

APOLOGIES Committee Services
Email: Committee.clerk@maldon.gov.uk

DIRECTOR OF STRATEGY,
PERFORMANCE AND
GOVERNANCE
Paul Dodson

17 December 2021

Dear Councillor

You are summoned to attend the meeting of the;

STRATEGY AND RESOURCES COMMITTEE

on **THURSDAY 6 JANUARY 2022 at 7.30 pm**

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

Please Note that due to social distancing and space limitations, we require any members of the public or press who wish to attend or a member of the public wishing to speak under Public Participation rules at this meeting to complete [a request form](#) (to be submitted by 12noon on the working day before the Committee meeting). This will be reviewed and managed according to capacity of the meeting and whether any other persons have already registered.

The Committee meeting will still be live streamed via the [Council's YouTube channel](#) for ease of viewing.

A copy of the agenda is attached.

Yours faithfully



Director of Strategy, Performance and Governance

COMMITTEE MEMBERSHIP:

CHAIRMAN	Councillor R H Siddall
VICE-CHAIRMAN	Councillor C Swain
COUNCILLORS	R G Boyce MBE Mrs P A Channer M F L Durham, CC K W Jarvis N G F Shaughnessy W Stamp, CC Mrs M E Thompson Miss S White 1Vacancy





AGENDA STRATEGY AND RESOURCES COMMITTEE

THURSDAY 6 JANUARY 2022

1. **Chairman's Notices (please see overleaf)**

2. **Apologies for Absence**

3. **Minutes of the Last meeting** (Pages 5 - 32)

To consider the Minutes of the Strategy and Resources Committee held on 11 November 2021 (copy enclosed).

4. **Disclosure of Interest**

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

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

5. **Public Participation**

To receive the views of members of the public, of which prior notification in writing has been received (no later than noon on the Tuesday prior to the day of the meeting).

Should you wish to submit a question please complete the online form at:
www.maldon.gov.uk/publicparticipation.

6. **Pay Policy Statement 2022 / 23** (Pages 33 - 40)

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

7. **Financial Pressures and Growths** (Pages 41 - 100)

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

8. **Discretionary Fees and Charges 2022 / 23** (Pages 101 - 124)

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

9. **Supplementary Estimates, Virements, Procurement Exemptions and Use of Reserves** (Pages 125 - 128)

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

10. **Supplementary Estimate - Splash Park** (Pages 129 - 134)

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

11. **Review of Memorials in Cemeteries, Parks and Open Spaces Policy** (Pages 135 - 150)

To consider the report of the Director of Service Delivery (copy enclosed).
 12. **Approval to Designate the Woodfield Cottages Conservation Area and Adopt the Woodfield Cottages Local Listed Building Consent Order** (Pages 151 - 266)

To consider the report of the Director of Strategy, Performance and Governance, (copy enclosed).
 13. **Approval of the Maldon District Heritage at Risk Register 2022** (Pages 267 - 320)

To consider the report of the Director of Strategy, Performance and Governance, (copy enclosed).
 14. **COVID-19 Economic Recover and Transformation (CERT) Programme - Additional Restrictions Grant Proposal** (Pages 321 - 324)

To consider the report of the Director of Resources, (copy enclosed).
 15. **Any other items of business that the Chairman of the Committee decides are urgent**
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NOTICES

Recording of Meeting

Please note that the Council will be recording and publishing on the Council's website any part of this meeting held in open session.

Fire

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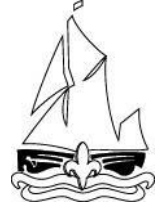
Health and Safety

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**MINUTES of
STRATEGY AND RESOURCES COMMITTEE
11 NOVEMBER 2021**

PRESENT

Chairman	Councillor R H Siddall
Vice-Chairman	Councillor C Swain
Councillors	Mrs P A Channer, M F L Durham, CC, K W Jarvis, N G F Shaughnessy, W Stamp, CC, Mrs M E Thompson and Miss S White
In attendance	Councillor C Morris

362. CHAIRMAN'S NOTICES

The Chairman welcomed everyone to the meeting and went through some general housekeeping arrangements for the meeting.

Referring to recent changes to the Leadership of the Council Councillor Siddall advised that he would be resigning as Chairman of the Strategy and Resources Committee commenting on how he had enjoyed his time as Chairman of this Committee. The Chairman thanked Councillors Stamp and Nunn, who had led the Council for the past year, for their work, contribution, and the huge difference they had made to the Council and residents of the Maldon District.

363. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors R G Boyce MBE and K M H Lagan.

The Chairman asked that it be recorded that Councillor C Morris was in attendance.

364. MINUTE - 16 SEPTEMBER 2021

RESOLVED

- (i) that the Minutes of the Strategy and Resources Committee held on 16 September 2021 be received.

Minute 274 – Chairman's Notices

The Chairman referred to an announcement he had made at the last meeting regarding behaviour at the July meeting. He requested that the final sentence of the Minute relating to this be redacted. The Chairman apologised to Councillor Miss White who had been the victim of abuse as a result of this.

At this point, the need for all Members to show respect, be working ethically, respecting diversity and equality was reiterated by the Chairman.

RESOLVED

- (ii) that subject to the above amendment, the Minutes of the Strategy and Resources Committee held on 16 September 2021 be approved.

365. DISCLOSURE OF INTEREST

Councillors M F L Durham and W Stamp disclosed a non-pecuniary interest as a Member of Essex County Council and any matter that come up relating to that authority.

366. PUBLIC PARTICIPATION

No requests had been received.

367. BUDGETARY CONTROL APRIL - SEPTEMBER 2021

The Committee considered the report of the Director of Resources providing information in relation to financial performance over the period 1 April to 30 September 2021. The report provided an update on a number of areas including the following:

- Gross Service Income and Expenditure;
- Top Expenditure Areas and Variance Analysis - A detailed breakdown of refuse and recycling was set out in Appendix 2 and ICT expenditure in Appendix 4.
- Top Income Areas and Variance Analysis – Refuse and recycling income was attached as Appendix 3 to the report;
- Salary Monitoring as at 30 September 2021;
- Impact on the General Fund Balance;
- Capital Projects Monitor as at 30 September 2020 (Appendix 1)

It was noted that the Council's ability to operate within its budget had been directly impacted by the Coronavirus Pandemic and continued to result in income shortfalls and expenditure overspends. Although Government Grants had mitigated some of this, they had not fully compensated the Council.

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

Members debated the report and in response to a question regarding refuse and recycling, the following information was provided:

- Appendix A to the report provided a breakdown in respect of waste and recycling. The additional vehicle was required due to the increase in waste during the covid pandemic and specifically related to the 20% increase in recycling. The Director of Resources confirmed that the Council had agreed to vary the contract. It was noted that the price for recycling had increased and this would be factored into the end of year outturn.

In response to a specific matter related to a green waste customer in her Ward, the Director of Service Delivery advised that he would contact Councillor Miss S White outside of the meeting.

Councillor M F L Durham commented on the professionalism of the Council's cemetery staff and work they had been continuing to undertake during recent difficult times. In response to a query he raised regarding maintenance of the cemeteries, the Director of Service Delivery advised he a review of parks staffing was currently being undertaken with Officers also looking at potential growth items and was happy to discuss growth items with Councillor Durham.

The Chairman put the recommendation which was duly agreed.

RESOLVED that the forecasted 2021 / 22 financial position at the midway point of the financial year be noted.

368. SUPPLEMENTARY ESTIMATES, VIREMENTS, PROCUREMENT EXEMPTIONS AND USE OF RESERVES: 1 SEPTEMBER 2021 - 31 OCTOBER 2021

The Committee considered the report of the Director of Resources reporting Virements and Supplementary Estimates and Procurement Exemptions agreed under delegated powers where they were below the levels requiring approval by the Committee. It was noted that there was no drawdowns from Reserves during this period.

Member's attention was drawn to two Virements, two Supplementary Estimates set out in the report, for information only.

The Chairman moved the recommendations as set out in the report and these were duly seconded.

During the debate that ensued a number of comments and questions were raised in relation to the procurement exemptions detailed and the following information provided:

- First Aid cover at Promenade Park, Maldon was to ensure that the appropriate First Aiders were present and mainly related to the Splash Park area.
- Gypsy and Traveller Accommodation Assessment Update 2021 – 2022 related to Local Development Plan (LDP) work, looking at what the Council might need in the future and where a contractor was required to undertake some assessment work. It was requested that the description refer to the LDP. In response to a question regarding the cost, the Director of Strategy, Performance and Governance advised that although he didn't have the detail, he would look into this and respond to Members outside of the meeting.

The Chairman moved the recommendations as set out in the report and these were duly agreed by assent.

RESOLVED

- (i) That the Virements as detailed in paragraph 3.2.1 of the report, be noted;
- (ii) That the Supplementary Estimates as detailed in paragraph 3.3.1 of the report be noted;
- (iii) That the Procurement Exemptions as detailed in paragraph 3.4.1 of the report, be noted.

369. 2021 / 22 HALF YEARLY TREASURY MANAGEMENT UPDATE

The Committee considered the report of the Director of Resources setting out the Council's investment activity for the first half of 2021 / 22 in accordance with the Chartered Institute of Public Finance and Accountancy (CIPFA) Treasury Management (TM) Code.

The report provided an update on the following areas and further details were set out in the related Appendices:

- An overview of the external economic environment - Appendix 1 to the report had been prepared by Arlingclose who provide treasury management consultancy and advice services to the Council.
- Investment Activity (April 2020 – September 2021), including an update in respect of Brexit and the Coronavirus.
- Performance – Budgeted income and outturn.
- Compliance with Prudential Indicators and Treasury Management Strategy (Appendix 2).
- Outlook for the remainder of 2021 / 22 provided by Arlingclose.

It was noted that only one of the Prudential Indicators had been briefly breached and a prudent approach had been taken in relation to investment activity with priority being given to security and liquidity over yield.

The Chairman put the recommendation as set out in the report. This was duly seconded and agreed by assent.

RESOLVED that the Treasury Management report be noted for compliance purposes.

370. 2022 / 23 FEES AND CHARGES POLICY

The Chairman advised that the agenda incorrectly referred to 2021 / 22 and the Fees and Charges Policy related to 2022 / 23.

The Committee considered the report of the Director of Resources seeking Members' review of the fees and charges policies that had been put forward by Officers prior to approval of the 2022 / 23 budget.

Appendix A to the report set out the current position for each fees and charges policy including any concessions being given, further financial information and comments. The report summarised proposed changes to the Fees and Charges Policy and it was noted that no new Fees and Charges policies had been added.

It was noted that the detailed schedule of Fees and Charges would be reviewed based on policy decisions and this Committee would recommend to the Council the 2022 / 23 Fees and Charges during the next cycle of meetings. The 2022 / 23 income budget would be based on the recommended policy.

The Chairman put the recommendation as set out in the report and this was duly seconded.

It was noted that the commercial service box office related to where the Council acted as ticket facilitator for events. The Director of Resources explained that Officers would

be carrying out a review of events to ensure that the charges applied for providing this service were fit for purpose.

Members were advised that the inflation figure would be included as part of the next detailed fees and charges report due to be considered by this Committee.

The Chairman then put the recommendation as set out in the report and this was duly agreed by assent.

RECOMMENDED that the Fees and Charges policies for 2022 / 23 (as set out in **APPENDIX 1** to these Minutes), be approved.

371. CLIMATE ACTION STRATEGY

The Committee considered the report of the Director of Strategy, Performance and Governance seeking Members' approval of the Climate Action Strategy (attached at Appendix 1 to the report).

The report provided background information and work undertaken to develop a Climate Action Strategy (the Strategy) since the Council had declared a Climate Emergency on 4 February 2021. Members noted that the Strategy set out a number of Climate Action aspirations for the District and five Climate Action Pledges. An Equality Impact Assessment of the Strategy was attached at Appendix 2 to the report.

Members were reminded that having a Climate Action Strategy would enable the Council to apply for funding to ensure better outcomes for the District and gain access to Climate Action tools and support both locally and national.

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

Councillor W Stamp referred to the work undertaken by the Strategy, Policy and Communications Manager, Director of Strategy, Performance and Governance and their team and welcomed that engagement the Council was doing which she had promoted when she was Leader of the Council. The Chairman referred to the work that Councillor Stamp had been doing with other Local Authorities to ensure the Council whilst creating its Climate Action Strategy was benefitting from lessons learnt by other Councils.

In response to a question the Director of Strategy, Performance and Governance advised that there was no budget to deliver all the aspirations set out in the Strategy, but it would be used to attract external funding and the Council was in discussions as to how to implement this.

It was noted that following approval of the Strategy a fully costed and deliverable action plan would be developed and the Council had submitted a funding bid for £125,000 over three years.

The Chairman put the recommendations which were duly agreed by assent.

RESOLVED

- (i) That the programme made in developing the Climate Action Strategy through the work of the Climate Action Member Working Group be noted;

RECOMMENDED

- (ii) That the Climate Action Strategy attached at **APPENDIX 2** to these Minutes be approved and endorsed.

372. RURAL SETTLEMENT LIST

The Committee considered the report of the Director of Resources seeking Member's approval of the Rural Settlement List for the financial year 2022 / 23 (attached at Appendix A to the report) to determine and award Rural Rate Relief to eligible businesses.

The Chairman moved the recommendation set out in the report. This was duly seconded and agreed by assent.

RESOLVED that the Rural Settlement List attached as Appendix A to the report be approved.

373. MARKETING AND COMMUNICATIONS STRATEGY PROGRESS UPDATE

The Committee considered the report of the Director of Strategy, Performance and Governance providing the first progress update on the Marketing and Communications Strategy (attached at Appendix 1 to the report) which had been approved by this Committee on 17 October 2019 and delayed due to the Coronavirus outbreak.

The report provided background on work undertaken and the following areas:

- Digital / tourism;
- Social media – Appendix 2 to the report highlighted the statistical analysis of the Council's social media channels;
- Community Engagement;
- Filming;
- Internal Communications;
- Campaigns.

The Director of Strategy, Performance and Governance presented the report and commended the work of the team, both in terms of the quality and volume of output they had provided.

The Chairman moved the recommendations as set out in the report and these were duly seconded.

Following a comment raised in respect of the Council providing a front facing customer service and its visibility to residents, Members were advised that a review of statistical data and was being carried out to assist with updating the Customer Strategy. The Group Manager - Customers provided Members with some further statistical information and reassurance of the service being delivered by the Council.

The Chairman put the recommendations which were duly agreed by assent.

RESOLVED

- (i) That the amount of work carried out by the team to communicate Covid-19 guidance be acknowledged along with the impact it had had on the team's ability to deliver any face-to-face engagement and tourism specific activities;
- (ii) That the direction of travel of the Marketing and Communications Strategy, be supported acknowledging that where possible the team have delivered communications activities and that this is continuously being monitored as the pandemic guidelines and potential winter impacts evolve

374. EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED that under Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business on the grounds that it involves 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.

375. LAND PURCHASE / DEVELOPMENT PROJECTS: PROJECT APPROACH AND GOVERNANCE PROPOSAL

The Committee considered the report of the Director of Resources seeking Members' approval to commence with appointing the external project resources required by the Land Purchase / Development Projects. The report also sought approval to drawdown from commuted sums in order to deliver Phase 1 of the project.

The report provided background information following the Council's agreement to pursue the opportunity to purchase land for the purposes of building affordable housings in the District. It was noted that the project would be delivered in three phases and these were set out in the report.

The Chairman moved the recommendation as set out in the report. This was duly seconded and agreed by assent.

The Committee expressed its thanks to the Commercial Manager for his work in relation to this matter.

RESOLVED that the use of £185,000 of commuted sums to obtain outline planning permission for the site (Phase 1) be approved.

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

R H SIDDALL
CHAIRMAN

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Committee	Directorate	Policy Area	Current Policy	Existing Concessions	Policy 22/23	Proposed Policy for 2022/23	Proposed concessions
Strategy & Resources	Service Delivery	River Moorings	Charge for moorings (not aligned with any other clubs)	None	Retain Existing Policy	No changes	
Strategy & Resources	Service Delivery	River Wharfage	Set fees to compete with alternative berthing facilities on the east coast	Quarterly charges discount daily fee by 50%. Discounts available to charitable trusts.	Retain Existing Policy	No changes	
Strategy & Resources	Service Delivery	Off Street Car Parking (Maldon Town)	Maximise income, but take into account the need to support local businesses. No free school drop off permits.	Disabled Badge holders - Free parking. Season Ticket discounts for Public Sector Partners and Bulk Purchases. Free parking on bank holidays in Town Centre car parks.	Retain Existing Policy	No changes	Disabled Badge holders - Free parking. Season Ticket discounts for Public Sector Partners, Residents and Bulk Purchases. Free parking on bank holidays in Town Centre car parks.
Strategy & Resources	Service Delivery	Off Street Car Parking (Outside Maldon Town)	Free entry	Not Applicable	Retain Existing Policy	No changes	
Strategy & Resources	Service Delivery	Car Parking/Events	Suspend car parking and introduce a set fee for specific events. Charges will be dependent on the event size and entrance fee. To be determined by the Head of Service Delivery.	None	Retain Existing Policy	No change	
Strategy & Resources	Service Delivery	Maldon Promenade - Car Parking	Aim for overall 60% cost recovery for Promenade Park - with Car Parking being the key contributor	Maldon District Residents Season Tickets at reduced price. Disabled Badge Holders	Retain Existing Policy	No changes	
Strategy & Resources	Service Delivery	Maldon Promenade - Splash Park	Charge for the use of the splash park to offset costs of operating the facility	None	Amend Existing Policy	Charge to as far as possible to recover all costs of operation and in line with comparable facilities	
Strategy & Resources	Service Delivery	Use of Council Land for events	All Council Land. Use of a minimum events day rate charge on council owned land determined by the scale of event size to maximise income for all events.	Charity Organisations with under 100 people in attendance receive a concession ensuring full cost recovery.	Retain Existing Policy	No changes	
Strategy & Resources	Service Delivery	Council owned Land (inc Prom)	Charges to be for all council owned land as well as Prom Park to maximise income	Prices to be agreed by the Director of Service Delivery in Conjunction with the Chairman of Community Services Committee.	Retain Existing Policy	No changes	
Strategy & Resources	Service Delivery	Maldon Promenade - Beach Huts	Charge for hire of Beach Huts. Charges based on market rates.	None	Amend Existing Policy	Charges based on competitive Market rates, and should aim as a minimum to recover all costs of operation	
Strategy & Resources	Service Delivery	Cemeteries	Charges at levels comparable to facilities provided by other local authorities	Local Residents receive discounted rates. Under 18's Free	Retain Existing Policy	No changes	
Strategy & Resources	Service Delivery	Green Waste Bin Service	Charge for Service	Charges in line with other authorities. Charge for Bin for new subscribers	Retain	No changes	
Strategy & Resources	Service Delivery	Chargeable Household Waste Collection	Charges made for residential homes, with limited collections from villages halls equivalent to domestic property. Charges based on cost recovery for additional collections	Free Clinical waste collection	Retain Existing Policy	No changes	
Strategy & Resources	Service Delivery	Chargeable Bulky Household Waste Collection	Charge subject to annual adjustment to reflect contract costs. Fee is collected by Maldon District Council (MDC) and an agreed sum paid to the contractor for each collection	None	Retain Existing Policy	No changes	

Committee	Directorate	Policy Area	Current Policy	Existing Concessions	Policy 22/23	Proposed Policy for 2022/23	Proposed concessions
Strategy & Resources	Service Delivery	Chargeable Street Cleaning	Charges set by negotiation with Officers	Charitable events and some specific commercial events are free	Amend Existing Policy	Charges based on competitive Market rates, and should aim as a minimum to recover all costs of operation.	
Strategy & Resources	Service Delivery	Maldon Promenade - Pop Up Trading	Charge for the hire of trading stalls to commercial partners on a daily basis	None	Amend Existing Policy	Charges based on competitive Market rates, and should aim as a minimum to recover all costs of operation	
Strategy & Resources	Service Delivery	Parks & Open Spaces - Advertising	Charge for advertising on Council owned assets. Charges based on market rates	None	Amend Existing Policy	charges based on competitive Market rates, and should aim as a minimum to recover all costs of operation	
Strategy & Resources	Service Delivery	Court Costs - Council Tax and Business Rates	Charges set to maximum level agreed by Essex Magistrates Courts	None	Retain Existing Policy	no change	
Strategy & Resources	Service Delivery	CCTV footage requested by individuals, insurance companies or any organisations other than the Police (subject to data protection)	Chargeable services	None	Retain Existing Policy	No changes	
Strategy & Resources	Service Delivery	Refuse and recycling containers for new build properties	Developers to fund the cost of provision of containers for new properties if the development is more than five properties.	None	Retain Existing Policy	No changes	
Strategy & Resources	Service Delivery	Parking Permits for Schools	Chargeable Services	Charges made to Schools for parking in MDC owned car parks	Retain Existing Policy	no change	
Strategy & Resources	Service Delivery	Road Closures	To reclaim costs plus statutory administration charge.	None	Retain Existing Policy	No changes	
Strategy & Resources	Service Delivery	Promenade Park Concessions	To Charge for concessions on the Prom. Prices set on negotiation with the Director of Service Delivery.	None	Retain Existing Policy	No changes	
Strategy & Resources	Service Delivery	Grounds Maintenance Contracts	Charges for contracts based on competitive market rates ensuring full cost recovery.	None	Retain	No Change	
Strategy & Resources	Service Delivery	Commercial team – Commercial Services - Box Office	Box office services commission rate set by officers – Standard 10% commission for all events. Concession Director of Service Delivery in conjunction with the Chairman of Community Services Committee be granted discretion to vary this rate to support the corporate goals of the Council.	None	Retain Existing Policy	Box office services commission rate a minimum of 10% commission for all events. Concession Director of Service Delivery in conjunction with the Chairman of Strategy & Resources Committee be granted discretion to vary this rate to support the corporate goals of the Council.	
Strategy & Resources	Service Delivery	Commercial team – Commercial Services - Marketing	Commercial team to charge a competitive hourly rate for its marketing and promotional services ensuring full cost recovery	None	Retain Existing Policy	No change	
Strategy & Resources	Service Delivery	Commercial team – Commercial Services - Sponsorship	Commercial Team to seek funding and sponsorship from partners and other organisations for which the Team provides a service, such as transport providers - Charges set by negotiation with the Director of Service Delivery and in-line with agreed criteria.	None	Amend Existing Policy	charges based on competitive Market rates, and should aim as a minimum to recover all costs of operation	

Committee	Directorate	Policy Area	Current Policy	Existing Concessions	Policy 22/23	Proposed Policy for 2022/23	Proposed concessions
Strategy & Resources	Service Delivery	Land Charges	Self Financing Service subject to regulations	None	Retain Existing Policy		
Strategy & Resources	Service Delivery	Public Hire Vehicle & Hackney Carriage Licensing	Self financing service	None	Retain Existing Policy		
Strategy & Resources	Service Delivery	Building Control - Chargeable Services	Self financing service (by regulation) Break even over a five year period	None	Retain Existing Policy		
Strategy & Resources	Service Delivery	Development Control and Conservation - Pre Application Advice	Charge for advice	Not Applicable	Retain Existing Policy		
Strategy & Resources	Service Delivery	Development Control - Planning Performance Agreements (PPA)	Charge based on generic officer cost rates to complete the tasks in the PPA.	Not Applicable	Retain Existing Policy		
Strategy & Resources	Service Delivery	Planning Fees (Development control fees)	No Policy - no powers at present	Not Applicable	Retain Existing Policy		
Strategy & Resources	Service Delivery	Licensing Act 2003	Set fees in line with the costs incurred in providing the service	None	Retain Existing Policy		
Strategy & Resources	Service Delivery	Gambling Act 2005	Set fees in line with the costs incurred in providing the service	None	Retain Existing Policy		
Strategy & Resources	Service Delivery	Scrap Metal Dealers Act 2013	Recover reasonable costs of administration in accordance with statutory guidance	None	Retain Existing Policy		
Strategy & Resources	Service Delivery	Pest Control	Set charges to be competitive with other service providers	None	Amend Existing Policy	Charges should aim as a minimum to recover all costs of operation	
Strategy & Resources	Service Delivery	Animal Licensing	Set fees in line with the costs incurred in providing the service	None	Retain Existing Policy		
Strategy & Resources	Service Delivery	Mobile Homes Act 2013	Set fees in line with the costs incurred in providing the service	Exempt those sites that have 8 or less units (Band 1)	Retain Existing Policy		
Strategy & Resources	Service Delivery	Pre Application for Tree Preservation Order advise	Charge for advice previous a free service. Charge to be based full recovery of Officer time	Not Applicable	Retain Existing Policy		
Strategy & Resources	Service Delivery	Street Naming and numbering	Charges to developers and property owners based on cost recovery	Not Applicable	Retain Existing Policy		
Strategy & Resources	Service Delivery	Revisit to rescore food hygiene ratings	Set fees in line with the costs incurred in providing the service. New legislation is expected but it is not clear if fees will be set nationally or locally	Not Applicable	Retain Existing Policy		
Strategy & Resources	Resources	External Printing	To be charged per copy.	Not Applicable	Retain Existing Policy		
Strategy & Resources	Resources	Administration of Parish Elections & Neighbourhood Referendums	Levy an administration charge based on recovery of Officer time	Not Applicable	Retain Existing Policy		
Strategy & Resources	Service Delivery	Markets	As per Tendered Price and to encourage development of the market.	None	Amend Existing Policy	charges based on competitive Market rates, and should aim as a minimum to recover all costs of operation	
Strategy & Resources	SPG	RAMS	To charge for mitigation to the harm caused by additional residential accommodation RAMS (Regional Avoidance & Mitigation Strategy)	None	Amend Existing Policy	To charge a monitoring fee alongside all Essex Coastal Recreational Avoidance Mitigation Strategy (RAMS) payments	
Strategy & Resources	SPG	S106	To charge a monitoring fee based on individual cases	None	Retain Existing Policy		
Strategy & Resources	Service Delivery	Hythe Quay Parking	None	To charge for parking on hythe Quay	Retain Existing Policy		

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Taking climate action for our future home and generations.
Maldon District Council's Climate Action Strategy 2021-2030.

Foreword

Maldon District Council declared a Climate Emergency at the February Council meeting earlier this year, this is alongside the 75% of local authorities who have also declared a climate emergency.

Since this motion at Full Council, we have been busy preparing how to approach Climate Action, setting out the Council's aspirations, identifying a core set of pledges and focusing on how we plan to engage with residents of all ages, with businesses and local community groups to help understand perceptions of climate change and to change behaviours.

It is easy to think that climate change is happening somewhere else in the world. However, we now experience regular episodes of extreme weather events and flooding, we breathe in poor quality air in built up areas, we are seeing a dwindling number of bees and wild flowers, and it upsets everyone to see plastics on our beautiful beaches. We think it is time to wake up and realise that we need to act quickly to protect our home and our future.



As a Local Authority, we have a vital role to play in achieving national net zero targets. The Council as an anchor organisation is uniquely placed to provide vision and leadership to local communities by raising awareness, influencing behaviour, and being a driver for local action that makes a real difference to the local environment. Through our powers and responsibilities, and by working with our strategic partners, a range of local people and communities, this strategy sets out how we will achieve this.

Cllr Wendy Stamp, Leader of Maldon District Council

Introduction

At a county level and national level, there are a number of important climate and energy programmes and initiatives underway to help achieve a collective approach.

Essex County Council's [Climate Action Commission](#) is already underway and makes a clear statement that *'Climate action simply cannot wait – it is the responsibility of every organisation and resident in Essex to do our part to help ensure the County has a bright and green future. Essex County Council is committed to taking action on climate change - to lead the way and inspire other authorities to follow'*.

Nationally, Government has set out its net zero target by 2050, this is set out in law through the [Climate Change Act 2008](#). The Climate Change Act 2008 will set out policy change through the [Sixth Carbon Budget](#), providing advice to ministers on the volume of greenhouse gases the UK can emit during the period 2033-2037. The Government is increasingly focusing policy on public health improvement by tackling the range of factors that can contribute to ill-health. The potential risks posed by climate change are driving policy makers to consider, and reduce environmental impacts, with a strong focus on reducing unhealthy emissions and improving energy efficiency by 2050. With the additional focus on the recovery from the Covid-19 health pandemic, government has set out to create a greener and more resilient UK economy and has allocated a £160bn package for Low-Carbon initiatives.

To achieve government targets, we must ensure we play our part at a District level. It is vital that the Council acts at pace, setting out a Climate Action Strategy with a locally supported, evidence-based approach, and is delivered through an on the ground, localised action plan that tackles both reducing the District's contribution to climate change and adapts to the impacts of climate change.

The Council already has a number of strategy documents which support the District's environment, people's health and activity and which promote Maldon District as a great place to work, live and visit and already helps to protect and enhance the District's natural resources. Like all local authorities providing services to the public, the Council has several statutory duties to help protect and enhance the local environment. The **Our Home, Our Future - Climate Action Strategy 2021-2030** aims to build on the work the Council does and accelerate this through further action and engagement.

Our beautiful District has some stand out environmental challenges. Maldon District is bounded by 70 miles of coast line and has a number of areas around Mayland, Tollesbury and Goldhanger where sea defences are at risk of being below the acceptable level of protection, potentially causing flooding to homes and valuable agricultural land. This is a serious concern when as a ¹County flooding is set to double by 2040, impacting 75,000 homes.

The District has areas of air quality concerns due to the use of older, more polluting heavy goods vehicles. With the prospect of greater development occurring across the District

¹ Essex County Council's Climate Action Commission report 2021

combined with the rate of flooding, a rise in sea levels, increased subsidence and rising levels of pollution, the Council and people who live in the District need to act.

The Climate Action Strategy is a positive step to identify ways to reduce carbon emissions and increase climate resilience across Maldon District. This will include developing strong climate partnership links, putting our hand up to be the first in line for sustainable transport options, to finding ways to support sustainable agriculture, and encourage development that meets all [future homes standards](#), and to engage and empower our communities to make low carbon and informed choices.

Our aspirations

The Council wants to see action taken that will benefit our home and our future generations and has set out the following aspirations:

- To be a carbon neutral District by 2030 and ensure that all our strategic decisions, budgets and approaches to planning and regulatory decisions are in line with a shift to net-zero carbon by 2030;
- To improve our flood resilience and defences, to protect the land and homes in the District.
- To lead by example as a local authority and encourage local businesses, residents and parishes to make positive changes;
- To give our younger people a voice by launching the **Our Home, Our Future**, community engagement group;
- To challenge perceptions and encourage positive, long term behaviour change leading to healthier, greener lives;
- To identify and deliver economic benefits, leading to sustainable businesses, energy and environment related skills and jobs;
- Give residents, businesses and visitors the choice and opportunity to make greener, less harmful decisions;
- Reduce use of oil, natural gas and coal. Support the energy sector generating green energy to secure, low cost and low carbon energy supply.

Our approach to climate action

The Council's willingness to take action is supported by the following approach:

- Understand better the wider carbon footprints of residents and businesses caused by the energy and transport we use and the from the things we buy from around the world;
- Identify where we can influence and what we can directly control and act on to ensure we make a difference by 2030;
- To springboard action, the Council will align its pledges to the capabilities of its partners and adopt a partnership-based approach to local climate action. This approach will mobilise the energy and expertise of the private and public sector, as well as the wider community;

→ Importantly, the Council will work hard to develop a climate funding plan to evidence the plan of action, to mobilise local savings and to attract wider pools of capital to fund the implementation of the action plan;

→ Find out what residents and young people really think about climate change and give our young people a lead role in shaping their future. Understand perceptions and work with feedback and ideas to stimulate positive behaviour change, and local business and community led initiatives;

→ Continue to lobby government and industry for substantial investment. As a local authority we have a role to lobby Westminster to provide the powers and resources to make all carbon reduction targets possible. Maldon District Council is committed but it needs a fair and inclusive transition to net zero;

→ Finally, we must look outward and ensure Maldon District's Climate Annual Action Plan is aligned to [Essex County Council's Climate Action Commission](#), [Transport East](#), and links in with the Districts' and Boroughs' Climate Group, and further still listens to the insight from the [Place-Based Climate Action Network](#). We must also endorse and help to promote pilots and initiatives that the District will benefit from 'Cleaner, Greener, Healthier'.

Climate Action Pledges

The Council is going to take action to deliver the following Climate Action Pledges and will work with communities, businesses, local and national partners to take action by 2030. To make a difference between now and 2030, we need to develop carbon reducing pathways and a yearly action plan setting out pilot schemes and initiatives to help us:

1. Kick the car habit



By 2030, the action the Council and its partners will take, will:

- Promote and increase car sharing;
- See a roll-out of electric charging points, particularly where off-street parking isn't available;
- Increase use of electric Council vehicles;
- Encourage electric vehicle take up and install more EV charging points on Council property;
- Plan positively for a reduction car use in the District's Local Development Plan;
- Update the Council's Parking Strategy;
- Require all future TAXIs and buses to be electric vehicles;
- Lobby, and partner with ECC to invest in active travel schemes and improve cycling routes;
- Promote walking along Coast Paths (Maldon to Salcott opened July 2021)
- Help to upcycle, pass on and maintain bicycles;
- Enable better park and stride options;
- Encourage walking and cycling in place of car use;
- Implement a sustainable staff travel plan;
- Reduce the dependency of cars from the District's High Streets;



- Lobby investment in the digital network and support rollout of 5G and future connectivity advancements;
- Ensure decarbonising transport does not result in social or economic disadvantage;
- Promote consumer choice through low mile menus and local produce.



2. Create less waste

By 2030, the action the Council and its partners will take, will:

- Establish a Business and Youth Engagement group to act as ambassadors, to promote new and established ways to re-use, reduce and recycle;
- Enable the group to educate and inform residents in terms of consumer choice at supermarkets, the products that produce the most emissions, or have travelled the furthest to reach the home;
- Home grown initiatives (from garden to table) and composting;
- Encourage Community up-cycling, turn waste into art and link to culture;
- Understanding the circular economy so that we can make informed choices;
- Improving the waste life cycle so that we are managing waste more sustainably;
- Reduction in waste, in particular plastic waste;
- Achievement of at least the 68% recycling by 2030 according to Climate Change Committee which advises government;
- Encourage the diversion of surplus food to foodbanks;
- [Develop Libraries of things](#) - Encourage people to give stuff away and borrow things rather than purchase more.



3. Show Nature we care



We will:

- Protect the District's Natural Capital including coastal habitats, biodiversity and natural greening;
- Deliver [Green Infrastructure Strategy 2019](#) projects;

- Continue to delivery air quality improvement via the Market Hill Air Quality Action Plan;
- Continue with town greening and greenways on redundant rail and canal connections;
- Plant more trees, and support rewilding, ²4% of the District is woodland;
- Mow the grass less frequently;
- Create more inviting, usable spaces and parklets;
- Carry out a strategic flood risk assessment as part of the Local Plan Development Review;
- Protect and care for our marine life;
- Set up Coastal Guardians and encourage clean and positive use of coast paths;
- Be a welcoming home for more insects and wildlife (Buzz stops, not just bus stops);
- Clean beaches and waterways;
- Sustainable development;
- Link exercise to waste – jogging, walking and litter picks, path clearing clubs);
- Grow the green estate, via Environment Land Management Schemes and seek benefits from this (reinvest and offset harm);
- Composting schemes and compostable waste toilets in parks;
- Identify how we actively carbon capture;
- Welcome solar farm developments;
- Support sustainable farming - promote ecological methods and local practices that are economically viable, environmentally sound and protect public health.



4. Be a Council that leads by example

We will:



- Reduce energy use in the Council estate;
- Procure services from companies who demonstrate sustainability and support net zero carbon;
- Require deliveries to come by electric vehicles and machinery;
- Implement a staff travel plan;
- Continue to be a paperless environment;
- Encourage and support staff ideas;
- Upskill and train staff in relevant areas of expertise;
- Review carbon output of current Council buildings and vehicles; produce a heat decarbonisation plan and plan for future improvements;
- Support Parish councils - help them to lead by example;
- Recover and recycle office materials where possible.



² Friends of the earth Climate Action District Data 2021

5. Develop a strong policy commitment to Climate Action

We need to:



- Respond to Environment Bill and legislation from government in support of achieving net zero targets by 2050;
- Influence positive change through the Essex Design Guide and Maldon District Design Guide;

- Ensure policy helps shape the District in ways that contribute to reductions in greenhouse gas emissions, fossil fuels, minimise vulnerability and improve resilience, and support renewable and low carbon energy and associated infrastructure;
- Ensure environmental impact is represented in all of our policies and risk assessments;
- ³Only 32% of homes in the area are well insulated and 12% of households in the area are in fuel poverty. We need to better with our local developers to develop a Zero Carbon Build Charter in line with the Future Homes Standards 2025, and find out what they are already doing to provide greener methods of build, heating, insulation and energy technology solutions;
- Ensure all Council Strategies complements and delivers Climate Action
- Raise funds for action - emission reduction and offsetting from S106 and CIL payments;
- Lobby government to change building regulations and provide greater certainty on its energy mix for net zero;
- Monitor the potential development of Bradwell-on-Sea for GW-scale, new nuclear development or other potential development and seek to maximise sustainable construction methods, mitigation for any local environmental impacts and maximise the benefits to local people and businesses, supporting job creation and supply chain opportunities. (currently not engaged with MDC, BrB states it aims to reengage in future years);
- Shape a legacy vision, should the District receive a new Nuclear Development;
- Understand future planning and development impacts; e.g. Greenfield to brownfield land use (farm land used as solar farms, change of status at the end of lease period).



³ Friends of the Earth Climate Action District Data 2021

i

What we know about the District today and current behaviours

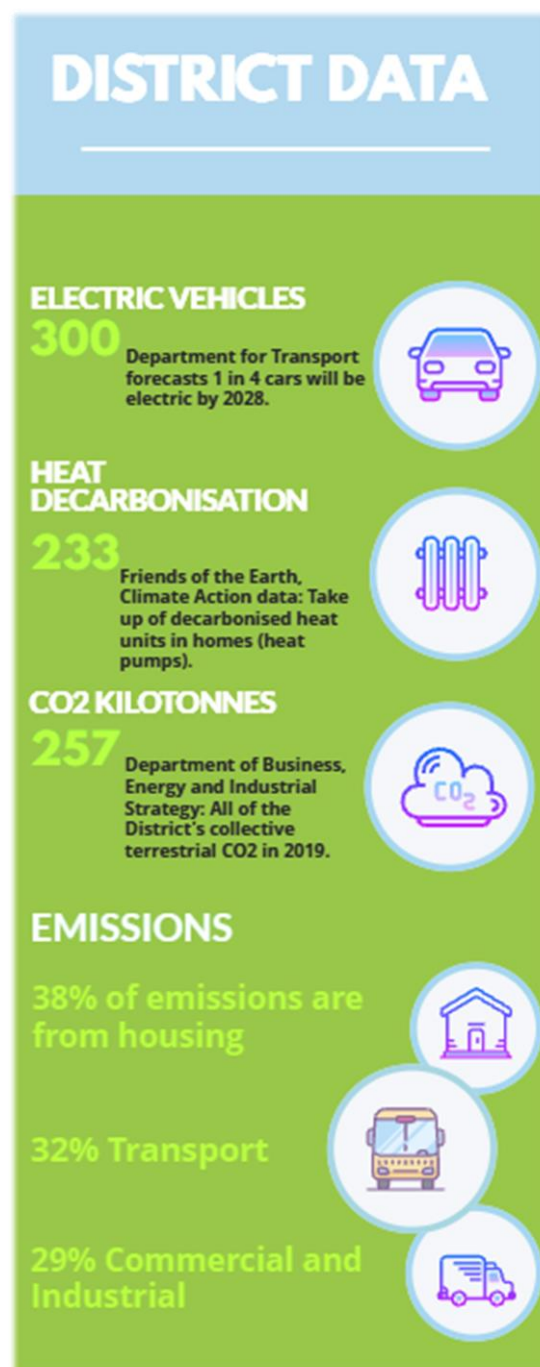
It's helpful to gather a range of data and insights that will inform the decisions we need to make and to help engage with our communities. Using data and insights we can set out to understand how much energy we use, our carbon footprint, air quality readings, traffic density, car ownership, fuel and energy consumption, flooding risks, and a gather a range of known behaviours and outputs that help provide a clear picture about the challenges we face, what our perceptions of climate change are and to inform pathways to enable us to reduce direct emissions and change behaviours by 2030.

Earlier this year a survey was conducted by Essex County Council. They spoke with 150 Maldon District residents. The results from this tells us the following:

- The men who took part in the survey tended to be more sceptical about behaviour change;
- Lower income households and families feel they will be personally impacted by climate change;
- Younger public transport users are more likely to car share and are open to new modes of transport;
- Most engaged are females, middle-aged and those who are more affluent. They are proactive and willing to take-action and change behaviours;
- ⁴284g of meat and dairy is consumed on average per person per day. Older people said they were less likely to believe that switching their diet has a significant impact on climate change.

This early insight to our work tells us that empowering people to make low carbon choices is all linked into the Levelling Up agenda and that we must ensure initiatives are subject to Equality Impact Assessments. People living in poverty feel they will be disproportionately burdened by higher fuel costs and potentially locked out of the Electric Vehicle market due to affordability. To then be charged more for parking or be forced to use expensive and

⁴ Friends of the earth Climate Action District Data 2021



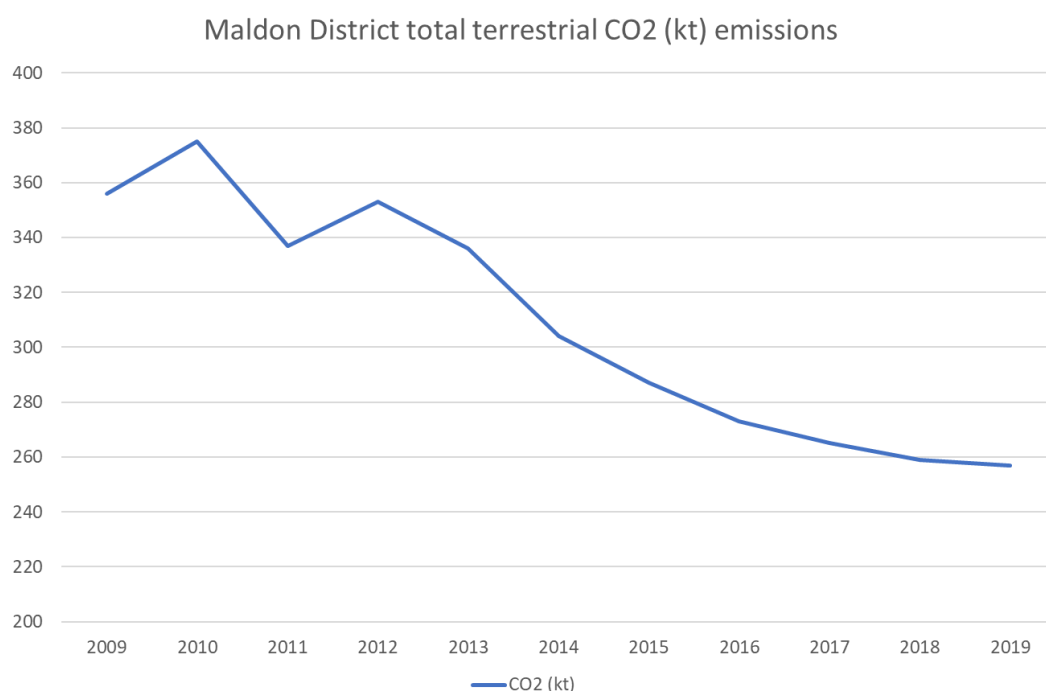
limited public transport adds to the challenges people face and will impact their quality of life.

We must be fair and practical and acknowledge that Climate Action choices will be made based on personal circumstances. Our work through **Our Home, Our Future** engagement group will listen to the concerns based on affordability and accessibility for all.

Our carbon emission data

Carbon emissions across the District are currently calculated each year by the Department for Business, Energy & Industrial Strategy (BEIS) who release local authority wide carbon emissions data (there is always a two-year lag in the publication of each year's data e.g. 2020 data will not be published until 2022).

The current CO2 emissions data shows totals of terrestrial CO2 reported in kilotonnes for the period of 2009-2019:



This tells us that CO2 terrestrial emissions are reducing year on year, and there still a long way to go.

To put things into perspective, a car puts on average a pound of CO2 in the sky for every mile driven.

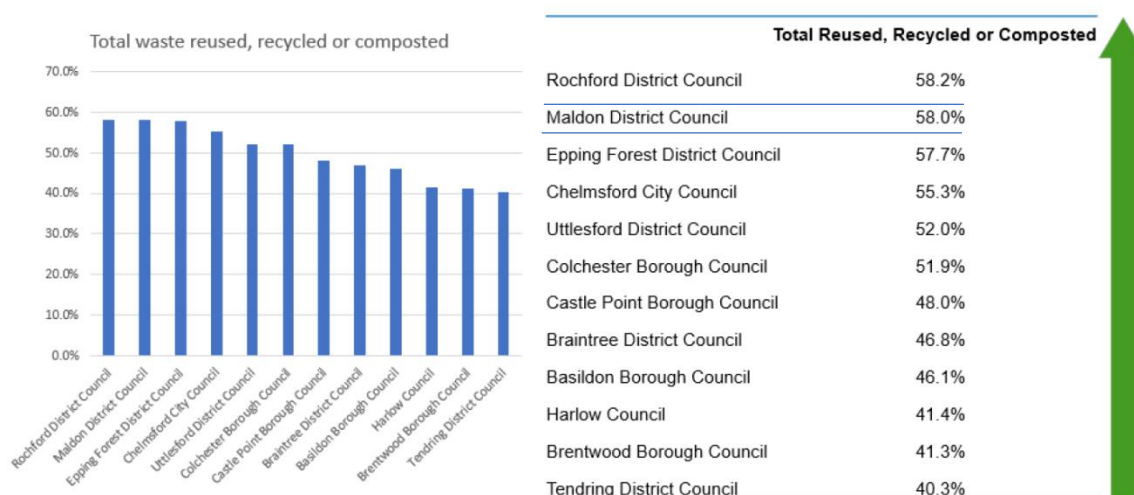
In 2005 the District's (an area of 98.34 Km²) terrestrial CO2 total was forecasted at **429 kilotonnes**.

In 2019, Maldon's collective terrestrial CO2 emissions was forecasted at **257 kilotonnes**.

(source: Department of Business, Energy & Industrial Strategy, UK local authority and regional carbon dioxide emissions national statistics, 2019)

Our recycling data

Recycling alone is not enough to make the impact needed to reduce and prevent the impacts of climate change and we need to change the perception of “I am doing my bit”. To make a real difference we all need to make better consumer choices and avoid generating unnecessary food and packaging waste. We must find ways to reduce pressures on recycling centres and refuse companies. The following Essex Waste Partnership graph shows the percentage total waste reused, recycled or composted for Maldon 2020-2021. Reassuringly it tells us that the District is performing well, when compared to other authorities in the county.



What further information and data do we need to inform the Climate Action work of the District?

To ensure we gain a better understanding to inform our priorities and the action we take, we will need to collate and curate a range of data. We will need to source and commission the following evidence base, recommendation studies and tools:

- The direct and indirect carbon footprint of the economy of Essex and Maldon District;
- The consumption-based greenhouse gas emissions by the County and at District level;
- The circular economy opportunities;
- Recommendations and carbon reduction pathways to reducing direct emissions by 2030;
- Pathways to sustainable transport (also focusing on affordability and accessibility);
- Develop an online tool 'District heatmap' showing the District's Green space and biodiversity hotspots, Renewable energy, Sustainable shops: repair, reuse and refill, Low carbon buildings, Local community groups – and any other asset that can be plotted onto the map.

Our existing policies and strategies

Taking Climate Action in the Maldon District doesn't just enable us to take positive steps in reducing carbon emissions and harm to the District we love. By continuing to embed, greener, healthier and growth through the work of our other main strategies, Prosperity, Community, Place, it gives us the opportunity to:

- Improve the health and well-being of our residents;
- Generate a low carbon, local economy and greener business growth;
- Strengthen our communities by working together more on green initiatives;
- Improve equality - Level up areas that need support and investment;
- Improve our visitor offer;
- Make the District more accessible through better, greener modes of transport.

Maldon District Council already has several strategies and guides which already set out climate and environment improvement policies, projects and plans. It is a challenge for the Council to deliver all strategies and plans. It is an aim of the Climate Action Strategy to recruit a Climate Action Officer, this officer will have the responsibility of working with colleagues to review and validate existing strategies and to help bring to life the work set out within these documents:

- Corporate Plan 2019-2023
- Place Strategy
- Prosperity Strategy
- Community Strategy
- Green Infrastructure Strategy SPD
- Renewable and Low Carbon Technologies SPD
- Sense of Place, Place Plan
- Place shaping policies in Local Development Plan
- Place related management plans
- Parking Strategy
- Walking and Cycling (Maldon District Cycle Action Plan 2018)
- Maldon District Design Guide SPD
- Local Development Plan review.

National Policy:

- Energy White Paper
- Heat Decarbonisation Strategy
- Ten Point Plan for a green industrial revolution
- DLUHC (Housing White Paper Planning for the Future and NPPF)
- National Energy and Climate Plan (NECP).

Our Partners

The Council already works with a number of statutory bodies and local agencies. We will continue to work with these to progress the work of the Climate Action Strategy.

Local and regional:

Essex County Council, Climate Action Commission
 District and Boroughs Climate Forum
 CORE group
 ECC Nature Partnership and Local Nature Recovery Strategy (not yet started)
 Sense of Place Business board
 Burnham-on-Crouch Business Board
 Essex County Council's Insight team
 Visit Essex (tourism)
 The Essex Communications Group
 South East Energy Hub
 SELEP
 Transport East
 Mid Essex Health Alliance.

National:

Place Climate Action Network
 Ofgem
 The Office for Environmental Protection (OEP)
 Environment Agency
 Natural England
 Historic England
 The Office for Low Emission Vehicles
 Magnox and Nuclear Decommissioning Authority (NDA)
 The Centre for Sustainable Energy (National Charity)
 Defra (Clean Air Strategy, Climate Change, Green Future)
 DfT(Gear Change, MRN, Airports & Ports Policy Statements, Decarbonising Transport, RIS 2)
 Network Rail Strategies
 BEIS (Industrial Strategy, Clean Growth Strategy, Nuclear Energy)
 Visit Britain.

Funding plan, grant funds and incentives

Currently residents, landlords, housing developers, businesses, community groups, schools and in some cases local authorities can apply for funding depending on the criteria for application and the responsibilities to spend monies. Listed below are a few funding options to be explored further to understand how the Council can attract funding and develop a long-term funding plan.

- Nuclear Decommissioning Authority and Magnox;
- Welcome Back Fund;
- Energy Saving Trust;
- LoCASE – The Low Carbon Across the South East programme;
- Rural Community Energy Fund;
- Community Energy England;
- Green Homes Grant;
- Non-Domestic Renewable Heat Incentive;

- Active Travel Funding;
- Restore your Railway bid;
- Future Levelling Up Fund bids;
- South East Energy hub initiatives;
- DfT – national sustainable funding for transport (await outcomes from DfT spend review)
- Identify opportunities from COP26 (November 2021);
- Local Authority Delivery Fund - In March 2021, Government announced £200m for low-income households heated by mains gas through a third phase of Local Authority Delivery (LAD) funding;
- Home Upgrade Grant - £150m available to support for low-income households off the gas grid through the Home Upgrade Grant (HUG);
- Citizens Advice Essex -The Warm Homes Fund.

Engagement

Using an Asset Based Community Development (ABCD) approach, we will engage with local communities, young people and businesses to capture ideas, develop initiatives and support community led schemes to bring about long-term behaviour change and raise awareness. We will deliver engagement through the following activities and groups:

- Our Home, Our Future campaign;
- Welcome Back Fund engagement - post Covid-19 fund helping high streets recover and thrive;
- Existing community groups and schools;
- Conduct consultations;
- Parish Forum and Parish Councils;
- Staff on the ground;
- Council social media channels and local community page admins;
- Sense of Place board;
- Housing residents' association groups;
- Business groups;
- Climate Action Strategy Member working group;
- Local Climate Action Friends;
- Maldon District Developers' & Agents Forum.

Next steps

To kickstart the work of the strategy, here are a set of initial steps the Council will need to take:

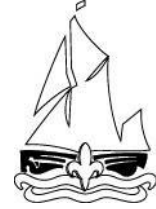
- Recruit a Climate Action Officer;
- Climate Action Officer to produce 2022-2023 action plan, setting out outcomes for this period;
- Continue to present strategy to partners and developers;
- Launch Our Home, Our Future engagement activities;
- Set out short, medium, long-term actions, recognising some will be beyond 2030;
- Gather local District data and set out known trends and behaviours;
- Continue to build database of Climate Action Friends;



- Commission carbon net zero pathways and opportunities District study;
- Report on and monitor any committed, secured or allocated funding;
- Review any announcements from COP26, UN Climate Change conference in November 2021.

i Picture source: Essex County Council COP26 Electric Battle Bus, attended by Cllr Carlie Mayes

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REPORT of DIRECTOR OF RESOURCES

to
STRATEGY AND RESOURCES COMMITTEE
6 JANUARY 2022

PAY POLICY STATEMENT 2022 / 23

1. PURPOSE OF THE REPORT

- 1.1 To meet the statutory requirement to annually seek the Council's approval of a Pay Policy Statement.

2. RECOMMENDATIONS

To the Council:

That the Pay Policy Statement attached at **APPENDIX 1** to this report be adopted for 2022.

3. SUMMARY OF KEY ISSUES

- 3.1 The Localism Act 2011 requires that Councils publish a Pay Policy Statement describing the approach of the authority to pay matters and the remuneration of the highest ("Chief Officers") and lowest paid staff. The Pay Policy Statement was originally put in place on 1 April 2012. This has to be annually approved by the elected Members of the Council.
- 3.2 The Ministry for Housing, Communities and Local Government has published formal Guidance in respect of meeting this requirement. This defines a large number of specific issues which must be addressed in the Statement but leaves it to the discretion of each authority as to what their policy is toward these matters.
- 3.3 The Pay Policy Statement has been reviewed and is attached at **APPENDIX 1**. It reflects the current arrangements for pay at Maldon District Council.

4. CONCLUSION

- 4.1 To meet the requirements of the Localism Act 2011 the Committee is requested to recommend to the Council the re-adoption of the Pay Policy Statement attached at **APPENDIX 1**.

5. IMPACT ON STRATEGIC THEMES

- 5.1 The publication of a Pay Policy Statement aids transparency in line with the corporate goal of "Delivering good quality, cost effective and valued services".

6. IMPLICATIONS

- (i) **Impact on Customers** – None.
- (ii) **Impact on Equalities** – Part of the government rationale for the publication of the Pay Policy Statement is to highlight the relative pay of the highest and lowest paid staff.
- (iii) **Impact on Risk** – None.
- (iv) **Impact on Resources (financial)** – An estimate of the yearly staff pay award increase must be added to the Medium-Term Financial Strategy (MTFS).
- (v) **Impact on Resources (human)** – To administer the requirements of the pay policy.
- (vi) **Impact on the Environment** – None.
- (vii) **Impact on Strengthening Communities** – None.

Background Papers: None.

Enquiries to: Annette Cardy, Resources Specialist Services Manager.

Document Control Sheet

Document title	Pay Policy Statement
Summary of purpose	Compliance with Localism Act
Prepared by	Resources Specialist Services Manager
Status	Final
Version number	10
Approved by	Council
Approval date	24 Feb 2022
Date of implementation	1 April 2022
Review frequency	Annual (or as necessary before then)
Next review date	Feb 2023
Circulation	
Published on the Council's website	Yes

Validity Statement

This document is due for review by the date shown above, after which it may become invalid. Users of the strategy or policy should ensure that they are consulting the currently valid version of the document.



MALDON DISTRICT
COUNCIL

Pay Policy Statement

Note: This Statement has been written to meet the statutory requirements of the Localism Act 2011 and to aid transparency in respect of Maldon District Council's policy regarding pay to all staff.

