial benches are sufficient to meet current and expected demand within key park sites. On this basis, officers feel that applications for benches may be re-opened under the terms of the 2018 revised Memorial Policy.

- 4.2 Officers should investigate, benchmark and propose a ‘best practice’ model in regard to the creation of a legacy fund for the delivery of infrastructure improvements within Parks & Open Spaces.
- 4.3 This model is to be reported to the appropriate Committee within the Future Council model by December 2019 and should contain draft terms of reference, protocols for project selection and management, and outline public communications options should Members decide to proceed with the creation of this Legacy Fund.

5. IMPACT ON CORPORATE GOALS

- 5.1 This activity and report support the corporate goals of delivering good quality, cost effective and valued services.

6. IMPLICATIONS

- (i) **Impact on Customers** – Memorial benches are a popular choice of memorial option in cemeteries and open spaces around the District. This meets the needs of the families and gives members of the public ample seating should they so wish. A memorial legacy scheme would give customers an alternative way of remembering a loved one in addition to the traditional options currently offered by the Council.
- (ii) **Impact on Equalities** – None
- (iii) **Impact on Risk** – None
- (iv) **Impact on Resources (financial)** – The current fees and charges scheme sale cost of memorial benches has been revised and now includes a small surplus to allow for maintenance and repair, rather than just purchase and installation. “Legacy Schemes” would allow for improvements and add value to projects from an identified and strategic list that would be over and above the planned maintenance or routine replacement of infrastructure, potentially working in conjunction with larger scale projects core funded
- (v) **Impact on Resources (human)** – None
- (vi) **Impact on the Environment** – The number of benches in the Council’s Parks & Open Spaces are limited so as not to spoil the natural landscape and visual aspects of these sites.

Background Papers: Previous reports to the Community Services Committee in May 2016 and March 2018.

Enquiries to: Matt Wilson, Countryside and Coast Manager, (Tel 01621 876275)

APPENDIX 1

Green-heart Oak ‘Dolphins’ removed from Hythe Quay 2016



“Clean” Dolphins, untreated



Sanded & Treated Dolphin for use as Seat.



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Project Example A:**Woodland Creation within Riverside Park, Burnham on Crouch:**

- Outline discussion over the creation of a Memorial Woodland within Riverside Park have already taken place with Burnham-on-Crouch Town Council and would provide a good ‘fit’ with the MDC approved scheme for the creation of a Woodland Sculpture trail through the Coastal Communities Fund.
- Any Planting would be of UK native tree species, similar to the indicative list currently in place for the Woodland Glades scheme within Cemeteries, and to a specified planting plan.
- Initial location would be between the park entrance at the end of Remembrance Avenue and the surfaced path at the edge of the Millfields Rugby pitch. This area is largely underused and would complement the established hedgerows, existing mature Lime trees and provide greater shade/cover for those using the nearby play area and picnic tables.
- No plaques, inscriptions or other memorabilia would be permitted to be laid or installed around any of the plantation.

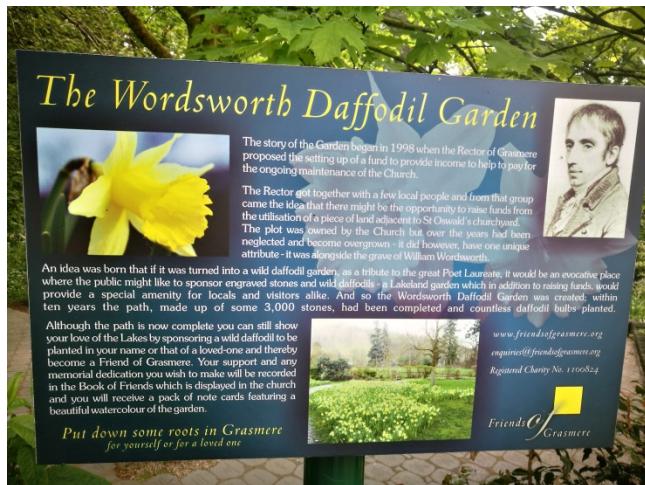
Project Example B**Expansion/Improvement of existing play provision:**

- Opportunities to improve upon accessibility and inclusivity of play areas and equipment
- Increasing levels of play provision generally, above (or in conjunction with) routine renewals, Developer provisions for new housing or s106/CIL Planning contribution projects.
- Provision of specific need equipment beyond standard or existing e.g. Wheelchair swings, Sensory/tactile materials, interactive installations,
- Project locations could include Oak Tree Meadow, Heybridge; West Maldon Recreation ground; St Georges Playing field, Heybridge; Hester Place Burnham -on-Crouch.

Project Example C**Wellbeing Garden, Promenade Park**

- Existing suggestion and a provisional design from current Community Engagement officer (formerly Horticultural Officer) of the re-landscaping of an underutilised lawn section of the park.
- Located and linking to upcoming Accessible Play scheme within Promenade Park
- Would incorporate as principal design considerations of Mental Health, disability/accessibility, and sensory impairment needs & interactivity.
- Both Soft planting and Hard landscaping improvements, plus potential Art installations or features, to create an attractive and functional garden environment where currently does not exist.
- Would be similar in objective and effect to the Wordsworth Daffodil Garden in Grasmere, Lake District:-