The Council seeks to be able to recruit and retain employees in a way which is competitive and fair.

1. General policy

- 1.1 During 2018 the Council initiated a transformation programme. As part of this a Council wide Job Evaluation exercise was carried out on all posts based on a uniform set of criteria and placing all roles within a single unified pay scale. The pay scale was benchmarked and designed to be consistent with best practice. In accordance with the Council's constitution, the remuneration of the Director post's are set by the Appointments Committee made up of elected Members of the authority and based upon the above principles.
- 1.2 The Job Evaluation process was designed to achieve compliance with Equal Pay legislation and to standardise the contractual terms and conditions of staff. Remuneration of all Council employees is now governed by a single set of policies and procedures.

2. Policy on Payments

2.1 Chief Officer Pay

Definition of "Chief Officers" for the purposes of this statement

- 2.1.1 The term "Chief Officer" as employed in the Localism Act has a different meaning to the use made of it at Maldon District Council. For the purposes of this Pay Policy Statement only, the relevant posts are considered to be as listed below. To note; there is no Chief Executive post in the Maldon structure.

- The three Director posts
- The Monitoring Officer

2.2 Pay

- 2.2.1 Pay for the post of Directors is set by the Appointments Committee and approved by the Council. The role of Director was introduced following the 2014 Senior Management Review and pay set by the Job Evaluation process in 2018. The pay line of Directors is subject to the same factors as the rest of staff pay, for example any annual pay award granted.
- 2.2.2 Any exception to this, such as a proposal to change the pay of senior staff out of line with normal pay awards would be subject to a report to the Council and approval being given.

2.2.3 Directors have delegated powers to award discretionary points on an officer's salary scale within approved budgetary limits where they deem it to be in the interests of the Authority. This only applies to points up to the maximum of the salary band for that post.

2.3 Performance related pay and bonuses

2.3.1 Maldon District Council does not have performance related pay or bonus payments for any post. As there is no mechanism for linking pay and performance in this way 'earn back' arrangements are not appropriate.

2.4 Fees, allowances, benefits in kind and expenses

2.4.1 The Director of Strategy, Performance and Governance is also the Returning Officer for the District, meaning that the post holder has specific responsibilities in respect of all elections and national referenda held in the District. These duties attract fees that are variable depending on the election. For Parliamentary, Police, Fire and Crime Commissioner, European elections and national referenda these are set by the Government, for County elections by Essex County Council and for District and Parish elections these are set locally.

2.4.2 Apart from this no fees, allowances, benefits in kind or expenses are available to the posts listed in 2.1, other than those available to all staff and on the same basis.

2.4.3 Staff appointed as Deputy Returning Officer's by the Returning Officer can receive a proportion of the above fees dependent upon the responsibilities undertaken at each separate election.

2.5 Pension

2.5.1 All staff are eligible to join the Local Government Pension Scheme in accordance with the terms of that scheme. No special considerations apply to the posts listed in 2.1.

2.6 Severance payments

2.6.1 Where senior staff leave in the normal course of business (resignation, retirement, etc.) the same procedures would be applied as for any other staff member and no additional payments would arise as a result.

2.6.3 Should a staff member leave as a result of a settlement agreement these, by their nature, are subject to negotiation with the individual and their representatives and so are variable in their terms. Such agreements are formal legal arrangements and confidentiality binding on both parties is a key component, so any payment arising from such an agreement would not be published. Authorisation of the payment would be in accordance with the

Council's terms of reference and scheme of delegation and it would need to represent value for money for the taxpayer in the circumstances.

- 2.6.4 Senior staff that were previously employed by the Authority and left with a severance or redundancy payment may be re-employed on a consultancy basis to cover short term staff pressures where it is considered appropriate and in the public interest to do so.

2.7 Additional Payments

- 2.7.1 When recruiting to a senior post the salary offered would be that applicable to the grade of the post, as determined by Job Evaluation, and within the established pay line. No additional payments would arise, unless a market supplement to enable recruitment was considered justified due to a recognised technical skill shortage in the job market.
- 2.7.2 In the event that a senior post was to be filled by a person who had retired from another Authority and was in receipt of a pension it would be arranged so that the person was not better off overall, through abatement of pension and/or pay as applicable.
- 2.7.3 In accordance with the guidance set out in the Localism Act, The Strategy and Resources Committee should be given the opportunity to vote before large salary packages (£100k or above) are offered in respect of a new appointment.

2.8 Monitoring Officer

- 2.8.1 The Monitoring Officer is not subject to any additional payment.

2.9 Publication of remuneration of senior staff

- 2.9.1 This Pay Policy Statement, once approved by the Council, will be published on the Council's website.
- 2.9.2 The remuneration and pension contributions of the Directors are published annually in the Financial Statements of the Authority, along with the numbers of employees whose remuneration and pension contributions are £50,000 and over. These are placed on the Council's website.

3. Lowest paid staff and Real Living Wage

3.1 Definition

- 3.1.1 Maldon District Council are committed to paying the Real Living Wage currently this is £9.90 per hour. Staff in Pay Bands A to C, on spinal points 1 to 9 are paid the real living wage rate which is currently £9.90 per hour from 15th November 2021.

3.2 Pay Policy in respect of lowest paid staff

- 3.2.1 No special considerations apply to the lowest paid staff. They are subject to identical terms and conditions, procedures and policies as all other staff. In some cases, these policies give slightly different benefits to different levels of staff. For example, for the lowest five pay bands (A to E) enhanced pay rates for overtime are paid. No enhancement above grade E is paid. In contrast the basic amount of annual leave increases with grade bands.

The Council employs Apprentices but these are not included within the definition of 'lowest paid employees' and are not subject to the living wage rate as they are paid the legal pay rate for Apprentices.

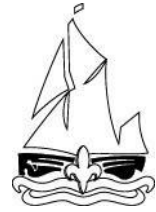
4. Pay Ratio's

- 4.1 The Pay Multiple is the ratio between the highest taxable earnings and the median earnings figure for the whole authority in accordance with the Transparency Code 2014.
- 4.2 Maldon, as at November 2021, has the ratio between the Director salary and the median of all staff is 1:3.76. The Government has considered setting twenty to one as a maximum. As Maldon District's Council's rate is currently below this amount it is not considered necessary to have a specific policy concerning the pay multiple. If the multiple starts to rise, for example above five to one, this could be reconsidered.

5. Pay Award

- 5.1 The National Joint Council (NJC) negotiates pay on behalf of Local Government and Maldon District Council are committed to paying its employees the nationally agreed pay award each year. The award for 2020.21 was 2.75%. The award for 2021.22 has not yet been finalised.
- 5.2 Employees who have left the Council's employment prior to their pay award being implemented may submit a written request for payment of monies owing to them.

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REPORT of DIRECTOR OF RESOURCES

to
STRATEGY AND RESOURCES COMMITTEE
6 JANUARY 2022

FINANCIAL PRESSURES AND GROWTHS

1. PURPOSE OF THE REPORT

- 1.1 To provide members with the future years' financial pressures and growths that will go forward for approval as part of the Medium-Term Financial Strategy (MTFS).

2. RECOMMENDATIONS

- (i) That the financial pressures and growth bids identified as part of the 2022 / 23 budget setting process be noted;
- (ii) That the pressures and growths at **APPENDICES A - C** are brought forward to the next meeting of the Strategy and Resources Committee for recommendation to the Council as part of the Medium-Term Financial Strategy and 2022 / 23 Budget.

3. INTRODUCTION

- 3.1 Financial pressures and growth bids have been identified as part of the budget setting process. The Finance Working Group's annual work programme scheduled these to come to the group in advance of Committee.
- 3.2 At its meetings from October to December the Finance Working Group were consulted on the pressures and growths and the final list has come forward to Committee.

4. SUMMARY OF KEY ISSUES

- 4.1 The financial position remains challenging and at the time of writing the Local Government Finance Settlement has yet to be announced and the MTFS is being finalised. This report provides members with an early list of the pressures and growths that have been identified.
- 4.2 The pressures and growths have been identified by service managers and subjected to challenge by the Corporate Leadership Team and the Finance Working Group. The final lists are items where costs are believed to be unavoidable, needed to comply with legal obligations, essential to deliver services or a false economy if investment is not made.

4.3 Details are contained in the following appendices:

- **APPENDIX A** – Revenue items totalling £669k;
- **APPENDIX B** – Repairs and Renewals bids totalling £85k;
- **APPENDIX C** – Capital bids totalling £490k.

5. CONCLUSION

5.1 Growths and pressures identified as part of the budget setting process are contained in the appendices.

6. IMPACT ON STRATEGIC THEMES

6.1 Setting of the budget is a statutory duty and underpins the strategic themes.

7. IMPLICATIONS

- (i) **Impact on Customers** – Additional resources have been requested to improve services for customers.
- (ii) **Impact on Equalities** – None.
- (iii) **Impact on Risk** – None.
- (iv) **Impact on Resources (financial)** – Outlined in the report.
- (v) **Impact on Resources (human)** – Additional staff would be recruited to the identified rolls.
- (vi) **Impact on the Environment** – None.
- (vii) **Impact on Strengthening Communities** – None.

Background Papers: None.

Enquiries to: Chris Leslie, Director of Resources.

Revenue Growth Summary

Area	22/23 £000	23/24 £000	24/25 £000
Staffing	320	282	282
Environmental Waste Service	204	188	188
Other	107	135	135
Training & Equipment	38	38	38
Total	669	643	643

Funded From Transformation Reserve	25	50	50
Funded From Corporate Delivery Reserve	38	0	0
Funded from the General Fund	606	593	593
Total Funding	669	643	643

Title of the proposal	Further Description	Growth 22/23 £000	Growth 23/24 £000	Growth 24/25 £000	Staffing Implications (FTE)	Explanation
Staffing						
Graphic design resource	To meet demands of all Council graphic design needs for general design, project communications and statutory/corporate design with the option of offering our capacity to other LAs (Braintree currently offer this).	45	45	45	1	Enables MDC to provide designs for all corporate needs and for major projects, including the LDP, Climate Action Strategy and all partnerships and projects we wish to bring to life through effective design. It also ensures brand assurance. We can utilise this resource to provide design capacity to other LAs or local businesses requiring designed materials/content. Potential to claw back costs and to part fund via LDP allocated reserve, I propose 20%/9k in year 1, bringing year 1 down to 32.8k.
Project Comms Resource	Extension of existing resource to support the promotion of Council projects, partnerships, events and community engagement. To develop a conversational tone of voice through this work over and above the social media activity we execute.	38	-	-	1	There is a business need to extend this contract for a further 12 months as activity moves away from Events support/Covid recovery to Corporate Project delivery, namely Climate Action and LDP.
Democratic Manager post	Democratic services manager post- graded K by recent JE panel. Supported by report of Resources Specialist Manger and Programmes, Performance and Governance Manager to CLT (attached). There is £50k in the elections budget that can be used to offset the cost of the new post so £70,162 - £50,000 = £20,162 growth.	20	20	20	1	Additional post to manage elections team and delivery, and committees team directly. Will mitigate our corporate risk around managing and delivering elections, and bring together a corporate role that can lead areas such as technology development in the two teams, that current resourcing does not have capacity to deliver
Revenues & Benefits Lead Specialist replaced Senior Specialist (Grade I)	Existing Grade I. Cost is Diff between Grade I and K. This role was added to the structure due to the need for a more senior functional lead to oversee the team's development and manage the specific R&B service risks. To avoid requesting growth for a full FTE, this was an uplift from the Senior Specialist role, but the variance needs to be built into the salary budget going forward.	14	14	14	n/a	Grade reflects responsibilities of the work and has been contained by COVID grants. However, the actual grade of the role is higher than the budget.
Revenues & Benefits Caseworker Level 1	Curerntly post is a fixed term contract funded by New Burdens grant.	47	47	47	1.7	Growth item from 2022-23 to directly employ staff to replace Meritech resource. Pressure contained by external funding which has ceased but posts are still required to maintain the service.
Revenues & Benefits Caseworker Level 1	Curerntly post is a fixed term contract funded by COVID grant.	19	19	19	0.5	Invest to save to secure New Homes funding. Someone in post on a fixed-term basis. Part time invest to save (would also cover NDR additional income and empties).
Specialist Level 1 Homeless Prevention	Staff - Specialist Team	39	39	39	1	Post has been funded from the housing reduction act grant but this is no longer available to cover the post which is still required to handle the caseload.
Building Control Caseworker L3b	Funded from EH post in 2021-22 (COMF grant covering the EH post)	38	38	38	1	Look to make this a career grade role from Caseworker (Grade F) to Specialist (Grade G). Someone in post on a fixed-term basis.
Health & Safety - Senior Specialist Level	New post dedicated to Health & Safety.	60	60	60	1	Dedicated Health and Safety Post required to fulfil statutory duties. Post and directorate/team TBC
Total Staffing		320	282	282	5.2	
Environmental Waste						
Additional refuse vehicle	Potential contribution to additional vehicle for refuse and recycling.	330	330	330	n/a	Needed due to increased tonnages and new developments within the district. A contribution to hiring in 2 new vehicles plus crews from Suez. This will off set an additional £100k of gatefees as the vehciles can tip at Bell House.
Suez additional payment	Additional bank holiday awarded for the Queens Jubilee not included in contract.	16	-	-	n/a	Unavoidable as Suez will be working on this additional Bank Holiday and we need to pay for this as its outside contractual T&Cs.
Recyclate Income	Additional income from recyclate as per income sharing element of contract with Suez.	(142)	(142)	(142)	n/a	Price of recyclate has increased.
Total Environmental Waste		204	188	188		

Title of the proposal	Further Description	Growth 22/23 £000	Growth 23/24 £000	Growth 24/25 £000	Staffing Implications (FTE)	Explanation
Other						
Parks John Deere Tractor	Alternative Lease model for replacement JD Tractor (see corresponding Capital bid)	12	12	12	n/a	Lease figures are indicative, based upon a 5 year agreement with supplier and subject to a procurement process due to value. John Deere 6100M 750 hours per annum lease with extended warranty - 5 years , 60 monthly payments of £857.22 pcm. Plus Maintenance allowance @ £2000 p.a. Capital Purchase cost of single Tractor + Warranty indicated at c. £82,000
Homelessness	Expected additional increases in homelessness cases.	11	11	11	n/a	We require growth to meet the additional demand on the homeless service going in 2022-23. There will be people presenting as homeless through the new Domestic Violence Bill and also the courts returning. The DV Bill means anyone who claims to be a victim of DV is automatically entitled to housing. The return to courts will see more evictions and again, people presenting as homeless.
Planning Performance Agreements	Income budget not expected to be achieved.	50	50	50	n/a	Historical budget based on assumed large developments coming through. Income can't been guaranteed so this needs to reduce from 2022-23.
Climate Action Strategy	Match funding to meet the financial expectation of the Climate Action funding proposal to Magnox and the NDA.	25	50	50	n/a	Provides match funding. If successful, MDC will secure a £400K Climate Action Fund from the Nuclear Decommissioning Authority and Magnox. This will provide 100% funding for a Climate Action Officer £120k and £30k engagement fund over three years. It also provides a £125k projects fund. We are expected to 50% match fund this element of the overall programme (= £250k). Totalling these figures you will see this comes to £400k.
E-shot marketing tool	E-shot is a simple and secure automated internal and external marketing platform which is used by a number of private and public sector organisations (including ECC) to deliver highly effective email newsletter campaigns. E-shot would help us embrace and more efficiently target our communications to our staff, residents and businesses, whilst adhering to the highest data protection and security standards. It would provide us with an effective digital tool to enhance our communications channels.	4	2	2	n/a	Enables us to deliver more modern, focused marketing, comms and engagement campaigns and will improve internal communications (vastly improving One Team).
Changing Places Toilets	Co-funding in order to maximise the impact of government funding for delivery of Changing Places Toilet (CPT) scheme. The scheme enables severely disabled people to access toilet facilities when they are in public spaces. CPT provides equipment such as hoists, privacy screens, adult-sized changing benches and space for carers.	5	10	10	n/a	Provides necessary maintenance for CPTs. If successful, MDC will secure £100k from Government to install new CPTs in Dengie100 and Blackwater Leisure Centre ensuring severely disabled people can access toilet facilities with confidence. The £100k from Government will cover the cost of the installation of a Modular CPT Unit and an Internal CPT unit. The revenue growth will pay for additional cleaning and ongoing maintenance of the CPTs.
Total Other		107	135	135		


Title of the proposal	Further Description	Growth 22/23 £000	Growth 23/24 £000	Growth 24/25 £000	Staffing Implications (FTE)	Explanation
Staff Training & Equipment						
Budget to support Workforce Planning.	We need to invest in staff training to support Workforce Planning and grow our own specialists in what is a competitive market.	20	20	20	n/a	SD has very limited budget to train staff and support career progression within MDC. This presents a risk and potential service failure if staff aren't developed within their roles and we lose them as a result. We already have significant agency staff costs, as well as significant recruitment costs to cover vacancies and have many single points of failure. This needs to be addressed now to realise the benefits within the next 3-5 years. Currently agency and increased recruitment costs have to be met from existing salary budgets, and due to higher costs we will often have less resource in place than we need in a number of key areas such as Development Management. Some roles we are having to go out up to three times to attract any suitable candidates.
CPD/Training for Parks, Cemeteries & Maintenance teams	New budget required for CPD and training across all teams in Commercial including items such as play site inspections, Chapter 8 accreditation H&S courses, Specific machinery training, handling of chemicals etc.	12	12	12	n/a	Budget to ensure that all basic/mandatory training requirements (including H&S) are kept up to date and current. Will ensure qualification compliance and that the team can be upskilled as and when required. We have allowed for a budget of £500 per person in the team which equates to £500 x 24 = £12k.
PPE for Parks, Cemeteries & Maintenance teams	New budget required for maintenance team PPE. Items are renewed as and when required by regulation.	6	6	6	n/a	H&S / regulation requirement for all team members to have the required PPE to perform role and job task in a safe manner. Items of PPE need renewal on a regular basis to ensure compliance and team safety. We have allowed for a budget of £250 per person in the team which equates to £250 x 24 = £6k
Total Staff Training & Equipment		38	38	38		
Total Revenue Growths		669	643	643	5.2	

Funded From Transformation Reserve	25	50	50
Funded From Corporate Delivery Reserve	38	-	-
Funded from the General Fund	606	593	593
Total Funding	669	643	643

Repairs & Renewals 22/23 Summary

No.	Description	Category	£000
1	BMX Track Prom Park	Service Failure	23
2	Maldon Cem Road repairs	Essential	10
3	White Horse Lane Public Conveniences	Service Failure	9
4	Tollesbury Public Conveniences	Essential	15
5	Maldon Cem Pond	Essential	3
6	Maldon & Heybridge Cess pits	Essential	4
7	Maldon Chapel repairs	Service Failure	3
8	Riverside pathway resurfacing	Service Failure	14
9	Maldon Cemetery Wall	Essential	4
Total Repairs & Renewals Bids			85

BMX Track Prom Park


Reserve Required (Please add detail of the reserve you are requesting funds from)	Repairs and Renewals
Project Category • Essential (E) • Service failure (SF) • Service improvement (SI)	Service Failure
Project Lead Officer	David Burnham
Project Description <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	Resurfacing of track with asphalt, bitumen / cedek and new safety fencing installation at the Prom Park BMX track. This facility is very popular with children, youths and families and has now depreciated to a level that poses H&S risks (slip, trips and falls) in places due to undulation, uneven elements and base materials coming through to the track surface. The installation of a new subbase and quality surface will ensure the track is of a safe standard and fit for purpose for a good number of years for community use.
Project Start Date <i>(Month and year)</i>	Jun-22
Project Completion Date <i>(Month and year)</i>	Jul-22
Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i>	Works to be completed via external contractor
Picture <i>(Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement))</i>	

	Capital Expense	Revenue Implications		External Funding	
		One-off	On-going	Amount	Source of costs
	£	£	£	£	
2022/23		22,500			
2023/24					
2024/25					
2025/26					
TOTAL	0	22,500	0	0	0

RESERVES PROJECT SHEET

<p>Describe links to Corporate Goals</p> <p><i>Corporate goals:</i></p> <p>1) Strengthening communities to be safe, active and healthy</p> <p>2) Protecting and shaping the District</p> <p>3) Creating opportunities for economic growth and prosperity</p> <p>4) Delivering good quality, cost effective and valued services</p>	<p>Strengthening communities to be safe, active and healthy - These works will ensure that the Prom Park BMX track is in a safe and fit condition for children, youths, families and the general public to use. Delivering good quality, cost effective and valued services - The series of works will ensure that the Prom Park BMX track is safe, presentable and that the quality is of a good standard for all users. Failure to complete the works will result in further depreciation, H&S risk for users and a potential closure in the near future.</p>
<p>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</p>	<p>No foreseen risks to the delivery of the project.</p>
<p>Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)</p>	<p>NA</p>
<p>Are there Health & Safety implications? If so, please state</p>	<p>The current surface at the Prom Park BMX track is depreciating, undulating and pushing materials to the riding surfacing, this is causing a H&S risk to users. Completion of new track and surface will see these risks largely mitigated for a number of years. The track is reaching an end of life stage with a high likeliness of accident and incidents which could be high risk in there severity.</p>
<p>Is this part of a statutory obligation? If so, state how</p>	<p>NA</p>
<p>Is the project contractually committed to in any way? If so, please describe</p>	<p>NA</p>
<p>Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details</p>	<p>NA</p>

Maldon Cem Road repairs


Reserve Required (Please add detail of the reserve you are requesting funds from)	Repairs and Renewals
Project Category <ul style="list-style-type: none"> • Essential (E) • Service failure (SF) • Service improvement (SI) 	Essential
Project Lead Officer	Debbie Horrey
Project Description <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	Road repairs at Maldon cemetery due to partial collapse. 32m2 area and to a depth of 30mm.
Project Start Date <i>(Month and year)</i>	Jun-22
Project Completion Date <i>(Month and year)</i>	Jul-22
Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i>	Contractor
Picture <i>(Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement))</i>	

	Capital Expense	Revenue Implications		External Funding	
		One-off	On-going	Amount	Source of costs
	£	£	£	£	
2022/23		9,500			
2023/24					
2024/25					
2025/26					
TOTAL	0	9,500	0	0	0

RESERVES PROJECT SHEET

<p>Describe links to Corporate Goals</p> <p><i>Corporate goals:</i></p> <p>1) Strengthening communities to be safe, active and healthy</p> <p>2) Protecting and shaping the District</p> <p>3) Creating opportunities for economic growth and prosperity</p> <p>4) Delivering good quality, cost effective and valued services</p>	1,4
<p>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</p>	no
<p>Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)</p>	no
<p>Are there Health & Safety implications? If so, please state</p>	Yes, trip hazards and damage to vehicles
<p>Is this part of a statutory obligation? If so, state how</p>	<p>Local Authorities Cemeteries Order (LACO) 4</p> <p>(3). A burial authority shall be responsible as such for maintaining in a proper state of repair any road constructed by them or any predecessor of theirs, not being a highway which is for the time being maintainable at the public expense.</p>
<p>Is the project contractually committed to in any way? If so, please describe</p>	no
<p>Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details</p>	A cemetery business plan to improve services.

White Horse Lane Public Conveniences


Reserve Required (Please add detail of the reserve you are requesting funds from)	Repairs and Renewals
Project Category • Essential (E) • Service failure (SF) • Service improvement (SI)	Service Failure
Project Lead Officer	David Burnham
Project Description <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	The White Horse Lane public convenience requires 8 x toilet system flush mechanism replacements due to depreciation and approaching end of life. 5 out of 8 of the systems and mechanisms have operational issues which impacts the users. There are many occasions where toilets are now taken out of use until maintenance can be provided to get systems back in operation. During peak seasons like the summer holidays this causes a big impact to the public. The new toilet system will see the current flush mechanism replaced with new and modern non touch infrared flush buttons. This also improves the the hygiene of the toilets and reduces the risk of transmission of virus, infection and disease etc. The works will also include replacement of the rotten windows at the facility and a decoration program.
Project Start Date <i>(Month and year)</i>	Dec-22
Project Completion Date <i>(Month and year)</i>	Dec-22
Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i>	Works to be completed via external contractor
Picture <i>(Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement))</i>	

	Capital Expense	Revenue Implications		External Funding	
		One-off	On-going	Amount	Source of costs
	£	£	£	£	
2022/23		8,500			
2023/24					
2024/25					
2025/26					
TOTAL	0	8,500	0	0	0

RESERVES PROJECT SHEET

<p>Describe links to Corporate Goals</p> <p><i>Corporate goals:</i></p> <p>1) Strengthening communities to be safe, active and healthy</p> <p>2) Protecting and shaping the District</p> <p>3) Creating opportunities for economic growth and prosperity</p> <p>4) Delivering good quality, cost effective and valued services</p>	<p>Works required under H&S</p>
<p>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</p>	<p>No foreseen risks to the delivery of the project.</p>
<p>Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)</p>	<p>NA</p>
<p>Are there Health & Safety implications? If so, please state</p>	<p>H&S risks are due to the transmission of virus such as covid and / or other infections and diseases. The current systems being replaced with a non touch infrared flush system would help mitigate this risk and help safeguard the health and wellbeing of users in a facility that can receive very high footfall.</p>
<p>Is this part of a statutory obligation? If so, state how</p>	<p>NA</p>
<p>Is the project contractually committed to in any way? If so, please describe</p>	<p>NA</p>
<p>Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details</p>	<p>NA</p>

Tollesbury Public Conveniences


Reserve Required (Please add detail of the reserve you are requesting funds from)	Repairs and Renewals
Project Category • Essential (E) • Service failure (SF) • Service improvement (SI)	Essential
Project Lead Officer	David Burnham
Project Description <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	Renovation of the current heavily depreciated and end of life Tollesbury public conveniences. The toilets require urgent works to ensure they are fully functional, safe (hygienic) and to the standard required for a public convenience. There are currently some H&S concerns due to uneven / broken floor tiles, sanitising issues, general depreciation and hygiene issues due to the very poor condition of the facilities.
Project Start Date <i>(Month and year)</i>	Sep-22
Project Completion Date <i>(Month and year)</i>	Sep-22
Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i>	Works to be completed via external contractor
Picture <i>(Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement))</i>	

	Capital Expense	Revenue Implications		External Funding	
		One-off	On-going	Amount	Source of costs
	£	£	£	£	
2022/23		15,000			
2023/24					
2024/25					
2025/26					
TOTAL	0	15,000	0	0	0

RESERVES PROJECT SHEET

<p>Describe links to Corporate Goals</p> <p><i>Corporate goals:</i></p> <p>1) Strengthening communities to be safe, active and healthy</p> <p>2) Protecting and shaping the District</p> <p>3) Creating opportunities for economic growth and prosperity</p> <p>4) Delivering good quality, cost effective and valued services</p>	<p>Works required under H&S</p>
<p>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</p>	<p>No foreseen risks to the delivery of the project.</p>
<p>Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)</p>	<p>NA</p>
<p>Are there Health & Safety implications? If so, please state</p>	<p>H&S risks are increasing as the facility is heavily depreciated. Slips, trips and falls likeliness is increasing due to the condition of the floors, the hygiene and functions are a concern under H&S. If the facility is not renovated i.e. flooring, new wall tiles, replacement urinal and replacement toilets this could lead to incidents / accidents occurring.</p>
<p>Is this part of a statutory obligation? If so, state how</p>	<p>NA</p>
<p>Is the project contractually committed to in any way? If so, please describe</p>	<p>NA</p>
<p>Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details</p>	<p>NA</p>

Maldon Cem Pond

Reserve Required (Please add detail of the reserve you are requesting funds from)	Repairs and Renewals
Project Category <ul style="list-style-type: none"> • Essential (E) • Service failure (SF) • Service improvement (SI) 	Essential
Project Lead Officer	Debbie Horrey
Project Description <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	Pond area at maldon cemetery made safe. The pond area in Maldon cemetery does not have adequate safety measures in place. A defined edge needs to be created with a boundaary to make clear to visitors where the water begins, boeyancy aid and signage installed.
Project Start Date <i>(Month and year)</i>	asap
Project Completion Date <i>(Month and year)</i>	4 weeks from project start date
Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i>	contractor required
Picture <i>(Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement))</i>	

	Capital Expense	Revenue Implications		External Funding	
		One-off	On-going	Amount	Source of costs
	£	£	£	£	
2022/23		3,000			
2023/24					
2024/25					
2025/26					
TOTAL	0	3,000	0	0	0

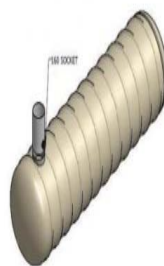
RESERVES PROJECT SHEET

<p>Describe links to Corporate Goals</p> <p><i>Corporate goals:</i></p> <p>1) Strengthening communities to be safe, active and healthy</p> <p>2) Protecting and shaping the District</p> <p>3) Creating opportunities for economic growth and prosperity</p> <p>4) Delivering good quality, cost effective and valued services</p>	<p>1,2,4</p>
<p>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</p>	
<p>Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)</p>	<p>no</p>
<p>Are there Health & Safety implications? If so, please state</p>	<p>Yes, pond area does not have adequate safety measures in accordance to advice from Steven Brown MDC consultant</p>
<p>Is this part of a statutory obligation? If so, state how</p>	<p>Health and Safety at work etc act 1974</p>
<p>Is the project contractually committed to in any way? If so, please describe</p>	<p>no</p>
<p>Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details</p>	<p>This bid links to the Woodland Glade commercial project and is the essential element required regardless of outcome of project approval.</p>

Maldon & Heybridge Cess pits

Reserve Required (Please add detail of the reserve you are requesting funds from)	Repairs and Renewals
Project Category <ul style="list-style-type: none"> • Essential (E) • Service failure (SF) • Service improvement (SI) 	Essential
Project Lead Officer	Debbie Horrey
Project Description <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	Cesspits for Maldon and Heybridge cemetery toilets. The current cesspits are 750 litres which is not fit for purpose with usage from visitors, staff, volunteers, payback and Friends Groups. This is not cost effective as they need to emptied more often. Larger cesspits (2,000 litres) would keep running costs lower. Each clearance costs £70 and each tank needs to be emptied at approximately 100 flushes. This equates to £1820 per toilet per year.
Project Start Date <i>(Month and year)</i>	May-22
Project Completion Date <i>(Month and year)</i>	Jun-22
Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i>	Staff time from maintenance department

Picture *(Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement))*



Premier Tech Cesspit 2000L CP2/2

£1,430.00

£1,716.00

The Premier Tech 2000 Litre Cesspit is constructed from high strength GRP (Glass-Reinforced-Plastic). Available in 2 versions for either concrete surround or granular surround (dry sites only).

Free Delivery - Excludes Highlands and Islands

[VIEW DETAILS](#)

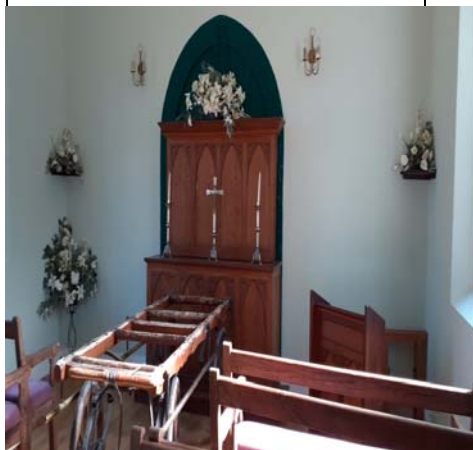
	Capital Expense	Revenue Implications		External Funding	
		One-off	On-going	Amount	Source of costs
	£	£	£	£	
2022/23		4,000			
2023/24					
2024/25					
2025/26					
TOTAL	0	4,000	0	0	0

RESERVES PROJECT SHEET

<p>Describe links to Corporate Goals</p> <p><i>Corporate goals:</i></p> <p>1) Strengthening communities to be safe, active and healthy</p> <p>2) Protecting and shaping the District</p> <p>3) Creating opportunities for economic growth and prosperity</p> <p>4) Delivering good quality, cost effective and valued services</p>	<p>4</p>
<p>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</p>	<p>staff resources</p>
<p>Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)</p>	<p>no</p>
<p>Are there Health & Safety implications? If so, please state</p>	<p>overflow if current cesspits cannot be emptied quickly enough</p>
<p>Is this part of a statutory obligation? If so, state how</p>	<p>no</p>
<p>Is the project contractually committed to in any way? If so, please describe</p>	<p>no</p>
<p>Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details</p>	

Maldon Chapel repairs

Reserve Required (Please add detail of the reserve you are requesting funds from)	Repairs and Renewals
Project Category <ul style="list-style-type: none"> • Essential (E) • Service failure (SF) • Service improvement (SI) 	Service Failure
Project Lead Officer	Debbie Horrey
Project Description <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	Renovation of chapel to make fit for services to be held thus generating income. Pews need to be sanded, revarnished and recovered, floral tributes purchased and bier renovated. Repairs to floor and door, patch up paint work.
Project Start Date <i>(Month and year)</i>	May-22
Project Completion Date <i>(Month and year)</i>	Aug-22
Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i>	Contractor required for renovation works. Maintenance team for initial floor work.




	Capital Expense	Revenue Implications		External Funding	
		One-off	On-going	Amount	Source of costs
	£	£	£	£	
2022/23		3,000			
2023/24					
2024/25					
2025/26					
TOTAL	0	3,000	0	0	0

RESERVES PROJECT SHEET

<p>Describe links to Corporate Goals</p> <p><i>Corporate goals:</i></p> <p>1) Strengthening communities to be safe, active and healthy</p> <p>2) Protecting and shaping the District</p> <p>3) Creating opportunities for economic growth and prosperity</p> <p>4) Delivering good quality, cost effective and valued services</p>	4
<p>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</p>	no
<p>Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)</p>	no
<p>Are there Health & Safety implications? If so, please state</p>	Yes, floor is trip hazard
<p>Is this part of a statutory obligation? If so, state how</p>	Burial law requires that bereaved people are treated with sensitivity, dignity and respect. The chapel must be maintained to this standard if to be offered for funeral services.
<p>Is the project contractually committed to in any way? If so, please describe</p>	no
<p>Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details</p>	Cemetery business plan to improve services and increase revenue.

Riverside pathway resurfacing


Reserve Required (Please add detail of the reserve you are requesting funds from)	Repairs and Renewals
Project Category <ul style="list-style-type: none"> • Essential (E) • Service failure (SF) • Service improvement (SI) 	Service Failure
Project Lead Officer	David Burnham
Project Description <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	Resurfacing of the grit pathways that connects and runs around Riverside Park for public use park due to depreciation and H&S concerns / risk (undulation and unevenness). The park has a high amount of public footfall and usage via visitors, activities and users across the year, this results in depreciation and heavy wear of the footpaths and surface. There are currently concerns with the life expectancy of the current surface which has been topped up on occasions over the years to reduce the chance of accidents or incidents. This is now not an option as the majority of the surface is in poor condition and needs full remedial works. Failure to resurface the park pathways could result in slips, trips and falls to the public, users and staff and also other accidents, incidents and H&S concerns.
Project Start Date <i>(Month and year)</i>	Dec-22
Project Completion Date <i>(Month and year)</i>	Dec-22
Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i>	Works to be completed via external contractor
Picture <i>(Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement))</i>	

	Capital Expense	Revenue Implications		External Funding	
		One-off	On-going	Amount	Source of costs
	£	£	£	£	
2022/23		14,000			
2023/24					
2024/25					
2025/26					
TOTAL	0	14,000	0	0	0

RESERVES PROJECT SHEET

<p>Describe links to Corporate Goals</p> <p><i>Corporate goals:</i></p> <p>1) Strengthening communities to be safe, active and healthy</p> <p>2) Protecting and shaping the District</p> <p>3) Creating opportunities for economic growth and prosperity</p> <p>4) Delivering good quality, cost effective and valued services</p>	<p>Works required under H&S</p>
<p>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</p>	<p>No foreseen risks to the delivery of the project.</p>
<p>Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)</p>	<p>NA</p>
<p>Are there Health & Safety implications? If so, please state</p>	<p>The park pathway surface is becoming a risk due to undulation, unevenness, cracks and diverts which could cause accidents, incidents and harm to the public (especially the elderly). The H&S implications are high for slip, trips and falls with a high likeliness and high severity. Completion of the surfacing works will mitigate the H&S risks that are currently present.</p>
<p>Is this part of a statutory obligation? If so, state how</p>	<p>NA</p>
<p>Is the project contractually committed to in any way? If so, please describe</p>	<p>NA</p>
<p>Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details</p>	<p>NA</p>

Maldon Cemetery Wall

Reserve Required (Please add detail of the reserve you are requesting funds from)	Repairs and Renewals				
Project Category • Essential (E) • Service failure (SF) • Service improvement (SI)	Essential				
Project Lead Officer	Debbie Horrey				
Project Description <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	The cemetery wall has had bricks stolen and is partially collapsed. This poses a health and safety risk. Removal of remainder of cemetery wall and replacement with hedge line. £2,000. Hedging as replacement £1,700 (7.5 plants per linear metre) Total £3,700 The cost to replace the wall with brick (many stolen) would estimated as £28,000, subject to detailed quotation (indicatively, brick laying & pointing for c.135 sq.m approx £16,200, Ground works and underpinning approx£4,500, Additional materials £2,700, contingency at 15% £3,510.				
Project Start Date <i>(Month and year)</i>	ASAP				
Project Completion Date <i>(Month and year)</i>	1 week from project start date				
Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i>	Staff resources to remove bricks and correct pillars. Staff resources to plant hedge line				
Picture <i>(Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement))</i>					

	Capital Expense	Revenue Implications		External Funding	
		One-off	On-going	Amount	Source of costs
	£	£	£	£	
2022/23		3,700			
2023/24					
2024/25					
2025/26					
TOTAL	0	3,700	0	0	0

RESERVES PROJECT SHEET

<p>Describe links to Corporate Goals</p> <p><i>Corporate goals:</i></p> <p>1) Strengthening communities to be safe, active and healthy</p> <p>2) Protecting and shaping the District</p> <p>3) Creating opportunities for economic growth and prosperity</p> <p>4) Delivering good quality, cost effective and valued services</p>	<p>1, 4</p>
<p>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</p>	<p>no</p>
<p>Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)</p>	
<p>Are there Health & Safety implications? If so, please state</p>	<p>Yes, it is a health and safety risk not to complete this project</p>
<p>Is this part of a statutory obligation? If so, state how</p>	<p>Atricle 4 (1) of the Local Authorities Cemeteries Order "a burial authorityshall keep the cemetery in good order and repair together with all buildings, walls and fences....."</p>
<p>Is the project contractually committed to in any way? If so, please describe</p>	<p>no</p>
<p>Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details</p>	<p>Cemetery business plan to improve services and increase revenue.</p>


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2022/23 Service Capital Bids

Category	Project	£000
Vehicle and Plant Replacement		
SF	Replacement Electric Utility Vehicle (replaces fuel vehicle)	17
E	Replacement Parks 2004 Vehicle	32
E	Replacement Animal Warden Vehicle	12
E	Depot Forklift	19
E	Maintenance team vehicle	32
Maldon Promenade		
SI	Prom Park new footpath alongside entrance road	25
E	Prom Entrance road bollard lighting	16
E	Prom Park Marine Lake pumping station	11
E	Entrance Road Resurfacing	32
SF	Skate park resurfacing	45
Car Parks		
SF	White Horse Lane resurfacing	77
SF	Butt Lane Car Park Subsidence repairs	60
Leisure Centres		
SF	New Hot Water Boilers - Blackwater Leisure Centre (BLC)	31
Parks and Open Spaces		
SF	Oak tree Meadow surfacing	21
Rivers		
E	Burnham-on-Crouch (BoC) Pontoon Renovation	60
Total Capital Bids		490

KEY:	
E	Essential
SF	Service Failure


Replacement Electric Utility Vehicle (replaces fuel vehicle)

Project Name & Location <i>(Enter a meaningful title for the project and provide details of the location of the project)</i>	Electric replacement John Deere Gator Utility Vehicle				
Project Category <ul style="list-style-type: none"> • Essential (E) • Service failure (SF) • Service improvement (SI) • Commercial (C) 	Service Failure				
Project Lead Officer	Joe Poole				
Project Description <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	To renew parks John Deere 'Gator' utility vehicle which is 9 years old and used daily on Promenade Park or across parks and open spaces in Maldon/Heybridge. This vehicle is essential for the day to day activities of the Parks team and basic maintenance duties within Promenade Park. Some capital may be raised through part exchange of old vehicle. The new vehicle would be the electric version with zero emissions, which would be the first such vehicle in the whole MDC fleet.				
Project Start Date <i>(Month and year)</i>	Apr-22				
Project Completion Date <i>(Month and year)</i>	Jun-22				
Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i>	Procurement process				
Picture <i>(Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement))</i>					
	Capital Expense	Revenue Implications		External Funding	
		One-off	On-going	Amount	Source of costs
	£	£	£	£	
2022/23	17,000				
2024/25					
2025/26					
2026/27					
TOTAL	17,000	0	0	0	0

CAPITAL PROJECT SHEET

<p>Describe links to Corporate Goals</p> <p><i>Corporate goals:</i></p> <ol style="list-style-type: none"> 1) Strengthening communities to be safe, active and healthy 2) Protecting and shaping the District 3) Creating opportunities for economic growth and prosperity 4) Delivering good quality, cost effective and valued services 	<p>Protecting and shaping the district: Newer utility vehicle moving to electric therefore greener, reducing emissions. Delivering good quality, cost effective and valued services: current vehicle has spent much time out of action needing repair and cost the service on numerous times for these repairs.</p>
<p>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</p>	<p>Due to transport of the machine into the country the sooner this project progresses the more likely the machine will be in use with the parks team before we spend anymore on repairing our old machine</p>
<p>Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)</p>	
<p>Are there Health & Safety implications? If so, please state</p>	<p>Ageing vehicle which is breaking down with increasing frequency. Whole body vibration exposure levels to staff expected to be much higher on current utility vehicle than a new one due to improved safety features that a new vehicle will have</p>
<p>Is this part of a statutory obligation? If so, state how</p>	
<p>Is the project contractually committed to in any way? If so, please describe</p>	
<p>Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details</p>	<p>Deilvery of current ground maintainence obligations and can be used as part of commercial development of the parks department</p>

Replacement Parks 2004 Vehicle


Project Name & Location <i>(Enter a meaningful title for the project and provide details of the location of the project)</i>	1 x Replacement Parks Team Vehicle
Project Category <ul style="list-style-type: none"> • Essential (E) • Service failure (SF) • Service improvement (SI) • Commercial (C) 	Essential
Project Lead Officer	Joe Poole
Project Description <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	Replacement of Parks Vehicle EF04 AFU with new vehicle which is suitable for carrying a ride on mower as we have a lack of suitable vehicles for this purpose. Current vehicle is close to 18 years old and although still roadworthy has many current issues that will need addressing soon. Indicative price below based upon similar replacement purchase in 2020/21 or potential to look at leasing as alternative (but would require ongoing Revenue Budget growth as an alternative)
Project Start Date <i>(Month and year)</i>	Apr-21
Project Completion Date <i>(Month and year)</i>	Jun-21
Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i>	Procurement Process
Picture <i>(Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement))</i>	

	Capital Expense	Revenue Implications		External Funding	
		One-off	On-going	Amount	Source of costs
	£	£	£	£	
2022/23	31,700				
2024/25					
2025/26					
2026/27					
TOTAL	31,700	0	0	0	0

CAPITAL PROJECT SHEET

<p>Describe links to Corporate Goals</p> <p><i>Corporate goals:</i></p> <ol style="list-style-type: none"> 1) Strengthening communities to be safe, active and healthy 2) Protecting and shaping the District 3) Creating opportunities for economic growth and prosperity 4) Delivering good quality, cost effective and valued services 	<p>Protecting and shaping the district in aiding the team provide a maintenance service to its parks and open spaces. Delivering good quality, cost effective services by not paying for a vehicle which is old and in need of repair.</p>
<p>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</p>	<p>Potential to look at second hand vehicles to reduce cost but this brings the risk of acquiring vehicles with issues from day one whereas new they will come with a lengthy warranty etc. Potential to look at leasing to spread costs. New Ford vehicles not available until April</p>
<p>Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)</p>	
<p>Are there Health & Safety implications? If so, please state</p>	<p>High likelihood of breakdowns if we keep with current vehicle which is by far the oldest in the fleet of vans.</p>
<p>Is this part of a statutory obligation? If so, state how</p>	
<p>Is the project contractually committed to in any way? If so, please describe</p>	
<p>Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details</p>	<p>Delivery of current Ground Maintenance obligations and will aid future commercial growth of the parks department.</p>

Replacement Animal Warden Vehicle

Project Name & Location <small>(Enter a meaningful title for the project and provide details of the location of the project)</small>	Replacement of Animal Warden Vehicle
Project Category <ul style="list-style-type: none"> Essential (E) Service failure (SF) Service improvement (SI) 	Essential
Project Lead Officer	Pat Mackshea
Project Description <small>(Clearly set out what the overall purpose and main aims of the project are)</small>	<p>This vehicle is approaching 9 years old and for a commercial vehicle its effective / economical working life is decreasing rapidly. Recent Servicing and repair costs are increasing due to its age related wear. It has also transported dogs around for most of its working life resulting in high levels of wear especially in the rear load area. Its reliability is now becoming an operational issue due to the increased pressure on our vehicle fleet to perform a wider variety of frontline services.</p>
Project Start Date <small>(Month and year)</small>	Apr-22
Project Completion Date <small>(Month and year)</small>	Jul-22
Resource Implications <small>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</small>	On going maintenance costs per year which will increase with life span
Picture <small>(Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement))</small>	

	Capital Expense	Revenue Implications		External Funding	
		One-off	On-going	Amount	Source of costs
	£	£	£	£	
2022/23	12,000				
2024/25			500		
2025/26			500		
2026/27					
TOTAL	12,000	0	1,000	0	0

CAPITAL PROJECT SHEET

<p>Describe links to Corporate Goals</p> <p><i>Corporate goals:</i></p> <p>1) Strengthening communities to be safe, active and healthy</p> <p>2) Protecting and shaping the District</p> <p>3) Creating opportunities for economic growth and prosperity</p> <p>4) Delivering good quality, cost effective and valued services</p>	Goals 1,2,3& 4 applicable
Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).	None
Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)	Non required
Are there Health & Safety implications? If so, please state	
Is this part of a statutory obligation? If so, state how	The vehicle is an integral part of the council delivering many statutory services inc the stray dog service
Is the project contractually committed to in any way? If so, please describe	N/A
Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details	

Depot Forklift


Project Name & Location <i>(Enter a meaningful title for the project and provide details of the location of the project)</i>	Electric Forklift - MDC Office Depot
Project Category <ul style="list-style-type: none"> • Essential (E) • Service failure (SF) • Service improvement (SI) • Commercial © 	Essential
Project Lead Officer	David Burnham
Project Description <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	To purchase a new electrically powered 1.5 ton forklift truck for use in the Princes Road Depot. Deliveries to the depot are increasingly palletised and of considerable weight which is currently handballed off trucks and lorries which is a high amount of manual handling. Without the advantage of having an asset such as a forklift on site, some deliveries are being returned to the sender as they cannot be unloaded by hand or there is an additional cost from the delivery company to offload. There is a health and safety risk as it requires that staff are being expected to manhandle which may require moving around the depot several times before being stored or loaded again and taken for use. This equipment will require a certificate of competence to be issued prior to use and the cost of training has been included in this submission.
Project Start Date <i>(Month and year)</i>	Apr-22
Project Completion Date <i>(Month and year)</i>	Jun-22
Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i>	No additional costs other than those maintenance costs associated with the vehicle
Picture <i>(Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement))</i>	

	Capital Expense	Revenue Implications		External Funding	
		One-off	On-going	Amount	Source of costs
	£	£	£	£	
2022/23	19,000			0	0
2023/24					
2024/25					
2025/26					
TOTAL	19,000	0	0	0	0

CAPITAL PROJECT SHEET

<p>Describe links to Corporate Goals</p> <p><i>Corporate goals:</i></p> <p>1) Strengthening communities to be safe, active and healthy</p> <p>2) Protecting and shaping the District</p> <p>3) Creating opportunities for economic growth and prosperity</p> <p>4) Delivering good quality, cost effective and valued services</p>	2 & 4
<p>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</p>	None
<p>Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)</p>	None
<p>Are there Health & Safety implications? If so, please state</p>	Manual handling large loads from delivery trucks and around the depot is likely to cause impact on staff. There is also a risk of accidents and accidents while manual handling is occurring.
<p>Is this part of a statutory obligation? If so, state how</p>	No
<p>Is the project contractually committed to in any way? If so, please describe</p>	No
<p>Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details</p>	

Maintenance team vehicle


Project Name & Location <i>(Enter a meaningful title for the project and provide details of the location of the project)</i>	1 x Maintenance Team Vehicle
Project Category <ul style="list-style-type: none"> Essential (E) Service failure (SF) Service improvement (SI) Commercial (C) 	Essential
Project Lead Officer	David Burnham
Project Description <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	Replacement of the maintenance team vehicle reg VA65 OYE. This vehicle is now at an age where it is experiencing faults and issues. This vehicle can be used as PX on a new vehicle and it would be beneficial to MDC to do so now before the value drops further and the mechanical works required start to outweigh the value of the vehicle. Replacement is essential as this vehicle is in operational daily and travel a fair distance on a weekly basis. The new vehicle would be inkeeping with the current vehicle i.e. double cab, twin axle but with the addition of a tipper back which will very much aid with maintenance works.
Project Start Date <i>(Month and year)</i>	Dec-22
Project Completion Date <i>(Month and year)</i>	Jan-23
Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i>	NA
Picture <i>(Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement))</i>	

	Capital Expense	Revenue Implications		External Funding	
		One-off	On-going	Amount	Source of costs
	£	£	£	£	
2022/23	32,000				
2024/25					
2025/26					
2026/27					
TOTAL	32,000	0	0	0	0

CAPITAL PROJECT SHEET

<p>Describe links to Corporate Goals</p> <p><i>Corporate goals:</i></p> <p>1) Strengthening communities to be safe, active and healthy</p> <p>2) Protecting and shaping the District</p> <p>3) Creating opportunities for economic growth and prosperity</p> <p>4) Delivering good quality, cost effective and valued services</p>	<p>Protecting and shaping the district in aiding the team provide a maintenance service to its parks and all assets. Delivering good quality, cost effective services by not paying for a vehicle which is old and in need of repair.</p>
<p>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</p>	<p>Potential to look at second hand vehicles to reduce cost but this brings the risk of acquiring vehicles with issues from day one whereas new they will come with a lengthy warranty etc. Potential to look at leasing to spread costs.</p>
<p>Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)</p>	<p>NA</p>
<p>Are there Health & Safety implications? If so, please state</p>	<p>High likelihood of breakdowns if we keep with current vehicle which is approaching end of life and become uneconomical to repair.</p>
<p>Is this part of a statutory obligation? If so, state how</p>	<p>NA</p>
<p>Is the project contractually committed to in any way? If so, please describe</p>	<p>NA</p>
<p>Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details</p>	<p>NA</p>

Prom Park new footpath alongside entrance road


Project Name & Location <i>(Enter a meaningful title for the project and provide details of the location of the project)</i>	New footpath and lighting on main access road into Promenade Park.
Project Category <ul style="list-style-type: none"> • Essential (E) • Service failure (SF) • Service improvement (SI) • Commercial (C) 	Service Improvement
Project Lead Officer	Frank Britt
Project Description <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	The existing main entrance into Promenade Park is a 'one way' road from Park Drive down to the car parking areas. This access road is very often used by pedestrians, families with children, mothers with pushchairs, the wheelchair bound etc to access the park. There are obviously risks here for those pedestrians from any vehicular traffic using the road at the same time. We are proposing that we construct a dedicated footpath alongside the roadway and in association with this to install low energy bollard lighting or similar down the length of the path. This would be required during dusk or night time access and maybe other reduced daylight times as the pathway would be in the shadow of the trees.
Project Start Date <i>(Month and year)</i>	Jun-22
Project Completion Date <i>(Month and year)</i>	Nov-22
Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i>	Staff time to draw up the tender documents and carry out tender appraisal once received. There will be management time for the works phase and for agreeing the final account. Contractor costs to carry out the works following tender.
Picture <i>(Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement))</i>	

	Capital Expense	Revenue Implications		External Funding	
		One-off	On-going	Amount	Source of costs
	£	£	£	£	
2022/23	25,000				
2024/25					
2025/26					
2026/27					
TOTAL	25,000	0	0	0	0

CAPITAL PROJECT SHEET

<p>Describe links to Corporate Goals</p> <p><i>Corporate goals:</i></p> <p>1) Strengthening communities to be safe, active and healthy</p> <p>2) Protecting and shaping the District</p> <p>3) Creating opportunities for economic growth and prosperity</p> <p>4) Delivering good quality, cost effective and valued services</p>	<p>To provide safer pedestrian access into Promenade Park, encouraging more people to access the park and enhancing the offer to the community at Promenade Park.</p>
<p>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</p>	<p>Consideration will have to be given to the exact location of the path as we would not want to affect the tree roots etc</p>
<p>Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)</p>	<p>None</p>
<p>Are there Health & Safety implications? If so, please state</p>	<p>Increased safety for the park users through not having to walk down the access road. Also there is increased safety through having a suitable surface to walk on and the lighting for when the light conditions are poor.</p>
<p>Is this part of a statutory obligation? If so, state how</p>	<p>No</p>
<p>Is the project contractually committed to in any way? If so, please describe</p>	<p>No</p>
<p>Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details</p>	<p>No</p>

Prom Entrance road bollard lighting


Project Name & Location <i>(Enter a meaningful title for the project and provide details of the location of the project)</i>	Prom Park Entrance & Entrance Road Lighting
Project Category <ul style="list-style-type: none"> • Essential (E) • Service failure (SF) • Service improvement (SI) • Commercial (C) 	Essential
Project Lead Officer	David Burnham
Project Description <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	Promenade Park entrance lighting bollards. Replacement of the current timber protection bollards along the main Prom entrance with new toughened plastic lighting bollards. The installation of lighting bollards along the main entrance route will provide vehicles and pedestrians with adequate lighting for safer travel along the road way.
Project Start Date <i>(Month and year)</i>	Oct-22
Project Completion Date <i>(Month and year)</i>	Nov-22
Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i>	Works to be completed via external contractors
Picture <i>(Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement))</i>	

	Capital Expense	Revenue Implications		External Funding	
	£	One-off £	On-going £	Amount £	Source of costs
2021/22	15,500				
2022/23					
2024/25					
2025/26					
TOTAL	15,500	0	0	0	0

CAPITAL PROJECT SHEET

<p>Describe links to Corporate Goals</p> <p><i>Corporate goals:</i></p> <ol style="list-style-type: none"> 1) Strengthening communities to be safe, active and healthy 2) Protecting and shaping the District 3) Creating opportunities for economic growth and prosperity 4) Delivering good quality, cost effective and valued services 	<p>Strengthening communities to be safe, active and healthy - These works will ensure that the Prom Park entrance is well lit and safer for pedestrians and vehicles to use during periods where visibility is not good. The works will also help to improve the H&S risk rating and reduce the potential for slips, trips and falls via the public when natural light is at a low level or not present.</p>
<p>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</p>	<p>No foreseen risks to the delivery of the project.</p>
<p>Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)</p>	<p>NA</p>
<p>Are there Health & Safety implications? If so, please state</p>	<p>There is currently no form of lighting present along the Prom Park entrance roadway, installation of lighting bollards will improve H&S levels for pedestrians and vehicles to use during periods where visibility is not good. The works will also help to improve the H&S risk rating and reduce the potential for slips, trips and falls via the public when natural light is at a low level or not present.</p>
<p>Is this part of a statutory obligation? If so, state how</p>	<p>NA</p>
<p>Is the project contractually committed to in any way? If so, please describe</p>	<p>NA</p>
<p>Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details</p>	<p>NA</p>

Prom Park Marine Lake pumping station

Project Name & Location <i>(Enter a meaningful title for the project and provide details of the location of the project)</i>	Prom Park Marine Lake Pumping Station
Project Category <ul style="list-style-type: none"> • Essential (E) • Service failure (SF) • Service improvement (SI) • Commercial © 	Essential
Project Lead Officer	David Burnham
Project Description <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	The Prom Park marine lake currently has no overflow system or pumping system to reduce the level of the lake during the winter / rainy season which results in the lake overflowing from both sides and ends. When the lake overflows there is a considerable amount of standing water in place that could be measured in inches, due to the standing water being around the exterior of the lake fencing it impacts on many visitors and especially young families / elderly. The installation of a dual pumping station at the marine lake could operate on auto or hand would mitigate the flooding and ensure the lake level is managed. The current management of the lake relies on manual handling and set up of depreciated pumps which rid lake water over the seawall or into the amphitheatre drainage run. There is a large element of H&S concerns and risks due to the manual set up and the area of operation.
Project Start Date <i>(Month and year)</i>	May-22
Project Completion Date <i>(Month and year)</i>	May-22
Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i>	Works to be completed via external contractors
Picture <i>(Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement))</i>	

	Capital Expense	Revenue Implications		External Funding	
		One-off	On-going	Amount	Source of costs
	£	£	£	£	
2022/23	10,500				
2024/25					
2025/26					
2026/27					
TOTAL	10,500	0	0	0	0

CAPITAL PROJECT SHEET

<p>Describe links to Corporate Goals</p> <p><i>Corporate goals:</i></p> <p>1) Strengthening communities to be safe, active and healthy</p> <p>2) Protecting and shaping the District</p> <p>3) Creating opportunities for economic growth and prosperity</p> <p>4) Delivering good quality, cost effective and valued services</p>	<p>Strengthening communities to be safe, active and healthy - These works will ensure that the Prom Park marine lake is a safe feature to visit all year round. The works will also help to improve the H&S risk rating and reduce the potential for slips, trips and falls via standing surface water around the lake when it overflows.</p>
<p>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</p>	<p>No foreseen risks to the delivery of the project.</p>
<p>Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)</p>	<p>NA</p>
<p>Are there Health & Safety implications? If so, please state</p>	<p>There is currently no form of overflow, run off or pumping station present at the marine lake which is control by manual labour, installation of a dual pumping station (2 x 3 inch pumps with a run into a tank and then appropriately dispatched into the drainage system will improve H&S levels due to removal of manual handling, risk of equipment operating in an area near the public. The works will also help to improve the H&S risk rating and reduce the potential for slips, trips and falls via the public when surface water has overflowed from the lake.</p>
<p>Is this part of a statutory obligation? If so, state how</p>	<p>NA</p>
<p>Is the project contractually committed to in any way? If so, please describe</p>	<p>NA</p>
<p>Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details</p>	<p>NA</p>

Entrance Road Resurfacing

Reserve Required (Please add detail of the reserve you are requesting funds from)	Repairs and Renewals
Project Category • Essential (E) • Service failure (SF) • Service improvement (SI)	Essential
Project Lead Officer	David Burnham
Project Description <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	Resurfacing of the Prom Park entrance road due to depreciation and H&S concerns / risk (large surface holes / cracks). The Prom Park has a huge amount of vehicle footfall through the main entrance and road across the year, this results in depreciation of the road surface. There are currently real concerns with the life expectancy of the current surface which has been patch repaired on numerous occasions over the years. This is now not an option as the majority of the tarmac surface is breaking up and out. Failure to resurface the 200m x 5m stretch of road could result in incidents and accidents including slips, trips and falls to the public and also other H&S concerns with vehicle access / usage.
Project Start Date <i>(Month and year)</i>	Apr-22
Project Completion Date <i>(Month and year)</i>	Apr-22
Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i>	Works to be completed via external contractor




	Capital Expense	Revenue Implications		External Funding	
		One-off	On-going	Amount	Source of costs
	£	£	£	£	
2022/23	32,000				
2024/25					
2025/26					
2026/27					
TOTAL	32,000	0	0	0	0

RESERVES PROJECT SHEET

<p>Describe links to Corporate Goals</p> <p><i>Corporate goals:</i></p> <p>1) Strengthening communities to be safe, active and healthy</p> <p>2) Protecting and shaping the District</p> <p>3) Creating opportunities for economic growth and prosperity</p> <p>4) Delivering good quality, cost effective and valued services</p>	<p>Works required under H&S</p>
<p>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</p>	<p>No foreseen risks to the delivery of the project.</p>
<p>Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)</p>	<p>NA</p>
<p>Are there Health & Safety implications? If so, please state</p>	<p>The current road surface is now very high risk of breaking up and out which would create large and multiple potholes, cracks and diverts which could cause harm to the public and staff. The H&S implications are high for slip, trips and falls with a high likeness and high severity. Completion of the road surfacing works will mitigate the H&S risks that are currently present.</p>
<p>Is this part of a statutory obligation? If so, state how</p>	<p>NA</p>
<p>Is the project contractually committed to in any way? If so, please describe</p>	<p>NA</p>
<p>Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details</p>	<p>NA</p>

Skate park resurfacing


Reserve Required (Please add detail of the reserve you are requesting funds from)	Repairs and Renewals				
Project Category • Essential (E) • Service failure (SF) • Service improvement (SI)	Service Failure				
Project Lead Officer	David Burnham				
Project Description <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	Resurfacing of the Promenade Park skate park including fencing and replacement of ramps. This facility is extremely popular with young people and families and it has now reached a level of depreciation that poses H&S risks due to surface safety and ramp condition and conformity. A new surface would see the facility become fit for purpose and a safe surface for all riders to use. The new ramps would meet industry regulation and ensure the safety of users. (Alternative Capital bid for complete renewal of skate park to Concrete also submitted)				
Project Start Date <i>(Month and year)</i>	May-22				
Project Completion Date <i>(Month and year)</i>	Jun-22				
Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i>	Works to be completed via external contractor				
Picture <i>(Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement))</i>					

	Capital Expense	Revenue Implications		External Funding	
		One-off	On-going	Amount	Source of costs
	£	£	£	£	
2022/23	45,000				
2024/25					
2025/26					
2026/27					
TOTAL	45,000	0	0	0	0

RESERVES PROJECT SHEET

<p>Describe links to Corporate Goals</p> <p><i>Corporate goals:</i></p> <p>1) Strengthening communities to be safe, active and healthy</p> <p>2) Protecting and shaping the District</p> <p>3) Creating opportunities for economic growth and prosperity</p> <p>4) Delivering good quality, cost effective and valued services</p>	<p>Strengthening communities to be safe, active and healthy - These works will ensure that the Skate Park at the Prom Park is in a safe and fit condition for children, youths, families and the general public to use. Delivering good quality, cost effective and valued services - The series of works will ensure that the skate park is presentable and that the quality is of a good standard for all users. Failure to complete the works will result in further depreciation of the asset and a potential closure in the near future under H&S.</p>
<p>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</p>	<p>No foreseen risks to the delivery of the project.</p>
<p>Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)</p>	<p>NA</p>
<p>Are there Health & Safety implications? If so, please state</p>	<p>The current surface at the facility is now very abrasive and uneven in places which presents a risk to users which could be severe in impact on the risk scale. With a series of works accident and incidents linked to the surface and ramps can be largely mitigated for a number of years.</p>
<p>Is this part of a statutory obligation? If so, state how</p>	<p>NA</p>
<p>Is the project contractually committed to in any way? If so, please describe</p>	<p>NA</p>
<p>Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details</p>	<p>NA</p>

White Horse Lane resurfacing

Reserve Required (Please add detail of the reserve you are requesting funds from)	Repairs and Renewals
Project Category • Essential (E) • Service failure (SF) • Service improvement (SI)	Service Failure
Project Lead Officer	David Burnham
Project Description <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	Resurfacing and relining of the White Horse lane lower car park due to depreciation and H&S concerns / risk (large surface holes / cracks). The car park has a high amount of vehicle footfall and usage via visitors, shoppers and local workers across the year, this results in depreciation of the car park lines and surface. There are currently real concerns with the life expectancy of the current surface which has been patch repaired on occasions over the years to prevent accidents or incidents. This is now not an option as the majority of the tarmac surface is breaking up and out. Failure to resurface the 1850m2 lower car park could result in slips, trips and falls to the public and also other accidents, incidents and H&S concerns with vehicle access / usage.
Project Start Date <i>(Month and year)</i>	Feb-23
Project Completion Date <i>(Month and year)</i>	Mar-23
Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i>	Works to be completed via external contractor
Picture <i>(Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement))</i>	

	Capital Expense	Revenue Implications		External Funding	
		One-off	On-going	Amount	Source of costs
	£	£	£	£	
2022/23	77,500				
2024/25					
2025/26					
2026/27					
TOTAL	77,500	0	0	0	0

RESERVES PROJECT SHEET

<p>Describe links to Corporate Goals</p> <p><i>Corporate goals:</i></p> <p>1) Strengthening communities to be safe, active and healthy</p> <p>2) Protecting and shaping the District</p> <p>3) Creating opportunities for economic growth and prosperity</p> <p>4) Delivering good quality, cost effective and valued services</p>	<p>Works required under H&S</p>
<p>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</p>	<p>No foreseen risks to the delivery of the project.</p>
<p>Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)</p>	<p>NA</p>
<p>Are there Health & Safety implications? If so, please state</p>	<p>The current car park surface is now very high risk of breaking up and out which would create large and multiple potholes, cracks and diverts which could cause accidents, incidents and harm to the public. The H&S implications are high for slip, trips and falls with a high likeness and high severity. Completion of the surfacing and lining works will mitigate the H&S risks that are currently present.</p>
<p>Is this part of a statutory obligation? If so, state how</p>	<p>NA</p>
<p>Is the project contractually committed to in any way? If so, please describe</p>	<p>NA</p>
<p>Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details</p>	<p>NA</p>

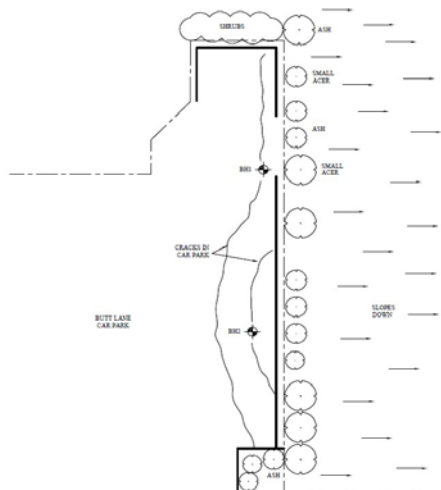
Butt Lane Car Park Subsidence repairs

Reserve Required (Please add detail of the reserve you are requesting funds from)	Butt lane car park subsidence repairs
Project Category • Essential (E) • Service failure (SF) • Service improvement (SI)	Service Failure
Project Lead Officer	Frank Britt
Project Description <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	<p>The north western boundary of Butt Lane car park is adjacent to a sloped area of land that falls away towards 'The Downs' private road. At this point the edge of the car park is subsiding and appears to be slipping down the hill. To ensure the safety of car park users some of this area has been fenced off which has removed some parking bays from use.</p> <p>MDC commissioned a structural survey of this issue and the engineer has reported back that to prevent more of the car park subsiding and causing a greater issue that a new sheet pile retaining wall needs to be built along this edge and the car park reinstated.</p>
Project Start Date <i>(Month and year)</i>	Sep-22
Project Completion Date <i>(Month and year)</i>	Dec-22
Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i>	<p>Staff time to draw up the tender documents and carry out tender appraisal once received. There will be management time for the works phase and for agreeing the final account.</p> <p>Contractor costs to carry out the works following tender.</p>

Picture 1 shows the severe cracking in the car park surface.



Picture 2 shows the engineers drawing of the subsidence area



	Capital Expense	Revenue Implications		External Funding	
		One-off	On-going	Amount	Source of costs
	£	£	£	£	
2022/23	60,000				
2024/25					
2025/26					
2026/27					
TOTAL	60,000	0	0	0	0

RESERVES PROJECT SHEET

<p>Describe links to Corporate Goals</p> <p><i>Corporate goals:</i></p> <p>1) Strengthening communities to be safe, active and healthy</p> <p>2) Protecting and shaping the District</p> <p>3) Creating opportunities for economic growth and prosperity</p> <p>4) Delivering good quality, cost effective and valued services</p>	<p>Providing safe parking for visitors and residents.</p>
<p>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</p>	<p>There is potential that the tender price for this project could come back at a higher cost than estimated.</p>
<p>Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)</p>	<p>None</p>
<p>Are there Health & Safety implications? If so, please state</p>	<p>Yes, the existing surface is unsafe and could potentially cause damage to vehicles or provide trip hazards to pedestrians.</p>
<p>Is this part of a statutory obligation? If so, state how</p>	<p>No</p>
<p>Is the project contractually committed to in any way? If so, please describe</p>	<p>No</p>
<p>Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details</p>	<p>No</p>

New Hot Water Boilers - BLC

Project Name & Location <i>(Enter a meaningful title for the project and provide details of the location of the project)</i>	Replacement Hot Water Boilers, Blackwater Leisure Centre
Project Category <ul style="list-style-type: none"> • Essential (E) • Service failure (SF) • Service improvement (SI) • Commercial (C) 	Service Failure
Project Lead Officer	Frank Britt
Project Description <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	<p>Blackwater Leisure Centre was built in the 1990's, with some additions in the early 2000's, to provide leisure activities and facilities for the people of Maldon. Part of the original design for the facility is the supply of hot water using 2 No. gas fired Andrews Water Heaters. The age of these Andrews units is such that they are now obsolete and spare parts are unavailable. At the current time, one of the heaters has failed and as the spares cannot be sourced, it cannot be repaired. Therefore the remaining unit is operating alone with the chance it could fail at any time with no back up.</p> <p>We are proposing to replace both water heaters, and the associated set ups, with four number smaller gas fired water heaters that can operate individually or in combination as the demand changes. These new boilers will also be more efficient and will provide reliability for approx 10 years.</p>
Project Start Date <i>(Month and year)</i>	May-22
Project Completion Date <i>(Month and year)</i>	Aug-22
Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i>	Works to be completed via external contractors with MDC oversight and final sign off.

Picture - One of the existing
Andrews Water Heaters




	Capital Expense	Revenue Implications		External Funding	
		One-off	On-going	Amount	Source of costs
	£	£	£	£	
2022/23	31,000				
2024/25					
2025/26					
2026/27					
TOTAL	31,000	0	0	0	0

CAPITAL PROJECT SHEET

<p>Describe links to Corporate Goals</p> <p><i>Corporate goals:</i></p> <p>1) Strengthening communities to be safe, active and healthy</p> <p>2) Protecting and shaping the District</p> <p>3) Creating opportunities for economic growth and prosperity</p> <p>4) Delivering good quality, cost effective and valued services</p>	<p>Strengthening communities to be safe, active and healthy. Delivering a cost saving on energy and being more efficient and therefore a greener option.</p>
<p>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</p>	<p>No foreseen risks to the delivery of the project.</p>
<p>Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)</p>	<p>NA</p>
<p>Are there Health & Safety implications? If so, please state</p>	<p>Should the remaining Water Heater fail before new have been fitted then the Leisure Centre will be unable to offer hot water for hand washing and showering for its customers. This is obviously a crucial requirement under the measures currently in place to prevent Covid transmission.</p>
<p>Is this part of a statutory obligation? If so, state how</p>	<p>NA</p>
<p>Is the project contractually committed to in any way? If so, please describe</p>	<p>Although Places Leisure are contracted by MDC to operate the leisure centre on our behalf and have a maintenance element within this contract, there are certain elements that are outside this scope and are still the responsibility of MDC to maintain. These Water Heaters are one such element. If MDC fail to replace these heaters and the leisure centre is unable to offer customers hot water in which to wash their hands or shower then that could lead to MDC having to compensate Places Leisure for the loss of income/profit should the lack of hot water lead to loss of custom.</p>
<p>Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details</p>	<p>NA</p>

Oak tree Meadow surfacing



Project Name & Location <i>(Enter a meaningful title for the project and provide details of the location of the project)</i>	Oak Tree Meadow Play Site (Heybridge) Play Site Safety Matting Installation
Project Category <ul style="list-style-type: none"> Essential (E) Service failure (SF) Service improvement (SI) Commercial (C) 	Service Failure
Project Lead Officer	David Burnham
Project Description <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	Oak Tree Meadow play site requires new safety matting installed under the current multi play equipment and in key walk way and play areas within the play site. This falls under H&S due to current surfaces having a number of defects which include surface edges and perimeter lifting, dents and corrosion to the surfaces along which subsidence in some parts. All these factors have an increased the risk of trip / fall hazards which could result in serious injury to users.
Project Start Date <i>(Month and year)</i>	Apr-22
Project Completion Date <i>(Month and year)</i>	Jun-22
Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i>	The works will be completed via contractors
Picture <i>(Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement))</i>	

	Capital Expense	Revenue Implications		External Funding	
		One-off	On-going	Amount	Source of costs
	£	£	£	£	
2022/23	21,000				
2024/25					
2025/26					
2026/27					
TOTAL	21,000	0	0	0	0

CAPITAL PROJECT SHEET

<p>Describe links to Corporate Goals</p> <p><i>Corporate goals:</i></p> <p>1) Strengthening communities to be safe, active and healthy</p> <p>2) Protecting and shaping the District</p> <p>3) Creating opportunities for economic growth and prosperity</p> <p>4) Delivering good quality, cost effective and valued services</p>	<p>Strengthening communities to be safe, active and healthy - the works are required under Health & Safety to ensure we act in a reasonable manner and that we protect the public against slips, trips and falls within our play sites.</p>
<p>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</p>	<p>No foreseen risks to the delivery of the project.</p>
<p>Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)</p>	<p>NA</p>
<p>Are there Health & Safety implications? If so, please state</p>	<p>The current condition of aspects of the play site surfaces present H&S risks due to lifting edges and perimeter, diverts in the surfaces and corrosion in the surfaces. These factors heighten the risk rating for these sites.</p>
<p>Is this part of a statutory obligation? If so, state how</p>	<p>NA</p>
<p>Is the project contractually committed to in any way? If so, please describe</p>	<p>NA</p>
<p>Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details</p>	<p>NA</p>

BoC Pontoon Renovation

Project Name & Location <i>(Enter a meaningful title for the project and provide details of the location of the project)</i>	Burnham on Crouch Pontoon Renovation
Project Category <ul style="list-style-type: none"> • Essential (E) • Service failure (SF) • Service improvement (SI) • Commercial (C) 	Essential
Project Lead Officer	Katy Moore
Project Description <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	<p>The BOC 'Town Steps' Pontoon is accessible to the public and is used as a right of way to access a private ferry across the river. The existing pontoon was installed in 2006 following the successful application for European funding through the MAYA2 project. MDC are liable for the pontoon for all river users and have an obligation to ensure its maintained appropriately. However, the projected life of the pontoon was 15 years and due to an absence of any maintenance agreement/budget following its installation, the pontoon now demands a comprehensive assessment and renovation to assure its longevity as a servicable walkway for river users. Images below demonstrate significant rust damage which must be addressed in the next 12months to reinstate the integrity of the structure.</p>
Project Start Date <i>(Month and year)</i>	Oct-21
Project Completion Date <i>(Month and year)</i>	Nov-22
Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i>	<p>1. Internal resources 0.125 FTE (12mths) (Finance/Commercial/Legal/Planning)</p> <p>2. External resources: Project Manager 0.5FTE (12mths) Waterside Engineering</p>
Picture <i>(Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement))</i>	 

	Capital Expense	Revenue Implications		External Funding	
		One-off	On-going	Amount	Source of costs
	£	£	£	£	
2022/23	60,000				
2024/25					
2025/26					
2026/27					
TOTAL	60,000	0	0	0	0

CAPITAL PROJECT SHEET

<p>Describe links to Corporate Goals</p> <p><i>Corporate goals:</i></p> <p>1) Strengthening communities to be safe, active and healthy</p> <p>2) Protecting and shaping the District</p> <p>3) Creating opportunities for economic growth and prosperity</p> <p>4) Delivering good quality, cost effective and valued services</p>	1. 2. and 4.
<p>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</p>	<p>Unable to complete an onsite assessment to fully determine cost until October when public access/river traffic will be reduced</p> <p>Leadtimes for MMO license may impact desired timeframe for renovations to be completed by Summer 2022</p>
<p>Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)</p>	MMO License
<p>Are there Health & Safety implications? If so, please state</p>	<p>Yes - pontoon has been in place for 15years and now urgently requires renovation work to prevent accidents/significant damage</p>
<p>Is this part of a statutory obligation? If so, state how</p>	No
<p>Is the project contractually committed to in any way? If so, please describe</p>	No
<p>Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details</p>	Health and Safety obligations

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REPORT of DIRECTOR OF RESOURCES

to
STRATEGY AND RESOURCES COMMITTEE
6 JANUARY 2022

DISCRETIONARY FEES AND CHARGES 2022 / 23

1. PURPOSE OF THE REPORT

- 1.1 The purpose of this report is to review the fees and charges set at the discretion of the Council that generate greater than £2,000.
- 1.2 Fees and Charges that generate less than £2,000 are reviewed and set by the Director of Resources under delegated powers.

2. RECOMMENDATION

To the Council:

That the detailed Fees and Charges for 2022 / 23 as set out in **APPENDIX A** be agreed.

3. SUMMARY OF KEY ISSUES

- 3.1 The proposed fees and charges for 2022 / 23 are set out in **APPENDIX A** and are based on the policy decisions recently updated and agreed by this Committee on 11 November 2021.
- 3.2 The 2021 / 22 and 2022 / 23 budgets for income generated from these fees and charges are detailed in the following table:

Area of Income	2021/22 Budget £'000	2021/22 Forecast £'000	Variance £'000	2022/23 Budget £'000
Environmental Protection	7	1	-6	7
Food Safety and Hygiene	2	2	0	2
Taxis and Private Hire licencing	35	31	-4	35
Premises Licencing	47	43	-4	49
Animal Licencing	14	11	-3	18
Gambling licencing	3	3	0	3
Pest Control	33	25	-8	33
Green Waste Bin Service	672	615	-57	700
Funfairs and Circuses	77	28	-49	77
River Moorings	19	19	0	19
River Wharfage	16	16	0	16
Land Charges	124	124	0	124
Pre-Application Advice	44	44	0	44
Building Control	149	149	0	149

Area of Income	2021/22 Budget £'000	2021/22 Forecast £'000	Variance £'000	2022/23 Budget £'000
Cemeteries	139	139	0	139
Town Centre Car Parks	1,284	1,184	-100	1,284
Parks sports pitches	8	8	0	8
Beach Huts	36	18	-18	36
Splash Park	110	55	-55	110
	2,819	2,515	-304	2,854

- 3.3 The table shows the loss of income from fees and charges i.e. expected to be down on budget by £336k in 2021 / 22. (Income was down £632,000 in 2020 / 21). This, again, is due to reduced activity caused by the Covid 19 pandemic rather than the fees and charges rates themselves.
- 3.4 **APPENDIX A** is a schedule of all 2022 / 23 fees and charges compared to the current fees and charges.
- 3.5 To assist in identifying and understand the changes, a summary of these is available at **APPENDIX B**.
- 3.6 The inflationary and above inflation increases are reflected in the higher licensing fee budgets above however the uncertainty around building and planning volumes, and leisure related attractions means these income budgets have not been increased.
- 3.7 The replacement charges and new charges have led to animal licensing budgets have increased but, again, ongoing uncertainty around car parking habits means these income budgets also remain the same for 2022 / 23.
- 3.8 The higher demands on garden waste have led to the increase in the green waste bin budget rather than an increase in fees. However some of the subscriptions received this year partly relate to next financial year. Hence the underachievement this financial year.
- 3.9 All other fees and charges income budgets reflecting no change in the fees and charges schedule.
- 3.10 The total income in the table excludes those generated from statutory fees and charges.

4. CONCLUSION

- 4.1 The Discretionary Fees and Charges be updated in accordance with the agreed policies.

5. IMPACT ON STRATEGIC THEMES

- 5.1 The Discretionary Fees and Charges are a vital element of the overall sources of funding to the Council to deliver its services and achieve its goals.
- 5.2 The fees and charges are linked to the to all three Strategic Themes – Place, Community and Prosperity.

6. IMPLICATIONS

- (i) **Impact on Customers** – This has been considered when setting fees and charges policy.
- (ii) **Impact on Equalities** – None.
- (iii) **Impact on Risk** – The actual income generated from fees and charges is subject to fluctuation due to changes in demand. This risk is managed by factoring potential losses in the calculation of the minimum general fund balance used in the budget setting process.
- (iv) **Impact on resources (financial)** – Fees and charges are one of the three major sources of funding for the Council; the other two being Council Tax and retained Business Rates. The impact of the changes to fees and charges have been incorporated into the 2022 / 23 budget proposals.
- (v) **Impact on Resources (human)** – None.
- (vi) **Impact on the Environment** – Sustainability has been considered, as far as possible when setting Fees and Charges policies.

Background Papers:

2022 / 23 Fees and Charges Policies Report to the Strategy and Resources Committee, 11 November 2021.

Enquiries to: Lance Porteous, Lead Finance Specialist (lance.porteous@maldon.gov.uk).

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PLANNING & ENVIRONMENTAL SERVICES	Charge	VAT	2022/23	2021/22
	£	£	£	£
ENVIRONMENTAL HEALTH				
ENVIRONMENTAL PROTECTION				
Anti Social Behaviour Act 2003				
Fixed Penalty for Graffiti and Fly Posting S43	150.00	-	150.00	150.00
Clean Neighbourhoods and Environment Act 2005				
Repairing vehicle on a road (<i>New Charge</i>)	100.00	-	100.00	100.00
Fixed Penalty for failure to nominate key holder (within an alarm notification area) or failure to notify local authority in writing of nominated key holders details	80.00	-	80.00	80.00
Fixed Penalty for offences under dog control orders S59(2)	100.00	-	100.00	100.00
Environmental Protection Act 1990				
Copy of contaminated land register entry per A4 sheet	0.08	0.02	0.10	0.10
Copy of the contaminated land strategy: bound paper copy	45.00	-	45.00	44.00
emailed copy		Free		
Copy of radioactive substances notification per A4 sheet	0.08	0.02	0.10	0.10
Copy of radioactive substances register : bound paper copy	45.00	-	45.00	44.00
emailed copy		Free		
per A4 sheet	0.08	0.02	0.10	0.10
Copy of other EPA statutory register entries (per A4 sheet)	0.08	0.02	0.10	0.10
downloaded from website		Free		
Environmental searches / professional reports (per enquiry)	100.00	20.00	120.00	117.00
Charge for Housing Act Enforcement (per hour)	54.00	-	54.00	54.00
Licensing of houses in multiple occupation (New Licence): standard fee for 5 room house	965.00	-	965.00	965.00
charge per each additional room	54.00	-	54.00	54.00
Licensing of houses in multiple occupation (Renewal): standard fee for 5 room house	665.00	-	665.00	665.00
charge per each additional room	54.00	-	54.00	54.00
Request for housing inspection for immigration purposes	189.00	-	189.00	189.00
Fixed Penalty for Litter S88 (1)	150.00	-	150.00	150.00
Fixed Penalty for offences in relation to waste receptacles S47ZA(2)	110.00	-	110.00	110.00
Fixed Penalty for breach of street litter control notices and clearing notices S94A(2)		Deleted		115.00
Fixed Penalty for unauthorised distribution of literature on designated land S3A para.7(2)		Deleted		84.00
Failure to produce waste documentation (commercial)	300.00	-	300.00	300.00
Failure to produce waste documentation (domestic)	200.00	-	200.00	200.00
Noise Act 1996				
Fixed Penalty for noise from dwellings S8	100.00	-	100.00	100.00
FOOD SAFETY, & HYGIENE				
Export certificate: one off	54.00	-	54.00	54.00
Food Safety revisit	175.00	-	175.00	175.00
Replacement FHRS sticker	10.00	-	10.00	10.00
Sale of SFBB packs	26.00	-	26.00	26.00
Private Water Supplies				
Risk assessment (per hour of officer time maximum £500)	54.00	-	54.00	54.00
Private water supply sampling		Recovery of costs		
Skin Piercing Activities				
Ear piercing, electrolysis, tattooing, acupuncture: per practitioner	89.00	-	89.00	89.00
per premises	289.00	-	289.00	289.00
GAMBLING ACT 2005				
Annual Fee				
Adult Gaming Centre	918.00	-	918.00	890.00
Betting premises (other)	551.00	-	551.00	534.00
Betting Premises (track)	918.00	-	918.00	890.00
Bingo premises	918.00	-	918.00	890.00
Casino premises (converted)	2,756.00	-	2,756.00	2,671.00
Casino premises (large)	9,187.00	-	9,187.00	8,902.00
Casino premises (regional)	13,780.00	-	13,780.00	13,353.00
Casino premises (small)	4,593.00	-	4,593.00	4,451.00
Family entertainment centre	692.00	-	692.00	671.00
Application Fees for Premises and Application for Provisional Statements				
Adult gaming centre	1,837.00	-	1,837.00	1,780.00
Betting premises (other)	2,756.00	-	2,756.00	2,671.00
Betting premises (track)	2,296.00	-	2,296.00	2,225.00

PLANNING & ENVIRONMENTAL SERVICES	Charge	VAT	2022/23	2021/22
	£	£	£	£
Bingo premises	3,216.00	-	3,216.00	3,116.00
Casino premises (large)	9,187.00	-	9,187.00	8,902.00
Casino premises (regional)	13,780.00	-	13,780.00	13,353.00
Casino premises (small)	7,350.00	-	7,350.00	7,122.00
Family entertainment centre	1,837.00	-	1,837.00	1,780.00
Application Fee for Premises with Provisional Statement				
Adult gaming centre	1,102.00	-	1,102.00	1,068.00
Betting premises (other)	1,102.00	-	1,102.00	1,068.00
Betting premises (track)	877.00	-	877.00	850.00
Bingo premises	1,102.00	-	1,102.00	1,068.00
Casino premises (large)	4,593.00	-	4,593.00	4,451.00
Casino premises (regional)	7,350.00	-	7,350.00	7,122.00
Casino premises (small)	2,756.00	-	2,756.00	2,671.00
Family entertainment centre	877.00	-	877.00	850.00
Transfer / Reinstatement of Licence				
Adult gaming centre	1,102.00	-	1,102.00	1,068.00
Betting premises (other)	1,102.00	-	1,102.00	1,068.00
Betting premises (track)	877.00	-	877.00	850.00
Bingo premises	1,102.00	-	1,102.00	1,068.00
Casino premises (converted)	1,240.00	-	1,240.00	1,202.00
Casino premises (large)	1,978.00	-	1,978.00	1,917.00
Casino premises (regional)	5,971.00	-	5,971.00	5,786.00
Casino premises (small)	1,653.00	-	1,653.00	1,602.00
Family entertainment centre	877.00	-	877.00	850.00
Variation Fee				
Adult gaming centre	918.00	-	918.00	890.00
Betting premises (other)	1,378.00	-	1,378.00	1,335.00
Betting premises (track)	1,153.00	-	1,153.00	1,117.00
Bingo premises	1,608.00	-	1,608.00	1,558.00
Casino premises (converted)	1,837.00	-	1,837.00	1,780.00
Casino premises (large)	6,890.00	-	6,890.00	6,676.00
Casino premises (regional)	6,890.00	-	6,890.00	6,676.00
Casino premises (small)	3,675.00	-	3,675.00	3,561.00
Family entertainment centre	918.00	-	918.00	890.00
Other Gambling Act Licence Fees				
Change of circumstance	44.00	-	44.00	43.00
Copy of licence	22.00	-	22.00	21.00
LICENSING				
Animal Licensing				
Animal boarding establishments - new application	608.00	-	608.00	439.00
Animal boarding establishments - renewal	334.00	-	334.00	290.00
Animal home boarding - new application	533.00	-	533.00	439.00
Animal home boarding - renewal	309.00	-	309.00	290.00
Dangerous wild animal	342.00	-	342.00	245.00
Dog breeding establishments - new application	517.00	-	517.00	474.00
Dog breeding establishments - renewal	426.00	-	426.00	290.00
Pet shop - new application	658.00	-	658.00	439.00
Pet shop - renewal	384.00	-	384.00	290.00
Riding establishments - new application	551.00	-	551.00	610.00
Riding establishments - renewal	364.00	-	364.00	436.00
Zoo licence (individually determined fees)	Recovery of costs			
<i>Any costs incurred by the Council in licensing premises, e.g. Vet's fees, will be passed on to the licensee</i>				
Doggy Day Care (New Charge)	633.00		633.00	-
Doggy Day Renewal (New Charge)	384.00		384.00	-
Exhibition (New Charge)	658.00		658.00	-
Exhibition Renewal (New Charge)	533.00		533.00	-

<u>PLANNING & ENVIRONMENTAL SERVICES</u>	Charge	VAT	2022/23	2021/22
	£	£	£	£
Hackney Carriage Licences				
Driver licence (Hackney or Dual) - 3 yrs duration	237.00	0.00	237.00	237.00
Vehicle licence (excludes vehicles test) - 1 yr duration	238.00	0.00	238.00	238.00
<i>Licence fee reduced for wheelchair accessible vehicles 25%</i>				
Private Hire Licences				
Driver licence (PH or Dual) - 3 yrs duration	237.00	-	237.00	237.00
Private hire operators licence (1 car) - 5yrs duration	229.00	-	229.00	229.00
Vehicle licence (excludes vehicles test) - 1 yr duration *	238.00	-	238.00	238.00
* Licence fee reduced for wheelchair accessible vehicles 25%				
Town & Police Clauses Act 1847				
Street closures admin charge	73.33	14.67	88.00	88.00
+ Street closures press advert recovery of cost	Recovery of costs			
Local Government Miscellaneous Provisions Act 1982				
Sex establishment licence: application	2,718.00	-	2,718.00	2,634.00
renewal	544.00	-	544.00	527.00
variation	217.00	-	217.00	210.00
MOBILE HOMES ACT 2013				
Application to transfer a site licence	352.00	-	352.00	352.00
Deposit of Site Rules	65.00	-	65.00	65.00
Annual Fee				
Band 1 (1-8 Pitches)	0.00	-	0.00	-
Band 2 (9-24 Pitches)	298.00	-	298.00	298.00
Band 3 (25-99 Pitches)	503.00	-	503.00	503.00
Band 4 (100-199 Pitches)	790.00	-	790.00	790.00
Band 5 (more than 200 Pitches)	1,017.00	-	1,017.00	1,017.00
New Site Licence Application and renewals				
Band 1 (1-8 Pitches)	666.00	-	666.00	666.00
Band 2 (9-24 Pitches)	763.00	-	763.00	763.00
Band 3 (25-99 Pitches)	1,055.00	-	1,055.00	1,055.00
Band 4 (100-199 Pitches)	1,272.00	-	1,272.00	1,272.00
Band 5 (more than 200 Pitches)	1,537.00	-	1,537.00	1,537.00
Application to amend a site Licence fee				
Band 1 (1-8 Pitches)	390.00	-	390.00	390.00
Band 2 (9-24 Pitches)	400.00	-	400.00	400.00
Band 3 (25-99 Pitches)	417.00	-	417.00	417.00
Band 4 (100-199 Pitches)	422.00	-	422.00	422.00
Band 5 (more than 200 Pitches)	449.00	-	449.00	449.00
SCRAP METAL DEALERS LICENCES				
Scrap metal dealers collectors licence (3yrs duration)	204.00	-	204.00	204.00
Scrap metal dealers collectors licence renewal (3yrs duration)	158.00	-	158.00	158.00
Scrap metal dealers site licence (3yrs duration)	387.00	-	387.00	387.00
Scrap metal dealers site licence renewal (3yrs duration)	321.00	-	321.00	321.00
Scrap metal dealers variation of a licence	95.00	-	95.00	95.00
Scrap metal dealers additional site	75.00	-	75.00	74.00
ENVIRONMENTAL WASTE				
DOMESTIC REFUSE				
Black sacks - per roll of 26	Deleted			3.60
PEST CONTROL - COMMERCIAL				
Insects and rodents per hour (excluding materials)	105.83	21.17	127.00	123.00
Rodent contract work	By negotiation - minimum charge £100			
Treatment for squirrels	105.83	21.17	127.00	123.00
Treatment for moles	105.83	21.17	127.00	123.00

<u>PLANNING & ENVIRONMENTAL SERVICES</u>	Charge	VAT	2022/23	2021/22
	£	£	£	£
PEST CONTROL - DOMESTIC				
Call out charge	60.83	12.17	73.00	71.00
Ants (each property)	85.83	17.17	103.00	100.00
Bedbug infestation: 1-3 bed property	90.00	18.00	108.00	105.00
4-5 bed property	95.83	19.17	115.00	111.00
> 5 bed property	By negotiation			
Second call out within 6 weeks of initial treatment at 50% charge				
Bees	60.83	12.17	73.00	71.00
Brown-tailed moth	Based on hourly rate			
Fleas infestation: 1-3 bed property	90.00	18.00	108.00	105.00
4-5 bed property	95.83	19.17	115.00	111.00
> 5 bed property	By negotiation			
Second call out within 6 weeks of initial treatment at 50% charge				
Lice and cockroaches	60.83	12.17	73.00	71.00
Mice	60.83	12.17	73.00	71.00
Rats	60.83	12.17	73.00	71.00
Wasps nests	60.83	12.17	73.00	71.00
additional nest (treated at same time as first)	29.17	5.83	35.00	34.00
RECYCLING				
Green bins: standard annual fee	50.00	-	50.00	48.00
(standard fee: half year pro rata for new customers) (New Charge)	25.00	-	25.00	23.00
Isolated properties annual fe (new charge)	27.00	-	27.00	25.00
Purchase of Green Bin including Delivery	28.00	-	28.00	26.00
REFUSE COLLECTION				
Household Bulky Waste - 1 to 3 items	37.00	-	37.00	35.00
Household Bulky Waste - 4 to 6 items	70.00	-	70.00	70.00
Household Bulky Waste - 7 to 9 items	111.00	-	111.00	106.00
Household Bulky Waste - 10 to 12 items (maximum)	148.00	-	148.00	141.00
NEW PROPERTIES (6 or more properties)				
Cost per refuse / recycling container to developers including delivery	65.00	-	65.00	60.00
STRAY DOGS				
Stray dog destruction fee	Recovery of costs			
Collection Fee	55.00	-	55.00	50.00
Admin Fee	25.00	-	25.00	25.00
Kenneling per night	Recovery of costs			15.00
With Tag or Chip				
Vets fees	Recovery of costs			
Without Tag or Chip				
Vets fees	Recovery of costs			
STREET CLEANSING				
Return of abandoned trolleys	50.00	-	50.00	50.00

SERVICE DELIVERY	VAT	Charge	VAT	2022/23	2021/22
		£	£	£	£
CEMETERIES					
Search in burial register	Yes	29.17	5.83	35.00	31.00
Use of chapel	No	220.00	-	220.00	217.00
Plot choosing: burial ex woodland non-resident	Yes	500.00	100.00	600.00	583.00
burial ex woodland resident	Yes	250.00	50.00	300.00	292.00
Plot choosing: cremated remains non-resident	Yes	166.67	33.33	200.00	163.00
Plot choosing: cremated remains resident	Yes	83.33	16.67	100.00	82.00
Cancellation Fee (Less than 48 hours) <i>New Charge</i>	No	250.00	-	250.00	-
Bronze Memorial Plaques					
Plaque on plinth: 6" x 4"	Yes	345.83	69.17	415.00	414.00
Brass plaque on stake 6" x 4"	No	185.00	-	185.00	153.00
Brass plaque on stake 7" x 5"	No	195.00	-	195.00	172.00
Brass plaque on stake 6" x 4" Cremation plots only <i>(New Charge)</i>	No	185.00	-	185.00	-
Brass plaque on stake 7" x 5" Cremation plots only <i>(New Charge)</i>	No	195.00	-	195.00	-
Perspex plaque on stake 5" x 3" Cremation plots only <i>(New Charge)</i>	No	55.00	-	55.00	-
Charges for Right to Place Monument					
Under 18 years		Free			
Additional inscription	No	85.00	-	85.00	83.00
Full kerb set	No	225.00	-	225.00	223.00
Full kerb set & headstone up to 1m	No	330.00	-	330.00	326.00
Headstone up to 1m	No	155.00	-	155.00	142.00
Other memorials <i>(cremated remains memorials)</i>	No	110.00	-	110.00	110.00
Exclusive Right of Burial - Non Resident					
10 Year (top up for existing Exclusive right of burial only)	Yes	350.00	70.00	420.00	420.00
10 Year (top up for existing Exclusive right of burial only child)	Yes	183.33	36.67	220.00	220.00
10 Year top up for cremated remains existing ERB only child <i>(New Charge)</i>	Yes	91.67	18.33	110.00	-
11 Year top up for cremated remains existing ERB only Adult <i>(New Charge)</i>	Yes	175.00	35.00	210.00	-
50 years next in line burial child		583.33	116.67	700.00	450.00
50 years next in line burial adult		1,166.67	233.33	1,400.00	1,100.00
50 years next in line cremated remains child		250.00	50.00	300.00	260.00
50 years next in line cremated remains adult		500.00	100.00	600.00	520.00
99 years next in line cremated remains child		416.67	83.33	500.00	450.00
99 years next in line cremated remains adult		833.33	166.67	1,000.00	900.00
99 years next in line burial adult		1,666.67	333.33	2,000.00	1,700.00
99 years next in line burial child		833.33	166.67	1,000.00	850.00
Transfer of exclusive rights of burial	No	70.00	-	70.00	68.00
Exclusive Right of Burial - Resident					
10 years top up for existing ERBs only adult	Yes	175.00	35.00	210.00	210.00
10 years top up for existing ERBs only child	Yes	87.50	17.50	105.00	105.00
10 years top up for cremated remains existing ERB only adult	Yes	91.67	18.33	110.00	106.00
10 year top up for cremated remains existing ERB only child	Yes	45.83	9.17	55.00	107.00
50 years next in line burial adult	Yes	583.33	116.67	700.00	550.00
50 years next in line burial child	Yes	291.67	58.33	350.00	225.00
50 years next in line cremated remains child	Yes	125.00	25.00	150.00	130.00
50 years next in line cremated remains adult	Yes	250.00	50.00	300.00	260.00
99 years next in line cremated remains child	Yes	208.33	41.67	250.00	225.00
99 years next in line cremated remains adult	Yes	416.67	83.33	500.00	450.00
99 years next in line burial adult	Yes	833.33	166.67	1,000.00	850.00
99 years next in line burial child	Yes	416.67	83.33	500.00	425.00
Transfer of exclusive rights of burial	No	70.00	-	70.00	68.00
Interment - Non Resident					
Under 18 years (no charge to customer) <i>(New Charge)</i>	Yes	833.33	166.67	1,000.00	-
18 years and over burial	Yes	1,666.67	333.33	2,000.00	2,000.00
Under 18 years (no charge to customer) <i>(New Charge)</i>	Yes	208.33	41.67	250.00	-
18 years and over cremated remains	Yes	416.67	83.33	500.00	500.00
Scattering of ashes: under 18 years (No charge to the customer) <i>(New Charge)</i>	Yes	75.00	15.00	90.00	-
18 years and over		141.67	28.33	170.00	170.00
Saturday 10.00 - noon only	No		Deleted		
Interment - Resident					
Under 18 years (no charge to customer) <i>(New Charge)</i>	Yes	416.67	83.33	500.00	
18 years and over burial	Yes	833.33	166.67	1,000.00	1,000.00

SERVICE DELIVERY	VAT	Charge	VAT	2022/23	2021/22
		£	£	£	£
Under 18 years (no charge to customer) (<i>New Charge</i>)	Yes	95.83	19.17	115.00	
18 years and over cremated remains	Yes	187.50	37.50	225.00	225.00
Scattering of ashes: under 18 years (No charge to the customer) (<i>New Charge</i>)	Yes	37.50	7.50	45.00	-
18 years and over		70.83	14.17	85.00	85.00
scattering at sea all ages (New Charge)		375.00	75.00	450.00	-
Disinterment of cremated remains (New Charge)		291.67	58.33	350.00	-
Exhumation of coffin		Price on request			
Memorialisation Scheme					
Memorial tree including planting	No	285.00	-	285.00	210.00
Neat and Tidy Scheme					
Ashes (bed): 1 year	Yes		Deleted		100.00
5 years	Yes		Deleted		400.00
Lawn (headstone bed): 1 year	Yes		Deleted		150.00
5 years	Yes		Deleted		600.00
Lawn (full burial): 1 year	Yes		Deleted		200.00
5 years	Yes		Deleted		800.00
PARKS TEAM					
Parks Ground Maintenance Contracts - Charges based on enquiry					
OFF STREET PARKING					
Vehicles that display up to date disabled persons badge		Free			
OFF STREET PARKING					
Maldon District Council offices:					
Weekdays 8am - 5pm (max stay 2 hrs)					
Up to 1 hr		0.92	0.18	1.10	1.10
Up to 2hrs		1.17	0.23	1.40	1.40
Weekends					
Pay & display: Saturday (8am to 5pm) up to 1 hour	Yes	0.92	0.18	1.10	1.10
Saturday (8am to 5pm) 1 to 2 hours	Yes	1.17	0.23	1.40	1.40
Saturday (8am to 5pm) 2 to 3 hours	Yes	1.67	0.33	2.00	2.00
Saturday (8am to 5pm) 3 to 4 hours	Yes	2.17	0.43	2.60	2.60
Saturday (8am to 5pm) over 4 hours	Yes	3.67	0.73	4.40	4.40
Saturday Evening 5pm to 10pm	Yes	1.25	0.25	1.50	1.50
Sunday All Day	Yes	1.25	0.25	1.50	1.50
Butt Lane (Monday to Saturday - 8am to 5pm)					
Pay & display: up to 1 hour	Yes	0.92	0.18	1.10	1.10
1 to 2 hours	Yes	1.17	0.23	1.40	1.40
2 to 3 hours	Yes	1.67	0.33	2.00	2.00
3 to 4 hours	Yes	2.17	0.43	2.60	2.60
over 4 hours	Yes	3.67	0.73	4.40	4.40
Weekday & Saturday Evening (5pm to 10pm)	Yes	1.25	0.25	1.50	1.50
Sunday All Day	Yes	1.25	0.25	1.50	1.50
Season ticket: annual	Yes	531.67	106.33	638.00	638.00
6 months	Yes	265.83	53.17	319.00	319.00
monthly	Yes	47.50	9.50	57.00	57.00
Bulk purchases (Monday - Saturday): minimum 10 tickets		Deleted			
minimum 15 tickets		Deleted			
minimum 20 tickets		Deleted			
Friary Fields (Monday to Saturday - 8am to 5pm)					
Pay & display: up to 3 hours	Yes	1.67	0.33	2.00	2.00
3 to 4 hours	Yes	2.17	0.43	2.60	2.60
over 4 hours	Yes	3.67	0.73	4.40	4.40
Weekday & Saturday Evening (5pm to 10pm)	Yes	1.25	0.25	1.50	1.50
Sunday All Day	Yes	1.25	0.25	1.50	1.50
Season ticket: annual	Yes	531.67	106.33	638.00	638.00
6 months	Yes	265.83	53.17	319.00	319.00
monthly	Yes	47.50	9.50	57.00	57.00
Bulk purchases (Monday - Saturday): minimum 10 tickets		Deleted			
minimum 15 tickets		Deleted			
minimum 20 tickets		Deleted			

SERVICE DELIVERY	VAT	Charge	VAT	2022/23	2021/22
		£	£	£	£
Public sector partners (Monday - Friday)		Deleted			
High St. East (Monday to Saturday - 8am to 5pm)					
Pay & display: up to 1 hour	Yes	0.92	0.18	1.10	1.10
1 to 2 hours	Yes	1.17	0.23	1.40	1.40
2 to 3 hours	Yes	1.67	0.33	2.00	2.00
3 to 4 hours	Yes	2.17	0.43	2.60	2.60
over 4 hours	Yes	3.67	0.73	4.40	4.40
Weekday & Saturday Evening (5pm to 10pm)	Yes	1.25	0.25	1.50	1.50
Sunday All Day	Yes	1.25	0.25	1.50	1.50
Season ticket: annual	Yes	531.67	106.33	638.00	638.00
6 months	Yes	265.83	53.17	319.00	319.00
monthly	Yes	47.50	9.50	57.00	57.00
Bulk purchases (Monday - Saturday): minimum 10 tickets		Deleted			
minimum 15 tickets		Deleted			
minimum 20 tickets		Deleted			
Public sector partners (Monday - Friday)		Deleted			
Hythe Quay					
Season ticket: Annual		Deleted			116.00
Annual parking (up to two days per week) (New Charge)	Yes	96.67	19.33	116.00	117.00
Annual Parking All day (New Charge)	Yes	531.67	106.33	638.00	118.00
Maldon Promenade (Monday to Sunday - 8am to 8pm)					
Car: up to 1 hour	Yes	1.08	0.22	1.30	1.20
1 to 2 hours	Yes	2.17	0.43	2.60	2.40
2 to 4 hours	Yes	Deleted			6.00
2 to 5 hours (New Charge)	Yes	5.42	1.08	6.50	
all day	Yes	7.08	1.42	8.50	7.70
Coach: up to 2 hours	Yes	6.08	1.22	7.30	7.30
over 2 hours	Yes	11.08	2.22	13.30	13.30
Coach park - coach / bus season tickets	Yes	183.33	36.67	220.00	220.00
Non residents season ticket	Yes	Deleted			176.00
Residents season ticket	Yes	531.67	106.33	638.00	132.00
Residents season ticket (two hours per day) (New Charge)	Yes	110.00	22.00	132.00	
Market Site					
Season ticket: annual	Yes	586.67	117.33	704.00	704.00
6 months	Yes	293.33	58.67	352.00	352.00
monthly	Yes	52.50	10.50	63.00	63.00
Silver Street					
Season ticket: annual	Yes	531.67	106.33	638.00	638.00
6 months	Yes	265.83	53.17	319.00	319.00
monthly		Pro rata charge			
Bulk purchases (Monday - Saturday): minimum 10 tickets		Deleted			
minimum 15 tickets		Deleted			
minimum 20 tickets		Deleted			
White Horse Lane (Monday to Saturday - 8am to 5pm)					
Pay & display: up to 1 hour	Yes	0.92	0.18	1.10	1.10
1 to 2 hours	Yes	1.17	0.23	1.40	1.40
2 to 3 hours	Yes	1.67	0.33	2.00	2.00
3 to 4 hours	Yes	3.08	0.62	3.70	3.70
over 4 hours	Yes	7.33	1.47	8.80	8.80
Weekday & Saturday Evening (5pm to 10pm)	Yes	1.25	0.25	1.50	1.50
White Horse Lane	Yes				
Maldon Schools permit	Yes	183.33	36.67	220.00	220.00
	Yes				
Town Centre Car Parks					
Residents season ticket (Monday 5pm-10pm All Day Sunday)	Yes	65.83	13.17	79.00	79.00
Events Car Parking - day ticket					
Charge to be set by MDC prior to event	Yes				
Electricity Supply (Riverside & Promenade Park)					
Charge per day	Yes	70.83	14.17	85.00	56.00

SERVICE DELIVERY	VAT	Charge	VAT	2022/23	2021/22
		£	£	£	£
Deposit	No		Price on application		49.00
Water Supply (Riverside & Promenade Park)					
Stand Pipe Installation	No		Price on application		65.00
Charge per day	Yes		Price on application		31.00
Deposit	No		Price on application		56.00
Beach Hut Hire - Promenade Park					
Daily Charge					
High-Season (April - September)		45.83	9.17	55.00	45.00
Low-Season (October - March)		29.17	5.83	35.00	32.00
<i>A minimum charge of £10 (Inc. VAT) will apply for part days and later bookings</i>			Deleted		
FUNFAIRS AND CIRCUSES - Minimum of:					
Damage deposit	No		Price on application		500.00
Poster removal deposit (<i>New Charge</i>)	No		Price on application		500.00
Circus at Promenade Park					
Daily ground rate (whilst circus is in operation)	No		Price on application		158.00
Daily ground rate (whilst circus is not in operation)	No		Price on application		82.00
Circus at Riverside Park					
Daily ground rate (whilst circus is in operation)	No		Price on application		138.00
Daily ground rate (whilst circus is not in operation)	No		Price on application		71.00
Funfair at Riverside Park					
Daily ground rate (whilst fair is in operation)	No		Price on application		373.00
Daily ground rate (whilst fair is not in operation)	No		Price on application		186.00
Travelling Funfair at Promenade Park					
Daily ground rate (whilst fair is in operation)	No		Price on application		488.00
Daily ground rate (whilst fair is not in operation)	No		Price on application		196.00
PARKS AND OPEN SPACES					
Memorial Benches					
Rustic bench	No	1,272.00	-	1,272.00	1,233.00
Cast iron bench	No	1,293.00	-	1,293.00	1,253.00
Advertising and Sponsorship					
Events Banners per week (main gate entrances on railings x2 + free electronic advert)	Yes		Price on application		35.00
Events Banners per week (<i>community / charity</i>)	Yes	25.00	5.00	30.00	20.00
Internal park adverts TBA (<i>per week</i>)	Yes	25.00	5.00	30.00	20.00
Vehicle advertising TBA (<i>per day</i>)	Yes		Price on application		131.00
Sponsorship	Yes		By negotiation		
Event Land Hire Charge - Council Park or Open Space (<i>New Charges - per day</i>)					
Event licence / Permit fee (minimum fee payable on acceptance of event)	Yes	58.33	11.67	70.00	30.00
Charity - Small event (1-1,000 attendees)	Yes		Price on application		30.00
Charity - Medium event (1,001- 2,500 attendees)	Yes		Price on application		56.00
Charity - Large event (2,501 + attendees)	Yes		Price on application		109.00
Community - Small event (1-1,000 attendees)	Yes		Price on application		65.00
Community - Medium event (1,001- 2,500 attendees)	Yes		Price on application		121.00
Community - Large event (2,501 + attendees)	Yes		Price on application		POA
Commercial - Small event (1-1,000 attendees)	Yes		Price on application		322.00
Commercial - Medium event (1,001- 2,500 attendees)	Yes		Price on application		604.00
Commercial - Large event (2,501 + attendees)	Yes		Price on application		POA
Prom Park hire for Concessions			Price on application		POA
Other Council owned Land Hire for Concessions - (price is per operator, per day, per concession)					
Peak Time (<i>School Holidays/Bank Holidays/ Event Days</i>)					
Daily charge	No	65.00	-	65.00	55.00
Off Peak Time					
Daily charge	No	40.00	-	40.00	37.00
Pop Up Trading					
Peak Time (<i>School Holidays/Bank Holidays/ Event Days</i>)					