APPENDIX 2

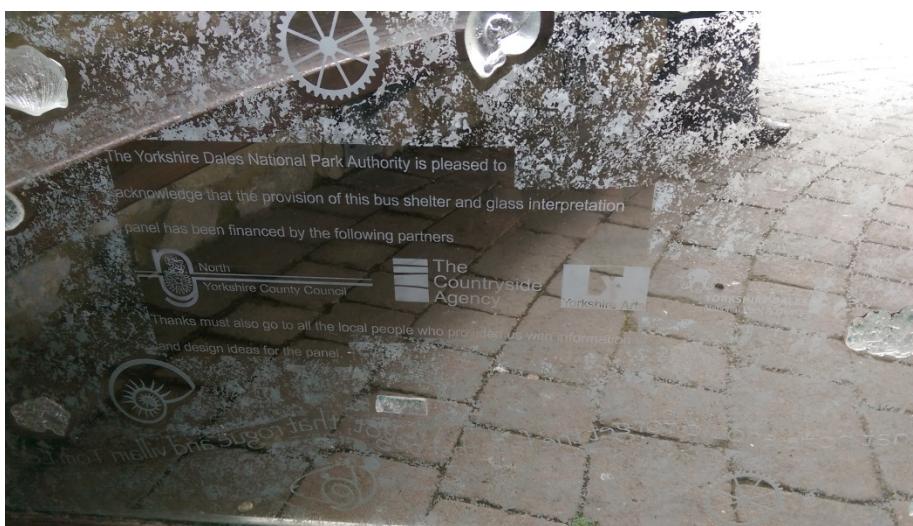
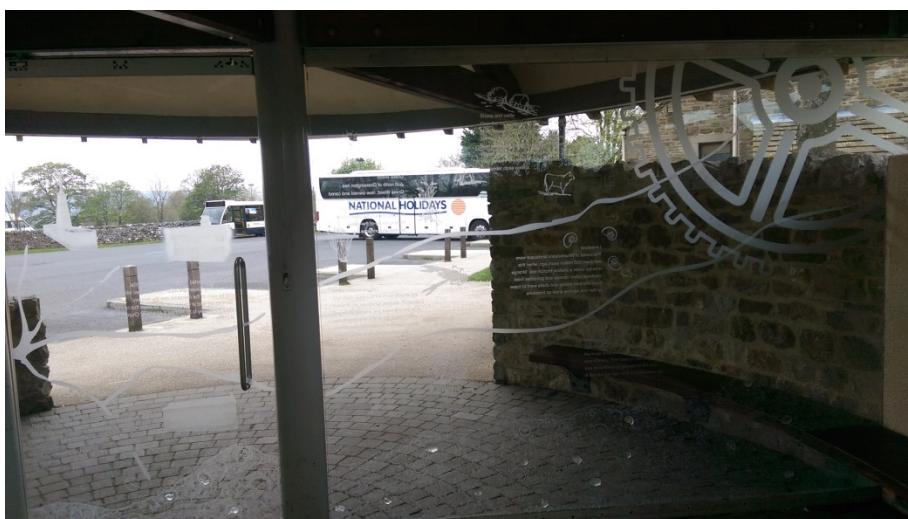
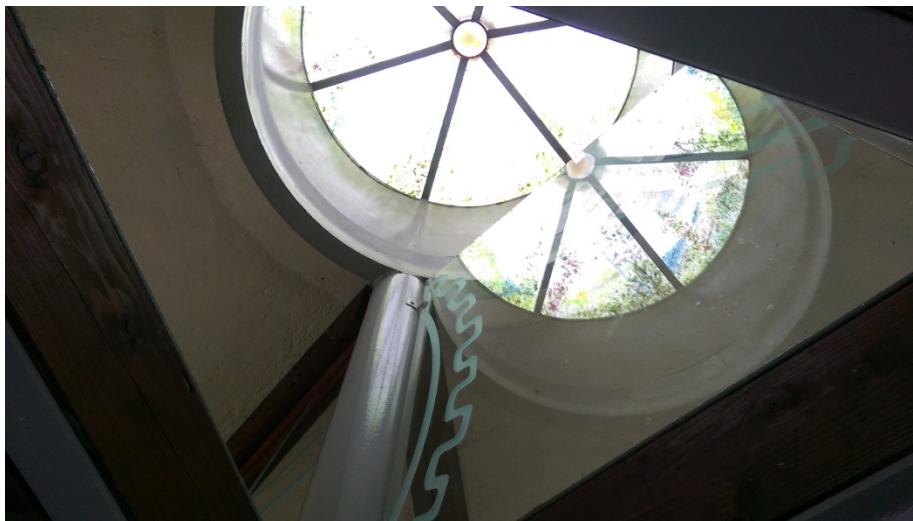


Project example D**Refurbishment of Coronation Shelter***(potentially linking with example C above)*

- Red brick structure is enclosed on three sides, with open front facing away from the Play Area.
- Attracts ASB and mis-use due to lack of visibility of activities within the structure, general appearance, lack of ‘appropriate’ use.
- Would benefit from structural and roofing repair and improvement.
- Proposal to create glass wall and additional entry point to replace current brick wall, natural light feature and potentially timer linked lighting for evenings/night.
- Would increase visibility and views within and between sections of the park and play area.
- Would encourage greater legitimate use (i.e. parents/guardians with children within the play area, could actually see them from the shelter and vice-versa).
- Creates an attractive and functional focal point and feature drawing people to this area of the park.
- Similar to example below from Grassington, Yorkshire Dales National Park. Example is actually a Bus shelter in a public car park adjacent to a National Park Information Centre. Not suggesting use of Dry-stone wall, but creativity and functionality of the structure means that it is useful and does not suffer from ASB.



APPENDIX 2



Agenda Item 14

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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