SERVICE DELIVERY	VAT	Charge	VAT	2022/23	2021/22
		£	£	£	£
Market Stall (Frame with Canopy)	No	70.00	-	70.00	56.00
Wheelie Cart	No	55.00	-	55.00	50.00
Wheelie Cart including Fridge	No	60.00	-	60.00	55.00
Electricity	Yes		Price on application		13.00
Off Peak Time			-		
Market Stall (Frame with Canopy)	No	60.00	-	60.00	45.00
Wheelie Cart	No	45.00	-	45.00	40.00
Wheelie Cart including Fridge	No	50.00	-	50.00	45.00
Electricity	Yes		Price on application		13.00
ROUNABOUT SPONSORSHIP					
1 Year agreement - Maldon Town site	Yes		Price on application	n application	
1 Year agreement - Other district site	Yes		Price on application	n application	
3 Year agreement - Maldon Town site	Yes		Price on application	n application	
3 Year agreement - Other district site	Yes		Price on application	n application	
Landscaping scheme (minimum 5 years)	Yes		Price on application	n application	
1 Year Boundary sign Agreement	Yes		Price on application	n application	
PARKS AND SPORTS PITCHES					
Cricket (per game)					
Adult	Yes	74.17	14.83	89.00	86.00
Junior	Yes	43.33	8.67	52.00	50.00
Sports pitch use - parking season ticket (per club)	Yes	107.50	21.50	129.00	125.00
Football (per game)					
Adult	Yes	45.83	9.17	55.00	53.00
Junior	Yes	34.17	6.83	41.00	40.00
Changing rooms (only)	Yes	11.67	2.33	14.00	14.00
Sports pitch use - parking season ticket (per team)	Yes	107.50	21.50	129.00	125.00
Sports club training / structured activities		9.17	1.83	11.00	11.00
Mini Soccer					
Juniors	Yes	27.50	5.50	33.00	32.00
Netball (per court, per hour)					
Adult	Yes	10.00	2.00	12.00	12.00
Junior	Yes	7.50	1.50	9.00	9.00
Tennis (per court, per hour)					
Adult	Yes		Deleted		9.00
Junior	Yes		Deleted		7.00
Organised Bootcamps / Personal Training in Council-owned Parks					
Hourly	Yes	29.17	5.83	35.00	12.00
3 Month Licence (2 hours per week)	Yes	125.00	25.00	150.00	91.00
6 Month Licence (up to 3 hours per week)	Yes	183.33	36.67	220.00	161.00
12 Month Licence (up to 5 hours per week)	Yes	291.67	58.33	350.00	282.00
RIVERS					
Moorings					
Annual charge: up to 7.99 metres	Yes	125.00	25.00	150.00	150.00
8 to 9.99 metres	Yes	204.17	40.83	245.00	245.00
10 to 14.99 metres	Yes	283.33	56.67	340.00	340.00
15 metres and above	Yes	375.00	75.00	450.00	450.00
Mooring registration fee	Yes	112.50	22.50	135.00	135.00
Transfer of mooring			50% of annual mooring fee		
Residential Mooring Charges					
up to 9.99 metres (per month)		166.67	33.33	200.00	200.00
10 to 14.99 metres (per month)		333.33	66.67	400.00	400.00
15 metres and above (per month)		500.00	100.00	600.00	600.00
Wharfage - Hythe Quay Maldon and Burnham Pontoon					
Daily fees: vessels and multihulls	Yes	17.50	3.50	21.00	21.00
Annual fees: Available to Fully Rigged Thames Sailing barges operators only	Yes	1,787.50	357.50	2,145.00	2,145.00
(annual fee can be paid quarterly with no penalty)	Yes	446.88	89.38	536.26	536.26
Monthly fees: Available to Fully Rigged Thames Sailing barges operators only	Yes	164.00	32.80	196.80	196.80
Weekly Fee: as per daily rate multiplied by 7, no rate change.	Yes	122.50	24.50	147.00	147.00

SERVICE DELIVERY	VAT	Charge	VAT	2022/23	2021/22
		£	£	£	£
240/32 Amp Supply - Daily Charge (Maldon)	yes	4.17	0.83	5.00	5.00
Static Events on vessels using the Hythe Quay / Burnham (Daily charge)	Yes	116.67	23.33	140.00	140.00
Exclusive use of visitor pontoons Maldon / Burnham (Daily charge)	Yes	116.67	23.33	140.00	140.00
Visitor Pontoon - Weekly Winter charge Oct - April (Maldon)	yes	58.33	11.67	70.00	70.00
Commercial team					
Box Office services - commission rate to be set at 10% unless agreed by MDC					
Commercial Services Marketing - Price on enquiry					
SPLASH PARK					
Private bookings (per hour)	Yes			220.00	220.00
Private bookings (per half hour)	Yes			135.00	135.00
Changing rooms hire	Yes			14.00	14.00
Single use ticket (per 20 mins)	Yes			2.75	2.75
Towels	Yes	Deleted			6.00
T-Shirts	No	Deleted			
Swim Nappies	no	Deleted			1.50
Bottled Water	yes	Deleted			0.80
Gold Splash park all day wrist band ticket (off peak April - June & September)	Yes	Deleted			13.50
Gold Splash park all day wrist band ticket (peak season July & August) (<i>New Charge</i>)	Yes	Deleted			14.50

	Charge	VAT	2022/23	2021/22
	£	£	£	£
PLANNING SERVICES				
BUILDING CONTROL				
New dwellings	See attached - table A			
Work to a single dwelling	See attached - table B			
All other non-domestic work	See attached - table C			
Copy document (completion certificate)			13.00	13.00
DEVELOPMENT CONTROL				
Designs and Patents Act 1989				
Plan copies - per sheet: A4	0.08	0.02	0.10	0.10
A3	0.17	0.03	0.20	0.20
A2	0.83	0.17	1.00	1.00
die line	1.67	0.33	2.00	2.00
Ordnance Survey Maps				
Handling fee	1.67	0.33	2.00	2.00
Site plans (max 6 copies) - per extract	30.83	6.17	37.00	37.00
Other Development Control				
High Hedge Complaints	510.00	102.00	612.00	612.00
Street Naming and Numbering				
Adding / removing a name	47.10	-	47.10	47.10
Renaming / renumbering a property	47.10	-	47.10	47.10
Naming / numbering 1-5 properties (per property) inc flats*	70.00	-	70.00	70.00
Naming / numbering 6-25 properties (per property) inc flats*	31.00	-	31.00	31.00
Naming / numbering 26-75 properties (per property) inc flats*	26.00	-	26.00	26.00
Naming / numbering 76+ properties (per property) inc flats*	20.00	-	20.00	20.00
Naming a street (per street)**	102.00	-	102.00	102.00
Change to development after notification	51.00	-	51.00	51.00
Street renaming at residents request	153.00	-	153.00	153.00
Written confirmation of postal address details	0.00	-	0.00	0.00
* numbers include dwellings within developments with new streets				
** number of new street names only				
LAND CHARGES				
Premises exempt as per legislation: church halls, village halls & non-commercial venues				
CON29 (part 1): standard fee	125.83	25.17	151.00	151.00
additional fee for non-residential searches	23.33	4.67	28.00	28.00
LLC1	23.00	0.00	23.00	23.00
additional fee for non-residential searches	34.17	6.83	41.00	41.00
CON290 (part 2) enquiry - per question: Q4-5 only (if purchased with full search)	15.83	3.17	19.00	19.00
Q6-21	15.83	3.17	19.00	19.00
Q22 only	23.33	4.67	28.00	28.00
Additional enquiry	33.33	6.67	40.00	40.00
Additional parcel of land LLC1	5.00	0.00	5.00	5.00
Additional parcel of land CON29	15.83	3.17	19.00	19.00
Copy of duplicate search	10.00	2.00	12.00	12.00
Search confirmation (up to 3mths old)	10.00	2.00	12.00	12.00
Personal Searches				
CON29R standard enquiry (when viewed in person)	Free			
Local land charges register (in person): print out	Free			
view	Free			
Local land charges LLC1 certificated	23.00	0.00	23.00	23.00

Planning Services Pre-Application Fees and Charges 2022/23

Planning Services Pre-Application Fees and Charges 2022/23				2022/23	2021/22
Further Details		Cost (£)	VAT (£)	Total (£)	Total (£)
Householder development (Duty Planner)	Only available for non-Complex Householder advice. This would include extensions to single dwellings, porches, garages, outbuildings and walls and fences. (No written advice).	Free		Free	Free
Householder development (Written advice)	Includes proposals to alter and extend individual houses and flats for residential purposes where the development relates to a building which is not listed as being of architectural or historic interest. In cases where the house or flat is listed then the charge will fall within Minor Development.	93.33	18.67	112.00	109.00
Householder development (Meeting* with Planning Officer of no more than one hour and written advice)	Includes proposals to alter and extend individual houses and flats for residential purposes where the development relates to a building which is not listed as being of architectural or historic interest. In cases where the house or flat is listed then the charge will fall within Minor Development.	177.50	35.50	213.00	207.00
Smallscale commercial development (Written advice)	Includes proposals for: Change of use up to 200m2 Extensions to commerical properties under 50m2 1-3 Advertisements Amendments to Previously Approved Schemes	93.33	18.67	112.00	109.00
Smallscale commercial development (Meeting* with Planning Officer of no more than one hour and written advice)	Includes proposals for: Change of use up to 200m2 Extensions to commerical properties under 50m2 1-3 Advertisements Amendments to Previously Approved Schemes	177.50	35.50	213.00	207.00
Minor development (Written advice)	Includes proposals for: 1-4 residential units or gross external floorspace of up to 499m2 Change of use between 200 and 499m2 Extensions to commerical properties over 50m2 Over three advertisements Public Art Telecommunications Equipment Air Conditioning / Ventilation Equipment Amendments to Previously Approved Schemes	235.00	47.00	282.00	274.00
Minor development (Meeting* with Planning Officer of no more than one hour and written advice)	Includes proposals for: 1-4 residential units or gross external floorspace of up to 499m2 Change of use between 200 and 499m2 Extensions to commerical properties over 50m2 Over three advertisements Public Art Telecommunications Equipment Air Conditioning / Ventilation Equipment Amendments to Previously Approved Schemes	528.33	105.67	634.00	615.00
Medium development (Written advice)	Includes proposals for: 5-9 residential units or gross external floorspace of 500-999m2	352.50	70.50	423.00	410.00
Medium development (Meeting* with Planning Officer of no more than one hour and written advice)	Includes proposals for: 5-9 residential units or gross external floorspace of 500-999m2	587.50	117.50	705.00	684.00
Major development (Written advice)	Includes proposals for: 10-20 residential units Non-residential development with a gross external floorspace over 1,000m2	587.50 (Plus additional £21 +VAT per dwelling to a maximum of 74 dwellings)	117.50	705.00	684.00

Major development (Meeting* with Planning Officer of no more than one hour and written advice)	Includes proposals for: 10-20 residential units Non-residential development with a gross external floorspace over 1,000m2	1,175.00 (Plus additional £21 +VAT per dwelling to a maximum of 74 dwellings)	235.00	1,410.00	1,368.00
Strategic Proposals (Planning Performance Agreements) (Meeting* with Planning Officer of no more than one hour and written advice)	Includes proposals for: Any application of 75 dwellings or more dwellings; or any outline residential development proposals whose site is 2 hectares or more. Any residential proposal promoted as an allocated site within the LDP. Any 100% Affordable Housing proposals of six dwellings or 0.3ha or more in outline form. Any non-residential development proposal, whose floor area is 1,500 square metres or more or whose site area is 2 hectares or more. Any non-residential proposals relating to development proposals allocated within the LDP. Any retail development 1,000 square meters or more or which of 250 square metres or more and is proposed to be beyond existing town centres as defined in the local plan or emerging LDP. Any mixed use development proposals whose site area is 2 hectares or more, or is of 75 dwellings or 1,000 square metres commercial floor area or more. Wind Turbines Any wind energy proposals whose output capacity is 1Mw or more or which proposes three or more turbines of 30m or more. Any Solar energy proposals whose output capacity is 1Mw or more or which proposes 4,000 or more solar panels. Energy from Waste Scheme which is 1KW capacity or more.	Individually determined at full cost recovery			
Minor Alterations to Listed Building (Written advice)	Only available for very minor and non-Complex advice. This would include replacement windows. This only relates to development that does not fall within any category above. In those instances where it does the higher fee will be required.	70.83	14.17	85.00	82.00
Alterations/Extension to Listed Building (Written advice)	Includes proposals for: Alterations to a listed building Extensions and additions to a listed building Demolition of an unlisted building within a conservation area This only relates to development that does not fall within any category above. In those instances where it does the higher fee will be required.	235.00	47.00	282.00	274.00
Alterations/Extension to Listed Building (Meeting* with Planning Officer of no more than one hour and written advice)	Includes proposals for: Alterations to a listed building Extensions and additions to a listed building Demolition of an unlisted building within a conservation area This only relates to development that does not fall within any category above. In those instances where it does the higher fee will be required.	573.33	114.67	688.00	667.00
Development in a Conservation Area (Written Advice)	This only relates to development that does not fall within any category above. In those instances where it does the higher fee will be required.	177.50	35.50	213.00	207.00
Development in a Conservation Area (Meeting* with Planning Officer of no more than one hour and written advice)	This only relates to development that does not fall within any category above. In those instances where it does the higher fee will be required.	516.67	103.33	620.00	601.00
Minor Tree advice (Tree within a conservation area only) (Written advice)	Includes proposals for: Works to 1-4 individually listed trees	70.83	14.17	85.00	82.00

Minor Tree advice (TPOs only) (Written advice)	Includes proposals for: Works to 1-4 individually listed trees Replacement of 1-4 individually listed trees	93.33	18.67	112.00	109.00
Minor Tree advice (TPOs only) (Meeting* with appropriate Officer of no more than one hour and written advice)	Includes proposals for: Works to 1-4 individually listed trees Replacement of 1-4 individually listed trees	235.00	47.00	282.00	274.00
Major Tree advice (TPOs only) (Meeting* with appropriate Officer of no more than one hour and written advice)	Includes proposals for: Works to 5 or more individually listed trees Replacement of 5 or more individually listed trees Works to trees within an area protected under a Tree Preservation Order Works to trees within a woodland protected under a Tree Preservation Order	470.83	94.17	565.00	548.00
Inspection of compliance with Enforcement Notice	Written confirmation that an enforcement notice has been complied with.	235.00	47.00	282.00	274.00
Compliance with Condition requests	Includes, but not exclusively: Written confirmation that a condition(s) has been complied with Written confirmation that a condition(s) has been discharged	177.50	35.50	213.00	207.00
Compliance with S.106 Agreement requests	Written confirmation that all/some S.106 obligations have been agreed	117.50 per obligation	23.50	141.00	137.00
Planning History requests	Includes, but not exclusively: Written confirmation of any restrictions imposed on a site on a site. Confirmation of authorised use of a site Confirmation of an absence of an agricultural occupancy condition	177.50	35.50	213.00	207.00

*All pre-application and advice Meeting*s will be held at the Council Offices. However, if it is agreed necessary to convene a Meeting* on site, travel time to and from the site will be charged at the hourly Meeting rate. Officers are unable to hold a site Meeting* without the prior deposit of plans or written proposals.

TABLE A - NEW DWELLINGS

2022/23

Dwelling-houses and Flats not exceeding 300m2

Please note that the Charges marked with an * have been reduced to reflect where controlled electrical installations are being carried out, tested and certified by a registered Part P electrician. If these reductions are claimed and a self certifying electrician is not subsequently employed, the applicant will be invoiced for supplementary charges equivalent to the discount (see D14 below)

VAT rate:	20.0%		2022/23	2022/23	2022/23	2022/23
Code	Bungalows or Houses less than 4 storeys		Plan Charge	Inspection Charge *	Building Notice Charge*	Regularisation Charge*
H01	1 Plot	Net	205.00	514.00	791.00	1,007.00
		VAT	41.00	102.80	158.20	-
		Total	246.00	616.80	949.20	1,007.00
H02	2 Plots	Net	308.00	822.00	1,243.00	1,582.00
		VAT	61.60	164.40	248.60	-
		Total	369.60	986.40	1,491.60	1,582.00
H03	3 Plots	Net	360.00	1,130.00	1,639.00	2,086.00
		VAT	72.00	226.00	327.80	-
		Total	432.00	1,356.00	1,966.80	2,086.00
H04	4 Plots	Net	411.00	1,438.00	2,034.00	2,589.00
		VAT	82.20	287.60	406.80	-
		Total	493.20	1,725.60	2,440.80	2,589.00
H05	5 Plots	Net	462.00	1,747.00	2,430.00	3,092.00
		VAT	92.40	349.40	486.00	-
		Total	554.40	2,096.40	2,916.00	3,092.00
	Flats					
F01	1	Net	205.00	514.00	791.00	1,007.00
		VAT	41.00	102.80	158.20	-
		Total	246.00	616.80	949.20	1,007.00
F02	2	Net	308.00	668.00	1,074.00	1,366.00
		VAT	61.60	133.60	214.80	-
		Total	369.60	801.60	1,288.80	1,366.00
F03	3	Net	360.00	822.00	1,300.00	1,654.00
		VAT	72.00	164.40	260.00	-
		Total	432.00	986.40	1,560.00	1,654.00
F04	4	Net	411.00	976.00	1,526.00	1,942.00
		VAT	82.20	195.20	305.20	-
		Total	493.20	1,171.20	1,831.20	1,942.00
F05	5	Net	462.00	1,130.00	1,752.00	2,229.00
		VAT	92.40	226.00	350.40	-
		Total	554.40	1,356.00	2,102.40	2,229.00
	Conversion to					
V01	Single Dwelling-House	Net	205.00	616.00	904.00	1,151.00
		VAT	41.00	123.20	180.80	-
		Total	246.00	739.20	1,084.80	1,151.00
V02	Single Flat	Net	205.00	514.00	791.00	1,007.00
		VAT	41.00	102.80	158.20	-
		Total	246.00	616.80	949.20	1,007.00
	Notifiable electrical work		(where applicable, in addition to the above, per dwelling)			
D14	(Where a satisfactory certificate will not be issued by a Part P registered electrician)	Net	This charge relates to a first fix pre-plaster inspection and final testing on completion. For Regularisation application a full appraisal and testing will be carried out.		216.00	274.00
		VAT			43.20	-
		Total			259.20	274.00

Where Standard Charges are not applicable please contact Building Control on 01621 876235

TABLE B - WORK TO A SINGLE DWELLING
2022/23

Limited to work not more than 3 storeys above ground level

Please note that the Charges marked with an * have been reduced to reflect where controlled electrical installations are being carried out, tested and certified by a registered Part P electrician. If these reductions are claimed and a self certifying electrician is not subsequently employed, the applicant will be invoiced for supplementary charges equivalent to the discount (see D14 below)

VAT rate	20.0%		2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23
Code	Extension & New Build		Full Plans		Full Plans - Multiple work reductions only **		Building Notice Charge *	Multiple work reductions only Building Notice Charge * at 50% reduced rate **	Regularisation Charge *
			Plan Charge	Inspection Charge *	Plan Charge at 50% reduced rate**	Inspection Charge * at 50% reduced rate **			
D01	Separate single storey extension with floor area not exceeding 40m²	Net VAT Total	205.00 41.00 246.00	411.00 82.20 493.20	103.00 20.60 123.60	206.00 41.20 247.20	678.00 135.60 813.60	339.00 67.80 406.80	863.00 - 863.00
D02	Separate single storey extension with floor area exceeding 40m² but not exceeding 100m²	Net VAT Total	205.00 41.00 246.00	514.00 102.80 616.80	103.00 20.60 123.60	257.00 51.40 308.40	791.00 158.20 949.20	396.00 79.20 475.20	1,007.00 - 1,007.00
D03	Separate extension with some part 2 or 3 storeys in height and a total floor area not exceeding 40m²	Net VAT Total	214.00 42.80 256.80	462.00 92.40 554.40	107.00 21.40 128.40	231.00 46.20 277.20	745.00 149.00 894.00	373.00 74.60 447.60	947.00 - 947.00
D04	Separate extension with some part 2 or 3 storeys in height and a total floor area exceeding 40m² but not ex 100m²	Net VAT Total	223.00 44.60 267.60	616.00 123.20 739.20	112.00 22.40 134.40	308.00 61.60 369.60	923.00 184.60 1,107.60	462.00 92.40 554.40	1,175.00 - 1,175.00
D05	A building or extension comprising SOLELY of a garage, carport or store - total floor area not exceeding 100m²	Net VAT Total	205.00 41.00 246.00	240.00 48.00 288.00	103.00 20.60 123.60	120.00 24.00 144.00	490.00 98.00 588.00	245.00 49.00 294.00	623.00 - 623.00
D06	Detached non-habitable domestic building with total floor area not exceeding 50m²	Net VAT Total	205.00 41.00 246.00	308.00 61.60 369.60	103.00 20.60 123.60	154.00 30.80 184.80	565.00 113.00 678.00	283.00 56.60 339.60	719.00 - 719.00
Conversions									
D07	First floor & second floor loft conversions	Net VAT Total	205.00 41.00 246.00	411.00 82.20 493.20	103.00 20.60 123.60	206.00 41.20 247.20	678.00 135.60 813.60	339.00 67.80 406.80	863.00 - 863.00
D08	Other work (e.g. garage conversions)	Net VAT Total	205.00 41.00 246.00	205.00 41.00 246.00	103.00 20.60 123.60	103.00 20.60 123.60	452.00 90.40 542.40	226.00 45.20 271.20	575.00 - 575.00
Alterations (including underpinning)									
D09	Renovation of a thermal element	Net VAT Total	103.00 20.60 123.60	103.00 20.60 123.60	52.00 10.40 62.40	52.00 10.40 62.40	226.00 45.20 271.20	113.00 22.60 135.60	288.00 - 288.00
D10	Replacement of windows, roof lights, roof windows or external glazed doors	Net VAT Total	103.00 20.60 123.60	103.00 20.60 123.60	52.00 10.40 62.40	52.00 10.40 62.40	226.00 45.20 271.20	113.00 22.60 135.60	288.00 - 288.00
D11a	Cost of work not exceeding £2,000 (Incl Renewable Energy systems)	Net VAT Total	103.00 20.60 123.60	154.00 30.80 184.80	52.00 10.40 62.40	77.00 15.40 92.40	283.00 56.60 339.60	142.00 28.40 170.40	360.00 - 360.00
D11	Cost of work exceeding £2,001 & not exceeding £5,000 (Incl Renewable Energy systems)	Net VAT Total	154.00 30.80 184.80	205.00 41.00 246.00	77.00 15.40 92.40	103.00 20.60 123.60	396.00 79.20 475.20	198.00 39.60 237.60	503.00 - 503.00
D12	Cost of work exceeding £5,001 & not exceeding £25,000	Net VAT Total	205.00 41.00 246.00	342.00 68.40 410.40	103.00 20.60 123.60	171.00 34.20 205.20	603.00 120.60 723.60	302.00 60.40 362.40	767.00 - 767.00
D13	Cost of work exceeding £25,001 & not exceeding £100,000	Net VAT Total	257.00 51.40 308.40	514.00 102.80 616.80	129.00 25.80 154.80	257.00 51.40 308.40	848.00 169.60 1,017.60	424.00 84.80 508.80	1,079.00 - 1,079.00
Notifiable Electrical work (in addition to the above, where applicable)									
D14	(Where a satisfactory certificate will not be issued by a Part P registered electrician)	Net VAT Total	This charge relates to a first fix pre-plaster inspection and final testing on completion. For Regularisation application a full appraisal and testing will be carried out.				361.00 72.20 433.20	n/a n/a n/a	461.00 - 461.00

****Multiple work reductions.** Where the proposed works consist of more than one of the above elements then the appropriate charge is calculated by paying the full amount for the most expensive element and only 50% for the other applicable elements **with the exception of D14 electrical Works**

Where Standard Charges are not applicable please contact Building Control on 01621 876235

TABLE C - ALL OTHER NON-DOMESTIC WORK
2022/23

Limited to work not more than 3 storeys above ground level

VAT rate	20.0%		2022/23	2022/23	2022/23	2022/23	2022/23
Code	Extensions and New Build		Plan Charge	Plan Charge at 50% reduced rate** (for multiple works only)	Inspection Charge	Inspection Charge * at 50% reduced rate ** (for multiple works only)	Regularisation Charge
N01	Single storey with floor area not exceeding 40m2	Net VAT Total	214.00 42.80 256.80	107.00 21.40 128.40	411.00 82.20 493.20	206.00 41.20 247.20	875.00 - 875.00
N02	Single storey with floor area not exceeding 40m2 but not exceeding 100m2	Net VAT Total	240.00 48.00 288.00	120.00 24.00 144.00	531.00 106.20 637.20	266.00 53.20 319.20	1,079.00 - 1,079.00
N03	With some part 2 or 3 storey in height and a total floor area not exceeding 40m2	Net VAT Total	257.00 51.40 308.40	129.00 25.80 154.80	582.00 116.40 698.40	291.00 58.20 349.20	1,175.00 - 1,175.00
N04	With some part 2 or 3 storey in height and a total floor area exceeding 40m2 but not exceeding 100m2	Net VAT Total	274.00 54.80 328.80	137.00 27.40 164.40	668.00 133.60 801.60	334.00 66.80 400.80	1,318.00 - 1,318.00
Alterations							
N05	Cost of work not exceeding £5,000	Net VAT Total	154.00 30.80 184.80	77.00 15.40 92.40	154.00 30.80 184.80	77.00 15.40 92.40	432.00 - 432.00
	Replacement of windows, roof lights, roof windows or external glazed doors (not exceeding 20 units)	Net VAT Total	154.00 30.80 184.80	77.00 15.40 92.40	154.00 30.80 184.80	77.00 15.40 92.40	432.00 - 432.00
	Renewable Energy systems (not covered by an appropriate competent persons scheme)	Net VAT Total	154.00 30.80 184.80	77.00 15.40 92.40	154.00 30.80 184.80	77.00 15.40 92.40	432.00 - 432.00
	Installation of new shop front	Net VAT Total	154.00 30.80 184.80	77.00 15.40 92.40	154.00 30.80 184.80	77.00 15.40 92.40	432.00 - 432.00
N06	Cost of work exceeding £5,000 & not exceeding £25,000	Net VAT Total	205.00 41.00 246.00	103.00 20.60 123.60	205.00 41.00 246.00	103.00 20.60 123.60	575.00 - 575.00
	Replacement of windows, roof lights, roof windows or external glazed doors (exceeding 20 units)	Net VAT Total	205.00 41.00 246.00	103.00 20.60 123.60	205.00 41.00 246.00	103.00 20.60 123.60	575.00 - 575.00
	Renovation of thermal elements	Net VAT Total	205.00 41.00 246.00	103.00 20.60 123.60	205.00 41.00 246.00	103.00 20.60 123.60	575.00 - 575.00
	Installation of a Raised Storage Platform within an existing building	Net VAT Total	205.00 41.00 246.00	103.00 20.60 123.60	205.00 41.00 246.00	103.00 20.60 123.60	575.00 - 575.00
N07	Cost of works exceeding £25,000 & not exceeding £100,000	Net VAT Total	308.00 61.60 369.60	154.00 30.80 184.80	411.00 82.20 493.20	206.00 41.20 247.20	1,007.00 - 1,007.00
	Fit out of building up to 100m2	Net VAT Total	308.00 61.60 369.60	154.00 30.80 184.80	411.00 82.20 493.20	206.00 41.20 247.20	1,007.00 - 1,007.00

Multiple work reductions. Where the proposed works consist of more than one of the above elements then the appropriate charge is calculated by paying the full amount for the most expensive element and only 50% for the other applicable elements.

Where Standard Charges are not applicable please contact Building Control on 01621 876235

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FEES AND CHARGES 2022/23

Summary of Changes

No Change

Environmental Protection
Food Safety & Hygiene
Mobile Homes
Scrap Metal
Cemeteries
Town centre car parking
Parks and Sports pitches
Wharfage
Moorings
Splashpark
Street Naming and Numbering
Land Charges

Inflation Increase (3.2%)

Licences
Pest Control
Recycling
Building control
Planning development

Above Inflation

Recycling - new properties
Stray Dogs
Cemeteries
Prom Car Parking - All day Charge
Prom Park Events
Beach Huts
Concessions
Funfairs and Circuses
Advertising and Sponsorship
Electricity & Water Supply Prom & Riverside park
Event Land Hire Charge
Refuse Collection

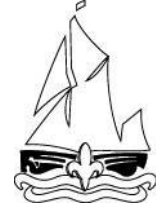
New Charges replacing Old Charges

Cemeteries
Hythe Quay Parking
Prom Car Parking - Part Tarriff change

New Charges

Licences - Doggy day care

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REPORT of DIRECTOR OF RESOURCES

to
STRATEGY AND RESOURCES COMMITTEE
6 JANUARY 2022

SUPPLEMENTARY ESTIMATES, VIREMENTS, PROCUREMENT EXEMPTIONS AND USE OF RESERVES

1. PURPOSE OF THE REPORT

- 1.1 To report Virements and Supplementary Estimates agreed under delegated powers where they are below the levels requiring approval by this Strategy and Resources Committee and seek approval where they are above the levels requiring approval by this Committee.
- 1.2 To inform the Committee of procurement exemptions that have been granted in the period.
- 1.3 To report on the use of Reserves during the period.

2. RECOMMENDATIONS

- (i) That the Virement as detailed in paragraph 3.2.1 of this report, be noted;
- (ii) That the Supplementary estimate as detailed in paragraph 3.3.1 of this report be noted;
- (iii) That the three Procurement exemptions as detailed in paragraph 3.4.1 be noted;
- (iv) That the Drawdown from reserves as detailed in paragraph 3.5.1 be noted.

3. SUMMARY OF KEY ISSUES

3.1 Rules and Regulations

- 3.1.1 The approval and reporting arrangements in relation to virements and supplementary estimates are set out in the Financial Regulations and Financial Procedures. These are as follows:

Virements (movements) within the same directorate:

- Agreed by the relevant Director and the Director of Resources.

Virements between different directorate:

- Up to £20,000 – Director and Director of Resources and reported quarterly to members via email.

- Over £20,000 up to £50,000 - Director, Director of Resources in consultation with relevant Programme Committee Chairman; and reported to the next Strategy and Resources Committee;
- Over £50,000 - the Strategy and Resources Committee

In addition, for the purposes of virements, salaries budgets are to be considered as a separate Directorate.

Supplementary Estimates

- Up to £20,000 – Director and Director of Resources in consultation with the Chairman of the Strategy and Resources Committee and the Leader and reported to the next Strategy and Resources Committee.
- Over £20,000 – Strategy and Resources Committee.

3.2 Procurement Exemptions and Use of Reserves

- 3.2.1 The Contract Procedure Rules provide information in relation to procurement exemptions. The exemption enables the Council to waive any requirements within the contract procedure rules for specific projects.
- 3.2.2 Procurement exemptions should be signed by the Officer and countersigned by the Director of Resources and where appropriate the Chairman of the Strategy and Resources Committee.
- 3.2.3 Delegation around the use of the reserve was prescribed by the Council in June 2019. It stated that the Director of Strategy, Performance and Governance be authorised, in consultation with the Commercial Projects Board (superseded by the Corporate Projects Working Group) to approve any spend up to £10,000, subject to the details being reported to the Strategy and Resources Committee.

3.3 Virements

- 3.3.1 The following virement is required to be reported to the Committee during this period. This is for information only.

Cost Centre To	Directorate/ Service	Cost Centre From	Directorate / Service	Budget Amount	Description
124	Service Delivery / Princes Road Depot	121	Resources / Council Offices	£16,000	Urgent Health and Safety lighting works

3.4 Supplementary Estimates

- 3.4.1 The following supplementary estimate was agreed by the Director of Resources in consultation with the Leader of the Council and the Chairman of the Strategy and Resources Committee. In accordance with financial regulations, it is presented here for the Committee to note.

Cost Centre	Directorate/ Service	Budget Amount	Description	Capital or Revenue
170	Service Delivery / Consultancy	£20,000	Extension of Health and Safety consultant contract to the end of the financial year	Revenue

3.5 Procurement Exemptions

3.5.1 The following procurement exemptions have been agreed.

Item	Amount	Description	Reason
1	£8,003	Statutory Legionella works	Urgent preventative works to be completed by another specialist contractor, after the previous contract in place for these works experienced issues.
2	£8,550	Annual Billing and reminders for council tax, business rates and benefits bills and notices	As a result of the Covid 19 pandemic and multiple grant schemes to administer, the work to specify mailing house arrangements for the 2022 / 23 billing was delayed. There is insufficient time to go through the normal procurement process and a known contractor with the relevant technical ability was identified to fulfil the contract.
3	£16,250	Insurance Broker	Extension of the existing contract to 31 March 2026 to support the Council with its current Long-Term Agreement (LTA) for insurance services. The current broker has supported the Council extremely well due to their knowledge of the Council's insurance contract; the Council structure does not have a specialist insurance post. The next LTA tender is due on 1 October 2026 (assuming the option to extend is taken up) which means the Council can align the process for appointing a new broker with that tender process.

3.6 Use of Reserves

3.6.1 There was one drawdown from Reserves during this period.

Reserve	Drawdown amount	Reason for Drawdown
Feasibility Reserve	£3,500	To commission a study to look in more detail to refine costs and options regarding the Promenade Park Jubilee Shelter / Legacy Pathway and Playpark Kiosk proposals. This followed consultation with the Corporate Projects Working Group.

4. CONCLUSION

4.1 The Committee is invited to:

- note the virement in paragraph 3.2.1;
- note the supplementary estimate in paragraph 3.3.1;
- note the three procurement exemptions in paragraph 3.4.1; and
- note the drawdown from the feasibility reserve in paragraph 3.5.1 of this report.

5. IMPACT ON STRATEGIC THEMES

- 5.1 The adherence to the Financial Regulations and Financial Procedures contributes towards the corporate core values of being open and transparent, and accountable for our actions.

6. IMPLICATIONS

- (i) **Impact on Customers** – None identified.
- (ii) **Impact on Equalities** – None identified.
- (iii) **Impact on Risk** – None identified.
- (iv) **Impact on Resources (financial)** – None identified.
- (v) **Impact on Resources (human)** – None identified.
- (vi) **Impact on the Environment** – None identified.
- (vii) **Impact on Strengthening Communities** – None identified.

Background Papers: None.

Enquiries to: Lance Porteous, Lead Finance Specialist.



REPORT of DIRECTOR OF RESOURCES

**to
STRATEGY AND RESOURCES COMMITTEE
6 JANUARY 2022**

SUPPLEMENTARY ESTIMATE – SPLASH PARK

1. PURPOSE OF THE REPORT

- 1.1 To consider a supplementary Estimate for the cost of essential work to replace the surface of the Splash Park, and for essential electrical work within the associated Pump room totalling up to £150,000.

2. RECOMMENDATIONS

- (i) That a Supplementary Revenue Estimate of £10,000 for the cost of the electrical work to the Splash Park is approved;
- (ii) That a Supplementary Capital Estimate of £140,000 for the cost of the resurfacing work to the Splash Park is approved.

3. SUMMARY OF KEY ISSUES

- 3.1 The Council received external funding in around 2004 to install a new Splash Park in the Promenade which opened in 2006.
- 3.2 The Splash Park generally opens for around 100-130 days per year between May to September – weather permitting.
- 3.3 The Splash Park is well loved attraction, used by local residents as well as visitors to the District and has always had a high level of use.
- 3.4 The facility has been well maintained, and repairs have been undertaken to maximise its use, but due to the age of the facility it has reached a point where the whole surface of the Splash Park would need to be replaced.
- 3.5 The lifespan of a surface of this type would generally be 10 years so it has lasted one and a half times as long as would normally be expected.
- 3.6 Quotes obtained last year, and market testing has indicated that the cost of replacement of the surface would be in the region of £120,000 to £140,000, with essential electrical work costing a further £10,000.
- 3.7 Repairs to the surface were undertaken in 2020 / 21 however these have only lasted for the 2021 season, and the surface has continued to deteriorate.

- 3.8 Recent inspections by a Consultant appointed by the Council highlighted the poor condition of the surface and identified the health and safety risk of both trip hazards as well as the risk of encouraging bacterial growth.
- 3.9 The Splash Park budget has historically shown a net profit of around, £38,000 but this only takes into account direct costs of running and maintaining the facility (such as temporary staff, chemicals etc). It does not include the cost of our own permanent staff time working to run the Splashpark.
- 3.10 Including all staff costs as well as the additional staffing requirements for 2022 / 23 identified through a recent external review means that the Splash Park would be close to a breakeven position during 2022 / 23
- 3.11 However, our review has also highlighted opportunities to increase the income generation for the season, for example through changes to our admissions policy.
- 3.12 A summary of the estimated income and expenditure for 2022 / 23 (excluding any changes to our charging and admissions policy) is shown at **APPENDIX 1**.
- 3.13 Whilst current estimates are based on historic information what the budget does not take into account is the:
- Additional carparking income that is generated from visitors to the Prom who are using the Splash Park,
 - Current operating model does not maximise the income potential of the facility,
 - Splash Park is run an integral part of Promenade Park and has a much wider benefit to making the Prom as a Tourist attraction and visitor destination.
 - Financial benefit to other businesses on the Prom, and the visitor economy.
- 3.14 Without the investment in a new surface the Splash Park will be unable to operate during 2022 / 23 and would remain closed indefinitely. The closure would be a significant loss to the Districts Tourism offer, as well as to local residents.
- 3.15 The Supplementary budget is required in the current financial year to enable the work to be commenced in the spring to reduce risks of a significantly delayed opening of the facility.
- 3.16 We are currently looking to work in partnership to deliver the Splash Park for 2022 / 23 should Members agree the recommendations in this report. A partnership would offer a range of benefits which include:
- increased operating resilience;
 - opportunity to minimise risk of operating losses;
 - maximising potential income;
 - potential to offer wider benefits to Splashpark users through partnership working.

4. CONCLUSION

- 4.1 The Splash Park is an iconic part of Prom Park and our Tourist Offer. It is well loved and well used with the daily sessions frequently running at maximum capacity.

- 4.2 To operate the Splash Park for 2022 / 23 it is necessary to replace the current Splash Park surface during the spring and undertake essential electrical work at an estimated cost of £150,000.
- 4.3 We are working to deliver the Splash Park in partnership for 2022 / 23 to minimise operational risks, increase resilience and maximise the potential of the asset.

5. IMPACT ON STRATEGIC THEMES

- 5.1 Operating the Splash Park supports the Councils Corporate Priorities by enhancing and promoting the Districts visitor economy.

6. IMPLICATIONS

- (i) **Impact on Customers** – The Splash Park is a much-loved attraction for residents and visitors alike. Failure to open the Splash Park would result in customer disappointment and is likely to impact upon visitor numbers.
- (ii) **Impact on Equalities** – None.
- (iii) **Impact on Risk** – Reputational risk if Splash Park did not open.
- (iv) **Impact on Resources (financial)** – Additional budget is required to fund essential work to enable the Splash Park to open in 2022 / 23. Failure to open Splash Park would impact upon Car Park income and may affect visitor numbers to the District.
- (v) **Impact of Resources (human)** – None.
- (vi) **Impact on the Environment** – None.
- (vii) **Impact on Strengthening Communities** – None.

Background Papers: None.

Enquiries to Sue Green, Customers, Community and Casework Manager.

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Splash Park - Estimate of Income and Expenditure 2022/23	
Expenditure	
Salaries (Temporary Staff)	£30,000.00
EMPLOYEES	£30,000.00
Water Features Maintenance	£28,000.00
General Parks Maintenance	
Additional maintenance contract	£2,000.00
Water (estimate)	£3,500.00
PREMISES	£33,500.00
Payment collection costs	£2,000.00
GOODS AND SERVICES	£2,000.00
Depreciation	£6,000.00
CAPITAL FINANCE	£6,000.00
Staffing (Permanent staff)	£36,058.00
Additional staff 22/23	£18,000.00
Training	£2,000.00
DIRECT STAFF COSTS	£56,058.00
TOTAL EXPENDITURE	£127,558.00
INCOME	-£126,000.00
NET POSITION	£1,558.00

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REPORT of DIRECTOR OF SERVICE DELIVERY

**to
STRATEGY AND RESOURCES COMMITTEE
6 JANUARY 2022**

REVIEW OF MEMORIALS IN CEMETERIES, PARKS AND OPEN SPACES POLICY

1. PURPOSE OF THE REPORT

- 1.1 The Memorials in Cemeteries, Parks and Open Spaces policy was agreed to be reviewed annually at its implementation in 2017.
- 1.2 The sale of new benches is currently on hold due to an overwhelming range of difficulties with the current policy detailed within this report. The purpose of this report is to bring these matters to Member's attention and set out recommendations for an updated policy.

2. RECOMMENDATIONS

To the Council:

- (i) That the sale of benches as an individual item available for purchase which are then installed in our Parks and Open spaces cease;
- (ii) That a new scheme be introduced where customers can lease a plaque on a bench for five-year periods;
- (iii) That the updated Memorials in Cemeteries, Parks and Open Spaces Policy (**APPENDIX C**) be agreed and implemented no later than 1 April 2022.

3. SUMMARY OF KEY ISSUES

- 3.1 The historical issues regarding memorial benches, their ownership and maintenance is problematic within our cemeteries and open spaces. The current policy agreed in 2017 remains in parts slightly ambiguous and requires further clarification for ease of understanding for all service users. It is also restrictive in terms of availability and financial viability which this report also addresses. Although the policy states that any memorial (other than headstones) remains the property of Maldon District Council, customers usually see benches as their own property and in several cases, have put covers over them, placed plant pots on them and even taken them away to be varnished and repaired, before reinstalling themselves. Other members of the public do not feel welcome to use these benches and they become extensions of grave spaces in the cemeteries or personal tribute areas in our parks for the benefit or use of only a select few. The current policy states that a bench will be guaranteed for a minimum of five years, but there is no clarification for how long a bench will may in place. If a customer continuously repairs a bench, it could theoretically exist in that space indefinitely. In high traffic areas such as current burial areas, Promenade Park or Riverside Park, this means no new customers will

get an opportunity to enjoy the memorial scheme. This is causing frustration to potential customers who are on a perpetual waiting list. We currently have on average one new request for a bench every week via Dashboard, Contact centre or direct to Cemeteries service with no means to accommodate these requests.,

- 3.2 The current policy states that we take no liability for damages to purchased benches. However as the benches are situated on Maldon District land, should a member of the public sustain injury from a damaged bench, the HSE (Health and Safety Executive) would support a case against this Authority.
- 3.3 Despite best attempts by Officers at intervals in the last four years, some of our records remain incomplete, making identifying those who have purchased benches difficult to contact in many cases.

4. CONCLUSION

- 4.1 An improved and centrally recorded inspection programme for all benches on our land to be created with a supporting database with customer details, where they exist, and showing which benches are owned by the Authority. Any benches which have fallen into disrepair will be removed, once photographs have been taken to record the condition (for future reference/challenge). We will use a stability test to record the results ensuring a consistent standard is met (See **APPENDICES A and B**).
- 4.2 Where records permit, customers will be contacted if applicable to advise that the bench is to be replaced and the new terms of Memorial plaques only, not an automatic right to renew which has sometimes been the perception in the past.
- 4.3 All benches on Maldon District land will be catalogued with a reference number, date-stamped photograph, and available spaces or vacant bench bases will be added to the database showing where availability is for new benches in the district.
- 4.4 This project will be completed by March 2022 and a yearly inspection will take place during March / April each year as the winter months are those which will most likely cause damage to benches through frosts and heavy rain. Informal inspections and reporting of faults as and when they may occur throughout the year will continue as part of standard site monitoring and staff checks.
- 4.5 Benches will no longer be sold by Maldon District Council. From 1 April 2022, customers can be offered the opportunity to lease a plaque on a bench purchased and owned by Maldon District Council. The lease period will be five years with an option to renew for additional five-year periods if desired. Each bench will have space for three plaques which will enable more customers to take advantage of the scheme. This will also reduce costs for customers making it a more affordable option to more people. After the five-year period, the bench space can be leased again, and we can begin to build funds to purchase more benches in the district where there is space or a need. The cost of the maintenance work will be recharged to the maintenance team from the cemetery department bench scheme funds.
- 4.6 Any existing benches confirmed as being owned by Maldon District Council will be renovated, replaced, or removed depending on the need of the Authority.

- 4.7 All new benches will be made from recycled plastic making them more robust, longer lasting and environmentally friendly. These benches are an equivalent cost and appearance to the majority of the current Timber bench provision.

5. IMPACT ON STRATEGIC THEMES

- 5.1 No detrimental impact on strategic themes.

6. IMPLICATIONS

- (i) **Impact on Customers** – Access to services will be improved as waiting lists will be reduced and more people will be able to take advantage of the scheme as there will be three plaques per bench. This is crucial in high traffic areas to meet demand. Similar schemes are operating successfully in other local authorities such as Braintree District Council.

Costs will be reduced for customers making it a more affordable option.

- (ii) **Impact on Equalities** – This scheme will be open to all service users with a clear process which must be followed by all internal and external bench requests.

- (iii) **Impact on Risk** – Not everyone will like this as some people will want their own bench. However, we are not under any obligation to provide this service and they can decline the scheme.

We often have complaints, sometimes through Members, that we are not dealing with bench requests. This scheme will enable us to assist more requests.

- (iv) **Impact on Resources (financial)** – The current cost of purchasing a bench is £1,200. The lease of a plaque on a bench for five years is recommended to be set at £400 so that there is no Net loss brought by this change.

Our Costs

Bench with three plaques	= £771.74
Base materials and labour	= £150.00
Yearly maintenance for five years	= £125
Total	= £1,046.74

Customer costs

1 x bench plaque leased for five years	= £400
3 x plaques on a bench for five years	= £1,200
Purchase of additional five year periods	= £125.00

- (v) **Impact on Resources (human)** – Officer time processing bench requests and carrying out inspections and maintenance.

- (vi) **Impact on the Environment** – Benches to be made from recycled plastic making them more environmentally friendly. Existing benches owned by the authority to be repaired and restored where possible to reduce waste.

- (vii) **Impact on Strengthening Communities** – A clear and fair memorial scheme will meet customer needs and provide places for people to sit and enjoy our district without a disproportionate number of benches in any area or any issues regarding ownership.

Background Papers: Memorials in Cemeteries, Parks and Open Spaces policy 2017.

Enquiries to: Debbie Horrey, Cemeteries and Bereavement Services Senior Coordinator.



Memorial Bench Safety Testing Procedure

01 November V1

This procedure is intended for Maldon District Council cemetery staff looking to undertake the memorial bench testing procedure.

Frequency

An inspection programme has been drawn up and is in place for all benches on Maldon District land. This is a yearly ongoing programme, taking place in the spring. The check sheets for the inspection process can be found under *Inspection Check Sheet* in the relevant folder.

Notification and signage

We will help families to understand when the testing will take place and how it will happen.

- Information signage will be on display where there are notice boards (eg within the cemetery). This will provide details of what is happening and, should a bench be deemed unsafe, what the next steps are. The notices will only be displayed during the inspection period.
- If a bench fails the testing process, a laminated sign will be attached and warning tape around the bench to advise visitors and staff not to use until the bench is removed.
- Where we are unable to contact bench owners if no memorial plaque is attached to the bench, we will endeavour to establish the family owning the bench by word of mouth and neighbouring graves.
- If a memorial bench is deemed unsafe outside of the testing inspection time, the process will remain the same in action taking and contacting the grave owner.

Testing process

- All benches will be included in the testing process.
- A visual test will be carried out first to consider if there are signs that the bench is showing evidence of damage or if the joints are giving way (cracks). This will include the slats, the legs and the arm rests.
- After the visual inspection, a gentle hand push test will be used to identify any movement between components. The seating slats will be tested by applying pressure to the seating area.
- The inspection can be carried out by one member of staff.
- A check sheet will be completed during the testing process, documenting the outcome and next steps, if required. The check sheet will also document any plaque details relating to the family that provided the bench.

- The testing will result in one of two categories:
 1. Category 1 'UNSAFE' Action required.
 2. Category 2 'SAFE' No action required (revisit in 1 year).
- Where a bench is classified as 'unsafe', immediate action will be taken. A photograph of the bench will be taken, then the bench will be taped off with warning tape and a laminated sign informing visitors and staff of the reason for taping the bench and who to contact for further information.
- After this, the information is passed to the Cemeteries Service office for contact to be made with the owner.
- The memorial bench will remain in situ for a 14 day period whilst we attempt to contact the bench owner. If we have not received a response in this time period, the memorial plaque will be removed from the bench and kept, with the bench being disposed of. All benches will be photographed prior to the bench being removed from site. The plaque can then be collected by the family for safe keeping.
- If contact is made with the family, a replacement option will be discussed. If the family do not want to proceed with a replacement memorial bench, MDC will decide if we wish to instal a new bench in the location or arrange for the base to be removed.

Appendix

	A	B	C	D	E	F	G	H
1	Cemetery Inspecting:			Date of Inspection:				
2	Name on Bench	Location of Bench	Visual Condition of Bench	Hand Push Test (Back & Arm Rest)	Hand Push Test (Seating Section)	Pass / Fail	Immediate Action Taken	Photo Taken?
3								
4								
5								

1. Inspection checksheet.



2a. general weathering of bench. This includes peeling paint and exposed timber.



2b. cracking of wood and loose joints within the assembly of the bench.



2c. seating slats come loose or removed from bench.

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Polite Notice

Unfortunately this memorial bench has failed the stability test carried out by Maldon District Council. The stability test has been carried out to ensure the safety of all visitors.

PLEASE DO NOT SIT OR LEAN ON THIS BENCH

We will attempt to contact the bench owner if we hold details.

This bench will be removed after a 14 day period. If there is a memorial plaque on the bench, this will be removed and kept safe for collection.

If you would like further information, please contact the Cemeteries Service at
cemeteries.officer@maldon.gov.uk



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Memorials in the Maldon District Policy 2022

Memorials provide a lovely way to remember loved ones lost. At Maldon District Council, we offer the following options that you may wish to consider within our cemeteries, Parks, and other specific locations around the District.

Please note, as a general rule Maldon District Council do not own the seawall in the District. Any requests for memorial benches on the seawall must be directed to the relevant Private Landowner.

Maldon District Council no longer offer the sale of memorial benches and all new benches installed are the property of the council.

[New to policy](#) [Bench Plaques](#)

8x2.5 inches / 20 x 63 cm maximum 90 characters for five years = £400

Plaques may be purchased to be installed on an available bench for a period of five years. There can be a maximum of three plaques per bench and full ownership of the bench will remain with Maldon District Council. Other members of the community will have the option of purchasing plaques for any available space on the bench in question.

Those families who wish to renew at the end of the 5-year period can do so, otherwise the plaque will be removed and returned or placed on the memorial wall or pergolas at Maldon, Heybridge or Burnham on Crouch cemetery and the space offered to the next person on the waiting list.

Plaques are not permitted within woodland plantings or to be fixed to any tree.

The remainder of the policy is unchanged other than usual adjustments within fees and charges

Memorial Trees

The Council will limit the maximum number of memorial trees in the following key sites:

- Maldon Cemetery
- Heybridge Cemetery
- Burnham-on-Crouch Cemetery
- Promenade Park, Maldon
- Riverside Park, Burnham-on-Crouch
-

The Council encourages the planting of semi-mature native species. Any Individual tree planting application will be considered in the context of it's proposed setting.

All tree plantings will be installed with a support stake, guard, and (if appropriate) watering system. Guards will be removed once the tree has outgrown the need or three years after planting, whichever occurs earliest.

- Trees which fail within the first year of planting will be replaced on a one-time only basis at the Council's expense. Any further replacements will be at the expense of the applicant.
- The Council accepts no liability for any tree and all tree plantings (individual or woodlands) will be subject to a standard grounds maintenance regime for the site in which they are planted.

- Should a tree become diseased or damaged to the point of being unsafe, then - following appropriate assessment by a suitably qualified officer/professional - the Council reserves the right to remove any such tree without notification. Should this occur, all efforts will be made by officers to contact applicants/families.

- After 10 years from original planting date, the Council reserves the right to consider any tree as part of its general tree stock, and as such will subject to standard Arboricultural or Woodland management practices. These works will, in general, be implemented with no notification to applicants and may include (but not be limited to):
 - pruning o thinning o crown lift
 - limb removal
 - coppicing
 - pollarding
 - felling/removal. Should this last be deemed necessary by a qualified officer/professional, all efforts will be made by officers to contact applicants/families to inform them of actions and justification, and to arrange a replacement planting if so desired.

Cemeteries Only

Headstones, kerb sets and monuments

All applications for full burial and cremated remains monuments should be made by a NAMM registered memorial mason using the Memorial application form available on our website. All applications must be signed for by the Exclusive Right of Burial owner. Please see our website cemeteries / Exclusive right of burial for further information.

Memorial Plaques

6x4 maximum 70 characters £185

7x5 maximum 80 characters £195

Cast bronze plaques, inscribed to order, can be placed on

- The Maldon Woodland Memorial Wall, Maldon cemetery
- The Chapel wall at Heybridge cemetery
- The pagodas in Maldon and Burnham on crouch cemeteries

Plaques placed in these locations will be installed permanently.

Plaques on plinths

6x4 plaque on hardwood plinth £415

Plaques may be placed on hardwood plinths in designated areas for three years. After which time, they will be moved to one of the above locations where they will remain permanently.

Garden of Remembrance only

6x4 brass plaque on stake £185

7x5 brass plaque on stake £195

5 x 3 Perspex plaque on stake £55

Plaques on brass or Perspex stakes may be purchased for cremated remains plots in all three of our cemeteries in Maldon, Heybridge and Burnham on crouch.

Please complete the on line form in order that we may be able to process your application and discuss the availability of your option.

Memorabilia and Tributes

No memorial, tribute or memento such as vases, statues, solar lights, obelisks, flowers, wreaths, balloons or other ornamentation should be placed around a bench, tree or other location outside of a purchased formal burial plot. If this were to occur, the council reserves the right to remove and dispose of any such item.

Maldon District Council cemetery regulations points 60 –71 clearly prescribe permitted tributes within cemeteries. The understanding of, and agreement with these terms and conditions is assumed upon the purchase of any burial plot.

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**REPORT of
DIRECTOR OF STRATEGY PERFORMANCE AND GOVERNANCE**

**to
STRATEGY AND RESOURCES COMMITTEE
6 JANUARY 2022**

**APPROVAL TO DESIGNATE THE WOODFIELD COTTAGES CONSERVATION AREA
AND ADOPT THE WOODFIELD COTTAGES LOCAL LISTED BUILDING CONSENT
ORDER**

1. PURPOSE OF THE REPORT

- 1.1 This report seeks the Strategy and Resources Committee's approval to designate the Woodfield Cottages Conservation Area and adopt the Woodfield Cottages Local Listed Building Consent Order

2. RECOMMENDATIONS

- (i) that the Woodfield Cottages Conservation Area is designated
- (ii) that the Woodfield Cottages Local Listed Building Consent Order is adopted.

3. SUMMARY OF KEY ISSUES

- 3.1 Nos 116 – 156 Woodfield Cottages, Heybridge, CM9 4BQ, their associated outhouses and two communal water taps were designated grade II listed buildings in 1971. The three terraces of 41 single-storey cottages are of historic interest because they were developed by the industrialist E H Bentall in 1873 as dwellings for the workforce of the Bentall Agricultural Works. The buildings are of national architectural interest for their pioneering use of mass-concrete construction. Originally the cottages had flat roofs, but pitched roofs were added in c.1918.
- 3.2 In terms of conservation, Woodfield Cottages are among the most challenging listed buildings in the Maldon District due to their relatively high degree of modernisation; a process which began before the buildings were listed and continued following listing, in many cases without obtaining the necessary listed building consents. Many of the later alterations – such as replacement windows, doors and porches – have eroded the architectural interest of the listed buildings and their character as a unified group of buildings. Some of the buildings are in a poor condition and one cottage (No. 127) has fallen into a particularly dilapidated state. In 2019 Historic England considered de-listing the cottages but concluded that the buildings remain of national architectural and historic interest despite their alteration. Historic England did, however, acknowledge the challenges the buildings present and offered to work with Maldon District Council (MDC) to develop some positive and proactive measures to encourage the sympathetic restoration of the site.
- 3.3 Two proactive initiatives aimed at improving the character and condition of Woodfield Cottages were approved for public consultation by Strategy and Resources Committee on 16 September 2021. The first initiative is to designate a Woodfield

Cottages Conservation Area. It is a statutory duty under Section 69(1) (a) and (b) of the *Planning (Listed Buildings and Conservation Areas) Act 1990* that “Every local planning authority shall from time to time determine which parts of their area are areas of special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance, and shall designate those areas as conservation areas”. The designation of Woodfield Cottages as a conservation area would be justified because it is not only the cottages and outhouses which are important; the lanes, gardens and boundary treatments which surround the original buildings altogether comprise a distinct historic area the character and appearance of which it is desirable to preserve and enhance. The *Woodfield Cottages Conservation Area Character Statement (APPENDIX 1)* describes the special character and appearance of the area and the opportunities for enhancement. As the cottages are already listed buildings, the creation of a conservation area will impose very few additional planning restrictions. Designation of the conservation area would open the possibility of entering into a Conservation Area Partnership Agreement with Historic England, through which grant funding could be made available for works which enhance the character of the area . If successful, this would be the first Conservation Area Partnership Scheme in Essex for seven years and the first in the Maldon District for over fifteen years. Woodfield Cottages must first be designated as a conservation area to qualify for the grant funding.

- 3.4 The second initiative which was approved for public consultation was the *Woodfield Cottages Local Listed Building Consent Order (APPENDIX 2)*. Local Listed Building Consent Orders were introduced by section 60 of the *Enterprise and Regulatory Reform Act 2013*. As grade II listed buildings, any works of alteration to Woodfield Cottages presently require the submission of a Listed Building Consent application to Maldon District Council. Such applications are free of charge but require a certain degree of paperwork, the preparation of architectural drawings, and usually take 8 weeks to determine. What a Local Listed Building Consent Order does is grant automatic consent for selected types of alteration, as long as they are undertaken in accordance with an approved specification. The proposed order would make it easier for owners of Woodfield Cottages to carry out sympathetic and restorative alterations and to address enforcement issues, by reducing the bureaucratic requirements associated with obtaining Listed Building Consent. If adopted, the Woodfield Cottages Local Listed Building Consent Order would be the first example of its kind in East Anglia. It is hoped that some of the positive enhancement works authorised by the Local Listed Building Consent Order can be supported financially by a future Conservation Area Partnership Scheme. Historic England set out its support for these initiatives in a letter reproduced as **APPENDIX 3**.
- 3.5 Public consultation on the two initiatives commenced on 30 September 2021. Letters addressed to the owners and occupiers were hand delivered to each of the cottages and a site notice was put up. Heybridge Ward Members, Heybridge Parish Council and The Victorian Society were also consulted. A press release was issued, and information was made available on the MDC website and at Maldon Library. The consultation closed on 11 November 2021. Ten written responses to the consultation were received. All responses supported the proposed conservation area designation. **APPENDIX 4** is summary of the consultation responses received. Several respondents complemented the presentation of the documents and the interesting historical information they contain. Most respondents were enthusiastic about the identified enhancement opportunities. Some suggested that undergrounding of electricity cables and the installation of traditional lampposts would benefit the character of the area. In response, these works have been added to the list of enhancement opportunities set out in the Conservation Area Character Statement.

- 3.6 One respondent supported the proposals in principle but raised some concerns. They complained that insufficient information in respect of grant funding was included in the consultation documents. Unfortunately, it was not possible to provide this level of detail at this early stage because the Council can only apply for grant funding from Historic England and establish the parameters for such grants once the settlement has been designated a conservation area. The same respondent expressed concern that grant funding would only be made available to restore the original design of certain features. The scope of any future grants has yet to be agreed with Historic England, but only work which enhances the special character of the area will be eligible.
- 3.7 All but one respondent supported the proposed Local Listed Building Consent Order. One resident suggested that the order as drafted would be too prescriptive. On the other hand, the Victorian Society, the only respondent that did not support the order, was concerned that it would not be prescriptive enough. Care has been taken in drafting the order only to include works which would be sympathetic for all of the cottages, and the order has been drafted in a way that is clear, detailed and specific. If adopted, the implementation of the order will be closely monitored, and residents will be required to notify the Council before undertaking any work. Alterations not included in the order could still be pursued through the normal listed building consent process.
- 3.8 Subject to the approval of this committee for the designation of the Conservation Area and adoption of the Local Listed Building Consent Order, all residents, owners and interested parties will be notified, including the formal notices required under relevant legislation. The Council's digital mapping and website will be updated. The Conservation Area and the Local Listed Building Consent Order will be registered as a Local Land Charge.

4. CONCLUSION

- 4.1 Maldon District Council has a commitment to protect and improve the environment of the District which includes built heritage. Policy D3 of the Maldon District Local Development Plan sets out this Council's objective of 'safeguarding, enhancing and promoting the historic environment'. 2023 will be the 150th anniversary since Woodfield Cottages were built. With the proposed positive and proactive measures in place it is hoped that this anniversary could be celebrated with these important historic buildings facing brighter prospects.

5. IMPACT ON STRATEGIC THEMES

- 5.1 The recommendations of this report will support the Strategic Theme for Place by encouraging the protection and improvement of built heritage, which is a valuable component of the local environment.

6. IMPLICATIONS

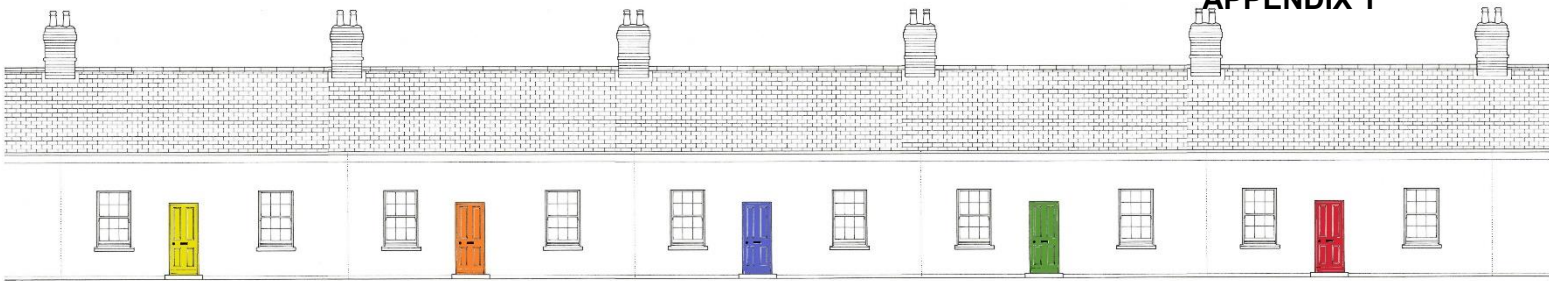
- (i) **Impact on Customers** – Positive, because the local listed building consent order will make it much easier for owners to undertake sympathetic alterations to Woodfield Cottages, by reducing the bureaucratic requirements associated with obtaining Listed Building Consent. The conservation area designation would create the possibility of establishing a grant scheme which would support owners who undertake positive enhancement work. The

conservation area character appraisal contains helpful information on the significance and history of the area and guidance on sympathetic alterations.

- (ii) **Impact on Equalities** – None.
- (iii) **Impact on Risk** –. None.
- (iv) **Impact on Resources (financial)** – Cost of printing document and notices will be met from the relevant budget.
- (v) **Impact on Resources (human)** – The preparation of notices and notification of all interested parties will be coordinated by the Conservation and Heritage Specialist with support from Planning Admin staff.
- (vi) **Impact on the Environment** – Positive, due to the enhancement and safeguarding of the built heritage which will ensure its existence for the District now and generations to come.
- (vii) **Impact on Strengthening Communities** – Positive, due to the way in which the measures should improve the character of the area, fostering a greater sense of local pride.

Background Papers: None.

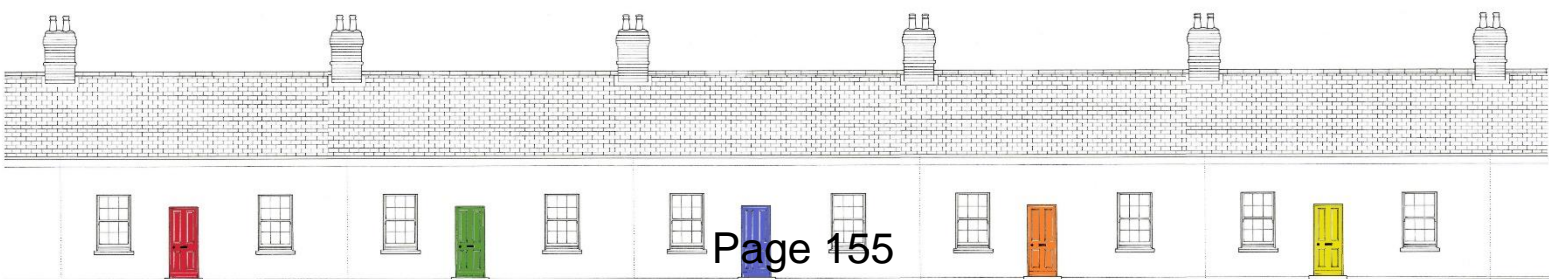
Enquiries to: Tim Howson, Conservation and Heritage Specialist.



WOODFIELD COTTAGES, HEYBRIDGE



CONSERVATION AREA CHARACTER STATEMENT



Front cover illustrations: *Photograph taken February 2020, depicting the north row of Woodfield Cottages looking east, with No. 155 in the foreground. The border drawings illustrate the uniform front elevations of the cottages prior to their alteration throughout the second half of the 20th century.*

This document was produced by Maldon District Council.

It was prepared by Tim Howson IHBC, Conservation and Heritage Specialist

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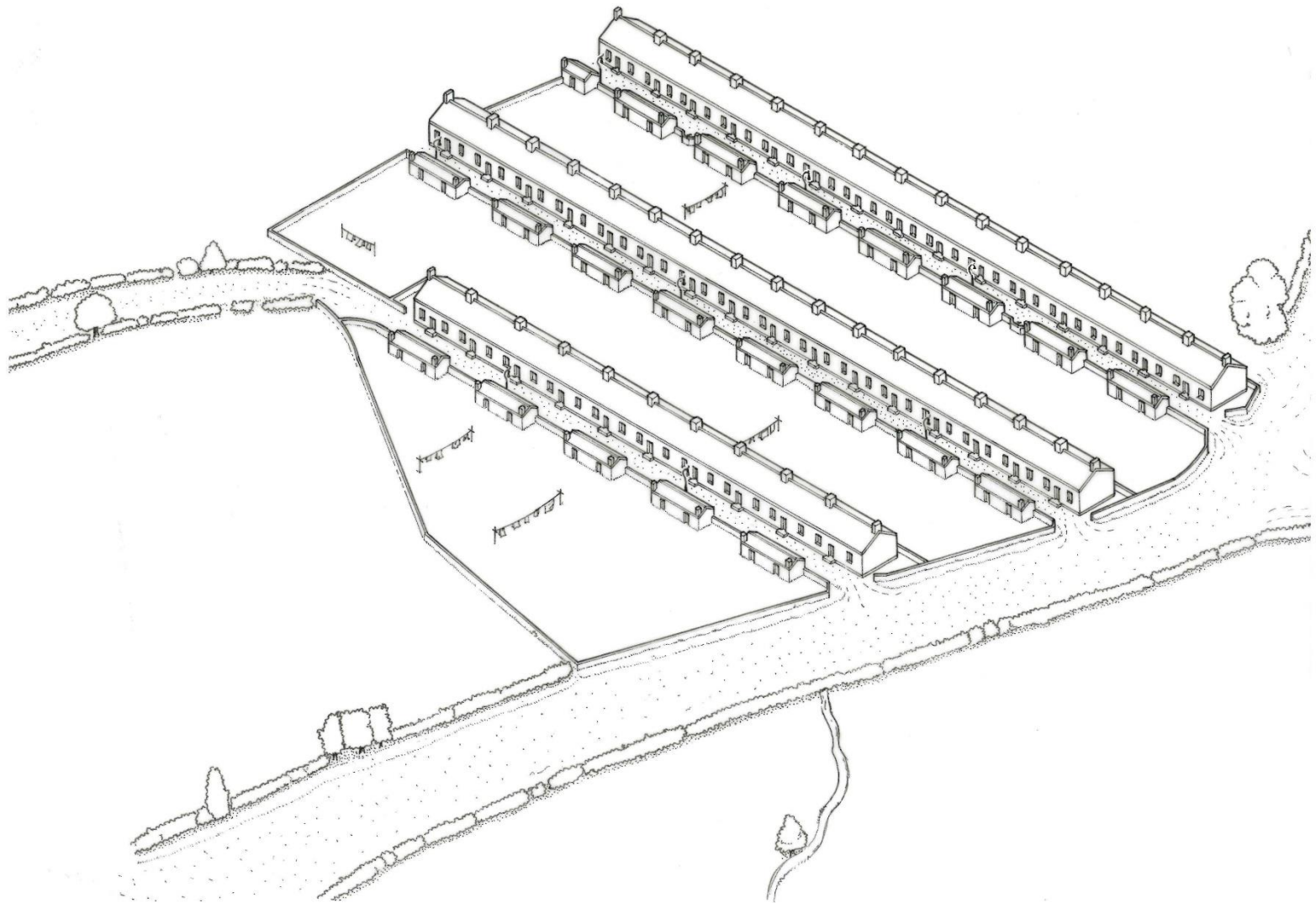


Fig 1: *Isometric reconstruction of Woodfield Cottages c.1920*



Fig 2: Map of proposed conservation area highlighting original and later structures

1. INTRODUCTION

Maldon District Council's Strategy and Resources Committee resolved to designate the Woodfield Cottages Conservation Area on the 6th of January 2022. This is the date from which the designation came into effect. This followed a 6-week period of public consultation between the 30th of September and the 11th of November 2021, as part of which every resident within the area was written to. Those who responded to the consultation were unanimously in support of the area's designation as a conservation area.

Conservation areas are 'areas of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance' (*Planning (Listed Buildings and Conservation Areas) Act 1990*). They were introduced by the Civic Amenities Act of 1967. Local authorities have a duty to designate conservation areas, to formulate policies for their preservation and enhancement, and to keep them under review.

Woodfield Cottages represent a small settlement of industrial housing, comprising three terraces of single-storey cottages, developed by the industrialist E H Bentall in 1873 as dwellings for the workforce of the Bentall Agricultural Works (Fig.1). The 41 cottages, outhouses and two communal water taps were designated grade II listed buildings in 1971 (see Appendix 1 on p. 75 for the official list description, which was updated in 2020). However, it is not just the cottages, outhouses and taps which are important; the lanes, gardens and boundary treatments which surround the original buildings altogether comprise a distinct historic area the character and appearance of which – in the words of the legislation – it is desirable to preserve and enhance. On this basis, the designation of the settlement as a conservation area is judged to be justified. The boundary of the conservation area has been drawn around the edge of the settlement (Fig. 2). This character statement identifies the area's special character and opportunities for enhancement.



Fig. 3 - A photograph of Woodfield Cottages taken from Scraley Road in March 2021

2. CHARACTER STATEMENT

Woodfield Cottages are of national architectural interest as an early, rare and substantially *intact* survival of a mass concrete housing development. It is an unusually early example of flat-roofed construction, although the evidence for the flat roofs can now only be seen within the attics of the pitched roofs which were added in 1918. The cottages are of historic interest as a complete late-19th-century example of a planned industrial housing community by a notable and innovative industrialist; Edward Hammond Bentall.

Originally developed on a greenfield site and surrounded by fields, the cottages are now surrounded by later housing. The settlement nevertheless retains a distinct character in contrast with the adjacent later houses. Single-storeyed in height, arranged in three rows at right angles to the highway, the cottages are quite unlike most nearby houses which are predominantly of two storeys and orientated parallel to the road. While the size of each cottage is modest, the remarkable scale of the development, and the length of each row is impressive. The special character of the settlement is defined in part by the relative uniformity of the terraces and the repetition of architectural forms. One notable aspect, visible from many angles, is the procession of red-brick chimneys on top of long slate-clad roofs. There is a striking effect of receding perspective looking down each of the lanes. Most cottages retain their original outhouse and garden. Two original communal taps and some low concrete boundary walls are valuable remnants of the original scheme.

The area's special character and appearance has to some extent been eroded by alterations to the cottages and outbuildings, the poor condition of some of the properties, some excessively scaled modern outbuildings, and some unsympathetic boundary treatments. There are clear opportunities to improve the area's character and appearance and better reveal the site's significance.



Fig. 4 - A photograph of the middle row of Woodfield Cottages taken from Colchester Road in March 2021

3. HISTORICAL BACKGROUND (*Based on E. Cole 2020*)

From the early-19th century until the end of the 20th century, the village of Heybridge was dominated by the Bentall Agricultural Works (Fig. 5). The business was founded by William Bentall (1779-1836), a farmer based in Goldhanger, three miles east of Heybridge. He designed a new kind of plough – the ‘Goldhanger’ plough – that would become the foundation of the family’s industry. In 1795, he decided to focus full-time on agricultural engineering, and looked for a new base, more convenient for river transport. In 1805, the Bentall business moved to Heybridge, on land adjacent to the Chelmer and Blackwater Navigation, completed in 1797. Over subsequent years the success of the business increased, especially with the rise in agricultural activity brought about by the Napoleonic Wars. From ploughs, Bentall’s expanded to take in the manufacture of other types agricultural equipment.

On the death of William Bentall in 1836, the business was taken over by his son, Edward Hammond Bentall (1814-98), who shared his father’s talent for engineering and invention and in 1839 adopted the new trading name of ‘E. H. Bentall & Co.’ (Fig. 6). The success of the firm grew and expanded production to include items such as root pulpers and cutters, nuts and bolts, cake-breakers, cultivators and even lawn-mowers. Soon, the firm was known and active worldwide, and E. H. Bentall was a very wealthy man; he was also an MP, from 1868.

From 1889, the business began to be taken over by Edward’s son, Edmund Ernest Bentall (1855-1945). Moving with the times, E. E. Bentall took an interest in engines and motoring. During the First World War, Bentall’s focused a large part of their attention on the manufacture of shell cases.

Following the war, Bentall’s experienced a slump – the firm merged as a major part of Agricultural & General Engineers Ltd, but was hard hit by the failure of this company in 1931 and its winding up in 1932. E. E. Bentall worked to re-establish the family firm and was ultimately successful. During the Second World War – by which time Bentall’s son, Charles Edward Bentall (1885-1955), was Managing Director – the company produced items such as aircraft components for Handley Page, alongside the consistently popular agricultural implements. Following the death of Charles Bentall, the firm was taken over by the Acrow Group. The company went into receivership along with the rest of the Acrow Group in 1984 and the Heybridge factory closed, after nearly 180 years of activity and innovation.

The Bentall’s imposing four-storey warehouse building of 1863 still stands beside the Wave Bridge in Heybridge (Fig. 7) as do nine groups of houses erected throughout the parish for employees of the firm (of which only Woodfield Cottages are listed). In 1873 E.H. Bentall erected a splendid Italianate-style mansion for himself known as The Towers (Fig. 8). Constructed, like Woodfield Cottages, out of concrete, The Towers was demolished using gelignite explosives in 1957. The lodge house to The Towers still stands and is grade II listed (Fig. 9).

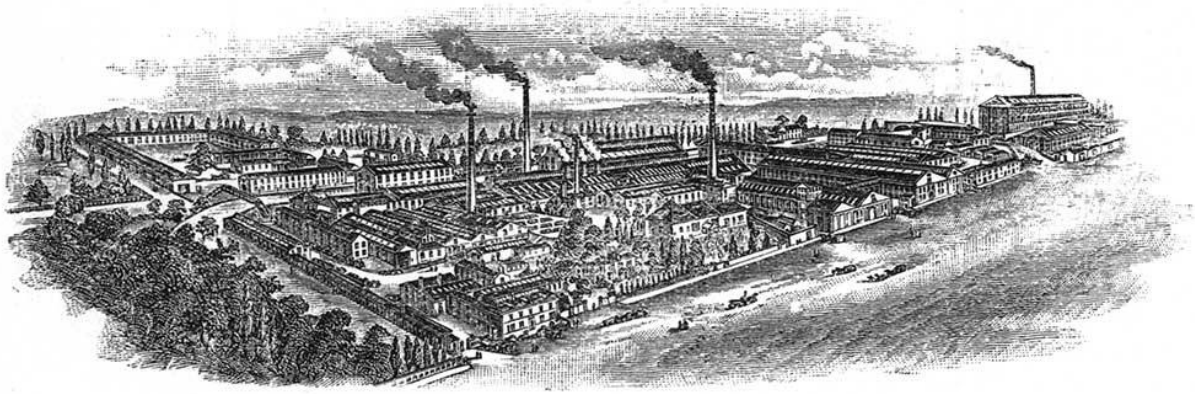


Fig. 5 - An idealised view of the Bentall Agricultural works

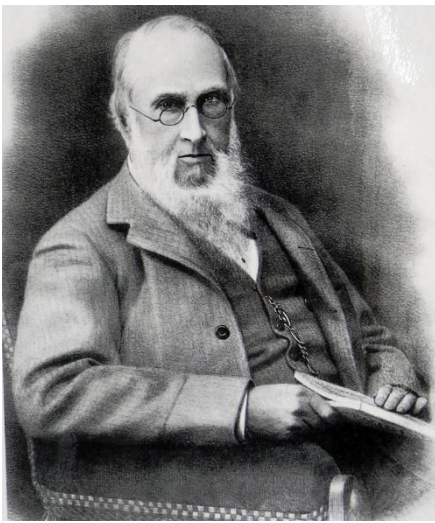


Fig. 6 – A portrait of Edward Hammond Bentall (1814-98)



Fig. 7 – Bentall's warehouse



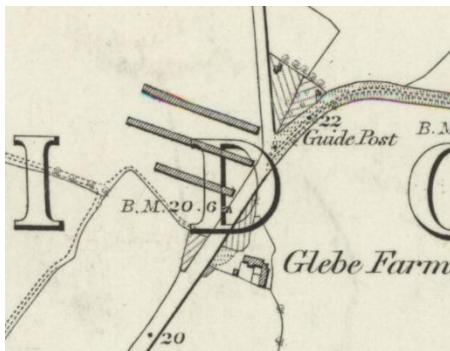
Fig. 8 – The Towers, a mansion built for Edward Hammond Bentall in 1873. Demolished in 1957.



Fig. 9 – The Lodge, gate and gate piers which served The Towers. Photograph taken March 2021

4. CARTOGRAPHIC EVIDENCE

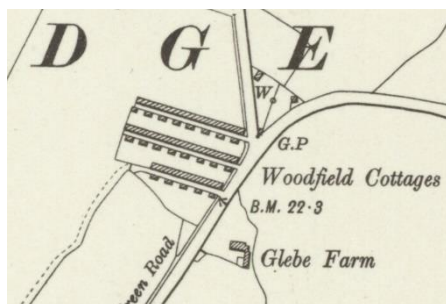
Past OS maps show how Woodfield Cottages and their surroundings have developed over time. The 1873 map depicts the cottages still under construction, in a field to the west of the junction between Broad Street Green, Colchester Road and Scraley Road. There is no distinction shown between individual houses and the outhouses and boundary walls are yet to be erected. The 1897 map shows the three terraces of 41 cottages in their complete state with access lanes, semi-detached outhouses, outer boundaries, but no boundaries separating the gardens. The development is labelled 'Flat Tops' in reference to the flat roofs on the houses and outhouses. The 1946 map shows council houses under construction to the south and by then the development has acquired the name 'Woodfield Cottages'. The 1953 map illustrates for the first time the presence of fences between some of the gardens. The 1991-3 map shows the increasing subdivision of gardens by fences and the development of further houses to the west, north and east.



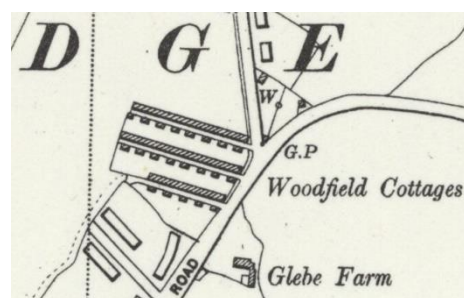
1873



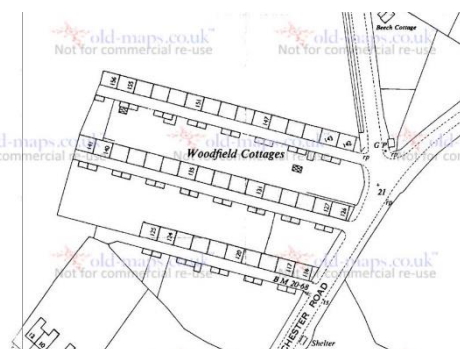
1897



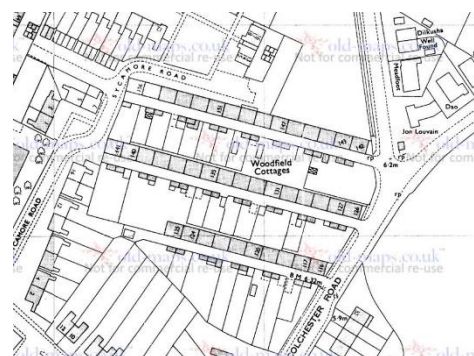
1924



1946



1953



1991-3



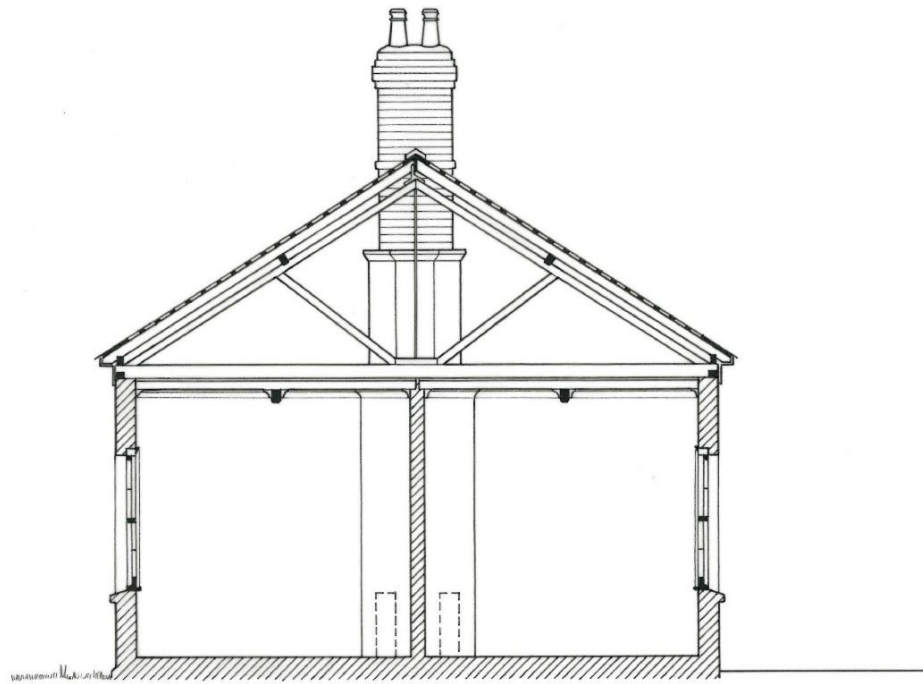
Front elevation



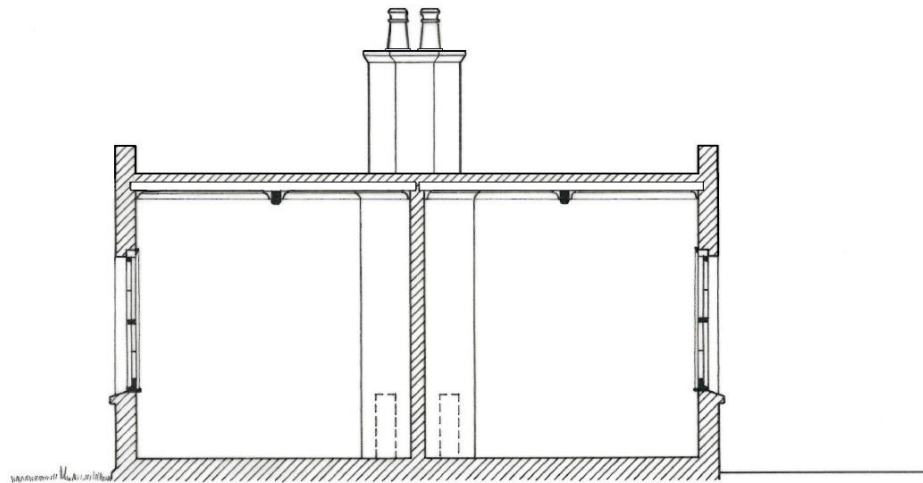
Rear elevation

0 1 2 3 4 5 6 7 8 9 10 metres

Fig. 10 - Typical front and rear elevations following the addition of pitched roofs, based on a survey of No. 155



Section through cottage following addition of
pitched roof c.1918



Section through a cottage prior to addition of pitched roof

0 1 2 3 4 5 6 7 8 9 10 metres

Fig. 11 - Typical sections through a cottage, based on a
survey of No. 155

5. THE COTTAGES

The cottages are single-storeyed in height, with shallow-pitched slate-clad roofs and red brick chimney stacks. It is not obvious from the outside that the cottages are constructed of concrete, except where render has fallen off due to lack of adequate maintenance (as is worryingly the case at No. 127). The external walls are 226mm thick with a smooth finish, most commonly now painted white. The windows and doors were recessed back from the external face of the walls with deep projecting cills formed from concrete. The front (south) elevation of each cottage consisted of two sash windows and a central front doorway (Fig. 10). The arrangement of openings is not symmetrical; the front door being closer to the left-hand window. The rear elevation consisted of two sash windows and a central, small sash window. The large sash windows in the cottages comprised 6-over-6 panes with narrow (17mm) ovolo-moulded glazing bars. The upper sashes have what are called 'horns'; extensions of the stiles at their junction with the bottom rail. These horns are an innovation of Victorian sash windows, not found on Georgian windows. Only five of the cottages retain original sash windows on the front elevation (Nos 140, 141, 147, 149 and 156), but a greater number survive on the rear elevations. No original front doors survive, and, to date, no old photographs have been found which clearly show the original design of the front doors. It is most likely that the doors had a simple four-panelled design, as found locally on some contemporary cottages.

The present pitched roofs were added to the cottages in 1918. Prior to that the cottages had flat roofs; a remarkably early example of flat-roofed construction (Fig. 11). In the attics of the later pitched roofs, the original octagonal concrete chimneys survive with the 1918 red brick chimneys built on top of them (Fig. 12). Interestingly, the original concrete chimneys bear no trace of paint, suggesting that the external face of the cottages may originally have been left bare. Painted finishes may not have been introduced until the 20th century following the addition of the pitched roofs. The roofs most likely had simple parapets with openings in them for guttering, as can be seen on the Lodge to The Towers, which retains its flat roof (Fig. 9). The flat roofs were removed when the pitched roofs were added, but the original ceiling joists remain *in-situ* with lath and plaster ceilings fixed to the underside of them. Scars on the chimneys show where the flat-roof structure joined the chimneys and indicate that the structure (possibly comprising joists finished with asphalt) was only 100mm thick. There are remnants of black tar at the base of some of these chimneys, evidently applied in an attempt to waterproof the roofs. According to Richard Twinn, his Great Grandmother – Harriet Elizabeth Lewis, who lived at No. 141 – would recount how the tar that sealed the roof would drip through into the cottage during hot weather (pers. comm.). She and her family had to move out temporarily while the pitched roofs were added. Initially the loft spaces were undivided, but later in the 20th century party walls were introduced to provide a fire-break and as some of the attics were converted to habitable space.



Fig. 12 - A photograph of the inside the attic of No. 155 showing an original concrete chimney

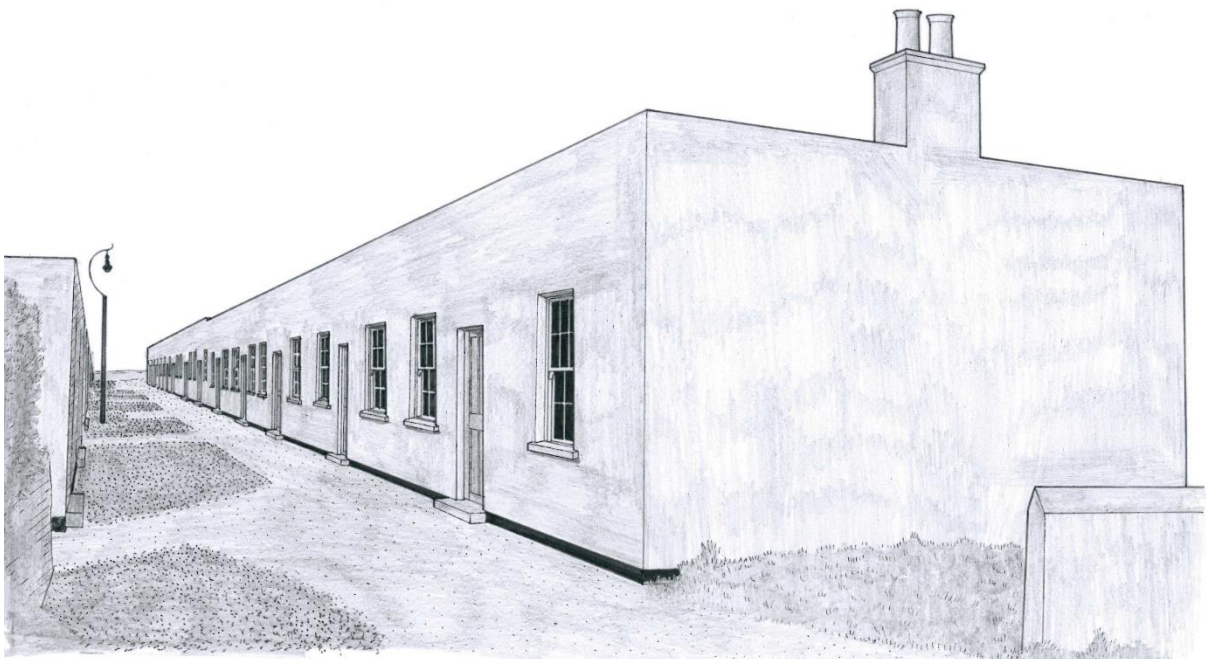


Fig. 13 - A sketch reconstruction of the north row of the Woodfield Cottages as it would have appeared prior to the addition of pitched roofs. From this angle most of the chimneys would have been hidden by the parapet around the roof.

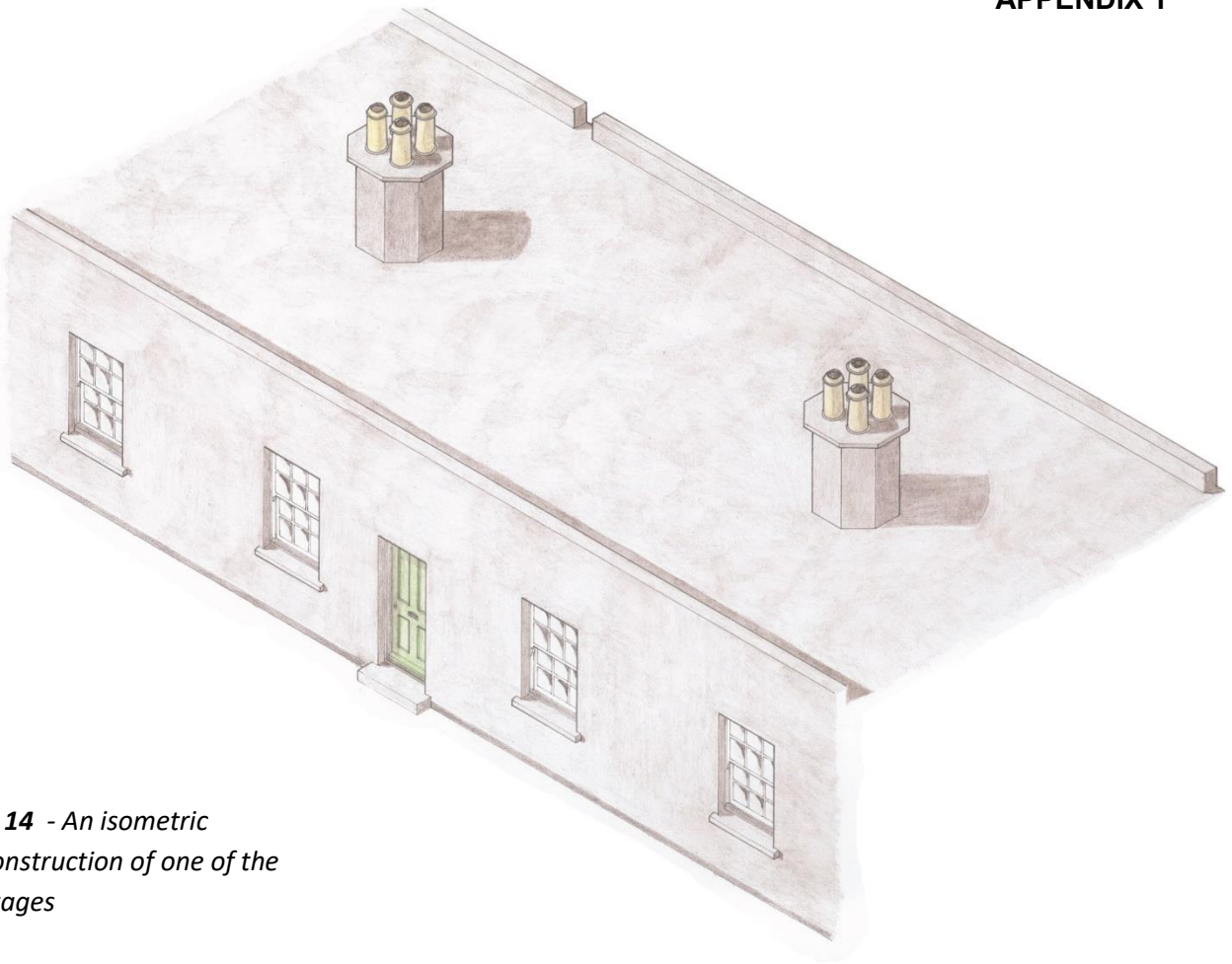


Fig. 14 - An isometric reconstruction of one of the cottages

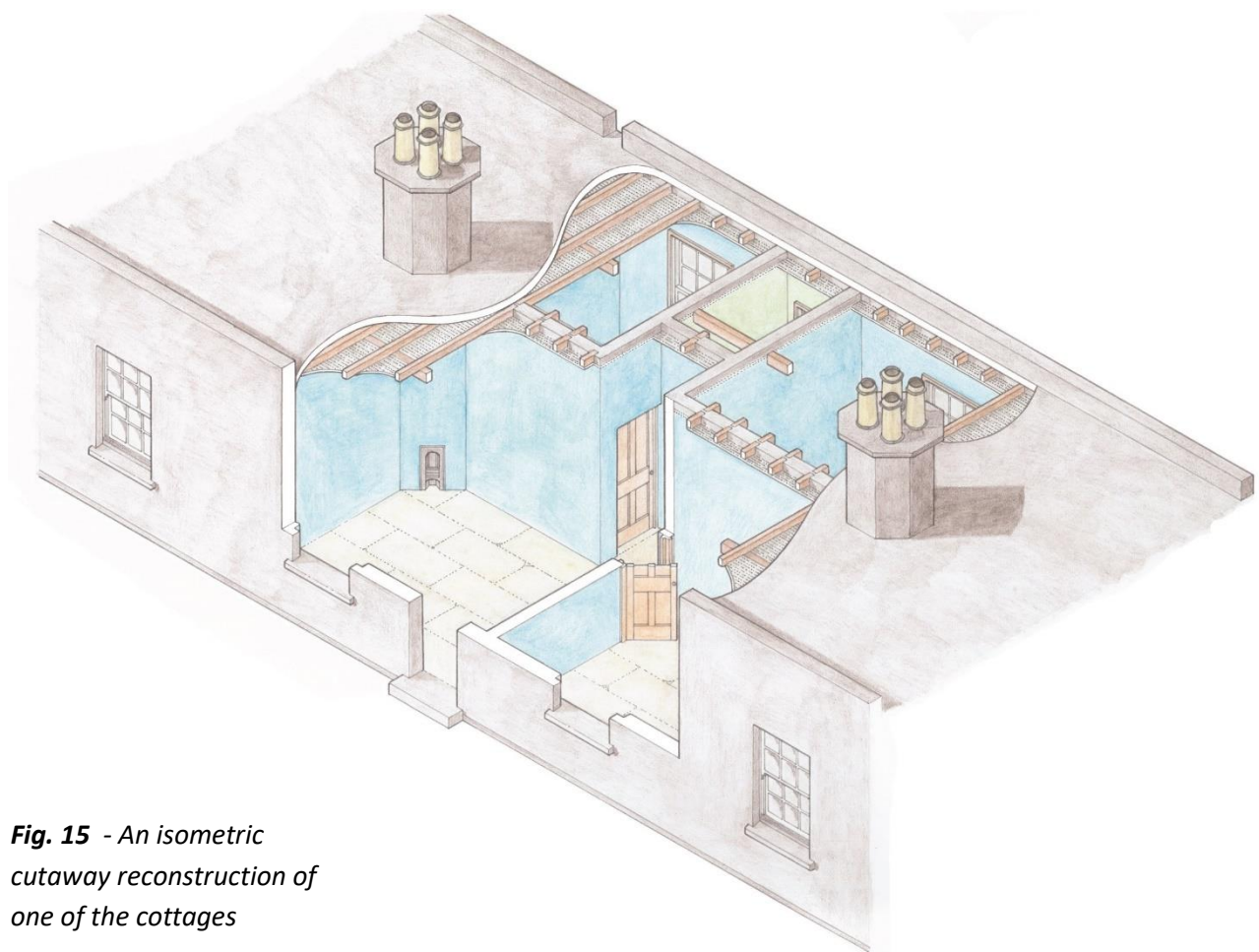


Fig. 15 - An isometric cutaway reconstruction of one of the cottages

Each cottage was designed to contain four main rooms and a small walk-in pantry between the two back rooms (Fig. 15). The front entrance to each cottage led directly into the front-left room, although some cottages later had a partition installed to create an entrance passage. The rooms have high ceilings, measuring almost three metres from floor to ceiling. Principal ceiling joists are exposed and have chamfered corners. In Nos 131 and 155, adjoining the flanks of the principal ceiling joists and at the top of the walls is simple coving in each of the rooms which is almost certainly original (Fig. 11). The four main rooms were heated by corner fireplaces. Most of the original fireplaces appear to have been removed or blocked up, but an original cast iron grate survives inside Nos 127 and 145. Simple, painted timber four-panel doors were hung in the internal doorways to the back rooms and the front-right room. Flag stones have been seen to survive beneath the modern flooring in No. 131 and a past resident of No. 150 has confirmed that the floors of the cottages were once laid with flag stones. Originally the cottages had no running water, no bathroom and no indoor toilet, and this was still the case for No. 148 in the 1950s. Later the pantry of most cottages was converted into a bathroom.

All the workers' houses in Heybridge belonging to Bentall's – including Woodfield Cottages – were put up for sale in 1930 (Essex Record Office: D/DCf B191). After being sold off, the houses gradually began to be altered in an *ad-hoc* manner as owners sought to modernise and personalise their homes. By the time the cottages were grade II listed in 1971, many of the houses had undergone a degree of alteration (Figs 19-21). Old photographs show that by the early 1950s some houses had acquired small flimsy wooden open front porches, none of which have survived to the present day (Fig. 16). From the late-1960s, larger and more permanent brick porches were added to some of the cottages (Fig. 17). Many of the larger brick porches look out of proportion with the cottages and where the brickwork is exposed they appear incongruous against the rendered finish of the elevations. Of all the existing porches, the small rendered examples at Nos 142 and 155 are most sympathetic to the cottages' scale and character. These small porches set a useful precedent for what may be deemed acceptable in future work (Fig. 18).



Fig. 16 - A lightweight wooden front porch to No. 134. Photograph taken 1954 or earlier



Fig. 17 - A brick porch to No. 117, probably dating from the 1980s. It replaced a wooden lean-to porch which was in place by 1971.



Fig. 18 - A small rendered porch at No. 155 granted listed building consent in 2014

Fig. 19 – The north row of Woodfield Cottages c.1970



Fig. 20 (right) – The middle row of Woodfield Cottages c.1970



Fig. 21 (below) – The south row of Woodfield Cottages in 1971



Only 5 of the houses at Woodfield Cottages retain original multi-paned sash windows on their front elevations (Figs 22 and 30). More original windows survive on the north-facing rear elevations. From the third quarter of the 20th century timber windows with top-opening fanlights began to be introduced. No. 143, for example, had windows like this by 1970 (Fig. 23). In more recent decades some aluminium and plastic windows were introduced without listed building consent (Figs 25 and 26). Six houses have aluminium windows and four now have plastic windows. All these modern windows detract from the special character of the area. The shape of the front window openings has been altered in 25 of the houses. A common alteration is that the front-left window has had its cill raised to create space for kitchen units (Fig. 25). Tilt-opening sash-style timber windows were approved at Nos 142 and 144 in the early 2000's. While the upper casements of these windows incorporate horns in imitation of sash windows, the effect is undermined when the windows are open (Fig. 27). There are some relatively recent examples of windows made to resemble the original fenestration more closely. At No. 132 unsympathetic modern front windows were replaced in 2006 with single-glazed vertically sliding sash windows which are close to the original design although they are not recessed and do not have horns (Fig. 28). At No. 155 modern windows were replaced in 2014 with sliding sash windows incorporating discreet slim-profile double glazing (Fig. 29). These windows are much more sympathetic than their predecessors, but they were made to fit altered openings, so the proportions do not match the originals.



Fig. 22 – Original sash window at No. 140



Fig. 23 – 1960s window at No. 143



Fig. 24 – 1970s window with louvred glass formerly at No. 126



Fig. 25 – 1980's(?) aluminium windows at No. 118



Fig. 26 – c.2014 plastic window at No. 116



Fig. 27 – c.2003 timber tilt-opening sash-style window at No. 144

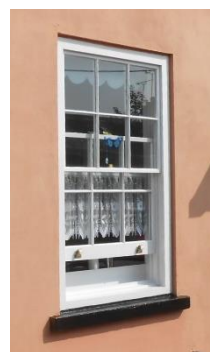


Fig. 28 – 2006 single-glazed timber sash window at No. 132



Fig. 29 – 2014 timber sash window with slim-profile double glazing at No. 155

The original windows at Woodfield Cottages are an important feature of the area and, where they survive, they should be repaired and retained if possible. Although single-glazed, the thermal and acoustic performance of such windows can be dramatically improved through draughtproofing and by the installation of internal secondary glazing.

One of the most obvious opportunities to enhance the character of individual cottages, and of the area as a whole, is the replacement of unsympathetic modern windows with painted timber sash windows which match the original design. These new replacement windows could incorporate slim-profile double-glazed units.

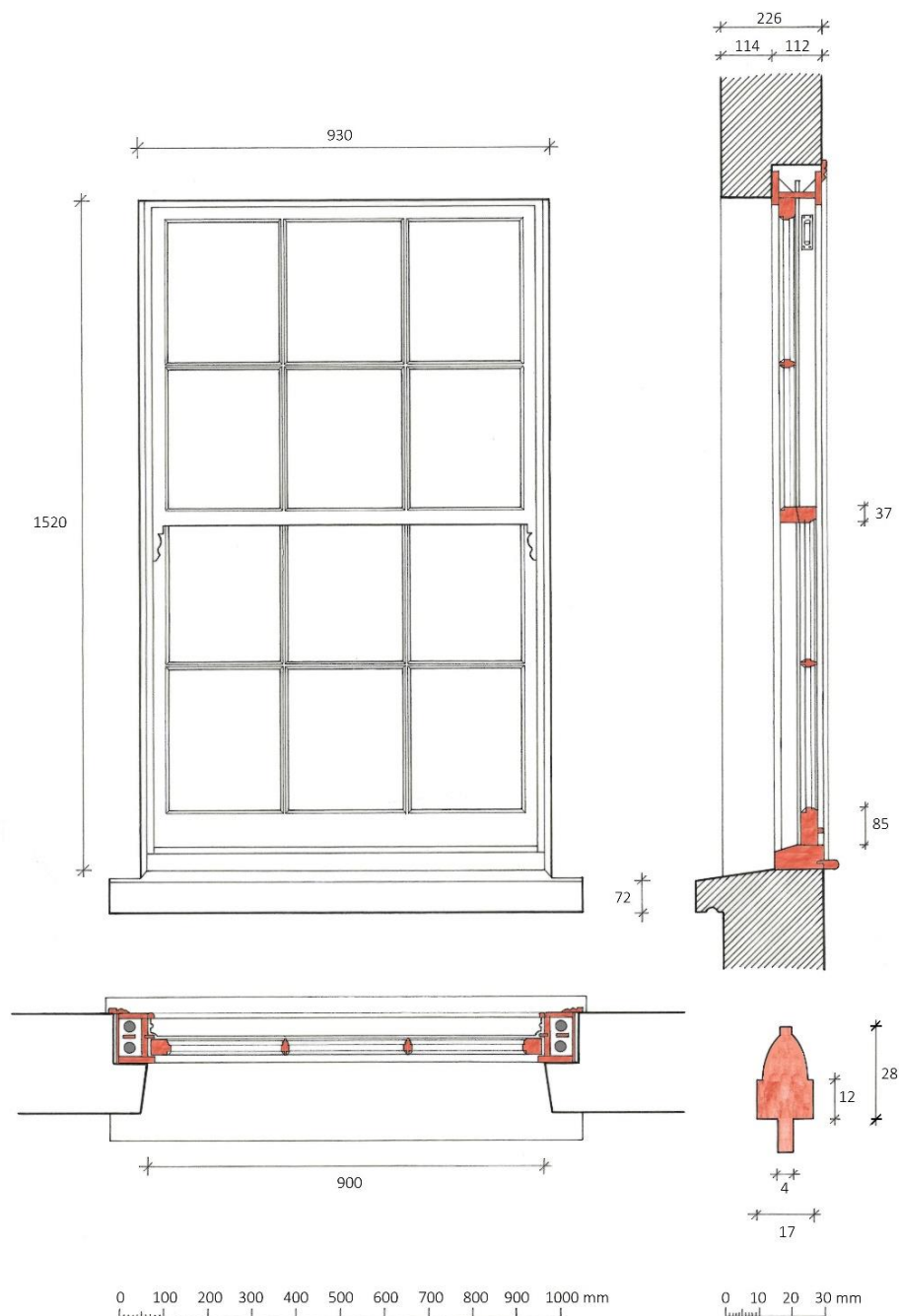


Fig. 30 – A measured drawing of an original sash window which survives on the north elevation of No. 155

At least 17 of the cottages have had loft conversions. Nos 123 and 125, at the west end of the south row, have front dormer windows. The dormers on No. 125 were introduced prior to the listing of the cottages (Fig. 21). The dormers at No. 123 were installed in 1985 (Fig. 31). The dormer windows have dramatically altered the character of these cottages. The other houses with loft conversions incorporate rooflights which are more discreet (Fig. 32). The rooflights are largely invisible from the lanes, although noticeable in longer views from the gardens and surrounding roads. Dormer windows should continue to be resisted but it has proven possible to convert the lofts of the cottages sympathetically using a limited number of small rooflights.



Fig. 31 – A loft conversion with dormer windows at No. 123



Fig. 32 – A loft conversion with a single front rooflight at No. 132

The external walls of the cottages originally had a smooth finish. Decorative pargetting has been applied to some of the cottages (for example Nos 117, 118, 122) which appears at odds with the age and character of the cottages. Re-rendering these houses with a smooth painted finish would be a positive enhancement.

External pipes, vents, wiring, electricity boxes and satellite dishes have in places created quite cluttered elevations, undermining the simplicity and uniformity of the cottages' original design. Care should be taken to accommodate these features in an unobtrusive manner.



Fig. 33 – The principal (north) elevation of the washhouses to Nos 134 and 135



Fig. 34 – The garden (south) elevation of the washhouses to Nos 154 and 155



Fig. 36 – The detached outhouse serving No. 156

6. THE WASHHOUSES

The washhouses are on the south side of the lanes and are arranged in attached pairs except for one detached example serving No. 156. Like the cottages, the concrete washhouses had flat roofs originally, the pitched and slated roofs added later. The north elevation of each washhouse has a plain-boarded door and a sliding-sash window with 6-over-6 panes. The original doors and windows survive in quite high numbers. On the south elevation each washhouse had a doorway leading onto the garden. A chimney projected through the outer corners of the south roof slope. Many of the chimney stacks retain their original cream-coloured chimney pots.

The 1930 sale particulars state that each house at Woodfield Cottages has a 'Washhouse with Copper and Pail Closet'. Water for washing was heated in the copper by a fire in the south outer corner of each washhouse. One example remained in use into the 1950s in the washhouse serving No. 156 (S. Cole, 2020). Examples of 'pail closets', positioned against the south wall adjoining the party wall, survive inside the washhouses to Nos 131 and 155. The closet is partitioned off from the rest of the building and served by a boarded door. In the 1950s, these closets were still being used, and were emptied weekly by a "night-soil" lorry (S. Cole, 2020). Some the washhouses retain a sink beneath the north window.

Several of the washhouses have had their chimneys removed. The washhouse serving No. 139 was completely demolished in 1985. Some washhouses have garages and sheds attached to them. These additions, alongside some modern replacement windows and doors and concrete roof tiles have eroded the character of the washhouses. The reinstatement of lost features and finishes would improve their appearance. Some of the washhouses (such as those to Nos 116 and 127) are suffering from a lack of maintenance and would benefit from repair and repainting.



Fig. 37 – Low concrete boundary walls at the east entrance to the north row

7. THE BOUNDARY TREATMENTS AND GARDENS

Low concrete walls originally lined the outer boundaries of the settlement and separated the gardens from the access lanes (Fig. 1). Most of the walls have been replaced by fences or removed to make space for car parking. Sections of concrete wall survive at the eastern entrances to the lanes, along the south side of the garden to the west of No. 125, and on the north and west boundary of the garden to No. 156 (Figs 36 and 37).

Map evidence suggests that originally there were no formal boundary treatments between gardens (p. 10). One past resident recalls being permitted as a child to walk across all the gardens in her row in the 1950s. Later maps show that fences began to be erected between the gardens from the middle of the 20th century. A photograph taken in 1992 shows the gardens at the east end of the middle row separated only by very low fences made from posts and wire mesh. Over time, taller fences have been introduced as residents have increasingly sought greater privacy. Most gardens are now surrounded by fences approaching 2 metres in height. These taller fences have obscured the once open views of the terraces, but realistically it is now too late to reverse the trend. Native hedges, like those at the east end of the north row, offer a softer and more sympathetic alternative to fences, although take some time to become established (Fig. 37). Good quality painted-timber close-boarded fencing with timber posts represents a more suitable option than standard fencing with concrete posts and gravel boards. The ramshackle fencing around the garden at the east end of the south row has had a negative impact on the character and appearance of the area (Fig. 38); its replacement with a better boundary treatment would significantly improve the appearance of the area and the setting of the cottages (Fig. 39).



Fig. 38 – *The boundary to the garden at the east end of the south row currently consists of ramshackle timber fencing, dead leylandii, heras fencing and green netting*



Fig. 39 – *How the boundary to the garden at the east end of the south row could be improved with a good-quality close-boarded fence painted chestnut brown*

The gardens of Woodfield Cottages overall survive well, though some are now partly covered by garages, sheds and summer houses. Care needs to be taken to ensure such buildings are not too large or detract from the character of the area. Clearance of redundant or ramshackle outbuildings would be beneficial.



Fig. 40 – The Fenn family outside Nos 153 and 154 c. 1930. This is the oldest known photograph of Woodfield Cottages. Reproduced with permission from Shirley Cole.

8 THE SHARED ACCESS LANES

The owners of each cottage are responsible for the maintenance of their section of the shared access lane. Fig. 40 shows that c.1930 the north lane was finished with unbound gravel. By the 1950s most had concrete laid between their homes and the washhouse (S. Cole, 2020). Now most sections are finished with black tarmac. The section outside No. 127 is in a very poor state of repair. Resurfacing the lanes with resin-bonded shingle would positively enhance the character of the area.

9. THE WATER TAPS

The two communal water taps which survive on the north row are a valuable survival. Similar communal taps existed on the other two rows. The two surviving taps would benefit from refurbishment. Bringing one or both of the taps back into working order would be a commendable project.



Fig. 41 – The communal water tap opposite No. 154



Fig. 42 – A photograph of Nos 127 and 126 taken February 2020. No. 127 and the section of access lane in front of it is in an increasingly poor state of repair.



Fig. 43 – A mock-up showing how Nos 127 and 126 could be refurbished with sash windows, four-panel doors, and a resin-bonded-shingle surface to the lane.

10. OPPORTUNITIES FOR ENHANCEMENT

The restoration of the original design of front windows and doors on the cottages is one of the most obvious ways to enhance the character of the area (Figs 42 and 43). This may be harder to achieve where the shape of the window openings has been altered; but restoration of the original design will have the most benefit and could be supported by grant funding. Where modern windows are being replaced, new painted-timber sash windows which closely match the original design could incorporate slim-profile double-glazed units with which it is possible to imitate traditional detailing.

The cottage, outbuilding and access track at No. 127 are becoming increasingly dilapidated. As this cottage is prominently sited, close to Broad Street Green, its refurbishment would give the whole terrace a lift (Figs 42 and 43). All options should be explored to prioritise the restoration of this property.

The removal of over-scaled and poorly detailed brick porches should be encouraged. Alternatively, where the porches have exposed brick, simply rendering and painting them to match the front elevations of the cottages them would restore a greater sense of coherence and uniformity (Figs 44 and 45).

Resurfacing the access tracks using resin-bonded shingle would positively improve the main communal spaces in the settlement. It would, however, rely on the co-operation of all residents. Ideally, this work would coincide with undergrounding of electricity cables and the reinstatement of traditional style lampposts.

Improved boundary treatments, particularly ones that are prominently visible from the public highway, would smarten the appearance of the area and the setting of the cottages (Figs 38 and 39).

Further options for enhancement include the smooth rendering of pargetted walls, improved signage and restoration of the outhouses. As some of the aspects which make Woodfield Cottages important are not readily visible, an interpretation board might be installed to highlight and explain the significance of the cottages.



Fig. 44 – Photograph taken February 2020, depicting the north row of Woodfield Cottages looking east, with No. 155 in the foreground



Fig. 45 – A mock-up showing the north row with render applied to the brick porches and a resin-bonded-shingle finish to the lane



Fig. 46 – Photograph taken March 2021 at the east end of the south row



Fig. 47 – A mock-up of the entrance to the south row with a replacement fence, reinstated low boundary wall and new sash windows and front door to No. 116.

II. DESIGN GUIDANCE

Do

- Ensure the correct permissions are in place before undertaking any work.
- Reinstall hand-painted timber sash windows where they have been lost (Figs 10 and 30). Restore the shape and size of original openings where they have been changed, and reinstall concrete cills where they have been removed. Windows and doors should be recessed back from the external face of the walls to match the original design. Windows should be painted white or off-white.
- Use hand-painted timber, four-panel doors for the front door of the cottage. The upper two panels may be glazed. The doors may be painted any colour the owners choose.
- Use close-boarded hand-painted timber doors to the outhouses.
- Use black coloured cast metal rainwater goods
- Use white or off-white colours when decorating the outside walls
- Paint the fascias, bargeboards and concrete window cills black.
- Ensure the render is plain and smooth if rendering the outside walls is ever necessary.
- Retain the low concrete boundary walls where they survive
- Ensure any new outbuildings are modestly scaled and use appropriate traditional materials, finishes and detailing.

Don't:

- Use modern plastic or metal replacement windows or doors.
- Introduce plastic barge boards or fascias
- Alter the size or shape of the original window openings
- Add porches that will look too big or in the wrong materials
- Exchange natural slate roofs for artificial slates
- Remove or shorten chimney stacks
- Apply decorative finishes to external walls
- Forget that a cottage is part of the terrace, and what happens to it will affect the appearance of the whole row

Removal of door canopies and large porches is to be encouraged. Where removal of the porch or canopy leaves a scar on the wall of the cottage, the wall must be made good and painted to match the rest of wall. Small rendered porches like those on Nos 142 and 155 are acceptable. Where existing porches are of exposed brick, their

appearance may be improved by smooth-rendering over the brickwork and painting the render to match the walls of the house (Fig. 45).

Conversion of the cottages' lofts to gain additional habitable space is acceptable in principle as long as dormer windows are not used and the number and size of rooflights are kept to a minimum. No more than two rooflights should be used on either roof-slope. Rooflights should have cast metal frames finished black, and should not protrude above the upper surface of the slates. The original ceiling should not be lowered and the stairs should be positioned so as to minimise erosion of the original internal layout.

12. THE CONSEQUENCES OF CONSERVATION AREA DESIGNATION

The objective of a conservation area designation is to preserve or enhance the special character or appearance of a place. Once a conservation area has been designated it becomes the duty of the local planning authority to consider the desirability of this objective when determining any planning applications which affect it or its setting. The purpose of the designation is not to prevent all change but to ensure that new development augments rather than erodes the special qualities of a place.

Establishing a conservation area usually involves the introduction of firmer planning controls than are already in place. However, as Woodfield Cottages are already grade II listed, the designation of a conservation area will have little effect upon the degree to which planning permission is required. The additional requirements arising from a conservation area designation are as follows:

- 6 weeks' notice must be given to the local authority before works are carried out to any tree in a conservation area. This does not include trees whose trunks have a diameter of less than 75mm above ground level.
- Planning permission is required for the demolition of any unlisted building with a volume of more than 115 cubic metres
- Planning permission is required to demolish a gate, fence, wall or railing over 1 metre high next to a highway (including a public footpath or bridleway) or public open space; or over 2 metres high elsewhere
- Planning permission is required for alterations to the roof of a dwelling house resulting in a material alteration to its shape, notably dormer windows (listed building is already required for such work)
- Planning permission is needed for the installation of a satellite dish on a chimney, wall or roof slope which faces onto and is visible from a public highway (listed building is already required for such work)

- Planning permission is needed to clad any part of the exterior of a dwelling house with stone, artificial stone, timber, plastic or tiles (listed building is already required for such work)

In parallel with the conservation area designation a Local Listed Building Consent Order is being adopted which grants automatic consent for certain types of sympathetic work in the area, thereby reducing the need listed building consent applications.

The designation of Woodfield Cottages as a conservation area makes the settlement eligible for a Conservation Area Partnership Scheme with Historic England. Maldon District Council will apply to enter into such a scheme as, if successful, it will make grant funding available for works of positive restoration in the area.

13. CONCLUSION

Woodfield Cottages is a special example of a Victorian planned industrial housing community. The houses are historically important for having been developed by a notable and innovative industrialist; Edward Hammond Bentall. The houses have national architectural interest as an early, rare and substantially *intact* development of a mass concrete houses originally with flat roofs. The settlement retains a distinct character defined by modestly scaled cottages arranged in three impressively long rows. While many of the cottages have been altered there are clear opportunities to improve the area's character and appearance and better reveal the site's significance. On this basis, designation of the settlement as a conservation area is considered to be justified. Such status, informed by this character statement, and partnered by a Local Listed Building Consent Order, will ensure that the local planning authority and local residents make considered decisions which preserve and enhance the special character of the benefit of present and future generations.

14. ACKNOWLEDGEMENTS

Several locals and residents, past and present, have provided information, photographs and memories relating to Woodfield Cottages before and during the public consultation. Several contributions were submitted following an appeal for information through the 'Maldon and Heybridge Memories / History' Facebook group. Among the most helpful of these contributors was Shirley Cole who not only provided a detailed account of her memories of the cottages in the 1950s (reproduced as Appendix 2), but also transcribed the 1911 census return and the 1939 UK Register of Households in relation to Woodfield Cottages. Staff at Historic England have supported the concept of a Woodfield Cottages conservation area from the outset.

15. BIBLIOGRAPHY

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Cole, E.: *Listing Casework Report: Woodfield Cottages, Heybridge, Essex, CM9 4BQ* (Historic England, November 2019)

Cole, S.: *My Memories of Living in Woodfield Cottages, Heybridge* (September 2020). This is reproduced as Appendix 2, p. 78 to this conservation area proposal.

16. GAZETTEER OF INDIVIDUAL PROPERTIES

NO. 116



1993



11/2/2020

History	<p>In 1911 the residents of this cottage were Susannah Hutchinson and her daughter, Rose (who were both employed doing 'laundry work') and her son Charles Hutchinson (a nut and bolt maker). In 1939 the property was lived in by Cyril Evans (a Press Tool Operator), his wife Nellie, and their two children Roy and Minnie.</p> <p>In 1991 an application to retain 'black mock-Tudor effect timbers' which had been applied to the external walls was refused, although they were still in place in 1993 (91/00827/LBC).</p>
State of preservation	<p>To the right of the house, a small surviving section of original concrete boundary wall has been demolished to create a parking space.</p> <p>Between 2013 and 2015 the house was substantially refurbished. At this time, the 20th-century lead-glazed timber windows were replaced by the current tilt-opening uPVC windows. The size of the left-hand window was altered and the original concrete window cill was removed. A white plastic front door has been installed. Modern slates have been replaced by new slates. A black plastic fascia was applied to the roof verges. A satellite dish was installed on the gable end. These works have altered the character of the building but were not the subject of a listed building consent application.</p> <p>There are issues with the garden boundary, but ownership of this appears to have been transferred to No. 118 so is considered below in relation to that property.</p>
Opportunities for enhancement	<p>Fig. 47 on p. 27 illustrates possible enhancements to this cottage.</p> <ul style="list-style-type: none"> • Installation of white-painted-timber sash windows and a painted-timber front door to reflect the original design • Reinstating painted-timber bargeboards, • Relocating the satellite dish to a less prominent position, • Reinstating the demolished section of boundary wall (perhaps in a way that allowed the retention of the parking space)

NO. 117



1979



5/1/2016

History	<p>In 1911 the residents of this cottage were Ernest and Mary Everitt and their two children. Ernest was a Mechanical Engineer. In 1939 the property was lived in by Ezra Linnett and Ellen Linnett. Ezra was an Agricultural Painter.</p> <p>In 2007 consent was granted to convert the loft, involving the installation of two rooflights on both slopes (07/00919/LBC). In 2008 consent was granted to replace the roof covering and install vents for the central heating boiler (08/00048/LBC)</p>
State of preservation	<p>Aside from the loft conversion, re-roofing and vents which were granted consent, three other alterations were carried out to frontage between 1979 and 2005, apparently without permission. A timber lean-to porch – which existed in 1971 – was replaced by a larger and somewhat over-scaled porch built using brown bricks. Modern timber windows with fanlights were replaced by aluminium windows. The front wall was re-rendered with a simple pargetted finish.</p>
Opportunities for enhancement	<ul style="list-style-type: none"> • Installation of white-painted-timber sash windows and a painted-timber front door to reflect the original design • Removal or replacement of porch • Smooth rendering of front wall

NO. 118



1971



11/2/2020

History	<p>In 1911 the residents of this cottage were Eliza Betts, her daughter, son-in-law, granddaughter and one boarder. In 1939 the property was lived in by a Ms Woodcraft and Ellen Pratt.</p> <p>In 2002 an application to convert the loft involving the installation of two flat-roofed dormer windows was refused (02/00407/LBC). Later that year consent was granted to convert the loft, using rooflights instead of dormers (02/00754/LBC).</p>
State of preservation	<p>There is a lean-to car port attached to the east flank of the outhouse which was already in place in 1971.</p> <p>Between 1979 and 2005 several alterations were carried out, apparently without permission. The left-hand front window opening was widened and the cill raised. Aluminium windows were installed. The front wall was re-rendered with elaborate pargetted decoration.</p> <p>Prior to 2016, the garden to No. 118 was extended over the ends of the gardens to Nos 116 and 117. A section of 'Heras' fencing and green netting has been installed along the boundary facing the street, alongside the stumps of dead Leylandii trees. A pair of metal gates have been installed to the side of the outhouse opposite No. 116. On the gate is an ugly sign which reads "PRIVATE PROPERTY KEEP OUT".</p>
Opportunities for enhancement	<ul style="list-style-type: none"> • Replacement of the fencing and gates which face the street and access track with a more sympathetic form of fencing or planted boundary treatment (see Figs 38 and 39 on p. 23). • Installation of white-painted-timber sash windows and a painted-timber front door to reflect the original design • Smooth rendering of the front wall

NO. 119



1971



5/1/2016

History	<p>In 1911 the residents of this cottage were Samuel Paul (an Iron Moulder), his wife Sarah Paul, and their son Joseph (a Farm Labourer). In 1939 the property was lived in by Allen Willis, Amelia Willis and Jack Willis. Allen was an Iron Moulder and Jack was a Cost Clerk.</p> <p>In 2007 consent was granted to convert the loft, involving the installation of rooflights (07/00634/LBC). The roof-slates were renewed at this time with grant assistance from MDC.</p>
State of preservation	<p>By 1971 the front door had a small open porch, the roof of which remains in place supported by brackets. The front sash windows had been replaced by 1971 and the shape of the window openings had been altered. Timber windows with fanlights were replaced like for like between 2007 and 2013. The original cast-iron down-pipe no longer survives and there is now a white plastic downpipe.</p>
Opportunities for enhancement	<ul style="list-style-type: none"> • Installation of white-painted-timber sash windows and a painted-timber front door to reflect the original design • Removal of the porch canopy • Replacement of the white plastic down-pipe with a black metal down-pipe

NO. 120



1992



5/1/2016

History	<p>In 1911 the residents of this cottage were Mary Ann Chapman and her daughter, Minnie Chapman. In 1939 the property was lived in by Charles and Edith Hansell. Charles was an Assistant Engineer.</p> <p>A grant was given by MDC in 2008 to repair the original windows on the north elevation of the house.</p> <p>In 2005 listed building consent was granted retrospectively for the renewal of the roof using natural slates (05/00984/LBC).</p>
State of preservation	<p>The original front windows had been replaced by 1992. The shape of the front window openings was altered between 1992 and 2016, and brown-stained timber side-hung casements were installed.</p> <p>A canopy over the front door replaced a porch that was in place in 1979.</p> <p>One rooflight has been installed on the front elevation, apparently without permission.</p>
Opportunities for enhancement	<ul style="list-style-type: none"> • Installation of white-painted-timber sash windows and a painted-timber front door to reflect the original design • Removal of porch canopy

NO. 121



1992



5/1/2016

History	<p>In 1911 the residents of this cottage were John Burns (employed as a 'Horseman on Farm'), his wife Charlotte and their daughter Edith. In 1939 the property was lived in by Jane Burns, Mary Burns, Donald Burns and two others. Mary was a Cashier and Donald was at school.</p> <p>There are no known past planning permissions or listed building consents for this property.</p>
State of preservation	<p>The existing front porch was in place in 1971.</p> <p>A 1992 photograph shows the left-hand window was an original sash at that time. Modern timber windows were subsequently installed by 2016 involving changes to the shape of the openings and removal of the concrete cills.</p>
Opportunities for enhancement	<ul style="list-style-type: none"> • Installation of white-painted-timber sash windows and a painted-timber front door to reflect the original design • Removal or replacement of porch

NO. 122



5/1/2016

History	<p>In 1911 the residents of this cottage were James Moore (a Tool Maker), his wife Minnie and their two children. In 1939 the property was lived in by Kathleen and Anita Wise.</p> <p>In 2001, a retrospective application for 'replacement sash timber windows' was approved, subject to a condition that they be painted white (01/00898/LBC).</p>
State of preservation	<p>The modern sash windows have oddly proportioned panes and are painted black. The smooth render has been replaced with pargetted render.</p> <p>Rooflights have been installed, apparently without permission.</p>
Opportunities for enhancement	<ul style="list-style-type: none"> • Installation of white-painted-timber sash windows and a painted-timber front door to reflect the original design • Removal or replacement of porch • Smooth rendering of front wall

NO. 123



13/2/2020

History	<p>In 1911 the residents of this cottage were James Robinson (an Iron Moulder), his wife Mary and their daughter. In 1939 the property was lived in by John Bowtle (Iron Moulder) and one other.</p> <p>In 1984 building regulations approval was granted to convert the loft, involving the introduction of two flat-roofed dormers, but no records have been found of a listed building consent for this work (84/00357/DROFP).</p>
State of preservation	<p>The front windows and front door of the cottage and the outhouse are all of brown coloured plastic. A FENSA certificate for this work was lodged with Building Control in 2003 but there are no records of a listed building consent.</p> <p>A photograph taken in 1993 shows that one of the ground-floor windows was an 8-over-8 timber sliding sash window.</p>
Opportunities for enhancement	<ul style="list-style-type: none"> • At ground-floor level, installation of painted-timber sash windows and painted-timber front door on both the cottage and the outhouse to reflect the original design • Replacement of the brown plastic windows in the dormers with white-painted flush timber casements without fanlights.

NO. 124



1993



5/1/2016

History	<p>In 1911 the residents of this cottage were Rowland Lewis (an Assistant Foreman), his wife Britannia, and their daughter. In 1939 the property was lived in by Britannia Lewis.</p> <p>In 2005 a listed building consent application for uPVC windows was refused (05/00165/LBC) and subsequently dismissed at appeal.</p>
State of preservation	<p>A modern porch was in place by 1993.</p> <p>In 2005 this house had modern painted timber windows. It would appear that uPVC windows were installed around 2010 without listed building consent.</p>
Opportunities for enhancement	<ul style="list-style-type: none"> • Installation of white-painted-timber sash windows and a painted-timber front door to reflect the original design • Removal or replacement of porch

NO. 125



1971



1979



5/1/2016

History	<p>In 1911 the residents of this cottage were Frederick Bacon (Painter of Agricultural Implements), his wife Alice and their four children. In 1939 the property was lived in by Ernest Sach (an Iron Moulder) and one other.</p> <p>Consent was granted to extend this cottage to the side in 1991 (91/00485/LBC) and to extend it again in 2000 (00/00293/LBC).</p>
State of preservation	<p>This is the most altered house at Woodfield Cottages. In 1971 it already had flat-roofed dormer windows and flat-roofed bay windows. All the windows were noted as being plastic in 1991.</p>
Opportunities for enhancement	<ul style="list-style-type: none"> Replacement of plastic windows with better detailed white-painted-timber windows

NO. 126



1970



1979



4/9/2016

History	<p>In 1911 the residents of this cottage were John Rogers (Moulder) and Eliza Rogers.</p> <p>In 1998 listed building consent was refused to retain recently installed plastic guttering (98/00415/LBC), and consent was subsequently granted for aluminium rainwater goods (99/00969/LBC).</p> <p>In 2001 consent was granted to install three conservation rooflights (01/00859/LBC).</p>
State of preservation	<p>The original sash windows are depicted in a 1970 photograph. A 1979 photograph shows timber windows with glass louvres. By 1992 the current aluminium windows had been installed.</p> <p>The current front door is of a stable-door design with a stained-wood finish (installed between 2013 and 2016). There were at least two replacement doors prior to this neither of which reflected the original design.</p>
Opportunities for enhancement	<ul style="list-style-type: none"> • Installation of white-painted-timber sash windows and a painted-timber front door to reflect the original design

NO. 127



1970



1979



11/2/2020

History	<p>In 1911 the residents of this cottage were George Moore (Foundry Labourer), his wife Alice and three children. In 1939 the property was lived in by George, Clifford and Ronald Moore. Clifford and Ronald were Cowmen.</p> <p>There are no known past planning permissions or listed building consents for this property.</p>
State of preservation	<p>The original front sash windows were replaced between 1979 and 1992. The current windows are timber with fanlights.</p> <p>The house, the outbuilding and the section of the shared driveway directly outside the house are all in an extremely dilapidated condition and the garden is increasingly overgrown</p>
Opportunities for enhancement	<ul style="list-style-type: none"> • General refurbishment, repair of render and redecoration • Installation of white-painted-timber sash windows and a painted-timber front door to reflect the original design • Resurfacing of the section of driveway directly in front of the house. • Clearance of brambles and rubbish from the garden.

NO. 128



1979



5/1/2016

History	<p>In 1911 the residents of this cottage were William Smith (Moulder), his wife Lizzie, and their two children. In 1939 the property was lived in by Frederick Taylor (the caretaker at Maldon Grammar School) and Eva Taylor.</p> <p>In 2007 consent was granted to retain recently installed sliding sash windows (07/00655/LBC).</p>
State of preservation	<p>In 2007 modern plastic casement windows were replaced with the present painted-timber sliding sash windows. The windows differ from the original design in terms of their shape, the number of panes, and the fact they are not recessed.</p> <p>The present, mock-Georgian, stained-wood front door was installed between 1992 and 2005.</p> <p>Between 1993 and 2007 the loft was converted, involving the installation of a rooflight, apparently without permission.</p>
Opportunities for enhancement	<ul style="list-style-type: none"> Installation of white-painted-timber sash windows and a painted-timber front door to reflect the original design

NO. 129



1992



5/1/2016

History	<p>In 1911 the residents of this cottage were Frederick Clark (Moulder), Eliza Clark and their family. In 1939 the property was lived in by Frederick Clark (a retired Moulder), Ernie Mansfield (a Wood Machinist), Joan Mansfield (Hardware Shop Assistant), and Ruby Mansfield.</p> <p>There are no known past planning permissions or listed building consents for this property.</p>
State of preservation	<p>Modern painted-timber windows with fanlights had been installed by 1970. The present front door is a stable-style door with a stained wood finish.</p>
Opportunities for enhancement	<ul style="list-style-type: none"> • Installation of white-painted-timber sash windows and a painted-timber front door to reflect the original design

NO. 130



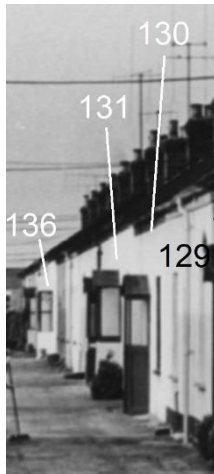
1992



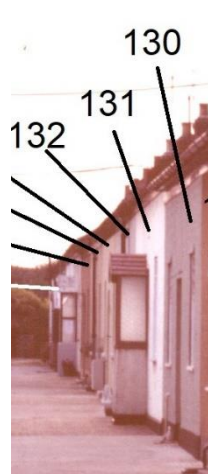
5/1/2016

History	<p>In 1939 the property was lived in by Herbert Hardy-King (a Shaper for aircraft / Engineering Work), Ellen Hardy-King (a Laundress), and Dorothy Hardy-King (incapacitated).</p> <p>There are no known past planning permissions or listed building consents for this property.</p>
State of preservation	<p>The front windows and door are modern. The present windows replaced ones with louvred glass (depicted in 1992 photograph) of the same design as at No. 126 (which can be dated to the 1970s).</p>
Opportunities for enhancement	<ul style="list-style-type: none"> Installation of white-painted-timber sash windows and a painted-timber front door to reflect the original design

NO. 131



1970



1979



5/1/2016

History	<p>In 1911 the residents of this cottage were William Barbrook (Carman), Catherine Barbrook, and five children. In 1939 the property was lived in by Alexander Woodcraft (a Centre Lathe Engineer), Laura Woodcraft, Phyllis Woodcraft (a Packer at a flour mill), William Woodcraft (Tailoring First Salesman), Olive Woodcraft and two unnamed others.</p> <p>There are no known records of planning permissions or listed building consents relating to this property.</p>
State of preservation	<p>A front porch had been added to this house by 1970.</p> <p>The present windows are painted-timber sash windows with plastic glazing bars in a different pattern to the original fenestration.</p>
Opportunities for enhancement	<ul style="list-style-type: none"> • Installation of white-painted-timber sash windows and a painted-timber front door to reflect the original design • Removal or replacement of porch

NO. 132



1992



5/1/2016

History	<p>In 1911 the residents of this cottage were Frederick Hinton (an 'invalid'), Ellen Hinton, three sons and one granddaughter. In 1939 the property was lived in by Cyril Dickens (a Clothing & Footwear Shop Assistant), Lilian Dickens and one other unnamed person.</p> <p>In 1994 consent was granted to convert the loft, involving the installation of rooflights (94/00397/LBC). In 2006 consent was granted to install sash windows and to renew the render (06/00118/LBC). Later in 2006 consent was granted to widen an internal doorway (06/00341/LBC).</p>
State of preservation	<p>The painted timber sash windows are close to the original design.</p> <p>A porch canopy was installed between 1992 and 2013.</p>
Opportunities for enhancement	<p>This house is close to perfect, but the following works would represent minor enhancements:</p> <ul style="list-style-type: none"> • The removal of the porch canopy • The installation of recessed painted-timber sash windows and a front door which reflects the original design

NO. 133



1992



4/9/2013

History	<p>In 1911 the residents of this cottage were Alfred Gooch (Agricultural Implement Fitter), Mary Ann Gooch, five children and one visitor. In 1939 the property was lived in by William Pratt (a Farm Worker) and Winifred Pratt.</p> <p>In 1994 consent was granted to convert the loft, involving the insertion of rooflights (94/00397/LBC).</p>
State of preservation	<p>Between 1992 and 2013, Victorian sash windows were replaced by timber windows with top-hung fanlights.</p> <p>The house has a modern stable-style front door and porch canopy covered in mineral felt.</p>
Opportunities for enhancement	<ul style="list-style-type: none"> • Installation of white-painted-timber sash windows and a painted-timber front door to reflect the original design • Removal of the porch canopy

NO. 134



1992



4/9/2013

History	In 1911 the residents of this cottage were Alfred Bird (Blacksmith), Alice Bird, and three sons. In 1939 the property was lived in by Terrance Flack (an Engineering Turner), Vera Flack and Tommy Flack (who was under school age).
State of preservation	<p>The plain-glazed timber sash windows date from the 20th century.</p> <p>A modern front door was replaced with a timber stable door between 1992 and 2013.</p> <p>The garden has been concreted over.</p>
Opportunities for enhancement	<ul style="list-style-type: none"> • Installation of white-painted-timber sash windows and a painted-timber front door to reflect the original design • Break up the concrete in the garden and lay a lawn.



1954 or earlier. Bill Adam and Carol Moore (nee Adam).
Thought to be outside No. 134.
Reproduced with permission
from Carol Moore.

NO. 135



4/9/2013

History	<p>In 1911 the residents of this cottage were Mark Fitch (Grinder in Iron), Ellen Fitch and five children. In 1939 the property was lived in by Emily Playle.</p> <p>In 1992 consent was refused to replace the windows with 'uPVC sash effect Georgian-style windows'.</p>
State of preservation	<p>The timber windows and front door date from the third quarter of the 20th century. The windows are plain glazed with top-hung fanlights. The front wall is finished with pebble-dash render.</p>
Opportunities for enhancement	<ul style="list-style-type: none"> • Installation of white-painted-timber sash windows and a painted-timber front door to reflect the original design • Replace pebble-dash render with smooth render.

NO. 136



6/10/2017

History	<p>In 1911 the residents of this cottage were Henry Key (Gardener), Thirza Key, a grandson, an adopted daughter, and a step daughter. In 1939 the property was lived in by Harriet Turner and one other.</p> <p>In 2002 permission was granted to erect a garage (02/00518/FUL). In 2003 consent was granted to convert the loft of the house, involving the insertion of rooflights (03/00047/LBC). In 2013 consent was refused to retain a recently constructed front porch (13/00645/LBC).</p>
State of preservation	<p>The house has modern timber windows with fanlights and tiled cills. It has a stable-style door with a stained-wood finish.</p> <p>A small porch which existed in 1970 was replaced with a large porch in 2013. This large porch was removed following enforcement action between 2013 and 2017. The concrete base of the unauthorised porch remains in place.</p>
Opportunities for enhancement	<ul style="list-style-type: none"> • Installation of white-painted-timber sash windows and a painted-timber front door to reflect the original design • Removal of the concrete base left over from the unauthorised porch • Painting over the scar left on the front wall by a previous porch

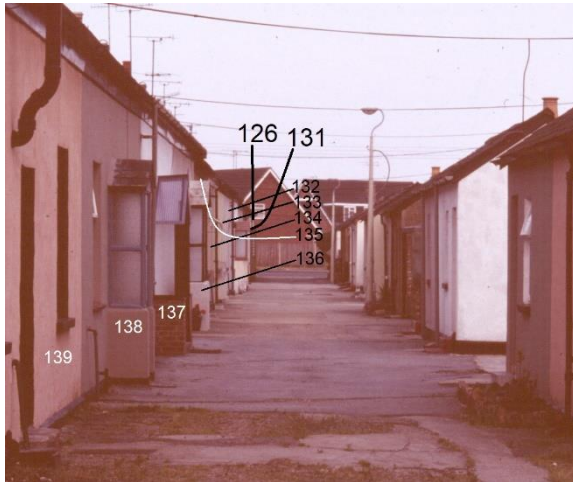
NO. 137



5/1/2016

History	<p>In 1911 the residents of this cottage were Edward Gooch (Wood Sawyer), Emily Gooch, two children and two visitors.</p> <p>There are no known past planning permissions or listed building consents for this property.</p>
State of preservation	<p>This house has modern painted timber windows with fanlights and a small brick porch.</p> <p>In 2017 the paint was falling off the front wall.</p>
Opportunities for enhancement	<ul style="list-style-type: none"> • General refurbishment, including repainting of front wall • Installation of white-painted-timber sash windows and a painted-timber front door to reflect the original design • Removal of front porch, or rendering and painting of front porch to match the rest of the elevation.

NO. 138



1979



4/9/2013

History	<p>In 1911 the residents of this cottage were Anne Sucking and one boarder; John Hurst (Timber Yard Labourer). In 1939 the property was lived in by John Hurst (a Foundry Labourer) and Margaret Hurst.</p> <p>There are no known past planning permissions or listed building consents for this property.</p>
State of preservation	<p>The small porch was in place in 1979.</p> <p>Both the cottage and the outhouse have modern timber windows with top-opening fanlights.</p>
Opportunities for enhancement	<ul style="list-style-type: none"> • Installation of white-painted-timber sash windows and a painted-timber front door to reflect the original design • Removal or replacement of front porch.

NO. 139



14/3/2018

History	<p>In 1911 the residents of this cottage were William Wood (Agricultural Machine Fitter), Kate Wood and two daughters. In 1939 the property was lived in by William Wood (a Packers despatcher) and Kate Wood.</p> <p>In 1985 consent was granted to convert the loft using rooflights, install a porch canopy, demolish the outhouse and construct a garage at the end of the garden. In 2013 consent was refused to retain unauthorised uPVC windows (13/00478/LBC).</p>
State of preservation	<p>Between 1979 and 1985 the front windows were replaced with windows that had top-opening fanlights. The shape of the window opening was altered and the concrete cills were removed. Between 1985 and 2008 the front windows were replaced with multi-paned timber sash windows. A gabled front door canopy was installed and a stained-wood stable door.</p> <p>In 2013 uPVC windows were installed in all five external window openings. These were of a similar style to the previous timber sash windows. In 2018 the uPVC windows were replaced with painted-timber sash windows with slim double glazing. The windows have good detailing, but they do not reflect the original design.</p>
Opportunities for enhancement	<ul style="list-style-type: none"> • Removal of porch canopy • Installation of white-painted-timber sash windows and a painted-timber front door to reflect the original design

NO. 140



1992



4/9/2013

History	<p>In 1911 the residents of this cottage were Alfred Bacon (Stockman), Lydia Bacon, two sons, a granddaughter, and one boarder. In 1939 the property was lived in by Walter Phillips (a Painter & House Decorator) and Elaine Phillips.</p> <p>In 1994 consent was granted to convert the loft, involving the installation of rooflights.</p>
State of preservation	<p>This is one of the only houses to retain original sash windows on the front elevation. The gabled door canopy was installed between 1979 and 1992.</p> <p>A stained-wood stable-style front door was installed in 2013.</p>
Opportunities for enhancement	<ul style="list-style-type: none"> • Replacement of the stained wood stable-style front door with a more traditional painted timber front door • Removal of the porch canopy

NO. 141



1992



5/1/2016

History	<p>In 1911 the residents of this cottage were Golden Lewis (Iron Foundry Labourer), Elizabeth Lewis and four children.</p> <p>According to her great grandson, Harriet Elizabeth Lewis (1865–1955) moved into No. 141 when she married aged 21. In 1939 the property was lived in by Annie Twinn, Harriet Lewis and two unnamed others. Annie Twinn (nee Lewis) was the daughter of Harriet Elizabeth Lewis. Annie purchased the house from Bentalls in the 1930s and lived there until her death in 1987 (source: Richard Twinn, pers.comm.).</p> <p>There are no known past planning permissions or listed building consents for this property.</p>
State of preservation	<p>This is one of the only houses to retain original sash windows on the front elevation. A satellite dish was installed on the front elevation between 1992 and 2005.</p>
Opportunities for enhancement	<ul style="list-style-type: none"> • Replacement of the modern front door with a more traditional-style painted-timber front door • Removal of the satellite dish or its relocation to the rear (north) elevation.

NO. 142



1992



4/9/2013

History	<p>In 1939 this cottage was lived in by Herbert Wager (Iron Moulder), another Wager, and Sarah Cook.</p> <p>In 2005 consent was granted to replace 20th-century plain-glazed sliding sash windows with painted-timber tilt-opening sash-style windows (05/00202/LBC).</p>
State of preservation	<p>The small rendered porch was in place by 1992. The porch is compatible with the scale, finishes and detailing of the cottage. The windows are better than uPVC windows but not as sympathetic as the original fenestration.</p>
Opportunities for enhancement	<ul style="list-style-type: none"> • Installation of white-painted-timber sliding sash windows which reflect the original design

NO. 143



1992



4/9/2013

History	<p>In 1911 the residents of this cottage were Henry Cook (a retired Iron Moulder) and Sara Jane Cook. In 1939 the property was lived in by George Sach (an Electrical Contractor) and Annie Sach.</p> <p>In 2006 listed building consent was granted to install a satellite dish on the outhouse (06/01115/LBC).</p>
State of preservation	The painted-timber plain-glazed windows with fanlights and mock-Georgian front door were in place by 1992.
Opportunities for enhancement	<ul style="list-style-type: none"> • Installation of white-painted-timber sash windows and a painted-timber front door to reflect the original design

NO. 144



1992



5/1/2016

History	<p>In 1911 the residents of this cottage were Herbert Cook (Iron Foundry Moulder), Georgina Cook and two children. In 1939 the property was lived in by Annie Normal, Mary Moles, and two others.</p> <p>In 1998 a listed building consent application to retain unauthorised uPVC windows was refused then dismissed at appeal (98/00444/LBC). In 2003 consent was granted to install painted-timber tilt-opening sash-style windows (03/01156/LBC).</p>
State of preservation	<p>The sash-style windows are better than uPVC windows but not as sympathetic as the original fenestration. The pargetted render and excessively wide porch were in place by 1992.</p>
Opportunities for enhancement	<ul style="list-style-type: none"> • Installation of white-painted-timber sliding sash windows which reflect the original design • The removal or replacement of the current porch • Replacement of the pargetted render with smooth render.

NO. 145



1992



4/9/2013

History	<p>In 1911 the residents of this cottage were Eliza Bevers, two sons and one boarder. In 1939 the property was lived in by James Staples (a retired Metal Turner) and Eleanor Staples.</p> <p>There are no known past planning permissions or listed building consents for this property.</p>
State of preservation	<p>The house has painted-timber plain-glazed windows with top-hung fanlights and a mock-Georgian-style front door which were in place by 1992.</p> <p>2018 sale photographs show that one of the rooms in the house retains an original cast-iron grate.</p> <p>The original roof slates on the outbuilding have been replaced by concrete tiles</p>
Opportunities for enhancement	<ul style="list-style-type: none"> • Installation of white-painted-timber sliding sash windows and a painted-timber front door which reflect the original design • Replacement of the concrete tiles on the outbuilding with natural slates

NO. 146



1992



5/1/2016

History	<p>In 1911 the residents of this cottage were Henry Taylor (a Horseman on a farm) and two daughters. In 1939 the property was lived in by Albert Taylor (a Lathe Machinist) and Sarah Taylor.</p> <p>There are no known past planning permissions or listed building consents for this property.</p>
State of preservation	<p>The current painted-timber plain-glazed windows with top-hung fanlights were in place in 1992.</p> <p>Between 1992 and 2013, the mock-Georgian front door was replaced by a vertically-boarded painted-timber door with a small rectangular window.</p> <p>Curiously, there appear to be two electricity cabinets on the front wall.</p> <p>The property has a small garage set back in the garden to one side of the outhouse.</p>
Opportunities for enhancement	<ul style="list-style-type: none"> • Installation of white-painted-timber sliding-sash windows in the cottage which reflect the original design • Remove one of the electricity cabinets if no longer required.

NO. 147



1992



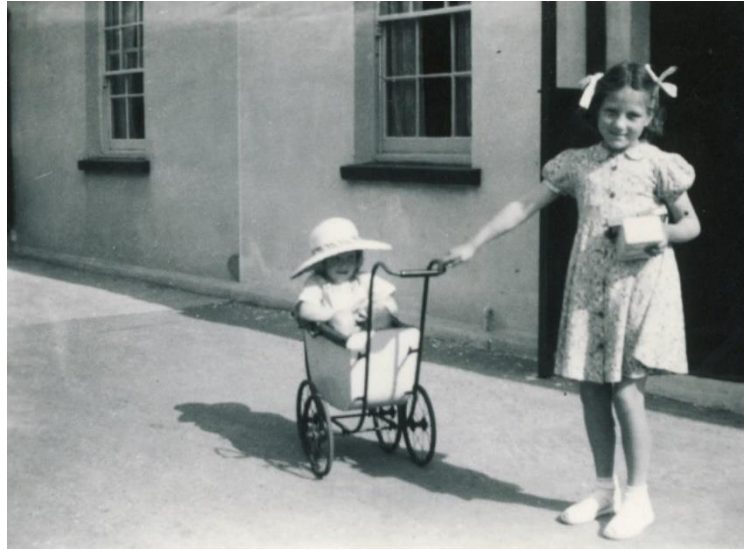
4/9/2013

History	<p>In 1911 the residents of this cottage were Sarah Ann Boer and three sons. One of the sons – Frank – was employed as a Turner at an Iron Foundry. In 1939 the property was lived in by James Taylor (a retired Horseman on Farm), Harry Taylor (a Master Boot Repairer), Mary Taylor and John Taylor (a Railway Porter).</p> <p>There are no known past planning permissions or listed building consents for this property.</p>
State of preservation	<p>The windows on the front elevation of this cottage reflect the original design but incorporate modern bulls-eye-effect glass.</p> <p>The rather oversized brick porch was already in place in 1992.</p> <p>Curiously, there appear to be two electricity cabinets on the front wall.</p> <p>The loft has been converted, involving the installation of three rooflights on the rear slope.</p>
Opportunities for enhancement	<ul style="list-style-type: none"> • Removal / smooth rendering / replacement of current brick porch • The replacement of the current mock-Georgian-style front door with painted-timber front door which reflects the original design. • Remove one of the electricity cabinets if no longer required.

NO. 148



Early 1950s. Reproduced with permission from Shirley Cole.



Mid 1950s. Reproduced with permission from Shirley Cole.



1992

NO. 148



1992



5/1/2016

History	<p>In 1911 the residents of this cottage were Frederick Fisher (a Turner), Elizabeth Fisher and three children; Cliff, Tom and Les. In 1939 the property was lived in by Elizabeth Fisher and Edwin Fisher (a Junior Clerk). The Fishers lived at No. 148 until 1952. During the First World War two soldiers were billeted at the cottage (additional information and photographs below kindly supplied by Barbara Chinnery).</p> <p>In 1998 consent was granted to convert the loft, involving the installation of two rooflights (98/00910/LBC)</p>
State of preservation	<p>Tilt-opening sash-style timber windows replaced modern casement windows between 1993 and 2013.</p> <p>The house has a modern stable-style front door.</p>
Opportunities for enhancement	<ul style="list-style-type: none"> Installation of white-painted-timber sliding-sash windows and a painted-timber front door which reflect the original design



Eliza Fisher



Frederick and Tom Fisher



Les Fisher in the garden to No, 148



Grandchildren of Frederick and Eliza Fisher in the garden to No. 148

NO. 149



1992



5/1/2016

History	<p>In 1911 the residents of this cottage were Thomas Ruggles (Iron Moulder), Rebecca Ruggles, three sons and one boarder. In 1939 the property was lived in by Emily Harvey and Catherine Mulrennan ('Incapacitated').</p> <p>In 2020 consent was granted to convert the loft, involving the installation of rooflights (HOUSE/MAL/20/00969 & LBC/MAL/20/01030).</p>
State of preservation	<p>This house retains original sash windows although most of the bottom casements have been altered and re-glazed to create three elongated panes. The small front porch was in place by 1992.</p>
Opportunities for enhancement	<ul style="list-style-type: none"> • Installation of white-painted-timber sliding-sash windows and a painted-timber front door which reflect the original design • The removal or replacement of the current porch

NO. 150



1992



4/9/2013

History	<p>In 1911 the residents of this cottage were James Page (Furnaceman at an Iron Foundry), Alice Page and two children. In 1939 the property was lived in by James Page (a retired Iron Foundry Foreman), Ann Page, Ailsa Stevens and one other person.</p> <p>In 2021 listed building consent was granted to install painted-timber sliding-sash windows which reflect the original design (ref. 21/00015/LBC)</p>
State of preservation	The plain-glazed painted-timber windows and porch were in place by 1992.
Opportunities for enhancement	<ul style="list-style-type: none"> • Installation of painted-timber sliding-sash windows and a painted-timber front door which reflect the original design • The removal or replacement of the current porch

NO. 151



c.1960 – Shirley Cole and neighbours' children. Reproduced with permission from Shirley Cole.

NO. 151



1992



5/1/2016

History	<p>In 1911 the residents of this cottage were Charles Howlett (Moulder), Eliza Howlett and six children. In 1939 the property was lived in by Charles Howlett (a retired Iron Moulder), Ethel Howlett, Frederick Howlett (Brick Layer), Albert Howlett (Land Worker), Gladys Howlett (Laundry Hand) and Wilfred Howlett (Wood Machinist).</p> <p>There are no known past planning permissions or listed building consents for this property.</p>
State of preservation	<p>The current porch and aluminium windows were in place by 1992. The front window openings retain their original shape and concrete cills. The front door is a painted-timber stable-style door.</p>
Opportunities for enhancement	<ul style="list-style-type: none"> • Installation of white-painted-timber sliding-sash windows and a painted-timber front door which reflect the original design • The removal or replacement of the current porch

NO. 152



1992



5/1/2016

History	<p>In 1911 the residents of this cottage were Joseph Wenden (Wood Sawyer at an Agricultural Implements Manufacturer), and Mary Ann Wenden. In 1939 the property was lived in by Bertie Saltmarsh (an Agricultural Machine Fitter) and Elizabeth Saltmarsh.</p> <p>There are no known past planning permissions or listed building consents for this property.</p>
State of preservation	<p>This house has a modern front door, brick porch and plain-glazed timber windows.</p>
Opportunities for enhancement	<ul style="list-style-type: none"> • Installation of white-painted-timber sliding-sash windows and a painted-timber front door which reflect the original design • Removal of the porch or smooth rendering over the brickwork of the porch walls (see Fig. 45 and p. 26)

NO. 153



1992



5/1/2016

History	<p>In 1911 the residents of this cottage were R. Miller (a Machine Strap Mender), Eliza Miller, and three children. In 1939 the property was lived in by Alfred Smith (an Agricultural Engineer), Florence Smith, ?Basil Smith, and Joyce Smith (who was at school).</p> <p>In 1998 consent was granted to convert the loft, involving the installation of rooflights (98/00023/LBC)</p>
State of preservation	This house has a modern front door, porch and aluminium windows.
Opportunities for enhancement	<ul style="list-style-type: none"> • Installation of white-painted-timber sliding-sash windows which reflect the original design • Removal of the porch or smooth rendering over the brickwork of the porch walls (see Fig. 45 and p. 26)



c.1930 – The Fenn Family outside
Nos 153 and 154. Reproduced with
permission from Shirley Cole.

NO. 154



1992



5/1/2016

History	<p>In 1911 the residents of this cottage were Charles Fenn (Machine Painter), Florence Fenn, seven children and one other. In 1939 the property was lived in by Charles Fenn (Agricultural Machine Painter), Florence Fenn and Arthur Fenn (Wood Machinist Labourer).</p> <p>There are no known past planning permissions or listed building consents for this property.</p>
State of preservation	This house has a modern front door, brick porch and aluminium windows.
Opportunities for enhancement	<ul style="list-style-type: none"> • Installation of white-painted-timber sliding-sash windows which reflect the original design • Removal of the porch or smooth rendering over the brickwork of the porch walls (see Fig. 45 and p. 26)

NO. 155



1992



5/1/2016

History	<p>In 1911 the residents of this cottage were Samuel Fisher (Carman), Sarah Fisher and two children. In 1939 the property was lived in by Herbert Mortlock (a Wood Machinist) and Winifred Mortlock.</p> <p>In 2014 consent was granted to install painted-timber sliding-sash windows and a porch (14/01075/LBC). In 2020 consent was granted for a loft conversion (20/01175/LBC).</p>
State of preservation	The recent sash windows are a reasonably close reflection of the original window design and the porch is compatible with the scale, finishes and detailing of the cottage.
Opportunities for enhancement	None identified.

NO. 156



1992



14/2/2020

History	In 1911 the residents of this cottage were Alfred Moss (Moulder), Jane Moss and seven children. In 1939 the property was lived in by Frederick Willey (a Shopkeeper), Winifred Willey and one other.
State of preservation	<p>This is one of the few cottages to retain the original sash windows on the front elevation. The current front door is a stained-wood stable-style door.</p> <p>In 2021 permission was granted to convert the loft using rooflights and install a small rendered front porch (refs 21/00347/HOUSE & 21/00348/LBC)</p>
Opportunities for enhancement	<ul style="list-style-type: none"> Replacement of the front door with a painted-timber four-panel door.

APPENDIX 1 - LIST DESCRIPTION

116 -156 Woodfield Cottages, outhouses and pumps

Heritage Category: Listed Building

Grade: II

List Entry Number: 1257099

Date first listed: 24-Sep-1971

Date of most recent amendment: 16-Jun-2020

Statutory Address: Maldon, CM9 4BQ

Summary

A small settlement of industrial housing, comprising three terraces of single storey cottages, developed by the industrialist E H Bentall in 1873 as dwellings for the workforce of the Bentall Agricultural Works, and notable for the early and pioneering use of mass concrete as the principal building material for the development.

Reasons for Designation

116-156 Woodfield Cottages at Heybridge, near Maldon in Essex, a small community of workers housing developed in 1873 by the industrialist E H Bentall for the workforce of the Bentall Agricultural Works, are listed at Grade II for the following principal reasons:

Architectural interest :

* as an early, rare and substantially intact survival of a mass concrete housing development and a pioneering application of a material which has become the most widely-used constructional material of the present age.

Historic interest:

* as a complete late C19 example of a planned industrial housing community by a notable and innovative industrialist, in the traditions of the late C18 and early C19 developments at Cromford, Belper and New Lanark, in this instance providing experimental dwellings built of mass concrete together with generous gardens,

outbuildings incorporating privies and a communal water supply, all within a greenfield site.

History

Woodfield Cottages Heybridge, near Maldon in Essex were completed in 1873, and were originally known as Bentall's Concrete Cottages, having been built for Edward Hammond Bentall (1814-1898), a local manufacturer of agricultural machinery, for his workers. The business originated in the late C18, and continuous expansion and the development of a nation-wide market led to the company becoming the mainstay of Maldon's economy in the late C19 and early C20. As the original name suggested, the cottages were constructed of reinforced concrete, and arranged in three parallel terraces to the west of Colchester Road in Heybridge. They were originally single-storied, designed with flat roofs, and referred to as 'Flat Tops'. However, water penetration through the roof structure led to the addition of pitched roofs in 1918, and subsequently, attics have been developed in some cottages. Facing the terraces were low, paired outhouses, to the south of which were gardens. The terraces were listed in 1971, together with the outhouses, contemporary water pumps and a lamp standard (since removed). At the time of listing it was noted that a number of the cottages had already undergone alteration, with replacement windows and added porches, and this trend has continued to the present day, as observed during the site inspection (June 2019), with the addition of attics, roof windows and dormers of varied design.

Details

A development of 41 workers cottages, arranged in three parallel terraces together with contemporary paired outhouses, pumps and lamp standards. The terraces were built by E H Bentall, manufacturer of agricultural machinery, for his workforce and completed in 1873. MATERIALS: built of mass concrete with a render coating, with slate roof coverings and red brick ridge chimneys. The small paired outbuildings are similarly detailed.

PLAN: arranged in three south-facing terraces, with their outbuildings located at the top of the gardens, facing the cottage frontages. The original interior layout of each cottage provided four rooms, two on each side of a wide central passage, with a smaller room between the two rear rooms at the end of the passage. In many of the cottages, this original plan form has now been modified.

EXTERIORS: each cottage is of two bays with an entrance doorway with single window openings to either side. The front door is the only access to the cottage interior, there being no door opening to the rear wall. The original window frames were six-over-six pane sashes to both front and rear walls, the rear wall with a small

opening between the larger flanking windows. Most of the cottages now have replacement door and window components of varied design and materials. There are a number of added porches and a smaller number of roof dormer extensions, again of varied design, together with the insertion of numerous roof lights within the roof slopes. The outbuildings facing the cottages are paired single-bay units with a pitched roof, each with a single door opening with a flanking opening and a rear wall chimney. Some have undergone similarly- varied alteration as the cottages, but fewer have replacement door and window components. Some outbuildings have lost their chimneys.

INTERIORS: the interiors of the cottages appear to have undergone extensive and varied forms of alteration, and were not inspected at the time of listing in September 1971. An inspection made of one of the cottages indicated that the dimensions and detailing of the original chimney stacks, including the render coating and chamfered corners survive within the attic created by the later addition of pitched roofs, and that original plan form details including room dimensions and hearth positions remained largely undisturbed, although now with C20 and C21 fixtures and fittings.

SUBSIDIARY FEATURES: contemporary iron water pumps and basins are retained to the front of numbers 146 and 154.

APPENDIX 2 - MEMORIES OF LIVING IN WOODFIELD COTTAGES, BY SHIRLEY COLE (22/9/2020)

I was born in 1950 in my great aunt's house in Colchester Road, Heybridge, but my childhood memories are only of growing up at 148 Woodfield Cottages, and they are nearly all extremely fond memories. I have learned over the years that many of my family lived in those cottages too, starting with my great grandparents who lived in 154 and brought up 10 children * (5 boys and 5 girls) there (between 1896 and 1919), and they continued to live there until their deaths in 1951/2. At some stage they were able to purchase the cottage, as in the 1950s it was handed down to their youngest son, Arthur Fenn, and he lived there until his death in 1985. My father was able to purchase 148 too in the early 1950s, sadly I have no knowledge for how much (but I have an idea it was for around 2000GBP) but I am not sure what year(s) they became available to buy instead of being tied to Bentalls.

Each house, or cottage, consisted of 4 rooms (no storage or cupboards) and a walk-in pantry, with just shelving, and each room had a fireplace. Dad blocked off the fireplaces in 3 of the rooms during his renovations and once gas was installed we had a gas fire in the one remaining room with a fireplace. Because the house was so small it didn't take long to heat up the house in winter and we did have electricity so were able to have smaller plug-in heaters elsewhere if needed. I remember we did have a coal bunker at the rear of the washhouse though which would have been used for the indoor fires prior to other forms of heating being installed.

Some of my earliest memories are of playing in the lane and garden of 148 with my friend, Hazel, who many years later I discovered was distantly related to me. She, her parents and brother lived in the very last cottage at the far end of our row (no.156) and her father Fred Willey ran the little shop on the corner of Broad St Green and Scraley Road in the 1950s. In my early teens I helped out in that shop from time to time. My great grandfather, Charles Fenn, was an agricultural machine painter at Bentalls for most of his life and I assume moved into Woodfield Cottages originally as a result of his employment. Some of his children would go on to work at Bentalls too. My father, Basil Smith, worked at John Sadd & Sons in Heybridge and was a consummate handy man so did many renovations on 148 during our time there.

Early in the 1950s there was no running water in the main house, just cold water and an old-fashioned sink in what we called the washhouse across the lane. Prior to that the only water available was a single pump outside in the middle of each row of houses where residents would have to get water in buckets each day. The pump was still there in the 1950s. Also, there was no flushing toilet in the washhouse either (some called it the outhouse) in the 1950s and the toilet bucket was emptied by the "night

soil" lorry that would come around and remove the waste around once per week (or maybe it was per fortnight).

Originally there was a large concrete boiler in the middle of each washhouse which I believe was filled with water and had a wood fire underneath to heat the water. The only cottage in our lane to still have that in situ in the 1950s was Fred Willey's at the far end of the row. His wife would use that to wash linen etc. or to heat water for other purposes. I believe the washhouses originally had dirt floors (and no proper ceiling) but most had some kind of solid flooring by the time we lived there. The houses themselves had slab floors originally, I think, but again the majority had other flooring by the 1950s. We had lino with rugs and later carpet. In our wash house we'd have a tin bath which we'd use once per week for bathing, but Dad later installed a proper bath and of course hot and cold water – bliss, though it was still cold in there with no heating during winter. Dad also installed a flush toilet in the washhouse during the late 1950s. In the early sixties he had the low wall demolished to the side of the wash house which lead to a long narrow garden and which extended right up to the next row of cottages and he installed a garage/workshop and car parking space there. Around the same time, he converted one of the back rooms in the main house into a kitchen and later the walk-in pantry was gutted, and a bath and toilet installed in that space. Yes, it was cramped but still marvellous to have a bathroom indoors. As seen in later photographs many cottages had small porches built over their entrance doors. In the 1950s there was only the occasional flimsy wooden porch on some houses and again Dad built a new stronger wooden porch over the door of 148. I don't recall any brick ones then. I remember we also had a "manhole" in the ceiling just in front of the walk-in pantry where you could access the roof. I'm not sure when that was installed – I don't recall Dad making that (which would have been a job and a half through that concrete!!). But what I do remember is he told me that when he went into the roof cavity you could see the entire length of the row, as there were no dividing walls between each cottage. That all changed of course when people started building new rooms up there. Each individual cottage was responsible for the maintenance of their piece of lane, and originally it was dirt or gravel but by the 1950s most had concrete laid between their homes and the washhouse.

Another thing I remember quite plainly is climbing out of one of the two back windows of our home (as there was no back door) so us children could play in the fields that backed on to our row of cottages then. Long gone now of course and houses were built on those fields later on. As children we could play there without fear of anything or anyone and would sometimes venture into the woods nearby to pick bluebells or primroses. There was a fence across the top of our lane and adjoining the Willey cottage. It did have a gate though, so we could access the fields that way rather than be lazy and climb out of the windows. I'd also visit the small holding in Scraley Road that belonged to Mr & Mrs Norman, also residents in our row of cottages, and just a few doors down the lane from us. They had pigs and chickens and grew various fruit and vegetables on the smallholding. There were only one or two houses in Scraley

Road then and we'd be able to pick wild blackberries along that road come late summer. As children we'd also play sometimes with the visiting gypsy families that parked their caravans in the fields along Scraley Road and who came as seasonal workers picking peas or various other fruit and veg. that the local farmers grew. Also, there were various tradesmen who visited Woodfield Cottages each week such as a baker, with his bread still warm, and I'd ask my Mum for the first crust off the loaf to eat with butter whilst listening to The Archers on the radio (no TV then). We'd also have a fisherman come regularly and buy a pint of shrimps as well as lovely fresh fish for dinner. There was also a general grocers van that came weekly, as well as what we called the paraffin man. He'd sell paraffin/kerosene needed for various household appliances (mainly heaters), but once gas and electricity were installed that was no longer needed. And, of course the coal deliveryman also came by when people still needed that.

Life was so very different back then, a lot less complicated, and everyone who lived in Woodfield knew everyone else (well in our row at least) and everyone's door was always open to our neighbours in the entire row, so my Mum and Dad would never know whose house I'd be visiting. We moved out of number 148 in the early 60's into one of the new houses being built in Heywood Way, but I always remember my early childhood in Woodfield Cottages as being wonderfully happy.

Shirley Cole (nee Smith)

*

Charles Henry Fenn (1896-1960)

Alfred Leonard Fenn (1898-1929)

Florence Olive Fenn (1900-1974) my grandmother

Stanley Ernest Fenn (1902-1971)

Daisy May Fenn (1904-1936)

Elsie Ellen Fenn (1907-1985)

Winifred Grace (1909-1994)

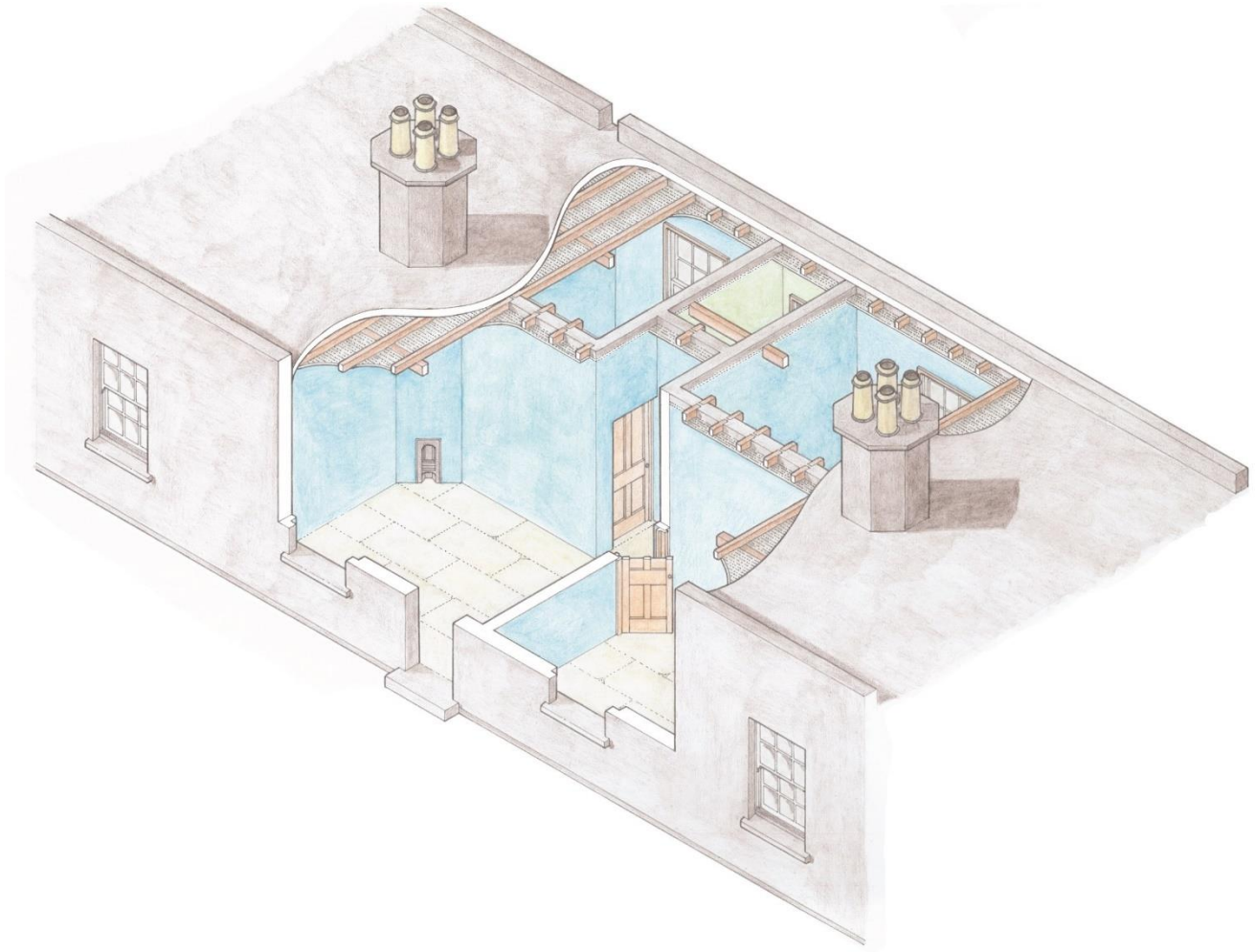
George Edward (1911-1929)

Lilian Eva Fenn (1916-1952)

Arthur Harold Fenn (1919-1985)

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WOODFIELD COTTAGES, HEYBRIDGE



LOCAL LISTED BUILDING CONSENT ORDER

Sections 26D - G and 28A and Schedule 2A Town and Country *Planning (Listed Buildings and Conservation Areas) Act 1990*



Front cover illustration: *Isometric cutaway reconstruction by Tim Howson illustrating one of the cottages prior to the addition of a pitched roof in 1918.*

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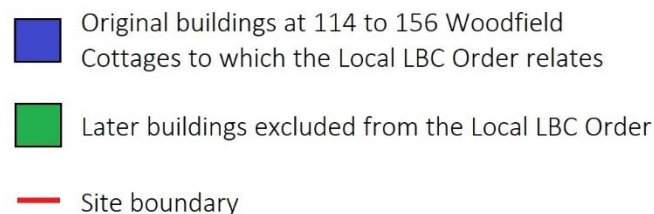
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APPENDIX 1.

WOODFIELD COTTAGES LOCAL LISTED BUILDING CONSENT ORDER
NOTIFICATION FORM

THE WOODFIELD COTTAGES LOCAL LISTED BUILDING CONSENT ORDER is made on theday of January 2022

The listed buildings covered by this order are Nos 116 to 156 Woodfield Cottages, Heybridge, Maldon, Essex, CM9 4BQ, and their associated outhouses as indicated on the site plan below (Plan 1).



Plan 1 - Location of Nos 116 – 156 Woodfield Cottages, Heybridge, with the buildings to which this order relates highlighted in blue.

3. SUMMARY OF THE SIGNIFICANCE OF WOODFIELD COTTAGES

3.1 - Woodfield Cottages represent a small settlement of industrial housing, comprising three terraces of single-storey cottages, developed by the industrialist E H Bentall in 1873 as dwellings for the workforce of the Bentall Agricultural Works. The 41 cottages, outhouses and two communal water pumps were designated grade II listed buildings in 1971. The buildings have architectural interest as an early, rare and relatively intact survival of a mass-concrete housing development and a pioneering application of a material which has become the most widely-used constructional material of the present age. The cottages originally had flat roofs, but pitched roofs were added c.1918.

3.2 – Woodfield Cottages are among the most challenging listed buildings in Maldon District due to the high number of minor alterations carried out in the late 20th and early-21st centuries.

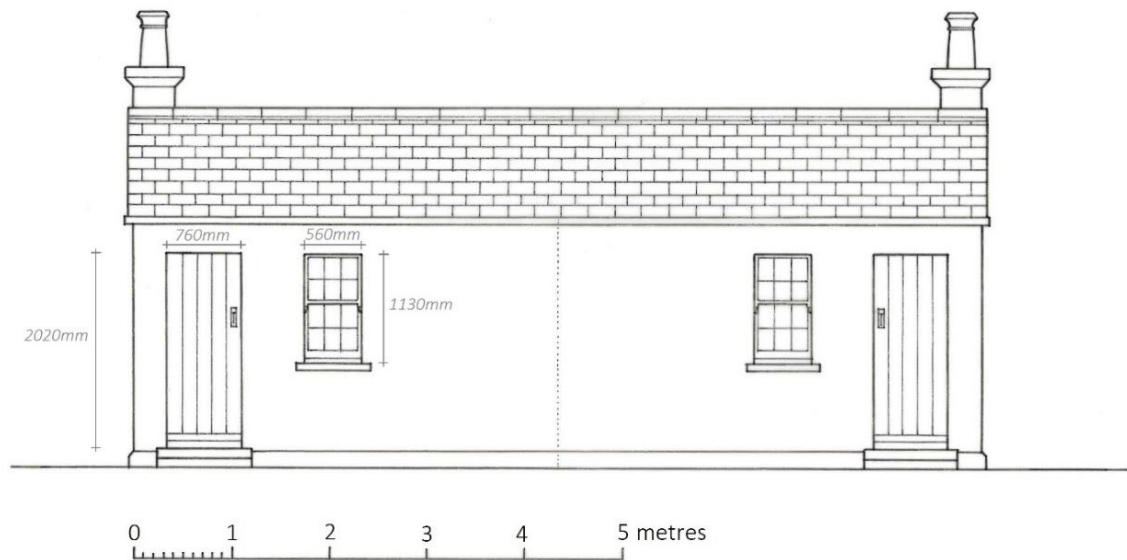
3.3 - Key features of architectural interest include the single-storey form of the buildings and their arrangement in three long rows, the buildings' shuttered concrete walls, the original design of windows and doors, the original internal layouts, original fireplaces where they survive, the original octagonal concrete chimney stacks visible within the later roof-spaces, the later brick chimney stacks (erected on top of the original concrete stacks), the cream coloured clay chimney pots, the early-20th-century pitched roofs clad in natural Welsh slates, the low concrete boundary walls and the two surviving communal water pumps.

4. DESCRIPTION OF THE CONSENTED WORKS

4.1 - Maldon District Council grants listed building consent under section 8(1) of the Act for the following specified works of alteration to the listed buildings covered by this order.

4.2 - Replacement of non-original windows to the cottages or outhouses to match the size and design illustrated in Plans 2 and 3. The precise detailing, section profiles and dimensions of individual components of new windows shall match those illustrated in Plans 4 or 5 unless otherwise approved in writing prior to commencement. Where the size or shape of the original window opening has been altered, the original form of the opening and the concrete cill shall be restored in accordance with Plans 2, 3 and 4 prior to the insertion of a new window. Restored openings shall not incorporate bell-mouth drips over them. New windows shall be set back from the external face of the walls to match the original arrangement. New windows shall be of white painted timber. Restored concrete cills shall be painted black. Windows may be of face-puttied single glazing in accordance with Plan 4 or double-glazed in accordance with Plan 5. Double-glazed units shall be of the slim-profile type, with an overall thickness between 12mm and 14mm. The double-glazed units shall be secured externally by a form of putty or by perfectly triangular timber beads which resemble putty. The spacer bars within the double-glazed units shall be coloured white to match the paint colour of the joinery.

4.3 - Replacement of non-original external doors to the cottages or outhouses to match the design illustrated in Plans 2 and 3. Where the size or shape of the original door opening has been altered, the original form of the opening must be restored in accordance with Plans 2 and 3 prior to hanging the new door. Restored openings shall not incorporate bell-mouth drips over them. New front doors to the cottages must match one of the alternative options illustrated in Plan 6, although minor deviations to the dimensions and section profiles of individual components may be agreed in writing prior to installation. The doors shall be of timber painted (not stained) in a colour of the owner's choosing. Door furniture shall be of metal finished black.



Plan 2 – front (north) elevation of a typical pair of outhouses illustrating the original design and arrangement of the windows and doors



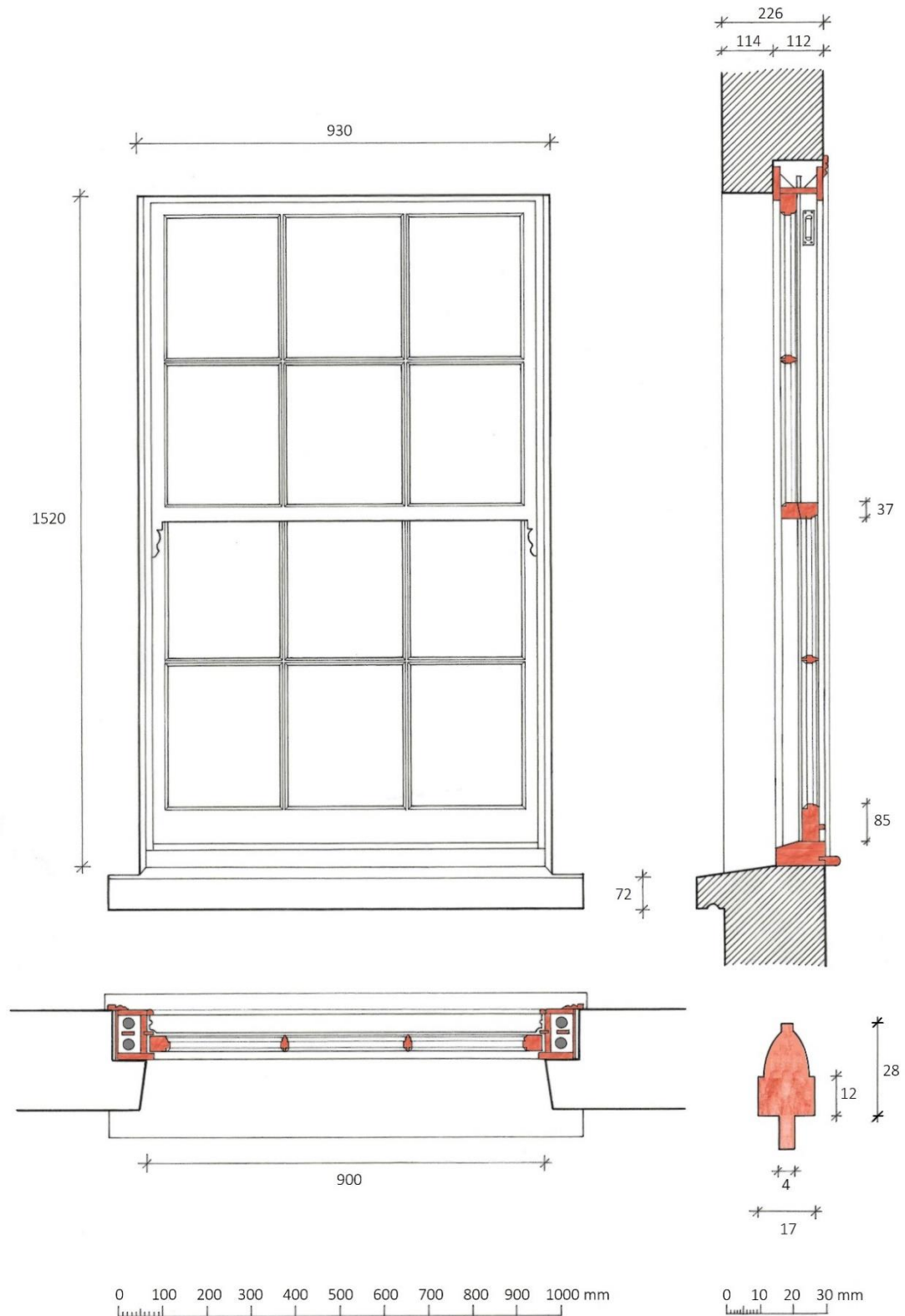
Front elevation



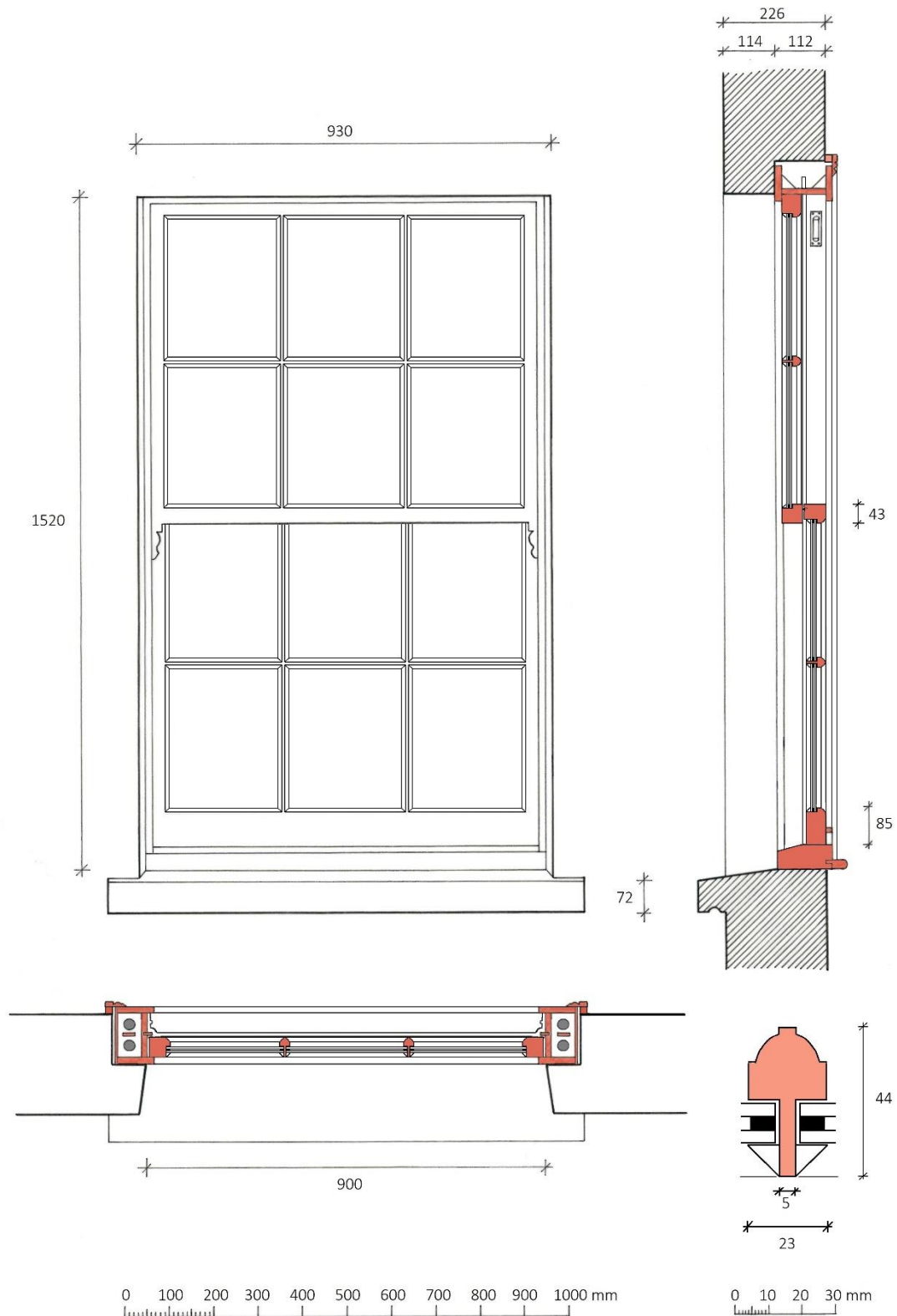
Rear elevation



Plan 3 – front (south) and rear (north) elevations of one of the cottages illustrating the original design and dimensions of the windows and doors



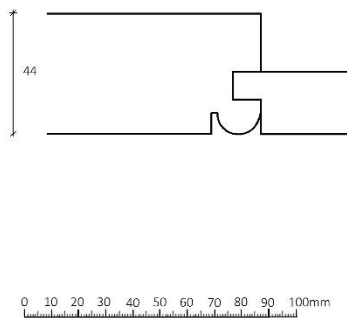
Plan 4 – the design and detailing of an original single-glazed 6-over-6-pane sliding-sash windows in one of the cottages



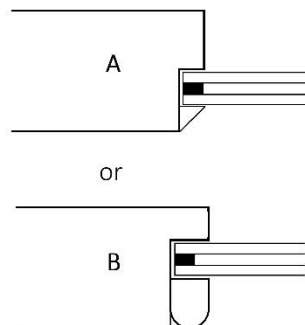
Plan 5 – the design and detailing of a 6-over-6-pane sliding-sash window which reflects the original design of the original cottage windows but incorporates slim-profile double-glazed units



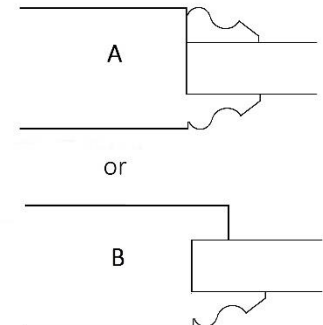
Door with 'bead-butt' panels



Door with upper two panels glazed

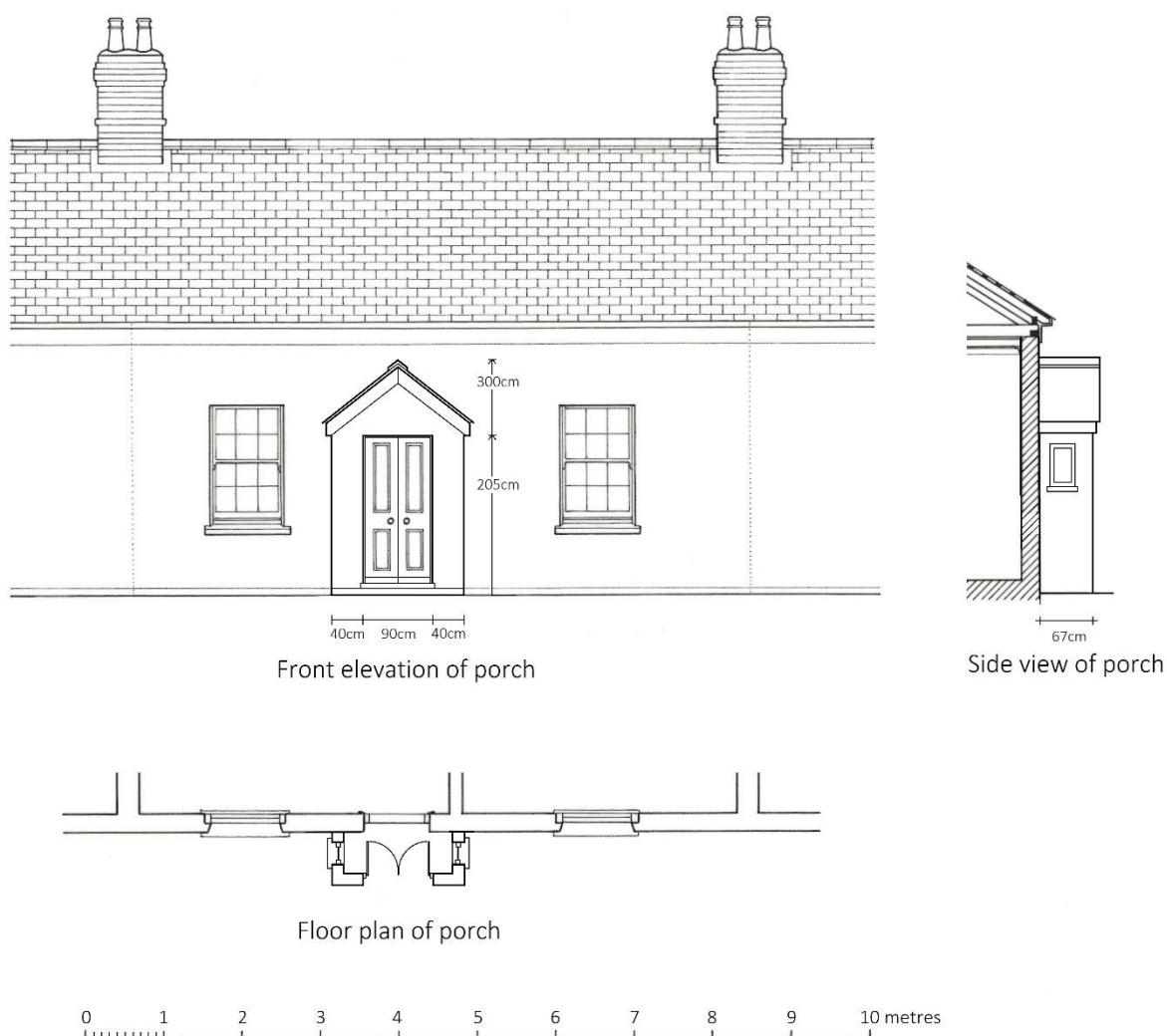


Door with moulded panels

**Plan 6** – Options for front door designs

4.4 - Removal of a porch or porch canopy from a cottage. Where removal of a porch would expose an original front door opening the size or shape of which has been altered, the original form of the opening must be restored in accordance with Plans 2 and 3. Restored openings shall not incorporate bell-mouth drips over them. Where removal of the porch or canopy leaves a scar on the wall of the cottage, the wall must be made good and painted to match the rest of wall.

4.5 - The addition of a porch around the front door on a cottage in accordance with the scale, design and detailing illustrated in Plan 6. The roof of the porch shall be clad in natural Welsh slate. The bargeboards and fascias shall be of timber painted black. The walls of the porch shall be finished with smooth render painted white or off-white. The windows shall be of painted timber finished white. The door shall be of timber, painted in a colour of the owner's choosing. The upper two panels of the door may be glazed. The door furniture shall be of metal finished black.



Plan 6 – Design of a front porch

4.6 - Smooth rendering over the brickwork of exposed-brick porches. The render shall be painted white or off-white to match the walls of the cottage. The render shall not incorporate bell-mouth drips over the openings.

4.7 - Replacement of pargetted or pebble-dashed render with smooth render. The render shall be painted white or off-white. New render shall not incorporate bell-mouth drips over the openings.

4.8 - Painting the external walls of the cottages white or off white.

4.9 - Painting the fascias, bargeboards, concrete window cills and plinths black

4.10 - Painting the windows white

4.11 - Painting (not staining) an external timber door any single colour of the owner's choice

4.12 - Replacement of plastic rainwater goods with cast-iron or steel rainwater goods finished black. New guttering shall have a half-round profile and downpipes shall be circular in section.

5. GENERAL CONDITIONS

The following general conditions shall be complied with in full.

- a) Prior to the implementation of works permitted under this Order, a completed Local Listed Building Consent Order Notice Form (see template in Appendix 1 to this Order) shall be submitted to and approved in writing by Maldon District Council. This requirement will enable the Council to monitor the extent to which the order is being used and is achieving its purposes.
- b) Minor deviations from the detailing of new windows and doors authorised by sections 4.2 and 4.3 of this Order shall be submitted to and approved in writing in writing by Maldon District Council by submitting large-scale section drawings with the Local Listed Building Consent Order Notice Form (see template in Appendix 1 to this Order). This requirement enables flexibility to agree minor deviations from the approved designs – in terms of detailing, section profiles and dimensions of individual components – where these are deemed to be equally sympathetic and therefore acceptable.

6. STATEMENT OF REASONS FOR THE CONSENTED WORKS

6.1 - In accordance with section 16(2) of the Act, the Council must have special regard to the desirability of preserving listed buildings, their settings and any features of special architectural or historic interest which they possess. Paragraph 199 of the National Planning Policy Framework (NPPF) requires that “when considering the impact of a proposed development on the significance of a designated heritage asset, great weight should be given to the asset’s conservation”. Paragraph 200 of the NPPF states that any harm or loss should require clear and convincing justification. Policy D3 of the Maldon Local Development Plan requires development proposals affecting heritage assets to preserve or enhance their special character, appearance, setting, and any features and fabric of architectural or historic interest.

6.2 - Replacement of non-original windows (approved by section 4.2)

Only 5 of the 41 houses at Woodfield Cottages retain original multi-paned sash windows on their south (front) elevations. A higher proportion of original sash windows survive on the north (rear) elevations of the cottages and the north (front) elevations of the outhouses. The original windows, where they survive, are an important aspect of the buildings’ architectural interest and should be repaired and retained where possible. Replacement of original sash windows will therefore still require listed building consent. All later replacement windows at Woodfield Cottages deviate from the original design, contribute nothing to the buildings’ architectural interest, and in most cases detract from the buildings’ special character. In many instances, unsympathetic replacement windows have been installed without listed building consent. One of the most obvious opportunities to enhance the character of individual cottages, and of the area as a whole, is the replacement of unsympathetic modern windows with painted timber sash windows which match the original design. Standard thickness double-glazed units (typically 24mm thick) would require prominent spacer bars and applied glazing bars which would appear incongruous in this situation. However, the appearance and detailing of the original single-glazed windows can be replicated quite closely using slim-profile double-glazed units, as shown in Plan 5. The use of slim-profile double-glazed units is justified in new replacement windows as one way of improving energy efficiency and addressing climate change without compromising the listed buildings’ special character. The replacement of non-original windows with windows that closely resemble the original design, materials and detailing would improve the character of the area and result in no harm to the listed buildings’ architectural interest or significance.

6.3 - Replacement of non-original external doors (approved by section 4.3)

No original front doors survive on the cottages and, to date, no old photographs have been found which clearly show the original design of the front doors. It is likely that the doors had a simple four-panelled design, as found locally on some contemporary cottages. Several examples of original plank-and-ledge doors survive on the outhouses, consisting of five vertical planks and three internal horizontal ledges. All later replacement doors at Woodfield Cottages deviate from the original design, contribute nothing to the buildings' architectural interest, and in many cases detract from the buildings' special character. The replacement of non-original doors on the outhouses with plank and ledge doors matching the original design (as shown in Plan 2) would result in no harm to the listed buildings' architectural interest or significance. The replacement of non-original external doors on the cottages with painted-timber four-panel doors in-keeping with the period and status of the buildings (as shown in Plans 3 and 6) would benefit the character of the area and result in no harm to the listed buildings' architectural interest or significance.

6.4 - Removal of porches and porch canopies (approved by section 4.4)

The cottages did not have porches or porch canopies originally. Old photographs show that by the early 1950s some houses had acquired small flimsy wooden open-front porches, none of which have survived to the present day. From the late-1960s, larger and more permanent brick porches were added to some of the cottages. Many of the larger brick porches look out of proportion with the cottages and where the brickwork is exposed they appear incongruous against the rendered finish of the elevations. None of the porches or porch canopies contribute to the architectural interest of the listed buildings. Removal of porches and porch canopies would not result in harm to the listed building's significance and in most cases would benefit the character of the area. However, where the original front door opening has been altered, removal of a porch would expose this, possibly resulting in some harm to the character of the property. For this reason, permission to remove a porch is subject to the requirement that the original form of the front door opening is restored if it has been altered. Removal of a porch or canopy may leave a scar where it joined the wall, which would detract from the appearance of the building. For this reason, permission to remove a porch is subject to the requirement that the wall be made good and painted to match the rest of the elevation.

6.5 The addition of a porch (approved by section 4.5)

Of all the existing porches at Woodfield Cottages, the small smooth-rendered and white-painted examples at Nos 142 and 155 are most sympathetic to the cottages' scale and character. These two porches have not resulted in no harm to the listed

building's architectural interest or significance. The porch design approved in section 4.5 of this Order and illustrated in Plan 6 is based on the porches at Nos 142 and 155.

6.6 - Rendering the brickwork of exposed-brick porches (approved by section 4.6)

Existing porches with an exposed brick finish appear incongruous against the original rendered walls of the cottages. The application of smooth render over the external face of the exposed brickwork, painted white or off-white to match the front elevations of the cottages would restore a greater sense of coherence and uniformity to the terraces, resulting in no harm to the listed building's significance.

6.7 - Replacement of pargetted or pebble-dashed render with smooth render (approved by section 4.7)

Originally the external face of walls of the cottages and outbuildings were finished with smooth render. In some instances, the original render finish has been substituted for decorative pargetted render or pebbledash render, resulting in harm to the character of the buildings. The reinstatement of a smooth render finish in these instances would restore an aspect of the listed buildings' original appearance, resulting in no harm to their significance.

6.8 – Painting the cottages (approved by sections 4.8, 4.9, 4.10 and 4.11)

The walls of most of the cottages and their windows are painted white or off-white, while their fascias, bargeboards, concrete window cills and plinths are painted black. Where different colours occur on these parts of the buildings, changing to the most common colour finishes would restore more coherence to the character of the area. Where different colours already exist, repainting the same colour would not amount to an alteration requiring consent. The colour of front doors is typically more varied. The use of bolder and more diverse colours on front doors would allow owners the opportunity to impose an element of individuality on their homes without compromising the coherence or uniformity of the settlement. Such paint schemes would result in no harm to the significance of the listed buildings.

6.9 – Replacing rainwater goods (approved by section 4.12)

The rainwater goods applied to the buildings following the introduction of pitched roofs c.1918 were cast iron. The gutters were of a simple half-round section and the downpipes were circular in section. Several of the cottages have modern plastic

guttering which in some cases detract from the special character of the area. The replacement of plastic guttering with metal guttering (either cast iron or cast aluminium) to match the original design would improve the character of the building, providing a more long lasting and durable solution to rainwater management, without harming the significance of the listed buildings.

7. PURPOSE OF THE ORDER

7.1 - The purpose of this order is to:

- Streamline and clarify the consent process for some of the most common types of alteration carried out to Woodfield Cottages;
- To encourage work which preserves or enhances the special architectural interest of Woodfield Cottages;
- To make it easier for property owners to address enforcement issues

7.2 – The most common types of listed building consent application on record for Woodfield Cottages are:

- Loft conversions (14 applications in total)
- Replacement of windows (10 applications in total)
- Addition of porches (3 applications in total)

7.3 – Consideration has been given to including loft conversions as part of this Local Listed Building Consent Order, as it is the most common type of listed building consent application on record for Woodfield Cottages. However, loft conversions are a more complex form of alteration, often requiring a bespoke design that responds to later changes in internal layout. As such, it would be difficult to specify a solution to loft conversion that is practical in all situations. It seems most appropriate to continue to manage loft conversions through the usual listed building consent process, with improved guidance on the main considerations.

7.4 – Woodfield Cottages have undergone a high degree of alteration; a process which began before the buildings were listed and continued following listing, in many cases without obtaining the necessary listed building consents. Many later alterations have eroded the architectural interest of the listed buildings and their character as a unified group of buildings. One of the main objectives of this Order is to make it easier for owners to undertake positive restorative alterations, by reducing the bureaucratic requirements of the listed building consent process.

8. TERM OF ORDER

This Order shall be effective from ... and to (a period of 10 years from the starting date of the Order).

Works begun under this Order during the term of this Order may be completed subsequent to the termination of this Order.

THE COMMON SEAL of

MALDON DISTRICT COUNCIL

was hereunto affixed

in the presence of

Authorised signatory



dc.planning@maldon.gov.uk

Maldon District Council

Princes Road,

Maldon

CM9 5DL

WOODFIELD COTTAGES LOCAL LISTED BUILDING CONSENT ORDER NOTIFICATION FORM

Maldon District Council has adopted the Woodfield Cottages Local Listed Building Consent Order (LLBCO) which permits certain works to be done to Nos 116 – 156 Woodfield Cottages, Heybridge, Maldon, Essex, CM9 4BQ, and their associated outhouses. The LLBCO sets out the details and conditions for the permitted works.

This Notice Form is to be completed by applicants and **agreed by Maldon District Council prior to undertaking works covered by the Order**. The Notice is to be completed using BLOCK CAPITALS and returned to: dc.planning@maldon.gov.uk or the postal address listed above.

Please ensure that the LLBCO has been read carefully and that the requirements are understood.

This form is also available to download on the Council's website.

1. Applicant	2. Contractor / joiner / agent
Title:	Title:
First Name:	First Name:
Surname:	Surname:
House No.:	House No.:
Address:	Address:
Town:	Town:
Postcode:	Postcode:
Email:	Email:
Telephone:	Telephone:

3. Site Details (Required if applicant does not own and occupy the property where work is proposed)	
House No.:	Address:
Postcode:	Telephone:

4. Advice (has advice been sought from Maldon District Council prior to making this notice?)	
Yes?	No?
If yes, please give their name(s)	

PROPOSED WORKS

5. Replacement windows (in accordance with section 4.2 of the LLBCO)	
To front (south) elevation of the house?	
To rear (north) elevation of the house?	
To front (north) elevation of the outhouse?	
Please attach photographs of the windows to be replaced.	
If the detailing, section profiles or dimensions of individual components of the proposed windows deviate from those approved by section 4.2 of the Order please attach large-scale drawings of the proposed windows illustrating elevations at 1:20 and section details at 1:2.	

6. Replacement doors (in accordance with section 4.3 of the LLBCO)	
To front (south) elevation of the house?	
To front (north) elevation of the outhouse?	
Please attach photographs of the doors to be replaced.	
If the detailing, section profiles or dimensions of individual components of the proposed doors deviate from those approved by section 4.3 of the Order please attach large-scale drawings of the proposed doors illustrating elevations at 1:20 and section profiles at 1:2.	

7. Removal of a porch or porch canopy (in accordance with section 4.4 of the LLBCO)	
Do you intend remove a porch or porch canopy from the house?	

8. Addition of a porch (in accordance with section 4.5 of the LLBCO)

Do you intend add a porch to the front (south) elevation of the house?	
--	--

9. Smooth rendering over the brickwork of exposed brick porches (in accordance with section 4.6 of the LLBCO)

Do you intend to apply smooth render over the brickwork of an exposed brick porch?	
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10. Replacement of pargetted or pebble-dashed render with smooth render (in accordance with section 4.7 of the LLBCO)

Do you intend to substitute pargetted or pebble-dashed render for smooth render?	
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Declaration

11. I / we hereby make a LLBCO Notice for work as described in this form and any attached drawings and photographs. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.		
Signed (Applicant):	Signed (Agent)	Date:

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Tim Howson
Conservation Officer
Maldon District Council

Our ref: HP/Maldon
Your ref:

Telephone 01223582746
Mobile 07833718273

10 August 2021

Dear Mr Howson,

re: Woodfield Cottages Proposed Conservation Area Designation and Listed Building Consent Order

I am writing to express Historic England's support for the proposed Conservation Area designation and Listed Building Consent Order (LBCO) covering Woodfield Cottages. The cottages, originally developed in 1873 by the industrialist E H Bentall for his workforce at the Bentall Agricultural Works, are listed at Grade II and are of national heritage interest as particularly early examples of mass concrete housing construction. They survive remarkably intact, despite subsequent changes and alterations, and their architectural qualities and the layout of their development combine to create an area of unique historic character in Maldon.

We therefore welcome your early engagement with us regarding these proposals and have appreciated the opportunity of working with you on their development to this stage. We consider the designation of the area encompassing the cottages, their grounds and the streets and spaces between them is justified based on their special interest. It reflects also the importance of arresting their deterioration and their potential for enhancement. As your report identifies, the adoption of a conservation area is a legal pre-requisite for the development of a Partnership Scheme in a Conservation Area between Historic England and a local planning authority. The concurrent adoption of a LBCO setting out the specification of suitable alterations and modifications to the properties will also provide clarity and certainty for owners and help to unify and maintain the character and appearance of the area over time.

We commend the proposed Conservation Area designation and Listed Building Consent Order to the Maldon Strategy and Resources Committee, and look forward to working with you on the proposals for the enhancement of the cottages in due course.

Yours sincerely,

Edward James
Historic Places Advisor



Historic England, Brooklands, 24 Brooklands Avenue, Cambridge CB2 8BU
Telephone 01223 58 2749 HistoricEngland.org.uk

Please note that Historic England operates an access to information policy.
Correspondence or information which you send us may therefore become publicly available.





Edward.james@historicengland.org.uk

CC:

Tony Calladine, Regional Director

Caroline Skinner, Listing Team Leader

Sheila Stones, Inspector of Historic Buildings and Areas



Historic England, Brooklands, 24 Brooklands Avenue, Cambridge CB2 8BU

Telephone 01223 58 2749 HistoricEngland.org.uk

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Correspondence or information which you send us may therefore become publicly available.



Responses to public consultation on Woodfield Cottages Conservation Area and
Local Listed Building Consent Order

Respondent and date	Support the conservation area designation?	Support the local listed building consent order?	Summary of comments <i>Officer responses highlighted in red</i>
Jackie Graham No. 131 30/9/2021	Yes	Yes	<i>Really interesting information. Love the history of residents in each cottage and old pictures.</i>
Charlotte Turner No. 156 1/10/2021	Yes. <i>This has been a great read. Would 100% welcome this.</i>	Yes	<i>I hope everyone at Woodfield Cottages welcomes this. We love Woodfield Cottages and definitely want to enhance the look of our property. We have been saying for a while that resin- bonded shingle would look good down the lane. The enhancements would look excellent! Our windows need doing again and we will definitely want the slim-profile double-glazed units. We would do this work as soon as we could. Could you recommend any joiners?</i>
The Maldon Society 1/10/2021	Yes	Yes	<i>A splendid report – worthy of a booklet</i>
Purleigh Parish Council 9/10/2021	Yes	Yes	<i>Purleigh Parish Council would like to strongly support both District Council initiatives concerning Woodfield Cottages in Heybridge. Members consider that both of these proposals, if realised, will greatly help preserve an important part of the District's heritage and ensure the cottages' and surrounding area protection and enhancement for future generations. Both are very positive initiatives which have the full support of my Council.</i>
Anonymous resident of Woodfield Cottages 12/10/2021	Yes	Yes	<i>If grants became available, would be interested in undertaking work to windows and rendering, depending on the amount the grants will be</i>

Respondent and date	Support the conservation area designation?	Support the local listed building consent order?	Summary of comments Officer responses highlighted in red
Paul Hemsworth and Michelle Martin 21/10/2021 (owners of No. 134)	Yes	Yes	<p><i>We were very pleased to receive this proposal and fully support it. We feel this will really serve to protect Woodfield Cottages. Whilst our row of cottages is in a reasonable overall condition and example, we do agree the uniqueness could be lost over time without intervention.</i></p> <p><i>In our period of ownership, we have noticed that the road and some other areas are deteriorating with the original appearance being lost in some cases. We feel that the conservation order would help prevent any further loss of originality.</i></p> <p><i>In terms of improvements through grants if the conservation proposal where successful we feel that the external appearance of the properties and road would give the greatest improvement. Whilst resurfacing the road requires every resident to agree, hopefully the offer of a grant if it could be procured would make the proposition amenable to residents. We feel road resurfacing is essential to aesthetically enhance the cottages. The gardens and outhouses would benefit from improvements. Reinstallation of period features such as cast-iron guttering and lampposts would make the properties look much more original externally. Undergrounding electrical cabling would improve aesthetics and safety and could be undertaken at same time as road resurfacing. Demolition of unserviceable garden sheds and the installation of coal bunkers would be beneficial. [Some of these works will be added to the list of enhancement opportunities in the conservation area document].</i></p> <p><i>If current owner of No. 127 cannot fund critical repairs, an open-market sale or purchase by Maldon District Council could lead to the creation of a museum like the Plotlands Museum, Laindon.</i></p> <p><i>If grants became available, we would wish to undertake the following enhancements; break up concrete in garden and lay lawn (immediately), replace front door (short term), reinstate sash windows and cast-iron guttering (long term)</i></p>

Respondent and date	Support the conservation area designation?	Support the local listed building consent order?	Summary of comments <i>Officer responses highlighted in red</i>
Jackie Graham (No. 131) 26/10/2021	Yes <i>I would agree to encourage enhancement</i>	Yes	<p><i>Agree with enhancement opportunities outlined in conservation area proposal, but the high costs involved would limit or restrict many.</i></p> <p><i>Restoration of washhouses (i.e. reinstatement of chimneys where they have been lost) and ungrounding electricity cables would represent additional enhancement opportunities not identified in the document. [These works will be added to the list of enhancement opportunities in the conservation area document].</i></p> <p><i>Would definitely apply for grants if they came available. Would like to replace existing modern windows with double-glazed sash windows as soon as possible. Would also like to replace front door and porch, although the cost would be a large commitment.</i></p> <p><i>Recommend compulsory purchase of No. 127 as it is sadly in a poor state</i></p>
Paul Rolfe (No. 136) 5/11/2021	Yes	Yes	<p><i>I believe that modest front porches and double glazing should be allowed. These properties are difficult to keep warm and any opportunity to enhance their thermal value should be allowed.</i></p> <p><i>If grants became available, would want to carry out works to windows, doors, guttering, rendering and repainting.</i></p>

Respondent and date	Support the conservation area designation?	Support the local listed building consent order?	Summary of comments Officer responses highlighted in red
Stephanie Reid (No. 150)	In principle, on the basis that grant funding is made available.	In principle	<p><i>Insufficient information in respect of grant funding, required process and prioritisation has been provided to support householders' understanding during this consultation process. [Unfortunately, the Council cannot apply for grant funding from Historic England or establish the parameters for such grants until the settlement has been designated a conservation area]</i></p> <p><i>Concern that grant funding would only relate to replacement of modern windows to match original, design not taking into account any flexibility required to maintain modern living standards e.g. fitted kitchens and bathrooms, also where listed building consent has already been given. [Only work which enhances the special character of the area would be eligible for grant funding].</i></p> <p><i>The Listed Building Consent Order imposes excessive limitation in respect of individual choice regarding paint colour for windows, number of rooflights, and door furniture restriction. [The Local LBC Order grants automatic consent for certain works which would be sympathetic for all properties. Alternative alterations could still be pursued through the normal listed building consent process.]</i></p> <p><i>How will future opportunities for sustainable living standards such as solar panels, air-source heat pumps, and E.V. charging points be permitted or supported? [Such works need to be considered on a case-by-case basis through the usual listed building consent process]. In addition, how will alterations to address healthy living conditions e.g.. mould and rising damp prevalent due to concrete construction be supported & permitted? [Damp problems are best diagnosed on a case-by-case basis. Minor remedial works may not amount to alterations requiring consent. The automatic consent for double-glazed windows should help reduce condensation]. Why can't large-scale drawings be made freely available to support householders with enhancements? [Some large-scale drawings are included in the Local LBC Order].</i></p>
Respondent	Support the	Support	Summary of comments

and date	conservation area designation?	the local listed building consent order?	Officer responses highlighted in red
Connor McNeill Conservation Adviser at The Victorian Society 15/11/2021	Yes	Can see benefits but have concerns	<p><i>Firstly, the Society would fully support the designation of the Woodfield Cottages, their outbuildings, and plots as a Conservation Area. This would give them greater protection as heritage assets, while also meaning that the general enhancement of the significance of the area would be safeguarded and promoted. Hopefully, the appraisal of the Conservation Area would also result in greater study into the cottages' history, as well as defined criteria of what works and improvements to the cottages are acceptable and to be encouraged.</i></p> <p><i>I can see the positives of implementing a Local Building Listed Consent Order, especially if it would enable remedial work to take place more easily. However, it also raises concerns. Firstly, the specification of what works would be approved would need to be precise and detailed, stringent enough to guarantee that only works which would pass normal LBC would be allowed. Secondly, I am concerned that while it would make certain works easier it could also introduce another level of confusion among applicants as to what works require LBC and which do not. For it to work effectively it may require a high level of vigilance on the part of the LPA to ensure unapproved works are not taking place without consent.</i></p> <p><i>[Woodfield Cottages seem ideal for a Local LBC Order because all the cottages were built to the same design. Care has been taken in drafting the order only to include works which would be sympathetic for all cottages, and the order has been drafted in a way that is quite detailed and prescriptive. If adopted, the implementation of the order will be closely monitored, and residents will be required to notify the Council before undertaking any work.]</i></p> <p><i>I have been in touch with Lucie Carayon of Historic Buildings and Places (formerly the Ancient Monuments Society). She is the Amenity Societies' representative on the Historic Environment Protection Reform Group, and I wanted to gauge what their opinion of a Listed Building Consent Order may be, as I would not like the Victorian Society to advocate for anything contrary to the other Amenity Societies' concerns. She has said she'd be interested in bringing the matter of Local Listed Building Consent Orders to the HEPRG's December meeting, so I have copied her into this email.</i></p>

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REPORT of DIRECTOR OF STRATEGY PERFORMANCE AND GOVERNANCE

**to
STRATEGY AND RESOURCES COMMITTEE
6 JANUARY 2022**

APPROVAL OF THE MALDON DISTRICT HERITAGE AT RISK REGISTER 2022

1. PURPOSE OF THE REPORT

- 1.1 This report seeks the Strategy and Resources Committee's approval for the publication of the Maldon District Heritage at Risk Register 2022

2. RECOMMENDATION

That the publication of the Maldon District Heritage at Risk Register 2022 be approved.

3. SUMMARY OF KEY ISSUES

- 3.1 Policy D3 of the Maldon District Local Development Plan states that "the Council will monitor heritage assets at risk from neglect, decay or other threats by maintaining an up-to-date 'heritage at risk register', and working proactively with owners, building preservation trusts and other stakeholders to help protect and preserve the district's most vulnerable historic buildings and areas". The draft Maldon District Heritage at Risk Register 2022 is produced as **APPENDIX 1** to this report. The register will be published on the Council's website and reviewed on a regular basis. The total number of buildings on the register is 34. The Council's Conservation and Heritage Specialist regularly engages with owners of buildings on the register to encourage maintenance and the exploration of options for putting redundant buildings back into use.
- 3.2 In recent years there has been significant progress repairing several buildings at risk in the District. The grade II* listed Sergeant's Quarters at Stow Maries Aerodrome – which in 2012 was at risk of collapse – has been fully refurbished and is now used as offices for the trust which manages the site. The aerodrome trust continues to work closely with Maldon District Council and Historic England to explore new uses for the remaining redundant buildings on the site. Major repair work funded by Historic England has hugely improved the condition and prospects of Creeksea Place in Burnham-on-Crouch, although further investment is required to put this grade II* listed Elizabethan mansion back into full use. The Victorian grade II listed Convent, London Road, Maldon is currently being converted back to a single house having suffered many years of dereliction and leaking gutters. The 4-mile-long grade II listed wall surrounding Braxted Park continues to be repaired, the estate having retained the services of a permanent conservation bricklayer.
- 3.3 Temporary repairs, aimed at slowing the rate of deterioration and preventing collapse, have been undertaken in some buildings. Scaffolding has been installed to prop up one of the listed former stable buildings at Bacons in Bradwell-on-Sea and

ivy has been removed from the listed barn on the site. In February 2020 local roofer Rob Deering repaired the leaking valley at Heybridge Basin United Reformed Church (URC) Chapel free of charge, and the newly formed Heybridge Parish Council is considering what it can do to bring this building back into use. Roof repairs have been identified as urgently necessary at 127 Woodfield Cottages, Heybridge, and the owner has recently instructed Mr Deering to undertake the repair work. A Local Listed Building Consent Order has been established for Woodfield Cottages to make restorative alterations easier to undertake, and now the settlement has been designated a conservation area it is intended to apply for grant funding from Historic England for repair and enhancement work.

- 3.4 Several buildings on the register require a new use to finance their refurbishment but have been the subject of planning applications which for various reasons have been refused or withdrawn. A recent proposal to convert Bacons Barn in Bradwell-on-Sea into a residential annexe was refused because of unsympathetic aspects of the proposal. Past planning applications to convert the URC Chapel in Heybridge Basin to a house or a restaurant have been unsuccessful due to concerns around flood risk, harm to the character of the conservation area and disturbance of neighbouring residences. Both Maldon and Southminster Police Stations have been the subject of applications for residential conversion. The scheme for Southminster Police Station was withdrawn whereas that for Maldon Police Station was recently dismissed at appeal due to the loss of the building as a place of employment or community use. Other properties have outstanding planning permissions for conversion which not yet been fully implemented such as the Tillingham Peculiar People's Chapel and Bouchier's Barns, Tollesbury.
- 3.5 Some of the most challenging buildings are those which are not capable of being converted to a new use that would fund their repair. For some of these cases community-led initiatives may attract grant funding and provide a solution. Burnham-on-Crouch resident John Boyce has set up a heritage company and assembled a team of volunteers to rescue the King's Wharf Jetty, an important historic feature of Burnham's waterfront. Similarly, the RAF Bradwell Bay Preservation Group hopes to recruit a volunteer workforce and seek grant assistance for the restoration of the 1930s former bombing range observation tower near St Peter's Chapel in Bradwell-on-Sea. A planning application for a crematorium in Woodham Mortimer will include proposals to repair the dilapidated grade II listed monument to William Alexander near the site. In 2021 Essex County Council commissioned a condition survey and repair schedule for the Wickham Bishops Timber Trestle Viaduct, which is a scheduled monument, to inform options for a viable scheme of repair.
- 3.6 The locally listed buildings on the site of Bradwell Bay WWII Airfield have been added to the register since they are under threat of destruction by the proposed new nuclear power station.

4. CONCLUSION

- 4.1 Maldon District Council has a commitment to protect and enhance the natural and built heritage of the district now and for the enjoyment of future generations. Policy D3 of the Maldon District Local Development Plan sets out this Council's objective of 'safeguarding, enhancing and promoting the historic environment'. An up-to-date Heritage at Risk Register, which highlights and promotes the district's most vulnerable heritage assets, is an essential tool in meeting these objectives.

5. IMPACT ON STRATEGIC THEMES

- 5.1 The recommendations of this report will support the Strategic Theme for Place by encouraging the protection and improvement of built heritage, which is a valuable component of the local environment.

6. IMPLICATIONS

- (i) **Impact on Customers** – The goal of the register is to encourage measures which secure the future of heritage assets which, for many local residents, are a source of local distinctiveness and pride.
- (ii) **Impact on Equalities** – None.
- (iii) **Impact on Risk** – None.
- (iv) **Impact on Resources (financial)** – The register is maintained within existing budgets.
- (v) **Impact on Resources (human)** – The register is maintained within existing resources.
- (vi) **Impact on the Environment** – Positive, due to the way in which the register will encourage the conservation of valuable historic buildings and sites.
- (vii) **Impact on Strengthening Communities** – Positive, due to the way in which the measures should improve the character of the area, fostering a greater sense of local pride.

Background Papers: None.

Enquiries to: Tim Howson, Conservation and Heritage Specialist.

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Maldon District Heritage at Risk Register 2022



January 2022

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Introduction

Policy D3 of the Maldon District Local Development Plan sets out the Council's commitment to maintaining an up-to-date 'heritage at risk register'. This register contains the details of historic buildings known to be at risk of survival through neglect or decay, and those vulnerable to future deterioration.

The document is an inventory of each of the historic buildings currently regarded as 'at risk'. The primary aim of the register is to highlight the plight of these buildings to current owners and local communities and encourage immediate care and their future conservation. In some cases, long-term conservation may be instigated by a new owner, however inclusion on the register does not imply that a building is for sale.



Ivy invading Friary East, Maldon (grade II listed) in August 2017.

The ivy has since been removed. Listed building consent was granted in April 2021 for conversion to apartments but has not yet commenced

Examples of repairs undertaken recently on buildings at risk



Cristian Petrescu of The Morton Partnership doing some lime pointing at Creeksea Place, Burnham-on Crouch in 2021



Timber-frame repairs at the Ferry Boat Inn, North Fambridge in January 2020



Joiner Shaun Chapman repairing windows and doors at The Convent, Maldon, November 2021



Volunteers applying a lime 'slurry' coat to Building 30 at Stow Maries Aerodrome, October 2021



Roofer Rob Deering, who repaired the leaking valley of the redundant URC Chapel in Heybridge Basin free-of-charge in February 2020

Examples of repairs undertaken recently on buildings at risk



No. 3 Black Lion Cottages, Althorne (grade II listed). Photo taken January 2019 prior to refurbishment.



No. 3 Black Lion Cottages in September 2021 following refurbishment. The repair works were highly commended in the 2021 Maldon Conservation and Design Awards



The gable end of No. 3 Black Lion Cottages undergoing repair



The people responsible for the refurbishment of 3 Black Lion Cottages: carpenter David Bowdler (left), investor Anthony Stokes Judd (middle), and carpenter Chris Green (right)

Examples of repairs undertaken recently on buildings at risk



Building 30 at Stow Maries Aerodrome. Photograph taken in November 2012 when it was first added to the Maldon District Council Heritage at Risk Register. It is a grade II listed building in a conservation area.*



Building 30 at Stow Maries Aerodrome in November 2021. The building has been repaired in stages over the past decade, with grant support from Leader and Historic England, and is now used as offices for the trust which manages the site. The application of a protective lime-based slurry coat in October 2021 represented the final stage in the building's refurbishment and it can now be removed from the register.

Inventory of Heritage At Risk in the Maldon District

Criteria for inclusion - condition and prioritisation

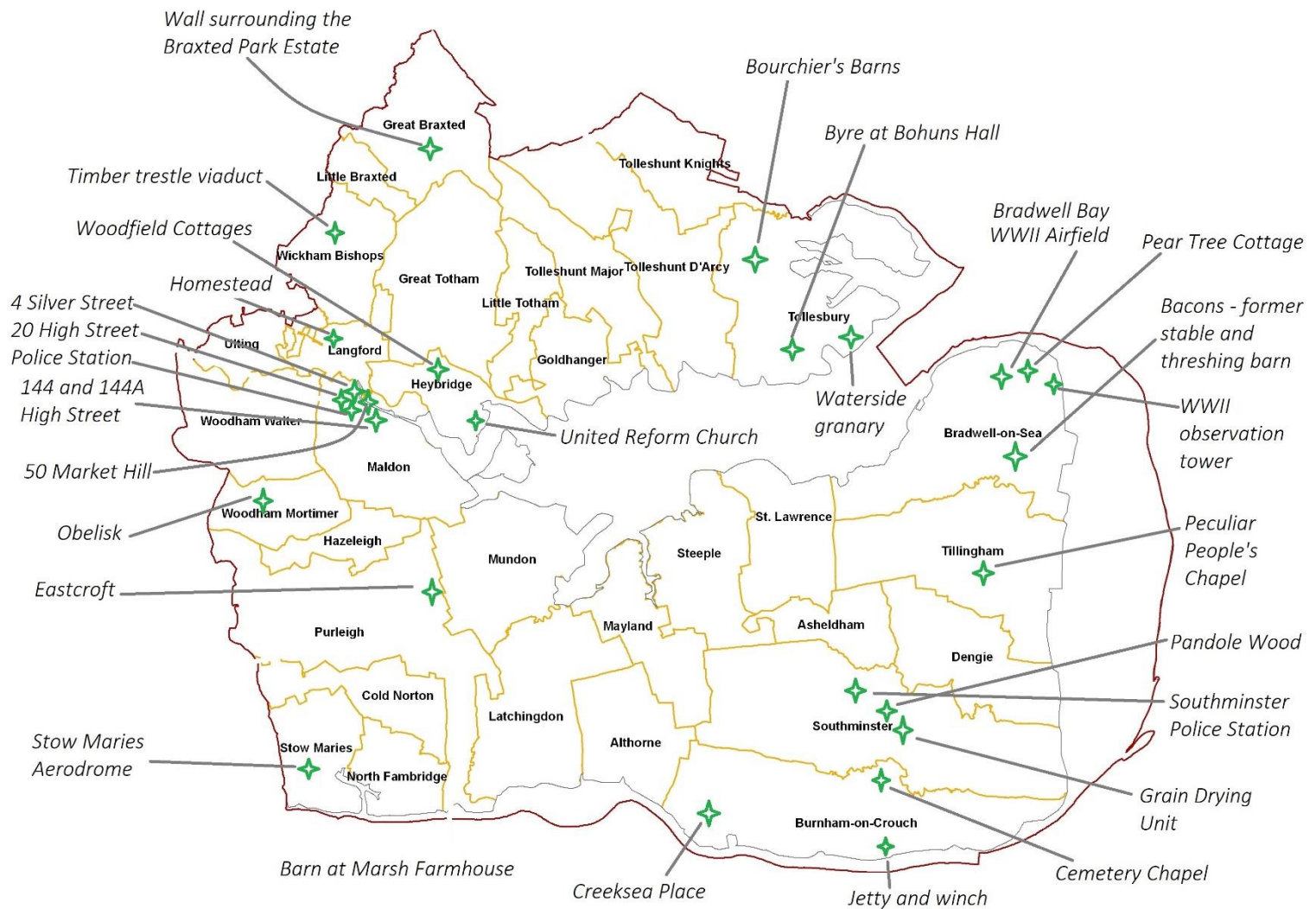
Buildings are considered to be at risk due to their physical condition, and in some cases, their use and occupancy. Priority depends on the rate of decay and potential loss of significant fabric. For instance, a masonry building whose roof has collapsed many years ago is less of a priority than a timber framed building whose roof has recently failed.

Priorities

- A** - Immediate risk of further rapid deterioration. No solution agreed.
- B** - Immediate risk of further rapid deterioration. Solution agreed but not yet implemented.
- C** - Slow decay. No solution agreed.
- D** - Slow decay. Solution agreed but not yet implemented.
- E** - Under repair or in fair condition, but no user identified; or under threat of vacancy with no obvious new user.
- F** - Repair scheme in progress or to be implemented imminently.
- G** – At risk of substantial harm if a pending development goes ahead

Condition

- Good** - Structurally sound, weathertight, no significant repairs required at present.
- Fair** - Structurally sound, but needing minor repairs or lacking general maintenance.
- Poor** - Deterioration of building fabric, ineffective rainwater goods, vandalism.
- Very bad** - Structural failure, instability or loss of significant area of roof covering leading to major damage to the interior. Significant damage due to major fire or flood.



Distribution of buildings on the at-risk register



Photograph taken 4th September 2019

BRADWELL-ON-SEA

Former stables south-west of Bacons, Bacons Chase

Designation:	Grade II listed
Priority:	C - Slow decay. No solution agreed.
Condition:	Very bad – An adjoining cartlodge has collapsed. The gable-end tie beam has become so decayed that it has snapped in two. In March 2020 the owner confirmed scaffolding has been installed to support the building.
Date registered:	2004
Ownership:	Private
For Sale:	No
Summary:	A meeting was held on the 4 th of September 2019 between the Council's Conservation and Heritage Specialist, the owners, and their builder to discuss the condition of the building. The Council's Conservation and Heritage Specialist made recommendations for minimal repair work necessary to stabilise the building. A listed building consent application was subsequently submitted to convert the building into accommodation ancillary to the main house (ref. LBC/MAL/20/00647). This application was refused in November 2020 due to unsympathetic aspects of the design. Prior to determination of the application, various amendments were recommended to overcome the conservation-related concerns, but no amended plans were received.



BRADWELL-ON-SEA

Photograph taken 16th October 2018

Former threshing barn south-west of Bacons, Bacons Chase

Designation:	Grade II listed
Priority:	C – Areas of missing cladding and damage by invasive ivy growth
Condition:	Fair – Appears to be structurally sound, but some areas of cladding need to be reinstated.
Date registered:	2018
Ownership:	Private
For Sale:	No
Summary:	This barn dates from the late 1500s or early 1600s, making it one of the oldest agricultural buildings to survive in the Maldon District. A meeting was held on the 4th of September 2019 with the owners and their builder to discuss the condition of the building. The Council's Conservation and Heritage Specialist recommended that the ivy be removed carefully as soon as possible. The owner has since confirmed that the ivy has been removed.



Photograph taken 20th of January 2020

BRADWELL-ON-SEA

The Control Tower, Bradwell Bay WWII Airfield

Designation:	Local List
Priority:	G – This building is on the site of the proposed Bradwell B Nuclear Power Station and faces demolition if the development goes ahead.
Condition:	Good – The building is occupied and appears to be in good condition
Date registered:	2022
Ownership:	Private
For Sale:	No
Summary:	This Control Tower oversaw operations at Bradwell Bay airfield during WWII and was later converted to a residence. Along with the Station HQ and the four Blister hangars, the Control Tower is important to the history and heritage of Bradwell Bay airfield. The military historian Fred Nash has observed that “although they are all that remains of the 300+ buildings and structures that stood on the airfield they were, and are, of major significance in the hierarchy of airfield architecture” (Nash, 2010). Maldon District Council has emphasised the importance of this building in its response to the Bradwell B Power Station Stage One Consultation.



Photographs taken inside the Control Tower during World War Two. Reproduced from the Kevin Bruce Collection, originals at Imperial War Museum





Photograph taken 20th January 2020

BRADWELL-ON-SEA

Four Blister Hangers, Bradwell Bay WWII Airfield

Designation:	Local List
Priority:	G – These structures on the site of the proposed Bradwell B Nuclear Power Station and faces demolition if the development goes ahead.
Condition:	Good – The buildings appear to be in good condition
Date registered:	2022
Ownership:	Private
For Sale:	No
Summary:	During WWII there were twelve Blister hangers dispersed across the airfield, of which only four survive. They are each approximately 90 feet in span x 60 feet in length. The military historian Fred Nash has observed that the few buildings which survive on from the WWII airfield are “of major significance in the hierarchy of airfield architecture” (Nash, 2010). Maldon District Council has emphasised the importance of these buildings in its response to the Bradwell B Power Station Stage One Consultation.



Photograph taken 20th January 2020

BRADWELL-ON-SEA

Station HQ, Bradwell Bay WWII Airfield

Designation:	Local List
Priority:	G – This building is on the site of the proposed Bradwell B Nuclear Power Station, and faces demolition if the development goes ahead.
Condition:	Fair – The building is weathertight but has suffered from some structural movement
Date registered:	2022
Ownership:	Private
For Sale:	No
Summary:	The Station HQ is a long single-storey building which has been repurposed as a workshop. The military historian Fred Nash has observed that the few buildings which survive on from the WWII airfield are “of major significance in the hierarchy of airfield architecture” (Nash, 2010). Maldon District Council has emphasised the importance of this building in its response to the Bradwell B Power Station Stage One Consultation.



Photograph taken 20th January 2020



Undated old photograph reproduced with permission
from Kevin Bruce

BRADWELL-ON-SEA

Pear Tree Cottage, Bradwell Bay WWII Airfield

Designation:	Local List
Priority:	G – This building is on the site of the proposed Bradwell B Nuclear Power Station, and faces demolition if the development goes ahead.
Condition:	Good – The building appears to be in sound condition
Date registered:	2022
Ownership:	Private
For Sale:	No
Summary:	This pair of late-Georgian cottages was built to house agricultural workers at Weymarks Farm. It was converted into a single dwelling in the 20 th century. The building is 1 ½ storeys in height with a clay-tiled gambrel roof. The roof sweeps down in ‘cat-slide’ form at the back over rear lean-tos. Apart from replacement windows, the cottages appear to be well preserved. They are a good example of Georgian agricultural workers’ cottages servicing an isolated farm. Maldon District Council has emphasised the importance of this building in its response to the Bradwell B Power Station Stage One Consultation.



Undated old photograph reproduced with permission from Kevin Bruce



*Photograph taken by Neil Bonner
November 2021*

BRADWELL-ON-SEA

Tower near St Peter's Chapel associated with the Dengie Firing and Bombing Range

Designation:	Non-designated heritage asset
Priority:	C - Slow decay. No solution agreed.
Condition:	Poor – The building has not been actively maintained for some time. It is slowly decaying. The stairs were removed within the last 20 years.
Date registered:	2022
Ownership:	Private
For Sale:	No
Summary:	A Firing and Bombing Range was created in 1937 on the marshes south east of St Peter's Chapel. The range had an accompanying airfield which in 1941 was redeveloped as RAF Bradwell Bay. The bombing range continued as a training facility into the 1960s by the RAF and USAF. The range was overlooked by three towers. The one near St Peter's Chapel is the only one to survive, known as the 'bearing station'. The Tower is a valuable survival of the bombing range, a feature reflecting the threat posed by the rise of Naziism in Germany from the mid-1930s. All other features of the bombing range have been removed. The RAF Bradwell Bay Preservation Group hopes to see the building repaired and an interpretation board set up. The group is approaching the landowner and intends to explore grant funding and recruiting a volunteer workforce to repair the structure.



North elevation of original wing, 18th August 2021



*West elevation of original wing,
8th of September 2021*

BURNHAM-ON-CROUCH

Creeksea Place

Designation:	Grade II* listed
Priority:	F – Major repair scheme completed in 2021 but further works required to put whole building back into use.
Condition:	Fair – Recent repair works have hugely improved the condition and prospects of the building. However, further investment is needed to make the upper rooms in the north wing habitable. The condition of the north-west wing needs a careful review as roofs and chimneys are in a poor condition.
Date registered:	1993
Ownership:	Private
For Sale:	No
Summary:	This substantial Elizabethan house was derelict for many years, resulting in long-term deterioration of the building's fabric. Grants from Historic England in 2020 and 2021 funded repairs to the oldest part of the building including re-roofing, re-pointing, major timber-repairs, re-glazing windows, internal re-plastering and restoration of historic panelling. The repairs won the Building Conservation category of the 2021 Maldon Conservation and Design Awards. In 2021 minor alterations, involving the removal of 20th-century partitions, were carried out to enable the future use of the interior by wedding guests, although investment is needed to make these rooms habitable. The condition of the north-west wing needs a careful review as roofs and chimneys are in a poor condition.



Photograph taken 27th of February 2020

BURNHAM-ON-CROUCH

Cemetery chapel

Designation: Non-designated heritage asset

Priority: **A** - Immediate risk of further rapid deterioration. No solution agreed.

Condition: **Poor** – Slipped slates have resulted in holes in the roof and the rainwater goods are defective.

Date registered: 2022

Ownership: Maldon District Council

For Sale: No

Summary: The Burnham-on-Crouch cemetery chapel was built in 1894. It is a gothic-style building with walls constructed of Kentish Ragstone and Caen stone dressings and roofs clad in natural slate with decorative clay ridge tiles. It has a small octagonal tower on its north-west corner which was topped by a spire until its removal in the late-20th century. The building has not been used for many years and would require substantial refurbishment to bring it back into use. Options for reusing the building are currently being explored. Interim repairs to the roof and rainwater goods, to make the building more weathertight, could help delay more serious problems developing.



BURNHAM-ON-CROUCH

Photograph taken 14th September 2020

King's Wharf Jetty

Designation: Non-designated heritage asset within the Burnham Conservation Area

Priority: **A** - Immediate risk of further rapid deterioration. No solution agreed.

Condition: **Poor** – The structure is heavily decayed in places

Date registered: 2022

Ownership: Private

For Sale: No

Summary: This jetty dates from beginning of the 20th century. It was associated with William King and Sons Boatyard, established in 1901. The boatyard immediately to the west of the jetty eventually fell out of use and was redeveloped for housing in the late 1980s and early 1990s. In 2006 the boundary of the Burnham-on-Crouch Conservation Area was extended beyond the present seawall to the line of the low tide mark in an effort to protect the jetties and cranes which are a valuable part of the town's maritime character. At the encouragement of local resident John Boyce, the Kings residential management company has now acquired the section of foreshore including the old King's jetty. Mr Boyce has set up a heritage company to restore the jetty, and this company is currently negotiating a lease with the management company. A team of volunteers has been assembled and sources of grant funding to repair the structure are being actively investigated.



Local resident John Boyce who has set up a heritage company of volunteers to restore King's Wharf Jetty



*An early-20th-century photograph of King's Wharf Jetty (on the left) and King's boatyard (on the right).
Reproduced with kind permission from Burnham Museum.*



Photographs of bricklayer John Shelley on 25th November 2021, slaking lime on the left and rebuilding a collapsed section of wall on the right

GREAT BRAXTED

Wall surrounding the Braxted Park Estate

Designation:	Grade II listed
Priority:	F – Currently undergoing repair
Condition:	Poor - The wall has suffered general deterioration, as well as occasional damage by vehicles on the road-side section and theft of coping bricks.
Date registered:	2011
Ownership:	Private
For Sale:	No
Summary:	Early-19 th century wall, approximately four and a half miles long, enclosing the Braxted Park Estate. The cost of repairing the wall (estimated at £1.25m) is being funded by a scheme of enabling development in the form of 14 new houses on the edge of the village. The repair work – initially undertaken by Bakers of Danbury but latterly by John Shelley – commenced in 2016. The initial target to complete the work by 2021 was unavoidably missed due to Covid-related shutdowns and further wall collapses. The owner believes sufficient funds remain from the original enabling development and from internally generated funds going forward to complete all remaining as well as ongoing and future repairs occasioned by collisions and recent collapses. The estate has committed to and resourced that outcome by retaining the services of a permanent conservation bricklayer.



Collision damage April 2021



The same section of wall in October 2021 following skilful repair by John Shelley



Photograph taken 5th of February 2020

HEYBRIDGE BASIN

United Reformed Church, Basin Road

Designation:	Within the Heybridge Basin Conservation Area
Priority:	A
Condition:	Very bad - The building has been redundant for many years and is in an increasingly dilapidated state. There are signs that much of the timber-frame structure has become severely decayed.
Date registered:	2010
Ownership:	Private
For Sale:	No
Summary:	This Victorian building is a good example of a vernacular weatherboarded chapel and a significant landmark in the conservation area. Planning applications in 2008 and 2017 to convert the building to a restaurant were refused. The option of residential conversion is complicated by the fact the building is situated in a flood zone. In early 2020, Rob Deering – a local roofer and conservation student – made a repair to the leaking roof valley free of charge, with permission from the owners. Following a recommendation by the Council's Conservation and Heritage Specialist, the owner boarded up the openings and cleared the rubbish from the interior. The owners also offered to sell for £200,000. Heybridge Basin has recently established its own Parish Council, and it has been suggested that the chapel could become the parish council offices / village hall / heritage centre / café. The Conservation and Heritage Specialist has provided advice on grant funding etc.



The leaking roof valley of the Heybridge Basin URC Chapel being inspected by structural engineer Ed Morton on behalf of SAVE Britain's Heritage, 5th of February 2020



The interior of the vestry of the URC Chapel, 5th February 2020



Roofer Rob Deering, who repaired the leaking valley of the URC Chapel free-of-charge in February 2020



HEYBRIDGE

Photograph taken 9th of March 2021

Woodfield Cottages

Designation:	Conservation Area due to be designated in January 2022
Priority:	C
Condition:	Poor – Erosion of character due to high volume alterations and some properties in a poor condition
Date registered:	2022
Ownership:	Private
For Sale:	No
Summary:	Built in 1873 as homes for the employees of Bentall's Agricultural Works, the 41 single-storey cottages are a pioneering example of mass-concrete construction. Remarkably, until 1918, the cottages and outhouses had flat roofs and were known as the 'Flat Tops'. Although the cottages were designated as grade II listed buildings in 1971, several have been altered in ways that detract from their traditional character and some have fallen into a poor state of repair. Recent designation as a conservation area has created the opportunity for Maldon District Council to enter into a Conservation Area Partnership Agreement with Historic England, through which grant funding could be made available to owners for works which enhance the character of the area. A recently established Local Listed Building Consent Order will grant automatic consent for selected types of alteration, making it easier for owners of Woodfield Cottages to carry out sympathetic and restorative alterations.



Photograph of Woodfield Cottages taken March 2021 at the east end of the south row



A mock-up from the conservation area appraisal illustrating opportunities for enhancement at the entrance to the south row of Woodfield Cottages, including a replacement fence, reinstated low boundary wall and new sash windows and front door to No. 116.



Photograph taken 11th of February 2020

HEYBRIDGE

127 Woodfield Cottages, Broad Street Green

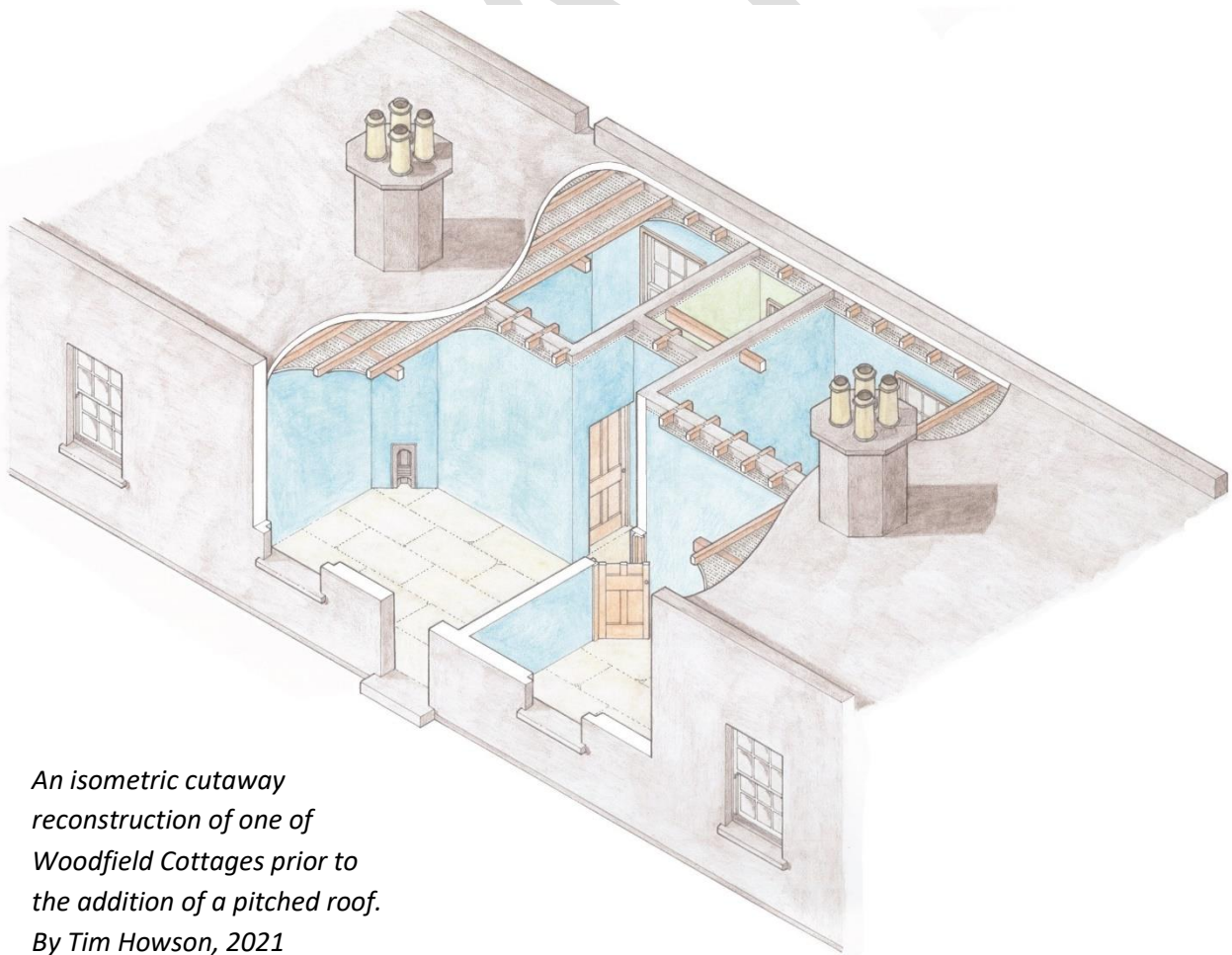
Designation:	Grade II listed and within a conservation area
Priority:	A
Condition:	Poor – Blocked gutters, slipped roof slates, render falling off
Date registered:	2022
Ownership:	Private
For Sale:	No
Summary:	This property is redundant and has not been actively maintained for some time. Following the threat by Maldon District Council of an Urgent Works Notice, the owner has instructed a builder to make repairs to the roof and guttering. The urgent works are limited to the minimum necessary to make the buildings on the property weathertight and safe. There are other issues at the property which will need to be addressed in due course including the poor condition of the shared access lane in front of the cottage, the overgrown garden and generally unkempt appearance of the buildings, all of which is having an adverse effect on the amenity of the area.



A photograph of Nos 127 and 126 taken February 2020. No. 127 and the section of access lane in front of it is in an increasingly poor state of repair.



A mock-up showing how Nos 127 and 126 could be refurbished with sash windows, four-panel doors, and a resin-bonded-shingle surface to the lane.



*An isometric cutaway reconstruction of one of Woodfield Cottages prior to the addition of a pitched roof.
By Tim Howson, 2021*



Photograph taken 14th September 2020



Undated old photograph

LANGFORD

Homestead and General Stores, Maldon Road

Designation:	Listed grade II and within the Langford Conservation Area
Priority:	D – Severely decayed windows and doors, temporary repair to roof. Solution agreed but not yet implemented
Condition:	Fair – The building, which is now two properties, is structurally sound but lacks maintenance and redecoration. A temporary emergency repair carried out to the roof in 2015 is now defective. The front wall received a coat of white paint in 2018 but the windows remain in an extremely poor condition. The building is an eyesore in the conservation area. The General Stores is currently occupied but Homestead is vacant.
Date registered:	2017
Ownership:	Private
For Sale:	No
Summary:	The list description dates the house to the 18 th century, but it actually incorporates the remains of a small late-medieval hall house. Listed building consent was granted in late 2016 to refurbish the building, including replacement windows and re-tiling the roof. The owners have been in ongoing dialogue with the Council's enforcement team and the Conservation and Heritage Specialist. At the time of writing both properties have recently been sold subject to contract.



MALDON

Photograph taken 1st of August 2019

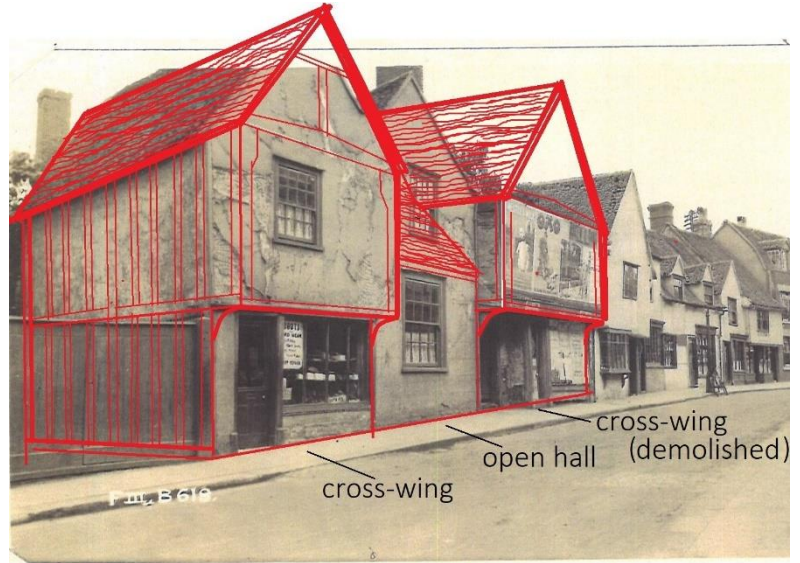
Police Station

Designation:	Locally listed building in the Maldon Conservation Area
Priority:	E - Fair condition, but no user identified
Condition:	Fair - Structurally sound but lacking general maintenance.
Date registered:	2022
Ownership:	Private
For Sale:	Yes, at the time of writing (November 2021).

Summary	<p>This police station was built in 1913 to designs by the County Architect F. Whitmore. The building has considerable local interest as a well-preserved early-20th-century police station of very good architectural quality. It is an important building, occupying a prominent position at an entrance to the High Street. It has been redundant since July 2017. A planning application to convert the building into five apartments was dismissed at appeal in 2021 (Maldon ref. FUL/MAL/20/00270) due to the permanent loss of the building as a place of employment or as a community use. The design of the scheme was deemed acceptable in terms of its impact on the locally listed building and character of the conservation area. The building is being marketed for sale at the time of writing (November 2021).</p>
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Photograph taken 29th March 2021



Photograph taken July 1920 over which the form of the medieval building has been sketched in red

MALDON

20 High Street

Designation:	Grade II listed building in the Maldon Conservation Area
Priority:	C - Slow decay. Considerable areas of timber decay. The roof valley with No. 20a appears to be leaking. No solution agreed.
Condition:	Fair - Structurally sound but lacking general maintenance.
Date registered:	2022
Ownership:	Private
For Sale:	No
Summary	No. 20 High Street is a medieval timber-framed building which from at least the 16 th century was an inn known as the Saracen's Head. The building has been vacant since 2019. Planning and Listed Building Consent applications to convert the building into three residential units and a shop are being considered at the time of writing (refs FUL/MAL/21/01064 and LBC/MAL/21/01065).

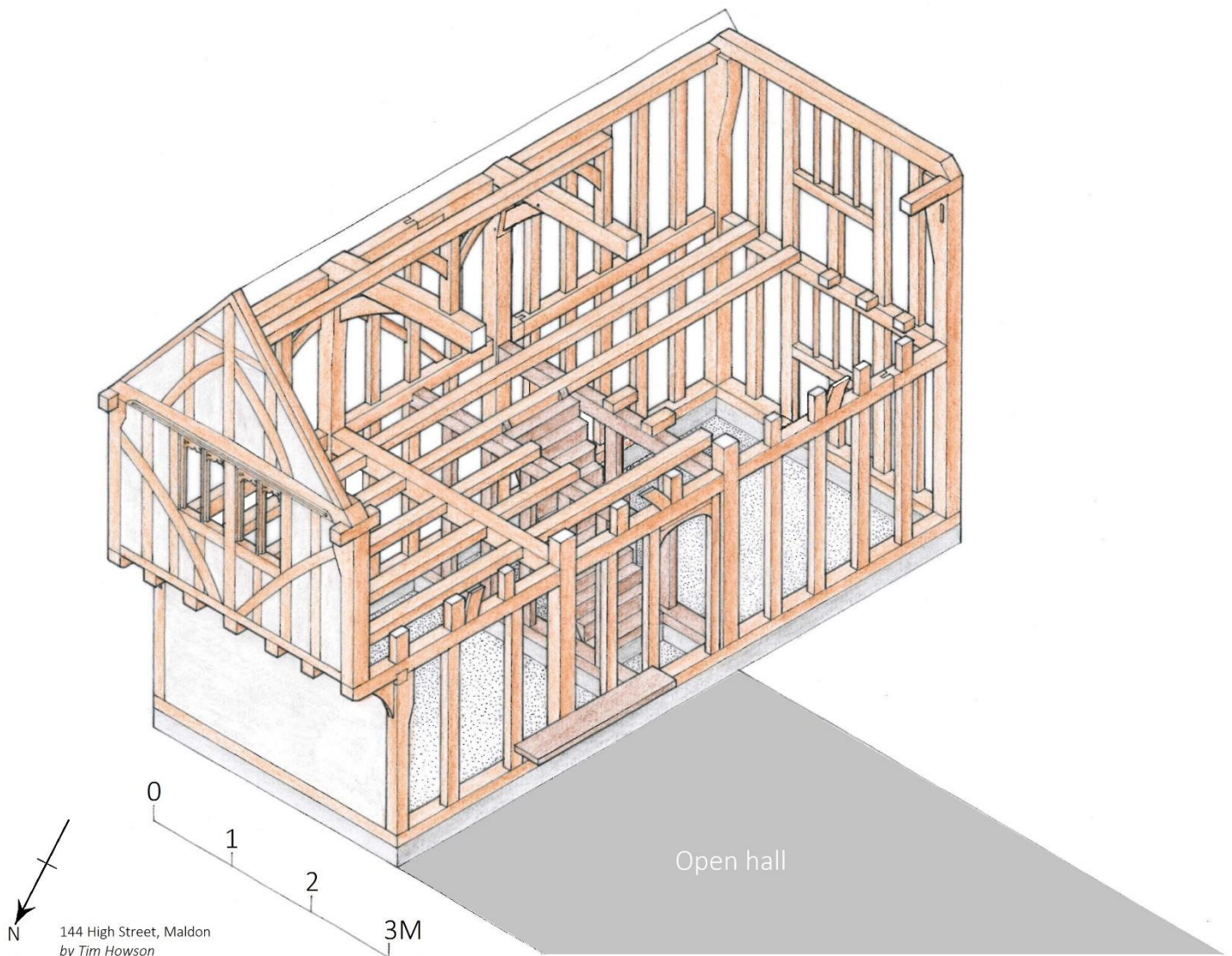


MALDON

Photograph taken 1st June 2021

144 and 144A High Street

Designation:	Listed grade II and within the Maldon Conservation Area		
Priority:	C - Slow deterioration. No solution agreed.		
Condition:	Poor - The first-floor windows, render and parts of the timber-framed structure require repair. Otherwise the building is wind and weathertight.		
Date registered:	1986		
Ownership:	Private	For Sale:	No
Summary:	<p>This medieval and later timber-framed building has a long planning and enforcement history. Most of the ground-floor rooms have been refurbished and are in use, but the first-floor rooms remain derelict and in a poor condition. In response to concerns raised by the Conservation and Heritage Specialist in 2018, the trustees which own the building made repairs to failing areas of lime render. The render – which needs a limewash finish – has since developed further cracks with small areas having fallen off the building. The rear corner of the building is currently propped internally by ‘strongboys’ due to timber decay in this area. A concrete slab incorporating a drainage gulley and manhole has recently been cast adjacent to the base of the rear gable wall. The cast-iron rainwater pipe above has broken away, allowing stormwater to discharge directly against the face of the wall and into the surrounding ground. In 2021 an application to replace a Georgian sash window with studwork was refused due to lack of structural justification and the harm it would cause to the building’s significance (ref. LBC/MAL/21/00200).</p>		



A cutaway isometric drawing by Tim Howson of the cross-wing at 144 and 144A High Street, showing aspects of its original design insofar as they can be deduced from evidence in the building



MALDON

Photograph taken 24th November 2021

50 Market Hill

Designation:	Listed grade II and within the Maldon Conservation Area
Priority:	E – Seemingly in fair condition, but it has been vacant for over a decade with no indication that will be put back into use soon
Condition:	Fair – Apparently structurally sound and weathertight but lacking active maintenance. The boarded-up windows and scruffy site detract from the character of the listed building and the conservation area.
Date registered:	2022
Ownership:	Private
For Sale:	No
Summary:	This mid-19th-century house has been vacant for many years now. In 2005 listed building consent was granted for an additional dwelling on the site, but planning permission for the same scheme was refused due to lack of adequate parking provision. In 2008 Maldon District Council served an Urgent Works Notice requiring the then owner to repair a hole in the roof. The owner failed to comply, so the Council undertook the repair work itself and reclaimed the expense from the owner. In 2016 the Council's Conservation and Heritage Specialist held a site meeting with the current owner, providing advice on the options available, in an effort to encourage them to put the building back into use. The owner has no immediate plans to complete refurbishment of the building (as per telephone conversation 23/11/2021). The front gutter has broken and the site is becoming increasingly overgrown.



Photograph taken 20th July 2020



Photograph of medieval timber framing and wattle and daub taken 6th of November 2020

MALDON

4 Silver Street

Designation:	Grade II* listed and within the Maldon Conservation Area
Priority:	C - Slow decay. No solution agreed.
Condition:	Poor – The building has been vacant for several years. Investigation in 2020 uncovered extensive timber decay. Long-term leaks to the roof valley were discovered but urgent roof repairs undertaken by the current owner appear to have resolved the issue. The interior remains very damp. The building requires considerable investment to repair and refurbish it.
Date registered:	2022
Ownership:	Private
For Sale:	No
Summary:	This house was recently discovered to date from c.1400, retaining many important early architectural features. It is one of the oldest and most valuable historic houses in the town. Listed building consent for refurbishment was refused in June 2021 due to concerns around certain aspects of the scheme. A revised scheme, amended to overcome the reasons for refusal, is awaiting determination at the time of writing (November 2021).



A photograph of 4 Silver Street in June 2020 with the form of the medieval house sketched over it in red



A reconstruction drawing of the house c.1500 by Tim Howson



A cutaway reconstruction drawing of 4 Silver Street showing the interior of the open hall in the medieval period. The base of the original hearth was discovered in 2020 as well as fixings for a fabric wall hanging.



Photograph taken 28th of November 2017



Interior showing the recently restored fireplace and new laths awaiting lime plaster. 10th of August 2021

PURLEIGH

Eastcroft, Farnbridge Road, Purleigh

Designation:	Listed grade II
Priority:	F - Repair scheme in progress.
Condition:	Sound – The building is empty. Its roof and timber-framed structure has recently been repaired.
Date registered:	2017
Ownership:	Private
For Sale:	No
Summary:	A timber-framed cottage, known from documentary evidence to have been built in 1799. The lead-glazed windows are original and a rare survival. The building became derelict in 2013 and its condition rapidly declined. Following negotiations with the Conservation and Heritage Specialist the house was repaired and stabilised. Permission was subsequently granted for a rear extension, which is nearly complete. Windows are being repaired off site and will be reinstated once the refurbishment of the interior is complete. The walls have been lined internally with new laths awaiting lime plaster. Completion of the repair work has been delayed several times. Recently a different builder has taken on responsibility for completion of the work.



Photograph taken 20th of January 2016

SOUTHMINSTER

Pandole Wood

Designation:	Scheduled monument
Priority:	C - Slow decay. No solution agreed.
Condition:	Poor – The monument is being gradually eroded by motorcyclists using the earthworks as a scrambling track.
Date registered:	2017
Ownership:	Private
For Sale:	No
Summary:	This scheduled monument comprises substantial earthworks thought to represent an enclosure of late Iron Age or Roman date. A management plan was developed in dialogue with Historic England and the landowner which would have addressed many of the problems, but was dependent upon funding from a nearby housing development which was refused planning permission in 2016.



Photograph taken 10th of September 2018

SOUTHMINSTER

Former grain-drying unit, Southminster Hall Farm

Designation:	Grade II listed
Priority:	C - Slow decay. No solution agreed.
Condition:	Very bad - Many years ago the main roofs were covered by a form of felt, which quickly failed and led to the deterioration of the timber structure.
Date registered:	2004
Ownership:	Private
For Sale:	No
Summary:	This redundant late-19 th -century brick-built grain drying unit is situated in the middle of a working farmyard. Over the past decade, there have been various efforts to find a new viable use for the building. A feasibility study was prepared by the Mid Essex Historic Buildings Trust, with financial assistance from Maldon District Council and input from students on the MSc Building Conservation Course at Anglia Ruskin University. A report by the structural engineer Edward Morton in 2013 found that, due to extensive decay, little if any of the original roof or floor structures would be salvageable.



Photograph taken 8th of April 2021

SOUTHMINSTER

Southminster Police Station

Designation:	Grade II listed in September 2020
Priority:	E – In fair condition, but vacant with no user identified.
Condition:	Fair - Structurally sound, but needing minor repairs and lacking general maintenance.
Date registered:	2022
Ownership:	Private
For sale:	Yes, at the time of writing (November 2021)
Summary:	This complex of brick buildings was erected in 1901 as a police station, magistrates court, coach house and a house for a superintendent and a married constable. It was designed by the County Architect of the time, Frank Whitmore. The police station closed in 2016 and the site has been vacant since. The complex was listed at grade II on the 18 th of September 2020 following an application to Historic England by the Council's Conservation and Heritage Specialist. Applications to redevelop the site for housing were withdrawn following concerns about the impact on the listed building. The site is being marketed for sale at the time of writing (November 2021).

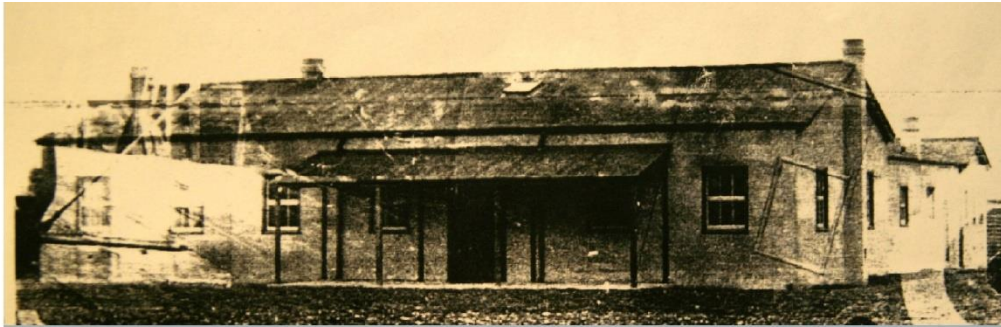


Photograph taken 9th of June 2017

STOW MARIES AERODROME

Officers' Mess Annex

Designation:	Grade II* listed and in the Stow Maries Aerodrome Conservation Area.
Priority:	C - Slow decay. No solution agreed.
Condition:	Very bad – Following collapse of the roof structure the end walls have been shored up.
Date registered:	2012
Ownership:	Private
For Sale:	No
Summary:	One of twenty-four original buildings remaining at Stow Maries World War One Aerodrome. Following collapse, the materials were recorded and the salvageable timber trusses put into storage. It is the long-term aim of the Aerodrome Trust to reconstruct the building.



The south elevation of the Officers' Mess during WWI



The south elevation of the Officers' Mess in March 2016

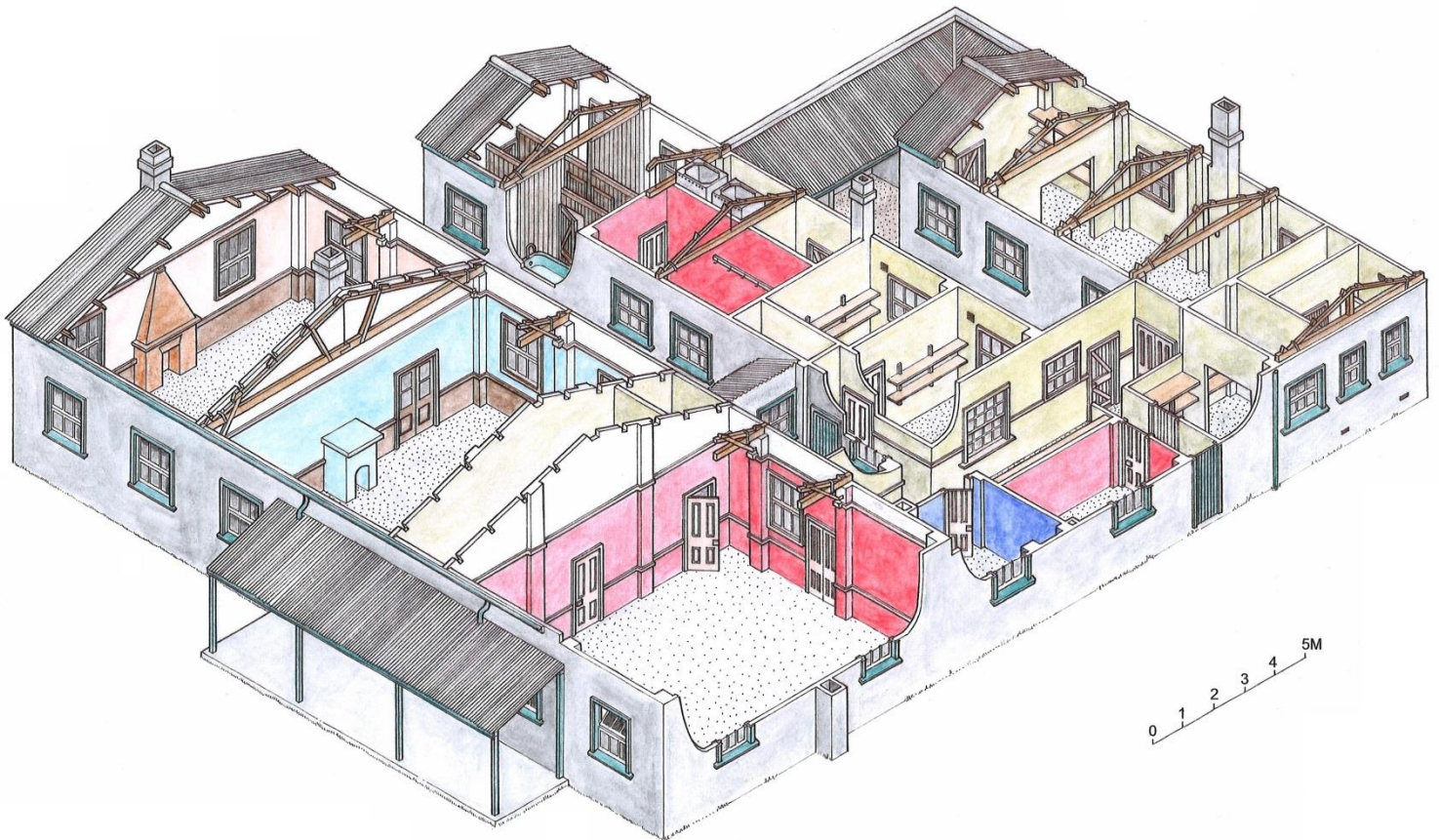


The south elevation of the Officers' Mess on 1st May 2019

STOW MARIES AERODROME

Officers' Mess

Designation:	Grade II* listed and in the Stow Maries Aerodrome Conservation Area.
Priority:	E – Major repairs to the roof, walls windows and rainwater goods completed in recent years with grant assistance from Historic England. The building is in sound condition but requires considerable internal renovation to put it back into use.
Condition:	Fair – Grant funding from Historic England and WREN has recently enabled the repair of the roof, and the reinstatement of windows
Date registered:	2012
Ownership:	Private
For Sale:	No
Summary:	This E-shaped complex is the largest original building to survive at Stow Maries World War One Aerodrome. Only two other Royal Flying Corps Officers' Messes are listed in this country. The interior is remarkably unaltered with a good survival of internal fixtures and fittings.



*Isometric cutaway reconstruction of the Officers' Mess at Stow Maries Aerodrome, illustrating the original paint scheme established by paint analysis undertaken in 2018.
Drawing by Tim Howson.*



Photograph taken 29th of November 2016

STOW MARIES AERODROME

Officers' Quarters

Designation:	Grade II* and in the Stow Maries Aerodrome Conservation Area.
Priority:	E – In recent years steelwork has been introduced to stabilise the walls of these buildings, thereby addressing the imminent risk of collapse.
Condition:	Poor – Although now structurally stable, the windows and doors are all in extremely poor condition and the buildings require significant further investment to put them back into use.
Date registered:	2012
Ownership:	Private
For Sale:	No
Summary:	Three of the twenty-four original buildings remaining at Stow Maries World War One Aerodrome. Each of the three parallel ranges is connected at the southern end by a block for toilets and washroom which has partially collapsed. Listed building consent was granted in 2018 for stabilisation works which have been completed with grant assistance from Historic England.



Photograph taken January 2019

STOW MARIES AERODROME

Women's Hostels

Designation:	Grade II* and in the Stow Maries Aerodrome Conservation Area.
Priority:	D - Slow decay. Solution agreed but not yet implemented.
Condition:	The western building is very bad and the other is poor . The western block collapsed during strong winds in November 2015. This event highlighted the fragility of the buildings on the site and galvanised the Trust to install structural shoring throughout the site.
Date registered:	2012
Ownership:	Private
For Sale:	No
Summary:	Two of the twenty-four original buildings remaining at Stow Maries World War One Aerodrome. Following collapse, the materials were recorded and the salvageable timber trusses put into storage. It is the long-term aim of the Aerodrome Trust to reconstruct the collapsed building.



Photograph taken 2nd December 2021

TILLINGHAM

Peculiar People's Chapel

Designation: On the local list and within a conservation area

Priority: **D** – Derelict and deteriorating.

Condition: **Poor**

Date registered: 2017

Ownership: Private

For Sale: No

Summary: Victorian timber-framed chapel built for the Peculiar People, a particular branch of non-conformity in Essex. Planning permissions were granted in 2010 and 2015 to convert the chapel to a house but these have not been implemented. The owners have been written to about the condition of the site and the building. In 2017 the site had become overgrown, but the brambles and vegetation were subsequently removed in dialogue with the Council's enforcement team.

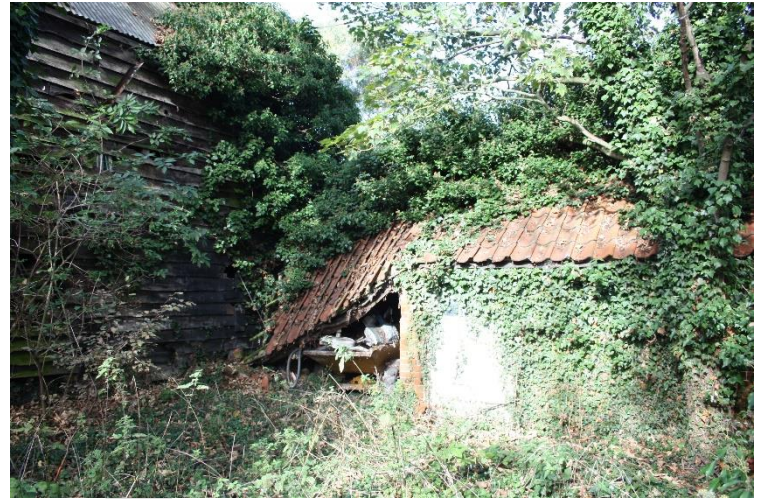


Photographs taken 14th June 2021

TOLLESBURY

Bourchier's Barns, Back Road, Tollesbury

Designation:	Grade II listed
Priority:	D - Slow decay. Solution only partly implemented
Condition:	The threshing barn and one of the brick shelter sheds are in good condition but four of the Victorian brick buildings are in a Poor condition, typically exhibiting slipped roof tiles, failed guttering and areas of decayed brickwork.
Date registered:	2010
Ownership:	Private
For Sale:	No
Summary:	The site contains an attached pair of Georgian threshing barns, which are grade II listed, and five Victorian animal shelter buildings which are curtilage listed. The Georgian barns are the most significant structures on the site, but the Victorian buildings are also of considerable significance, as good quality examples of their type, reflecting the increased emphasis upon livestock farming in the later 19 th century. Permission was granted in 2013 to refurbish all the historic buildings on the site, but four of the five Victorian buildings remain in need of repair.



Photographs taken 23rd October 2018

TOLLESBURY

Byre at Bohuns Hall, Church Street

Designation: Grade II listed

Priority: A – Parts of the timber frame are extremely decayed.

Condition: **Very bad**

Date registered: 2004

Ownership: Private

For Sale: No

Summary: Redundant Georgian timber-framed byre. A decision to refuse residential conversion was upheld at appeal in 2011. Minor works were carried out in 2017 including cutting back ivy and the reinstatement of temporary cladding. A further proposal for residential conversion was appealed against non-determination in November 2020 (refs FUL/MAL/20/00955 and LBC/MAL/20/00956). At the time of writing the appeal has not been decided.



Photograph taken 14th June 2021

TOLLESBURY

Granary at Woodrolfe Creek, Tollesbury

Designation:	Grade II listed
Priority:	C - Slow decay. No solution agreed.
Condition:	Poor – the timber-framed structure floods regularly and is extensively decayed.
Date registered:	1995
Ownership:	Private
For Sale:	No
Summary:	A 19 th -century timber-framed granary / store. Originally 1 ½ storeys in height, the building was heightened c.1920 and the roof was replaced. In the past, options for reuse of the building have been investigated by the Mid-Essex Building Preservation Trust. It also featured on the third series of BBC's Restoration. Temporary stabilisation works – in the form of internal shoring – were undertaken with grant assistance from Maldon District Council.



Photograph taken 16th October 2018

WICKHAM BISHOPS

Timber Trestle Viaduct at Wickham Place

Designation:	Scheduled Monument
Priority:	A - Immediate risk of further rapid deterioration. No solution agreed.
Condition:	Very bad – Extensive decay has led to structural failure of parts of the viaduct.
Date registered:	2007
Ownership:	Essex County Council
For Sale:	No
Summary:	This timber trestle viaduct was built in 1847 as part of the now redundant Witham, Maldon and Braintree Railway Line. It is a very rare structure and is now a scheduled monument. The owners undertook repair work in 1995-6. The monument is now suffering extensive decay and structural failure. Essex County Council commissioned a condition survey and repair schedule of the structure in 2021. This is being used to inform options for a viable scheme of repair.



Photograph taken 23rd June 2017

WOODHAM MORTIMER

Obelisk opposite Woodham Mortimer Hall

Designation: Grade II listed

Priority: **C** - Slow deterioration. No solution agreed.

Condition: **Poor**

Date registered: 2012

Ownership: Private

For Sale: No

Summary: This obelisk was erected in 1825 by the Coopers Company to commemorate William Alexander's bequest of his estate at Woodham Mortimer. The monument has suffered from a lack of general maintenance. The railings have rusted at their base and some of the stone plinths have split. The railings also appear to have been knocked and bent. The stone monument would also benefit from general conservation. At the time of writing (November 2021) a planning application is about to be submitted for a crematorium on land to the west of the monument. The crematorium scheme will include proposals to repair the monument and re-plant the avenue of trees which flanked it until the 20th century.



REPORT of DIRECTOR OF SERVICE DELIVERY

**to
STRATEGY AND RESOURCES COMMITTEE
6 JANUARY 2022**

COVID-19 ECONOMIC RECOVERY AND TRANSFORMATION (CERT) PROGRAMME - ADDITIONAL RESTRICTIONS GRANT PROPOSAL

1. PURPOSE OF THE REPORT

- 1.1 To seek Members' approval of the proposed defrayal for the remaining Additional Restrictions Grant.

2. RECOMMENDATIONS

- (i) That Members approve the defrayal approach for the remaining Additional Restrictions Grant funding and endorse the business support schemes (set out in section 3.6 below);
- (ii) That the Director of Service Delivery be given delegated authority in consultation with the Chairman of the Strategy and Resources Committee, to approve schemes for the remaining Additional Restrictions Grant to ensure defrayal can be targeted to changing business needs and restrictions.

3. SUMMARY OF KEY ISSUES

- 3.1 The Additional Restrictions Grant (ARG) is provided to local authorities by the Department of Business, Energy and Industrial Strategy to provide direct business grants and wider business support.
- 3.2 Maldon District Council successfully defrayed its initial allocation of £1,875,261 by the deadline of 31 July 2021. A 'top-up' allocation of £564,745 was provided to the authority, extending the defrayal deadline for this to 31 March 2022. It should be noted that whilst defrayal must occur by the deadline, support activity can extend beyond this period.
- 3.3 £129,000 of the total allocations was ringfenced for collaborative scheme delivery via the North Essex Economic Board. The schemes delivered through this partnership will provide businesses with enhanced provision across skills and business support opportunities.
- 3.4 Additional funding was also provided to extend the Click It Local scheme.
- 3.5 Initial allocations have enabled the Council to provide funding to all eligible business applicants. If the remaining balance, circa £450,000, were to be distributed solely on direct business grants, this could equate to under £300 per business. It is felt this would have limited economic benefit and more targeted business support schemes would support better outcomes, business resilience and growth.

- 3.6 The remainder of the fund, is proposed to be defrayed on the following business support schemes to provide sustainable economic return on investment;
- 3.6.1 Social Enterprise Seed and Sector Growth Fund - Grant funding scheme targeted at social enterprise and community businesses to support community benefits, economic growth and sustainability of the organisation. Secondary programme, targeting all sectors, that will support recovery and future resilience and contribute to the economic recovery of the wider district. It is proposed to engage an intermediary organisation to administer the application process and provide on-going support to the applicants.
- 3.6.2 Keep It Local extension (currently funded by Magnox) - Additional funding to continue the delivery of the Keep It Local initiative, providing businesses with free social media and e-commerce training and 12 months promotion campaign.
- 3.6.3 Business Support Surgeries - Two events, one in Burnham-on-Crouch and one in Maldon. The events will provide information and mini consultations with business experts, as well as networking opportunities with like-minded business owners.
- 3.6.4 Wellbeing Resilience in Business - Mental health resilience and well-being training courses for businesses to support their employees.
- 3.6.5 Local Membership Federation of Small Businesses - 1-year free membership for Micro Businesses in the district to access support provided by the Federation of Small Businesses. Subsidised membership would be provided for Small and Mid-size Enterprises (SMEs).
- 3.6.6 Grant Finder - 1 year license to Grant Finder for the authority to communicate funding opportunities via our engagement channels.
- 3.6.7 Business Navigation Services - Local enhancement of North Essex Economic Board (NEEB) contract to assist businesses to identify relevant programmes, initiatives, or funding schemes currently on offer and support to access them. This would also assist to bolster our current business engagement efforts.
- 3.6.8 Visit Essex Membership - Subsidised subscription to tourism specific business support membership.
- 3.6.9 Sensory Guide to Maldon District - Delivery of sensory awareness training, and subsequent guide, for businesses to understand sensory loss/impairment issues services can be tailored to meet the needs of customers.
- 3.6.10 Additional Place Photography - Commission local photographer and drone pilot to undertake photography at all Local Development Plan (LDP) employment sites to support businesses promotion and development of investment prospectus.

4. CONCLUSION

- 4.1 The Additional Restrictions Grant provides an opportunity for the authority to support the recovering economy via hybrid delivery of direct grants and business support. Any unspent funds would need to be returned to Central Government if not defrayed by 31 March 2022.
- 4.2 Members should support the proposed schemes allowing delivery to commence immediately.

5. IMPACT ON STRATEGIC THEMES

- 5.1 The Additional Restrictions Grant primary supports the Council Prosperity Objectives of Supporting Existing Local Businesses and Enhancing and Promoting the District Visitor Economy.

6. IMPLICATIONS

- (i) **Impact on Customers** – The proposal will provide the business community with additional support opportunities and enhance the current offering available via Maldon District Council.
- (ii) **Impact on Equalities** – None.
- (iii) **Impact on Risk** – Defrayal is at risk and it is vital that programme activity is aligned and adequately reported to the funder to ensure the funding is not subject to return.

The programme will reduce the risk to the economy presented by Covid19.

The Council faces increased reputation risk if it fails to deliver to the expectations of stakeholders.

- (iv) **Impact on Resources (financial)** – Schemes are grant funded (paid in advance). Whilst the cost of officer time cannot be recouped from this fund, however, all scheme activity will be.
- (v) **Impact on Resources (human)** – The activity is being led by the Lead Specialist Prosperity, whose position is part funded externally by the Welcome Back Fund. However, inevitably, there may be additional work to enhance efforts of existing staff (within existing establishment).
- (vi) **Impact on the Environment** – None anticipated.
- (vii) **Impact on Strengthening Communities** – None anticipated.

Background Papers:

[Additional Restrictions Grant Local Authority Allocations](#)

[Additional Restrictions Grant Guidance for Local Authorities \(updated 15 April 2021\)](#)

Enquiries to: Leanda Cable, Lead Specialist Prosperity.

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